

PLAN COMMISSION PC #22-007
Orchard Evangelical Free Church Lot Consolidation
1330 N Douglas 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.

So acknowledged and understood.

12. Since a subdivision is being proposed the plans must meet all subdivision requirements. There are no public improvements required for this development, and detention facilities were completed in 2016 as part of MWRD permit 14-260, RL 15-066.

So noted.

13. The Final Plat of Subdivision must be reviewed and approved by Engineering prior to final Plan Commission approval. The original signed mylar Final Plat of Subdivision, containing all non-Village signatures, shall be submitted one week before the scheduled date of the final Plan Commission meeting. Village Code Section 29-209 also requires a digital copy of the plat to be provided on disk to the Village. The petitioner shall acknowledge that they accept this understanding.

So noted. Please advise as to whether County signatures are required at this point as well (County signatures are usually obtained immediately prior to recording.)

14. The existing detention facility is a private system and as such will not be the Village's responsibility to maintain. An Onsite Utility Maintenance Agreement must be executed. Please contact the Village Engineer for an editable version of the OUMA.

So noted.

15. Provide the PINs on the respective lots.

Revised as requested.

16. There is an existing easement that goes through the building. Clarify if any easements are to be vacated as part of the lot consolidation.

No easements will be vacated.

Preliminary Plat of Subdivision:

17. The plat was reviewed against the attached Preliminary Plat of Subdivision Checklist. Items #1-6 and -10 are complete. The following checklist items are incomplete:

- a) Item 7,11 and 12, provide dimensions for all easements and adjust line type to distinguish easements from building setback lines.

Revised as requested.

Final of Subdivision:

18. The plat was reviewed against the attached Final Plat of Subdivision Checklist. The following checklist items are incomplete:

- a) Item a. Provide the date of preparation of the final plat and by whom prepared. **Revised.**

- b) Item n. Provide a deed of dedication, add a signature block for the Village Collector, and revise the signature block from the Director of Engineering to Village Engineer. **Revised.**

- c) Item q. Revise the date from 2018 to 2022 for the notarized statement from the owner indicating the school districts. **Revised.**

- d) Item t. Fill in the "Send Tax Bill to" block. **Revised.**

19. Add the utility signature blocks

Revised.

ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

DEPARTMENT PLAN REVIEW SUMMARY

Round 1 Review Comments

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. 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.

The Orchard has lighting throughout the parking lot and around the building structure which complies with the Village' standards. The lights are on timers and sensors. The Orchard also has security cameras installed around the property, which is an additional deterrent to 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.

This information is with the Arlington Heights Police Department. However, we are submitting the information for reference.

–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.

Landscaping is compliant with Municipal requirements.

PLANNING & COMMUNITY DEVELOPMENT DEPT. REVIEW
JULY 13, 2022

PC 22-007

General:

7. The following approvals have been requested:
 - a. **Preliminary and Final Plat of Subdivision to consolidate multiple lots into one lot.**
8. It is encouraged that you hold a neighborhood meeting to introduce the project to the surrounding property owners, prior to appearing before the Plan Commission for a public hearing. Please reach out to me for information on this process.

Per discussions with Village Staff, Petitioner will not be holding a neighbor meeting. However, Petitioner will be sending out informational letters to the neighbors who will be receiving public notice to advise them of the public hearing that will be held and the request that will be heard by the Plan Commission at that public hearing. Petitioner will provide all information relative to the request and provide contact information for Petitioner and its attorney who will be available for questions prior to the public hearing date.
9. Please outline all activities that occur on the property (worship services, community services, offices, daycare, camps, weddings, misc. events, etc.).

Church administrative offices are onsite Monday through Friday 8:00am-5:00pm. Worship services are offered Sundays at 8:00am, 9:30am, and 11:00am. Sunday school is held on Sunday mornings. There are also student and adult group teachings throughout the week in addition to fellowship meetings held throughout the week.
10. What are the future plans for this overall site and the Orchard Evangelical Free Church campus at this location?

Petitioner proposes no changes to the current operations of the Church.
11. A legal description for only the land included within the subdivision are must be provided. The legal description within the Plat of Survey appeared to include other areas not owned by the petitioner.

Revised as requested.
12. Please note that the Final Plat, as approved by the Engineering Dept., must be printed on mylar and submitted to the Village, with signatures obtained from all parties except those to be coordinated by the Village, **no less than one week** prior to the tentative August 24th Plan Commission hearing date. If this requirement cannot be met, you can proceed with Preliminary Plat approval, with Final Plat approval obtained at a future date (i.e. a separate Plan Commission meeting would be needed). Please note that no public notice is required for Final Plat of Subdivision approval. Should you end up proceeding with Preliminary Plat approval only, an electronic copy of the Plat which reads "Preliminary" will be required one week prior to the Plan Commission hearing.

So noted.
13. Please note that payment of all applicable engineering fees and the provision of all surety bonds, public improvement deposits, and maintenance guarantees must be provided **one week prior** to appearing before the Village Board for Final Plat approval.

So noted.
14. Please include a revision date on all documents revised and resubmitted as a result of these comments.

Revised as requested.
15. All documents resubmitted as a result of these comments must also be resubmitted electronically via email or USB.

So noted.

Final Plat of Subdivision:

16. Staff is recommending that the setbacks be revised to maintain the existing 25' setback along certain elevations. Please review the exhibit attached at the end of these comments and revise the Plat accordingly. Although code allows a 10' setback along Douglas and Belmont, staff encourages a 25' setback, which would be more compatible with the existing 25' setback along this frontage.

Revised as requested.

17. The surveyors license is listed as having expired on November 20th of 2018.

Revised to reflect current license term.

18. Please revise the certificates on the Plat to include the Deed of Dedication as required by Section 29-217(a). The 2nd and 3rd paragraphs can be omitted since no covenants have been proposed.

Revised as requested and as discussed with Staff.

19. Bring the School District certificate within and included by the notary signature. This section can be incorporated within the Deed of Dedication if applicable. Please include all applicable school districts.

Revised as requested.

From: [Caitlin Paloian](#)
To: [Hubbard, Sam](#)
Subject: RE: Round 2 Submittal - PC 22-007 (Orchard Evangelical Lot Consolidation)
Date: Thursday, August 11, 2022 12:19:43 PM

[NOTICE: This message originated outside of Village of Arlington Heights email system -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Sam,

The Orchard will commit to replacing the shrubs along Douglas that are declining or dead and along Belmont where there are no shrubs.

Thank you,
Caitlin

Orc

Caitlin Csuk

Rosanova & Whitaker, Ltd
127 Aurora Avenue
Naperville, Illinois 60540
(630) 355-4600 ext. 104

NONBINDING NATURE OF TRANSMISSION: Nothing in this email message or any attachment hereto constitutes a binding offer, acceptance, agreement or legal commitment on behalf of any client represented by Rosanova & Whitaker, Ltd.

CONFIDENTIALITY NOTICE: The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender, delete the material from any computer and destroy all copies.

From: Hubbard, Sam <shubbard@vah.com>
Sent: Wednesday, August 10, 2022 12:07 PM
To: Caitlin Paloian
Subject: RE: Round 2 Submittal - PC 22-007 (Orchard Evangelical Lot Consolidation)

Hi Caitlin,

I'm not seeing a response to the landscape comments (last page of the attachment). Can you provide a response via email before the end of the week?

Sam Hubbard

Development Planner
Department of Planning and Community Development
Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, IL 60005

P: 847-368-5223

F: 847-368-5988

www.vah.com

