

APPROVED

MINUTES OF THE MEETING OF CONCEPTUAL PLAN REVIEW COMMITTEE COMMUNITY ROOM, VILLAGE OF ARLINGTON HEIGHTS APRIL 8, 2026 AT 6:45 P.M.

MEMBERS PRESENT:

Bruce Green, Chairman
Kristen Schurtz
John Sigalos

MEMBERS ABSENT:

Jay Cherwin

STAFF PRESENT: Daniel Osoba & Rachel Hitzemann

ALSO PRESENT: Katarina Karac, Attorney & Laura Bonfante, representative with Autistic Care Therapy

Call to Order

Chairman Green called the meeting to order at 6:45 p.m.

Approval of Minutes

The meeting minutes of February 11, 2026 meeting were reviewed.

SIGALOS MOVED AND SCHURTZ SECONDED A MOTION TO APPROVE THE FEBRUARY 11, 2026 MEETING MINUTES. MINUTES WERE APPROVED 3-0.

NEW BUSINESS

3385 N. Arlington Heights Road – Arlington Childcare, LLC - T1899

The petitioner is proposing to construct an interior tenant space at 3385 N. Arlington Heights, Suite L for a day care center. The existing building is part of the Arlington Office Complex PUD. The tenant space is adjacent to the existing business, Autism Care Therapy, which is the same owner and operator as the proposed Arlington Day Care. The site is zoned M-1 Research, Development & Light Manufacturing District and designated as appropriate for R&D, Manufacturing and Warehouse land uses in the Comprehensive Plan Future Land Use Map.

This proposed program will serve children under the age of six and older than three. The petitioner provided correspondence that clarifies this age range, which is updated from the Business Operations Summary that indicated the day care would serve children up to age 12 (reference Correspondence & Business Operations Summary in the CPRC agenda packet). The interior renovations are proposed in three phases to create separate spaces for children of different ages and provide an array of developmentally appropriate activities. Phase one includes two interior room expansions totaling approximately 563 square-feet to accommodate 15 children. Additionally, a 421 square-foot indoor playroom is included in phase one. Phase two includes two more interior rooms totaling 450 square-feet to serve 16 to 18 children. Lastly, phase three includes future renovations of phase one improvements to include existing lobby space in the day care rooms and add 563 square-feet of space to accommodate 16 children. At full buildout, the space proposed would have a maximum enrollment of 34 children served by three to four staff members across all shifts. For the purpose of this application, staff is reviewing the request at full buildout.

A 1,250 square-foot outdoor play area is proposed to the north of the tenant space in between the building at 3385 & 3395 N. Arlington Heights Road. The maximum number of children in the outdoor play area at any given time is five. The petitioner indicates the center will operate between 7:00 am and 7:00 pm, Monday through Friday. Drop-offs will occur between 7:00

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am and 9:00 am, and pick-ups will occur between 3:00 pm and 7:00 pm.

Ms. Karac explained that the plans are to offer quality inclusive childcare in a safe thoughtfully planned environment. The facility consists of a lobby, classrooms, offices, storage, staff break room, and an indoor playroom. There is a hallway, kitchen, vestibule, and four bathrooms. The facility is designed to support phased growth. We have had discussions with staff and after initial submission of our application, it has been decided to offer services for ages 3 to up to 5, but under the code it is under 6, so that is the proposal that is before the Conceptual Plan Committee. The center will be built out in phases, and during phase one there will be two rooms, 263 square feet and will accommodate up to 7 children and a 300 square foot room for another 8 children, plus the indoor play room. Phase two will add two additional rooms with 452 square feet, for 16-18 children. We are looking to grow, so this application is phased to accommodate our growth.

This daycare is different with the Autism Care Therapy next door, a very unique type of a daycare they can accommodate all children. The children will be assessed to ensure developmental needs are met. The staff is equipped, they're trained they know how to work with the children and prepare IP plans when appropriate. An outdoor play area may be provided, still figuring out the details. A maximum of 5 children will be using that outdoor space at a time. That outdoor space will be shared with the adjacent autism care therapy business. The daycare will employ approximately 3 to 4 staff members across all shifts and during phase one staffing will include a director who is also a teacher and they will work from the opening hours which are at 7:00 AM to 4:00 PM and then the assistant director and teacher will be working. Closing hours from 8:30 AM to 7:00 PM and there will be 2 teacher assistants working shifts to support meals and class classroom operations as needed. The center will be open Monday through Friday 7:00 AM to 7:00 PM. There are no changes proposed to the curb cuts for the parking layout. There will be one bike rack provided and the classroom staff will supervise children during drop off and pick up. Congestion is not anticipated with the staggered times. Parents will walk the child in and they will be brought to the teachers. Parking is sufficient.

Mr. Osoba presented the staff report.

Commissioner Schurtz inquired about the two separate business.

Ms. Bonfante stated yes, two completely separate entities. Our staff draws clients from families who have multiple children and have different needs, almost like a one stop shop.

Commissioner Sigalos inquired about the construction phases; how can you build-out with children present in the building for your future phases.

Ms. Bonfante explained that these phases will be built out on evenings and weekends when we are closed and will not interfere with our operations. One phase a year is their current timeline over 3 years.

Commissioner Sigalos wanted to make sure that the playground next to the parking lot is secure from cars driving into the playground.

Mr. Osoba stated that the building department reviewed this proposal and indicated that there's a couple of different ways that they can secure that space, whether the actual fence posts themselves are reinforced in a way that they can make sure that there's no vehicles that could potentially go through, perhaps a bollard or something similar. This will be something we would review as part of their application.

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Commissioner Green shared that this is a great use for this space. There is a shortage of quality care and parents will appreciate your services. Please move forward with your project.

PUBLIC COMMENT

Mr. Moens asked that public comment be taken during agenda items and not just at the designated part of the agenda. He stated that asking for it at the end is a moot point, as the applicant has already received direction from the committee.

Adjournment

SIGALOS MOVED AND SCHURTZ SECONDED THE MOTION TO ADJOURN. ALL MEMBERS VOTED IN FAVOR OF THE MOTION.

The meeting adjourned at 7:11 p.m.

**Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Kendra Maher, Recorder**