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February 6, 2017

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

**RECEIVED**  
FEB 06 2017  
PLANNING & COMMUNITY  
DEVELOPMENT DEPARTMENT

Dear Mr. Sam Hubbard:

Please accept our Round 1 review comments. All comments have been responded to in writing referencing each by Department and number. Since there was no revision to the plans, until they are submitted for the building permits, we have not included plans.

We have included 7 copies of our responses. We understand our responses will become part of the public record for this application.

Please let us know if you have questions or need additional information.

Best,



Brandy and Dave Larrance

*"We don't have to agree on anything to be nice to each other."*

Brandy M. Larrance

Executive Director

NewHope Academy

[brandyl@nhaweb.com](mailto:brandyl@nhaweb.com)

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## Addressing: Interoffice Memorandum

1. This project will be reviewed as an E Use group, with the Fitness room and Gymnasium classified as A-3 Accessory uses.
  - **Noted**
2. Provide an occupant load calculation for the space by room and include all staff members.
  - **An occupant load calculation will be provided as part of the building submittal.**
3. Provide a means of egress plan for review indicating the path of travel from all areas, the travel distance and occupant load. This information will be used to verify the required exit widths, door swing, door encroachment and number of exit doors required.
  - **An egress plan will be provided as part of the building permit submittal and the egress path will be modified as required.**
4. Rooms over 49 occupants will require two exits.
  - **Noted**
5. Assembly occupancies (Fitness and Gym) will be required to have the occupant load posted in a conspicuous location.
  - **Noted**
6. Provide details on the kitchen equipment and possible food service.
  - **The kitchen will have a stove used for life skills class/staff use, a microwave, and a washer and dryer. Students are required to bring their own lunches, no food service will be provided. Use of the kitchen will be for staff or teacher instructed classes.**
7. Exit doors shall have panic hardware per IBC 1008.1.10 where the occupant load is 50 or more.
  - **Noted**

## Addressing: Fire Safety Division

1. Project shall comply with all current adopted codes including the 2000 ED. Life Safety Code (NFPA 101).
  - **Noted**
2. NFPA 13 compliant fire sprinkler is required. Plans showing changes to the fire sprinkler system shall be submitted for review under a separate fire sprinkler permit.
  - **This has been noted, is understood will be provided in the building permit submittal.**
3. A fire alarm is required. Initiation shall be by manual means and by operation of any required smoke detectors and required sprinkler system. Plans showing changes to the fire alarm system shall be submitted for review under a separate fire alarm permit.
  - **This has been noted, is understood will be provided in the building permit submittal.**
4. A full function annunciator panel shall be provided at the main entrance of the occupancy.
  - **A full function annunciator panel is currently located at the main entrance of the building. Fire Department access to the building and to all of the tenant suites, including the suite that is the subject of this application, is historically made through the main entrance of the building.**
5. A key safe (knox box) shall be provided and shall contain keys to all areas within the occupancy.
  - **A key safe (knox box) is currently located on the exterior wall of the building adjacent to the main entrance. Keys to all areas of the building, including the suite that is the subject of this application, are contained within the knox box.**
6. Documentation provided states occupants shall be between the ages of 11-21. Additional requirements are mandated should the occupancy change or allow the attendance of occupants in second grade or younger.
  - **Noted**
7. If this is a change of occupancy to an educational use, Section 4.6.11 of the LSC states a change of one occupancy to another classification shall be permitted only where such a structure, building, or portion thereof conforms with the requirement of the LSC that apply to new construction for the proposed new use or where specifically permitted elsewhere in the code, existing construction features shall be permitted to continue in use conversions.
  - **Noted**
8. Exit access corridor shall not have less than 6 feet of clear width. LSC Sec. 14.2.3.2.
  - **Noted**
9. Every room normally subject to student occupancy shall have an exit access door leading directly to an exit access corridor or exit. (Some exceptions apply) LSC Sec. 12.2.3.2.
  - **Noted**
10. Aisles shall not be less than 30 in. LSC 14.2.5.6
  - **Noted**
11. Interior wall and ceiling finish materials shall be Class A in stairways, corridors, and lobbies. In all other occupied areas interior wall and ceiling finish shall be Class A or B.
  - **Noted**

## Addressing: Fire Safety Division (page 2)

12. Interior floor finish material shall be Class I or Class II within corridors and exits.
  - **Noted**
13. Means of egress shall comply with chapter 7 of the LSC and Section 14.2.
  - **Noted**
14. The facility shall have a comprehensive written fire emergency response plan. Copies of the plan shall be made available to all employees. All employees shall be periodically instructed and kept informed with respect to the duties of their position under the plan.
  - **Noted**

## Addressing: Engineering Department

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 of 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 plan for a building permit. The petitioner shall acknowledge that they accept their understanding.

- **This has been noted and is understood.**

12. At this time there are no proposed exterior modifications, so storm water detention is not required, exterior lighting will not change, and existing fire vehicle access not change.

- **Noted**

## Addressing: Arlington Heights Fire Department Plan Review Sheet

1. If there will be changes to the parking lot area or any other area in which Fire Department vehicles would need to navigate then FD would request a new Auto turn diagram.
  - **No physical changes are needed.**
2. Building is to be sprinkled per code.
  - **Noted**
3. The Fire Department connection shall be located on the front of the building, be fully visible, and located at the main entrance of the building within a maximum travel distance of 100 feet to the nearest fire hydrant.
  - **A Fire Department connection is currently located adjacent to the main entrance of the building, within 100 feet of the nearest hydrant.**
4. A Knox Box (Key Safe) shall be provided at the main entrance of the occupancy.
  - **A key safe (knox box) is currently located on the exterior wall of the building adjacent to the main entrance. Keys to all areas of the building, including the suite that is the subject of this application, are contained within the knox box.**
5. A full functioning annunciator panel shall be provided at the main entrance of the occupancy.
  - **A full function annunciator panel is currently located at the main entrance of the building. Fire Department access to the building and to all of the tenant suites, including the suite that is the subject of this application, is typically made through the main entrance of the building.**

## **Addressing: Health Services Department**

No comments to address at this time.

## Addressing: Planning and Community Development Department

7. Please provide the following information for New Hope Academy

a. It appears that 12 classrooms are proposed. Please clarify how many of these classrooms are intended for High-School students and how many are intended for Elementary/Middle school aged students.

- o **10 classrooms will be used for high school students (9-12 grade)**
- o **2 classrooms will be used for junior high students (6-8 grade)**

b. How many High-school (or older) aged students are currently enrolled at New hope Academy?

- o **02.2017- 52 students enrolled at NewHope are high school students.**

8. The following Table represents the tenant list for the building:

Address	Use	Size	Population
Suite 100	Vacant	1,859 rsf	0
Suite 101	North American Die Casting Association	2,646 rsf	6
Suite 102	Planning Dynamics	2,434 rsf	7
Suite 104	Tallgrass Group LLC	1,564 rsf	3
Suite 105	Communication Workers of America	3,882 rsf	5
Suite 106	Ennes & Associates	2,393 rsf	6
Suite 108	ACG Management	2,288 rsf	1
Suite 109	Lederer (Vision Care)	5,882 rsf	26
Suite 110 (Storage)	Lederer (Vision Care)	950 rsf	0
Suite 112	Vacant	1,553 rsf	0
Suite 200	NewHope Academy	18,122 rsf	24 Staff / 65 Students
Suite 300	Vacant	29,389 rsf	0
<b>TOTAL</b>		<b>72,962</b>	<b>143</b>

In order to calculate the required parking for the site, the additional information/clarification is needed relative to the above table:

a. The "Rent roll" sheet did not match the "Demising Plan" sheet illustrating where the tenant spaces are located. Please provide an accurate exhibit illustrating where the tenant spaces are located within the building.

- o **See above revised RENT ROLL TABLE that matches the attached revised DEMISING PLAN.**



## Addressing: Planning and Community Development Department (Page 2)

- b. Please clarify the difference between USF (which I'm assuming to be "Useable Square Footage") and RSF (which I'm assuming to be "Rentable Square Footage"). Please confirm that the "size" Column in the table above uses the total square footage of reach space, not just the "useable square footage". Please revise the table where applicable.
- **The CCIM Institute (Certified Commercial Investment Member) defines usable square footage as the actual occupied area leased. Rentable square footage is the sum of the usable square footage and a portion of common areas and other non-leasable building areas allocated to the area leased (often determined by applying a percentage load factor to the usable square footage). The above Rent Roll Table contains the rentable square footage of each premises, which was determined by multiplying the useable square footage and the 1.1044 load factor multiplier.**
- c. Please confirm that no suites are missing in the above table and that the suites included are accurate in regards to size and tenant. If revisions to the table are needed, please make the revisions accordingly and provide a final updated table.
- **The above revised RENT ROLL TABLE includes all of the suites in the building and is accurate as to size and tenant.**
- d. Please clarify what the "Miscellaneous Suite" is used for and where it is located.
- **The "Miscellaneous Suite" was a bookkeeping reference to account for common area space that had not been included in the rentable square footage calculation. There is no "Miscellaneous Suite" and the term has been removed from the revised RENT ROLL TABLE.**
- e. Suite 100 was listed on the "Rent Roll" sheet but no business name was assigned to this space. Is this space vacant?
- **Suite 100 is vacant as indicated in the revised RENT ROLL TABLE.**
9. The traffic study did not discuss the southern ingress/egress drive to University Ave. Please clarify why this drive was not analyzed in the traffic study. Staff notes that as an alternative to suggested clockwise movement throughout the site for drop-off and pick-up vehicles that will require them to exit using the northern entrance onto Arlington Heights Rd (which only allows southbound travel on Arlington heights rd), drop-off and pick-up vehicles may wish to utilize the southern access drive that leads them to University Drive and allows eventual northbound travel on Arlington Heights Road.
- **While the southern drive can be utilized it is not desirable since it is a shared access drive with 120 W. University Drive building which appears to be occupied by an industrial type use with trucks. The clockwise movement is recommended to ensure students are dropped off and picked-up on the passenger side of the vehicle. On-site circulation and connectivity of the parking areas will allow traffic desiring to travel northbound on Arlington Heights Road to utilize the south access drive as well as the north access drive off Arlington Heights Road.**

## Addressing: Planning and Community Development Department (Page 3)

10. Please provide and **exhibit** that identifies where the 20 reserved spaces for New Hope Academy will be located as were identified in the traffic study. Is the landlord aware and agreeable to having 20 spaces dedicated for New Hope Academy? How will these spaces be identified as reserved for New Hope Academy (i.e. signage)?
  - **The attached Parking Plan identifies the NewHope student entrance with adjacent parking spaces that would be identified with appropriate signage as reserved for NewHope.**
  
11. For students that are dropped off and picked up, which doorway will these students use to enter/exit the building? Will they use shared doorway that leads into the common corridor of the building, or the doorway at the front of the New Hope space that leading into the reception area for New Hope?
  - **The main entrance for students and visitors to NewHope Academy will be at the south end of the wing. It is the intent that the exterior doorway at the NE corner of the space will be used as a second means of egress only and students will not be allowed to enter the school at this location.**

## Addressing: Community Services Bureau

1. Character of use:
  - **no comment needed**
2. Are lighting requirements adequate?
  - **no comment needed**
3. Present traffic problems?
  - **no comment needed**
4. Traffic accidents at particular location?
  - **no comment needed**
5. 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 traffic to flow in one direction (as recommended by traffic study).
  - **Noted**
6. **General comments:**
  - Please ensure 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.
    - **Attached form. The building has an access control panel system that locks the exterior doors on a preset schedule. Security procedures as to NewHope premises will be addressed in the Crisis plan.**
  - 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, visitor check in procedures and emergency plans are needed before any recommendations can be made.
    - **Noted**
  - The vestibule entrance to the facility needs to be secured and entry gained through buzzer. If entry into the building is made by unwanted persons, the reception area should have procedures in place to prohibit access to the rest of the facility.
    - **Noted**

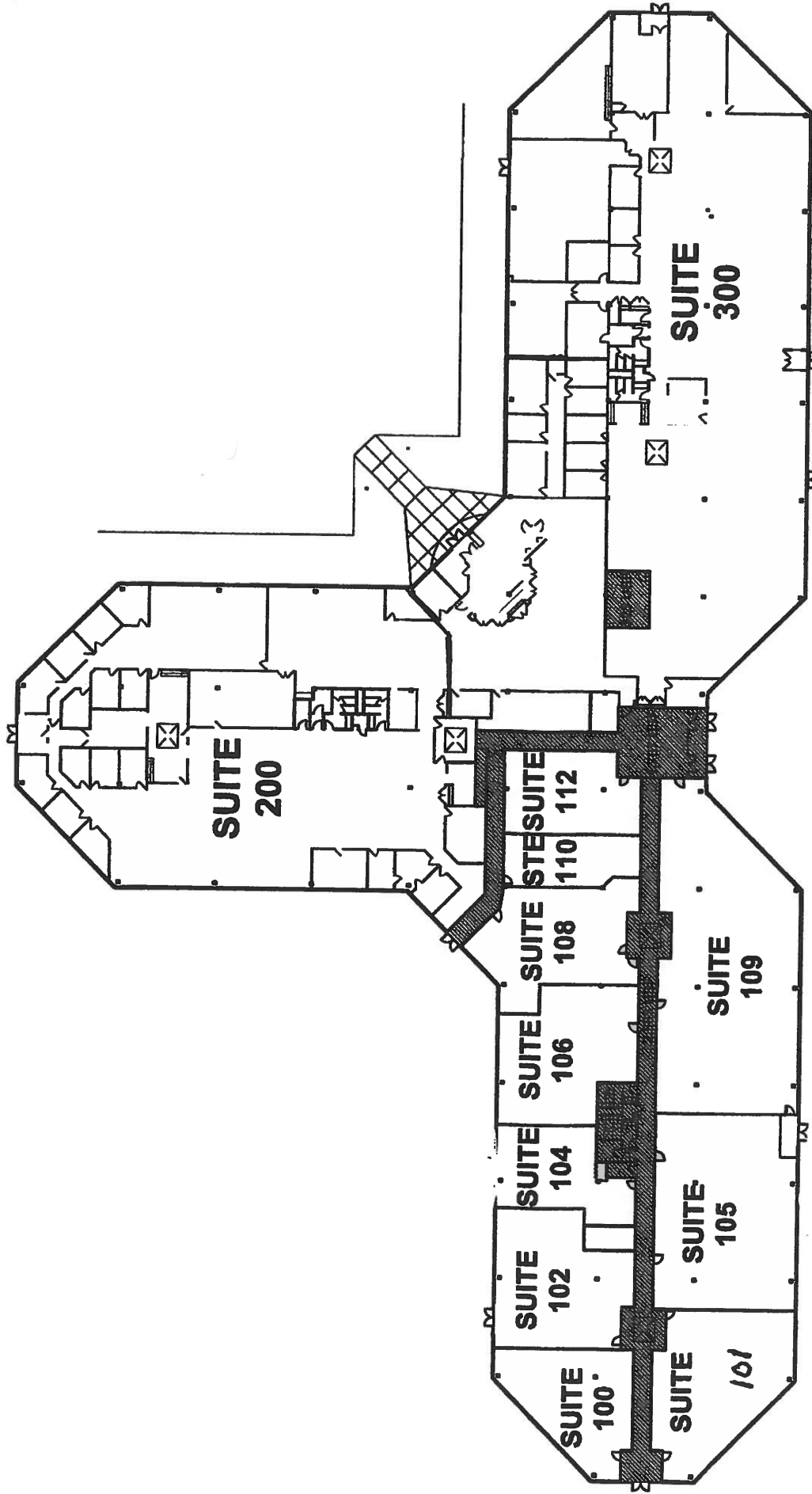
## Addressing: Planning and Community Development Department

1. Per Chapter 28, section 6.15, a four inch caliper shade tree is required at the ends of all parking rows. There are a few islands where the code required tree is absent.
  - **Noted, the requested changes will be made.**
2. Per Chapter 28, Section 6.15-1.2a, a three foot high screen must be provided in order to screen the parking/paved areas that are adjacent to the public way. Provide a three foot high screen along Arlington Heights Road.
  - **Noted, the requested changes will be made.**

## Addressing: Village of Arlington Heights Public Works

1. The existing water meter for the building is 31 years old and obsolete; a new water meter will have better flow characteristics and therefore must be replaced.
  - **Noted and requested changes will be made.**
2. Our record indicate that there is a single detector check valve protecting domestic water supply, this valve needs to be replaced with and approved RPZ.
  - **Noted and requested changes will be made.**





## Demising Plan

Scale: Not To Scale

5.25.2012

LW ARLINGTON LLC

ARLINGTON CORPORATE CENTER  
ARLINGTON HEIGHTS, ILLINOIS

WRIGHT HEEREMA | ARCHITECTS  
X:270260

# Arlington Heights Police Department

## Emergency Information Card

1. Fill in all information by tabbing to each field.
2. When completed, save the form and send as an attachment to: tmorales@vah.com.

Arlington Heights Police Department  
200 E. Sigwalt Street  
Arlington Heights, IL 60005-1499  
Phone: 847/368-5300

Completed forms may also be printed and submitted in the following manner:

By Mail: Arlington Heights Police Department  
200 E. Sigwalt Street, Arlington Heights, IL 60005  
Attention: Police Administration

Print Form (To Mail)

By Fax: (847) 368-5970 - Attention: Police Administration

In Person: Dropped off at the Arlington Heights Police Department's front desk for forwarding to Police Administration.

Name (Firm or Residence)

New Hope Academy

Address/City

3250 N. Arlington Heights Rd.

Telephone Number

Date Information Obtained

### IN CASE OF EMERGENCY PLEASE CALL:

#### Contact #1

Name

Brandy M. Larrance

Address/City

680 Glen Haven Ln. Glen Ellyn 60137

Telephone Number

630.790.3295

Cell Number

630.254.4043

#### Contact #2

Name

David A. Larrance

Address/City

680 Glen Haven Ln. Glen Ellyn 60137

Telephone Number

630.790.3295

Cell Number

630.254.4042

#### Alarm System

No

Yes

Phone number:

Alarm Company Name