

## **BUILDING & LIFE SAFETY DEPARTMENT**

**Subject:** NewHope Academy LUV Amendment- 3250 N. Arlington Heights Rd.  
Amendment to LUV Ord. 17-016

**PC#:** 21-015- Round 1

### **General Comments:**

The information provided is conceptual only and subject to a formal plan review.

Sam- I do not have any comments or concerns on the proposed LUV amendment.

### **NewHope response:**

Acknowledged

**PLAN COMMISSION PC #21-016**  
**NewHope Academy LUV**  
**3250 N Arlington Heights Rd**  
**Round 1**

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.

**NewHope response:**

Acknowledged

Traffic:

12. Staff is in agreement with the Traffic and Parking Study completed by KLOA that an additional 14 parking stalls be reserved for NHA staff.

**NewHope response:**

Acknowledged

13. The Public Works Department and Engineering Division have no further comment.

**NewHope response:**

Acknowledged

## ARLINGTON HEIGHTS FIRE DEPARTMENT PLAN REVIEW SHEET

### PC NUMBER 21-016

1. The Fire Department will defer to the Building and Life Safety Department as to code requirements for change of use.

**NewHope response:**

Acknowledged

2. A Knox Box shall be provided at the main entrance of the occupancy.

**NewHope response:**

NewHope will reach out to the Fire Department to clarify. We currently have a KNOX box at the front entry of the building at 3250 N. Arlington Heights Road. In 2017, this is where we were asked to place the KNOX box with Suite Master keys. All NewHope entries will be keyed the same, we can provide additional keys and/or another KNOX box and will accommodate what is required by the Fire Department.

**HEALTH SERVICES DEPARTMENT PLAN REVIEW SHEET**

**PC NUMBER 21-016**

1. General comments:

No Comments at this time

**NewHope response:**

Acknowledged

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

**PC NUMBER 21-016**

7. The Plan Commission must review the following zoning actions

**A) Amendment to Land Use Variation #17-016 to allow expansion of NewHope Academy on the subject property.**

**B) A parking variation may be required, which will determine upon submission of further information as outlined in these comments.**

**NewHope response:**

Acknowledged

8. Are there any exterior operations that occur at NewHope that would entail regular outdoor activities on the premises (outdoor classrooms/activities? Outdoor gym/exercise? Etc...)

**NewHope response:**

Given the recommendations of the CDC, IDPH and ISBE in relation to COVID-19, NewHope staff and students are outside to decrease the chances of transmission of the COVID-19 virus. NewHope staff and students eat lunch outside, take walks outside in the parking lot and will sit and conduct small groups outside if the weather allows. However, this is not a permanent situation, we are adhering to the recommendations and guidelines of health officials.

9. Please ensure that any plans, documents, or studies to be resubmitted as a result of these round 1 review comments include a revision date.

**NewHope response:**

Acknowledged

10. Please provide the resubmittal in both paper format as well as within a USB flash drive (or via email if files are small enough)

**NewHope response:**

Acknowledged

**SITE AND BUILDING:**

11. Are there any exterior changes proposed to the building or building property to accommodate for the expansion of NewHope, such as transformers or generators, ground mounted mechanical equipment, fences, dumpsters, shed etc...?

**NewHope response:**

NO

12. Please be aware that the next time the parking lot is re-stripped, one additional handicap accessible space is required to conform to the Illinois Accessibility Code Regulations.

**NewHope response:**

Acknowledged

13. Please clarify where within the building the "Lederer Storage" Unit is located. This area was indicated on the 6/18/2021 "Leasing Report" but was not reflected on the Arlington Heights Corporate Center Area Plan. If this area no longer exists, please revise the Leasing Report.

**NewHope response:**

The Lederer storage area consists of 608USF and is located in the 300 wing of the building. See attached area plan labeled **Appendix A.**

## **PARKING, TRAFFIC, AND DROP-OFF/PICK-UP:**

14. Parking is calculated differently for the high school portion of the facility versus the elementary school portion. Therefore, in order to calculate the parking requirement for NewHope, please breakdown the total future employee count (50 employees) between elementary related employees and high school related employees. Additionally, please confirm if 10 new classrooms are proposed (the project narrative states 9 new classrooms however, the floorplans show 10 classrooms). Also, please confirm the total number of classrooms in the facility (10 proposed + 12 existing?) and break down the total number of classrooms between elementary and high school related classrooms. Finally, please breakdown the maximum future enrollment (135 students) between elementary students and high school students.

### **NewHope response:**

There will be 9 classrooms in the new space. There are 14 classrooms in the current space. There will be 23 classrooms in total.

Out of the 23 classrooms 5 of them are for grades 6-8<sup>th</sup>.

18 will be for grades 9-12<sup>th</sup>.

Out of the 50 staff members, 18 will be devoted to working with the students in grades 6-8<sup>th</sup> and 32 will be devoted to working with grades 9-12<sup>th</sup>.

Out of the 135 potential students 35 of them will be 6-8<sup>th</sup> grade.

100 of them will be grades 9-12<sup>th</sup>.

Please note, it is against NewHope policy for students to drive to school. Special Education law states transportation needs to be door to door, meaning all students are picked up from their home front door and transported directly to NewHope.

15. Have there been any changes to the 2004 easement that allows parking on the Hillside property? It appears that the 29 spaces included in that easement agreement are heavily used entirely by Hillside, leaving very little vacancy for use by 3250 N. Arlington Heights Rd.

### **NewHope response:**

The 2004 easement remains in place unchanged, and the building retains parking rights to the 29 spaces on the Hillside property. Because the building parking lot has always provided more than adequate parking for building tenants and visitors, Hillside has been allowed to use the easement spaces on an as needed short-term basis and has always cleared the easement space on request.

16. Given the expansion, which will include an additional entrance to the building exclusive to NewHope, will drop-off/pick-up entrance and departure still occur at the existing entrance, or will some of this take place at the new entrance?

### **NewHope response:**

All drop-off and pick-up will happen at the existing entrance. This allows for a steady flow of arrival and dismissal, versus having some vehicles stop to drop off students for one campus and then pull forward to the next campus, while other vehicles may only have a drop-off/pick-up for a single campus and be waiting unnecessarily.

17. Page 8 of the KLOA study states that student and faculty will increase to 29 staff and 110 students. Please revise to 50 staff and 135 students, which is consistent with the details included in the project narrative. The accompanying analysis must reflect these numbers as well. There are additional areas of the report that state maximum employee count will be 48 staff and 100 students, which must also be revised.

**NewHope response:**

Reflected in the new attached report.

18. The KLOA study must elaborate on the 40% increase in traffic volumes applied to the existing weekday morning and evening peak counts. Were the 2017 numbers increased by an annual regional growth factor each year for the 4 years of increases, then compared to the existing counts and found the existing counts to be 40% lower? Or were the 2017 numbers compared to the 2021 numbers without any regional growth increase?

**NewHope response:**

Taken from page 6 of the new attached report. In order to represent Year 2021 normal conditions, the Year 2021 traffic volumes on Arlington Heights Road were compared with the traffic counts conducted at the same intersections in Year 2017 by KLOA, Inc (taking into account an annual regional growth factor increase each year for four years). Therefore, the traffic counts along Arlington Heights Road were increased by 40 percent during the weekday morning and evening peak hours. The results of the traffic counts showed that the weekday morning peak hour of traffic occurs from 8:15 A.M. to 9:15 A.M. and the midday peak hour of traffic occurs from 12:00 P.M. to 1:00 P.M. The existing peak hour traffic volumes are illustrated in Figure 4. These peak hours were utilized in the traffic study even though the student drop-off activities occur after 8:00 A.M. and pick-up activities occur at 2:30 P.M. Copies of the 2021 traffic count summary sheets are included in the Appendix.

19. The KLOA recommendation to include additional 14 "reserved" spaces for NewHope should be revised to 15 spaces to accommodate for the expected increase by 15 employees.

**NewHope response:**

Reflected in the new attached report.

20. Please provide an exhibit showing the proposed location for the additional 15 "reserved" spaces and the location of the existing "reserved" spaces, as well as the extent of the peak drop-off/pick-up stacking queue observed by KLOA.

**NewHope response:**

Reflected in the attached labeled **Appendix B and Appendix C.**



21. How many staff/faculty assist with drop-off/pick-up operations?

**NewHope response:**

10 staff members will assist with drop-off/pick-up. This group of staff remains consistent for the entire school year.

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

**PC NUMBER 21-016**

LANDSCAPE & TREE PRESERVATION

**Comments:**

No Comments

**NewHope response:**

Acknowledged

**ARLINGTON HEIGHTS POLICE DEPARTMENT PLAN REVIEW SHEET**

**PC NUMBER 21-016**

**1. Character of use:**

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

**NewHope response:**

Acknowledged

**2. Are the 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.

**NewHope response:**

We have installed 24-hour surveillance cameras at the front entrance and will do the same for the entrance of the new space. Building exterior lighting was completely replaced in 2018 with an LED system providing dusk-to-dawn enhanced illumination of the building parking lot, entrances and exterior.

**Present traffic problems?**

There are no traffic problems at this location.

**NewHope response:**

Acknowledged

**3. Traffic accidents at particular location?**

This is not a problem area in relation to traffic accidents.

**NewHope response:**

Acknowledged

**4. Traffic problems that may be created by the development?**

This development should not create any additional traffic problems.

**NewHope response:**

Acknowledged

**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 to contact an agent during emergency situations or for suspicious criminal activity on the property during all hours.

**NewHope response:**

Acknowledged, form is completed and returned on 08.16.2021.

- 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...

**NewHope response:**

Acknowledged, existing landscape meets this criteria.

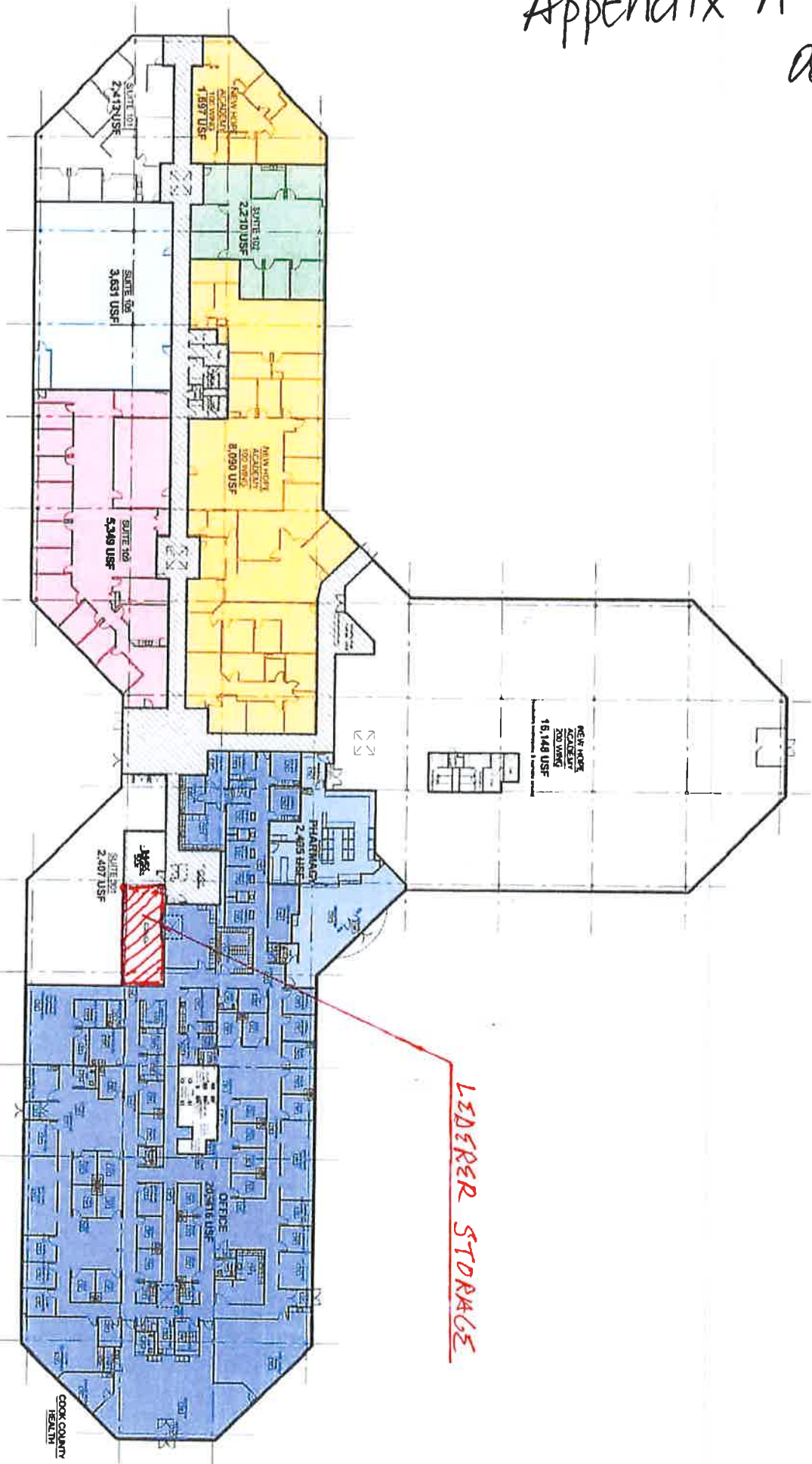
- Consider posting no trespassing/loitering/no unauthorized use signage. The Arlington Heights Police Dept. has and utilizes trespass warning forms under qualifying circumstances when requested by property manager.

**NewHope response:**

Acknowledged. Both entrances will have no trespassing signage posted. Building manager stated they will consider posting signs as well.

# Appendix A

08.16.21



AREA PLAN

Scale: Max To Scale



Arlington Corporate Center  
3250 N. Arlington Heights Road  
Arlington Heights, IL



June 16, 2021



# APPENDIX C

08.16.21

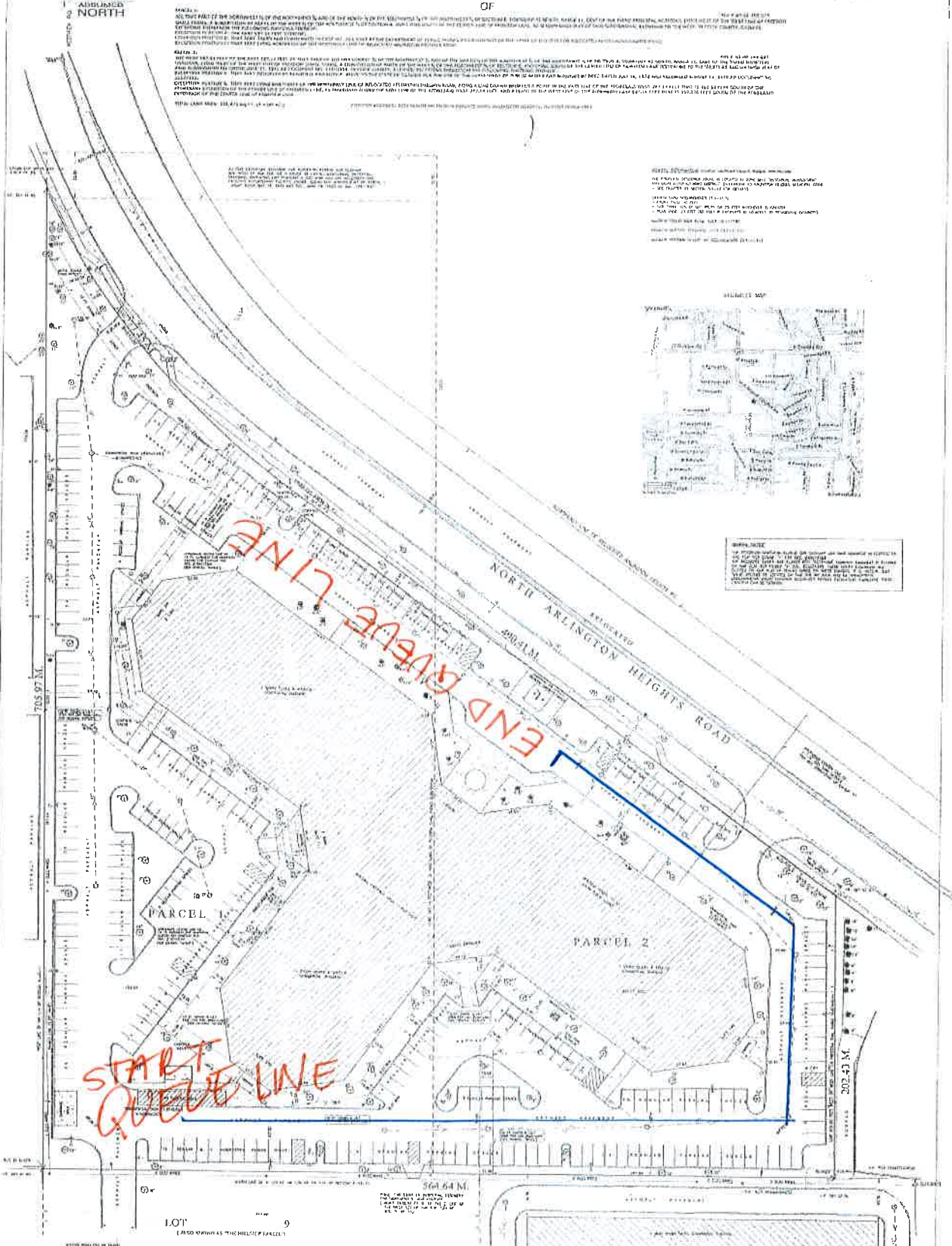
5812 W. HIGGINS AVENUE  
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MM SURVEYING CO., INC.  
PROFESSIONAL DESIGN FIRM NO 104 003233

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## " ALTA/ACSM LAND TITLE SURVEY "

OF



**NOTES:**

1. THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE ALTA/ACSM SURVEYING STANDARDS AND PRACTICES.
2. THE PROPERTY LINES SHOWN ON THIS SURVEY ARE BASED ON THE RECORD PLATS AND FIELD MEASUREMENTS.
3. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PROPERTY AND HAS FOUND NO EVIDENCE OF ENCUMBRANCES.
4. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PROPERTY AND HAS FOUND NO EVIDENCE OF ENCUMBRANCES.
5. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PROPERTY AND HAS FOUND NO EVIDENCE OF ENCUMBRANCES.

LOT 9  
(ALSO KNOWN AS THE HILLCREST PARCELS)

DATE: 08/16/21

SCALE: 1" = 40'

PROJECT: 69225

CLIENT: [REDACTED]

DATE OF SURVEY: 08/16/21

PROJECT NUMBER: 12-2000

DATE OF PLOTTING: JANUARY 15, 2021

BY: [REDACTED]

FOR: [REDACTED]

PROJECT LOCATION: [REDACTED]

PROJECT NUMBER: 12-2000

DATE OF PLOTTING: JANUARY 15, 2021

BY: [REDACTED]

FOR: [REDACTED]

PROJECT LOCATION: [REDACTED]