Village of Arlington Heights
Plan Commission
Virtual Meeting
November 18, 2020
7:30 PM

I. CALL TO ORDER

A. In response to the COVID-19 pandemic, this meeting is closed to in-person, public attendance. The meeting is being held virtually, which permits the public to fully participate via their computers or using their phones.

To participate in the virtual meeting, please follow these instructions: https://bit.ly/3k6JFXa

Individuals who wish to comment or ask a question on an item on the Agenda may either participate virtually or send an email to the Village at jmschmidt@vah.com. Please limit emails to 200 words or less. To be shared at the meeting, the email must be received by 3:00 p.m. on November 18, 2020.

II. ROLL CALL

IIIAPPROVAL OF MINUTES

A. Space Cat Tattoo - 10/14/20

IV.PUBLIC HEARINGS

A. Little University Child Care Center - 2501 N. Chestnut Ave. - PC#20-005
Land Use Variation

V. OTHER BUSINESS

VI.ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.

Plan Commission
11/18/2020

Item: Space Cat Tattoo - 10/14/20

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Minutes - 10/14/20	Minutes

PLAN
_____
_____
_____

COMMISSION

REPORT OF THE PROCEEDINGS OF A PUBLIC HEARING
BEFORE THE VILLAGE OF ARLINGTON HEIGHTS
PLAN COMMISSION

RE: SPACE CAT TATTOO - 630 EAST GOLF ROAD - PC# 20-014
LAND USE VARIATION

REPORT OF PROCEEDINGS had before the Village of Arlington Heights Plan Commission Meeting held virtually, in response to the COVID-19 pandemic, which permits the public to fully participate via their computers or using their phones, on the 14th day of October, 2020 at the hour of 7:30 p.m.

MEMBERS PRESENT:

TERRY ENNES, Chairperson
SUSAN DAWSON
JOE LORENZINI
BRUCE GREEN
JAY CHERWIN
JOHN SIGALOS

ALSO PRESENT:

JACOB SCHMIDT, Development Planner

DRAFT

CHAIRMAN ENNES: This meeting of the Arlington Heights Plan Commission is hereby called to order.

Bruce, you've got the flag, so do you want to do the pledge?

COMMISSIONER GREEN: Yes, we'll get the flag in there a little better.

CHAIRMAN ENNES: There you go. We can start.

COMMISSIONER GREEN: All right, so here we go, guys.

(Pledge of Allegiance recited.)

COMMISSIONER GREEN: Pretty good, guys.

CHAIRMAN ENNES: We did okay.

Can we have the reading of the roll?

MR. SCHMIDT: Commissioner Cherwin.

COMMISSIONER CHERWIN: Here.

MR. SCHMIDT: Commissioner Dawson.

COMMISSIONER DAWSON: Here.

MR. SCHMIDT: Commissioner Drost.

(No response.)

MR. SCHMIDT: Commissioner Green.

COMMISSIONER GREEN: Yes, here.

MR. SCHMIDT: Commissioner Jensen.

(No response.)

MR. SCHMIDT: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Here.

MR. SCHMIDT: Commissioner Sigalos.

COMMISSIONER SIGALOS: Here.

MR. SCHMIDT: Commissioner Warskow.

(No response.)

MR. SCHMIDT: Chairman Ennes.

CHAIRMAN ENNES: Here.

So, Jake, have all of the public notices been sent out for this meeting?

MR. SCHMIDT: They have.

CHAIRMAN ENNES: They have. We have minutes to approve from the last Plan Commission meeting which I was absent from, for the Rand Road Subdivision. Do we have a motion to approve those minutes?

COMMISSIONER GREEN: I'll make a motion for approval.

CHAIRMAN ENNES: Is there a second?

COMMISSIONER SIGALOS: I'll second the motion.

CHAIRMAN ENNES: Do we have to take a roll call on this, Jake?

MR. SCHMIDT: We do.

CHAIRMAN ENNES: Do you want to take roll call on approval?

MR. SCHMIDT: Commissioner Cherwin.

COMMISSIONER CHERWIN: Yes.

MR. SCHMIDT: Commissioner Dawson.

COMMISSIONER DAWSON: I abstain; I was not present.

MR. SCHMIDT: Commissioner Drost.

(No response.)
MR. SCHMIDT: Commissioner Green.
COMMISSIONER GREEN: Yes.
MR. SCHMIDT: Commissioner Jensen.
(No response.)
MR. SCHMIDT: Commissioner Lorenzini.
COMMISSIONER LORENZINI: Yes.
MR. SCHMIDT: Commissioner Sigalos.
COMMISSIONER SIGALOS: Yes.
MR. SCHMIDT: Commissioner Warskow.
(No response.)
MR. SCHMIDT: Chairman Ennes.
CHAIRMAN ENNES: I abstain; I was not there also.
Do we have enough votes to approve those?
MR. SCHMIDT: I am unfamiliar about what number we need.
COMMISSIONER DAWSON: As long as we have quorum for the motion, then you just need a majority.
CHAIRMAN ENNES: Of those present?
COMMISSIONER DAWSON: Of those present, and we have that. So, it should pass.
CHAIRMAN ENNES: Thanks, Susan.
COMMISSIONER DAWSON: I mean, we can double check with Robin, but that's my understanding.
CHAIRMAN ENNES: Okay.
COMMISSIONER DAWSON: Jay, help me out here. Where's my other lawyer? My other Robert's Rules.
COMMISSIONER CHERWIN: Yes, that sounds about right, but that's not something I looked at in a while.
COMMISSIONER GREEN: I don't think you can ask Robin, didn't she retire?
MR. SCHMIDT: She did.
COMMISSIONER DAWSON: Robin retired? I didn't know that. Oh, my goodness.
COMMISSIONER SIGALOS: Yes, she retired last week I think. I mean, last week.
MR. SCHMIDT: Yes, thereabouts.
COMMISSIONER CHERWIN: We'll have to ask Peter Friedman or Steve Elrod.
COMMISSIONER DAWSON: Wow. Okay, wow, it's huge.
Okay, anyway, I think we're good.
COMMISSIONER LORENZINI: I say we trust the lawyers on our team.
COMMISSIONER SIGALOS: Yes, Chairman Ennes, if I could interject, do you not have to make a statement about this? Due to the pandemic, we have this virtual meeting?
CHAIRMAN ENNES: Yes, that's next.

Well, I could have started off with that, but new requirements, according to the Governor of the State of Illinois for virtual public meetings, at least one member of the public body, the chief legal counsel or the chief administrator officer must be physically present, that's me. Bruce is also actually here. I find that the public health concerns related to the Corona virus pandemic render in-person attendance at the regular meeting location not feasible.

So, the next item on our agenda is our petition this evening which is Space Cat Tattoo at 630 East Golf Road. Is the Petitioner present?

MR. SCHMIDT: He is, and I will enable him to speak now.

CHAIRMAN ENNES: Well, Sam, maybe a question for, or Jake, maybe a question for you first. We have been having the Staff report first. Do we want to continue to do that?

MR. SCHMIDT: We can do that first. I have no objection to that.

CHAIRMAN ENNES: Okay, I just wanted to make sure that the Petitioner is here, Mr. Kim?

MR. SCHMIDT: He is, yes.

CHAIRMAN ENNES: Okay, so Jake, if you would please present the Staff report?

MR. SCHMIDT: Certainly. So, the requested action tonight is a land use variation for Space Cat Tattoo, a tattoo parlor. The address of the subject property would be 630 East Golf Road. The subject site is zoned B-2, Business District Limited Retail. The Comprehensive Plan designates this site for commercial uses.

As mentioned, the requested action tonight is a land use variation to allow the tattoo parlor. Tattoo parlors are not an expressly permitted use in any zoning district within the Village, and as such a land use variation is required. There are no additional variations required as part of this petition.

The subject property is located at the northeast corner of Golf Road and Goebbert Road, and is accessible via two driveways; one along Golf Road and one along Goebbert Road. The site is developed with the multi-tenant Go-Go Shopping Center which has several vacancies, one of which will be tenanted by the subject use if approved.

The subject unit is 1,050 square feet in size. Once operational, the peak number of employees on site at any time will be three; one artist and two apprentices. The same number of clients will be able to access the facility at any given time, which is three clients. It should be noted that guest artists may also operate out of the facility for a few months out of the year; however, the number of stations, three total, will not change. Work is performed on an appointment only basis. Walk-in clients are not accepted.

The facility would operate Monday through Saturday, 11:00 a.m. to 9:00 p.m., and closed on Sunday.

This project is a land use variation, and as such, Staff did review the provided written justification for the land use variation. Upon the review, Staff has determined that the criteria for land use variation approval have been met.

With respect to the first criteria, the character and nature of the proposed business is such that its use will not alter the essential character of the locality as it will look and function similar to other existing tenants within the shopping center.

With respect to the second criteria, the shopping center has multiple

vacancies, with Petitioner testimony that two to three units are vacant at any given time and have been over the last several years. The proposed business would increase foot traffic to the center and would alleviate the plight of the owner due to these vacancies.

With respect to the third criteria, the variance requested is the minimum variance necessary to allow reasonable use of the property. Aside from the proposed use not being expressly permitted in the Zoning Code, there are no other variations required, and the project otherwise complies with the Zoning Code.

With respect to the fourth criteria, the proposal is in harmony with the general purpose and intent of the Zoning Code. As the proposed use is state regulated and follow state health codes, it will not be injurious to the health, safety or morals of the area. Additionally, as mentioned previously, the use will be similar in appearance and function to adjacent businesses and there are no other variations required for this petition.

The Comprehensive Plan classifies the property as appropriate for commercial, as previously mentioned. Bearing in mind, the written justification for land use variation criteria, Staff believes that the proposed use is compatible with this designation.

With respect to parking, there have been some changes since the Staff report was published last Friday. Specifically, a restaurant space has been re-tenanted with another restaurant; however, this does not impact parking in a negative way or cause a deficiency in parking for the site. In total, it brings the parking surplus down to 12, but there is still parking surplus on site. Additionally, it was clarified that of the 147 spaces mentioned in the Staff report, ADA spaces were not factored into that number, so there are an additional five spaces on site for a grand total of 152 on-site parking spaces. The mix of uses within the shopping center requires 140 spaces, and therefore, there is that 12-space parking surplus per code.

The proposed use requires one parking space per 250 square feet of floor area, which results in four required parking spaces for the proposed use. This is the same requirement as general retail. Bearing that in mind, no bicycle parking spaces will be required as part of this petition, as provision of bicycle parking spaces are only required when a change in use results in the requirement for additional off-street motor vehicle spaces.

A traffic and parking study is not required as part of this petition. Section 6.12-1 of the Zoning Code states that projects requiring Plan Commission review do not need to provide a parking study and traffic study if the project comprises less than 5,000 square feet in floor area and is located along a major or secondary arterial street. As the property is located along Golf Road, which is designated a major arterial in the Village's Thoroughfare Plan, and the Petitioner is proposing no changes to the site or building, the scope of the project falls under the 5,000 square-foot threshold.

With respect to landscaping, Staff did review current on-site screening and landscaping as part of this petition and identified deficient on-site screening, specifically along the north property line in between residential uses to the north and the south. Staff has been in verbal and written communication with the property owner regarding this deficiency, and is working with the property owner to bring the site into compliance. If code-required screening is not provided, this noncompliance will be handed via code enforcement proceedings.

Bearing the aforementioned information in mind, the Staff Development Committee recommends approval of the requested land use variation with the one

condition that the Petitioner shall comply with all applicable federal, state, and Village codes, regulations and policies.

This concludes my presentation. If there are any questions, I'm happy to answer.

CHAIRMAN ENNES: Are there any questions of Jake at this time?

(No response.)

CHAIRMAN ENNES: Seeing none at this time, do we have a motion to approve the Staff report?

COMMISSIONER GREEN: I'll make that motion.

CHAIRMAN ENNES: Is there a second?

COMMISSIONER CHERWIN: I'll second.

CHAIRMAN ENNES: Then Jake, could you read the roll for approval?

MR. SCHMIDT: Commissioner Cherwin.

COMMISSIONER CHERWIN: Yes.

MR. SCHMIDT: Commissioner Dawson.

COMMISSIONER DAWSON: Yes.

MR. SCHMIDT: Commissioner Green.

COMMISSIONER GREEN: Yes.

MR. SCHMIDT: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Yes.

MR. SCHMIDT: Commissioner Sigalos.

COMMISSIONER SIGALOS: Yes.

MR. SCHMIDT: Chairman Ennes.

CHAIRMAN ENNES: Yes.

So, the Staff report is approved to be included in our minutes. The Petitioner, can we ask him to step forward?

Mr. Kim?

MR. KIM: Yes. This is Sean Kim, yes. I'm ready to answer the questions.

CHAIRMAN ENNES: Okay, Mr. Kim, I would like you to swear in.

(Witness sworn.)

CHAIRMAN ENNES: Would you state your name and spell it for our court reporter?

MR. KIM: Sure. My name is Sean Kim, S-e-a-n K-i-m.

CHAIRMAN ENNES: Okay, and Mr. Kim, would you tell us about your project?

MR. KIM: Oh, yes. Simply, I'm trying to open a tattoo parlor, a tattoo studio in the location of, you know, 630 East Golf Road. I leased that space; the space is 1.050 square feet. I'm planning to work with two other of my student apprentices. So, maximum clients is going to be three and then I'm going to operate like at 11:00 a.m. to 9:00 p.m. I'm open six days a week, Saturday to Friday and closed on Sunday.

Yes, it's pretty much the same to my project description. I've been tattooing for like 13 years in this area, so I'm trying to open this up. I think that's pretty much it. That's it, and I can take questions.

CHAIRMAN ENNES: Okay, are you a licensed facility?

MR. KIM: A licensed facility? Yes, I leased the --

DRAFT

CHAIRMAN ENNES: I'm sorry, not leased. Are you licensed?
MR. KIM: Tattooing?
CHAIRMAN ENNES: Jake, do these facilities, the operators need to be licensed?
MR. SCHMIDT: They do, and he did provide certain documents from the state.
MR. KIM: Hello?
CHAIRMAN ENNES: Yes?
MR. KIM: Yes. In Illinois, a license is not needed to tattoo. You only need a Bloodbone Pathogens certificate and I have one. Every tattooer renew their certificate every year. That's all I need to perform tattooing in Illinois.
CHAIRMAN ENNES: Okay, before we get started with questions of you, is there anyone in the audience, Jake, that would like to make a comment?
MR. SCHMIDT: I see one and I will enable speaking.

QUESTIONS FROM AUDIENCE

MS. CAYER: Hello, Melissa Cayer. I was wondering, do you tattoo scars?
CHAIRMAN ENNES: I'm sorry?
MR. KIM: It depends. I do --
MS. CAYER: Can you tattoo scars?
MR. KIM: Hello? This depends. I do tattoo a light scar, but I don't tattoo, like there are different types of, you know, scars. Some scar is very deep and heavy, I try not to do that, but like some really light scar, I tattoo.
CHAIRMAN ENNES: Okay, Mrs. Cayer, this is not really the type of question that we entertain as what the business does in regard to approving them for a land use variation.
MS. CAYER: Okay, my name is --
CHAIRMAN ENNES: But did that answer your question though?
MS. CAYER: My name is Melissa Cayer.
CHAIRMAN ENNES: Yes, I got that, but I'm just saying that that's not the kind of question that we generally entertain in regard to a land use variation. That's something you could check with the owner about at a later time. But did that answer your question?
MS. CAYER: No offense, but at other meetings, some of your Board Commissioners were asking, you know, personal questions about senior center housing.
CHAIRMAN ENNES: Well, I'm not sure what you're talking about but you're saying at a Plan Commission hearing or a Village Board meeting?
MS. CAYER: It might have been, you know, Design.
CHAIRMAN ENNES: Village Board?
MS. CAYER: No, it wasn't the Village Board, it was a Commission meeting. It had to do with design or planning.
CHAIRMAN ENNES: Yes, that's something that I don't recall coming up here.
MS. CAYER: Okay, well, thank you anyway.
CHAIRMAN ENNES: But thank you for your question.

DRAFT

Jake, anyone else?

MR. SCHMIDT: I am not seeing any other hands raised.

CHAIRMAN ENNES: Okay, then still no one?

MR. SCHMIDT: Still no one, no.

CHAIRMAN ENNES: Okay, so then we'll close the public portion of the hearing and go to the Commissioners for their deliberation and any questions they might have of Mr. Kim.

Mr. Green, do you want to start?

COMMISSIONER GREEN: I would, but I really don't have any questions.

CHAIRMAN ENNES: Okay, Mr. Sigalos?

COMMISSIONER SIGALOS: No, I also don't have any questions. I was at the CPRC meeting and we spoke with Mr. Kim and learned about his practice, so I don't have any questions at this point.

CHAIRMAN ENNES: Thank you.

Commissioner Cherwin?

COMMISSIONER CHERWIN: Similarly, I was at the Conceptual Review Committee, and Mr. Kim gave us his presentation. I was comfortable with the project then.

The one question I'd have is maybe for Jake to follow up. I know Mr. Vittorini had sent a letter, a neighbor I think in the residential street to the east. I just want to, it seemed to me that his concerns were, I guess you'd say they were somewhat addressed or they weren't in a, he was concerned about maybe some existing violations that were out there. It sounded like the Staff did their diligence to make sure that the property owner was in fact, you know, compliant. I think, you know, other than the landscaping that you pointed out on the northern border of the subject property, the property is otherwise in compliance.

Is that accurate?

MR. SCHMIDT: Correct. There is an existing fence along the eastern property line abutting the single-family homes in Mount Prospect. We did go out there, and while it's in older condition, it's not a new fence by any means, it's still serviceable. It still provides full screening per code and it is at the required six-foot height.

COMMISSIONER CHERWIN: Okay, thank you for addressing those. I don't have any other comments.

CHAIRMAN ENNES: Thank you, Commissioner Cherwin.

Jake, is that the communication that you had mentioned that you've had with the landlord?

MR. SCHMIDT: Correct. Well, actually the communication with the landlord is related to the screening on the northern property line. There are arborvitae on that property line that have thinned out and no longer provide full six-foot tall screening. So, that's the area of code deficiency. The fencing along the eastern property line does meet code.

CHAIRMAN ENNES: Has the landlord responded to your communications?

MR. SCHMIDT: Yes, we spoke in person and he's evaluating options of replacing with either a fence or landscaping.

CHAIRMAN ENNES: Thank you.

Commissioner Dawson, any questions?

COMMISSIONER DAWSON: I don't have any direct questions for the

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Petitioner. I'm just curious, would this be the only tattoo parlor then in Arlington Heights? Do we not have others?

MR. SCHMIDT: The only exclusive tattoo parlor, yes. There are a couple of tattoo operators within Arlington Heights, but they operate within larger salon studios.

COMMISSIONER DAWSON: Oh, okay.

MR. SCHMIDT: That didn't require a land use variation because it's ancillary.

COMMISSIONER DAWSON: Sure.

MR. SCHMIDT: It's otherwise a small portion of a permitted use which is a salon. So, he's not the first artist in Arlington Heights operating, but it is the first exclusive solely tattoo use.

COMMISSIONER DAWSON: Interesting. All right, I just wasn't aware of that. Anyway, no, I don't have any questions. I don't have any problems with the project. I think he's provided all the information.

CHAIRMAN ENNES: Thanks, Commissioner.

Okay, Commissioner Lorenzini?

COMMISSIONER LORENZINI: No questions, Chairman.

CHAIRMAN ENNES: Okay, and I don't have any questions either.

Is there any other Commissioner present that's not on screen?

(No response.)

CHAIRMAN ENNES: Okay, so I think we got everybody.

Is there a motion for approval of the project?

COMMISSIONER GREEN: I would like to make a motion.

A motion to recommend to the Village Board of Trustees approval of PC# 20-014, a Land Use Variation, to allow a tattoo parlor use within the B-2 Zoning District.

This recommendation is subject to the following condition:

1. **The Petitioner shall comply with all federal, state and Village codes, regulations and policies.**

CHAIRMAN ENNES: Is there a second?

COMMISSIONER CHERWIN: I'll second.

CHAIRMAN ENNES: Thank you, Commissioner Cherwin.

Can we have a roll call vote, Jake?

MR. SCHMIDT: Commissioner Cherwin.

COMMISSIONER CHERWIN: Yes.

MR. SCHMIDT: Commissioner Dawson.

COMMISSIONER DAWSON: Yes.

MR. SCHMIDT: Commissioner Green.

COMMISSIONER GREEN: Yes.

MR. SCHMIDT: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Yes.

MR. SCHMIDT: Commissioner Sigalos.

COMMISSIONER SIGALOS: Yes.

DRAFT

MR. SCHMIDT: Chairman Ennes.
CHAIRMAN ENNES: Yes.
So, Mr. Kim, you have a unanimous approval and you can proceed on to the Village Board. Is there a tentative date for that, Jake?
MR. SCHMIDT: Not at this time. We'll have to evaluate and see when the first available would be depending on the current projects we have on the agenda book. I'll be in touch with the Petitioner to let him know as soon as we have a possible date.
CHAIRMAN ENNES: Thank you very much.
So, are there any other items on the agenda?
MR. SCHMIDT: Not today, no.
CHAIRMAN ENNES: Okay, so --
COMMISSIONER DAWSON: Before we adjourn, can we just say a little something for Lynn, Commissioner Jensen? It's just breaking my heart.
CHAIRMAN ENNES: It is for me, too, but I don't know, should we make this a public statement?
COMMISSIONER DAWSON: I just, I don't know. I just want to say we're thinking of him. That's all we need to say.
CHAIRMAN ENNES: Okay.
COMMISSIONER GREEN: I agree with that.
CHAIRMAN ENNES: Absolutely. He's going through a very tough time.
COMMISSIONER SIGALOS: Yes, definitely, prayers out to Lynn Jensen.
CHAIRMAN ENNES: Yes.
COMMISSIONER DAWSON: Other than that, I'll make the motion to adjourn.
COMMISSIONER GREEN: And I'll second that.
CHAIRMAN ENNES: All in favor?
COMMISSIONER DAWSON: We got to roll call.
CHAIRMAN ENNES: Okay, forgot you, Jake, in there.
MR. SCHMIDT: Commissioner Cherwin.
COMMISSIONER CHERWIN: Yes.
MR. SCHMIDT: Commissioner Dawson.
COMMISSIONER DAWSON: Yes.
MR. SCHMIDT: Commissioner Green.
COMMISSIONER GREEN: Yes.
MR. SCHMIDT: Commissioner Lorenzini.
COMMISSIONER LORENZINI: Yes.
MR. SCHMIDT: Commissioner Sigalos.
COMMISSIONER SIGALOS: Yes.
MR. SCHMIDT: Chairman Ennes.
CHAIRMAN ENNES: Yes. And Commissioner Dawson, thank you for the comment.
Okay, ladies and gentlemen, we will see you the first Wednesday of next month. Take care.

(Whereupon, the above-mentioned petition was adjourned at 7:54 p.m.)

DRAFT

Plan Commission
11/18/2020

Item: Little University Child Care Center - 2501 N. Chestnut Ave. - PC#20-005

Department: Planning & Community Development

Requested Action

1. Land Use Variation to allow a Day Care Center in the R-3 Zoning District.

Variations Required

1. Variation from Chapter 28, Section 6.12-1 of the Municipal Code, to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer.

Recommendation

The Staff Development Committee (SDC) reviewed the proposed Land Use Variation to allow a Day Care use within the R-3 District, with the requested Variation to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer, and recommends approval of the application subject to the following:

1. Any future expansion of the proposed Day Care will require an amendment to this Land Use Variation.

2. If the remaining vacant space previously occupied by Glenkirk is re-tenanted or repurposed for church uses, parking will need to be evaluated in order to verify that code-required parking is still within the allowances of the 2015 variation.

3. The petitioner shall comply with all DCFS requirements.

4. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

ATTACHMENTS:

Description	**Type**
Staff Report	Report

Legal Notice	Exhibits
Aerial	Exhibits
CPRC Minutes 2/12/20 - DRAFT	Minutes
Business Summary	Exhibits
Building Floor Plan	Exhibits
Daycare Floor Plan	Exhibits
Business Information (Parent Handbook)	Exhibits
Plat of Survey	Exhibits
Parking Survey	Exhibits
Ordinance 15-043	Ordinance
Written response to Land Use & Zoning Code Variations	Correspondence
Department Comments - Round 1	Exhibits
Department Comments - Round 1 - Petitioner Response	Exhibits
Department Comments - Round 2	Exhibits

VILLAGE OF ARLINGTON HEIGHTS

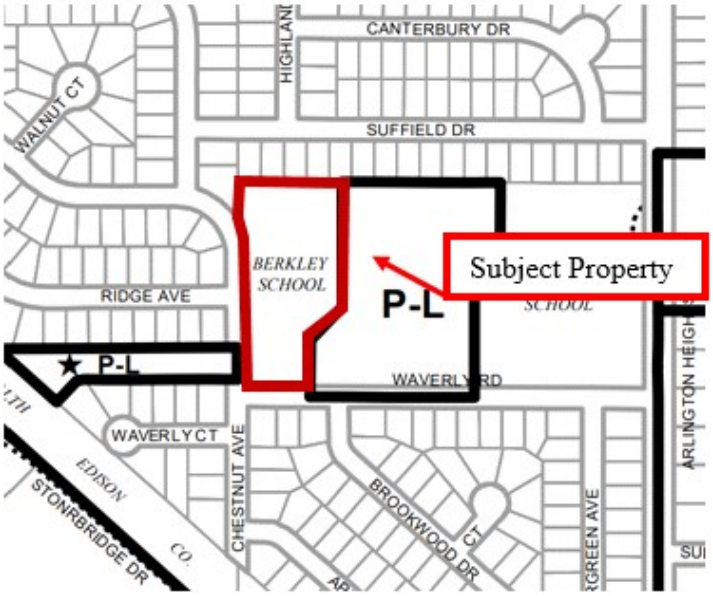
STAFF DEVELOPMENT COMMITTEE REPORT

***Project Number**: PC 20-005*
***Project Title**: Little University*
***Location:** 2501 N. Chestnut Ave.*
***PIN**: 03-17-100-015-0000*

***To**: Plan Commission*
***Prepared By**: Jake Schmidt, Assistant Planner*
***Meeting Date**: November 18, 2020*
***Date Prepared**: November 13, 2020*

***Petitioner**: Mindy Yoon*
***Address**: 2501 N. Chestnut Ave.*
Arlington Heights, IL 60004

***Existing Zoning**: R-3, One-Family Dwelling District*
***Comprehensive Plan**: Institutional*



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	R-3, One Family Dwelling District	Single Family Homes	Single Family Detached
South	R-3, One Family Dwelling District	Single Family Homes	Single Family Detached
East	P-L, Public Land District	Rand-Berkley Park	Parks
West	R-3, One Family Dwelling District, and P-L, Public Land District	Single Family Homes, Open Space	Single Family Detached, Open Space

Requested Action:

1. Land Use Variation to allow a *Day Care Center* in the R-3 Zoning District.

Variations Required:

1. Variation from Chapter 28, Section 6.12-1 of the Municipal Code, to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer.

Project Background:

The subject site, located at the northeast corner of Chestnut Avenue and Waverly Road, is approximately 4.04 acres in size and zoned R-3, One Family Dwelling District. The site is developed with a 29,424 square-foot former school building. In 1993, the property was rezoned from P-L, Public Land District, to R-3, One Family Dwelling District Subsequently, a Special Use Permit for a private school was approved for Glenkirk Educational Center, a school serving people with intellectual and developmental disabilities. The structure is now primarily occupied by Holy Nation Presbyterian Church, which received a parking variation necessary to occupy the space in 2015, granted via Ordinance 15-043. This variation was for 211 parking spaces (62 existing parking spaces and 35 land banked spaces where 308 spaces are required). At the time of this variation, the building was still tenanted by Glenkirk Education Center, which occupied 3,769 square-feet of the building. Per information provided by the petitioner, Glenkirk no longer occupies this space.

The petitioner is seeking to locate their Day Care, Little University Child Care Center, within the facility, occupying a 1,550 square-foot room formerly used by Glenkirk Educational Center. The Day Care was previously located in a leased space in Buffalo Grove, and was forced to move after their landlord lost the building to foreclosure. Little University has been operating out of the Arlington Heights site since March 12th, 2020, after being evicted as part of the aforementioned foreclosure proceedings. As the petitioner was undergoing the Plan Commission review process, Staff did not object to temporary occupancy of the site pending review of this petition. Due to improper public notification, complications arising from the Covid-19 lockdown, and a lack of response from the petitioner this summer, hearing of this petition has been delayed by roughly 8 months. While Staff is sympathetic to the petitioner's plight due to the foreclosure of their previous location, Staff does not look favorably on the petitioner's delayed response this summer. As a result, the petitioner has been notified that further delays in their project will result in code-enforcement action.

Little University Child Care Center serves 16 children, and employs 3 individuals. The Day Care operates between 7:30 am and 6:00 pm Monday through Friday, with staggered drop-off and pick-up times for each student. The applicant has already secured DCFS approval for utilization of the subject site.

Zoning and Comprehensive Plan

To proceed forward, the Plan Commission must review and the Village Board must approve a Land Use Variation. Day Care Centers are not permitted in the R-3 Zoning District. As part of the Plan Commission review process, the petitioner has provided a written response to Land Use Variation Justification Criteria, which is attached as **Appendix I** at the end of this report. The four hardship criteria necessary for land use variation approval are included below for reference:

- **The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.**
- **The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.**
- **The proposed variation is in harmony with the spirit and intent of this Chapter.**
- **The variance requested is the minimum variance necessary to allow reasonable use of the property.**

With respect to the first criteria, the property was built and formerly used as an elementary school building. Staff notes that the site also borders a park and active school to the east. The proposed use, being a Day Care serving children, does not alter the character of this area.

With respect to the second criteria, the space utilized by Little University has been vacant. Occupation of the space reduces the plight of the owner caused by this vacancy.

With respect to the third criteria, the proposed variation is in harmony with the spirit and intent of Zoning Code, as it is a Day Care operating out of a former school building.

With respect to the fourth criteria, the requested variation would be for a program caring for children aged 3 to 6. Staff notes that this proposal is also limited to a 1,550 square-foot space, serving 16 children. The requested variation is the minimum necessary to allow the proposed use.

Given the petitioner's written response to Land Use Variation Justification Criteria and Staff analysis, Staff is supportive of the requested Land Use Variation.

According to the Village's Comprehensive Plan, the subject site is designated as Institutional. The proposed Day Care Center is subordinate to the primary use of a Church at the site. As such, the overall use of the site is compatible with the Comprehensive Plan designation.

Building, Site and Landscaping:

The petitioner is not proposing any changes to the site or building. With respect to signage, the petitioner is proposing one sandwich board sign, which will require a separate review as sandwich board signs are not permitted in Residential Zoning Districts. During the formal Plan Commission review process, Staff has evaluated the condition of existing site landscaping, and noted multiple deficiencies in screening, general maintenance, and inclusion of required parking lot landscaping. As the petitioner does not own the subject property, these deficiencies will be handled via the code enforcement process.

It should also be noted that Staff has recently received a complaint that the recently installed wall signage at the church may not meet code. Staff is currently evaluating this complaint.

Parking, Traffic, and Circulation:

With respect to parking, parking demand is based on the collective parking requirement for each of the different uses within the facility (Chapter 28, Section 10.2-6, Collective Provision).

Given the mix of uses within the facility, a total of 289 parking stalls are required. At this time, the site has a total of 62 parking stalls, with 35 land-banked parking spaces. This results in a code-required parking deficit of 192 parking spaces (see **Table I** on the next page).

Previously, Glenkirk required 28 spaces per the number of employees and classrooms. As Glenkirk has vacated their space, the required parking for this area of the building has been reduced to 9 spaces, as shown in bold in **Table I**. While there is still a significant code-required parking deficit on-site, as mentioned previously the subject property received a variation for 211 parking spaces (62 existing parking spaces and 35 land banked spaces where 308 spaces are required). As the proposed change reduces code-required parking, no additional parking variation is required. However, if the remaining vacant space previously occupied by Glenkirk is re-tenanted or repurposed for church uses, parking will need to be evaluated in order to verify that code-required parking is still within the allowances of the 2015 variation.

Per section 6.12-1 of Chapter 28 of the Municipal Code, any Plan Commission Application not located along a primary or secondary arterial must include a traffic and parking study from a certified Traffic Engineer. Such study would assess access, on-site circulation, parking, trip generation, and impacts to adjacent roadways. The petitioner has requested relief from this requirement via a variation.

Table I: Parking Summary

Use	Size (SF)	Parking Ratio	Required Parking
Sanctuary	3,398 SF (200 seats)	1/5 seats	40 spaces
Chapel 1	517 SF (50 seats)	1/5 seats	10 spaces
Chapel 2	517 SF (50 seats)	1/5 seats	10 spaces
Fellowship	2,426	30% of capacity (15 net SF per occupant)	49 spaces
Class Room	481	30% of capacity (20 net SF per occupant)	7 spaces
Gymnasium/All purpose room	2,253	30% of capacity (5 SF net SF per occupant for assembly without fixed seats – standing space)	135 spaces
Office	1,381	1/300 SF	5 spaces
Other spaces (including, but not limited to: infant room, media room, kitchen, lunch room, storage, lobby, boiler room, utility room)	7,247	1/300 SF	24 spaces
Little University Child Care Center	**1,550**	**3 Spaces per 2 Employees**	**2 spaces**
Vacant Space	**2,219**	**1/300 SF**	**7 spaces**
Total Required			289 spaces
Total Provided			62 spaces
Land Banked parking			35 spaces
Surplus / (Deficit)			(**192** spaces)

To justify the requested variation, the petitioner has provided an adequate written response to Variation Justification Criteria and a survey of parking lot utilization. This survey was taken over a period of two weeks, on a minimum of 3 days each week, once per hour during the hours that Little University is in operation. This survey was taken in February prior to the Covid-19 lockdown and occupation of the site by the petitioner, on Monday February 10th, Thursday February 13th, Friday February 14th, Tuesday February 18th, Wednesday February 19th, and Friday February 21st, between the hours of 7:00 am and 7:00 pm. Peak parking lot utilization was observed to be 4 vehicles, which occurred at 11:00 am and 12:00 pm on Tuesday, February 18th, and 4:00 pm, 5:00 pm, and 7:00 pm on Friday, February 21st. These counts are detailed in **Appendix II** at the end of this report. To supplement these counts, the petitioner has provided information on typical parking demand during drop-off and pick-up times, detailed in **Appendix III** at the end of this report. Children are dropped off and picked up at staggered times; all 16 students are not dropped off or picked up at the same time. Peak anticipated parking for vehicles dropping off children occurs at 8:00 - 8:30 am, and 8:30 - 9:00 am, when 5 vehicles are accessing the site. Peak pick-up activity occurs between 5:00 – 5:30 pm and 5:30 – 6 pm, when 3 vehicles are accessing the site.

Combined, peak parking lot utilization would be 7 vehicles, and would have occurred on Friday, February 21st at 5:00 pm, resulting in a functional parking surplus of 55 spaces.

Per information provided by the petitioner, the proposed service times of the church do not coincide with the times of drop-off and pick-up operations. Wednesday and Friday night services are stated to take place from 8:00 pm to 9:30 pm. Friday Night Bible Study takes place from 7:00 pm to 8:00 pm.

As functional parking for this use does not exceed the capacity of the parking lot, and church service times do not coincide with operational hours of the proposed Day Care, Staff supports the requested variation.

With respect to bicycle parking, the provision of bicycle parking spaces is required when the use of a space changes to a more intense use. The regulations specifically state that bicycle parking spaces are required when "a change in use results in the requirement for additional off-street motor vehicle spaces". As there is a reduction in the number of required vehicular spaces for the proposed Day Care from the previous use, provision of additional bicycle parking spaces is not required as part of this petition.

RECOMMENDATION

The Staff Development Committee (SDC) reviewed the proposed Land Use Variation to allow a Day Care use within the R-3 District, with the requested Variation to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer, and recommends **approval** of the application subject to the following:

1. Any future expansion of the proposed Day Care will require an amendment to this Land Use Variation.
2. If the remaining vacant space previously occupied by Glenkirk is re-tenanted or repurposed for church uses, parking will need to be evaluated in order to verify that code-required parking is still within the allowances of the 2015 variation.
3. The petitioner shall comply with all DCFS requirements.
4. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

_____November 10, 2020
Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
PC File 20-005

Appendix I: Written Response to Land Use Variation Justification Criteria

1. The following approval has been requested:
1. Land Use Variation to allow a "Day Care Center" in the R-3 Zoning District.
- The property was a school building. Little University Child Care Center. It is compatible with existing uses and zoning of near by property.
- The space Little University is using was a vacant space by the church.
- Land variation request to add a day care in a church building that was once school building in in harmony with the spirit and intent of this chapter.
- The variance request is to add a 3-6 years old program in old school building.

Appendix II: Parking Survey

Number of cars in parking lot at 2501 N. Chestnut Ave. Arlington Heights, IL

	Monday 2/10/2020	Thursday 2/13/2020	Friday 2/14/2020	Tuesday 2/18/2020	Wednesday 2/19/2020	Friday 2/21/2020
7:00 AM	1	1	0	1	1	0
8:00 AM	1	1	0	1	1	0
9:00 AM	2	2	0	2	2	0
10:00 AM	0	2	0	2	2	2
11:00 AM	0	2	0	4	1	2
12:00 AM	2	2	0	4	1	2
1:00 PM	1	1	1	0	1	1
2:00 PM	1	1	1	0	1	1
3:00 PM	1	1	1	0	1	1
4:00 PM	2	2	2	2	2	4
5:00 PM	2	2	2	2	2	4
6:00 PM	2	2	2	2	2	2
7:00 PM	1	1	4	1	1	4

Appendix III: Student Drop-Off & Pick-Up Times

Drop-off:

4 children 7:30 - 8:00am
5 children 8:00 - 8:30am
5 children 8:30 - 9am
2 children 9:00 - 9:30am

Pick-up:

2 children 2:30 - 3pm
2 children 3 - 3:30pm
2 children 3:30 - 4pm
2 children 4pm - 4:30pm
2 children 4:30 - 5pm
3 children 5 - 5:30pm
3 children 5:30 - 6pm

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE PLAN COMMISSION OF THE VILLAGE OF ARLINGTON HEIGHTS WILL CONDUCT A PUBLIC HEARING ON NOVEMBER 18, 2020, AT 7:30 P.M. to consider Petition No. 20-005, a request to grant a Land Use Variation to allow a "Day Care Center" within the R-3 Zoning District, on property generally located on the east side of Chestnut Avenue, north of Waverly Road, at 2501 N. Chestnut Avenue, Arlington Heights, IL. Pursuant to orders issued in response to the COVID-19 pandemic, this Plan Commission hearing is closed to in-person, public attendance. The hearing is being held via Zoom Meeting, which permits the public to fully participate in the virtual Plan Commission hearing via Zoom or their phones. Details on how to access and participate in this online virtual hearing will be available at www.vah.com no later than November 13, 2020.

The legal description for the subject property is as follows: LOT 1 IN RAND/BEVERLY SCHOOL SUBDIVISION, A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 17, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, ACCORDING TO PLAT OF SUBDIVISION, RECORDED FEBRUARY 2, 1993 AS DOCUMENT 93085967.

As part of said petition the applicant is requesting the following variations from Chapter 28 of the Municipal Code:

- **Variation from Chapter 28, Section 6.12-1 of the Municipal Code, to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer.**

And other variations as determined necessary by the Plan Commission.

All persons desiring to be heard shall be given the opportunity to be heard. Should any individual need auxiliary aid or service, such as a sign language interpreter or materials in alternative formats, please contact the Health Department at 33 South Arlington Heights Road, Arlington Heights, Illinois 60005, (847) 368-5760,TDD# (847) 368-5794.

Terry Ennes, Chairman
ARLINGTON HEIGHTS PLAN COMMISSION
Published in Daily Herald November 3, 2020 (4553738)

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PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin,Antioch,Arlington Heights,Aurora,North Aurora,Bannockburn, Barrington,Barrington Hills,Lake Barrington,North Barrington,South Barrington,Bartlett,Batavia,Buffalo Grove,Burlington,Campton Hills, Carpentersville,Cary,Crystal Lake,Deerfield,Deer Park,Des Plaines,Elburn, East Dundee,Elgin,South Elgin,Elk Grove Village,Fox Lake, Fox River Grove,Franklin Park,Geneva,Gilberts,Glenview,Grayslake, Green Oaks,Gurnee,Hainesville,Hampshire,Hanover Park,Hawthorn Woods, Highland Park,Highwood,Hoffman Estates,Huntley,Inverness,Island Lake, Kildeer,Lake Bluff,Lake Forest,Lake in the Hills,Lake Villa,Lake Zurich, Libertyville,Lincolnshire,Lindenhurst,Long Grove,Melrose Park,Montgomery, Morton Grove,Mt.Prospect,Mundelein,Niles,Northbrook,Northfield,Northlake, Palatine,Park Ridge,Prospect Heights,River Grove,Riverwoods, Rolling Meadows,Rosemont,Round Lake,Round Lake Beach, Round Lake Heights,Round Lake Park,Schaumburg,Schiller Park,Sleepy Hollow. St. Charles,Streamwood,Sugar Grove,Third Lake,Tower Lakes,Vernon Hills, Volo,Wadsworth,Wauconda,Waukegan,West Dundee,Wheeling,Wildwood, Wilmette

County(ies) of Cook, Kane, Lake, McHenry

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 11/03/2020 in said DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY Paula Baltzer
Authorized Agent

Control # 4553738

GIS consortium MapOffice™

2501 N. Chestnut Ave.

Map created on January 27, 2020.

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Address and Parcel for Photo View

Parcel Lines for Photo View

REPORT OF THE PROCEEDINGS OF

THE CONCEPTUAL PLAN REVIEW COMMITTEE

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON: **February 12, 2020**

Project Title: Little University LUV

Address: 2501 N. Chestnut Ave.
Arlington Heights, IL 60004

Petitioner: Mindy Yoon
Little University Child Care Center
1250 Radcliffe Rd. #104
Buffalo Grove, IL 60089

Requested Action:

1. Land Use Variation to allow a Day Care Center in the R-3 Zoning District.

Variations Required:

1. Variation from Chapter 28, Section 6.12-1 of the Municipal Code, to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer.

Attendees: Mindy Yoon, Director of Little University Child Care Center
Jay Cherwin, Plan Commissioner
John Sigalos, Plan Commissioner
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
Jake Schmidt, Assistant Planner
Sam Hubbard, Development Planner

Project Summary:

The subject site, located at the northeast corner of Chestnut Avenue and Waverly Road, is approximately 4.04 acres in size and zoned R-3, One Family Dwelling District. The site is developed with a 29,424 square-foot former school building. In 1993, the property was rezoned from P-L, Public Land District, to R-3, One Family Dwelling District Subsequently, a Special Use Permit for a private school was approved for Glenkirk Educational Center, a school serving people with intellectual and developmental disabilities. The structure is now primarily occupied by Holy Nation Presbyterian Church, which received a parking variation necessary to occupy the space in 2015, granted via Ordinance 15-043. This variation was for 211 parking spaces (62 existing parking spaces and 35 land banked spaces where 308 spaces are required). At the time of this variation, the building was still tenanted by Glenkirk Education Center, which occupied 3,769 square-feet of the building. Per information provided by the petitioner, Glenkirk no longer occupies this space.

The petitioner is seeking to relocate their existing daycare facility, currently located in Buffalo Grove, into 1,550 square-feet of the space formerly occupied by Glenkirk Educational Center. This facility, Little University Child Care Center, serves 16 children, and employs 3 individuals. The daycare would operate between 7:30 am and 6:00 pm Monday through Friday, with staggered drop-off and pick-up times for each student. The applicant has already secured DCFS approval for utilization of the subject site.

Meeting Discussion:

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Ms. Yoon began by explaining she has operated her daycare in Buffalo Grove for the last 14 years. Their current building is undergoing a foreclosure process, and as such her lease has been terminated and she has been evicted from the property. Over the last few months, she has obtained DCFS approvals for the new space at 2501 N. Chestnut Ave. She had previously contacted the Village, and had been told that all she would need to move into the new space would be DCFS approvals, however did not find out until January that she needed additional zoning approvals. The Arlington Heights location is in close proximity to current students, who would be able to continue attending the daycare at the new location.

Commissioner Green asked **Mr. Schmidt** for the Staff perspective.

Mr. Schmidt began by stating that the site is approximately 4.04 acres in size and zoned R-3, One Family Dwelling District. The site is developed with a 29,424 square-foot former school building, which in 1993 was rezoned from P-L, Public Land District, to R-3, One Family Dwelling District. A Special Use Permit for a private school was approved for Glenkirk Educational Center subsequently. The structure is now primarily occupied by Holy Nation Presbyterian Church, which received a parking variation necessary to occupy the space in 2015, granted via Ordinance 15-043. This variation was for 211 parking spaces (62 existing parking spaces and 35 land banked spaces where 308 spaces are required). At the time of this variation, the building was still tenanted by Glenkirk Education Center, which occupied 3,769 square-feet of the building. Per information provided by the petitioner, Glenkirk no longer occupies this space.

The petitioner is seeking to relocate their existing daycare facility into 1,550 square-feet of the space formerly occupied by Glenkirk Educational Center. Little University Child Care Center serves 16 children, and employs 3 individuals. The daycare would operate between 7:30 am and 6:00 pm Monday through Friday, with staggered drop-off and pick-up times for each student. The applicant has already secured DCFS approval for the proposed daycare.

To proceed forward, the Plan Commission must review and the Village Board must approve a Land Use Variation. Day Care Centers are not permitted in the R-3 Zoning District. As part of any formal application to the Plan Commission, the petitioner must provide a written response to each of the four hardship criteria necessary for land use variation approval.

According to the Village's Comprehensive Plan, the subject site is designated as Institutional. The proposed Day Care Center is subordinate to the primary use of a Church at the site. As such, the overall use of the site is compatible with the Comprehensive Plan designation.

The petitioner is not proposing any changes to the site or building. With respect to signage, the petitioner is proposing one sandwich board sign, which will require a separate review as sandwich board signs are not permitted in Residential Zoning Districts. During the formal Plan Commission review process, staff will evaluate the condition of the parking lot to determine if any additional repairs, resurfacing, or restriping is needed. Additionally, staff will also evaluate the existing site landscaping to ensure that it conforms to all code requirements.

With respect to parking, a total of 289 parking stalls are required. At this time, the site has a total of 62 parking stalls, with 35 land-banked parking spaces. This results in a code-required parking deficit of 192 parking spaces

While there is still a significant code-required parking deficit on-site, as mentioned previously the subject property received a variation for 211 parking spaces (62 existing parking spaces and 35 land banked spaces where 308 spaces are required). As the proposed change reduces code-required parking, no additional parking variation is required. However, if the remaining vacant space previously occupied by Glenkirk is re-tenanted or repurposed for church uses, parking will need to be evaluated in order to verify that code-required parking is still within the allowances of the 2015 variation.

Per section 6.12-1 of Chapter 28 of the Municipal Code, any Plan Commission Application not located along a primary or secondary arterial must include a traffic and parking study from a certified Traffic Engineer. Such study would assess access, on-site circulation, parking, trip generation, and impacts to adjacent roadways. The petitioner has indicated they will be pursuing relief from this requirement as well. The petitioner will need to provide written justification for this variation.

To justify the requested variation, the petitioner shall provide a survey of parking lot utilization over a period of two- weeks, on a minimum of 3 days each week, once per hour during the hours that Little University would be in operation. The petitioner has provided an estimate of parking during drop-off and pick-up times. Children would be dropped off and picked up at staggered times; all 16 students would not be dropped off or picked up at the same time. Per information provided at the time of the 2015 parking variation, the proposed service times of the church would not coincide with the times of drop-

off and pick-up operations. Wednesday and Friday night services were stated to take place from 8:00 pm to 9:30 pm. As part of this petition, the applicant shall verify that these service times are still accurate.

With respect to bicycle parking, the provision of bicycle parking spaces is required when the use of a space changes to a more intense use. As there is a reduction in the number of required vehicular spaces for the proposed Day Care from the previous use, provision of additional bicycle parking spaces is not required as part of this petition.

The Staff Development Committee is generally supportive of the application subject to the petitioner shall providing a written response to each of the four hardship criteria necessary for variation approval for the Land Use and Zoning Variations. Additionally the petitioner shall provide a detailed floor plan will be required as part of the formal Plan Commission application. The petitioner shall provide the aforementioned parking survey, as well as verify the service times of the church.

Commissioner Jensen asked if the bank had already given the petitioner a deadline or timeline to move out of their Buffalo Grove facility.

Ms. Yoon stated that she received the eviction notice in August, and needs to move out as soon as possible. The Sheriff could show up at any time, and lock out the business. She had tried to extend her lease while she undergoes the zoning approval process, however the bank wants the building to be vacated. Other tenants are planning to move out at the end of February.

Commissioner Jensen asked Staff what the soonest possible meeting date would be for the applicant.

Mr. Schmidt stated that once an application is received, the typical process takes between 30 to 60 days. The applicant has already began working on her application. Typically a petition takes around 40 days to go through the Plan Commission process.

Commissioner Jensen asked the petitioner if 16 students are enrolled in her daycare.

Ms. Yoon stated that with the move the total number of students would be 13.

Commissioner Jensen asked what tuition was for her daycare.

Ms. Yoon stated that tuition was $265 per week.

Commissioner Jensen asked if the number of students was economically viable.

Ms. Yoon stated that her business is economically sound.

Commissioner Jensen stated that he was glad the petitioner would not have to provide bike racks.

Commissioner Sigalos stated that he would like to see the petitioner move in as soon as possible. Since the petitioner already has DCFS approval all that is needed is Zoning approval. Parking should not be a problem as there are only 3 Staff members, and most church activity takes place in the evening.

Ms. Yoon added that sometimes the pastor will be present during the day.

Commissioner Sigalos reiterated that he would like to see the petitioner move in as soon as possible. He asked why the church has not yet installed land banked spaces.

Mr. Schmidt explained that zoning code typically requires a number of parking spaces for church uses that exceeds their functional need. The land banked spaces would only need to be installed if there was a functional parking deficit on the site.

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Commissioner Sigalos asked if parking demand exceeds the number of spaces on site.

Mr. Schmidt stated that to the best of his knowledge there was not a functional parking deficit at the site.

Commissioner Cherwin asked if the church owned or leased the building.

Mr. Schmidt stated that the church owned the building.

Commissioner Cherwin asked if the petitioner had already executed a lease with the church.

Ms. Yoon said she has signed a lease for space at the church.

Commissioner Cherwin asked if the church had a daycare service.

Mr. Schmidt stated that Glenkirk was the only educational use that had shared space with the church.

Commissioner Cherwin stated that he hopes Staff can do what is possible to expedite the review process and provide her every accommodation possible. He would not want to see the petitioner's business shut down and the families left without child care. He asked if Staff could do anything to allow the petitioner to temporally move in.

Mr. Schmidt stated that there were not any legal options for Staff to temporarily approve occupancy. Staff could however expedite the internal review process.

Commissioner Cherwin asked when the first available meeting was for this project.

Mr. Hubbard stated that March 11th would be the soonest available. There is still adequate time to provide public notice for that meeting. However, he would have to check the other petitions on the agenda for that meeting to determine if the subject project could proceed, and the petitioner provides an application.

Commissioner Jensen asked what bank was foreclosing on their current property.

Ms. Yoon stated that it was the Bank of Hope.

Commissioner Jensen asked when the project would be able to proceed to the Village Board following an appearance before the Plan Commission.

Mr. Hubbard stated that the project would likely proceed to the Village Board in April.

Commissioner Jensen asked if the Village could communicate with members of the bank.

Commissioner Hubbard stated he could look into it, but was unsure Staff could intervene.

Commissioner Cherwin asked if Staff could provide the petitioner with confirmation of her Plan Commission application so she could use that to negotiate with the Bank.

Mr. Hubbard stated that a formal letter is typically sent to applicants after their application is submitted.

Commissioner Jensen suggested that the petitioner reach out to the bank once she has that confirmation letter.

Ms. Yoon said she could try but the bank did not negotiate when she presented her DCFS approval letter.

Commissioner Sigalos asked if the current building has been sold.

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Ms. Yoon said it was not yet sold.

Commissioner Cherwin asked when the eviction process had started**.**

Ms. Yoon said the process began in August. The church location was found in September, and the DCFS process began shortly after.

Commissioner Green stated that he was in favor of the project moving forward as quickly as possible, and to stay in contact with Staff.

Ms. Yoon stated that Staff had been very helpful so far.

RECOMMENDATION

The Conceptual Plan Review Committee advised the petitioner to proceed forward with their application.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Jake Schmidt, Recorder

DRAFT

Little University Child Care Center

2501 N. Chestnut Ave. Arlington Heights IL 60004 847-577-7557 www.littleuniversity.org littleuniversity@hotmail.com

Business Hour

Monday – Friday 7:30 am to 6 pm

Member of Staff

Mindy Yoon (Center Director/ Teacher)

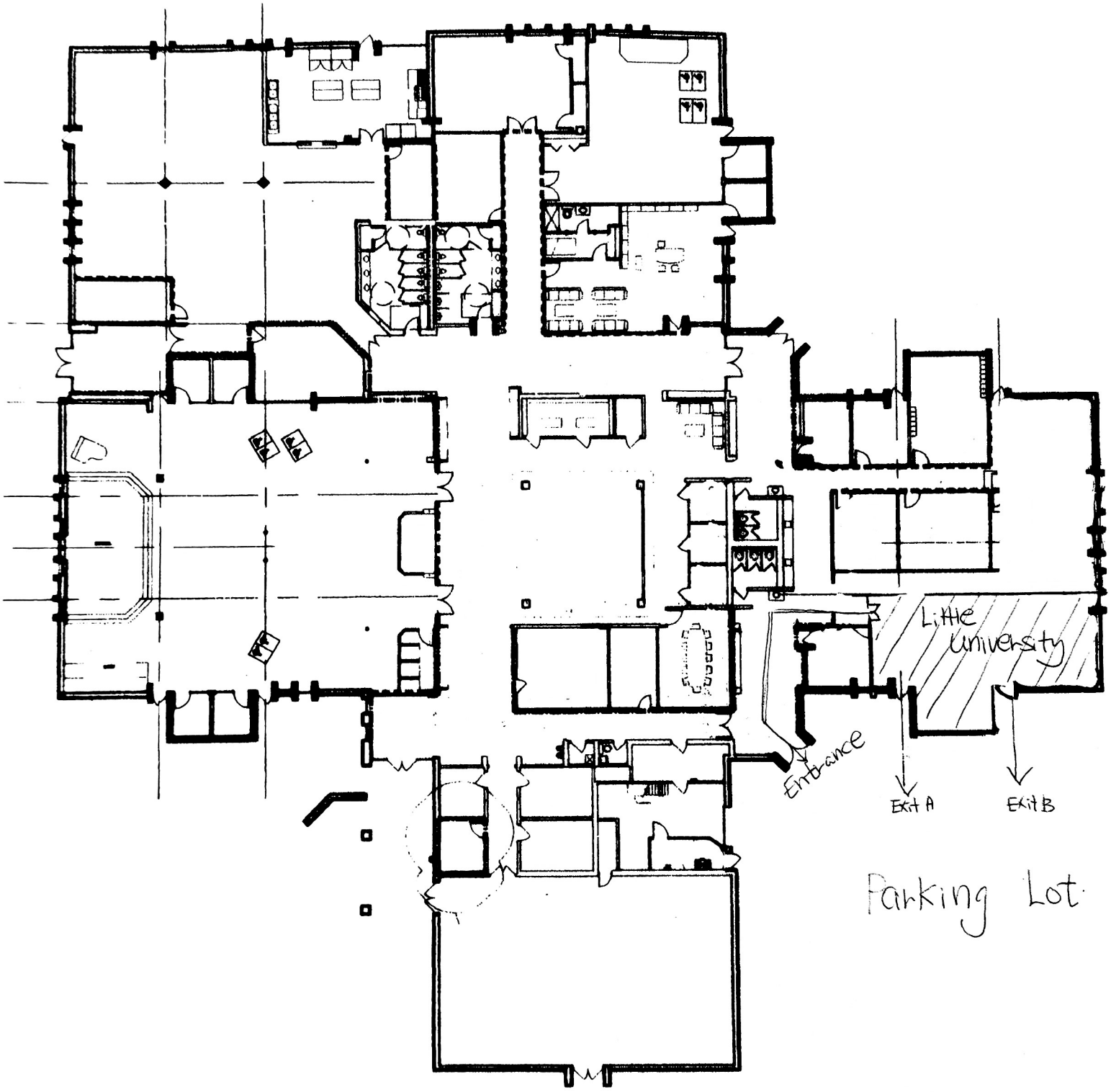
Tatiana Baciu (Teacher)

Julissa Bautista (Teacher Assistant)

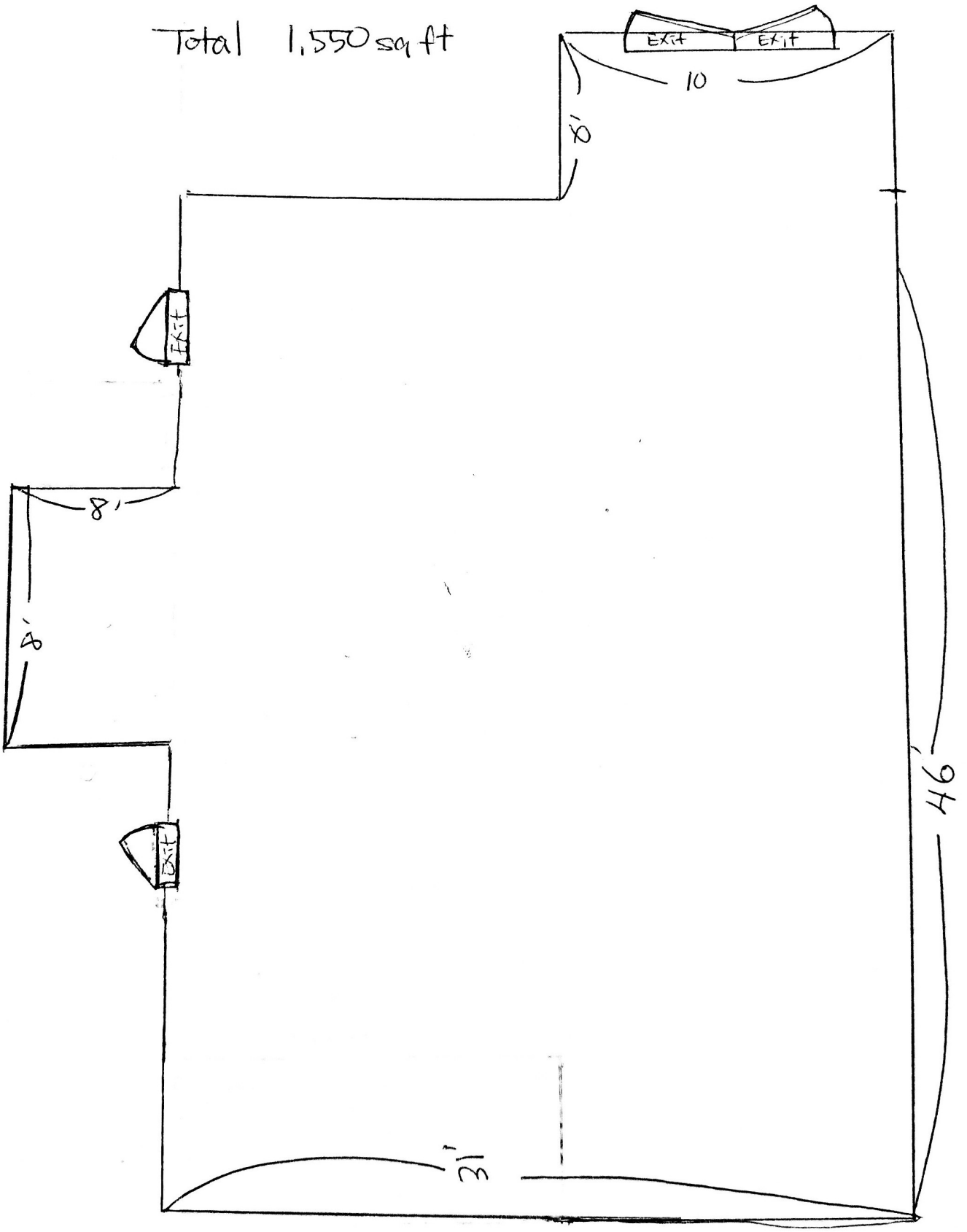
We are DCFS licensed Child Care Center open in Buffalo Gove in 2007. Our center only accepts 16 children per day to provide better child care for our children. We like to be in a church to keep our cost down but we also believe church is better environment than store front building for our children. 2501 N. Chestnut Ave is Holy Nation Church that used to be Glenkirk Education Center. There is a nice playground that our children can use at this location makes even more attractive to us. The church does not use the space at all, M- F 7:30 am to 6pm.

We are anticipating to move in as soon as possible. Our previous landlord in Buffalo Grove did not pay the mortgage so our current location is now bank owned. The bank does not want to maintain the building, instead they gave us an eviction notice on August 2019. We have been excited to move to this location since September of 2019. I was told by the Village in September that I can do application process once the location is approved by DCFS. This location was approved by DCFS December 26, 2019. I received a call from the IL state fire marshal today for an inspection on the Tuesday, 01/28/20.

We are reaching out to see if there would be away we can move asap to 2501 N. Chestnut with condition to do all necessary variation required by the village of the Arlington Heights.


Little University
Entrance
Exit A
Exit B
Parking Lot

Little University Child Care Center
2501 N. Chestnut Ave Arlington Hts 60004



Little University
Child Care Center

Parent Handbook

1250 Radcliffe Rd. #104
Buffalo Grove, IL 60089
Ph. 847.577.7557
Fax. 866.596.3147
littleuniversity@hotmail.com
www.littleuniversity.org

Section 1 - INTRODUCTION

We hope that you and your child enjoy participating in our program. You, the parents, are your child's mainstay, and you are the most important people to your child. We, the teachers, will do our best to be the second most important people to your child. We look forward to working closely with you in order to continue the happy and healthy development of your child.

OUR MISSION
Our greatest assets are three-fold: parents, their children, and staff together because they bring love, education and recognition to our Center. Children can only thrive in such a positive and cooperative environment.

VISION STATEMENT
We build partnerships with staff, families, and the community. To build long-lasting relationships based on trust in order to maximize the potential of children, optimize education, and ensure success for everyone.

EDUCATIONAL PHILOSOPHY
The early years are a time for youngsters to explore their world by socializing with their peers. Children learn through natural curiosity and play but also need structure. Our structural education programs are developed to promote your child to reach their full potential.

MULTICULTURAL POLICY
Little University embraces diversity, and we are very sensitive and continually respectful of all cultures and religions. We have been working towards a multicultural curriculum.

CELEBRATION OF HOLIDAYS
In our effort to be supportive to the uniqueness of every child and his/her family, we recommend that parents share with their child's classroom the traditions, foods, and holidays that they observe and celebrate. By parents sharing in this way, their son or daughter is made to feel proud of his/her heritage and everything is explained to the other children in a meaningful and respectful way.

Section 2 - OUR PROGRAMS

PRESCHOOL AND PRE-KINDERGARTEN
Preschool years are times for your child to learn about the world around him/her. Our program facilitates social, emotional, and intellectual growth. The children learn through exploration and interactions with adults and other children. The children choose activities on their own from many interest centers. These may include dramatic play, blocks, science, puzzles, math games, books, and art. The "circle time", a small group activity, incorporates the weekly theme through stories, finger plays, and songs.

KINDERGARTEN AND KINDERGARTEN ENRICHMENT
Individual attention is the key to our kindergarten program where children are free to learn at their own rate. Instruction is geared to the individual in both reading and math readiness skills. The teacher will use letter books, supplementary manipulative activities, games, and work sheets. In conjunction with the theme or area being studied art, science, social studies, music and creative dramatics are all incorporated into the curriculum.

Section 3 - OUR STAFF

HIRING REQUIREMENTS
It is the policy of the **Little University** to hire the most qualified candidates for staff positions based on job knowledge, education, experience, prior work history, and physical condition necessary to perform satisfactorily in the vacant position. The hiring of any employee is contingent upon a pre-employment screening interview, completion of DCFS screening, and satisfactory professional and personal references.

Employees are required to provide: (Little University follows all of the DCFS guidelines for staff requirements.)
1) Evidence of Educational qualifications, transcripts, diploma and certification)
2) A minimum of three (3) references. References from former employers are preferred.
3) Fingerprinting for DCFS screening.
4) Required medical records.

STAFF/FAMILY RELATIONSHIP
Our staff members obviously love all of the children and spend many hours with them here. Communication between parents and staff is extremely important. We want to work as a team so that your children will feel a connection between home and school. Please keep staff up to date with any changes in your family routine or home environment. Even small changes can affect young children and our staff can be more sensitive to their needs if they have more information.

Section 4 - NEW BEGINNING

REGISTRATION PROCESS
We encourage all interested families to take a tour of our center. If the parent wishes to register, he/she then pays the registration fee and completes a registration form. Bring a Health Examination form and a copy of their Birth Certificate. A slot will then be reserved for

their child/children in the appropriate room(s). We will review the family's completed registration packet to insure that we have the necessary information for licensing purposes.

ADMITION REQUIREMENTS

- A recent physical examination (within 6 months *before* admission).
- A TB test AND documented results, for all children over 12 months (done within 6 months *before* admission).
- Up to date immunizations, according to the Department of Health (A new Physical Examination is required every 2 years).
- A lead screening, for all children over 6 months (within 6 months of admission).
- Varicella (chicken pox vaccine) 12 mo.-Kindergarten, before admission

Please bring in documentation from the doctor each time your child receives a physical examination* and/or updated immunizations. We must keep our students' medical records current in order to meet licensing requirements. *

SIGNING IN AND OUT

Please take signing in and out seriously as we must have accurate attendance records daily for licensing. Every parent must sign in upon arrival and sign out when leaving with your child.

ARRIVAL AND DEPARTURE TIMES

Little University opens at 7:30 AM and closes at 6 PM. It is school policy for class time to begin at 9:00 AM

Reasons for the 9:00 AM deadline is that it is unfair to the child arriving late that he/she missed fun classroom activities and your child feels left out when he/she arrives after the group time. Also, late arrivals may be disruptive to the classroom.

LATE PICK UP POLICY

If it is after 6:00 PM and the staff has not been notified by the parent or legal guardian in regards to the pick up time of the child, staff will implement the following procedure: Parents will be called. If unable to reach parents, emergency contacts will be called. If Little University staff is unable to reach an authorized individual to pick the child up by 6 PM, the Buffalo Grove Police will be called.

BELONGINGS

Since children are often the same size and like similar things, please label all of your child's belongings.

LITTLE UNIVERSITY IS NOT RESPONSIBLE FOR ANY LOST ITEMS.

If your child wishes to bring small toys from home, please write his/her name on the toy. We request that all action figures or super-heroes for example: (Superman, Spiderman, Batman, and Power Rangers) toys, figures, and books **remain at home.** If your child brings in an action figure, toy or book, it will be placed in their box or cubbie until they go home.

SAFETY & SECURITY PROCEDURES

One of our primary concerns at the Little University is to provide a safe environment for children. We take many safety precautions indoors and outdoors, but we need to work together to insure our children's safety.

1. Keep your child close to you and hold his/ her hand when entering and leaving the building.
2. Please call and let us know when your child is absent, so that we know he/she is safe at home with you.
3. ONLY the people listed on the registration form as authorized pick ups are allowed to pick children up. Anytime the pick up list needs to be revised it is to be completed in writing on the registration form.
4. Parents are required to notify the Little University when they are authorizing someone other than a person listed on the registration form to pick up child/ children. The person picking up the child will be required to present a photo ID.
5. All staff will be notified when a change to an authorized pick up list occurs, when a new person is added or especially, if a formerly authorized person is no longer allowed to pick up a child.

Section 5 – POLICIES

DEVELOPING POLICY No policy manual can cover all situations and contingencies. Further policies and guidelines will be developed by Little University as needed.

FOOD/SNACK/ BIRTHDAY PARTY TREATS POLICIES

1) We provide breakfast, lunch and an afternoon snack daily. Menus are posted in classroom.
2) We request that birthday treats be as healthy as possible (i.e. muffins, fruits, etc.)
   Please do not bring in any homemade treats, in accordance with DCFS, we can serve **ONLY store-bought snacks.**
3) Exceptions to this policy can be made for allergies, religious beliefs, restricted diets, etc.
   Parents can talk with the office and write a letter in order to make special arrangements.

POLICY ON DISCIPLINE AND GUIDANCE (DCFS Standards Section 407.270)

Our purpose in disciplining children is to help them to learn to express themselves in meaningful and appropriate ways. Our format for disciplining a child is:

1. The teacher intervenes and tells the child to stop the inappropriate behavior, including biting, and reminds the child of safety.
2. The teacher reminds the child of the appropriate behavior.
3. The teacher re-directs the child to a different activity and reassures the child that he/she is cared for and safe, but his/her behavior is unacceptable.

SCHOOL CLOSING POLICY

Little University Child Care Center is closed on major holidays: New Year's Day, President's Day, April –Spring Break TBA, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day and Christmas Day

It is the policy of Little University to open under any and all conditions. There may, however, be extenuating circumstances beyond our control where it becomes impossible for us to remain open. (1) the inability of the public to travel safely, and (2) the inability to safely occupy the building

Any decision to close parents will be notified by telephone and e-mails early as possible in order to give them as much time for making other arrangements for their children.

Once the Little University is open, we will try to remain open for the entire day. However, there may be weather or emergency conditions that necessitate an early closing. If this is anticipated, parents will be notified. Regular tuition fees will be charged in case of an early closing.

VACATION POLICY

Little University offers an ***extended vacation credit,*** which can be used if your child is taken out of school for two weeks or more. The vacation request has to be made minimum 2weeks notice. The parent is responsible for 50% of the **tuition only**, which is **due before the child goes on a vacation.**

Section 6 - HEALTH POLICY

This health policy has been set up in conjunction with the Cook County Health Department and Illinois State rules and regulations for the control of communicable diseases. **If your child is sick and will not attend school, please notify us at 847-577-7577 by 9:30 a.m.**

FEVER

If your child is sent home with a fever of 100 degrees or above, the child must be fever free for 24 hours before returning to school. The child cannot return to the school the next day unless the parent brings in a doctor's note specifically stating that the child is not contagious.

STREP THROAT

If your child complains of a sore throat, headache or nausea with or without a fever, a strep culture should and must be taken. A throat does not have to be sore or red for strep to be present. Undetected strep may lead to scarlet fever and heart disease. If a strep throat has been detected in another child in your child's class and your child has been sent home with a sore throat or headache, it is advisable that your child have a strep culture taken with the results analyzed before your child returns to the school.

CHICKEN POX POLICY

Children who contract chicken pox must not attend school for a mandatory time of five days. After this time children may again attend if all chicken pox has been completely "scabbed over". Children will be checked by staff upon returning.

DOCTOR'S NOTE

Whenever you take your child to the doctor, please have him complete a note to the school indicating (1) the condition of the child, (2) the child's diagnosis, and (3) the treatment for the child.

ANTIOBIOTIC MEDICATION

A child is contagious for the first 24 hours he/she is on antibiotics and therefore, may not come to school during this initial phase.

WHEN YOUR CHILD IS ILL

A sick child is required to stay home. If a child is sick, his/ her resistance is low, and, therefore, he is more likely to get a secondary infection and become very ill.

SENDING A CHILD HOME

If, in the judgment of our staff, a child shows signs of having a communicable disease, rash, nausea, upper respiratory infection, pink eye with discharge or other symptoms, the child's parents will be notified and are responsible for having the child picked up by an authorized person within **one hour** of receiving a call.

PARENTS CONTACT NUMBER

It is essential that the school have current and accurate phone numbers for you and your emergency contacts so that we are always able to reach you immediately. Any time you will not be available at your usual phone numbers, it is your responsibility to notify the center with an alternate number to reach you.

RETURN TO SCHOOL AFTER ILLNESS

Please notify your child's teacher of the doctor's diagnosis or name of your child's illness; we are required to report all contagious illnesses in the school to the Department of Public Health. When your child returns after an illness, he/she should be ready to resume participation in his class's activities – including outdoor play

TOPICAL OINTMENT POLICY

When sending topical ointments (Topical ointments may include sunscreen lotion, insect repellant, diaper rash ointment or powder, and Oral gel) to be used by your child during the day at the Little University, you must complete a Topical Ointment Consent Form.

MEDICATION POLICY

When sending medication to be given to your child during the day at the center, please follow these procedures:

1. A Medication Consent Form is required and must completely by parent. (Your child's name, the reason for the medication, the start date and the stop date, directions for dispensing medicine with dose with time of day)
2. The medication must be a prescription in the original prescription container. (For liquid, please bring in a measuring spoon)
3. When your child is brought to school, the medicine must be given to the teacher, who will store it in its proper place. (Please notify the teacher if the medication must be refrigerated).
4. Inhaler and Nebulizer Treatments: Medication given by other than oral means must be approved on an individual basis. Our staff needs to feel comfortable with the procedure before it can be administered.
5. Medication Consent Form can be picked up in the office.

Section 7 - TUITION AND FINANCE

REGISTRATION FEE - A non-refundable Annual Registration Fee of $100 is due for new students. From 2nd year and on is $50 a year.

SECURITY DEPOSIT - A Security Deposit is one week of tuition. Minimum of 4 weeks notice required before withdraw date for refund of Security Deposit.

PAYMENT POLICY - Tuition is due in advance. It's due on the 1st Monday of each month.

SIBILING DISCOUNT - Second child receives 20% discount and third child receives 20%

LATE PAYMENT CHARGE - There is a $25 LATE FEE if your tuition is not paid by 1st of the month.

LATE PICK-UP POLICY AND FEE - Late Pick Up Fee is $5 for every 10minutes per student.

RETURN CHECK FEE - There is a $30 Returned Check Fee for all Returned Checks.

ABSENTEEISM POLICY - In the event that your child misses school due to illness or family vacation, you are still responsible for paying the full contracted tuition amount.

VACATION POLICY - Little University offers an **extended vacation discount**, which can be used if your child goes on a vacation for two week or more. The parents is responsible for 50% of tuition only, which is due before child goes on a vacation. (You must give 2 wks prior notice) 1 week 100% of Tuition 2 weeks or more 50% of Tuition

If student is absent more than two weeks without notice and tuition payment, then that student will be automatically dis-enrolled from Little University Child Care Center. Student may reenroll, if Little University has opening.

PROPERTY DAMAGE

When children break the school property, parents are responsible for the cost of repair or replacement.

Section 8 - NECESSARY SUPPLIES

SUPPLIES

Please bring in the following items labeled with your child's name: 2-Notebooks, 4 -Pencils, Eraser, Washable color pencils, Washable Markers, Water Colors, 6 - Glue sticks, 1-liquid glue, 2-boxes of tissues, 2-Packets of baby wipes, 2 -Tube of Disinfected Wipes, 1- spray can of disinfected spray. 1 - Clear Shoe box, Change of clothing – (shirt, pants, socks and underwear and Blanket

WINTER GEAR

In the winter, please be sure your child has winter coat, snow pant, boots, hat, mittens/ gloves and scarf with his/her name

SUMMER GEAR

In the summer, please be sure your child has the following items labeled with his/her name:
Sun block (stick type for face and lotion type for body), hat, towel, swimming suit and extra clothes

SHOES

CHILDREN MUST WEAR GYM SHOES WITH VELCRO AND SOCKS TO SCHOOL AT ALL TIMES. ***PLEASE NO FLIP FLOPS***

Section 9 - RESOURCE

PARENT INFORMATION BOARD

In the front entrance there is a Parent Information bulletin board where the Little University posts information relevant to parents: Lesson Plans, Menus and School Announcements. Information for parents will also be placed inside of the children's cubbies.

7442 North Harlem Avenue
Chicago, Illinois 60631

ARCHITECTURAL - INDUSTRIAL - LOTS FARMS SUBDIVISIONS - MORTGAGE - CONDOMINIUMS

Phone: (312) 775-0530
(312) 775-0531
Fax: (312) 775-7512

Jens K. Doe

SURVEY SERVICE, INC.

Registered Land Surveyors

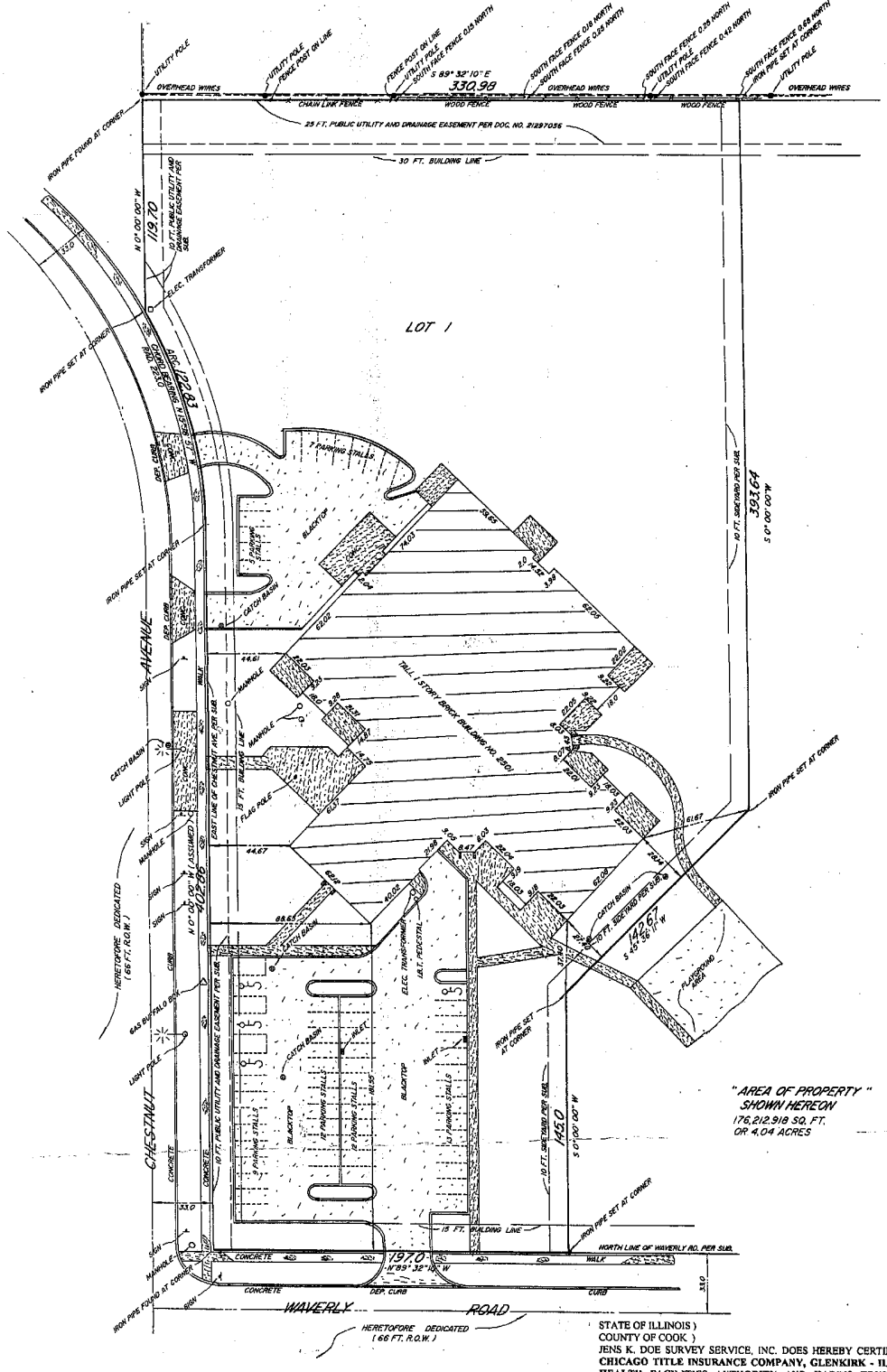
ORDER NO. 96/870

SCALE : 1 INCH = 40 FEET

PLAT OF SURVEY

of

LOT 1 IN RAND / BERKLEY SCHOOL SUBDIVISION A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 17, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS ACCORDING TO PLAT OF SUBDIVISION RECORDED FEBRUARY 2, 1993 AS DOCUMENT 93085967.



"AREA OF PROPERTY" SHOWN HEREON
176,212.918 SQ. FT.
OR 4.04 ACRES

THE PROPERTY SHOWN HEREON IS LOCATED IN ZONE C (AREA OF MINIMAL FLOODING) PER FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 170056 0005 B, EFFECTIVE DATE : MARCH 1, 1984.

DIMENSIONS SHOWN HEREON ARE NOT TO BE ASSUMED OR SCALED

TOTAL NUMBER OF PARKING STALLS SHOWN HEREON = 62 WHICH INCLUDES 4 HANDICAP STALLS.

STATE OF ILLINOIS)
COUNTY OF COOK)

JENS K. DOE SURVEY SERVICE, INC. DOES HEREBY CERTIFY TO : **CHICAGO TITLE INSURANCE COMPANY, GLENKIRK - ILLINOIS HEALTH FACILITIES AUTHORITY AND HARRIS TRUST AND SAVINGS BANK** THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH " MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ ACSM LAND TITLE SURVEYS, " JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND ACSM IN 1992, AND INCLUDES ITEMS 1, 3, 4, 7 (a), 8, 9, 10, 11 AND 16 OF TABLE A THEREOF, AND PURSUANT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA AND ACSM AND IN EFFECT ON THE DATE OF THIS CERTIFICATION) OF A URBAN SURVEY.

DATED THIS 3RD DAY OF JANUARY, 1997.

JOHN M. HENRIKSON
(Illinois Registered Land Surveyor No. 2668)

Number of cars in parking lot at 2501 N. Chestnut Ave. Arlington Heights, IL

	Monday 2/10/2020	Thursday 2/13/2020	Friday 2/14/2020	Tuesday 2/18/2020	Wednesday 2/19/2020	Friday 2/21/2020
7:00 AM	1	1	0	1	1	0
8:00 AM	1	1	0	1	1	0
9:00 AM	2	2	0	2	2	0
10:00 AM	0	2	0	2	2	2
11:00 AM	0	2	0	4	1	2
12:00 AM	2	2	0	4	1	2
1:00 PM	1	1	1	0	1	1
2:00 PM	1	1	1	0	1	1
3:00 PM	1	1	1	0	1	1
4:00 PM	2	2	2	2	2	4
5:00 PM	2	2	2	2	2	4
6:00 PM	2	2	2	2	2	2
7:00 PM	1	1	4	1	1	4

1532345025

Doc#: 1532345025 Fee: $42.00
Karen A.Yarbrough
Cook County Recorder of Deeds
Date: 11/19/2015 10:22 AM Pg: 1 of 3

AN ORDINANCE GRANTING A VARIATION FROM CHAPTER 28 OF THE ARLINGTON HEIGHTS MUNICIPAL CODE

WHEREAS, the Plan Commission, in Petition Number 15-010, pursuant to notice, conducted a public hearing on September 16, 2015 for a variation from Chapter 28 of the Arlington Heights Municipal Code for the property located at 2501 N. Chestnut Avenue, Arlington Heights, Illinois; and

WHEREAS, the President and Board of Trustees have considered the report and recommendation of the Plan Commission and have determined that authorizing and granting the request, subject to certain conditions hereinafter described, would be in the best interests of the Village of Arlington Heights,

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That a variation from Chapter 28 of the Arlington Heights Municipal Code, Section 11.4, Schedule of Parking, is hereby granted to allow a reduction to the minimum number of parking spaces required from 308 parking spaces to 135 parking spaces, consisting of 62 existing parking spaces and 73 land-banked parking spaces, a variation of 173 spaces, for the property legally described as:

> Lot 1 in Rand/Berkley School Subdivision, a subdivision of part of the West half of the Northwest quarter, of Section 42 North, Range 11, East of the Third Principal Meridian, in Cook County, Illinois, according to Plat of Subdivision recorded February 2, 1993, as Document 93085967.
>
> P.I.N. 03-17-100-015-0000

commonly described as 2501 N. Chestnut Avenue, Arlington Heights, Illinois, in substantial compliance with the following plans submitted by the Petitioner:

The following plans have been prepared by K. H. Han and Architects, Inc.:

Existing Floor Plan, consisting of one sheet;

15-043

Room Schedule (Proposed Floor Plan), consisting of one sheet;
Proposed Floor Plan, consisting of one sheet;
Future Floor Plan, consisting of one sheet;
Room Schedule (Future Floor Plan), consisting of one sheet;
Existing Site Plan, consisting of one sheet;
Future Site Plan, consisting of one sheet;
Future Site Plan-Scheme 1, consisting of one sheet;
Future Site Plan-Scheme 2 (Phase 1), consisting of one sheet;
Future Site Plan-Scheme 2 (Phase 2), consisting of one sheet;
Future Site Plan-Scheme 3 (Phase 3), consisting of one sheet,

copies of which are on file and available for public inspection in the Village Clerk's office.

SECTION TWO: That the variation from Chapter 28 of the Arlington Heights Municipal Code granted by this Ordinance is subject to the following conditions, to which the Petitioner has agreed:

1. The Petitioner shall provide parking data and information for Glenkirk's ongoing operation at this site.

2. The maximum capacity shall not exceed 200 people.

3. If parking beyond what is provided for the church and its ancillary functions is insufficient as determined by the Village, the Petitioner shall have six months to install the land-banked parking and work with the Village to develop and implement a parking mitigation plan that may include, but shall not be limited to operation restrictions, further capacity limitations, and/or installation of additional parking accommodations elsewhere on site.

4. No overlapping services/events shall be permitted that negatively impact available parking.

5. The Petitioner shall work with the Park District to enter into a shared parking agreement to allow the public to park in the Petitioner's parking lot when church activities are not scheduled. The Petitioner shall work with the Village and Park District to implement shared parking lot expansion if deemed feasible.

6. The gymnasium space cannot be leased to an outside entity when the church is being used.

7. The Petitioner shall provide landscaping adjacent to the north parking lot on the north side. The landscaping shall be layered and include a mix of evergreen shrubs in order to provide a dense layered buffer between the parking area and the residential district.

8. The Petitioner shall maintain the landscaped "arboretum" area on the north end of the subject property.

9. New lighting shall be installed in the existing parking lot. All photometrics shall meet all Village requirements. All parking lot lighting shall have automatic timers that turn the lights off no later than one hour after the last scheduled event of the day.

10. If the parking lot is expanded towards the playground, appropriate fencing shall be installed as a safety precaution.

11. The Petitioner shall comply with all Federal, State, and Village codes, regulations, and policies.

SECTION THREE: That this Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law and shall be recorded by the Village Clerk in the Office of the Recorder of Cook County.

AYES: TINAGLIA, LABEDZ, ROSENBERG, SIDOR, BLACKWOOD, HAYES

NAYS: GLASGOW

PASSED AND APPROVED this 19th day of October, 2015.

Village President

ATTEST:

Village Clerk

MISCORD: Holy Nation Presbyterian Church

Planning and Community Development Dept.

1. The following approval has been requested:
1. Land Use Variation to allow a “Day Care Center” in the R-3 Zoning District.
- The property was a school building. Little University Child Care Center. It is compatible with existing uses and zoning of near by property.
- The space Little University is using was a vacant space by the church.
- Land variation request to add a day care in a church building that was once school building in in harmony with the spirit and intent of this chapter.
- The variance request is to add a 3-6 years old program in old school building.

2. The following variation has been requested:
1. Variation from Chapter 28, Section 6.12-1 of Municipal Code, to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer.
- Currently parking lot is occupied with 2-3 cars. Monday – Friday 7:30am – 6pm. The church service does not occur during Little University Child Care Center’s operation time.
- The property was a school building, Little University Child Care Center is requesting permission to have 20 students in a vacant classroom.
- Variation request to add a DCFS licensed Day Care capacity of 20 students in a church building that was once school building is in harmony with the spirit and intent of this Chapter.
- The variance request is to add one classroom for mixed age of 3-6 years old in a church space that was once a school building.

Village of Arlington Heights
Building & Life Safety Department

Interoffice Memorandum

To: Jake Schmidt, Planning and Community Development

From: Deb Pierce, Plan Reviewer, Building & Life Safety Department

Subject: Little University Land Use Variation to allow a Day Care Facility in the R-3 District, Traffic/Parking Study Variation - 2501 N Chestnut Ave

PC#: 20-005 – Round 1

Date: March 27, 2018

Jake –

I have no objections to the Land Use Variation, as well as the Traffic/Parking Study Variation.

RECEIVED
FEB 20 2020
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Village of Arlington Heights, IL
Building & Life Safety Department

Fire Safety Review

Date: 2/18/2020	P.C. Number: 20-005
Project Name:	Little University LUV
Project Location:	2501 N. Chestnut Ave.
Planning Department Contact:	Jake Schmidt, Planning and Community Development

General Comments:

The information provided is conceptual only and subject to a formal plan review.

1. All currently adopted codes shall apply.

2. Compliance of the Life Safety Code for use as a day-care shall be required which may include but not be limited to the following:

   (a) The requirements of Sections 16.1 through 16.5 and Section 16.7 shall apply to day-care occupancies in which more than 12 clients receive care, maintenance, and supervision by other than their relative(s) or legal guardian(s) for less than 24 hours per day.

   (b)Any door in a required means of egress from an area having an occupant load of 100 or more persons shall be permitted to be provided with a latch or lock only if the latch or lock is panic hardware or fire exit hardware complying with 7.2.1.7.

   (c) Every door latch to closets, storage areas, kitchens, and other similar spaces or areas shall be such that clients can open the door from inside the space or area.

   (d) Every bathroom door lock shall be designed to allow opening of the locked door from the outside by an opening device that shall be readily accessible to the staff.

   (e) Not less than two separate exits shall be in accordance with both of the following criteria:
   (1) They shall be provided on every story.
   (2) They shall be accessible from every part of every story and mezzanine; however, exit access travel shall be permitted to be common for the distance permitted as common path of travel by 16.2.5.3.

   (f) Common path of travel shall not exceed 100 ft (30 m) in a building protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.

(g) The travel distance between any room door intended as an exit access and an exit shall not exceed 100 ft (30 m).

(h) The travel distance between any point in a room and an exit shall not exceed 150 ft (46 m).

(i) The travel distance between any point in a sleeping room and an exit access door in that room shall not exceed 50 ft (15 m).

(j) The travel distance required by 16.2.6.2(1) and (2) shall be permitted to be increased by 50 ft (15 m) in buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.

(k) Discharge from exits shall be arranged in accordance with Section 7.7.

(l) Means of egress shall be illuminated in accordance with Section 7.8.

(m) Emergency lighting shall be provided in accordance with Section 7.9 in the following areas:

(1) Interior stairs and corridors
(2) Assembly use spaces
(3) Flexible and open plan buildings
(4) Interior or limited access portions of buildings
(5) Shops and laboratories

(n) Means of egress shall have signs in accordance with Section 7.10.

(o) Separation from the remainder of the building by fire barriers having a minimum 1-hour fire resistance rating, or protection of such rooms by automatic extinguishing systems as specified in Section 8.7, in the following areas:

(1) Boiler and furnace rooms, unless such rooms enclose only air-handling equipment
(2) Rooms or spaces used for the storage of combustible supplies in quantities deemed hazardous by the authority having jurisdiction
(3) Rooms or spaces used for the storage of hazardous materials or flammable or combustible liquids in quantities deemed hazardous by recognized standards
(4) Janitor closets

(p) Separation from the remainder of the building by fire barriers having a minimum 1-hour fire resistance rating and protection of such rooms by automatic extinguishing systems as specified in Section 8.7 in the following areas:

(1)Laundries
(2) Maintenance shops, including woodworking and painting areas
(3) Rooms or spaces used for processing or use of combustible supplies deemed hazardous by the authority having jurisdiction

(q) Cooking facilities shall be protected in accordance with 9.2.3, unless otherwise permitted by 16.3.2.4 or 16.3.2.5.

(r) Interior wall and ceiling finish materials complying with Section 10.2 shall be Class A in stairways, corridors, and lobbies; in all other occupied areas, interior wall and ceiling finish shall be Class A or Class B.

(s) Interior floor finish in exit enclosures and exit access corridors and spaces not separated from them by walls complying with 14.3.6 shall be not less than Class II.

(t) Day-care occupancies, other than day-care occupancies housed in one room having at least one door opening directly to the outside at grade plane or to an exterior exit access balcony in accordance with 7.5.3, shall be provided with a fire alarm system in accordance with Section 9.6.

(u) A smoke detection system in accordance with Section 9.6 shall be installed in day-care occupancies, other than those housed in one room having at least one door opening directly to the outside at grade plane or to an exterior exit access balcony in accordance with 7.5.3, and such system shall comply with both of the following:

(1) Detectors shall be installed on each story in front of the doors to the stairways and in the corridors of all floors occupied by the day-care occupancy.

(2) Detectors shall be installed in lounges, recreation areas, and sleeping rooms in the day-care occupancy.

(v) Required sprinkler systems shall be installed in accordance with 9.7.1.1(1). Buildings with unprotected openings in accordance with 8.6.6 shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.

(w) Every interior corridor shall be constructed of walls having not less than a 1-hour fire resistance rating in accordance with Section 8.3, unless otherwise permitted by any of the following:

(1) Corridor protection shall not be required where all spaces normally subject to client occupancy have not less than one door opening directly to the outside or to an exterior exit access balcony or corridor in accordance with 7.5.3.

(2) In buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7, corridor walls shall not be required to be rated, provided that such walls form smoke partitions in accordance with Section 8.4.

(3) Where the corridor ceiling is an assembly having a 1-hour fire resistance rating where tested as a wall, the corridor walls shall be permitted to terminate at the corridor ceiling.

(4) Lavatories shall not be required to be separated from corridors, provided that they are separated from all other spaces by walls having not less than a 1-hour fire resistance rating in accordance with Section 8.3.

(5) Lavatories shall not be required to be separated from corridors, provided that both of the following criteria are met:

(a) The building is protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7.

(b) The walls separating the lavatory from other rooms form smoke partitions in accordance with Section 8.4.

(x) Alcohol-based hand-rub dispensers shall be protected in accordance with 8.7.3.1, unless all of the following requirements are met:

(1) Dispensers shall be installed in rooms or spaces separated from corridors and exits.

(2) The maximum individual dispenser fluid capacity shall be as follows:

(a) 0.32 gal (1.2 L) for dispensers in rooms

(b) 0.53 gal (2.0 L) for dispensers in suites of rooms

(3) The dispensers shall be separated from each other by horizontal spacing of not less than 48 in.

(4) Storage of quantities greater than 5 gal (18.9 L) in a single fire compartment shall meet the requirements of NFPA 30, Flammable and Combustible Liquids Code.

(5) The dispensers shall not be installed over or directly adjacent to an ignition source.

(6) Dispensers installed directly over carpeted floors shall be permitted only in sprinklered rooms or spaces.

3. Approval for occupancy/use as a day-care shall be obtained from the State Fire Marshal's Office.

4. Approved access shall be provided and maintained for all fire protection equipment to permit immediate safe operation and maintenance of such equipment.

5. Shop drawings for any wok on the fire alarm systems shall be submitted for review and approval prior to system installation.

6. Visible alarm notification appliances shall be provided in public areas and common areas. A visible exterior weatherproof alarm notification device shall be located within closest proximity to the front main entrance of the building or tenant space.

7. A zoning indicator panel and the associated controls, or, fire alarm control panel shall be located within the closest proximity to the front main entrance.

8. A key box (Know Box) shall be provided and contain keys to gain necessary access as required by the fire code official.

9. Exit signs shall be illuminated at all times and have emergency power backup.

Date 04-16-18 Reviewed By: _____

Fire Safety Supervisor/Fire Marshal

Village of Arlington Heights
Public Works Department

Memorandum

To: Jake Schmidt, Planning & Community Development

From: Cris Papierniak, Assistant Director of Public Works

Date: February 25, 2020

Subject: 2501 N Chestnut Ave, PC# 20-005

With regard to the new construction of Little University LUV, I have the following comments:

This proposal is acceptable from the Public Works Perspective.

If you have any questions, please feel free to contact me.

C. file

RECEIVED
FEB 26 2020
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

ENGINEERING DEPARTMENT

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 20-005
Petitioner: Mindy Yoon
66 W. Brentwood Dr Palatine IL 60074
312-231-5381
Owner: Holy Nation Church (In Jacho)
2501 N. Chestnut Ave Arlington Hts 60004
773-732-1982
Contact Person:
Address:
Phone #: 847-570-7557
Fax #: 866-596-3147
E-Mail: littleuniversity@hotmail.com

P.I.N.# 03-17-100-015-0000
Location: 2501 N. CHESTNUT AVE
Rezoning: ____ Current: ____ Proposed: ____
Subdivision:
# of Lots: ____ Current: ____ Proposed: ____
PUD: ____ For:
Special Use: ____ For:
Land Use Variation: X For:
Land Use: Institutional Current: Institutional
Proposed:
Site Gross Area: 4.04 Acres
# of Units Total:
1BR: 2BR: 3BR: 4BR:

(Petitioner: Please do not write below this line.)

	YES	NO	COMMENTS
1. PUBLIC IMPROVEMENTS REQUIRED:			
a. Underground Utilities			
Water		ND	
Sanitary Sewer			
Storm Sewer			
b. Surface Improvement			
Pavement			
Curb & Gutter			
Sidewalks			
Street Lighting			
c. Easements			
Utility & Drainage			
Access			

2. PERMITS REQUIRED OTHER THAN VILLAGE:
a. MWRDGC ____ b. IDOT ____
c. ARMY CORP ____ d. IEPA ____
e. CCHD ____

	YES	NO	COMMENTS
3. R.O.W. DEDICATIONS?		X	
4. SITE PLAN ACCEPTABLE?		N/A	
5. PRELIMINARY PLAT ACCEPTABLE?		N/A	
6. TRAFFIC STUDY ACCEPTABLE?		N/A	
7. STORM WATER DETENTION REQUIRED?		X	
8. CONTRIBUTION ORDINANCE EXISTING?		X	
9. FLOOD PLAIN OR FLOODWAY EXISTING?		X	
10. WETLAND EXISTING?		X	

GENERAL COMMENTS ATTACHED

PLANS PREPARED BY: N/A
DATE OF PLANS: ____

Director 2/19/2020 Date

PLAN COMMISSION PC #20-005
Little University LUV
2501 N Chestnut Ave
Round 1

11. The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.

12. The Engineering Division has no further comments.

Michael L. Pagones, P.E. Date
Village Engineer

Arlington Heights Fire Department
Plan Review Sheet

P. C. Number 20-005

Project Name Little University

Project Location 2501 N. Chestnut

Planning Department Contact Jake Schmidt

General Comments

Round 1
General Comments:

1)The building and day care area will need to follow the Building Code.

2) A Knox Box shall be located at the main front entrance of the building. Another Knox Box may be needed at the Day Care entrance depending on the entrance location. Please specify where the Day Care will be located within the building.

RECEIVED
FEB 18 2020
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

NOTE: PLAN IS CONCEPTUAL ONLY SUBJECT TO DETAILED PLAN REVIEW

Date February 18, 2020 Reviewed By: LT. Mark Aleckson

Arlington Heights Fire Department

ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

DEPARTMENT PLAN REVIEW SUMMARY

Little Learners University LUV
Traffic/Parking Study

RECEIVED
FEB 27 2020
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Round 1 Review Comments **02/24/2020**

1. **Character of use:**
   The character of use is consistent with the area and is not a concern.

2. **Are lighting requirements adequate?**
   Lighting should be up to Village of Arlington Heights code. The exterior of the building should be illuminated especially during nighttime hours for safety, to deter criminal activity and increase surveillance/visibility- potentially reducing theft, trespassing, vandalism, underage drinking, and other criminal activity.

3. **Present traffic problems?**
   There are no traffic problems at this location.

4. **Traffic accidents at particular location?**
   This is not a problem area in relation to traffic accidents.

5. **Traffic problems that may be created by the development.**
   This development should not create any additional traffic problems.

6. **General comments:**
   - Please ensure that there is an emergency information/contact card on file with the Arlington Heights Police Department and that it is up-to-date. Agent contact information must be provided to the Arlington Heights Police Department during all construction phases. The form is attached. Please complete and return. This allows police department personnel to contact an agent during emergency situations or for suspicious/criminal activity on the property during all hours.

Approved by:

Alexandra Ovington, Crime Prevention Officer
Community Services Bureau

Supervisor's Signature

Village of
ARLINGTON HEIGHTS
Illinois

Village of Arlington Heights
33 S. Arlington Heights Rd.,
Arlington Heights, IL 60005
Phone: 847.368.5300 | Fax: 847.368.5970

Emergency Information Card

Personal Information

First Name

Last Name

Name of Business (If Applicable)

Street Address

City

State

Zip

Home Phone

Cell Phone

Email Address

In Case of Emergency Please Call

Emergency Contact #1

First Name

Last Name

Street Address

City

State

Zip

Home Phone

Cell Phone

Email Address

Emergency Information Card

Emergency Contact #2

First Name

Last Name

Street Address

City

State

Zip

Home Phone

Cell Phone

Email Address

Alarm System (If Applicable)

Alarm Company

Alarm Company Phone Number

HEALTH SERVICES DEPARTMENT

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 20-005
Petitioner: Mindy Yoon
66 W. Brentwood Dr Palatine IL 60074
312-231-5581
Owner: Holy Nation Church (In Jesus)
2501 N. Chestnut Ave. Arlington Hts 60004
773-732-1982
Contact Person:
Address:

Phone #: 847-577-7557
Fax #: 866-591-3147
E-Mail: littleuniversity@hotmail.com

P.I.N.# 03-17-100-015-0000
Location:
Rezoning: Current: Proposed:
Subdivision:
# of Lots: Current: Proposed:
PUD: For:
Special Use: For:
Land Use Variation: X For:

Land Use: Institutional Current: Institutional
Proposed:
Site Gross Area: 4.04 Acres
# of Units Total:
1BR: 2BR: 3BR: 4BR:

(Petitioner: Please do not write below this line.)

1. GENERAL COMMENTS:

If this facility meets the definition of *Day Care Center* by Illinois Department of Children & Family Services, it must be licensed by Illinois Department of Children & Family Services.

Sean Freres 2/20/20
Environmental Health Officer Date

James McCalister 2/20/20
Director Date

Planning & Community Development Dept. Review

February 25, 2019

REVIEW ROUND 2

Project: 2501 N. Chestnut Ave.
Little University LUV

Case Number: PC 20-005

General:

1. The following approval has been requested:
   a. **Land Use Variation to allow a "Day Care Center" in the R-3 Zoning District.**

   Please provide a written response to the following Land Use Variation criteria:
   - The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
   - The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
   - The proposed variation is in harmony with the spirit and intent of this Chapter.
   - The variance requested is the minimum variance necessary to allow reasonable use of the property.

2. The following variation has been requested:
   a. **Variation from Chapter 28, Section 6.12-1 of the Municipal Code, to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer.**

   Please provide a written response to the following Land Use Variation criteria:
   - The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
   - The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
   - The proposed variation is in harmony with the spirit and intent of this Chapter.
   - The variance requested is the minimum variance necessary to allow reasonable use of the property.

3. Please provide documentation of DCFS Approval for the site.
4. Please provide documentation of State Fire Marshal Approval.
5. Please provide written confirmation that church services do not occur during pick-up and drop-off times. If available, please provide a list of service times.
6. All remaining conditions of Ordinance 15-043 will remain in full effect.

Site:

7. The existing dumpster is located within a parking space. Please relocate the dumpster to the existing dumpster pad adjacent to the parking lot.
8. Please provide a dumpster enclosure for the dumpster pad. Such enclosure shall consist of a fence of sufficient height to screen the dumpster, and shall meet design and height requirements for fencing.

9. Items listed in comments 7 and 8 will be handled as a code enforcement issue if not addressed as part of this petition.

Prepared by: 1.15.20

Little University
2501 N. Chestnut Avenue
PC #20-005
February 25, 2020

Landscape Comments

1) Per Chapter 28, Section 6.15, a 4 inch caliper shade tree is required at the ends of all parking rows. Incorporate a 4 inch caliper shade tree at the ends of each parking row within the existing islands where the tree is absent and space permits.

2) Per Chapter 28, Section 6.15-1.2a, a three foot high screen must be provided along the frontage of a public way. Infill where the landscaping is absent or dead.

From: Mindy Yoon
Sent: Wednesday, September 23, 2020 8:56 PM
To: Schmidt, Jacob
Subject: Re: Village of Arlington Heights - Plan Commission Application PC #20-005 - Little University Land Use Variation

[**NOTICE:** This message originated outside of Village of Arlington Heights email system -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Hi Jake,

Below are all my comments to the different Village departments. If I have missed something please let me know.

Thank you,

Mindy Yoon

Center Director

little University Child Care Center

Fire Safety Review (Fire Safety Supervisor/Fire Marshal)

Fire Marshal inspection email attached.

"State Fire Marshal.pdf"

Knox Box installed picture attached. All other requirements have been completed.

Public Works Department.

All requirements are met and accepted from Public Works Department.

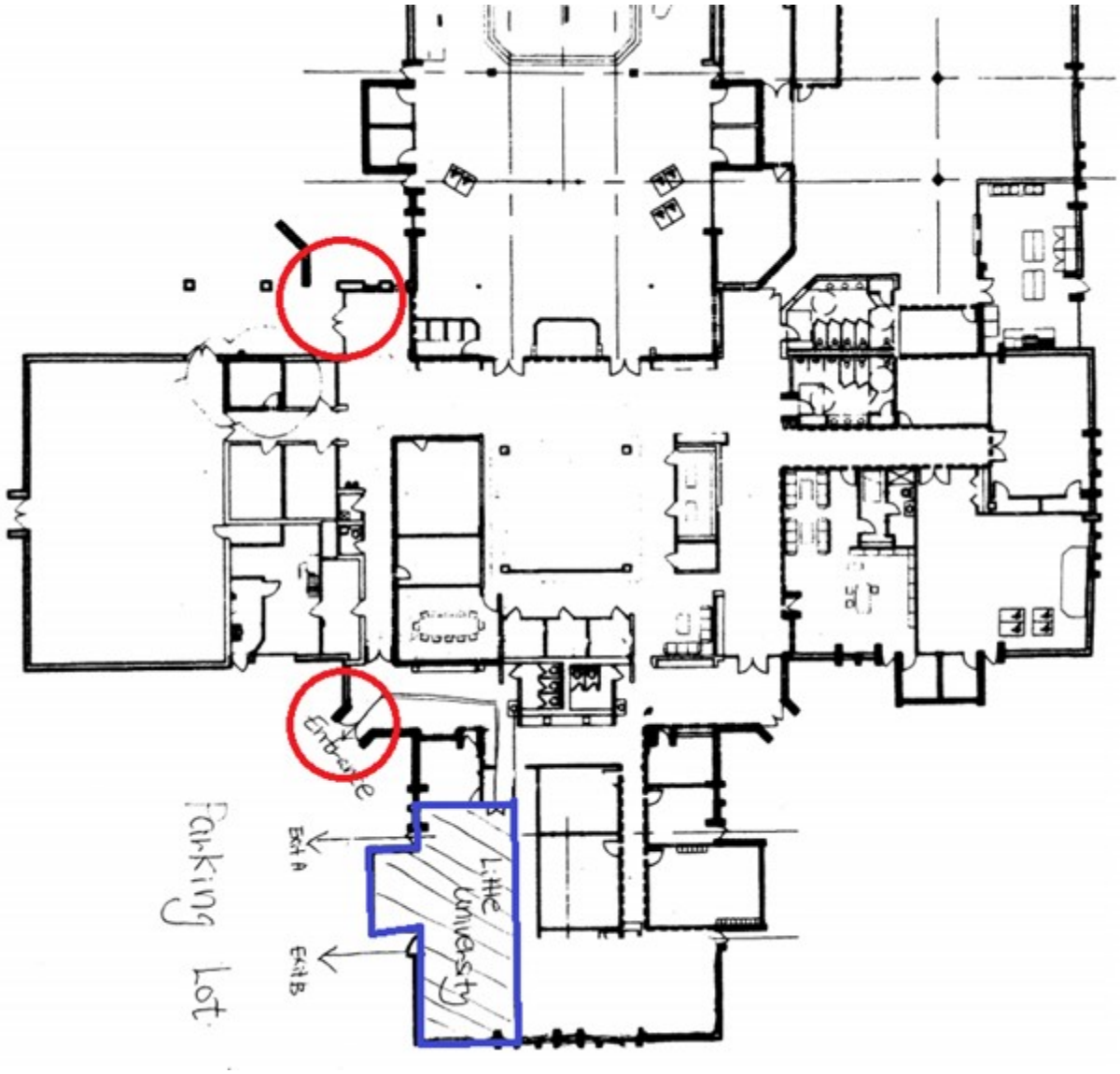
Engineering Department.

All requirements are met and accepted by the Village Engineer.

Arlington Heights Fire Department.

There are two Knox boxes located at the two main entrances of the building. (Red Circles) Blue shape indicates location of day care center.

2501 North
Chestnut Avenue
N Chestnut Ave
Google



Picture attached of Knox box located at the nearest main entrance of the building to the day care center. Keys are able to unlock all doors.

Police Department.

All requirements met per the comments of the police department. Attached is the information sent to the police department pertaining to the emergency information card.

“Emergency information page 1.pdf”

“Emergency information page 2.pdf”

Health Services Department.

This facility meets the definition of Day Care Center by Illinois department of children and family services. DCFS license scan attached as evidence of meeting requirement.

"DCFS.pdf"

Planning and Community Development Dept.

1. The following approval has been requested:
1. Land Use Variation to allow a "Day Care Center" in the R-3 Zoning District.
- The property was a school building. Little University Child Care Center. It is compatible with existing uses and zoning of near by property.
- The space Little University is using was a vacant space by the church.
- Land variation request to add a day care in a church building that was once school building in in harmony with the spirit and intent of this chapter.
- The variance request is to add a 3-6 years old program in old school building.

2. The following variation has been requested:
1. Variation from Chapter 28, Section 6.12-1 of Municipal Code, to waive the requirement to provide a traffic and parking study from a certified Traffic Engineer.
- Currently parking lot is occupied with 2-3 cars. Monday – Friday 7:30am – 6pm. The church service does not occur during Little University Child Care Center's operation time.
- The property was a school building, Little University Child Care Center is requesting permission to have 20 students in a vacant classroom.
- Variation request to add a DCFS licensed Day Care capacity of 20 students in a church building that was once school building is in harmony with the spirit and intent of this Chapter.
- The variance request is to add one classroom for mixed age of 3-6 years old in a church space that was once a school building.

3. DCFS License Attached
4. State Fire Marshal Approval attached

5. The Holy Nation Church service hour does not occur during pick -up and drop-off times of Little University Child Care Center. The Little University Child Care Center is open M-F 7:30am to 6pm. The Holy Nation Church service time are as follow:

   Sunday Morning Service 6:00am – 8:30am
   Sunday School 10:15 am – 12:45pm
   Sunday Main Service 11:00 am – 12:30 pm
   Sunday English Service 2:00pm – 3:30pm

   Wednesday Service 8:00pm – 9:30 pm

   Friday Bible Study 7:00pm – 8:00pm

Friday Service 8:00pm – 9:30pm

Saturday Korean School 9:30 am – 4pm

6. All remaining conditions of ordinance 15 -0543 remaining in full effect

Schmidt, Jacob

From: Mindy Yoon
Sent: Tuesday, September 29, 2020 11:18 PM
To: Schmidt, Jacob
Subject: Re: Village of Arlington Heights - Plan Commission Application PC #20-005 - Little University Land Use Variation

Follow Up Flag: Follow up
Flag Status: Flagged

[**NOTICE:** This message originated outside of Village of Arlington Heights email system -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]
Hi Jake,

The Holy Nation Church has been informed of the request for the landscape comments. Below are pictures of the landscaping, additional trees that have been planted at the ends of the rows of parking as well as more shrubs per the landscaping request.

Thank you,

Mindy Yoon

Center Director

little University Child Care Center

Village of Arlington Heights
Building & Life Safety Department

Interoffice Memorandum

To: Jake Schmidt, Planning and Community Development

From: Deb Pierce, Plan Reviewer, Building & Life Safety Department

Subject: Little University Land Use Variation to allow a Day Care Facility in the R-3 District, Traffic/Parking Study Variation - 2501 N Chestnut Ave

PC#: 20-005 – Round 2

Date: October 6, 2020

Jake –

I have no objections to the Land Use Variation, as well as the Traffic/Parking Study Variation.

RECEIVED
OCT 07 2020
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Village of Arlington Heights
Public Works Department

Memorandum

To: Jake Schmidt, Planning & Community Development

From: Jeff Musinski, Utilities Superintendent

Date: October 14, 2020

Subject: 2501 N. Chestnut Ave., PC#20-005 Round 2

With regard to the LUV for Little University LUV, I have the following comments:

1) This proposal is acceptable from the Public Works perspective

RECEIVED
OCT 15 2020
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

PLAN COMMISSION PC #20-005
Little University LUV
2501 N Chestnut Ave
Round 2

13. The petitioner's response to comment no. 11 is acceptable. The Engineering Division has no further comments.

10/8/2020

Michael L. Pagones, P.E. Date
Village Engineer

RECEIVED
OCT 08 2020
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

DEPARTMENT PLAN REVIEW SUMMARY

Little Learners University LUV
Traffic/Parking Study

Round 2 Review Comments **10/08/2020**

1. **Character of use:**
   Nothing further.
2. **Are lighting requirements adequate?**
   Nothing further.
3. **Present traffic problems?**
   Nothing Further.
4. **Traffic accidents at particular location?**
   Nothing further.
5. **Traffic problems that may be created by the development.**
   Nothing further.
6. **General comments:**
   Nothing further.

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OCT 13 2020
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

A D #330
Alexandra Ovington, Crime Prevention Officer
Community Services Bureau

Approved by:

S A B 564
Supervisor's Signature

Village of Arlington Heights
Health & Human Services Department

RECEIVED
OCT 09 2020
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Memorandum

To: Jake Schmidt, Assistant Planner

From: Sean Freres, Environmental Health Officer

CC: James McCalister, Health & Human Services Director

Date: October 8, 2020

Re: PC# 20-005, Little University LUV, 2501 N. Chestnut Ave., Round 2

No comments at this time.

Planning & Community Development Dept. Review

October 9, 2020

REVIEW ROUND 2

Project: 2501 N. Chestnut Ave.
Little University LUV

Case Number: PC 20-005

General:

1. The written response to Land Use Variation criteria is acceptable.
2. The written response to Zoning Code Variation criteria is acceptable.
3. The responses to comments 3 through 6 are acceptable.

Site:

4. The items listed in comments 6 and 7 have not been addressed. If left unaddressed, they will be handled via the code enforcement process.

Prepared by: _____

Little University
2501 N. Chestnut Avenue
PC #20-005
October 6, 2020

Landscape Comments

1) Per Chapter 28, Section 6.15, a 4 inch caliper shade tree is required at the ends of all parking rows. Shade trees are missing in the north parking area. Please incorporate a 4 inch caliper shade tree at the ends of each parking row.

2) Per Chapter 28, Section 6.15-1.2a, a three foot high screen must be provided along the frontage of a public way. Infill where the landscaping is absent or dead. It was noted that landscaping has been added; however, there are still areas where the code required landscaping is absent.

3) Overall the maintenance of the site is lacking. Overgrown weeds were observed throughout the site.

4) The above items must be addressed and will be handled as part of code enforcement.