

June 3, 2022

**VIA EMAIL**

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

Re: Maryville Academy (“Applicant”)  
800 N. Fernandez (“Property”)  
PC# 22-004

Dear Mr. Hubbard:

In response to your enclosed letter regarding Round 2 Comments please see as follows:

**Fire Department**

1. *My packet did not contain any plan drawings. A reminder that the Fire Department Connection shall be located at the main front entrance. It shall be fully visible, accessible, and within 100 feet of the nearest visible and accessible fire hydrant capable of delivering the required flow.*

- Applicant confirms that the Fire Department Connection is located at the main front entrance and is fully visible, accessible. The front door of the existing building is approximately 125 feet from the existing fire hydrant. Applicant had a discussion with Lieutenant Mark Akelson from the Arlington Heights Fire Department about the fact that this is an existing building and an existing fire hydrant. The attached survey shows that the existing fire hydrant is approximately 125 feet from the fire department connection at the main entrance.

**Planning and Community Development Dept.**

8. *The response to comment #8 is noted. Is there a document that outlines the program/house rules?*

- Applicant is in the process of preparing the Program Manual, which will include the following rules, regulations, and expectations:

Minors will be informed of the following rules and expectations upon intake into program.

Youth at St. Anne's will:

- adhere to all program/house rules regarding health, hygiene and safety
- adhere to house schedules
- attend school on all scheduled school days
- abide by all school requirements and rules while on school grounds
- do homework
- participate in meal preparation
- clean and organize their room
- participate in outdoor grounds care and gardening
- do their laundry and care for their clothing
- attend in-house community meetings with staff
- attend learning groups about financial literacy and leadership/life skills
- meet with clinician weekly
- request permission for visits in the community

Youth who are parents will:

- attend all parenting sessions
- meet with nurse regarding her health and the health of child
- provide care for the child
- coordinate childcare with program manager when parent is at school and while at approved activities

9. *The response to comment #10 is noted. the floorplan appears to label many of the rooms according to their previous use (e.g. classrooms from the previous daycare operating on the subject property). Please revise the floorplan to show the proposed room usage by the St. Anne program. Additionally, please provide a floorplan for the basement, which was not provided as part of the Plan Commission Application.*

- Please see enclosed floorplans labelling rooms and labelling the basement.

10. *The response to comment #13 is noted. The response states that the Maryville team "reviews cases" prior to acceptance into the program. Please provide further depth into what is reviewed. Please confirm that Maryville has the ability to refuse acceptance into the program upon review of each case.*

- The Office of Refugee Resettlement (ORR)\* conducts an initial screening. Children who are deemed suitable for a program such as St. Anne are then referred to that program. (\*Note: ORR is part of Health and Human Services Administration of Family and Children).

Maryville will receive documentation from ORR on the child's previous placement. This documentation consists of:

- Case file
- Medical reports
- Clinical reports
- Education reports
- Significant incident reports



Maryville's professional team reviews the above documentation and interviews the child. Maryville will also consult the case manager and members of the care team of the referring agency.

Maryville has the right to decline a placement.

12. *The response to comment #17 is noted. Program vans should be stored behind the rear of the building and should not be parked in front of the facility unless for loading/unloading.*

- Applicant understands and acknowledges this comment. Program vans will be stored in the rear of the building and will not be parked in front of the facility unless for temporary loading and unloading purposes.

13. *The response to comment #18 is noted. Please be aware that a sign permit would be required for all signage proposed on the property. Due to the location of the subject property within a residential zoning district, minimal signage is permitted.*

- Applicant understands and acknowledges that a sign permit will be required for any proposed signage. Should Applicant seek signage it will provide documents for sign permit review to the Village.

#### **Landscape Comments**

1. *At time of permit, please provide a plan that identifies the code required trees. In addition, please address the screening and infill any areas where the Arborvitae are not providing an effective screen adjacent to the residential district.*

- Applicant understands and acknowledges that a plan identifying the required trees will be required at the time of permit. In addition, said plan will show any new Arborvitae needed to infill areas and provide an effective screen adjacent to the neighborhood.

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

Sincerely,

*Kathleen Duncan*

Kathleen A. Duncan