



Village of Arlington Heights
Conceptual Plan Review Committee
Community Room, 3rd Floor
33 S. Arlington Heights Rd.
September 1, 2021
6:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Shelter, Inc. - 6/9/21

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Wilke Studios - 1450 S. New Wilke Rd. - T1569
SUP for Hotel, Land Use Variation for Apartment Building,
Variations
- B. Cortlands Garage - 1 N Vail Ave - T1749
PUD, SUP Amendment

VII. OTHER BUSINESS

VIII. 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.



**Conceptual Plan Review Committee
9/1/2021**

Item: Shelter, Inc - 6/9/21

Department: Planning & Community Development

ATTACHMENTS:

Description

Shelter, Inc - 6/9/21

Type

Minutes

REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL VIRTUALLY ON:

June 9, 2021

Project Title: Shelter, Inc. SUP
Address: 207-209 E. Valley Lane
Arlington Heights, IL 60004

Petitioner: Carina H. Santa Maria - Shelter, Inc.
Address: 1616 Arlington Heights Road
Arlington Heights, IL 60004

Requested Action:

1. Special Use Permit to allow a "Shelter Care Home" on the subject property.

Variations Required:

1. Variation to Chapter 28, Section 10.4, Schedule of Parking Requirements, to reduce the number of onsite parking spaces from 10 spaces to two spaces.

Attendees:

David Bea, Bea & VandenBerk Attorneys
Carina H. Santa Maria, Petitioner
Maria Brauer, Shelter Inc.
John Sigalos, Plan Commissioner
Bruce Green, Plan Commissioner
Jay Cherwin, Plan Commissioner
Lynn Jensen, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

The petitioner appeared at the Conceptual Plan Review Committee on May 26, 2021 for a preliminary review of the project. The meeting was adjourned before discussion was complete on the proposal. Accordingly, the petitioner is appearing again before the Conceptual Plan Review Committee to complete discussion on the matter.

The petitioner has provided additional details on their program, which address many of the questions raised during the May 26 meeting. As a result of the discussion on May 26, the Police Department has provided additional detail into the calls for service generated by the existing Shelter Inc. location on Golf Road:

- Since beginning operation in 2012, there have been a total of 553 calls for service at the Shelter Inc. property on Golf Road. There are two types of calls for service: criminal and non-criminal. Criminal calls can range from residential burglaries, criminal damage to property, motor vehicle burglaries, battery, financial crimes, theft, etc. Non-criminal calls are suspicious person, vehicle, incident; fire/ambulance calls, well-being checks, traffic accidents, alarms, etc.
- There were 51 criminal related calls which included battery, domestic battery, assaults, theft, motor vehicle theft, disorderly conduct, alcohol & drug offenses, and criminal damage/trespass to property.
- There were a total of 391 runaway/missing adult/missing juvenile reports generated at the Golf Road location. Five of these calls for service were determined to be duplicate reports (reports that had already been documented).
- The remaining 105 calls were non-criminal in nature such as suspicious persons, incidents, and vehicles; traffic accidents, alarms, public service, well-being checks, unwanted subjects, ambulance calls, outside department assists, and domestic trouble (no arrests made) etc.

Meeting Discussion:

Commissioner Green stated that the Committee had not had a chance to finish discussion on the Shelter Inc. project from their last meeting and they were going to pick up where they left off at the end of the last meeting.

Mr. Hubbard explained that Commissioner Jensen and Commissioner Cherwin had made comments at the last meeting, but Commissioner Sigalos and Chair Green had yet to make their comments.

Commissioner Green said that he believed Commissioner Cherwin may have been cut short of finishing his comments at the last meeting and he asked if Commissioner Cherwin had anything additional to discuss.

Commissioner Cherwin said he had finished and was ready to move on to the next Commissioner.

Commissioner Sigalos said he is concerned with the location being in a residential neighborhood. He has concern with the children in the neighborhood and has read a lot of the public emails that have been sent in. There were concerns over the number of police calls, which averaged 53 calls in the last two years. Not all criminal, but it was still concerning. He was also concerned with parking.

Mr. Hubbard stated that Shelter Inc. has provided additional information on their program, which was posted online and made a part of the Conceptual Plan Review Committee record. Staff has communicated with the Police Department and has obtained specific information on the calls for service from the existing facility. There have been many emails received relative to this project and they have all been placed online as well.

Ms. Santa Maria stated that Shelter Inc. was founded by an Arlington Heights Police Officer. They have been in the community since 1975. Shelter Inc. is a transitional living program. The property at 207 East Valley Lane was chosen to expand their program and meet the needs of the community. It's a residential home, but not a Single-family home. Location is important as it's within walking distance to many jobs locally and residents would be able to walk to these locations. She explained that the youths at this location are supervised by staff which is on location for 24 hours a day and this includes over night shifts. Shelter Inc. is licensed by Illinois Department of Children & Family services, also accredited by the Counsel of Accreditation, which is a national organization. They meet all national and state laws. They are required to know where the residents are at every hour of the day. They are very involved in each residents' lives. Security cameras are installed throughout the entire property. Staff is trained for this program. There is a curfew at this facility. Police are involved if youth is not home by 1:00 AM. 391 of the calls for service over the last 10 years were relative to curfew violations. The program does not accept youth that have a record as a sex offender. This program is not a danger to the community; there will be consistent communication with the Arlington Heights Police Department. There has been communication with Chief Pecora about the programming and they have initiated their own clinical program. All the youths at the transitional living facility have a dedicated therapist and a case manager that they have access to 24 hours a day. They were recently picked as one of Northwestern Universities only THINK trauma agencies in the state, which means all of their staff have gone through very rigorous training to work with youths that have experienced trauma. They are highly trained in dealing with de-escalation tactics for when conflicts arise. She stated that out of the 69 emails received, it was apparent that there was more support for this program than opposition.

Mr. Bea added that with respect to the emails that were received from the community, specifically the ones that were negative, he mentioned several of them expressed concern that the location was close to Ivy School. He stated the location is actually four to five blocks from Ivy School. He said that any neighbor who thought that this location was one block away from the school was mistaken and he thought that this might have been some of the reason for their opposition. The location was a good compromise in that it was at the edge of the neighborhood. It was a good location for their facility in that it was not the most desirable location in the neighborhood. It was surrounded on both sides by two-family homes. Relative to parking, the facility would not provide parking for residents. While a resident could purchase a car, they could not park it at the home and typically they did not have the funds to purchase a vehicle. Over all the years that the facility has been in operation, only two residents have owned cars. If they have a car they need to figure out a place to park it since it cannot be parked on the property.

Commissioner Jensen asked where the residents would be coming from.

Ms. Santa Maria stated that the individuals are mostly from Arlington Heights and some from surrounding suburbs. The youths are enrolled in schools like Hersey, Rolling Meadows, and Fremd. Some of the youths are working at Cooper's Hawk, Jewel, and Staples. They are already in the community and many people may have already interacted with them and don't even know it.

Commissioner Jensen stated that 391 calls about runaways was a large number, but he was more concerned about the 51 criminal calls and 105 non-criminal incident calls over the last 10 years, which seemed to him like a high volume of calls. He asked about the nature of those calls.

Ms. Santa Maria stated that the calls are mostly internal calls related to issues between the youths in the home, for example one youth took five video games from another youth in the home. To address these types of things they have started their clinical program and updated their screening tools. From 2016 to today there have only been 74 calls. They have made necessary changes for the youths.

Commissioner Jensen stated that even 74 calls since 2016 for issues that couldn't be resolved by staff is still a concern. He would feel better if most of the issues could be resolved by staff and 74 calls seemed like a high volume. He asked about the number of staff.

Ms. Santa Maria responded that out of the 74 calls, many of them were for curfew violations. But still they want to reduce the call volume so that's why they have taken it upon themselves to be CPI trained in de-escalation techniques so that they can avoid calls to the police. Police involvement can be triggering and traumatic for their residents so they try to avoid police involvement.

Commissioner Jensen asked about the number of staff.

Ms. Santa Maria replied that there would always be one staff per unit. They stated "up to two" because they have a ratio that must be followed; one staff per six residents. If they only have six residents in the program they would only have one staff member present. They do not accept youths with severe mental health issues.

Commissioner Jensen said he went over the manual and it seemed overwhelming.

Commissioner Green said he is very concerned about this facility at this location. He mentioned the volume of police calls (53 criminal calls). If there is 24-hour supervision but still criminal calls, he viewed that as a breakdown in supervision. He stated that he needs to take in consideration what the neighborhood needs are and what is good for the surrounding residents.

Commissioner Sigalos asked about the youths in the program, are they there due to family issues and they have nowhere to go? He asked about the background on the youths.

Ms. Santa Maria stated that all the kids are in DCFS custody. They come from neglect, trauma, or some type of family issue where the parents were not able to take care of them. She asked to read in a letter:

Dear Mr. Hubbard,

My name is Christian Gajda, and I am an 18 year old youth currently placed at Shelter's Transitional Living Program. My younger brothers and I were placed in DCFS care in August 2020 due to both of my parent's substance abuse issues and abusive treatment to us. My brothers were placed in foster homes; however, it was challenging to find me a foster home that would accept me simply because of my age. I was placed at Shelter's emergency shelter while my caseworker continued to search for a permanent placement for me. I was recommended for a TLP, and Shelter's TLP interviewed and accepted me. I moved into the TLP on February 24, 2021.

I was raised in Lake Forest, IL and previously attended Lake Forest High School. I add that information because many people want to believe that DCFS youth all come from "inner city Chicago", however, I am far from it. In fact, the other five youth in our TLP did not come from Chicago either. We all came from the suburbs, and none of us have a "street mentality". With Shelter's TLP being in Arlington Heights, we can live in a setting that we have all been familiar with and feel safe. We can attend good schools and receive a good education. We can get good jobs where we can learn to save and budget our money appropriately. The Shelter staff are very involved with each of us here, and they teach us how to cook, clean, make medical appointments, take care of ourselves, apply for jobs, create resumes, and open bank accounts. We are responsible for chores in the home and making sure we keep our bedrooms clean. I have a caseworker here that is very involved with me and the other kids. She is in constant contact with our schools, monitors our employment, and holds staffing's with us to set our short-term goals in order to work towards our long-term goal of independence. I have a therapist that meets with me weekly, and she holds therapeutic groups every other week with all of us. There is staff available to us and supervising the home 24 hours a day, 7 days a week.

If someone were to ask me what it means to be at Shelter's TLP, I would have to say that it means so much to me to have people believe in me and help me to become independent since my parents are not there to help me with this. I am not a bad kid. I am a kid whose parents aren't there for me now to teach me and help me with what I need to know.

Commissioner Sigalos said that he understands the kids are coming to this shelter due to a difficult home life and not because they are troubled kids.

Ms. Santa Maria reiterated that the kids are coming to the shelter for help. She knows that this program can change people's lives. They need help from the community and help from Shelter Inc.

Commissioner Green acknowledged the points from Ms. Santa Maria. He wanted to hear what the neighbors had to say as he felt that there are two sides to every argument. The facility will affect the neighbor's lives in a very hard way. This is something that needs to be worked out. He said while the facility may provide good services, it can have a negative impact in other ways. As a homeowner, he would hate to think that his neighbor is making 53 police calls a year. He said he's lived at his home over 35 years and never has had one police call. It's a different way of life and may or may not fit in the neighborhood.

Commissioner Cherwin stated he thought that Shelter Inc. was a good organization and they were tasked with a difficult job. The number of police calls were just part of what this type of facility entailed; it did not mean that Shelter Inc. was a bad operator. He supported the mission of Shelter Inc. but questioned whether the subject property was an appropriate location for their use. The charge of the Plan Commission was to look at the specific characteristics of the facility relative to the specific characteristics of the location in which it was proposed. He felt that the number of police calls would be disruptive to the surrounding neighbors, regardless of whether the nature of the calls were more serious or more innocuous. He did not believe the proposal would meet the requirements for special use permit or for variation approval, although he was open to new evidence provided at the public hearing or a different perspective provided by the surrounding neighborhood. He was not convinced that the subject property was the right spot for the proposed facility, regardless of how important the mission of Shelter Inc. was.

Commissioner Green agreed with Commissioner Cherwin. He clarified that it wasn't that he found the nature of the organization unnecessary, but that in the context of this location, he had concerns about the proposal.

Commissioner Jensen stated that he agreed with many of the points raised by Commissioner Cherwin and Commissioner Green. He asked if this location was not suitable, then what location would be suitable? If it was not suitable in the proposed residential area, then would the Village be saying that there was no residential area where this project could be feasible? Was the message that they should not be located in a primarily residential area? What location in Arlington Heights would be appropriate for this type of facility?

Commissioner Green recalled the Hearts Place project on Boeger Road, which was not a dense R-3 neighborhood. He

envisioned that a similar location might be suitable for a project like Shelter Inc.

Commissioner Cherwin added that the Boeger Road location was similar to the property where Shelter Inc. is currently located. He was not aware of substantial complaints about the current location, so he guessed that it was not as disruptive to surrounding neighbors. The current location was close to the shopping and amenities as desired by Shelter Inc, but did not have the same adverse effect of being detrimental to surrounding neighbors. He envisioned locations like that to be a good fit for this type of use.

Commissioner Sigalos pointed out that the Boeger Road facility, while not close to single-family homes, put a neighboring daycare out of business, so even though it wasn't in a single-family neighborhood it had an impact on surrounding properties.

Mr. Bea asked if the Commissioners had driven by the Valley Lane location. If they were to drive by the location, they would have a different sense of being right in the middle of a single-family neighborhood. The location was the second house in from a busy street and at the very edge of the neighborhood. He thought that the Plan Commission should think about what they were saying to young people if they were to place them off in a commercial area, rather than helping them to learn to live in a residential area.

Commissioner Green stated that he understood the mission of Shelter Inc., but also had to take into consideration the residents in the neighborhood who worked their entire lives to buy their houses. There were two sides to the argument.

Mr. Bea said that the Committee had stated the other side very well, and that Shelter Inc was there to present their side of things. He pointed out that this was a good compromise location in that it was at the edge of a residential neighborhood. Directly behind the subject property was a Chase Bank, which was a potential employer for the residents. He asked for an opportunity to address the specific conditions of approval.

Commissioner Green encouraged the committee to move forward with discussion of other projects that they needed to discuss that evening.

Mr. Bea asked that the record reflect that they met all criteria for approval and were prepared to explain how they met each criteria.

Commissioner Green asked if the committee needed to hear the explanation at the Conceptual Plan Review Committee level.

Commissioner Cherwin said that he didn't need to hear it right now, but that they would need to meet the criteria for approval at the Plan Commission or else the project wouldn't be approved. This was not the necessary venue to discuss the criteria for approval. He thought that Commissioner Green was trying to have sufficient time to discuss another project and also open up the floor for public comment.

Mr. Hubbard agreed that the individual criteria for special use approval will be deliberated at the Plan Commission and did not need to be discussed this evening. In an effort to move the Shelter Inc. project forward, he encouraged the committee to open up the next item for discussion and then open up for public comment.

Public Comment:

Mr. Moens asked why there would be discussion of the project after a decision had already been made. He was not sure why a discussion would need to occur, unless the project had to proceed to the Plan Commission regardless of the discussion outcome. Relative to the project, he felt that concerns on the location was a NIMBY cop-out. He encouraged the commission to step back and take a look at the whether the assumption of reduced property values high frequency of police calls was realistic. He believed that these were just suppositions. He asked that people analyze the proposal with an open mind and supported giving the petitioner a chance to establish their facility on the subject property.

Mr. Wichmann stated that he believed that facility should not refer to their residents as youths given that their ages would be between 17.5 and 21. He felt that these were adults. He said that many of the individuals who wrote in support of the proposal did not live in the Ivy Hill neighborhood. The facility was proposed in a residential neighborhood, not a commercial neighborhood, which was different from where their facility was located presently. He felt that Shelter Inc. had a documented the impact of the program to those that were part of the program, but did not address their impact to the surrounding neighborhood. He was supportive of the neighborhood meeting and hoped that it would be for the immediate neighbors of the proposed facility and not for people that didn't live in the vicinity of the project.

Mr. Marsillo said that he lived in the Ivy Hill neighborhood and was the parent of a child with special needed who still lived at home. He stated that the facility was not a group home. There were already group homes in the Ivy Hill neighborhood. The proposed facility did not include enough parking spaces and he worried about the impact on the neighborhood. He thought that Shelter Inc. should look into more of a dormitory setting that was situated in an institutional area not a residential neighborhood.

Recommendation

The Conceptual Plan Review Committee outlined their concerns with the project during the meeting discussion and said that they would review of the project should it advance to the Plan Commission.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Sam Hubbard, Recorder



**Conceptual Plan Review Committee
9/1/2021**

Item: Wilke Studios - 1450 S. New Wilke Rd - T1569

Department: Planning & Community Development

Requested Action

1. Special Use Permit (SUP) to allow a hotel, or;
2. A Land Use Variation for an Apartment Multi-family Building in the B-2 District.

Variations Required

1. Variation to Chapter 28, Section 5-1-11.4a, to allow lodging rooms on the first floor (if classified as hotel)
2. Variation to Chapter 28, Section 10.4-1, to reduce the number of required off-street parking spaces from 28 spaces to 19 spaces (if classified as an apartment building)

Recommendation

The Staff Development Committee is generally supportive of the proposed use, however, further details from the petitioner are needed before a formal recommendation can be made. The petitioner should address the following items in any application to the Plan Commission:

1. Additional details on site amenities, room furnishings, and the policy for duration of guest stay shall be required.
2. Depending upon the classification of the proposed use, the petitioner shall provide a written response demonstrating conformance to either the Special Use Permit approval criteria or the Land Use Variation approval criteria.
3. Engineering plans and details, including a fire-truck auto turn exhibit, shall be required as part of the formal review process.
4. A market assessment shall be required to demonstrate a need for this type and size development at this location.

5. A code compliant Landscape Plan shall be required.
6. Design Commission review shall be required prior to a formal hearing of the Plan Commission.
7. A detailed traffic and parking study from a Certified Traffic engineer that assesses access (location, design, and Level of Service), on-site circulation, trip generation and distribution, parking, and impacts to public streets shall be required.
8. Prior to submitting a formal Plan Commission application, the petitioner shall reach out to the Building Department and Engineering Division to determine what building and site/infrastructure upgrades may be needed to accommodate for the proposed redevelopment.
9. These are preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

ATTACHMENTS:

Description	Type
Staff Report	Board or Commission Report
Plat & Sub Minutes 3/8/17	Minutes
Aerial	Exhibits
3D Aerial	Exhibits
Project Narrative	Correspondence
Conceptual Plans	Exhibits



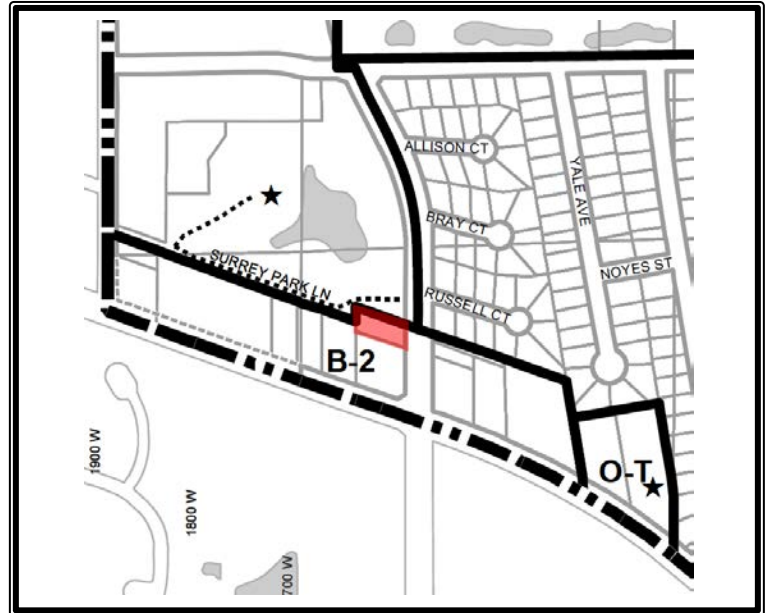
VILLAGE OF ARLINGTON HEIGHTS **STAFF DEVELOPMENT** **COMMITTEE REPORT**

Temp File Number: T1569
Project Title: Wilke Studios
Location: 1450 S. New Wilke Rd.
PIN: 08-08-401-030

To: Conceptual Plan Review Committee
Prepared By: Sam Hubbard, Development Planner
Meeting Date: September 1, 2021
Date Prepared: August 27, 2021

Petitioner: Ravi Parikh
Address: 1111 Plaza Dr. – Suite 421
 Schaumburg, IL 60173

Existing Zoning: B-2: General Business District
Comprehensive Plan: Commercial



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	R-6: Multiple Family Dwelling District	Surrey Park Condominiums Multi-Family Development	Moderate Density Multi-Family
South	B-2: General Business District	Mobil Gas Station	Commercial
East	B-2: General Business District	7-11 Gas Station	Commercial
West	B-2: General Business District, R-6: Multiple Family Dwelling District	Surrey Park Condominiums Multi-Family Development, Restaurant (Penang Malaysian Cuisine)	Commercial, Moderate Density Multi-Family

Requested Action:

1. Special Use Permit (SUP) to allow a hotel, or;
2. A Land Use Variation for an Apartment Multi-family Building in the B-2 District.

Variations Required:

1. Variation to Chapter 28, Section 5-1-11.4a, to allow lodging rooms on the first floor (if classified as hotel)
2. Variation to Chapter 28, Section 10.4-1, to reduce the number of required off-street parking spaces from 28 spaces to 19 spaces (if classified as an apartment building)

Prior History:

The petitioner appeared at the March 8, 2017, Plat and Subdivision Committee meeting for preliminary review of their redevelopment concept. Feedback was generally favorable and the meeting minutes from that meeting are attached. Since it has been almost four and a half years since their previous appearance before the subcommittee, and since the project has been modified slightly to include two additional lodging rooms (current total is 14 rooms), staff has requested that the petitioner appear before the Conceptual Plan Review Committee for their consideration of the revised concept.

Project Background:

The subject property is a single lot comprising a total of approximately 15,200 square feet (0.34 acres), with an existing two-story office building including approximately 7,700 sq. ft. of floor area. There are three office tenants that currently occupy approximately 3,200 square feet within the building, leaving the property 58% vacant. Access to the site comes from two full access non-signalized driveway entrances off of New Wilke Road. The parking area and drive aisle has a circular layout that wraps around the building and includes approximately 18 full sized parking stalls.

The applicant purchased the property in 2017 and has struggled to fully lease it with office tenants. As such, they are proposing to convert the structure to a 14-room long term stay facility that would provide "corporate housing" for individuals staying temporarily within the community. Twelve of the units would be studio units and two of the units would be two-bedroom units. Typical leases would range from 3-6 months and could occasionally stretch to a year. The target tenant would be business professionals that are on temporary work assignments within the community, such as software engineers, insurance adjusters, and other corporate professionals. Average rental rates would be between \$2,500 and \$3,000 per month, fluctuating based on seasonal market factors. Each unit would have a bedroom, bathroom, and kitchen, which would include an electric stove, refrigerator, dishwasher, and sink.

Other than for occasional property maintenance, no staff would be onsite. Each floor would also include laundry facilities available for use by the guests, and the first floor would include a "house" laundry facility for cleaning of each unit's laundry upon their tenants' final departure.

Zoning and Comprehensive Plan

The subject property is zoned B-2, General Business District, which allows for a wide range of commercial uses. Based on the information previously provided, Staff had determined that the proposed land use falls under the definition of a hotel, which was defined at the time as a: *"A building primarily designed for transient occupancy containing lodging rooms or suites accessible from a common hall or entrance, providing living, sleeping and bathroom facilities. No more than five percent of the suites shall be provided with kitchen facilities. A central kitchen, meeting rooms, and recreation rooms may also be provided."* However, the definition of a hotel has since changed, and the revised definition no longer includes language allowing a percentage of the suites to include kitchen facilities. Therefore, given the proposed kitchen facilities in all units, the hotel definition may no longer be appropriate for this facility.

Prior to classifying the proposed use, staff requests that the petitioner provide additional information to clarify how the facility will operate. Details are needed on the furnishings in each unit, the services that would be available onsite and provided to the guests, and what the policy would be for duration of stay. Based on these details, staff will determine if the use will be classified as a hotel, apartment building, or some mix between these two categories which is not currently classified in the Zoning Code.

Hotel uses are allowed in the B-2 District via issuance of a Special Use Permit. However, multi-family uses are not allowed within the B-2 District unless ground floor commercial space is provided, and if this facility is classified as a multi-family apartment building, a Land Use Variation would be required. Based on the final classification of the proposed use, the petitioner will need to provide a written response to the applicable approval criteria for either a Special Use Permit or a Land Use Variation. Should the facility be defined as a hotel, a variation would be required to allow lodging rooms on the first floor.

Building, Site and Landscaping:

The applicant has not proposed any major alterations to the site and would like to utilize the existing parking lot and site layout. Staff notes that the parking lot is not currently striped, does not contain curbs, has a dumpster with no enclosure, and does not conform to the required parking lot landscape requirements. If this project is to move forward, depending on the scope of the proposed work, additional site upgrades may be required. At a minimum, landscaping should be added along the north and western property lines to buffer the proposed use from the surrounding residential properties in this area and a dumpster enclosure should be constructed to screen the existing dumpster. Details on these elements must be provided as part of the Plan Commission review process.

The present site layout does not allow ingress and subsequent egress of a fire truck without requiring the fire truck to back up. However, since the applicant is not proposing to remove and/or significantly alter the current building footprint, the Fire Department may be able to work with the existing layout provided the building is brought up to current Building Code requirements for sprinklers and a fire alarm system.

The petitioner should be aware that elevators will likely be required, and depending on the size and flow of the existing water main, an increase in the size of the water main may be triggered by the redevelopment. The applicant is encouraged to reach out to both the Engineering Division and the Building Department to understand the potential building/life safety and infrastructure implications of the proposed redevelopment.

The applicant has indicated that significant upgrades would be made to the exterior of the structure. Accordingly, a Design Commission application and review will be required prior to any appearance before the Plan Commission.

Parking and Traffic:

Per Section 6.12-1.2.a of Chapter 28, the petitioner is required to provide a traffic and parking study by a certified traffic engineer that assesses access (location, design, and Level of Service), on-site circulation, trip generation and distribution, and parking. Staff does not believe the proposed use would have a significant impact on traffic, and notes that the existing office uses on the site, if fully leased, would generate more traffic than the proposed facility. If classified as a hotel, one parking space would be required for each lodging room, which equates to 14 required parking spaces. The site would include 18 spaces and would therefore conform to hotel parking requirements. However, should the use be classified as multi-family housing, two spaces would be required per unit, equating to a 28-space parking requirement. The petitioner should provide additional details on the expected parking needs for guests staying at the facility to determine if the on-site parking is sufficient relative to supply.

Depending on the use classification, one or two bicycle parking spaces will be required.

RECOMMENDATION

The Staff Development Committee is generally supportive of the proposed use, however, further details from the petitioner are needed before a formal recommendation can be made. The petitioner should address the following items in any application to the Plan Commission:

1. Additional details on site amenities, room furnishings, and the policy for duration of guest stay shall be required.
2. Depending upon the classification of the proposed use, the petitioner shall provide a written response demonstrating conformance to either the Special Use Permit approval criteria or the Land Use Variation approval criteria.
3. Engineering plans and details, including a fire-truck auto turn exhibit, shall be required as part of the formal review process.
4. A market assessment shall be required to demonstrate a need for this type and size development at this location.
5. A code compliant Landscape Plan shall be required.
6. Design Commission review shall be required prior to a formal hearing of the Plan Commission.
7. A detailed traffic and parking study from a Certified Traffic engineer that assesses access (location, design, and Level of Service), on-site circulation, trip generation and distribution, parking, and impacts to public streets shall be required.
8. Prior to submitting a formal Plan Commission application, the petitioner shall reach out to the Building Department and Engineering Division to determine what building and site/infrastructure upgrades may be needed to accommodate for the proposed redevelopment.
9. These are preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

August 27, 2021

Bill Enright, Assistant Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1569

REPORT OF THE PROCEEDINGS OF
THE PLAT & SUBDIVISION COMMITTEE
 OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION
 HELD AT VILLAGE HALL ON:

March 8, 2017

Project Title: Wilke Studios
 Address: 1450 New Wilke Road
 Petitioner: Ravi Parikh
 1111 Plaza Dr. – Suite 421
 Schaumburg, IL 60173

Requested Action:

- Special Use Permit to allow a Hotel

Variations Required:

- A variation from Chapter 28, Section 3.2-108, Hotel, to allow a hotel with more than 5% of its suites to have kitchens.
- A Variation from Chapter 28, Section 5.1-11.1, Conditions of Use, to allow lodging rooms below the second floor.

Attendees: Ravi Parikh – Petitioner
 Bruce Green, Plan Commissioner
 Lynn Jensen, Plan Commissioner
 John Sigalos, Plan Commissioner
 Jay Cherwin – Plan Commissioner
 Sam Hubbard, Development Planner

Project Summary:

The subject property is a single lot comprising a total of approximately 15,200 square feet (0.34 acres), with an existing two story building with approximately 7,700 sq. ft. of floor area. There are two office tenants that currently occupy the building. The subject property is located within the B-2, General Business District. Access to the site comes from two driveway entrances off of New Wilke Rd. The parking area and drive aisle has a circular layout and wraps around the building, containing space for 21 parking stalls.

The applicant has proposed the purchase and rehab of the building to allow the conversion of the structure to a 12-room long term stay hotel that would provide “corporate housing” for individuals staying temporarily within the community. Typical leases would range from 3-6 months and could occasionally stretch to a year. The target tenant would be business professionals that are on temporary work assignments within the community, such as software engineers, insurance adjusters, and other corporate professionals. Average rental rates would be between \$1,500 and \$3,000 per month, fluctuating based on seasonal market factors. Each unit would have a bedroom, bathroom, and kitchen. Other than for occasional property maintenance, no staff would be onsite.

Meeting Discussion:

Mr. Parikh explained that was interested in acquiring the property at 1450 New Wilke Road and that the property was currently used as an office. He said that the property was somewhat blighted and that the owners were out of state and so they only had two tenants in the building and that only about 15% of the overall floor area was utilized. The property had been on the market for at least a year and the price had dropped to a point where he was able to get it under contract. His current plan for the building was to have a hotel on the 2nd floor and to have the 1st floor continue to be used as an office. The location of the property was good for the proposed hotel and office use as it was close to the Rolling Meadows central business district, Northwest Community Hospital, the Motorola business campus, the

Schaumburg central business district, and the Rolling Meadows courthouse. The office portion could see demand as a satellite office for an attorney, or be used as an office for a small contractor. The hotel portion would be targeted to someone like a software engineering who would be temporarily in the area working on a project for 2-4 months or possibly longer. Although the zoning classification would fall under "hotel", they were looking to be "extended stay" housing for people in the area only temporarily but for extended periods of time. One to two night stays was not what they were looking for as the turnover would be quick and there would be no on-site laundry facility. They had examined multi-family housing but that the site did not provide enough parking.

Mr. Hubbard explained that the property was in the B-2 zoning district and that based on preliminary discussions with the applicant, staff had determined that the proposed use fit within the "hotel" use classification. Hotels are required to receive a Special Use Permit within the B-2 Zoning District. Additional Variations would be required, such as a Variation to allow more than 5% of the rooms to have a kitchenette facility and to allow lodging rooms on the first floor. He mentioned that the plans submitted to staff showed rooms on the first floor, however, this evening was the first time that staff had heard about the concept for having offices on the first floor, which may remove the need for one of the Variations but would likely increase the parking requirements on the site, so staff would have to analyze that. If the petitioner would move forward with the project, a formal Plan Commission application would be required, which would include the petitioners response to the standards of approval for a Special Use Permit. The site had not been well maintained over the years and the parking lot was not currently striped, and striping would be required if the applicant moved forward through the Plan Commission process. The parking lot did not have curbs or gutters and there was no landscape buffer around the parking lot, most notably between the subject property and the residential area to the north and west, and so certain upgrades to the parking lot may be requested if the project were to move forward.

Mr. Hubbard said that he was unaware if the building met current life safety standards with regards to a sprinkle, fire alarm system, and access for emergency vehicles, so he encouraged the petitioner to reach out to the Building Department to determine what upgrades may be needed to the building based on the proposed use. Additionally, if the existing water service line does not have the capacity to handle the flow for a fire sprinkler system, upgrades to the underground infrastructure may be needed. With lodging rooms on the 2nd floor of the building, an elevator may be required.

Mr. Hubbard mentioned that a traffic study was required for all Special Use Permit applications that involved developments over 5,000 square feet, and so one would be required for this project. If the property is developed as originally proposed with 12 hotel rooms, then only 12 parking spaces would be required and there are more than 12 spaces on the property so conforming to parking requirements would not be a problem. One of the requirements of a Special Use Permit application is to demonstrate a community need for the proposed use, and generally this is done through a market study or abbreviated market analysis. He concluded that staff was generally supportive of the proposed hotel and mentioned that there were still details that would need to be provided and analyzed prior to reaching a formal recommendation on the matter.

Commissioner Sigalos said that the business model is to accommodate an average stay of 3 to 6 months, but would the petitioner allow someone who wanted to stay for just one week?

Mr. Parikh explained that they would consider a client who was only going to stay for one week. Under the hotel zoning, they would be allowed to have someone stay for just one week, or even one night. However, their intentions would be to rent the units out for long term stays. He said that short stay turnover would be problematic for them as they did not have a laundry facility onsite, so it would be difficult to keep up with cleaning of sheets for short term stays. He said they would outsource laundry to a commercial cleaner.

Commissioner Sigalos asked how similar would the facility be to a standard hotel, would there be someone onsite daily to come into the rooms and clean?

Mr. Parikh responded that they would have someone there to perform that service if needed, but that they would see what the market demanded as far as daily cleanings. It would function similar to an extended stay hotel, which would

provides room cleaning service two to three times per week, although they could provide more frequent service if needed.

Commissioner Sigalos asked if extended stay hotels had kitchens.

Mr. Parikh replied that they usually do.

Commissioner Sigalos commented that he would be surprised if an elevator would not be required, and so he wanted to bring it to the petitioners attention because it was a large expense that they should be prepared for.

Commissioner Jensen asked if there was an elevator in the building already.

Mr. Parikh said that he did not believe there was.

Commissioner Cherwin asked if there were any extended stay hotels in Arlington Heights, and whether or not they would be required to obtain a similar variation to allow kitchenettes in more than 5% of the units.

Mr. Hubbard stated that he did not believe there were any extended stay hotels in Arlington Heights currently and that if there was one proposed, which had kitchen facilities in more than 5% of the rooms, they would also be required to obtain a Variation.

Commissioner Cherwin said that he lives near the subject property and drives by it frequently, and the property and building is in need of repair and upgrades. He thinks that the proposed architecture is attractive and would be a great improvement over the existing building. He asked if the petitioner had done any facility like this before.

Mr. Parikh said that his family has an interest in the Best Western hotel in Morton Grove, and that they are currently in the process of renovating that hotel, and so although he has similar experience on renovations and the hotel industry, this concept would be a first for him.

Commissioner Cherwin said that the proposed hotel would generate less traffic than the existing use of the building as an office, and so he was not too concerned about traffic generation. He said that although it was not a big concern for him, he thought that some people may be less comfortable with a standard hotel here and would be more comfortable if the proposed hotel was restricted to minimum stays of, for example, 30 days. He said that the proposed use was a response to how lodging is evolving, with new emerging lodging options such as AirBnB, and that it would tap into the market of temporary employees staying at corporations for extended periods, and that he could probably support a use like this

Commissioner Jensen asked if the property was under contract and if the applicant was intending to move forward with the purchase.

Mr. Parikh said that it was under contract and that the closing was scheduled for next week.

Commissioner Jensen asked if purchase of the building was contingent on feedback from the Plat and Subdivision subcommittee.

Mr. Parikh responded that the negotiation price was favorable and so that they would be moving forward on the purchase regardless of whether they could do the proposed extended stay hotel. If a hotel was not an option, then they would likely proceed with offices.

Commissioner Jensen reiterated that the applicant was going to purchase the property regardless of the feedback received this evening.

Mr. Parikh confirmed that this was correct.

Commissioner Jensen asked if the petitioner was prepared to undertake the potential expenses associated with establishing a hotel on the property, such as installing an elevator, making improvements to the water line, and installing a sprinkler system. Would this be an issue for the petitioner?

Mr. Parikh said that they had already factored in the cost of a sprinkler system. He explained that they were somewhat worried about the cost of an elevator, which could be somewhere between \$60,000 - \$80,000. He said that they had factored in most of the expenses that they anticipated being required.

Commissioner Jensen said that a full blown traffic study did not make that much sense to him as he was not overly concerned with the traffic generation from the proposed use. He thought that it may help to save the petitioner some money if only an abbreviated analysis was required. With regards to a market study, he said that there was likely a similar facility within a 25 mile radius of the subject property.

Mr. Parikh said that there was one on Golf Road, west of the expressway.

Commissioner Jensen asked if the petitioner knew what the vacancy rate was in any of the nearby extended stay hotels.

Mr. Parikh responded that he did not know. He said that he was more familiar with the Average Daily Rates (ADR) in the Morton Grove area as that was where he currently operated his family's hotel.

Commissioner Jensen stated that rather than doing a full blown market study, perhaps some research into the vacancy rates of nearby extended stay facilities would be more practical. He stated that if vacancy rates at similar facilities in the area had vacancy rates of, for example, 70%, it may not make sense to open another facility on the subject property.

Mr. Parikh responded that given his experience in Morton Grove, filling 12 rooms would not be extremely difficult and would not have a huge impact on the existing market supply within the vicinity. He said that he would not be catering to the lower end of the market and that the attractive design on the exterior of the hotel would also be what is done on the inside as well. He said it would be similar to the mirco studios concept that is popular in New York City and in Japan. He said that they would be looking at around \$75 to \$80 for an ADR on a long-term basis.

Commissioner Jensen stated that he was generally supportive of the concept, provided that the petitioner was able to work through some of the issues as identified in the staff report. He commented that he also lived within the vicinity and thought that the proposed exterior upgrades would be a vast improvement over what was there currently.

Commissioner Green stated that he thought the existing building needed some help and he thought that the sample architecture was appealing. He said that if the petitioner was to land a couple of corporate clients that were willing to stay for a year, the concept would be very successful.

Mr. Parikh responded that was the exact demographic that he was hoping to attract.

Commissioner Cherwin said that had the proposal been for a 120 room hotel, the market study would be of more importance to him, but given the petitioners experience in the hotel industry, he had confidence in the market understanding of the applicant and was not concerned that the proposed 12 room hotel would have significant trouble attracting clients. He said that in his experience, the employment trends of today involved more and more temporary employees coming into the area that needed a long term temporary location to stay.

Mr. Parikh stated that they would be willing to consider a restriction that limited guests to a minimum of, for example, a 30 day stay, however, he believed that hotel taxes were not levied on stays beyond 28 or 30 days, and so requiring a

30 day minimum stay may not generate as much tax revenue for the Village.

Commissioner Green said that he believed the feedback was positive and encouraged the petitioner to move forward.

RECOMMENDATION

The Plat & Subdivision Committee was supportive of the proposal and advised that the petitioner should move forward.

Bruce Green, Chair
PLAT & SUBDIVISION COMMITTEE
Sam Hubbard, Recorder

[illegible]

1:2,257

0 0.0175 0.035 0.07 mi

0 0.03 0.06 0.12 km



Executive Summary

Wilke Studios
1450 New Wilke Road
Arlington Heights, IL 60025



Proposed by:
Ravi Parikh
Build Out Group, LLC
1450 S New Wilke Road Ste 102
Arlington Heights, IL 60005

Project Summary

Build Out Group LLC (hereafter known as BOG) would like to acquire and redevelop the office building located at 1450 New Wilke Road, Arlington Heights. BOG believes the property would be better utilized as furnished studios apartments, catering to corporate travelers visiting nearby Central Business Districts.

Subject Property

The building is +/-7700 sq ft. and currently has 3 tenants occupying 3200sq. ft. the property is currently breaking even with the below market rents. The current property resides on +/-13000 sq. ft. the property is land locked. A Mobil Gas Station to the South and Apartments to the north and west of the building with Wilke Road to the east.

Proposed

The projected start date would be November 1st, 2021. We anticipate a 5-month construction period and would like to be open by April of 2022.

A conversion would require a complete gut rehab of the interior with a fresh contemporary design and 14 condo quality units will be built along with a utility room to be used for storage and Back of House laundry units. We would also replace both front and rear U-shape stairs wells with a new straight stair that is 36" wide. New 4-foot corridor on the first and second floor. Each unit will require new plumbing, electric and exhaust supply lines for the bathrooms and kitchenettes. We will install a central air system in each unit. Stairs and structural beam will be added on the second floor to support the mezzanine level.

The exterior would feature a new contemporary design. A pitched roof will be replacing the existing flat roof to accommodate the mezzanine level in the second-floor units. Windows would be added to each guest room. New siding and

The property would be maintained by in house staff of 3-4 individuals. The property will be open 24 hours but only accessible by guest with reservations. Each floor will have a shared washer dryer in a communal space.

First Floor	Size	Beds	*Kitchenettes	Bathroom	Living Area with Desk
1	308 sq ft	1 Queen	Yes	Yes	Yes
4	346 sq ft	1 Queen	Yes	Yes	Yes
Second Floor					
1	876 sq ft (598 and 278 mezz)	2 Queen	Yes	Yes	Yes
7	516 sq ft (346 and 170 mezz)	1 Queen	Yes	Yes	Yes
1	848 sq ft (609 and 239 mezz)	1 Queen & 2 Twin	Yes	Yes	Yes
Total 14 units					

***Kitchenettes will have Refrigerator, Dishwasher, Electric Stove, and Sink.**

Opportunity

We feel that there is an underserved market for quality corporate housing in the Northwest Chicago land area. The Village of Arlington Heights stands to benefit by seeing an increase of Real Estate Property tax and Hotel Occupancy tax. BOG would collect and remit all taxes to the Village.

In addition, the property would present a better perception for those visiting the village from Algonquin Road. We would be enhancing the curb appeal by redoing the exterior with a modern look and landscaping.

Marketing

Our target client would be corporate professionals, such as software engineers and insurance adjusters, which we have existing relationships.

We would also be utilizing Online Travel Agents and market to the local representatives for our local businesses.

Based on my experience, the typical contracted engineer would typically receive a 3 or 6 month contract which can be up to one year. The 3-6 month contract would be the average lease range. The average monthly rent rate would be between the range of \$2,500.00-3,000.00(\$80.00-100.00/ night) . Rental rates will be adjusted based on seasonal and market factors.

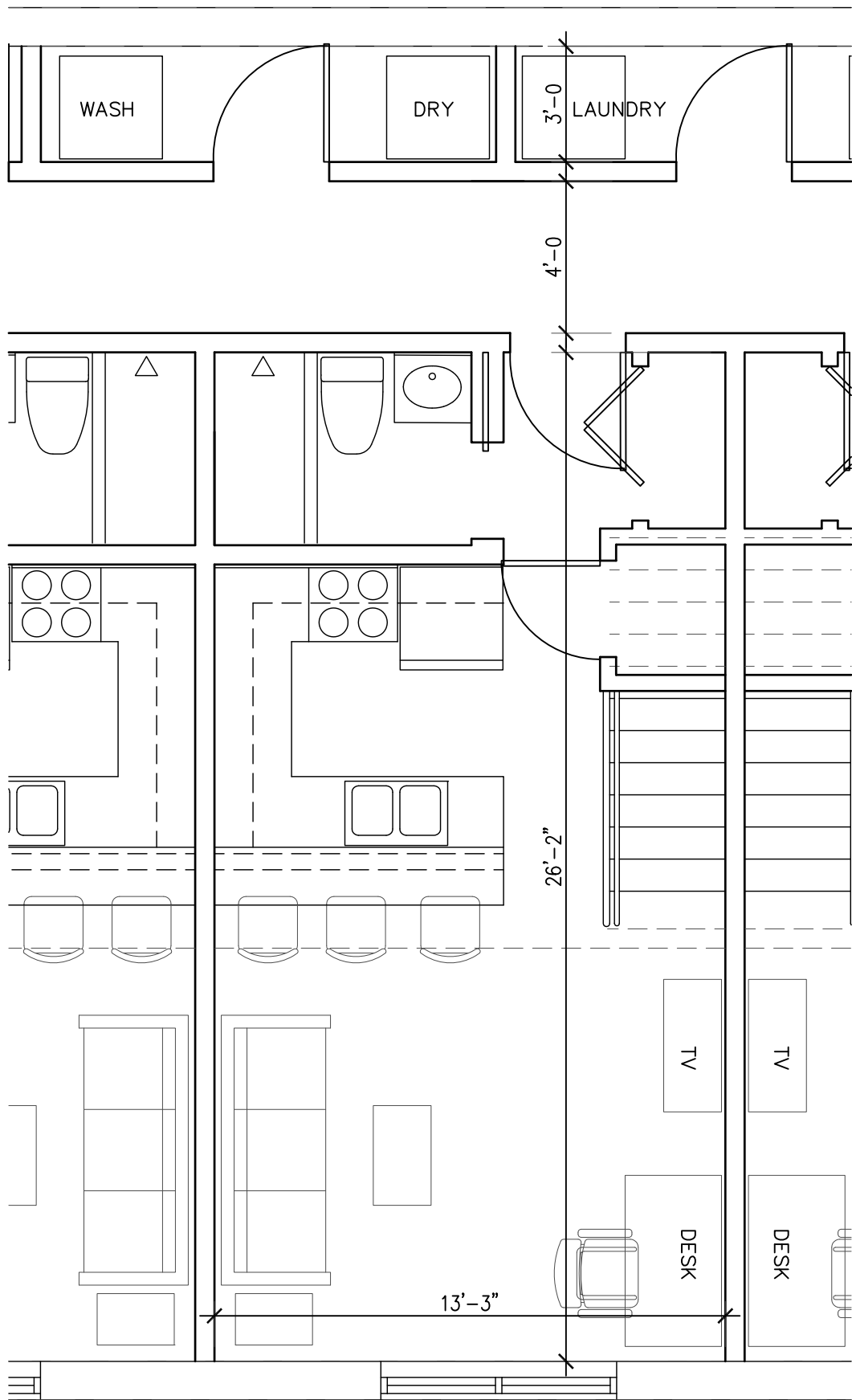
About Us

Ravi Parikh has been involved with the hospitality business for 11 years. He has managed and operated 2 small limited service properties each with 53 and 64 units. In addition, he currently manages a portfolio of residential real estate.

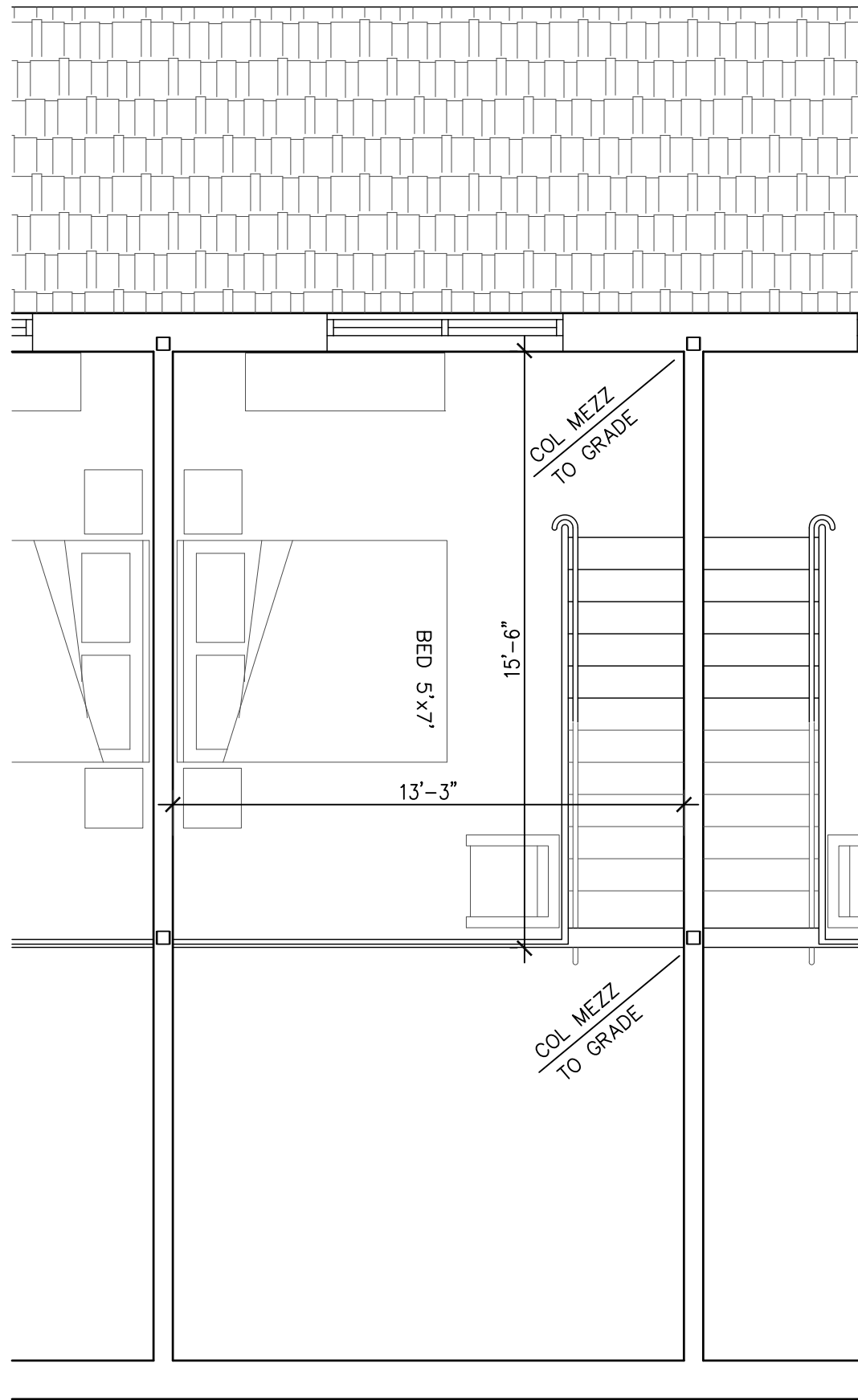
General Contractor: TBD

Architect : David Rawlings, D L Rawlings, Inc.

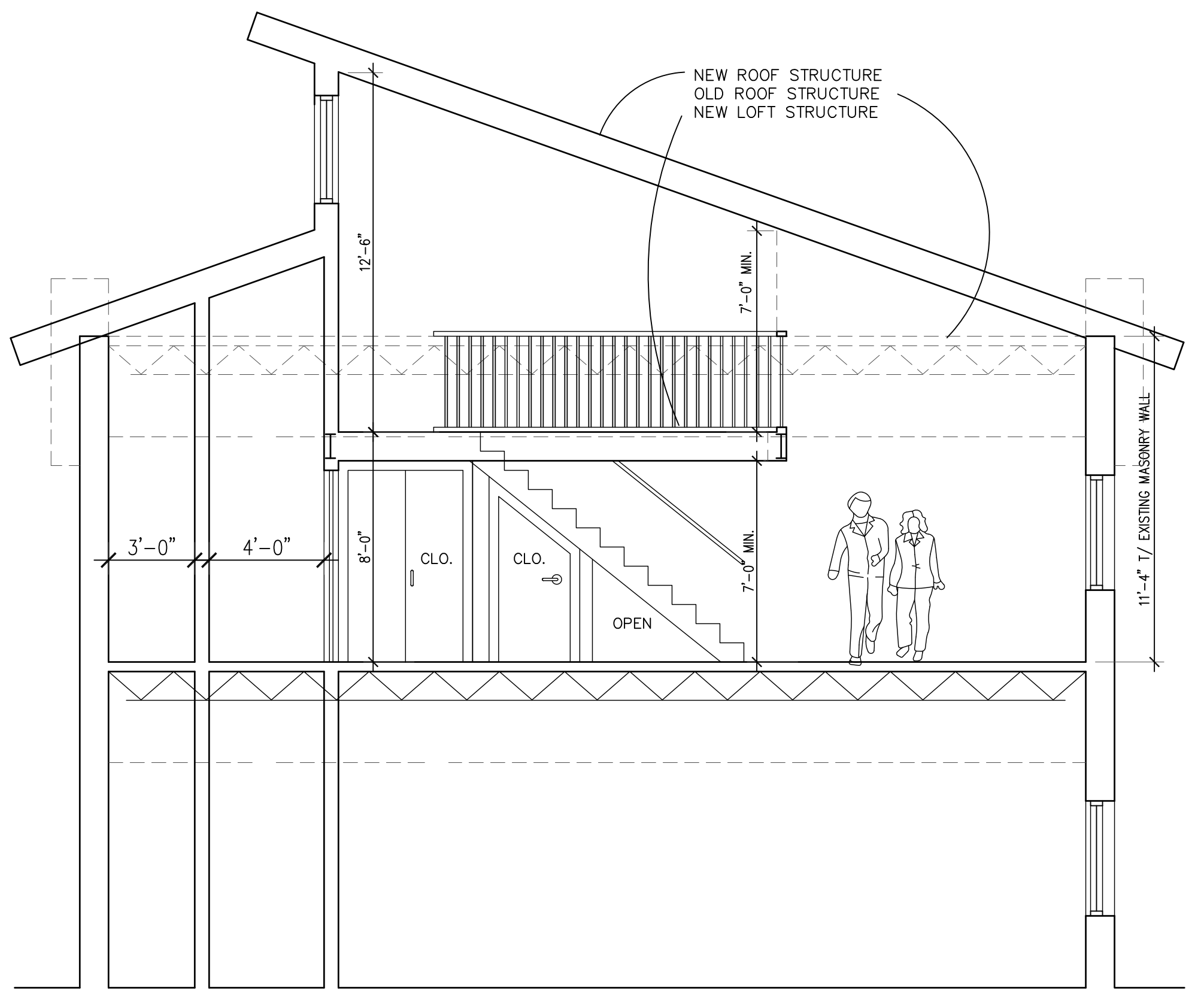
Design: TBD



Typical Plan
Scale: 1/4"=1'-0"



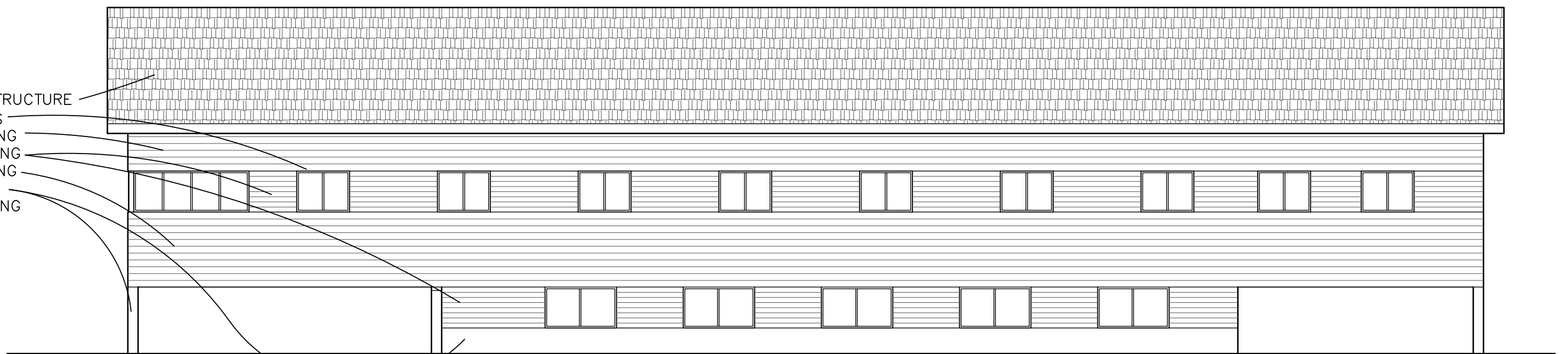
Typical Loft Plan
Scale: 1/4"=1'-0"



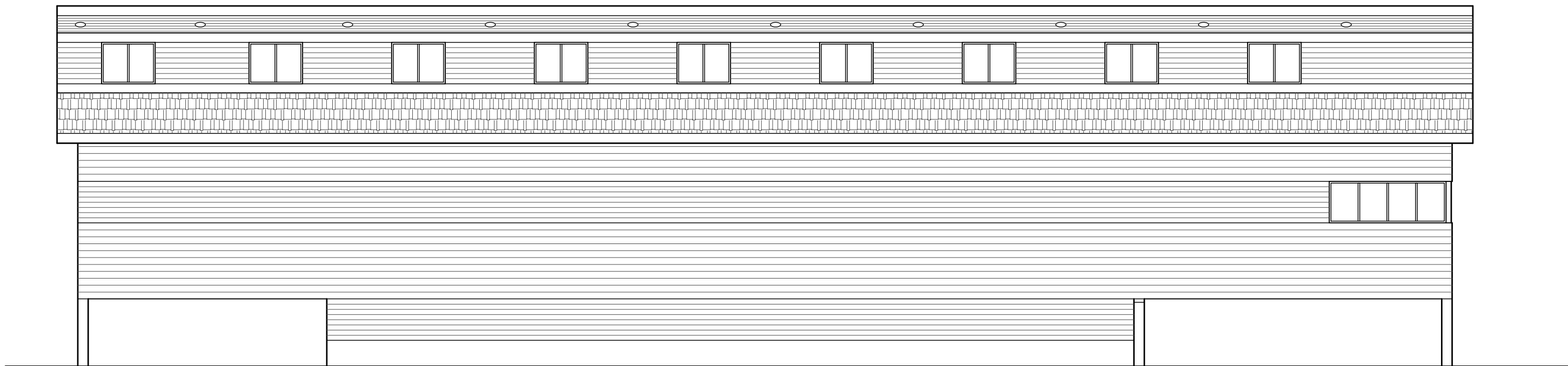
Building Section
Scale: 1/4"=1'-0"



Streetside Elevation
Scale: 1"=10'-0"



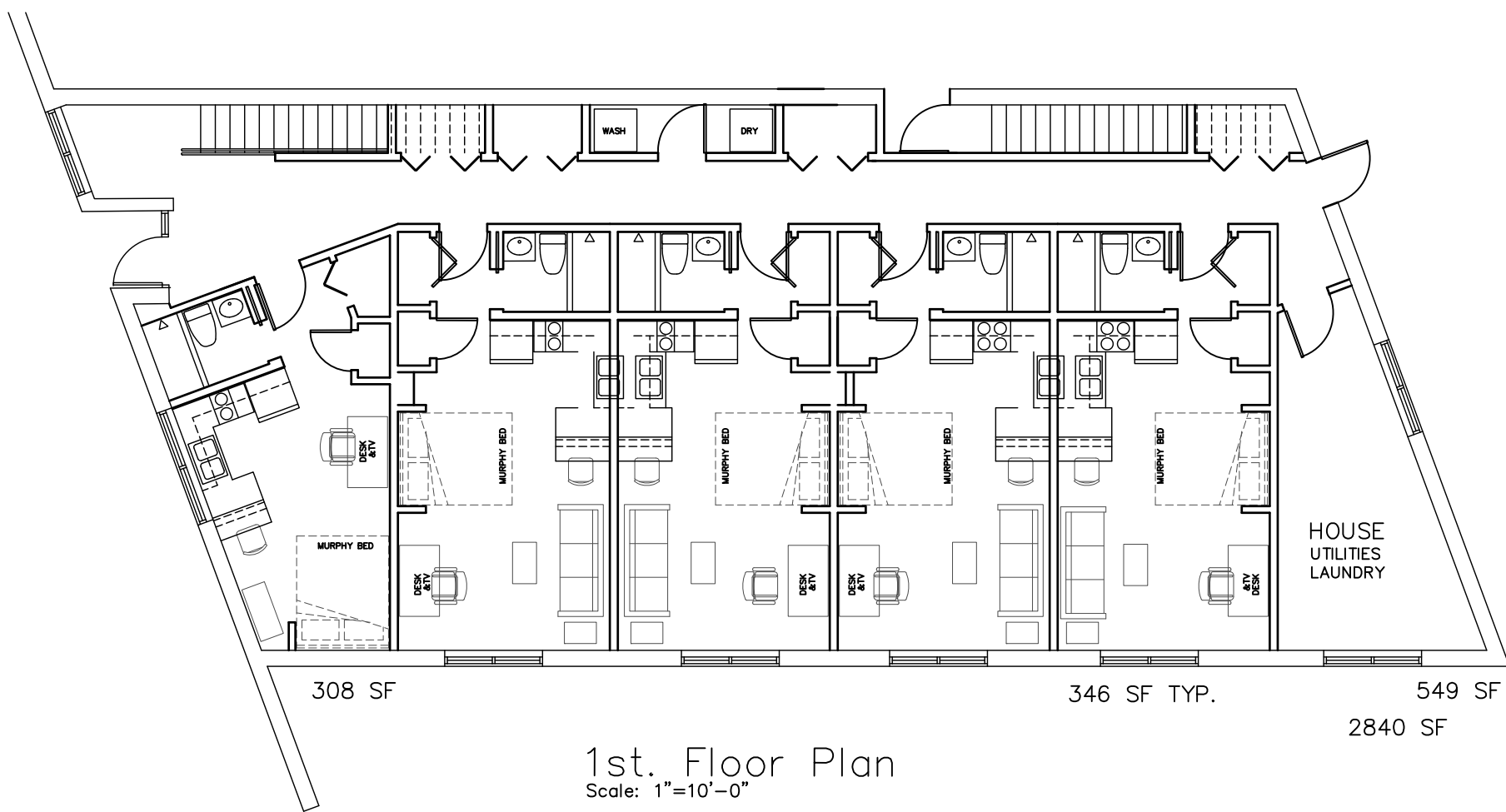
Side Elevation
Scale: 1"=10'-0"



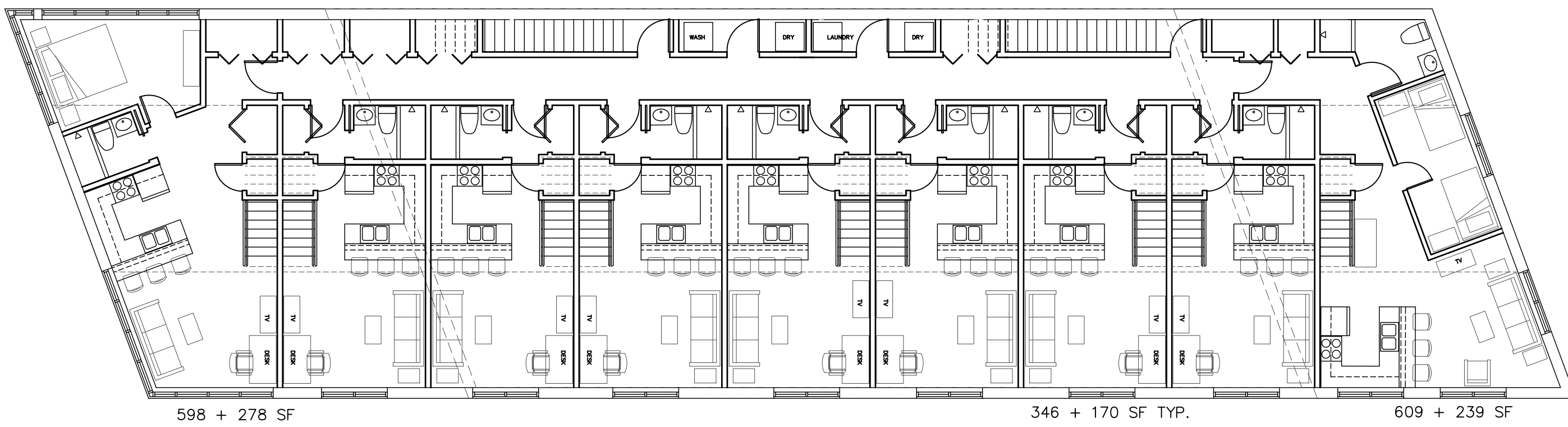
Side Elevation
Scale: 1"=10'-0"



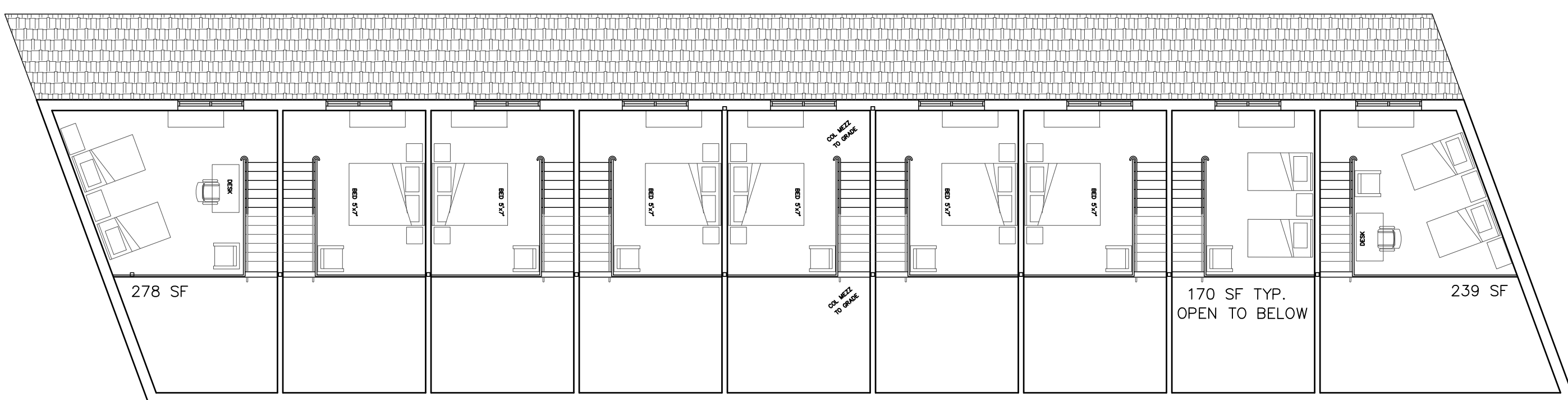
Rear Elevation
Scale: 1"=10'-0"



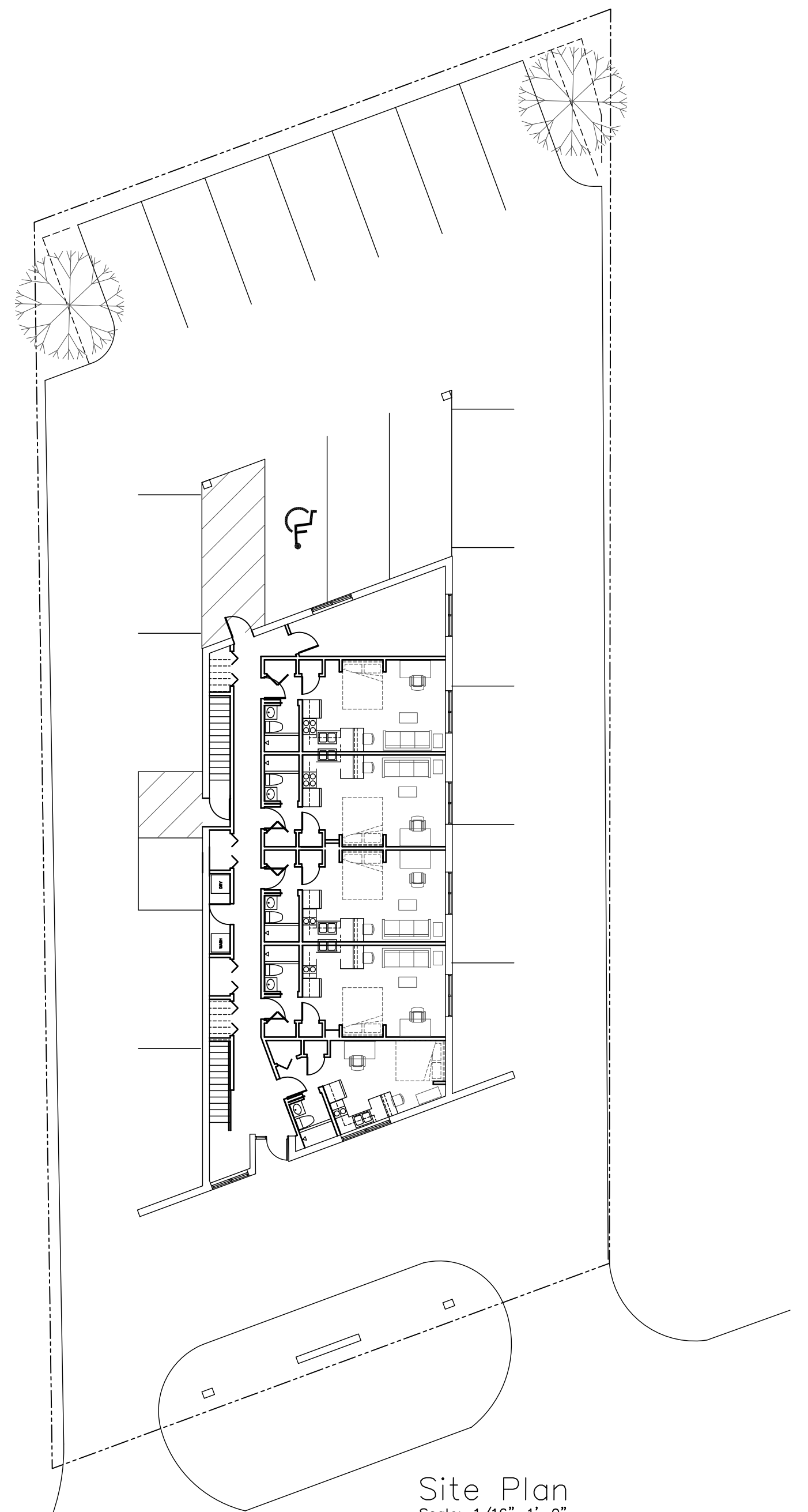
1st Floor Plan
Scale: 1"=10'-0"



2nd Floor Plan
Scale: 1"=10'-0"



Mezzanine Plan
Scale: 1"=10'-0"



Site Plan
Scale: 1/16"=1'-0"

Arlington Studio Lofts



**Conceptual Plan Review Committee
9/1/2021**

Item: Cortlands Garage - 1 N Vail Ave - T1749

Department: Planning & Community Development

Requested Action

1. Planned Unit Development (PUD) approval to allow an approximately 1,077 square foot building addition in the B-5 District.
2. Amendment to Special Use Permit (SUP) Ord. 83-056 to allow a 1,077 square foot building addition to the existing restaurant.

Variations

-
1. None identified at this time.

Recommendation

–

The Staff Development Committee (SDC) reviewed the proposed Planned Unit Development to allow an approximately 1,077 square foot building addition in the B-5 District and the Amendment to Special Use Permit Ord. 83-056 to allow a 1,077 square foot building addition to the existing restaurant, and requests that the petitioner address the following items before a formal recommendation can be made:

1. The petitioner shall explore alternative options for the material of the building addition, which materials would be more compatible with the traditional building materials found in Downtown Arlington Heights.
2. Additional details must be provided on the durability and longevity of the canopy fabric, along with details on fading and how the canopy fabric will be maintained.
3. For the requested Special Use Permit amendment, the petitioner shall provide a written response to each of the three criteria necessary for special use approval as outlined below:
 - That said special use is deemed necessary for the public convenience at this location.
 - That such case will not, under any circumstances of the particular case, be

detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.

- That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

4. Should the petitioner request a variation to waive the requirement for a traffic and parking study, a written response to each of the four hardship criteria necessary for variation approval must be provided, which criteria have been included below:

- 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.

5. The petitioner shall provide details on any live entertainment that would utilize both the canopy and/or exterior patio area. Live entertainment on the patio and within the canopy area shall be prohibited.

6. A detailed Seating Plan for the canopy area shall be required.

7. The petitioner shall resolve applicable Building Code issues prior to finalizing their Plan Commission application.

8. Usage of the canopy enclosure shall cease after 11:00pm.

9. The petitioner shall provide data on the number of staff working during the largest shift and shall purchase employee parking permits for all full time employees.

10. The petitioner shall work with staff to determine if any upgrades are needed to the landscaping area along Vail Avenue and the petitioner shall be responsible for maintenance of the landscaping in this area.

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

12. These are preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

ATTACHMENTS:

Description

Type

Staff Report
Aerial
3D Aerial
Project Narrative
Plans

Board or Commission Report
Exhibits
Exhibits
Correspondence
Exhibits



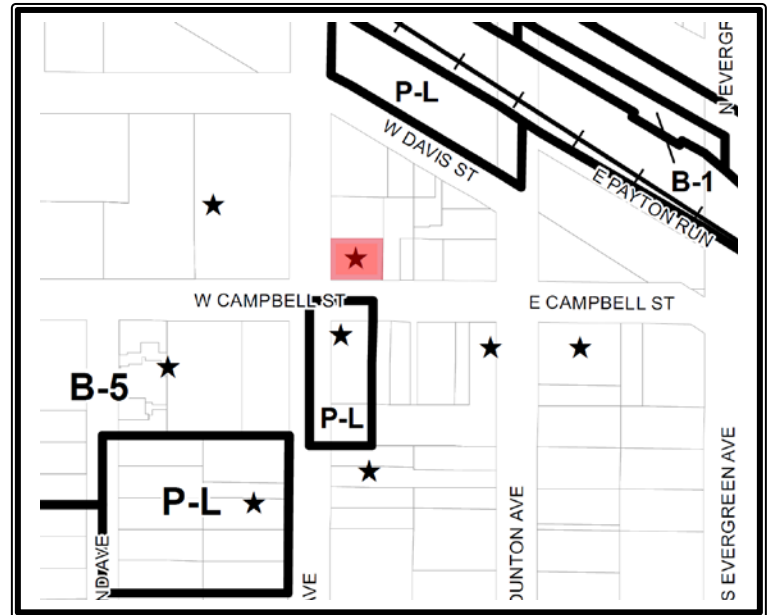
VILLAGE OF ARLINGTON HEIGHTS **STAFF DEVELOPMENT** **COMMITTEE REPORT**

Temp File Number: T1749
Project Title: Cortland's Garage Patio Enclosure
Location: 1 North Vail Avenue
PIN: 03-29-341-013

To: Conceptual Plan Review Committee
Prepared By: Sam Hubbard, Development Planner
Meeting Date: September 1, 2021
Date Prepared: August 27, 2021

Petitioner: Brian Roginski
Address: 1 North Vail Avenue
 Arlington Heights, IL 60005

Existing Zoning: B-5: Downtown District
Comprehensive Plan: Mixed Use



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	B-5: Downtown District	Financial Office	Mixed Use
South	P-L: Public Land District	Harmony Park	Mixed Use
East	B-5: Downtown District	Insurance Office	Mixed Use
West	B-5: Downtown District	Residential/Commercial Mixed Use Development	Mixed Use

Requested Action:

1. Planned Unit Development (PUD) approval to allow an approximately 1,077 square foot building addition in the B-5 District.
2. Amendment to Special Use Permit (SUP) Ord. 83-056 to allow a 1,077 square foot building addition to the existing restaurant.

Variations Required:

1. None identified at this time.

Project Background:

The petitioner and restaurant owner, Brian Roginski, would like to construct a fabric roofed canopy/enclosure on the north side of Cortlands Garage, which would enclose a portion of their existing outdoor patio. This enclosure would total approximately 1,077 square feet, equating to 59% of the existing 1,857 square foot exterior patio and would allow this portion of the patio to be used year-round.

The interior of the building is approximately 5,662 square feet and includes a 3rd floor office area, 2nd floor mezzanine area that includes an auxiliary bar and seating area, and a first floor that has the primary seating area, kitchen, bathrooms, and main bar. There is also a basement, which includes storage and an additional food prep area. The interior of the building has a total of 1,322 square feet of seating area.

Cortland's Garage is open between 11am-12am on Sunday through Thursday and 11am-2am on Friday's and Saturdays. However, the existing outdoor patio is closed after 11:00pm per the Outdoor Eating Café regulations within Chapter 28 of the Municipal Code. As the area for the proposed outdoor enclosure is already used (on a seasonal basis) for additional seating, no additional staff are anticipated over the existing peak staff employed by the restaurant. There is no on-site parking; parking for Cortland's is provided within the downtown Arlington Heights public parking system, consisting of on-street parking and public garages/parking lots.

Zoning and Comprehensive Plan

The subject property is zoned B-5, Downtown District, which allows restaurant uses via the Special Use Permit approval process. Pursuant to code, in 1983 the subject property was approved for a Special Use Permit to allow a restaurant (The Old Pool Hall Tavern) via Ordinance #83-056. Over the years, this SUP was assumed by other restaurants; prior to Cortland's Garage it was Harry's restaurant, which in 2009 obtained an amendment to the Special Use Permit and PUD approval to allow a building addition. The building addition was never constructed and this approval has since expired. The proposed fabric canopy enclosure will be a permanent structure and as such, it is classified as a building addition. Within the B-5 District, any new building or addition that is greater than 500 square feet must receive PUD approval, and similar to the 2009 proposal by Harry's, the proposed patio enclosure must receive PUD approval.

In order to justify the requested special use amendment, the petitioner must provide a written response to each of the three criteria necessary for special use permit approval, which criteria have been included below for reference:

- **That said special use is deemed necessary for the public convenience at this location.**
- **That such case will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.**
- **That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.**

Since the canopy would permanently enclose the patio space, the patio area within would no longer be subject to the outdoor dining usage limit requiring closure no later than 11:00pm. The petitioner has indicated that they would continue to abide by this restriction, and should the project move forward, a condition of approval to continue to abide by this restriction is recommended.

The Comprehensive Plan classifies this property as Mixed Use. As part of the existing downtown mixed use fabric, the existing restaurant and proposed canopy enclosure are compatible with this designation. To

understand the potential year-round usage of the canopy area, the petitioner should provide additional details on any live entertainment that would utilize both the canopy and exterior areas. Live entertainment should not be allowed within the exterior patio or canopy area.

Building, Site and Landscaping:

While the Staff Development Committee is supportive of an expansion to the existing restaurant, there are concerns over the usage of a fabric tent structure as a permanent building addition. The petitioner should provide details on the longevity of the material and whether it is subject to fading. Additionally, the petitioner should clarify how it would be maintained if fading or wear and tear become an issue. The Village will need to assess whether it is appropriate to utilize a fabric material for a building addition in the Downtown setting as this would be the first time this material, which is more common for seasonal usage, is utilized as a permanent building addition in Downtown Arlington Heights. The Staff Development Committee would prefer to see a permanent, well designed building addition constructed of traditional masonry materials, which would be more compatible with the surrounding buildings. Should a more open-air dining concept be desired, a permanent building addition can be designed with large accordion style windows that open to the outdoors, similar to the previously approved design by Harry's and similar to Shakou located across the street. Design Commission review of the fabric canopy enclosure will be required, and as part of the Plan Commission application a detailed seating plan shall be required for enclosure area.

Based on a preliminary analysis, the proposed addition conforms to all setback, height, and bulk restrictions within the B-5 Zoning District. Should the project move forward, details must be provided on the perimeter landscaping along Vail Avenue. There is currently an approximately 4' area of mulch between the existing fence along Vail Avenue (which will remain) and the paver sidewalk, which area is currently occupied by three landscaped planters. The petitioner shall work with staff to determine if any upgrades are needed to the landscaping in this area and as part of any approvals would need to maintain this landscaping.

Preliminary review by the Building Department has indicated that the canopy structure will likely be considered by the Building Code as a permanent building addition, which would trigger the requirement for an accessible bathroom(s). Should the existing bathrooms not qualify as accessible, or should they not provide an accessible route of travel, then new accessible bathroom(s) would be required (modifications to the existing bathrooms and accessible route of travel would be required). Additionally, natural gas or propane gas heaters will not be allowed within the canopy area. Finally, the petitioner will need to provide a plan outlining the proposed furniture layout that depicts aisle clearances, which must conform to the requirements of the 2018 Illinois Accessibility Code, as well as an occupant load count and means of egress plan. If the occupant load exceeds 50 persons, two separate and distinctive exits will be required. The petitioner should be aware of these Building Code issues and should reach out to the Building Department to address them prior to finalizing their Plan Commission application.

Parking and Traffic:

Per Section 6.12-1.2.a of Chapter 28, the petitioner is required to provide a traffic and parking study by a certified traffic engineer that assesses access (location, design, and Level of Service), on-site circulation, trip generation and distribution, and parking. Staff does not believe a traffic or parking analysis is warranted in this instance, and the petitioner may wish to request a variation to waive this requirement. In order to justify this request, the petitioner must provide a written justification to the following hardship criteria necessary for variation approval:

- **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.**

Parking for Cortland's Garage is accommodated within on-street parking spaces and within the Villages' Downtown public parking facilities. Primarily, customers are anticipated to utilize the Vail Avenue Garage if street parking is not available. It is not expected that the proposed patio enclosure will increase parking demand beyond current levels given that the patio area is currently utilized with exterior seating, however, the duration of demand will extend from seasonal usage to year-round usage.

The newly installed parking management system within the Vail Avenue garage allows the Village to survey parking lot usage via electronic monitoring of parking space occupancy. Staff will analyze current usage and pre-CoVid usage to determine if adequate capacity exists within the Vail Avenue garage. Based on the most recent survey data, usage of the garage during peak times indicates a surplus of available spaces exist on most days, however, the first, fourth, and fifth floor garage levels can be near capacity during Sounds Of Summer. The Village has also made modifications to Lot E at Vail and Davis Streets with new signage to encourage parking in this lot, as well as to Lot A at Vail and Northwest Highway.

It should be noted that Ordinance 83-056 had a condition that required the leasing of 12 parking spaces for the restaurant. To assess if this number is still applicable, the petitioner shall provide data on the number of employees during the largest work shift and the petitioner shall work with staff to procure permits for employee parking for the maximum number of employees during peak shift.

RECOMMENDATION

The Staff Development Committee (SDC) reviewed the proposed Planned Unit Development to allow an approximately 1,077 square foot building addition in the B-5 District and the Amendment to Special Use Permit Ord. 83-056 to allow a 1,077 square foot building addition to the existing restaurant, and requests that the petitioner address the following items before a formal recommendation can be made:

1. The petitioner shall explore alternative options for the material of the building addition, which materials would be more compatible with the traditional building materials found in Downtown Arlington Heights.
2. Additional details must be provided on the durability and longevity of the canopy fabric, along with details on fading and how the canopy fabric will be maintained.
3. For the requested Special Use Permit amendment, the petitioner shall provide a written response to each of the three criteria necessary for special use approval as outlined below:
 - **That said special use is deemed necessary for the public convenience at this location.**
 - **That such case will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.**
 - **That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.**

4. Should the petitioner request a variation to waive the requirement for a traffic and parking study, a written response to each of the four hardship criteria necessary for variation approval must be provided, which criteria have been included below:
 - **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.**
5. The petitioner shall provide details on any live entertainment that would utilize both the canopy and/or exterior patio area. Live entertainment on the patio and within the canopy area shall be prohibited.
6. A detailed Seating Plan for the canopy area shall be required.
7. The petitioner shall resolve applicable Building Code issues prior to finalizing their Plan Commission application.
8. Usage of the canopy enclosure shall cease after 11:00pm.
9. The petitioner shall provide data on the number of staff working during the largest shift and shall purchase employee parking permits for all full time employees.
10. The petitioner shall work with staff to determine if any upgrades are needed to the landscaping area along Vail Avenue and the petitioner shall be responsible for maintenance of the landscaping in this area.
11. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
12. These are preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

August 27, 2021

Bill Enright, Assistant Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1749





Cortland's Garage is an existing family-owned restaurant located on the northeast corner of Vail Avenue and Campbell Street at 1 N. Vail Street in downtown Arlington Heights. As the current property/restaurant owners, we have operated the business for approximately six years and maintained an excellent record with the village and surrounding neighbors. The building has a total interior seating area of 1,322 square feet and a total interior capacity of 128 seats (including mezzanine). The remaining floor area, which is 2,778 square feet, is allocated to a small office on the upper floor as well as storage, mechanical, washrooms, and kitchen related functions. The property also includes an existing outdoor patio area of approximately 1,857 square feet.

The property/restaurant owner is proposing to erect a permanent tent/membrane of approximately 1,077 square feet over a portion (58%) of the existing outside patio. The structure contractor is Thatcher Oaks Awnings of Elmhurst, Illinois, who is highly experienced and has a strong reputation throughout Chicago and the suburbs. The business has a need for the project to:

1. Provide sheltered outdoor seating for customers navigating COVID restrictions and sensitivity to avoid indoor seating for the foreseeable future.
2. Expand existing outdoor events through inclement weather that this owner has established as part of community and holiday celebrations. (Examples: Halloween, Santa Run, Holiday festival)
3. Enhance the experience of outdoor events for family gatherings, receptions and memorials for public gathering indoors in the short term with COVID restrictions and for the long term where protected outdoor patio setting is desired.

The design chosen will continue the experience vibe of downtown Arlington Heights without adding any new restaurant space or seating. Staffing will not increase because the proposed covered area is existing patio already in use. Hours of the outdoor space will continue to abide by downtown regulations of 11pm. To retain our excellent staff, we need this project to keep up with COVID guidelines and allow us to grow as the health climate improves.

Brian Roginski

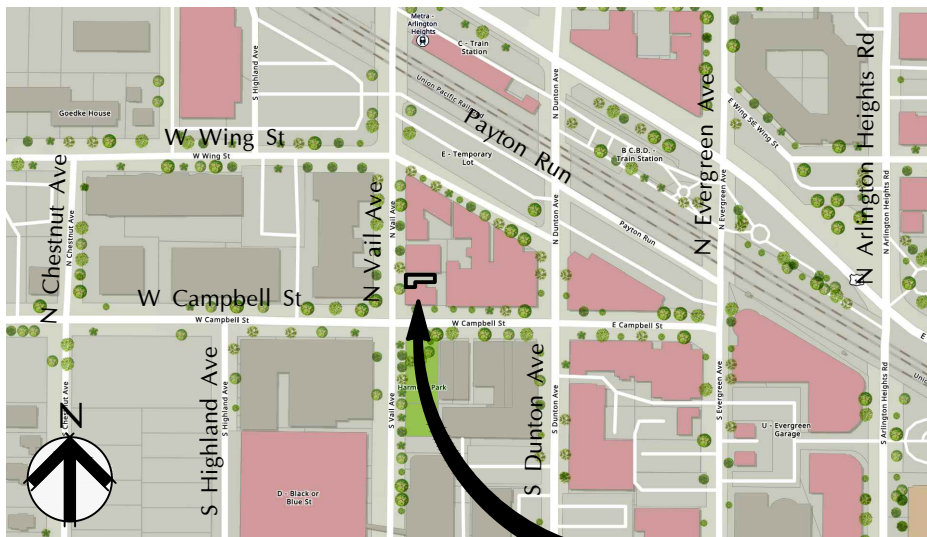
CANOPY CONTRACTOR

THATCHER OAKS AWNINGS

718 N. Industrial Dr. Elmhurst, IL. 60126
www.ThatcherOaks.com
(630) 833-5700

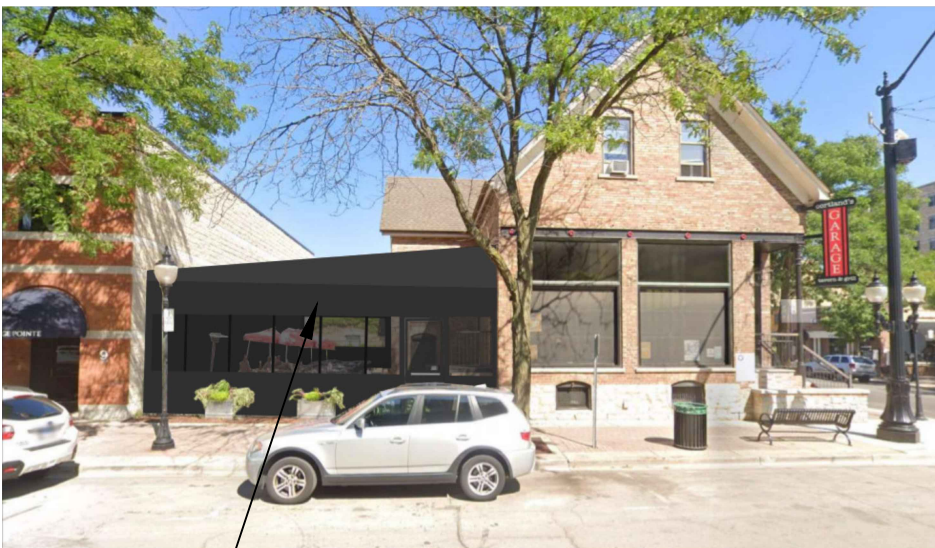
LOCATION MAP

Pin: 03-29-341-013



Project Location

EXISTING BUILDING PROPOSED CANOPY LOCATION



LOCATION OF PROPOSED NORTH
AWNING / CANOPY

1
REVISION 1
03-15-21

PROPOSED EXTERIOR CANOPY FOR:

Cortland's Garage 1 N Vail Ave. Arlington Heights, IL 60005

STATEMENT OF COMPLIANCE

LaPage Architects, Ltd.
Architects ■ Interior Planners

December 8, 2020

Village of Arlington Heights Building and Life Safety Department
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560

RE: New Canopy Structure
Cortland's Garage – Tavern & Grill
1 N Vail Ave
Arlington Heights, IL 60005

To the Village of Arlington Heights Building and Life Safety Department,

At the request of Thatcher Oaks Awnings, Elmhurst, Illinois, I have reviewed the proposed structural installation drawings for a new canopy-awning structure for the property at 1 N Vail Ave Arlington Heights, IL 60005.

Under the International Building Code-2018, the vestibule/ canopy structure meets the following code requirements:

1607 Awnings & Canopies

Uniform load of a minimum of 20 P.S.F. plus wind and snow loads.

1608 Snow Loads

Minimum of 30 P.S.F. snow load.

1609 Wind Load

Minimum wind load of 30 P.S.F. – Specific wind velocity of 107 mph.

1609 Wind Uplift

Lateral bracing, connections and support posts are designed to overcome uplift and turning force

2606 Awnings, Patio Covers & Similar Structures

Fabrication of canopy-awning structure to meet Section 3105 and Chapter 32.

3105 Awnings & Canopies

Fabrication of canopy-awning structure suspension and fabric shall be non-combustible and meet NFPA 701, flame spread index of 0-25.

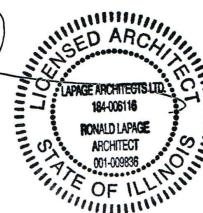
3201 Drainage

Drainage from the canopy-awning shall not flow over walk surfaces.

I hereby certify that the canopy structure for 1 N Vail Ave Arlington Heights, IL 60005 meets the Code requirements as per the International Building Code 2018.

Sincerely,

Ronald LaPage
Ronald LaPage AIA, ALA
IL Licensed Architect
License #01-9836 Expires 11/30/22



GENERAL NOTES

1. CONTRACTOR TO CONFIRM MOUNTING HEIGHT.
2. BOTTOM OF CANOPY TO BE A MINIMUM OF 7'-0" ABOVE EXISTING PAVED WALKWAY AT LOWEST PART OF AWNING.
3. DRAINAGE FROM AWNING WILL NOT INTERFERE WITH PEDESTRIAN SIDEWALK TRAFFIC.
4. BRACING IS DESIGNED TO OVERCOME UPLIFT AND TURNING FORCES. MINIMUM VALUE 130 MPH
5. DESIGN VALUE: TENSILE STRENGTH = 100,000 PSI
6. WIND LOAD VALUE: 130 MPH
7. SNOW LOAD MINIMUM = 40 P.S.F.
8. ROOF DEAD LOAD MINIMUM = 20 P.S.F.
9. CANOPY WIND PRESSURE (UPLIFT) MINIMUM = 40 P.S.F.

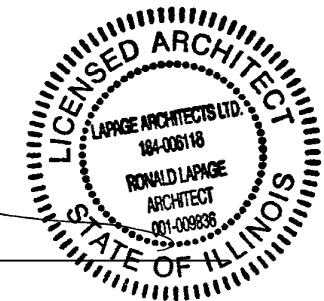
ARCHITECT OF RECORD CERTIFICATION

I HEREBY CERTIFY THAT THESE CANOPY DRAWINGS WERE PREPARED UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE MEETS OR EXCEEDS THE VILLAGE OF ARLINGTON HEIGHTS BUILDING AND LIFE SAFETY DEPARTMENT CODES AND REGULATIONS FOR CANOPIES.

Ronald LaPage

RONALD LAPAGE, AIA, ALA
ILLINOIS LICENSED ARCHITECT
ARCHITECT'S LICENSE No. 001-009836
PROFESSIONAL DESIGN FIRM: 184-006116

DATE: December 9, 2020



- ISSUED FOR PERMIT - REVISION # 1 - 03/15/2021 -

Copyright by LaPage Architects, Ltd.
Design and Construction Documents.
Not to be reproduced.

Project #	20060
Drawn:	JP
Date:	12-09-2020
Issue and Revision Dates	
Issued for Permit	12-09-2020
REVISION 1	03-15-2021

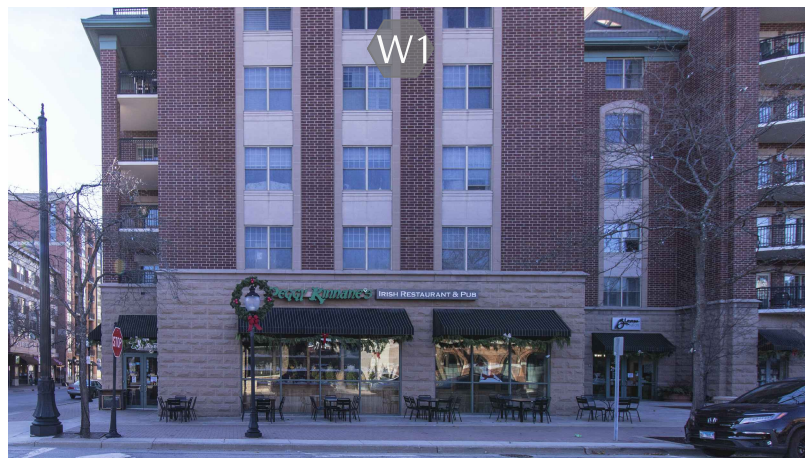
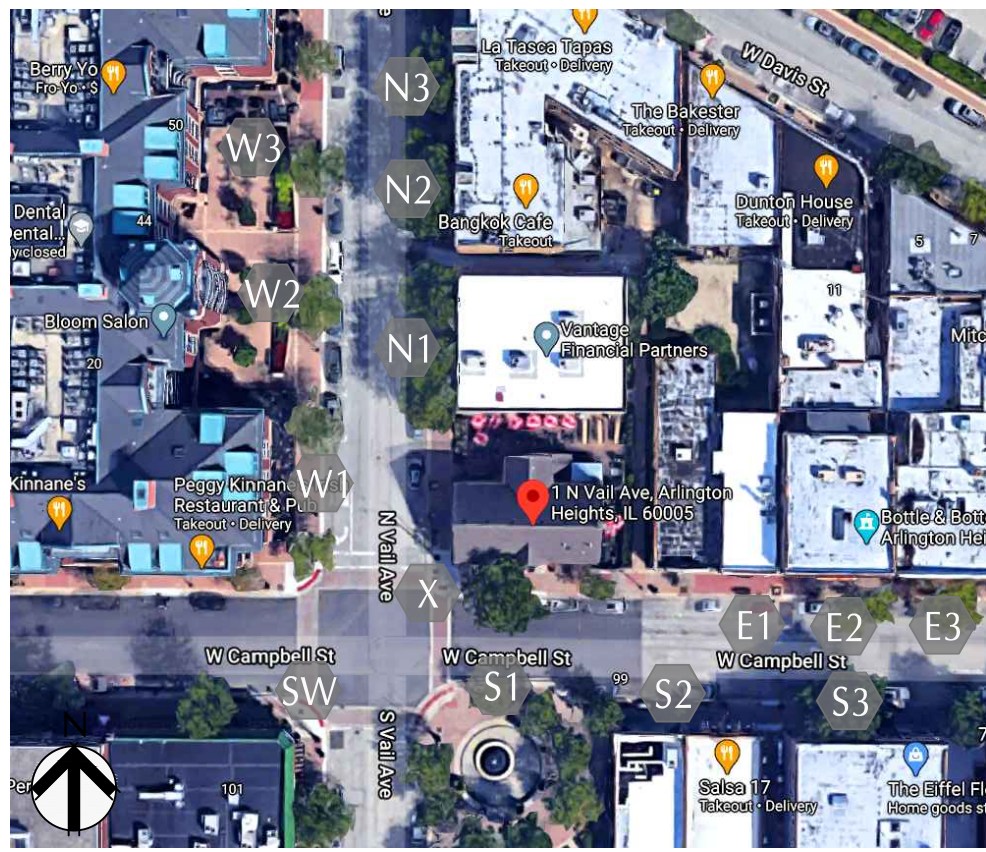
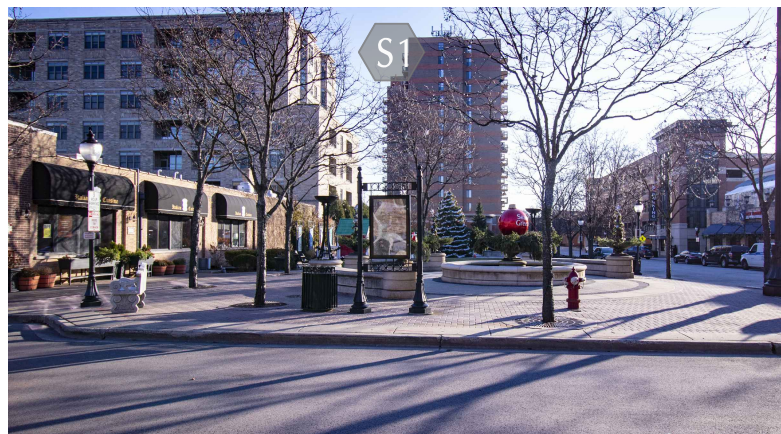
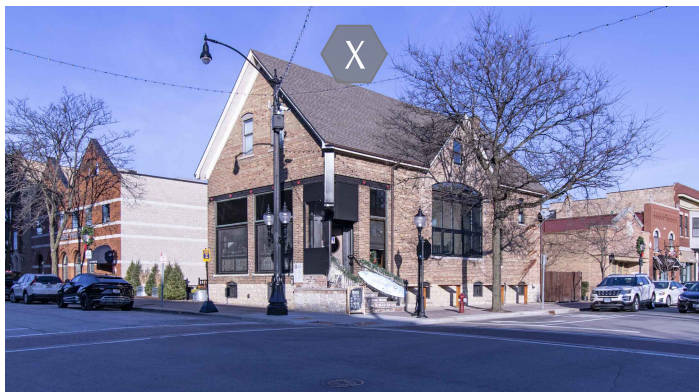
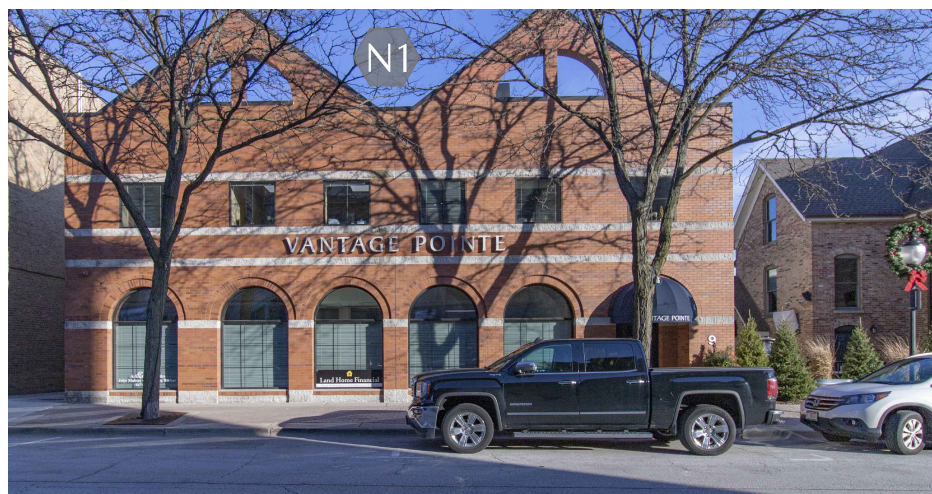
LaPage Architects, Ltd.
Architects ■ Interior Space Planners
951 West Liberty Drive
Wheaton, Illinois 60187
Phone: (630) 665-0006 Fax: (630) 665-0886
www.lapagearchitects.com

THATCHER OAKS
AWNINGS
718 N. Industrial Dr. Elmhurst, IL 60126
www.ThatcherOaks.com
(630) 833-5700

Proposed Canopy / Awning for:
Cortland's Garage Tavern & Grill
1 N Vail Ave,
Arlington Heights, IL 60005

Drawing
CERTIFICATION &
PROJECT
INFORMATION

Sheet
T1
1 of 11



Copyright by LaPage Architects, Ltd.
Design and Construction Documents.
Not to be reproduced.

Project #	20060
Drawn:	JP
Date:	12-09-2020
Issue and Revision Dates	
Issued for Permit	12-09-2020
REVISION 1	03-15-2021

LaPage Architects, Ltd.
Architects - Interior Space Planners
951 West Liberty Drive
Wheaton, Illinois 60187
Phone: (630) 665-0006 Fax: (630) 665-0886
www.lapagearchitects.com

THATCHER OAKS
AWNINGS
718 N. Industrial Dr. Elmhurst, IL 60126
www.ThatcherOaks.com
(630) 833-5700

Proposed Canopy / Awning for:
Cortland's Garage Tavern & Grill
1 N Vail Ave,
Arlington Heights, IL 60005

Drawing
LOCATION MAP
W/ COLOR
PHOTOGRAPHS OF
ADJACENT
PROPERTIES

Sheet
A1
2 of 11

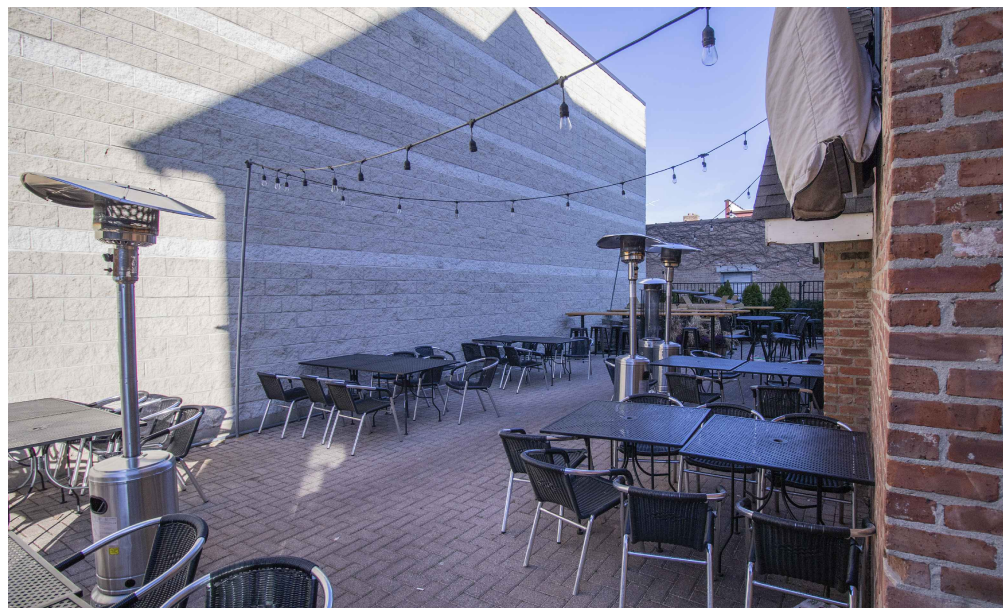
- ISSUED FOR PERMIT - REVISION # 1 - 03/15/2021 -



EXISTING FRONT OF BUILDING



EXISTING REAR OF BUILDING - CANOPY LOCATION



REAR PATIO - CANOPY LOCATION
SHOWING ADJACENT BUILDING



EXISTING REAR OF BUILDING - CANOPY LOCATION

Ronald Lapage



Copyright by LaPage Architects, Ltd.
Design and Construction Documents.
Not to be reproduced.

- ISSUED FOR PERMIT - REVISION # 1 - 03/15/2021 -

Project #	20060
Drawn:	JP
Date:	12-09-2020
Issue and Revision Dates	
Issued for Permit	12-09-2020
REVISION 1	03-15-2021

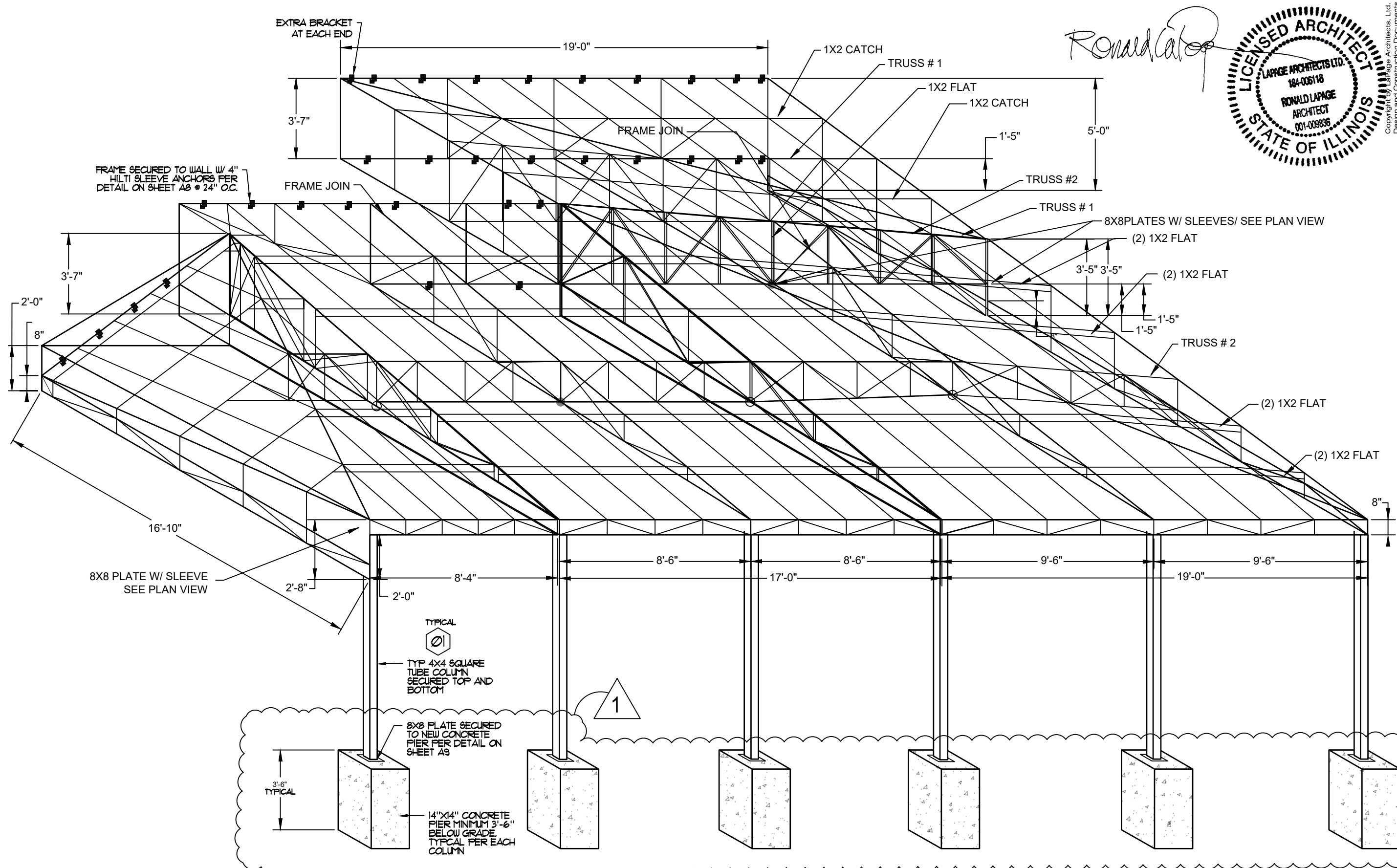
LaPage Architects, Ltd.
Architects - Interior Space Planners
951 West Liberty Drive
Wheaton, Illinois 60187
Phone: (630) 665-0006 Fax: (630) 665-0886
www.lapagearchitects.com

**THATCHER OAKS
AWNINGS**
718 N. Industrial Dr. Elmhurst, IL 60126
www.ThatcherOaks.com
(630) 833-5700

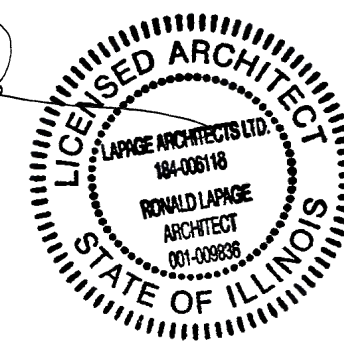
Proposed Canopy / Awning for:
Cortland's Garage Tavern & Grill
1 N Vail Ave,
Arlington Heights, IL 60005

Drawing
PHOTOGRAPHS
OF PROPOSED
LOCATION OF
CANOPY

Sheet
A2
3 of 11



Ronald Lapage



Copyright © LaPage Architects, Ltd.
Design and Construction Documents.
Not to be reproduced.

Project #	20060
Drawn:	JP
Date:	12-09-2020
Issue and Revision Dates	
Issued for Permit	12-09-2020
REVISION 1	03-15-2021

LaPage Architects, Ltd.
Architects • Interior Space Planners
951 West Liberty Drive
Wheaton, Illinois 60187
Phone: (630) 665-0006
Fax: (630) 665-0886
www.lapagearchitects.com

THATCHER OAKS
AWNINGS
718 N. Industrial Dr. Elmhurst, IL 60126
www.ThatcherOaks.com
(630) 833-5700

Proposed Canopy / Awning for:
Cortland's Garage Tavern & Grill
1 N Vail Ave,
Arlington Heights, IL 60005

Drawing
CANOPY
FLOOR
PLAN

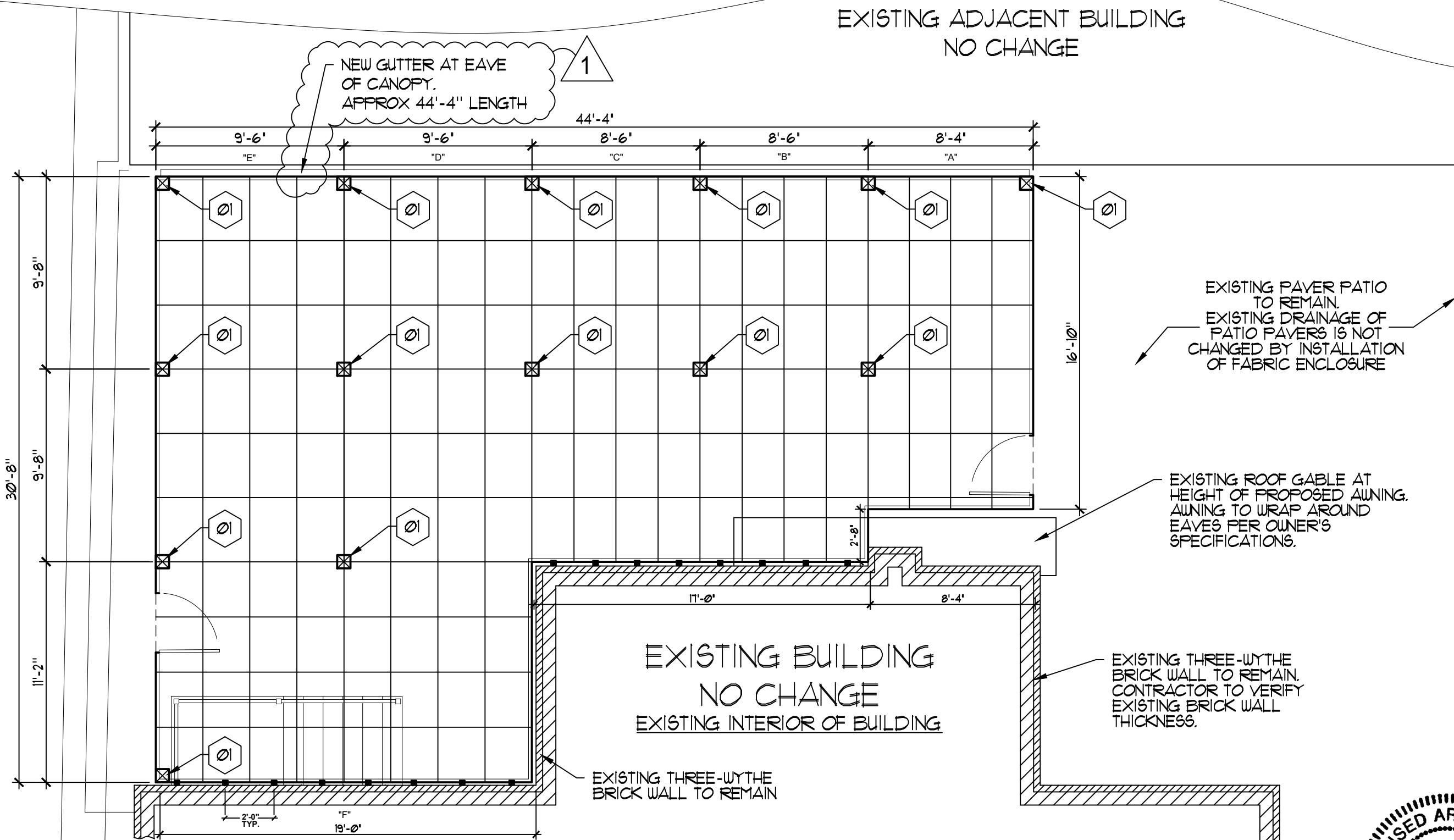
Sheet
A4
5 of 11

PROPOSED CANOPY ISOMETRIC

SCALE: NO SCALE
RELY ON PRINTED DIMENSIONS ONLY - DO NOT SCALE

- ISSUED FOR PERMIT - REVISION # 1 - 03/15/2021 -

EXISTING BULK



PROPOSED CANOPY KEY PLAN

SCALE: 3/16" = 1'-0"
RELY ON PRINTED DIMENSIONS ONLY - DO NOT SCALE



 = TYPICAL 4X4 SQUARE
TUBE COLUMN
TOTAL (13)

- ISSUED FOR PERMIT - REVISION # 1 - 03/15/2021 -

Copyright by LaPage Architects, Ltd.
Design and Construction Documents.
Not to be reproduced. © 2021

Project #	20060
Drawn:	JP
Date:	12-09-2020
Issue and Revision Dates	
Issued for Permit	12-09-2020
REVISION 1	03-15-2021

LaPage Architects, Ltd.
Architects ■ Interior Space Planners
951 West Liberty Drive
Wheaton, Illinois 60187
Phone: (630) 665-0006
Fax: (630) 665-0886
www.lapagearchitects.com

**THATCHER OAKS
AWNINGS**

718 N. Industrial Dr. Elmhurst, IL 60126
www.ThatcherOaks.com
(630) 833-5700

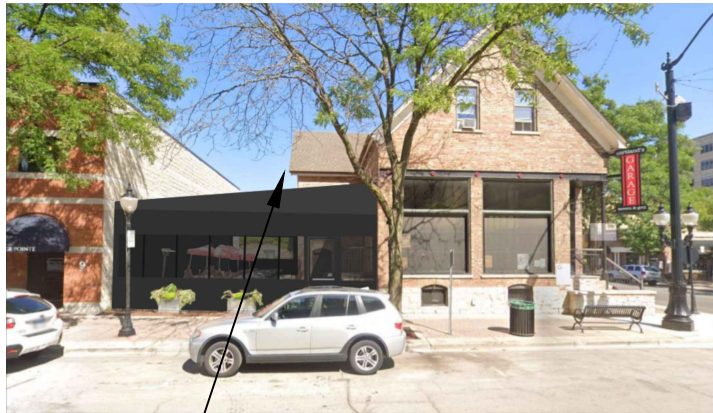
Proposed Canopy / Awning for:
Cortland's Garage Tavern & Grill
 11 N Vail Ave,
 Arlington Heights, IL 60005

Drawing
CANOPY
FLOOR
PLAN

Sheet
A5
6 of 11

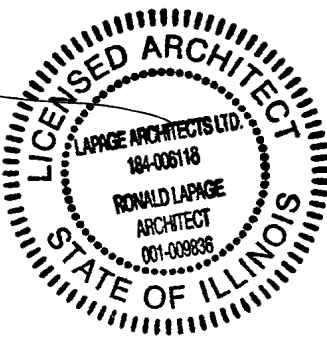
PROPOSED WEST ELEVATION

SCALE: 3/8" = 1'-0"
RELY ON PRINTED DIMENSIONS ONLY - DO NOT SCALE



LOCATION OF PROPOSED NORTH
AWNING / CANOPY

Ronald Lapage



Copyright by LaPage Architects, Ltd.
Design and Construction Documents.
Not to be reproduced.

Project #	20060
Drawn:	JP
Date:	12-09-2020
Issue and Revision Dates	
Issued for Permit	12-09-2020
REVISION 1	03-15-2021

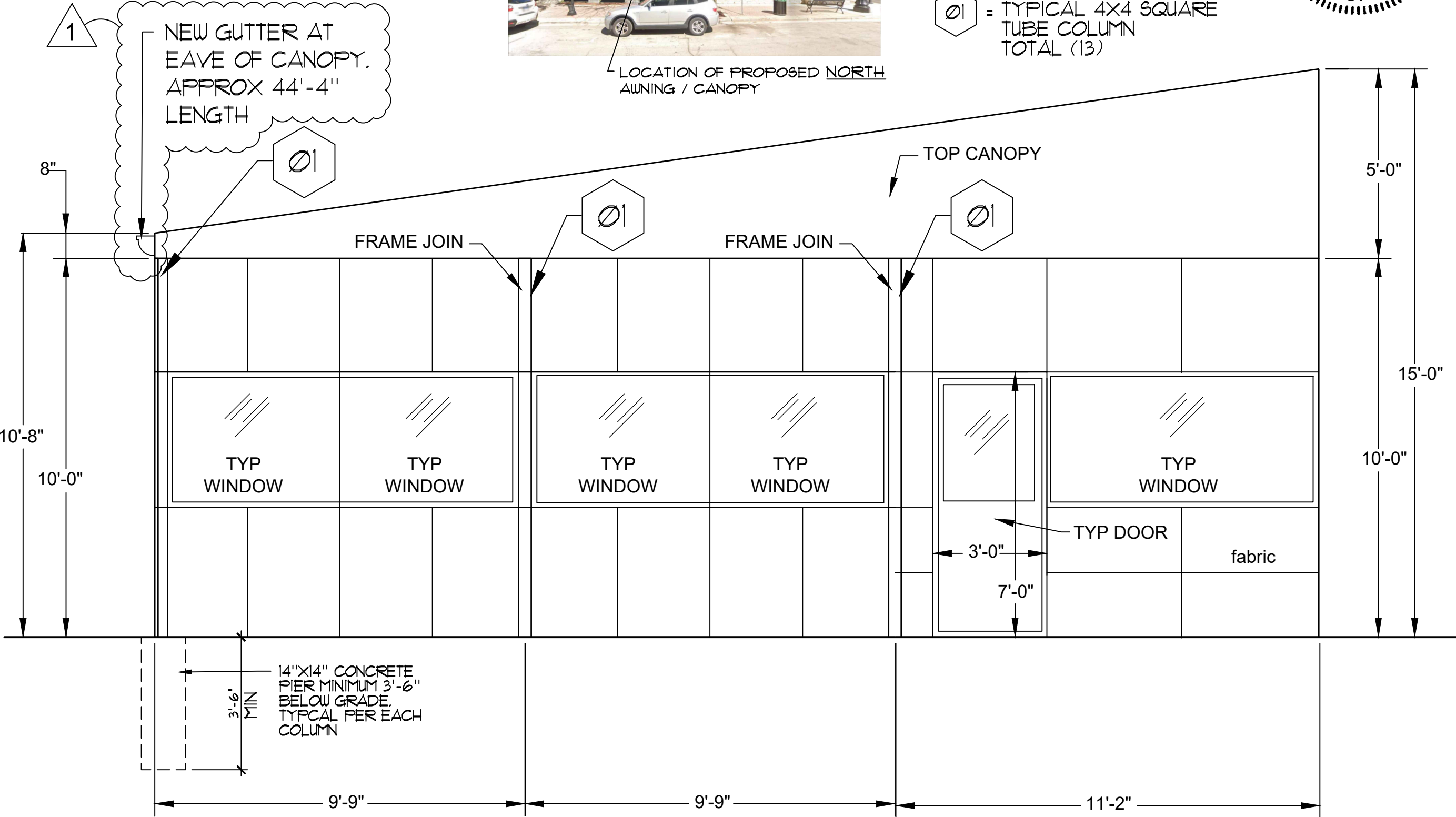
LaPage Architects, Ltd.
Architects • Interior Space Planners
951 West Liberty Drive
Wheaton, Illinois 60187
Phone: (630) 665-0006 Fax: (630) 665-0886
www.lapagearchitects.com

**THATCHER OAKS
AWNINGS**
718 N. Industrial Dr. Elmhurst, IL 60126
www.ThatcherOaks.com
(630) 833-5700

Proposed Canopy / Awning for:
Cortland's Garage Tavern & Grill
1 N Vail Ave,
Arlington Heights, IL 60005

Drawing
WEST ELEVATION
OF PROPOSED
CANOPY

Sheet
A6
7 of 11

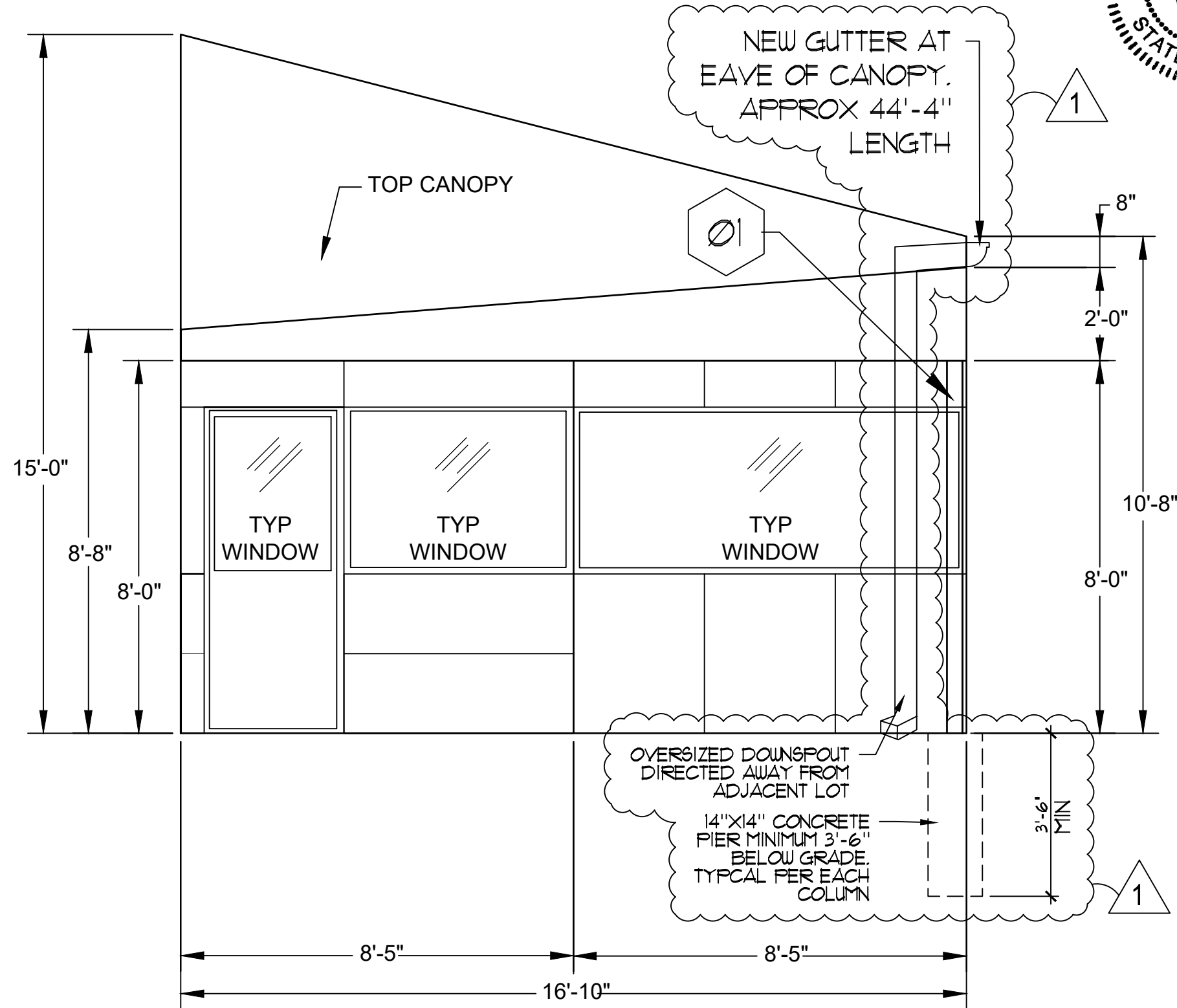


- ISSUED FOR PERMIT - REVISION # 1 - 03/15/2021 -

PROPOSED EAST ELEVATION

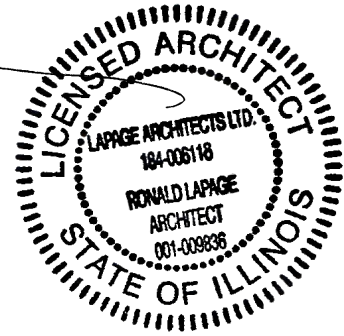
SCALE: 3/8" = 1'-0"
RELY ON PRINTED DIMENSIONS ONLY - DO NOT SCALE

Ø1 = TYPICAL 4X4 SQUARE
TUBE COLUMN
TOTAL (13)



- ISSUED FOR PERMIT - REVISION # 1 - 03/15/2021 -

Copyright by LaPage Architects, Ltd.
Design and Construction Documents.
Not to be reproduced.



THATCHER OAKS
AWNINGS
718 N. Industrial Dr. Elmhurst, IL 60126
www.ThatcherOaks.com
(630) 833-5700

Proposed Canopy / Awning for:
Cortland's Garage Tavern & Grill
1 N Vail Ave,
Arlington Heights, IL 60005

Drawing
EAST
ELEVATION OF
PROPOSED
CANOPY

Sheet
A7
8 of 11

LaPage Architects, Ltd.
Architects • Interior Space Planners
951 West Liberty Drive
Wheaton, Illinois 60187
Phone: (630) 665-0006 Fax: (630) 665-0886
www.lapagearchitects.com

Project # 20060
Drawn: JP
Date: 12-09-2020
Issue and Revision Dates
Issued for Permit 12-09-2020
REVISION 1 03-15-2021