



Village of Arlington Heights
Conceptual Plan Review Committee
Community Room, 3rd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
February 12, 2020
6:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. 716 N. Dunton Ave. Subdivision - 9/25/19

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Little University Child Care Center - 2501 N. Chestnut Ave. - T1690
Land Use Variation for Daycare, Variation to waive traffic & parking study
- B. Natola Concrete - 306 W. Campus Dr. - T1693
Land Use Variation for Construction Yard, Variation for outdoor storage

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
2/12/2020

Item: 716 N. Dunton Ave. Subdivision - 9/25/19

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

**REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE**

OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

HELD AT VILLAGE HALL ON:

September 25, 2019

Project Title: 716 N Dunton Subdivision

Project Address: 716 N Dunton Avenue

Petitioner: Mike Anderson

Haeger Engineering

Address: 100 East State Parkway

Schaumburg, IL 60173

Requested Action:

1. Plat of Subdivision to consolidate seven existing lots into three lots.

Variations Required:

- Minimum Lot Size and Minimum Lot Width at Building Line, to reduce the required lot size from 8,750 square feet to 6,250 square feet for two of the three proposed lots, as well as the minimum required lot width from 70' to 50' for two of the three proposed lots.

Attendees:

Cathy Deligio, Property Owner

Mike Anderson, Petitioner

Lynn Jensen, Plan Commissioner

Jay Cherwin, Plan Commissioner

Bruce Green, Plan Commissioner

John Sigalos, Plan Commissioner

Sam Hubbard, Development Planner

Project Summary:

The subject property is 175' wide by 125' deep and totals 21,875 square feet. The lot is currently developed with a single-family home that was constructed in 1883. The property is made up of seven existing platted lots, each 25' by 125', which lots were platted in 1874. The northern two lots contain an existing garage for the house. The middle two lots contain the house, and the southern three lots are vacant. The petitioner is proposing the removal of the garage on the northern two lots and the consolidation of those two lots into a new 50' by 125' lot (6,250 square feet) to be developed with a single-family home. The middle two lots, which contain the house, would be consolidated into another 50' by 125' lot (6,250 square feet), and a new garage would need to be constructed for the house that would remain on this lot. The final three parcels on the southern side of the site would be consolidated into a new 75' wide by 125' deep lot (9,375 square feet) for development with a single-family home.

The subject property is served by an existing 14-foot wide alley at the rear, which provides rear access to detached garages at the back of the properties on the block.

Meeting Discussion:

Mr. Anderson passed out plans depicting the subject property and neighboring lots. He stated that the Deligio's had purchased only a portion of the subject property; the northern most two lots with a total size of 50' x 125', and the southernmost three lots, with a total size of 75' x 125'. The center portion with the existing house, on two lots totaling 50' x 125', was purchased by a separate individual. The intent was to build a home on the southern 75' wide parcel and another home on the 50' wide parcel at the north. The center parcel would remain with the house as is. They have read the staff report and understand that they would need to request variations for the 50' lot at the north. They believe that the 75' wide

lot is compliant as proposed.

They have analyzed 43 neighboring lots in the vicinity of the subject property and found that out of the 43 lots, 23 are 50' wide. The lots on the block to the west of the subject property had originally included an alley, which had now been vacated. Therefore, those 50' wide lots were slightly larger than the 50' wide lot that they are proposing. However, all of the 50' wide lots to the east of the subject property are the exact same size as the proposed 50' lot.

Mr. Hubbard explained that the overall size of the subject property, which includes a portion that is not owned by the Deligio family, was 175' wide by 125' deep. It was made up of seven lots that were platted in 1874, each of which are 25' wide by 125' deep. Two of those lots contained the existing home on the site, which was constructed in 1883, and those two lots are not owned by the petitioner. The remaining two 25' wide lots to the north are owned by the petitioner, as well as the three 25' wide lots to the south. The entire property is within the R-3 zoning district, which requires minimum lot sizes of 8,750 square feet. The R-3 district regulations include a section that states if a property is made up of multiple lots each of which lack the adequate area and dimension to qualify for a permitted use, then the property must be maintained as one zoning lot. Accordingly, since each of the 25' wide by 125' deep lots, which were platted in 1874, do not meet the minimum requirements for lot size as outlined in the R-3 district regulation, then they had to be maintained as one zoning lot. If they were sold off to separate owners and proposed for redevelopment, they would be required to consolidate through the subdivision process. Additionally, a variation would be necessary for the substandard lot sizes and widths for the two northernmost 50' wide parcels that are now under separate ownership.

Staff has surveyed 43 properties, including the subject property, and found that the median lot size of all lots analyzed is 7,750 square feet (approximately) and the average lot size was a little over 8,000 square feet. Based on this preliminary analysis, the two proposed 50' wide lots, each proposed at 6,250 square feet in size, are a little smaller than the average lot sizes in the vicinity. Therefore, staff believes the overall 175' x 125' property to be more appropriate for a two lot subdivision as opposed to the proposed three lot subdivision. Any potential subdivision has now been complicated since portions of the subject property have been sold to separate owners, which staff had not been aware of until this evening. However, the recommendation from the Staff Development Committee was for a two-lot subdivision on the subject property given the context of lot sizes in the vicinity.

Any subdivision that moves forward will have front yard setbacks based on the average front yard setbacks that exist on the western portion of the block. An exhibit showing the existing setbacks on the frontage would be required in any Plan Commission application for subdivision. A Design Commission application will be required for any new homes proposed on the subject property, and a tree survey would also be required. Onsite detention is triggered when property is subdivided, however, subdivisions with less than four lots can typically omit onsite detention and pay a fee for that detention to be accommodated in the Village's existing stormsewer system. No traffic or parking study would be required. The Staff Development Committee is generally supportive of a subdivision on the property, however, they felt that it would be most appropriate as a two-lot subdivision and not a three-lot subdivision.

Commissioner Jensen asked if the existing house would need to be demolished under the Village scenario for a two-lot subdivision.

Mr. Hubbard replied that the existing house would remain, but rather than being on a 50' wide lot, it would be located on a 100' wide lot. Alternatively, it could be located on a 75' wide lot if the property owner to the north wished to purchase from the petitioners the northernmost 25' wide lot on the subject property.

Commissioner Jensen asked if the property owner to the north was interested in purchasing the northernmost 25' wide lot.

Ms. Deligio stated that she had spoken with that property owner and he wanted to leave his lot as is.

Commissioner Jensen asked about the existing house on the subject property.

Ms. Deligio replied that she did not own the house and that it was currently rented out. There was a garage for that house,

which was located on her lot, and the owner of the home was renting the garage from her. She stated that she wanted to construct a house on both the 50' wide vacant parcel that included the garage and the 75' wide vacant parcel at the south of the subject property. They were currently building a home in Arlington Heights that was very similar to what would be proposed on the property. The existing garage would be demolished.

Commissioner Cherwin asked when the properties were purchased.

Ms. Deligio responded that the properties were purchased in December of 2018.

Commissioner Cherwin asked if they were purchased from the individual who owns the existing home on the property.

Ms. Deligio stated that the properties were purchased in an estate sale from the estate that owned the entire parcel. The gentleman that currently owns the house purchased that property in the estate sale, and the Deligio's purchased the remaining portions on the north and south sides during the estate sale as well.

Commissioner Cherwin clarified that the estate sold the lots with the home on it to one individual, and then estate also sold the remaining portion to the Deligio's.

Ms. Deligio said that this was correct.

Commissioner Cherwin said he was a little surprised at how the property was sold, since typically a potential purchaser will ask for zoning entitlements to allow what they are proposing to build prior to purchasing a property. The way that the property was sold off, it requires certain variations that appear somewhat significant, and it was not certain that they'd be granted.

Ms. Deligio stated that nothing came up from their attorney relative to the title.

Commissioner Cherwin replied that it wasn't so much of a title issue; it was more of a land use issue.

Ms. Deligio stated that when they looked around the neighborhood, they saw many 50' wide lots and so they did not feel that their proposal would be out of character for the neighborhood.

Commissioner Cherwin said that part of the issue was that there was an existing home on the subject property, and that home appeared very close to the property lines. If a new home was built on the property to the north, it could crowd the area with two homes so close to each other. With the demolition of the garage on the northernmost property, a new garage would need to be constructed on the lot with the existing home. The 75' wide lot to the south was less of an issue for him. He asked about the northern side yard setback of the existing house.

Ms. Deligio stated that she did not know what that setback was, but there was an existing servicewalk that is located north of the house between the property line and the house.

Mr. Hubbard responded that the existing home was setback approximately 17' from the northern lot line and about 7' from the southern lot line.

Commissioner Cherwin stated that he was surprised to hear that portions of the larger 175' wide lot had already been sold to two different owners. The R-3 district required a minimum lot width of 70' and required a minimum lot size of about 2,000 square feet greater than the lot size of the 50' wide lots.

Mr. Anderson reiterated that when the Deligio's purchased the lots, they saw that there were several other 50' wide lots in the neighborhood.

Commissioner Jensen asked if it had been considered that many of the lot sizes were established in the 1870's, which

sizes maybe did not make much sense today.

Mr. Anderson stated that the petitioners had not purposely bought the lots in an effort to circumvent code, but that they had honestly thought that the proposed lot sizes were consistent with the developed lots in the vicinity and the character of the neighborhood.

Commissioner Green asked if the subject property had been one taxed lot prior to being sold to separate owners. Or in other words, had one individual owned the entire 175' wide lot prior to portions of it being purchased by separate owners.

Mr. Hubbard confirmed that the entire 175' wide lot had been owned by one entity for many years prior to the various portions being purchased by separate owners.

Commissioner Green stated that the previous owner had sold off a portion of the overall lot, which portion included the house, to one individual, and the other portions to the Deligio's, and now they were stuck with the substandard lot sizes.

Mr. Anderson said that it appears everyone agrees with staff in that there is no issue with the proposed 75' wide lot, it was the two 50' parcels that were problematic.

Commissioner Sigalos said that he had concerns with the variations that would allow such substandard lot widths and sizes. He understood the petitioner's dilemma, but also understood that the codes for minimum lot size and lot width existed for a reason.

Commissioner Green said that he was very familiar with the street on which the subject property was located. The proposed 50' wide lot would face existing 75' wide lots across the street, which was very important to him as an architect. This was not a situation where 50' lots would be facing other 50' wide lots. He was not in favor of the proposed 50' wide lot. There was a lengthy study several years ago relative to developability of substandard lots, which had a lot of Village involvement and resident participation. It was his perception that out of that process, the Plan Commission had moved away from granting variations to allow development of substandard 50' wide lots. He suggested that the petitioner communicate with the owner of the parcel that included the home to see if there was interest to combine the two 50' parcels together. He was in favor of the 75' wide lot on the south but not the two 50' wide lots on the north. 50' wide lots would not be consistent with the existing 75' wide lots on the other side of Dunton.

Commissioner Jensen asked if the Village was supportive of moving forward with the proposed 75' wide lot on the south.

Mr. Hubbard confirmed that the Village did not take issue with that proposed lot.

Commissioner Jensen said that the Deligio's would still be left with the 50' lot on the north that they couldn't do much with other than hope to sell to the person who owns the parcel with the existing house.

Mr. Anderson said he appreciated the comment about the properties across the street. However, he pointed out that the two properties to the north of the proposed 50' wide lot were each 50' wide themselves. The two properties to the south of the proposed 75' wide lot were also each 50' in width.

Commissioner Green replied that had he been around when those lots were developed, he would have been against those lot sizes too. He thought that just because something had been done in the past, if it was a poor policy in his opinion, it did not mean that they should continue to do it.

Commissioner Cherwin asked about the size of home that could be constructed on a 50' x 125' lot and what the setbacks would be.

Commissioner Green replied that setbacks would be 10% of the lot width, so 5' on each side.

Mr. Hubbard stated that the FAR regulations would limit the square footage of the home to somewhere around 3,000 square feet.

Commissioner Cherwin stated that what is done is done, and that this was a tough situation with the portions of the overall lot already having been sold to separate owners. Moving forward, he cautioned the petitioner to make sure that the zoning entitlements would allow for the type of development that would be proposed. Given that the portions of the subject property had already been sold, he would be open to considering a variation for the 50' wide lot, but he would not support any setback variations or variations to the bulk restrictions.

Commissioner Jensen asked if under the Village's recommendation, would the northern 50' wide parcel stay undevelopable.

Mr. Hubbard stated that the Village would prefer to see the 50' wide parcel consolidated with the other 50' wide parcel to the south. Alternatively 25' of the 50' wide parcel could be consolidated with the property to the south and the remaining 25' parcel could be consolidated with the existing 50' wide lot to the north.

Commissioner Jensen stated that if both neighboring property owners were unwilling to purchase the lot, or a portion of the lot and consolidate, the Village's recommendation would leave the property undevelopable and that was not a good solution.

Mr. Hubbard stated that the Village only found out this evening that the portions of the overall property had already been purchased by separate owners. With this new information, he would need to bring this back to the Planning Department to see if this changes anything. When the Staff Development Committee evaluated this proposal, they were under the impression that the entire 175' wide property was still under single ownership. The sale of portions of the property to separate owners was a violation of Village code, and he was not sure if the Village would be willing to change its recommendation since the Village was not at fault for creating a non-compliant situation.

Commissioner Cherwin asked what size home was planned for the 50' wide lot.

Mr. Anderson stated that the home would be around 2,813 square feet.

Commissioner Jensen advised that the petitioner reach back out to staff to sort out the situation. It might make sense to proceed with the 75' wide lot consolidation at the south while the petitioner works with staff to determine how to proceed with the northern 50' wide parcel.

RECOMMENDATION

The Conceptual Plan Review Committee advised the petitioner to proceed forward with their application for consolidation of the 75' wide parcel and to work with staff to come to a resolution regarding the 50' wide parcels.

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



**Conceptual Plan Review Committee
2/12/2020**

Item: Little University Child Care Center - 2501 N. Chestnut Ave. - T1690

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, and is generally supportive of the application subject to resolution of the following items:

1. For the requested land use and zoning code variations, the petitioner shall provide a written response to each of the four hardship criteria necessary for variation approval, which 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.
2. A detailed floor plan will be required as part of the formal Plan Commission application.
3. The petitioner shall provide a survey of parking lot utilization, taken over a two-week period on a minimum of 3 days each week, once per hour during the hours that Little University would be in operation.

4. The petitioner shall verify the service times of the church.
5. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
6. 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
Aerial	Exhibits
Business Summary	Exhibits
Plat of Survey	Exhibits
Building Floor Plan	Exhibits
Daycare Floor Plan	Exhibits
Business Information - Parent Handboook	Exhibits
Ord. 15-043	Ordinance



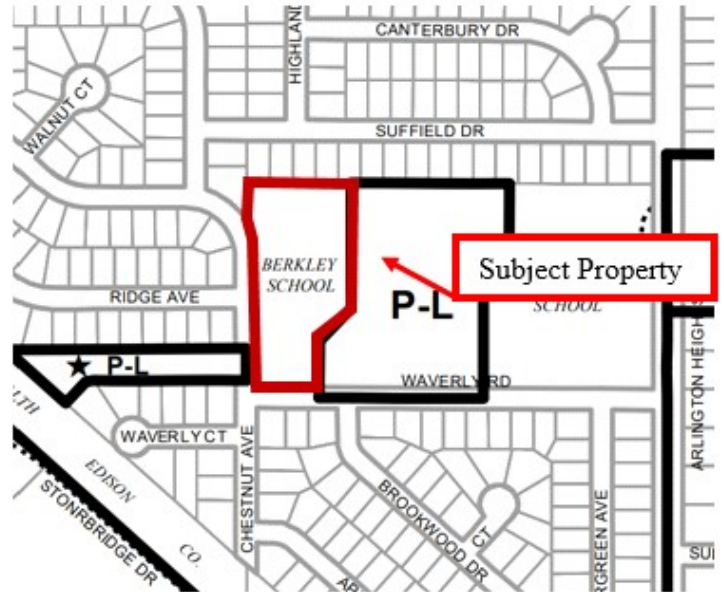
VILLAGE OF ARLINGTON HEIGHTS **STAFF DEVELOPMENT** **COMMITTEE REPORT**

Temp File Number: T1690
Project Title: Little University Daycare LUV
Location: 2501 N. Chestnut Ave.
PIN: 03-17-100-015-0000

To: Conceptual Plan Review Committee
Prepared By: Jake Schmidt, Assistant Planner
Meeting Date: February 12, 2020
Date Prepared: February 7, 2020

Petitioner: Mindy Yoon
Address: 1250 Radcliffe Rd. #104
 Buffalo Grove, IL 60089

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 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.

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 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, which criteria have been 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.**

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 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.

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).

Therefore, 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).

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)

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 the above table. 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, detailed in **Appendix I** at the end of this report. 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. 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, and is generally supportive of the application subject to resolution of the following items:

1. For the requested land use and zoning code variations, the petitioner shall provide a written response to each of the four hardship criteria necessary for variation approval, which 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.**
2. A detailed floor plan will be required as part of the formal Plan Commission application.
3. The petitioner shall provide a survey of parking lot utilization, taken over a two-week period on a minimum of 3 days each week, once per hour during the hours that Little University would be in operation.
4. The petitioner shall verify the service times of the church.
5. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
6. 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.

February 7, 2020

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1690

Appendix I: 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



0.06 miles
1 inch equals 335 feet

Map created on January 27, 2020.

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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Address and Parcel for Photo View

Parcel Lines for Photo View





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 Baciou (Teacher)

Julissa Bautista (Teacher Assistant)

We are DCFS licensed Child Care Center open in Buffalo Grove 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.



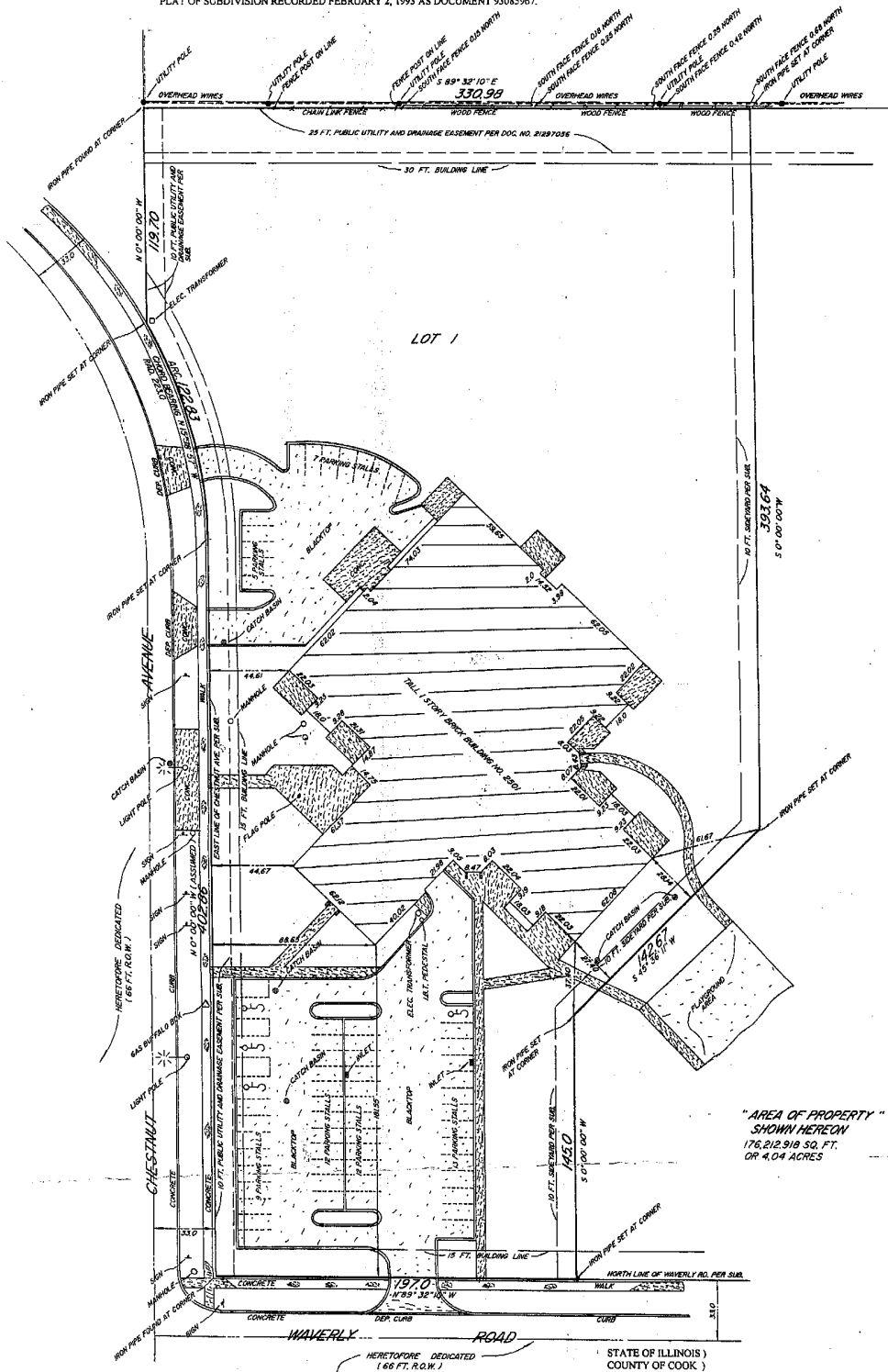
Jens K. Doe

SURVEY SERVICE, INC.
Registered Land Surveyors

ORDER NO.
961250
SCALE: 1 INCH = 40 FEET

PLAT OF SURVEY

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.



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.

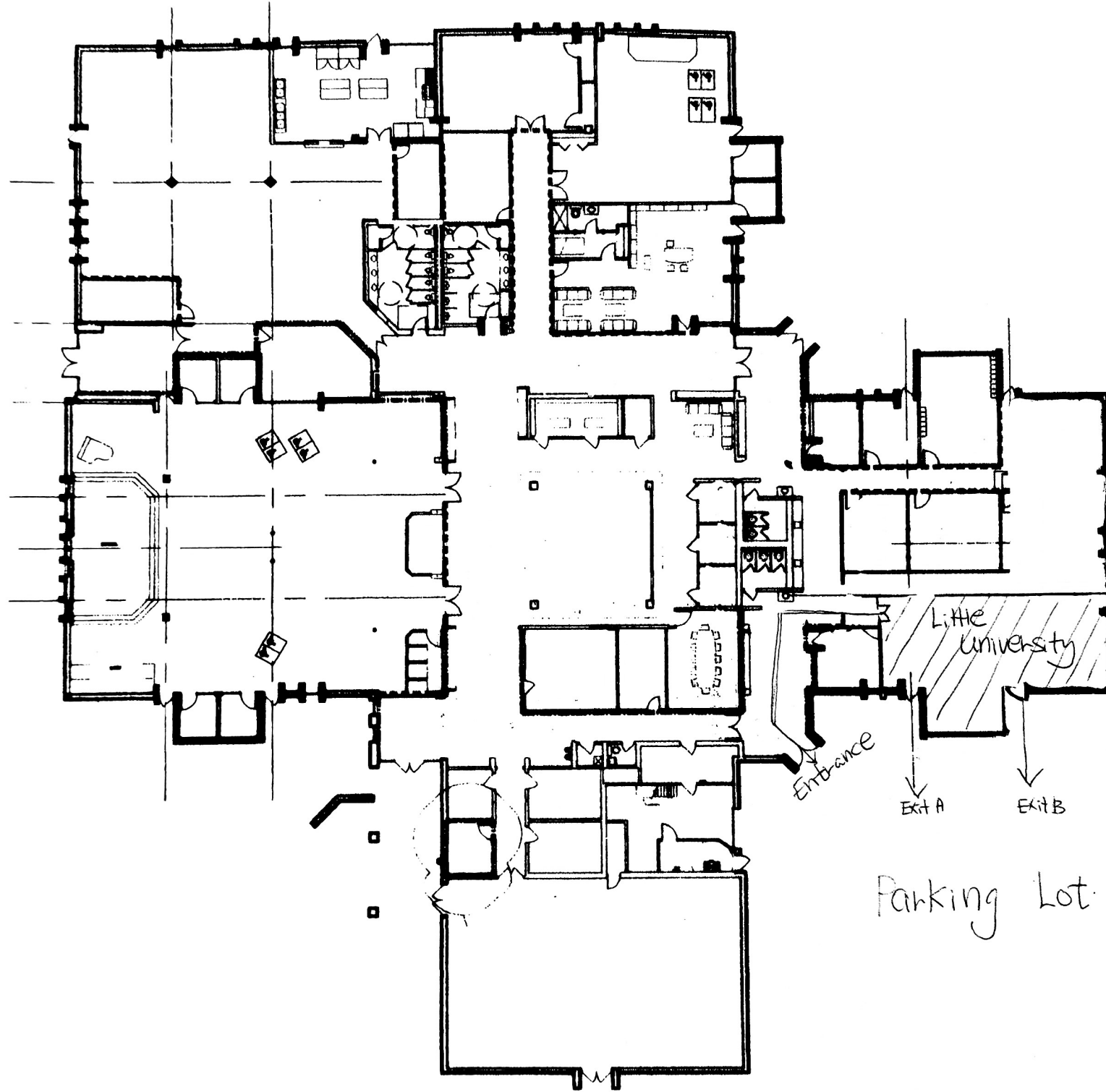
DIMENSIONS SHOWN HEREON ARE NOT TO BE ASSUMED OR SCALED

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
AND INCLUDES ITEMS 1, 3, 4, 7 (+), 8, 9, 10, 11 AND 12 OF TABLE A
THEREOF, AND PURSUANT TO THE ACCURACY STANDARDS WAS ADOPTED BY ALTA
AND ACSM AND IN EFFECT ON THE DATE OF THIS CERTIFICATION) OF AN URBAN
SUBDIVISION.

DATED THIS 10TH DAY OF JANUARY, 1997.

John M. Hennikson
JOHN M. HENNIKSON
(Illinois Registered Land Surveyor No. 2668)



Little University

Entrance

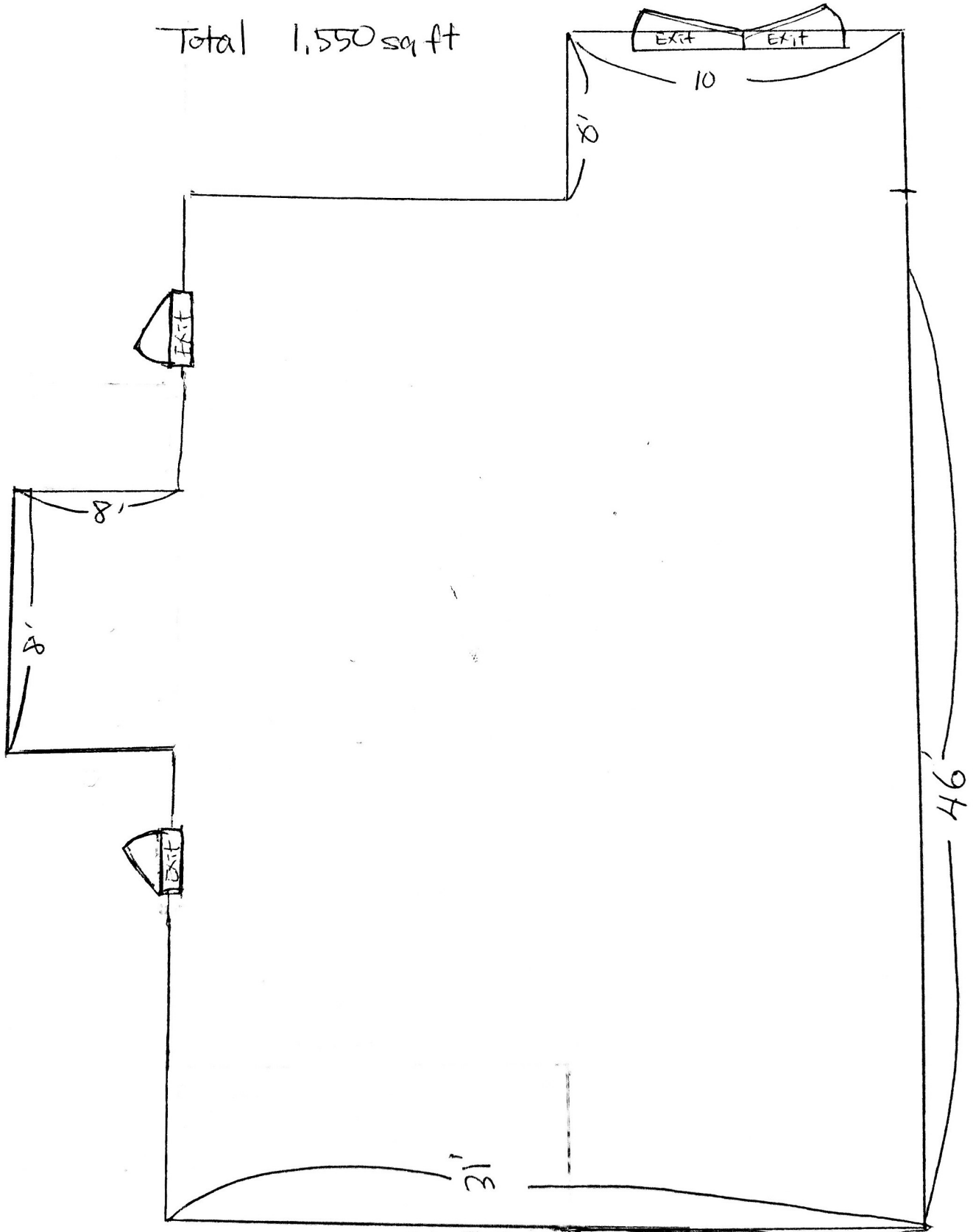
Exit A

Exit B

Parking Lot

Little University Child Care Center
2501 N. Chestnut Ave Arlington TX 76004

Total 1,550 sq ft





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.

ADDITION 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.

ANTIBIOTIC 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 repellent, 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 be completed 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.

SIBLING 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 10 minutes 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 weeks or more. The parent is responsible for 50% of tuition only, which is due before child goes on a vacation. (You must give 2 weeks prior notice)

1 week	100% of Tuition	2 weeks or more	50% of Tuition
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If student is absent more than two weeks without notice and tuition payment, then that student will be automatically disenrolled 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.



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.

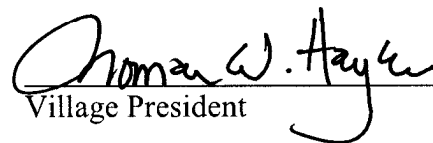
11. The Petitioner shall comply with all Federal, State, and Village codes, regulations, and policies.

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.

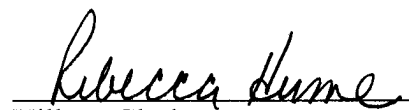
AYES: TINAGLIA, LABEDZ, ROSENBERG, SIDOR, BLACKWOOD, HAYES

NAYS: GLASGOW

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


Village President

ATTEST:


Village Clerk

MISCORD: Holy Nation Presbyterian Church



Conceptual Plan Review Committee 2/12/2020

Item: Natola Concrete - 306 W. Campus Dr. - T1693

Department: Planning & Community Development

Requested Action

1. Land Use Variation to allow a Construction Yard within the M-1 Zoning District.

Variations Required

1. Variation to Chapter 28, Section 5.1-15.5b, Conditions of Use, to allow outdoor storage within 150 feet of a residence district.
2. Variation to Chapter 28, Section 10.4, Schedule of Parking Requirements, to allow 20 off-street parking spaces where 31 spaces are required.
3. Variation to Chapter 28, Section 6.13-3b, to allow a 8' tall solid fence in the rear yard where the maximum permitted fence height is 6' tall.

Recommendation

The Staff Development Committee (SDC) reviewed the proposed Land Use Variation to allow a construction yard within the M-1 District, as well as the following variations:

- Variation to Chapter 28, Section 5.1-15.5b, Conditions of Use, to allow outdoor storage within 150 feet of a residence district.
- Variation to Chapter 28, Section 10.4, Schedule of Parking Requirements, to allow 20 off-street parking spaces where 31 spaces are required.
- Variation to Chapter 28, Section 6.13-3b, to allow a 8' tall solid fence in the rear yard where the maximum permitted fence height is 6' tall.

The SDC requests that the petitioner address the following items prior to making a formal recommendation on the matter:

1. For the requested land use variation, outdoor storage variation, fence height

variation, and parking variation, the petitioner shall provide a written response to each of the four hardship criteria necessary for variation approval, which 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.

2. The petitioner shall install a new 8' tall fence along the rear property line. Details on the material of said fence shall be required as part of any Plan Commission application, and staff encourages the petitioner to propose a durable material for said fence for maximum noise reduction.

3. Material storage shall not exceed 6' in height.

4. The petitioner shall explore the incorporation of a landscape screen at the rear of property.

5. Should parking on the subject property become a problem, at the discretion of the Village, the petitioner shall reduce the size of the rear storage area and provide additional parking spaces at the rear of the property.

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

7. 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

Staff Report

Aerial

Project Narrative

Floor Plan

Current Outdoor Storage

View of Subject Property from Ground
level of Multi-family

Type

Board or Commission Report

Exhibits

Correspondence

Exhibits

Exhibits

Exhibits



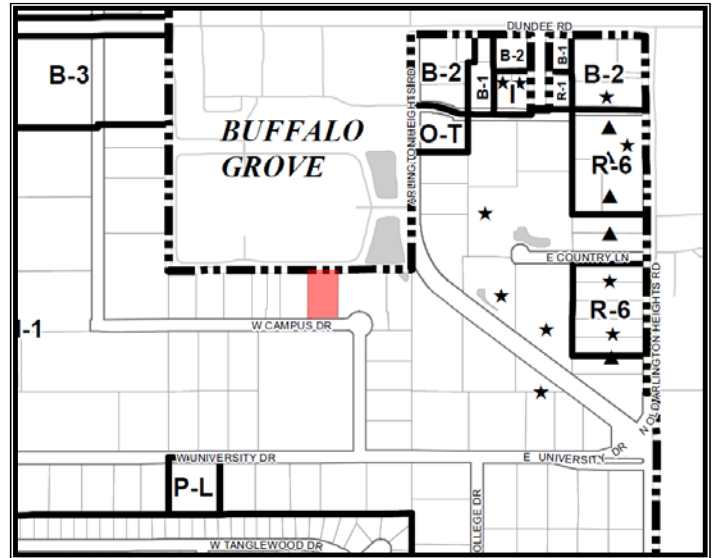
VILLAGE OF ARLINGTON HEIGHTS STAFF DEVELOPMENT COMMITTEE REPORT

Temp File Number: T1693
Project Title: Natola Concrete
Location: 306 W Campus Dr.
PIN: 03-07-204-013

To: Conceptual Plan Review Committee
Prepared By: Sam Hubbard, Development Planner
Meeting Date: February 12, 2020
Date Prepared: February 7, 2020

Petitioner: Al Esche
Address: 306 W. Campus Dr.
Arlington Heights, IL 60004

Existing Zoning: M-1: Research, Development and Light Manufacturing District
Comprehensive Plan: R&D, Mfg., Warehousing



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	- Village of Buffalo Grove -		
South	M-1: Research, Development and Light Manufacturing District	Warehouse and corporate office (Toyoda America)	R&D, Mfg, and Warehousing
East	M-1: Research, Development and Light Manufacturing District	Contractor shop	R&D, Mfg, and Warehousing
West	M-1: Research, Development and Light Manufacturing District	Multi-tenant flex office/light industrial building	R&D, Mfg, and Warehousing

Requested Action:

1. Land Use Variation to allow a Construction Yard within the M-1 Zoning District.

Variations Required:

1. Variation to Chapter 28, Section 5.1-15.5b, Conditions of Use, to allow outdoor storage within 150 feet of a residence district.
2. Variation to Chapter 28, Section 10.4, Schedule of Parking Requirements, to allow 20 off-street parking spaces where 31 spaces are required.
3. Variation to Chapter 28, Section 6.13-3b, to allow a 8' tall solid fence in the rear yard where the maximum permitted fence height is 6' tall.

Project Background:

The subject property is 43,890 square feet (1.01 ac.) in size and contains a 11,500 square foot multi-tenant office/light industrial building that is 41% vacant. The site has access from two curb cuts along Campus drive, which provide circular access around the front of the building and that also lead to the rear of the property. The rear of the site is entirely paved and has been used as a storage area; there is no striping for formal parking spaces in this rear paved area. The building is divided into four units, each with office areas in the front and warehouse areas in the back of varying sizes. Additionally, each unit has an overhead door at the rear leading out to the paved area to the back of the building.

Per the petitioner, the building was constructed in 1971 and has historically been used as a construction yard for many years, although staff notes that the current uses within the building do not fit the definition of “construction yard” as per the Zoning Code. The existing land uses surrounding the property consist of office/warehouse uses to the south and west, a contractor shop to the east, and multi-family residential abutting to the north. The petitioner has stated that the multi-family development to the north was developed in 1974, which occurred after construction of the building and subsequent occupancy of construction uses on the subject property.

The petitioner is proposing to lease one of the units to Natola Concrete, which is a concrete contractor that has been in operation since 1987 and is currently located in Des Plaines. Natola would have up to seven employees working within the office portion of the space and up to three employees working out of the warehouse/yard area at the back of the building and site. Hours of operation for Natola are 7:00am-5:00pm Monday through Friday, with occasional Saturday hours from 7:00am to Noon. Within the paved storage yard behind the building, Natola would store the following items:

- 3 large platform/dump trucks
- Chevy Silverado
- 1 Bobcat with trailer
- Concrete forms (stacked up to 6’ high)
- Lumber (stacked up to 6’ high)
- 2-3 small shipping containers for storage
- Miscellaneous equipment (construction barriers, wheelbarrows, etc.)

Zoning and Comprehensive Plan

The subject property is zoned M-1 Research, Development and Light Manufacturing District. The proposed use is classified as a construction yard due to storage of heavy construction vehicles and the bulk storage of equipment that is proposed within the paved rear yard area. Construction yards are only permitted within the M-2 district, therefore, the proposed use requires a Land Use Variation. Additionally, the proposed exterior storage of equipment and vehicles is only permitted in the M-1 district when located at least 150 feet from a residential district. Because the property abuts residential uses on the north, a variation to waive this requirement has been requested.

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 variation approval for both the requested Land Use Variation for the contractor shop and for the variation to allow outdoor storage. The hardship criteria have been 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.**

The Staff Development Committee has concerns about the compatibility of the proposed land use relative to the abutting multi-family residential condominiums to the north. Given the hours of operation and heavy machinery that would be operated in the rear, as well as the loading and unloading of concrete forms, lumber, and equipment while the business is operating, the proposed use could have a detrimental impact on the abutting residential uses. Furthermore, the storage of materials could be considered unsightly and would be visible from the upper floors of the three-story condominium building to the north. Within the packet provided to the Plan Commission, the following items have been included:

- Pictures of the current exterior storage area operated by Natola.
- Aerial of the existing rear storage area, which is currently vacant, showing proximity to the neighboring residential.
- View from the ground level of the multi-family apartment property looking south to the subject property.

The Comprehensive Plan classifies this property as appropriate for “R&D, Mfg., and Warehousing” uses. The proposed use is compatible with the Comprehensive Plan designation.

Zoning History

The subject property was developed in 1971 and was zoned within M-1 Zoning District at the time of development. At that time, the M-1 District allowed for “Contractor or Construction Shops”, and the proposed use would have been permitted under that classification. In 2002, the code was amended to allow *contractor* shops in the M-1 and M-2 district, but *construction* shops within the M-2 district only. In 2012, the code was further amended to provide a definition for a “Construction Yard” and a “Contractor Shop”. Based on this definition, the proposed use falls under the definition of a “Construction Yard”, as shown below:

Construction Yard: *An establishment with space used for bulk storage of landscape and building material, heavy construction equipment and machinery, and which may include the provision of services, the fabrication of building related products, the operating of machinery, and the construction yard’s business office.*

The 2012 amendment clarified that construction yards are permitted only within the M-2 District. It should be noted that the exterior storage of equipment and vehicles within 150 feet of a residential district has been prohibited within the M-1 district since 1959.

Building, Site and Landscaping:

The petitioner is not proposing any changes to building. However, in an effort to mitigate the effects of the proposed outdoor storage, the petitioner would remove of the existing 6-foot tall slatted chain link fence along the rear property line and replace it with an 8-foot tall solid fence for enhanced screening. Details on the material of this proposed fence must be provided as part of any formal Plan Commission application, and staff encourages the petitioner to propose a durable material to provide for maximum noise reduction. Additionally, since the maximum allowable fence height within the Village is 6 feet, the following variation is required.

- **Variation to Chapter 28, Section 6.13-3b, to allow a 8' tall solid fence in the rear yard where the maximum permitted fence height is 6' tall.**

Similar to the other variations requested, the petitioner would need to provide a response to the four hardship criteria to justify said variation.

With regards to landscaping, in conjunction with any Plan Commission application submitted for this project, staff would inspect the site to determine if the existing site landscaping is compliant. Dead or missing landscaping would need to be replaced as part of any Land Use Variation approval. The petitioner should evaluate the possibility of providing a landscape buffer at the rear of the property, which could provide additional screening beyond any 8-foot tall fence as the landscaping grows and matures.

Parking & Traffic:

Per code, a traffic and parking study is only required for Land Use Variations that are greater than 5,000 square feet in size. Since Natola would occupy only 4,755 square within the building, no formal traffic and parking study is required.

Based on an analysis of the required parking per the zoning code, the site would exist with a deficit relative to code requirements. Detailed parking calculations are contained in **Exhibit I**. Based on this deficit, the following variation must be justified per the four hardship approval criteria:

- **Variation to Chapter 28, Section 10.4, Schedule of Parking Requirements, to allow 20 off-street parking spaces where 31 parking spaces are required.**

Given the low number of employees at the existing business within the building, as well as the proposed number of employees at Natola, staff does not anticipate parking to be a problem. Additionally, should parking at Natola become problematic, certain areas of the rear storage yard could be converted to additional parking spaces.

RECOMMENDATION

The Staff Development Committee (SDC) reviewed the proposed Land Use Variation to allow a construction yard within the M-1 District, as well as the following variations:

- Variation to Chapter 28, Section 5.1-15.5b, Conditions of Use, to allow outdoor storage within 150 feet of a residence district.
- Variation to Chapter 28, Section 10.4, Schedule of Parking Requirements, to allow 20 off-street parking spaces where 31 spaces are required.
- Variation to Chapter 28, Section 6.13-3b, to allow a 8' tall solid fence in the rear yard where the maximum permitted fence height is 6' tall.

The SDC requests that the petitioner address the following items prior to making a formal recommendation on the matter:

1. For the requested land use variation, outdoor storage variation, fence height variation, and parking variation, the petitioner shall provide a written response to each of the four hardship criteria necessary for variation approval, which 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.**
2. The petitioner shall install a new 8' tall fence along the rear property line. Details on the material of said fence shall be required as part of any Plan Commission application, and staff encourages the petitioner to propose a durable material for said fence for maximum noise reduction.
 3. Material storage shall not exceed 6' in height.
 4. The petitioner shall explore the incorporation of a landscape screen at the rear of property.
 5. Should parking on the subject property become a problem, at the discretion of the Village, the petitioner shall reduce the size of the rear storage area and provide additional parking spaces at the rear of the property.
 6. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.
 7. 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.

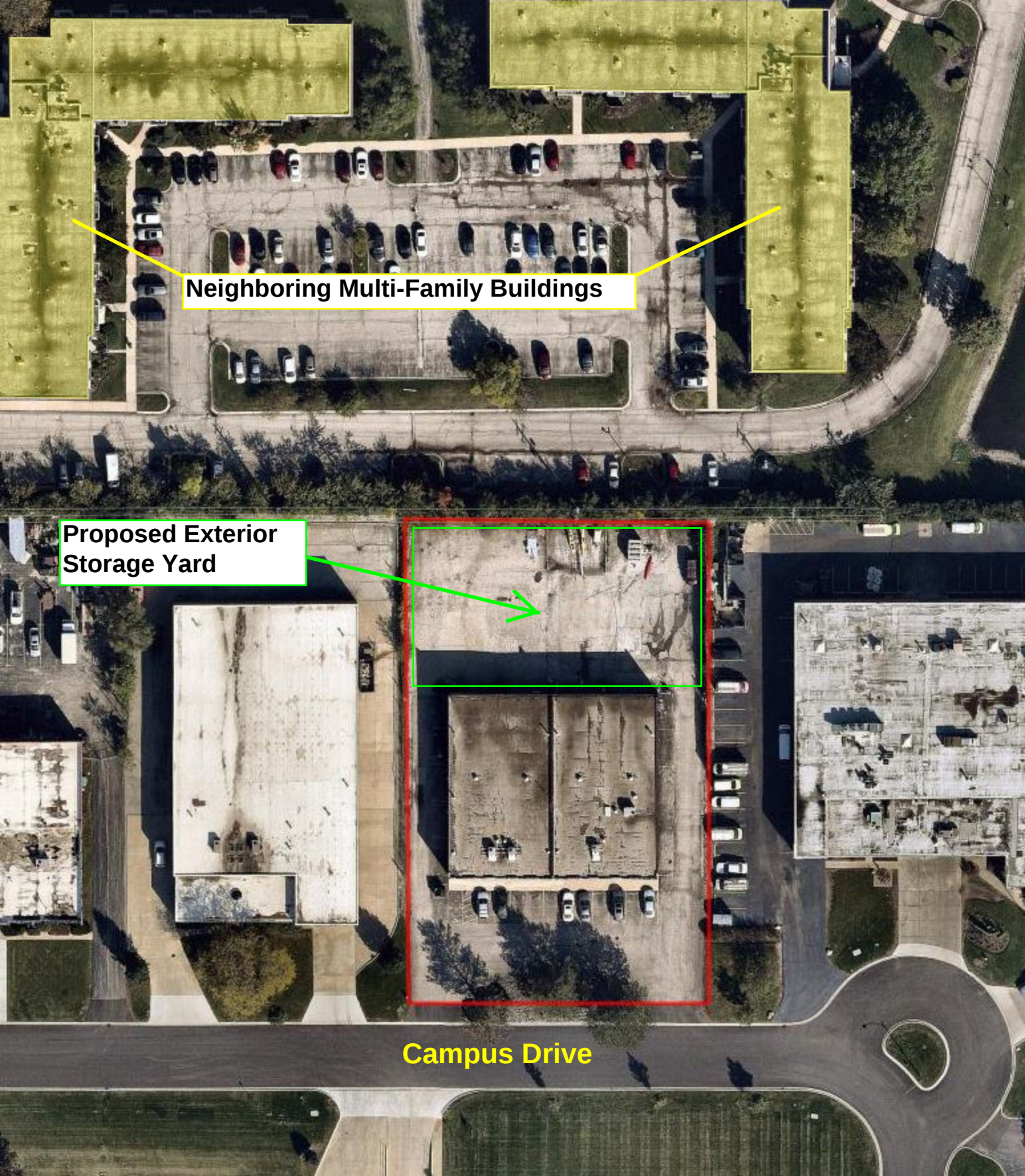
February 7, 2020

Bill Enright, Deputy Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1693

Exhibit I: Parking Calculations

Use	CODE USE	SF/ Employees/ Vehicles	PARKING RATIO (1:X)	PARKING REQUIRED
OE Consulting	Office	1,550	1 space/300 sq. ft.	5.17
AV-ACUMED	Medical Office	665	1 space/200 sq. ft.	3.33
Vacant Space	Office	1880	1 space/300 sq. ft.	6.27
Esche Properties		995	1 space/300 sq. ft.	3.32
Teschnol LLC	Warehouse	1325, 1 employee	1 per 2 employees + 1 per vehicle used in the conduct of the enterprise	0.5
Natola Concrete - Office	Office	2,145 SF	1 space/300 sq. ft.	7.15
Natola Concrete – Shop/Warehouse Area	Warehouse	2,615 3 employees 4 vehicles	1 per 2 employees + 1 per vehicle used in the conduct of the enterprise	5.5
Total Required				31
<i>Total Provided</i>				20
Surplus / (Deficit)				-11



Neighboring Multi-Family Buildings

**Proposed Exterior
Storage Yard**

Campus Drive

January 30, 2020

Village of Arlington Heights

Department of Planning and Community Development

Attn: Mr. Sam Hubbard , Development Planner

Via Email: Hubbard, Sam shubbard@vah.com

RE: 306 W. Campus Drive, Arlington Heights, IL 60004

Proposed Construction Yard (Natola Concrete)

Conceptual Plan Review Committee (CPRC) Meeting February 12, 2020

Mr. Hubbard,

Thank you for meeting with me on 1/21/20 to discuss our desire to rent to Natola Concrete in our building and his requirement to store his materials and vehicles in our construction yard behind the building. In addition, Natola is interested in exploring an option to purchase the building so we are asking for a variance that would stay with Natola if he exercises his option to purchase in the future.

306 W. Campus Drive is a Multi-Tenant industrial Property consisting of 4 equal 2875 SF Suites totaling 11,500 SF. It is positioned on 43,890 SF site to provide for our Construction Yard in the rear of the building. Each Suite has office area in the front and Warehouse area in the back, with an overhead ground level and service doors in the rear of the building. It was designed and built in 1971 by the current owner to provide an office area, inside storage and a Construction Yard Storage for his Materials and Equipment for his commercial Masonry Construction Company. Since that company closed in 2013 we have continued to use the outside storage area for other Family owned construction companies including Winning Exteriors,(out of business) Chicago Structures(out of business 2018) and Esche Properties.

Faspro Technologies rented half of the building for the past 6 years with an option to purchase but has ended their lease and moved out entirely in June 2019. Leased Suite B and Suite D where two sub leased tenants from Faspro still occupy a portion of those units.

The following is an explanation of the current space and occupying Tenants:

SUITE A Occupied by Esche Properties LLC (Owner of the Building) later transferred CA Holdings LLC for estate planning reasons (same owners Clare Esche built the building 50% and Alan Esche 50%)

Office Area 2145 SF

Warehouse Area 735 SF

Hours of Operation 8-5 Monday – Saturday

Employees 1 Full Time

2 Part time

SUITE B OFFICE

Office Area 1550 SF

Warehouse Area 1325 SF

This unit was leased by Faspro unit June 2019 for assembly and storage of parts.

OFFICE Area 1550 SF is currently occupied by OE Consulting a company Faspro transferred the equipment and subcontracts the assembly work to on an as needed basis.

Hours of operation non consistent but 8-8pm as needed Monday – Sunday.

Employees 3-4 part time employees.

SUITE B WAREHOUSE

Warehouse Area 1325 SF

Teschnol LLC (He owned Chicago Structures, which use to lease Suite C)

My brother leases the warehouse to store files and do prototype design and production of a pizza/Bread pan.

Hours of operation 10-5 Monday-Saturday

1 Employee

SUITE C

Office Area 995 SF

Warehouse Area 1880 SF

Was Rented by Rescor Industrial Floor LLC (an Epoxy Contractor that supplied Floor materials and installation services, Owned By Alan Esche. This Unit is now vacant.

SUITE D

Office Area D-1 665 SF

Office Area D-2 330 SF

Warehouse Area 1880 SF

This unit was rented by Faspro Technologies but they moved out June 2019. He Sublet to AV-ACUMED an Acupuncture business in Office Area D-1 665 SF. They still occupy this area.

Their hours of operation are flexible but part time. I would say 10-5 Monday -Saturday.

1 part time employee.

SUITE D CONTINUED: Current Tenants

Office Area D-2 330 SF is currently Vacant

Warehouse Area 1880 SF is currently Vacant.

PROPOSED SPACE USE FOR NATOLA CONSTRUCTION

Natola Construction would Occupy all of Unit A and the Warehouse of Unit C as a Minimum.

Esche Properties would move out of Unit A and into the Office of Unit C.

Natola would use the entire Construction yard for their vehicles and materials Storage.

SUITE A

Office Area 2145 SF

Warehouse Area 735 SF

Hours of Operation 7-5 Monday – Saturday

Employees 5 office Full Time

2- Warehouse/Yard Full Time

SUITE C NATOLA USES WAREHOUSE

Warehouse Area 1880 SF

SUITE C OFFICE Esche Properties uses office. 975 SF.

SUITE B Current Tenants stay

SUITE D Current Tenant Stays and continue to try and rent Warehouse.

NATOLA CONSTRUCTION YARD STORAGE ITEMS AND VEHICLES IN (FENCED IN STORAGE)

4- CONSTRUCTION VEHICLES:

3- 16 FT CONTRACTOR DUMP TRUCKS

1-3500 SILVERADO PICKUP TRUCK

1- BOB CAT AND TRAILER

NATOLA CONSTRUCTION YARD STORAGE ITEMS AND VEHICLES IN (FENCED IN STORAGE) CONTINUED

The equipment and materials that would be stored outside are as follows:

Symons Concrete Forms

Storage Containers 2-3

Lumber:

2x12x16 ft – 1000 Linear Feet

2x6x16 ft – 1000 Linear Feet

2x4x16 ft – 1000 Linear feet

All materials will be stacked to a height of 6 ft.

The materials and equipment would be stored year round in the fenced in yard.

Natola Concrete, Inc. is a Multi Generational Family owned Union Concrete Contractor since 1987.

Operating in the Chicago Area for 30 plus years specializing in the following markets and projects:

Excellence in commercial, industrial, municipal, and residential concrete construction since 1987.

- Interior/Exterior Slabs**
- Stairs/Stairwells**
- Curbs/Walkways**

- Commercial**
- Industrial**
- Residential**

Religious Institutions

- Schools (private/public)**
- Municipalities**

It is owned and operated by Joe Natola, President. Both his father and sons work in the business out of their current Des plains Office and off site yard.

**HISTORY OF THE PROPERTY: 306 W. Campus Drive,
Arlington Heights, IL 60004**

. It was designed and built in 1971 by the current owner Clare Esche and Dave Lee to provide an office area, inside storage and a Construction Yard Storage for the Materials and Equipment for their commercial Masonry Construction Company. Esche & Lee Inc. Operated for 45 years out of this facility and stored their materials and equipment in the back construction yard as designed. The building was intentionally set farther back from the back lot line to provide enough area for our construction trucks to get back their and load and off load materials and equipment.

In 1971 there was no Apartment complex behind our building and use. The Apartment complex was later built in 1975 and is located in village of Buffalo Grove not Arlington Heights. When they built the apartments we were storing our construction materials and equipment. I am not sure why a property owner that chose to build a multi-family residential complex after we had established our business and practice, a use that was allowed at the time, is now being the reason to restrict the use of our property.

The village later changed the allowable business and uses in the M-1 Zoning. The allowable uses in the current M-1 zoning have severely restricted what business can actually lease or own our building, and therefore the economic viability of the current building and design. This is causing a great hard ship on the owner of the property. We have listed this building for lease since June of 2019 and have gotten 2 inquiries about the space. One of them is Natola Concrete. Yesterday I got another call from a start up sausage manufacturer who may want to lease a unit. When I review the M-1 restrictions it appears that use is not allowed either.

We are asking for a zoning variance because we want to continue to use the property as it was designed and constructed. For a contractors business and allow them to have a construction storage yard outside in a screened fenced area.

Screened Fence:

We understand our current screened in Fence is only 6 feet high. We are willing to install a new approved screened fence to meet the current 8 feet requirement if this variance is granted.

The residential Multi-Family Property adjacent to our property is an access road and parking lot for the complex. The elevation grade of that property is actually 3 feet below our grade. They have installed a 6 fence on there lot line and landscaping. See Attached photo.

Parking:

We currently have 12 parking spaces in Front and 4 spaces on each side of the building for a total of 20 spaces not including any of the back yard area.

Hopefully we have answered all your questions on the January 23, 2020 email to your satisfaction.

In addition there is a floor plan of Units A and B , Units C and D attached.

In addition a site plan showing our lot in relation to the Residential Complex and a second plan showing our building situated on our lot. Also attached is an aerial view taken in 2013 showing materials and equipment stored in the yard.

While we respect the Villages desire to maintain control and compliance of the zoning and municipal codes this issue has caused significant economic loss in the form of deterring potential tenants from renting and or potentially purchasing our property.

It is unlikely granting these variances will become a burden to the village as precedent. There are few properties that share the common lot line with the Residential community in question. There are less if any property owners that have built and used the property 49 years specifically for a construction yard storage area, prior to the year 1975 when the Apartments were built.

We ask that you consider granting Natola Concrete the following variances . necessary to have a construction storage yard at our property to continue the use we have done with the property since construction.

Zoning:

The Plan Commission must review, and the Village Board must approve, the following zoning actions:

- Land Use Variation to allow a Construction Yard within the M-1, Research, Development, and Light Manufacturing zoning district.
- Variation to Chapter 28, Section 5.1-15.5b, Conditions of Use, to allow outdoor storage within 150 feet of a residence district.
- A parking variation would likely be required. Once detailed plans are provided, the necessity and extent of any such parking variation will be determined.

Additional zoning actions and variations may be required once detailed plans are submitted for a formal review.

We look forward to working with you to address any further questions or concerns you may have.

Sincerely,

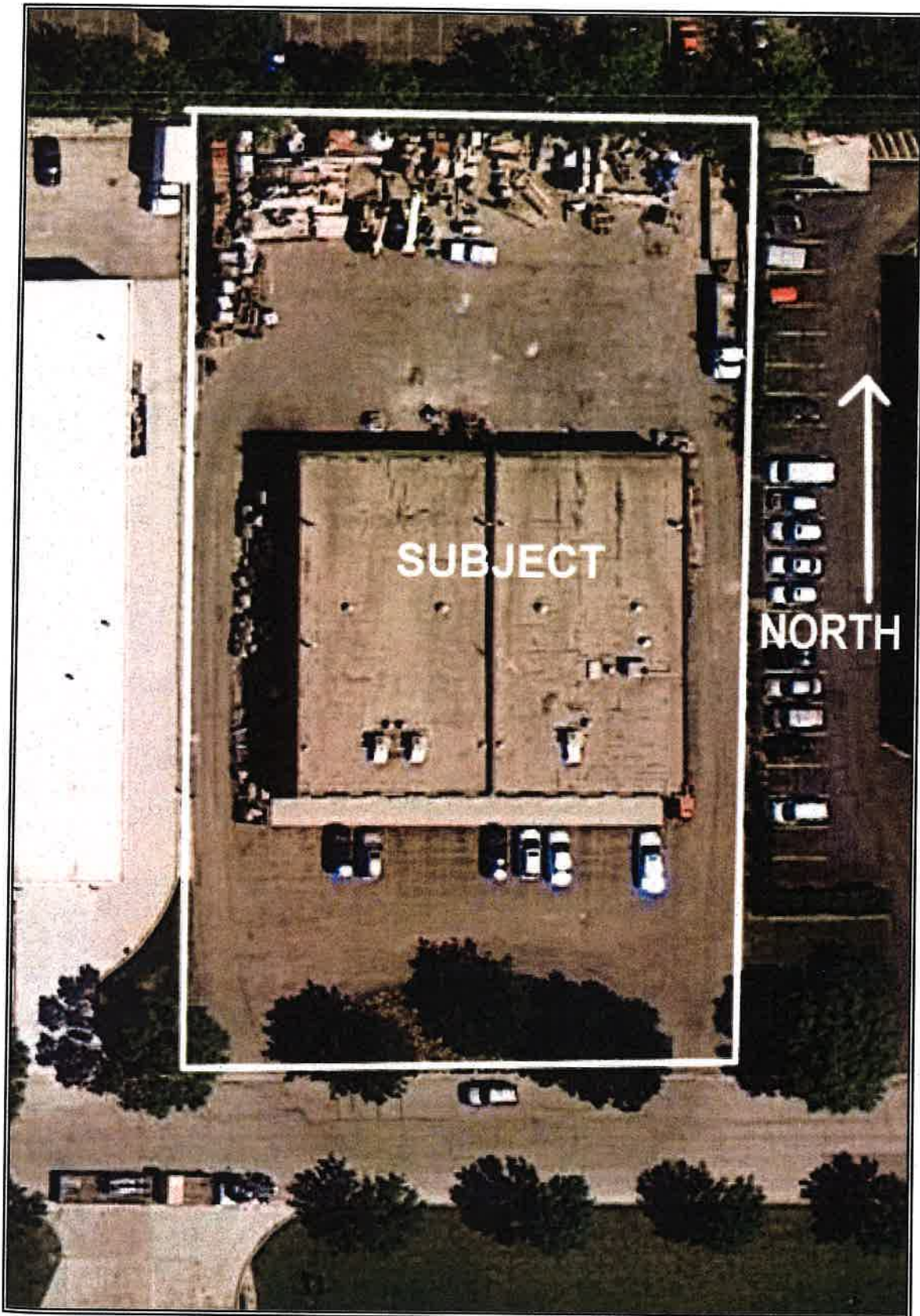
A handwritten signature in black ink, appearing to read "Alan C. Esche". The signature is fluid and cursive, with the first name "Alan" and last name "Esche" clearly distinguishable.

Alan C. Esche

Manager, CA Holdings LLC

2013

AERIAL VIEW







Match
5'-0"

FLOOR PLAN

- Teschnol LLC
- OE Consulting
- Natola Concrete

WAREHOUSE
1325 SF

2875 SF
SUITE B

WAREHOUSE

735 SF

2875 SF
SUITE A

OFFICE

OFFICE
1550 SF

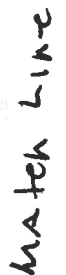
OFFICE

OFFICE
2145 SF

306 W CAMPUS DRIVE

ARLINGTON HEIGHTS, IL

Match Line

AV ACUMED

ARLINGTON HEIGHTS, IL

FI NOR DI

2 OF 2









