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February 10, 2020

**VIA EMAIL & MESSENGER**

Mr. Sam Hubbard  
Village of Arlington Heights  
Department of Planning and Community Development  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005

Re: Shirley Ryan AbilityLab ("Applicant")  
3215 North Wilke Road ("Property")

Dear Mr. Hubbard:

In response to your enclosed email regarding "Round 1 Departmental Review Comments" please see as follows:

**Building & Life Safety Department – Fire Safety Review**

1. *For information purposes the proposed use is a change of occupancy. Village code amendments state no change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancies or in a different group of occupancies, unless such building is made to comply with the requirements of this Code for such division or group of occupancies.*

- Applicant acknowledges this comment and will comply with any requirements as a result of the change of occupancy.

2. *All currently adopted codes shall apply.*

- Applicant acknowledges this comment and will comply with any requirements as a result of the change of occupancy.

3. *The fire sprinkler system shall be capable of meeting the criteria for the proposed use. Certification of the fire suppression system indicating such compliance is required to be provided.*

- The proposed fire sprinkler system will be certified and proof of certification will be provided.

4. *The fire alarm shall meet the code requirements for the proposed use.*
  - Applicant agrees that the fire alarm will meet code requirements for the proposed use.
5. *Separate permits are required for any work on the fire suppression system and/or the fire alarm system.*
  - Applicant shall apply for all required permits related to the fire suppression system and the fire alarm system.
6. *Fire protection equipment and service rooms shall be identified in an approved manner.*
  - Applicant agrees that all fire protection equipment and service rooms will be identified in an approved manner.
7. *Approved access shall be provided and maintained for all fire protection equipment to permit immediate safe operation and maintenance of such equipment.*
  - Applicant shall provide and maintain approved access for all fire protection equipment in its leased area.
8. *A zoning indicator panel and the associated controls, or fire alarm control panel shall be located within the closest proximity to the front main entrance.*
  - Applicant shall provide all requested equipment and this will be shown on the permit drawings.
9. *A key safe (Knox Box) shall be provided and contain keys to gain necessary access.*
  - Applicant shall provide a key safe as required.
10. *Fire pumps, if provided, shall be installed in accordance with the Fire Code and NFPA 20 and shall comply with all current code requirements.*
  - Applicant does not believe a fire pump is needed at this location.
11. *Exit signs shall be illuminated at all times and have emergency power backup.*
  - Applicant shall provide illuminated exit signs with emergency power backup.
12. *Buildings shall have approved address numbers.*
  - The Property does have an approved address number – 3215 N. Wilke Rd.
13. *Signs shall be posted on both sides of an approach of any fire lane stating “NO PARKING – FIRE LANE”. Signs shall have arrows indicating the area of parking restriction.*
  - Applicant shall post any necessary signs.
14. *Fire lane signs shall be white with red three-inch letters. The dimensions of the sign shall be 12 inches horizontally and 18 inches vertically. These signs shall be installed so that the top of the sign is no less than 6 feet nor more than 6 feet above grade.*
  - Applicant shall post any necessary signs.

## **Engineering Department**

11. *The petitioner is notified that these comments are being provided to ensure that the project meets the requirements for submittal to the Plan Commission. Approval by the Plan Commission is not an endorsement or approval of these documents to obtain the required building permits, engineering approval, or permits required by other government or permitting agencies for construction. Detailed plan review with associated comments will be provided upon submittal of plans for a building permit. The petitioner shall acknowledge that they accept this understanding.*

- Applicant acknowledges the aforementioned comment.

12. *Final engineering plans shall be georeferenced by using State Plan Coordination System – Illinois East.*

- Applicant acknowledges the aforementioned comment.

13. *If on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaries. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted. This can be addressed at permit.*

- Applicant acknowledges the aforementioned comment and will provide required detail at permit.

14. *The proposed site plan shows two handicap accessible parking stalls. Verify that two stalls meet Village code and Illinois Accessibility code. This can be addressed at permit.*

- Applicant acknowledges the aforementioned comment and will provide required detail at permit. Please note that Applicant believes 6 handicap accessible parking stalls are required as depicted on the enclosed drawings and that the proposed stalls meet Village code and Illinois Accessibility code.

15. *The drive aisle below the canopy is too narrow to accommodate two-way traffic. The site plan shall be revised with the necessary signage and striping for one way only under the canopy. This can be addressed at permit.*

- Applicant acknowledges the aforementioned comment and will provide required detail at permit. Please note that the enclosed drawings have been revised to incorporate notes on required signage and striping for one way only under the canopy.

## **Arlington Heights Fire Department**

1. The Fire Department will defer to Don Lay from the Building and Life Safety Department as to whether the change of occupancy changes any code requirements for existing structures.

- Applicant acknowledges this comment and will comply with any requirements as a result of the change of occupancy.

## **Arlington Heights Police Department – Community Services Bureau**

1. *The character of use is consistent with the area and is not a concern.*

- Acknowledged.
- 2. *Lighting should be up to Village of Arlington Heights code. The exterior of the building should be illuminated especially during nighttime hours for safety, to deter criminal activity and increase surveillance/visibility – potentially reducing theft, trespassing, vandalism, underage drinking, and other criminal activity.*
  - Applicant will provide lighting for its leased space in according with the requirements of the Village of Arlington Heights code. We are proposing to add exterior lighting at the new canopy which will be depicted in the permit drawings.
- 3. *There are no traffic problems at this location.*
  - Acknowledged.
- 4. *This is not a problem area in relation to traffic accidents.*
  - Acknowledged.
- 5. *This development should not create any additional traffic problems.*
  - Acknowledged.
- 6. *Please ensure that there is an emergency information/contact card on file with the Arlington Heights Police Department and that it is up-to-date. Agent contact information must be provided to the Arlington Heights Police Department during all construction phases. The form is attached. Please complete and return. This allows police department personnel to contact an agent during emergency situations or for suspicious/criminal activity on the property during all hours.*
  - Applicant will complete the contact card and return it to the Arlington Heights Police Department.

### **Planning & Community Development Department**

- 7. *The Plan Commission must review and approve the following actions:*
  - a. *Land Use Variation to allow a Physical Rehabilitation Center within the M-1 Zoning District.*
  - b. *Variation from Chapter 28 of the Municipal Code, Section 10.4, to reduce the number of required parking spaces on the subject property. The extent of this variation must be verified, please see the comments below for further clarification.*
  - c. *Variation from Chapter 28 of the Municipal Code, Section 6.12-1(2)b, to waive the requirement for a traffic study by a certified traffic engineer.*
  - d. *Variation from Chapter 28 of the Municipal Code, Section 6.5-7b, to allow an accessory structure to be 1,250 square feet where code limits the maximum size to 300 square feet.*
  - e. *Variation from Chapter 28 of the Municipal Code, Section 6.5-6, to allow an accessory structure to be 16.6' tall where code limits the maximum height to 15'.*
    - Acknowledged.

8. *Please verify the current and proposed number of parking spaces. The Plat of Survey notes that there are 373 parking spaces on the site, however, the project narrative and parking study state that there are 375 parking spaces on the site. Furthermore, the parking study notes that 15 standard parking spaces will be converted to 7 handicap parking spaces, however, only 2 new handicap parking spaces are shown on the plans. Please revise the site plan to show where all new handicap parking spaces will be located.*

- The traffic engineer engaged to perform the parking study was physically on-site and physically counted 375 parking spaces on the site. Therefore, the project narrative and parking study are accurate.

- Applicant's Parking Study sets forth that the DayRehab use creates a demand of 26 parking spaces. If 26 parking spaces are required by the Village, then to meet Village Code and Illinois Accessibility Code, 20% of these spaces, or 6, handicap accessible parking spaces are required. Applicant has updated the site plan, enclosed herein, to depict the location of all new handicap parking.

- With the addition of the DayRehab use, 17 parking spaces will be eliminated: fourteen (14) spaces because of the construction of the canopy and parking islands and three (3) spaces because of conversion into six (6) handicap accessible parking spaces. Therefore, the overall office park will have 358 total parking spaces.

9. *Please note the following definition relative to parking requirements: Floor Area (for determining off-street parking and loading requirements). The sum of the gross horizontal areas of the several floors of the building, or portion thereof, devoted to such use, measured from the exterior faces of the exterior walls or from the center line of walls separating two buildings. Please note that when the square footage of "Unit 1" is added to the total floor area for the remaining buildings within the development as shown on the Plat of Survey, the total square footage for the development is approximately 104,000 s.f. Furthermore, the total floor area for the development as shown within the PUD approval ordinance is 103,740 s.f. However, the tenant list provides a grand total of 89,888 s.f. for the development. Please clarify the overall square footage and provide a tenant list that accounts for the total floor area as per the above definition.*

- Please note that "Unit 1" is a separate owner of property and is owned by Abcor Home Health. "Unit 1" is part of the office condominium association but is owned separately and operated as Abcor Home Health's Arlington Heights location.

- Attached is an updated "Tenant Roster" that includes the Abcor Home Health space. We believe this updated Tenant Roster should now reflect the total floor area for the entire office park development.

10. *Many of the tenants on the tenant list are within spaces that are between 75 s.f. and 200 s.f. in size. Are these individual units or does the complex operate on a shared space/co-working model? If so, please revise the tenant list to include the overall size of the co-working space/unit. The line item in the tenant list would be revised to remove each individual tenant*

*within the co-working office space and provide only the overall size of the co-working office space.*

- We have confirmed that there are no work sharing or co-working units in the complex. Each tenant on the list has its own space and its own lease with the property owner, even though several of these are quite small.

1. *The landscaping must be consistent with the approved landscape plan pursuant to 79-84. There are code required trees at the ends of some of the parking rows where the tree is absent. Per Chapter 28, Section 6.15, the ends of all parking rows must include a 4 inch caliper shade tree.*

- Applicant acknowledges this comment and will work with the Landlord to ensure that the ends of all parking rows contain a 4 inch caliper shade tree when the weather permits planting of trees.

### **Public Works Department**

1. *The proposed building is currently fed from two master water meters. Verify the use and how payment from these common lines will occur. There are no sub-meters maintained or read within this shopping center.*

- In accordance with Applicant's Lease, (Sec. 7(a)(1)) Landlord is obligated to furnish water to Tenant for the Property at Landlord's expense.

2. *The RPZ will be sized upon submittal of plumbing plans.*

- Applicant acknowledges the aforementioned comment and will provide required detail at permit.

We look forward to your review of this response. If we can answer any questions please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kate Duncan".

Kathleen A. Duncan