



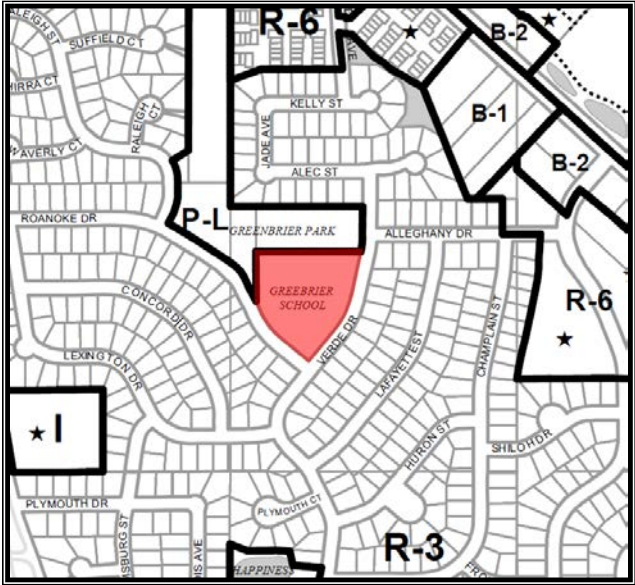
VILLAGE OF ARLINGTON HEIGHTS
STAFF DEVELOPMENT
COMMITTEE REPORT

Project Number: PC 22-020
Project Title: Greenbrier School Building Expansion
Address: 2330 N. Verde Drive
PIN: 03-18-112-003

To: Plan Commission
Prepared By: Sam Hubbard, Development Planner
Meeting Date: February 22, 2023
Date Prepared: February 17, 2023

Petitioner: Arlington Heights School District 25
 Ryan Schulz
Address: 1200 South Dunton Avenue
 Arlington Heights, IL 60005

Existing Zoning: R-3, One-Family Dwelling District
Comprehensive Plan: Schools



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	P-L, Public Land District	Greenbrier Park	Parks
South	R-3, One-Family Dwelling District	Single-Family Homes	Single-Family Detached
East	R-3, One-Family Dwelling District	Single-Family Homes	Single-Family Detached
West	P-L, Public Land District, R-3 One-Family Dwelling District	Greenbrier Park and Single-Family Homes	Parks and Single-Family Detached

Requested Action:
 1. Amendment to SUP Ordinance #17-035 to allow a building addition.

Variations Required:

- Amendment to the Variation granted in Ordinance #17-035 that allowed 75 parking spaces where 84 spaces are required by code, to now allow 75 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'

Project Background:

In June of 2022, the Arlington Heights School District 25 community passed a referendum to establish a full day Kindergarten program for all children within District 25. As a result, the district will transition away from the current half-day Kindergarten model where approximately half of the Kindergarten cohort arrives at 9:05am and is dismissed for the day at 11:50am, and the remaining Kindergarten students arrive at 12:50pm and are dismissed at 3:35pm. The full day Kindergarten program is scheduled to begin at the start of the 2024/2025 school year. In order to accommodate the entire Kindergarten cohort within each elementary school building at one time, building additions have been proposed at six of the elementary schools within the district, which will result in an increase to the number of staff, classrooms, and overall student population at each of these six schools.

Greenbrier Elementary School is one of the six schools that needs additional space for the full day Kindergarten program. In order to accommodate anticipated Kindergarten enrollment, as well as to have the appropriate capacity to absorb future variations in student population, the building needs two new classrooms along with additional storage spaces and hallways. The building addition would be located at the southwestern end of the existing school. In 2017, Greenbrier School received Special Use Permit approval to allow a two-story building addition including four classroom and four offices. The two newly proposed classrooms would be housed in a one-story addition adjacent to the recent building addition from 2017.

The site has two parking lots; one located to the west of the school building which includes 62 parking stalls and has a singular access point off Roanoke Drive, and a secondary parking lot with 13 parking stalls that is located to the east of the school with two access points along Verde Drive. Circulation through the western parking lot is one-way and flows in a counter clockwise direction. Primary student loading occurs within the western parking lot during both morning drop-off and afternoon pick-up. The eastern parking lot is one-way with ingress from the northern curb cut and egress from the southern curb cut and this lot serves as a staff/visitor parking area as well as drop-off/pick-up for a portion of the Early Childhood students. A total of 75 parking stalls are included on the subject property.

Greenbrier School is home to District 25's Early Childhood program that provides special education and pre-school education for children between the ages of 3 and 5 years old. In combination with the staff and children within the K-5 elementary school population, this equates to a total of 386 students, 79 employees, and 23 classrooms at Greenbrier School. The school is expected to have a combined total of 406 students, 81 employees, and 25 classrooms as a result of the building addition and full day Kindergarten program. It should be noted that the proposed building addition is meant to provide capacity for 15% above the five-year enrollment and staffing projections in order to accommodate possible future "bumps" in enrollment beyond the five-year projections.

There are no busses that serve the school and this is not anticipated to change as a result of the full day Kindergarten. The standard 9:05am arrival and 3:35pm dismissal times for the elementary school students would also remain unchanged. The Early Childhood program operates in two half-day sections; the morning session begins at 9:10am and ends at 11:40am and the afternoon session begins at 12:50pm and ends for the day at 3:20pm. The arrival and dismissal times for the Early Childhood program would also remain unchanged.

Zoning and Comprehensive Plan

The subject property is zoned R-3, One-Family Dwelling District, which allows schools through the issuance of a Special Use Permit. As mentioned above, Greenbrier School was approved for a Special Use Permit in

2017 via Ordinance #17-035, however, the proposed building expansion requires an amendment to the previously granted Special Use Permit. In order to justify this amendment, the petitioner has submitted a written response outlining how the site will still conform to the three standards for Special Use Permit approval given the proposed building addition. These standards are summarized below:

- *That said special use is deemed necessary for the public convenience at this location.*
- *That such case will not, under the circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.*
- *That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.*

The petitioner’s written response has been included in the materials provided to the Plan Commission. The Staff Development Committee concurs that the standards for approval have been met and notes the following:

- The Staff Development Committee recognizes the need for the school and building at this location, which is illustrated by the expected growth in enrollment and passage of a community referendum to provide a full-day kindergarten;
- The additional classrooms are only expected to increase enrollment by 20 students and two employees, which will not have a substantial or undue adverse effect upon adjacent property;
- The school is regularly inspected by the Illinois State Board of Education (ISBE) for compliance with ISBE health and safety regulations which will protect the safety, morals, and general welfare of persons residing or working in the vicinity.

The Village's Comprehensive Plan designates the subject property as “Schools” and the existing and proposed elementary school use is compatible with the Comprehensive Plan.

Neighborhood Meeting

The School District sent out invitations to all property owners within 250 feet of the school to invite them to a neighborhood meeting to present their conceptual plans and to solicit early feedback to understand any potential concerns with the project. This meeting occurred on November 1, 2022. Per the petitioner, no one attended the meeting.

Conceptual Plan Review Committee

On December 14, 2022, District 25 appeared before the Conceptual Plan Review Committee. The discussion was primarily related to stormwater and drop-off/pick-up operations. In general, the Conceptual Plan Review Committee was supportive of the project and encouraged the petitioner to proceed with their Plan Commission application.

Design Commission

The Windsor School building addition is expected to go before the Design Commission on February 28, 2023. Any requirements made by the Design Commission must be incorporated into the building design and architecture.

Building, Site, Landscaping

The building addition is proposed at one story in height and would be located adjacent to the 2017 building addition located at the southwest side of the school. The addition would occupy an area that is currently improved with a service walk and is used as open space. Upon completion, a small fully enclosed interior courtyard would be created. The petitioner is proposing full removal and replacement of the east parking lot with no expansion of size; the parking lot would remain in its existing footprint. The east lot presently conforms to landscape requirements and no landscape variations are required as a result of the parking lot replacement. There are no changes proposed to the playground area or to the west parking lot.

The proposed building addition conforms to all bulk, height, and setback restrictions within Code. The existing school building in this location is built up to the minimum required setback line along Roanoke and contains an eave that projects 3' into the required building setback. Although eaves are allowed to encroach into a required building setback, they are only allowed to encroach 2.5'. The proposed building addition, which will connect to the existing building in this location and match the eave with a 3' projection into the setback, creates the need for the following variation:

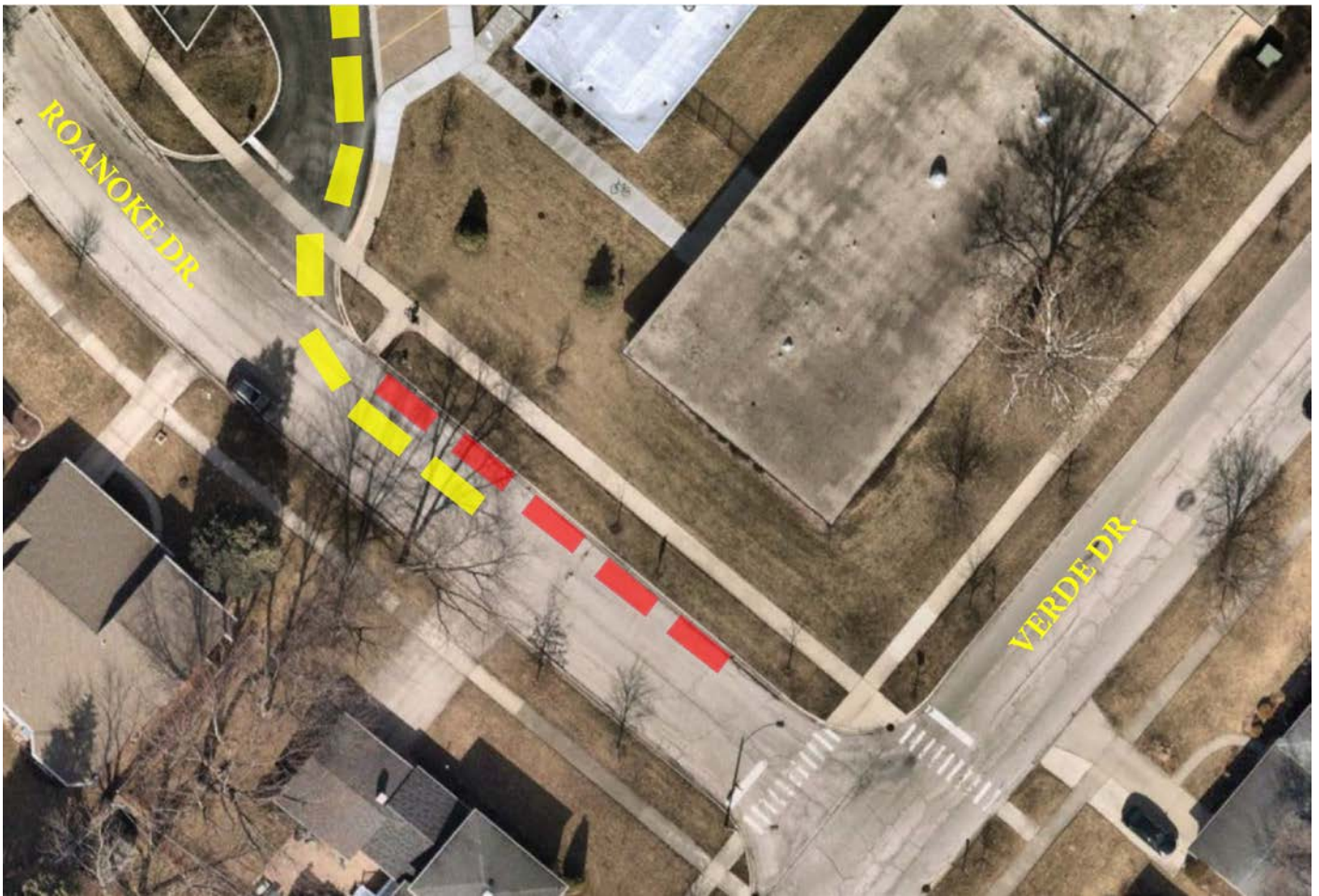
- ***Variation from Chapter 28, Section 6.6-5.1, to allow eaves projecting 3' into a front yard setback where code restricts this distance to 2.5'***

The Staff Development Committee is supportive of this variation as the eave will match the existing eave on the building. To deviate to a code-compliant eave would create mismatched eaves and the building addition would appear out-of-place. Additionally, the eave will be setback approximately 23' from the property line in this location, which abuts Roanoke Drive, and accordingly the eave will not be directly abut another property or single-family home.

The proposed building addition will be reviewed by the Regional Office of Education for permitting, however, a Village permit for the site changes will be required. The petitioner has submitted preliminary detention calculations and they believe that the existing stormwater system that serves this property has sufficient capacity to accommodate for the proposed site improvements. However, certain details still need to be finalized and small-scale stormwater improvements may be required. The petitioner shall continue to work with the Village to provide finalized stormwater information and plans to verify compliance with all applicable MWRD and Village regulations. It should be noted that both the existing building and the proposed addition will be protected by a fire sprinkler system.

Parking and Loading:

Greenbrier drop-off and pick-up operations generally run well, however, during afternoon pick-up, parents typically begin arriving at the site around 3:05pm and begin lining up in the west and east parking lots and on-street. Specifically, some parents queue on the north side of Roanoke Drive and the west side of Verde Drive in anticipation of the K-5 student dismissal that occurs at 3:35pm. Parents arriving for the 3:20pm Early Childhood dismissal begin queuing in the west lot, but eventually this queue extends out of the parking lot and onto Roanoke Drive and Verde Drive next to the cars waiting for the later K-5 dismissal. As a result, cars start to stack side by side and block the westbound lane on Roanoke Drive, which creates an undesirable situation that must be addressed. The graphic on the following page illustrates this situation where the red cars are the parents of the K-5 students who are waiting for the Early Childhood dismissal to clear so they can enter the parking lot, and the yellow cars are the Early Childhood parents who are queuing/stacking within the west lot and overflowing out onto Roanoke Drive.



The School District has recommended additional communications to families and additional staff outside monitoring traffic operations as a means to address this issue. Specifically, the District will reach out to parents to remind them that early arrival prior to the completion of the Early Childhood dismissal is not permitted and will create negative impacts on traffic and safety. Additionally, school staff will monitor the drop-off/pick-up operations and discourage parents who arrive early. Should these methods prove ineffective, the District could deploy traffic cones to keep westbound school traffic in the right-lane so vehicles won't stop and block the entrance, or the Village and the School District could work together to add striping on the street to delineate an entry lane to the west parking lot as separate from the two travel lanes on Roanoke. Signage could also be added to the parkway as a means to discourage the stopping/standing of the cars as shown in red above. The Staff Development Committee is satisfied with this approach, however, should these methods prove ineffective, a condition of approval has been recommended below that would require the School District to further work with the Village and the neighbors to address any drop-off/pick-up concerns. Additional actions or modifications may be required if issues cannot be adequately addressed.

The School District provided a traffic and parking study from Erickson Engineering Associates (EEA), which accessed the drop-off/pick-up operations, traffic, and parking for the school. The study was predicated on the School District projections for staffing and enrollment in the year 2026/2027 (406 students and 81 staff), however, it is important to note that the number of classrooms proposed is meant to accommodate capacity at 15% above the 2026/2027 projections to allow for future enrollment "bumps" and potential unanticipated growth. Therefore, the school is proposing capacity to accommodate enrollment beyond the findings as outlined within the EEA study. Staff has concerns that, should enrollment increase to fill the 15% surplus capacity within the school, unanticipated traffic, parking, and/or drop-off/pick-up issues could be created.

In order to manage possible future problems, should they occur, a condition has been recommended that would require the School District to demonstrate, to the satisfaction of Village staff, that adequate onsite parking can accommodate peak demand and drop-off/pick-up operations will not create unsafe vehicular or pedestrian movements. Should it be determined that improvements to the site or modifications to the drop-off/pick-up procedures are needed to satisfactorily accommodate an increase beyond 406 students, any such improvements or modifications would need to be implemented upon administrative approval by the Village.

With regards to parking, the existing site contains 75 parking stalls and will continue to provide 75 stalls upon completion of the project. During the 2017 Special Use Permit approval process, a variation was granted to allow the existing number of parking stalls on the site (75) relative to the proposed building size at that time (requires 84 stalls per current Code standards). However, given the increase in the number of staff and classrooms, the following action is required:

- ***Amendment to the Variation granted in Ordinance #17-035 that allowed 75 parking spaces where 84 spaces are required by code, to now allow 75 spaces where 86 spaces are required by code.***

Detailed parking calculations per Code requirements are shown below:

Location	Use		Ratio	Number of Employees	Number of Classrooms	Number of Students	Parking Required
2330 N Verde	Greenbrier School	Elementary School	1 per employee + 1 per 5 classrooms	81	25	406	86
Total							
Total Required							86
Total Provided							75
Surplus/Deficit							-11

In review of the adequacy of the onsite parking supply, the EEA study found that both the east and west lots were heavily used and moderate on-street parking was also observed. Specifically, the study observed typical peak parking demand to be 68 vehicles (5 of the 68 vehicles were observed parking on-street). The existing site has capacity for 75 vehicles within the parking lots. As a result of the proposed building addition, the study anticipates peak demand to increase to 76 vehicles (8 vehicle increase over existing demand), meaning the 75-space parking supply on the site will cause limited parking spillover onto neighboring streets.

The Village has surveyed the parking lot usage once during the 2022/2023 school year and once during the 2021/2022 school year. The following table illustrates the number of vacant spaces observed:

Parking Lot Usage:

Date	Time	Number of Vacant Stalls in West Lot	Number of Vacant Stalls In East Lot
10/4/2022	1:40pm	9	4
4/12/2022	11:30am	3	6

Greenbrier School is landlocked and much of the site is built-out with some form of an improvement (building, playground, parking lot, hardscape, etc.). There are minimal opportunities to expand parking, and

it is likely that any parking expansion would only fit in suboptimal locations that would be awkward or appear out-of-place. Given the minimal expected deficit (1 space) relative to projected demand, the Staff Development Committee finds the amendment to the parking variation to be reasonable and necessary to support the full day kindergarten operation.

Per code, 14 bike parking stalls are required. The existing site has two large bike racks located on the western side of the school that provide well over 14 bike parking spaces. No changes to the existing bike racks have been proposed.

RECOMMENDATION

The Staff Development Committee (SDC) reviewed the proposed Amendment to SUP Ordinance #17-035 to allow a building addition on the subject property, as well as the following variations to Chapter 28 of the Municipal Code:

1. Amendment to the Variation granted in Ordinance #17-035 that allowed 75 parking spaces where 84 spaces are required by code, to now allow 75 spaces where 86 spaces are required by code.
2. 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'

The Staff Development Committee recommends **APPROVAL** of the application subject to the following conditions:

1. If enrollment at Greenbrier Elementary school exceeds or is projected to exceed 406 students within the proposed building, the school district shall demonstrate, to the satisfaction of Village staff, that adequate onsite parking can accommodate peak demand and drop-off/pick-up operations will not create unsafe vehicular or pedestrian movements. Improvements needed to satisfactorily accommodate such increase shall be implemented upon administrative approval by the Village. If administrative approval is not granted, an amendment to this Special Use Permit shall be required.
2. The petitioner shall continue to work with the Village and neighbors to address any drop-off/pick-up concerns.
3. The petitioner shall continue to work with the Village to provide stormwater information to verify compliance with all MWRD and Village regulations to the satisfaction of the Village.
4. Compliance with the 2-28-23 Design Commission motion shall be required.
5. The petitioner shall comply with all Federal, State, and Village Codes, Regulations, and Policies.

February 17, 2023

Charles Witherington-Perkins, Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads