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September 21, 2017

Village of Arlington Heights  
33 South Arlington Heights Road  
Arlington Heights, Illinois 60005-1499

**Attention:**

Mr. Sam Hubbard, Development Planner  
Department of Planning and Community Development

Re: **St. James Parish – Plan Commission Submittal**  
Demolition of Existing School Building and Addition / Renovation at Existing Church  
831 North Arlington Heights Road

Mr. Hubbard:

Thanks to you and your staff for reviewing the progress design and documents for the above referenced project to date. On behalf of the Parish, please find our enclosed Plan Commission Application. Our organization, Newman Architecture, Inc. does a great deal of work with the Archdiocese of Chicago and we are pleased to be working with St. James Parish as they plan for their future. We are also pleased to be working in the Village of Arlington Heights and we appreciate your guidance and input.

**The following is a brief narrative describing the project.**

The St. James Parish campus is bisected by Arlington Heights Road into two distinct areas, and all the work being considered for this project is on the EAST side of Arlington Heights Road.

The first part of the project would see the complete demolition of the existing three-level school along (the east side of) Arlington Heights Road. The building is not being used to its fullest and has become a burden to keep viable.

The demolition of the existing school will allow for the expansion of the existing church and parking areas on this portion of the campus. The expansion (building additions) will primarily be on the south

and east sides of the church and will encompass both existing floor levels; church level and lower level.

The primary goal of the project is to make the entire building handicapped accessible. The new addition to the south will include a new covered entrance at grade-level. Within the new grade-level lobby, there will be an elevator providing vertical access to all levels; the lobby level, the church level, and the lower level. The new addition will also include accessible toilet rooms.

Within the existing structure, interior spaces will be renovated and improved. At the church level, the sanctuary (altar area) will be relocated to the east to allow for more seating. In the lower level, more defined meeting spaces will be created with proper egress corridors for exiting.

From an architectural perspective, the intent is to match the existing building character in all respects. Roof lines will be extended and materials will be matched as closely as possible. The goal is to make it feel like the building was constructed all at one time, in lieu of an old church with a new addition on one side. Internally, the design features of the church will not be removed, they will simply be extended into the new areas available.

With regards to the extended parking area, we are pleased to note the addition of approximately 50 parking spaces on this side of the campus. These additional parking spaces exceed the number necessary for the additional seating being provided in pews.

Once again, thank you for your time and consideration. We look forward to working closely with the Village on this exciting project.

Sincerely,



Matthew E. Hichens, A.I.A.  
Principal

Please find the information below **(in bold)** from St. James Parish to address the questions included in the preliminary comments letter received from the Village of Arlington Heights dated July 21, 2017.

Background information on St. James Church:

|                |  |
|----------------|--|
| # of members   | <b>2100 families</b>                                     |
| # of employees | <b>20 in Parish Center</b><br><b>53 School Employees</b> |

Average attendance Sat/Sun masses (based on annual count in October)

**Sat:** 5pm.: 415

**Sunday:** 7am-158, 8:30am - 388, 10am - 760, 11:30am - 433 & 5pm – 370

|                  |   |
|------------------|---|
| Live on campus?  | <b>2 Priests reside in the rectory at 841 N Arl Hgts Rd</b>   |
| Hrs of operation | <b>Parish Office Hours: Mon – Thurs 9:00 am – 8:00 pm</b><br><b>Friday 9:00 am – 6:00 pm</b><br><b>Saturday and Sunday: 9:00 am – 1:00 pm</b><br><b>School Hours: 8:45 am – 3:35 pm</b> |

Activities/community programming; start/end time, day of week, location in Church, & # attendees for each

|          |   |
|----------|---|
| Weddings | <b>Fri. and Sat. as needed in Church; varied attendees</b>            |
| Funerals | <b>Mon. thru Sat. as needed 10am in Church; varied attendees</b>      |
| PADS     | <b>Wed. 6:30pm-Thurs 6:30am Church basement; average attendees 30</b> |
| Other    | <b>Thursday Adoration in Church 9am –4pm</b>                          |

What will the Parish Center be used for now that Masses will be in Church?

**Athletics & Family programs after school and on Saturdays (8:00 – 3:00)**  
**School will use the facility during the school day and for afterschool activities**

What is the timing/staggering of all future Sunday Services?

**90 Minutes (same as current schedule)**

What is the Sanctuary seating comprised of?

**Majority of seating will be continuous rows of seating (pews or chairs) with open accessible spaces to accommodate wheelchairs and walkers**

Projected growth of the congregation over the next 5-10 yrs: **200 additional**

What activities will take place in the proposed gathering space:

**Children Liturgy of the Word during Mass**