

## 4. Glenkirk's Lease Information

**“Staff Comment #3:** Provide information to determine the parking requirement for the area to be leased by Glenkirk.”

Glenkirk is planning on lease a part of the property from HNPC after the closing with a 3 yr lease term.

During this time of period, there will be 1 director and 11 staff members present during their hours of operation.

They will be utilizing 4 class rooms.

Their hours of operation are 8:00 a.m. to 4:00 p.m. Monday through Friday.

There is no conflict in the hours of operation between GlenKirk and HNPC.

We have included two letters from GlenKirk, indicating their intended usage and hours of operation for your information.



March 3, 2015

Terry O'Hara  
Lee & Associates  
VIA EMAIL

Dear Terry –

Per our discussion, please accept this letter as our official statement of use regarding our post-closing occupancy of 2501 Chestnut in Arlington Heights. Following sale of the property, we will use approximately 5,000 square feet of the site to serve people with intellectual and developmental disabilities. This use is identical to how the building is currently used, except we will be using a portion of the site to serve a smaller number of people with disabilities.

You mentioned that there is a question of whether we will use any portion of the space for storage. I am sorry if there was a miscommunication on this topic, but we have no intention of using any of the 5,000 square feet of space for storage. We intend to use all of the space to serve people with disabilities, as stated above.

Please let me know if you have any further questions.

Sincerely,

Greg Petersen  
Chief Administrative Officer



March 5, 2015

Terry O'Hara  
Lee & Associates  
VIA EMAIL

Dear Terry –

Per our discussion, please accept this letter as our official statement regarding our hours of operation at 2501 Chestnut. Our stated hours of operation are 8:00 a.m. to 4:00 p.m. Monday through Friday.

Further, be advised that our program enrollees typically leave the building between 3:15 and 3:30 on a daily basis.

Please feel free to contact me if you have any further questions.

Sincerely,

Greg Petersen  
Chief Administrative Officer