

STAFF REPORT

2023-13P: Special Use Permit

Community Development Department

Council Chambers, 7:30 PM, August 3, 2023

To: Paul Luke, Chairman, Skokie Plan Commission

From: Jose Acosta, Community Development Intern

Re: **2023-13P: Special Use Permit**

4159 Main Street

General Information		
<i>Location</i>	4155-59 Main Street	
<i>Purpose</i>	To obtain approval for a special use permit for services to the elderly and disabled, except primarily office use	
<i>Petitioner</i>	Hamdard Health Alliance	
<i>Size of Site</i>	12,707.4 square feet (0.292 acres) with frontage on Main Street and Keeler Avenue.	
<i>Existing Zoning & Land Use</i>	B1 Zoning, Service Commercial – Vacant commercial	
<i>Adjacent Zoning & Land Use</i>	North	R1 Single-Family R2 Single-Family
	South	R2 Single-family – detached residences
	East	R2 Single-Family – detached residences B1 Service Commercial – Asian Restaurant
	West	R2 Single-Family – detached residences B1 Service Commercial – Upholstery shop
<i>Comprehensive Plan</i>	The site is designated as retail/service employment.	

SITE INFORMATION

The site contains two 1-story commercial building with three units in each. Both buildings and all six units are vacant, previously hosting "T.A. Cummings Jr. Co."

- Off-street Parking is located north and south of the building, with a total of 7 parking spaces north of the property and 6 spaces south of the property, totaling at 13 spaces.
- Overhead utilities are present just south of the property, running east to west
- The site is accessible from Main street just north of the property and Keeler Avenue which is adjacent to the property on the East side. The site is also accessible through the Alleyway that is South of the property, accessible through Keeler Avenue.



Complete Streets

- Public sidewalks are available along Main Street and on the neighborhood side streets. ADA ramps with contrasting color tactile warning indicators are available at nearby intersections.
- Bike lanes are available on Main Street.
- Pace Bus Route 215 serves the site just 4 blocks east of the site
- The site is within walking distance of other businesses, services, schools, and shopping. Consider the needs of those who may access the site with transportation options other than a motor vehicle.
- Emergency access to the subject site is available via Main Street, Keeler Avenue, and the alley behind.

STAFF ANALYSIS

Petitioner's Submittal

The petitioner is requesting a special use permit for services to the elderly and the disabled, except primarily office uses, in the B1 service commercial district along Main Street.

With regards to the request, the petitioner explains the neighborhood impact and operational plan as such:

Hamdard's intention is to open an adult day services program that offers socialization, afternoon meals and snacks, games and health programming to seniors over the age of 60. In addition, Hamdard looks to use the space during non-senior times for programming on nutrition education, health literacy, and wellness sessions for the local neighborhood and community. These programs will add value to the local community and neighborhood — enriching the area with potential for after school programs for kids to be able to utilize, volunteer opportunities for students and adults, and an organization in Hamdard that looks to improve the physical and emotional health of the community in each program they do.

Seniors travel to the program via van transportation provided by Hamdard, so traffic conditions are not expected to be impacted, as Hamdard will only need to utilize the spots that have been provided via the property. Those parking spots will be used by the senior transportation vehicles and cars driven by staff. During additional programming, local street parking may be used, and Hamdard will also use its vehicles to transport individuals from local public parking lots to and from the building. The revitalization of the building and addition of local community programming would look to only increase potential property values of the surrounding neighborhood,

Services are intended for the local community residents and actually look to increase the public health knowledge and standing for the neighborhood, will promote safe behaviors, and should have no negative impact on the morals or general welfare of the surrounding areas.

In addition to providing healthcare services to the elderly and disabled, the petitioner aims to provide community development opportunities with additional health and wellness programs for the local neighborhood, not exclusive to the elderly or disabled. The petitioner has also addressed parking concerns by outlining methods of transporting clients to and from the location using a bus shuttle, alleviating the need for additional parking spaces.

STAFF ANALYSIS

Traffic Engineering Division

Parking requirement met for the Adult Day Service. For information purposes, the addition of after school programs for kids will require the parking/traffic analysis to be reassessed.

A parking analysis has determined that site requires minimum 8.4 parking spaces, 1 of which is assigned as an accessible parking space

If during construction any lane closures or sidewalk closures are intended, owner/contractor must apply for Public Way Obstruction or Use permit with Engineering. Application may be obtained with engineering or on Village website. Traffic control plan and fees will apply.

For reconstruction of asphalt to parkway on the east side of Keeler Ave, ensure stop sign will be in place or reinstalled. Other option is to install a temporary stop sign during the construction of the parkway.

Provide bicycle parking spaces (Sec 118-222). General, each bike parking space is 2'X6' with a bike rack that can enable the user to lock bike to the rack at 2 locations on the bike frame. Bicycle parking is required to be located near the building entrance and designed in compliance with Section 118-221. Bicycle concrete pad should be rotated so it is oriented for bicycles to pull in east and west.

Bicycle parking is also recommended with a minimum of 1 parking pace required. Based on the site plans, Staff recommends that bike racks are changed to orient East to West on Keeler Avenue, 90 degrees from current position to prevent wear on grass.

The accessible parking spaces should be 8' wide with an 8' access aisle. Provide R7-8 and R7-I101 signs in front of the accessible parking spaces.

All parking areas must be paved, drained, curbed, and landscaped to Village standards.

Forestry Division

The Forestry Division advises that the asphalt is removed and replaced with topsoil & seed on the parkway along Keeler, as it outlined in the plan. After the project is done, The Village plans to plant two upright trees.

Fire Prevention Bureau

Comments Requiring Response:

Per Section 50-52 (35) 2. of the Village of Skokie Ordinances, a fire alarm system will be required to be installed. Submit plans as such to the Village of Skokie Building Department.

APPEARANCE COMMISSION

Appearance Commission review is not required

STAFF RECOMMENDATIONS

Staff recommends that the petitioner' request for a special use permit to the elderly and disable, except primarily office uses at 4159 Main St, in the B1 Service Commercial district, be APPROVED, subject to the attached positive finding 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 indicate the relocation of the bike racks so they orient east to west on Keeler Avenue, 90 degrees from current position
 - b. Revise the proposed site plan to have the asphalt removed on the parkway along Keeler Avenue, and be replaced with topsoil and seed for future forestry division plans
2. Prior to the issuance of a building permit, the petitioner must comply with the Village of Skokie ordinance and install a fire alarm system and submit plan to the Village of Skokie Building Department.

Site and Use

3. Any new parking lot and exterior lighting shall meet Illuminating Engineering Society of North America (IES) standard, be full cut-off design, and be directed away from adjacent properties, subject to the approval of the Engineering Division.
4. All existing damaged public sidewalks or public sidewalks damaged due to the implementation of this plan shall be replaced
5. 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
6. Prior to the issuance of building permits, the petitioner shall submit a temporary pedestrian, bicycle, and transit circulation plan for the public right-of-way, including routing, signage, and barriers, to be in place prior to the commencement of construction, subject to the approval of the Engineering Division. If during construction any lane closures or sidewalk closures are intended in the public right-of-way, the owner/contractor must apply for Public Way Obstruction or Use permit with Engineering. The application may be

obtained with engineering or on Village website. Traffic control plan and fees will apply.

7. Provide a formal response letter addressing all staff report comments in the next submittal.

Maintenance

8. All fencing, walls, sidewalk, 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. (Standard)
9. All private and public sidewalks shall be maintained free of snow, ice, sleet, or other objects that may impede travel. (Standard)
10. Trash shall only be allowed within a designated trash enclosure and shall be screened from public view in an enclosure approved by the Appearance Commission. All trash shall be contained in such a way as to remain out of sight at all times <, except for waste receptacles referenced in Condition Number XX below>.
11. Waste receptacles shall be placed on the Subject Property for the use of customers, and that the Health and Human Services Department shall determine the size, type, and location of these units. [when food is sold only]

Parking

12. All off-street parking spaces shall be legibly striped and maintained.
13. Any plan to modify parking lot striping must be approved by the Director of Engineering.
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. (Standard)
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. (Standard)
16. The owner of the Subject Property [and its tenant] shall ensure that employees park on the Subject Property. (Standard)
17. No required parking space on the site may be for the exclusive use of any tenant. (Standard)
18. The parking spaces at 4159 Main Street are reserved for customers of the building and may not be used for parking vehicles of residents of the building.
19. All parking areas must be paved, drained, curbed, and landscaped to Village standards.

Governance

20. All new construction, alterations, and remodeling shall meet current International Building and NFPA Life Safety Codes as amended. (Standard)

21. The petitioner shall obtain all required permits and approvals for improvements to County, State, or Federal rights-of-way from the governing jurisdiction. (Standard)
22. Prior to the issuance of building permits, the petitioner shall submit to the Village of Skokie Community Development Department a Cook County Assessor's Office Petition for Consolidation of Property with associated fees to consolidate property identification numbers XXX, XXX, and XXX into a single tax parcel or provide evidence that the petition was submitted to Cook County. (Standard)
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. (Standard)
24. All signage shall conform to the Skokie Village Code<, except as provided in this ordinance>. Any sign on the Subject Property that is in violation of that Code must be removed or modified to conform with the Village Code prior to the issuance of an occupancy permit. (Standard)
25. All modifications to building elevations, signage, and landscaping shall be subject to the review and approval of the Skokie Appearance Commission. (Standard)
26. The petitioner shall submit to the Planning Division electronic files of the site plan and landscape plan in their approved and finalized form. (Standard)
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 <special use permit or site plan approval>. (Standard)
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 any and all claims for property damage or personal injury related to work on or use of public property. (Standard)
29. The petitioner shall comply with all Federal and State statutes, laws, rules and regulations and all Village codes, ordinances, rules, and regulations. (Standard)
30. Failure to abide by any and 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. (Standard)

ATTACHMENTS

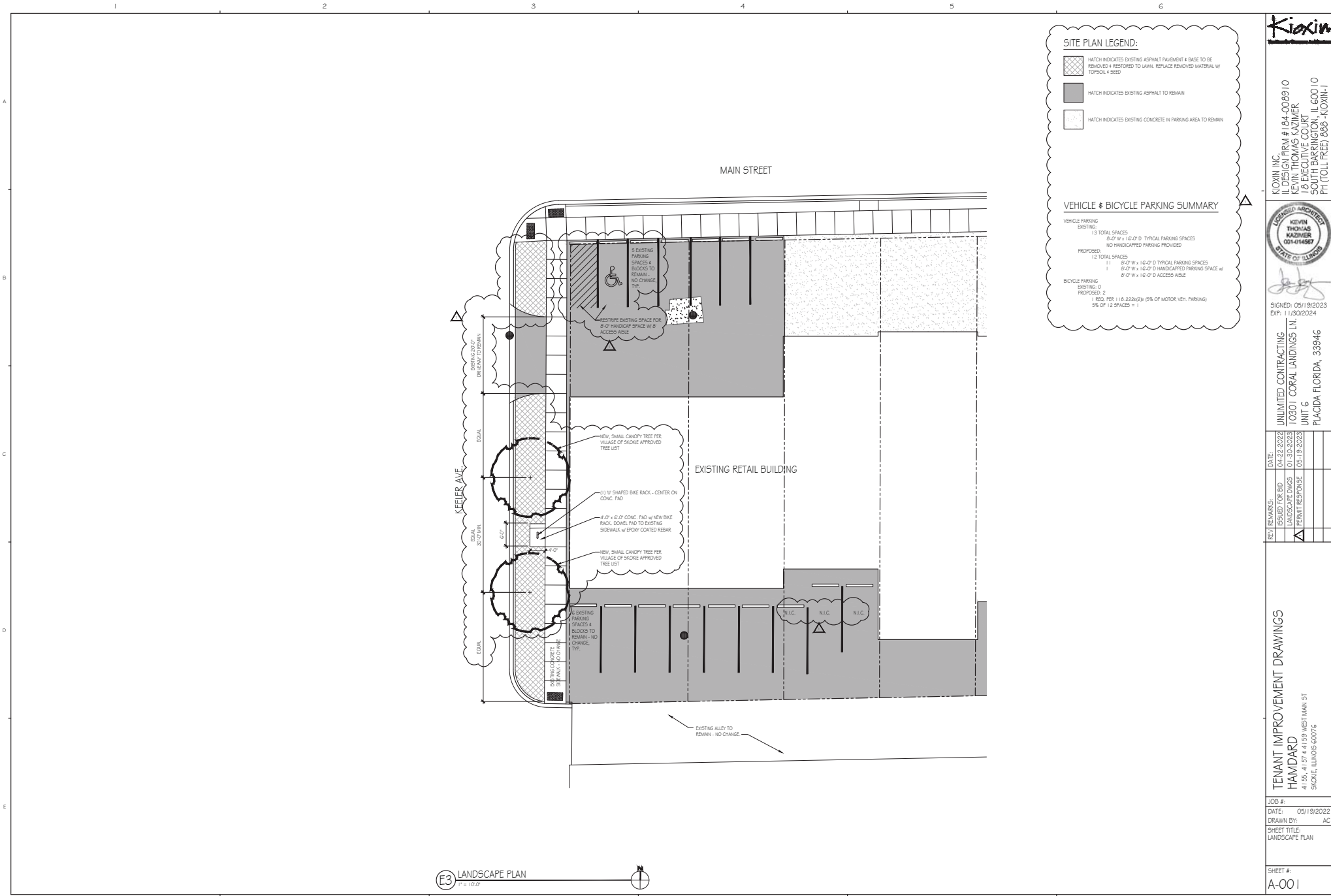
1. Proposed Positive Findings of Fact
2. Landscape Plan, dated 05/19/22
3. Proposed Floor Plan Wall Types, dated 05/19/22

Proposed Positive Findings of Fact 2023-13P: Special Use Permit

Community Development Department

Council Chambers, 7:30 PM, August 3, 2023

<i>Consideration</i>	<i>Finding</i>
The request is consistent with the intent of the Comprehensive Plan	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
The request will not adversely affect adjacent properties	The Proposed use should be able to function within the subject site without adversely impacting the surrounding area, this includes parking and traffic conditions
The request is compatible with the existing or allowable use of adjacent properties	The request is compatible with the existing or allowable use of adjacent properties.
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.	Adequate public facilities will exist to serve the requested use.
The request demonstrates adequate provision for maintenance and use of the associated structures	Adequate provision for maintenance and uses of the associated structures is demonstrated by request.
The request has considered and, to the degree possible, addressed the adverse effects on the natural environment	There should be no adverse effects on the natural environment as a result of the request
The request will not create undue traffic congestion	Per the petitioner's submittal, "We have 3 buses that transport all our folks in day-to-day. We expect to park our buses on site and unload and load onsite. Aside from that, parking/traffic will be basically nil, except for our 4 employees who will park there daily. There is no assembly/congregation use and cannot imagine any impactful traffic at all."
The request will not adversely affect public health, safety, and welfare	There should be no adverse effect upon public health, safety and welfare.
The request conforms to all applicable provisions of this code, except where relief is granted with request	The request conforms to all applicable provisions of this code. The petitioner has been granted relief to allow for 8.00' parking stall widths



SITE PLAN LEGEND:

- HATCH INDICATES EXISTING ASPHALT PAVEMENT & BASE TO BE REMOVED & RESTORED TO LAWN. REPLACE REMOVED MATERIAL W/ TOPSOIL & SEED
- HATCH INDICATES EXISTING ASPHALT TO REMAIN
- HATCH INDICATES EXISTING CONCRETE IN PARKING AREA TO REMAIN

VEHICLE & BICYCLE PARKING SUMMARY

VEHICLE PARKING
 EXISTING: 13 TOTAL SPACES
 8'-0" W x 16'-0" D TYPICAL PARKING SPACES
 NO HANDICAPPED PARKING PROVIDED
 PROPOSED: 12 TOTAL SPACES
 1 8'-0" W x 16'-0" D TYPICAL PARKING SPACES
 1 8'-0" W x 16'-0" D HANDICAPPED PARKING SPACE W/ 8'-0" W x 16'-0" D ACCESS AISLE
BICYCLE PARKING
 EXISTING: 0
 PROPOSED: 2
 1 REG. PER 118-2226(2)(b) (5% OF MOTOR VEH. PARKING)
 5% OF 12 SPACES = 1



KIOXIN INC.
 ILLINOIS DESIGN FIRM # 184-008910
 KEVIN THOMAS KAZIMER
 18 EXECUTIVE COURT
 SOUTH BARRINGTON, IL 60010
 PH (TOLL FREE) 888-KIOXIN-1



SIGNED: 05/19/2022
 EXP: 11/30/2024

UNLIMITED CONTRACTING INC.
 10301 CORAL LANDINGS LN.
 UNIT 6
 PLACIDA FLORIDA, 33946

REV.	REMARKS	DATE
1	ISSUED FOR BIDDING	04-22-2022
2	FOR PRELIMINARY PERMIT RESPONSE	07-28-2022
3	FOR PRELIMINARY PERMIT RESPONSE	09-12-2022

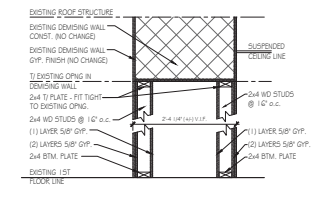
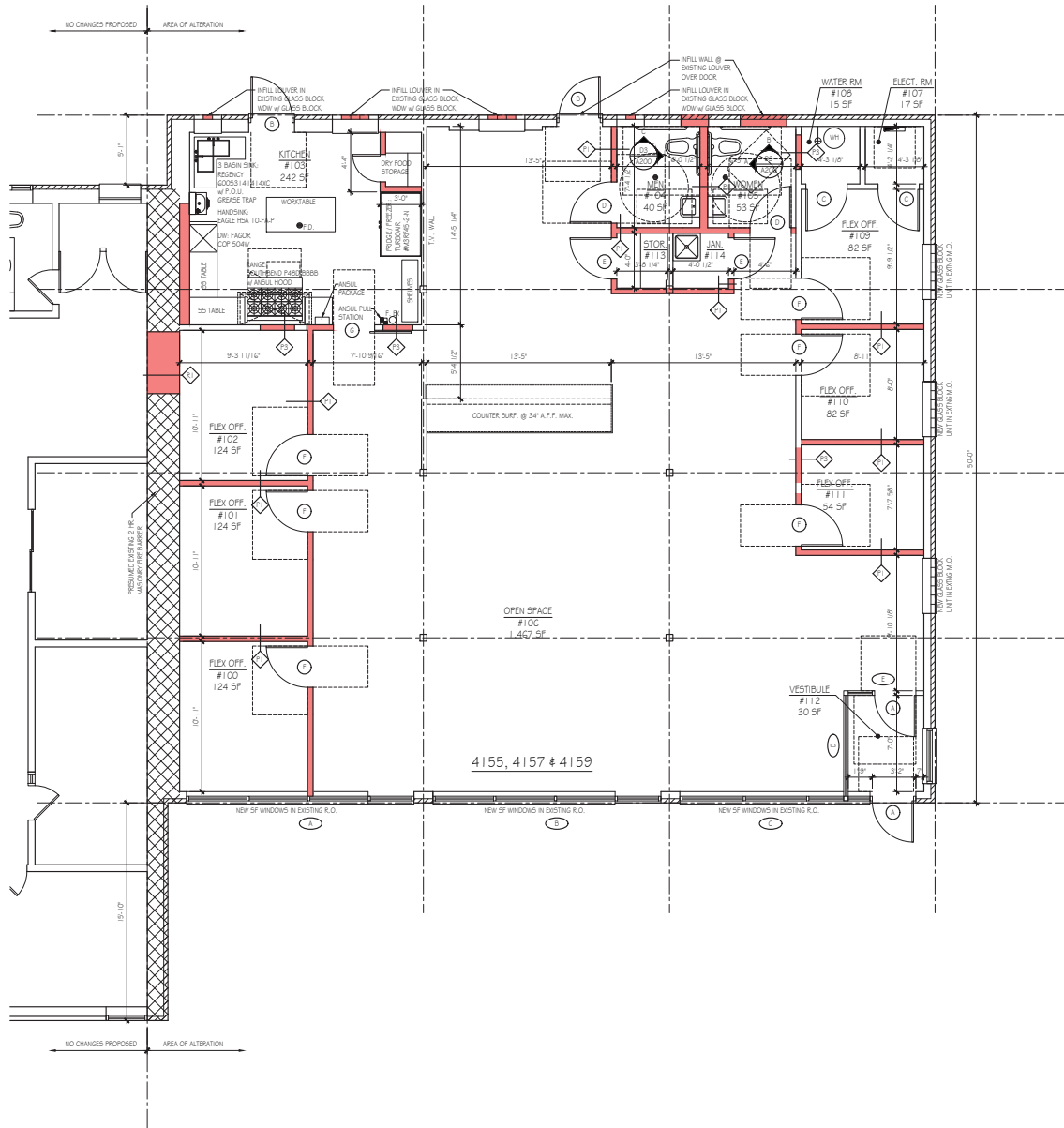
TEENANT IMPROVEMENT DRAWINGS
HAMDARD
 4155 W. 41ST & 41ST WEST WALK ST
 SKOKIE, ILLINOIS 60076

JOB #:
 DATE: 05/19/2022
 DRAWN BY: AC
 SHEET TITLE: LANDSCAPE PLAN

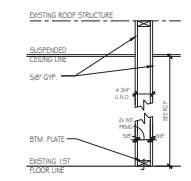
SHEET #:
 A-001

E3 LANDSCAPE PLAN
 1" = 10'-0"





2 HOUR RATED ASSEMBLY
 TOP US22



2x4 FRAMING @ 16" o.c.
 2x4 FRAMING @ 16" o.c.
 2x STUDS @ 16" o.c.
 MATCH EXISTING THICKNESS

B6 WALL TYPES
 3/8" = 1'-0"

WALL TYPES LEGEND:
 ◊ EXISTING INTERIOR FRAME WALLS TO REMAIN. MODIFY AS NEEDED PER WALL TYPE TAG.
 ◊ NEW INTERIOR FRAME WALLS CONSTRUCTED PER WALL TYPE TAG.

WALL MOUNTED FIRE EXTINGUISHER (F.E.):
 PER THE REQUIREMENTS OF NFPA 10, PROVIDE MULTI-PURPOSE DRY CHEMICAL TYPE FREE EXTINGUISHER WITH A U.L. RATING NO LESS THAN 2A, 10BC, 10MDEL, # MFS AS MFRD. BY LISTED MFR. CO. OR SWABLER. FIRE EXTINGUISHERS NOT EXCEEDING 40 LBS. SHALL BE INSTALLED SO THAT THE HANDLE IS LOCATED NO MORE THAN 60" ABOVE THE FLOOR. CLEARANCE BETWEEN THE FLOOR & THE EXTINGUISHER SHALL BE MORE THAN 4".

CLASSIFICATION OF MATERIALS:
 MINIMUM CLASSIFICATION FOR THE INTERIOR WALL FINISH AND CEILING FINISH MATERIAL SHALL BE IN ACCORDANCE WITH CLASS 2, FLAME SPREAD RATING OF 24 TO 75, WITH SMOKE DEVELOPED 450 OR LESS (EXCEPTED) OR HIGHER, TYPICAL.

FINISH NOTES
 WALL FINISH:
 - ALL GYPSUM BOARD WALLS TO BE PRIMED & RECEIVE 2 COATS LATEX PAINT. COLOR PER CONSTRUCTION MANAGER.
 - PROVIDE CONTINUOUS TERMINATION BAR OR METAL EDGE (AT CORNERS, AT HORIZONTAL & VERTICAL EDGES) AT ALL WALL TIE FINISHES. TYPICAL - FINISH TO BE BRUSHED MIMOLE.
 CEILING:
 - PROVIDE ALL FIXTURES COMPLETE WITH LAMPS. COORDINATE AND VERIFY ALL FIXTURE INFORMATION, TYPES AND PINK LOCATIONS WITH ELECTRICAL PLANS.
 - PROVIDE ALL REQUIRED MOUNTING OR HANGING HARDWARE FOR ALL CEILING GRID AND LIGHTING FIXTURES.
 - PROVIDE HOLD DOWN CLIPS FOR EACH CORNER OF LIGHT GRID TROPPERS.
 DOORS, FRAMES & TRIMS:
 - ALL DOORS, FRAMES AND WOOD TRIM SHALL BE PRE-PRIMED & PAINTED w/ TWO COATS OF SHERWIN WILLIAMS' PAINT (OR EQUAL), COLOR PER CONSTRUCTION MANAGER.
 CORNER GUARDS AT EXPOSED PARTITION EDGES:
 ALL EXPOSED PARTITION TRIM AND CORNER SHALL HAVE HEAVY DUTY STAINLESS STEEL CORNER GUARDS FROM 5'-0" A.F.F. UP TO TOP OF BASE.
 BASE TRIM:
 RETAIL VINYL BASE IN ALL FINISHED ROOMS. COLOR PER CONSTRUCTION MANAGER.
 QUANTITIES:
 THE OWNER, CONTRACTOR / CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY QUANTITIES / CALCULATIONS FOR WALL & FLOOR FINISH MATERIAL OR DECOR BEFORE ANY ORDER FOR THESE MATERIALS IS ACCEPTED AND PLACED.
 FINISH SELECTION:
 ALL FINISHES SHALL BE VERIFIED WITH THE OWNER PRIOR TO THE ORDER.

Kioxin
 KIOXIN INC.
 ILL DESIGN FIRM # 184-008910
 KEVIN THOMAS KAZMER
 18 EXECUTIVE COURT
 SOUTH BARRINGTON, IL 60010
 PH (TOLL FREE) 888-4KIOXIN-1
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REGISTERED ARCHITECT
 KEVIN THOMAS KAZMER
 001-614567
 STATE OF ILLINOIS

SIGNED: 05/19/2022
 EXP: 11/30/2024

UNLIMITED CONTRACTING IN:
 ILLINOIS, CORAL LANDINGS IN:
 UNIT 6
 FLORIDA, FLORIDA, 33946

DATE:	05-19-2022
ISSUED FOR:	PERMITS
DATE:	05-19-2022
ISSUED FOR:	PERMITS
DATE:	05-19-2022
ISSUED FOR:	PERMITS

TENANT IMPROVEMENT DRAWINGS
 STANDARD
 4155, 4157 & 4159 WEST MAIN ST
 SMOKE, ILLINOIS 60076

JOB #:
 DATE: 05/19/2022
 DRAWN BY: AC
 SHEET TITLE:
 PROPOSED FLOOR PLAN
 WALL TYPES

SHEET #:
 A-101

E2 PROPOSED PLAN
 1/8" = 1'-0"