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May 17, 2022

VIA EMAIL

Mr. Sam Hubbard
Village of Arlington Heights
Department of Planning and Community Development
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005

Re: Maryville Academy (“Applicant”)
800 N. Fernandez (“Property”)
PC# 22-004

Dear Mr. Hubbard:

In response to your enclosed letter regarding “Round 1 Departmental Review Comments” please see as follows:

Building & Life Safety 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.*

- Applicant does not believe that its proposed use should be considered a change of use in accordance with the 2018 IBC; rather it believes that its use of the building will continue to be a Residential use as set forth in the 2018 IBC.

I-1, Condition 2 states “This occupancy condition shall include buildings in which there are any persons receiving custodial care who require limited verbal or physical assistance while responding to an emergency situation to complete building evacuation.”

Custodial Care is defined in the 2018 IBC as “Assistance with day-to-day living tasks; such as assistance with cooking, taking medication, bathing, using toilet facilities and other tasks of daily living. Custodial care includes persons receiving care who have the ability to respond to emergency situations and evacuate at a slower rate and/or who have mental and psychiatric complications.” The girls living in the facility will not require “Custodial Care” as defined in the 2018 IBC and accordingly, I-1, Condition 2 is not the proper classification for the building.

Rather, Applicant believes that R-2 is the proper classification under the 2018 IBC. In accordance with the 2018 IBC, R-2 occupancies contain sleeping units where the occupants are primarily permanent in nature including congregate living facilities (nontransient) with more than 16 occupants. “Congregate living facilities” is defined as a building or part thereof that contains sleeping units where residents share a bathroom or kitchen facilities, or both. A “sleeping unit” is a single unit that provides rooms or spaces for one or more persons, including permanent provisions for sleeping and can include provisions for living eating and kitchen facilities. This definition perfectly fits Applicant’s proposed use of the property and as a result, Applicant firmly believes that the proposed use is a Residential and not Institutional use in accordance with the 2018 IBC.

2. *A fire suppression system shall be provided if not existing. Separate permit is required for changes or a new system.*

- Applicant will be providing a fire suppression system.

3. *A fire alarm system shall be provided if not existing. Separate permit is required for changes or a new system.*

- Applicant will be providing a fire alarm system.

4. *Requirements of 2018 IBC 420 shall be reviewed for compliance for the I-1 use.*

- Applicant does not agree with this comment. As stated above, Applicant believes that this is not a change of use and that the proposed use is an R use. Accordingly, the requirements of 2018 IBC 420 and compliance for an I-1 use are not applicable.

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.*

- Applicant will be providing smoke alarms in all sleeping rooms as required.

6. *Carbon monoxide alarms are required per 2018 IEBC 503.14 and shall be provided in accordance with 2018 IFC 1103.9.*

- Applicant will be providing carbon monoxide alarms as required.

7. *Corridors shall have a minimum fire resistance rating of 1-hour with a sprinkler system per 2018 IBC Table 1020.1.*

- Applicant does not agree with this comment. As stated above, Applicant believes that this is not a change of use and that the proposed use is an R use. Accordingly, the requirements of 2018 IBC 1020.1 and compliance for an I-1 use are not applicable.

8. *A Type I kitchen hood may be required for the kitchen if not existing.*

- Applicant does not agree with this comment. As stated above, Applicant believes that this is not a change of use and that the proposed use is an R use. Accordingly, the requirements of and compliance for an I-1 use are not applicable.

Engineering Department

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.*

- Applicant acknowledges the aforementioned comment.

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.*

- Applicant acknowledges the aforementioned comment.

13. *Staff concurs with the request to waive a traffic and parking study.*

- Applicant acknowledges the aforementioned comment.

14. *The Engineering Division has no further comments.*

- Applicant acknowledges the aforementioned comment.

Planning & Community Development Department

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.*

- Acknowledged.

8. *Is there a document that outlines the house rules/regulations that each resident must abide by? If so please provide.*

- Youth at St. Anne's will:

- adhere to all program/house rules regarding health, hygiene and safety
- adhere to house schedules
- clean and organize their room
- participate in meal preparation
- participate in outdoor grounds care and gardening
- do their laundry and care for their clothing
- do homework
- attend in-house community meetings with staff
- attend learning groups about financial literacy and leadership/life skills
- meet with clinician weekly
- attend school on all scheduled school days
- abide by all school requirements and rules while on school grounds
- request permission for visits in the community

9. *Please provide additional details on the supervision of 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?*

- Maryville meets the safety requirements maintained by State and/or local licensing entities. Security features include:

- 24/7 staff who are awake and alert, including during evening hours and conducting line-of-sight observation and bedroom checks
- Controlled entry and exit from the premises to ensure children remain within the facility perimeter and to prevent access by the public without proper authorization
- Video monitoring in common and living areas
- A communications system and alarm system for all areas of the residential structure
- Effective video monitoring of the exterior of the building and surrounding premises, including the ability to permanently download footage when necessary
- A system for physically counting the residents
- A daily log on resident population movement (for example, arrivals and departures, room assignments)
- A facility inspection checklist that includes the safety related components of all residential operations and program functions

- Maryville provides a full two-week training program to all staff prior to initiating work with the children, and frequent refreshers throughout the year. Additionally, nurses, therapists and managers engage in specialized training for their roles.

Training includes but is not limited to:

- CPR training and certification
- first aid training
- administration of medication management training
- food safety training
- trauma-informed care training
- adolescent development training
- training for emergencies (including active shooters);
- driving training (to supplement passing routine drivers' tests for license)
- policy and procedure training
- zero tolerance policies for all forms of sexual abuse, sexual harassment, and inappropriate sexual behavior
- cultural competency
- non-violent conflict intervention
- mandated reporter training and child protection training

10. *For girls with infants/children, where would childcare be provided for the infants during the day if the mother is attending school?*

- Program care provider staff will care for the children on-site.

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 the services that will be provided onsite, it appears that certain portions of the building will be mostly unused / underutilized.*

- All spaces in the building will be utilized by this program. The building's size will allow Maryville to abide by its commitment that every child has her own room, spaces to study, spaces for dance, music and meditative yoga, spaces for personal or group worship, and sufficient office space. Just as a family can adapt its activities according to the size of its apartment, condominium or home, Maryville will plan the usage of the space to create an environment that is supportive to the individual and social development of the children and is pleasant and welcoming to the children.

The following services will be provided, and require office space: case management services, program management, program direction, administration, copy room, medical services, legal services by visiting attorney, recreation coordination and game rooms, vocational education services, computer learning services, food prep, art therapy with office and art room, childcare services and age-appropriate play area, and offices for residential staff. There will be a designated area for dance within the building. Items will be carefully stored in storage closets or rooms.

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.*

- All employees working in this facility will be dedicated to the St. Anne Program. The children's attorneys and medical doctors will be allowed access for appointments.

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?*

- Program Director, Program Manager, Lead Clinician, Lead Case Manager and Nurse review cases proposed to us by the Office of Refugee Resettlement. Acceptance of the child is also dependent on state licensing regulations and these criteria:

- The child's ability and commitment to live in a family and community-based setting

- The child's age
- Whether the St. Anne Home can meet the child's needs

- Our program will develop safety plans and behavioral plans for/with a child who has difficulty with adjustment or following routines and rules. These plans are carefully monitored by staff. If program deems that an alternative placement is required, we coordinate with ORR's case coordinator to ensure the transfer.

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?*

- Maryville's girls' program in Chicago has a capacity for 25 residents, but the overall census has never exceeded 15. The girls are the same ages as those anticipated for St Anne: 12 to 17. The average length of stay is 65 days. These girls have left their home county due to war, violence and/or natural disasters. In our Chicago program over the course of three years, we called 911 three times: once when an intruder attempted unsuccessfully to enter the building; two times for health issues, once resulting in the child going to the emergency room for care.

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?*

- Applicant did obtain a Consulting Report from an MAI appraiser to determine the impact a Shelter Care Facility has on property values. The Consulting Report does a "Near/Far Sales Analysis" to determine the impact that the proposed Shelter Care Facility has on property values. The analysis was prepared of the existing facility that Maryville operated at 1456 W. Oakdale Ave. in Chicago. A copy of the Consulting Report is enclosed herewith.

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.*

- No studies have been provided to Applicant by any residents or neighbors.

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?*

- Program vans will be parked in the parking lot. They do not have signage. Employees will drive their personal vehicles to and from work daily but no other vehicles will 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?*

- Applicant intends to remove the existing signage on the building. Applicant would like to install a new sign but has not yet designed any signage for the building.

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?

- Applicant does not intend to install new play equipment, but rather would like to have a grassy area and some landscaping in 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.

- Please see chart below:

Saint Anne Home: Staffing Plan

STAFFING ROLES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Direct Care Days	3	3	3	3	3	3	3
Direct Care Evenings	3	3	3	3	3	3	3
Direct Care Overnights	2	2	2	2	2	2	2
Supervisors	Evening Supervisor	Program Director	Program Director	Program Director	Program Director	Program Director	Overnight Supervisor
		Program Manager	Program Manager	Program Manager	Program Manager	Program Manager	
		Evening Supervisor	Evening Supervisor	Evening Supervisor	Evening Supervisor	Evening Supervisor	
Case Managers	2	3	3	3	3	3	1
Clinicians	1	2	2	2	2	2	1
Driver	1	1	1	1	1	1	1
Administrative Operations Manager		1	1	1	1	1	
Maintenance and Environmental Services		1	1	1	1	1	
Vocational Education Coordinator (full time – weekends and various weekday evenings)	1	1 at times	1 at times	1 at times	1 at times	1 at times	1

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.

- Applicant will provide additional Arborvitae where the existing Arborvitae are not providing effective screening.

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.

- Applicant agrees that it will provide a shade tree in the existing islands where a tree is absent, however, there are currently supply issues with 4" caliper shade trees and so Applicant will provide a 4" caliper shade tree only if it can obtain one.

Arlington Heights Fire Department

1. Please provide an auto turn diagram showing our fire engine. The engineering department has the specs for our fire engine (pumper).

- Per our Architect's telephone conversation with Lt. Mark Aleckson of the Arlington Heights Fire Department on May 16, 2022, an auto turn diagram is not needed. Lt. Aleckson is familiar with the property and he stated that Applicant will be required to maintain a 20 foot wide fire lane around the building at all times. Applicant will meet and maintain this requirement.

2. The Fire Department will defer to the Building and Life Safety Department if the change of use will require the property to comply with current code.

- Acknowledged.

3. Please make sure the Knox Box keys are up to date.

- Applicant will make sure the Knox Box keys are up to date.

4. Please provide a full operational alarm panel or annunciator panel at the main front entrance.

- There is an existing annunciator panel at the front entrance and Applicant will make sure this remains in operation.

We look forward to your review of this response. If we can answer any questions please do not hesitate to contact me.

Sincerely,

Kathleen Duncan

Kathleen A. Duncan

May 26, 2022

VIA EMAIL

Mr. Sam Hubbard
Village of Arlington Heights
Department of Planning and Community Development
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005

Re: Maryville Academy (“Applicant”)
800 N. Fernandez (“Property”)
PC# 22-004

Dear Mr. Hubbard:

In response to your enclosed letter regarding Round 1 Police Department Comments please see as follows:

1. **Character of Use.**

RESPONSE: First, please note that Applicant has its main campus in Des Plaines but the St. Anne home is a new program for this location and not a relocated program from the Des Plaines campus. Applicant’s Des Plaines campus has generated minimal calls to the Des Plaines police department through the years. Applicant does operate a similar program in Chicago and since the Chicago program opened approximately 3 years ago, they have called 911 three times: once when an intruder attempted unsuccessfully to enter the building; two times for health issues, once resulting in the child going to the emergency room for care.

Applicant’s staffing program is as follows:

Saint Anne Home: Staffing Plan

STAFFING ROLES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Direct Care Days	3	3	3	3	3	3	3
Direct Care	3	3	3	3	3	3	3

STAFFING ROLES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Evenings							
Direct Care Overnights	2	2	2	2	2	2	2
Supervisors	Evening Supervisor	Program Director	Program Director	Program Director	Program Director	Program Director	Overnight Supervisor
		Program Manager	Program Manager	Program Manager	Program Manager	Program Manager	
		Evening Supervisor	Evening Supervisor	Evening Supervisor	Evening Supervisor	Evening Supervisor	
Case Managers	2	3	3	3	3	3	1
Clinicians	1	2	2	2	2	2	1
Driver	1	1	1	1	1	1	1
Administrative Operations Manager		1	1	1	1	1	
Maintenance and Environmental Services		1	1	1	1	1	
Vocational Education Coordinator (full time – weekends and various weekday evenings)	1	1 at times	1 at times	1 at times	1 at times	1 at times	1

Maryville provides a full two-week training program to all staff prior to initiating work with the children, and frequent refreshers throughout the year. Additionally, nurses, therapists and managers engage in specialized training for their roles.

Training includes but is not limited to:

- CPR training and certification
- first aid training
- administration of medication management training
- food safety training
- trauma-informed care training
- adolescent development training
- training for emergencies (including active shooters);
- driving training (to supplement passing routine drivers' tests for license)
- policy and procedure training

- zero tolerance policies for all forms of sexual abuse, sexual harassment, and inappropriate sexual behavior
- cultural competency
- non-violent conflict intervention
- mandated reporter training and child protection training

2. **Are lighting requirements adequate?**

RESPONSE: Applicant shall provide exterior lighting in accordance with the Village of Arlington Heights Code to ensure proper illumination 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?**

RESPONSE: Applicant acknowledges that there are no traffic problems at this location.

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

RESPONSE: Applicant acknowledges that traffic accidents are not a problem in the area.

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

RESPONSE: Applicant agrees that the proposal should not create 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.*

RESPONSE: Please note that Applicant does not yet own the property and so until Applicant owns the property the Police Department should continue using their existing emergency contact for the property. Upon acquisition of the property Applicant will submit the emergency information/contact card to the Police Department.

- *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.*

RESPONSE: With all proposed landscaping Applicant shall ensure that open sightlines are provided to increase natural surveillance and avoid creating ambush locations and havens for illegal activity.

- *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.*

RESPONSE: Applicant will ensure that all staff offices, conference room space and storage supply areas will be labelled with clear door signage. Office doors will remain shut and locked when not occupied. Rooms such as the former classrooms which will be used for multi-use purposes by the program will remain closed and locked when not in use.

- *Special attention should be given to alarms, after hours management security systems, storage areas and signage.*

RESPONSE: Staff are awake during all shifts of the day and so no security alarms or security systems are proposed to be installed, other than the required fire alarms/smoke detectors. Storage areas will be properly labelled as such and will remain locked other than when in use by staff. Further, Management and residential staff receive training regarding all security protocol for the building as well as in emergency response. Evacuation routes will be defined by signage located in strategic points throughout the building. Staff carry two-way radios (walkie-talkies) for communication. Emergency numbers are posted, as are supervisor and nurse contact information.

- *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.*

RESPONSE: In partnership with the Police Department Applicant shall promote safety not only for the proposed project but also for the surrounding neighborhood.

We look forward to your review of this response. If we can answer any questions please do not hesitate to contact me.

Sincerely,

Kathleen Duncan

Kathleen A. Duncan