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February 6, 2023

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

**Re: Plan Commission PC #22-020  
Responses to Round 1 Comments**

Greenbrier Elementary School  
2330 N. Verde Dr.  
Arlington Heights, IL 60004

STR Project #22049

Dear Mr. Hubbard:

Responses to Round 1 comments for the addition at the above referenced school in Arlington Heights School District 25 follow.

**ENGINEERING DEPARTMENT:**

1. Public Improvements Required:
  - a) Underground Utilities: No  
Water: No  
Sanitary Sewer: No  
Storm Sewer: No
  - b) Surface Improvement: No  
Pavement: No  
Curb & Gutter: No  
Sidewalks: No  
Street Lighting: No
  - c) Easements: No  
Utility & Drainage: No  
Access: No

**RESPONSE:** Noted.



2. Permits Required Other Than Village:  
a) MWRDGC

**RESPONSE:** Noted. This project will receive the appropriate MWRD permits. An IEPA permit shall be applied for if the increased flow exceeds 15 PE.

3. R.O.W. Dedications? No.

**RESPONSE:** Noted.

4. Site Plan Acceptable? No.

**RESPONSE:** Noted.

5. Preliminary Plat Acceptable? N/A.

**RESPONSE:** Noted.

6. Traffic Study Acceptable? No.

**RESPONSE:** See response in Comment #24 for correction made.

7. Storm Water Detention Required? Yes.

**RESPONSE:** Noted. Stormwater management shall be provided in compliance with the Village and MWRDGC requirements.

8. Contribution Ordinance Existing? No.

**RESPONSE:** Noted.

9. Flood Plain or Floodway Existing? No.

**RESPONSE:** Noted.

10. Wetland Existing? No.

**RESPONSE:** Noted.

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.

Detail 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.

**RESPONSE:** With the exception that plans for the building permit will be submitted to the North Cook Intermediate Service Center/Regional Office of Education who will issue the Building Permit, we acknowledge 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

**RESPONSE:** Final engineering plans will be georeferenced.

13. The existing detention and proposed volume control facility will be a private system and as such will not be the Village's responsibility to maintain. 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.

**RESPONSE:** An Onsite Utility Maintenance Agreement will be provided as part of the final engineering review.

14. Plan Commission approval will require preliminary engineering plans including detention calculations showing HWL, storage required, storage provided, and restrictor sizing calculations.
- An MWRD permit is required.
  - The brief storm water summary provided with an explanation of the methodology is acceptable. Provide a storm water report with calculations to verify that both the Village and MWRD storage requirements are met.

- c) Minimum restrictor size allowed for maintenance reasons is 2". If the restrictor size 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. 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.
- d) Provide a detail showing the restrictor structure.
- e) The parking lot is shown to be reconstructed. This area should be accounted for in the detention.
- f) The existing topography indicates that the parking lot off of Verde Ave may have detention on the lot. This must be accounted for in the detention.
- g) Show the overflow route.
- h) Additional comments will be forthcoming once preliminary storm water calculations are received.

**RESPONSE:** This information will be provided as part of the final engineering review.

15. 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 are permitted.

**RESPONSE:** A site photometric plan and the catalog cuts are provided.

16. Fire access for the building shall comply with Section 503 of the International Fire Code. Provide an exhibit showing the distance from the fire lane(s) to the entire building confirming that the 150 ft rule is met.

**RESPONSE:** A preliminary Village Fire Truck Exhibit has been prepared. Additional information will be provided as required for final engineering.

17. Provide clarification if the addition will have an approved automatic sprinkler system.

**RESPONSE:** The addition will have an approved automatic sprinkler system complying with the codes required by an Illinois public school, International Building Code 2015 Edition, International Fire Code 2015 Edition and 2013 NFPA 13.

18. If the addition is to have an approved automatic sprinkler system, verify that the existing water service is sufficient.

**RESPONSE:** Water flow testing will be coordinated with the Village to determine current static pressure, residual pressure and flow. The bid documents will require the contractor to provide a complete hydraulically calculated and operating sprinkler system to comply with International Building Code 2015 Edition, International Fire Code 2015 Edition and NFPA 2013 Edition.

19. Verify the condition of the existing ductile iron sanitary sewer to remain in place.

**RESPONSE:** Noted. The condition will be verified. We will work with Village staff to verify the condition of the sanitary sewer through Final Engineering review.

20. Fire lanes must meet the pavement dimensions as directed by the Fire Department. Fire lanes require a heavy-duty pavement section. The heavy-duty pavement section to consist of: 2" Surface, 2-1/4" N-50 Binder, 5" N-50 Binder, and 4" CA-6 Stone Subbase.

**RESPONSE:** The heavy-duty pavement section has been revised.

21. The existing parking lot off of Verde Ave has directional arrows, stop bar for the exit and additional signage not shown on the plans.
- a) Provide a full striping plan for the parking lot, including signage.
  - b) The exit is under stop control. Provide detectable warning panels for the exit.

**RESPONSE:** The striping plan has been revised.

22. The existing parking lot off of Roanoke Dr does not show any proposed work.
- a) The entrance to the parking lot is shown to be the construction entrance. In the event the pavement, curb or sidewalk is damaged as a result of the construction, the entrance shall be repaired.
  - b) The existing parking lot access off of Roanoke Dr is under stop control. Provide detectable warning panels.

**RESPONSE:** The construction entrance has been relocated to the proposed location of curb and gutter removal and replacement along Roanoke Dr. The final location of the construction entrance shall be determined by the contractor. Should the walk be damaged, new detectable warning tiles shall be incorporated into the removal and replacement of the walk.

**PUBLIC WORKS:**

23. Any roadway cuts or pavement removal in the right-of-way shall have a 2 ft wide section of asphalt removed at a minimum.

**RESPONSE:** Noted. The proposed roadway cuts in the right-of-way are 4' in width.

**TRAFFIC:**

24. The Traffic & Parking Study observed parents queueing on the north side of Roanoke east of the school drive in anticipation of the second arrival period causing vehicles to be stacked side by side, blocking the westbound lane of Roanoke Drive, creating an undesirable situation as this left the south curb lane acting as a single lane. During the afternoon, the queueing and stacking began earlier than the designated pick-up time, resulting in cars stacking side by side, again blocking the westbound lane of Roanoke Drive. The school district should review current guidelines and provide a plan to eliminate the traffic congestion created by the cars double parking.

**RESPONSE:** Text Corrected. There are stacking for 18 vehicles in the south lot and 10 vehicles on the west side of Patton next to the school.

25. At this time, staff does not have any concerns with the requested parking variation; however, in the event the traffic conditions change once the all-day kindergarten has been implemented, staff may reassess the variance. The petitioner shall acknowledge that they accept this understanding.

**RESPONSE:** No, it is a staff lot.

26. The Stormwater Management Report for the 2017 Greenbrier addition and renovations and the volume control requirements from MWRD permit 17-318 show the following:

2017 SWM Report for Greenbrier addition & renovations summary:	
MWRD volume control required	0.013 ac-ft
Additional net volume required by VAH	0.006 ac-ft
<b>Total volume required</b>	<b>0.019 ac-ft</b>
Volume control provided	0.061 ac-ft
<b>Excess volume in volume control</b>	<b>0.042 ac-ft</b>
Volume allocated to SD 25 from Park District	0.70 ac-ft



Volume required by VAH	0.68 ac-ft
<b>Excess volume in Park District Facility</b>	<b>0.02 ac-ft</b>
<b>TOTAL EXCESS VOLUME AVAILABLE</b>	<b>0.062 ac-ft (00.042+0.02)</b>

The SWM exhibit CX201 shows 0.03 ac-ft is available in the existing pipe storage, the total excess storage available is 0.11 ac-ft, and storage required for the addition is 0.103 ac-ft.

- a) Provide a detailed SWM report with a narrative.
- b) Provide calculations for the storage in the pipe.
- c) Provided there is 0.03 ac-ft of storage in the pipe, the overall total excess volume calculates to 0.092 ac-ft, not 0.11 ac-ft as shown on CX201. Please explain this discrepancy.
- d) Additional storage of approximately 0.011 ac-ft (0.103 - 0.092) is required, assuming pipe storage of 0.03 ac-ft.
- e) The runoff from the parking lot off of Verde Ave is not tributary to either the regional Park District facility or the volume control installed in 2017. The narrative should explain whether or not this area is included in the storage calculations provided. Is there detention provided in the existing parking lot? If not, provide calculations on how detention for this parking lot reconstruction will be provided (the plan shows permeable pavers as an alternate).

**RESPONSE:** These items have been coordinated under a separate cover. Additional information will be provided as necessary for final engineering review.

**FIRE DEPARTMENT:**

1. All spaces added should be covered by the fire alarm and/or fire suppression systems.

**RESPONSE:** All spaces will be covered by fire alarm and fire sprinkler systems. The fire alarm will comply with current National Electric Code (NEC). The fire sprinkler system will comply with International Building Code 2015 Edition, International Fire Code 2015 Edition and 2013 NFPA 13 as required for Illinois public schools.

2. Alarm and suppression systems should be tested upon completion of the work.

**RESPONSE:** The fire alarm and sprinkler systems will be tested as is required by the Illinois State Board of Education (ISBE) to obtain a Certificate of Occupancy from the North Cook Intermediate Service Center/Regional Office of Education.

**VAH POLICE:**

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

**RESPONSE:** Noted.

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.

**RESPONSE:** Noted. This project will comply with VAH Zoning ordinances related to site lighting.

- Lighting is an important aspect of CPTED. Lighting increases the amount and quality of natural surveillance. If people cannot see the activity, they cannot report the activity. Lighting can also deter those intending to conduct criminal/nuisance activity. Exterior lighting should be activated by sensor, timer or motion depending on the need and location.

**RESPONSE:** Noted. This project will comply with VAH Zoning ordinances related to site lighting.

- This project includes plans for addition LED light sources installed on the building and around the property. Please consider the following: The height of the light fixtures makes a difference in the ability of pedestrians to see past the shadows caused by the cars and other obstructions naturally occurring in parking lots. Typical light poles are 30 to 45 feet high and cast a wide swath of lighting, but they create deep shadows between cars. Pedestrian-level lighting in the 12- to-14-foot range casts light that will go through the glass of cars and reflect off the cars; that can dramatically reduce shadows and dark spots.

**RESPONSE:** Noted. This project will comply with VAH Zoning ordinances related to site lighting.

3. Present traffic problems? There are no traffic problems at this location.

**RESPONSE:** Noted.



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

**RESPONSE:** Noted.

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

**RESPONSE:** Noted.

**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.

**RESPONSE:** Noted. District 25 believes the Arlington Heights Police Department continuously has up to date contact information for District 25 facilities with their School Resource Officers.

- With the sizeable addition to Greenbrier School, upgraded mechanicals will need to be utilized. Mechanicals should be secured and/or positioned far enough away from the school to prevent people from gaining roof access. This is a current problem at some of our local schools. People use the mechanicals as a ladder of sorts and are able to climb onto/gain access to the roof.

**RESPONSE:** Noted. We do not intend to place any mechanical equipment in locations that would allow roof or building access.

- Windows should be elevated to prevent someone at ground level from peering into the classrooms/students are shielded from someone at ground level viewing them in their classrooms.

**RESPONSE:** Noted. We will comply with VAH Zoning and Design commission requirements related to building aesthetics and may not always be able to accommodate the windows height request due to the current aesthetics of the building and the incorporation of the new addition design.

- The plans for this project do not indicate upgrades/additions to the number of bathrooms located inside the school. If new bathrooms are not considered with the addition of extra classrooms, this could force the youngest students in the

building to utilize bathrooms not adjacent/near their assigned classroom. This creates a security risk in the event of a lockdown.

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District. Classrooms will be assigned based on administrator input and not necessarily be assigned to the youngest students.

- All new doors should be lockable from the interior of the classroom by a lock other than one that requires a key. Interior locks should be able to be locked quickly in the event of an emergency. An interior lock that requires a key is not practical in a stress inducing situation.

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District. District 25 is internally exploring various security measures that they will inform first responders of any potential changes to normal operations or procedures.

#### **Natural Surveillance and Access Management:**

- Natural surveillance refers to the placement of physical features that improve visibility. Access control refers to interventions that improve the perimeter security of locations. This includes using signs, well-marked entrances and exits, and landscaping to improve or limit access to certain areas.

**RESPONSE:** Noted. We will comply with VAH zoning requirements as it relates to landscaping and placement of items.

#### **Landscaping:**

- 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. Perimeter definition and access control are essential to deter unwanted access to the facility. Utilize signage to clearly distinguish public access from private access.

**RESPONSE:** Noted. These conditions are not present on this site. We will comply with VAH zoning requirements as it relates to landscaping and placement of items.

- Plantings higher than 3 feet should not be placed within 10 to 15 feet of entrances to prevent hiding spots, and mature trees should be pruned to 8 feet.

Landscaping elements should not allow for easy access to roofs, windows, or other upper-level areas.

**RESPONSE:** Noted. These conditions are not present on this site. We will comply with VAH zoning requirements as it relates to landscaping and placement of items. The height and placement of items noted in this comment is a recommendation through CPTED and may not always align with the Authority Having Jurisdiction requirements such as Zoning, State Board of Education, or other legal requirements.

- The use of bushes or plants with thorns or sharp foliage is not recommended for this facility as children are the primary patrons of this space.

**RESPONSE:** Noted. These conditions are not present on this site. We will comply with VAH zoning requirements as it relates to landscaping and placement of items. The height and placement of items noted in this comment is a recommendation through CPTED and may not always align with the Authority Having Jurisdiction requirements such as Zoning, State Board of Education, or other legal requirements.

#### **Parking Lot:**

- CPTED recommends one means of entry and exit for all vehicles. The less entrances there are, the easier it is to control the users and uses of the facility. One point of entry and exit is recommended for parent pick up/drop off.

**RESPONSE:** Noted. We will comply with VAH zoning requirements as it relates to site parking and traffic. CPTED recommendations may not always align with the Authority Having Jurisdiction requirements such as Zoning, State Board of Education, or other legal requirements.

- Pedestrian pathways on the property should be separated from vehicular routes by use of curbing, color markings, landscaping and/or other types of barriers.

**RESPONSE:** Noted. We will comply with VAH zoning requirements as it relates to site parking and traffic. CPTED recommendations may not always align with the Authority Having Jurisdiction requirements such as Zoning, State Board of Education, or other legal requirements.

- Parking lots and pedestrian pathways should be well maintained and in good condition. The parking lot should be up to Village of Arlington Heights Code. This parking lot has heavy foot traffic on and around the property. The area around the vehicle entrance/exit should be clear of obstructions. Maintenance, adequate lighting and signage could be utilized to help vehicles entering,

exiting, and navigating the parking lot to make other vehicles and pedestrians easily visible. Due to the location of this development, street parking adjacent to the entrances/exits should be prohibited, especially during parent drop off and pickup.

**RESPONSE:** Noted. We will comply with VAH zoning requirements as it relates to site parking and traffic. CPTED recommendations may not always align with the Authority Having Jurisdiction requirements such as Zoning, State Board of Education, or other legal requirements.

- CCTV is an essential part of CPTED and is highly recommended for school facilities. Signage indicating the use of video surveillance and monitoring is also recommended in conjunction with CCTV. Consider surveillance camera upgrades for this project.

**RESPONSE:** Noted. We will comply with VAH zoning requirements as it relates site parking and traffic. CPTED recommendations may not always align with the Authority Having Jurisdiction requirements such as Zoning, State Board of Education, or other legal requirements.

**Address Visibility:**

- Directional signage located at the entry to the complex should be utilized, clearly indicating location of staff parking, parent drop-off and pick-up areas and the front entrance.

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District. We will comply with VAH zoning requirements related to parking and traffic.

- Signage should also be used to delineate school property boundaries from adjacent properties.

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District.

- Include signage for "No Trespassing," "No Loitering" and/or "No Solicitation."

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District.

- Interior and exterior of school building should prominently display door numbers in the event an emergency occurs. Interior hallways and doorways should prominently/adequately display floor plans. This is essential for first responders as

well as persons unfamiliar with the complex layout that may need emergency services. With the addition of 2 new classrooms, it will be essential to renumber all exterior doors and to update the school's crisis manual as soon as possible.

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District. We intend to install the appropriate exterior door numbers and relay any changes to local first responders.

**Parent drop-off/pick-ups:**

- One designated drop-off/pick-up area should be utilized. Drop off locations should be clearly marked by signage, pavement and/or curb treatments

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District. It is not always feasible for one pick-up and drop-off location to be utilized based on site layout and the necessary capacity needed to load and unload the building on a daily basis.

- There should be sufficient space and capacity for vehicles in the drop-off/pick-up area (especially during peak traffic times) to allow for the orderly movement of vehicles.

**RESPONSE:** Noted. We will comply with Village zoning requirements related to parking and traffic.

**Territoriality and Maintenance:**

- Territoriality involved creating a welcoming environment. This involves creating a strong sense of ownership and community through artwork, color, pavement treatments, landscaping design and maintenance of the property. Maintenance includes making timely repairs and the general upkeep of interior and exterior spaces.

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District.

- Create clear separation between public, semi-private and private zones through landscaping and attractive, well-maintained fencing and/or other types of natural barriers.

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District. We will comply with Village zoning requirements as it relates to site and landscaping items.

- Throughout the school year, displaying student artwork prominently is a great way to create a welcoming environment with distinct territoriality.

**RESPONSE:** Noted. This item is up to the jurisdiction of Arlington Heights School District 25 as an independent Public School District.

**HEALTH SERVICES DEPARTMENT:**

1. No comments.

**RESPONSE:** Noted.

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:**

1. Complies with Comprehensive Plan? Yes

**RESPONSE:** Noted.

2. Complies with Thoroughfare Plan? Yes.

**RESPONSE:** Noted.

3. Variations needed from Zoning Regulations? Yes.

**RESPONSE:** Noted. Variations are being requested. See Written Justification for Special Use and Variations.

4. Variations needed from Subdivision Regulations? No.

**RESPONSE:** Noted.

5. Subdivision Required? No.

**RESPONSE:** Noted.

6. School/Park District Contributions Required? No.

**RESPONSE:** Noted.

**Zoning:**

7. The Plan Commission must review, and the Village Board must approve, the following actions:
  - Amendment to SUP Ordinance #17-035 to allow a building addition.
  - Amendment to the Variation granted in Ordinance #17-035 that allowed 75 parking spaces where 84 spaces are required by code, to now allow 74 spaces where 86 spaces are required by code.
  - Variation from Chapter 28, Section 6.6-5.1, to allow eaves projecting 3' into a front yard setback where code restricts this distance to 2.5'.
  - Additional Variations may be required depending upon your response to certain comments.

**RESPONSE:** Noted. See revised Written Justification for Special Use and Variation provided.

**General:**

8. The project narrative and traffic/parking study is based on the expected student population peak in the years 2026-2027 with 23 classrooms and the expected student enrollment and staffing at 23 classrooms. However, the school is being constructed to include 25 classrooms for a maximum future capacity at 15% over the 5-year average. The narrative must be revised to outline what the expected student capacity and employee count would be if full capacity usage of the 25 classrooms is necessary. Furthermore, the traffic and parking study must be revised to analyze the future traffic and parking impact at the maximum built capacity of the school (max capacity usage of all 25 classrooms with associated student population and staffing).

**RESPONSE:** AHSD25 will work with VAH to determine what measures, if any, should be taken at Greenbrier should the student enrollment exceed the 406 students anticipated.

9. Please ensure that all plans/documents revised as a result of these comments include a revision date.

**RESPONSE:** All new and revised plans/documents include the date they are issued or revised.

10. Provide all resubmittal documents in a USB/flash drive along with one full sized hard copy.

**RESPONSE:** One full size hard copy and a USB/flash drive is provided for all new and revised plans/documents.

**Project Narrative:**

11. The project narrative shall be revised as follows:
- Please revise the project narrative to outline the requested zoning actions, which are summarized above.
  - The 1st floor total square footage within the table is incorrect.
  - The bar chart shows 24 existing classrooms and a total of 26 classrooms upon completion of the building addition.
  - The parking demand section needs editing.
  - Provide a summary of any exterior site changes proposed (reconstructed parking lots, any changes to the play areas, etc.)

**RESPONSE:** The revised project narrative is provided.

**Floorplans and Elevations:**

12. No floorplan was included for the 2nd floor. How is that area used? The 1st floor shows 18 classrooms (assuming the Early Childhood room and Kindergarten rooms are used as classrooms); are the remaining 7 classrooms located on the 2nd floor?

**RESPONSE:** The 2nd floor is provided. The rooms are labeled. The revised 1st floor plan with uses corrected is provided.

**Site:**

13. The required front yard setback is along Roanoke as this is a corner lot with the shorter of the frontages being along Roanoke. Per section 5.1-3.3a, the front yard is determined by the average of the structures on the frontage, with the existing building establishing that average (26'). The proposed building addition is proposed at 26' setback from the Roanoke property line, however, the roof overhang projects 3' into the setback where Code restricts the maximum encroachment to be 2.5' (Section 6.6-5.1). Please either revise the elevations to reduce the overhang to conform to the code requirement or request a variation and revise the Project Narrative and Written Justification accordingly. The Staff Development Committee would be supportive of this variation as it is assumed the proposed overhang would mirror the existing overhang in this location.

**RESPONSE:** A variance is requested. A revised Written Justification is provided.



14. The architectural site plan shall be revised to show the correct required setbacks for the site, as follows:
- Front (southwest): 26'
  - Side (west): 36.8'
  - Exterior side (east): 13.2' (per previously granted variation via Ord. 17-035)

**RESPONSE:** The architectural site plan is revised.

15. The parking lot striping within the East lot is different as shown on the architectural plans and engineering plans. Please revise the applicable plan for consistency. Assuming the engineering plans show the correct striping, the East lot will contain 12 parking stalls (a reduction of one stall from the existing 13 stalls), equating to a site total of 74 stalls. Please revise the Project Narrative accordingly and Written Justification accordingly.

**RESPONSE:** The architectural site plan is revised for consistency. The Project Narrative and Written Justification are revised accordingly.

16. Identify any newly proposed ground mounted mechanical equipment (generators, transformers, utility pedestals etc.) on the site plan and landscape plan. These elements must be appropriately located and screened from view.

**RESPONSE:** No new ground mounted equipment is proposed.

17. If any landscape variations are requested, please clearly identify what variations have been requested and update the Project Narrative and Written Justification document accordingly.

**RESPONSE:** No landscape variations are requested.

**Traffic/Circulation/Parking:**

18. The traffic and parking study must be revised per maximum building capacities for associated student populations and employees necessary, as identified in comment #8. Show impact for current build outs (as presented) and maximum capacity impact and identify any improvements that may be necessary to accommodate such capacity if it were to be realized.

**RESPONSE:** See comment 8.

19. Traffic counts during drop-off and pick-up were based on a warm and sunny day. To what extent will drop-off and pick-up activities increase during the winter and/or inclement weather?

**RESPONSE:** During cold or inclement weather, some of the students that walk to school would be driven instead. Reviewing the number of pedestrian crossings, the morning peak may see an additional 1- to 20 vehicles and the afternoon peak may see 30 to 40 additional vehicles.

20. Double stacking along Roanoke Drive during both arrival and dismissal is a concern. How does the traffic consultant recommend addressing and enforcing this issue? No stopping/standing/parking is allowed on Roanoke between the West lot and Verde, however, this appears to be the primary cause of the double stacking on Roanoke. Does Greenbrier actively monitor and enforce this restriction?

**RESPONSE:** Communication to the parents and enforcement by staff would be required.

21. During the 2017 Special Use Permit approval process it was recommended that egress from the West lot be restricted to right-out only during drop-off and pick-up times. Was this implemented and is it actively enforced?

**RESPONSE:** It is not currently restricted and the traffic study has not recommended restricting the left-turn out.

22. Would assigning certain grade levels to use Roanoke Drive for any drop-off and pick-up be effective in reducing the queue from overflowing the West lot and stacking to the Roanoke/Verde intersection?

**RESPONSE:** The school district will consider the suggestion and it could work for the morning drop-off period. However, the concern is that Grade 1-5 parents would arrive early in the east lot and interfere with the afternoon pick-up of the EC students.

#### **LANDSCAPE ISSUES:**

1. The ends of all parking rows shall include a landscape island that includes a 4" caliper shade tree (Chapter 28, section 6.16-1.2b). Please indicate on the landscape plan that the existing code required trees will remain.

**RESPONSE:** The landscape plan is revised to indicate that the existing code required trees will remain.

2. Per Chapter 28, Section 6.15 a three foot high screen is required between the public right of way and the parking area. For the parking area on the east side of the building, please indicate on the plan that the existing three foot high



screen will remain. In addition, infill where there are any gaps in the required landscape screen.

**RESPONSE:** The landscape plan is revised to indicate that the existing three foot high screen will remain and that any gaps in hedge screening will be filled in with the same species as needed.

Sincerely,  
STR Partners LLC

A handwritten signature in blue ink that reads "Don Hansen". The signature is fluid and cursive.

Don Hansen, AIA, LEED AP  
Senior Project Manager