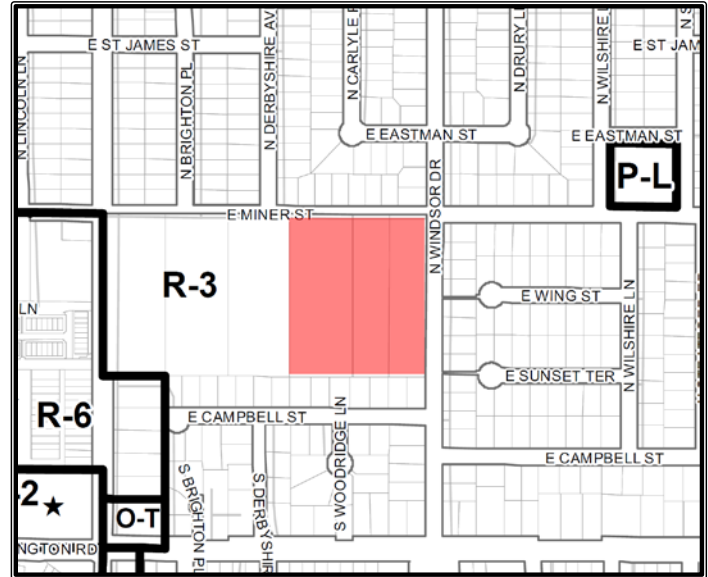




Project Number: PC 22-021
Project Title: Windsor School Building Expansion
Address: 1315 E. Miner Street
PIN: 03-29-412-015, -016, and -042

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



Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	R-3, One-Family Dwelling District	Single-Family Homes	Single-Family Detached
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	R-3, One-Family Dwelling District	Recreational Playing Fields/Miner School	Parks

1. Amendment to SUP Ordinance #90-082 and #17-013 to allow a building addition.

- None required.

Project Update:

On February 22, 2023, this project appeared before the Plan Commission for a public hearing. Upon conclusion of the hearing, the Plan Commission voted 8-0 in favor of a recommendation of approval of the application, subject to the five conditions of approval as outlined in the Recommendation section at the end of this report. All public hearings before the Plan Commission must be duly advertised utilizing three methods: 1) a sign placed on the property, 2) a letter sent to neighboring property owners, and 3) an advertisement published in a newspaper that is locally circulated within the community. Said advertisements must occur no more than 30 and no less than 15 days prior to the scheduled public hearing.

Subsequent to the February 22nd public hearing on this application, it was determined that the published public hearing notification within the *Daily Herald* contained the incorrect date of the public hearing. As a result, the hearing that occurred on February 22nd was held without proper public notification. Therefore, this project is being brought back before the Plan Commission in order to hold a properly advertised public hearing in accordance with local zoning regulations and Illinois State Statutes. It should be noted that no substantive modifications to the project have occurred since this project appeared before the Plan Commission on February 22nd; the project remains as originally proposed.

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.

Windsor 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. In 1990, Windsor School received Special Use Permit approval to allow a two-story building addition and an expansion to their parking lot. In 2017, this approval was amended to allow construction of six new classrooms, an expansion of the gym, and new office areas and bathrooms. The two newly proposed classrooms would be housed in a one-story addition constructed within the southeastern courtyard in an area that is currently occupied by greenspace and service walks.

Windsor School has a single parking lot, which is located to the west of the school building. Primary access to the parking area comes from two curb cuts along Miner Street; the western curb cut is restricted to ingress only and the eastern curb cut is restricted to egress only. Secondary access to the parking lot comes from the shared Miner School/Windsor School parking lot located abutting the subject property to the west and located between Miner School and Windsor School.

Traffic through the Windsor parking lot flows in a counter clockwise direction and the parking area includes a total of 101 parking stalls. Drop-off and pick-up both occur within this parking lot and along Miner Street and Windsor Drive. As part of the 2017 Special Use Permit amendment, 19 parking stalls are land-banked in the area immediately west of the school parking lot. The land-banked parking area is part of the playing fields that are located between Windsor School and Miner School. This area is not part of the subject property but

is owned by School District 25. No modifications to the parking lot have been proposed at this time and the land-banked parking would remain as greenspace.

Windsor School currently has 455 students, 91 employees, and 24 classrooms. The school is expected to have 466 students, 93 employees, and 26 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 would also remain unchanged. Windsor School is also home to district-wide special education programs for students in grades K-5.

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, Windsor School was approved for a Special Use Permit in 1990 (and amended in 2017), however, the proposed building expansion requires another amendment to the previously granted Special Use Permit. In order to justify that the amended Special Use Permit complies with the three standards for Special Use Permit approval, the School District has submitted a written response outlining how each standard will be met. The written response from the School District has been included in the materials provided to the Plan Commission and the standards of approval 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 Village notes the following with regards to this request:

- 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 11 students and two staff, 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 majority of the subject property as “Schools”, however, a small portion of the western side of the site falls within the “Parks” classification. The Staff Development Committee has reviewed the Comprehensive Plan and verified that the Official Map of the Village also lists the western side of the site as a “Neighborhood Park” site. Given that this portion of the subject property is used by the Park District for some of their youth sports, the existing usage of the site is compatible with the Comprehensive Plan.

Neighborhood Meeting

On November 2, 2022, District 25 held a neighborhood meeting to present their conceptual plans to surrounding property owners and solicit early feedback to understand any potential concerns with the project. According to the petitioner, two residents attended this meeting and had general questions relative to the construction process and height of the building addition. A summary of the discussion, as prepared by School District 25, is part of the materials transmitted to the Plan Commission.

Conceptual Plan Review Committee

On December 14, 2022, District 25 appeared before the Conceptual Plan Review Committee. The discussion was primarily related to the neighborhood meeting, the land-banked parking, 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. The School District shall be required to incorporate any design or architectural changes as required by the Design Commission during their meeting.

Building, Site and Landscaping

The proposed building addition would be located at the southeast side of the existing school building within the building courtyard in that area. Upon completion, the courtyard would be completely enclosed by the building addition. The two new classrooms and associated hallways are proposed at one-story in height and comply with all height, setback, and bulk restrictions. As mentioned above, the majority of the property will remain unchanged. There are no changes proposed to parking lot, playgrounds, or to the large underground stormwater trap located on the western side of the site. Based upon review of the preliminary stormwater calculations, the capacity within the existing stormwater system for the school appears sufficient to accommodate for the proposed site improvements.

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. Based on review of the final engineering plans, an MWRD permit relative to the stormwater modifications may be required. While the petitioner has preliminarily demonstrated that the existing stormwater system will be able to comply with all MWRD and Village requirements, final stormwater calculations are needed and minor details/modifications may be necessary prior to site development permit issuance. 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.

The proposed building addition does not trigger any landscaping improvements in order to comply with Code requirements. Nonetheless, the District has proposed foundation plantings along the eastern side of the addition to soften the buildings appearance from the east. Staff has evaluated the existing onsite landscaping and found the site to be well maintained.

Parking and Loading:

Morning arrival and afternoon dismissal are the peak traffic times for elementary schools. With regards to Windsor, drop-off/pick-up occurs primarily within the Windsor parking lot, but also occurs along Windsor and to a lesser extent on Miner. During afternoon pick-up, parents typically begin arriving to the site around 3:10pm and they start queuing in the Windsor parking lot pick-up lane, as well as on the west side of Windsor

Drive (south of Miner Street), and on the south side of Miner (west of Windsor Drive). Some parents will park within the Windsor parking lot, and to a lesser extent they may park on Miner east of Windsor or Windsor north of Miner. During observations of the pick-up operations, the queue of cars within the Windsor parking lot was seen stacking outside of the property and into Miner Street west of the Windsor parking lot entrance. While this only lasted approximately 1-2 minutes before the queue was completely contained onsite, it has the potential to create unsafe movements along Miner Street. The School District will need to continually monitor this situation and make adjustments to their procedures as necessary to ensure that queuing is contained onsite. It should be noted that there were ample available parking stalls within the Windsor lot to accommodate for the number of cars observed queuing within Miner Street during the pick-up operations.

The School District provided a traffic and parking study from Ericksson 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 (466 students and 93 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% excess 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 466 students, any such improvements or modifications would need to be implemented upon administrative approval by the Village.

Relative to parking, since approval of the 2017 Windsor School building addition, the Village has modified the parking requirements for elementary schools. Based on these newer requirements, a total of 100 parking stalls are required for Windsor School and a total of 101 parking stalls are included within the existing parking lot at the west of the school. As part of the 2017 building addition, the School District designed an area of land-banked parking that could be located to the west of the existing parking lot and would increase the parking supply by 19 spaces. This land will remain as greenspace until such time as the Village or the School District determine that its construction is necessary. Detailed parking calculations for the site are shown below:

Location	Code Use	Ratio	Number of Employees	Number of Classrooms	Number of Students	Parking Required
1315 E Miner St.	Elementary School	1 per employee + 1 per 5 classrooms	93	34	466	100
Total						
Total Required						100
Total Provided						101*
Land-banked parking						19
Surplus/Deficit						22

*Will increase to 103 spaces once ADA parking stalls are restriped.

In review of the adequacy of the onsite parking supply, the existing west lot is well used for staff parking through-out the day. However, based on several surveys over the last three years (see table below), there is still limited capacity within the parking lot to accommodate for additional vehicles. Additionally, the petitioner will be restriping the handicap parking stalls to where they share an accessible aisle, which will increase the parking supply from 101 spaces to 103 spaces.

Parking Lot Usage:

Date	Time	Number of Vacant Stalls in Windsor Lot	Number of Vacant Stalls In Shared Miner/Windsor Lot
2/15/2023	3:30pm	12	3
10/4/2022	12:55pm	20	3
4/12/2022	10:30am	18	7
3/13/2020	11:30am	12	13

The parking study submitted by the petitioner estimates that parking demand on the site will increase by approximately four cars as a result of the building addition. Given the vacancies observed in the Windsor parking lot, along with the existing requirement to install the land-banked parking should the Village believe it necessary, the Staff Development Committee believes the existing parking supply to be suitable. However, it should be noted that through-out the day, on-street parking occurs as a result of the combined capacities of Windsor and Miner School operations. On-street parking was observed on the west side of Dryden Avenue south of Miner Street, as well as on both the north and south sides of Miner east of Dryden Avenue and west of the Windsor parking lot entrance. It is a delicate balance maintaining greenspace while allowing a certain amount of on-street parking. Given the existing land-banked parking condition from 2017 which will remain, and the proposed conditions below, there should be sufficient mechanisms to continue to monitor this situation in the future.

Per code, 16 bike parking stalls are required. The existing site has five bike parking racks located on the eastern side of the school which contain a total of 45 bike parking spaces.

RECOMMENDATION

The Staff Development Committee (SDC) reviewed the proposed Amendment to SUP Ordinance #90-082 and #17-013 to allow a building addition on the subject property and recommends **APPROVAL** of the application subject to the following conditions:

1. If enrollment at Windsor Elementary school exceeds or is projected to exceed 466 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 applicable 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