STAFF REPORT

2020-02P: Special Use Permit

Community Development Department
Council Chambers, 7:30 PM, February 6, 2020

To: Paul Luke, Chairman, Skokie Plan Commission
From: Mike Voitik, Associate Planner
Re: 2020-02P: Special Use Permit
7400 Skokie Boulevard Unit A

Related Case – 2020-01P: Zoning Map Amendment

General Information

<table>
<thead>
<tr>
<th>Location</th>
<th>7400 Skokie Boulevard</th>
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<tbody>
<tr>
<td>Purpose</td>
<td>To obtain approval for a special use permit for services to the elderly and disabled, except primarily office uses</td>
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<td>Petitioner</td>
<td>7400 Skokie Blvd., LLC, on behalf of MedTec Healthcare &amp; Private Duty, LLC</td>
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<tr>
<td>Size of Site</td>
<td>33,015 square feet (0.757 acres) with frontage on Fargo Avenue, Skokie Boulevard, and Jarvis Avenue</td>
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<td>Existing Zoning &amp; Land Use</td>
<td>B2 Commercial – services to the elderly &amp; disabled, primarily office uses; vacant commercial</td>
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<td>Adjacent Zoning &amp; Land Use</td>
<td></td>
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<tr>
<td>North</td>
<td>B1 Service Commercial – financial institution</td>
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<tr>
<td></td>
<td>R2 Single-Family – detached residences</td>
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<tr>
<td>South</td>
<td>O Office (Village of Lincolnwood) – clinic</td>
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<td></td>
<td>R3 Residential (Village of Lincolnwood) – detached residences</td>
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<tr>
<td>East</td>
<td>R4 Multifamily Housing – 3- or more unit multifamily residences</td>
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<td></td>
<td>O Office (Village of Lincolnwood) – car dealer (under construction)</td>
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<tr>
<td>West</td>
<td>R2 Single-Family – detached residences</td>
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<tr>
<td>Comprehensive Plan</td>
<td>The site is designated as retail/service employment.</td>
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SITE INFORMATION

- The site contains a 1-story multi-tenant building. Unit A is presently vacant (most recently occupied by an administrative office for a pediatric clinic). An organization providing mental health services is located in Unit B but is primarily an office use.
Parking lots on the north, west, and south sides of the subject site provide a total of 31 parking spaces.

Overhead utilities are present on the east side of the north-south alley that runs to the west of the subject site.

The site is accessible from the north-south alley to the west of the subject site as well as from driveways at Fargo Avenue and Jarvis Avenue.

Complete Streets

- Public sidewalks are present along Fargo Avenue and Jarvis Avenue. The public sidewalk along Skokie Boulevard is located within the east side of the subject site and the east 12' of the site will need to be dedicated in order to place this sidewalk within the public right-of-way.
- The nearest formal bicycle facilities are a bike route on Howard Street and the Skokie Valley Trail.
- The site is served by the CTA 54A North Cicero/Skokie Blvd. bus which runs along Skokie Boulevard. The Pace 210 Lincoln Avenue bus runs along Lincoln Avenue, a block to the north of the subject site. The site is within walking distance of residential neighborhoods, services, shopping, and schools.
- Access to the building is available from Skokie Boulevard and the alley to the west of the subject site.

PETITIONER’S SUBMITTAL

The petitioner is requesting a special use permit for services to the elderly and disabled, except primarily office uses, in a B2 Commercial district.

With regards to the request, the petitioner explains that:

MedTec Healthcare and Private Duty, LLC ("Company" or "MedTec") is petitioning to open an adult day care senior center in Skokie. Founded in 2003, MedTec provides adult day care and senior center services to the elderly community under the Home and Community-Based Services 1915(c) Medicaid Waiver. The Company provides non-medical care for seniors who have been assessed by licensed care coordinators as needing care during the day. The Company in aggregate has over 1,000 clients, most of whom are not native English speakers and who need daily language assistance. MedTec has operated two adult day care centers in Wheeling and in Chicago for a number of years and recently in August 2019 opened an additional adult day care center in Mount Prospect.

Adult day care centers provide a safe, secure environment for seniors to socialize in a community setting and engage in activities that promote mental and physical well-being. MedTec provides a vital service to help seniors maintain or enhance their level of independence, prolonging their
ability to live independently in residential settings. As the baby-boomer generation continues to age, the number of seniors within the community will rapidly increase, making MedTec and other adult day care providers an important pillar of home and community-based senior care.

MedTec is licensed by the Illinois Department of Public Health, and the Illinois Department on Aging certifies and inspects the Company as part of its Community Care Program certification. The Skokie adult day care center would average between 50 and 75 senior participants per day, with 8 to 11 staff employees overseeing the daily program and client base. MedTec provides transportation in vans for the seniors to and from the center, which minimizes the amount of client vehicle traffic and the number of parking spaces required. The Skokie adult day will only require a small space for unloading clients from the vans and parking for some employees.

MedTec is committed to providing caring, quality non-medical adult day services to the seniors in the Skokie area and believe that adult day centers are vital to ensuring the long-term health and safety of the elderly community.

MedTec operates adult day service programs that provide non-medical health and social community-based care options for the elderly and their families residing in Skokie and the surrounding communities.

Adult day service is designed for older adults who wish to remain in the community and in the comfort and familiarity of their own or family homes, but benefit from care and socialization during the day. Adult day service also provides respite for family care givers, particularly those who work during the day-time, and socialization for isolated adults. Many of our participants attend the adult day center with others they know from the community and the environment offers them a safe place to engage with their community. The majority of our senior participants speak English as a second-language, and for them, there are limited options for daytime care where they can engage with individuals who speak their native language and are knowledgeable about their cultural backgrounds.

Program participants benefit from active programming at our centers including for example:
- Current events discussion
- Light physical exercise such as choreographed group and line dancing lessons
- Musical entertainment and learning such as ukele classes, choir practice, and karaoke sessions
- Social activities including board games
- Art & Craft sessions and lessons

Our program director and staff are also actively involved in the community and support the senior participants in the program by being a resource and caregiver for the seniors. Our adult day care center will have a registered nurse on staff who helps oversee the program and ensures that our clients are engaging in appropriate and healthy activities.

Transportation pickup and drop off service is coordinated for the participants. Further, a dietician-approved menu of breakfast, lunch, and snacks are served to the participants through third-party contracted catering companies. Our adult day care programs are open Monday through Friday, and our anticipated hours of operation are from 8:30am – 2:30pm.

The MedTec adult day care and senior center will not endanger public health, safety, morals, comfort or general welfare. Rather, it will provide quality care and a safe place for seniors in the community to go during the day. The Illinois Department on Aging will certify and audit the center on an ongoing basis.

The center will not create extra noise, odor, smoke, or light in the neighborhood. There will be a low number of employee cars parked in existing parking spaces at the building, and the nature of the senior center is such that there will not be a lot of traffic or cars coming and going from the parking lot since our clients are transported to and from the center in small passenger vans.
Clients do not come and go during the day and instead stay at the center for the full program day. The MedTec adult day care center will operate in harmony with the adjacent properties and other property within the immediate vicinity.

As the population continues to age in Skokie and surrounding communities, adult day care centers are needed to provide adequate and cost-effective care to needy seniors. The majority of MedTec’s senior clients qualify for Medicaid and do not have alternatives to the care that MedTec and other similar agencies provide. MedTec will not alter the essential character of the area in any way, and the MedTec adult day care center will be appropriate for the neighborhood and surrounding area, providing a valuable community service to residents.

In addition to renovating unit A, the petitioner intends to improve the exterior of the subject site by widening driveways and parking spaces to current Village Code requirements. New parking lot lighting will be provided for the parking lots on the north and south sides of the subject site and curbing will be installed around the perimeter of those parking lots as well. The walkway running along the west side of the building will be widened and new curbing will be installed at the back of the row of parking spaces adjacent to the widened walkway. Directly west of the entrance on the west side of the building, a trash corral will be constructed and 2 bicycle parking spaces will be installed.

A total of 3 vans will be utilized by the property, per the petitioner, and the vans will be parked on the site overnight.

STAFF ANALYSIS

Comments

Staff comment and review sheets were sent to all pertinent departments. Staff comments on the subject case were received from the Fire Prevention Bureau and the Forestry, Traffic Engineering, Environmental Health, and Planning Divisions. All other departments returned the sheets with no comments.

Fire Prevention Bureau

The proposed adult day care use is considered an Institutional Group I-4 in the International Building Code and a Day Care in the National Fire Protection Association Life Safety Code (NFPA 101) and must meet the following requirements:


2) The use shall have a fire alarm system per National Fire Protection Association 72 (2010 or newer) and adhere to Illinois ADA 2018 code.

3) The use must have a direct connect / monitoring of alarm to Skokie Communications. A contract and agreement must be signed.

4) The use must have an addressable annunciator at the main entrance.

5) The use must have a Knox Box at the main entrance.
6) A fire engineer will need to calculate demand and fire flow to determine if the building will require a fire pump.

7) The use must have strobes within the restrooms.

8) The use must have illuminated exits and emergency lighting per National Fire Protection Association 10.

9) If cooking will produce grease laden vapors, a Type 1 hood and duct system shall be installed with an appropriate extinguishing system.

10) All exit doors shall be readily accessible without a key or special knowledge.

11) Panic hardware will be needed if occupant load exceeds 100 persons.

12) Exit travel distance from any room shall not exceed 100’.

13) The corridor between the existing office use at unit B and the proposed adult day care use shall have rated fire doors with a minimum of a 1 hour rating.

14) This list is not all-inclusive.

**Forestry Division**

The Forestry Division requests that an additional tree be planted within the Skokie Boulevard parkway midway between the existing tree closest to the street light pole and existing tree at the north end of the parkway. A $150 permit fee is required for the installation of the new tree. The petitioner must contact the Forestry Division for a list of approved species for parkway tree planting.

Four-foot tree protection fencing must be installed at the drip line for all trees near the parking lot construction project.

**Traffic Engineering Division**

The Engineering Division recommends approval of the special use permit for a service to the elderly and disabled, except primarily office uses. A total of 31 parking spaces are required for the proposed use and 31 parking spaces will be provided. The bicycle parking requirement is also met.

The 31st space at the site will created by removing the handicapped loading space to the north of the northern handicapped space, shifting both handicapped parking areas along with the remaining handicapped loading area to the north by one space, and having both handicapped parking areas share a common loading area. The route from the access aisle adjacent to the accessible parking spaces must be flat. Depressed curb and ADA tactile strips must be installed adjacent to the access aisle.

The 2 existing parallel parking spaces along the west side of the building must be striped per the final approved site plan.
Environmental Health Division

The caterers prep area indicated on the architectural floor plan must be built to Illinois Food Code Standards. Detailed plans for the food catering area must be provided and include:

1) Structural, plumbing, and electrical layout

2) Complete equipment layout with food surfaces equipment specifications, including the manufacturers make and model number

3) Complete ventilation plans including kitchen exhaust and make-up air

4) Finish schedules for walls, floors, ceilings, and counter surfaces

Planning Division

The Planning Division recommends approval of the special use permit request. The use will provide a service that is desired by the community and should not negatively impact the surrounding neighborhood because the attendees of the day care will be transported directly to the center from their homes.

The proposed site plan incorrectly indicates that the existing sidewalk adjacent to Skokie Boulevard will be expanded to 12’ in width. The existing sidewalk is not required to be widened; however, the petitioner must dedicate the eastern 12’ of the subject site to place the sidewalk within the Skokie Boulevard right-of-way.

Widening of the parking spaces will likely require the relocation of the curbs closer to the north and south sides of the building. The proposed site plan must be revised to indicate the relocation of these curbs. Curbing also must be installed at the north and south ends of the 2 parking spaces adjacent to the landscaped areas off the alley once both of those spaces have been widened to 9’.

No wheel stops are to be installed at the backs of parking spaces adjacent to the alley where a curb is present. The curb will function as the wheel stop. If wheel stops are needed at the backs of one or both of the handicapped parking area due to the presence of depressed curbing, then the wheel stops are to be installed to allow for a 16’-deep parking space with a 2’ overhang.

If any commercial vehicle operated and kept on-site by the proposed use has a gross weight in excess of 8,000 pounds, it shall be parked in compliance with §118-217(d)(2) of the Village Code.

A landscape plan with existing and proposed plant list with genus, species, common name, installation size, and quantities must be provided. The landscape plan must show all existing and proposed plantings both within the subject site as well as the parkways.
APPEARANCE COMMISSION
Appearance Commission review is not required.

STAFF RECOMMENDATIONS
Staff recommends that the petitioner’s request for a special use permit for services to the elderly and disabled, except primarily office uses at 7400 Skokie Boulevard Unit A in a B2 Commercial district be **APPROVED**, subject to the attached positive findings of fact.

RECOMMENDED SPECIAL USE CONDITIONS
1. Prior to the hearing of the subject case before the Board of Trustees, the petitioner must:
   a. Revise the proposed site plan to remove the handicapped loading space to the north of the northern handicapped space, shift both handicapped parking areas along with the remaining handicapped loading area to the north by one space, and have both handicapped parking areas share a common loading area.
   b. Revise the proposed site plan to remove the expanded sidewalk area indicated along the east side of the property.
   c. Revise the proposed site plan to indicate the relocation of the curbs closer to the north and south sides of the building to accommodate the widening of the spaces in the parking lots.
   d. Revise the proposed site plan to indicate the installation of curbs adjacent to the parking spaces at the north and south ends of the parking spaces adjacent to the landscaped areas off the alley once those spaces have been widened to 9’.
   e. Revise the proposed site plan to remove the wheel stops from the backs of the parking spaces adjacent to the alley, unless needed at the handicapped parking areas, in which case the wheel stops are to be placed in such a way as to allow for a 16ʻ-deep parking space.
   f. Provide a landscape plan with genus, species, common name, installation size, and quantities must be provided. The plan must show all existing and proposed plantings both within the subject site as well as the parkways. The plan must include the addition of a new parkway tree to be planted within the Skokie Boulevard parkway midway between the existing tree closest to the street light pole and existing tree at the north end of the parkway.

2. Prior to the issuance of a building permit, the petitioner shall submit to the Planning Division a draft of a plat of dedication for the eastern 12’ of the subject site.
3. The petitioner shall develop the Subject Property in substantial conformance with the final Village approved proposed site plan, dated <insert date of final approved plan>; architectural floor plan, dated <insert date of final approved plan>; and landscape plan, dated <insert date of final approved plan>.

4. Any new parking lot and exterior lighting shall meet Illuminating Engineering Society of North America (IES) standards, be full cut-off design, and be directed away from adjacent properties, subject to the approval of the Engineering Division.

5. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced.

6. No objects are allowed within a 10' sight distance triangle in R1, R2, R3, and R4 districts, or within a 15' sight distance triangle in all other districts, between 30" and 84" in height from grade except traffic control devices listed in the Manual on Uniform Traffic Control Devices.

7. Prior to the issuance of building permits, the petitioner shall submit a temporary pedestrian and bicycle circulation plan, including routing, signage, and barriers, to be in place prior to the commencement of construction, subject to the approval of the Engineering Division.

8. All fencing, walls, sidewalks, driveways, curbs, wheel stops, parking areas, signage, landscaping, structures, and any other facilities or infrastructure on the Subject Property shall be maintained in a good state of repair, and when needed, be repaired or replaced in a timely manner.

9. All private and public sidewalks shall be maintained free of snow, ice, sleet, or other objects that may impede travel.

10. A screened garbage corral with an impermeable surface shall be provided to contain all dumpsters.

11. All off-street parking spaces shall be legibly striped and maintained.

12. Any plan to modify parking lot striping must be approved by the Director of Engineering.

13. The proposed development shall have a minimum of 31 off-street vehicle parking spaces including 2 handicapped parking spaces, as indicated on the proposed site plan, dated XX XX, 20XX.

14. The handicapped parking spaces shall be installed and maintained in compliance with State of Illinois Accessibility Standards and the Skokie Village Code, including required signage.

15. Vehicles shall not be allowed to be parked in or otherwise block common driveways, sidewalks, aisles, or other points of access at any time, shall only be parked in designated parking spaces, and shall not overlap the striped lines of designated parking spaces.

16. The owner of the Subject Property [and its tenants] shall ensure that employees
park on the Subject Property.

17. No required parking space on the site may be for the exclusive use of any tenant.

18. All new utilities on the Subject Property or in adjacent right-of-way shall be placed or relocated underground. The petitioner shall bear the full cost of any utility relocation and/or conflicts.

19. The owner of the Subject Property shall cooperate with any public utility project.

20. The petitioner shall sign an "Agreement for Installation and Maintenance of Landscaping" to assure that the Subject Property and parkway landscaping is completed and maintained, including trimming, watering, and replacing of dead plant materials in a timely manner in accordance with the final approved landscape plan. A copy of said Agreement is attached hereto, marked Exhibit "A" and hereby made part of this Ordinance. This "Agreement for Installation and Maintenance of Landscaping" shall be recorded at the petitioner’s expense.


22. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction.

23. The Subject Property must conform to the Village's storm water control requirements as contained in the Skokie Village Code, including the disconnection of any downspouts.

24. All signage shall conform to the Skokie Village Code, except as provided in this ordinance. Any legal nonconforming sign on the Subject Property that shall conform with the Village Code when it is damaged >50%, modified, or replaced in the future.

25. All modifications to building elevations, signage, and landscaping shall be subject to the review and approval of the Skokie Appearance Commission.

26. The petitioner shall submit to the Planning Division electronic files of the plat of survey, site plan, and landscape plan in their approved and finalized form. The files shall be scaled 2-dimensional drawing files on non-compressed, non-read only CD-ROM *.dwg AutoCAD format.

27. Prior to the issuance of building permits, the petitioner shall submit to the Planning Division of the Community Development Department the name, property address, email address, and telephone number of the company and contact person responsible for site maintenance in compliance with this site plan approval.

28. If work is to be performed on public property or if public property is utilized or impacted during construction and/or development, the owner shall provide, or shall cause the developer and/or contractor to provide, the Village of Skokie with a certificate of insurance naming the Village of Skokie as additionally insured for any and all claims related to any and all work. The owner shall hold and shall cause the developer and/or contractor to hold, the Village of Skokie harmless and indemnify
the Village for all claims for property damage or personal injury related to work on or use of public property.

29. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations.

30. Failure to abide by all terms of this Ordinance shall be cause for the Village to initiate hearings to determine whether the subject Ordinance, as well as any applicable business licenses, should be revised or revoked. The petitioner shall pay all costs related to any hearings conducted as a result of non-compliance with any of the provisions of the enabling ordinance. The costs shall include but not be limited to court reporter fees, attorney fees, and staff time required researching and conducting said hearing.

ATTACHMENTS

1. Proposed Positive Findings of Fact
2. Proposed Site Plan, dated December 20, 2019
3. Architectural Floor Plan, dated April 22, 2019
5. Land Use and Zoning Map
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<tr>
<th>Consideration</th>
<th>Finding</th>
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<tr>
<td>The request is consistent with the intent of the Comprehensive Plan.</td>
<td>The request for a special use permit for a service to the elderly and disabled, except primarily office uses, is consistent with the intent of the retail/service employment land use identified in the Comprehensive Plan.</td>
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<td>The request will not adversely affect adjacent properties.</td>
<td>The proposed use should be able to function within the subject site without adversely impacting the surrounding area.</td>
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<td>The request is compatible with the existing or allowable uses of adjacent properties.</td>
<td>The request is compatible with the existing or allowable uses of adjacent properties. The proposed use will share the building with an existing use which also falls under the larger <em>social assistance, welfare, and charitable services</em> umbrella category in Appendix A of the Zoning Ordinance.</td>
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<td>The request demonstrates that adequate public facilities, including roads, drainage, utilities, and police and fire protection exist or will exist to serve the requested use at the time such facilities are needed.</td>
<td>Adequate public facilities will exist to serve the requested use.</td>
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<td>The request demonstrates adequate provision for maintenance and use of the associated structures.</td>
<td>Adequate provision for maintenance and use of the associated structures is demonstrated by the request.</td>
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<td>The request has considered and, to the degree possible, addressed the adverse effects on the natural environment.</td>
<td>There should be no adverse effects on the natural environment as a result of the request.</td>
</tr>
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<td>The request will not create undue traffic congestion.</td>
<td>Per the petitioner’s submittal, “the nature of the senior center is such that there will not be a lot of traffic or cars coming and going from the parking lot since our clients are transported to and from the center in small passenger vans.”</td>
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<td>The request will not adversely affect public health, safety, and welfare.</td>
<td>There should be no adverse effect upon public health, safety, and welfare.</td>
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<td>The request conforms to all applicable provisions of this code, except where relief is granted with the request.</td>
<td>The request conforms to all applicable provisions of this code. The petitioner will be widening several existing, non-conforming parking spaces, bringing the parking lot into compliance with Village Code requirements.</td>
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