AGENDA
President and Board of Trustees
Village of Arlington Heights
Board Room

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
January 17, 2023
7:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. APPROVAL OF MINUTES

A. Committee of the Whole 12/12/2022
B. Village Board 01/03/2023

V. APPROVAL OF ACCOUNTS PAYABLE

A. Warrant Register 01/15/2023

VI. RECOGNITIONS AND PRESENTATIONS

A. Excellence in Masonry Architectural Award (Police Station)

VII. PUBLIC HEARINGS

VIII. CITIZENS TO BE HEARD

Anyone wishing to speak on a subject not on the Agenda should fill out a card, located in the back of the room, and hand it to the Village Clerk. Please limit your comments to three minutes.

IX. OLD BUSINESS

X. CONSENT AGENDA

This Agenda consists of proposals and recommendations that, in the opinion of the Village Manager, will be acceptable to all members of the Board of Trustees. The purpose of this Agenda is to save time by taking

only one roll call vote instead of separate votes on each item. Consideration of this Consent Agenda will be governed by the following rules and procedures prior to roll call vote:

1. Any Trustee who wishes to vote "no" or "pass" on any Consent Agenda items should so indicate.
2. Upon the request of any one Trustee, any item will be removed from the Consent Agenda and considered separately after adoption of the Consent Agenda.
3. Citizens in the audience may ask to remove any item on this Consent Agenda.
4. One roll call vote will be taken and will cover all remaining Consent Agenda items.

CONSENT APPROVAL OF BIDS

A. Hydropillar & Fire Station #3 Fencing and Budget Amendment Ordinance

B. Resolution to Approve Agreement for Municipal Parking Garage Design & Construction Inspection Professional Engineering Services

C. Vendor Expenses Over $25,000 In Aggregate for Calendar Year 2023

D. Asphalt Spray Patching - Contract Extension 2023

CONSENT LEGAL

A. Ordinance - 2-Way Stop Signs - W Lynnwood Avenue and N Patton Avenue at N Kennicott Avenue

B. Wilke Road Resurfacing, Phase 2; Intergovernmental Agreement

XI. APPROVAL OF BIDS

XII. NEW BUSINESS

A. Clearbrook Adult Daycare - 1815-1835 W Central Rd - PC#22-013
Land Use Variation for Adult Day Care Facility, Variation

XIII. LEGAL

XIV. REPORT OF THE VILLAGE MANAGER

A. Resolution - Agreement for National Community Survey

XV. APPOINTMENTS

XVI. PETITIONS AND COMMUNICATIONS

XVII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible

formats, should contact Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, emercado@vah.com or (847)368-5793.

Village Board
1/17/2023

Item: Committee of the Whole 12/12/2022

Department: Village Clerk

ATTACHMENTS:

Description	**Type**
Committee of the Whole 12/12/2022	Minutes

MINUTES
COMMITTEE-OF-THE-WHOLE
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF ARLINGTON HEIGHTS
BOARD ROOM
MONDAY, DECEMBER 12, 2022 7:00P.M.

BOARD MEMBERS PRESENT:	President Hayes; Trustees: Baldino, Bertucci, Canty, Grasse, LaBedz, Scaletta, Schwingbeck and Tinaglia
BOARD MEMBERS ABSENT:	None
STAFF MEMBERS PRESENT:	Randy Recklaus, Village Manager; Diana Mikula, Assistant Village Manager; Charles Perkins, Director of Planning & Community Development; Michael Mertes, Business Development Manager; Nicholas Pecora, Chief of Police, Kim Peterson, Recording Secretary

SUBJECTS:

A. Police Department Traffic Enforcement Presentation
B. Village Rebranding

Other Business

Adjournment

President Pro Tem LaBedz called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

Mr. Recklaus advised that the Arlington Heights Police Traffic Unit will be providing a brief presentation about the Village's traffic enforcement program and efforts.

New Business

A. Police Department Traffic Enforcement Presentation

Chief Pecora advised that the Arlington Heights Police Department is comprised of the three divisions, the Administrative Services Division, Community Services and Criminal Investigation Division and the Patrol Division. The Traffic Bureau is comprised of 12 personnel and compliments the Patrol Division. Chief Pecora introduced Commander Edward Commers

who leads the Traffic Bureau and Sergeant Russ Mandel who supervisors the Bureau. The Traffic Bureau's main function is to address quality of life issues as it relates to pedestrian and vehicular movement in town.

President Hayes joined the meeting at 7:03 PM.

Commander Commers advised that the Village of Arlington Heights has approximately 220 miles of streets and it is important for the Traffic Bureau to put their resources where they are needed most. Commander Commers discussed the three (3) e's of traffic safety, which are enforcement, engineering and education. Commander Commers explained how most people think of enforcement when they think of traffic units, however his Unit does not go out for the sole purpose of writing tickets, rather they go out to places that have been identified that have issues. Some of the ways they identify these issues is to look at crash data to determine when and where these accidents are taking place and what the contributing factors are, reports from citizens, feedback from Officers who patrol these areas, as well as data collection. Commander Commers discussed some of the tools they use to assist in this process, which include GIS maps, accident software, as well as charts that list the top ten crash intersections. The Department's new CAD system allows the unit to run this crash data on a monthly basis, which helps the unit determine how many accidents have occurred, if they were personal injury or property damage accidents, and what the crash causation might be.

Commander Commers explained how the Traffic Bureau also conducts selective enforcement, which is targeted patrols of selected streets or areas that the Unit has identified, mainly through citizen phone calls, that need extra enforcement attention. When these calls come in, the Traffic Bureau adds these locations to a list, which is then used by the Unit, as well as those working in patrol, to provide extra enforcement, whether it be for speeding cars, stop sign violations or other traffic violations. Commander Commers explained how these selective enforcement activities are performed in the neighborhoods and not on busy streets. Commander Commers discussed the radar display signs that are often times used when a traffic complaint is received, which is used to collect traffic data, as well as a traffic calming measure. Commander Commers explained how the Unit moves these signs around town and has seen great success with them. In addition, the Unit uses Stealth Stat units, which are also used to capture traffic data, but in a much less obvious manner.

Sergeant Mandel explained how the Traffic Bureau works collaboratively with many other Village departments, including the Manager's Office, Engineering, Finance and Public Works to resolve various traffic related issues. In addition, the Traffic Bureau partners with businesses and schools

to help resolve traffic related issues, and often times depends on citizen observers to bring problems to their attention. Sergeant Mandel discussed the importance of education and how they present their message to the community. One of the 2022 strategic goals of the Village, which was adopted by the Police Department is to increase bike and pedestrian safety education. The Police Department's Bicycle Unit sought out opportunities to engage the public, and partner with local bicycle clubs and businesses to increase their educational outreach. Some of the activities that the Bicycle Unit participated in included the Arlington Heights Bicycle Club's Annual Bike Swap, Safety Town, National Ride of Silence and the Bicycle Rodeo. Sergeant Mandel advised that in 2023 the Traffic Bureau's goal is to enhance bike safety by using education through enforcement.

Mr. Recklaus explained how the Arlington Heights Police Department's Traffic Bureau is unique in that it looks at the causes of accidents and provides enforcement based on that activity. In addition, Mr. Recklaus explained how statistically if you go back 10 years and look at traffic accidents in Illinois, the rate has increased by 14%. If you go back 20 years and look at traffic accidents in Arlington Heights there has been a 49% decrease in injury crashes and a 38% decrease in property damage crashes. Mr. Recklaus believes this is very impressive data and attributes a lot of this success to the Police Department.

President Hayes thanked the Arlington Heights Police Department for all of their efforts in trying to reduce traffic accidents and ensure the safety of the residents and those who travel through the Village.

Trustee Canty thanked the Traffic Unit for their presentation and expressed her hope that their story of how they creatively tackle these issues and not just enforce the rules is told on social media.

Trustee LaBedz thanked everyone for their presentation and for all they do keeping everyone safe on the roads and sidewalks. Trustee LaBedz stated that she particularly appreciates the education component of their job, especially when it comes to adults. Trustee LaBedz asked about the part of the presentation where the signage being out of date was discussed and what this means. Sergeant Mandel advised that some of the signs in town are old and might not meet IDOT standards.

Trustee Scaletta thanked the Traffic Unit for their presentation and for all of the Department's efforts as a whole to address these issues. Trustee Scaletta asked about the radar signs and what difference the Traffic Unit sees following the collection of data and subsequent enforcement. Commander Commers advised that once his Unit tracks the data and provides enforcement, they do see a difference in the neighborhoods. The

Unit does go out and continue to monitor these areas to ensure that they are making a positive impact. Trustee Scaletta asked about Cleveland Street and how often the Traffic Unit will return to that area, once they have completed their data collection and enforcement measures. Commander Commers advised that the Traffic Unit has spent the most time on Cleveland Street over the past year, as it is one of their higher priorities. Cleveland Street, like all of the other identified locations, are added to the selective enforcement list. Trustee Scaletta asked if when the Traffic Unit eventually cycles back to Cleveland Street after having previously installed a radar sign, collected the data and provided enforcement to, are they seeing an impact that it's working. Commander Commers advised that he believes they are making a positive impact on Cleveland based on activity from the officers and stated that they will absolutely continue to follow up and make sure they are having a positive impact.

Mr. Recklaus explained how the Traffic Unit has conducted a number of speed studies on Cleveland and they are not seeing an abnormal proportion of speeding on Cleveland as compared to a typical street, nor are they seeing a high proportion of accidents on this street. Generally, the activity on the street is the Department being responsive to complaints.

Trustee Scaletta asked if the Traffic Unit is seeing positive signs, once they have conducted education through the digital radar sign and subsequent enforcement, which Commanders Commers stated yes. Commander Commers advised that his Unit will continue to rotate between the radar sign and Stealth Stat on Cleveland Street to provide that calming effect and collect data.

Trustee Scaletta asked about the crosswalk located where the two streets in Stonegate come together and if it would benefit from an illuminated or flashing crosswalk sign or stop sign, similar to what's in the downtown area or senior center. Sergeant Mandel advised that in order for a crosswalk to have flashing signs it has to meet pedestrian and vehicle traffic thresholds set by IDOT. Trustee Scaletta asked if IDOT controls flashing stop signs on residential streets as well, which Mr. Recklaus stated that IDOT doesn't control it, but Engineering uses universally recognized standards set by IDOT. Trustee Scaletta asked if the Village wouldn't need to follow this protocol in front of the Senior Center because it's private property, which Mr. Recklaus stated that is correct.

Trustee Tinaglia discussed the danger associated with distracted pedestrians and how the education component of the Traffic Unit's objectives has to be the biggest hurdle. Trustee Tinaglia asked how the lack of people not paying attention when walking or driving affects the Traffic Unit and how they conduct themselves. Commander Commers advised that this is something

they try to address through education, by engaging directly with distracted pedestrians, and that they absolutely target distracted driving. Commander Commers explained how one of their goals in the spring is enforcement based on education, specifically for bicyclists, to try and curb distracted behavior. Trustee Tinaglia commended the Police Department for the great job they do and the positive attitudes they exude. Trustee Tinaglia discussed his concern for pedestrians who wear dark clothes when it's dark outside and asked if there is any way the Traffic Unit can use the Village's website to educate and encourage people to wear bright colors when they are outside in the dark, as pedestrians and bicyclists need to recognize that they have some responsibility to keep themselves safe. Sergeant Mandel advised that they do recognize this is a problem and have taken an educational approach by implementing their motto "Be Seen Be Safe" and handing out reflective slap bracelets, bike lights, as well as blinking lights that you can attach to your clothing.

Trustee Bertucci thanked the Traffic Unit for their presentation and for their proactive strategies. Trustee Bertucci asked if there are many accidents involving pedestrians, which Commander Commers stated that thankfully there are not many vehicle vs. pedestrian or bicyclists in town. Trustee Bertucci asked about the outdated signs in town if they do not have the reflective quality, which Sergeant Mandel advised that these signs are reflective and have been updated with a brighter color.

Trustee Baldino thanked the Traffic Unit for their presentation and everything they do, as well as the Police Department as a whole. Trustee Baldino asked about the accuracy of the data that is collected from the radar signs, which Commander Commers advised that the radar signs are used primarily for car counts and the calming effect they have. The Stealth Stats have been proven to be more accurate when it comes to data collection. Trustee Baldino stated that he appreciates this information.

Keith Moens, Arlington Heights resident, thanked the Police Department for their efforts to reduce speeding on Cleveland Avenue, however he believes the Police need more support from the Board of Trustees, by passing a village wide traffic calming policy. Mr. Moens advised that according to recent Police, Engineering and Public Works speed and pedestrian studies, 65% of all vehicles on Cleveland Avenue are speeding above the posted limit of 25 MPH. Mr. Moens believes this is an excessive health hazard and we need safety infrastructure installed on the streets. Mr. Moens advised that Staff has offered to implement one effective infrastructure strategy to calm speeding on Cleveland Avenue, however this would require all of the residents on the street to agree on this proposal. Mr. Moens asked the Board of Trustees to craft and pass a village wide traffic calming policy.

Melissa Cayer, Arlington Heights resident, asked how the police bicycles are used, which Sergeant Mandel advised that the Police Department's Bicycle Unit is often deployed for public relations events and the plan is to use them during the 2023 Enforcement through Education bicycle campaign. In addition, the bicycles are used to patrol certain areas and they do respond to calls.

President Hayes thanked the Traffic Bureau again for doing all that they do to keep everyone safe.

B. Village Rebranding

Mr. Recklaus advised that the conversation about the Village rebranding itself has been going on for a while and tonight Staff is hoping to bring forward a recommended option that the Board can respond to and provide feedback.

Mr. Perkins provided some history about the horse logo that the Village has been using for quite some time and how it was refreshed in 1992 to update the color scheme. In 2002, the Village hired a consulting group to help the Village market itself better, which is when the "Discover Arlington" logo was created, as well as the tagline "There's Always More to Discover". For the last 20 years this logo and tagline have been used in marketing promotions and the refreshed logo from 1992 has been used on the Village's letter head and the horse logo has been used on banners and flags. Mr. Perkins advised that the Village currently has seven logos, and in 2018, one of the Board's strategic priorities was to take a look at the Village's brand and identity. Staff studied 22 municipalities and organizations that have gone through a logo rebranding initiative and in 2018 presented a series of options to the Board, with one being to hire a consultant to evaluate the current logo and come up with a new brand and identity, which is when the Village hired Springboard.

Mr. Mertes advised that Springboard was the selected consultants for this project and in 2021 they held five online focus groups with a variety of community stakeholders, including residents, business owners, Village Staff and representatives from other taxing bodies. In 2022, Staff has been working with Springboard on a new logo, a new Village tagline and an advertisement series that will combine the two to help promote the Village to potential residents, potential visitors and to attract businesses. Mr. Mertes explained how last month, two in-person focus groups, one for residents and another for business owners, were held at Village Hall by Springboard and based upon the feedback from these focus groups and internal discussions, a new logo and tagline were developed, which is what is what will be presented this evening. Mr. Mertes introduced Rob Rosenberg and Mike

Chapman from Springboard Brand & Creative Strategy.

Mr. Rosenberg advised that he and Mr. Chapman will be discussing the reasons as to why this process began in the first place, the key findings from the research studies that took place, as well as the findings from the focus groups. They will then discuss the specific next steps and present the new logo and tagline they developed.

Mr. Rosenberg explained that the decision to review the Village's brand was made in order to evaluate if "Discover Arlington" was really resonating with residents and businesses. The heightened competition from the surrounding communities for entertainment and business dollars was another reason to take a look at the Village's brand, as well as the need to create a more progressive forward-looking platform to attract visitors and residents. In addition, the previous marketing initiatives focused mainly on the downtown area and the not the Village as a whole.

Mr. Chapman advised that a review of the "Discover Arlington" website and marketing materials was conducted, as well as an assessment of competitor websites to see what they were saying about themselves. There were five virtual focus groups that were conducted with a number of different Village leaders, representatives from several arts and entertainment businesses, residents, educators and business owners, as well as two in-person focus groups. Mr. Chapman explained how a lot went into this process and what they learned was compiled into 10 key findings, with the first being that Arlington Heights is a well-established, respected community, however it is not as progressive and innovative. Diversity and Inclusion are critical elements but are a challenge for the Village. Arlington Heights has a number of original and unique businesses. Arlington Heights offers a city like experience while also being very safe and accessible. Arlington Heights is more than just the downtown. "Discover Arlington" needs to be looked at. Suburbs that are active in promoting themselves. Define success with a consistent look, logo and message. Expand things outside of downtown. Look at food and beverage taxable income to determine if this campaign was a success.

Mr. Chapman explained the brand characteristics should be welcoming, progressive, innovative, exciting, modern, timeless, distinctive, ownable and evolves the current logo. The tagline needs to be ownable and applicable to all target groups.

Mr. Rosenberg advised that there were many logos and taglines that were developed and tested. Two logos and two tagline finalists emerged, which were then tested by the two focus groups that were referenced earlier. Mr. Rosenberg discussed the two logo finalists, as well as the two tagline

finalists, which were "Arlington Heights – Live it Up" and "Take it to the Heights". Mr. Rosenberg advised that the two focus groups picked logo #1, which has an A stacked on top of an H, an open seal, and the colors are blue and red. Mr. Rosenberg believes this logo is very open and welcoming. The two focus groups also chose the tagline "Take it to the Heights", as they felt it could only be owned by Arlington Heights.

Mr. Rosenberg advised that Springboard took the insights and learnings from the focus groups, feedback from the Staff, and their own insights to make their final recommendation, which are the red and blue A over the H logo that the focus groups chose, as well as the tagline "Take it to the Heights." Mr. Rosenberg believes this logo is simple, but has the foundation to tell a story, blends the A and the H, is open, has trajectory to it, and a forward leaning look to it. The logo will also have a horizontal application for banners and flags. Mr. Rosenberg explained how the tagline "Take it to the Heights" can be personalized or individualized for marketing purposes. Mr. Rosenberg believes this messaging accomplishes all the criteria and goals they set out to meet to make this unique, different and memorable, and hopes that the Board agrees. Mr. Rosenberg believes that use of original photography to really capture this messaging is imperative.

Mr. Rosenberg explained that the next steps would be to get approval to move forward with replacing the current logo with the new logo, and incorporating it into the website. The launch date would be in January, with the updated advertisement series coming in the spring.

President Hayes advised that coming into tonight's meeting he liked the new logo and tagline, but wasn't 100% sold on it, until he heard the presentation this evening. President Hayes stated that he really likes it now and is really excited about it, as it really reflects who we were, who we are now and where we are going. President Hayes thanked everyone for a job well done.

Trustee Bertucci stated that he was a little unclear about what "Take it to the Heights" meant, but after the presentation, he now understands. Trustee Bertucci also stated that he likes their idea of using original photography in all the promotional materials.

Trustee Tinaglia thanked Mr. Rosenberg and Mr. Chapman for all of their hard work and commended them for a job well done. Trustee Tinaglia advised that this whole project is a combination of being analytical and creative and it's hard to get to something that everyone will like. Trustee Tinaglia asked how many of the Village's current logos would change and if the Village seal and Police and Fire Fighters badges would be impacted. Mr. Recklaus advised that the goal of this project is to reduce the number of logos the Village currently uses, however this is something Staff will have to

discuss with the Police and Fire Departments, if this is the logo that's endorsed. Mr. Recklaus advised that of the current seven Village logos, four of them, and possibly five, would be eliminated. Mr. Recklaus stated that the process of rolling out the new logo will take time and won't happen overnight. Trustee Tinaglia stated that he believes it is time for a change, although for many, change is hard. Mr. Rosenberg advised that based on his experience, people are going see it, they are going to get it and they are going to like it. Trustee Tinaglia stated that he does not believe the idea that no one else can say "Take it to the Heights," as our neighbors Prospect Heights can very well use the tagline and capitalize on it. Trustee Tinaglia also stated that he believes the logo looks very hard and institutional, and not relaxed, although he is willing to give it a try.

Trustee Grasse stated that she appreciates the logo that was chosen, as well as the number of residents and businesses that chose the logo. Trustee Grasse advised that she is not a fan of the colors, but could live with them. Trustee Grasse stated that she thinks the tagline "Take it to the Heights" is a little corny, and agrees with Trustee Tinaglia in that Prospect Heights could use it as well. Trustee Grasse explained how she believes the logo should represent a place for everyone in Arlington Heights and does like that the tagline can be used to incorporate different activities in town. Trustee Grasse stated that she does like them and supports them.

Trustee LaBedz thanked everyone for all of the work they put into this project and stated that the tagline really wasn't a favorite of hers until it was explained during the presentation. Trustee LaBedz was disappointed that the blue-on-blue colors for the logo wasn't the favorite, as she feels it is sleeker and more sophisticated looking, but she can accept it. Trustee LaBedz stated that she appreciated the explanation from Mr. Rosenberg and Mr. Chapman about how they got to where they are, as it really made a big difference in helping her support it, as did the explanation of how "Take it to the Heights" can be used in a variety of ways.

Trustee Canty thanked Mr. Rosenberg and Mr. Chapman and their whole team, as well as Staff, for the work that they put into this, as this is clearly not an easy process. Trustee Canty advised that she really likes the tagline, as it can be used in many different ways, but the logo itself is a no for her, as it does not feel like the right fit. The colors are not pleasing and the image itself is not inspiring.

Trustee Schwingbeck thanked everyone for putting this together, as he knows it took a lot of work. Trustee Schwingbeck advised that he was hoping after the initial conversations with Springboard, that they would come back to the Board and present something really incredible. Trustee Schwingbeck explained that he doesn't see any of the elements that were discussed,

including diversity and inclusion, unique restaurants and businesses, a safe community, in this logo. In addition, Trustee Schwingbeck stated that although "Take it to the Heights" is nice, we are losing the tagline "City of Good Neighbors," which suggests we are a welcoming community. Trustee Schwingbeck advised that given the opportunity to vote tonight on the two choices, he likes the tagline, but wasn't wowed.

Mr. Recklaus advised that "Take it to the Heights" is really a campaign that is replacing "Discover Arlington". The Board can retain "City/Village of Good Neighbors" as the Village's motto, if they want to.

Trustee Baldino thanked everyone for all of the work they put into this and explained how he got the tagline right away and is excited about it. Trustee Baldino advised that he too was underwhelmed by the logo. The explanation and thought process, how it was designed and what it means, helped him understand what they were going for, but it doesn't demonstrate the wow factor. Trustee Baldino stated that he agrees with Trustee Tinaglia that it looks too institutional.

Trustee Scaletta thanked everyone for all the work they did to get to this point. Trustee Scaletta advised that it is pretty easy to choose between the two logos because the logo that was not recommended, doesn't' do anything for him, and the one that was recommended reminds him of the old Arlington International Logo with the A, as well as the school board logo with the AH. Trustee Scaletta explained how he likes that the A is leaning forward and is okay with the block lettering as it may suggest the Village is keeping some traditional values but also forward thinking, but he does not like the color scheme. Trustee Scaletta advised that he does really like the tagline, but not loving the logo, and is unsure what the Board should be doing at this point, as they are making a decision about something that will last for a long time. Trustee Scaletta asked Mr. Rosenberg if they give the Village the guidelines for logo placement, which Mr. Rosenberg stated they do. In addition, Trustee Scaletta asked Mr. Rosenberg to explain the process of how they will obtain the original marketing photos as well as the process used for ranking the logos.

Trustee Schwingbeck explained how change is hard for everyone, and although he has never heard anyone comment on the Village's current logo, as soon as the Village makes this change, everyone will comment. Trustee Schwingbeck likes how the Village is planning on taking a very slow, gradual approach when it comes to implementation of the new logo and tagline.

Trustee LaBedz asked about the logo rankings and how many people were involved in the process. Mr. Chapman advised that there were nine members of the resident group and seven members of the business group.

Trustee Tinaglia stated that he is thankful that they are talking about keeping some of the cohesive history with "City of Good Neighbors," as you cannot overlook the one line that has been used most often by the Board that "Arlington Heights is second to none." Trustee Tinaglia stated that the logo needs to be warmer, more comfortable and bring in some of the Village's history. Trustee Tinaglia advised that this process is hard and it takes courage and he is onboard to go with the whatever the Board's wishes are on this. Trustee Tinaglia asked Mr. Rosenberg and Mr. Chapman if they could present the Board with three examples from somewhere in the country that have wonderful logos and marketing programs that they think are the most successful. Mr. Rosenberg advised that this will be a hard task, as some logos have the wow factor in all that they contain, but are very complicated. Mr. Rosenberg advised that their goal is to keep the logo simple, relevant and unique, which is why they designed the A and H to play together. Mr. Rosenberg stated that his company has done this for a number of villages and municipalities across the U.S. and the discussion occurring tonight is not that dissimilar from what other towns have had, and this is not the first time they have heard that the identity doesn't capture everything everyone was hoping it would. Mr. Rosenberg asked the Board to look at the context of the messaging, which is what brings it all to life.

President Hayes advised that clearly there is a consensus on the Board that they cannot move forward with confidence on such an important decision for our community. President Hayes stated that he is looking to Mr. Recklaus for direction of where they go from here.

Mr. Recklaus explained how nobody has to be sorry, as this is a very unique project and the objective is to find something that moves in the direction the Board wants to move in. Mr. Recklaus advised that they will take some of the comments and work again with the team, but also suggested that he doesn't think it's realistic to find a logo that says everything each Board member wants it to say. The logo is a tool in this overall identity tool box and everyone needs to recognize this. Mr. Recklaus asked if there was stronger support for the "Take it to the Heights" tagline, which President Hayes stated yes.

Melissa Cayer, Arlington Heights resident, asked what the Trustee's favorite colors are and it could be an abbreviation, ARL HTS.

Scott Shirley, Arlington Heights resident, stated that he thinks the colors are flat and boring and they should play with some other colors, and that the font is very boring. In addition, Mr. Shirley advised that the current street banners hanging in town need a lot of help.

Mr. Perkins advised that the team will re-group and try to come back with something that everyone likes.

Other Business

Melissa Cayer advised she paid her Cook County second installment property tax bill on December 5th and it was withdrawn from her bank on December 6th and asked when the Village will receive the money. Mr. Recklaus advised the Village will get disbursements in 2023. Ms. Cayer asked the Village if they could work on getting this money sooner. In addition, Ms. Cayer asked if the Boards & Commissions book could get updated.

Adjournment

Trustee LaBedz moved, seconded by Trustee Tinaglia, to adjourn the meeting at 9:23 p.m. Upon a voice vote, the motion passed unanimously.

Village Board
1/17/2023

Item: Village Board 01/03/2023

Department: Village Clerk

ATTACHMENTS:

Description	**Type**
Village Board 01/03/2023	Minutes

President and Board of Trustees
Village of Arlington Heights
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
January 3, 2023
7:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

President Hayes and the following Trustees responded to roll: Baldino, Bertucci, Grasse, Scaletta, Tinaglia, Schwingbeck, LaBedz, and Canty.

Also present were: Randy Recklaus, Diana Mikula, Hart Passman, Cris Papierniak and Becky Hume.

IV. APPROVAL OF MINUTES

A. Committee of the Whole 11/15/2022

Trustee LaBedz moved to approve. Trustee Baldino Seconded the Motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia.

B. Committee of the Whole 11/16/2022

Trustee Scaletta moved to approve. Trustee Schwingbeck Seconded the Motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia.

C. Village Board 12/05/2022
Trustee Grasse moved to approve. Trustee LaBedz seconded the motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia.

V. APPROVAL OF ACCOUNTS PAYABLE

A. Warrant Register 12/15/2022

Trustee Jim Bertucci moved to approve in the amount of $1,469,635.46. Trustee Scaletta Seconded the Motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia.

B. Warrant Register 12/30/2022

Trustee Jim Bertucci moved to approve in the amount of $1,628,662.31. Trustee Schwingbeck Seconded the Motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia.

VI. RECOGNITIONS AND PRESENTATIONS

VII. PUBLIC HEARINGS

VIII. CITIZENS TO BE HEARD

IX. OLD BUSINESS

X. CONSENT AGENDA

Trustee Scaletta moved to approve the Consent Agenda. Trustee LaBedz seconded the motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia.

CONSENT APPROVAL OF BIDS

Lead Services Supplies - Contract Award

CONSENT LEGAL

A. Resolution to approve release of Closed Session Minutes, R2023-01

B. A Resolution Approving and Authorizing a Service Provider Agreement and Statement of Work with Municipal GIS Partners, Inc., for Geographic Information System Support Services,

R2023-02 /A2023-01

CONSENT REPORT OF THE VILLAGE MANAGER

A. Destruction of Closed Session Recordings

CONSENT PETITIONS AND COMMUNICATIONS

A. Bond Waiver - Patton Elementary School PTA

XI. APPROVAL OF BIDS

XII. NEW BUSINESS

XIII. LEGAL

A. Ordinance - Agreement - Firefighters Association, Local 3105, I.A.F.F. (2023-2025), A2023-03

Steve Schwartz, President of Local 3105 said the Union is fortunate to have an excellent working relationship with the administration. There is mutual trust and respect. They did not use lawyers and completed the negotiations in a day and a half.

Fire Chief Harris said this is the utmost professional local organization with which he has ever worked. He recognized the support the Village gives the firefighters which in turn, earns their trust. Nobody settles their contracts in a day and a half, so it speaks volumes.

Mr. Recklaus recognized Assistant Village Manager Mikula and Human Resources Director Mary Rath for their efforts.

President Hayes offered his personal thanks for the Fire Departments work ethic, teamwork and professionalism.

Trustee Scaletta expressed gratitude for local 3105 and how they embrace training and take it seriously. They act like it is an emergency and train in full force. It’s great to see.

Trustee Scaletta moved to approve. Trustee Canty seconded the motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia

B. Flock Safety LPR, 2023-01/A2023-02

Melissa Cayer asked for this item to be removed from the Consent Agenda.

Mr. Recklaus explained the Village has been using license plate readers on squad cars which is a camera system attached to the vehicles. These cameras look at a database in real time. They are used for parking violations, to find stolen vehicles, for warrants and other issues. This request is for fixed license plate recognition cameras to close a gap in the technology. Cameras will be installed in key areas allowing law enforcement to take immediate action against known criminals or to deter crime before it happens. The cameras can also help exonerate those who are not there. Staff is recommending a two-year contract with Flock Group which is the same group that operates our body and vehicle cameras.

Trustee Scaletta said there are policies and procedures in place to ensure the cameras are only used at the appropriate times and in appropriate ways. The cameras make him more comfortable as the Village is connected to I-90 and Rte. 53 so will assist law enforcement as they cannot be everywhere at once. Hopefully criminals are paying attention.

Ms. Cayer asked what are Miranda rights and how does the Village use them. Mr. Recklaus said when an arrest is made these are the constitutional rights applied during an arrest.

Ms. Cayer asked for warnings of the cameras be placed on signs around the Village and on the Welcome sign. Mr. Recklaus said the exact location will not be advertised. There are many more entry places to the Village than there will be cameras. They will also be moved periodically.

Trustee Tinaglia moved to approve. Trustee LaBedz seconded the motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia

XIII. APPOINTMENTS

XIV. PETITIONS AND COMMUNICATIONS

XV. ADJOURNMENT

Trustee Baldino moved to adjourn at 7:47 p.m. Trustee Schwingbeck seconded the motion.
The Motion: Passed
Ayes: Baldino, Bertucci, Canty, Grasse, Hayes, LaBedz, Scaletta, Schwingbeck, Tinaglia

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Rebecca Hume, Village Clerk

Village Board
1/17/2023

Item: Warrant Register 01/15/2023

Department: Village Clerk

ATTACHMENTS:

Description	Type
Warrant Register 01/15/2023	Warrant Register

VILLAGE OF ARLINGTON HEIGHTS

WARRANT REGISTER FOR

CHECK DATE: 01-15-2023

Fund	Fund Description	Total Transaction Amount
101	General Fund	$307,901.19
227	Foreign Fire Insurance Tax Fund	$15,640.00
231	Criminal Investigation Fund	$276.65
235	Municipal Parking Operating Fund	$7,874.34
401	Capital Projects Fund	$23,274.78
426	Storm Water Control Fund	$22,490.25
505	Water and Sewer Fund	$70,739.42
515	Arts, Entertainment & Events Fund	$15,711.10
605	Health Insurance Fund	$10,201.78
611	General Liability Insurance Fund	$28,314.47
615	Workers Compensation Ins	$111,318.53
621	Fleet Operations Fund	$52,437.43
625	Technology Fund	$2,646.63
705	Police Pension Fund	$149.34
711	Fire Pension Fund	$2.85
715	Guaranty Deposits Fund	$200.00
721	Escrow Deposits Fund	$1,000.00
	TOTAL ALL FUNDS	**$670,178.76**

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0000	**NON DEPARTMENTAL**				
300057	721-0000-231008-	JOHN NERI CONSTRUCTION COMPANY	METER DEP REIMBURSEMENT	$1,000.00	**$1,000.00**
300078	715-0000-220930-	ODISHO DINKHA	BOND REFUND	$200.00	**$200.00**
300079	101-0000-433220-	ARLINGTON CORPORATE CENTER	FALSE ALARM REFUND	$100.00	**$100.00**
300080	505-0000-452420-	CAROL BRENDLER	WATER BILL REFUND	$17.70	**$17.70**
300081	505-0000-452420-	DUANNE WACASER	WATER BILL REFUND	$35.40	**$35.40**
300082	505-0000-452420-	KRISTINE DIPALERMO	WATER BILL REFUND	$235.69	**$235.69**
300083	505-0000-452420-	MIKE THILL	WATER BILL REFUND	$56.14	**$56.14**
300084	505-0000-452420-	ROY E. ANDERSON	WATER BILL REFUND	$125.18	**$125.18**

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0000						**$4,856.86**
	300125	101-0000-211060-	VISION SERVICE PLAN	BASE VISION	$1,187.32	
	300125	101-0000-211060-	VISION SERVICE PLAN	PREMIER VISION	$3,669.54	
						$2,874.68
	901969	101-0000-210940-	EMPLOYEE BENEFITS CORP	FSA MEDICAL	$2,874.68	
						$3,722.05
	901970	101-0000-210940-	EMPLOYEE BENEFITS CORP	FSA DEPENDENT	$560.50	
	901970	101-0000-210940-	EMPLOYEE BENEFITS CORP	FSA MEDICAL	$3,161.55	
				DEPARTMENT 0000 TOTAL:	$13,223.70	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0101	**BOARD OF TRUSTEES ADMIN**				
					$570.00
300024	101-0101-521650-	CAPTION FIRST INC	CAPTIONING SERVICES 12522	$570.00	
					$0.57
901973	101-0101-522050-	CITIBANK	POSTAGE REPLENISHMENT	$0.57	
			DEPARTMENT 0101 TOTAL:	$570.57	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0201	**INTEGRATED SERVICES ADMIN**				
					$100.00
300015	101-0201-521650-	AT & T MOBILITY	ACCT 232106787838	$100.00	
					$416.03
300077	101-0201-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$88.00	
300077	101-0201-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$52.69	
300077	101-0201-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$33.58	
300077	101-0201-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$167.48	
300077	101-0201-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$35.68	
300077	101-0201-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$38.60	
					$170.54
300121	101-0201-521650-	VERIZON WIRELESS	ACCT 88534852600001	$170.54	
					$132.00
901973	101-0201-522050-	CITIBANK	POSTAGE REPLENISHMENT	$132.00	
			DEPARTMENT 0201 TOTAL:	$818.57	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0301	**HUMAN RESOURCES ADMIN**				
					$7,429.62
300017	605-0301-520450-	BENISTAR/HARTFORD - 6795	RETIREE CARVE OUT	$226.10	
300017	605-0301-542750-	BENISTAR/HARTFORD - 6795	RETIREE CARVE OUT	$7,203.52	
					$111,318.53
300053	615-0301-542810-	INTERGOVERNMENTAL RISK MGMT AGENCY	NOV DED W.C.	$111,318.53	
					$184.16
300077	101-0301-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$161.77	
300077	101-0301-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$22.39	
					$116.51
300106	101-0301-521650-	VERIZON WIRELESS	ACCT 28544404900001	$116.51	
					$1,850.00
901965	605-0301-520650-	PRUDENTIAL INSURANCE CO OF AMERICA	PAID UP LIFE INSURANCE	$1,850.00	
					$587.00
901966	605-0301-520440-	EMPLOYEE BENEFITS CORP	COBRA CONTINUANT	$8.00	
901966	605-0301-520440-	EMPLOYEE BENEFITS CORP	COBRA SECURE	$75.00	
901966	605-0301-520440-	EMPLOYEE BENEFITS CORP	EBC ADMIN FLEX FEE	$504.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0301						**$345.69**
	901973	101-0301-522050-	CITIBANK	POSTAGE REPLENISHMENT	$10.53	
	901973	605-0301-522050-	CITIBANK	POSTAGE REPLENISHMENT	$335.16	
				DEPARTMENT 0301 TOTAL:	$121,831.51	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0401	**LEGAL DEPARTMENT ADMIN**				
					$102.00
802267	101-0401-521650-	E RECORDING PARTNERS	NOVEMBER SUBMISSION FEES	$4.00	
802267	101-0401-521650-	E RECORDING PARTNERS	WEEKLY RECORDING FEES	$98.00	
					$17.28
901973	101-0401-522050-	CITIBANK	POSTAGE REPLENISHMENT	$17.28	
			DEPARTMENT 0401 TOTAL:	$119.28	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0501	**FINANCE ADMIN**				
					$249.75
300006	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	$74.98	
300006	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	$79.48	
300006	101-0501-530050-	AMAZON COM CAPITAL SERVICES	OFFICE SUPPLIES	$95.29	
					$28,314.47
300053	611-0501-542610-	INTERGOVERNMENTAL RISK MGMT AGENCY	NOV DED AUTO	$2,525.23	
300053	611-0501-542610-	INTERGOVERNMENTAL RISK MGMT AGENCY	NOV DED GEN'L LIAB	$25,789.24	
					$1,201.88
300077	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$7.59	
300077	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$45.19	
300077	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$683.14	
300077	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$176.19	
300077	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$184.79	
300077	101-0501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$104.98	
					$494.77
300097	101-0501-530050-	SOUTHERN COMPUTER WAREHOUSE	OFFICE SUPPLIES	$494.77	
					$32.03
300108	101-0501-521650-	VERIZON WIRELESS	ACCT 38508581800001	$32.03	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0501						**$5,227.00**
	901968	505-0501-522050-	SEBIS DIRECT INC	POSTAGE REPLENISHMENT	$5,227.00	
						$3,410.04
	901973	101-0501-522050-	CITIBANK	POSTAGE REPLENISHMENT	$2,728.50	
	901973	505-0501-522050-	CITIBANK	POSTAGE REPLENISHMENT	$681.54	
				DEPARTMENT 0501 TOTAL:	$38,929.94	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 0601	**INFORMATION TECHNOLOGY ADMIN**				
					$1,576.09
300117	625-0601-521650-	VERIZON WIRELESS	ACCT 68500580500001	$1,576.09	
					$386.33
300119	625-0601-521650-	VERIZON WIRELESS	ACCT 78036610800001	$386.33	
					$684.21
300123	625-0601-521650-	VERIZON WIRELESS	ACCT 98726153700001	$684.21	
			DEPARTMENT 0601 TOTAL:	$2,646.63	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 2005	**SPECIAL EVENTS METROPOLIS THTR**				
					$4,660.88
300100	515-2005-550550-	TC FURLONG INC	EQUIPMENT	$4,660.88	
			DEPARTMENT 2005 TOTAL:	$4,660.88	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 3001	**POLICE DEPT ADMIN**				
300000	101-3001-521650-	ACCURATE DOCUMENT DESTRUCTION	MISCELLANEOUS SERVICES	$267.66	**$267.66**
300004	101-3001-521650-	ALEXIAN BROS CENTER MENTAL HEALTH	PROFESSIONAL SERVICES	$23,549.92	**$23,549.92**
300010	101-3001-518030-	ARLINGTON HTS SCHOOL DIST 25	CROSSING GUARD REIMBURSE	$12,734.32	**$12,734.32**
300020	101-3001-521650-	BRIGHTSIDE CLINIC	MISCELLANEOUS SERVICES	$2,250.00	**$2,250.00**
300026	235-3001-533050-	CDS OFFICE TECHNOLOGIES	MISCELLANEOUS SUPPLIES	$335.53	**$335.53**
300031	101-3001-521650-	COMPASSION FUNERAL SERVICES INC	SERVICE MISCELLANEOUS	$263.25	**$263.25**
300032	101-3001-521650-	DACRA TECH LLC	PROFESSIONAL SERVICES	$2,926.00	**$6,795.25**
300032	101-3001-521650-	DACRA TECH LLC	PROFESSIONAL SERVICES	$3,869.25	
300042	101-3001-521650-	GOLF ROSE PET LODGE	VET SERVICES	$140.00	**$416.00**
300042	101-3001-521650-	GOLF ROSE PET LODGE	VET SERVICES	$22.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 3001	300042	101-3001-521650-	GOLF ROSE PET LODGE	VET SERVICES	$25.00	
	300042	101-3001-521650-	GOLF ROSE PET LODGE	VET SERVICES	$182.00	
	300042	101-3001-521650-	GOLF ROSE PET LODGE	VET SERVICES	$22.00	
	300042	101-3001-521650-	GOLF ROSE PET LODGE	VET SERVICES	$25.00	
						$380.00
	300054	101-3001-522020-	INTL ASSOC CHIEFS OF POLICE	DUES	$190.00	
	300054	101-3001-522020-	INTL ASSOC CHIEFS OF POLICE	DUES	$190.00	
						$1,963.05
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$62.50	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$79.10	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$140.00	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$74.95	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$264.80	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$44.00	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$66.00	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$104.00	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$91.80	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$282.35	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$79.35	
	300056	101-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$11.85	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 3001	300056	235-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$339.85	
	300056	235-3001-530350-	JG UNIFORMS	CLOTHING & APPAREL	$322.50	
						$1,335.58
	300062	101-3001-521650-	LIVE 4 LALI INC	MISCELLANEOUS SERVICES	$1,335.58	
						$1,500.00
	300074	101-3001-522030-	NELSON ALEXANDRA	TRAVEL & TRAINING	$1,500.00	
						$424.28
	300086	101-3001-533250-	PETTY CASH/POLICE	MISCELLANEOUS SUPPLIES	$25.00	
	300086	101-3001-533250-	PETTY CASH/POLICE	MISCELLANEOUS SUPPLIES	$100.00	
	300086	101-3001-533250-	PETTY CASH/POLICE	MISCELLANEOUS SUPPLIES	$100.00	
	300086	101-3001-533250-	PETTY CASH/POLICE	MISCELLANEOUS SUPPLIES	$99.28	
	300086	101-3001-533250-	PETTY CASH/POLICE	MISCELLANEOUS SUPPLIES	$100.00	
						$1,500.00
	300094	101-3001-522030-	SEFTON, CHRISTOPHER	TRAVEL & TRAINING	$1,500.00	
						$21.99
	300096	101-3001-533250-	SHERWIN ACE HARDWARE	HARDWARE SUPPLIES	$21.99	
						$594.26
	300101	101-3001-521650-	THOMSON REUTERS-WEST	SERVICE MISCELLANEOUS	$594.26	
						$15.36
	300105	101-3001-522050-	UPS STORE #1051	SHIPPING	$15.36	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 3001						**$35.01**
	300113	235-3001-533050-	VERIZON WIRELESS	ACCT 54209747800003	$35.01	
						$2,771.97
	300118	101-3001-521650-	VERIZON WIRELESS	ACCT 68682493000001	$2,771.97	
						$1,218.06
	901973	101-3001-522050-	CITIBANK	POSTAGE REPLENISHMENT	$1,218.06	
				DEPARTMENT 3001 TOTAL:	$58,371.49	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 3003	**POLICE DEPT CRIMINAL INVEST**				
					$276.65
300018	231-3003-540010-	BENTLEY'S PETSTUFF	K9 SUPPLIES	$135.24	
300018	231-3003-540010-	BENTLEY'S PETSTUFF	K9 SUPPLIES	$141.41	
			DEPARTMENT 3003 TOTAL:	$276.65	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 3501	**FIRE ADMIN**				
					$12.60
300023	101-3501-522150-	CANON SOLUTIONS AMERICA	OFFICE MACHINES & ACCESS	$12.60	
					$113.08
300039	101-3501-530350-	GALLS LLC	CLOTHING & APPAREL	$113.08	
					$1,169.26
300077	101-3501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$12.84	
300077	101-3501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$263.89	
300077	101-3501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$683.67	
300077	101-3501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$208.86	
					$216.50
300091	101-3501-521160-	R H MEDICAL	MEDICAL SUPPLIES	$216.50	
					$32.50
300093	101-3501-531600-	ROUTE 12 RENTAL CO INC	KEROSENE	$32.50	
					$195.21
300095	101-3501-521020-	SENSIT TECHNOLOGIES LLC	EQUIPMENT MAINTENANCE	$195.21	
					$40.50
300102	101-3501-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	$40.50	
					$919.21
300109	101-3501-521650-	VERIZON WIRELESS	ACCT 44205897800001	$919.21	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 3501						**$1.14**
	901973	101-3501-522050-	CITIBANK	POSTAGE REPLENISHMENT	$1.14	
				DEPARTMENT 3501 TOTAL:	$2,700.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 3701	**FOREIGN FIRE INSURANCE ADMIN**				
					$15,152.00
300033	227-3701-550150-	DIRECT FITNESS SOLUTIONS	FIRE EQUIPMENT & SUPPLY	$15,152.00	
					$288.00
300098	227-3701-530350-	SPECIAL T UNLIMITED	CLOTHING & APPAREL	$288.00	
					$200.00
300102	227-3701-530350-	TODAY'S UNIFORMS	CLOTHING & APPAREL	$200.00	
			DEPARTMENT 3701 TOTAL:	$15,640.00	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 4001	**PLANNING PLANNING**				
					$2,100.00
300043	101-4001-520050-	GOVTEMPSUSA LLC	PROFESSIONAL SERVICES	$2,100.00	
					$88.18
300107	101-4001-521650-	VERIZON WIRELESS	ACCT 38042002700001	$88.18	
					$2.25
901973	101-4001-522050-	CITIBANK	POSTAGE REPLENISHMENT	$2.25	
			DEPARTMENT 4001 TOTAL:	$2,190.43	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 4501	**BUILDING ADMIN**				
					$255.00
300019	101-4501-530350-	BRAND IT ON APPAREL CO	CLOTHING & APPAREL	$255.00	
					$13.99
300077	101-4501-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$13.99	
					$646.46
300111	101-4501-521650-	VERIZON WIRELESS	ACCT 54209747800001	$646.46	
					$230.09
300112	101-4501-521650-	VERIZON WIRELESS	ACCT 54209747800002	$230.09	
					$938.29
901973	101-4501-522050-	CITIBANK	POSTAGE REPLENISHMENT	$938.29	
			DEPARTMENT 4501 TOTAL:	$2,083.83	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7001	**HEALTH ADMIN**				
					$1,500.00
300034	101-7001-522030-	DOHSE, LINDSAY	TRAVEL & TRAINING	$1,500.00	
					$356.18
300122	101-7001-521650-	VERIZON WIRELESS	ACCT 88556712200001	$356.18	
					$45.73
901973	101-7001-522050-	CITIBANK	POSTAGE REPLENISHMENT	$45.73	
			DEPARTMENT 7001 TOTAL:	$1,901.91	

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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7007	**HEALTH SENIOR SERVICES**				
					$39.99
300087	101-7007-531650-	PETTY CASH/SENIOR CENTER	PROGRAM SUPPLIES	$30.00	
300087	101-7007-531650-	PETTY CASH/SENIOR CENTER	PROGRAM SUPPLIES	$9.99	
					$568.50
901973	101-7007-522050-	CITIBANK	POSTAGE REPLENISHMENT	$568.50	
			DEPARTMENT 7007 TOTAL:	$608.49	

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Department 7101	**PUBLIC WORKS ADMIN**				
					$497.30
2296	101-7101-531650-	GLOBAL INDUSTRIAL EQUIPMENT CO	EQUIPMENT & SUPPLY	$497.30	
					$7,588.00
300001	101-7101-531550-	ACTIVE ELECTRICAL SUPPLY CO	ELECTRICAL EQUIP & SUPPLY	$7,588.00	
					$4,092.83
300007	101-7101-521110-	AMERICAN DOOR & DOCK	SERVICE BLDG MAINTENANCE	$391.80	
300007	101-7101-521110-	AMERICAN DOOR & DOCK	SERVICE BLDG MAINTENANCE	$1,561.85	
300007	101-7101-521110-	AMERICAN DOOR & DOCK	SERVICE BLDG MAINTENANCE	$1,352.33	
300007	101-7101-521110-	AMERICAN DOOR & DOCK	SERVICE BLDG MAINTENANCE	$786.85	
					$81.84
300008	101-7101-531550-	ANDERSON LOCK	BLDG SUPPLY MAINT	$81.84	
					$902.35
300012	101-7101-521360-	ARLINGTON RENTAL INC	MISCELLANEOUS SUPPLIES	$902.35	
					$1,144.41
300013	101-7101-522700-	AT & T	ACCT 8310010134261	$1,144.41	
					$23,116.78
300027	401-7101-550300-	CHRISTOPHER B BURKE LTD	PROFESSIONAL SERVICES	$23,116.78	
					$42.08
300030	101-7101-522700-	COMCAST CABLE	TV	$42.08	

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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
					$14,591.25
300037	101-7101-520050-	ENGINEERING RESOURCE ASSOCIATES	SERVICE PROFESSIONAL	$14,591.25	
					$11,250.00
300038	426-7101-550250-	ERIK FAUST	ENHANCED SEWER REBATE	$11,250.00	
					$22,019.95
300040	101-7101-530390-	GAS DEPOT INC	FUEL	$22,019.95	
					$1,072.70
300044	101-7101-531550-	GRAINGER W W INC	BLDG SUPPLY MAINT	$1,072.70	
					$363.40
300045	101-7101-521020-	HASTINGS AIR ENERGY CONTROL	EQUIPMENT MAINTENANCE	$225.00	
300045	101-7101-521020-	HASTINGS AIR ENERGY CONTROL	EQUIPMENT MAINTENANCE	$138.40	
					$9,535.00
300046	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	$2,570.00	
300046	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	$2,449.00	
300046	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	$2,909.00	
300046	101-7101-521020-	HAYES MECHANICAL	EQUIPMENT MAINTENANCE	$1,607.00	
					$29,054.09
300047	101-7101-521550-	HENDRICKSEN ROBERT W COMPANY	SERVICE TREES	$29,054.09	
					$21,690.00
300051	101-7101-531900-	INDUSTRIAL SYSTEMS LTD	STREETS SUPPLIES	$3,195.00	

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Department 7101	300051	101-7101-531900-	INDUSTRIAL SYSTEMS LTD	STREETS SUPPLIES	$3,195.00	
	300051	101-7101-531900-	INDUSTRIAL SYSTEMS LTD	STREETS SUPPLIES	$3,195.00	
	300051	101-7101-531900-	INDUSTRIAL SYSTEMS LTD	STREETS SUPPLIES	$3,195.00	
	300051	101-7101-531900-	INDUSTRIAL SYSTEMS LTD	STREETS SUPPLIES	$4,455.00	
	300051	101-7101-531900-	INDUSTRIAL SYSTEMS LTD	STREETS SUPPLIES	$4,455.00	
						$158.00
	300059	401-7101-550300-	LAWRENCE, KATHLEEN	RESIDENT REIMBURSEMENT	$158.00	
						$377.07
	300063	101-7101-531550-	LOWES COMMERCIAL SERVICES	HARDWARE SUPPLIES	$377.07	
						$11,240.25
	300065	426-7101-550250-	MARCINIAK, TOM & BRUKALO, KAROLINA	ENHANCED SEWER REBATE	$11,240.25	
						$750.00
	300067	101-7101-520050-	MECHANICAL TEST AND BALANCE INC	PROFESSIONAL SERVICES	$750.00	
						$25,431.16
	300069	101-7101-521650-	MICROSYSTEMS	SERVICE MISCELLANEOUS	$25,431.16	
						$652.50
	300076	101-7101-531550-	NORTHWEST ELECTRICAL SUPPLY CO	ELECTRICAL SUPPLIES	$652.50	
						$94.17
	300077	101-7101-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$62.14	

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	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7101	300077	101-7101-530050-	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	$32.03	
						$17,062.00
	300089	101-7101-521150-	POTHOLE PROS INC	SERVICE CONSTRUCTION	$8,082.00	
	300089	101-7101-521150-	POTHOLE PROS INC	SERVICE CONSTRUCTION	$8,980.00	
						$532.00
	300090	101-7101-522700-	PRECISE MRM LLC	TELEPHONE SERVICES	$532.00	
						$5,797.50
	300092	101-7101-520050-	RITTER GIS	FORESTRY SUPPLIES	$997.50	
	300092	101-7101-520050-	RITTER GIS	SERVICE DATA PROC, SFTWR	$4,800.00	
						$99.88
	300096	101-7101-521360-	SHERWIN ACE HARDWARE	EQUIPMENT RENTAL	$59.98	
	300096	101-7101-531550-	SHERWIN ACE HARDWARE	HARDWARE SUPPLIES	$7.92	
	300096	101-7101-531850-	SHERWIN ACE HARDWARE	HARDWARE SUPPLIES	$31.98	
						$97.80
	300110	101-7101-522700-	VERIZON WIRELESS	ACCT 44205897800001	$97.80	
						$2,384.24
	300114	101-7101-522700-	VERIZON WIRELESS	ACCT 58675303500001	$2,384.24	
						$977.92
	300116	101-7101-522700-	VERIZON WIRELESS	ACCT 64202486400001	$977.92	

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Department 7101					**$722.10**
802264	101-7101-522700-	AT & T	ACCT 84734215365273	$50.13	
802264	101-7101-522700-	AT & T	ACCT 84739208661733	$52.46	
802264	101-7101-522700-	AT & T	ACCT 84739271083278	$50.84	
802264	101-7101-522700-	AT & T	ACCT 84739420624707	$50.17	
802264	101-7101-522700-	AT & T	ACCT 84739443682112	$50.13	
802264	101-7101-522700-	AT & T	ACCT 84757754536603	$77.56	
802264	101-7101-522700-	AT & T	ACCT 84757757951551	$284.69	
802264	101-7101-522700-	AT & T	ACCT 84779713213488	$50.13	
802264	101-7101-522700-	AT & T	ACCT 84759391411742	$55.99	
					$8,314.79
802265	101-7101-521500-	COMMONWEALTH EDISON COMPANY	ACCT 0002031003	$31.55	
802265	101-7101-521500-	COMMONWEALTH EDISON COMPANY	ACCT 2278061084	$395.32	
802265	101-7101-521500-	COMMONWEALTH EDISON COMPANY	ACCT 7363016029	$7,204.46	
802265	101-7101-521500-	COMMONWEALTH EDISON COMPANY	ACCT 4321662000	$683.46	
					$6,661.12
802266	101-7101-521500-	CONSTELLATION NEW ENERGY INC	ACCT 8063214	$6,279.38	
802266	101-7101-521500-	CONSTELLATION NEW ENERGY INC	ACCT 8063218	$381.74	

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	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7101						**$40,299.77**
	802268	101-7101-521500-	NICOR	ACCT 19426400008	$175.01	
	802268	101-7101-521500-	NICOR	ACCT 96945600003	$5,276.60	
	802268	101-7101-521500-	NICOR	ACCT 97034457784	$2,309.30	
	802268	101-7101-521500-	NICOR	ACCT 06802945268	$49.50	
	802268	101-7101-521500-	NICOR	ACCT 15839647334	$331.92	
	802268	101-7101-521500-	NICOR	ACCT 72489260108	$281.60	
	802268	101-7101-521500-	NICOR	ACCT 94830700004	$830.27	
	802268	101-7101-521500-	NICOR	ACCT 95407400001	$2,793.41	
	802268	101-7101-521500-	NICOR	ACCT 40178600009	$245.97	
	802268	101-7101-521500-	NICOR	ACCT 43278600002	$640.30	
	802268	101-7101-521500-	NICOR	ACCT 53278600001	$1,436.08	
	802268	101-7101-521500-	NICOR	ACCT 55616726109	$9,624.34	
	802268	101-7101-521500-	NICOR	ACCT 58401600000	$928.51	
	802268	101-7101-521500-	NICOR	ACCT 25422686599	$12,922.31	
	802268	101-7101-521500-	NICOR	ACCT 28178600004	$603.38	
	802268	101-7101-521500-	NICOR	ACCT 38096400007	$1,262.85	
	802268	101-7101-521500-	NICOR	ACCT 38178600003	$588.42	

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Department 7101						**$68.57**
	901973	101-7101-522050-	CITIBANK	POSTAGE REPLENISHMENT	$68.57	
				DEPARTMENT 7101 TOTAL:	$268,762.82	

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Department 7201	**WATER AND SEWER ADMIN**				
					$1,270.62
300003	505-7201-531600-	ALEXANDER CHEMICAL CORP	CHLORINE GAS	$1,270.62	
					$189.85
300029	505-7201-522700-	COMCAST CABLE	INTERNET	$189.85	
					$416.61
300044	505-7201-530300-	GRAINGER W W INC	OFFICE SUPPLIES	$341.06	
300044	505-7201-531550-	GRAINGER W W INC	BLDG MAINT SUPPLY	$201.82	
300044	505-7201-531550-	GRAINGER W W INC	BLDG SUPPLY MAINT	$-126.27	
					$521.96
300058	505-7201-531070-	JON-DON INC	SEWER SUPPLIES	$521.96	
					$34.08
300063	505-7201-531650-	LOWES COMMERCIAL SERVICES	HARDWARE SUPPLIES	$27.44	
300063	505-7201-531650-	LOWES COMMERCIAL SERVICES	HARDWARE SUPPLIES	$6.64	
					$7,184.98
300071	505-7201-531020-	MIDWEST METER INC	WATER SEWER SYSTEM SUPPLY	$7,184.98	
					$532.00
300090	505-7201-522700-	PRECISE MRM LLC	TELEPHONE SERVICES	$532.00	
					$1,589.50
300115	505-7201-522700-	VERIZON WIRELESS	ACCT 58675303500001	$1,589.50	

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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
					$1,115.13
300120	505-7201-522700-	VERIZON WIRELESS	ACCT 78635116200001	$1,115.13	
					$600.00
300124	505-7201-521500-	VICKERY, JUDE	EQUIPMENT MAINTENANCE	$600.00	
					$1,084.07
802264	505-7201-522700-	AT & T	ACCT 84753746842777	$50.13	
802264	505-7201-522700-	AT & T	ACCT 84759021056118	$880.54	
802264	505-7201-522700-	AT & T	ACCT 84759080850047	$103.27	
802264	505-7201-522700-	AT & T	ACCT 84743746858567	$50.13	
					$417.96
802265	505-7201-521500-	COMMONWEALTH EDISON COMPANY	ACCT 0111076085	$230.84	
802265	505-7201-521500-	COMMONWEALTH EDISON COMPANY	ACCT 0368380009	$30.73	
802265	505-7201-521500-	COMMONWEALTH EDISON COMPANY	ACCT 0684023014	$59.24	
802265	505-7201-521500-	COMMONWEALTH EDISON COMPANY	ACCT 1092085063	$97.15	
					$9,065.87
802266	505-7201-521500-	CONSTELLATION NEW ENERGY INC	ACCT 8063213	$224.75	
802266	505-7201-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050217	$2,362.08	
802266	505-7201-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050218	$2,320.73	
802266	505-7201-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1050220	$4,158.31	

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	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7201						**$814.29**
	802268	505-7201-521500-	NICOR	ACCT 19278600002	$281.59	
	802268	505-7201-521500-	NICOR	ACCT 04055600003	$216.66	
	802268	505-7201-521500-	NICOR	ACCT 58544400003	$97.87	
	802268	505-7201-521500-	NICOR	ACCT 90920700003	$158.85	
	802268	505-7201-521500-	NICOR	ACCT 42567835683	$59.32	
				DEPARTMENT 7201 TOTAL:	24,836.92	

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Department 7301	**PARKING ADMIN**				
					$252.27
300014	235-7301-521500-	AT & T	ACCT 847R0608437214	$252.27	
					$419.16
300035	235-7301-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	$419.16	
					$549.98
802265	235-7301-521500-	COMMONWEALTH EDISON COMPANY	ACCT 4286290000	$462.40	
802265	235-7301-521500-	COMMONWEALTH EDISON COMPANY	ACCT 4643715006	$19.23	
802265	235-7301-521500-	COMMONWEALTH EDISON COMPANY	ACCT 5231622008	$68.35	
			DEPARTMENT 7301 TOTAL:	$1,221.41	

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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7302	**PARKING VAIL ST. GARAGE OPER**				
					$1,327.34
300035	235-7302-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINT	$1,327.34	
			DEPARTMENT 7302 TOTAL:	$1,327.34	

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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7303	**PARKING NORTH GARAGE OPER**				
300035	235-7303-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINTENANCE	$1,327.34	**$1,327.34**
300070	235-7303-521020-	MID AMERICAN ELEVATOR CO INC	SERVICE BLDG MAINTENANCE	$654.00	**$654.00**
802266	235-7303-521500-	CONSTELLATION NEW ENERGY INC	ACCT 1060231	$1,018.07	**$1,018.07**
802268	235-7303-521500-	NICOR	ACCT 12690400002	$52.40	**$52.40**
			DEPARTMENT 7303 TOTAL:	$3,051.81	

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CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7304	**PARKING EVERGREEN ST GAR OPER**				
					$632.02
300008	235-7304-531650-	ANDERSON LOCK	SERVICE BLDG MAINTENANCE	$632.02	
					$419.16
300035	235-7304-521110-	ECO CLEAN MAINTENANCE INC	SERVICE BLDG MAINTENANCE	$419.16	
					$189.71
802268	235-7304-521500-	NICOR	ACCT 92296400002	$189.71	
			DEPARTMENT 7304 TOTAL:	$1,240.89	

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Department 7501	**MUNICIPAL FLEET SVCS ADMIN**				
					$26.96
300002	621-7501-531510-	ADVANCE AUTO PARTS	VEH MAINTENANCE SUPPLY	$26.96	
					$283.56
300005	621-7501-531510-	ALTORFER INDUSTRIES	VEH MAINTENANCE SUPPLY	$283.56	
					$444.86
300009	621-7501-531510-	ARLINGTON HTS FORD	VEH MAINTENANCE SUPPLY	$274.30	
300009	621-7501-531510-	ARLINGTON HTS FORD	VEH MAINTENANCE SUPPLY	$93.33	
300009	621-7501-531510-	ARLINGTON HTS FORD	VEH MAINTENANCE SUPPLY	$28.23	
300009	621-7501-531510-	ARLINGTON HTS FORD	VEH MAINTENANCE SUPPLY	$142.33	
300009	621-7501-531510-	ARLINGTON HTS FORD	VEH MAINTENANCE SUPPLY	$-93.33	
					$84.63
300011	621-7501-531510-	ARLINGTON POWER EQUIPMENT	VEH MAINTENANCE SUPPLY	$84.63	
					$2,108.08
300016	621-7501-531510-	AUTO TECH CENTERS INC	VEH MAINTENANCE SUPPLY	$632.52	
300016	621-7501-531510-	AUTO TECH CENTERS INC	VEH MAINTENANCE SUPPLY	$1,475.56	
					$83.37
300021	621-7501-531510-	BRISTOL HOSE & FITTING INC	VEH MAINTENANCE SUPPLY	$83.37	
					$298.24
300022	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	$58.64	

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	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7501	300022	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	$20.09	
	300022	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	$127.36	
	300022	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	$14.30	
	300022	621-7501-531510-	BUMPER TO BUMPER	VEH MAINTENANCE SUPPLY	$77.85	
						$196.98
	300025	621-7501-531510-	CASSIDY TIRE & SERVICE	VEH MAINTENANCE SUPPLY	$196.98	
						$126.99
	300028	621-7501-521360-	CITY WELDING SALES & SERVICE	EQUIPMENT RENTAL	$126.99	
						$2,794.89
	300036	621-7501-531510-	EJ EQUIPMENT INCORPORATED	VEH MAINTENANCE SUPPLY	$2,794.89	
						$1,030.18
	300041	621-7501-531650-	GLOBAL INDUSTRIAL EQUIPMENT CO	VEH MAINTENANCE SUPPLY	$1,030.18	
						$252.45
	300048	621-7501-531510-	IL RECOVERY GROUP INC	VEH MAINTENANCE SUPPLY	$252.45	
						$151.00
	300049	621-7501-521070-	IL SECRETARY OF STATE	EQUIPMENT MAINTENANCE	$151.00	
						$151.00
	300050	621-7501-521070-	IL SECRETARY OF STATE	EQUIPMENT MAINTENANCE	$151.00	
						$673.50
	300055	621-7501-521070-	JAMES DRIVE SAFETY LANE LLC	VEH MAINTENANCE SUPPLY	$673.50	

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Department 7501

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
					$3,019.42
300060	621-7501-531510-	LEAHY WOLF CO	VEH MAINTENANCE SUPPLY	$3,019.42	
					$148.59
300061	621-7501-531510-	LIEBOVICH STEEL & ALUMINUM CO	VEH MAINTENANCE SUPPLY	$148.59	
					$3,606.73
300064	621-7501-531510-	MACQUEEN EMERGENCY GROUP	VEH MAINTENANCE SUPPLY	$2,448.49	
300064	621-7501-531510-	MACQUEEN EMERGENCY GROUP	VEH MAINTENANCE SUPPLY	$398.01	
300064	621-7501-531510-	MACQUEEN EMERGENCY GROUP	VEH MAINTENANCE SUPPLY	$359.94	
300064	621-7501-531510-	MACQUEEN EMERGENCY GROUP	VEH MAINTENANCE SUPPLY	$400.29	
					$82.84
300066	621-7501-531510-	MC MASTER CARR SUPPLY CO	VEH MAINTENANCE SUPPLY	$82.84	
					$284.95
300072	621-7501-531510-	MORTON GROVE AUTOMOTIVE WEST	VEH MAINTENANCE SUPPLY	$235.00	
300072	621-7501-531510-	MORTON GROVE AUTOMOTIVE WEST	VEH MAINTENANCE SUPPLY	$49.95	
					$2,661.16
300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$116.32	
300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$203.42	
300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$382.58	
300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$14.78	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7501	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$66.68	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$85.31	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$79.26	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$426.86	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$45.12	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$5.99	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$401.10	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$29.10	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$52.92	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$385.74	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$60.36	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$162.02	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$33.52	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$214.44	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$116.72	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$-150.30	
	300073	621-7501-531510-	NAPA AUTO PARTS	VEH MAINTENANCE SUPPLY	$-70.78	
						$259.91
	300075	621-7501-531510-	NORTHERN TOOL & EQUIPMENT	VEH MAINTENANCE SUPPLY	$259.91	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

Department 7501

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
					$684.72
300085	621-7501-531510-	PATLIN INC	VEH MAINTENANCE SUPPLY	$21.29	
300085	621-7501-531510-	PATLIN INC	VEH MAINTENANCE SUPPLY	$363.43	
					$1,194.60
300088	621-7501-531510-	POMP'S TIRE SERVICE INC	VEH MAINTENANCE SUPPLY	$485.64	
300088	621-7501-531510-	POMP'S TIRE SERVICE INC	VEH MAINTENANCE SUPPLY	$708.96	
					$25,125.88
300099	621-7501-521070-	STANDARD EQUIPMENT CO	VEH MAINTENANCE SUPPLY	$19,567.35	
300099	621-7501-521070-	STANDARD EQUIPMENT CO	VEH MAINTENANCE SUPPLY	$4,702.90	
300099	621-7501-531510-	STANDARD EQUIPMENT CO	VEH MAINTENANCE SUPPLY	$565.70	
300099	621-7501-531510-	STANDARD EQUIPMENT CO	VEH MAINTENANCE SUPPLY	$289.93	
					$206.45
300103	621-7501-530350-	UNIFIRST CORPORATION	CLOTHING & APPAREL	$68.39	
300103	621-7501-530350-	UNIFIRST CORPORATION	CLOTHING & APPAREL	$69.67	
300103	621-7501-531500-	UNIFIRST CORPORATION	CLOTHING & APPAREL	$68.39	
					$227.04
300104	621-7501-531510-	UNITY SCHOOL BUS PARTS	VEH MAINTENANCE SUPPLY	$227.04	
					$1,430.82
300126	621-7501-531510-	WENTWORTH TIRE SERVICE	VEH MAINTENANCE SUPPLY	$551.00	
300126	621-7501-531510-	WENTWORTH TIRE SERVICE	VEH MAINTENANCE SUPPLY	$879.82	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

	CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 7501						**$4,561.59**
	300127	621-7501-531510-	WINTER EQUIPMENT CO INC	VEH MAINTENANCE SUPPLY	$4,561.59	
						$236.04
	300128	621-7501-531510-	ZORO TOOLS INC	VEH MAINTENANCE SUPPLY	$100.64	
	300128	621-7501-531510-	ZORO TOOLS INC	VEH MAINTENANCE SUPPLY	$107.86	
	300128	621-7501-531510-	ZORO TOOLS INC	VEH MAINTENANCE SUPPLY	$27.54	
				DEPARTMENT 7501 TOTAL:	$52,437.43	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 8001	**PENSIONS ADMIN**				
					$152.19
901973	705-8001-522050-	CITIBANK	POSTAGE REPLENISHMENT	$149.34	
901973	711-8001-522050-	CITIBANK	POSTAGE REPLENISHMENT	$2.85	
			DEPARTMENT 8001 TOTAL:	$152.19	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 9001	**CAPITAL ADMIN**				
					$39,523.85
300052	505-9001-550250-	INSITUFORM TECHNOLOGIES INC	SERVICE CONSTRUCTION	$39,523.85	
			DEPARTMENT 9001 TOTAL:	$39,523.85	

VILLAGE OF ARLINGTON HEIGHTS
WARRANT REGISTER
CHECK DATE: 1/15/2023

CHECK #	ACCOUNT #	VENDOR NAME/#	DESCRIPTION	AMOUNT	TOTAL AMOUNT
Department 9901	**NON-OPERATING**				
					$11,050.22
300068	515-9901-540830-	METROPOLIS COMMERCIAL CONDO ASSN	CAM CHARGE	$7,301.15	
300068	515-9901-540920-	METROPOLIS COMMERCIAL CONDO ASSN	BUILDING RESERVE CHARGE	$3,749.07	
			DEPARTMENT 9901 TOTAL:	$11,050.22	
			WARRANT TOTAL:	**$670,178.76**	

Village Board
1/17/2023

Item: Excellence in Masonry Architectural Award (Police Station)

Department: Police

The Arlington Heights Police Station façade was submitted to the Masonry Advisory Council for consideration of the Excellence in Masonry Architectural Award. This award recognizes the achievement of outstanding architectural design and creativity as well as the execution of excellence in masonry work. Each submission was judged on detail, composition and the artful use of masonry products. The Arlington Heights Police Station was chosen as the best overall project in the Governmental category, outscoring similar regional government construction projects. Chief Pecora joined Legat Architects and Iwanski Masonry at the Museum of Science and Industry on December 3, 2022 for the award presentation.

At the January 17th Village Board meeting, Ms. Kathryn Kurzawa, Executive Director of the Masonry Advisory Council, will appear before the Village Board to present the Village with this prestigious award.

Village Board
1/17/2023

Item: Hydropillar & Fire Station #3 Fencing and Budget Amendment Ordinance

Department: Public Works

America's Water Infrastructure Act (AWIA) states that community water systems serving more than 3,300 people must develop and update the security assessments of their facilities. As part of this plan, security fencing is recommended around the Village's water facilities. One of Public Works facilities is known as the Hydropillar and is located behind Fire Station #3 and shares an access point. The Hydropillar is located at 2000 S. Arlington Heights Road. Although, the Hydropillar is not a high security risk, recent trespassing concerns have made it a priority for Staff.

In order to expedite the request, Staff sought direct quotes from three reputable and competent fence vendors that have been used in the past. The pricing is as follows:

VENDOR TOTAL QUOTE

Durabuilt Fence, Wheeling, IL $40,550
Action Fence Contractors, Inc., Mundelein, IL $45,550
American Fence Professionals, Arlington Heights, IL $47,631

Staff recommends waiving competitive bidding and proceeding with the lowest quote received from Durabuilt Fence of Wheeling, IL.

The 2023 Water & Sewer Budget includes $280,000 for the implementation of various phases of the Risk & Resiliency Plan; however, this specific project was not included in that figure and Staff recommends approving a budget amendment in the amount of $40,600 to Account 505-9001-571.50-25 (WA2101) from Operating Contingency 505-9901-591.40-96.

RECOMMENDATION

It is recommended that the Village Board waive competitive bidding and approve the Hydropillar & Fire Station #3 Fencing project to Durabuilt Fence of

Wheeling, Illinois, in an amount not-to-exceed $40,550 and authorize Staff to execute the necessary documents. It is also recommended that the Village Board approve the attached Ordinance amending the 2023 Budget by transferring $40,600 from Water Utility Contingency to the Risk & Resiliency Plan (WA2101).

ATTACHMENTS:

Description	Type
Ordinance - BA01 - WA2101 Hydropillar & Fire Station #3 Fencing	Ordinance

AN ORDINANCE AMENDING THE ANNUAL BUDGET OF THE VILLAGE OF ARLINGTON HEIGHTS, COUNTY OF COOK, STATE OF ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023

WHEREAS, by Ordinance 2022-066, the President and Board of Trustees of the Village of Arlington Heights, Illinois adopted the Annual Budget of the Village of Arlington Heights for the fiscal year beginning January 1, 2023, and ending December 31, 2023; and

WHEREAS, the President and Board of Trustees has determined that it will serve and be in the best interest of the Village to adopt an Ordinance amending the Annual Budget;

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

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the President and Board of Trustees.

SECTION TWO: ADOPTION OF AMENDMENTS. The Annual Budget shall be, and it is hereby, amended as follows:

Account Being Amended	Original	Amendment Incr./(Decr.)	Revised
505-9901-591.40-96	300,000	(40,600)	259,400
505-9001-571.50-25 WA2101	280,000	40,600	320,600

SECTION THREE: PUBLICATION. The Village Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION FOUR: EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner as provided by law.

AYES:

NAYS:

PASSED AND APPROVED THIS 17th day of January 2023.

_____
Village President

ATTEST:

_____
Village Clerk

Village Board
1/17/2023

Item: Resolution to Approve Agreement for Municipal Parking Garage Design & Construction Inspection Professional Engineering Services

Department: Public Works

The Village owns and operates four parking garages: the Municipal Parking Garage, Vail Street Parking Garage (TIF 1), North Parking Garage (TIF 2), and Evergreen Parking Garage.

Included in this year's Capital budget is $940,000 for the re-assessment of the four garages and necessary repairs and waterproofing. The Village has used Walker Consultants since the beginning of the Parking Garage Rehabilitation Program and has been satisfied with their level of detail and understanding of parking garage construction as shown in past improvements.

Staff met with Walker Consultants to establish a scope and negotiated fee. Walker Consultants provided a not-to-exceed fee of $112,000 for the initial assessments, design, and construction inspection of the 2023 Program.

Staff has found the work produced by Walker Construction over the past 10 years to be detailed and thorough and recommends approval of the Agreement with revised date of January 5, 2023, to provide the defined professional services required for the 2023 Parking Garage Maintenance Program.

Funding for these services is available in Account No. 235-7101-571.50-25

RECOMMENDATION

It is recommended that the Village Board approve the attached Resolution and award the Professional Engineering Services as described above to Walker Consultants in the amount not-to-exceed $112,000 and authorize Staff to execute the necessary documents.

ATTACHMENTS:

Description	**Type**
Resolution to Approve Professional	

Engineering Services Agreement for Parking Garages	Resolution
Walker Consultants - PRO12222 - VAH - Revised	Agreement

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH WALKER CONSULTANTS FOR REHABILITATION & MAINTENANCE OF VILLAGE PARKING GARAGES

BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: A certain Agreement by and between the Village of Arlington Heights and Walker Consultants, related to all of the necessary engineering services for repairs, maintenance, and rehabilitation of the Village's Parking Garages (North Garage, Evergreen Garage, Municipal Garage, and Vail Street Garage), at a cost not to exceed $112,000, per the Agreement with revised date of January 5, 2023. Funding for the engineering services is to be provided from the Municipal Parking Fund Account No. 235-7101-571.50-25.

SECTION TWO: The Village President is hereby authorized and directed to execute said Agreement on behalf of the Village of Arlington Heights.

SECTION THREE: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this 17th day of January, 2023.

_____
Village President

ATTEST:

_____
Village Clerk

2895 Greenspoint Parkway, Suite 600
Hoffman Estates, IL 60169
847.697.2640

December 22, 2022
Revised January 5, 2023

Mr. Cris Papierniak, PE
Director of Public Works & Engineering
Village of Arlington Heights
222 North Ridge Avenue
Arlington Heights, IL 60005

Re: *Proposal for Municipal, TIF I, TIF II and Evergreen Parking Structures*
2023 Maintenance Repair Documents, Engineering Services During Construction &
Updated 10 Year Maintenance Plan
Arlington Heights, Illinois

Dear Mr. Papierniak:

At your request, Walker Consultants Inc., a Michigan corporation, d/b/a Walker Consultants Engineering, Inc. (Walker) is pleased to submit this proposal for professional engineering services related to preparation of bid documents and observation during construction associated with the maintenance repairs to the Municipal, TIF I, TIF II and Evergreen Parking Structures. We understand the Village has approximately $940,000 total budget for Year 2023 maintenance repairs for the four parking structures. The purpose of our work is to:

- Conduct a walk-through of each structure to identify the scope of the maintenance repairs required.
- Develop construction documents for competitive bidding.
- Provide part-time field observations and engineering services during implementation of the maintenance repairs.
- Update the 10-year maintenance plan for the for the parking structures.

Scope of Services

Phase I – Pre-Design Services

The following specific tasks will be addressed in our site visit:

Phase I of the project will include performing a predesign survey of each parking structure. The predesign survey will specifically include the following scope items and will allow us to properly develop construction documents:

1. Review existing drawings, specifications, and any previous reports made available to us. We intend to use the existing drawings as our background drawings for our survey.
2. Perform a visual review of each parking garage to quantify and document noticeable distress in readily visible areas such as cracks, leaks, spalls, scaling, joint sealant deterioration, and other similar adverse conditions.
3. Perform representative sounding of structural elements to identify concrete delaminations. We will perform sounding of the following representative elements:

    a. Floor surfaces. A chain drag survey will be performed on representative portions of the elevated floor surfaces.
    b. Columns, beams, walls, ceilings, and other structural elements will be visually reviewed at readily visible areas with visible distress. Additionally, random sounding will be performed at these elements.

4. Provide an opinion of probable cost formulated from conceptual repair recommendations for noted deficiencies.

Phase II – Construction Documents Preparation and Bidding (1 Site Visit)

1. Prepare Construction Documents to implement maintenance/non-structural items identified during our pre-design review. Repair details will be limited to typical parking structure concrete and waterproofing repairs. The Construction Documents will consist of drawings, details, and technical specifications. This set of drawings will contain a General Notes sheet that will list the required material specifications, plan view sheets, section cuts, and restoration detail sheets, as required, for the repair areas. The technical specifications will provide detailed information on each of the work items and materials to be used in the repairs and include the Village of Arlington Heights requirements for bidding and construction. The Construction Specifications will be in CSI format, modified to meet the project needs. Drawings will be in AutoCAD format.
2. Prepare Instructions to Bidders and a set of General Conditions that include site-specific instructions and special requirements with respect to minimizing disruption in each parking structure.
3. Progress drawing sets will be submitted to you for review at 95% completion of the work.
4. Incorporate your comments into the construction documents.
5. Conduct a pre-bid conference at the project site to review the scope of work and to answer questions related to the Construction Documents. Assist the Village of Arlington Heights with answering questions from the contractors and review the limitations and extent of work required by the construction documents. Issue addendum to the construction documents, as needed. (1 site visit)

Phase III – Engineering Services During Construction (Up to 20 Site Visits)

The following services will be provided during the construction phase:

1. Conduct a preconstruction conference at the site to review each work item, quality control, and phasing of the repair work to be performed with the selected Contractor. (1 site visit for each structure)
2. Review shop drawings, submittals, test results, and material sample submittals as applicable for general conformance with the intent of the design documents.
3. Review and approve (if appropriate) pay requests, change orders, and materials testing reports submitted by the Contractor and testing agency.
4. Perform part-time on-site construction observation (site visits) of repair work and furnish a field report to the Owner for each site visit performed. We anticipate that the repairs can be completed within a six to seven-month construction period and have included up to twelve (12) site visits to observe the repairs.
5. Participate in bi-weekly or monthly project progress meetings via conference call or in person when coordinated with a site visit.
6. Coordinate with the Owner and Contractor during repair work to help resolve technical or design issues that may arise during the construction related to the scope of work.
7. Perform a punch-list walkthrough and prepare a document outlining visible items requiring correction at Substantial Completion of the project. (1 site visit on each structure)

Phase IV – Updated 10-Year Maintenance Plan

The following services will be provided for a long-term maintenance plan:

1. Provide a 10-year maintenance plan for each parking structure which will include anticipated maintenance repairs along with an opinion of probable cost formulated from conceptual repair recommendations for noted deficiencies. Estimated elevator costs, developed by an outside consultant hired and managed by the Village of Arlington Heights, will be incorporated into our 10-year maintenance plan and noted as such.

Limitations

As stated in the above Scope of Services, the assessment is based on visual observations and limited testing of the existing conditions. Our observations may not discover or disclose latent conditions without performing more invasive testing. More detailed and invasive testing can be provided by Walker as an additional service upon written request from Client.

Americans with Disabilities Act

A review of the facility for Building Code compliance and compliance with the Americans with Disabilities Act (ADA) requirements is not part of the scope of work. However, it should be noted that whenever significant repair, rehabilitation, or restoration is undertaken in an existing structure, ADA design requirements may become applicable if there are currently unmet ADA requirements.

Professional Fees

We propose to provide the professional services, described in our Scope of Services, for Phases I, II, and IV on a lump sum basis including expenses, and Phase III services on an hourly, not to exceed basis, including reimbursable expenses. All work will be performed and invoiced in accordance with Walker's General Conditions of Agreement. The proposed fees are summarized below:

Phase/Task	Proposed Fee
Phase I – Pre-Design Services (Lump Sum)	$ 16,000
Phase II – Construction Documents Preparation and Bidding (Lump Sum)	$ 64,000
Phase III – Engineering Services During Construction (Up to 20 site visits, Hourly plus Reimbursable Expenses, not to exceed)	$ 24,000
Phase IV – Updated 10-Year Maintenance Plan (Lump Sum)	$ 8,000
Total Lump Sum Fee Proposed	**$ 112,000**

Walker is dedicated to providing our clients with engineering services that meet project requirements. To meet this goal, we are available to review this proposal with you at your convenience and adapt the work scope as deemed necessary.

We appreciate this opportunity to present our services to you and hope we may hear favorably from you. We look forward to again serving the Village of Arlington Heights.

Sincerely,

Walker Consultants Inc., a Michigan corporation,
d/b/a Walker Consultants Engineering, Inc.

John S. Morgan, III
Restoration Consultant

Daniel E. Moser, P.E., S.E., FPTI
Vice President/Director of Forensics, Restoration and Building Envelope

Enclosures General Conditions of Agreement
2023 Standard Billing Rates for Basic Services

Authorization

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

Village of Arlington Heights

Municipal, TIF I, TIF II and Evergreen Parking Structures, 2023 Maintenance Repair Documents and Engineering Services During Construction & Updated 10 Year Maintenance Plan

Accepted by (Signature) _____

Printed Name _____

Title _____

Date _____

General Conditions of Agreement for Restoration Services

Services

Walker Consultants Inc., a Michigan corporation, d/b/a Walker Consultants Engineering, Inc. (Walker) will provide the Client professional services that are limited to the work described in the attached letter. Any additional services requested will be provided at our standard hourly rates or for a mutually agreeable lump sum fee. Professional services are provided solely in accordance with written information and documents supplied by the Client, and our services are limited to and furnished solely for the specific use disclosed to us in writing by the Client.

Payment for Services

Walker will submit monthly invoices based on work completed. Client will have 30 days to review and 30 days to process invoices without penalty.

If for any reason the Client does not deliver payment to Walker within sixty (60) days of date of invoice, the Client agrees to pay Walker a monthly late charge of one and one-half percent (1.5%) per month of any unpaid balance of the invoice plus attorney's fees and other costs incurred to collect the unpaid sum.

Ownership of Documents

All documents prepared or provided by Walker are and remain the property of Walker as instruments of service. Any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's specific written consent will be at Client's sole risk.

Standard of Care

Walker will perform the services consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. No other warranty, express or implied, is made. Walker's liability to Client and all persons providing work or materials to this project as a result of acts, errors, or omissions of Walker shall be limited to the fee or $10,000, whichever is greater.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the Client. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

Consequential Damages

The Client and Walker waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement.

Period of Service

Services shall be complete the earlier of (1) the date when final documents are accepted by the Client or (2) thirty (30) days after final documents are delivered to the Client.

Proprietary Information

The information contained in this proposal is confidential, privileged, and only for client and may not be shared, published, or redistributed without prior written permission from Walker.

2023 Standard Billing Rates for Basic Services

Senior Vice President	$320
Vice President	$300
Principal/Director	$280
Senior Project Manager/Senior Consultant	$260
Project Manager/Consultant	$225
Senior Engineer/Senior Architect	$220
Project Engineer	$205
Engineer/Architect	$195
Analyst/Planner/Specialist	$185
Assistant Project Manager/Assistant Consultant	$190
Designer	$190
Senior Technician	$170
Technician	$155
Senior Administrative Assistant/Business Manager	$130
Administrative Assistant	$110

Subject to annual adjustment on January 1 each year.

Village Board
1/17/2023

Item: Vendor Expenses Over $25,000 In Aggregate for Calendar Year 2023

Department: Finance, Public Works, Police, HR, Fire, IS

Background

Throughout the upcoming calendar year Village departments will purchase materials and services from a variety of vendors on an as needed basis; the vendor selected having submitted the lowest price. However, in aggregate, purchases from the attached list of vendors will likely exceed $25,000 before the end of calendar year 2023. Separate Purchase Orders are issued for some of these expenditures as they occur during the fiscal year. Blanket purchase orders are also used to process some of these purchases, which enables better control and tracking of small purchases and allows staff an efficient way to track these purchases.

Staff from various departments are requesting waivers of formal bidding requirements for the vendors on the attached list. Some of the vendors are sole source suppliers or have been providing proven, exceptional service and competitive pricing over the past years. Each year this spreadsheet is reviewed in an effort to ensure those vendors listed perform services or provide materials that are in the best interest of the Village.

These purchases are made from various accounts in the Village's General, Water & Sewer, Fleet, Parking, and other funds.

Recommendation

It is recommended that the Board of Trustees waive the requirements of formal competitive bidding and authorize the purchase of goods, materials, and services from the listed vendors during calendar year 2023.

ATTACHMENTS:

Description	Type
Expenses Over $25,000 for Aggregate in 2023	Exhibits

Village of Arlington Heights-Vendor Expenses over $25,000 for the Calendar Year Ending 12/31/2023

Vendor/Location	Product / Service	Actual 2021	Estimated 2022	Projected 2023	Justification for Bid Waiver
Various Services & Products					
Active Electrical Supply Chicago, IL	Street light and electrical supplies	$ 106,578	$ 85,000	$ 95,000	Street light poles & arms, fixtures & electric parts Competitive quotes secured prior to purchase
Air One Equipment Elgin, IL	Fire rescue equipment and turn out gear	$ 25,475	$ 40,000	$ 45,000	Sole source for Amkus & MSA Rescue equipment and Protective Turnout Clothing
Allan ICS Elgin, IL	Programmable logic controllers	$ 52,990	$ 56,700	$ 58,000	Sole provider of data processor unit for the Village's Water & Sewer System
American Door & Dock Schaumburg, IL	Overhead door repair service	$ 53,790	$ 64,000	$ 66,000	Quality commercial work, low costs Quick response with minimal downtime
ASTI Sawing Barneveld, WI	Sidewalk saw cutting	$ 33,000	$ 25,000	$ 30,000	Sole provider of sidewalk saw cutting to abate trip hazards
Azteca/Cityworks Sandy, UT	Asset management/service request software	$ 63,000	$ 63,000	$ 63,000	Sole software for Public Works License includes maintenance & support activities
Best Technology Systems Plainfield, IL	Gun range cleaning	$ 27,390	$ 29,390	$ 30,000	Quality cleaning work, low costs only regional source for specialty services
Buckeye Power Sales Blacklick, OH	Village Generator Maintenance	$ 2,914	$ 31,000	$ 35,000	Lowest cost reginally for maintenance provided Quick response with minimal downtime
CDS Office Technologies Addison, IL	Patrol video cameras and Police/Fire emergency mobile computers	$ 54,376	$ 71,000	$ 72,000	Police & Fire standardized public safety vehicle equipment State of Illinois contract
CDW Government Milwaukee, WI	Software licensing & hardware	$ 11,552	$ 36,000	$ 36,500	Only source for some licensing solutions Competitive pricing secured prior to hardware purchases
Dacra Tech LLG Rosemont, IL	Municipal enforcement/adjudication software	$ 41,087	$ 49,500	$ 55,000	Municipal Enforcement/Adjudication Software
Dell Marketing LP Round Rock, TX	Servers, PCs, routers, switches and storage units for VAH & Metropolis	$ 151,453	$ 165,000	$ 135,000	Standardized IT equipment & components Servers: State of IL Contract & PCs: WSAC Contract
Dreisilker Electric Motors Glen Ellyn, IL	Electric motor repairs and replacement	$ 47,533	$ 38,000	$ 42,000	Superior quality & workmanship for repair and replacing electric motors for the sewer system
Industrial Organizational Solutions Whestchester, IL	Personnel testing for Police & Fire	$ 32,535	$ 15,000	$ 30,000	Customized exam testing for specialized criteria, high ranking leader in municipal safey clients

Insight Dallas, TX	Computer routers & software support	$ 54,797	$ 66,000	$ 67,000	Low prices for computer parts and software support Competitive quotes secured prior to purchases
Infrastructure Management Services Rolling Meadows, IL	Pavement evaluation	$ 34,803	$ 48,000	$ 50,000	Local experts on pavement condition and right of way asset surveys
JG Uniforms Chicago, IL	Police Department clothing & uniform items	$ 59,034	$ 48,000	$ 75,000	Established vendor that provides quality items with quick turn around time at competitive costs
J Gill and Company Tinley Park, IL	Parking garage maintenance and inspections	$ 30,599	$ 15,000	$ 35,000	Local experts on parking garage maintenance work that provide competitive pricing & quick response
Johnson Controls Milwaukee, WI	HVAC Services	$ 12,631	$ 14,000	$ 30,000	Specialized commercial HVAC work Only vendor who can service certain HVAC systems at Village Facilities
Lorelle Communications Mount Prospect, IL	Cablecast and video production services for Village Board Meetings	$ 59,000	$ 5,900	$ 60,000	Vendor provides the equipment installed in the Board Room at their own expense
Lurvey Landscape Supply Des Plaines, IL	Paver bricks	$ 29,252	$ 75,000	$ 60,000	Sole producer of Arlington red pavers used throughtout the downtown hardscape
Northwest Community Hospital Arlington Heights, IL	Human Resource Physicals	$ 107,593	$ 88,000	$ 90,000	Sole source/local hospital
Office Depot Streamwood, IL	Office supplies and printer cartridges	$ 39,752	$ 40,000	$ 40,000	National Joint Purchasing Alliance Contract
Olive Grove Landscaping St. Charles, IL	Paver brick installation and maintenance	$ 14,520	$ 31,262	$ 35,000	Quality work, low costs, quick reponse times
PF Construction Highwood, IL	Masonry	$ 26,080	$ 10,000	$ 25,000	Quality work, low costs, quick response times
Standard Equipment Chicago, IL	Street sweeper and sewer equipment parts	$ 46,879	$ 49,000	$ 50,000	Only source for specialized equipment parts
Steiner Electric Elk Grove Village, IL	Electrical supplies for streetlights and facilities	$ 36,198	$ 55,000	$ 50,000	Street light poles, fixtures, electrical supplies Competitive quotes secured prior to purchase
Stryker Inc Chicago, IL	Defibrillators maintenance and standardized ambulance cots	$ 50,271	$ 35,000	$ 55,000	Sole source provider - standardized equipment
Ultra Strobe Communications Crystal Lake, IL	Police vehicle equipment installation/removal	$ 79,727	$ 43,495	$ 75,000	Quality & standardized work for Police vehicle equipment installs and removals

WS Darley Itasca, IL	Fire Department Turnout & Safety Gear	$ 75,689	$ 235,000	$ 85,000	Sole source authorized provider of Honeywell Morning Pride turnout gear
Ziebell Elk Grove Village, IL	Hydrants and water system maintenance Parts and supplies	$ 101,190	$ 130,000	$ 125,000	Provides Muller & Rockwell brand repair parts used in the Village's water system

Village Board
1/17/2023

Item: Asphalt Spray Patching - Contract Extension 2023

Department: Public Works

Asphalt Maintenance is one of the key responsibilities of the Public Works Department. Every year crews perform pothole repairs, patching, and crack sealing. Over the years, Staff has been pleased with the benefits from contractual spray patching as an additional tool for asphalt maintenance. The result is a pothole repair that far outlasts the "throw and go" process that uses cold mix asphalt that has to be repeatedly placed into potholes. Public Works has been contracting spray patching for several years.

The Village Board awarded a two-year contract with Pothole Pros for Spray Patching, on February 15, 2021, with two possible two-year extensions. Pothole Pros has agreed to extend the contract with price increases within contract terms. Staff has been satisfied with the work performed by Pothole Pros and is recommending the first of two possible two-year contract extensions.

Funds are available in Account No. 101-7101-531.21-15 totaling $85,000.

RECOMMENDATION

It is recommended that the Village Board award a two-year contract extension for Asphalt Spray Patching to Pothole Pros of Elgin, Illinois, up to the budgeted amount, and authorize Staff to execute the necessary documents.

Village Board
1/17/2023

Item: Ordinance - 2-Way Stop Signs - W Lynnwood Avenue and N Patton Avenue at N Kennicott Avenue

Department: Public Works

During the review of the proposed Patton Elementary School expansion plans, Village Engineering Staff discovered that the intersection of N Patton Avenue and W Lynnwood Avenue at N Kennicott Avenue is currently controlled by 2-way Yield signs with N Patton Avenue and W Lynnwood Avenue yielding to N Kennicott Avenue. This type of signage is not consistent with the other intersections in the area, therefore, can be unexpected by drivers and can cause confusion. It was determined by Staff that the intersection will be better controlled by a 2-Way Stop Sign arrangement.

RECOMMENDATION

It is recommended that the Village Board approve the attached Ordinance for 2-Way Stop Signs - W Lynnwood Avenue and N Patton Avenue at N Kennicott Avenue.

ATTACHMENTS:

Description	Type
W Lynnwood Ave & N Kennicott - Ordinance & Map	Ordinance

AN ORDINANCE DESIGNATING
TWO WAY STOP STREETS

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

SECTION ONE: The following described intersections are hereby designated as stop intersections. It shall be unlawful for any person operating a motor vehicle within the designated streets to enter into such intersections without coming to a full and complete stop as required by stop signs appropriately located:

TWO WAY STOP:

N. PATTON AVE TO STOP FOR N KENNICOTT AVE
W LYNNWOOD AVE TO STOP FOR N KENNICOTT AVE

Said intersections are depicted on the attached map as Exhibit A, attached hereto and made a part hereof.

SECTION TWO: The Village Manager is hereby directed to authorize the installation of appropriate signs as indicated in this Ordinance to effectuate the purposes of this Ordinance.

SECTION THREE: That all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION FOUR: No person, firm or corporation violating any of the terms of this Ordinance shall be fined not more than $750.00 for each such offense.

SECTION FIVE: This Ordinance shall be in full force and effect from and after its passage, approval, publication in pamphlet form and the posting of said signs at the intersection in the manner provided by law.

AYES:

NAYS:

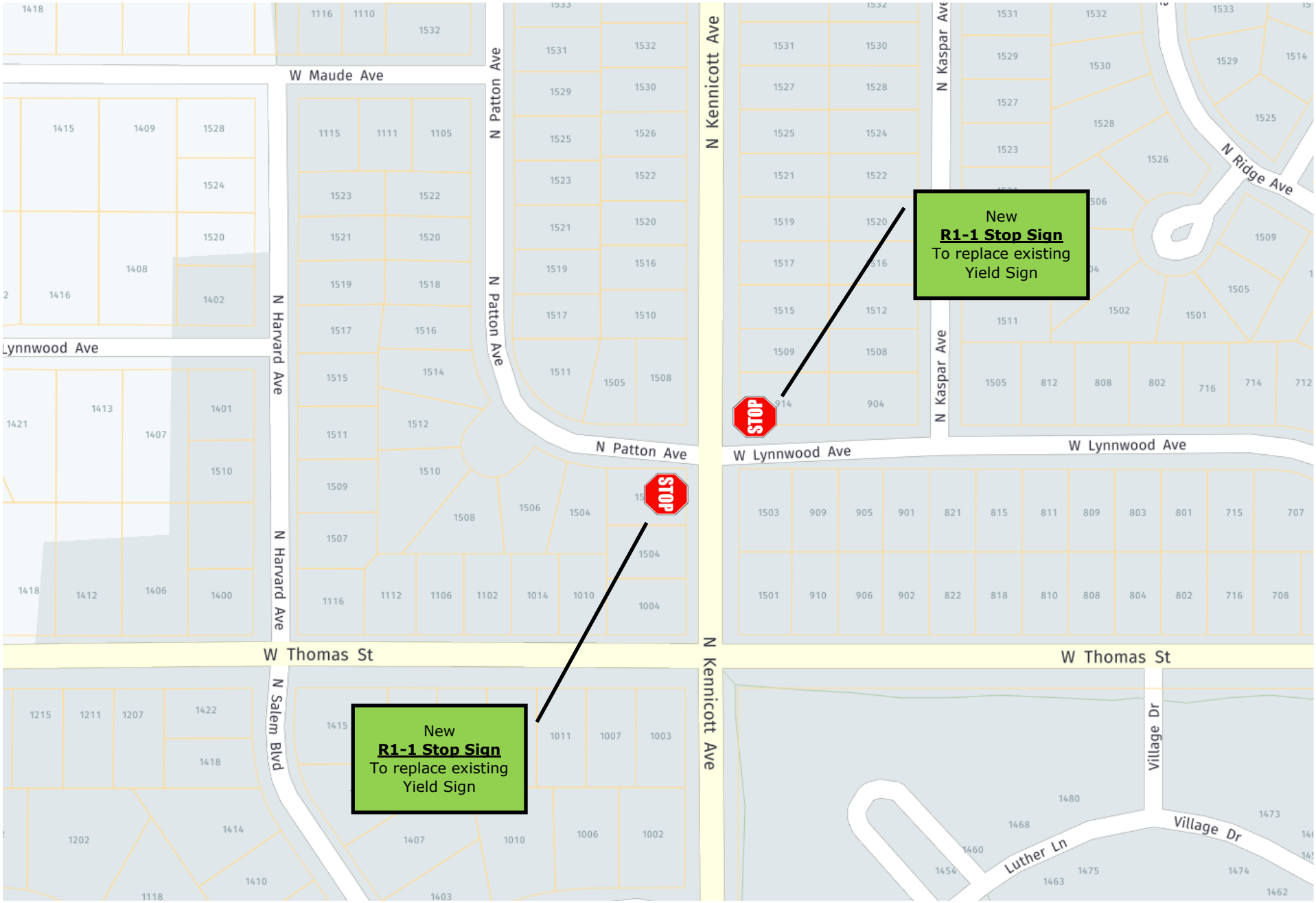
PASSED AND APPROVED this 17th day of January, 2023.

_____
ATTEST: Village President

_____
Village Clerk

TRAFFICREGS: Two-way stop: Patton & Kennicott , Lynnwood & Kennicott

N Kennicott Ave & W Lynwood Ave - 2 way Stop Signs



Village Board
1/17/2023

Item: WILKE ROAD RESURFACING, PHASE 2; INTERGOVERNMENTAL AGREEMENT

Department: PUBLIC WORKS

BACKGROUND

On September 19, 2022, the Village Board awarded a contract to Christopher B. Burke Engineering, Inc. in the amount of $318,566 to perform the Phase 2 engineering design for the "Wilke Road Resurfacing & Multi-Use Path" project. The project consists of the resurfacing of Wilke Road from approximately 600 ft north of IL 62 (Algonquin Rd) to south of US 14 (Northwest Highway) and includes the extension of a concrete multi-use path along the east parkway of Wilke Road from Bray Court to north of Orchard Place connecting to the existing off-street path at the southern edge of Sunset Meadows Park.

The estimated $5.3 Million project has been earmarked $2.398 million in Federal STP funding for Phase 3 construction and construction engineering on the multi-year list of the Northwest Council of Mayors.

The requested action would authorize the approval of an Intergovernmental Agreement between the Village of Arlington Heights and the City of Rolling Meadows for the Phase 2 engineering design costs. The cost sharing breakdown is based on the updated proportional share of the roadway right-of-way jurisdiction between the Village of Arlington Heights and the City of Rolling Meadows:

Arlington Heights = 81.23%	$258,771.16
Rolling Meadows = 18.77%	$59,794.84

The Village will act as the lead Local Agency and the City of Rolling Meadows will reimburse the Village their proportional share of the costs.

The City of Rolling Meadows approved this Intergovernmental Agreement at its City Council meeting on December 20, 2022.

RECOMMENDATION

It is recommended that the Village Board approve the attached Resolution Approving an Intergovernmental Agreement between the Village and the City of Rolling Meadows.

ATTACHMENTS:

Description	Type
Intergovernmental Agreement-Wilke Road Resurfacing Phase 2	Agreement

INTERGOVERNMENTAL AGREEMENT FOR
"WILKE ROAD RESURFACING & MULTI-USE PATH" PROJECT
PHASE II ENGINEERING SERVICES

THIS AGREEMENT entered into by and between the Village of Arlington Heights, a municipal corporation of the County of Cook, State of Illinois ("Village") and the City of Rolling Meadows, a municipal corporation of the County of Cook, State of Illinois ("City").

WITNESSETH

WHEREAS, the Village and City are home rule communities as provided in the 1970 Illinois Constitution; and

WHEREAS, the Illinois Constitution and Illinois Compiled Statutes provide authority for intergovernmental cooperation; and

WHEREAS, the Village has obtained Surface Transportation Program (STP) federal funding assistance for the Phase III engineering services and construction of the proposed roadway improvements and multi-use path located along Wilke Road, ("Improvements") and

WHEREAS, the Wilke Road roadway and easements are located within both the corporate limits of the Village and the City, and the roadway provides transportation benefits to residents of both, and other communities; and

WHEREAS, the necessary engineering services for the proposed Improvements may be approached more effectively and economically with the City and the Village cooperating and using their joint efforts and resources; and

WHEREAS, the Village and the City want to construct the Improvements; and

WHEREAS, the Village has secured the services of an engineering consultant to perform Phase II engineering work for the proposed Improvements; and

WHEREAS, the Village and the City have an existing agreement to proportionally share (Village = 79.6%; City = 20.4%) in the Phase I engineering services for the proposed Improvements; and

WHEREAS, it is in the best interests of the Village and the City to proportionally share (Village = 81.23%; City = 18.77%) in the Phase II engineering design services for the proposed Improvements; and

WHEREAS, the Village and the City desire to proportionally share (Village = 81.23%; City = 18.77%) in the future Phase III construction and engineering costs for the Improvements; and

WHEREAS, this Intergovernmental Agreement is authorized by the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois (5 ILCS 220/1 et seq.), which provides for the execution of agreements and implementation of cooperative ventures between public agencies of the State of Illinois.

NOW, THEREFORE, in consideration of the foregoing, as well as the mutual covenants and agreements hereinafter set forth, the Village and the City hereby agree as follows:

SECTION ONE: The Recitals of set forth in this Agreement, are expressly made a part of this Agreement.

SECTION TWO: The Village agrees as follows:

A. To enter into a contract for Phase II engineering services with Christopher B. Burke Engineering, Ltd. for the proposed Wilke Road Resurfacing & Multi-Use Path Improvement Project, at a total cost of $318,566.00.

SECTION THREE: The City hereby agrees to pay 18.77% = $59,794.84 of the cost for the engineering services, to the Village of Arlington Heights, within 30 days of appropriate receipt of an invoice from the Village.

SECTION FOUR: All notices required to be sent to the Village shall be served by United States certified mail, postage prepaid, return receipt requested, to the Village Manager at the following address:

Village Manager
Village of Arlington Heights
33 South Arlington Heights Road
Arlington Heights, Illinois 60005

or by personal delivery of any such notice delivered to an employee of the Village at its administration offices during the regular business hours of the office.

All notices required hereunder, to be sent to the City shall be served in writing by United States certified mail, postage prepaid, return receipt requested, to the City Manager at the following address:

City Manager
City of Rolling Meadows
3600 Kirchoff Road
Rolling Meadows, Illinois 60008

or by personal delivery of any such notice delivered to an employee of the City at its administration offices during the regular business hours of the office.

SECTION FIVE: It is mutually understood and agreed that all agreements and covenants in this Agreement are severable and that in the event any of them shall be held to be invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid provision were not contained in this Agreement.

SECTION SIX: Neither party may assign, transfer or otherwise convey its rights or obligations under this Agreement without the prior written consent of the other party. This Agreement shall be binding upon and inure to the benefit of any successor entity that may assume and perform the duties of either party.

SECTION SEVEN: This Agreement sets forth the entire understanding of the parties and may only be amended or modified by a written instrument signed by the parties except as otherwise provided herein.

SECTION EIGHT: If any provisions of this agreement are invalid for any reason, such invalidation shall not render invalid any provisions of this agreement which can be given effect without the invalid provision.

SECTION NINE: This agreement may be terminated by a majority vote of the corporate authorities of either the City or the Village and by sending a copy of the terminating resolution to the City or Village. Costs incurred by the Village up until the date of termination are to be proportionally shared (Village = 81.23%; City = 18.77%) and the City shall reimburse their share to the Village within thirty (30) days of termination.

SECTION TWELVE: This agreement shall be construed in accordance with the law and constitution of the State of Illinois.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers this 20th day of December 2022.

CITY OF ROLLING MEADOWS

Mayor

ATTEST:

Deputy City Clerk

VILLAGE OF ARLINGTON HEIGHTS

Village President

ATTEST:

Village Clerk

Village Board
1/17/2023

Item: Clearbrook Adult Daycare - 1815-1835 W Central Rd - PC#22-013

Department: Planning & Community Development

Requested Action

1. Land Use Variation to allow an adult Day Care Facility in the B-2 District.

Variations Required

1. A variation to Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer.

Recommendation

A public hearing was held by the Plan Commission on December 14, 2022 where Commission Drost moved and Commissioner Cherwin seconded:

A motion to recommend to the Village Board of Trustees, approval of PC#22-013, a Land Use Variation to allow an adult daycare facility in the B-2 district, and the following variation:

1. Chapter 28, Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer.

This recommendation is subject to the following:

1. The petitioner shall work with the Village to provide additional pavement markings and signage in the area around the proposed loading zone, to the satisfaction of the Village, prior to beginning adult day care operations.

2. Prior to establishing the adult day care facility on the property, the petitioner shall implement all interior modifications as required by the Building Code to bring the unit into compliance with applicable regulations for adult day care occupancy.

3. The petitioner shall work with staff to install additional shade trees in viable

locations within the existing parking lot landscape islands. Said improvements shall be implemented no later than June 1st of 2023.

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

Roll Call Vote: Commissioners Drost, Cherwin, Green, Jensen, Lorenzini, Sigalos, Warskow, and Chair Dawson voted in favor. Motion carried.

ATTACHMENTS:

Description	Type
Staff Report	Board or Commission Report
PC Minutes 12/14/22	Minutes
Aerial	Exhibits
Project Narrative	Correspondence
Plat of Survey	Exhibits
Floor Plan	Exhibits
Loading Zone Plan	Exhibits
Justification for Variations	Correspondence
Department Comments - Round 1	Correspondence
Department Comments Round 1 - Petitioner Response	Correspondence
Department Comments - Round 2	Correspondence
Department Comments Round 2 - Petitioner Response	Correspondence
PC Tiimeline Tracker	Exhibits

VILLAGE OF ARLINGTON HEIGHTS

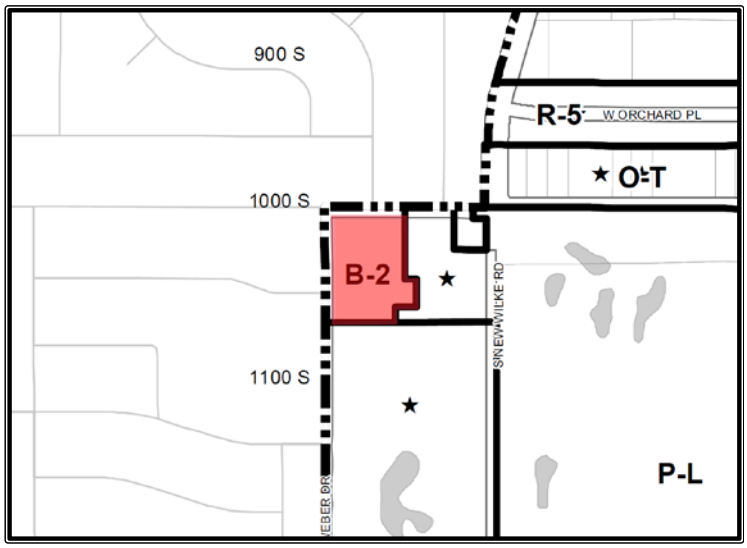
STAFF DEVELOPMENT COMMITTEE REPORT

***Project File Number**: PC 22-013*
***Project Title**: Clearbrook Adult Day Care*
***Address**: 1815-1835 W. Central Road*
***PIN**: 08-08-201-005*

***To**: Plan Commission*
***Prepared By**: Sam Hubbard, Development Planner*
***Meeting Date**: December 14, 2022*
***Date Prepared**: December 9, 2022*

***Petitioner**: Don Frick*
Clearbrook
***Address**: 1835 W. Central Road*
Arlington Heights, IL 60005

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



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	- Village of Rolling Meadows -		
South	R-6: Multiple-Family Dwelling District	Multi-Family Development (Mallard Cove Condominiums)	Moderate Density Multi-Family
East	P-L: Public Lands District	Arlington Heights Senior Center	Government
West	- Village of Rolling Meadows -		

Requested Action:

1. Land Use Variation to allow an adult Day Care Facility in the B-2 District.

Variations Required:

- Variation to Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer.

Project Background:

The Clearbrook Plaza shopping center, located at the southwest corner of Old Wilke Road and Central Road, is 44,343 square feet in size and situated on a lot that is approximately 4.08 acres in area. The site is owned by Clearbrook, which occupies approximately 78% of the building and is the primary tenant within the shopping plaza. Other tenants include Toscana Restaurant, the International Banquets facility, and the Paris 2000 Hair Salon. Abutting to the east is the Arlington Heights Senior Center, which is located on a separate property and owned by the Village of Arlington Heights. The overall Clearbrook/Senior Center complex has access from Old Wilke Road to the west, New Wilke Road to the east, and Central Road to the north. There are approximately 245 parking spaces on the Clearbrook Plaza property (188 in front of the property and approximately 57 at the rear of the building).

Clearbrook currently uses the facility for a variety of their office needs but is shifting some of their employees to other locations and allowing certain employees to work remotely. Additionally, new State regulations have created the need for additional adult day care locations, and the subject property has been identified by the petitioner as a viable location for a small adult day care program. The adult day care program would be for high functioning individuals that are under the care of Clearbrook and are employed at local jobs within the community (e.g. restaurants, offices, grocery stores, etc.). While at the facility, individuals would receive job related support (assistance in job application, job training, counselling, etc.) and the location would provide a space for leisure/down-time either before a work shift starts or after a shift has concluded and prior to returning home.

The proposed facility would be established as part of a larger remodel of the existing 31,975 square feet of office space that Clearbrook occupies within the plaza. The day care would occupy approximately 2,524 square feet within Clearbrook's space and would serve approximately 10-15 individuals throughout the day. Hours of operation would be between 8:30am to 3:30pm. There would be a total of three staff members and participants would be dropped-off and picked-up in two proposed loading spaces located adjacent to the front door along the shopping center east/west primary drive aisle. Drop-offs and pick-ups would occur at various times through-out the day depending on each individuals needs and unique work schedule.

Zoning and Comprehensive Plan

The subject property is currently zoned B-2, General Business District, which allows the existing Clearbrook office uses. However, adult day care facilities are not permitted within the B-2 District and therefore a Land Use Variation is required. The petitioner has provided a response to the four standards for Land Use Variation approval, which standards have been summarized 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.

The Staff Development Committee concurs with the petitioner that the necessary criteria for approval have been met and notes the following; 1) the services that will be provided onsite are similar and compatible to other services that Clearbrook provides on the subject property, which have occurred without causing a detrimental impact on surrounding businesses and property owners, 2) the small number of individuals in the program will cause minimal traffic on surrounding streets and within the shopping center, and 3) due to

the high-functioning nature of the individuals within the program, drop-off and pick-up operations can occur rapidly without substantial standing/queuing.

The Comprehensive Plan designates the subject property as appropriate for "Commercial" uses and given that the majority of the site is used for commercial purposes (offices, restaurant, hair salon), the Staff Development Committee believes the proposal and site to be compatible with the "Commercial" designation within the Comprehensive Plan.

Building, Site and Landscaping

Other than to stripe in two loading spaces along the east/west drive aisle and a new door for the daycare entrance, Clearbrook is not proposing any alterations to the exterior of the site or building. However, the proposed loading zone will require additional pavement markings and signage and the petitioner shall be required to implement these improvements prior to beginning adult day care operations. Additionally, the existing fire sprinkler system has an outdated RPZ that must be replaced prior to building occupancy, and the system feeding the outside fire hydrants needs an RPZ between that system and the domestic water line. The petitioner is aware of these requirements, which must be implemented prior to occupancy, and is currently coordinating with their contractor to complete the work. Finally, introduction of the adult day care component within a space that has been built out for office occupancy triggers additional Building Code requirements, and the petitioner must implement any necessary interior modifications to comply with applicable Building Code requirements prior to using the space as an adult day care. The petitioner is aware of these potential requirements and is working with the Building Department to understand what modifications to the space are specifically needed.

With regards to landscaping, the existing shopping center parking lot is currently non-conforming in terms of landscape island size, shade trees and parking lot screening, but has sizeable mature plantings around the perimeter that are well maintained and healthy. As the petitioner is not proposing any substantial modifications to the parking lot, the Staff Development Committee believes the existing perimeter landscaping should be considered existing non-conforming. Should the petitioner wish to perform any major improvements to the parking lot in the future, it must be brought into full compliance with all landscape requirements. However, several of the existing parking lot landscape islands, which are substandard in size, previously contained shade trees which have been removed and should be replaced. The petitioner shall be required to work with staff to install additional shade trees in viable locations within the existing parking lot landscape islands. Said improvements shall be implemented no later than June 1st of 2023.

Parking and Loading:

Per code, 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, parking, and drop-off/pick-up operations. However, the petitioner has requested the following variation:

- ***Variation to Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer.***

The Staff Development Committee is supportive of the requested variation given the small size of the proposed adult daycare with only 10-15 individuals per day and notes that the subject property has a surplus of parking relative to code requirements. Additionally, the day care participants arrive via cabs, staff or family members, or public transportation and arrive at various times through-out the day. In response to staff concerns about proximity of the drop-off/pick-up zone to the primary north/south entrance drive into the

shopping center, the petitioner has shifted the loading zone slightly to the west to preserve a greater setback between the loading zone and shopping center drive aisle. Upon implementation of the loading zone, the east/west drive aisle will still maintain 25' of width, which complies with code and is suitable for two-way traffic.

In relation to parking requirements, the shopping center is code-compliant and **Table I** below illustrates the parking calculations for the entire shopping center. Given that the interior remodel will reduce the overall number of employees working at the Clearbrook facility and that the neighboring uses within the shopping center experience parking peaks at different times/days than Clearbrook, staff does not believe a parking problem will occur on the site as a result of the proposed adult day care.

Table I: Clearbrook Plaza Parking Calculations

Address		Seating Area	Square Feet	Employees	Parking Ratio	Parking Required
1815-1835 W Central	Clearbrook Offices	-	29,451	-	1 space / 300 SF	98
	Clearbrook Adult Daycare	-	2,524	3	3 Spaces per 2 Employees	5
-	Clearbrook Auxiliary Unit	-	2,052		1 space / 300 SF	7
1859 W. Central	Toscana Restaurant	1,279 inside	4,116		1 space / 45 SF of Seating	28
		316 outside				7
1863 W. Central	International Banquets (Indoor)	2,170 (Max. Capacity: 145)	4,438		30% of Capacity	44
	International Banquets (Outdoor)	240 (Max. Capacity: 16)			30% of Capacity	5
	Banquet Support Space	-	1,268		1 space / 300 SF	4
1865 W Central	Paris 2000	-	1,153		1 space / 250 SF	5
Total			44,345		Total Required	202
					Total Provided	245
					Surplus / (Deficit)	43

Because the proposed changes do not increase the overall parking required on the subject property, the addition of bike parking spaces is not required at this time.

RECOMMENDATION

The Staff Development Committee (SDC) reviewed the requested Land Use Variation to allow an adult Day Care Facility on the subject property, and a Variation to Chapter 28, Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer and recommends **APPROVAL** of the application subject to the following conditions:

1. The petitioner shall work with the Village to provide additional pavement markings and signage in the area around the proposed loading zone, to the satisfaction of the Village, prior to beginning adult day care operations.
2. Prior to establishing the adult day care facility on the property, the petitioner shall implement all interior modifications as required by the Building Code to bring the unit into compliance with applicable regulations for adult day care occupancy.
3. The petitioner shall work with staff to install additional shade trees in viable locations within the existing parking lot landscape islands. Said improvements shall be implemented no later than June 1st of 2023.
4. The petitioners shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

_____ December 9, 2022
Charles Witherington-Perkins, Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads

PLAN
COMMISSION

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

RE: CLEARBROOK ADULT DAYCARE - 1815-1835 WEST CENTRAL ROAD - PC #22-013
LAND USE VARIATION FOR ADULT DAYCARE FACILITY, VARIATION

REPORT OF PROCEEDINGS had before the Village of

Arlington Heights Plan Commission Meeting taken at the Arlington Heights Village

Hall, 33 South Arlington Heights Road, 3rd Floor Board Room, Arlington Heights,

Illinois on the 14th day of December, 2022 at the hour of 7:30 p.m.

MEMBERS PRESENT:

SUSAN DAWSON, Chairperson
LYNN JENSEN
MARY JO WARSKOW
JOE LORENZINI
BRUCE GREEN
GEORGE DROST
JOHN SIGALOS
JAY CHERWIN

ALSO PRESENT:

SAM HUBBARD, Development Planner

CHAIRPERSON DAWSON: All right, so let's call to order and take the pledge.

(Pledge of Allegiance recited.)

CHAIRPERSON DAWSON: All right, roll call.

MR. HUBBARD: Commissioner Cherwin.

COMMISSIONER CHERWIN: Here.

MR. HUBBARD: Commissioner Drost.

COMMISSIONER DROST: Here.

MR. HUBBARD: Commissioner Ennes.

(No response.)

MR. HUBBARD: Commissioner Green.

COMMISSIONER GREEN: Here.

MR. HUBBARD: Commissioner Jensen.

COMMISSIONER JENSEN: Here.

MR. HUBBARD: Commissioner Lorenzini.

COMMISSIONER LORENZINI: Here.

MR. HUBBARD: Commissioner Sigalos.

COMMISSIONER SIGALOS: Here.

MR. HUBBARD: Commissioner Warskow.

COMMISSIONER WARSKOW: Here.

MR. HUBBARD: Chair Dawson.

CHAIRPERSON DAWSON: Here.

All right, so we have, first order on the agenda is approval of the minutes. Sorry, I'm not getting connected to the internet, so I don't have the agenda in front of me. Thank you. See, you're smart, you printed it out. I always assume technology is going to work and then it doesn't.

Okay, we have approval of the minutes from November 9th, Paragon Mechanical.

COMMISSIONER GREEN: I'll make a motion.

COMMISSIONER DROST: I'll second.

CHAIRPERSON DAWSON: Okay, all in favor?

(Chorus of ayes.)

CHAIRPERSON DAWSON: Any opposed?

COMMISSIONER CHERWIN: I abstain, I was not here.

CHAIRPERSON DAWSON: I also abstain, I was also not here.

All right, motion passes.

Okay, so then our first order on the agenda is the Clearbrook Adult Daycare. Terrific.

All right, Sam, have all public notices been given?

MR. HUBBARD: Yes, they have.

(Witness sworn.)

CHAIRPERSON DAWSON: Great. Why don't you go ahead for the presentation? Thank you.

MR. FRICK: Thank you, everybody. I'm Don Frick, I'm the Vice President of Operations for Clearbrook. I've been with the organization for 31 years. It's a great pleasure to be here to talk about the services we provide and our plans for the building that we have next to

the Senior Center on Central Road.

The project that we have is for a support employment program. This program is for our highest functioning individuals who are competitively employed in the community. You've seen them many times working at Jewel, at McDonalds, and they are high functioning individuals who provide a lot of great help at these times employed at the employers that they work for, and they're actually a part of the community as well at the offices.

So, we have three different types of programs in community employment services, and each one of these are different, just programs within the overall support employment program that help individuals obtain work and learn their job skills. The site that we're talking about this evening, let's put it in plain sight, is kind of a push for Clearbrook from the standpoint of we're getting a lot of external influences from the State Government, the Federal Government, for us to move away from what has been for years is kind of a sub-minimum wage workshop setting. There's pros and cons to that. There's individuals that love to come together to work on projects piecework and have done it for 20 years, really find a lot of value in that and, you know, they're paid to. Many times we find their paychecks put on their bedroom walls like certificates of merit, but that has gone and pushed away, and we understand the aspects of that but, you know, in today's environment of paying individuals minimum wage, it's a strong one.

So, our push now is to try to train the individuals to get jobs in the community. While there's a lot of jobs, a lot of people looking for workers, you know, in the past at Jewel they always seemed to have an extra person on staff who could assist somebody or to help them, and so we're finding those challenges difficult to place as well.

But this site is really for those individuals that are highest functioning, who would, I'm going to switch over here just quickly. In the address we have, the number of individuals will be very minimal. We'll have three staff because of how high functioning these individuals are, operate between 8:30 and 3:30.

Transportation, as we had our initial discussion, was probably the biggest concern the city had about having services at this building. You know, we're putting in the appropriate loading and unloading zone to making sure that everyone is safe including the seniors next door.

But, you know, the individuals attending the site, you know, require very limited supports. They're highly functional, they do not need any bathing supports in our bathroom. They're coming into this place to learn job skills, to work on resumes, to interact with our staff and assist our staff in many ways through the office work. They're fully integrated into our workforce. They work side by side with the rest of the staff we have there and it's a joy and a privilege to be working with them at all times.

The renovations that we've got in mind for the building, you know, we're not changing the character of the outside of the building at all. In fact, from a traffic standpoint, we've actually, we had approximately 45 to 50 case managers that were in this building that are no longer there. So, the traffic is a lot less than it used to be. The parking demands are a lot less.

So, these are the key items that we've had in our discussions with Sam and the rest of the departments in the city is to address safety obviously with the loading zone, the traffic, the parking. We are, in preparation of that, moving the entrance door to this site. It will be a little bit farther to the west which would be out of the main traffic line as I'll show you in a map that we have coming up here.

You know, during the process, you know, we worked long and hard

with the city on renovations at the space at 1815 to meet the requirements of our staff and individuals that we provide services to. Things have changed a long way at times, you know, we've submitted a building permit to do the renovations and during this land use or adult daycare application, you know, they have found that they would like for us to make upgrades to the fire sprinkler system, RPZ valves, and also some landscaping. So, it's our job and we understand the requirements to make sure that those things are taken care of. Sorry if I'm going too far in depth into the program side of things.

So, the building, I don't know if I can point to anything or if you guys can see what, I think you guys will see what we have, great. So, this is the building itself and you'll see a couple of green doorways that we have. Towards your upper right, that is the upper -- go ahead, Sam.

The upper right is the existing doorway that is fairly close to the Senior Center. We will have that just as an egress door, it will not be our primarily means of entry into the building. We will be developing a new entrance door which is just to the west of that, or as you can see there.

There will be the loading zone that you will see that will be even pushed farther to the west than that. It will be between the 1815 entrance and the 1835 entrance door. We've confirmed through our engineers and architects that we have enough space between the islands to create two lanes of traffic along with the loading zone which is similar to what the Senior Center has as well. So, we feel like these modifications will allow us to have the individuals dropped off. Many of these individuals, they are independent enough that they are coming to our site many times through public transportation, with an Uber, or work staff may drop them off, and they will be coming in here.

When we talked about having 10 to 15 individuals, that would be the max. What we're thinking is that there will be three to four individuals in the program at a time working with a case manager on those skill sets and, you know, having social opportunities. Their schedules are all over the place as you can imagine. It's not a typical 8:00 to 5:00, and so they come in the morning, spend a couple of hours, and then they are going off to their work and then coming back in the afternoon and filling their day and having opportunities at Clearbrook in our office environment.

This is the 1815 space that we're currently renovating, and Sam has highlighted the adult daycare center support employment program. It will primarily be a wide open area. All those walls are dotted walls, so eliminating those. It will be an open space for them to come in to work and meet with staff.

I just want to, it's not a very good picture and that doorway is completely in the wrong spot. That red box is supposed to be kind of up and just to the right of the stop sign, but that gives you an indication, you know. 1815 entrance here, and to the very far left you'll see its proximity to the Senior Center where it starts. Then on the very far right side, we see the Clearbrook sign, and so that gives you a little bit indication of where the door would be. It's kind of right above that, where that red rectangle is at. I just wanted to give you some perspective.

That's pretty much the, you know, basis of our program. We are working very closely with Building Department, Fire. We're an adult daycare for this. You know, it's not really the word that we would probably use, we want to stick with, you know, the support employment side of things. We feel like, you know, the space is your typical office environment, and that's what we want our individuals to recognize, to understand, to succeed in. You know,

we're trying to elevate this program to, you know, show other individuals in our organization that, you know, this, you know, coming over to 1815 is kind of, you know, the best opportunity for you to learn job skills, to get out into the community and be part of the regular workforce.

So, anything I'm missing or anything I should share? Any questions that you have?

CHAIRPERSON DAWSON: So, we will be asking questions after the Staff report.

MR. FRICK: Okay, sorry. Want me to stay up here?

CHAIRPERSON DAWSON: So, no, because the only thing to ask you is have you read the staff report? And do you agree with the conditions of approval?

MR. FRICK: Yes. Yes.

CHAIRPERSON DAWSON: Okay, great. So, you go ahead and sit down, and Sam will do the Staff report.

MR. HUBBARD: Thank you, Chair Dawson.

So, the subject property as you heard is 1815-1835 West Central Road. It is zoned B-2 which is a General Business Zoning District. Within the B-2 district, daycare facilities are not allowed, so this requires a land use variation, not a special use permit, I'm sorry, that was a typo there, but a land use variation for a daycare facility in the B-2 district.

From a Zoning Code standpoint, the facility is classified as a daycare facility for adults. That's a Zoning Code classification, and there are some issues on the Building Code side that I'll touch on briefly later on in the presentation that the Petitioner is working through with the Building Department that relate more to the Building Code classification of this use. The requested action is for a land use variation and the Staff Development Committee is supportive of that and we are recommending approval.

The services that are being provided are similar and compatible to other services provided by Clearbrook at this location which have occurred without causing substantial adverse impacts on the other property owners. Additionally, this is a very small portion of the overall unit that's occupied by Clearbrook. It's approximately 2,500 square feet. It will have only three employees in that area and there will a low number of individuals there on a daily basis, approximately 10 to 15 at peak. These individuals are high functioning adults. They make rapid drop-off and pickup feasible, so we don't believe that introduction of this land use will have any adverse impacts on the property or neighboring properties, and we are supportive of that land use variation.

Additionally, the Petitioner is required to provide a traffic and parking study. They've requested a variation to waive that requirement. We are also supportive of that variation, again, due to the small size of the facility and the low number of occupants. They are not driving, so from a parking standpoint, they're not going to be driving and occupying the parking spaces. They'll be transported there through other means, dropped off without any parking occurring in the parking lot. This use has a different peak than the other uses in the shopping center. There's a restaurant, a banquet facility, those types of uses typically have peaks in the evening or weekends, whereas the adult daycare will have its peak throughout the traditional working day hours.

Finally, the individuals arriving here are going to be arriving at varied times throughout the day. There is not one massive influx in the morning and then one influx of departure in the evening.

Clearbrook appeared before the Conceptual Plan Review on the 5th.

The Conceptual Plan Review Committee was supportive of the use. There was not much discussion, but they encouraged Clearbrook to proceed forward with their application.

Here's an aerial of the site. The subject property is shown by my laser pointer here. I'm sorry. The subject property is as bounded by the laser pointer here. The particular unit that Clearbrook occupies is shown by this red line. The yellow area is that portion of the unit that's going to be used for the adult daycare. The doorway to that daycare is located here, the drop-off zone a little bit to the west. To the west of the property is single family homes, and Rolling Meadows also to the north as well. On the east side is the Arlington Heights Senior Center, and then to the south is the multi-family use occupied by the Mallard Cove Condominiums.

Here is pretty much the same thing, just showing the plan and format as opposed to the aerial. One thing I want to point out here is there are existing landscape islands within this shopping center. They're existing nonconforming. They do not include the required shade tree and they're not quite the size required by code to comply with the landscape regulations.

So, one of the conditions that Staff is recommending is that the Petitioner work with Staff to install the code-required trees within these landscape islands. We're not going to be able to get all of the code-required trees in here due to some of the existing sizes. Again, these are existing nonconformities, so we're not going to require Clearbrook to update to current code standards and modify the parking lot. But we would like the Petitioner to install some street trees or parking lot shade trees within these islands that are viable. Historically, there have been trees there which can be seen past Willow Street view images. They have since been cut down and we just want the opportunity to bring some green space and introduce some more landscaping into the parking lot. So, we're recommending that the Petitioner work with us on viable locations to install the missing shade trees by June 1 of 2023.

The introduction of the adult use daycare is occurring in conjunction with an overall remodel of the majority of the Clearbrook spaces. This is the entire Clearbrook spaces shown here in the small key plan. It's about 30,000 square feet. Again, this is the adult daycare, about 2,500 square feet. The orientation of this has been shifted slightly, so north is to the right side, and this is the drive aisle out here.

So, the issues that the Petitioner has run into that came up as part of this review are relative to the use of the space. So, from a zoning standpoint, we consider it adult daycare. The Building Code classifies it, at least from preliminary review, as a different use group, kicking in different Building Code requirements that would be required if it was built out as just an office area. It's historically been used as an office area, and as part of that overall remodel was planned tentatively for an office area. The introduction of the adult daycare is kicking in some additional Building Code requirements.

The Petitioner is still working with the Building Department to work through some of those issues. There may be some other interpretations of how the Building Code applies based on further information that the Petitioner may be providing to the Building Department to clarify specifically how this space is used and assist with the building permit classification of that use and occupancy. But as part of this approval, we are recommending a condition that prior to establishing the adult daycare here, the Petitioner will need to work through all of those issues with the building permit before occupying the site.

Here's the drop-off zone proposed along the front. The Petitioner alluded to some changes that they worked with Staff on relative to this. Initially, I think they

proposed approximately in this location. Staff had felt that was a little bit too close to the main drive aisle up here. Initially their main entrance door was located here, and in working with Staff, they had switched it back here to allow them to shift the loading zone farther west and away from that main north-south drive aisle. We are comfortable with this location.

Again, due to the high functioning nature of the individuals here, the turnover should be pretty quick. Drop-off/pickup shouldn't take more than, you know, a couple of minutes, and there's not going to be many people coming throughout the day, about 10 to 15, so this should be suitable. There is at least 24 feet of width between the edge of the loading zone and the curb here which meets the minimum code requirement for a turn drive aisle, so it is code compliant. Still, they will have to install some signage associated with the drop-off zone and some additional striping and pavement markings. We've recommended a condition of approval to address that.

That being said, we are supportive of the application and recommending approval relative to the three conditions that I discussed, and then the fourth, compliance with all of our codes, regulations and policies. Thank you.

CHAIRPERSON DAWSON: Great, thank you, Sam.

Do I have a motion to include the Staff report in public record?

COMMISSIONER LORENZINI: I'll make that motion.

COMMISSIONER CHERWIN: I'll second.

CHAIRPERSON DAWSON: All right, all in favor?

(Chorus of ayes.)

CHAIRPERSON DAWSON: Any opposed?

(No response.)

CHAIRPERSON DAWSON: All right then.

Commissioners, do we have any initial questions before we open up for public commentary? Nobody down this direction? No? In that direction?

(No response.)

CHAIRPERSON DAWSON: No, okay. At this time, I'll open up for public comments. I don't know if there are any public comments.

(No response.)

CHAIRPERSON DAWSON: Okay, we're going to go ahead and close public comments, great. So, I don't know if there will be any questions, but if you want to step back up just in case there are?

MR. FRICK: Sure.

CHAIRPERSON DAWSON: So, I'm going to look down this way. Jay, do you have any questions or comments?

COMMISSIONER CHERWIN: I guess my one only issue is it seems like, this is more of a question for Sam but a lot of this is being driven by the classification of an adult daycare, I mean, a lot of requirements or anything. It sounds to me like you're open to classifying it as something else based on additional information from the Petitioner, or is that accurate?

MR. HUBBARD: It's not from a zoning standpoint. It's an adult daycare from the zoning standpoints. It's just whether or not, from a Building Code standpoint, the Director of Building is going to classify it under an occupancy classification consistent with an adult daycare, or whether they can reexamine that and allow this number or different occupancy classification which would kick in some of these Building Code requirements that we're at least preliminarily expressing are required.

COMMISSIONER CHERWIN: Then I guess my question would be from the Petitioner's perspective. You know, it seems like, it's like a, from what I was hearing you describe, it's like job training, skills training. I don't know, to me it just doesn't, I don't know that, maybe there's a different classification from the zoning perspective that may be more appropriate. Is that, how do you look at this?

MR. FRICK: We've struggled a little bit from the standpoint as we considered this just sort of a general office supplier and referring individuals that we feel like are high enough functioning. We understand that what the Building Department is totally, you know, they wanted to base this on the most stringent rules of what could possibly be there. So, you know, we do have individuals throughout the organization who have more or less, you know, have more physical impairments or with higher degrees of disabilities, but that is not our plan for this site at all.

So, I think, you know, explaining that to the Building Department is what we're going to attempt to do, and Sam has suggested that we reach out to the Building Department and set up meetings with them to discuss that along with our attorney.

COMMISSIONER CHERWIN: And Sam, from the zoning perspective, you know, if we did classify it as that use, as a general office, it seems like some of the zoning issues would go away as well, am I correct in saying that?

MR. HUBBARD: Yes, if this was able to fit on our general office classification, then the Petitioner wouldn't have to be here today, but it's pretty cut and dry from a Zoning Code standpoint as far as this meeting the definition of a daycare facility. I think the gray area comes in on the Building Code side, and I think there may be some room for further discussions with the Director of the Building Department to, I'm not sure if they're only understanding how the space is going to be used and they're just seeing the Zoning Code classification and thinking this is going to be an adult daycare.

COMMISSIONER CHERWIN: Yes. Well, I guess when you say it's cut and dry under the Zoning Code, is the definition of an adult daycare what Don is describing in terms of employee or in terms of a skill development that falls into adult daycare definition?

MR. HUBBARD: Yes. The way that it's always been represented to the Planning Department is that the counseling and kind of the skill development area is a much less component of what is happening here. Mostly, this is just kind of supervision of high functioning adults during downtimes in their employment. Yes, occasionally they will receive these auxiliary services such as counseling and help with job application, but the vast majority of how this space is going to be used is just supervision of these adults at off times during their employment.

COMMISSIONER CHERWIN: I'll pass it along. Thank you, Chair Dawson.

CHAIRPERSON DAWSON: Any questions?

COMMISSIONER SIGALOS: I don't have any.

CHAIRPERSON DAWSON: Any questions here?

COMMISSIONER DROST: Yes, just a couple of questions just to kind of put it into a community perspective. 10 to 15 clients at a time, how many over the month or a year would kind of --

MR. FRICK: Well, it would be primarily the same individuals at this point in time because of how small our program is, if that's, if you're asking --

COMMISSIONER DROST: No, I'm just asking how broad the program is. You're basically working with 10 to 15 individuals?

MR. FRICK: Correct.

COMMISSIONER DROST: At the site?
MR. FRICK: Correct.
COMMISSIONER DROST: And at some point, see, where I was going to is this is more like a training facility or a school as opposed to an adult daycare where you're actually teaching skills.
MR. FRICK: Yes, it's kind of a combination of things. It's how the individuals are able to learn those skills and move on. We do have a very large training facility in Palatine that we utilize in the Industrial Park that, you know, the Federal Government is indicating that the numbers that we have there will have to be reduced at some point in time. So, we want to get people out into the community and training them.
We serve several hundred people throughout, you know, Rolling Meadows and four or five different locations, but this one would be focused primarily on job skill training. As indicated, there will be some time when individuals come to the site, you know, just to wait for a ride, and many times we put them to work, you know, shred papers, pass out mail and things like that.
COMMISSIONER DROST: Yes, so I mean, what I was thinking in terms of was that you're training the clients and placing them in the community for jobs.
MR. FRICK: That's the ideal situation.
COMMISSIONER DROST: And sort of working in the process of graduating them.
MR. FRICK: Correct.
COMMISSIONER DROST: And then taking in a new class for, you know, just sort of that. Sort of the point I'm getting at is I'm looking at the macro issues here where employment, there's a lot of strain on employment and getting people into jobs that typically aren't attractive for some.
MR. FRICK: Sure.
COMMISSIONER DROST: That these could satisfy an important need for the community, kind of taking that, putting that into the record for the Trustees and to try to conceptualize it in that way. Is that --
MR. FRICK: Yes, I mean, that's exactly it. I mean, the more that we can train individuals up and to be competitively employed and work 40 hours a week, you know, that's their goal in many cases and that's what we would like to have them fill, to be independent. That's what they strive for. So, how do we get them there?
COMMISSIONER DROST: In the Conceptual Plan Review, and you service people from the northwest suburbs, it's not --
MR. FRICK: Correct.
COMMISSIONER DROST: And you partner with other organizations and collaborating?
MR. FRICK: I mean, we collaborate with any, you know, business partners that we can develop.
COMMISSIONER DROST: Is it business partners or other agencies?
MR. FRICK: There's other agencies as well. I mean, we're in partnership with Search which is more in the north suburbs. It does the same type of thing in job development, job training. We work with the city, we work with many other organizations, but our, you know, goal is to work with business partners who are willing to, you know, support these individuals and create jobs for them. So, I mean, one individual worked for, for 40 years, so I

mean, it's, yes, that's our goal.

COMMISSIONER DROST: Yes, and the success rate?

MR. FRICK: I'm not a program person; I'm more on the operation side of things to that, but, you know, there are challenges obviously with, you know, the employers being able to support the individuals there, businesses and their changing environment. So, I don't have that information, I could get that for you.

COMMISSIONER DROST: Okay, well, I just wanted to get that broader view, and part of that is just to put it in the record so it makes it a little bit easier when you go through that process.

MR. FRICK: Sure.

COMMISSIONER DROST: I don't have anything else.

MR. FRICK: Thanks.

CHAIRPERSON DAWSON: Commissioner Green?

COMMISSIONER GREEN: I just had a question. Just from an architectural standpoint, does the riff with the Building Department have to do with the rating on the walls and things? I mean, what's the problem?

MR. FRICK: I think we're still learning. That's, I guess if I had any frustration, it's, you know, we thought this was a regular business environment.

COMMISSIONER GREEN: It's sold off as an office building.

MR. FRICK: In August, we submitted our, you know, permit application for doing the renovations, fully knowing, full disclosure, they have told us that we wouldn't be able to have our program in there until we had complete approval from the city. As we moved through the process, we've learned things, things have changed. You know, the RPZ valve was not something that we were required to do when we pulled the sprinkler permit.

COMMISSIONER GREEN: Right.

MR. FRICK: And now there's the landscaping. We understand that; we did that on our own to make an improvement and didn't fully understand that.

So, I think it's us learning about everything that they're looking at. You know, some of it gets down to the point of, if I can give a couple of examples would be, one was, the comment was for the protection of the individuals, how will they be closed off from the general public in order to protect them. I mean, that was exactly opposite of what we're trying to do. And I understand, for the safety of individuals, in most cases you would want to make sure that the front doors are locked, that nobody who is coming in is going to be, and we've taken care of that but, you know, some of the other requirements were the, you know, the distance between the bathrooms that are existing in the building and the program area. Our individuals have no toileting need, you know, any assistance in that area.

So, it's us negotiating or complying with those Building Codes that they need us to. I think that, obviously, when it comes to us being a nonprofit and having limited resources and wanting them put into the right place, you know, that's the tough part is, you know, getting a building permit, getting pricing from contractors and starting the work and then new things come up.

COMMISSIONER GREEN: I just had to ask the question because I can see you had a big open plan before, and there's probably, then introduce doors to separate the different uses within the building. I just see the big open thing going away a little bit in that.

MR. FRICK: Yes.

COMMISSIONER GREEN: If you are walling them off or door-ing them off

for their protection, then there goes your open plan.

MR. FRICK: Yes. To be honest with you, at this point in time, there hasn't been any specific, you know, requirements from the Building Department other than a lot of discussion.

COMMISSIONER GREEN: Okay.

MR. FRICK: Saying this is what we feel you need to do, and until we learn more, you know, we're willing to sit at the table and understand, but we would like to educate people as much as we can as well as to the people we're here to serve and the opportunities we want to give them. Sam has done a great job of being a liaison to the departments, and I hope he feels that we've been responsive in our approach to answering all the questions we can and making sure that it's a safe environment for everybody.

COMMISSIONER GREEN: Well, thank you. I just wanted a little more information on all that. That's all I have.

MR. FRICK: Sorry if I'm long-winded in my responses. Sorry.

COMMISSIONER GREEN: No, it's great. Sure.

CHAIRPERSON DAWSON: Commissioner Lorenzini?

COMMISSIONER LORENZINI: Thank you. Yes, I just want to say I think the Clearbrook project is a great thing. This program sounds the same. So, generally, you're taking individuals who are making minimum wage right now and trying to train them for something better?

MR. FRICK: No, we're taking individuals who are not employed and have had difficulty finding jobs in the community. We have a lot of individuals that I've mentioned that had been working in an environment which is piecework over the 20 to 30 years that the government has allowed them. Since that has ended, we are now, you know, they have moved from what used to be an employment site to where they would do, like I said, that piecework to the point where now it's, you know, we're focusing on daily living skills and recreation. We have a lot of individuals who don't find a lot of value in that. They love the job, and so it's us taking individuals who have skills who are looking for minimum wage jobs.

Minimum wage jobs are a lot different than they were three or four years ago. Before, you know, it used to be $8-$9, I'm showing my age, $8-$9 an hour; now we're $16-$17-$18 an hour. So, we need to train them to have the skills to be productive in those environments.

COMMISSIONER LORENZINI: At this center, it's mainly going to be office skills?

MR. FRICK: It would be a combination of, it will be, when they come there they will not work on other types of skills. It will be primarily coaching them, you know, resume building,, you know, working with individuals maybe on language communication skills. You know, if they needed specific job training in order to succeed, there are different levels of this. We have situations where we provide one-on-one job coaches, where we get an opportunity in a business and they're willing to take on the individual to be employed. We'll support them until they can become fully independent at their job. There's other places that we try to do as much training as we can.

COMMISSIONER LORENZINI: Okay, so here is where I'm going with this.

MR. FRICK: Okay, sorry.

COMMISSIONER LORENZINI: Here's where I'm going with this. So, you mentioned that a person may be dropped off, they're waiting for a ride or something. How will

that happen, if they get off a job and they came here to wait for a ride home or something like that?

MR. FRICK: Many of these individuals live with us in our residential facilities.

COMMISSIONER LORENZINI: All right, so I understand the city's point and the Building Department's point, they want to design for the worst case scenario, but what scenario, what would be required just for the daycare?

MR. FRICK: There shouldn't be, there really shouldn't be any individuals that are there just to spend the day there.

COMMISSIONER LORENZINI: All right, thank you.

COMMISSIONER WARSKOW: I don't have any questions. You know, like everybody else, I feel like this is really a unique circumstance where there isn't a slam dunk Zoning and Building Code category for you, and I hope you work that out.

MR. FRICK: I know we will.

COMMISSIONER JENSEN: I don't have any questions.

CHAIRPERSON DAWSON: Okay, I don't have any questions. I think we've probably asked up and down why we're falling under this adult daycare. I would just say that there's nothing we can do about this one, but if you're going to expanding and doing more of this, maybe it's something to work with the Village on helping us with coming up with a new category in the code, right? If this is the one and only time this comes up, there's no point in redoing the code, but if it's going to expand and if it's happening more, maybe it's something we need to look into, but with that, I think it's a great project.

COMMISSIONER DROST: Yes, I'll make the motion.

CHAIRPERSON DAWSON: Terrific, do we have a second?

COMMISSIONER CHERWIN: I'll second.

CHAIRPERSON DAWSON: Oh, you're going to make the motion first.

COMMISSIONER DROST: I'm going to make the motion.

CHAIRPERSON DAWSON: You need to make the motion first, and then he can second.

COMMISSIONER DROST: I'll read it, yes. I'll make the motion.

CHAIRPERSON DAWSON: I got all excited, George.

COMMISSIONER DROST: Yes, that's okay.

A motion to recommend to the Village Board of Trustees <u>approval</u> of PC#22-013, a Land Use Variation to allow an adult daycare facility in the B-2 district, and the following variation:

1. **Chapter 28, Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer.**

This recommendation is subject to the following:

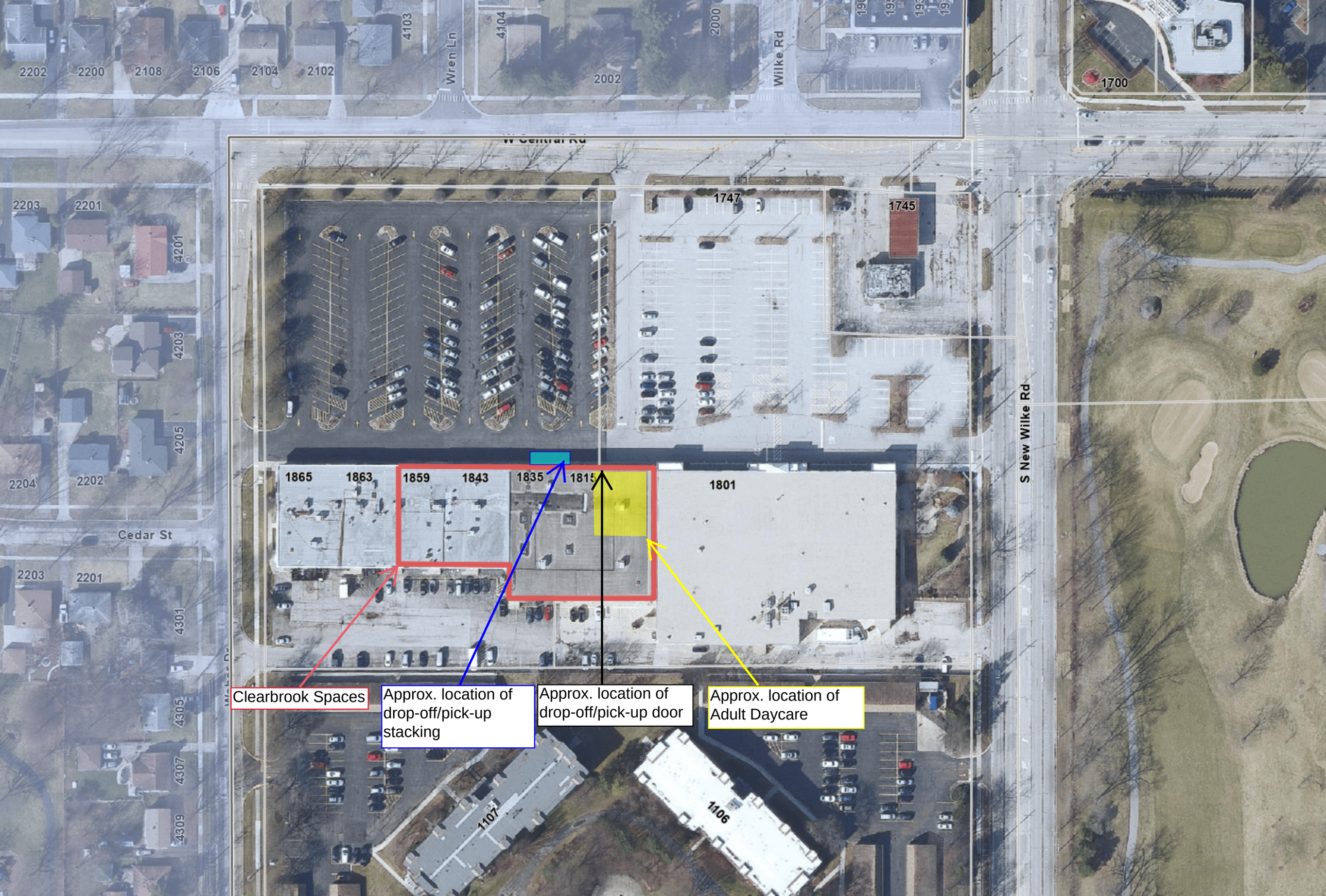
1. **The Petitioner shall work with the Village to provide additional pavement markings and signage in the area around the proposed loading zone to the satisfaction of the Village prior to beginning adult daycare operations.**
2. **Prior to establishing the adult daycare facility on the property, the Petitioner shall**

implement all interior modifications as required by the Building Code to bring the unit into compliance with applicable regulations for adult daycare occupancy.

3. **The Petitioner shall work with Staff to install additional shade trees in viable locations within the existing parking lot landscape islands. Said improvements shall be implemented no later than June 1st of 2023.**
4. **The Petitioner shall comply with all federal, state, and Village codes, regulations and policies.**

COMMISSIONER CHERWIN: I'll second.
CHAIRPERSON DAWSON: Thank you.
Okay, it's time for a vote.
MR. HUBBARD: Commissioner Drost.
COMMISSIONER DROST: Aye.
MR. HUBBARD: Commissioner Cherwin.
COMMISSIONER CHERWIN: Yes.
MR. HUBBARD: Commissioner Green.
COMMISSIONER GREEN: Yes.
MR. HUBBARD: Commissioner Jensen.
COMMISSIONER JENSEN: Yes.
MR. HUBBARD: Commissioner Lorenzini.
COMMISSIONER LORENZINI: Yes.
MR. HUBBARD: Commissioner Sigalos.
COMMISSIONER SIGALOS: Yes.
MR. HUBBARD: Commissioner Warskow.
COMMISSIONER WARSKOW: Yes.
MR. HUBBARD: Chair Dawson.
CHAIRPERSON DAWSON: Yes.
Congratulations, you've gotten a unanimous approval. Again, we're just a recommending body, and so you will be going on next to the Village Trustees. Sam will give you more information on when that's going to be happening, but great project.
MR. FRICK: I appreciate all the support here, and I can't say enough about Sam leading us through the process and understanding what we're doing and being a great liaison to other departments. So, thank you, everybody, for your support.
CHAIRPERSON DAWSON: All right, anything else on the -- oh, public comment. I keep forgetting about the public comment. So, next on the agenda is if there is any general public comments, opening up for public comments.
(No response.)
CHAIRPERSON DAWSON: No public comments, all right, closing that.
Anything else to discuss today, Sam?
MR. HUBBARD: Absolutely. We don't have any more meetings this month. Our first meeting will be, I believe, January 11th.
CHAIRPERSON DAWSON: Okay, do I have a motion to adjourn?
COMMISSIONER GREEN: Motion to adjourn.
COMMISSIONER JENSEN: Second.
CHAIRPERSON DAWSON: All in favor?
(Chorus of ayes.)

CHAIRPERSON DAWSON: Anybody opposed?
(No response.)
CHAIRPERSON DAWSON: All right, good night, everyone.
(Whereupon, at 8:12 p.m., the public hearing on the above-mentioned petition was adjourned.)


2202
2200
2108
2106
2104
2102
4103
Wren Ln
4104
2002
2000
Wilke Rd
1700
W Central Rd
2203
2201
4201
1747
1745
2204
2202
4205
Cedar St
2203
2201
4301
4203
4305
4307
4309
1865
1863
1859
1843
1835
1815
1801
S New Wilke Rd
1107
1106
Clearbrook Spaces
Approx. location of drop-off/pick-up stacking
Approx. location of drop-off/pick-up door
Approx. location of Adult Daycare

CLEARBROOK
Enrich Lives. Embrace Potential.
For Individuals with Intellectual and Developmental Disabilities.

October 31, 2022

Mr. Sam Hubbard
Development Planner
Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, IL 60005

Dear Mr. Hubbard,

Clearbrook would like to formally submit a request for a land use variation for our building, located at 1815-1835 W. Central Road in Arlington Heights. Following are the details for the program we are proposing to operate as well as associated activities.

Clearbrook

Founded in 1955, Clearbrook is home, a family, to over 8,000 children and adults impacted by intellectual/developmental disabilities. We support them—and their families—by providing support across the lifespan, helping them to live their fullest lives possible. Clearbrook provides personalized children, community day, employment, residential, and clinical services at more than 60 locations in 160 communities throughout the Chicagoland area. We are the largest provider of home-based services in the state.

Federal/State Mandates

Due to changes at federal and state levels of government Clearbrook is no long able to provide "Production/Piece Rate" employment opportunities for our adults with intellectual/developmental disabilities. Going forward, greater emphasis will be placed on finding competitive employment opportunities in the community for these individuals. Mandated by the State of Illinois, there are new attendance guidelines we are required to follow as to the number of individuals who can be served at our current adult day programs. This mandate will require Clearbrook to open additional locations. Clearbrook is proposing to operate a Supported Employment program at our 1815 W. Central Road (Arlington Heights), office location.

Clearbrook Community Employment Services (CES) Program

Clearbrook offers a full spectrum of work services that help people with intellectual and developmental disabilities learn skills, gain experience, and find meaningful employment that matches their interests and skills. The Community Employment Services (CES) Program provides each individual with the skills, training, and support needed for success. Opportunities range from gaining job skills and experience to working independently at supervised work settings in the community. Individuals are given the chance to work in a variety of different industries—from food service and retail to janitorial and hospitality. These jobs help our individuals experience greater levels of independence, community integration, and job satisfaction.

Supported Employment

Clearbrook's Supported Employment Program offers opportunities for individuals to work in a variety of supervised work settings within the community. Initially trained and supervised by a Community Support Coach, individuals receive the on-site training and support needed for success at their job. With the goal of creating a positive experience for both the employee and the employer, coaches assist individuals in a variety of ways, including their orientation to the work environment, duties, integration into the employment site, job performance and expectations, appropriate work and social behaviors, safety practices, and transportation.

Independent Community Employment

Clearbrook's primary goal and anticipated outcome is meaningful employment for our individuals. Clearbrook provides job placement services, job coaching, internship opportunities, and community-based assessment opportunities. Individuals learn valuable skills and professionalism that translate into real-world behaviors and work ethics. At Clearbrook, we empower our individuals with the skills they need to achieve the greatest level of independence in their daily lives. We assist individuals in identifying their vocational goals and then equip them with the tools needed to reach them. Both short-term job coaching and support are available for those who wish to work independently. Clearbrook works closely with employers to ensure a successful on-the-job experience.

Support Employment Program Site - 1815 W. Central Road in Arlington Heights

1. Number of Participants - Expected average daily attendance will range from 10-15 individuals.

2. Number of Supported Employment Services staff - 3
    a. Director
    b. Direct Service Professional
    c. Administrative Assistant

3. Hours of Operation – Monday – Friday, 8:30 am to 3:30 pm.

4. Transportation

    a. Depending on each individual's work hours, they will be dropped off and picked up by Clearbrook staff and/or family members in front of the building during the program's hours of operation. Clearbrook is proposing to add a separate entrance at the northwest corner of 1815 Central Road. (Please note: This is notated on A1 of the plan set.)
    b. Signage will be installed that will indicate the entrance to the program
    c. A loading/unloading zone for up to two vehicles will be marked on the asphalt driveway between with 1815 and 1835 W. Central Road entrances. This is also notated on the site plan.

d. As the individuals attending this program are able to function at a higher level of independence and with fewer physical limitations, the loading/unloading times will take no more than 1-2 minutes.

5. Space utilization for Supported Employment Program Site

    a. Job/Career counseling
    b. Leisure activities

Construction/Renovation Changes for 1815-1835 W. Central Road

1. Clearbrook's case management and program services staff will be working at new locations or remotely. This provides Clearbrook with the opportunity to use this space/location for the Supported Employment Program.

2. Space currently assigned to case management staff will be reduced.

3. Additional private offices will be constructed to accommodate additional Administrative and Development staff.

4. Construction Dates
    a. Start Date: 10/1/2022
    b. Completion Date: 12/31/2022
    c. Construction will need to be completed in stages to minimize disruption to administrative/program services.

PLAT OF SURVEY
ALTA \ACSM LAND TITLE SURVEY
by
Michael J. Emmert Surveys, Inc.

CENTRAL PLAZA
1815 - 1865 CENTRAL ROAD
ARLINGTON HEIGHTS, ILLINOIS

LEGALLY DESCRIBED AS FOLLOWS:

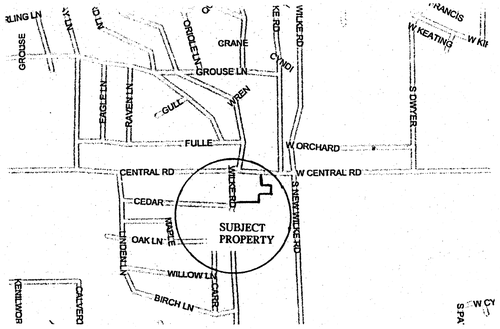
PARCEL ONE:
LOT 2 IN WILKE-CENTRAL SUBDIVISION OF PART OF FRACTIONAL SECTIONS 5 AND 8, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PARCEL TWO:
NON-EXCLUSIVE EASEMENTS FOR INGRESS AND EGRESS FOR THE BENEFIT OF PARCEL ONE, AS SET ESTABLISHED BY THE DECLARATION DATED DECEMBER 8, 1978 AND RECORDED JUNE 22, 1979 AS DOCUMENT 25018565 AND AMENDED BY AGREEMENT RECORDED JUNE 16, 1980 AS DOCUMENT 25487047, OVER AND ACROSS THE FOLLOWING:
LOT ONE IN WILKE-CENTRAL SUBDIVISION, AFORESAID.

(NOTE: PARCEL TWO IS BLANKET IN NATURE AND PROVIDES FOR INGRESS AND EGRESS AND PASSAGE OF PEDESTRIANS INTO, OUT OF, ON, OVER AND ACROSS THE COMMON AREAS WHICH ARE THE AREAS NOT COVERED BY BUILDINGS)

BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THAT PART OF FRACTIONAL SECTIONS 5 AND 8, TOWNSHIP 41 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF CENTRAL ROAD WITH THE EAST LINE OF WILKE ROAD; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, 352.62 FEET; THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, 291.33 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, 50.00 FEET; THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, 132.83 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST, 100.00 FEET; THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, 77.79 FEET; THENCE SOUTH 89 DEGREES 59 MINUTES 34 SECONDS WEST, 299.21 FEET; THENCE NORTH 00 DEGREES 23 MINUTES 20 SECONDS WEST, 502.00 FEET; TO THE PLACE OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.



VICINITY MAP

FLOOD ZONE
MICHAEL J. EMMERT SURVEYS, INC., DOES HEREBY CERTIFY THAT WE HAVE EXAMINED THE FLOOD INSURANCE RATE MAP OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY OF THE FEDERAL INSURANCE ADMINISTRATION AND DETERMINED THE FOLLOWING:
PROPERTY IS LOCATED WITHIN COMMUNITY NUMBER 170056
ON PANEL 10 OF 10
ON MAP DATED MARCH 1, 1984
AND FIND THAT THE PROPERTY IS LOCATED WITHIN ZONE C (AREA OF MINIMAL FLOODING)

BEARING BASIS
THE CENTERLINE OF CENTRAL ROAD IS ASSUMED TO BE NORTH 90 DEGREES 0 MINUTES 0 SECONDS EAST

ZONED "B2" GENERAL BUSINESS
CURRENT ZONING ALLOWS FOR CURRENT USE.
ZONING INFORMATION AS PER
ZONING DEPARTMENT, ARLINGTON HEIGHTS, ILLINOIS 847-368-5000
(ZONING DEPARTMENT ROLLING MEADOWS, ILLINOIS 847-394-8500)

BUILDING SETBACKS PER ZONING
NOTE: PER THE VILLAGE OF ARLINGTON HEIGHTS THE FRONT AND SIDE SETBACKS MUST MATCH ADJOINING RESIDENTIAL DISTRICT BOTH TO THE NORTH AND TO THE WEST WHICH ARE LOCATED IN THE VILLAGE OF ROLLING MEADOWS. PER THE VILLAGE OF ROLLING MEADOWS THE FRONT SETBACK IS 30 FT. AND THE SIDE SETBACK IS 10 FEET.

PER THE VILLAGE OF ARLINGTON HEIGHTS THE REAR SETBACK IS 20 FEET.

MAXIMUM BUILDING HEIGHT - DETERMINED BY BOCA 1996 REGULATIONS.

NOTE: THE ZONING DEPARTMENT OF ARLINGTON HEIGHTS HAS STATED THAT THE PROPERTY WOULD BE CONSIDERED LEGAL NONCONFORMING FOR ANY CURRENT NONCOMPLIANCE TO THE ZONING REQUIREMENTS.

PARKING
REQUIRED PARKING PER ZONING IS ONE SPACE PER 300 SQ. FT.
148 SPACES ARE REQUIRED

REQUIRED HANDICAP PARKING PER ILLINOIS DISABILITY RIGHTS ACT

TOTAL OFF-STREET PARKING SPACES PROVIDED	REQUIRED MINIMUM NUMBER OF ACCESSIBLE PARKING SPACES
1 TO 25	1
26 TO 50	2
51 TO 75	3
76 TO 100	4
101 TO 150	5
151 TO 200	6
201 TO 300	7
301 TO 400	8
401 TO 500	9
501 TO 1000	2% OF TOTAL NUMBER
OVER 1000	20 PLUS 1 FOR EACH 100 OVER 1000
OUT PATIENT MEDICAL FACILITIES	10% OF THE TOTAL NUMBER
MEDICAL FACILITIES FOR PERSONS WITH MOBILITY IMPAIRMENTS	20 % OF THE TOTAL NUMBER

AS BUILT PARKING SUMMARY
REGULAR SPACES - 181
HANDICAP SPACES - 9
TOTAL SPACES - 190

STATE OF ILLINOIS
MICHAEL
J. EMMERT
No. 2499
REGISTERED LAND SURVEYOR

Michael J. Emmert Surveys, Inc.
115 West Palatine Road
Palatine, Illinois 60067-5103

SCHEDULE B

1. NOT SURVEY RELATED
2. NOT SURVEY RELATED
3. PERMANENT TAX NUMBER 08-08-201-005-0000
4. NOT SURVEY RELATED
5. NOT SURVEY RELATED
6. NOT SURVEY RELATED
7. EASEMENT DOCUMENT 21400197 RECORDED FEBRUARY 18, 1971 - PLOTTED
8. NOT SURVEY RELATED
9. DOCUMENT NOT PROVIDED
10. EASEMENT DOCUMENT 21400197 RECORDED FEBRUARY 14, 1971 - PLOTTED
11. EASEMENT DOCUMENT 21400197 RECORDED FEBRUARY 14, 1971 - PLOTTED
12. EASEMENT DOCUMENT 21400197 RECORDED FEBRUARY 14, 1971 - PLOTTED
13. EASEMENT DOCUMENT 98397589 - PLOTTED
14 NOT SURVEY RELATED
15. EASEMENT 25705102 RECORDED DECEMBER 15, 1980 - PLOTTED
16. REFERENCES THIS PRIOR DATED SURVEY - PLOTTED
17. REFERENCES THIS PRIOR DATED SURVEY - PLOTTED
18. REFERENCES THIS PRIOR DATED SURVEY - PLOTTED
ITEMS 19 THROUGH 23 - NOT SURVEY RELATED

END OF SCHEDULE B

THE PROPERTY ADJOINS CENTRAL ROAD (A PUBLIC STREET) ON THE NORTH AND WILKE ROAD ON THE WEST. DIRECT ACCESS IS PROVIDED BY WILKE ROAD AND INDIRECT ACCESS IS PROVIDED BY EASEMENT AGREEMENTS ACROSS LOT ONE (PROPERTY EAST AND ADJOINING)

CONTAINING 178900 SQ. FT. OR 4.1069 ACRES

ENCROACHMENTS

E1 - CANOPY EXTENDS NORTH OF PROPERTY
E2 - BUILDING EXTENDS EAST OF PROPERTY LINE
E3 - BUILDING EXTENDS INTO EASEMENT AREA
E4 - BUILDING EXTENDS INTO ZONING SETBACK - LEGAL NONCONFORMING
E5 - CONCRETE WALK EXTENDS WEST OF PROPERTY (DISTANCE VARIES)

NOTES:

1. SURVEY IS AN "AS-BUILT" SURVEY.
2 SURVEY IS LIMITED TO ABOVE GROUND VISIBLE IMPROVEMENTS AND NO UNDERGROUND INFORMATION IS INTENDED TO BE PROVIDED.
3. ALL UTILITIES APPEAR TO ENTER THE PROPERTY VIA A PUBLIC RIGHT OF WAY.
4. THE PROPERTY APPEARS TO DRAIN INTO A PUBLIC RIGHT OF WAY.
5 SURVEYORS METES AND BOUNDS DESCRIPTION SHOWN HEREON IS FOR MATHEMATICAL CLOSURE PURPOSES ONLY.

SURVEY CERTIFICATION

TO: CLEARBROOK, AN ILLINOIS NOT FOR PROFIT CORPORATION AND CENTENNIAL TITLE, INC.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE (I) IN ACCORDANCE WITH THE "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS," JOINTLY ESTABLISHED AND ADOPTED BY ALTA, ACSM AND NSPS IN 1997, AND INCLUDES ITEMS 1 THROUGH 4, 6 THROUGH 11 AND 13 THROUGH 16 OF TABLE A THEREOF, AND (II) PURSUANT TO THE ACCURACY STANDARDS (AS ADOPTED BY ALTA AND ACSM AND IN EFFECT ON THE DATE OF THIS CERTIFICATION) OF AN URBAN SURVEY.

THIS MAP OR PLAT OF SURVEY OF THE PREMISES SHOWN HEREON IS THE SAME AS THAT DESCRIBED IN CHICAGO TITLE INSURANCE COMPANY TITLE COMMITMENT NUMBER 1460 001009075 DATED JANUARY 30, 2001

DATED THIS 16TH. DAY OF FEBRUARY 2001

BY:
MICHAEL J. EMMERT, PRESIDENT
PROFESSIONAL ILLINOIS LAND SURVEYOR NO. 2499

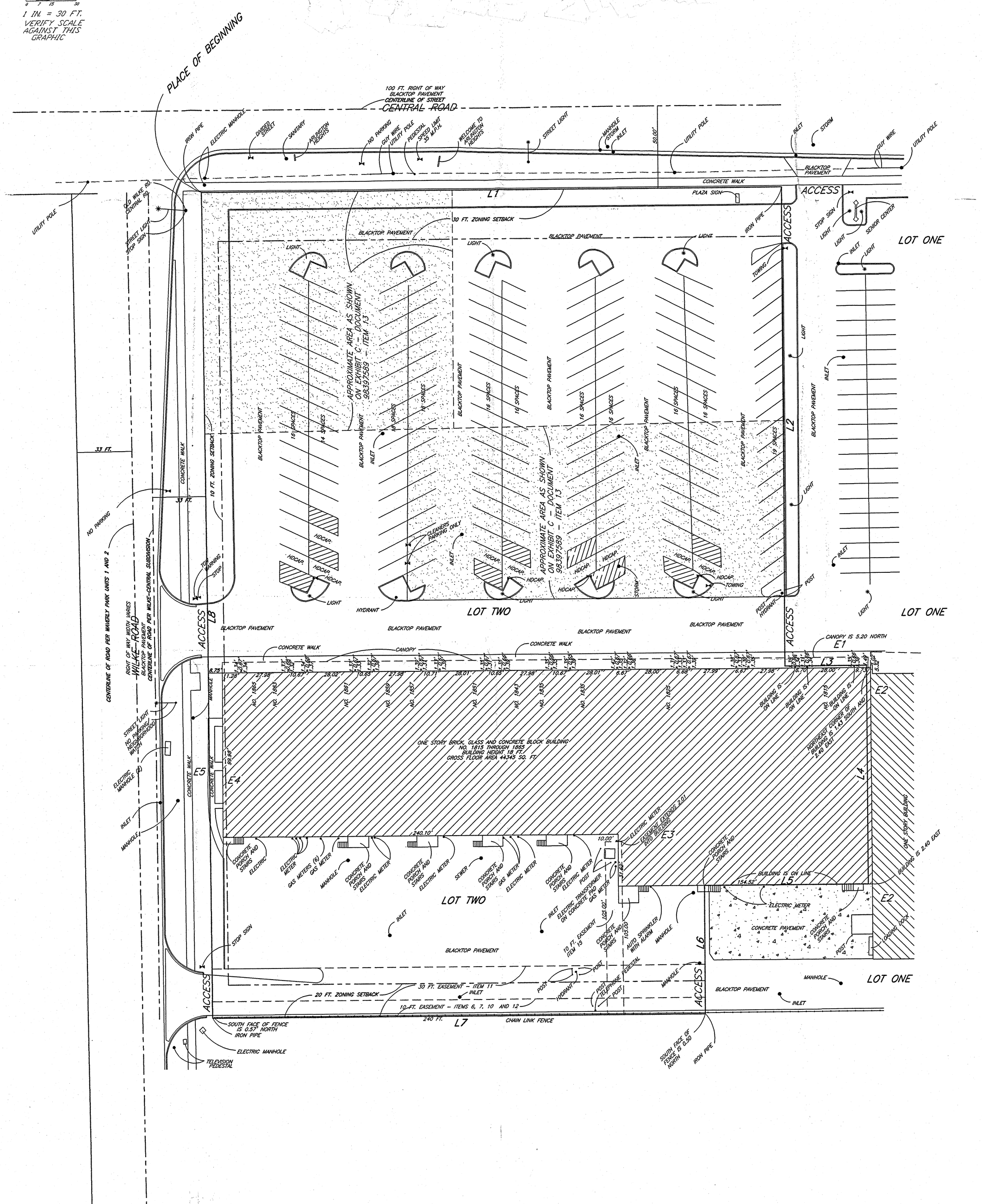
STATE OF ILLINOIS
MICHAEL
J. EMMERT
No. 2499
REGISTERED LAND SURVEYOR

CENTRAL PLAZA

PLAT OF SURVEY
ALTA \ACSM LAND TITLE SURVEY
by
Michael J. Emmert Surveys, Inc
of
1815-1863 CENTRAL ROAD

North
W — E
S

0 7 15 30
1 IN. = 30 FT.
VERIFY SCALE AGAINST THIS GRAPHIC



SYMBOLS

- CONCRETE FILLED POST
- HYDRANT
- MANHOLE
- SIGN
- LIGHT
- WOOD POLE
- CONCRETE CURB
- CONCRETE CURB AND GUTTER
- CONCRETE

LINE TABLE

Line	Bearing	Distance	Measure
L1	N.90°00'00"E.	352.62'	352.62'
L2	S.00°00'00"E.	291.33'	291.33'
L3	N.90°00'00"E.	50.00'	50.00'
L4	S.00°00'00"E.	132.83'	132.83'
L5	N.90°00'00"W.	100.00'	100.00'
L6	S.00°00'00"E.	77.79'	77.79'
L7	S.89°59'34"W.	299.21'	299.21'
L8	N.00°23'20"W.	502.00'	502.00'

STATE OF ILLINOIS
MICHAEL J. EMMERT
No. 2499
REGISTERED LAND SURVEYOR

Michael J. Emmert Surveys, Inc.
115 West Palatine Road
Palatine, Illinois 60067-5103
Office 800/991-6898
Fax 991-4999

CLEARBROOK OFFICE SPACE

1815-1835 W. CENTRAL ROAD
ARLINGTON HEIGHTS, IL 60005

PROJECT DIRECTORY

TENANT: CLEARBROOK
1835 W. CENTRAL RD.
REP. DON FRICK
(847) 385-5001

ARCHITECT: WARREN JOHNSON ARCHITECTS, INC.
19 N. GREELEY STREET
PALATINE, IL 60067
(847) 359-4616 FAX (847) 359-9641

CODE AUTHORITY

AUTHORITY: VILLAGE OF ARLINGTON HEIGHTS, IL
COMMUNITY DEVELOPMENT
33 S. ARLINGTON HEIGHTS ROAD
ARLINGTON HEIGHTS, IL 60005

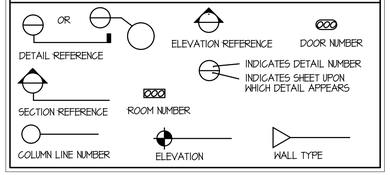
CODES:
2018 INTERNATIONAL BUILDING CODE w/ AMEND.
2018 INTERNATIONAL EXIST. BUILDING CODE w/ AMEND.
2018 INTERNATIONAL FIRE CODE w/ AMEND.
2018 INTERNATIONAL FUEL GAS CODE w/ AMEND.
2018 INTERNATIONAL MECHANICAL CODE w/ AMEND.
2018 INTERNATIONAL PROPERTY MAINTENANCE CODE w/ AMEND.
2018 ILLINOIS ACCESSIBILITY CODE
2017 NATIONAL ELECTRICAL CODE w/ AMENDMENTS
2018 ILLINOIS ENERGY CONSERVATION CODE w/ STATE AMENDMENTS
2014 ILLINOIS STATE PLUMBING CODE w/ AMENDMENTS
NFPA 2015 LIFE SAFETY CODE (OSFM)

SHEET INDEX

ARCHITECTURAL

C1	COVER SHEET
A1	DEMO./ PROPOSED FLOOR PLAN (1815 SPACE)
A2	DEMO./ PROPOSED FLOOR PLAN (1835 EAST SPACE)
A3	DEMO./ PROPOSED FLOOR PLAN (1835 WEST SPACE)
A4	DEMO./ PROPOSED RCP PLAN (1815 SPACE)
A5	DEMO./ PROPOSED RCP PLAN (1835 EASTSPACE)
A6	DEMO./ PROPOSED RCP PLAN (1835 WEST SPACE)

SYMBOL NOTES



GEN. DEMO. NOTES

-GENERAL CONTR. SHALL NOTIFY THE ARCHITECT IMMEDIATELY OF ANY INCONSISTANCIES OR DISCREPANCIES w/ THE PLANS IN RELATION TO THE EXISTING FIELD CONDITIONS.

-ALL INTERIOR AND STOREFRONT CONSTR. SHALL COMPLY WITH ALL APPLICABLE CODES & ORDINANCES IN PLACE WITHIN THE JURISDICTION OF THE WORK.

-PATCH AND REPAIR ALL PENETRATIONS IN EXIST. FLOOR OR EXIST. WALLS / CEILINGS w/ LIKE NEW MATERIALS TO PROVIDE A SMOOTH SURFACE TO ACCEPT NEW FINISHES.

-DO NOT SCALE PLANS.

-THE DEMOLITION PLAN SHOWS GENERAL DEMOLITION WORK TO BE PERFORMED & DOES NOT RELIEVE THE CONTRACTOR FROM OTHER DEMO. WORK REQUIRES TO PROVIDE THE BUILDING MODIFICATIONS SHOWN ON THE REMAINING CONTRACT DOCUMENTS INCLUDING THE PLUMBING, MECHANICAL & ELECTRICAL DRAWINGS.

-CONTRACTOR REMOVED ITEMS SHALL BE DISPOSED OF PROPERLY OFF-SITE & IN AN EXPEDITIOUS MANNER.

-PROTECT ALL EXISTING CONSTR. SHOWN TO REMAIN FROM DAMAGE DURING CONSTR. FOR THE EXTENT OF THE DEMOLITION & MODIFICATIONS SHORE & PROTECT AS REQUIRED FOR THE EXTENT OF THE DEMO. AND MODIFICATIONS. SHORE & PROTECT AS REQUIRED.

-THE CONTR. SHALL SUPERVISE AND DIRECT THE WORK USING THE CONTRACTOR'S BEST SKILL & ATTENTION. THE CONTR. SHALL BE BE RESPONSIBLE FOR & HAVE CONTROL OVER CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES (UNLESS A SEQUENCE IS SPECIFIED BY THE OWNER OR CONTRACT DOCUMENTS) AND PROCEDURES, AND FOR COORDINATING ALL PORTIONS OF THE WORK.

-SHORING OF STRUCTURE, CORE DRILLING AND/OR TRENCHING REQ'D. TO COMPLETE THE WORK DESCRIBED IN THE CONSTRUCTION DOCUMENTS IS A METHOD OR TECHNIQUE & IS THE SOLE RESPONSIBILITY OF THE CONTR. IF A REGULATORY AGENCY REQUIRES A LICENSED ENGINEER OR ARCH. TO SUPERVISE, APPROVE AND . OR PROVIDE DRAWINGS FOR SHORING, THEN IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR'S CONTRACT FOR THIS SERVICE AS PART OF THE BASE BID. FLOOR SLAB CUTTING OR TRENCHING IS GENERALLY NOT ALLOWED UNLESS NO OTHER ALTERNATIVE IS AVAILABLE.

-CONTRACTOR ENCOUNTER SUSPICIOUS MATERIAL OR BECOME AWARE OF THE PRESENCE OF ASBESTOS CONTAINING MATERIALS, THEN THE CONTR. SHALL IMMEDIATELY NOTIFY THE OWNER OF SUCH CONDITIONS. THE CONTR. SHALL NOT PROCEED WITH WORK IN AREAS UNTIL THE OWNER HAS RETAINED A QUALIFIED SPECIALIST CONTRACTOR TO ABATE, ENCAPSULATE OR OTHERWISE ADDRESS THE ASBESTOS-CONTAINING MATERIALS & WARRANT TO THE CONTR. THAT THE WORK CAN PROCEED IN FULL COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS.

-ALL ABANDONED ITEMS (CONDUIT, CABLE, WIRE, DEVICES, PIPING, FIXTURES, DUCTS, HANGERS, TRACK, ETC.) MUST BE REMOVED BACK TO SOURCE OR ACTIVE MAIN. THESE ITEMS IN THE CEILING BELOW WHICH ARE ATTRIBUTED TO THE AREA UNDER CONSTRUCTION.

CODE REVIEW

BUILDING REQUIREMENTS

ALLOW./REQUIRED	ACTUAL	
--	B	USE GROUP (BUSINESS- OFFICE)
		HEIGHT AND AREA LIMITATIONS;
3 STORY / 55'-0"	1 STORY / 25'-0"	EXIST. BLDG. HEIGHT (@ MAX. HT.)
--	28,005 SQ.FT. (+/-)	TENANT AREA- NET AREA
--	III B	TYPE OF CONSTRUCTION (ASSUMED EXIST.)
N/A	N/A	MIXED OCCUPANCY SEPARATION
		REQUIRED HOURS OF FIRE RESISTANCE;
2 hr. (EXIST.)	2 hr. (EXIST.)	EXTERIOR BEARING WALLS
0 hr.	0 hr.	EXTERIOR NONBEARING WALLS
0 hr.	0 hr.	INTERIOR BEARING WALLS
0 hr.	0 hr.	INTERIOR NONBEARING WALLS
0 hr.	0 hr.	FLOOR CONSTRUCTION
0 hr.	0 hr.	ROOF CONSTRUCTION
	ASHRAE	ACCEPTED ENGINEERING PRACTICE/ RECOGNIZED AGENCIES
	SPRINKLERED w/ FIRE ALARM	FIRE PROTECTION EQUIPMENT A) SPRINKLER SYSTEMS B) SPECIAL REQUIREMENTS
CLASS A (MIN.)	NO CHANGE	INTERIOR FINISHES; INTERIOR WALL & CEILING FINISHES A) INT. EXIT STAIRS & EXIT PASSAGEWAYS
CLASS C (MIN.)	CLASS C (MIN.)	B) CORRIDORS
CLASS C (MIN.)	CLASS C (MIN.)	C) ROOMS & ENCLOSED SPACES
CLASS II (MIN.)	CLASS II (MIN.)	INTERIOR FLOOR FINISHES

EXIT REQUIREMENTS

ALLOW./REQUIRED	ACTUAL	
2	8	MINIMUM NUMBER OF EXITS
300' MAX	186' MAX.	TRAVEL DISTANCE TO EXIT
MIN. 36"	27'-0"	TOTAL CAPACITY OF EXITS
	36"	MINIMUM WIDTH OF EXITS
36" OUT	OUT	SWING OF EXIT DOORS
	LEVER/PUSH	HARDWARE
--	N/A	REVOLVING DOORS
--	N/A	LANDINGS
--	N/A	HANDRAILS
--	N/A	CONSTRUCTION
--	N/A	ENCLOSURES
--	N/A	
--	6'-8" (MIN.)	HEAD ROOM

EGRESS CAPACITY

SEE SHEET A1

SANITARY REQUIREMENTS

NO CHANGE

TOTAL OCCUPANCY COUNT

NO CHANGE

ACCESSIBILITY NOTES

The below items are based on the 2018 Illinois Accessibility Code;

DOORS-All doors will comply with Section 404 of the 2018 Illinois Accessibility Code and ANSI section 404

DRINKING FOUNTAINS (where required)-All public drinking fountains and water coolers shall comply with ANSI 602

CONTROLS AND OPERATING MECHANISMS-All controls and operating mechanisms along accessible routes and in accessible spaces shall comply with ANSI section 309

FIRE ALARMS (where required)- All emergency fire warning systems shall comply with IAC section 215, and shall be both audio and visual.

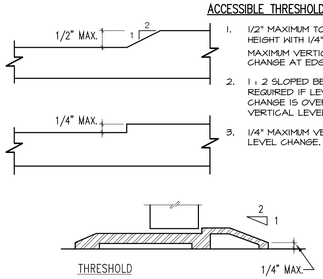
SIGNAGE- Signage shall be provided per IAC section 703. Signage shall include parking lot signage, room identification signage, emergency signage, and all signage included in IAC 703.

TELEPHONES-Where provided, at least one public phone shall comply with ANSI section 704.2. An auxiliary countertop will be provided per ANSI section 704.6

ACCESSIBLE PARKING SPACES AND SIGNAGE-Accessible parking spaces shall comply with IAC section 208. Individual stalls shall comply with IAC 502. Parking signage shall comply with IAC Section 502.6 and applicable ANSI requirements.

TOILET ROOMS, BATHING & SHOWER FACILITIES (where required) -Public Facilities will be provided per the Illinois Plumbing Code, AIC section 601.

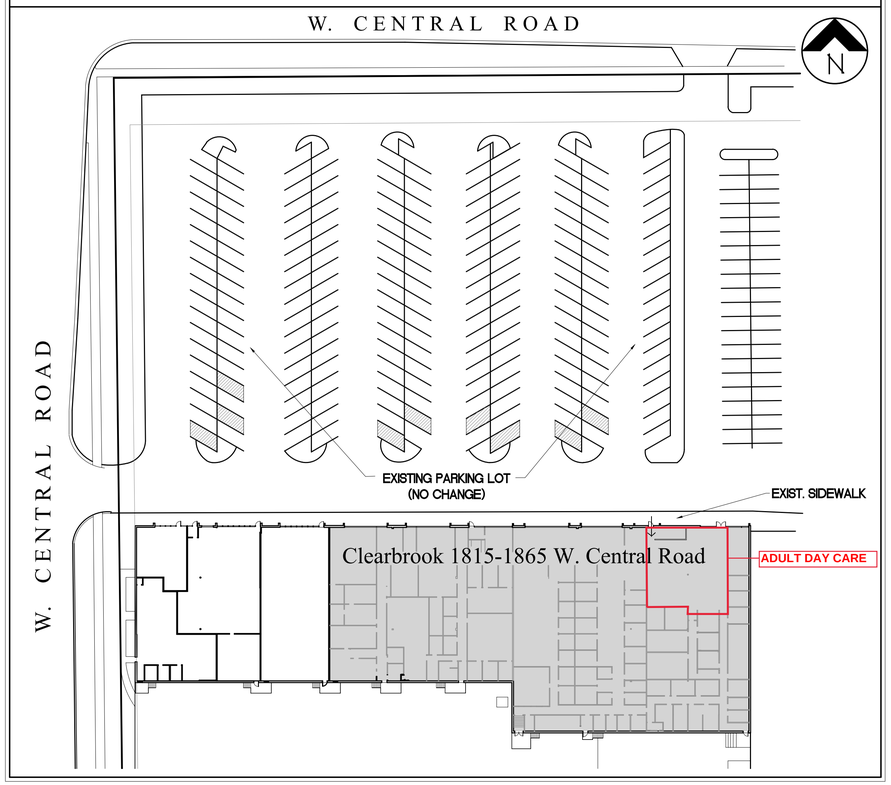
ACCESSIBLE THRESHOLD NOTES:



1. 1/2" MAXIMUM TOTAL HEIGHT WITH 1/4" MAXIMUM VERTICAL CHANGE AT EDGE.
2. 1 : 2 SLOPED BEVEL REQUIRED IF LEVEL CHANGE IS OVER 1/4" VERTICAL LEVEL CHANGE
3. 1/4" MAXIMUM VERTICAL LEVEL CHANGE.

SITE PLAN

SCALE: 1" = 15'-0"



GENERAL NOTES

1) ADA ISSUES WILL COMPLY TO THE LATEST EDITION OF THE ILLINOIS ACCESSIBILITY CODE AND ALL STATE OF ILLINOIS AND LOCAL AMENDMENTS.

2) ALL CONTRACTORS AND SUBCONTRACTORS WILL THOROUGHLY FAMILIARIZE THEMSELVES WITH THESE CONSTRUCTION DOCUMENTS AND WILL VERIFY EXISTING SITE AND BUILDING CONDITIONS PRIOR TO SUBMITTING A BID. ALL SUBCONTRACTORS WILL PROVIDE ALL LABOR, SUPERVISION, AND MATERIALS AND EVERYTHING OF EVERY SORT WHICH MAY BE NECESSARY FOR A SUCCESSFUL COMPLETION OF THIS PROJECT TO OBTAIN A FINAL OCCUPANCY PERMIT. ALL WORK TO BE PERFORMED IN A GOOD AND WORKMANLIKE MANNER AS DESCRIBED HEREIN BY THESE CONSTRUCTION DOCUMENTS ACCORDING TO THE TRUE INTENT AND MEANING OF THE DRAWINGS AND SPECIFICATIONS. WHETHER THE SAME MAY OR MAY NOT BE PARTICULARLY INFERRED THEREFROM ALL WORK INDICATED OR DESCRIBED IN THE DRAWINGS OR SPECIFICATIONS WILL BE CONFERRED BY THE CONTRACT TO THE EXTENT AS IF DESCRIBED IN BOTH.

3) SUBCONTRACTORS, BEFORE STARTING THEIR WORK, WILL CHECK AND VERIFY THEIR PARTICULAR CODE RELATED REQUIREMENTS FOR COMPLIANCE ALONG WITH MEASUREMENTS, SURFACE LEVELS, SURFACE CONDITIONS AND RELATED PRODUCT, INSTALLATIONS NEAR AND ABOUT THEIR WORK. EACH TRADE WILL VERIFY IF CONTRACT CONDITIONS WITH THE OWNER OR THE ON- SITE CONSTRUCTION MANAGER AS TO IF THEY ARE OR NOT OF THE SAME, AS PER THESE CONSTRUCTION DOCUMENTS. IT WILL BE CONCLUDED THAT EACH BIDDER UNDERSTANDS AND KNOWS EXACTLY WHAT WILL BE REQUIRED OF HIM AND WILL PERFORM THESE REQUIREMENTS WITHOUT RECOURSE TO THE FULL AND UNCONDITIONAL SATISFACTION OF THE OWNER. THERE ARE NO ALTERNATE BIDS ON THIS PROJECT. NO ADDITIONAL COMPENSATION WILL BE CONSIDERED AFTER LETTING OF THIS BID UNLESS CHANGES ARE DIRECTED BY THE OWNER IN WRITING WITH COST ALREADY NEGOTIATED FOR THAT ADDED WORK AFTER THE LETTING OF THE BID.

4) THIS ARCHITECT AND HIS PROFESSIONAL CONSULTANTS WILL NOT HAVE CONTROL OR CHARGE OF AND WILL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, OR PROCEDURES, OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK OR FOR THE ACTS OR OMISSIONS OF THE CONTRACTOR, SUBCONTRACTOR, OR ANY OTHER PERSONS PERFORMING ANY OF THE WORK ON THIS SITE, NOR FOR THE FAILURE OF ANY OF THEM TO CARRY OUT THE WORK IN ACCORDANCE WITH THE INTENT OF THE CONTRACT CONSTRUCTION DOCUMENTS.

5) ALL CONTRACTORS WILL PROVIDE ADEQUATE BRACING AND/OR SHORING TO INSURE STRUCTURAL STABILITY OF THE BUILDING AND ALL RELATED BUILDING COMPONENTS IE: STRUCTURAL WALLS, INTERIOR WALL ASSEMBLIES, ETC. DURING THE CONSTRUCTION PHASE OF THIS PROJECT.

6) ALL WORK WILL BE COORDINATED WITH OTHER TRADES IN ORDER TO AVOID INTERFERENCE AND PRESERVE MAXIMUM HEADROOM AND AVOID OMISSIONS. EACH CONTRACTOR WILL INCLUDE ALL MISCELLANEOUS ITEMS REQUIRED BY CODE AND NEEDED TO COMPLETE THE WORK INCLUDING MOVING AND RIGGING OF MATERIALS AND EQUIPMENT, ALL THE HANGERS, SUPPORTS, ANCHORS, SUSPENSION MEANS, CONDUIT, WIRE, FITTINGS, SLEEVES, ETC.

7) ALL MATERIALS USED WILL BE NEW AND BEAR U.L. LABELS WHERE REQUIRED AND MEET APPROPRIATE N.E.M.A. STANDARDS.

8) LAYOUT ALL PARTITIONS BEFORE BEGINNING CONSTRUCTION TO PREVENT ERRORS BY DISCREPANCY. ALL DRYWALL PARTITIONS WILL BE INSTALLED AS NOTED ON THE DRAWINGS.

9) ALL CONTRACTORS WILL GUARANTEE ALL LABOR AND MATERIALS FOR A PERIOD OF ONE YEAR FROM DATE OF ISSUE OF FINAL OCCUPANCY PERMIT AND/OR AT THE FINAL PAYOUT FROM OWNER.

10) VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO ORDERING, CUTTING AND/OR INSTALLING MATERIAL, PRODUCT OR EQUIPMENT. IN THE EVENT OF ANY DISCREPANCIES, CONTACT THE ARCHITECT BEFORE PROCEEDING WITH THAT WORK.

11) ALL SUBCONTRACTORS WILL PROVIDE A CERTIFICATE OF INSURANCE TO THE OWNER PRIOR TO STARTING ANY WORK ON THIS PROJECT. NOTE: CERTIFICATE OF INSURANCE CANNOT BE TERMINATED OR CANCELED WITHOUT 10 DAYS PRIOR WRITTEN NOTICE TO THE OWNER.

12) NO SUBSTITUTIONS OF ANY KIND FOR MATERIALS SPECIFIED ON THESE CONSTRUCTION DOCUMENTS IS ALLOWED, NO "EQUIVALENT" SUBSTITUTIONS WILL BE MADE, UNLESS APPROVED IN WRITING BY THE ARCHITECT AND APPROVED BY THE OWNER, DUE TO THE LACK OF AVAILABILITY OF ORIGINAL.

13) RESPONSIBILITY OF CONTRACTOR: EACH CONTRACTOR IS RESPONSIBLE FOR AND MUST GUARANTEE IN WRITING FIRST CLASS WORKMANSHIP AND MATERIALS. EACH CONTRACTOR WILL ASSUME ALL RESPONSIBILITY FOR THE CARE AND PROTECTION OF HIS OWN WORK AND MATERIALS FROM DAMAGE AND WILL PROTECT THIS SAME PROPERTY. HE WILL MAKE GOOD ANY DAMAGE TO HIS OWN OR OTHER WORK CAUSED BY HIMSELF OR WORKMEN EMPLOYED BY HIM.

14) SITE SAFETY: EACH CONTRACTOR WILL ABIDE BY LOCAL AREA STANDARDS AND RELATED OSHA STANDARDS FOR THE PROTECTION AND SAFETY FOR THEIR EMPLOYEES ON SITE. THIS ARCHITECT AND HIS PROFESSIONAL CONSULTANTS WILL BE HELD HARMLESS BY THE OWNER, GENERAL CONTRACTOR AND RELATED AWARDED TRADES, ON THIS PROJECT FOR ACCIDENTS OR INJURIES CAUSED OR ACCRUED ON THIS PROPERTY DURING THE PRE/ACTUAL/POST CONSTRUCTION PHASES OF THIS PROJECT.

15) LIENS: ALL SUBCONTRACTORS AND THE GENERAL CONTRACTOR WILL DELIVER TO THE OWNER A COMPLETE RELEASE OF ALL ITEMS ARISING OUT OF THIS CONTRACT AND/OR RECEIPTS IN FULL IN LIEU THERE OF TOWARDS THEIR PARTIAL OR FINAL PAYMENT FOR WORK IN PLACE FOR THE OWNER.

16) GENERAL CONTRACTOR TO PAY FOR ALL SCAVENGER SERVICES, AND WILL BE RESPONSIBLE FOR REMOVAL OF DEBRIS ACCUMULATED BY EACH TRADE. HOWEVER, EACH TRADE WILL KEEP THE JOB SITE CLEAN AND SAFE AT ALL TIMES, ALONG WITH A BROOM FINISH AT THE END OF EACH WORKING DAY.

17) IF CHANGES ARE MADE IN THE FIELD ON THIS PROJECT VIA DIMENSIONS, MATERIALS, INSTALLATION DIFFERENT THAN INDUSTRY TECHNIQUES AND STANDARDS, ETC., "CONSTRUCTION MANAGER" IS TO BE NOTIFIED 48 HOURS IN ADVANCE TO THESE CHANGES TO BE MADE BY SAID TRADE. IF NOTICE IS NOT GIVEN TO THE C.M., THEN THAT SUBCONTRACTOR IS TOTALLY RESPONSIBLE FOR THE CONSEQUENCES AND EFFECTS EVOLVED FROM THESE CHANGES.

18) CONSTRUCTION CLEAN-UP: AFTER ALL OTHER WORK IS COMPLETED AND JUST PRIOR TO TURNING THE SPACE OVER TO THE OWNER, THE CONSTRUCTION MANAGER WILL EMPLOY THE SERVICES OF A PROFESSIONAL CLEANING SERVICES TO CLEAN AND WASH DOWN ALL INSTALLED EQUIPMENT, SERVICE AREAS, ALONG WITH THE CLEANING OF ALL GLASS WINDOW/DOOR SURFACES PRIOR TO OCCUPANCY. ALL WORK SHALL CONFORM TO THE APPLICABLE CODES FOR THIS MUNICIPALITY. SEE 'CODE REVIEW' ON THIS SHEET.

19) DO NOT SCALE DRAWINGS.

20) CONTRACTOR WILL APPOINT ONE SPECIFIC INDIVIDUAL FOR LIAISON WITH THE OWNER REPRESENTATIVE AND ARCHITECT.

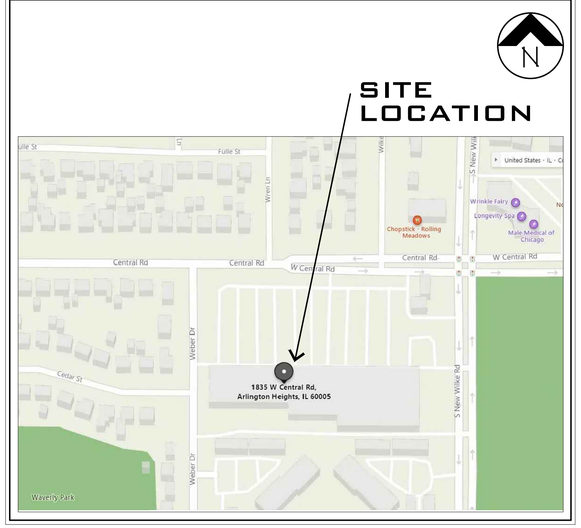
21) CONTRACTOR SHALL PERFORM NO PORTION OF THE WORK AT ANY TIME WITHOUT APPROVED CONTRACT DOCUMENTS.

22) CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL ARCHITECTURAL, MECHANICAL, TELEPHONE, ELECTRICAL (INCLUDING LIGHTING), AND PLUMBING SO TO ENSURE THAT REQUIRED CLEARANCES FOR INSTALLATION AND MAINTENANCE OF ALL EQUIPMENT ARE PROVIDED.

23) DIMENSIONS SHALL NOT BE CHANGED WITHOUT THE ARCHITECTS WRITTEN APPROVAL.

24) CONTRACTOR TO PROTECT EXISTING CONSTRUCTION AND RESTORE ALL FINISH SURFACES TO THEIR ORIGINAL CONDITION WHERE DAMAGED.

LOCATION MAP



SCOPE OF WORK

TENANT REMODEL FOR EXISTING 'CLEARBROOK' OFFICE (PARTIAL AREAS – BUSINESS SPACE)
28,005 +/– EXISTING TENANT SPACE (NET)

- NEW PASSAGE THROUGH EXIST. WALL OPENING TO EXIST. ADJACENT SPACE FOR BETTER CIRCULATION FLOW THROUGH BUILDING.
- EXIST. OFFICE LAYOUT TO BE ADJUSTED PER NEW CLIENT NEEDS.
- MINOR WALL / DOOR CHANGES.
- EXIST. HVAC TO BE RE-USED (NO CHANGES EXCEPT FOR DIFFUSER LOCATIONS).
- EXIST. INTERIOR LIGHTING TO BE RE-USED.
- FIRE ALARM CONTRACTOR TO PROVIDE FIRE ALARM DRAWINGS TO THE VILLAGE OF ARLINGTON HEIGHTS, IL FOR ANY CHANGES/ ADJUSTMENTS TO THE EXIST. FIRE ALARM SYSTEM.
- SPRINKLER CONTRACTOR TO PROVIDE SPRINKLER DRAWINGS TO THE VILLAGE OF ARLINGTON HEIGHTS, IL FOR ANY CHANGES/ ADJUSTMENTS TO THE EXIST. SPRINKLER SYSTEM.

PREVIOUS USES: (B) BUSINESS (OFFICE)

PROPOSED USE: (B) BUSINESS (OFFICE)

NOTES:
MECHANICAL CONTRACTOR TO PROVIDE SUPPLY & RETURN DIFFUSERS IN EACH NEW OFFICE.

FIRE ALARM & FIRE SUPPRESSION SYSTEMS ARE NOT A PART OF THIS SUBMITTAL / REVIEW.

LIFE SAFETY SYSTEMS SHALL REMAIN IN SERVICE AT ALL TIMES DURING DEMO. / CONSTRUCTION.

EMERGENCY EGRESS SHALL BE MAINTAINED AT ALL TIMES DURING DEMOLITION / CONSTRUCTION.

EXIT & EMERGENCY LIGHT FIXTURES SHALL HAVE A 90 MINUTE BATTERY BACK-UP.

CONSTRUCTION DEBRIS SHALL NOT ACCUMULATE WITHIN THE SPACE & SHALL BE REMOVED EACH DAY.

ARCHITECT'S SEAL

STATEMENT OF COMPLIANCE

I HAVE PREPARED, OR CAUSED TO BE PREPARED UNDER MY DIRECT SUPERVISION, THE ATTACHED PLANS AND SPECIFICATIONS AND STATE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF AND TO THE EXTENT OF MY CONTRACTUAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE ENVIRONMENTAL BARRIERS ACT (IL REV. STAT., 1985, CH. 111 1/2, PARS. 3711 IN SEQ. AS AMENDED) AND THE ILLINOIS ACCESSIBILITY CODE 71 IL ADM. CODE 400.

SIGNED: ARCHITECT
ILLINOIS REGISTRATION NO.
001009802
DATE:

PROFESSIONAL DESIGN FIRM –
ARCHITECTURAL
CORPORATION LICENSE
NUMBER: 184 - 000318
expiration date: 4/30/23

LICENSED ARCHITECT WARREN JOHNSON 001009802 PALATINE, IL STATE OF ILLINOIS

8/24/22 DATE — 11/30/22 LIC. EXPIRES

WARREN JOHNSON ARCHITECTS, INC
19 N. Greeley St. Palatine, IL 60067
T (847) 359-9616

LICENSED ARCHITECT WARREN JOHNSON 001009802 PALATINE, IL STATE OF ILLINOIS

8/24/22 DATE — 11/30/22 LIC. EXPIRES

ISSUE DATES / REVISIONS

NO:	DESCRIPTION	DATE:
1	VILLAGE COMMENTS	8/24/22
	FOR PERMIT/ BID ISSUE	5/10/22
	FOR REVIEW	4/27/22
	FOR REVIEW	3/30/22

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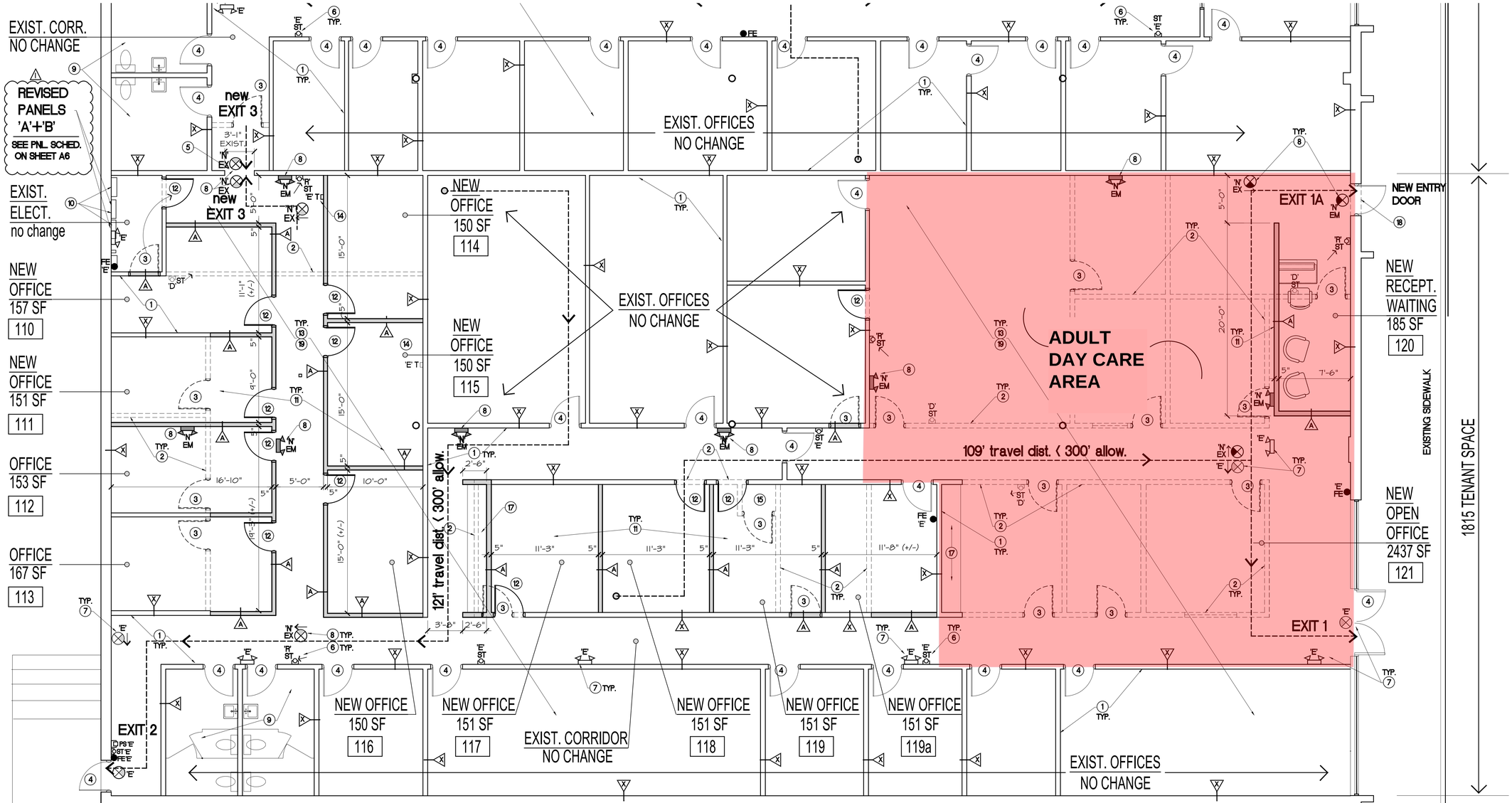
DRAWN BY : BT
CHECKED BY : W. JOHNSON
DATE : ----
PROJECT No : 22003

TENANT BUILD-OUT FOR:
CLEARBROOK
(BUSINESS SPACE)
1815-1835 W Central Rd.
Arlington Heights, IL

COVER SHEET

SHEET
C1



PROP. FLOOR PLAN W/ DEMOLITION

SCALE: 3/16" = 1'-0"

1815 SPACE

'D' denotes 'REMOVE or RELOCATE'
'E' denotes 'EXISTING TO REMAIN'
'R' denotes 'RELOCATED POSITION'

FINISH NOTES

1. FINISH REQUIREMENTS FOR 'B' BUSINESS USE (SPRINKLERED);
   WALLS / CEILING; ROOMS & ENCLOSED SPACES; (SPRINKLERED SPACE) = CLASS 'C'
   TO MEET 76-200 FLAME SPREAD w/ A SMOKE DEVELOPED RATING OF LESS THAN 450
   CORRIDORS; (SPRINKLERED SPACE) = CLASS 'C'
   TO MEET 76-200 FLAME SPREAD w/ A SMOKE DEVELOPED RATING OF LESS THAN 450
   TRIM:
   Combustible Decorative Materials allowed up to 10% of that specific wall or ceiling area of a room or space. Includes moldings, cornices, wainscoting, & other wall/ ceiling finishes.
   INTERIOR FLOOR FINISH;
   Class II materials allowed. (Critical Radiant Flux to meet 0.22 watts / cm_2 or greater)
2. PAINT & TILE SELECTION - REFER TO OWNER FOR FINAL SELECTION.
3. ALL ELECT. FACEPLATES & SWITCHES TO BE METAL, PRE-FINISHED WHITE.
4. ALL CONCEALED INSULATION MATERIALS SHALL HAVE A FLAME SPREAD RATING OF NO MORE THAN 25 & A SMOKE-DEVELOPED RATING OF NO THAN 450.
5. CLEAN AND PREPARE PRIME SURFACES IN COMPLIANCE WITH THE FINISH MATERIALS MANUFACTURER INSTRUCTIONS.
6. PAINT A MINIMUM OF ONE COAT PRIME AND ONE FINISH COAT FOR ALL PAINTED SURFACES, UNLESS NOTED OTHERWISE.
7. PROVIDE A MINIMUM OF ONE GALLON OF RESERVED STORAGE STOCK PAINT FOR EACH COLOR IN CLEARLY LABELED CONTAINERS.
8. PROVIDE TOUCH-UP PAINTING TO MATCH EXISTING PAINT COLORS AND TEXTURES WHERE INFILL OR PATCH & REPAIR WORK IS REQUIRED AT EXIST. CONSTRUCTION.
9. ALL DRYWALL SURFACES SHALL BE PAINTED EXCEPT WHERE CERAMIC TILE OR A WALL COVERING FABRIC IS SPECIFIED.
10. PROVIDE CORNER AND J-BEADS AT ALL TERMINATIONS AND CORNERS OF GYPSUM BOARD.
11. ALL TILE GROUT LINES SHALL ALIGN VERTICALLY AND HORIZONTALLY AT ALL TILE LOCATIONS UNLESS NOTED OTHERWISE.
12. PROVIDE PREFORMED OR MOLDED BASE TRIM AND TILE ACCESSORIES.
13. INSTALL BASE TRIM WITH TIGHTLY BUTTED JOINTS AND SEAMS, MITERED TO FIT w/ ADJOINING SURFACES. COMPLY w/ MNFRS. RECOMMENDATIONS FOR SURFACE PREPARATION AND INSTALLATION.
15. PROVIDE 'SCHLUTER' TRANSITION STRIPS / THRESHOLDS BETWEEN FLOOR BETWEEN FLOORING MATERIAL TRANSITIONS. SEE THRESHOLD DETAIL UNDER 'ACCESSIBILITY NOTES' ON SHEET G1 FOR MAXIMUM HEIGHT ALLOWED. MATCH COLOR TO FLOOR MATERIALS.
16. FLOOR PREP; REMOVE ALL EXIST. FLOORING WHERE INDICATED. PREP/ CLEAN FREE OF ANY MASTIC, ETC.

EGRESS LEGEND

- NEW / EXISTING EXIT SIGN
  REFER TO SHEETS A4- A6 FOR NEW & EXISTING DESIGNATIONS
- NEW / EXISTING EMERGENCY LIGHT
  REFER TO SHEETS A4- A6 FOR NEW & EXISTING DESIGNATIONS
- DIRECTION OF EGRESS
- FE — FIRE EXTINGUISHER MOUNTED ON WALL
  SEE SHEET A0 FOR DETAIL
  GC TO COORDINATE w/ LOCAL FIRE DEPT. FOR FINAL LOCATIONS & AMOUNTS.

WALL LEGEND

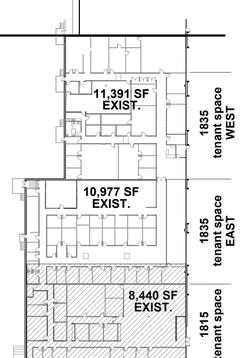
- EXISTING WALLS TO BE REMOVED
- EXISTING WALLS
  PATCH AS NEEDED WHERE DISTURBED BY NEW CONSTRUCTION
- NEW INTERIOR WALL
  (MATCH EXIST. WALLS)

WALL TYPES

- A — NEW INTERIOR PARTITION WALLS
  3 5/8" wide 20 ga. MTL. STUDS (362-5-162-33mil) @ 16"o.c. TO UNDERSIDE OF EXISTING SUSPENDED CEILING. ALSO PROVIDE 14ga. TOP TRACK (362-T-200-68mil). PROVIDE 5/8" thk. DRYWALL ON EACH SIDE. PROVIDE FULL DEPTH SOUND BATT INSUL. IN ALL WALLS. (SEE SECTION A/A5)
  BRACE WALLS TO STRUCTURE ABOVE / ADJACENT WALLS AS REQUIRED.
  ALIGN / INFILL EXISTING WALL OPENINGS WHERE SHOWN SHADED.
- X — EXIST. INTERIOR PARTITION WALLS
  PATCH / REPAIR AS NEEDED

PROPOSED DEMO./ FLOOR PLAN KEYNOTES FOR SHEETS A1-A3

1. EXIST. WALLS TO BE REMAIN - SHOWN SOLID. REPAIR WALLS AS NEEDED PER THESE CONSTRUCTION CHANGES. FIELD REVIEW FOR ANY PATCH / REPAIR WORK REQUIRED.
2. EXIST. INTERIOR WALLS / RELATED SHELVING/ MILLWORK, ETC. TO BE REMOVED (SHOWN DASHED).
3. EXIST. DOOR & FRAME TO BE REMOVED (SHOWN DASHED). SELECT DOORS IN GOOD CONDITION TO BE RE-USED FOR NEW LOCATIONS. SEE FLOOR PLAN. VERIFY w/ OWNER.
4. EXIST. DOOR & FRAME TO REMAIN (SHOWN SOLID).
5. EXISTING 3'-1" wide DEMISING WALL OPENING. PROVIDE NEW TRIM SURROUND - DO NOT REDUCE OPENING WIDTH. (THIS OPENING IS NOT PART OF REQUIRED EXITS)
6. EXIST. FIRE ALARM DEVICES (TYP. SHOWN EXISTING & TO BE REMOVED) REFER TO FIRE ALARM CONTRACTOR FOR ANY CHANGES / ADJUSTMENTS NEEDED. RELOCATE EXISTING DEVICES AS NEEDED CODE PER NEW WALL LAYOUT. (TYP.)
   'E' DENOTES EXISTING
   'D' DENOTES DEMO.
7. EXISTING EXIT SIGNS & EMERGENCY LIGHTING TO REMAIN FOR RE-USE. (TYP.) FIELD VERIFY EXIST. OPERATION FOR ANY REPAIRS.
8. NEW EXIT SIGNS & EMERGENCY LIGHTING TO BE LOCATED AS SHOWN. REQUIRED FINAL APPROVAL BY THE VILLAGE OF ARLINGTON HTS. BUILDING DEPT.
9. NO CHANGE TO EXISTING RESTROOMS.
10. EXIST. ELECTRICAL PANEL(S). REFER TO SHEET A6 FOR UPDATED PANEL SCHEDULE WHERE INDICATED ON PLAN (THIS SHEET).
11. MUD/ SAND/ PRIME/ PAINT ALL NEW WALLS & EXISTING WALLS @ NEW OFFICES / SPACES PER OWNER'S DIRECTION.
12. NEW / RELOCATED DOOR;
    WHERE NEEDING NEW DOORS; MATCH EXISTING DOOR & FRAME MATERIAL/ STYLE, HEIGHT & FINISH. PROVIDE MIN. 3'-0" wide DOORS. ALL DOORS TO HAVE LEVER HARDWARE & EGRESS FREE PASSAGE FROM THE INTERIOR OF THE SPACE / ROOM.
13. ALL EXISTING FLOORING THROUGHOUT '1815' TENANT SPACE IS TO BE REMOVED & REPLACED w/ NEW LVP FLOORING.
    '1835' TENANT SPACE IS TO BE REVIEWED FOR AREAS OF REPLACEMENT NEEDED; REPLACE & PATCH TO MATCH TO EXISTING WITHIN ALL AREAS OF '1835' TENANT SPACE.
14. EXISTING THERMOSTAT TO BE RELOCATED PER OWNER'S DIRECTION.
15. EXISTING 'IT' WIRING & EQUIPMENT IN EXISTING CLOSET TO BE RELOCATED PER OWNER'S DIRECTION.
16. NEW CUBICLE LAYOUT SHOWN. COORDINATE w/ OWNER FOR FINAL APPROVAL / ADJUSTMENTS NEEDED. PROVIDE MIN. PASSAGE DIMENSIONS AS SHOWN. (SHT. A3)
17. NEW 34" MAX. tall WORK COUNTER IN NEW ALCOVE. COORDINATE w/ OWNER FOR FINAL MILLWORK ITEMS THIS AREA.
18. NEW 3' wide TEMPERED GLASS / ALUM. DOOR TO MATCH REST OF STOREFRONT TO BE INSTALLED IN EXISTING WALL. MATCH EXISTING STOREFRONT DOORS & HARDWARE.
    PROVIDE ACCESSIBLE THRESHOLD CONDITIONS.
    PROVIDE NEW OPENING IN EXISTING MASONRY WALL. PROVIDE NEW STEEL LINTEL AS REQUIRED FOR FULL SUPPORT OF EXISTING CONSTRUCTION ABOVE. NOTIFY ARCHITECT ON EXACT WIDTH OF WALL AND MAKE-UP OF WALL CONSTR. FOR FINAL LINTEL SIZING. MIN. 6" BEARING EACH END-GROUT SOLID.
19. GENERAL ELECTRICAL NOTE; RELOCATE GENERAL DUTY OUTLETS & SWITCHES AS DIRECTED BY OWNER. RE-USE SAME CIRCUIT AS PREVIOUS CONDITIONS. VERIFY ALL FINAL OUTLET HEIGHTS & LOCATIONS w/ OWNER. PROVIDE DAY-LIGHTING CONTROLS AS REQUIRED BY CODE WHERE NEW OFFICES ARE PROVIDED.



KEY PLAN

WARREN JOHNSON ARCHITECTS, INC
19 N. Greeley St. Palatine, IL 60067
T (847) 359-9616

LICENSED ARCHITECT WARREN JOHNSON 001.008802 PALATINE, IL STATE OF ILLINOIS

8/24/22 DATE — 11/30/22 LIC. EXPIRES

WALL LEGEND
- EXISTING PARTITION WALLS TO REMAIN (SHOWN SOLID)
- EXISTING PARTITION WALLS TO BE REMOVED (SHOWN DASHED)

ISSUE DATES / REVISIONS

NO:	DESCRIPTION	DATE:
1	VILLAGE COMMENTS	8/24/22
	FOR PERMIT/ BID ISSUE	5/10/22
	FOR REVIEW	4/21/22
	FOR REVIEW	3/30/22

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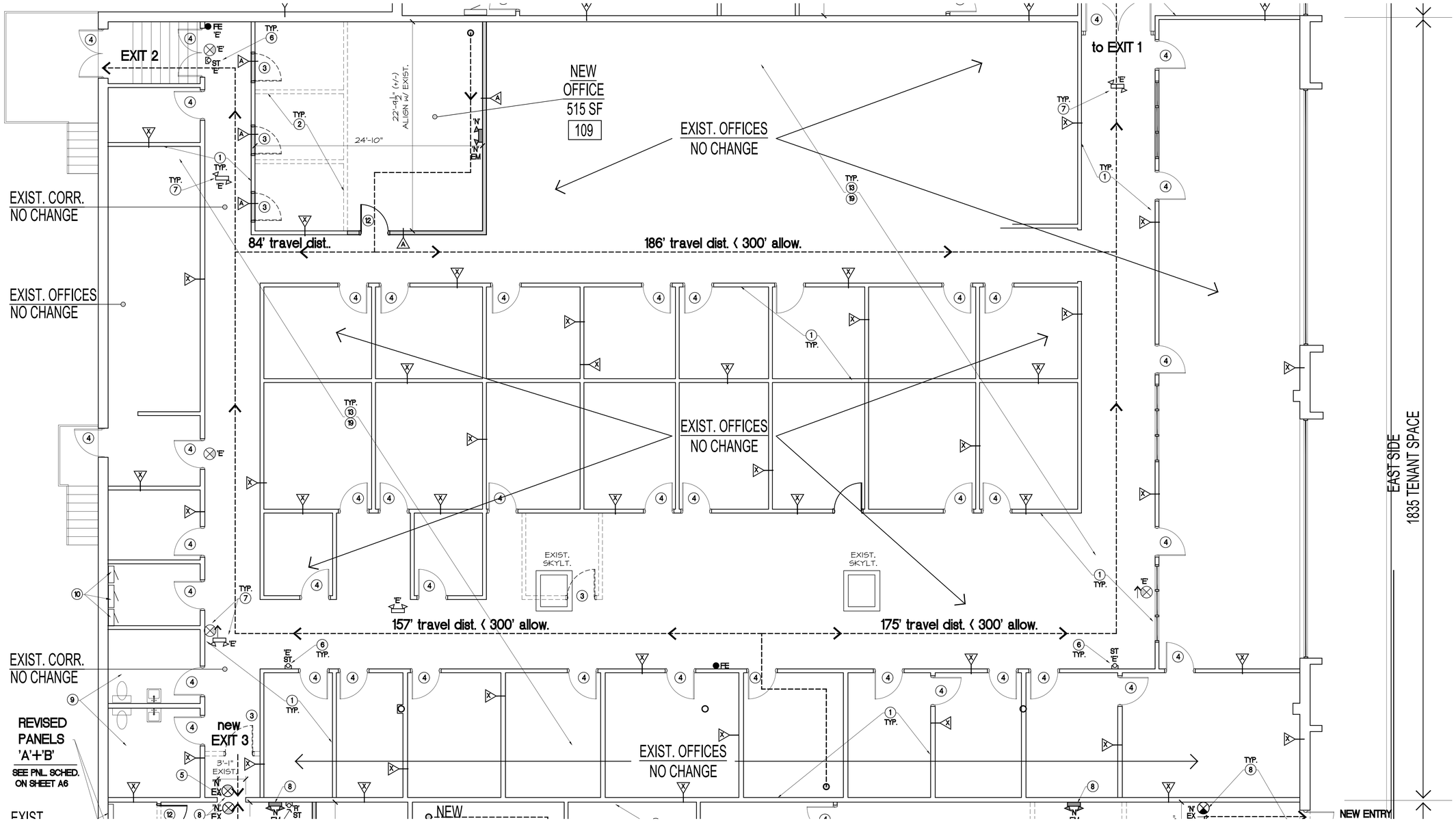
DRAWN BY : BT
CHECKED BY : W. JOHNSON
DATE : ----
PROJECT No : 22003

TENANT BUILD-OUT FOR:
CLEARBROOK
(BUSINESS SPACE)
1815-1835 W Central Rd.
Arlington Heights, IL

DEMO./PROPOSED FLOOR PLAN
1815 SPACE

SHEET
A1



PROP. FLOOR PLAN W/ DEMOLITION

SCALE: 3/16" = 1'-0"

1835 SPACE - EAST SIDE

FINISH NOTES

1. FINISH REQUIREMENTS FOR 'B' BUSINESS USE (SPRINKLERED);
   WALLS / CEILING; ROOMS & ENCLOSED SPACES; (SPRINKLERED SPACE) = CLASS 'C'
   TO MEET 76-200 FLAME SPREAD w/ A SMOKE DEVELOPED RATING OF LESS THAN 450
   CORRIDORS; (SPRINKLERED SPACE) = CLASS 'C'
   TO MEET 76-200 FLAME SPREAD w/ A SMOKE DEVELOPED RATING OF LESS THAN 450
   TRIM;
   Combustible Decorative Materials allowed up to 10% of that specific wall or ceiling area of a room or space. Includes moldings, cornices, wainscoting, & other wall/ ceiling finishes.
   INTERIOR FLOOR FINISH;
   Class II materials allowed. (Critical Radiant Flux to meet 0.22 watts / cm_2 or greater)
2. PAINT & TILE SELECTION - REFER TO OWNER FOR FINAL SELECTION.
3. ALL ELECT. FACEPLATES & SWITCHES TO BE METAL, PRE-FINISHED WHITE.
4. ALL CONCEALED INSULATION MATERIALS SHALL HAVE A FLAME SPREAD RATING OF NO MORE THAN 25 & A SMOKE-DEVELOPED RATING OF NO THAN 450.
5. CLEAN AND PREPARE PRIME SURFACES IN COMPLIANCE WITH THE FINISH MATERIALS MANUFACTURER INSTRUCTIONS.
6. PAINT A MINIMUM OF ONE COAT PRIME AND ONE FINISH COAT FOR ALL PAINTED SURFACES, UNLESS NOTED OTHERWISE.
7. PROVIDE A MINIMUM OF ONE GALLON OF RESERVED STORAGE STOCK PAINT FOR EACH COLOR IN CLEARLY LABELED CONTAINERS.
8. PROVIDE TOUCH-UP PAINTING TO MATCH EXISTING PAINT COLORS AND TEXTURES WHERE INFILL OR PATCH & REPAIR WORK IS REQUIRED AT EXIST. CONSTRUCTION.
9. ALL DRYWALL SURFACES SHALL BE PAINTED EXCEPT WHERE CERAMIC TILE OR A WALL COVERING FABRIC IS SPECIFIED.
10. PROVIDE CORNER AND J-BEADS AT ALL TERMINATIONS AND CORNERS OF GYPSUM BOARD.
11. ALL TILE GROUT LINES SHALL ALIGN VERTICALLY AND HORIZONTALLY AT ALL TILE LOCATIONS UNLESS NOTED OTHERWISE.
12. PROVIDE PREFORMED OR MOLDED BASE TRIM AND TILE ACCESSORIES.
13. INSTALL BASE TRIM WITH TIGHTLY BUTTED JOINTS AND SEAMS, MITERED TO FIT w/ ADJOINING SURFACES. COMPLY w/ MNFRS. RECOMMENDATIONS FOR SURFACE PREPARATION AND INSTALLATION.
15. PROVIDE 'SCHLUTER' TRANSITION STRIPS / THRESHOLDS BETWEEN FLOOR BETWEEN FLOORING MATERIAL TRANSITIONS. SEE THRESHOLD DETAIL UNDER 'ACCESSIBILITY NOTES' ON SHEET G1 FOR MAXIMUM HEIGHT ALLOWED. MATCH COLOR TO FLOOR MATERIALS.
16. FLOOR PREP; REMOVE ALL EXIST. FLOORING WHERE INDICATED. PREP/ CLEAN FREE OF ANY MASTIC, ETC.

EGRESS LEGEND

- NEW / EXISTING EXIT SIGN
  REFER TO SHEETS A4 - A6 FOR NEW & EXISTING DESIGNATIONS
- NEW / EXISTING EMERGENCY LIGHT
  REFER TO SHEETS A4 - A6 FOR NEW & EXISTING DESIGNATIONS
- DIRECTION OF EGRESS
- FE FIRE EXTINGUISHER MOUNTED ON WALL
  SEE SHEET A0 FOR DETAIL
  GC TO COORDINATE w/ LOCAL FIRE DEPT. FOR FINAL LOCATIONS & AMOUNTS.

WALL LEGEND

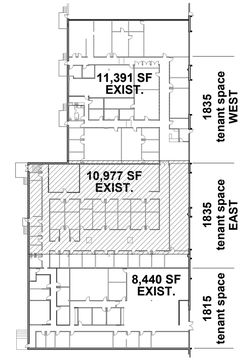
- EXISTING WALLS TO BE REMOVED
- EXISTING WALLS
  PATCH AS NEEDED WHERE DISTURBED BY NEW CONSTRUCTION
- NEW INTERIOR WALL
  (MATCH EXIST. WALLS)

WALL TYPES

- A — NEW INTERIOR PARTITION WALLS
  3 5/8" wide, 20 ga. MTL. STUDS (362-S-162-33mil) @ 16"o.c. TO UNDERSIDE OF EXISTING SUSPENDED CEILING. ALSO PROVIDE 14ga. TOP TRACK (362-T-200-68mil). PROVIDE 5/8" thk. DRYWALL ON EACH SIDE. PROVIDE FULL DEPTH SOUND BATT INSUL. IN ALL WALLS. (SEE SECTION A/A5)
  BRACE WALLS TO STRUCTURE ABOVE / ADJACENT WALLS AS REQUIRED.
  ALIGN / INFILL EXISTING WALL OPENINGS WHERE SHOWN SHADED.
- X — EXIST. INTERIOR PARTITION WALLS
  PATCH / REPAIR AS NEEDED

PROPOSED DEMO./ FLOOR PLAN KEYNOTES FOR SHEETS A1-A3

1. EXIST. WALLS TO BE REMAIN - SHOWN SOLID. REPAIR WALLS AS NEEDED PER THESE CONSTRUCTION CHANGES. FIELD REVIEW FOR ANY PATCH / REPAIR WORK REQUIRED.
2. EXIST. INTERIOR WALLS / RELATED SHELVING/ MILLWORK, ETC. TO BE REMOVED (SHOWN DASHED).
3. EXIST. DOOR & FRAME TO BE REMOVED (SHOWN DASHED). SELECT DOORS IN GOOD CONDITION TO BE RE-USED FOR NEW LOCATIONS. SEE FLOOR PLAN. VERIFY w/ OWNER.
4. EXIST. DOOR & FRAME TO REMAIN (SHOWN SOLID).
5. EXISTING 3'-1" wide DEMISING WALL OPENING. PROVIDE NEW TRIM SURROUND - DO NOT REDUCE OPENING WIDTH. (THIS OPENING IS NOT PART OF REQUIRED EXITS)
6. EXIST. FIRE ALARM DEVICES (TYP. SHOWN EXISTING & TO BE REMOVED) REFER TO FIRE ALARM CONTRACTOR FOR ANY CHANGES / ADJUSTMENTS NEEDED. RELOCATE EXISTING DEVICES AS NEEDED CODE PER NEW WALL LAYOUT. (TYP.)
   'E' DENOTES EXISTING
   'D' DENOTES DEMO.
7. EXISTING EXIT SIGNS & EMERGENCY LIGHTING TO REMAIN FOR RE-USE. (TYP.) FIELD VERIFY EXIST. OPERATION FOR ANY REPAIRS.
8. NEW EXIT SIGNS & EMERGENCY LIGHTING TO BE LOCATED AS SHOWN. REQUIRED FINAL APPROVAL BY THE VILLAGE OF ARLINGTON HTS. BUILDING DEPT.
9. NO CHANGE TO EXISTING RESTROOMS.
10. EXIST. ELECTRICAL PANEL(S). REFER TO SHEET A6 FOR UPDATED PANEL SCHEDULE WHERE INDICATED ON PLAN (SHEET A1).
11. MUD/ SAND/ PRIME/ PAINT ALL NEW WALLS & EXISTING WALLS @ NEW OFFICES / SPACES PER OWNER'S DIRECTION.
12. NEW / RELOCATED DOOR.
    WHERE NEEDING NEW DOORS; MATCH EXISTING DOOR & FRAME MATERIAL/ STYLE, HEIGHT & FINISH. PROVIDE MIN. 3'-0" wide DOORS. ALL DOORS TO HAVE LEVER HARDWARE & EGRESS FREE PASSAGE FROM THE INTERIOR OF THE SPACE / ROOM.
13. ALL EXISTING FLOORING THROUGHOUT '1815' TENANT SPACE IS TO BE REMOVED & REPLACED w/ NEW LVP FLOORING.
    '1835' TENANT SPACE IS TO BE REVIEWED FOR AREAS OF REPLACEMENT NEEDED; REPLACE & PATCH TO MATCH TO EXISTING WITHIN ALL AREAS OF '1835' TENANT SPACE.
14. EXISTING THERMOSTAT TO BE RELOCATED PER OWNER'S DIRECTION.
15. EXISTING 11" WIRING & EQUIPMENT IN EXISTING CLOSET TO BE RELOCATED PER OWNER'S DIRECTION.
16. NEW CUBICLE LAYOUT SHOWN. COORDINATE w/ OWNER FOR FINAL APPROVAL / ADJUSTMENTS NEEDED. PROVIDE MIN. PASSAGE DIMENSIONS AS SHOWN. (SHT. A3)
19. GENERAL ELECTRICAL NOTE: RELOCATE GENERAL DUTY OUTLETS & SWITCHES AS DIRECTED BY OWNER. RE-USE SAME CIRCUIT AS PREVIOUS CONDITIONS. VERIFY ALL FINAL OUTLET HEIGHTS & LOCATIONS w/ OWNER. PROVIDE DAYLIGHTING CONTROLS AS REQUIRED BY CODE WHERE NEW OFFICES ARE PROVIDED.



KEY PLAN

WARREN JOHNSON ARCHITECTS, INC
19 N. Greeley St. Palatine, IL 60067
T (847) 359-9616

LICENSED ARCHITECT WARREN JOHNSON 001.008302 PALATINE, IL STATE OF ILLINOIS

8/24/22 DATE — 11/30/22 LIC. EXPIRES

SIGNAGE

- SN1 RESTROOM (REFERENCE B/A3)
- SN2 EXIT TACTILE SIGN PER LOCAL BUILDING CODE
- # SEE SHT. A3 FOR FINISH SCHEDULE
- (#) SEE SHT. A3 FOR DOOR SCHEDULE

ISSUE DATES / REVISIONS

NO:	DESCRIPTION	DATE:
1	VILLAGE COMMENTS	8/24/22
	FOR PERMIT/ BID ISSUE	5/10/22
	FOR REVIEW	4/21/22
	FOR REVIEW	3/30/22

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DRAWN BY : BT
CHECKED BY : W. JOHNSON
DATE : ----
PROJECT No : 22003

TENANT BUILD-OUT FOR:

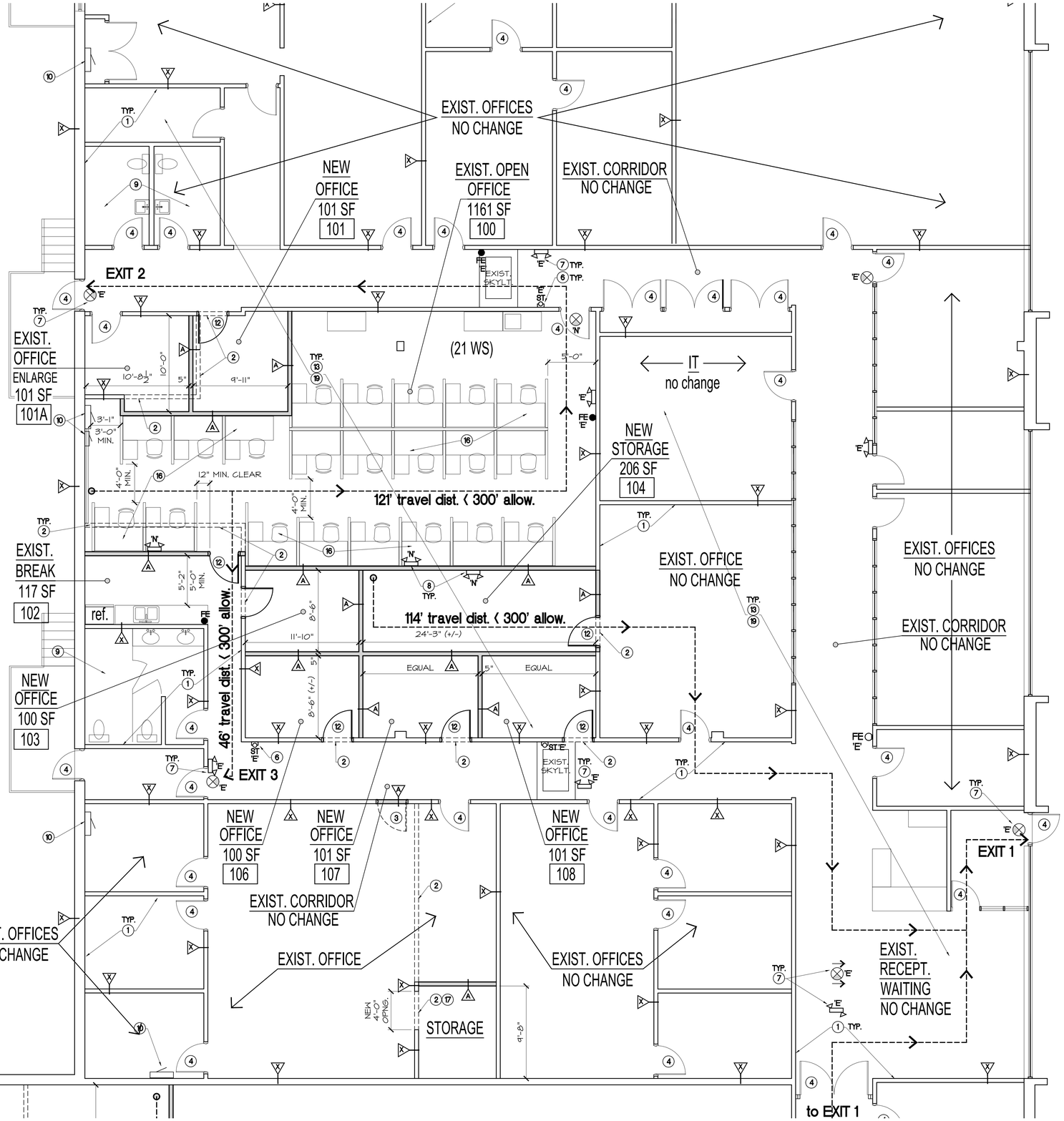
CLEARBROOK

(BUSINESS SPACE)

1815-1835 W. Central Rd.
Arlington Heights, IL

DEMO./PROPOSED FLOOR PLAN
1835 SPACE -EAST

SHEET
A2



PROP. FLOOR PLAN W/ DEMOLITION

SCALE: 3/16" = 1'-0"

1835 SPACE - WEST SIDE

PROPOSED DEMO./ FLOOR PLAN KEYNOTES FOR SHEETS A1-A3

1. EXIST. WALLS TO BE REMAIN - SHOWN SOLID. REPAIR WALLS AS NEEDED PER THESE CONSTRUCTION CHANGES. FIELD REVIEW FOR ANY PATCH / REPAIR WORK REQUIRED.
2. EXIST. INTERIOR WALLS / RELATED SHELVING/ MILLWORK, ETC. TO BE REMOVED (SHOWN DASHED).
3. EXIST. DOOR & FRAME TO BE REMOVED (SHOWN DASHED). SELECT DOORS IN GOOD CONDITION TO BE RE-USED FOR NEW LOCATIONS. SEE FLOOR PLAN. VERIFY W/ OWNER.
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   'E' DENOTES EXISTING
   'D' DENOTES DEMO.
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8. NEW EXIT SIGNS & EMERGENCY LIGHTING TO BE LOCATED AS SHOWN. REQUIRED FINAL APPROVAL BY THE VILLAGE OF ARLINGTON HTS. BUILDING DEPT.
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11. MUD/ SAND/ PRIME/ PAINT ALL NEW WALLS & EXISTING WALLS @ NEW OFFICES / SPACES PER OWNER'S DIRECTION.
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15. EXISTING 'IT' WIRING & EQUIPMENT IN EXISTING CLOSET TO BE RELOCATED PER OWNER'S DIRECTION.
16. NEW CUBICLE LAYOUT SHOWN. COORDINATE W/ OWNER FOR FINAL APPROVAL / ADJUSTMENTS NEEDED. PROVIDE MIN. PASSAGE DIMENSIONS AS SHOWN.
17. NEW 4'-0" x 7'-0" FINISHED OPENING IN EXISTING WALL. PROVIDE HEADER AS REQUIRED.
18. GENERAL ELECTRICAL NOTE: RELOCATE GENERAL DUTY OUTLETS & SWITCHES AS DIRECTED BY OWNER. RE-USE SAME CIRCUIT AS PREVIOUS CONDITIONS. VERIFY ALL FINAL OUTLET HEIGHTS & LOCATIONS W/ OWNER. PROVIDE DAYLIGHTING CONTROLS AS REQUIRED BY CODE WHERE NEW OFFICES ARE PROVIDED.

EGRESS LEGEND

- NEW / EXISTING EXIT SIGN REFER TO SHTS. A4- A6 FOR NEW & EXIST. DESIGNATIONS
- NEW / EXISTING EMERGENCY LIGHT REFER TO SHTS. A4- A6 FOR NEW & EXIST. DESIGNATIONS
- DIRECTION OF EGRESS
- FE FIRE EXTINGUISHER MOUNTED ON WALL
  SHEET SHT. A0 FOR DETAIL G.C. TO COORDINATE W/ LOCAL FIRE DEPT. FOR FINAL LOCATIONS & AMOUNTS

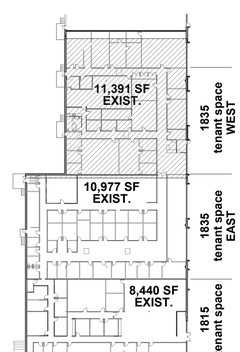
WALL LEGEND

- EXISTING WALLS TO BE REMOVED
- EXISTING WALLS PATCH AS NEEDED WHERE DISTURBED BY NEW CONSTRUCTION
- NEW INTERIOR WALL (MATCH EXIST. WALLS)

WALL TYPES

A — NEW INTERIOR PARTITION WALLS
3 5/8" wide, 20 ga. MTL. STUDS (362-S-162-33mil) @ 16"o.c. TO UNDERSIDE OF EXISTING SUSPENDED CEILING. ALSO PROVIDE 14ga. TOP TRACK (362-T-200-68mil). PROVIDE 5/8" thk. DRYWALL ON EACH SIDE. PROVIDE FULL DEPTH SOUND BATT INSUL. IN ALL WALLS. (SEE SECTION A/A5) BRACE WALLS TO STRUCTURE ABOVE / ADJACENT WALLS AS REQUIRED.
ALIGN / INFILL EXISTING WALL OPENINGS WHERE SHOWN SHADED.

X — EXIST. INTERIOR PARTITION WALLS
PATCH / REPAIR AS NEEDED



KEY PLAN

WARREN JOHNSON
ARCHITECTS, INC
19 N. Greeley St. Palatine, IL 60067
T (847) 359-9616

LICENSED ARCHITECT
WARREN
JOHNSON
001.009302
PALATINE,
IL
STATE OF ILLINOIS

8/24/22 DATE — 11/30/22 LIC. EXPIRES

ISSUE DATES / REVISIONS

NO:	DESCRIPTION	DATE:
1	VILLAGE COMMENTS	8/24/22
	FOR PERMIT/ BID ISSUE	5/10/22
	FOR REVIEW	4/21/22
	FOR REVIEW	3/30/22

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DRAWN BY : BT
CHECKED BY : W. JOHNSON
DATE : ----
PROJECT No : 22003

TENANT BUILD-OUT FOR:

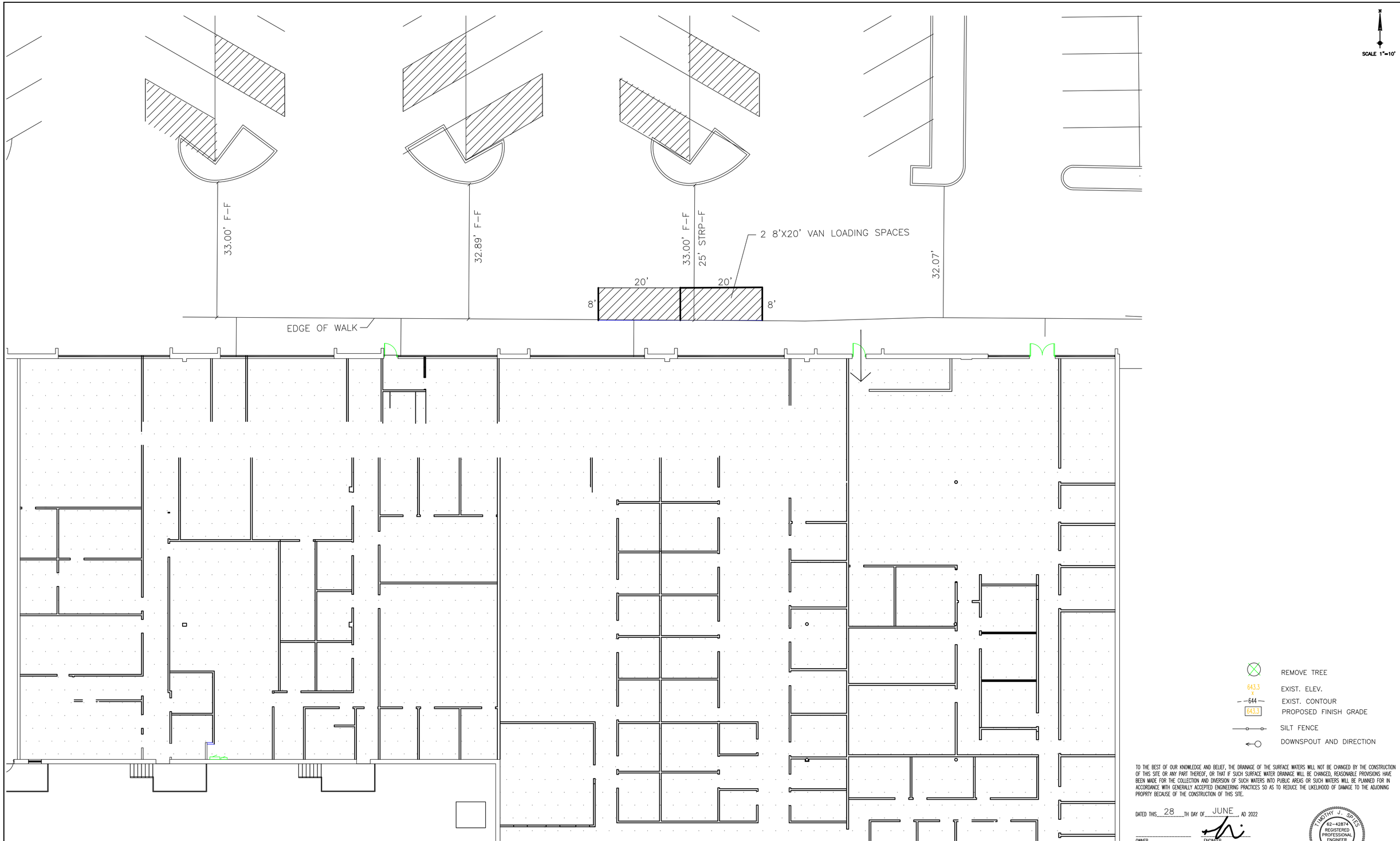
CLEARBROOK

(BUSINESS SPACE)

1815-1835 W. Central Rd.
Arlington Heights, IL

DEMO./PROPOSED FLOOR PLAN
1835 SPACE -WEST

SHEET
A3



REMOVE TREE

643.3 x — EXIST. ELEV.

644 — EXIST. CONTOUR

643.3 — PROPOSED FINISH GRADE

SILT FENCE

DOWNSPOUT AND DIRECTION

TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THE DRAINAGE OF THE SURFACE WATERS WILL NOT BE CHANGED BY THE CONSTRUCTION OF THIS SITE OR ANY PART THEREOF, OR THAT IF SUCH SURFACE WATER DRAINAGE WILL BE CHANGED, REASONABLE PROVISIONS HAVE BEEN MADE FOR THE COLLECTION AND DIVERSION OF SUCH WATERS INTO PUBLIC AREAS OR SUCH WATERS WILL BE PLANNED FOR IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING PRACTICES SO AS TO REDUCE THE LIKELIHOOD OF DAMAGE TO THE ADJOINING PROPRITY BECAUSE OF THE CONSTRUCTION OF THIS SITE.

DATED THIS 28 TH DAY OF JUNE AD 2022

OWNER

ENGINEER

TIMOTHY J. SPIES 62-42874 REGISTERED PROFESSIONAL ENGINEER OF ILLINOIS

SPIES & ASSOCIATES, INC.
Civil Engineers – Land Surveyors
534 WEST CAMPUS DRIVE
ARLINGTON HEIGHTS, ILLINOIS 60004
PH 847.577.8808 FAX 847.577.0229

REVISIONS

DRAWN BY:	TJS
DESIGNED BY:	TJS
CHECKED BY:	TJS
JOB NO.	5337
SCALE:	1"=10'
DATE:	06-28-22

CLEARBROOK CENTER
1815-1865 W. CENTRAL AVE.

SHEET NO. 1 OF 1 SHEETS

Land Use Variation Criteria

1. The proposed use will not alter the essential character of the locality and will be compatible with the use and zone of nearby property.

    - Clearbrook's use of 1815 Central Road as an adult day program will not impact the use and zone of nearby property. Individuals with intellectual and developmental disabilities will be attending the program for leisure and career counseling. This is in line with the other services Clearbrook currently provides at this location. The Arlington Heights Senior Center (adjacent building to the east of 1815 W. Central Road) provides many of the same types of services for community members.

2. Clearbrook's need to make these changes is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.

    - Federal and State mandates, as well as changes in the work force have created a situation that Clearbrook must address. Existing programs need to reduce their capacity and number of staff who are working on-site. The associated office renovations and the development of the Supported Employment Program will allow Clearbrook to make these adaptations.

3. The proposed variation is in harmony with the spirit and intent of Clearbrook.

    - The additional space for the Supported Employment Program and office renovations will improve the utilization of the site. Vehicle parking demands will decrease. The only noticeable changes will be the addition of a loading/unloading zone, signage and a new entry door.

4. The variance requested is the minimum variance necessary to allow reasonable use of the property.

    - Clearbrook is requesting a Special Use Permit to serve individuals with intellectual and developmental disabilities at a Support Employment Program to be located at 1815 W. Central Road (Arlington Heights). The requested changes are minimal and necessary for Clearbrook to operate this program.

Request for Waiver
Of
Traffic – Parking Study

Clearbrook would like to request a waiver for a traffic and parking study.

1. The demand for on-site parking will be reduced with the development of the Supported Employment Program Site. Approximately 45 program and case management staff who currently work out of the 1815 W. Central office are being reassigned to other Clearbrook offices and/or will be working remotely.

2. Individuals participating in the Support Employment Program will be dropped off and picked up resulting in no additional parking spaces being required.

3. Per the City's request a new entrance door will be constructed to the far West end of 1815 and a new loading zone will be developed between the entrance doors of 1815 and 1835.

M E M O R A N D U M

DATE: 11/16/22

TO: Jorge Torres, Director of Building & Life Safety

FROM: Elliot L. Eldridge, Assistant Building Official of Building & Life Safety

SUBJECT: Clearbrook Adult Day Care, 1815 - 1835 W. Central Rd, Arlington Heights, IL 60005

General Building & Life Safety Comments concerning the space utilized for the Supported Employment Program:

The following functional areas must be addressed:

(1) Will a dividable multipurpose room or area for group activities, including dining, with adequate table setting space be provided? If so, provide details.

(2) Will a Rehabilitation rooms or an area for individual and group treatments for occupational therapy, physical therapy, and other treatment modalities be provided? If so, provide details.

(3) Will a kitchen area for refrigerated food storage, the preparation of meals and/or training participants in activities of daily living be provided? If so, provide details.

(4) Will an examination and/or medication room be provided? If so, provide details.

(5) Will a quiet room (with at least one bed), which functions to isolate participants who become ill or disruptive, or who require rest, privacy, or observation. It should be separate from activity areas, near a restroom, and supervised be provided? If so, provide details.

(6) Will bathing facilities adequate to facilitate bathing of participants with functional impairments be provided? If so, provide details.

(7) Toilet facilities and bathrooms easily accessible to people with mobility problems, including participants in wheelchairs. There must be at least one toilet for every eight participants. The toilets must be equipped for use by persons with limited mobility, easily accessible from all program's areas, i.e. preferably within 40 feet from that area, designed to allow assistance from one or two staff, and barrier free.

(8) Provide Adequate storage space. There should be space to store arts and crafts materials, personal clothing and belongings, wheelchairs, chairs, individual handiwork, and general supplies. Locked cabinets must be provided for files, records, supplies, and medications.

(9) Will an individual room for counseling and interviewing participants and family members be provided?

(10) Will a reception area be provided? If so, provide details.

(11) Will an outside space that is used for outdoor activities that is safe, accessible to indoor areas, and accessible to those with a disability. This space may include recreational space and a garden area. It should be easily supervised by staff. If so, provide details.

Furnishings must be available for all participants. This must include functional furniture appropriate to the participants' needs. Provide details.

Provide Interior finish for walls and ceilings in the training room, corridors, and offices.
Interior finish for walls and ceilings shall only be rated Class A.
Provide details.

Buildings protected throughout by an automatic sprinkler system, corridor walls need not be fire rated, but only resist the passage of smoke.

Provide Protective Covers for Electrical Outlets. Special protective covers for all electrical receptacles shall be installed in areas occupied by clients. Examples include the simple plastic plugs or inserts found at a hardware store or tamper-proof outlets.

Operating Features are requirements found in each LSC occupancy chapter that provides requirements for ongoing fire safety operations, such as fire drills, emergency planning, furnishings, and decorations. Operating features for a day care center are as follows:

• The facility shall have a comprehensive written fire emergency response plan. Copies of the plan shall be made available to employees. All employees shall be periodically instructed on the plan and kept informed with respect to the duties of their position under the plan.
• Emergency egress and relocation drills shall be conducted. These shall be done at least monthly and all occupants shall participate. If the facility is not open year-round, then an additional drill shall be conducted during the first 30 days of operation each year to familiarize occupants with drill procedures.

• Fire prevention inspections shall be conducted monthly by a trained senior staff member.

A copy of the latest inspection report shall be posted in a conspicuous place in the day care facility.
• It shall be the duty of administrators and staff members to inspect all facility exits daily to ensure that all stairways, doors, and other exits are in proper condition.
• Clothing and personal effects shall not be stored in corridors.
• Artwork and teaching materials shall be permitted to be attached directly to the walls but shall not exceed 20 percent of the wall area. This can be increased to 50 percent if the building is protected throughout with sprinklers.
• Adequate adult staff shall be on duty, alert, awake, and in the facility at all times when the clients are present.

All currently adopted codes shall apply.

- All accessibility to comply with the 2018 Illinois Accessibility Code (IAC).
- Provide an Accessibility Parking Analysis to determine if the total number of Accessibility parking for the reference project meets the demand of the Accessibility code (IAC). In addition, report on the close proximity and the condition of the Accessibility Parking markings, striping and updated fines sign.

.

PLAN COMMISSION PC #22-013
Clearbrook Adult Day Care
1835 W Central Road
Round 1 (revised)

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

12. Signage shall be provided for the loading zone. This can be addressed at permit.

13. Provide additional pavement marking directional arrows in the drive aisle adjacent to the loading zone. This can be addressed at permit.

14. The petitioner has indicated that the demand for on-site parking will be reduced as a result of 45 program and case management staff who will be reassigned to other Clearbrook offices or will be working remotely. As a result, the Engineering Division has no objection to the request to waive the traffic and parking study.

15. The fire sprinkler system has a single check valve that will need to be replaced with an RPZ. This can be addressed at permit.

16. The system feeding the outside fire hydrants needs an RPZ between that system and the domestic water. This can be addressed at permit.

17. The Public Works Department and Engineering Division have no further comments.

Michael L. Pagones, P.E. — Date 11/15/22
Village Engineer

Arlington Heights Fire Department
Plan Review Sheet

P. C. Number _____

Project Name _____

Project Location _____

Planning Department Contact _____

General Comments

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

NOTE: PLAN IS CONCEPTUAL ONLY
SUBJECT TO DETAILED PLAN REVIEW

Date _____ Reviewed By: _____

HEALTH SERVICES DEPARTMENT

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 22-013
Petitioner: Clearbrook
1835 W. Central Road
Arlington Heights, IL 60005
Owner: Clearbrook
1835 W. Central Road
Arlington Heights, IL 60005
Contact Person: Don Frick - Clearbrook
Address: 1835 W. Central Road
Arlington Heights, IL 60005
Phone #: 847-385-5007
Fax #: 847-870-7711
E-Mail: DFrick@clearbrook.org

P.I.N.# 08-08-201-005-0000
Location: 1835 W. Central Road Arlington Heights
Rezoning: _____ Current: _____ Proposed: _____
Subdivision: _____
# of Lots: _____ Current: _____ Proposed: _____
PUD: _____ For: _____
Special Use: _____ For: _____
Land Use Variation: ✓ For: Adult Day Care
Land Use: _____ Current: _____
Proposed: _____
Site Gross Area: Lot 4 1 Acres
# of Units Total: 1
1BR: 2BR: 3BR: 4BR:

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

1. GENERAL COMMENTS:

No comments at this time.

Sean Freres 11/3/22
Environmental Health Officer Date

James McCalister 11/3/22
Director Date

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 22-013
Petitioner: Clearbrook
1835 W. Central Road
Arlington Heights, IL 60005
Owner: Clearbrook
1835 W. Central Road
Arlington Heights, IL 60005
Contact Person: Don Frick - Clearbrook
Address: 1835 W. Central Road
Arlington Heights, IL 60005
Phone #: 847-385-5007
Fax #: 847-870-7711
E-Mail: DFrick@clearbrook.org

P.I.N.# 08-08-201-005-0000
Location: 1835 W. Central Road Arlingon Heights
Rezoning: _____ Current: _____ Proposed: _____
Subdivision: _____
# of Lots: _____ Current: _____ Proposed: _____
PUD: _____ For: _____
Special Use: _____ For: _____
Land Use Variation: ✓ For: Adult Day Care
_____
Land Use: _____ Current: _____
Proposed: _____
Site Gross Area: Lot 4 1 Acres
# of Units Total: 1
1BR: 2BR: 3BR: 4BR:

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

	YES	NO	
1.	X		COMPLIES WITH COMPREHENSIVE PLAN?
2.	X		COMPLIES WITH THOROUGHFARE PLAN?
3.	X		VARIATIONS NEEDED FROM ZONING REGULATIONS? (See below.)
4.		X	VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS? (See below.)
5.		X	SUBDIVISION REQUIRED?
6.		X	SCHOOL/PARK DISTRICT CONTRIBUTIONS REQUIRED? (See below.)

Comments:

SEE ATTACHED COMMENTS #7 THRU #11

Sam Hubbard 11.15.22
Date

Planning & Community Development Dept. Review

November 15, 2022

REVIEW ROUND 1

Project: Clearbrook Adult Day Care
1815-1835 W. Central Rd.

Case Number: PC 22-013

Zoning:

7. The Plan Commission must review, and the Village Board must approve, the following actions:
   a. Land Use Variation to allow an Adult Day Care in the B-2 District.
   b. Variation to Chapter 28 of the Municipal Code, Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer

General:

8. Please provide additional details on the program. What percentage of the time would individuals be receiving job counselling vs. down time/leisure time? Are the same 10-15 program participants in attendance each day, or would a separate cohort of individuals be in attendance each day? Do individuals arrive for the day and subsequently leave to go to a job, then return for pick-up? Or would they remain onsite until pick-up time?

9. How is the approx. 2,052 square foot Clearbrook space used, which is located at the southwest corner of the building?

10. Does Clearbrook store any vehicles onsite?

11. Please provide all resubmittal documents in a USB/flash drive along with the required number of hard copies.

Prepared by: Sam Hubbard

Clearbrook Adult Day Care
1815 -1835 W. Central Rd
PC #22-013
November 15, 2022

Landscape Comments

1) Per Chapter 28, Section 6.15-1.2a, a three foot high continuous screen is required along the perimeter of a parking area adjacent to the right of way. Please infill any areas where the shrubs are absent.

2) Per Chapter 28, Section 6.15-1.2b, a four inch caliper shade tree is required at the ends of all parking rows. There are islands where the code required tree is absent. Please incorporate the code required tree within the islands where they are absent.

CLEARBROOK
Enrich Lives. Embrace Potential.
For Individuals with Intellectual and Developmental Disabilities

November 21, 2022

Mr. Sam Hubbard
Development Planner
Department of Planning and Community Development
Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, IL 60005

Mr. Hubbard,

This letter is in regards to Clearbrook's Land Use Variation to allow an Adult Day Care in the B-2 District and a Variation to Chapter 28 of the Municipal Code, Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer. I have addressed each of the questions and/or comments that the City of Arlington Heights Departments have outlined in their review of this project.

Clearbrook would like to develop an employment program at 1815 W. Central Road in Arlington Heights. Individuals attending this program are able to obtain, and sustain employment in the community. They work in a variety of places in the community, from restaurants, animal shelters and offices. We are anticipating anywhere from 10 to 15 individuals coming and going at the site at any given time. Average amount of time will be no more than 5 hours per day, mostly like it will be less than that as all individuals served work in the community. There will be a variety of activities for the individuals, ranging from group outings in the community, benefits and money management training classes, a place to "plug in" and a reading library. The individuals who will attend this program are extremely high functioning, require little to no supervision and/or assistance with their living skills.

Clearbrook has been working closely with the City of Arlington Heights, Department of Planning and Community Development to address any concerns related to individuals that will attend this site, type of program/services and safety.

Please see the responses below that address the questions presented by the City's Departments:

PLAN COMMISSION PC #22-013

#11. Clearbrook acknowledges that the comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission and that approval of the Plan Commission is not an endorsement or approval of these documents to obtain the

required building permits, engineering approval, or permits required by other government or permitting agencies for construction.

#12 Signage with be posted on current columns of the building which is adjacent to the loading zone. Clearbrook can provide signage on posts if needed. Please see the photos below.

#13. Clearbrook's parking lot has directional arrows in the driveway isles adjacent to the loading zone. Please see the yellow highlighted circles in the photo above.

#14. The 45 program and casement management staff have already been relocated to other Clearbrook sites.

#15 & #16. In regards to the two RPZ valves that needs to be installed, Clearbrook and our fire sprinkler contractor was not aware of this requirement when permits were issued to relocate existing sprinkler heads related to offices renovation. We have reached out to our contractor to provide drawings to meet the City's code requirements and provide estimates to Clearbrook. Based upon the initial discussion, the contractor indicated the project may cost $25,000 - $30,000. Clearbrook had not planned for the expense and would like to respectfully request a period of 6 to 9 months to address this issue and bring the system into full compliance.

Fire Department General Comments

- Existing keys in the Knox box will allow access to all doors.
- Clearbrook will make sure fire lanes are kept clear at all times.
- Alarm system will be fully inspected and tested upon completion of the work.

Planning and Community Development Department Review

#7. Clearbrook has been made aware that the Plan Commission must review and the Village Board must approve the Land Use Variation to allow an Adult Day Care in the B-2 District.

#8. Program Details

- Programming will be completely based upon the individuals that plan to attend that day. Each individual has a job in the community and they work with their employer to development their schedule.
- The 10-15 program participants will not be attending every day. The majority of the individuals will work at the job during the week, stay at home and/or attend one of our programs.
- Transportation to the individual's job is completely based upon available transportation (i.e. public, Clearbrook, etc.) Most of the individuals already have established modes of transportation. New participants may come to the site and need Clearbrook to assist with transportation.

#9. Clearbrook plans to use the space in the southwest corner of building as a conference/training space for onsite employees.

#10. Clearbrook has approximately 5 vehicles that are parked onsite. They are all parked in the back parking lot overnight.

Landscape Comments:

#1. A three foot high continuous screen is required along the perimeter of the parking area adjacent to the right of way. Clearbrook has reached out to our landscape contractor who will be providing design plans, type of plants/shrubs and cost estimates. Clearbrook would like to complete any landscape upgrades after the winter season. April-June of 2023.

#2. A four inch caliper shade tree is required at the ends of all parking rows. Clearbrook has completed significate upgrades to the parking islands in the past 2 years. We have our landscape contractor that will provide tree options and cost estimates. Clearbrook will complete the installation of the trees after the winter season (April-June 2023)

General Building and Life Safety

As I mentioned previously in this response the individuals that will be coming to this site are very high functioning and independent. The participants are competitively employed in the community and come to the site for career development opportunities.

1. Clearbrook will have a large area that will have furniture setup for different functions. We will not have a defined space for dining and will not be using any type of dividers.

2. No rehabilitation rooms or area will be incorporated into the program space for individual or group treatments for occupational therapy, physical therapy or other treatment modalities.

3. No kitchen area is planned for food storage, preparation of meals or training participants in activities of daily living will be provided.

4. No examination or medication room will be provided.

5. No quiet room with functions to isolate participants will be established at this site.

6. No bathing facilities will be provided at this site.

7. Clearbrook already has 2 accessible bathrooms at this location that are easily accessed from the program space.

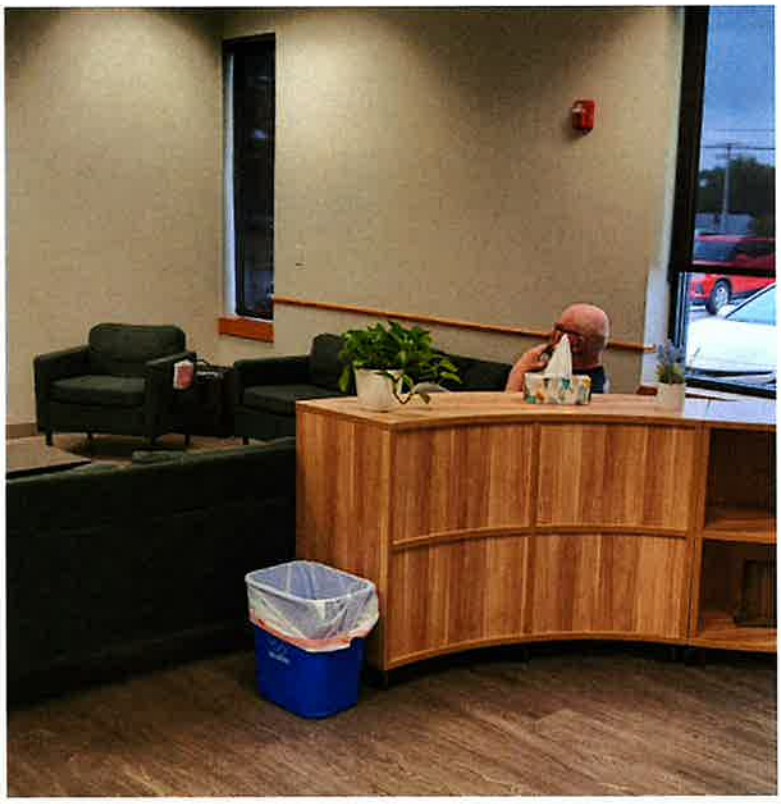
8. Adequate storage space will be provided for any materials and/or supplies. Supplies will be stored in 2 door metal cabinets or organized with in the rooms/areas.

9. Clearbrook will have a small conference room that can be used for counseling and interviewing participants/families.

10. We will not have a formal reception area for the space. Program staff will be onsite when participants are present. Front door and program space will also be monitored by other onsite administrative staff. Front door will be secure and staff will be required to use a key or access badges to enter the site.

11. No outside space will be provided for this program.

- Functional furnishings will be made available to all participants. This will include typical office desks, tables, chairs as well as some lounge area furniture. Please see photo below from one of our other locations.



- All interior finishes will be drywall wall with latex paint and drop in ceiling tiles.
- Building is completely protected by an automatic sprinkler system.
- All open electrical outlets will be covered by plastic plugs.
- All staff are required to complete an annual fire safety course approved by Illinois Department of Human Services. Please see the attached Clearbrook's Life Safety Preparedness Plan.
- Clearbrook community day program facilities run monthly fire drills (see attached Day Program Drill Report)
- Clearbrook administrative staff complete monthly safety inspections (see attached Safety Inspection Report)
- Fire alarm and fire sprinkler reports are posted in the sprinkler room. Safety inspections will be posted in the program area.
- Program and administrative staff will be responsible to inspecting the facility daily to ensure all stairways, doors and other exits are in proper condition.
- Clothing and personal effects will not be stored in corridors.
- Minimal artwork/photos will be attached directly to the walls. Building is protected throughout by automatic sprinkler system.

- Program staff shall be on duty, alert and awake in the facility at all times when the clients are present.

- Building meets 2018 Illinois Accessibility Code

- Clearbrook's parking lot has 188 spaces and 11 handicapped/van accessible spaces. The ADA requirement is for 6 spaces. All accessible spaces on the south end of each aisle closest to the building. (see attached ADA Parking Accessibility Code Requirement and the photo below)

Please let me know if you have any questions or concerns with the responses I provided. Feel free to contact me directly by calling me at 847-373-1754.

Sincerely,

Don Frick
Clearbrook
Vice President of Operations

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Life Safety & Emergency Preparedness

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Life Safety & Emergency Preparedness

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Life Safety & Emergency Preparedness

The safety of the individuals we serve, our employees, and visitors is of a primary importance to Clearbrook. By organizing the emergency preparation information and sharing that information with all employees, we are able to efficiently and successfully handle emergency situations as they arise. Please read all information here carefully and follow all policies and procedures to ensure the safety of everyone on Clearbrook grounds.

Emergency Preparedness

Tornado or Severe Thunderstorm Precautions

Should a severe thunderstorm or tornado develop in our area, public announcements will be made via radio, television, or a steady blast of alarms by the Municipal Defense Warning System or by a member of HR or Operations. In the event of a severe storm, please take the following precautions.

- Move away from the windows and perimeter of the building and proceed to one of the following designated tornado shelter areas.
- Once in a designated shelter area, individuals should sit with their knees drawn up into the chest and their faces into their laps, using their hands to cover the back of their heads and neck.
- Remain in the designated shelter area until the tornado alarm no longer sounds, or you have been given the “all clear” to leave by HR or Operations staff.
- If, for any reason, you have been trapped in an office or other area, seek protection under a desk or behind furniture and as far away from glass as possible.
- After the weather has subsided, report any storm related damage or leaks to HR or Operations personnel.

Building-Wide Power Failure

The Plaza is equipped with independently powered exit signs and emergency lights, which will remain lit in a general power failure. If an electrical failure does occur, the following guidelines should be observed:

- Call Reception to report the power failure.
- Open all blinds, where possible, to let in outside light.
- The Operations Team will notify you of the cause of the power failure and approximate duration of the outage as soon as that information becomes available.
- In case of emergency, please stay in your area and do not congregate in the lobby areas.

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Life Safety & Preparedness

Accident, Illness or Health Emergency

In the event of an accident, illness or health related emergency of an employee, individuals served or guest, we recommend that you involve as few people as possible to prevent a crowd of bystanders which could result in a bottleneck for emergency responders but also to respect privacy and abide by HIPAA regulations.

- Immediately dial 911 for emergency medical service. Be prepared to provide the operator with the following information
    - Injured person's name, approximate age, and sex.
    - Building address: 1815 or 1835 W. Central Road, Arlington Heights, IL 60005, phone 847-870-7711, and location of the injured person.
    - Any details about the accident or illness you are able to provide.
    - Do not try to move the injured person.
- Immediately after calling 911, please notify reception by dialing "0" to report the situation, who will in turn report the incident to HR and Operations. Someone from HR or Operations will meet the paramedics at the building entrance and escort the medical team quickly to the injured person's location.
- In the event of a need to evacuate the Plaza, the designated area will be the Wilke Building at 3802 Wilke Road, Rolling Meadows, IL 60008.

Automated External Defibrillators (AED's) and First Aid Cabinets

There are AED units and a stationary First Aid Cabinet at the 1815 and 1835 Plaza Facilities.

AED's, when used within the first 3-5 minutes of a person suffering a Sudden Cardiac Arrest (SCA) can dramatically increase a victim's chance of survival from what is typically less than 5% to as much as 70% when a defibrillator is used. AED's were designed to be used by virtually anyone with little or no experience.

- Steps for using an AED – These steps should be used when caring for a non-breathing child aged 8 or older who weighs more than 55 pounds, or an adult. After checking the scene and ensuring that the person needs help, you should as a bystander call 911 for help.
    - After checking the scene and ensuring that the person needs help, you should ask a bystander to call 911 for help and then:
        - Turn on AED and follow the visual and/or audio prompts.
        - Open the person's shirt and wipe his/her bare chest dry. If the person is wearing any medication patches, you should use gloved (if possible) hands to remove the patches before doing so.
        - Attach AED pads and plug in connector (if necessary).

- Make sure no one is, including you, touching the person and tell everyone to stand clear.
- Push the “analyze” button and allow the AED to analyze the person’s heart rhythm.
- If the AED recommends that you deliver a shock to the person, again making sure no one is touching the person, telling everyone to stand clear, press the “shock” button.
- Begin CPR after delivering the shock. Or if no shock is advised, begin CPR. Perform 2 minutes (about 5 cycles) of CPR and continue to follow the AED prompts. If you notice obvious signs of life, discontinue CPR and monitor breathing for any changes in condition.

Blood Borne Pathogens Clean Up

Blood borne pathogens include vomit, blood, feces, urine and other potentially infectious substances. You will find specific blood borne pathogen clean up kits attached to each First Aid Cabinet.

Should you encounter these substances, please contact any of the Facility or Operations staff who have been trained on this type of clean-up, who will clean the area and contact the proper authority for disposal of the biohazard plastic bag.

Fire Safety & Preparedness

The best defense in a fire emergency is a thorough understanding of fire safety, evacuation routes, and overall safety procedures. Please share the following with your coworkers and team members.

Discovering Fire

Immediately activate the nearest fire alarm and notify the local fire department by calling 911. Then call Reception by dialing “0” to report the fire

Building Evacuation Procedure

- Begin evacuation procedures immediately. Be sure to activate a pull station alarm if one has not already been activated.
- Once the alarm has sounded, employees should take only those valuables that are immediately accessible. No one should return to his/her desk from another area of the building to attempt to retrieve personal items.
- Proceed directly to your main evacuation route. These routes are posted in the building. Every route should have an alternate route planned for employees whose main route is blocked.
- If you are vacating an office, or are the last to leave an office or work area, close the door behind you. This can slow down a fire’s progression.

- Before opening any door, feel the door and handle for heat. If a door is hot, DO NOT OPEN THE DOOR. Attempt to block openings under and around the door with clothing and proceed to the alternate evacuation route.
- If smoke is present, keep low, proceed with caution, walk swiftly and calmly, keeping conversation to a minimum.
- Fire Coordinators should be the last people to leave their designated areas, checking for people as they exit. They should also be checking the restrooms in their area and closing all office doors as this will help slow the spread of the fire. Fire Coordinators should check in with the Operations/HR Leads to make sure all employees are present and accounted for.
- All staff that are responsible for individuals served that are present during the time of a fire drill will ensure their safety and assist them out of the building appropriate to their needs.
- **DO NOT ATTEMPT TO RE-ENTER THE BUILDING FOR ANY REASON ONCE AN EVACUATION HAS BEGUN**. Alarms may be shut off as fire fighters inspect the building, due to the high level of noise. However, the ceasing of the alarms should not be taken as an indication that the situation is safe. Please remain outside in the designated area until the "All Clear" signal has been given by the fire department or HR / Operations Personnel.
- If all of your evacuation routes are blocked and you cannot leave your location, you should follow the actions below:
    - Move as far away from the fire as possible, closing all doors as you go.
    - If you have access to a phone, you should call 911 to report your situation and location.
    - If you are near a window, open the blinds and hang a cloth or article of clothing in the window to aid fire fighters in locating you. **DO NOT BREAK THE GLASS**. An open window can sometimes pull smoke into a room.

Fire Extinguisher Operations

- USE THE FIRE EXTINGUISHER ONLY FOR A VERY SMALL FIRE, AND ONLY IF YOU HAVE BEEN TRAINED AND FEEL COMFORTABLE USING ONE.
    - Holding the extinguisher upright, pull or twist pin to remove and squeeze the lever. Direct the flow towards the base of the fire using a gentle, sweeping motion.
    - If you cannot hold the extinguisher, rest the base of the extinguisher on the floor. When the fire appears to be under control, continue using the fire extinguishers, moving it around the fire to completely extinguish the flames. This action will reduce the risk of the flames re-igniting.

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Active Shooter Preparedness

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and after have no pattern to the selection of their victims. In some cases, shooters may use other weapons. Recent national tragedies remind us that the risk is real and becoming prepared now can help you react quickly when every second counts.

First Course of Action: Run

Getting away from an active shooter is the **TOP PRIORITY**.

- Leave your belongings behind and get away, and out of the building, if possible.
- Warn and help others escape if it is safe to do so.
- Call 911 when, and if, you are safe.

Second Course of Action: Hide

If you cannot get away safely, find a place to hide.

- Get out of the shooter's view and stay very quiet, silence electronic devices and make sure they will not vibrate.
- Lock AND block doors, close blinds, turn off any lights, and hide behind or underneath furniture.
- Do not hide in groups; spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently using text messages or social media to tag your location, or putting a sign in an exterior window.
- Stay in place until law enforcement arrives and gives you the "all clear".

Third Course of Action: Fight

Your last resort when you are in immediate danger is to defend yourself.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After an Active Shooter Incident

Know that once law enforcement does arrive on premise, their first task is to end the incident. They may have to pass injured persons along the way and once the premises are secure, help will arrive.

- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
    - If the injured is in immediate danger, help them get to safety.
    - While you wait for first responders, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
    - Turn wounded people on their side if they are unconscious and try to keep them warm.
- Officers may be armed with firearms and may use pepper spray or tear gas to control the situation.
- Keep your hands visible and empty. Officers will shout commands and may push people to the ground for their safety. Follow all law enforcement's instructions.
- Seek professional help in the days / weeks following an active shooter incident to help you cope with the long-term effects of trauma.

Reminder: **Run → Hide → Fight**. You can find more information at the official site of the Federal Department of Homeland Security at www.ready.gov/active-shooter .

Bomb Threat

If a Bomb Threat Has Been Received

The person receiving the threat should attempt to get as much information as possible from the caller and should try to write out the message exactly as received from the informant. You may be able to identify the exact location of the explosive device, or of the person by recalling their comments, vocal characteristics, and background noise heard through the telephone.

- After the bomb threat call is completed (or during, if possible), immediately dial 911 and HR to report the situation. Do not discuss a bomb threat with anyone other than police, your supervisor, and/or the HR/Operations Teams.
- If it is necessary to evacuate the building, follow regular evacuation procedures, remain calm, and exit the building in an orderly fashion. Try not to panic.
    - Be sure to take any personal items such as purses or briefcases with you when you leave as these items are often suspicious vehicles for bombs and may be destroyed by the bomb squad during their search of the building.
- Do not handle or touch any unusual or suspicious item including, but not limited to:
    - Letters that are unusually bulky or heavy.
    - Parcels or envelopes with chemical or oil stains.
    - Parcels or envelopes with foreign postmarks.
    - Any items that are not familiar and do not belong in your space.
- Be aware of any suspicious persons entering or exiting the building, or of any strange behavior exhibited by any staff member. Any abnormal activity should be reported to the bomb squad.
- Any equipment that is capable of transmitting a radio signal should be turned off immediately. Certain radio frequencies can be used to activate a bomb.

General Security Tips

If You See Something, Say Something

- Report all suspicious persons to HR/Operations.
- Do not allow any guest or persons making delivers to wander around the offices without an escort.
- Keep all valuables such as cash, wallets, purses, tablets, laptops, and cell phones in a safe place. Avoid keeping your purse on/under your desk and instead lock it in a drawer when possible.
- Require strict compliance with the use of the visitor log to record names of persons entering and departing the building after regular business hours.
- Call or ask for assistance if you are not comfortable confronting someone who cannot satisfactorily demonstrate his/her identity or purpose in the building.

Clearbrook Emergency Contact Information

Local Emergency Contact Information

- Fire/Police/Ambulance…….. 911
- Arlington Heights Police Department……. 847-368-5300
  Non-Emergency Number
- Arlington Heights Fire Department……. 847-368-5450
  Non-Emergency Number
- Rolling Meadows Police Department……. 847-255-2416
  Non-Emergency Number
- Rolling Meadows Fire Department…….. 847-397-3352
  Non-Emergency Number
- Northwest Community Hospital…….. 847-618-1000
- Active Alarm…….. 847-438-2600
- City of Rolling Meadows Community…….. 847-506-6030
  Development Department
- City of Rolling Meadows Public Works…….. 847-963-0500
- Northwest Central Dispatch System…… 847-398-1130
- Illinois Department of Public Health…… 312-814-2793
- Chicago Headquarters…….. 312-814-5278
- Ombudsman-Suburban Cook County…… 888-401-8200
  Legal Aid Chicago
- County Sheriff (Rolling Meadows office)…… 847-818-2810

Regional Emergency Contact Information

- Cook County Department of Homeland…… 708-865-4766
  Security and Emergency Management
- FBI (Dirksen Federal Bldg.) (Bomb threats)…….. 312-431-1333

State Emergency Contact Information

- Illinois Poison Control…… 800-222-1222
- Illinois Environmental Protection Agency (EPA)…….. 217-782-3397

- Illinois Department of Public Health - Springfield…….. 217-782-4977
- Illinois Department of Emergency Management

  Main Office…… 217-782-2700

  24-Hour Response…….. 800-782-7860

Federal Emergency Contact Information

- U.S. Department of Homeland Security…….. 202-282-8000
- Federal Emergency Management Agency…… 800-621-3362

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DAY PROGRAM DRILL REPORT

Date: _____

Day Program Site: _____

Instructions: This is a timed drill. All clients and staff must evacuate in **3 minutes or less** to a predetermined location as specified on the Day Program *safety procedures* form located in Safety Binder.

Type of Drill:

Fire: _____ **Tornado**: _____ ***(to be completed during Quarter 2)***

Drill schedule:

[ ] 1st Quarter (July, August, September) due Oct. 15th

[ ] 2nd Quarter (October, November, December) due Jan. 15th

[ ] 3rd Quarter (January, February, March) due April. 15th

[ ] 4th Quarter (April, May, June) due July. 15th

Start time of drill: _____ **End time of drill:** _____

Designated area of evacuation: _____

Staff Present:

_____ _____

_____ _____

_____ _____

Clients Present: *Please attached a copy of the rollcall*

Did all clients comply with the drill? **Yes**_____ **No**_____

Staff Signature: _____

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SAFETY INSPECTION CHECKLIST

INSTRUCTIONS: Place a "+" to indicate compliance with the specific condition being inspected. Place a "-"to indicate non-compliance with the specific condition being inspected. Any condition that results in a "-"must be addressed in the corresponding Action Plan section.
If appropriate, a work order should be generated for work to be completed by maintenance staff. In some instances, there may be some conditions on the checklist that are not applicable to the environment being inspected. For those situations, enter "N/A" for the specific condition. The observation of any existing or potentially unsafe safety-related practice is to be described in the corresponding section titled "Unsafe behaviors/practices observed".

If an unsafe condition that represents imminent danger is observed, the reviewer is expected to immediately notify the appropriate Program Director or Vice President.

FREQUENCY OF INSPECTIONS: Safety inspections will be completed on a quarterly basis. An inspection checklist schedule will be maintained to assure the completion of inspections as scheduled.

__ __ Quarter 1 (July, August, September) due Oct. 15th
____ Quarter 2 (October, November, December) due Jan. 15th
___ Quarter 3 (January, February, March) due April 15th
__ __Quarter 4 (April, May June) due July 15th

(Please check applicable Quarter)

Program/Department Reviewed: **Pursuit –**

Name/Title of Reviewer: **– CDS Office Manager**

Date/Time of Review: _____

Dev. 3/97 Rev. 8/13 Rev. 1/16 Rev. 4/2016 Rev. 7/2017, Rev. 10/18

Floors

_____ No slip, trip or fall hazards
_____ Non-slip surfaces wherever needed
_____ Grates over floor drains and vents

Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan:_____

_____

Lighting-Indoor

_____ Illumination level sufficient in common areas for safe use
_____ Emergency lighting operating and adequate *(Illuminated exit sign issues on Pg. 3)*
_____ Outdoor lighting is adequate and operating for safe entrance and exit for building

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan:_____

_____

Bathroom(s)

_____ Equipped with assistive/adaptive devices, as needed
_____ Exhaust fans clean of debris that could be a fire hazard
_ Emergency pull cords in working order
Record response time _____

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan:_____

_____

Residential Bedrooms/Day Program Areas

_____ Wastebaskets made of flame retardant material
_____ Closet doors and room entrance doors operational and latch securely so as not to present safety concern
_____ If doors equipped with automatic closers, doors are kept closed, latch securely, and in working order
_____ Individual client bedrooms keys are attached to the master key ring at the CILA
_____ Emergency pull cords in working order
Record response time _____

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan:_____

Laundry Area

_____ Free of clutter that could present a fire or safety hazard
_____ Dryer lint trap is clean

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan: _____

_____

Potentially Hazardous Materials/Chemicals

_____ Written Hazardous Communication program available
_____ Hazardous materials properly stored
_____ Disposal arrangements for hazardous waste

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan: _____

_____

Entrances, Hallways, Exit ways and Exits

_____ Approaches are free of obstructions, including snow, ice, water
_____ Passageways, aisles and hallways clear and unobstructed
_____ Handrails are appropriately placed and secure
_____ Exit doors are clearly marked
_____ Doors that are neither exits nor access to exits which could be mistaken for exits are appropriately marked (e.g., Not An Exit, Storeroom, Basement, etc)
_____ Exit ways free and clear inside and outside
_____ Exit doors open in direction of travel and are unlocked
_____ Evacuation routes posted
_____ Evacuation routes correctly oriented
_____ Absence of flammables/combustibles in exit ways
_____ Where illuminated exit signs are present, the signs are properly illuminated

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan: _____

_____

Power systems-Electrical

_____ Electrical panels labeled and closed
_____ Absence of extension cords
_____ Power cords for all machines/appliances in good condition
_____ Absence of overloaded outlets
_____ Switches/outlets covered with outlet covers

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan: _____

_____

Blood borne Pathogens

_____ Blood spill kit available
_____ Latex gloves available
_____ Covers on sharps
_____ Proper disposal of sharps/medical waste available

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan: _____

_____

First Aid

_____ Adequate number of kits available
_____ Kit(s) appropriately stored
_____ Kit(s) adequately stocked and checklist completed.
_____ No expired items in kit
_____ Defibrillators checked on a weekly basis

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan: _____

_____

Storage

_____ Absence of top-heavy file cabinets
_____ Storage space free of hazardous conditions
_____ Appropriate storage for food items

_____ Unsafe behaviors/practices observed

Work Order Submitted ☐ Yes ☐ No Not Applicable

Action Plan: _____

Fire Protection/Preparedness

_____ Fire drills held according to applicable regulations
Date and time of last drill _____
_____ Fire extinguishers are visible
_____ Fire extinguishers checked and recharged annually
Record Date(s) on Tag(s) _____
_____ Sprinkler heads unobstructed
_____ Smoke detectors are in working order and free from obstruction
_____ Fire control doors and self closing doors are free of disabling devices (e.g., door stops)
_____ Flammables properly stored
_____ Flammables properly labeled
_____ All cooking equipment clean and free of accumulated grease
_____ Area around furnace(s) free of flammable material
_____ Oven/range exhaust fans clean

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan: _____

_____

Disaster Protection/Preparedness

_____ CO Detector present
_____ Disaster drills held according to applicable regulations
Date of last drill _____
_____ Phone list available and posted with numbers of nearest poison control center, police, fire department and emergency medical personnel
_____ Emergency procedures posted
_____ Clearbrook personnel phone numbers posted
_____ Program safety manual present
_____ Flashlights/batteries available in good working condition

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐ No Not Applicable

Action Plan: _____

_____

Temperature Control

Check water temperature in at least three locations. Rotate locations quarterly. Run water for 3 minutes before noting temperature.

Location:_____ Temperature:_
Location:_____ Temperature:_
Location:_____ __ Temperature: _____

Record temperature of water when run for three minutes _____
(If water temperature exceeds 110˚ was maintenance immediately contacted? ☐ Yes ☐No)

_____ Thermometer(s) in cooler(s)/refrigerator(s)
Record temperature(s) _____ _____ _____
(Acceptable temps: fridge 34-41, freezer 0 or under)

_____ Unsafe behaviors/practices observed

Work Order Submitted? ☐ Yes ☐No Not Applicable

Action Plan:_____

_____

Site Vehicle Check

_ _ Vehicle Logs available / Pre and Post Trip forms
_ _ Insurance Information available and current
_ _ Fire Extinguisher current
_ _ Tie Downs available and in good working order
_ _ Wheelchair tracks clean and in good working order
_ _ Q Straint Equipment available for each wheelchair spot on vehicle
_ _ First Aid Kits available and stocked
_ _ Vehicle “in Use”/”Empty” sign present and turned appropriately

Action Plan: _____

_____

ADDENDUM: Summary of Safety-Related Data for Quarter

Total Number of safety related injuries, not resulting from falls: _____

Preventative Action Taken:

_____

_____

_____

_____

ADMINISTRATIVE REVIEW

General Comments and Recommendations to be discussed with Risk Management Committee:

_____

_____

_____

_____

_____

_____

_____ _____

Signature of Responsible Administrative Staff **Date**

Original Checklist and Administrative Review to Risk Management Committee Chair
Copy of completed Checklist and Administrative Review retained by Risk Management Committee designee

CLEARBROOK
Enrich Lives. Embrace Potential.

FIRST AID KIT CHECKLIST

Items to be included in first aid kits:

Qty	First-Aid Kit Contents	Qty	First-Aid Kit Contents
1	Instant Cold Pack	2	2 x 2 Gauze Pads
1	Fluid Spill Kit	2	3 x 3 Gauze Pads
1	Sterile Saline Eye Irrigation	2	4 x 4 Gauze Pads
1	Scissors	2	3 x 4 Non-Adherent Pads
1	CPR Micro-Shield Mouth Protection	2	Eye Pads
1	Roll Cloth Tape	4	Antibiotic Ointment Packets
1	Roll Paper Tape	12	Gloves
1	Box Bandages	12	Sanitizer Wipes
2	2 x 4 Bandages	12	Alcohol Prep Pads
2	Gauze Rolls		

Dev. 09/12
Rev. 10/18

Accessible Parking Spaces

When state or local governments, businesses and non-profit organizations provide parking lots or garages, accessible parking spaces complying with the Americans with Disabilities Act (ADA) must be provided.

Accessible parking spaces are different than traditional parking spaces. They have specific features that make it easier for people with disabilities to access your programs, goods or services.

Features

Location

In parking lots or garages, accessible parking spaces must be located on the shortest accessible route to the accessible entrance. An accessible route is the path a person with a disability takes to enter and move through a building or facility.

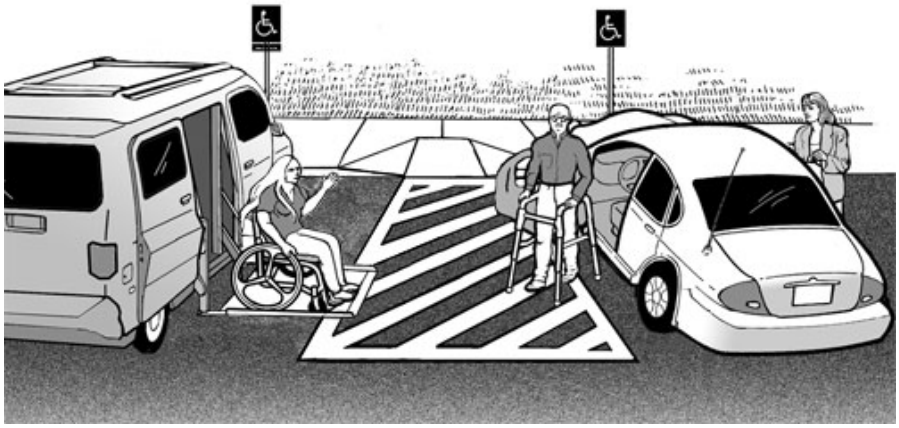
Access Aisles

Accessible parking spaces must have access aisles. Access aisles provide a designated area for people who use wheelchairs or other mobility devices to get in and out of their car or van. Mobility devices allow people with disabilities to move about independently. They include walkers, canes, crutches, braces, manual or power wheelchairs, Segways, and electric scooters.

Access aisles must be:

- Marked (to discourage drivers from parking in them)
- The same length as the space

- Level with the parking space



Two accessible parking spaces can share an access aisle with the access aisle between the two parking spaces (except in angled parking).

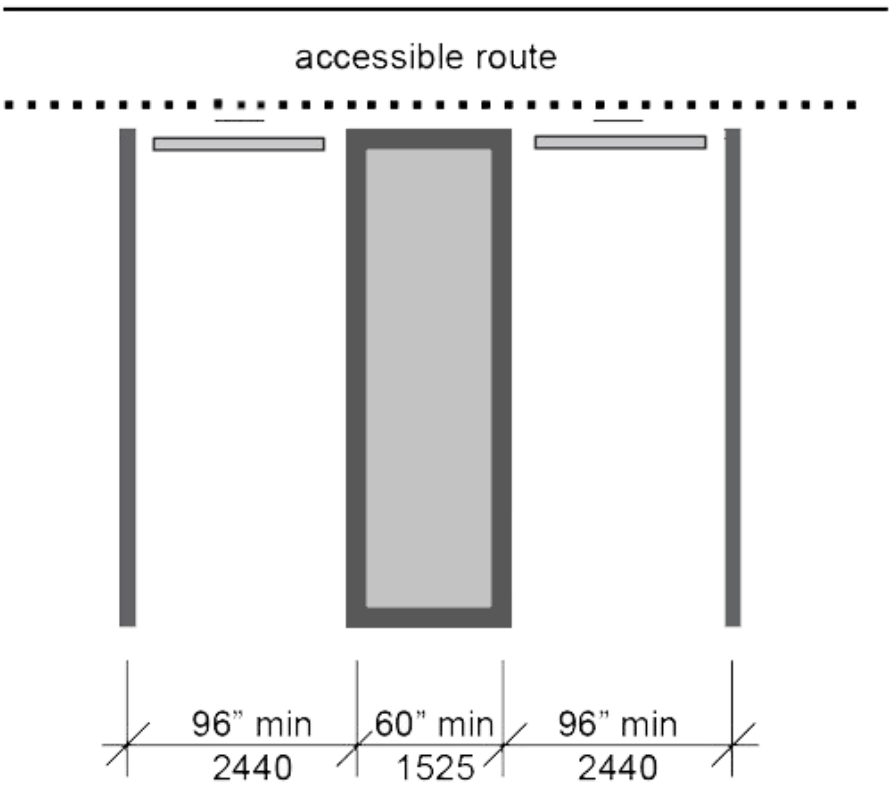
An access aisle can be placed on either side of the parking space (except in angled parking where it must be located on the passenger side of the parking space).

Parking Spaces

Accessible parking spaces must be provided for cars and vans.

Car accessible spaces must:

- Be at least 96 inches wide
- Have an access aisle at least 60 inches wide
- Have no more than a 1.48 (2.08%) slope in all directions
- Have a surface that is firm, stable, and slip-resistant
- Have a sign with the international symbol of accessibility on it, mounted at least 60 inches above the ground (measured to the bottom of the sign)



Van accessible spaces must (pick option #1 or #2)

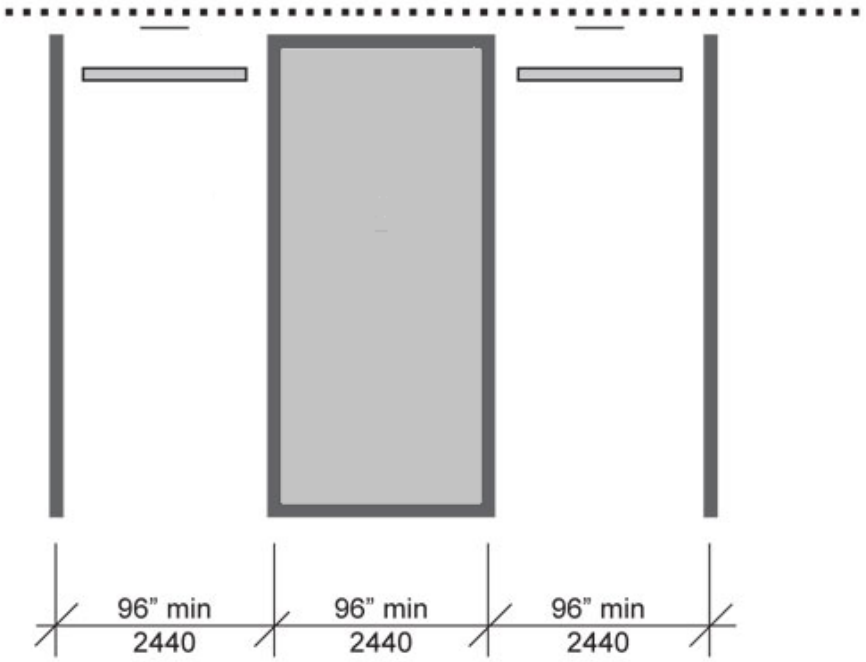
Option #1

- Be at least 132 inches wide
- Have an access aisle at least 60 inches wide
- Have no more than a 1:48 (2.08%) slope in all directions
- Provide at least 98 inches of vertical clearance (van height) for the parking space, access aisle, and vehicular route
- Have a surface that is firm, stable, and slip-resistant
- Have two signs, mounted at least 60 inches above the ground (measured to the bottom of the sign)
    - First sign: international symbol of accessibility
    - Second sign: stating that the space is van accessible

Option #2

- Be at least 96 inches wide
- Have an access aisle at least 96 inches wide
- Have no more than a 1.49 (2.08%) slope in all directions

- Provide at least 98 inches of vertical clearance for the parking space, access aisle and vehicular route
- Have a surface that is firm, stable and slip-resistant
- Have two signs, mounted at least 60 inches above the ground (measured to the bottom of the sign)
    - First sign: international symbol of accessibility
    - Second sign: stating that the space is van accessible



Calculating Accessible Parking Spaces

The number of accessible parking spaces must be considered separately for each parking structure (lot or garage), not based on the total number of parking spaces provided on a site.

The chart below shows the number of accessible spaces required by the 2010 ADA Standards for Accessible Design.

Total Number of Parking Spaces Provided in a Parking Lot or Facility	Minimum Number of Accessible Parking Spaces Permitted
1 to 25	1

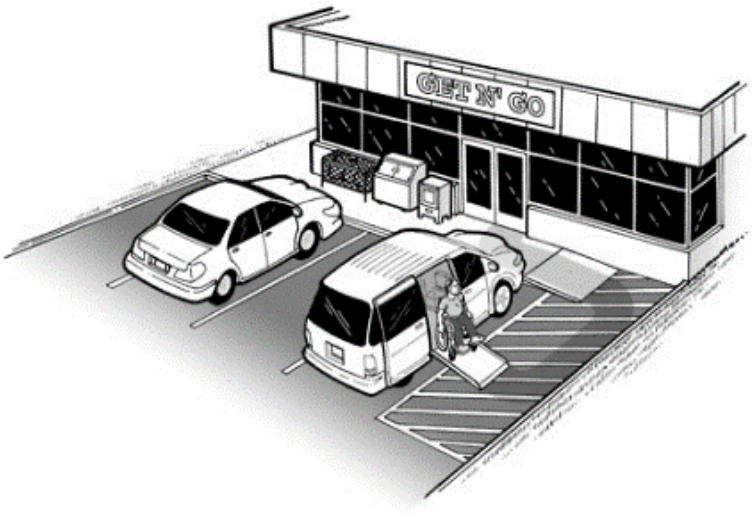
Total Number of Parking Spaces Provided in a Parking Lot or Facility	Minimum Number of Accessible Parking Spaces Permitted
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000
At least one of every six spaces must be van accessible.	

Special Parking Conditions

Limited Parking

Where parking spaces are limited to four or fewer spaces:

- ✓ One van accessible parking space must be provided
- ✗ A sign identifying the accessible space is not required



Parking at Hospital Facilities

Hospital Outpatient Facilities

- Ten percent of patient and visitor parking must be accessible. At least one of every six accessible parking spaces must be van accessible.

Rehabilitation Facilities

- Twenty percent of patient and visitor parking must be accessible. At least one of every six accessible parking spaces must be van accessible.

Outpatient Physical Therapy Facilities

- Twenty percent of patient and visitor parking must be accessible. At least one of every six accessible parking spaces must be van accessible.

Learn More About the ADA and Accessible Parking

You might find the links below helpful:

- ADA Update: Primer for Small Businesses
- ADA Update: A Primer for State and Local Governments
- ADA Compliance Brief: Restriping Parking Spaces

Related Content

ADA Compliance Brief - Restriping Parking Spaces

MEMORANDUM

DATE: 12/02/22

TO: Jorge Torres, Director of Building & Life Safety

FROM: Elliot L. Eldridge, Assistant Building Official of Building & Life Safety

SUBJECT: Clearbrook Adult Day Care, 1815 - 1835 W. Central Rd, Arlington Heights, IL 60005

General Building & Life Safety Comments concerning the space utilized for the Supported Employment Program:

Although the Building and Life Safety staff (BL&S), is in support of the Clearbrook Adult Day Care project, located at 1815 - 1835 W. Central Rd, Arlington Heights, IL 60005, Village BL&S records show no evidence that Multiple Occupancies Classification of the Group I-4 for Adult day-care facility and the Business Group B for office space was under consideration when the referenced office remodeling permit was issued. The permit application nor the scope of work mentioned mixing Multiple Occupancies Classifications.

As such, BL&S request that the Architect of record which is licensed by the State and whose architecture firm name appears on a building permit issued for this specific address the following inquires through written documentation and analyzation.

- Toilet facilities and bathrooms easily accessible to people with mobility problems, including participants in wheelchairs. There must be at least one toilet for every eight participants. The toilets must be equipped for use by persons with limited mobility, easily accessible from all program's areas, i.e. preferably within 40 feet from that area, designed to allow assistance from one or two staff, and barrier free.

- For the safety of the individuals attending the Supported Employment Program, provide how the Employment Program individuals will be isolated from the case management staff. Address the Mixed Occupancies.
- Provide a plumbing fixture count analysis showing that the existing plumbing fixtures will accommodate the individuals attending the Supported Employment Program and existing case management staff.
- In addition, provide the travel distance of the individuals attending the Supported Employment Program to the accessible toilets.
- Provide details on the new reception service desk accessible requirements.

Multiple Occupancies classification facility:

Group I-4 for Adult day-care facility

Business Group B for office space

PLAN COMMISSION PC #22-013
Clearbrook Adult Day Care
1835 W Central Road
Round 2 (revised)

18. The petitioner's response to comment nos. 11, 12, and 14 are acceptable.

19. The petitioner's response to comment no. 13 is noted. Additional pavement marking directional arrows in the east/west drive aisle on front of the building and adjacent to the loading zone must be provided. This can be addressed at permit.

20. The petitioner's response to comment nos. 14 and 15 is noted. The Public Works Department and Engineering Division are not in favor of the 6-9 months to address the fire sprinkler system and check valve as it is a life safety issue. The RPZ must be installed before issuance of a Certificate of Occupancy.

21. The Public Works Department and Engineering Division have no further comments.

12/6/22

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

Arlington Heights Fire Department
Plan Review Sheet

P. C. Number _____

Project Name _____

Project Location _____

Planning Department Contact _____

General Comments

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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_____

_____

_____

NOTE: PLAN IS CONCEPTUAL ONLY
SUBJECT TO DETAILED PLAN REVIEW

Date _____ Reviewed By: _____

ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

DEPARTMENT PLAN REVIEW SUMMARY

Clearbrook Adult Daycare
1815 W Central Rd

Round 1 Review Comments **11/27/2022**

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

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

3. **Present traffic problems?**
   This area of roadway is busy during peak traffic hours.

4. **Traffic accidents at particular location?**
   There are no issues pertaining to traffic accidents in this parking lot.

5. **Traffic problems that may be created by the development.**
   This development could create higher traffic volume in the parking lot. Especially entering and leaving the property. This development is adjacent to the Arlington Heights Senior Center which is a popular venue for our senior population. Frequently, the Senior Center hosts large events attended by up to a few hundred people over the course of a day. Increased vehicle traffic in the parking lot may be impacted or may impact the plans proposed by this project for pickup and drop-off.

6. **General comments:**

   - Based on the above listed traffic and parking concerns, the police department maintains its recommendations for the petitioner to consider a traffic and parking impact study for this project.

A-0 #330

Alexandra Ovington, Crime Prevention Officer
Community Services Bureau

Approved by:

583

Supervisor's Signature

Planning & Community Development Dept. Review

December 6, 2022

REVIEW ROUND 2

Project: Clearbrook Adult Day Care
1815-1835 W. Central Rd.

Case Number: PC 22-013

Zoning:

12. The response to comment #7, #8 and #9 is acceptable.

13. The response to comment #10 is noted. Please continue to park the vans at the rear of the building. Van parking within the front parking area is discouraged and should be avoided.

Prepared by:

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

7A

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 22-013
Petitioner: Clearbrook
1835 W. Central Road
Arlington Heights, IL 60005
Owner: Clearbrook
1835 W. Central Road
Arlington Heights, IL 60005
Contact Person: Don Frick - Clearbrook
Address: 1835 W. Central Road
Arlington Heights, IL 60005
Phone #: 847-385-5007
Fax #: 847-870-7711
E-Mail: DFrick@clearbrook.org

P.I.N.# 08-08-201-005-0000
Location: 1835 W. Central Road Arlingon Heights
Rezoning: _____ Current: _____ Proposed: _____
Subdivision: _____
# of Lots: _____ Current: _____ Proposed: _____
PUD: _____ For: _____
Special Use: _____ For: _____
Land Use Variation: ✓ For: Adult Day Care
_____
Land Use: _____ Current: _____
Proposed: _____
Site Gross Area: Lot 4 1 Acres
# of Units Total: 1
1BR: 2BR: 3BR: 4BR:

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

LANDSCAPE & TREE PRESERVATION:

	YES	NO
1. Complies with Tree Preservation Ordinance	N/A	
2. Complies with Landscape Plan Ordinance	X	
3. Parkway Tree Fee Required (See below.)		X

Comments:

The proposed timeline (spring/summer of 2023) for addressing the code required trees and landscape screen is acceptable.

Coordinator 12/5/22 Date

CLEARBROOK
Enrich Lives. Embrace Potential.
For Individuals with Intellectual and Developmental Disabilities

December 8, 2022

Mr. Sam Hubbard
Development Planner
Department of Planning and Community Development
Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, IL 60005

Mr. Hubbard,

This letter is in regards to Clearbrook's request to develop a Supported Employment Program at 1815 W. Central Road in Arlington Heights. Below you will find responses to each of the comments/questions from the City of Arlington Heights Departments. There has been some discussion about Clearbrook's Supported Employment Program, the individuals attending this site/program and the zoning/code requirements. I hope the information in this letter provides more clarity.

Building and Life Safety

Clearbrook's architectural firm, Warren Johnson Architects, Inc., has provided responses to all of the questions outlined in the memo from the Building and Life Safety Department. Please see the attached letter.

Village Engineer – Michael Pagones

#19. Clearbrook will install directional arrows on the east/west drive aisle and adjacent to the loading zone. We will make sure to provide details and the time of permit.

#20. Clearbrook understands that the required work on the fire sprinkler system and check valve is a life safety issue and all work will be completed before issuance of a Certificate of Occupancy. We have already reached out to our sprinkler contractor, USA Fire Protection, to work the City's engineers to develop specifications and a scope of work to update the sprinkler system in accordance to the City's code requirements. Our contractor has estimated that the cost of the upgrades would be in the range of $20,000 - $30,000.

Police Department

#2. Current exterior lighting on the building will be used to illuminate the area for safety, to deter criminal activity and increase surveillance/visibility – potentially reducing theft, trespassing, vandalism, underage drinking and other criminal activity. Lighting systems will be inspected on a regular basis and maintenance will be performed when necessary.

#3. Over the past year Clearbrook has moved all residential program case management staff (approximately 50 staff) to other buildings in the surrounding communities. This has decreased the traffic flow and the number of parking spaces needed for staff. The Support Employment Program will only have 2-3 case management staff at this site.

Clearbrook has always had a great working relationship with Senior Center. Each party communicates whenever we have functions that impact traffic and parking. We have met with City of Arlington Heights Planners regarding future renovations of the Senior Program and have discuss traffic flow to ensure Clearbrook's staff/program participants and the senior citizens are safe at all times.

#6. General comments – Clearbrook believes that the reductions in staff working at 1815 and the decreased parking demands have already improved the traffic flow and safety.

Planning and Community Development Department - 7

#13. Clearbrook will continue to park the company owned vehicles in the back (South) parking lot overnight. These vehicles will be parked up against the building where there is better lighting and surveillance cameras to monitor activity.

Planning and Community Development Department – 7A

I have attached a quote from our landscape contractor (Ringers Landscaping) to complete the required work for $21,936.52. I would like to note that Clearbrook has completed substantial upgrades to the parking islands over the past 18-24 months. We have removed overgrown evergreens and replaced with native grasses and plants. The cost of completing additional landscape improvements was not budgeted for this project. Respectfully, we would like to request that the current landscaping stay as is. However, if the City and Commission determine is that the landscape upgrades need to be completed, the required trees in parking lot islands and landscape screening along the streets will be installed in the spring of 2023.

Please let me know if you have any additional questions and/or concerns.

Sincerely,

Don Frick
Vice President of Operations
Clearbrook

WARREN JOHNSON ARCHITECTS, INC.
19 North Greeley Street, Palatine, Illinois 60067.5025
Telephone: 1.847.359.9616 Fax: 1.847.359.9641

December 8, 2022

City of Arlington Heights
Buildings and Life Safety Department
33 South Arlington Heights Road
Arlington Heights, IL 60005

Mr. Jorge Torres and Mr. Elliot Eldridge,

This letter is in regards to Clearbrook's Land Use Variation request for a Supported Employment Program at 1815 West Central Road in Arlington Heights. In discussions with Don Frick, Vice President of Operations at Clearbrook we understand the planned use of the space and the functioning levels of the individuals that will attend the program. Clearbrook plans to use the space for a Supported Employment program for individuals that have competitive jobs in the community. These individuals function well in the community and often assist Clearbrook staff with clerical/office duties. They will be fully integrated into the Clearbrook Administrative Office.

The Group I-4 Adult Day-Care facility zoning would be the most stringent requirements for this program. It is our opinion that this program is more suitable to be zoned as a Business Group B status.

Below are the responses to the questions you have requested the architect of record complete on behalf of Clearbrook.

Toilet facilities and bathrooms easily accessible to people with mobility problems, including participants in wheelchairs. There must be at least one toilet for every eight participants. The toilets must be equipped for use by persons with limited mobility, easily accessible from all program's areas, i.e. preferably within 40 feet from that area, designed to allow assistance from one or two staff, and barrier free.

- Clearbrook will have 10-15 individuals that will be attend the program. Based upon the fixture count in the 2 bathrooms there will be 3 toilets and 1 urinal) which will meet the needs of the program participants. We have confirmed that the bathrooms are configured to meet the accessibility standards. The individuals attending this program are fully functional and will not need assistance with toileting.

For the safety of the individuals attending the Supported Employment Program, provide how the Employment Program individuals will be isolated from the case management staff. Address the Mixed Occupancies.

- Program participants will not be isolated from the case management and administrative staff at Clearbrook. Individuals will be fully integrated with the Clearbrook staff.

Provide a plumbing fixture count analysis showing that the existing plumbing fixtures will accommodate the individuals attending the Supported Employment Program and

existing case management staff.

- Based on the known occupancy count for the 1815 space being 15 individuals plus the 3 case management staff personnel, the total occupancy count would be 18 people. Per the Illinois State Plumbing Code, Section 890. Table B 'Min. number of Plumbing Fixtures', this would require 1 water closet for the Women restroom, and 1 water closet for the Mens restroom, based on the Business category. This is being accommodated by the existing restroom fixture count.
- Also required would be 1 lavatory sink in each restroom, which is accommodated per the existing restroom conditions.

In addition, provide the travel distance of the individuals attending the Supported Employment Program to the accessible toilets.

- The distance of the open Adult Daycare space to the existing restrooms is approximately 67'-4".

In addition, provide the travel distance of the individuals attending the Supported Employment Program to the accessible toilets.

- There will not be a formal receptionist desk at 1815 W. Central Road. Front doors will be locked at all times. Staff and program participants will have magnetic proximity badges to gain access or press a call button which is monitored via camera by a Clearbrook receptionist in 1835 West Central Road who can provide remote access and/or have the person come to the main Clearbrook entrance for assistance.

Respectfully,

Warren Johnson
Warren Johnson Architects, Inc.

Ringers Services

2101 IL Rt 176
Crystal Lake, Illinois 60014

QUOTE #212639

SENT ON:

Nov 30, 2022

RECIPIENT:

Clearbrook

1835 W Central Rd
Arlington Heights, IL 60005
Job Name: Plantings
Salesperson: Erik

SERVICE ADDRESS:

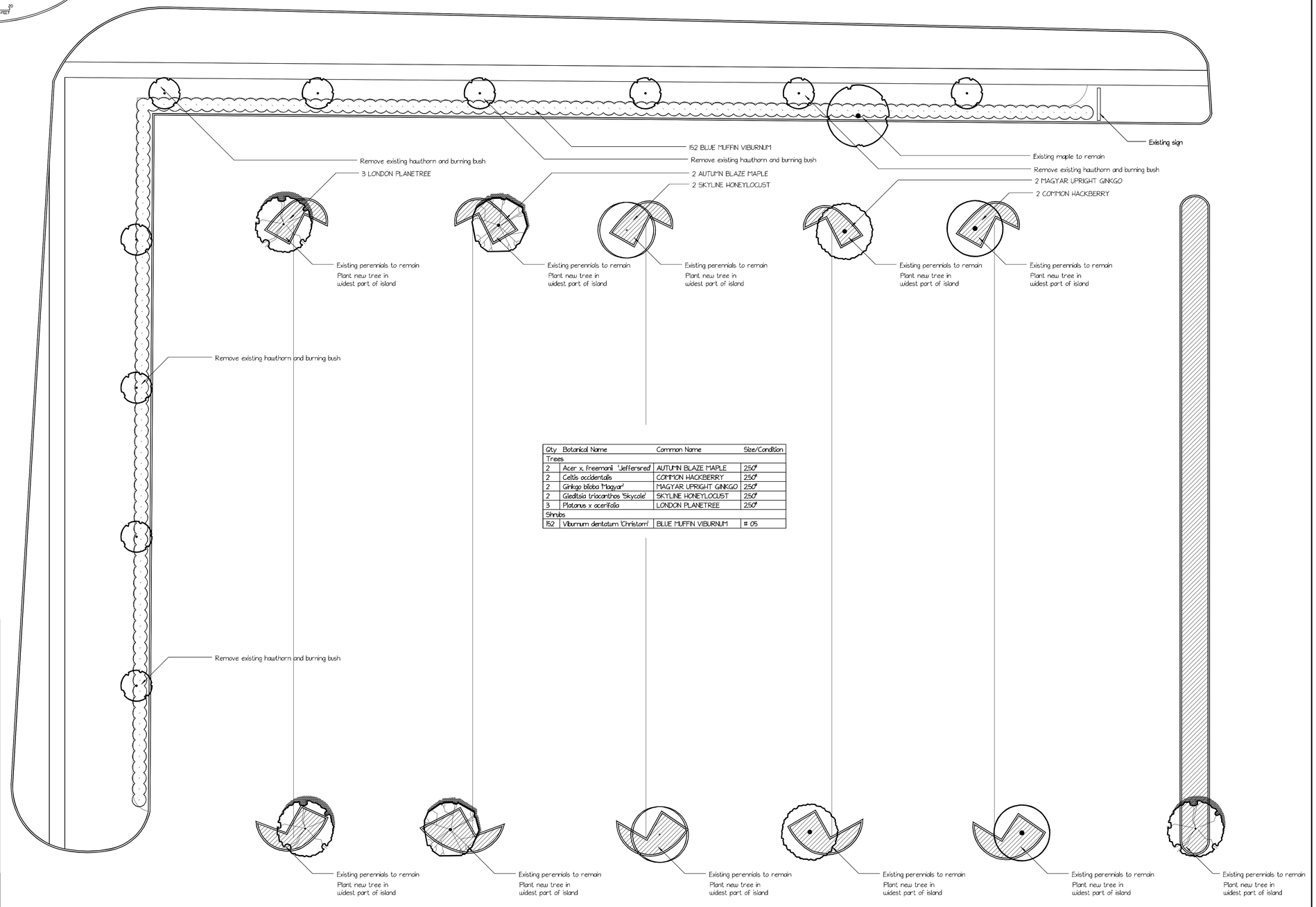
1835 W Central Rd
Arlington Heights, IL 60005

Phone: (847)989-5593
Email: sales@ringerslandscaping.com
Website: www.ringerslandscaping.com

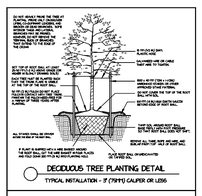
PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Installation	INSTALL PLAN - PER DESIGN -formation of landscape beds per plan (approx. 36 inch wide landscape bed along north and west side of property for shrub planting) -install (10) yards of compost to prep for installation of shrub and tree material -install (15) yards of premium hardwood mulch PLANT MATERIAL INVENTORY -install (2) Autumn Blaze Maple 2.5" -install (2) Common Hackberry 2.5" -install (2) Ginkgo 2.5" -install (2) Skyline Honeylocust 2.5" -install (3) London Planetree 2.5" -install (152) Blue Muffin Viburnum 3G ***all plant material being disrupted by installation of trees in island will be relocated or removed from site as needed*** NO WARRANTY on PLANT MATERIAL	1	$21,936.52	$21,936.52*

Landscape Plan View

SCALE IN FEET

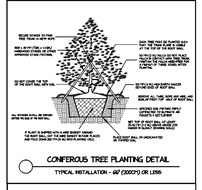


Qty	Botanical Name	Common Name	Size/Condition
Trees			
2	Acer x. freemanii 'Jeffersred'	AUTUMN BLAZE MAPLE	2.50"
2	Celtis occidentalis	COMMON HACKBERRY	2.50"
2	Ginkgo biloba 'Magyar'	MAGYAR UPRIGHT GINKGO	2.50"
2	Gleditsia triacanthos 'Skycole'	SKYLINE HONEYLOCUST	2.50"
3	Platanus x acerifolia	LONDON PLANETREE	2.50"
Shrubs			
152	Viburnum dentatum 'Christom'	BLUE MUFFIN VIBURNUM	# 05



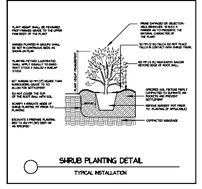
DECIDUOUS TREE PLANTING DETAIL

TYPICAL INSTALLATION - 1" (70MM) CALIPER OR LESS



CONIFEROUS TREE PLANTING DETAIL

TYPICAL INSTALLATION - 6-8' (2000MM) OR LESS



SHRUB PLANTING DETAIL

TYPICAL INSTALLATION

NOTES

No.	Date	Description

REVISIONS

ringers

Landscape Plan View

Clearbrook

1835 West Central Rd.

SCALE	1"=10'-0"
DRAWN BY	GF
CHECKED BY	
DATE	11/2022
DATE OF PRINT	

PROJECT NO.

SHEET NO.

1 of 1

Powered by DynaMEP

RINGERS - CLEARBROOK - 1835 WEST CENTRAL ROAD

©2022 Horticopia, Inc.

AUTUMN BLAZE MAPLE
Acer x. freemanii 'Jeffersred'

©2022 Horticopia, Inc.

COMMON HACKBERRY
Celtis occidentalis

©2022 Horticopia, Inc.

MAGYAR UPRIGHT GINKGO
Ginkgo biloba 'Magyar'

©2022 Horticopia, Inc.

SKYLINE HONEYLOCUST
Gleditsia triacanthos 'Skycole'

©2022 Horticopia, Inc.

LONDON PLANETREE
Platanus x acerifolia

©2022 Horticopia, Inc.

BLUE MUFFIN VIBURNUM
Viburnum dentatum 'Christom'

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PLAN COMMISSION PROJECT TIMELINE

Project Name: Clearbrook Adult Day Care
PC Number: 22-013
Location: 1815-1835 W. Central Road

Requested Action:

1. Land Use Variation to allow an adult Day Care Facility in the B-2 District.
2. Variation to Section 6.12-1.3, to waive the requirement for a traffic and parking study by a qualified professional engineer.

	Date	# of Business Days
Petitioner Provides Plans needed for CPRC	04/29/22	
Conceptual Plan Review Meeting (CPRC)	05/11/22	8
Awaiting Petitioner PC Application	10/31/22	120
PC Application Submittal Date	10/31/22	-
1st Round Department Comments	11/15/22	10
Petitioner's Response – 1st Round	11/22/22	5
2nd Round Department Comments	12/06/22	6
Petitioner's Response – 2nd Round	12/08/22	8
PC Hearing	12/14/22	29 days from application date
Village Board	01/17/23	20
Potential Village Board Resolution Adoption	02/06/23	14

Village Board
1/17/2023

Item: Resolution - Agreement for National Community Survey

Department: Village Manager's Office

Resolution - Agreement for National Community Survey
The Village's Integrated Services Department is seeking approval to enter into a contract with Policy Confluence, Inc., or POLCO, to issue a National Community Survey, or NCS, a proven standard of community surveys for government agencies including municipalities.

The Village's 2022-2023 Business Plan directs staff to introduce a scientifically valid community survey to residents, to be issued by a 3rd party every two years, or on a regularly occurring basis, to help guide strategic planning. POLCO was selected as the preferred vendor because of their proven track record with many local municipalities and nationwide agencies, of which we will be able to compare our data against established benchmarks. POLCO is also endorsed by the International City/County Management Association, provides a presentation of collected data, a Spanish translation, comparison of the Village's own benchmarks over time, customizable questions, and additional digital survey tools that can be used by departments throughout the duration of the contract.

Recommendation
The Integrated Services Department recommends the Village Board approve a contract with Policy Confluence, Inc., in the amount of $29,750 to issue POLCO's National Community Survey and provide two years of access to POLCO's digital survey platform.

It is recommended that the Village Board authorize the Village Manager to approve the resolution to authorize a contract between the Village of Arlington Heights and Policy Confluence, Inc., for a total amount of $29,750 from the Village's Integrated Services Department's Professional Services Account 101-0201-502.20-05.

ATTACHMENTS:

Description	**Type**
POLCO Agreement	Agreement
POLCO Resolution	Resolution

Policy Confluence, Inc.
Services Agreement

THIS POLCO SERVICES Agreement (the "**Order Form**") is entered into and made effective as of _____, 20__ ("**Effective Date**") by and between Policy Confluence, Inc., a Delaware corporation ("**Polco**" or "**Company**"), and the Village of Arlington Heights, IL, a [legal entity/description of municipality] ("**Customer**" "**you**" or "**your**"). Polco and Customer may be referred to in this Agreement individually as a "**Party**" or collectively as the "**Parties**."

Agreement - This is a binding agreement by Customer to purchase Polco's Services as set forth in the table below and further defined in this agreement.. Each of the Services are governed by and incorporates the general terms and conditions set forth in this Order Form, the Enterprise Terms and Conditions (the "**Enterprise Terms**" found at [https://info.polco.us/enterprise-terms]) and the Website Terms of Use (the "**Website Terms**" found at https://info.polco.us/eula) (each a "**Supplement**," and collectively with this Order Form, the "**Agreement**").

Unless otherwise expressly defined herein, all defined terms in any Supplement, respectively, used in this Order Form have the meaning stated in the applicable Supplement. In the event of any conflict or inconsistency between the provisions of (a) this Order Form, (b) a Supplement (as applicable), and (c) any other documents or policies referenced in this Order Form or the Supplements, the governing order of precedence shall be: (i) this Order Form (ii) the Enterprise Terms; (iii) the Website Terms; and (iv) any other document incorporated herein by reference.

Customer Information:	
Customer Name:	Village of Arlington Heights
Address:	33 S. Arlington Heights Road Arlington Heights, IL 60005
Contact:	**Avis Meade** **Communications and Outreach Coordinator**
Phone:	847-368-5104
E-mail:	**ameade@vah.com**

Training and Support - Your subscription includes access to the Services and Polco Materials as described below, which includes training materials, as well as access to technical support services for your Authorized Users. You understand that technical support services are for technical product support, and such services are not to be used as a substitute for proper training and education.

Privacy Policy - You acknowledge that you have read and understand Polco's Privacy Policy (the "**Privacy Policy**" found at https://info.polco.us/privacy).

Initial Term Starting: January 18, 2023, **Initial Term Ending:** January 18, 2025
The Initial Term of this Agreement shall be for a period of twenty-four (24) months from the Effective Date, unless earlier terminated pursuant to this Agreement or either party gives the other party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current Term. The term of this Agreement will renew automatically at the end of the Initial Term for a duration of 24 months and shall continue to do so unless or until you provide a Termination Notice to Polco for such applicable Renewal Term.

Fees - The Fees for your Initial Term are outlined below. All Fees are for annual terms (from the commencement of this Agreement) unless otherwise noted.

Fee Type	Name	Fee
Software Service Subscription	Polco Performance Plan	$17,000/ year
Subscription	½ page of custom questions	$2,800/year
Subscription	Spanish Translation	$1,350/year
Subscription	Presentation of results	$2,400/year
	Subtotal Year 1	**$23,550.00**
Subscription	Polco Premium	$6,200.00/year
	Subtotal Year 2	**$6,200.00**
		Total: $29,750.00 for 2 years (twenty-four months)

Polco reserves the right to modify and increase Fees upon providing written notice to Customer at least sixty (60) calendar days prior to the commencement of any Renewal Term, and the applicable Fees in this Order Form will be deemed amended accordingly. Any such increases shall not to exceed 7% per Renewal Term. You will receive standard updates to the Services that are made generally available by Polco during the Term. However, Polco reserves the right to offer additional functionality or premium feature improvements for an additional cost.

Billing - You will be invoiced upon execution of this Agreement and all Fees for your Initial Term are due within 30 days following the Invoice Date. If applicable, sales tax shall be assessed on

your invoice to comply with the sales tax laws and regulations in your state. Your Implementation shall be suspended if Fees for your Initial Term are not received in a timely fashion, and your Account shall be suspended and inaccessible if such Fees are not received within 30 days of the invoice due date.

Fees for Renewal Terms shall be invoiced 60 days in advance of the start date of the Renewal Term, and shall be due by the start date of the Renewal Term. Your Account shall be automatically suspended and inaccessible as of the start date of the Renewal Term if Fees have not been received by such date, and your subscription shall be deemed terminated if Fees for a Renewal Term are not received within thirty (30) days following the start date of the Renewal Term. There shall be a $500 (USD) reactivation fee if your account is suspended for late payment.

Except to the extent otherwise expressly stated in this Agreement all obligations to pay subscription Fees are non-cancelable and all payments are non-refundable. You agree that your purchases are not contingent on the delivery of any future functionality or features, or dependent on any oral or written public comments made by Polco regarding future functionality or features.

Compliance with data protection laws - Each Party will comply with any applicable data protection and privacy laws and applicable to such Party's performance of its obligations under or in connection with this Agreement ("**Data Protection Laws**"). Where applicable Data Protection Laws, whether in effect at the start of the Term or as become applicable or effective during the Term, require the processing of Personal Data to be subject to specific terms between the Parties, the Parties shall enter into any necessary amendments to this Agreement and/or separate agreements to the extent necessary to comply with such applicable Data Protection Laws, including without limitation a Data Sharing Agreement.

Miscellaneous.

Notices. All notices shall be in writing and shall be deemed to have been given upon: (i) personal delivery; (ii) the second business day after mailing; or (iii) the second business day after sending by email (provided that such email has not been returned as undelivered, or that sender does not receives an automatic response or other indication that the email account is not being monitored).

To Polco: 8001 Terrace Avenue, #201 Middleton, WI 53562 alex@polco.us Alex Pedersen, Chief Financial Officer	To Customer: C/O: [INSERT] Address: [INSERT] Email: [INSERT]

Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties with respect to the subject

matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter.

Counterparts. This Agreement and any amendments hereto may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. The Parties may execute this Agreement and any amendment hereto in the form of an electronic record utilizing electronic signatures, as such terms are defined in the Electronic Signatures in Global and National Commerce Act (15 U.S.C. § 7001, et. seq.). Electronic signatures, or signatures transmitted electronically via PDF or similar file delivery method is legal, valid, and binding upon execution and delivery for all purposes and each shall have the same effect as an original signature.

Severability. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to affect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

	POLICY CONFLUENCE, INC.
	By: _____ Name: Title:

	CUSTOMER: _____
	By: _____ Name: _____ Title: _____

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH POLICY CONFLUENCE, INC., FOR THE ISSUANCE OF ITS NATIONAL COMMUNITY SURVEY AND DIGITAL SURVEY PLATFORM

BE IT RESOLVED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: A certain Agreement by and between the Village of Arlington Heights and Policy Confluence, Inc., (POLCO) related to the issuance of POLCO'S National Community Survey and access to POLCO's digital survey platform for additional survey use, not to exceed $29,750 for two years of service, per the agreement dated January 18, 2023. Funding for these services is to be provided from the Village's Integrated Services Department's Professional Services Account 101-0201-502.20-05.

SECTION TWO: The Village President is hereby authorized and directed to execute said Agreement on behalf of the Village of Arlington Heights.

SECTION THREE: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES:

NAYES:

PASSED AND APPROVED this 17th day of January, 2023

_____

Village President

ATTEST:

_____

Village Clerk