



# 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#:** 18-021 – Round 1  
**Date:** November 15, 2018

**RECEIVED**  
NOV 16 2018  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

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. Include information on other uses and indicate if they will be separated or non-separated, as indicated in 2009 IBC Section 508.
2. Provide a site plan showing all setbacks to all lot lines.
3. Provide a height and area calculation based on the proposed construction type shown in the 2009 IBC Table 601/602. Also, see Table 503.
4. Provide the locations of fire-rated walls and indicate the type and rating of the wall between the banquet hall and the new hotel.
5. 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.
6. Provide the elevation of the highest occupied floor.
7. Refuse and laundry chutes shall have separate 2-hour rated enclosures and comply with 2009 IBC 708.13.
8. Show the proposed location of the mechanical equipment.
9. Show the proposed location of the electrical service and include the service size. If the service is 1,200 amps or more the room requires two exits on opposite corners of the room, with 2-hour rated panic hardware.

BUILDING DEPARTMENT

1A

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 18 021  
 Petitioner: James Cazares  
 \_\_\_\_\_  
 Owner: 519 W Algonquin Rd LLC  
 \_\_\_\_\_  
 Contact Person: James Cazares  
 Address: 519 W Algonquin Rd  
 \_\_\_\_\_  
 Phone #: 847-809-8515  
 Fax #: \_\_\_\_\_  
 E-Mail: cirrus958cd@outlook.com

P.I.N.# 08-16-103-008-0000  
 Location: \_\_\_\_\_  
 Rezoning: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_  
 # of Lots: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
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 Special Use: \_\_\_\_\_ For: \_\_\_\_\_  
 Land Use Variation: X For: Amendment  
 \_\_\_\_\_  
 Land Use: \_\_\_\_\_ Current: \_\_\_\_\_  
 Proposed: \_\_\_\_\_  
 Site Gross Area: \_\_\_\_\_  
 # of Units Total: \_\_\_\_\_  
 1BR: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR: \_\_\_\_\_

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

FIRE PREVENTION

1. BRICK PAVERS were requested to BE REMOVED AS the F.D.C. was to be LOCATED where BRICK PAVERS were proposed. BRICK PAVERS are NOT acceptable for supporting weight of FIRE APPARATUS.
2. no objections to proposed changes.
3. Does the construction type remain as originally proposed?

  
 \_\_\_\_\_  
 Director

11-15-18  
 \_\_\_\_\_  
 Date

## Memorandum

To: Sam Hubbard, Planning and Community Development  
From: Cris Papierniak, Assistant Director of Public Works  
Date: December 3, 2018  
Subject: 519 W Algonquin Road, P.C. #18-021

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Regarding the proposed Site Development, PW has the following comments:

1. VAHPW has no comments at this time.

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

CC: Scott T. Shirley, Director of Public Works

**RECEIVED**  
DEC - 4 2018  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

**ENGINEERING DEPARTMENT**

**3**

**PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION**

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

**1. PUBLIC IMPROVEMENTS**

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

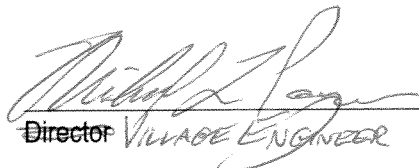
**2. PERMITS REQUIRED OTHER THAN VILLAGE:**

- |              |       |         |       |
|--------------|-------|---------|-------|
| a. MWRDGC    | _____ | b. IDOT | _____ |
| c. ARMY CORP | _____ | d. IEPA | _____ |
| e. CCHD      | _____ |         |       |

	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
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 INFO</u>
8. CONTRIBUTION ORDINANCE EXISTING? .....	<u>X</u>		<u>06-11, PAID 10/9/18</u>
9. FLOOD PLAIN OR FLOODWAY EXISTING? .....	_____	<u>X</u>	
10. WETLAND EXISTING? .....	_____	<u>X</u>	

GENERAL COMMENTS ATTACHED

PLANS PREPARED BY: RIDGELINE COS.  
 DATE OF PLANS: 11/9/18

  
 Director VILLAGE ENGINEER 11/29/18  
 Date

**PLAN COMMISSION PC #18-021**  
**European Crystal LUV Amendment**  
**519 W Algonquin Rd**  
**Amendment to Land Use Variation for Hotel, Parking Variation**  
**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. The Village is in receipt of the Onsite Utility Maintenance Agreement (OUMA), and it is in the process of being recorded.

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.

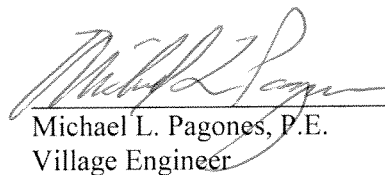
17. Show the limits of the new pavement.

18. Regarding the proposed 5 parking stalls to the south of the banquet entrance, just off the private road, three of the five stalls would be problematic with vehicles potentially backing up into the road.

19. The previous plans submitted and approved by the Plan Commission PC #18-013 showed an 8x8x6 pressure connection and a domestic & fire water service off of the water line along the private road. This service and connection are not shown on the plans.

TRAFFIC

20. With regard to Table 9, what were the events in 2017 that generated such high occupancy, and why are the values in Table 10 so much less for 2018.
21. Please provide some indication or log of how many events per year, or per month are booked at this facility.
22. More description must be provided to explain the attendance, events, or operation of the Roof Top Amenity, (244 person capacity) to explain the overlap and potential combined usage, trip generation, and parking for the 377 Banquet Hall, and 244 Roof Top patron capacity, especially on Saturdays.
23. The Traffic and Parking Study states that the owners have been using several strategies to accommodate parking at peak times.
  - a. With regard to the valet parking operation, which stacks one row of vehicles in the drive aisle at the north end and south end of the site, will this strategy be utilized with the proposed development?
  - b. With regard to off-site parking, please provide the existing agreements for the neighboring 273 additional parking spaces. Will guests be shuttled from the off-site parking lots, or will they be used for valet parking? There does not appear to be a clear pedestrian route from the off-site parking lots to the banquet facility and proposed hotel.

 1/28/18  
Michael L. Pagones, P.E.      Date  
Village Engineer



# Arlington Heights Fire Department Plan Review Sheet

P. C. Number 18-021

Project Name European Crystal LUV Amendment

Project Location 519 W. Algonquin Road

Planning Department Contact Sam Hubbard

## General Comments

Round 1:

1. All currently adapted codes shall apply. Please review code pertaining to building height and type of construction.
2. The building is to be sprinkled.
3. The Fire Department connection is to be located at the main front entrance and within 100' of a fire hydrant capable of delivering the required flow. The Fire Department connection and hydrant is to be fully visible and accessible.
4. A Knox Box is to be 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 November 20, 2018 Reviewed By: LT. Mark Aleckson

Arlington Heights Fire Department

# ARLINGTON HEIGHTS POLICE DEPARTMENT

## Community Services Bureau

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### DEPARTMENT PLAN REVIEW SUMMARY

**European Crystal Hotel**  
**519 W. Algonquin Rd.**  
**PC#18-021**

#### Round 1 Review Comments

**11/27/2018**

**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:**

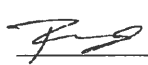
-Please ensure that there is an emergency information/contact card on file with the Arlington Heights Police Department and that it is up-to-date. Agent contact information must be provided to the Arlington Heights Police Department during all construction phases. The form is attached. Please complete 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

# 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

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

1. GENERAL COMMENTS:

Café and 6<sup>th</sup> floor bar/food prep area must comply with the attached plan review requirements when applying for the building permit.

Also, see attached comments from David Robb, Disability Services Coordinator.

**RECEIVED**  
 NOV 29 2018  
 PLANNING & COMMUNITY  
 DEVELOPMENT DEPARTMENT

Terese Biskner 11/29/18 TB  
 Environmental Health Officer Date

James McCalister 11/29/18 JM  
 Director Date



Village of Arlington Heights  
Health Services Department  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
(847) 368-5782

## Plan Review Requirements

The Village of Arlington Heights has adopted the Illinois Department of Public Health Food Service Sanitation Code. Copies may be obtained by visiting [www.idph.state.il.us](http://www.idph.state.il.us) or calling (630) 293-6800.

For a complete plan review, drawings to scale must be submitted containing the information noted below. This list, while not necessarily complete, highlights areas of concern and common reasons for plan rejection.

- 1. Floor Plan for Operation.** Designation of various areas (service areas, food preparation, dry storage, numbers and locations of seats, restrooms, break areas, etc).
- 2. General Layout.** Location of equipment fixtures (cross-reference to an equipment schedule) including distances above the floor, between other pieces of equipment, whether on legs or casters, etc.
- 3. Food Service Equipment.** All equipment must be commercial and listed with NSF or equivalent in both construction and installation. Used equipment must be inspected for approval prior to installation. Equipment schedules must contain manufacturer and model numbers for each piece of foodservice equipment. Equipment spec sheets are required for all new equipment.
- 4. Plumbing fixtures.** Location and type must be shown in overhead and schematic design. Include provisions for drainage from condensate for refrigerators and freezers, ice machines, soda or water stations, steam tables, etc. The location of all floor drains and sinks must also be shown. All 3 compartment sinks, dish machines, prep sinks, ice machines, steam tables, and condensate lines must have an air-gap (open-site drain) on the waste line. All hub drains, floor sinks, and floor drains must be located on the toe-edge of, or adjacent to, the equipment to facilitate cleaning. Facilities cooking or performing food prep must have a grease trap. Newly constructed facilities having cooking that produces grease or vapors, or where 3 compartment sinks or food prep sinks are located in two or more areas are required to have an exterior grease trap. Dish machines and garbage grinders may not drain through the grease trap.  
All ice machines must be air cooled.
- 5. Sinks.** Sinks that are mandatory to be installed include:
  - three compartment sink with integral drain boards
  - mop/utility sink
  - hand sink in preparation areas (including bars) and dish areas (more than one may be required)
  - food prep sink (depending on type of operation)Hot and cold running water are required at all sinks. The water must be tempered by means of a mixing valve. A metering faucet must provide at least 10 seconds of running water.
- 6. Ventilation Requirements.** Adequate ventilation must be provided throughout the facility to remove excessive heat, steam, vapors, smoke, fumes, and noxious odors. Submit specifics on ventilation hoods for Fire Code review.
- 7. Floors, Walls, and Ceilings.** The surfaces on all food preparation, storage, dishwashing, and toilet rooms, must be smooth, light colored, non-porous, and easily cleanable. Ceiling tiles may not contain fissures, and must be vinyl coated above food prep areas. Cove base must be provided at all floor/wall junctures. Grouting for all floor tiles must be sealed to be non-porous. Non-slip finishes may only be installed in traffic areas, not under equipment.
- 8. Lighting.** Artificial light sources must be installed to provide at least 20 footcandles of light in all food prep areas, dish areas, and wash rooms. All walk-in refrigeration/freezer units, dry storage areas, dining rooms during cleaning, and other areas must be provided with at least 10 footcandles of light.  
All light fixtures over, near, or within food preparation, display, or service areas, and dish areas, must be shielded to prevent broken glass from falling onto food. This includes heat lamps.

**9. Dry Storage Areas.** A minimum of 25% of the food preparation area must be set aside for dry storage. Provide calculations showing how the dry storage requirement is met. Show dimensions and numbers of tiers for each shelving unit. All shelving must be at least 6 inches above the floor, and 18 inches below the ceiling.

Remember that carry-out operations require more storage space for disposable containers.

**10. Other Storage Areas.** Provide storage for the following and indicate their locations: refrigerated and frozen storage, both clean and dirty dish storage, kitchen utensils, employee belongings and coats, and all cleaning supplies and toxic chemicals. Provide a mop and broom storage rack over the mop/utility sink.

**11. Garbage and Refuse Disposal.** An adequately sized solid waste storage site must be provided. The area must be paved, curbed, and graded to the front to prevent the accumulation of liquids. Visual screening for the area must be provided.

**12. Outer Openings.** No doors or windows may be left open and unscreened. All doors must be self-closing and tight-fitting. Provide screening of at least 16 mesh per inch for any windows to be opened. Air curtains and self-closing automatic windows must be installed on drive-through windows. Doors to outdoor dining areas must have operable air curtains installed above if outdoor waitstaff are provided.

**13. Other Concerns.** All conduits and plumbing pipes must be installed inside the walls. If this is not possible, they must be at least 1 inch from the wall, and 6 inches above the floor to facilitate cleaning.

**14. Menu.** A copy of the proposed menu must be submitted.

**15. Smoking.** No smoking is allowed in any enclosed space, including bars, private offices, or outdoor dining areas. Smoking is not allowed within 15 feet of any door, and ashtrays and other smoking materials may not be within 15 feet of the doors.

**16. Certified Foodservice Manager.** At least 1 IDPH certified Foodservice Manager must be present at all times foods are handled in high-risk establishments. Medium risk establishments need at least 1 certified Manager on staff.

## **Installation Standards for Food Service Equipment**

Equipment must be mounted with a minimum of 6 inches of clear space underneath. In lieu of the clear space, equipment may be equipped with casters or placed on a raised solid masonry or sealed metal platform. The platform must be at least 2 inches high, sealed at all edges, and sealed to the floor. Necessary space for air intake must be provided for any units that need ventilation. If fresh air is provided, any air intake openings must be screened with a minimum of 16 mesh per inch screening.

Equipment that is not easily moveable must also be sealed to the wall, or meet the following minimum clearances to facilitate cleaning:

- When the distance to be cleaned is less than 2 feet in length, the width of the clear unobstructed space must not be less than 5 inches.
- When the distance to be cleaned is between 2 and 4 feet, the width of the clear unobstructed space must not be less than 8 inches.
- When the distance to be cleaned is greater than 4 feet, the width of the clear unobstructed space must not be less than 12 inches.

## **Other Considerations**

A valid Business License is required to operate a foodservice facility in the Village of Arlington Heights. Contact the Licensing Coordinator in the Building Department at (847) 368-5560.

A special use permit may be required for your location. Contact the Village Planning Department at (847) 368-5200 to inquire about the requirements.

No alcoholic beverages may be sold without first obtaining a Village Liquor License. Contact the Liquor License Officer at (847) 368-5100.

Other licenses may be required as well. It is up to the owner and/or operator of each facility to obtain all of the required State and Local licenses prior to opening.

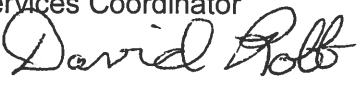
An early consultation between this Department and the persons planning to build and/or operate a foodservice establishment can be beneficial. We may also be able to answer any questions you may have during the process. Contact this Department at (847) 368-5782 or by fax at (847) 368-5980.

Plan Review

Address: European Crystal Land Use Variation Amendment  
For a Hotel, Parking Variation  
519 W. Algonquin Road  
P.C. #18-021

Round 1

Submitted to: Sam Hubbard, Planning & Community Development

Submitted by: David Robb, Disability Services Coordinator  
(847) 368-5793 

Date: November 28, 2018

Re: Illinois Accessibility Code (IAC) Effective October 23, 2018.  
(Pdf available upon request).

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Sheet 3 of 8:

1. Per Section 208.2 of the Illinois Accessibility Code six (6) Accessible Parking Spaces are required in parking lots with 151 to 200 total parking spaces, in accordance with Section 502.
2. Section 502.3 requires the "access aisle portion" of Accessible Parking Spaces to adjoin an "accessible route."
3. Section 208.3.1 requires Accessible Parking Spaces to be located on the shortest accessible route from parking to the building entrance.

Sheets A2, A3, and A4:

4. **Section 224.2 Guest Rooms with Mobility Features.** In transient lodging facilities having 51 to 75 guest rooms, **four (4) mobility accessible rooms** complying with Section 806.2 in accordance with Table 224.2 are required.
5. **Section 224.4 Guest Room with Communication Features.** In transient Lodging facilities with 51 to 75 guest rooms, **seven (7) Communication Accessible guestrooms** complying with Section 806.3 shall be provided.
6. At least one mobility accessible room complying with 806.2., shall include communication accessible features required by 806.3 in accordance with Section 224.5.

7. **Section 806.2.4.1 Vanity Counter Top Space.** The countertops of mobility accessible guest rooms shall be equivalent in size and proximity to the lavatory of those in non-accessible rooms.
  
8. **Section 224.5 Dispersion.** Mobility accessible guestrooms complying with 806.2 and Communication accessible guestrooms complying with 806.3 shall be dispersed among the various classes of guestrooms and shall provide shall provide choices of types of guestrooms, number of beds, and other amenities.

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

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 Special Use: \_\_\_\_\_ For: \_\_\_\_\_  
 Land Use Variation: X For: Amendment to existing LUV  
 Land Use: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 Site Gross Area: \_\_\_\_\_  
 # of Units Total: \_\_\_\_\_  
 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:

Please see attached comments

11-28-18  
Date





# Planning & Community Development Dept. Review

November 28, 2018

## REVIEW ROUND 1

Project: European Crystal Hotel LUV Amendment – James Cazares  
519 W. Algonquin Road

Case Number: PC 18-021

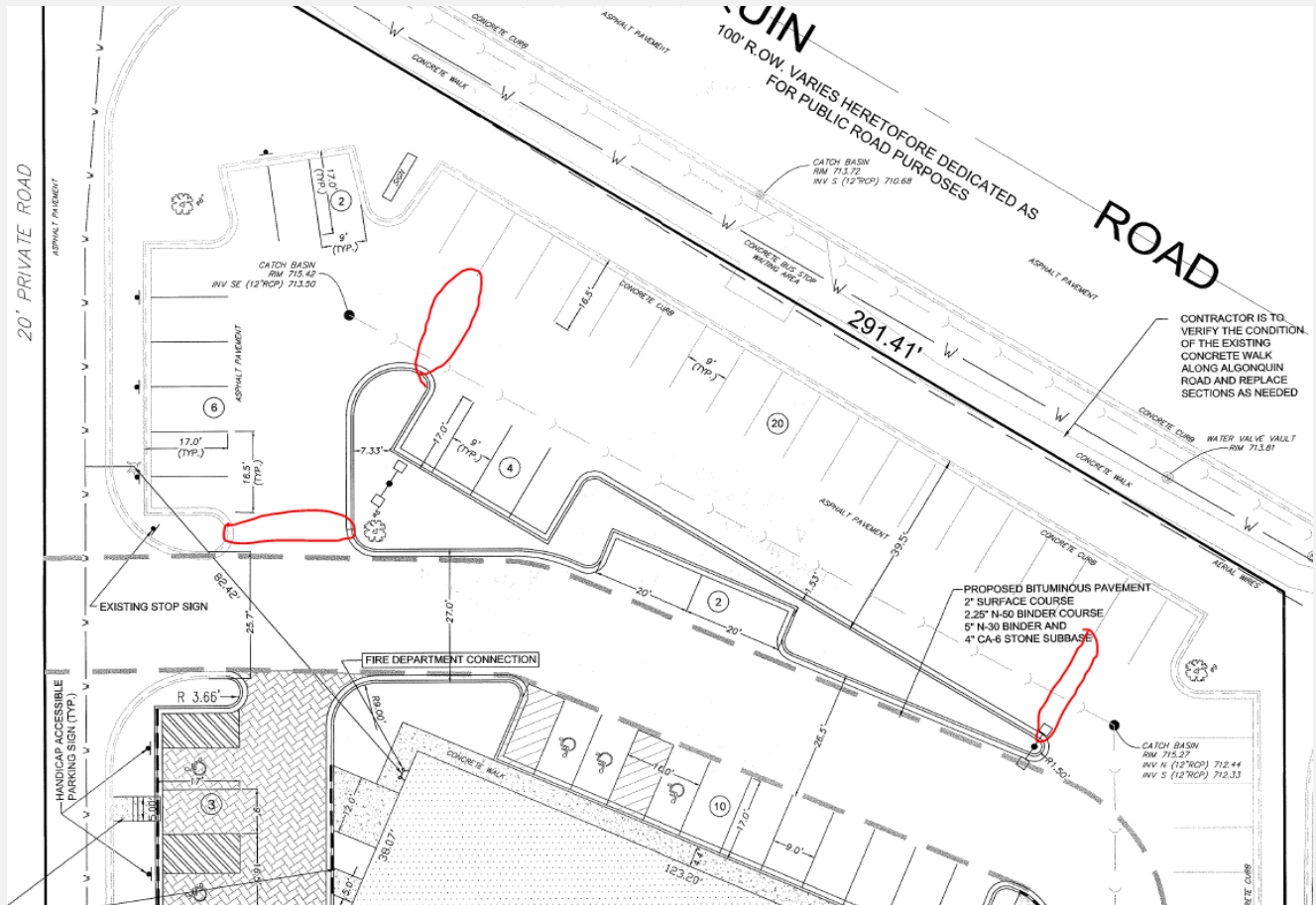
### **General Comments:**

7. The Plan Commission must review and approve the following actions:
  - a. Amendment to Ordinance #18-028 to allow for modifications to the previously approved hotel.
  - b. Chapter 28, Section 11.2-8, to reduce the required number of parking spaces from **UNKNOWN** to 172. The extent of this variation will be determined once additional information on the size of the rooftop spaces has been provided.
8. Please provide estimated maximum number of employees working within each of the following portions of the operation:
  - a. Banquet Hall: A maximum capacity event at the banquet hall
  - b. Hotel: Peak occupancy of the hotel.
  - c. Rooftop Bar: Peak usage of the top floor bar/lounge.
9. On all future revisions, please ensure that all plans and studies include a revision date.

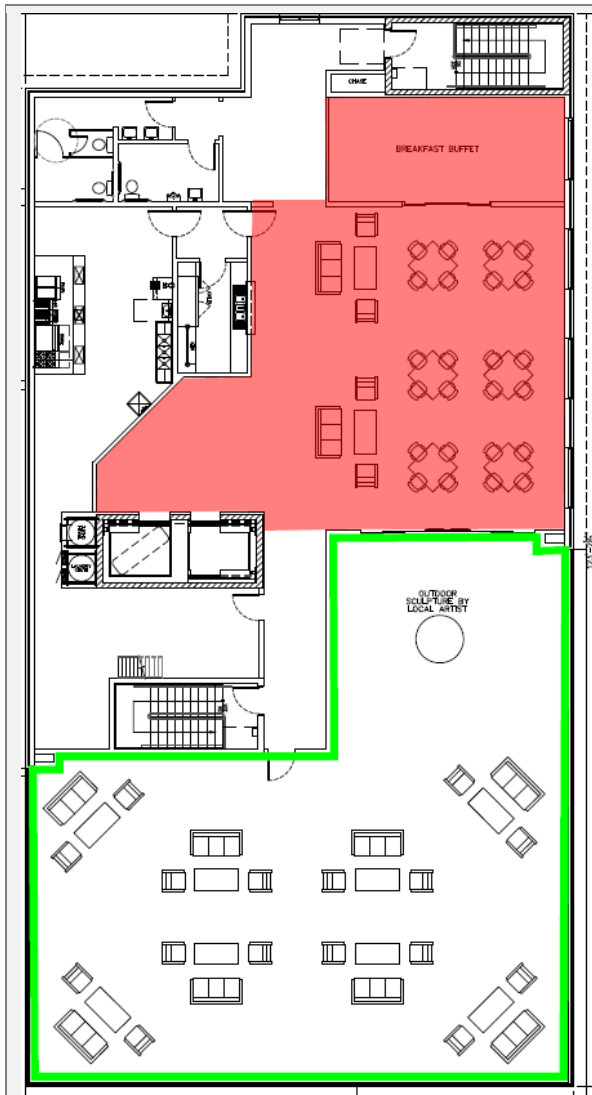
### **Architectural/Engineering Plans:**

10. Siting of the proposed hotel addition in relation to the existing banquet hall is not correct on the floor plan (it does not match the locations of the building on the site plan). Please revise the floor plan so that it aligns with the proposed location as shown on the engineering site plan.
11. Is the location of the fire command room accurate on the floor plans? There was discussion about removing this element and adding a hotel room. Please revise the plans accordingly.
12. Is there any basement connection between the proposed hotel basement and existing banquet hall basement? The current floor plans do not appear to show a connection.
13. Sheet A2 has a label for "Second Floor", which appears to depict the first floor. Please correct.
14. There is an office on the 2<sup>nd</sup> floor that appears to be a hotel room. Was this office mislabeled, or will this space actually be used as an office?
15. Current plans depict a total of 61 hotel rooms. Please confirm that the proposed number of hotel rooms is 61. Please note that the traffic study and market study indicate 62 rooms.
16. Current plans depict 172 parking spaces. Please confirm that there are 172 parking spaces proposed. The parking study indicates that the site will have 171 parking spaces.
17. Please add dimensions to engineering sheet 3 indicating the setbacks of the proposed hotel addition, at its closest point, to the north, west, and east property lines.

18. Will the hotel have any business/conference/meeting rooms? Please confirm the intended use of the proposed "business center". Will the business center be used only for business purposes by guests at the hotel (computer usage, printing, faxing, etc.), or will this room, or the neighboring office room, be available as a conference/meeting space?
19. Please provide the total square footage of the hotel addition and the square footage of the remaining banquet hall building. Please add this information to the site plan.
20. Please add the proposed foundations square footage of the hotel, and the square footage of the remaining banquet hall foundation.
21. Please add a note to the engineering site plan showing the location of the proposed bike racks. Please indicate on the plan how many bicycle parking spaces will be provided.
22. Please identify any proposed ground mounted mechanical equipment (AC units, generators, transformers, utility pedestals, switchgear, etc.) on the site plans and landscape plans and screen all units appropriately.
23. Please provide a dimension for the northern drive aisle in the following locations:



24. Please revise the floor plan to include a dashed line outlining the two areas shown in the drawing on the next page (both red and green) and calculate the sizes (in square feet) of each of the two areas indicated/highlighted in the drawing:



**Parking/Traffic:**

25. The "Existing Volume" in and out data in Table 2 do not match the values from the previous study (Figure 4 from KLOA study). Was a separate survey conducted? Please update the table and associated data accordingly or provide an explanation as to why the data doesn't match.
26. What multiples were used to estimate the additional traffic for the banquet hall as contained in Table 2? Please explain the methodology for estimating banquet hall additional traffic.
27. Please make sure that the traffic and parking study includes the correct size for the estimated rooftop area. Is 3,670 sq. ft. the correct size? Please adjust the size and corresponding calculations accordingly.
28. What dates and times were the neighboring parking areas surveyed?
29. If the actual number of parked cars are added to Table 8 for the banquet hall as observed on April 21<sup>st</sup> and April 28<sup>th</sup> and are used to determine the banquet hall parking demand, the deficit becomes larger (i.e. estimated peak of 113 cars is less than observed peak of 129 cars). Please adjust the table and associated conclusions accordingly.

European Crystal Hotel  
519 W. Algonquin Road  
PC #18-021  
November 27, 2018

**Landscape Comments**

- 1) The ends of all parking rows must include a 4" caliper shade tree (Chapter 28, section 6.16-1.2b). Please provide a 4 inch caliper shade tree at the end of the parking row at the northwest corner of the building. Also provide a 4" caliper tree south of the main entrance at the end of the proposed parking row that is adjacent to the building. In addition, provide a 4" caliper shade tree south of the parking row within the island west of the main entrance.
- 2) It is recommended that the specialty pavement such as stamped concrete be provided within the circular drive for the main hotel entrance.
- 3) If there are any utility meters or mechanical units, they must be screened with landscaping or another appropriate method of screening.
- 4) 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.