



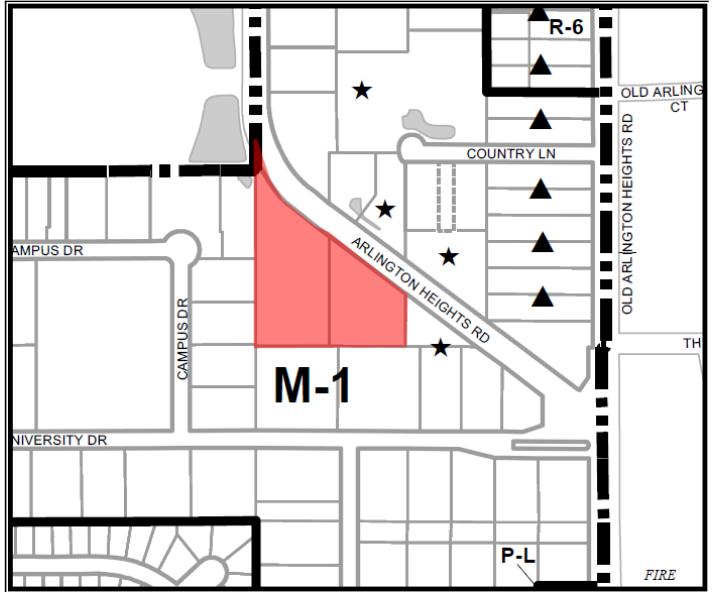
**VILLAGE OF ARLINGTON HEIGHTS**  
**STAFF DEVELOPMENT**  
**COMMITTEE REPORT**

**Project File:** PC 21-016  
**Project Title:** New Hope Academy LUV Amndmnt.  
**Address:** 3250 N. Arlington Heights Rd., 200 Wing  
**PIN:** 03-08-102-035, 03-08-102-029

**To:** Plan Commission  
**Prepared By:** Sam Hubbard, Development Planner  
**Meeting Date:** September 22, 2021  
**Date Prepared:** September 17, 2021

**Petitioner:** Brandy Larrance  
 New Hope Academy.  
**Address:** 3250 N. Arlington Heights Rd. 200 Wing  
 Arlington Heights, IL 60004

**Existing Zoning:** M-1: Research, Development, and Light Manufacturing District  
**Comprehensive Plan:** R&D, Manufacturing, Warehousing



**SURROUNDING LAND USES**

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	M-1, Research, Development and Light Manufacturing District	Multi-tenant Office/Industrial Buildings	R&D, Manufacturing, Warehousing
South	M-1, Research, Development and Light Manufacturing District	Industrial/Office Buildings	R&D, Manufacturing, Warehousing
East	M-1, Research, Development and Light Manufacturing District	Self-Storage Facility	R&D, Manufacturing, Warehousing
West	M-1, Research, Development and Light Manufacturing District	Industrial/Office Buildings	R&D, Manufacturing, Warehousing

**Requested Action:**  
 1. Amendment to Land Use Variation Ordinance #17-016 to allow an expansion of the existing Private School.

**Variations Required:**  
 1. None.

### **Project Background:**

New Hope Academy is a private therapeutic day school that provides education for students with special needs in grades six through twelve. The Arlington Heights Zoning Ordinance classifies this facility as a “Private School”, which is not permitted within the current M-1, Research, Development, and Light Manufacturing District zoning classification of the subject property. However, in 2017 the school received a Land Use Variation to allow them to open their school within the multi-tenant office building at 3250 North Arlington Heights Road. New Hope is proposing an expansion into a neighboring unit within that building, which requires an amendment to their existing Land Use Variation.

The existing facility is approximately 18,000 square feet and has capacity for up to 95 students and includes 35 employees. The proposed expansion would increase the size of the school to approximately 26,500 square feet and enrollment capacity to approximately 135 students. The total number of employees is estimated to increase from a maximum of 35 to a maximum of 50 employees. Hours of operation are between 8:00am and 2:30pm on Monday through Thursday, and between 9:00am and 2:30pm on Friday. New Hope Academy would like to have the expansion ready for occupancy by January of 2022.

The overall subject property is 5.42 acres in size and the single-story building on the site contains approximately 73,000 square feet of floor area. Primary access to the site comes from two driveways onto North Arlington Heights Road; the northern access point provides right-in/right-out access only, and the southern access point provides full access to North Arlington Heights Road. A third entrance/exit access drive leads from the southwestern corner of the site down to University Drive, providing access to the signalized intersection of University Drive and Arlington Heights Road. The site contains a total of 272 parking spaces for the tenants within the building. In addition, the property has a perpetual easement with Hillside Towing to the south (120 W. University Drive) for usage of 29 parking spaces on the Hillside property adjacent to the third access point at the southwest corner of the subject property.

### **Zoning and Comprehensive Plan**

As mentioned above, the subject property is within the M-1, Research, Development and Light Manufacturing District and private schools are not classified as either a permitted or special use within the M-1 District. Therefore, an amendment to the existing Land Use Variation is required. As part of the application process, the petitioner has provided a written justification outlining how the expansion conforms to the following criteria necessary for Land Use Variation approval:

- The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
- The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
- The proposed variation is in harmony with the spirit and intent of this Chapter.
- The variance requested is the minimum variance necessary to allow reasonable use of the property.

The Staff Development Committee has reviewed this response and agrees that the necessary criteria for Land Use Variation approval have been met to allow New Hope to expand within the existing building. The Village notes that: 1) New Hope has been occupying the site since 2017 and the Village is not aware of a history of complaints generated by this use (as experienced by neighboring property owners); 2) the proposed 42% expansion will not have a significant impact on traffic or parking in the area as will be outlined within the Traffic & Parking section of this report; 3) as noted by the petitioner, drop-off and pick-up volume is not expected to substantially increase as the additional student population will mostly be coming from

communities that are already sending vans/transportation to the school and these existing vehicles will be able to accommodate most of the incoming students.

The Village's Comprehensive Plan designates the future use of the subject property as "Research & Development, Manufacturing, and Warehousing". Given that the existing use has successfully integrated into the multi-tenant office building on the subject property (office uses are classified as permitted uses within the M-1 District), no amendment to the Comprehensive Plan is recommended for the proposed expansion.

#### **Conceptual Plan Review Committee:**

On June 23, 2021, the petitioner discussed their expansion with the Conceptual Plan Review Committee. The discussion was brief and the three members in attendance did not express any major concerns with the concept of the expansion. They encouraged the petitioner to proceed forward. The minutes from this meeting are included in the materials transmitted to the Plan Commission.

#### **Site Plan, Building and Landscaping**

The petitioner has not proposed any exterior modifications to the existing site or building. Staff has examined the property and verified that the code required landscaping is present, which was recently updated as part of the original 2017 approval granted to New Hope Academy. All proposed work within the interior of the building will be required to conform to applicable Building Code requirements and will require a permit.

#### **Traffic & Parking**

Per Section 6.12-1(3), all Land Use Variation amendment applications for projects greater than 5,000 square feet in size and located along a major arterial street are required to include a formal parking and traffic study that analyzes access (location, design, and Level of Service), on-site circulation, trip generation and distribution, parking, and drop-off/pick-up operations. The applicant has hired Kenig, Lindgren, O'hara, and Aboona (KLOA) to prepare the required study, which has been completed and reviewed by staff. Overall, the existing intersections in the vicinity of the subject property and the movements through these intersections will all remain at existing Levels of Service (LOS), none of which currently operate below a LOS "C", with one exception: the egress movements outbound from the site at the southern access drive onto Arlington Heights Road experiences a delay of LOS "D" in the morning and afternoon commutes. This delay is projected to increase to a LOS "E" during both the morning and afternoon commutes. However, it is important to note that:

- The afternoon peak in traffic at New Hope (2:00pm-2:30pm) does not coincide with the afternoon peak on the surrounding road network (4:30pm-5:30pm).
- In practical terms, the existing LOS "D" for outbound movements at the southern access drive equates to a 33.7 second morning wait time and a 35.3 second afternoon wait time to clear the intersection and resume normal speeds. Reduction to LOS "E" equates to a 39.2 second morning wait time and a 42.9 second afternoon wait time to clear the intersection and resume normal speeds. This is a six second increase in the morning and an eight second increase in the afternoon.
- If wait times for egress at the southern access drive become too lengthy, vehicles have both the northern and the southwestern access drives as alternative options.
- Left turn ingress into the site at the southern access point is expected to continue operating at a LOS "A".

The KLOA study assessed the drop-off and pick-up operations and observed vehicle stacking/queuing during both the morning and afternoon, with a maximum of 29 vehicles in the line, which wrapped around the southeastern wing of the building. However, the afternoon queue of vans/vehicles do not stack during peak

arrival/departure times for other tenants within the building and the queues were observed to clear within 15-20 minutes. Per the petitioner, 10 staff members will be assisting with drop-offs and pick-ups, helping students get in and out of vehicles. Should problems with these operations be observed, at the discretion of the Village, the petitioner will be required to work with staff to resolve any such issues, including but not limited to, assigning additional staff to help with drop-off/pick-up operations, reconfiguring queue locations and allowing double stacking of vehicles in drive aisle (where appropriate), and staggering of arrival or departure times.

Relative to parking, the subject property conforms to all parking requirements and no parking variation is required. The detailed parking calculations are included as **Exhibit I** at the end of this report. As part of their study, KLOA surveyed onsite parking over four days in July of this year and staff has observed parking usage via historical aerials to provide a snapshot of pre-Covid parking demand. The KLOA parking totals were adjusted to reflect 100% occupancy of the building (with office uses in the existing vacant spaces), and the parking demand for the New Hope expansion was estimated and combined with the observed parking usage. Overall, the peak parking demand is expected to approach 76% occupancy of the parking lot given buildout of the New Hope expansion and full occupancy of the building. As such, a sufficient surplus of on-site parking is available for the proposed expansion. To accommodate for the increase in staff (15 person increase), an additional 15 parking spaces in the parking lot should be striped as reserved for New Hope Academy.

#### **RECOMMENDATION**

The Staff Development Committee reviewed application PC# 21-016, a request for an amendment to Land Use Variation Ordinance #17-016 to allow an expansion of the existing Private School on the subject property, and recommends APPROVAL of the application subject to the following conditions:

1. Should the Village observe issues with the drop-off and pick-up operations, the school shall work with staff to resolve said issues, which may include (but is not limited to) additional staff assigned to assist with drop-off and pick-up, reconfiguring queue locations and allowing double-stacking of vehicles in drive aisles (where appropriate), and staggering of arrival or departure times.
2. A total of 15 parking spaces on the southern side of the building shall be striped as “Reserved” for New Hope staff.
3. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

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September 17, 2021

Bill Enright, Assistant Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager  
All Department Heads

**Exhibit I – Parking Calculations:**

Location	Use		Ratio	Number of Teachers	Number of Classrooms	Number of Students	Size (Sq. Ft.)	Parking Required
Suite 101	North American Die Casting	Office	1 per 300 SF	-	-	-	2,461	8
Suite 102	Planning Dynamics	Office	1 per 300 SF	-	-	-	2,256	8
Suite 105	Communications Workers of America	Office	1 per 300 SF	-	-	-	3,689	12
Suite 109	Lederer Vision	Medical Office	1 per 200 SF	-	-	-	5,435	27
Suite 100 and 200	New Hope Academy	Elementary School	1 per employee + 1 per 5 classrooms	18	5	35	27,043	93
		High School	2 per employee + 1 per 10 students	32	18	100		
Suite 300	Cook County Health	Medical Office	1 per 200 SF	-	-	-	23,555	118
Suite 301	Vacant	Office	1 per 300 SF	-	-	-	2,795	9
Suite 308	Lederer Vision (storage area)	Office	1 per 200 SF	-	-	-	608	3
Common Areas, Hallways, etc.	-	Office	1 per 300 SF	-	-	-	4,021	13
<b>Total</b>				50	23	135	71,863	
Total Required								292
Parking Spaces on Subject Property								272
Parking Spaces Provided via Easement on 120 W. University Property								29
Total Provided								301
<b>Surplus/Deficit</b>								<b>9</b>

\*29 spaces are provided by 120 W University via easement as required when 120 W University was granted zoning approvals (Ord. 04-035 Condition #4)