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**PLANNERS  
ARCHITECTS  
ENGINEERS**

# Plan Commission Review

## Round 1 Comments - Responses

Petitioner Name: Jonathan Kuzynowski, Wold Architects & Engineers on behalf of NSSEO

Date: March 26, 2021

Project: Timber Ridge School Gymnasium Addition – NSSEO

Location: 201 S. Evanston Ave, Arlington Heights, IL 60004

Thank you for reviewing the submitted application. Our responses have been formatted as so; Reviewer comments are shown in *italics* and responses from Wold, our consultants and the owner are shown in **bold**. Included with the responses on the following pages, please find the attached exhibits page, revised drawings, and all other associated documentation.

### **Fire Safety Comments:**

*1. All currently adopted codes shall comply.*

**- The project shall comply with applicable building and fire codes**

*2. Where height of building exceeds 30 feet, approved aerial fire apparatus access roads shall be provided. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet, exclusive of shoulders, in the immediate vicinity of the building or portion thereof. One or more of the required access routes meeting this condition shall be located not less than 15 feet and not greater than 30 feet from the building, and positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.*

**- Please see the enclosed aerial fire apparatus turning exhibit.**

*3. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.*

**- There are not any aerial utilities near the access drive or the building.**

5. *An auto turn diagram is required to confirm fire apparatus access.*

**- Please see the enclosed aerial fire apparatus turning exhibit.**

6. *Fire department connections shall be located on the street side of buildings, fully visible and located at the main front entrance of the building and within a maximum travel distance of 100 feet to the nearest fire hydrant and in accordance with the NFPA standard applicable to the system design. The location of the fire department connections shall be approved.*

**- Requirement to be discussed with the fire department. The necessary connection shall be provided as required.**

7. *A complete NFPA compliant fire suppression system is required. Supervised indicating control valves shall be provided at the point of the connection to the riser on each floor*

**- The building Addition will be provided with complete NFPA compliant fire suppression system, with supervised indicating control valve in the fire riser room.**

8. *Fire protection equipment and service rooms shall be identified in an approved manner.*

**- Proper identification to be provided at new fire protection equipment and service rooms.**

9. *Approved access shall be provided and maintained for all fire protection equipment to permit immediate safe operation and maintenance of such equipment.*

**- Access shall be provided to all fire protection equipment as required to provide and maintain safe operation and allow for equipment maintenance.**

10. *In buildings and structures where standby power is required or furnished to operate an elevator the operation shall comply with current code requirements.*

**- This building is not required to have standby power, other than battery backup egress lighting**

11. *A fully functional fire alarm shall be installed per NFPA 72. The alarm annunciator panel shall be located at the front entrance.*

**- The design is in compliance. The new addition is an extension of the existing system. The annunciator is existing and should be at the existing main entrance.**

12. *The fire alarm shall be capable of sending a wireless signal and shall be monitored by Northwest Central Dispatch. Once accepted, the fire alarm system shall not be placed out of service unless approved by the Village.*

**- The fire alarm system is existing and should transmit to the dispatch.**

13. *A visible exterior weatherproof alarm notification device, emitting a white flashing light when activated and located within closest proximity to the front main entrance of the building or tenant space as approved by the Fire Code Official.*

**- The required notification device shall be provided.**

*14. 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.*

**- There is an existing annunciator at the school main entrance. A new annunciator will also be provided at the new entrance to the gym addition**

*15. A key box (Knox Box) shall be provided and contain keys to gain necessary access as required by the fire code official.*

**- A Knox Box shall be provided as required.**

*16. Where provided, fire pump rooms and automatic sprinkler system riser rooms shall be designed with adequate space for all equipment necessary for the installation, as defined by the manufacturer, with sufficient working space around the stationary equipment. Clearances around equipment to elements of permanent construction, including other installed equipment and appliances, shall be sufficient to allow inspection, service, repair or replacement without removing such elements of permanent construction or disabling the function of a required fire-resistance-rated assembly. Fire pump and automatic sprinkler system riser rooms shall be provided with doors and unobstructed passageways large enough to allow removal of the largest piece of equipment. Fire pumps shall be installed in accordance with the Fire Code and NFPA 20 and shall comply with all current code requirements including a minimum of two water mains located in different streets.*

**- A dedicated sprinkler riser room has adequate space for equipment and sufficient working space. Fire pump is not required.**

*17. In order to be considered part of an accessible means of egress, an elevator shall comply with the emergency operation and signaling device requirements.*

**- The new elevator shall comply with applicable building and accessibility code requirements.**

*18. 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.*

**- Signs have been added to the Sheet C5.000 of the Final Engineering Plans to indicate the fire lane.**

*19. 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.*

**- The sign details have been added to the Final Engineering Plans.**

*20. All new elevators shall be equipped with emergency key opening devices at all landings. The location and specific type of device shall be approved by the Fire Department.*

**- The elevator shall be equipped with the required emergency key opening devices at all landings.**

*21. If the elevator uses an automatic dialer, the ten digit number 847-590-3470 shall be used. If bidirectional communication is available and is used, the elevator should call 911. The phone line used to dial 911 must have the correct address information affiliated with that phone line.*

**- Emergency phone connection to be provided as required.**

22. *Emergency Signs required for elevators shall be 7 inches by 5 inches and read as follows: IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE EXIT STAIRS.*

**- Signage to be provided as required.**

23. *At least one elevator shall be provided for fire department emergency access to all floors. The elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such size and arrangement to accommodate an ambulance stretcher in its horizontal, open position, provided the cab size shall be not less than 60 inches by 85 inches, to accommodate an ambulance stretcher in its horizontal, open position; and shall be identified by the International Symbol for emergency medical services (Star of Life). The Symbol shall be not less than 3 inches high and shall be placed inside on both sides of the hoist-way door frame.*

**- The project was designed in consultation with elevator manufacturers to ensure that the basis of design would accommodate a stretcher. Although the cab dimensions do not comply specifically with the cited dimensions, the manufacturer has identified the specified cab as accommodating a stretcher. Per the manufacturer, only a hospital elevator would be able to meet the specified dimension. A hospital elevator is an impractical solution for this small school building, and cannot fit within the current footprint of the building. The Owner would suffer hardship in the form of additional costs for the elevator and shaft construction, additional design time, and substantial delay in the construction. Please refer to the attached drawing (Exhibit 1.B) which shows the specified cab with a standard ambulance gurney (24" X 84" with 5" rounded corners).**

24. *Separate permits may be required for fuel tanks to supply an emergency back- up generator and the generator if one is proposed.*

**- No generator or emergency back-up generator is proposed.**

25. *Additional fire protection systems may be required for cooking appliances if used.*

**- No cooking appliances are proposed.**

### **Village Engineer Comments:**

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 the accept this understanding.*

**- We accept this understanding. Building permits for Illinois school projects are provided by the Regional Office of Education.**

12. *Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection: (See Round 1 comments for full details)*

**- A note referencing State Plane Coordinate System has been added to Sheet C 2.000 of the plans as requested.**

13. *The proposed detention/retention facility will be a private system and such will not be the Village's responsibility to maintain. The basin requires a 1-foot freeboard with an overflow weir at the 6" line. If needed a portion of the parking lot may be used as freeboard. The basin requires a 5' flat zone around the perimeter before the top of slope begins. Provide calculations for sizing the weir. An Onsite Utility Maintenance Agreement must be executed prior to final engineering approval. Please contact the Village Engineer for an editable version of the OUMA.*

**-The proposed basin and Watershed Development Ordinance permit submittal has been designed as requested and has been reviewed and revised per the Village Engineering department (Nanci Julius). All calculations have been provided in the report. The OUMA document has been provided to the owner and will be executed and submitted prior to final engineering approval.**

14. *Plan Commission approval will require preliminary plans including detention calculations. A MWRD permit will be required for this project. Provide a complete drainage report, including:*

*a) The MWRD permit for the existing detention basin showing the detention calculations for the entire site including impervious area, pervious area, detention provided and detention required. In the event the detention provided under current conditions does not meet the detention required, additional modifications to the pond may be needed.*

**- Please see the enclosed report. The existing detention was included and has been provided in addition to the required detention for the proposed development.**

*b) The HWL of 676.80 is incorrectly labeled as NWL.*

**- The note has been updated.**

15. *Provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted. This can be addressed at final engineering.*

**- Existing lighting in east parking lot is unchanged. Cut sheets and photometric lighting diagrams can be provided at final engineering.**

16. *Provide an exhibit to engineering scale showing the turning path of Fire Department's responding vehicle, in this case the tower truck. Exhibit must show front and rear wheel paths and the extent of the front and rear overhangs, as provided in an "Autoturn" exhibit. The vehicle shall be shown maneuvering through the site in all possible directions of travel. Attached are the specifications for the tower apparatus.*

**- See the enclosed exhibit.**

*17. Provide a detail for the curb ramps. This can be addressed at final engineering.*

**- A detail has been added as requested.**

*18. Provide additional spot elevations for the level landing area for the parking lot curb ramp. This can be addressed at final engineering.*

**- Additional elevations have been added as requested.**

*19. Sidewalk shall continue through the driveway with the curb stopping on either side of the sidewalk. This can be addressed at final engineering.*

**- The curb has been removed at the sidewalk for the new driveway entrance as requested.**

*20. The proposed sanitary sewer to be constructed over the existing storm sewer has a separation of only .18 ft. The existing material of the storm sewer shall be identified. And verified that it is capable of potentially bearing a point load from the sanitary sewer.*

**- Elevations of the existing storm sewer cannot be determined at this time. When construction starts the contractor will field verify the size, material and depth of the existing roof drains and any conflicts will be reviewed at that time.**

*21. The pavement patch for Evanston Ave shall meet the heavy-duty pavement cross section. This can be addressed at final engineering.*

**- The pavement patch note has been modified to clarify utilizing the heavy duty pavement cross section as requested.**

*22. All methods of construction and materials must conform to the most recent version of "A Manual of Practice for Design of Public and Private Improvements" as published by the Village of Arlington Heights Public Works Engineering Division.*

**- A Master Note #1.H has been added on sheet C1.000 as requested.**

*23. An RPZ will be required for the fire and domestic service within the addition. Sizing will be provided plumbing plans are finalized.*

**- The new service is a dedicated fire service with no domestic water. Domestic water to the addition is served from the existing building. The new fire service is provided with a double check detector.**

*24. Pressure connection must be in a vault with a minimum diameter of 60". The connection shall be moved so minimum of 5ft from existing driveway.*

**- The pressure connection detail indicates the minimum diameter shall be 60". The connection has been moved to be a minimum of 5' from the existing driveway.**

*25. Verify the condition of the sidewalk fronting the construction site prior to any work being done. Any damage or inadequate drainage shall be replaced by permittee prior to eh completion of the project.*

**- A Master Note #13 has been added to the plans indicating the contractor shall replace any damaged walk as requested.**

26. *Provide a maintenance plan for detention facility.*

- **MWRD Exhibit R has been added to the Watershed Development Ordinance Permit submittal package Exhibit B.**

27. *A 6" compound meter will be required for fire and domestic supply.*

- **The new service is a dedicated fire service with no domestic water. Domestic water to the addition is served from the existing building's domestic water meter.**

28. *Roadway surface shall be repaired 2' beyond edge of any trench to provide smooth transition.*

- **A detail has been added to sheet C5.000 to repair surface 2' beyond the edge of the trench as requested.**

29. *Install chimney seals on all proposed sanitary structures.*

- **The sanitary manhole detail has been modified to require chimney seals as requested.**

30. *Provide additional information on bussing. Are full size buses expected to be used on a regular basis or for special events? Where will buses be staged? Provide a turning template showing buses maneuvering in both directions through the entrance.*

- **Full size busses are occasionally used for field trips. They would stage in the back, east side of the school where busses drop off and pick up students. They would typically be there after morning drop off and before afternoon pick up.**

### **Arlington Heights Fire Department Comments:**

1. *Building is to be sprinkled per code.*

- **The building addition shall be sprinkled per code.**

2. *The Fire Department Connection shall be located at the main front entrance. It shall be fully visible and accessible and within 100 feet of the nearest accessible fire hydrant capable of delivering the required flow.*

- **Requirement to be discussed with the fire department. The necessary connection shall be provided as required.**

3. *A Knox Box shall be located at the main front entrance. Please locate another Knox box by the exterior door to the fire protection room.*

- **A new Knox Box shall be installed near the new fire protection room.**

4. *Install a fully operational annunciator panel or alarm panel at the main front entrance.*

- **The existing building currently has an annunciator panel at the main front entrance.**

5. The Fire department requests an auto-turn diagram using our fire engine to navigate the rear parking lot.

- See the enclosed AutoTurn exhibit.

### **Arlington Heights Police Department Comments:**

1. Character of use: Character of us is consistent with the area and is not a concern.

- No action needed.

2. Are lighting requirements adequate?: 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.

- Exterior lighting to be provided at the building addition shall provide illumination as required by Arlington Heights code.

3. Present traffic problems? A traffic impact study was conducted. This addition will not create any new traffic problems.

- No action needed.

4. Traffic accidents at particular location? This is not a problem area in relation to traffic accidents.

- No action needed.

5. Traffic problems that may be created by the development. This development should not create any additional traffic problems.

- No action needed.

5. General Comments:

- Please ensure that there is an emergency information/contact card on file with the Arlington Heights Police Department and that it is up-to-date. Agent contact information must be provided to the Arlington Heights Police Department during all construction phases. The form is attached. Please complete and return. This allows police department personnel to contact an agent during emergency situations or for suspicious/criminal activity on the property during all hours.

- Emergency information/ contact card has been completed and included as part of this official response.

- Landscaping should provide open sightlines to increase natural surveillance and avoid creating ambush locations and havens for illegal activities- theft, trespassing, vandalism, underage drinking, drug use, etc.

**- Plantings are provided per village ordinance and shall provide open sightlines.**

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

**- The site currently has posted no trespassing /loitering/ un-authorized use signage.**

*- Upon Completion, an updated school map must be submitted to the police department with all updated exterior door numbers and school crisis plans.*

**- The school will submit an updated school map following completion of the building addition construction.**

### **Health Services Department Comments:**

**- No comments to address.**

### **Arlington Heights Planning and Community Development Dept Comments:**

#### **General:**

*7. The Plan Commission must review and approve the following actions: - (see village Round 1 comments for details)*

**- We acknowledge that the listed items are part of the plan commission review.**

*8. Should it be determined that a variation is required for the storage shed (accessory structure) relocation(s), the justification document must be revised to incorporate a response to the criteria for this variation.*

**- If it is determined that a variation is necessary for the relocation of an existing shed, the Special Use Permit & Variations justification document will be revised to include the relocation of the shed.**

*9. Is the preschool that exists within the Timber Ridge school operated by NSSEO, or is it run by a different entity? Is the enrollment at the preschool determined by NSSEO, or are children enrolled similar to a daycare, i.e. any parent can apply for enrollment of their child in the preschool?*

**- The preschool program (ECDEC) is not operated by NSSEO; it is a program for at-risk children program funded by the Illinois State Board of Education. NSSEO provides one classroom at Timber Ridge School for their program. NSSEO does not determine enrollment. Eligible families enroll through ECDEC.**

*10. The Plat of Survey only includes a portion of the overall subject property. Please either revise the Plat to include the entire Timber Ridge Property, or provide legal description for the entire property (not just the portion included on the Plat of Survey). An electronic format of the entire legal description (Microsoft Word) must be provided.*

**- Legal description of both parcels will be submitted electronically to the Planning & Community Development Department.**

*11. Please revise the project narrative to include a description of any green features that will be incorporated into the building addition and associated site improvements. The project narrative is missing a year inserted within the text.*

**- The project narrative has been revised to include the above requested edits and is included as part of this response package.**

*12. Please provide a list of the addresses to where an invitation to the neighborhood meeting was sent.*

**- A list of the addresses where an invitation to the neighborhood meeting (January 16, 2021) were delivered will be provided to Planning & Community Development.**

*13. Please ensure that all plans and/or studies to be resubmitted as a result of the Round 1 review comments include a revision date. Additionally, any revised plans must incorporate any changes as recommended by the Design Commission.*

**- All revised plans and/or studies to be resubmitted as response to Round 1 review comments shall include a revision date. A design commission application has been completed and submitted but no feedback has been received from the commission at this time.**

#### **Site and Building:**

*14. Please confirm the existing number of classrooms within the building and the proposed number of classrooms upon completion of the building addition.*

**- Timber Ridge has 16 typical sized classrooms; however, not all are used as classrooms. For example, one is currently used as our STEM lab. In the school's existing configuration, typically 14-15 are used as classrooms. At completion of the building addition, Timber Ridge School will have a total of 18 classrooms.**

*15. The civil plans must be updated to reflect the proposed landscape islands within the parking lot. Additionally the civil plans should show striping for the two spaces at the north side of the eastern parking row within the main parking lot (for a total of 18 spaces within this row).*

**- As outlined in the Planning & Community Development Dept. Review Round 1 comments, a variance to allow certain parking rows to terminate without the code required landscape island including a shade tree on each end due to a hardship created for the owner. Based on review comments from village engineering, additional space needed for the required shade trees. This could have a negative impact on the total number of parking spaces.**

*16. Please revise the demolition plans to clearly show which storage sheds are proposed for demolition and which sheds are proposed for relocation. Provide a plan showing the location of the relocated storage sheds and provide details on the shed size (height, square footage). A picture of the relocated storage sheds should be provided for reference, or alternatively, the construction specifications for the sheds can be provided.*

**- The existing relocated shed location has been added to sheet C5.000. The size and type of shed has been added and all installation will be per manufacturer's specifications. The shed to be relocated is 11'-0" tall and a foot print of 12'x 12' (144SF). Please also see Exhibit 1.A for a picture of the existing shed that is proposed to be relocated.**

*17. The transformer proposed in front of the school building along Evanston shall be relocated to a more appropriate location behind the rear of the building for screening. Landscaping to buffer the transformer should be provided.*

**- The transformer has been located based upon input by the utility company. Placement allows the primary to be kept at a reasonable length. If the transformer is relocated to the east side of the building, the owner would suffer substantial costs, additional time to redesign and substantial delay in construction. Screening to be provided in the manor of plantings that will shield visibility from pedestrian views in the north, south and west directions. Please refer to the updated landscape plan that has been included as part of this response package.**

*18. Other than the proposed transformer, will there be any new HVAC, generators, or utility/mechanical equipment proposed on the site?*

**- No HVAC, generators, or other utility/mechanical equipment are proposed on the site.**

*19. The site Area and associated calculations on the architectural site plan are incorrect.*

**- The Architectural Site plan has been revised and included as part of this response package.**

#### **Parking:**

*20. Please confirm the total number of parking spaces with the southern lot. From aerials it appears only 21 spaces exist with this parking lot. Will another space be striped at the eastern side of the southern parking row once the shed in this location has been relocated?*

**- The existing south parking lot has 22 parking spaces. The south westernmost parking spots will not be restriped to due lack of space to get an additional spot (approximately 7' remains).**

*21. How many vans are overnight on the property?*

**- At this time, six Chevy Suburbans are stored overnight on the property.**

*22. The parking study surveyed parking under the existing hybrid model where a certain number of students are taught remotely. Please confirm if there has been any reduction in onsite staff during the hybrid/remote teaching and/or staggered classes which demand would not have been accounted for during the survey.*

**- Even though some students are still remote, almost all staff are teaching/working from the building. Therefore, what was observed during the traffic study would be typical of a standard school day (pre-COVID). The demand for parking would not change or increase.**

### **Landscape Comments:**

*1. Per Chapter 28, Section 6.15, a four-inch caliper shade trees are required at the ends of all parking rows and must be located in an island that is equal in area to one parking space. Please enlarge the islands and incorporate shade trees at the ends of the parking rows.*

**- A variance has been requested as part of the Special Use permit process to the parking rows related to the comment to terminate without the code required landscape island including a shade tree on each end due to a hardship created for the owner. The proposed parking arrangement has been designed to work within the existing perimeter of the east parking lot. Increased parking lot islands would reduce the total number of parking spaces which also requires a variance. If the requested variance is not granted, the parking islands shall be enlarged to comply with Chapter 28, Section 6.15.**

*2. It is recommended that three of four shade trees be provided north of the drive aisle in order to soften/buffer the proposed addition.*

**- Shade trees had been considered along the north side of the drive aisle but it was determined that additional trees would decrease any remaining play area that the school has. The play area has already been reduced in order to allow for the building addition and the intent was to maintain as much of the remaining play area as possible.**

*3. Per Chapter 28, Section 6.15-3, Landscaping is required along the perimeter of detention basins. Please incorporate a mix of trees and shrubs along the perimeter of the basin.*

**- The landscape plan has been revised per the comments above and has included as part of this response package**

*4. There is a transformer pad located on the west elevation along Evanston Avenue. Explore options for the placement of the transformer so that it is located in the rear and fully screened with landscaping. If there are any utility meters or mechanical units, they must be screened with landscaping or another appropriate method of screening.*

**- Optional locations for the transformer were considered. Due to recommendation from the utility company and consideration of a potential hardship, it has been requested that the location of the transformer shall remain the same. The landscape plan has been revised per the comments above and has included as part of this response package**

Thank you very much for your consideration. Please don't hesitate to reach out if there are any additional questions.

Sincerely,

Jonathan Kuzynowski

Wold Architects and Engineers

3.26.2021