



# 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 – Building & Fire Life Safety  
**Subject:** 800 N Fernandez Ave – SUP for Sheltered Care Home, Variation to Waive Traffic and Parking Study  
**PC#:** 22-004– Round 1  
**Date:** May 10, 2022

**General Comments:**

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

**RECEIVED**  
MAY 11 2022  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

1. This is considered a change of use from R to I-1, Condition 2, per the 2018 IBC Chapter 3, and will be reviewed under the currently adopted codes as follows:
  - a. 2018 International Building Code with amendments
  - b. 2018 International Existing Building Code with amendments
  - c. 2018 International Fire Code with amendments
  - d. 2018 International Fuel Gas Code with amendments
  - e. 2018 International Mechanical Code with amendments
  - f. 2018 Illinois Energy Conservation Code with state amendments
  - g. 2017 National Electrical Code with amendments
  - h. 2014 Illinois Plumbing Code with amendments
  - i. 2018 Illinois Accessibility Code
2. A fire suppression system shall be provided if not existing. Separate permit is required for changes or a new system.
3. A fire alarm system shall be provided if not existing. Separate permit is required for changes or a new system.
4. Requirements of 2018 IBC 420 shall be reviewed for compliance for the I-1 use.
5. Smoke alarms are required in all sleeping rooms per 2018 IEBC 503.14 and shall be provided in accordance with 2018 IFC 1103.8.
6. Carbon monoxide alarms are required per 2018 IEBC 503.14 and shall be provided in accordance with 2018 IFC 1103.9.
7. Corridors shall have a minimum fire resistance rating of 1-hour with a sprinkler system per 2018 IBC Table 1020.1.
8. A Type I kitchen hood may be required for the kitchen if not existing.

## **Memorandum**

To: Sam Hubbard, Planning and Community Development  
From: Cris Papierniak, Director of Public Works  
Date: May 9, 2022  
Subject: 800 N Fernandez #22-004 Round 1

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Public Works has no comments at this time

C. file

**PLAN COMMISSION PC #22-004**  
**St. Anne Home for Girls (Maryville)**  
**800 N. Fernandez Ave**  
**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. Stairs are shown in the rear of the building, in the vicinity of the existing public utility easement and the Village water main. Modifications to the footprint of the stairs may be necessary to avoid conflict with the water main. This can be addressed at permit.
13. Staff concurs with the request to waive a traffic and parking study.
14. The Engineering Division has no further comments.

  
\_\_\_\_\_  
Michael L. Pagones, P.E.      Date 5/6/22  
Village Engineer



# Arlington Heights Fire Department Plan Review Sheet

P. C. Number \_\_\_\_\_

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Planning Department Contact \_\_\_\_\_

## General Comments

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

Date \_\_\_\_\_ Reviewed By: \_\_\_\_\_

# ARLINGTON HEIGHTS POLICE DEPARTMENT

## Community Services Bureau

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### DEPARTMENT PLAN REVIEW SUMMARY

**St Anne Girls Home  
800 N Fernandez Ave**

#### Round 1 Review Comments

**05/20/2022**

**1. Character of use:**

The character of use for the project is a group home. St Anne Girls home previously existed on another property in Des Plaines and is relocating to Arlington Heights under Maryville Academy. Existing group homes in Arlington Heights, on average, generate more calls for service than the average residential property. In the last five years, the property at 800 N Fernandez has generated two calls for police service; a nuisance complaint and a minor criminal damage to property.

For this project, minimum staffing requirements should be maintained at all times. Supervision may need to be tailored at a later date to meet demands as this is a new type of sheltered care facility in that location. Additionally, staff should be adequately trained and/or licensed to handle the potential for residents in crisis whether related to mental health or behavioral issues. A prompt response to residents in crisis by appropriately licensed and trained staff will not only benefit the program, but reduce the reliance upon outside resources to handle minor incidents.

I spoke with the Crime Prevention Officer with the Des Plaines Police Department reference this group home located in their town. Des Plaines has not seen the calls for service at their location increase the need for police resources. The call volume for calls for service at their location is average and does not have a substantial impact on their police resources.

**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 should 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.
- Access control should be considered a priority with this project given the services provided. Separation between 'staff only' areas from the rest of the residential facility should be clearly defined. The separation of uses, signage and landscape will ensure clear boundary definition and the distinction between staff and resident domain.
- Building/site proposal should include plans to restrict the access points to the building. Designated, specific entrances for access allows for easier monitoring and allows for secure screening of those entering and leaving the property.
- Special attention should be given to alarms, after hours management security systems, storage areas and signage.
- Partnership between the Police Department and St Anne Home for girls should focus on promoting safety not only for the proposed project, but for the surrounding neighborhood.

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Alexandra Ovington, Crime Prevention Officer  
Community Services Bureau

Approved by:

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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

HEALTH SERVICES DEPARTMENT

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PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. 22-004  
 Petitioner: Maryville Academy  
1150 N. River Rd.  
DesPlaines, IL 60016  
 Owner: Sisters of the Living Word  
800 N. Fernandez Ave.  
Arlington Heights, IL 60004  
 Contact Person: John J. George/Kate Duncan  
 Address: 71 S. Wacker Dr., Suite 4700  
Chicago, IL 60606  
 Phone #: 312-870-8024  
 Fax #: \_\_\_\_\_  
 E-Mail: kathleen.duncan@akerman.com

P.I.N.# 03-30-234-001-0000  
 Location: 800 N. Fernandez  
 Rezoning: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_  
 # of Lots: \_\_\_\_\_ Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
 PUD: \_\_\_\_\_ For: \_\_\_\_\_  
 Special Use:  For: Shelter Care Home  
 Land Use Variation: \_\_\_\_\_ For: \_\_\_\_\_  
 \_\_\_\_\_  
 Land Use: \_\_\_\_\_ Current: \_\_\_\_\_  
 Proposed: \_\_\_\_\_  
 Site Gross Area: 3.76 acres  
 # of Units Total: N/A  
 1BR: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR: \_\_\_\_\_

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

1. GENERAL COMMENTS:

No comments from this Department

Jeff Bohner 4/28/22  
 Environmental Health Officer Date

James McCalister 4/28/22 Direc  
 tor Date



# Planning & Community Development Dept. Review

May 9, 2022



## REVIEW ROUND 1

Project: St. Anne Program Shelter for Girls (Maryville)  
800 N. Fernandez Ave.

Case Number: PC 22-004

### **General:**

7. The following approvals are required:
- Special Use Permit to allow a "Shelter Care Home" on the subject property.**
  - 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.**

### **St. Anne Program Information:**

8. Is there a document that outlines the house rules/regulations that each resident must abide by? If so, please provide.
9. Please provide additional details on the supervision of the residents. Will the building doors include security features that would alert staff if they were opened during the night? What is the training and certifications required for each care provider?
10. For girls with infants/children, where would childcare be provided for the infants during the day if the mother is attending school?
11. Please confirm that all spaces within the building will be utilized by this program and that no spaces will be left vacant for a future tenant or use. In addition, please clarify the need for such a large building in comparison to the services that will be delivered for the residents. Given the description of services that will be provided onsite, it appears that certain portions of the building will be mostly unused/underutilized.
12. Please confirm that all employees working out of this facility will be devoted to the St. Anne Program. It should be noted that the property is zoned R-3, One-Family Dwelling District, and office related occupancy of the site that is not primarily related to the St. Anne Program would not be allowed under the existing zoning of the site.
13. What type of screening of the girls occurs prior to their acceptance into the program? Does the program director have the right to refuse girls, or would they be required to accept any individual referred to the program by the ORR if there is space available? If a girl is accepted but is not following the rules, what can be done and could the girl be removed from the program?
14. Maryville runs a similar program in the City of Chicago. How does this facility compare to St. Anne's Program (number of residents, age, length of stay, circumstances for arrival, etc.)? Does Maryville have any data on calls for police/emergency service from that facility?
15. The neighborhood meeting notes referenced a study that included data on property values surrounding a similar facility in Chicago. Is that data available? How does that facility compare to the proposed St. Anne Program?
16. A resident at the neighborhood meeting referenced a study on property values in the vicinity of similar facilities. Was a copy of that study provided? If so, please provide.

**Building/Site:**

- 17. Where will the two vans be stored on the property? Would the vans have any identification/signage? Will any other vehicles be stored on the property?
- 18. What is the plan for the existing sign on the eastern façade of the building? Will any new signage be proposed?
- 19. Please be aware that the former play area at the western side of the site is in a non-conforming location. Depending on what play equipment may be proposed there, certain variations may be required. What are the plans for this area?
- 20. The staffing description/attendance data needs additional clarify. Please re-organize the information in the following format for each day of the week:

<b>Tuesday</b>
1 Program Director (8am-5pm)
1 Lead Case Manager (8am-5pm)
1 Lead Clinicial (8am-5pm)
1 Admin Operation Manager (8am-5pm)
1 Maintenance Employee (8am-5pm)
2 Case Managers (one 9am- 5pm, one 1pm-9pm)
1 Clinician (1pm-9pm)
3 Care providers (three 7am-3pm, three 3pm-11pm, two 11pm-7am)
1 Evening supervisor (3pm-11pm)
1 Driver (hours will vary)
1 Recreational Coordinator (hours?)
1 Program Manager (10am-6pm)
1 Nurse (9am-5pm)

Prepared by: 

St. Anne Home for Girls  
800 N. Fernandez Avenue  
PC #22-004  
May 10, 2022

**Landscape Comments**

- 1) Pursuant to Chapter 28, Section 6.15-1.2 a six foot high screen that provides year round opacity must be provided adjacent to all paved areas abutting the residential district. There are areas where the Arborvitae have thinned due to age. Please infill any areas where the Arborvitae are not providing an effective screen.
  
- 2) Per Chapter 28, Section 6.15-1.2, a 4" caliper shade tree is required at the end of each parking row. Please incorporate a shade tree in the existing islands where the tree is absent.