



PLAN COMMISSION

RESPONSE TO REVIEW COMMENTS

Faith Lutheran Church/Lambs of Faith Early Childhood Center

6.29.2016

Petitioner and Preparer: Jori Reuter/Preschool Director/Lambs of Faith Early Childhood Center

Regarding: The following is a narrative response to the Village of Arlington Heights, internal department review comments based on the application submitted on June 6, 2016 for a request to amend the Special Use Permit at Faith Lutheran Church for Lambs of Faith Early Childhood Center. Review comments were received on 06.22.16

1. Building Services-Plan Review

1. Comment: Provide documentation of the changes listed below as required by the Office of the State Fire Marshall in a letter dated March 6, 2016

Response: Some of the work on this list is completed and some is still in progress. Documentation that all work is completed will be given to the Village of Arlington Heights after the final inspection of the Office of the State Fire Marshall in late July or August. The State Fire Marshall is coming out every 30 days until all the work is completed to stay on top of the necessary requirements. His next visit is scheduled for June 30, 2016.

Comment: Provide documentation of a re-inspection by the Office of the State Fire Marshal which indicates compliance to the above listed requirements.

Response: A copy of the final inspection notice from the Office of the State Fire Marshall will be given to the Village of Arlington Heights Building Services Department when all of the necessary fire work that is needed for the Office of State Fire Marshall is completed.

1A. Building Department

Comment: No objection/Concerns provided are all fire and life safety codes are followed.

Response: Acknowledged.

2. Public Works Department

1. Comment: If the addition of this many students required the use of an on-site kitchen, it needs to satisfy code requirement with regard to a grease trap.

Response: Lambs of Faith Early Childhood Center is a half-day program (9:00am-12:00pm). An on-site kitchen is not used for meals/snacks. A light pre-packaged snack that meets the needs of DCFS is served (i.e. pretzels, crackers, cheese sticks, etc.). Disposable paper products are used to serve the snacks.

3. Engineering Department

No Comments at this time.

4. Fire

Comment: Comply with Current Codes

Response: Acknowledged.

5. Police Department

Review Comments:

6. Comment: Traffic problems that may be created by the development. This development may create additional traffic problems especially during drop off and pick up times. There should be traffic control signage in the parking lot encouraging users to exit onto Pine instead of Arlington Heights Road.

Response: There are currently One Way signs posted in the South side parking lot to encourage users to enter on Arlington Heights Road and exit onto Park.

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 situation or for suspicious/criminal activity on the property during all hours.

Response: Minor interior building work is being completed during the church office hours. A staff member will be present during all building work. The Emergency Information card was completed and faxed to Police Department on June 29, 2016 with the Senior Pastor and Preschool Director as emergency contacts.

-Access control to the building and/or classroom areas must be considered. Consider numbering the exterior doors. Additional information as to perimeter security, door access, playground access, visitor check-in procedures and emergency plans are needed before any recommendations can be made.

Response: The doors of Faith Lutheran Church are always locked during school hours. Visitors must ring the doorbell and be greeted by a church staff member. Interior doors are numbered, but I will discuss exterior door numbering with our Building and Ground committee and follow up with you.

-The vestibule entrance to the facility needs to be secured and entry gained through buzzer. If entry into the building is made unaware by unwanted persons, the reception area should have procedures in place to prohibit access to the rest of the facility.

Response: The doors of Faith Lutheran Church are always locked during school hours. Visitors must ring the doorbell and be greeted by a church staff member. If entry is made by unwanted persons, Faith Lutheran Church has a procedure in place that alarms teachers to lock their classroom doors (classroom doors can be locked from inside or outside).

## 6. Health Services Department

No Comments

## 7. Planning and Community Development Department Review

General:

7. Comment: A Special Use Permit Use Permit was granted to allow a Montessori School on the subject property via Ordinance #03-022. The Montessori School is no longer in operation, and it was determined in 2013 that the present daycare facility (Lambs of Faith Early Childhood Center) could assume the Special Use Permit granted to the Montessori School, provided that they abided by all conditions of approval as established in Ordinance #03-022. One of the conditions of approval limited the maximum number of children to 30. The petitioner would like to increase the maximum

allowable children in the daycare to 48, which requires an amendment to the existing Special Use Permit.

Response: Acknowledged.

8. Comment: The petitioner has indicated that the Lambs of Faith Early Childhood Center will have a maximum number of six part-time employees. This equates to eight students per employee. Please confirm if this is the correct ratio of students to teachers. Additionally, please clarify if the six part-time employees represents the total number of employees for Lambs of Faith at maximum capacity (i.e. was this figure just the teachers, or does this represent total Lambs of Faith employees at maximum capacity?)

Response: At maximum capacity the total number of staff members at one time for Lambs of Faith Early Childhood Center would be nine employees (i.e. this includes teachers and assistants). As far as ratios, we must follow the DCFS ratios for preschoolers which are 1:8 for 2 year olds and 1:10 for 3-5 year olds. However, due to the fact that some of the classrooms do not have bathrooms located in them, one extra staff member per room without a bathroom is provided to keep the DCFS ratios at all times.

9. Comment: Will there be any changes/expansion to the outdoor play area with the proposed increase in student capacity?

Response: No, there will not be any changes/expansion made to the outdoor play area with the proposed increase in student capacity. The playground is licensed for 20 preschool children at a time. The different preschool classrooms will have scheduled times to go outside to use the outdoor play area, so that there are no more than 20 children on the playground at one time. For example, 3 classrooms, 3 scheduled outdoor times.

10. Comment: Are there any other functions conducted by the church, other than the Bible Study, which occur during the time when Lambs of Faith is in operation?

Response: No other functions, other than the Tuesday Bible Study are conducted by the church, during the hours of Lambs of Faith operation.

11. Comment: Please indicate, as based on the room numbers assigned on the submitted floor plan, what rooms are used by the church as their administrative office and what rooms are used for the Bible Study Classes. Additionally, please confirm the square footage of those spaces.

Response: The Administrative Offices is 504 sq. feet and includes Room 105, 113, 114, and 115. The Bible Study takes place in the North Room/Lounge (north of sanctuary) and it is 512 Sq. feet. The North Room is # 122 on the floor plan.

12. Comment: Has the required dumpster enclosure been constructed? If not, when is it anticipated to be completed?

Response: The required dumpster enclosure has not yet been constructed. It is anticipated to be completed by August 15, 2016.

13. Comment: Are there any shared parking agreements with neighboring property owners that allow them to park on spaces located on the church property?

Response: There is a written shared parking agreement with Scarsdale Auto to allow them to park on spaces located on the church property. The shared parking agreement is kept on file at Faith Lutheran Church.

14. Comment: Have there been any issues with the drop off/pick up operations interfering with surrounding property owners that either you or the church is aware of?

Response: To our acknowledgement, there are no issues with the drop off/pick up operations interfering with the surrounding property owners.

15. Comment: Please clarify the total number of parking spaces provided on the site. The parking analysis stated that there are 63 standard spaces and 6 handicap parking spaces provided between the north and south lots. However, a count of spaces based on the aerial shows the total number of parking spots to be around 88 spaces. Please confirm the total number of spaces provided on the church property.

Response: There is a confirmed total of 88 parking spaces on the church property (82 regular spots and 6 handicap spots). There are 49 regular spots and 4 handicap spots in the South lot and 33 regular spots and 2 handicap spots in the North lot.

16. Comment: The total required parking, as per Section 11.4 of Chapter 28 of the Municipal Code, cannot be determined at this time as certain information is missing.

Response: Please see the attached Revised Parking Analysis for Faith Lutheran Church.

#### 7A. Planning and Community Development Department

No Comments

End of Responses

