



Village of Arlington Heights Building Services Department

Interoffice Memorandum

To: Sam Hubbard, Development Planner, Planning and Community Development
From: Deb Pierce, Plan Reviewer, Building Services Department
Subject: Lambs of Faith Daycare, 431 S Arlington Heights Rd.
Special Use Permit to allow a Day Care Facility on the 2nd Floor
Re: PC#16-015
Date: June 17, 2016
Sam:

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JUN 17 2016
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

I have reviewed the documents submitted and have the following comments:

1. Provide documentation of the changes listed below as required by the Office of the State Fire Marshal in a letter dated March 6, 2016.
 - A. Main Floor
 - i. A 1 hour fire rated wall and door (self-closing and latching) must be constructed to create an exit enclosure for the south stairway from the second floor. The stairway now exits into the main floor corridor which is prohibited.
 - a) It is suggested the cross-corridor wall be constructed just south of the office door. All doors within the exit enclosure must be rated 1 hour.
 - b) Instead of a wall, a 1 hour fire rated WON Door may be used. (search internet for Won-Door Fire Guard)
 - ii. Emergency lighting will be required in the exit corridor to light up the path to the exterior door.
 - B. Second Floor
 - i. All doors on the second floor (202, 203, 204, 205, 206, 207, 208 and 209 (Excluding Bathrooms) that are not must self-closing must be self-closing and latching. Any plain glass in the doors must be replaced with 20 minute fire rated glass (or wired glass).
 - ii. Each room used by the children must have an escape window. Such window(s) shall be openable from the inside without the use of tools and shall provide a clear opening of not less than 5.7 ft2.
 - iii. Emergency lighting is required in the corridor and in both stair enclosures.
2. Provide documentation of a reinspection by the Office of the State Fire Marshal which indicates compliance to the above listed requirements.

BUILDING DEPARTMENT

1A

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____
 Petitioner: Jori Reuter, Preschool Director
431 S. Arlington Heights Road
847-253-4859 or 847-293-0960 (cell)
 Owner: Faith Lutheran Church
Chairperson, James Wegner
431 S Arlington Heights Road
 Contact Person: Jori Reuter
 Address: 431 S. Arlington Heights Road
Arlington Heights, IL 60005
 Phone #: 847-253-4839 or 847-253-4859
 Fax #: _____
 E-Mail: faithlutheranpreschool@ymail.com

P.I.N.# E9988-9668-07
 Location: 431 S. Arlington Heights Road
 Rezoning: _____ Current: R-3 Proposed: _____
 Subdivision: _____
 # of Lots: 15 Current: _____ Proposed: _____
 PUD: _____ For: _____
 Special Use: For: Day Care Center
 Land Use Variation: _____ For: _____
 Land Use: _____ Current: _____
 Proposed: _____
 Site Gross Area: Lots 51-59 and 67-72 in Scarsdale
 # of Units Total: _____
 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

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

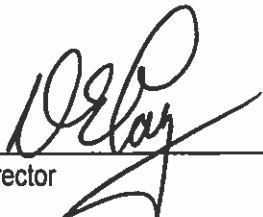
INSPECTIONAL SERVICES

NO OBJECTION / CONCERN PROVIDED ALL FIRE AND LIFE SAFETY CODES ARE FOLLOWED.

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JUN 09 2016

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT


 Director _____ Date 6/9/16

PUBLIC WORKS DEPARTMENT

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	<u>EXISTING IMPROVEMENT</u>	<u>REQUIRED IMPROVEMENT</u>	<u>COMMENTS</u>
1. <u>UTILITIES:</u>			
Water	_____	_____	<u>See memo 6-14-16</u>
Metering	_____	_____	_____
Backflow	_____	_____	_____
Sanitary Sewer	_____	_____	<u>See memo 6-14-16</u>
Storm Sewer	_____	_____	_____
2. <u>SURFACE:</u>			
Pavement	_____	_____	_____
Curb & Gutter	_____	_____	_____
Sidewalks	_____	_____	_____
Street Lighting	_____	_____	_____
3. <u>GENERAL COMMENTS:</u>			



Director

6-20-16

Date

~~Approved~~ Approved As NOTED

Memorandum

To: Sam Hubbard, Planning & Community Development
From: Cris Papierniak, Assistant Director of Public Works
Date: June 17, 2016
Subject: 431 S. Arlington Heights Road, P.C. #16-015

With regard to the proposed Special Use Permit, I have the following comments:

1. If the addition of this many students required the use of an on-site kitchen, it needs to satisfy code requirement with regard to a grease trap.

Thank you for the opportunity to comment on this permit application.

C: file

LF

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1. PUBLIC IMPROVEMENTS

REQUIRED:	YES	NO	COMMENTS
a. Underground Utilities			
Water		<input checked="" type="checkbox"/>	_____
Sanitary Sewer		<input checked="" type="checkbox"/>	_____
Storm Sewer		<input checked="" type="checkbox"/>	_____
b. Surface Improvement			
Pavement		<input checked="" type="checkbox"/>	_____
Curb & Gutter		<input checked="" type="checkbox"/>	_____
Sidewalks		<input checked="" type="checkbox"/>	_____
Street Lighting		<input checked="" type="checkbox"/>	_____
c. Easements			
Utility & Drainage		<input checked="" type="checkbox"/>	_____
Access		<input checked="" type="checkbox"/>	_____

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?		<input checked="" type="checkbox"/>	_____
4. SITE PLAN ACCEPTABLE?			<u>N/A</u>
5. PRELIMINARY PLAT ACCEPTABLE?			<u>N/A</u>
6. TRAFFIC STUDY ACCEPTABLE?	<input checked="" type="checkbox"/>		_____
7. STORM WATER DETENTION REQUIRED?		<input checked="" type="checkbox"/>	_____
8. CONTRIBUTION ORDINANCE EXISTING?		<input checked="" type="checkbox"/>	_____
9. FLOOD PLAIN OR FLOODWAY EXISTING? ...		<input checked="" type="checkbox"/>	_____
10. WETLAND EXISTING?		<input checked="" type="checkbox"/>	_____

~~GENERAL COMMENTS ATTACHED~~ NO FURTHER COMMENTS AT THIS TIME.

PLANS PREPARED BY: N/A
 DATE OF PLANS: N/A

Jerry Whitt 6/9/16
 Director Date



Arlington Heights Fire Department Plan Review Sheet

P. C. Number _____

Project Name _____

Project Location _____

Planning Department Contact _____

General Comments

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

Date _____ Reviewed By: _____

ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

DEPARTMENT PLAN REVIEW SUMMARY

Lambs of Faith Daycare
431 S. Arlington Heights Road
SU for a Day Care

Round 1 Review Comments

06/14/2016

1. Character of use:

The addition of a day care center in the existing school building is consistent with other similar uses and is not a concern.

2. Are lighting requirements adequate?

Lighting should meet Village of Arlington Heights code.

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.

6. This development may create additional traffic problems especially during drop off and pick up times. There should be traffic control signage in the parking lot encouraging users to exit onto Pine instead of Arlington Heights Road.

7. 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.

-Access control to the building and/or classroom areas must be considered. Consider numbering the exterior doors. Additional information as to perimeter security, door access, playground access, visitor check-in procedures and emergency plans are needed before any recommendations can be made.

-The vestibule entrance to the facility needs to be secured and entry gained through buzzer. If entry into the building is made by unwanted persons, the reception area should have procedures in place to prohibit access to the rest of the facility.

 #272

Brandi Romag, Crime Prevention Officer
Community Services Bureau

Approved by:

 #54

Supervisor's Signature

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JUN 16 2016
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

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: tmorales@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

6

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1. GENERAL COMMENTS:

No Comments.

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JUN 16 2016

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

 6-14-16
 Environmental Health Officer Date

 6/15/16 Direc
 for Date

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Owner: <u>Faith Lutheran Church</u>	# of Lots: <u>15</u> Current: _____ Proposed: _____
<u>Chairperson, James Wegner</u>	PUD: _____ For: _____
<u>431 S. Arlington Heights Road</u>	Special Use: <input checked="" type="checkbox"/> For: <u>Day Care Center</u>
Contact Person: <u>Jori Reuter</u>	Land Use Variation: _____ For: _____
Address: <u>431 S. Arlington Heights Road</u>	Land Use: _____ Current: _____
<u>Arlington Heights, IL 60005</u>	Proposed: _____
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Fax #: _____	# of Units Total: _____
E-Mail: <u>faithlutheranpreschool@ymail.com</u>	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

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

- | YES | NO | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. COMPLIES WITH COMPREHENSIVE PLAN? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. COMPLIES WITH THOROUGHFARE PLAN? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. VARIATIONS NEEDED FROM ZONING REGULATIONS? → <i>Unknown until parking requirements are calculated</i> |
| | | (See below.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4. VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS? |
| | | (See below.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. SUBDIVISION REQUIRED? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. SCHOOL/PARK DISTRICT CONTRIBUTIONS REQUIRED? |
| | | (See below.) |

Comments:

Please See additional comments # 7-16 attached.

_____ Date



Planning & Community Development Dept. Review

June 21, 2016

REVIEW ROUND 1

Project: Lambs of Faith Daycare – Amendment to Existing Special Use Permit
1234 N. Arlington Heights Road

Case Number: PC 16-014

General:

7. A Special Use Permit was granted to allow a Montessori School on the subject property via Ordinance #03-022. The Montessori School is no longer in operation, and it was determined in 2013 that the present daycare facility (Lambs of Faith Early Childhood Center) could assume the Special Use Permit granted to the Montessori School, provided that they abided by all conditions of approval as established in Ordinance #03-022. One of the conditions of approval limited the maximum number of children to 30. The petitioner would like to increase the maximum allowable children in the daycare to 48, which requires an amendment to the existing Special Use Permit.
8. The petitioner has indicated that the Lambs of Faith Early Childhood Center will have a maximum number of six part-time employees. This equates to eight students per employee. Please confirm if this is the correct ratio of students to teachers. Additionally, please clarify if the six part-time employees represents the total number of employees for Lambs of Faith at *maximum capacity* (i.e. was this figure just the teachers, or does this represent total Lambs of Faith employees at *maximum capacity*?).
9. Will there be any changes/expansion to the outdoor play area with the proposed increase in student capacity?
10. Are there any other functions conducted by the church, other than the Bible Study, which occur during the time when Lambs of Faith is in operation?
11. Please indicate, as based on the room numbers assigned on the submitted floor plan, what rooms are used by the church as their administrative offices and what rooms are used for the Bible Study Classes. Additionally, please confirm the square footage of those spaces.
12. Has the required dumpster enclosure been constructed? If not, when is it anticipated to be completed?

Parking/Traffic:

13. Are there any shared parking agreements with neighboring property owners that allow them to park on spaces located on the church property?
14. Have there been any issues with the drop off/pick up operations interfering with surrounding property owners that either you or the church is aware of?
15. Please clarify the total number of parking spaces provided on the site. The parking analysis states that there are 63 standard parking spaces and 6 handicap parking spaces provided between the north and south lots. However, a count of spaces based on the aerial shows the total number of parking spaces to be around 88 spaces. Please confirm the total number of spaces provided on the church property.
16. The total required parking, as per Section 11.4 of Chapter 28 of the Municipal Code, cannot be determined at

this time as certain information is missing. The below table summarizes the current parking as understood to-date:

Space	CODE USE	GROSS SQUARE FOOTAGE	PARKING RATIO (1:X)	NUMBER OF EMPLOYEES/OCCUPANTS	PARKING REQUIRED
Lambs of Faith	Day Care Center	3,500	3 spaces per 2 employees	6	9
Faith Lutheran Church Administrative Office	Office, Professional	504	1 space per 300 sq. ft.	-	2
Bible Study Classes	Assembly	Unknown	30% of occupancy	-	To be determined
<i>Total Parking Provided</i>					TBD
Total Parking Provided					TBD
Surplus/(deficit)					TBD

Prepared by: 

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

7A

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LANDSCAPE & TREE PRESERVATION:

	<u>YES</u>	<u>NO</u>
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:

NO COMMENTS

[Signature] 6/17/16
 Coordinator Date