



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 – Building & Fire Life Safety

Subject: 207-209 E Valley Ln – Special Use Permit to allow a Shelter Care Home, Parking Variation

PC#: 20-015– Round 1

Date: July 15, 2021

General Comments:

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

Sam...

1. Modifications to the dwelling units shall comply with the current adopted codes. A permit for each unit would be required.
2. Smoke detectors shall be brought up to current requirements: installed in each bedroom, in the hall, on each level, including the basement, and are permitted to be battery operated and shall be wirelessly interconnected.
3. Carbon monoxide detectors shall be brought up to current code: installed within 15 feet of all sleeping areas.
4. Periodic fire drills are recommended for residents and staff.

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JUL 14 2021
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 21-015
 Petitioner: Shelter, Inc.
1616 N. Arlington Heights Road
Arlington Heights, IL 60004
 Owner: Daniel and Sharon Amari
207 E. Valley Lane
Arlington Heights IL 60004
 Contact Person: Carina H. Santa Maria
 Address: 1616 N. Arlington Heights Road
Arlington Heights, IL 60004
 Phone #: (847) 255-8060
 Fax #: (847) 590-6184
 E-Mail: csantamaria@shelter-inc.org

P.I.N.# 03-17-301-009-0000Location: 207 - 209 E. Valley Ln. Arlingtn Hts 60004Rezoning: _____ Current: R6 Proposed: _____

Subdivision: _____

of Lots: 1 Current: 1 Proposed: 1

PUD: _____ For: _____

Special Use: ✓ For: Shelter Care HomeLand Use Variation: ✓ For: Reduce onsite parking from 10 to 2 spaces (Ch 28. Section 10.4)Land Use: _____ Current: _____
Proposed: _____Site Gross Area: 7932 Sq Ft# of Units Total: 6 BR in 2 Units

1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

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

1. PUBLIC IMPROVEMENTS

REQUIRED: _____ YES NO COMMENTS

a. Underground Utilities

Water _____ NO

Sanitary Sewer _____

Storm Sewer _____

b. Surface Improvement

Pavement _____

Curb & Gutter _____

Sidewalks _____

Street Lighting _____

c. Easements

Utility & Drainage _____

Access _____

2. PERMITS REQUIRED OTHER THAN VILLAGE:

a. MWRDGC _____

b. IDOT _____

c. ARMY CORP _____

d. IEPA _____

e. CCHD _____

YES NO COMMENTS

3. R.O.W. DEDICATIONS? _____

X

4. SITE PLAN ACCEPTABLE? _____

N/A

5. PRELIMINARY PLAT ACCEPTABLE? _____

N/A

6. TRAFFIC STUDY ACCEPTABLE? _____

N/A

7. STORM WATER DETENTION REQUIRED? _____

X

8. CONTRIBUTION ORDINANCE EXISTING? _____

X

9. FLOOD PLAIN OR FLOODWAY EXISTING? _____

X

10. WETLAND EXISTING? _____

X

GENERAL COMMENTS ATTACHED

PLANS PREPARED BY: N/ADATE OF PLANS: 6/28/21

Michael A. Legone 7/12/21
 Director Date

BY: Nancy Q...

PLAN COMMISSION PC #21-015

Shelter, Inc.

207-209 E Valley Lane

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. The Engineering Division has no further comments.

Michael L. Pagones 7/13/21
Michael L. Pagones, P.E. Date
Village Engineer
BY: *Narc. M. Gue*

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PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT



Arlington Heights Fire Department Plan Review Sheet

P. C. Number 21-015

Project Name

Shelter Inc

Project Location

207-209 East Valley Lane

Planning Department Contact Sam Hubbard

General Comments

Round 1

General Comments:

1) The Fire Department will defer to the Building and Life Safety Department as to code requirements for a change of use.

We have no additional comments at this time.

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

Date July 1, 2021

Reviewed By: LT. Mark Aleckson

Arlington Heights Fire Department

ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

RECEIVED
JUL 13 2021

DEPARTMENT PLAN REVIEW SUMMARY

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

Shelter, Inc
207-209 E Valley Ln.

Round 1 Review Comments

07/13/2021

1. Character of use:

The character of use is a concern for this area. Please refer to the list of calls for service over the last 10 years at the current Shelter, Inc location sent via interdepartmental mail on 04/01/2021. The police department has concerns over the call volume that will be generated by Shelter Inc, if it were to relocate to 207 & 209 E Valley (a residential area). Shelter Inc, located at 397 W Golf Rd, has 53 police calls for service on average, per year since 2012. In the same time frame, the properties of 207 E Valley and 209 E Valley have generated no calls for police service. If this property were to move, the police department anticipates a significant rise in calls at those addresses. The police department would also recommend that each unit of the new location be staffed by Shelter Inc. employees at all times.

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?

There are no traffic problems at this location.

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 should not create any additional traffic problems.

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.

- Adequate staffing for both units is advised. Each unit should be treated as a standalone building with an identical staff-to-student ratio at each.

A.O. #330
Alexandra Ovington, Crime Prevention Officer
Community Services Bureau

Approved by:

Sgt Ry 567
Supervisor's Signature

HEALTH SERVICES DEPARTMENT

6

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. <u>21-015</u>	P.I.N.# <u>03-17-301-009-0000</u>
Petitioner: <u>Shelter, Inc.</u>	Location: <u>207 - 209 E. Valley Ln. Arlngth Hts 60004</u>
<u>1616 N. Arlington Heights Road</u>	Rezoning: <u> </u> Current: <u>R6</u> Proposed: <u> </u>
<u>Arlington Heights, IL 60004</u>	Subdivision: <u> </u>
Owner: <u>Daniel and Sharon Amari</u>	# of Lots: <u>1</u> Current: <u>1</u> Proposed: <u>1</u>
<u>207 E. Valley Lane</u>	PUD: <u> </u> For: <u> </u>
<u>Arlington Heights IL 60004</u>	Special Use: <u>✓</u> For: <u>Shelter Care Home</u>
Contact Person: <u>Carina H. Santa Maria</u>	Land Use Variation: <u>✓</u> For: <u>Reduce onsite</u>
Address: <u>1616 N. Arlington Heights Road</u>	<u>parking from 10 to 2 spaces (Ch 28, Section 10.4)</u>
<u>Arlington Heights, IL 60004</u>	Land Use: <u> </u> Current: <u> </u>
Phone #: <u>(847) 255-8060</u>	Proposed: <u> </u>
Fax #: <u>(847) 590-6184</u>	Site Gross Area: <u>7932 Sq Ft</u>
E-Mail: <u>csantamaria@shelter-inc.org</u>	# of Units Total: <u>6 BR in 2 Units</u>
	1BR: <u> </u> 2BR: <u> </u> 3BR: <u> </u> 4BR: <u> </u>

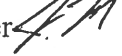
(Petitioner: Please do not write below this line.)

1. GENERAL COMMENTS:

No comments at this time.

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ARLINGTON HEIGHTS
HEALTH SERVICES DEPARTMENT

Sean Freres  7/1/21
Environmental Health Officer Date

James McCalister  7/1/21 Direc
tor Date

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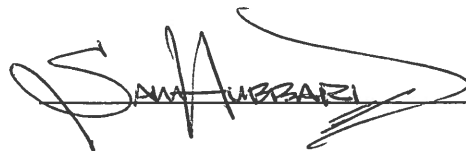
(Petitioner: Please do not write below this line.)

YES NO

1. 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.



Date

Planning & Community Development Dept. Review

July 16, 2021



REVIEW ROUND 1

Project: Shelter, Inc.
207-209 E. Valley Ln.

Case Number: PC 21-015

General:

7. The following approvals are required:
 - a. **Special Use Permit to allow a "Shelter Care Home" on the subject property.**
 - b. **Variation to Chapter 28 of the Municipal Code, Section 6.12-1(3), to waive the requirement for a traffic and parking study from a qualified professional engineer.**
 - c. **Variation to Chapter 28 of the Municipal Code, Section 10.4, to reduce the required off-street parking spaces from 10 spaces to 2 spaces.**
8. Please be aware that a neighborhood meeting should take place well in advance of the Plan Commission hearing on this application. Upon conclusion of the neighborhood meeting, please provide a summary of the meeting, including the estimated number of attendees, the questions asked and concerns raised, and the responses given.
9. Was the list of properties included within the application obtained by a title company? Does the list include all properties within 250', exclusive or Right-of-Ways?
10. Please ensure that all documents to be resubmitted as a result of the Round 1 Village review comments include a revision date.

Transitional Living Program Information:

11. A list of Interview Questions for resident screening was provided as part of the Conceptual Plan Review process. Please provide this document as part of the Plan Commission application. Please provide further description of how/what the screening process entails. Other than being a registered juvenile or adult sex offender, what other attributes would render a qualifying candidate ineligible for the program?
12. Please provide additional details on the supervision of residents. Where do staff stay when supervising the residents? Within each unit, and if so, where in general would they be? Would there be a separate office area? If so, where would this office be located in the building? What are the shifts for each supervisor? What is the training and certifications required for each supervisor?
13. How would residents be distributed in each room? For example, if there are only six individuals enrolled in the program, could they all get their own room, or are two residents per room required even if there are vacant rooms available?
14. Could the facility be designed to have one occupant per room? Would this assist in reducing conflicts/calls for Police service if each resident had their own bedroom?
15. The existing facility on Golf Road is in close proximity to two Pace bus routes and within the Pace Call n Ride service area. The E. Valley Lane site is over approx. 1.25 miles from the nearest Pace bus stop and does not appear to be within the Call n Ride service area. Please address how residents will get to work or school if not within walking distance?

16. How many bedrooms are located within the existing Golf Road facility? How many staff/supervisors are located within that facility?
17. Will the garage be used to park the cars for Shelter, Inc. staff, or will staff primarily park within the driveway? If the garage will not be used for parking, how will that area be used? Will the rear storage/laundry room be used for any purpose other than storage and laundry?

Zoning:

18. Staff has concerns over the number of Police Department calls for service that this facility would generate. What has Shelter Inc. done to address the high number of calls for Police service, and what additional measures can be taken to address the high volume of calls for service? How would this new location and increased capacity impact the volume of calls for service?
19. How will Shelter Inc., a facility with a capacity of 14 (12 residents plus 2 staff), work to fit within the neighborhood?
20. Given the high volume of Police calls for service, additional detail/depth is needed within the response to the Special Use approval criteria to outline how the proposed home will conform to the necessary standards for approval. Provide more details as to how this Special Use will meet the following criteria:
 - That said special use is deemed necessary for the public convenience at this location.
 - That such case will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.
 - That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.
21. A variation is required to waive the requirement for a traffic and parking study. Please provide a separate response to the variation approval criteria relative to this variation.
22. The justification criteria came in two separate documents, one titled "Conceptual Plan Review Committee" and dated 6/9/21, and the other was on Shelter, Inc. letterhead. Please clarify which set of responses are submitted in conjunction with this application.
23. The response to the Special Use approval criteria states that residents do not have cars. However, the two-page written response to the initial meeting with the Conceptual Plan Review Committee states that residents are allowed to own cars. Please clarify and adjust the document(s) accordingly.
24. Additional information may be requested relative to the market feasibility and demand for this facility at this location.

Building:

25. Please provide the following square footage information:
- a. Square footage of first floor unit, exclusive of stairwells, foyer area, and common areas (garage, laundry room, etc.)
 - b. Square footage of second floor unit, exclusive of stairwells/foyer/common areas.
 - c. Overall square footage of building.
26. The existing shed in the rear yard is located in a non-compliant location. What are the plans for this shed?

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

7A

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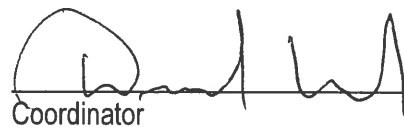
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LANDSCAPE & TREE PRESERVATION:

	YES	NO
1. Complies with Tree Preservation Ordinance	<u>N/A</u>	<u> </u>
2. Complies with Landscape Plan Ordinance	<u>N/A</u>	<u> </u>
3. Parkway Tree Fee Required (See below.)	<u> </u>	<u>X</u>

Comments:

It is recommended that the overall landscaping be enhanced.


7/14/21
 Coordinator Date