

VILLAGE OF BARTLETT
VILLAGE HALL, 228 S. MAIN STREET
COMMITTEE AGENDA

March 5, 2024

7:00 P.M.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **TOWN HALL:** (Note: Three (3) minute time limit per person)

4. **STANDING COMMITTEE REPORTS:**
 - A. **BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN**
 1. Maryville Community Residence
 2. Shelby's Special Use Permit

 - B. **FINANCE COMMITTEE, CHAIRMAN LAPORTE**
 1. 2024-25 Proposed Operating Budget Review

5. **ADJOURNMENT**



Agenda Item Executive Summary

AGENDA ITEM: #2023-10 Maryville Community Residence BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount \$N/A Budgeted \$N/A
Fund: N/A Corresponding Activity Measure: P&Z Commission Review

EXECUTIVE SUMMARY

Maryville Academy submitted a development application for a 12.7-acre parcel that they have under contract to purchase which was originally part of the Immaculata Development (also known as Clare Oaks). The petitioner would like to convert the building formerly used as the Clare Oaks model sales office into a community residence to house up to 6 persons at a time that are transitioning from the State's guardianship.

The petitioner's requests are as follows:

- Preliminary/Final Plat of Subdivision
- Amendment to the Planned Unit Development to add community residences to the list of special uses
- Special Use Permit to allow a community residence
- Text Amendment to modify the definition of a community residence
- Final Site/PUD Plan

ATTACHMENTS (PLEASE LIST)

Memo, cover letter, application, location map, Immaculata Concept Plan, Phase 1 Final PUD/Site Plan, Phase 2 Preliminary PUD Plan, Plat of Subdivision, Final Site/PUD Plan, floor plan, elevations

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: N/A

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only - To review and forward to the Planning & Zoning Commission to conduct the public hearing
- Resolution
- Ordinance
- Motion

MOTION:

Staff: Kristy Stone, PDS Director

Date: February 26, 2024

PLANNING & DEVELOPMENT SERVICES MEMORANDUM

24-12

DATE: February 26, 2024
TO: Paula Schumacher, Village Administrator
FROM: Kristy Stone, PDS Director *KS*
RE: **(#23 10) Maryville**

PETITIONER

Maryville Academy

SUBJECT SITE

12.7 acres at the southwest corner of West Bartlett Road and S. Devon Ave.

REQUESTS

**Amendment to the Planned Unit Development (Immaculata)
Preliminary/Final Subdivision
Special Use Permit – Community Residence
Text Amendment
Site Plan Review**

SURROUNDING LAND USES

	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
Subject Site	Former sales office, stormwater detention, open space	Attached Residential	PD
North	Railroad, Golf Course	Open Space	P-1
South	Single Family Residential	Suburban Residential	SR-3
East	Institutional	Institutional	ER-1
West	Retirement Community	Attached Residential	PD

Background

In 2002, the Village of Bartlett entered into a Development Agreement with the Sisters of St. Joseph of the Third Order of St. Francis Inc. and passed Ordinance 2002-80 which rezoned the Immaculata property to PD (Planned Development) and granted a special use for a planned unit development to allow the property to develop in accordance with a Master PUD Concept Plan.

The Master Concept Plan divided the Immaculata Property into four (4) sub-areas. The Regency Oaks Subdivision was constructed in Sub-area A. Sub-areas B, C and D were to be developed in two (2) phases. The Final PUD/Site Plan for Phase 1 included the development of the Clare Oaks Retirement Community in Sub-area B and a portion of Sub-area D. The Preliminary PUD Plan for Phase 2 included the Clare Woods Academy facility and additional independent living duplex units in Sub-areas C and D. *Phase 2 was never constructed. The sales office for Clare Oaks was located in the existing building on West Bartlett Road located within Sub-area C.*

The PD Zoning District allows the following uses in the three Sub-areas:

Permitted Uses	Sub-area B	Sub-area C	Sub-area D
Assisted Living Dwellings	Yes	Yes	
Independent Living Dwellings	Yes	Yes	
Skilled Care Units	Yes	Yes	
Townhomes		Yes	
Dental, Medical and Optometrist Offices and Laboratories		Yes	
Consultant Offices		Yes	
Educational Institutions (non-boarding)		Yes	Yes
Religious Institutions		Yes	Yes
Community Center and Recreational Buildings		Yes	Yes

CURRENT DISCUSSION

1. The petitioner is requesting a **Preliminary/Final Plat of Subdivision** to create a 12.7-acre parcel that they have under contract to purchase. The plat identifies the existing Perimeter Conservation Buffer Area, Stormwater Management and Wetland Buffer Area Easements as well as the Blanket Utility Easements. The Plat would grant a 45' Ingress and Egress Easement for the existing private drive that provides access to Clare Oaks from Pond View Lane.
2. The petitioner is requesting an **amendment to the Planned Unit Development** to add Community Residences as a Special Use in Sub-area C.
3. The existing building located in Sub-area C was used as a model sales office for Clare Oaks Retirement Center. The petitioner is requesting a **Special Use Permit to allow a Community Residence** within the existing building located at 775 W. Bartlett Road.
4. A **text amendment** is also required to add the highlighted wording to the current Zoning Ordinance definition:

“Community Residence: A group home or specialized residential care home which is owned and/or operated by a public or private institution, and is used for or intended to be used for rehabilitative

programs that serve either persons with disabilities, persons as an alternative to incarceration for a criminal offense or persons whose primary reason for placement is treatment of a communicable disease or persons that are transferring from State guardianship. Community residences shall be licensed, certified and/or accredited by the appropriate state and/or local agency."

Additionally, the Zoning Ordinance requires that community residences shall follow the additional standards:

- A. A community residence shall have a maximum of eight (8) unrelated persons residing in it, with a minimum of one (1) but not more than three (3) paid professional support staff provided by the sponsoring agency, either living with the residents on a twenty-four (24) hour basis, or present whenever residents are present at the dwelling to provide supervision and support.
 - B. The community residence is located at least one thousand two hundred feet (1,200'), measured in all directions, from any other building used as a community residence pursuant to this title, or a "community residence" as defined pursuant to any adjacent jurisdiction's zoning ordinance.
 - C. Services, including, but not limited to, counseling and other treatment, shall be provided for only persons residing at the community residence.
5. The **Final Site/PUD Plan** identifies the existing 3,000 square foot building that would include six (6) bedrooms, three (3) bathrooms, a living room, kitchen, laundry room, common area and staff office. The parking lot contains seven (7) parking spaces, which exceeds the Zoning Ordinance requirements.
 6. The cover letter, application, location map, Immaculate Development Concept Plan, Phase 1 Final PUD/Site Plan, Phase 2 Preliminary PUD Plan, proposed Final Plat of Subdivision, proposed Final Site/PUD Plan, floor plan and building elevations are attached for your review.

RECOMMENDATION

The staff recommends forwarding the petition to the Planning & Zoning Commission for further review and to conduct the required public hearing.

A copy of the plans and background information are attached for your review.



VILLAGE OF BARTLETT DEVELOPMENT APPLICATION

For Office Use Only

Case # 23-10

PROJECT NAME Maryville Academy Community Residence

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: Maryville Academy

Street Address: 1150 N. River Road

City, State: Des Plaines, Illinois

Zip Code: 60016

Email Address: ryanc@maryvilleacademy.org

Phone Number: (773) 430-4486

Preferred Method to be contacted: email

PROPERTY OWNER INFORMATION

Name: Sisters of St. Joseph of the Third Order of St. Francis, Inc.

Street Address: P.O. Box 305

City, State: Stevens Point, Wisconsin

Zip Code: 54481

Phone Number: (920) 410-5457

OWNER'S SIGNATURE: _____ **Date:** _____

(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

ACTION REQUESTED (Please check all that apply)

- Annexation
 - PUD (preliminary)
 - PUD (final)
 - Subdivision (preliminary)
 - Subdivision (final)
 - Site Plan (please describe use: commercial, industrial, square footage): A Community Residence within a 3,000 square foot building.
 - Unified Business Center Sign Plan
 - Other (please describe) _____
- Text Amendment
 - Rezoning _____ to _____
 - Special Use for: Community Residence
 - Variation: _____

SIGN PLAN REQUIRED? Yes or No

(Note: A Unified Business Center Sign Plan is required for four or more individual offices or businesses sharing a common building entrance or private parking lot.)

PROPERTY INFORMATION

Common Address/General Location of Property: 775 W. Bartlett Road

Property Index Number ("Tax PIN"/"Parcel ID"): 06-34-301-002-0000; 06-34-301-003-0000; and 06-34-406-027-0000 (all are partial PINs)

Zoning: Existing: Planned Development **Land Use:** Existing: Residential
(Refer to Official Zoning Map)
Proposed: Planned Development Proposed: Residential

Comprehensive Plan Designation for this Property: Residential
(Refer to Future Land Use Map)

Acreage: 12.7 acres

For PUD's and Subdivisions:

No. of Lots/Units: 1
Minimum Lot: Area 12.7 acres Width _____ Depth _____
Average Lot: Area 12.7 acres Width _____ Depth _____

APPLICANT'S EXPERTS (if applicable, including name, address, phone and email)

Attorney John J. George, Akerman, LLP
71 S. Wacker Drive, 47th Floor
Chicago, Illinois 60606

Engineer Kent Locke, Bailey Edward
104 Northwest Highway
Fox River Grove, Illinois 60021

Other Geri Kelley and Jack Kelley, MKB Architects
1918 N. Mendell Street, #300
Chicago, Illinois 60642

FINDINGS OF FACT FOR SPECIAL USES

Both the Planning & Zoning Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance. The Planning & Zoning Commission shall make findings based upon evidence presented on the following standards:

(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Planning & Zoning Commission and Village Board to review.)

1. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

See attached Findings of Fact.

2. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.

See attached Findings of Fact.

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

See attached Findings of Fact.

Please refer to Chapter 13 for additional Findings of Fact for Proposed Cannabis Uses.

Maryville Academy
601 & 775 W. Bartlett Road, Village of Bartlett

Village of Bartlett – Special Use Permit Application
Findings of Fact

- 1. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.**

Maryville will attest that there is an on-going need for this type of residential housing and counseling in the western Chicagoland community. Maryville has been an established provider of these types of services for nearly 140 years, with the experience necessary for providing needed leadership and community services. The proposed facility is necessary for the public convenience at this location in that it will provide a necessary social service to the young women who will live there and be taken care of by Maryville. Staff is well trained to take care of children in this type of program and will address any and all needs of the young women in their care. This program will be run with the same level of excellence with which Maryville runs other similar programs in the Chicagoland area. Maryville sees a need in the community to have this type of facility to serve these young women.

This particular location was selected by Maryville due to the Property's proximity to Maryville's existing Eisenberg Campus in Bartlett, located at 951 W. Bartlett, which would allow for next-phase programming for girls leaving a Maryville guardianship (which are referred to Maryville from the Illinois Department of Children and Family Services).

This Property was coveted because the building requires only minimal interior alterations which will result in providing six bedrooms, living and common areas, a kitchen and dining area, as well as office space for Maryville staff. In the interest of public convenience, the proposed use represents a minimal intensity for activation of the building. The use of the building by Maryville is only for up to six (6) teenage young women, along with staff needed to take care of the young women, which is consistent with the building's existing build-out.

- 2. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to the property value or improvement in the vicinity.**

The proposed use of the Property by Maryville will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity. The proposed use will be located in an existing building requiring only minimal interior renovations, thus not increasing the intensity of the building. Further, the Property's Village of Bartlett Land Use and Comprehensive Plan designations are both currently Residential, which is compatible with Maryville's proposed activation of the Property.

Maryville has an excellent reputation for providing care for the most vulnerable children and will provide that same level of care for the young women in this facility. The young women residents will be well-supervised at all times, as the facility will be staffed 24 hours per day, seven (7) days per week, with two (2) staff members on site during each shift, and with three (3) shifts per day. It is Maryville's intention that the young women residents become part of the local community, attending school, worship services, and other recreational activities, which Maryville hopes will contribute to the vibrancy of the community and will in no way detrimentally impact the health, safety, morals or welfare of people in the neighborhood.

- 3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.**

Maryville agrees that it will comply with all application regulations, stipulations, and conditions made a part of any authorization granted by the Village Board of Trustees.

ACKNOWLEDGEMENT

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: Sister Catherine M. Ryan

PRINT NAME: Sister Catherine M. Ryan

DATE: October 4, 2023

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: Sister Catherine M. Ryan

ADDRESS: 1150 N. River Road
Des Plaines, Illinois 60016

PHONE NUMBER: (773) 430-4486

EMAIL: ryanc@maryvilleacademy.org

SIGNATURE: Sister Catherine M. Ryan

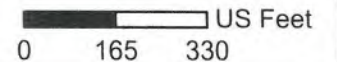
DATE: October 4, 2023



ZONING/LOCATION MAP

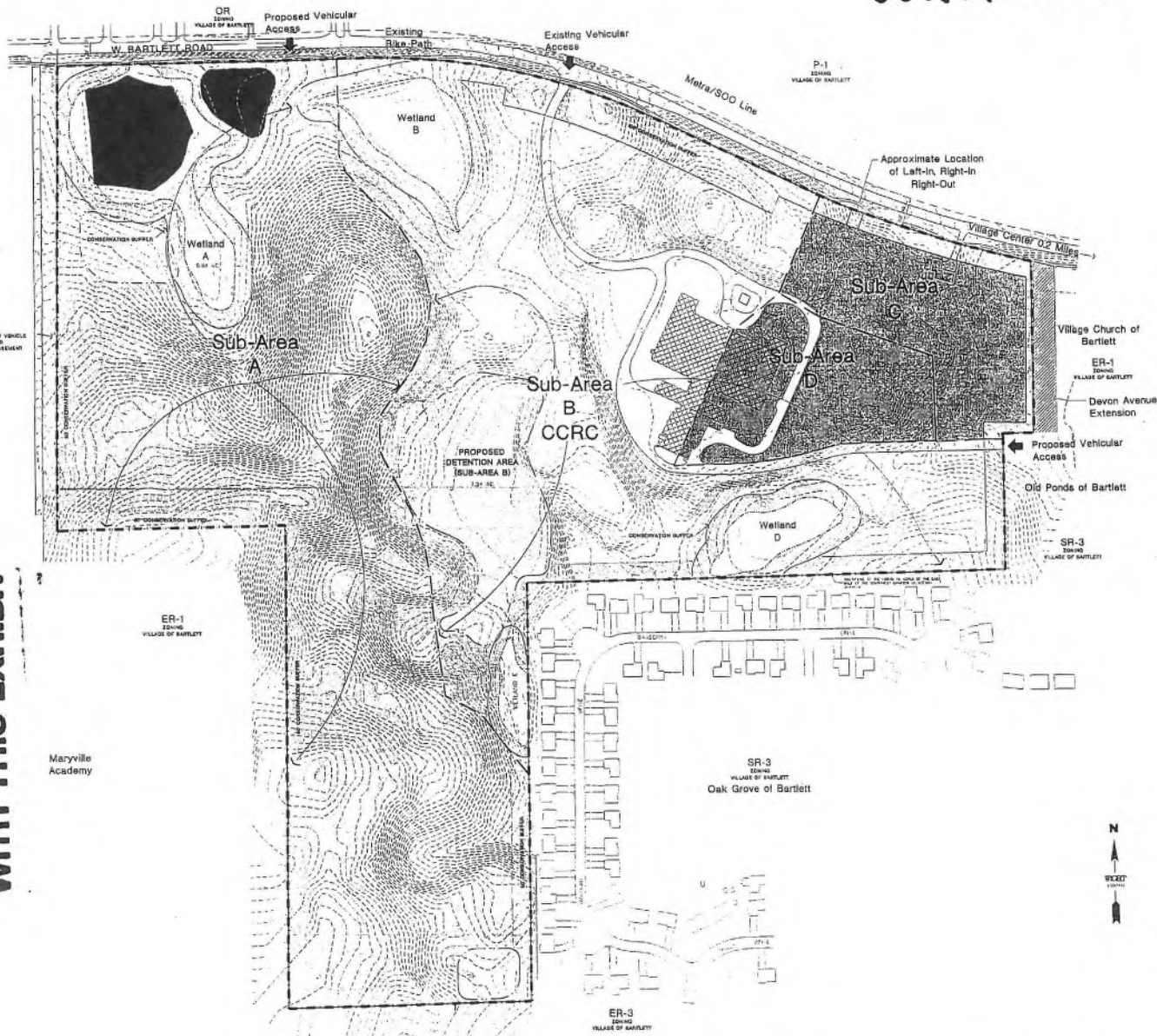
Case #23-10 Maryville

2024



0021036606

DOCUMENT
WITH THIS EXHIBIT



Legend: 21036606

Total Site Acreage: 83.5 Acres
 Sub - Area A - 43.72 acres
 Sub - Area B - 38.81 acres
 Sub - Area C - 6.0 acres
 Sub - Area D - 5.2 acres

- Wetlands
- Proposed Detention
- Pond (Existing Standing Water)
- Open Space / Woodlands / Conservation Areas**
- Sub - Area A - (Most Akin To SR-3) Permitted Uses Single Family Residential
- Sub - Area B - (Most Akin To SR-6) Permitted Uses Continuing Care Retirement Community (CCRC) Assisted Living Dwellings (240 units) Skilled Care Units (60 units) (F.A.R. 1.0)
- Sub - Area C - (Most Akin SR-6 and B-1) Dental offices and laboratories Medical offices and laboratories Optometrist offices and laboratories Consultant offices Townhouse (8 DU/A) Those allowed under Sub - Areas B and D (F.A.R. 0.5) 4 STORIES, 40' HIGH
- Sub - Area D - (Most Akin To OR) Educational Institutions (Non-bearing) Religious Institutions Community Center and Recreational buildings (F.A.R. 0.8) 4 STORIES, 50' HIGH
- Sub-Area Line
- Site Boundary Line

** Survey Prepared By: Cowhey Gudmundson Leder, Ltd.
 Wetland Delineation By: Cedarburg Science 2000

05.30.02

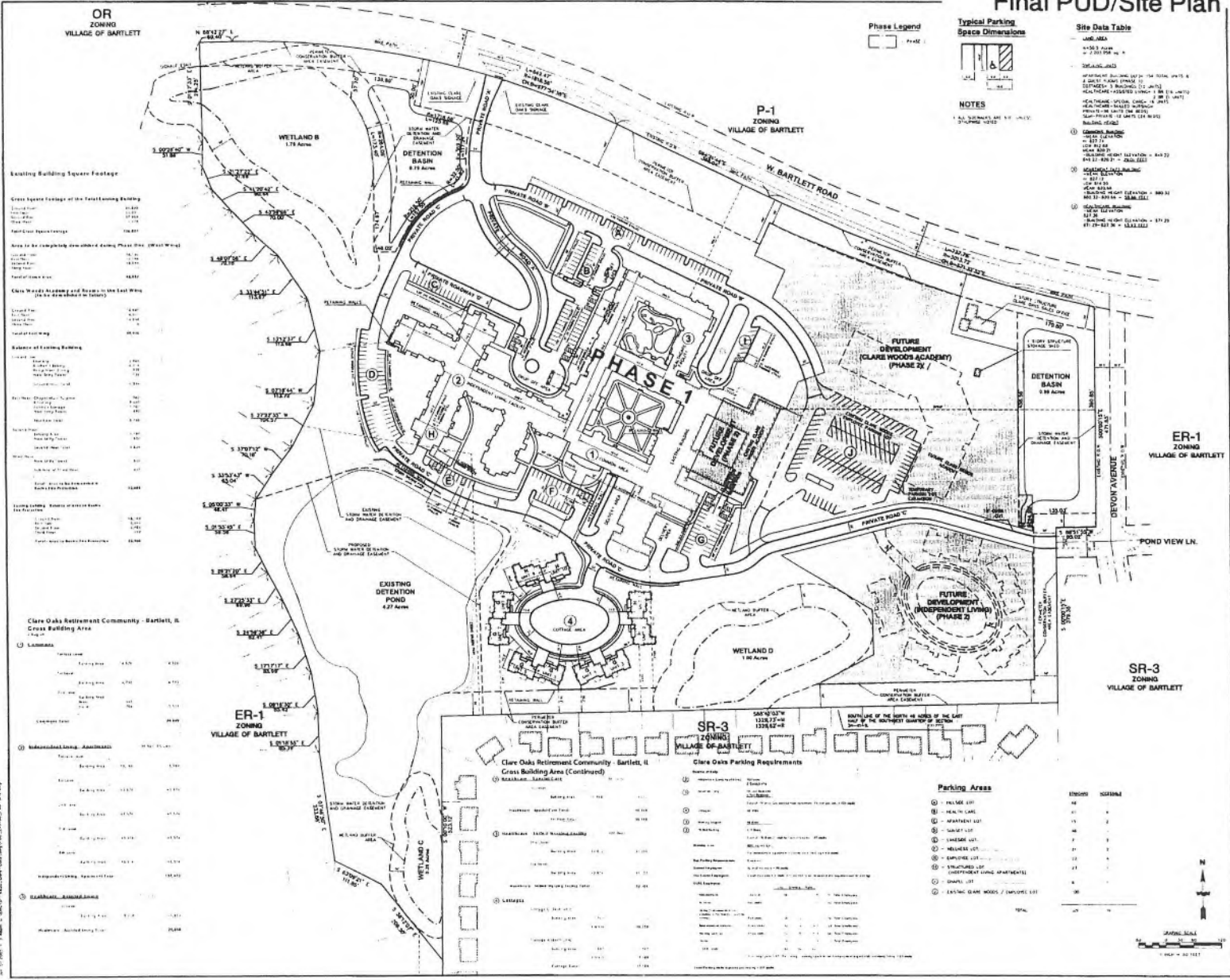
Sub Area B, C, & D Concept Plan



RECEIVED
 COMMUNITY DEVELOPMENT
 JUN 10 2002
 VILLAGE OF BARTLETT

Immaculata Development
 Sisters of St. Joseph of the Third Order of St. Francis
 801 West Bartlett Road, Bartlett, Illinois

Final PUD/Site Plan, Phase 1



Existing Building Square Footage

Existing Building	100,000
Site Office	5,000
Warehouse	15,000
Truck Wash	1,000
Tractor Shop	1,000
Tractor Storage	1,000
Tractor Wash	1,000
Tractor Storage	1,000
Tractor Wash	1,000
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Tractor Wash	1,000
Tractor Storage	1,000

Area to be completed in other zoning phase

Phase 2	100,000
Phase 3	100,000
Phase 4	100,000
Phase 5	100,000
Phase 6	100,000
Phase 7	100,000
Phase 8	100,000
Phase 9	100,000
Phase 10	100,000
Phase 11	100,000
Phase 12	100,000
Phase 13	100,000
Phase 14	100,000
Phase 15	100,000
Phase 16	100,000
Phase 17	100,000
Phase 18	100,000
Phase 19	100,000
Phase 20	100,000

Area to be completed in other zoning phase

Phase 21	100,000
Phase 22	100,000
Phase 23	100,000
Phase 24	100,000
Phase 25	100,000
Phase 26	100,000
Phase 27	100,000
Phase 28	100,000
Phase 29	100,000
Phase 30	100,000
Phase 31	100,000
Phase 32	100,000
Phase 33	100,000
Phase 34	100,000
Phase 35	100,000
Phase 36	100,000
Phase 37	100,000
Phase 38	100,000
Phase 39	100,000
Phase 40	100,000

Phase Legend

Typical Parking Space Dimensions

Site Data Table

NOTES

FreemanWhite

CARE CLARKS

Clare Oaks Retirement Community

Sisters of St. Joseph of the Third Order of St. Francis

Bartlett, IL

Wight

Project Number: 10-14-06000

Date: MAY 1, 2005

Scale: AS SHOWN

Project Name: CLARE OAKS RETIREMENT COMMUNITY

Location: 11000 S. DEVON AVENUE, BARTLETT, IL 60015

Client: CLARE OAKS RETIREMENT COMMUNITY

Design: J. H. HERRICK & ASSOCIATES, INC.

Architect: J. H. HERRICK & ASSOCIATES, INC.

Engineer: J. H. HERRICK & ASSOCIATES, INC.

RECEIVED COMMUNITY DEVELOPMENT JUN 08 2005 VILLAGE OF BARTLETT

Clare Oaks Parking Requirements

Category	Minimum	Maximum
Residential - Single Family Detached	1.0	1.0
Residential - Single Family Attached	1.0	1.0
Residential - Multi-Family	1.0	1.0
Commercial - Retail	1.0	1.0
Commercial - Office	1.0	1.0
Commercial - Public	1.0	1.0
Commercial - Industrial	1.0	1.0
Commercial - Warehouse	1.0	1.0
Commercial - Storage	1.0	1.0
Commercial - Hotel	1.0	1.0
Commercial - Restaurant	1.0	1.0
Commercial - Entertainment	1.0	1.0
Commercial - Health Care	1.0	1.0
Commercial - Education	1.0	1.0
Commercial - Government	1.0	1.0
Commercial - Utility	1.0	1.0
Commercial - Transportation	1.0	1.0
Commercial - Airport	1.0	1.0
Commercial - Port	1.0	1.0
Commercial - Station	1.0	1.0
Commercial - Other	1.0	1.0

Parking Areas

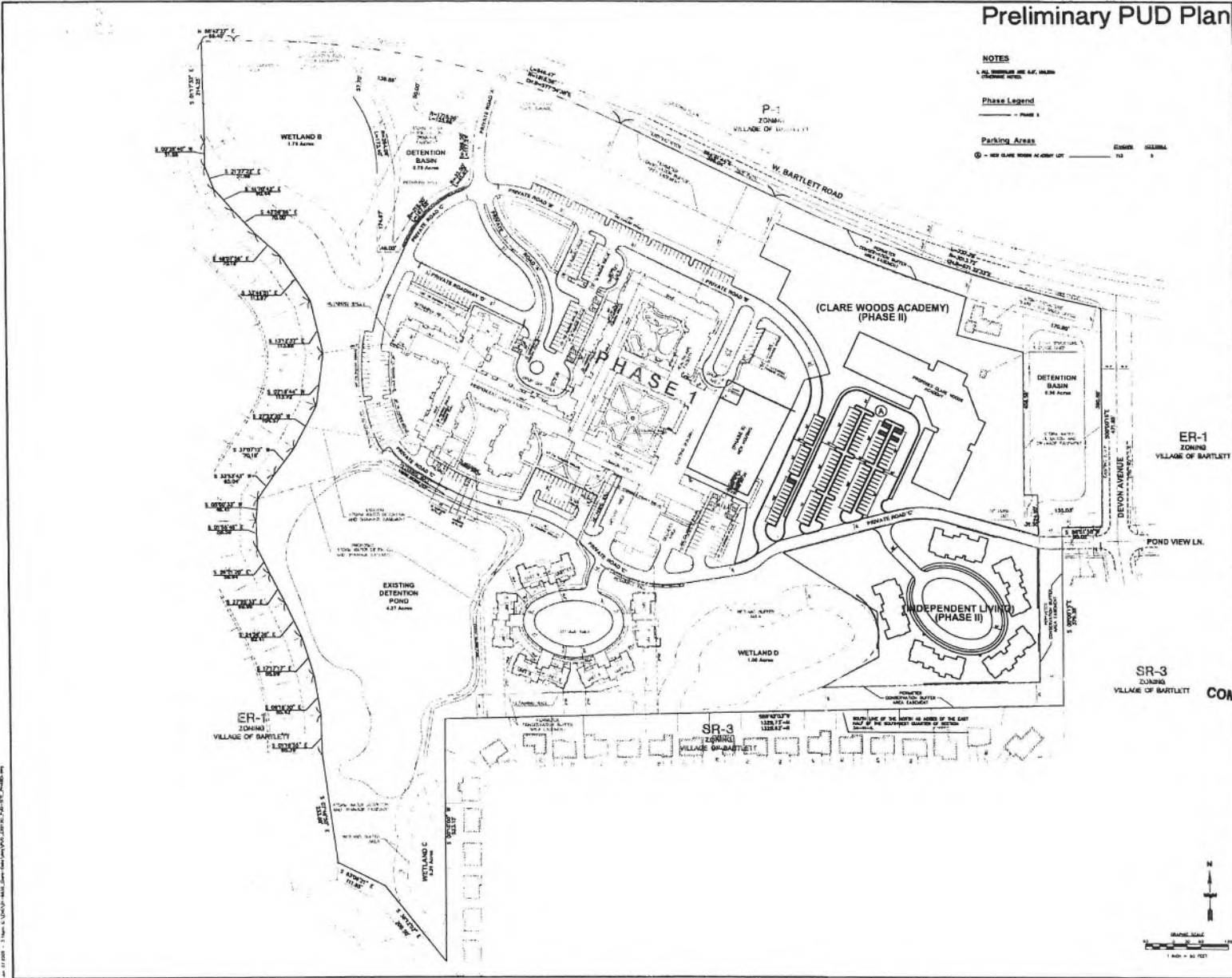
Area	Size (sq ft)	Capacity
PARKING LOT	40,000	100
HEALTH CARE	10,000	25
APARTMENT LOT	15,000	35
TRUCK LOT	20,000	20
RETAIL LOT	30,000	75
EMPLOYEE LOT	10,000	25
STRUCTURED (OPENING) (LONG-TERM)	10,000	25
DRIVE-UP	10,000	25
EXISTING CLARE WOODS / EMPLOYEE LOT	10,000	25
TOTAL	145,000	360

Scale: 1" = 100'

North Arrow

DATE: 11/10/04 11:58 AM BY: J. HERRICK

Preliminary PUD Plan Phase 2



NOTES
 1. ALL DIMENSIONS ARE A.P. UNLESS NOTED OTHERWISE.

Phase Legend
 — PHASE I
 — PHASE II

Parking Areas
 (P) - SEE CLARE WOODS ACADEMY LOT

SCALE: 1" = 100'



FreemanWhite
 2001 Newington Blvd.
 Columbia, SC 29210-1406
 Tel: 803.732.8000
 Fax: 803.732.8000



Clare Oaks Retirement Community
 Sisters of St. Joseph of the Third Order of St. Francis
 Bartlett, IL



Project Number: W-07-0025-00
 Date: 6 MAY 8, 2005

ER-1 ZONING VILLAGE OF BARTLETT
 SR-3 ZONING VILLAGE OF BARTLETT

RECEIVED
 COMMUNITY DEVELOPMENT
 JUN 0 8 2005
 VILLAGE OF BARTLETT

Project Name:
 PRELIMINARY PUD PLAN
 CLARE WOODS RETIREMENT COMMUNITY
 PHASE II

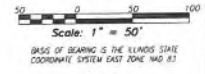
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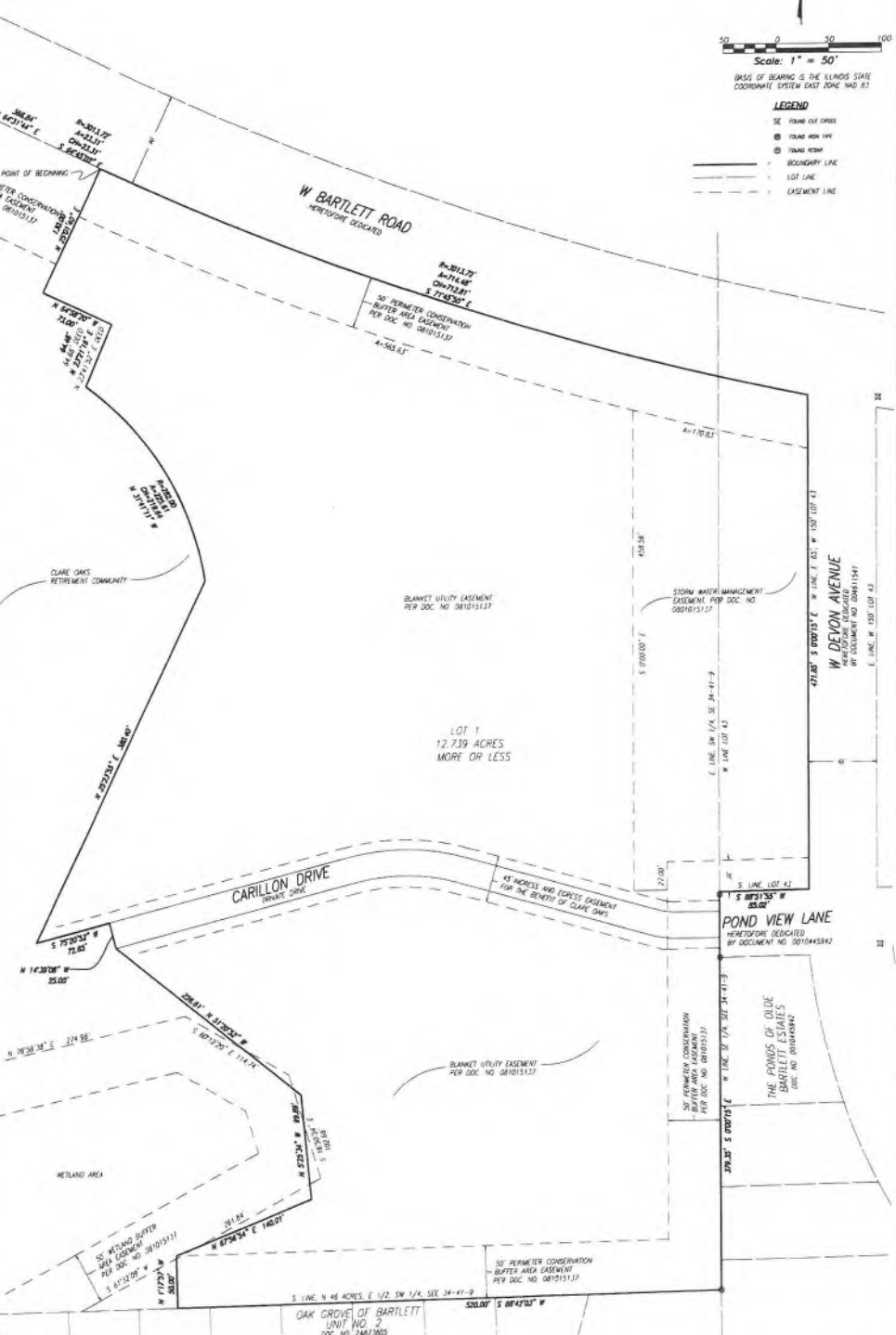
PART OF P.L.N. 06-34-301-003-0000
 PART OF P.L.N. 06-34-301-002-0000
 PART OF P.L.N. 06-34-406-027-0000

FINAL PLAT OF MARYVILLE SUBDIVISION

BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER AND SOUTHEAST QUARTER OF SECTION 34, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS



- LEGEND**
- SE (SOUND OFF CURB)
 - SE (SOUND HIGH FIVE)
 - SE (SOUND HIGH SEVEN)
 - (BOUNDARY LINE)
 - (LOT LINE)
 - (EASEMENT LINE)



VILLAGE OF BARTLETT STORMWATER MANAGEMENT EASEMENT PROVISIONS

DECLARANT HEREBY RESERVES AND GRANTS TO THE VILLAGE OF BARTLETT STORMWATER MANAGEMENT EASEMENTS FOR PURPOSES OF PROVIDING ADEQUATE STORMWATER DRAINAGE CONTROL, TOGETHER WITH REASONABLE ACCESS THEREIN SAID EASEMENTS SHALL BE PERPETUAL AND SHALL RUN WITH THE LAND AND SHALL BE BINDING UPON THE DECLARANT, ITS SUCCESSORS, HEIRS, EXECUTORS AND ASSIGNS TO ENSURE THE INTEGRITY OF THE STORMWATER FACILITIES. NO OBSTRUCTION SHALL BE PLACED, NOR ALTERATIONS MADE, INCLUDING ALTERATIONS IN THE FINAL TOPOGRAPHICAL DRAINAGE PLAN WHICH IN ANY MANNER WOULD OR COULD OBSTRUCT STORMWATER DRAINAGE OR STORAGE IN OVER LAND, THROUGH OR UPON SAID EASEMENT AREAS IN THE EVENT SUCH OBSTRUCTION OR ALTERATIONS ARE FOUND TO EXIST OR IF THE PROPERTY OWNER OTHERWISE FAILS TO PROPERLY MAINTAIN THE STORMWATER FACILITIES AND EASEMENTS OR CHANGES THE CHARACTER OF THE STORMWATER FACILITY. THE VILLAGE OF BARTLETT SHALL UPON SEVENTY-TWO (72) HOURS PRIOR NOTICE TO THE PROPERTY OWNER HAVE THE RIGHT, BUT NOT THE DUTY, TO PERFORM OR HAVE PERFORMED IN ITS BEHALF ANY MAINTENANCE WORK TO OR UPON THE STORMWATER FACILITIES OR TO REMOVE SAID OBSTRUCTION OR ALTERATIONS OR TO PERFORM OTHER MAINTENANCE, REPAIR, ALTERATION OR REPLACEMENT AS MAY BE NECESSARY TO ENSURE THAT ADEQUATE STORMWATER STORAGE AND DRAINAGE FACILITIES AND APPEARANCES THEREON REMAIN FULLY OPERATIONAL AND THAT THE CONDITION OF SAID FACILITIES AND EASEMENTS COMPLY WITH ALL APPLICABLE VILLAGE OF BARTLETT CODES AND ALL OTHER APPLICABLE LAWS, ORDINANCES, RULES, OR REGULATIONS IN THE EVENT OF AN EMERGENCY SITUATION AS DETERMINED BY THE VILLAGE OF BARTLETT. THE SEVENTY-TWO (72) HOURS PRIOR NOTICE REQUIREMENT SET FORTH ABOVE SHALL NOT APPLY AND THE VILLAGE OF BARTLETT SHALL HAVE THE RIGHT, BUT NOT THE DUTY, TO PROCEED WITHOUT NOTICE TO THE PROPERTY OWNER IN THE EVENT THE VILLAGE OF BARTLETT SHALL BE REQUIRED TO PERFORM OR HAVE PERFORMED IN ITS BEHALF ANY MAINTENANCE WORK TO OR UPON THE STORMWATER FACILITIES AND EASEMENTS AS SET FORTH IN THE DECLARATION. ANY REMOVAL OR ALTERATION AS MENTIONED THE COST OF SUCH WORK SHALL UPON RECEIPT OF NOTICE OF LEVY WITH THE RECORD OF DEEDS OF COOK COUNTY ALONG WITH A LEVY AGAINST THE ASSETS OF THE PROPERTY OWNER IN ADDITION THE AREA DISTURBED BY THE SAID MAINTENANCE OPERATIONS SHALL BE RE-PLANTED BY THE PROPERTY OWNER WITH THE MATERIALS ON THE APPROVED LANDSCAPE PLAN.

BLANKET UTILITY EASEMENT PROVISIONS

A BLANKET EASEMENT FOR SERVING THE PROPERTY DESCRIBED BY THIS PLAT WITH WATER, SANITARY, ELECTRIC, NATURAL GAS, TELECOMMUNICATION AND CABLE SERVICES IS HEREBY RESERVED FOR AND GRANTED TO THE VILLAGE OF BARTLETT. GRANTEE'S THEIR RESPECTIVE LICENSEES AND SUCCESSORS AND ASSIGNS, JOINTLY AND SEVERALLY, OVER ALL PORTIONS OF THE HEREIN DESCRIBED PROPERTY TO INSTALL, MAINTAIN, REPAIR, REPLACE, UPGRADE, SUPPLEMENT, RELOCATE, REMOVE, AND OPERATE UTILITY TRANSMISSION AND DISTRIBUTION SYSTEMS AND LINES SERVING THE PROPERTY DESCRIBED IN THIS PLAT, INCLUDING WITHOUT LIMITATION, WATER MAINS, SANITARY SEWERS, ELECTRIC CABLES, GAS MAINS, TELEPHONE CABLES AND CABLE TELEVISION PIPES, CABLES, ANCHORS, WIRES, CABLES, CONDUITS, MANHOLES, TRANSFORMERS, PEDESTALS, EQUIPMENT CABINETS OR OTHER FACILITIES USED IN CONNECTION WITH UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY, NATURAL GAS, TELECOMMUNICATION AND CABLE SERVICES, WATER MAINS AND SANITARY SEWERS, TOGETHER WITH THE RIGHT TO INSTALL REQUIRED SERVICE CONNECTIONS AND THE RIGHT TO CUT, TOP, OR REMOVE TREES, BRUSHES, ROOTS, AND SPRINGS AND TO CLEAR OBSTRUCTIONS FROM THE SURFACE AND SUBSURFACE OF THE PROPERTY HEREIN DESCRIBED AS MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GRANTED AND THE RIGHT TO ENTER UPON THE PROPERTY FOR ALL SUCH PURPOSES, NOTWITHSTANDING THE BLANKET EASEMENT AREA IS SO LONG AS SUCH STRUCTURES ARE NOT LOCATED ON OR OVER ANY OBSTRUCT THE PROPER OPERATION AND MAINTENANCE OF ANY EXISTING FACILITY, WITH THE WRITTEN CONSENT OF THE GRANTEE. RELOCATION OF GRANTEE'S FACILITIES SHALL BE DONE BY GRANTEE'S AT THE COST OF THE OWNER OF THE PROPERTY HEREIN DESCRIBED AFTER RECEIVING THE WRITTEN NOTICE AND CONSENT OF SAID OWNER TO SUCH RELOCATION. ALSO NOTWITHSTANDING THE FOREGOING, NO TREES SHALL BE REMOVED FROM PORTIONS OF THE PROPERTY LONG PLANTED HEREON BEING METLAND BUTTER AREA EASEMENTS OR PERMETER CONSERVATION BUFFER EASEMENTS WITHOUT PRIOR NOTICE TO AND CONSENT OF THE OWNER OF THE PROPERTY AND THE VILLAGE OF BARTLETT. THE OBSTRUCTIONS SHALL NOT BE PLACED OVER GRANTEE'S FACILITIES, THE LOCATION OF WHICH SHALL BE DETERMINED BY GRANTEE'S ON A PLAN OF THE SAID PROPERTY UTILITIES THAT GRANTEE'S DELIVERS TO OWNER OF THE HEREIN PROPERTY DESCRIBED PROPERTY WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEE'S. AFTER INSTALLATION OF ANY SUCH UTILITY AND DELIVERY OF SAID PLAN TO THE OWNER OF THE HEREIN DESCRIBED PROPERTY THE GRADE OF THE SUBDIVISION PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE OF SUCH FACILITIES.

INGRESS AND EGRESS EASEMENT PROVISIONS

A RECIPROCAL EASEMENT FOR CROSS ACCESS PURPOSES IS HEREBY RESERVED AND GRANTED TO THE CLARE OAKS RETIREMENT COMMUNITY, ITS SUCCESSORS AND ASSIGNS, LICENSEES, LESSEES, HEIRS, EXECUTORS AND ASSIGNS AND OTHER PERMITTED OCCUPANTS OR USERS OF ITS PROPERTY, IN UNDER ACCESS, ALONG AND UPON THE SURFACE OF THE PROPERTY FALLING WITHIN THE DASHED LINES ON THE PLAT MARKED 'INGRESS AND EGRESS EASEMENT'.

A PERPETUAL EASEMENT FOR PURPOSES OF INGRESS AND EGRESS TO AND FROM THE PROPERTY AND THE CLARE OAKS PROPERTY FOR EMERGENCY VEHICLES OF ANY AND ALL TYPES WHATSOEVER IS HEREBY RESERVED AND GRANTED TO THE VILLAGE OF BARTLETT, COOK COUNTY, AND HOME OWNERS, LICENSEES, LESSEES, HEIRS, EXECUTORS AND ASSIGNS, ALONG AND UPON THE SURFACE OF THE PROPERTY FALLING WITHIN THE DASHED LINES ON THE PLAT MARKED 'INGRESS AND EGRESS EASEMENT'.

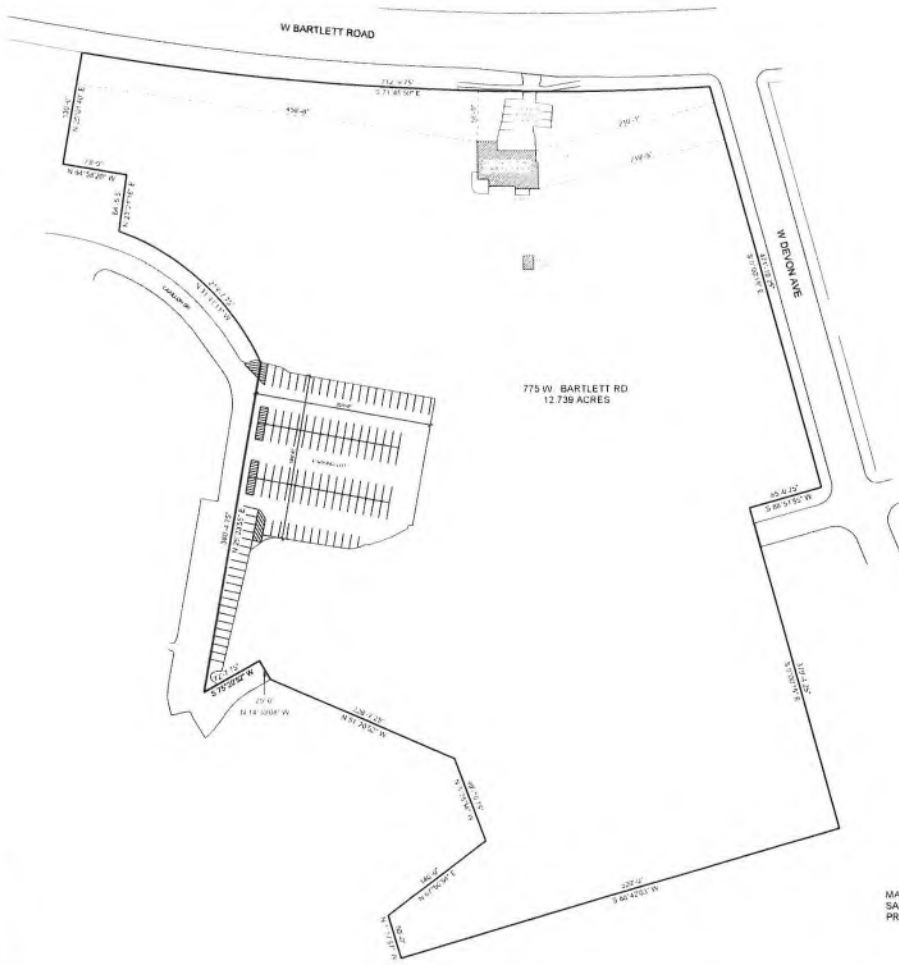
- NOTES**
1. THE FIELD WORK FOR THE COMPLETION OF THE PLAT WAS COMPLETED ON SEPTEMBER 19, 2022.
 2. NO DIMENSIONS SHALL BE ASSUMED BY SCALE MEASURE UPON THIS PLAT.
 3. DIMENSIONS SHOWN ARE IN FEET AND DECIMAL PARTS THEREOF.
 4. BARTLETT SCHOOL DISTRICT 304-06.
 5. REFER WILL BE SET AT ALL 1/4 CORNERS PER ILLINOIS STATE STATUTE.
 6. THE BOUNDARIES OF THE PLAT ARE DETERMINED TO BE CLOSED. THE OLDFATHER OWNER RECORD PLANS AS USUALLY DEPENDED ON FOR RECORD INSURANCE THAT WORK IS NEARLY COMPLETE. ALL AREAS ARE TO BE CLOSED.
 7. THE BOUNDARIES ARE TO BE CLOSED BY THE VILLAGE OF BARTLETT.
 8. THIS PLAT WAS PREPARED FOR RECORD.
 9. 71.30% UNDER DEPT. 4774 (RFD) CHUCK & BONNIE.

7162SUB

BARTLETT
 AKERMAN LLP
 THE OAKS AT BARTLETT
 MARYVILLE
 PLAT OF SUBDIVISION

ILLINOIS
 DRAWING: DFL, CWP, ECC
 DESIGNED: LAWRENCE, ECC
 DATE: 1/23/2023
 SCALE: 1" = 50'
 PROJECT NUMBER: 2350-7162-90

DLZ
 INDUSTRIAL SURVEYING, INC.
 80 WOODLAND AVENUE, UNIT D, JOLIET, IL 60431
 TELEPHONE (815) 725-8840 FAX (815) 725-8848



BUILDING / PARKING SUMMARY TABLE	
ZONING FC	
775 W BARTLETT RD AREA 12.739 ACRES 1,543,911 SF	
FIRST FLOOR SQUARE FOOTAGE 1,021 SF	
BASEMENT SQUARE FOOTAGE 1,543 SF	
TOTAL PARKING SPACES 41 (MIN) BUILDING 7	
RESIDENTIAL NUMBER OF PARKING SPACES 121	
PARKING RATE 12.42 SPACES / 100 SF	

1 SITE PLAN
SCALE 1/4" = 1'-0"
PLAN NORTH
TRUE NORTH



ZONING MAP
SCALE 1/2" = 1'-0"



LOCATION MAP
SCALE 1/2" = 1'-0"

MKB
Architects
1918 North Mendell Street
Suite 300
Chicago, Illinois 60642
mkb@icgpn.net
773.235.3600

REV	DATE	ZONING	ISSUE
00	26-24		

MARYVILLE - BARTLETT
775 W BARTLETT ROAD
BARTLETT, IL 60103



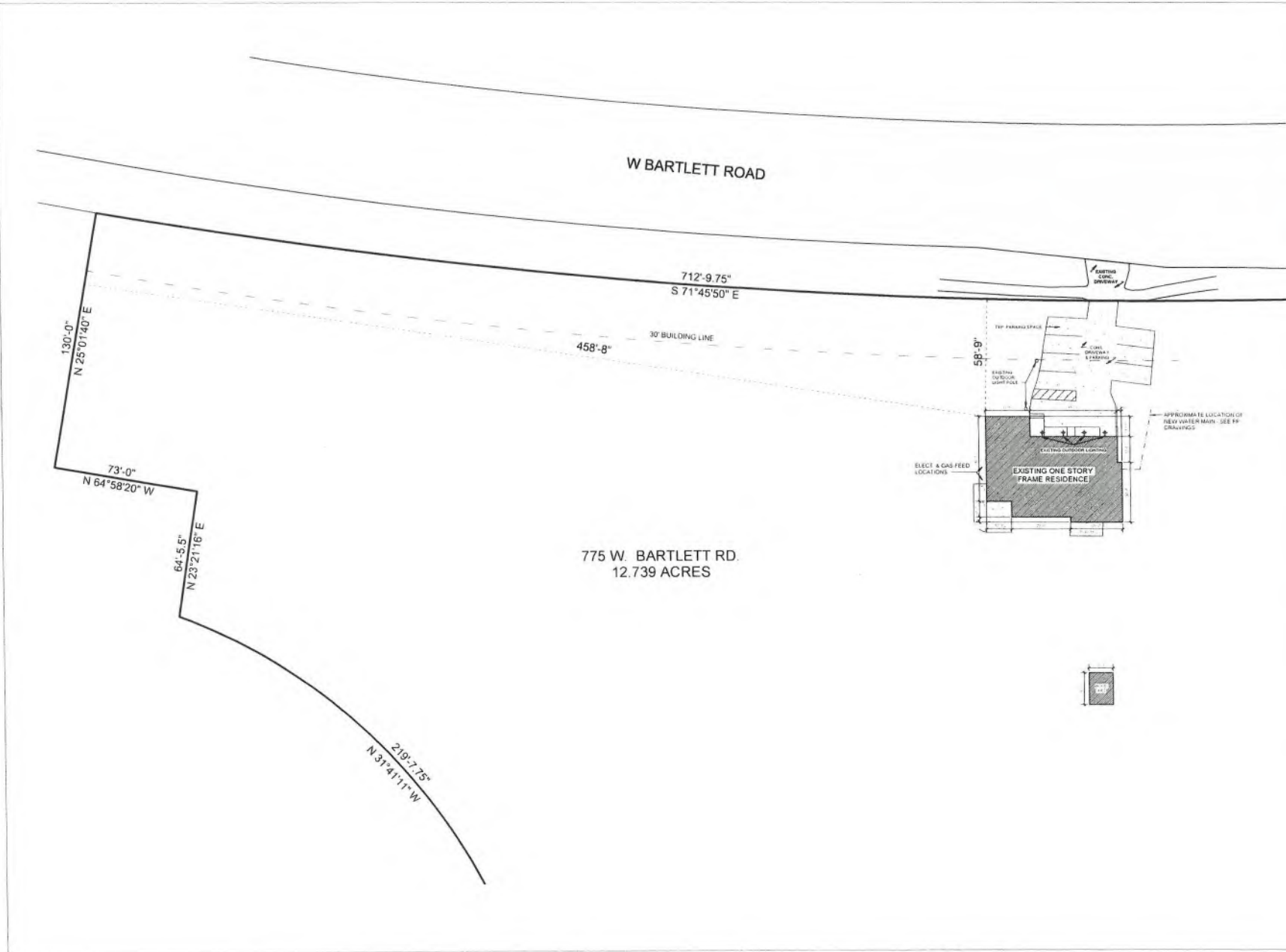
**FINAL SITE / PUD
PLAN**

PROJECT OWNER: MARYVILLE FOUNDATION, INC. 1000 W. BARTLETT RD. BARTLETT, IL 60103
DATE: 06/26/24
SCALE: AS SHOWN
PROJECT NO.: 24-001

**NOT FOR
CONSTRUCTION**

DRAWN BY: Aultra
CHECKED BY: Chekin
APPROVED BY: Approver
SCALE: As indicated

JOB NO. **A001**



1918 North Mendell Street
Suite 300
Chicago, Illinois 60642
mkbsdesign.net
773.235.3900

REV	DATE	ZONING	ISSUE
02	28	24	

MARYVILLE - BARTLETT
775 W BARTLETT ROAD
BARTLETT, IL 60103



FINAL SITE / PUD
PLAN

NOT FOR CONSTRUCTION

DRAWN BY: Author
CHECKED BY: Checker
APPROVED: Approver
SCALE: 3/4" = 1'-0"

JOB NO: A002

MKB

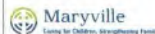
Architects

1918 North Mendell Street
Suite 300
Chicago, Illinois 60642
mkbdesign.net
773.235.3800

REV	DATE	ZONING	ISSUE
10-04-23			

MARYVILLE - BARTLETT

775 W. BARTLETT ROAD
BARTLETT, IL 60103

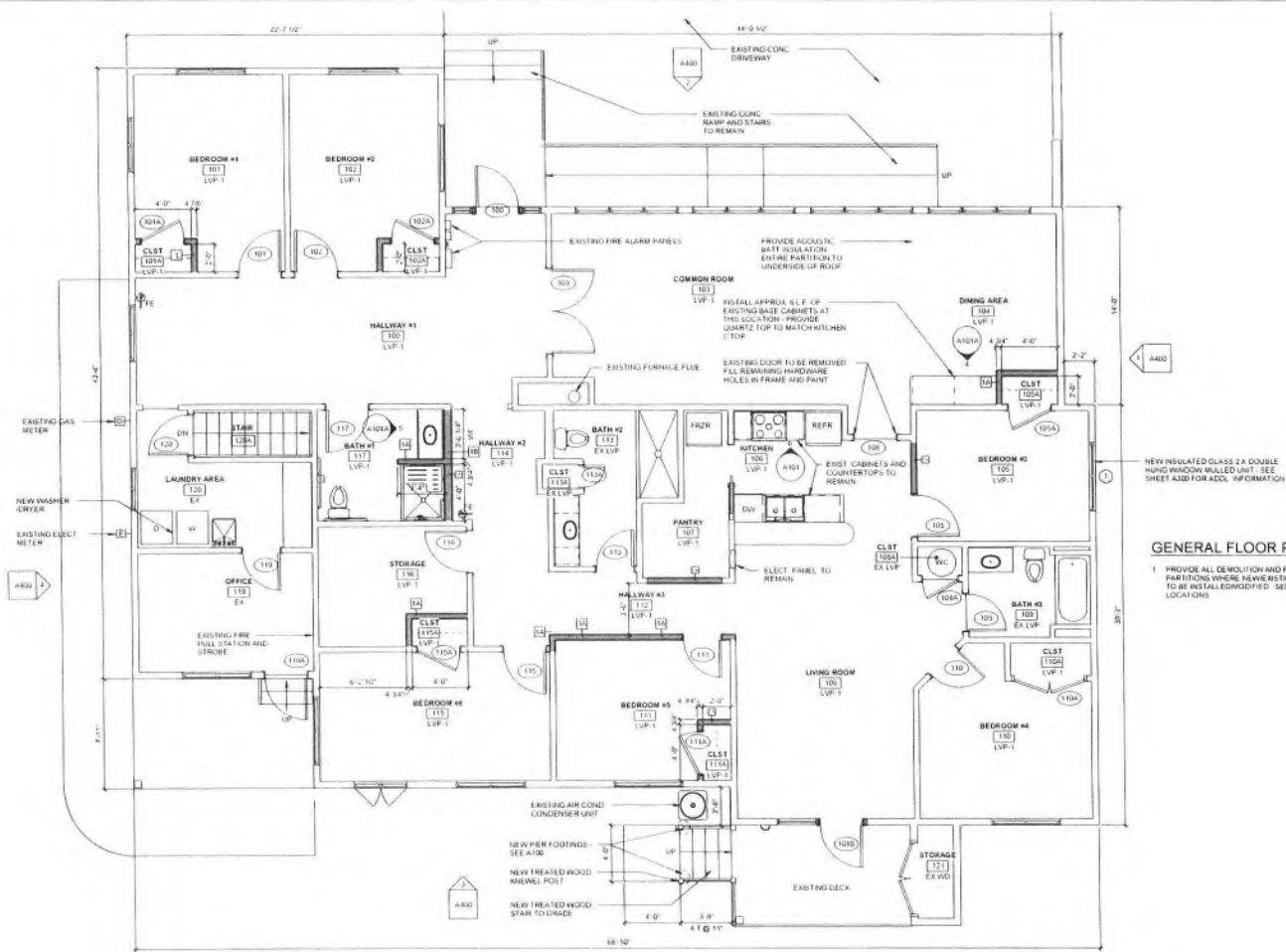


FIRST FLOOR PLAN

NOT FOR CONSTRUCTION

Drawn by	Author
Checked by	Checker
Approved	Approver
Scale	As Indicated

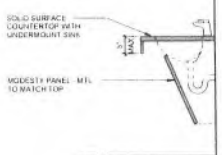
JOB NO. **A101**



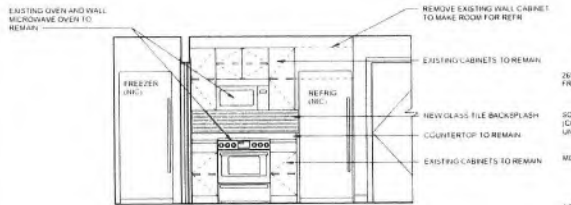
- GENERAL FLOOR PLAN NOTES**
1. PROVIDE ALL DEMOLITION AND REPAIRS TO EXISTING PARTITIONS WHERE EXISTING PIPING IS SHOWN TO BE INSTALLED/MODIFIED. SEE MEP DRAWINGS FOR LOCATIONS.

FLOOR PLAN LEGEND

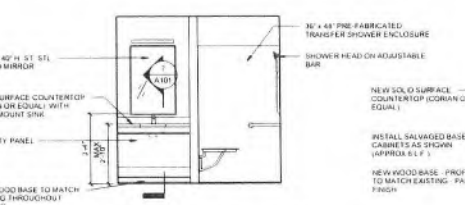
[Pattern]	AREA OF NO WORK - NOT IN CONTRACT
[Pattern]	EXISTING PARTITION TO REMAIN
[Pattern]	NEW PARTITION



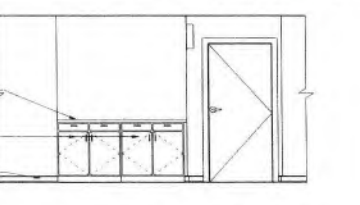
7 SECTION - ADA VANITY
SCALE: 3/4" = 1'-0"



6 ELEVATION - KITCHEN
SCALE: 3/8" = 1'-0"



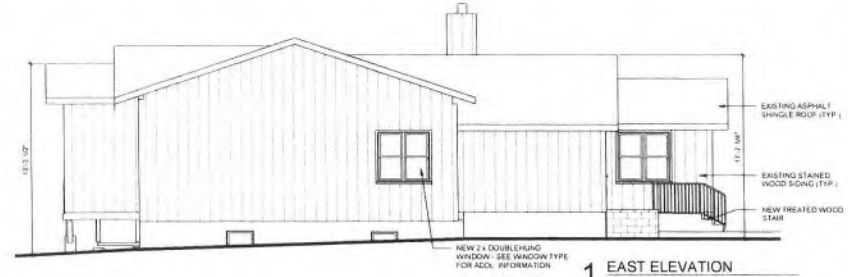
5 ELEVATION - ACCESSIBLE WASHROOM
SCALE: 3/8" = 1'-0"



4 ELEVATION - DINING MILLWORK
SCALE: 3/8" = 1'-0"



2 NORTH ELEVATION
SCALE: 3/16" = 1'-0"



1 EAST ELEVATION
SCALE: 3/16" = 1'-0"



4 WEST ELEVATION
SCALE: 3/16" = 1'-0"



3 SOUTH ELEVATION
SCALE: 3/16" = 1'-0"



1918 North Mendell Street
Suite 300
Chicago, Illinois 60642
mkdesign.net
773 235 3800

REV	DATE	ISSUE
10-24-23		ZONING

MARYVILLE - BARTLETT

775 W. BARTLETT ROAD
BARTLETT, IL 60103



EXTERIOR
ELEVATIONS

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**NOT FOR
CONSTRUCTION**

DRAWN BY	Author
CHECKED BY	Checker
APPROVED BY	Approver
SCALE	3/16" = 1'-0"

JOB NO. **A400**



Agenda Item Executive Summary

AGENDA ITEM: #2024-05 Shelby's BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount \$N/A Budgeted \$N/A

Fund: N/A Corresponding Activity Measure: P&Z Commission Review

EXECUTIVE SUMMARY

The Shelby's video gaming café is looking to move into a smaller leased space within the Brewster Creek Shopping Centre. The Special Use Permit to allow the video gaming café to serve beer and wine was granted to the previous address (801 S Route 59) and is not transferrable therefor the petitioner is requesting a Special Use Permit to allow a video gaming café to serve beer and wine at 867 S. Route 59.

ATTACHMENTS (PLEASE LIST)

Memo, cover letter, application, location map, site plan

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: N/A

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED


- For Discussion Only – To review and forward to the Planning & Zoning Commission to conduct the public hearing
- Resolution
- Ordinance
- Motion

MOTION:

Staff: Kristy Stone, PDS Director

Date: February 26, 2024

PLANNING & DEVELOPMENT SERVICES MEMORANDUM
24-13

DATE: February 27, 2024
TO: Paula Schumacher, Village Administrator
FROM: Andrew Barna, Associate Planner 
RE: **(#24-05) Shelby's**

PETITIONER

Charity Johns

SUBJECT SITE

867 S. Route 59

REQUESTS

Special Use Permit – To Serve Beer and Wine

SURROUNDING LAND USES

	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
Subject Site	Commercial	Commercial	B-3
North	Commercial	Commercial	B-3
South	Commercial	Commercial	B-3
East	Residential	Estate Residential	ER-3
West	Commercial	Commercial	B-3 PUD

CURRENT DISCUSSION

1. The petitioner previously was granted a Special Use Permit to serve beer and wine at 801 S. Route 59 in the Brewster Creek Shopping Center. The applicant is moving to a smaller unit within the same shopping center and must obtain a Special Use Permit to allow a video gaming establishment with to serve beer and wine at 867 S. Route 59.
2. The petitioner will be moving from a unit with 2,500 square feet to a unit with 1,200 square feet.
3. Parking for the shopping center consists of 185 parking spaces. This use would require 20 parking spaces. There appears to be ample parking for this use.

4. The proposed establishment would be required to meet the Village's updated gaming cafe regulations that 4 seats be provided for every 1 video gaming terminal.
5. The proposed hours of operation for the video gaming establishment would be Sunday-Thursday, 8:00 a.m. to 1:00 a.m. and Friday-Saturday 8:00 a.m. to 2:00 a.m. These proposed hours match the restrictions for the Class B license of Sunday-Thursday 8:00 a.m. to 1:00 a.m. and Friday- Saturday 8:00 a.m. to 2:00 a.m.

RECOMMENDATION

1. The Staff forwards the application to the Planning and Zoning Commission for review to conduct the public hearing.
2. A letter from the petitioner, Special Use Permit Application, location map, and site plan, are attached for your review.

ab/attachments
General - PDS Team\memos 2024\013_Shelby's_vbc.docx



LAREDO HOSPITALITY • ILLINOIS CAFE & SERVICE COMPANY

February 26, 2024

Village of Bartlett
Village President Kevin Wallace
Village Board of Trustees
228 S. Main Street
Bartlett, IL 60103

RE: Shelby's – Relocation (New Address)

Dear Village President Wallace and Board of Trustees,

Shelby's is looking to relocate its existing location to a new address within the Brewster Creek Shopping Center. We are seeking approval for a special use permit to allow liquor sales at the new address.

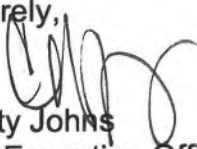
Shelby's is an upscale neighborhood café and gathering place for adults to relax and enjoy coffee, light meal, beer/wine, and gaming in a social environment. We have been serving the Bartlett community since April 2015, and we remain committed to providing great customer service.

Shelby's concept will remain the same as its existing location, and our menu will continue to feature a variety of dining options, from hot breakfast to a variety of small plates that can be enjoyed alone or shared with a friend. Our drink menu includes domestic and imported beers, as well as wines and a premium selection of gourmet beverages.

Shelby's will continue to have 5-6 employees, all fully trained and certified in alcohol and food safety. Hours of operation will remain the same as our current location (Sunday 9am-12am, Monday-Thursday 8am-1am, Friday/Saturday 8am-2am).

Thank you for your time and consideration.

Sincerely,


Charity Johns
Chief Executive Officer



VILLAGE OF BARTLETT
SPECIAL USE PERMIT APPLICATION

For Office Use Only
Case # 2024-05

PROJECT NAME SHELBY'S

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: Charity Johns

Street Address: 2800 S. River Road, Suite 110

City, State: Des Plaines, IL

Zip Code: 60018

Email Address: renata@playspinwinbrands.com

Phone Number: 847-268-4964

Preferred method to be contacted: Email

PROPERTY OWNER INFORMATION

Name: Brewster Creek Limited Partnership

Street Address: 1350 E. Touhy Ave, Suite 360E

City, State: Des Plaines, IL

Zip Code: 60018

Phone Number: 773-557-7569 (Ron Pollastrini)

OWNER'S SIGNATURE:

Date: 2/26/24

(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

SPECIAL USE PERMIT REQUESTED (Please describe i.e. liquor sales, outdoor seating, etc.)

Liquor Sales

PROPERTY INFORMATION

Common Address/General Location of Property: 867 S. Route 59

Property Index Number ("Tax PIN"/"Parcel ID"): 01-04-402-058

Acreage: _____

Zoning: _____
(Refer to Official Zoning Map)

Land Use: _____

Comprehensive Plan Designation for this Property: _____
(Refer to Future Land Use Map)

APPLICANT'S EXPERTS (If applicable, including name, address, phone and email)

Attorney Schain, Banks, Kenny & Schwartz Ltd
70 W. Madison Street, Suite 5400 Chicago, IL 60602
PH: 312-345-5745 Email: rgolab@schainbanks.com

Engineer _____

Other _____

FINDINGS OF FACT FOR SPECIAL PERMIT

Both the Planning & Zoning Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance. The Planning & Zoning Commission shall make findings based upon evidence presented on the following standards:

(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Planning & Zoning Commission and Village Board to review.)

1. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

We offer a unique combination of dining, speciality beverages, beer/wine and video gaming in a comfortable, friendly and warm environment. Our menu has a variety of "small plate" breakfast, lunch and dinner items.

2. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.

Our restaurant will not be detrimental to the public. Our staff is fully trained and certified in all areas of operations, including Alcohol Awareness, food sanitation and overall restaurant safety. Our restaurant has a warm, clean and inviting look and in no way will our operation get in the way of any development or improvement of surrounding property.

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

We will abide by all laws and regulations established and required by the State, district and Village.

Please refer to Chapter 13 for additional Findings of Fact for Proposed Cannabis Uses.

ACKNOWLEDGEMENT

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER:  _____

PRINT NAME: Charity Johns _____

DATE: 2/26/2024 _____

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE **BILLED**: Charity Johns _____

ADDRESS: 2800 S. River Road, Suite 110 _____

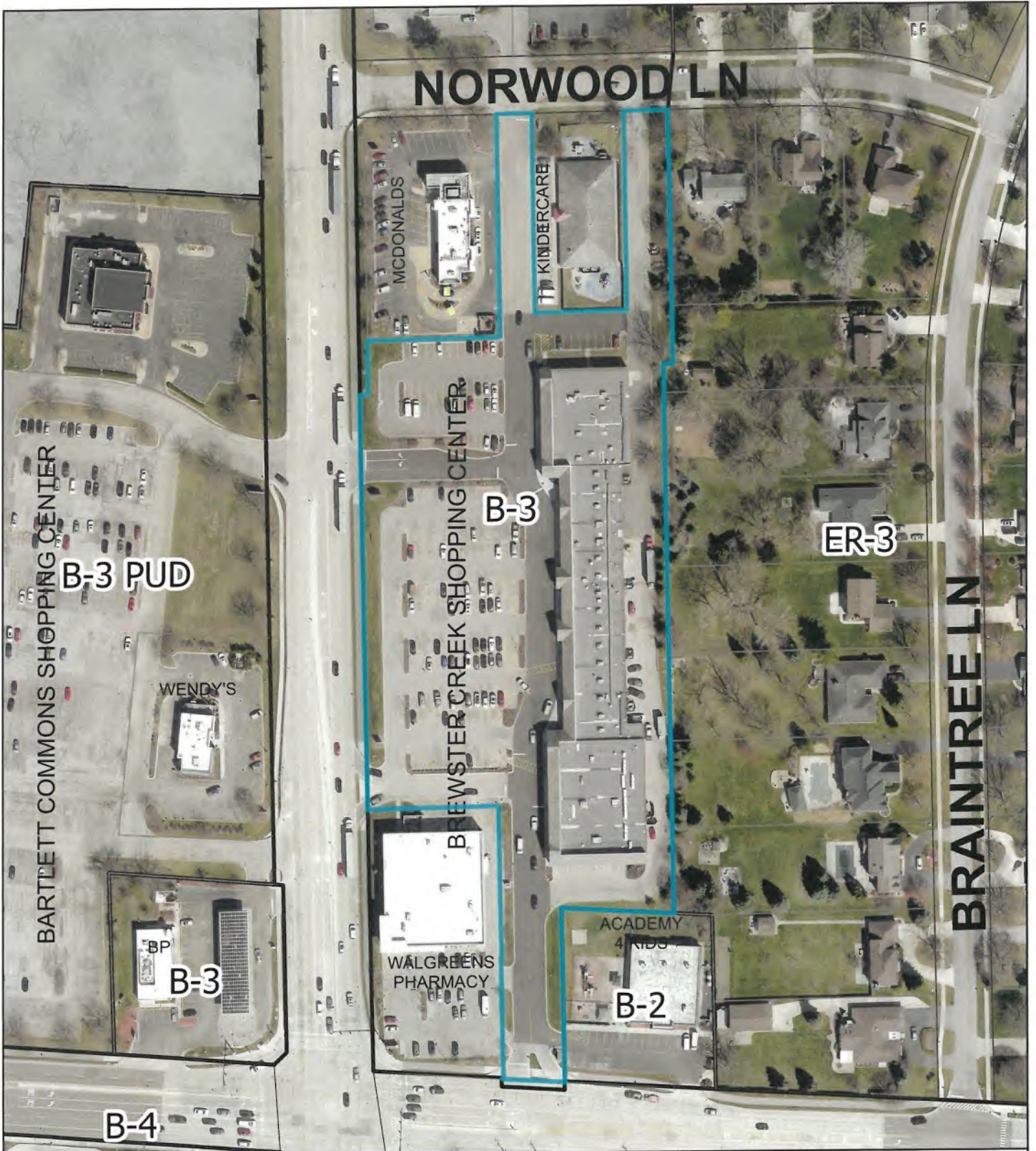
Des Plaines, IL 60018 _____

PHONE NUMBER: 847-268-4964 _____

EMAIL: renata@playspinwinbrands.com _____

SIGNATURE:  _____

DATE: 2/26/2024 _____



Location Map

24-05 Shelby's
867 S. Route 59

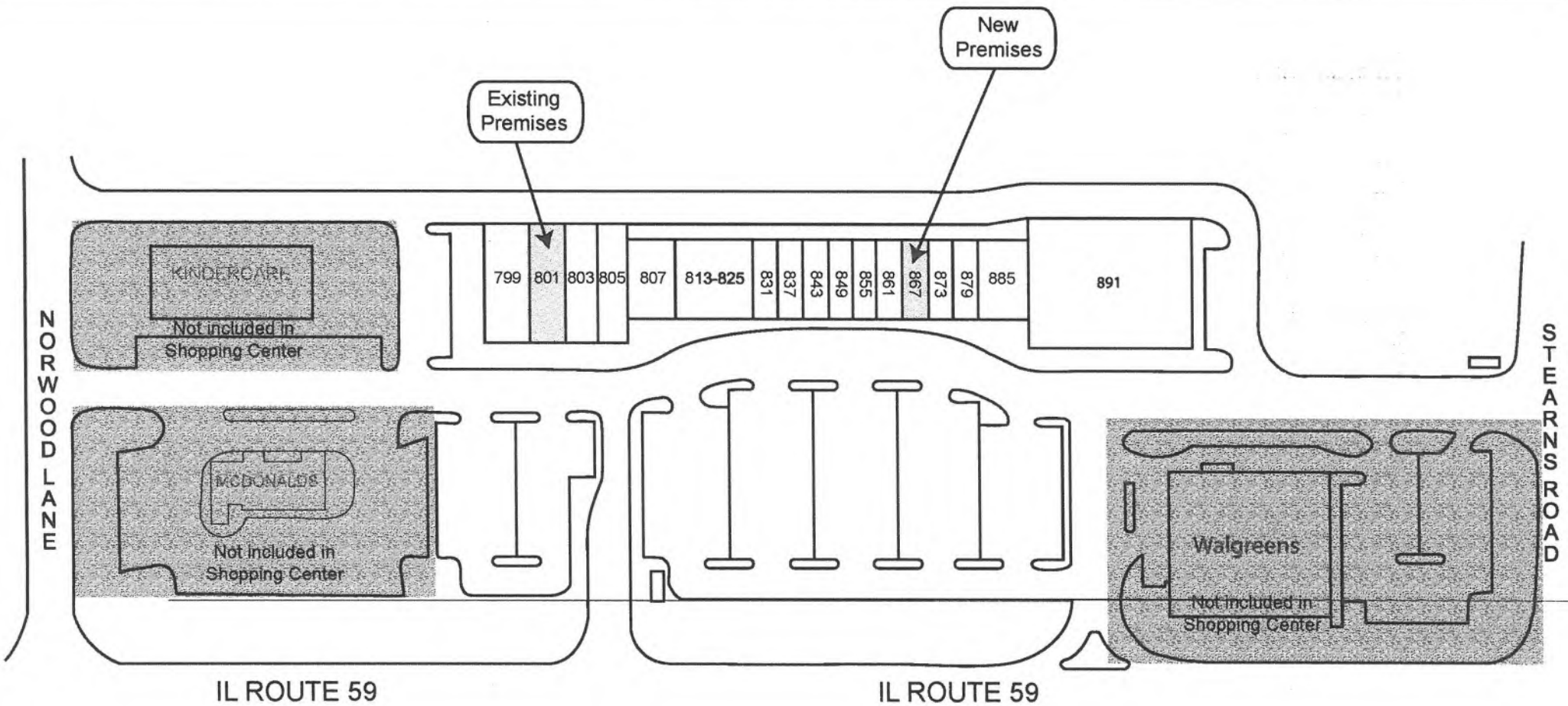
2024



0 37.575 150 US Feet

BREWSTER CREEK

Bartlett, IL



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