



# Village of Arlington Heights Building & Life Safety Department

## Interoffice Memorandum

**To:** Sam Hubbard, Development Planner, Planning and Community Development  
**From:** Deb Pierce, Plan Reviewer, Building & Life Safety Department  
**Subject:** 519 W Algonquin Rd. – Land Use Variation – European Crystal Hotel  
**PC#:** 18-013 – Round 1  
**Date:** May 14, 2018

### General Comments:

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

1. The review of the European Crystal Hotel is based on the R-1 use and is classified as a high rise building. Include information on other uses and indicate if they will be separated or non-separated, as indicated in 2009 IBC Section 508.
2. Revise the Building height to indicate a maximum height of 160 feet or 11 stories per 2009 IBC Table 503.
3. Provide a proposed occupancy calculation by floor along with egress width calculation based on the occupant load by floor.
4. Provide the locations of fire-rated walls and indicate the type and rating of the wall shared by the two buildings.
5. Lobby plan does not include a fire command center. Provide as required per the 2009 IBC, Section 911.
6. Provide the required emergency systems as required for high rise buildings in 2009 IBC Section 403.4.
7. At least one elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such a size and arrangement to accommodate an ambulance stretcher in its horizontal, open position, provided the cab size shall not be less than **60 inches by 85 inches**, to accommodate an ambulance stretcher in its horizontal, open position; and shall be identified by the International Symbol for emergency medical services (Star of Life). The Symbol shall be not less than 3 inches high and shall be placed inside on both sides of the hoist-way door frame.
8. Provide the elevation of the highest occupied floor.
9. The building shall comply with the requirements of 2009 IBC 403 – High Rise Buildings.
10. Refuse and laundry chutes shall have separate 2-hour rated enclosures and comply with 2009 IBC 708.13.

11. Show the proposed location of the mechanical equipment.
12. Show the proposed location of the electrical service and include the service size.  
Services of 1,200 amps or more are required to be in a 2-hour fire-resistance rated room for the exclusive use of the electrical system. The hourly rating applies to the walls, ceiling and floor of the room. The room requires two exits on opposite corners of the room, with 2-hour rating panic hardware.
13. Luminous egress path markings shall be provided per 2009 IBC 1024.
14. An area of refuge is required for every 200 occupants or portion thereof.
15. Two-way communication is required at each area of refuge. Cut sheets of the equipment and proposed signage shall be submitted during the permitting process.



**Village of Arlington Heights, IL  
Department of Building & Life Safety**

**Fire Safety Division**

Date: 5/11/2018

P.C. Number: 18-012 Round 1

Project Name: European Crystal Hotel

Project Location: 519 W. Algonquin Rd.

Planning Department Contact: Sam Hubbard, Planning and Community Development

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

1. All currently adopted codes shall apply.
2. Fire department connections shall be located on the street side of buildings, fully visible and located at the main front entrance of the building and within a maximum travel distance of 100 feet to the nearest fire hydrant and in accordance with the NFPA standard applicable to the system design. The location of fire department connections shall be approved.
3. A complete NFPA compliant fire suppression system is required. Supervised indicating control valves shall be provided at the point of connection to the riser on each floor.
4. An approved water supply capable of supplying the required fire flow for fire protection shall be provided.
5. Fire protection equipment and service rooms shall be identified in an approved manner.
6. Approved access shall be provided and maintained for all fire protection equipment to permit immediate safe operation and maintenance of such equipment.
7. Buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building.
8. In buildings and structures where standby power is required or furnished to operate an elevator the operation shall comply with current code requirements.
9. A fully functional fire alarm shall be installed per NFPA 72. The alarm annunciator panel shall be located at the front entrance.
10. Shop drawings for fire alarm systems shall be submitted for review and approval prior to system installation.
11. Visible alarm notification appliances shall be provided in public areas and common areas. A visible exterior weatherproof alarm notification device shall be located within closest proximity to the front main entrance of the building or tenant space.

12. A zoning indicator panel and the associated controls, or, fire alarm control panel shall be located within the closest proximity to the front main entrance.
13. A key box (Know Box) shall be provided and contain keys to gain necessary access as required by the fire code official.
14. Fire pumps shall be installed in accordance with the Fire Code and NFPA 20 and shall comply with all current code requirements including a minimum of two water mains located in different streets.
15. Exit signs shall be illuminated at all times and have emergency power backup.
16. In order to be considered part of an accessible means of egress, an elevator shall comply with the emergency operation and signaling device requirements.
17. In buildings where a required accessible floor is four or more stories above or below a level of exit discharge, at least one required accessible means of egress shall be an elevator with some exceptions.
18. In buildings four or more stories above grade plane, one stairway shall extend to the roof surface, unless the roof has a slope steeper than four units vertical in 12 units horizontal.
19. Buildings or portions of buildings or facilities exceeding 30 feet in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.
20. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet exclusive of shoulders, in the immediate vicinity of any building or portion of building more than 30 feet in height.
21. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building.
22. Buildings shall have approved address numbers.
23. Signs shall be posted on both sides of an approach of any fire lane stating "NO PARKING – FIRE LANE". Signs shall have arrows indicating the area of parking restriction.
24. Fire lane signs shall be white with red three-inch letters. The dimensions of the sign shall be 12 inches horizontally and 18 inches vertically. These signs shall be installed so that the top of the sign is no less than 6 feet nor more than 6 feet above grade.
25. All new elevators shall be equipped with emergency key opening devices at all landings. The location and specific type of device shall be approved by the Fire Department.

26. If the elevator uses an automatic dialer, the ten digit number 847-590-3470 shall be used. If bidirectional communication is available and is used, the elevator should call 911. The phone line used to dial 911 must have the correct address information affiliated with that phone line.
27. **Emergency Signs required for elevators** shall be 7 inches by 5 inches and read as follows: IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE EXIT STAIRS.
28. At least one elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such a size and arrangement to accommodate an ambulance stretcher in its horizontal, open position, provided the cab size shall be not less than 60 inches by 85 inches, to accommodate an ambulance stretcher in its horizontal, open position; and shall be identified by the International Symbol for emergency medical services (Star of Life). The Symbol shall be not less than 3 inches high and shall be placed inside on both sides of the hoist-way door frame.
29. Required fire pumps shall be supplied by connections to a minimum of two water mains located in different streets. Separate supply piping shall be provided between each connection to the water main and the pumps. Each connection and the supply piping between the connection and the pumps shall be sized to supply the flow and pressure required for the pumps to operate.  
  
Exception: Two connections to the same main shall be permitted provided the main is valved such that an interruption can be isolated so that the water supply will continue without interruption through at least one of the connections.
30. Emergency voice/alarm communication system shall be provided.
31. A fire command center shall be provided in an approved location.
32. Approved smoke control system is required.
33. A standby power system shall be provided.
34. Luminous egress path markings shall be provided.

Date 05-11-18

Reviewed By:   
Fire Safety Supervisor

## Memorandum

To: Sam Hubbard, Planning and Community Development  
From: Cris Papierniak, Assistant Director of Public Works  
Date: May 30, 2018  
Subject: 519 W Algonquin Road, P.C. #18-012 Round 1

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Regarding the proposed Land Use Variation, PW has the following comments:

1. After the new fire and domestic service is installed, the old "original" service to the banquet hall **must** be abandoned and reconnected to the new service. **One service for one customer.**
2. The new RPZ's for domestic and fire protection will be sized once plumbing plans have been submitted.

VAHPW has no further comments at this time.

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

CC: Scott T. Shirley, Director of Public Works

RECEIVED  
MAY 31 2018  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

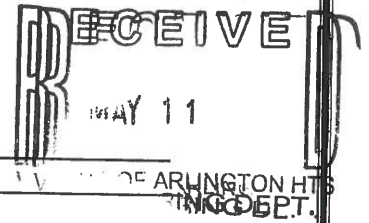
Petition #: P.C. 18-013  
 Petitioner: S. DAM  
 Owner: 519 W. Algona Rd W  
 Contact Person: S. DAM  
 Address: 519 W. Algona Rd  
 Phone #: 847-869-851  
 Fax #: \_\_\_\_\_  
 E-Mail: arm958@aol.com

P.I.N.# 08-18-103-001  
 Location: \_\_\_\_\_  
 Rezoning: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_  
 # of Lots: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 PUD: \_\_\_\_\_ For: \_\_\_\_\_  
 Special Use: \_\_\_\_\_ For: \_\_\_\_\_  
 Land Use Variation: X For: HOTEL  
 Land Use: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 Site Gross Area: \_\_\_\_\_  
 # of Units Total: \_\_\_\_\_  
 1BR: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR: \_\_\_\_\_

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

1. PUBLIC IMPROVEMENTS

REQUIRED: .....	YES	NO	COMMENTS
a. Underground Utilities			
Water .....			<u>X</u>
Sanitary Sewer .....			<u>X</u>
Storm Sewer .....			<u>X</u>
b. Surface Improvement			
Pavement .....			<u>X</u>
Curb & Gutter .....			<u>X</u>
Sidewalks .....			<u>X</u>
Street Lighting .....			<u>X</u>
c. Easements			
Utility & Drainage .....			<u>X</u>
Access .....			<u>X</u>



2. PERMITS REQUIRED OTHER THAN VILLAGE:

- a. MWRDGC \_\_\_\_\_ b. IDOT \_\_\_\_\_
- c. ARMY CORP \_\_\_\_\_ d. IEPA \_\_\_\_\_
- e. CCHD \_\_\_\_\_

- 3. R.O.W. DEDICATIONS? .....
- 4. SITE PLAN ACCEPTABLE? .....
- 5. PRELIMINARY PLAT ACCEPTABLE? .....
- 6. TRAFFIC STUDY ACCEPTABLE? .....
- 7. STORM WATER DETENTION REQUIRED? .....
- 8. CONTRIBUTION ORDINANCE EXISTING? .....
- 9. FLOOD PLAIN OR FLOODWAY EXISTING? ...
- 10. WETLAND EXISTING? .....

	YES	NO	COMMENTS
3. R.O.W. DEDICATIONS? .....		<u>X</u>	
4. SITE PLAN ACCEPTABLE? .....	<u>X</u>		
5. PRELIMINARY PLAT ACCEPTABLE? .....			<u>N/A</u>
6. TRAFFIC STUDY ACCEPTABLE? .....		<u>X</u>	
7. STORM WATER DETENTION REQUIRED? .....			<u>NEED MORE INFO</u>
8. CONTRIBUTION ORDINANCE EXISTING? .....	<u>X</u>	<del>X</del>	<u>#66-111</u>
9. FLOOD PLAIN OR FLOODWAY EXISTING? ...		<u>X</u>	
10. WETLAND EXISTING? .....		<u>X</u>	

GENERAL COMMENTS ATTACHED

PLANS PREPARED BY: RIDGELINE CONSULTANTS  
 DATE OF PLANS: 5-9-18

John J. Wall 5/22/18  
 Director Date

**PLAN COMMISSION PC #18-013**  
**European Crystal Hotel**  
**519 W. Algonquin Rd.**  
**LUV for a Hotel**  
**Round 1**

11. The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.
12. Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection:

Projected Coordinate System:	NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet
Projection:	Transverse_Mercator
False_Easting:	984250.00000000
False_Northing:	0.00000000
Central_Meridian:	-88.33333333
Scale_Factor:	0.99997500
Latitude_Of_Origin:	36.66666667
Linear Unit:	Foot_US
Geographic Coordinate System:	GCS_North_American_1983
Datum:	D_North_American_1983
Prime Meridian:	Greenwich
Angular Unit:	Degree


13. Provide calculations showing the existing and proposed impervious areas. Stormwater detention to Village standards is required for any net increase in impervious area. Utilize any surplus storage in the existing system.
14. An Onsite Utility Maintenance Agreement must be executed prior to final engineering approval. A template is attached for your use. Please contact the Deputy Director of Engineering for an editable version of the OUMA.
15. There are no proposed exterior utilities. If plans change and external sanitary sewer work is required, an MWRD permit would be required.
16. The exhibit showing the turning path of the Fire Department's responding vehicle is acceptable.
17. The project site is subject to Contribution Ordinance #66-111, which requires a payment for the indirect benefit of sanitary sewers at the rate of \$87.41/acre.

PIN # 08-16-103-008	1.571 Acres	Payment = \$137.32
PIN # 08-16-103-009	1.000 Acres	Payment = <u>\$ 87.41</u>
		Total Payment = \$224.73



Traffic:

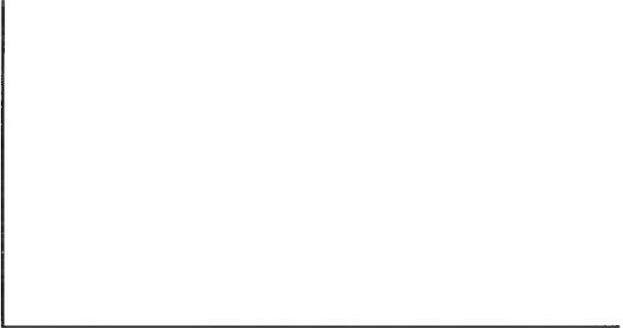
18. In the traffic report there is confusion with the diagram showing Existing Traffic Volumes. The inbound trips for the evening and weekend inbound trip values only show the existing banquet site contributing traffic. There are no trips shown being generated from the rest of the properties south of the site?
19. In Title of Figure 6, indicates 'Additional' Banquet Traffic Assignment, but the values from Table 2 include both the Existing Volumes and Additional Traffic total. Wouldn't Existing Volumes be included in the Existing Traffic Volume Counts?
20. There is no discussion about the performance of the drop-off lane in front of the restaurant. What is the anticipated generation and stacking potential for this feature?
21. Table 8 identifies two hours being peak weekday periods, however the 9:00 p.m. hour has the highest number for required projected parking.
22. Please provide a sketch of areas designated for valet double parking, as well as a description of how hotel patrons are going to circumnavigate this loading of parking lot aisles for two way traffic, accessing parking stalls, or getting out of a stall their vehicle may be trapped in.
23. Although the packet indicates that there is a site photometric lighting diagram, there is no such plan, or attached catalog cut sheets showing this information. When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all parking lot and building mounted luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.

 5/22/18  
James J. Massarelli, P.E. Date  
Director of Engineering

Attachment:

Onsite Utility Maintenance Agreement Template (4 pages)

**RECEIVED**  
MAY 23 2018  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT



**ONSITE UTILITY MAINTENANCE AGREEMENT**

WHEREAS, \_\_\_\_\_, an (LLC? Corporation?), or its affiliates, (“RESPONSIBLE ENTITY”) is the legal title holder of the following described real estate commonly referred to as \_\_\_\_\_ (address) \_\_\_\_\_, Arlington Heights, Illinois, 6000\_, containing \_\_\_\_\_ acres, more or less, situated in the Village of Arlington Heights, Illinois and legally described as follows: (the “PROPERTY”):

\*\*\* Insert legal description, or attach as Exhibit A \*\*\*

PIN Numbers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREAS, \_\_\_\_\_ (print name) \_\_\_\_\_, (“OWNER”) desires to develop the PROPERTY; and

WHEREAS, it is necessary to service said parcel with **sanitary sewers, storm sewers and stormwater management facilities, domestic water mains**; and

WHEREAS, the **sanitary sewers, storm sewers and stormwater management facilities, and domestic water mains** servicing the property are not located within public rights-of-way or dedicated easements; and

WHEREAS, the Village of Arlington Heights ("VILLAGE") does not maintain **sanitary sewers, storm sewers and stormwater management facilities, or domestic water mains** on privately owned property; therefore

1. It is hereby AGREED by the RESPONSIBLE ENTITY, its successors and assigns that at no expense to the VILLAGE, the RESPONSIBLE ENTITY, its successors and assigns shall:

- a. Maintain all sanitary sewers and appurtenances thereunto appertaining located upon said premises, all as shown on the Final Engineering Plans prepared by \_\_\_\_\_ (Engineering Firm) \_\_\_\_\_ dated \_\_\_\_\_, and approved by the VILLAGE, or any amended plans as agreed to and approved by both parties, copies which are on file with the Engineering Department of the VILLAGE.
- b. Maintain all water mains and appurtenances located upon said premises from the master meter vaults.
- c. Maintain all storm sewers and appurtenances, including detention vault, located upon said premises.
- d. Maintain the utilities as itemized above in accordance with the latest edition of the Village of Arlington Heights Municipal Code.
- e. Maintain all private roadways, parking areas, and pavement lighting facilities located on said premises as shown on said Final Engineering Plans in accordance with the latest edition of the Village of Arlington Heights Municipal Code.

2. It is further AGREED that should the RESPONSIBLE ENTITY not properly maintain the aforementioned **sanitary sewers, storm sewers and stormwater management facilities, or domestic water mains** in accordance with the requirements of the VILLAGE, or should they allow a public nuisance to exist, written notification shall be given to the RESPONSIBLE ENTITY advising that after ten (10) days if the RESPONSIBLE ENTITY is not in compliance with the applicable requirements, the VILLAGE is hereby authorized, but not required, to enter upon the property to correct deficiencies and to place a lien against said property until such time that the VILLAGE has been fully reimbursed for its expenses in correcting these deficiencies; and

3. It is further AGREED that, barring a need for immediate action, should the RESPONSIBLE ENTITY not begin corrective action within four (4) hours of notification of an emergency situation where property damage is occurring or is in imminent danger of occurring as a result of dysfunction of the **sanitary sewers, storm sewers and stormwater management facilities, or domestic water mains**, the VILLAGE is hereby authorized, but not required, to enter upon the property to correct deficiencies and to place a lien against said property until such time that the VILLAGE has been fully reimbursed for its expenses in correcting these deficiencies; and

4. It is further AGREED that the RESPONSIBLE ENTITY shall save the VILLAGE harmless from any and all claims for damages resulting from the VILLAGE interrupting service to the property due to the failure of the RESPONSIBLE ENTITY to perpetually maintain the systems as described above and any other claims or damages arising out of this Agreement and the ownership of the facilities described herein.

5. This Agreement shall be binding between all successors and assigns and shall be a covenant running with the land as here and before legally described.

6. This Agreement shall be recorded in Cook County, Illinois.

This Agreement is entered into the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

For: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

State of Illinois )  
                          ) SS  
County of Cook )

I, \_\_\_\_\_, a Notary in and for said County, in the State

aforesaid, CERTIFY that \_\_\_\_\_ personally known to me to be the same person whose name is subscribed on the foregoing instrument appeared before me this day in person and acknowledged that (s)he signed, sealed, and delivered said instrument as their free and voluntary act, and as the voluntary act of

\_\_\_\_\_, an (LLC? Corporation?), for the uses and purposes therein set forth.

GIVEN under my hand and Notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

For: Village of Arlington Heights,  
an Illinois municipal corporation

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

State of Illinois )  
                          ) SS  
County of Cook )

I, \_\_\_\_\_, a Notary in and for said County, in the State

aforesaid, CERTIFY that \_\_\_\_\_ personally known to me to be the same person whose name is subscribed on the foregoing instrument appeared before me this day in person and acknowledged that (s)he signed, sealed, and delivered said instrument as their free and voluntary act, and as the voluntary act of the **Village of Arlington Heights, an Illinois municipal corporation**, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



# Arlington Heights Fire Department Plan Review Sheet

P. C. Number 18-012

Project Name European Crystal Hotel

Project Location 519 W. Algonquin Road

Planning Department Contact Sam Hubbard

## General Comments

Round 1:

1. All currently adapted codes shall apply.
2. The building is to be sprinkled.
3. The Fire Department connection is to be located at the main front entrance and located within 100' of a fire hydrant.
4. A Knox Box is to located at the main front entrance.
5. A fully operational annunciator panel or alarm panel is to be located at the main front entrance.
6. Aerial Fire Apparatus access roads for buildings or portions of buildings exceeding 30 feet in height above the lowest level of fire department vehicle access shall have a minimum unobstructed width of 26 feet exclusive of shoulders and be located a minimum of 15 feet and a maximum of 30 feet from the building. This area should be free of obstructions that would limit the use of an Aerial Fire Apparatus.

**NOTE: PLAN IS CONCEPTUAL ONLY  
SUBJECT TO DETAILED PLAN REVIEW**

Date May 22, 2018

Reviewed By: LT. Mark Aleckson

# ARLINGTON HEIGHTS POLICE DEPARTMENT

## Community Services Bureau

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### DEPARTMENT PLAN REVIEW SUMMARY

**European Crystal Hotel**  
**519 W. Algonquin Rd.**  
**PC#18-012**

**RECEIVED**  
MAY 15 2018  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

#### Round 1 Review Comments

**05/14/2018**

**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. Special attention should be given to those outside common areas, entrances/exits and parking lot. Special attention should be given to illuminating the parking garage, areas around the building- to include entries/exits. These areas should be illuminated specifically during hours of darkness for safety, to deter criminal activity and increase surveillance/visibility- potentially reducing vehicle burglaries, theft, trespassing, vandalism, and other criminal activity.

**3. Present traffic problems?**

There are no traffic problems at this location. Pace across the street has a nightly traffic detail from 1630-1730hours, to assist their employees in exiting their business' parking lot.

**4. Traffic accidents at particular location?**

This is not a problem area in relation to traffic accidents.

**5. Traffic problems that may be created by the development.**

This development will create an increase in traffic volume. Algonquin Road is a very busy thoroughfare. The entrance/exit may need to be redesigned or configured to restrict egress- i.e. left turns.

**6. General comments:**

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

- Landscaping should provide open sightlines to increase natural surveillance and avoid creating ambush locations and havens for illegal activities- theft, trespassing, vandalism, underage drinking, drug use, etc.

- The addition of Trespass signage is recommended. Consider posting no trespassing / loitering/ no un-authorized use signage. The Arlington Heights Police Dept. has and utilizes trespass warning forms under qualifying circumstances when requested by property management.

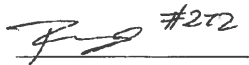
-Consider installing a video surveillance system of entrance/exits, lobby, parking lot, exterior areas, etc.

-Once construction is complete, provide AHPD with floor maps including room numbers so officers can familiarize themselves with building layout for emergency response

-Signage regulating unwanted conduct is recommended throughout the development with special attention given to common areas and parking areas.

- Strict hotel guest policies are recommended by the AHPD and are as follows:

- No room rental to guests under 21
- Credit cards only accepted for room rental
- Guests must provide valid identification
- Guests must provide concierge with vehicle and additional guests' information
- Maintain in house database of problematic or banned guests for future reference

 #272

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Brandi Romag, Crime Prevention Officer  
Community Services Bureau

Approved by:

 #557

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Supervisor's Signature





# Planning & Community Development Dept. Review

May 31, 2018

## REVIEW ROUND 1

Project: Ivy Hotel – James Cazares  
519 W. Algonquin Road

Case Number: PC 18-013

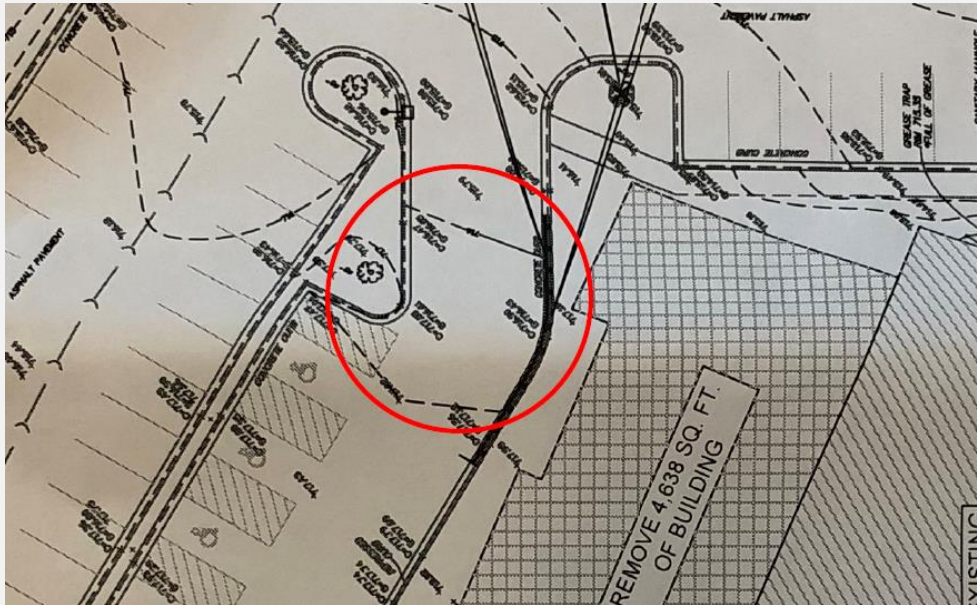
### **General Comments:**

7. The Plan Commission must review and approve the following actions:
  - a. Land Use Variation to allow a hotel within the M-2 District.
  - b. Chapter 28, Section 11.2-8, to reduce the required width of a two-way drive aisle. Depending on additional information, this variation may be required.
8. Please revise the project narrative to include the following items (an example of a project narrative can be provided if you would find that helpful):
  - a. Estimated employee counts at peak occupancy for the hotel.
  - b. Information on peak staff needed for a banquet event in the main banquet hall.
  - c. Details on any sustainable/green design features of the hotel.
9. There are currently three temporary storage lockers located on the three parking spaces adjacent to the loading area, as well as one temporary storage locker to the southwest of this area. Please clarify if these storage sheds will be removed as part of the hotel addition.
10. Will the proposed coffee/vending room include just vending machines and a non-staffed coffee station, or will this be an actual coffee shop that will include one or more employees?
11. Please clarify how the business area will be used. What equipment will be within this area (desks and computers? printers? copy machines? etc.). Will this room function as a meeting space or conference room, or will it only be used for individual business purposes by hotel guests as needed?
12. On all future revisions, please ensure that all plans and studies include a revision date.
13. The engineering plans indicate that additional lightpoles within the parking lot will be installed. Therefore, a photometric plan, including catalog cuts for all new light fixtures, is required.

### **Architectural/Engineering Plans:**

14. Please correct the following inconsistencies between the architectural plans, engineering plans, and landscape plans:
  - a. The civil plans show an 8" tree on the southwest side of the proposed exterior patio, which looks to be on top of the brick patio. This tree is shown on the civil Existing Conditions and Demo Plan, but it is not shown on the landscape plan.
  - b. There are proposed bike racks shown on the civil plans, but the landscape plan shows this area as landscaping.
15. Please add dimensions indicating the setbacks of the proposed hotel addition, at its closest point, to the north, west, and east property lines.

16. The architectural site plan lists the maximum height of the building at 99'-10", however, the elevations show the max height to be 94'. Please revise the plans to show the actual proposed height of the building, and note that building height is measured from the average elevation of the finished grade at the front of the building to the top of the roof structure for flat roofs (parapet walls are not included).
17. There are currently 5 dumpsters stored outside within the side loading area. All dumpsters are required to be screened from view. Please confirm if there is sufficient space within the accessory storage garage to accommodate for these dumpsters, and whether additional dumpsters will be needed for the hotel. If additional dumpsters will be needed, please confirm that there is sufficient space within the accessory storage garage to store these additional dumpsters. If there is insufficient space within this storage garage, please outline where these dumpsters will be located and how they will be screened.
18. Please provide a dimension for the drive aisle in the following location:



19. Is the drive aisle for the front drop-off area one-way? The drive aisle width appears to be only 19'. Two-way drive aisles must be a minimum of 24' in width. Please clarify.
20. Please identify any proposed ground mounted mechanical equipment (AC units, generators, transformers, etc.) on the site plans and landscape plans.
21. There are two rooms shown on the 2<sup>nd</sup> floor that have no labels. What will these rooms be used for?
22. What are the plans for the existing stone retaining wall on the western side of the site adjacent to the private access road? This retaining wall is deteriorating and in need of repair.
23. Please provide additional details on the exterior patio/courtyard area. Will food/drink service be offered on the patio? Is this area to be used as outdoor space for guests of the hotel, or is it to be used as an accessory area for the banquet functions?

#### **Market Study:**

24. The market study explains that there are five hotels currently under construction in the northwest suburban hotel market. Where are these hotels located, how many rooms do they have, and are they economy level, mid-level, or upper-level hotels?
25. The study states that "most of the surrounding facilities are considered upscale or upper-midscale and are performing well for the market (above average in both occupancy and rate)". Please show the data for each of these hotels (ADR and occupancy) and list the hotels that have made up the "competitive set".

26. Page 6 of the study concludes that the property should perform at a level of 72% occupancy and an ADR of \$120 in 2016 dollars. Please update this to 2018 dollars. Page 10 of the study outlines that the annual occupancy will be “approximately 70% on average, achieving an average daily rate of \$115 in current value dollars.”. The operating spreadsheet on page 18 outlines that the occupancy will be 74% in 2018, with an ADR of \$130. Please clarify the projected average occupancy and ADR.
27. Page 9 of the market study states that the hotel will have “ample meeting” space. Based on the floor plans, there will be no meeting spaces within the hotel. Additionally, page 17 states that the hotel will have a swimming pool, which is not reflected in the plans. Please clarify and update the market study accordingly.
28. The analysis on page 8 uses 2015 data and references a Four Points at Arlington Down that is under construction and will help to boost ADR rates. This hotel is not under construction. Please update this section of the report to reference 2018 data, as well as any other sections that reference out of date data. Additionally, the report classifies this hotel as a “boutique” hotel; where does a boutique hotel fall in relation to the data in Table 2?
29. Page 13 outlines that exercise facility operations will bring in revenue, similar to laundry and valet services. Please clarify how this will bring in revenue.
30. Conclusion #5 on page 7 states that the depth of the market and current demand trends indicate a short absorption period for the additional 60 rooms with nominal initial impact on occupancy of existing properties. Please clearly state how this conclusion has been reached. Will the proposed hotel occupy a niche below or above the existing neighboring hotels that is currently underserved? Please outline this niche with specific comparisons to neighboring hotels in both ADR and occupancy rates.
31. Please remove all references to public projects since the proposed development is a private project.

**Parking/Traffic:**

32. A total of 10 bicycle parking spaces are required. Please revise the location of the proposed bike racks to an area that is paved. The note calling out these bike racks must indicate that they will include a total of 10 bicycle parking spaces.
33. The traffic/parking study contains no explanation as to why comparative hotels were not surveyed and studied. Please outline why survey and study of comparative hotels is not possible.
34. An average of the data in Table 10 and 11 puts the number of parked vehicles per attendee at the banquet facility at .42 vehicles per attendee. Assuming an event has 377 attendees (max capacity), that correlates to a demand for 162 parking spaces. Accounting for the peak estimated demand at the hotel during peak demand of an evening event at the banquet facility (9:00PM), there would be demand for 205 parking spaces. The proposed 198 (including 23 valet spaces) is insufficient to accommodate for this demand.
35. While the study has found that larger events have more persons per vehicle, please outline what events were surveyed by EEA in April of 2018. It appears that most events surveyed with a large amount of attendees, if not all, were weddings where there is a likelihood of families arriving together or a large bridal/groom party arriving together, which would correlate to a higher persons per vehicle ratio. These types of events appear to be the basis for the conclusion that larger events have a higher persons per vehicle ratio. However, it is unclear if this holds true for a non-wedding event, such as a fundraiser, appreciation banquet, or a celebration/gala event. Additional surveys of these types of events are necessary.

# Arlington Heights Police Department

## Emergency Information Card

1. Fill in all information by tabbing to each field.
2. When completed, save the form and send as an attachment to: [policemail@vah.com](mailto:policemail@vah.com).

Arlington Heights Police Department  
200 E. Sigwalt Street  
Arlington Heights, IL 60005-1499  
Phone: 847/368-5300

Completed forms may also be printed and submitted in the following manner:

By Mail: Arlington Heights Police Department  
200 E. Sigwalt Street, Arlington Heights, IL. 60005  
Attention: Police Administration

**Print Form (To Mail)**

By Fax: (847) 368-5970 - Attention: Police Administration

In Person: Dropped off at the Arlington Heights Police Department's front desk for forwarding to Police Administration.

Name (Firm or Residence)

Address/City

Telephone Number

Date Information Obtained

### IN CASE OF EMERGENCY PLEASE CALL:

#### Contact #1

Name

Address/City

Telephone Number

Cell Number

#### Contact #2

Name

Address/City

Telephone Number

Cell Number

#### Alarm System

No

Yes

Phone number:

Alarm Company Name

HEALTH SERVICES DEPARTMENT

6

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-012  
Petitioner: S. OZAR

Owner: 519 W. Algonquin Rd

Contact Person: S. OZAR  
Address: 519 W. Algonquin Rd

Phone #: 817-809-8515  
Fax #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

P.I.N.# 08-18-103-008

Location: 519 W. Algonquin Rd

Rezoning: \_\_\_\_\_ Current: Y Proposed: \_\_\_\_\_

Subdivision: \_\_\_\_\_

# of Lots: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

PUD: \_\_\_\_\_ For: \_\_\_\_\_

Special Use: \_\_\_\_\_ For: \_\_\_\_\_

Land Use Variation: X For: HOTEL

Land Use: \_\_\_\_\_ Current: \_\_\_\_\_

Proposed: \_\_\_\_\_

Site Gross Area: \_\_\_\_\_

# of Units Total: \_\_\_\_\_

1BR: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR: \_\_\_\_\_

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

1. GENERAL COMMENTS:

See attached comments

[Signature] 5-28-18  
Environmental Health Officer Date

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MAY 10 2018

PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

[Signature] 5/25/18 Direc  
tor Date

Plan Review

Project: European Crystal Hotel  
519 W. Algonquin Road  
Arlington Heights, IL 60005  
Land Use Variation for a Hotel  
P.C. #18-012  
Round 1

To: Sam Hubbard, Planning & Community Development

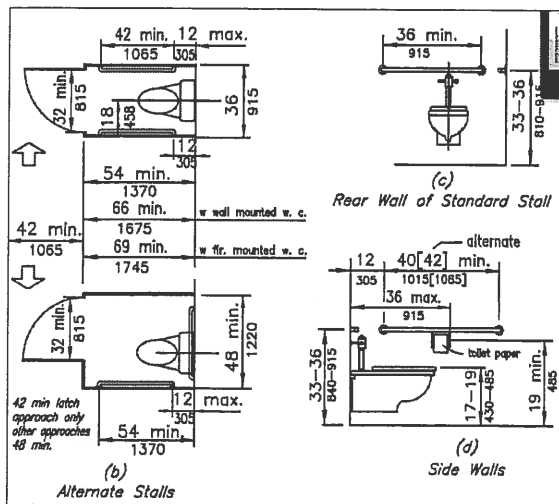
From: David Robb, Health & Human Service - Disability Services  
(847) 368-5793 *David Robb*

Date: May 23, 2018

Re: Illinois Accessibility Code (IAC) Comments  
<https://www.illinois.gov/cdb/business/codes/pages/illinoisaccessibilitycode.aspx>

Sheet 1 Proposed First Floor Plan:

1. Women's Restroom: In restrooms with six or more toilet stalls in addition to the standard stall configuration for wheelchair accessibility complying with subsection (n)(5)(A) (ii), IAC Section 400.310(n)(5) requires the addition of a 36-inch wide toilet stall where the doors open out and is equipped with parallel grabs on each side of the stall per IAC 400.Illustration B. Figure 30(d) and q. Pictured below.



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2. The "Single User Restroom shall comply with IAC Section 400.310(n)(9-11).

3. Coffee Vending Room: Please see IAC Section 400.320(l)(6 and 8) and 400.Illustration B., Figure 54.

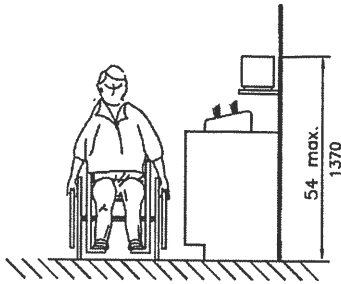


Fig. 54  
Tableware Areas

Sheet: 2 Proposed 3<sup>RD</sup> – 7<sup>TH</sup> FLR Plan & 3 Proposed 8<sup>th</sup> Floor:

4. Five percent of the total lodging units shall be accessible. All Public and Common Use areas and at least one accessible unit equipped with a roll-in shower. A minimum of 3 units equipped for persons with Hearing Impairments. Per IAC Section 400.320(g)((1-10).

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18-012  
 Petitioner: J. CAZARES  
 \_\_\_\_\_  
 Owner: 519 W. Alger Rd UO  
 \_\_\_\_\_  
 Contact Person: J. CAZARES  
 Address: 519 W. Alger Rd  
 \_\_\_\_\_  
 Phone #: 817-809-8511  
 Fax #: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

P.I.N.# 08-18-103-008  
 Location: 519 W. Alger Rd  
 Rezoning: \_\_\_\_\_ Current: 0 Proposed: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_  
 # of Lots: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 PUD: \_\_\_\_\_ For: \_\_\_\_\_  
 Special Use: \_\_\_\_\_ For: \_\_\_\_\_  
 Land Use Variation: X For: HOTEL  
 \_\_\_\_\_  
 Land Use: \_\_\_\_\_ Current: \_\_\_\_\_  
 Proposed: \_\_\_\_\_  
 Site Gross Area: \_\_\_\_\_  
 # of Units Total: \_\_\_\_\_  
 1BR: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR: \_\_\_\_\_

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

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

Comments:

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PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

\_\_\_\_\_ Date



European Crystal Hotel  
519 W. Algonquin Road  
PC #18-013  
May 30, 2018

**Landscape Comments**

- 1) The ends of all parking rows must include a 4" caliper shade tree (Chapter 28, section 6.16-1.2b).
- 2) Provide a screen for the loading/trash area. It is recommended that the screen wall be extended to the south or a 6 foot high evergreen screen be provided in order to screen the dumpsters/loading area.
- 3) It is recommended that additional landscaping be provided in the northwest corner near Algonquin and the private drive. The landscaping should consist of a mix of perennials.
- 4) Consider specialty paving near the main hotel entrance/covered entry.
- 5) It is recommended that landscaping be provided between the patio and the private drive.
- 6) Provide landscaping on the east elevation adjacent to the building.
- 7) Provide three foot high shrubs adjacent to the three parking spaces on the west elevation between the parking and the private drive.
- 8) Incorporate site furnishings for the site that match the overall architectural style of the proposed building.
- 9) If there are any utility meters or mechanical units, they must be screened with landscaping or another appropriate method of screening.
- 10) A landscape compliance bond in the amount of 30% of the landscaping costs will be required at the time of building permit. In addition, a \$4 tree fee is required for each lineal foot of frontage.