



Village of Arlington Heights Building & Life Safety Department

Interoffice Memorandum

To: Sam Hubbard, Planning and Community Development

From: Nusrat Jahan, Building & Life Safety Department

Subject: 1000 W. Northwest Highway -Guidepost Montessori

PC #: 21-021

Date: November 8, 2021

General Comments:

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

1. Identify the Occupancy Classification and Use Group per the 2018 International Building Code. Chapter 3.
2. One accessible route within the site from accessible parking, accessible passenger loading zones sidewalk to the building shall meet the Illinois Accessibility Code (IAC) Section 206.2.1.
3. Required number of exits based on occupancy, providing access to exits shall be maintained until arrival at the exit discharge or a public way shall comply with 2018 International Building Code. Section 1006.3.2.
4. Water closets and toilet compartments for children's use shall be permitted to comply with Illinois Accessibility Code (IAC) Section 604.9.
5. 2018 International Fire Code. Section 907.2.3. Fire Protection and Life Safety Systems. for Group E Occupancy –
 - a. Sprinkler system required.
 - b. Fire alarm system
 - i. 50 or less no fire alarm required.
 - ii. 100 or less no voice evacuation system required.
6. 2018 International Fire Code. Chapter 5 – Fire service features.
 - a. 503 – Fire Apparatus Access Roads.
 - i. 503.1.1 Buildings and facilities.
 - ii. 503.2.5 Dead ends – amended Appendix D.

- b. 504 – Access to Building Openings and Roofs.
- c. 505 – Premises Identification – Amended to 6" not 4" characters.
- d. 506 – Key Boxes – Knox Box.
- e. 507 – Fire Protection Water Supplies.
- f. 509 – Fire Protection and Utility Equipment Identification and Access.

PLAN COMMISSION PC #21-021
Guidepost Montessori SUP for Daycare, LUV
1000 W Northwest Highway
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 they accept this understanding.
12. Final engineering plans shall be georeferenced by using State Plane Coordinate System – Illinois East. Below are details about projection:

Projected Coordinate System:	NAD_1983_StatePlane_Illinois_East_FIPS_1201_Feet
Projection:	Transverse_Mercator
False_Easting:	984250.00000000
False_Northing:	0.00000000
Central_Meridian:	-88.33333333
Scale_Factor:	0.99997500
Latitude_Of_Origin:	36.66666667
Linear Unit:	Foot_US
Geographic Coordinate System:	GCS_North_American_1983
Datum:	D_North_American_1983
	Prime Meridian: Greenwich
	Angular Unit: Degree

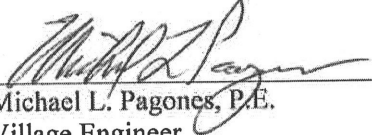
13. The proposed improvements must meet the Village and MWRD detention requirements, including volume control. Provide detention calculations and a storm water narrative.
14. The proposed detention/retention facility will be a private system and as such will not be the Village's responsibility to maintain. A basin will require a 1-foot freeboard with an overflow weir at the 6" line. The basin requires a 5' flat zone around the perimeter before the top of slope begins. Provide calculations for sizing the weir.
15. Plan Commission approval will require preliminary engineering plans including detention calculations showing HWL, storage required, storage provided, and restrictor sizing calculations. Any detention storage system located under pavement must be designed to AASHTO HS-25 loading standard. The Village's allowable release rate is 0.18 cfs/Ac. Use C=0.50 for pervious areas, C=0.95 for impervious areas. Use updated Bulletin 70 rainfall data. Clearly show the overflow route for the site. Minimum restrictor size allowed, for maintenance reasons, is 2". Restrictors between 2" and 4" must be in a trap in a catch basin. Show the location and size of the restrictor. Provide a detail showing the restrictor catch basin. If the restrictor required to meet the allowable release rate is less than 2", calculate the amount of detention storage provided with a 2" restrictor. Subtract this amount from the required storage based on the allowable release rate to show the storage deficiency. This deficiency can be paid as money in lieu of detention at the rate of \$1.00 per cubic foot.
16. An Onsite Utility Maintenance Agreement (OUMA) is required for all onsite utilities. The OUMA must be executed prior to final engineering approval. Please contact the Village Engineer for an editable version of the OUMA.

17. 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 luminaires. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.
18. The Exhibit showing the turning path of the Fire Department's responding vehicle must show the existing roadway along Northwest Highway (curb, pavement striping). The exhibit must also be revised to show a vehicle responding from the other direction.
19. Fire lanes must meet the pavement dimensions as directed by the Fire Department. Fire lanes require a heavy-duty pavement section. Asphalt pavement section to consist of: 2" Surface, 2-1/4" N-50 Binder, 5" N-50 Binder, and 4" CA-6 Stone Subbase. Concrete driveway apron to be 8" thick. Revise the plan to show the heavy-duty pavement section for the fire lane.
20. The sidewalk through the entrances off of Northwest Highway must be removed and replaced. Sidewalk through the entrances must be 8" thick.
21. If a stop sign is proposed for the vehicles exiting the parking lot, detectable warning panels will be required.
22. Additional sidewalk removal and replacement may be required on Northwest Highway.
23. Northwest Highway is under the jurisdiction of the Illinois Department of Transportation (IDOT). A permit from IDOT will be required for all work within IDOT right-of-way, including any modifications to the entrances, sidewalk, and connection to the IDOT storm sewer.
24. Both access points currently have in / out access with no restrictions on turning movements. IDOT may require modifications to the current configuration.
25. Village code requires a minimum of 24 ft for two-way traffic. Both entrances on Northwest Highway must be widened to maintain the 24 ft drive aisle width.
26. The current parking lot design matches the existing configuration with the pavement immediately adjacent to the building to the west and curb stops for the parking stalls. A curb shall be provided along the west side of the property, offset from the building. Parking stalls can be 16.5 ft in length with a 1.5 ft overhang of the curb, negating the need for curb stops.
27. New doorways will be provided on the south side and east side of the building. Provide additional spot elevation for the sidewalk at the new doorways.
28. Total number of students and a full-time staff in provided project brief do not correlate with the numbers used in in KLOA Inc. report (203 vs 199 and 34 vs 31 respectively). Please specify which numbers are correct and edit the report accordingly.

PUBLIC WORKS:

29. The domestic 3/4" water service and meter should be upgraded to the proper size. See Village of Arlington Heights Plumbing Code.
30. New backflow preventers should be installed on both the domestic and fire service lines.

31. Include restoration of old parking lot entrance off of Kennicott Ave.
32. Remove and replace 2' of surface adjacent to any pavement sawcut. (ex. Curb replacement on Kennicott Ave, driveway apron on Rt 14).
33. Ensure condition of the existing storm sewer prior to reuse and expansion.
34. Ensure condition of sanitary sewer and capacity prior to use.
35. Correct Village contact info on cover sheet for sanitary: Jim Zaharopoulos, Sewer Foreman.
36. Correct Village contact information on cover sheet for Storm sewer: Jim Zaharopoulos, Sewer Foreman.


Michael L. Pagones, P.E. 11/15/21
Village Engineer Date



Arlington Heights Fire Department Plan Review Sheet

P. C. Number 21-021

Project Name

Guidepost Montessori

Project Location

1000 W. Northwest Highway

Planning Department Contact Sam Hubbard

General Comments

Round 1

General Comments:

- 1)Building is to 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.
- 3) A Knox Box shall be located at the main front entrance.
- 4) Install a fully operational annunciator panel or alarm panel at the main front entrance.

**NOTE: PLAN IS CONCEPTUAL ONLY
SUBJECT TO DETAILED PLAN REVIEW**

Date November 10, 2021

Reviewed By: LT. Mark Aleckson

Arlington Heights Fire Department

ARLINGTON HEIGHTS POLICE DEPARTMENT

Community Services Bureau

RECEIVED

NOV 01 2021

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

DEPARTMENT PLAN REVIEW SUMMARY

Guidepost Montessori
1000 W Northwest Highway

Round 1 Review Comments

10/29/2021

1. Character of use:

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

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.

3. Present traffic problems?

There are no traffic problems at this location.

4. Traffic accidents at particular location?

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

5. Traffic problems that may be created by the development.

Similar to other day care/school businesses, this development may create a traffic problem during pickup and drop off times. A traffic impact study is recommended for this reason.

6. 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.

- 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.

- 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.

A.O. #330

Alexandra Ovington, Crime Prevention Officer
Community Services Bureau

Approved by:

SGT [Signature] 500
Supervisor's Signature

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. <u>21-021</u>	P.I.N.# <u>03-30-116-041-0000; 03-30-116-038-0000</u>
Petitioner: <u>Olympia Acquisitions LLC</u>	Location: <u>1000 W. NW Highway</u>
<u>9440 Enterprise Drive</u>	Rezoning: _____ Current: _____ Proposed: _____
<u>Mokena, IL 60448</u>	Subdivision: _____
Owner: <u>JMM South Properties LLC</u>	# of Lots: _____ Current: _____ Proposed: _____
<u>4747 S. Pulaski Rd.</u>	PUD: _____ For: _____
<u>Chicago, IL 60632</u>	Special Use: <input checked="" type="checkbox"/> For: <u>Day Care</u>
Contact Person: <u>Diane Menza</u>	Land Use Variation: <input checked="" type="checkbox"/> For: <u>Private School</u>
Address: <u>9440 Enterprise Drive</u>	Land Use: _____ Current: _____
<u>Mokena, IL 60448</u>	Proposed: _____
Phone #: <u>708-768-6762</u>	Site Gross Area: <u>1.072 Acres</u>
Fax #: _____	# of Units Total: <u>1 Commercial Unit</u>
E-Mail: <u>dmenza@lfirealestate.com</u>	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____


(Petitioner: Please do not write below this line.)

1. GENERAL COMMENTS:

Daycare will need to obtain a Department of Children and Family Service (DCFS) license prior to opening.

Please see David Robb's comments attached.

 11-5-21
 Environmental Health Officer Date

X  11/5/21 Direc
 tor Date


Plan Review for Accessibility

Addresses: Guidepost Montessori – 1000 W. Northwest Highway
SUP for Daycare, LUV for Private School in B-2

P.C. #21-021 Round 1

Submitted to: Sam Hubbard, Planning & Community Development

Submitted by: David Robb, Disability Services Coordinator (847) 368-5793

Date: October 29, 2021 

Re: New Illinois Accessibility Code (IAC) Eff. Oct., 23, 2018:
<https://www2.illinois.gov/cdb/announcements/2018/Pages/New-Illinois-Accessibility-Code.aspx>

Bears Playground:

1. Illinois Accessibility Code (IAC) Section 206.2.17.1 states: "At least one accessible route shall be provided within the play area. The accessible route shall connect ground level play components required to comply with 240.2.1 and elevated play components required to comply with 240.2.2 including entry and exit points of the play components.
2. Per IAC 240.2.2 Elevated Play Components, show the accessible routes to at least 50 percent of the elevated Play components.
3. Ground surface material for accessible routes to elevated play components shall comply 1008.2.6.

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. <u>21-021</u>	P.I.N.# <u>03-30-116-041-0000; 03-30-116-038-0000</u>
Petitioner: <u>Olympia Acquisitions LLC</u>	Location: <u>1000 W. NW Highway</u>
<u>9440 Enterprise Drive</u>	Rezoning: <u> </u> Current: <u> </u> Proposed: <u> </u>
<u>Mokena, IL 60448</u>	Subdivision: <u> </u>
Owner: <u>JMM South Properties LLC</u>	# of Lots: <u> </u> Current: <u> </u> Proposed: <u> </u>
<u>4747 S. Pulaski Rd.</u>	PUD: <u> </u> For: <u> </u>
<u>Chicago, IL 60632</u>	Special Use: <u> ✓ </u> For: <u>Day Care</u>
Contact Person: <u>Diane Menza</u>	Land Use Variation: <u> ✓ </u> For: <u>Private School</u>
Address: <u>9440 Enterprise Drive</u>	Land Use: <u> </u> Current: <u> </u>
<u>Mokena, IL 60448</u>	Proposed: <u> </u>
Phone #: <u>708-768-6762</u>	Site Gross Area: <u>1.072 Acres</u>
Fax #: <u> </u>	# of Units Total: <u>1 Commercial Unit</u>
E-Mail: <u>dmenza@lfirealestate.com</u>	1BR: <u> </u> 2BR: <u> </u> 3BR: <u> </u> 4BR: <u> </u>

(Petitioner: Please do not write below this line.)

YES NO

1. X COMPLIES WITH COMPREHENSIVE PLAN?
2. X COMPLIES WITH THOROUGHFARE PLAN?
3. X VARIATIONS NEEDED FROM ZONING REGULATIONS?
(See below.)
4. X VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS?
(See below.)
5. X SUBDIVISION REQUIRED?
6. X SCHOOL/PARK DISTRICT CONTRIBUTIONS REQUIRED?
(See below.)

Comments:

Please see additional comments 7 - 36 (attached).

[Signature]

11/16/21

Date

Planning & Community Development Dept. Review

November 15, 2021



REVIEW ROUND 1

Project: Guidepost Montessori
1000 W. Northwest Highway

Case Number: PC 21-021

Zoning:

7. The Plan Commission must review, and the Village Board must approve, the following actions:
 - a. Repeal of Special Use Permit ordinance 12-059.
 - b. Special Use Permit for a Day Care Center within the B-2 portion of the subject property.
 - c. Land Use Variation to allow a Day Care Center within the R-3 District.
 - d. Land Use Variation to allow a Private School in the B-2 and R-3 Districts.
 - e. Variation to Chapter 28, Section 6.5-3, to allow accessory structures (play equipment) in the front yard, if extended, of the adjacent property to the rear.
 - f. Variation to Chapter 28, Section 6.5-7(b), to allow an 816 square foot accessory structure (toddler shade structure) in a rear yard where code restricts the maximum size of accessory structures to 300 square feet.
 - g. Variation to Chapter 28, Section 10.4-4, to allow 47 off-street parking spaces where 49 spaces are required.
8. Please provide a response to each four criteria for variation approval for each of the requested variations identified above.
9. No response was provided to Special Use Permit approval criterion #3 and no response was provided to Land Use Variation criterion #4. Please update this document accordingly.

General:

10. The project narrative must be revised to include information on any green/sustainable design features. If none are proposed, please state such.
11. All plans, documents, and studies that are revised as a result of these comments must include a revision date.
12. Please provide all resubmittal documents in a USB/flash drive along with the required number of hard copies.
13. No elevations were included for the rear of the building (north side).

Proposed Use:

14. Prior to appearing before the Plan Commission a neighborhood meeting to introduce the development to the surrounding property owners must be held. Please provide an update on the status of this meeting. Once the meeting has concluded, please provide a summary of the attendance, issues raised/questions asked, and responses provided.
15. When will deliveries occur? Please note that no deliveries are allowed between the hours of 10:00pm and 7:00am. Where will delivery vehicles park? Would deliveries interfere with drop-off/pick-up operations?
16. Will the play areas contain any noise making devises, such as drums, chimes, etc.?

17. Where will indoor recreation occur on days of inclement weather?
18. Will any children be bussed to the site? If so, please provide details on bussing operations. Would Guidepost have a van/bus/vehicle that would be stored onsite?
19. The Market Study needs additional depth and context. Please provide a written narrative to accompany the map. Why were areas south of the proposed facility excluded from the area of study? Provide the names and capacities of the other daycares that were analyzed, as well as details about Guidepost's services and features that differentiate it from the other daycares that were analyzed. The project narrative stated that the Market Study included a company overview, however, no company overview was included.

Building:

20. A note on Sheet A1 indicates that the building addition will be 1,156 square feet, however, the site data table indicates the proposed building addition will be 906 square feet. Please clarify and be aware that the Zoning Code requires that all floor area as measures from the exterior walls shall be included within the floor area calculation (mechanical areas, stairwells, vestibules, etc. are not omitted).
21. The maximum size of accessory structures is 300 sq. ft. and the toddler shade structure is 816 square feet. A variation is required as noted above.
22. Accessory structures cannot be located in a rear yard on a reverse corner lot when the front yard of the adjacent structure is extended to the subject property. A variation is required as noted above.
23. What is the overall height of the shade structures as measured from grade to the peak of each structure?

Site:

24. Please clarify the onsite fencing. The plans show certain areas where gates are proposed but no fence, areas enclosed by a fence with no gate, and areas that appear to need enclosure but no fence is shown. Will the fences between each play area be the solid 6' tall wood style fence?
25. The existing fence at the northwest corner of the site encroaches outside of the subject property boundaries, and the proposed connection to this fence would also fall outside of the property boundaries. It appears that a small portion of the concrete patio area will also encroach outside of the property boundaries. It is recommended that the existing fence be removed and reconstructed within the property boundaries and the proposed fence connection and concrete surface be revised similarly. Alternatively, permission from the neighboring property owner for said encroachments can be obtained.
26. Is there any exterior mechanical equipment proposed (ground mounted AC condensers, utility pedestals, generators, transformer, etc.)? If so, please show these elements on the plans and screen them accordingly.
27. Provide details on the plans showing the proposed height and materials (both the walls and the gate) of the dumpster enclosure.
28. The Photometric level at one point along the northern property line is at .2 footcandles where code restricts maximum illumination to .1 footcandles adjacent to residentially zoned property.

Landscaping:

29. The project narrative outlines that landscaping along the northern property line on the north side of the existing fence shall be designed and installed in coordination with the northern property owner. Please provide details on said coordination and show the design of the landscaping on the landscape plan.

Traffic/Parking/Circulation & Access:

30. Parking for the proposed daycare is calculated at 3 spaces per every 2 employees and parking for the private school portion of the facility is calculated at 1 space per employee plus 1 space per five classrooms. With an overall employee count of 34 (29 for the daycare, 5 for the kindergarten classrooms) and with 2 kindergarten

classrooms, this translates to a parking requirement of 49 spaces for the facility. With 47 parking spaces proposed, a variation is required. Staff recommends compliance with the parking regulations.

31. During the Conceptual Plan Review process the Village requested that access be granted to the commercial property abutting to the northwest, however, the site plan shows 3 parking stalls proposed in this area, which would prevent access. Removal of these spaces would cause a further reduction in onsite parking. Please address this situation.
32. Code requires minimum driveway widths to be 24'. The driveway widths at the two entrances shall be revised to comply with the 24' wide driveways provided within the site, which will require IDOT approval. Please provide a preliminary review letter from IDOT to demonstrate their support for two 24' wide curb cuts on the subject property.
33. Page 8 of the KLOA study states the maximum child capacity at 199 students and the maximum employee count of 31 staff. Per the project narrative, the maximum capacity will be 203 students with 34 staff.
34. Page 10 of the KLOA study states the size of the facility will be 12,232 sq. ft., however, this does not factor in the size of the building addition. Please adjust the size of the building to reflect the proposed building addition, as well as the number of students to 203 and revise the analysis accordingly.
35. Please address the following:
 - a. Potential vehicle conflicts when egress from both entrances occur at the same time, (left turn movement from the northwest entrance and right turn movement from the southeast entrance). Was one-way circulation through the parking lot considered?
 - b. Vehicles stacking for egress and blocking egress from the parking stalls closest to Northwest Highway.
 - c. Vehicle conflicts between inbound vehicles and vehicles reversing/exiting from the parking stalls closest to Northwest Highway. Should the stalls adjacent to Northwest Highway (2 stalls deep) be restricted to "employees only" to avoid high-turnover vehicles parking in these spaces?
36. Five bike parking spaces are required by code. Please show where these spaces will be located on the site plan.

Prepared by:



Guidepost Montessori
1000 W. Northwest Highway
PC #21-021
November 10, 2021

Landscape Comments

- 1) Per Chapter 28, Section 6.15-1.2b, a 4" caliper shade tree is required at the end of each parking row and beneath each light pole within an island that is equal in area to one parking space. Please increase the size of the islands, provide an additional island beneath the light pole and incorporate additional shade trees in order to meet the code requirement.
- 2) Pursuant to Chapter 28, Section 6.15-2 a six foot high screen that provides year round opacity must be provided along the north property line adjacent to the residential district. In addition to the fence, it is recommended that evergreens be provided in order to create a layered buffer.
- 3) The site plan and the landscape plan are inconsistent. There is landscaping shown on the site plan that is not identified on the landscape plan.
- 4) If there are any utility meters or mechanical units, they must be screened with landscaping or another appropriate method of screening.
- 5) A landscape compliance bond in the amount of 30% of the landscaping costs will be required at the time of building permit. In addition, a \$4 tree fee is required for each lineal foot of frontage.