



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: Columbarium – Our Savior’s Lutheran Church, 1234 N Arlington Heights Rd.
Special Use Permit
Re: PC#16-014
Date: June 16, 2016
Sam:

I have reviewed the documents submitted and have no objection to the proposed Columbarium.

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PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

BUILDING DEPARTMENT

1A

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____
 Petitioner: Jim Valentine
Our Saviour's Lutheran Church
1234 N Arlington Heights Road
 Owner: Neil M. Scheufler (Ph: 847 506 0769)
(authorized officer of the owner)
911 N Fernandez, Arlington Heights
 Contact Person: Jim Valentine
 Address: Our Saviour's Lutheran Church
1234 N Arlington Heights Road
 Phone #: 847 255 8700 ext. 231
 Fax #: _____
 E-Mail: jvalentine@oursaviours.org

P.I.N.# 0320305026
 Location: 1234 N Arlington Heights Road
 Rezoning: _____ Current: R-3 Proposed: _____
 Subdivision: _____
 # of Lots: _____ Current: _____ Proposed: _____
 PUD: _____ For: _____
 Special Use: For: Columbarium
 Land Use Variation: For: Columbarium

Accessory structure in side or front yard
 Land Use: _____ Current: _____
 Proposed: _____
 Site Gross Area: 146,522 SF
 # of Units Total: _____
 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

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

INSPECTIONAL SERVICES

No Comments.

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 DEVELOPMENT DEPARTMENT

[Signature] _____
 Director Date 6/7/16

PUBLIC OR S DEPARTMENT

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

 Director

 Date

Memorandum

To: Cris Papierniak, Assistant Director of Public Works

From: Jeff Musinski, Utilities Superintendent

Date: June 10, 2016

Subject: 1234 N. Arlington Heights Road., P.C. #16-014

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

- 1) The proposed proximity of the lights must conform to the pertinent lighting ordinances and must not provide a distraction to traffic on Arlington Heights Road.

VAHPW has no further comments at this time

If you have any questions, please feel free to contact me.

C. file

ENGINEERING DEPARTMENT

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1. PUBLIC IMPROVEMENTS

REQUIRED:	ES NO	COMMENTS
a. Underground Utilities		
Water	_____	<u>X</u>
Sanitary Sewer	_____	<u>X</u>
Storm Sewer	_____	<u>X</u>
b. Surface Improvement		
Pavement	_____	<u>X</u>
Curb & Gutter	_____	<u>X</u>
Sidewalks	_____	<u>X</u>
Street Lighting	_____	<u>X</u>
c. Easements		
Utility & Drainage	_____	<u>X</u>
Access	_____	<u>X</u>

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2. PERMITS REQUIRED OTHER THAN VILLAGE:

- | | | |
|------------------------|---------|-------|
| a. MWRDGC <u>MAYBE</u> | b. IDOT | _____ |
| c. ARMY CORP | d. IEPA | _____ |
| e. CCHD | | _____ |

	ES	NO	COMMENTS
3. R.O.W. DEDICATIONS?	_____	<u>X</u>	_____
4. SITE PLAN ACCEPTABLE?	_____	_____	<u>N/A</u>
5. PRELIMINARY PLAT ACCEPTABLE?	_____	_____	<u>N/A</u>
6. TRAFFIC STUDY ACCEPTABLE?	_____	_____	<u>N/A</u>
7. STORM WATER DETENTION REQUIRED?	_____	_____	<u>POSSIBLY, SEE COMMENTS</u>
8. CONTRIBUTION ORDINANCE EXISTING?	_____	<u>X</u>	_____
9. FLOOD PLAIN OR FLOODWAY EXISTING?	_____	<u>X</u>	_____
10. WETLAND EXISTING?	_____	<u>X</u>	_____


GENERAL COMMENTS ATTACHED

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


 Director 6/8/16
Date

PLAN COMMISSION PC #16-014
Our Savior's Lutheran Church Columbarium
1234 N. Arlington Heights Road
SU for Columbarium
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. Provide calculations showing existing and proposed impervious areas. Stormwater detention is required for any new impervious area. This could also trigger a requirement for submittal to the MWRD.
13. When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.

 6/8/16
James J. Massarelli, P.E. Date
Director of Engineering

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DEVELOPMENT DEPARTMENT



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

Our Savior's Lutheran Church Columbarium
1234 N. Arlington Heights Road
PC 16-014
Round 1

Review Comments

06/16/2016

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. There does not appear to be adequate lighting for the columbarium. This area should be illuminated especially during nighttime hours for safety, to deter criminal activity and increase surveillance/visibility- potentially reducing theft, trespassing, vandalism, underage drinking, drug use and other criminal activity. See attached Security Survey for lighting recommendations made in March 2015.

3. Present traffic problems?

There are no apparent 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:

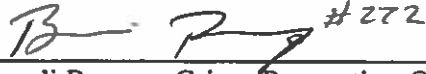
-Please ensure that there is an emergency information/contact card on file with the Arlington Heights Police Department and that it is up-to-date. Agent contact information must be provided to the Arlington Heights Police Department during all construction phases. The form is attached. Please complete 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. The tall bushes surrounding the columbarium present challenges and the secluded/isolated feeling may promote the use of this area by subjects who may engage in illegal activities- theft, trespassing, vandalism, underage drinking, drug use, etc.

- Access control to the columbarium areas must be considered. Consider installing a fence with a locking gate to eliminate/ reduce unauthorized access to the area. Access gates to this area should be locked/secured nightly to reduce unauthorized access- i.e. theft, trespassing, vandalism, underage drinking etc.- to the area after hours. Consider installing a fence high enough to allow natural surveillance of the property but limits access to unauthorized persons.


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- Consider posting no trespassing / loitering/ no un-authorized use signage. The Arlington Heights Police Dept. has and utilizes trespass warning forms under qualifying circumstances when requested by property management.

 #272

Brandi Romag, Crime Prevention Officer
Community Services Bureau

Approved by:

 #54

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: 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

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.

Print Form (To Mail)

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

ARLINGTON HEIGHTS POLICE DEPARTMENT

Crime Prevention Through Environmental Design Evaluation Security Survey



This Security Survey is a guide for improving the exterior/interior safety and security of the building and surrounding property. CPTED uses numerous principles which cover lighting, landscaping, natural surveillance/sight lines, territoriality and physical barriers. While every effort has been made to incorporate into this report reasonable means to reduce the opportunities for criminal activity, there is no guarantee that if suggestions are implemented that no criminal activity will take place.

Name: Our Savior Lutheran- Jim Valentine

Address: 1234 N Arlington Heights Road Arlington Heights, IL 60004

Telephone: 847- 255-8700 ext.231 Email: jvalentine@oursaviours.org

Evaluation completion date/time: Monday March 16th, 2015 at 11:30am

Evaluation completed by: Crime Prevention Officer Brandi Romag

ADDRESS LOCATION: The address must be clearly visible from the street. If the numbers are obscured then Police or Fire response may be impacted.

- Addresses are located on Arlington Heights Road and Olive streets
- Consider adding a lower panel on the large Our Saviour's sign off Arlington Heights Road to include the entire street address- (ie 1234 N Arlington Heights Road)

EXTERIOR HINGED DOORS: All exterior doors should have a deadbolt lock with a minimum 1" throw. Screws securing the strike plate should be 3" if the door structure allows it. Door jambs, moldings, hinges and locks need to be tight and secure. Door viewers may be necessary for certain applications.

- All exterior doors should have 3" screws securing the strike plate; and high security strike plates that will help reinforce the door. High security strike plates are longer / thicker and available at hardware / home improvement stores
- West access door (pastor's office)- install double key deadbolt; consider upgrading door to steel door with high security strike plate and smaller window
- Consider frosting or blinds for window on west access door (pastor's office) to reduce ability for someone to see inside from outside

- West side double doors facing parking lot- move door lock key out of sight.

EXTERIOR SLIDING GLASS DOORS: All sliding glass doors should have locks, anti-slide devices and hardware to prevent the door from being lifted off the tracks.

- NONE.

EXTERIOR WINDOWS: (slider, double hung or crank) All exterior windows should have locks and security may be improved with anti-slide devices or pins.

- Double Hung – use dowel rods or other anti-slide devices and pin if necessary to secure windows.
- Crank – remove cranks to limit access
- Consider adding blinds to pastors office since adjacent to sidewalk
- Consider keeping blinds in main office open during daylight hours to increase natural surveillance of exterior; blinds closed or partially turned at night to reduce fishbowl effect (feeling of exposure, lack of privacy)
- Consider keeping blinds in main office window open (adjacent to vestibule / covered entry) blinds needed to be taken down and reversed

EXTERIOR LIGHTING: Lighting is an important aspect of CPTED. Lighting increases the amount and quality of natural surveillance. If people cannot see the activity they cannot report the activity. Lighting can also deter those intending to conduct criminal/nuisance activity. Exterior lighting needs to be activated by sensor, timer or motion depending on the need and location.

- Consider changing discolored / older light fixture covers to increase light output
- Consider keeping exterior lights on during nighttime hours
- Consider adding lighting by west access door (pastor's office)

LANDSCAPING: Simple landscaping changes can affect the amount and quality of natural surveillance and physical security. CPTED principles state that all landscaping should be at least pruned down to 3' or up to 6'. This creates an open area between 3' and 6' which increases natural surveillance and reduces the ability for subjects to hide themselves or belongings.

- Pine trees along Arlington Heights Road trim lower branches so nothing hangs below 6 ft.
- Keep all bushes / shrubs trimmed below windows

BASEMENT ACCESS (Window wells):

- Consider installing high security strike plate and additional double key deadbolt to basement access door.
- Replace light bulb, consider adding additional lighting
- Consider additional grates, etc. to reduce access to basement via stairwell.

FENCING/BARRIERS:

- Periodically check fencing around garbage storage and air conditioning units. Entries should be secured with locks to deter access.

OUTBUILDINGS (Detached garage, Storage Sheds and Barns):

- NONE

ALARM / CAMERA SYSTEM:

- NONE

MISCELLANEOUS:

- Lock garbage room door
- Signage to direct people to main entrance
- Do not keep cash, checks or credit card information at the business unless adequately secured.
- Report suspicious activity – **CALL 911**
- Fill out an Emergency Information Card at vah.com – Police Department section. Police personnel will be able to contact you if a burglary, criminal damage or other suspicious activity is reported or observed after business hours

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1. GENERAL COMMENTS:

No comments at this time.

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Sean Freres, LEHP  6/7/16
 Environmental Health Officer Date

James McCalister  6/7/16
 Director Date

PLANNING COMMUNIT DE ELOPMENT DEPARTMENT

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YES NO

1. X _____ 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.)

Please see additional comments attached.

 6.20.16
 Date

Planning & Community Development Dept. Review

June 21, 2016



REVIEW ROUND 1

Project: Our Saviour's Lutheran Church Columbarium
1234 N. Arlington Heights Road

Case Number: PC 16-014

Zoning:

7. A Special Use Permit is required to allow the columbarium use on the subject property.
8. A Variation is required from Section 6.5-2 of Chapter 28 of the Municipal Code to allow the proposed accessory structure (columbarium) within the front yard.
9. The petitioner has submitted the required justification for Special Use Permit and Variation approval.
10. There are no additional comments at this time.

Prepared by: SAM JUBARI

PLANNING COMMUNIT DE ELOPMENT DEPARTMENT

A

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LANDSCAPE & TREE PRESERVATION:

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

C

No COMMENTS

[Signature]
 Coordinator

6/17/16
 Date