

**STAFF DEVELOPMENT COMMITTEE REPORT**

To: Plan Commission  
 Prepared By: Latika Bhide, Development Planner  
 Meeting Date: September 9, 2015  
 Date Prepared: September 3, 2015  
 Project Title: Olive-Mary Stitt School  
 Address: 303 E. Olive Street

**Background Information**

Petitioner: Don Hansen  
 Address: STR Partners LLC  
 350 W. Ontario Street, Suite 200  
 Chicago, Illinois 60654

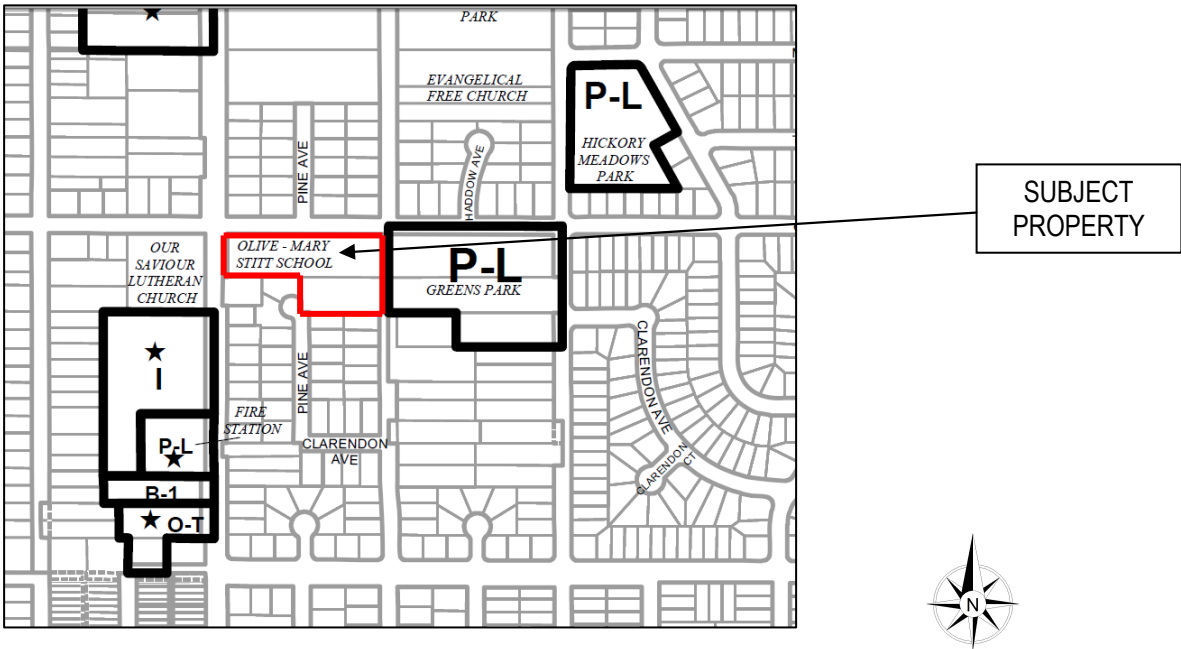
Existing Zoning: R-3, One Family Dwelling District

**Requested Action:**

- Special Use Permit for a Public Elementary School in the R-3, One-Family Dwelling District

**Variations Required:**

- Chapter 28, Section 11.4, Schedule of Parking Requirements from the requirement to provide 167 parking spaces to allow 49 spaces, a variation of 118 spaces.
- Chapter 28, Section 5.1-3.6 Required Minimum Yards from the required 16.5 feet side yard setback to allow 16 feet for the existing building.
- Chapter 28, Section 5.1-3.6 Required Minimum Yards from the required from the required 16.5 feet exterior side setback to allow 12 feet for the existing building.



**Surrounding Properties:**

	Zoning	Use	Comprehensive Plan
North	R-3, One Family Dwelling District	Residential	Single-Family Detached
South	R-3, One Family Dwelling District	Residential	Single-Family Detached
East	R-3, One Family Dwelling District	Greens Park	Parks
West	R-3, One Family Dwelling District	Our Savior Lutheran Church	Institutional

### **Project Summary**

The subject site is 7.9 acres in area (this includes the parcels where the school is located and the parcels where the parking lot and Greens Park are located) located on the south side of Olive Street and the east side of Arlington Heights Road. Olive-Mary Stitt Elementary School is located on this site. The petitioner is proposing an addition to the school building. The addition includes classrooms, toilets, an expanded commons area and a new gymnasium with storage and toilet facilities.

Elementary Schools, both public and private, are permitted with the approval of a Special Use Permit in the R-3 district. There is no existing Special Use approved for the school. However, since the school is proposing expansion at this time, a Special Use Permit must be approved.

### **Zoning and Comprehensive Plan**

The Village's Comprehensive Plan designates the property as 'Schools' which is consistent with the use. The area where the parking area is located is designated as 'Parks' in the Comprehensive Plan.

The property is zoned R-3, One-Family Dwelling District. For the property in question, the front yard is along Arlington Heights Road.

The side along Arlington Heights Road (narrowest side) is considered the front. The sides along Olive Street and Douglas Avenue are considered Exterior Side. The south property line is considered as Side. A side yard of 10% of the lot width – 16.5 feet is required. The existing building is 16 feet from the south property line. Therefore the following variation is necessary:

- Chapter 28, Section 5.1-3.6 Required Minimum Yards from the required 16.5 feet side yard setback to allow 16 feet for the existing building.

Staff supports the variation as this is for an existing building.

A minimum exterior side setback of 10% of the lot width – 16.5 feet is required. The existing building is 12 feet from the property line along Olive Street. Therefore the following variation is necessary:

- Chapter 28, Section 5.1-3.6 Required Minimum Yards from the required from the required 16.5 feet exterior side setback to allow 12 feet for the existing building.

Staff supports the variation as this is an existing building.

The addition will not encroach into the front yard setback.

Per the information provided by the petitioner, the current floor area of 62,643 square feet translates to a floor area ratio for this site of 19%. With the proposed additional 17,213 square feet, the floor area ratio will be 24% which is less than the maximum allowable floor area ratio of 50%. Currently, the building coverage is 18%. With the proposed addition, the building lot coverage will increase from 18% to 23% which is less than the maximum allowable building lot coverage of 35%.

### **Neighborhood Meeting**

A Neighborhood Meeting was held by the School District on August 19 for additions to both Ivy Hill and Olive-Mary Stitt Elementary Schools. Floor Plans and Site Utilization Plans along with compatibility of materials and project logistics were presented for both schools. Around a dozen community members attended the Neighborhood Meeting. The School District has indicated that the majority of attendees live near Olive-Mary Stitt Elementary School. Questions from neighbors pertained to traffic, drop-off and pick-up operations and logistics during construction. The District has indicated that conversations in response to the questions were consistent with the floor plans and site utilization plan presented and with information that has been submitted to the Village.

### **Plat and Subdivision Committee Meeting**

The Plat and Subdivision Committee reviewed the project at the June 10, 2015 meeting. The Committee had no concerns with this request and asked the petitioner to move forward.

### **Design Commission**

The Design Commission reviewed the project at their meeting on August 25, 2015. The Commission approved the project with several conditions including adding a dark bronze coping to match existing building, doubling the quantity and size of the

landscaping along the south property line adjacent to the classroom addition and gymnasium addition, requiring a meeting with the neighbors to review the final landscape plans and ensuring that exterior building lighting will not impact neighbors. Staff recommends that a revised Landscape Plan be submitted prior to Village Board to address the Design Commission motion regarding additional landscaping.

### **Building, Site, and Landscape Related Issues**

The proposed addition will abut the single-family residences along Belmont Avenue on the south side. The addition will be approximately 19 feet from the south property line, which meets the side yard setback requirement. The design of the new classroom wing is proposed to be a seamless extension of the existing building architecture, using the same materials, window spacing and massing. The proposed Gymnasium addition is also designed to blend in with the existing building architecture and materials. As part of the project, the petitioner will be removing 18 trees from this site - including 4 Ash trees. The petitioner is proposing to add 19 trees - 4 inches in caliper to the site. The Design Commission recommended doubling the quantity of the landscaping along the south property line adjacent to the classroom addition and gymnasium addition.

The existing parking lot does not meet the landscape requirements of Chapter 28, Section 6.15 Landscaping (there are no landscaping islands at the end of every row and every 20 spaces and no landscape screen along Olive Street) and is considered non-conforming. The petitioner has stated that additional shade trees have been provided at the east and west ends of the parking row along East Olive Street. Similarly, the petitioner has stated that 3' high shrubs will be provided along East Olive Street in order to screen the parking area. Plans verifying the changes must be provided at building permit.

### **Stormwater Management**

The existing stormwater management facility will be improved in order to comply with the Village of Arlington Heights Stormwater Management Ordinance and accommodate the increased runoff volume created by the additional proposed impervious area within the project area. The existing storm sewer conveyance network will be redesigned and reconfigured in order to direct water into the basin prior to discharging to the existing combined sewer. In response to staff comments, the petitioner has provided written confirmation regarding the required changes. The petitioner must submit revised plans verifying the changes at building permit.

### **Traffic & Parking Issues**

Per Chapter 28, Section 11.4, Schedule of Parking Requirements, Elementary Schools require 2 parking spaces per employee plus one space per classroom. Per the information provided by the petitioner, there will be 31 classrooms and 68 staff following the expected growth. Therefore, a total of 167 parking spaces are required for this use.

The existing on-site parking supply provides a total of 50 parking spaces. With the proposed changes to the parking lot, there will be a net loss of 1 space for a total of 49 spaces. Additional off-site parking is provided through an agreement with the Orchard Evangelical Free Church parking lot (32 spaces) at the northeast corner of Olive Street and Belmont Avenue. A total of 82 off-street parking spaces are currently available to the school. It should be noted that the school's parking agreement with Orchard Evangelical Free Church is not perpetual – the agreement is until 2023, with an automatic renewal for 5 years.

Therefore, the following variation is needed:

- Chapter 28, Section 11.4, Schedule of Parking Requirements from the requirement to provide 167 parking spaces to allow 49 spaces, a variation of 118 spaces.

Olive-Mary Stitt School starts the school day at 9:05 AM and ends at 3:35 PM. Weekday morning (8:00 to 9:30 AM) and afternoon (3:00 to 4:30 PM) manual traffic counts of vehicles and pedestrians were conducted in May, 2015. Parking counts after the morning arrival period found 63 vehicles parked on-site - within both parking lots - including staff and visitors. Per the traffic study, no on-street parking near the school was observed. The school currently has 68 staff members but they are not all present on-site at the same time. Per the traffic study, sufficient parking is available at the school to accommodate current and projected staff and visitor parking needs during a typical school day within the two parking lots. Parking for special events at the school can be accommodated by a combination of the off-street parking and on-street parking by the school on the south side of Olive Street, Belmont Avenue, and Douglas Avenue. The traffic study concludes and staff agrees that the proposed parking supply of 81 spaces meets the existing and projected parking needs of the school during the day for staff and visitors without impacting on-street parking. Special event parking is available on-street near the school.

Olive-Mary Stitt School currently serves 599 students and uses one school bus for transportation. Only two small areas of the school are eligible for busing. With the expansion, the school can accommodate up to 642 students for a net increase of 43 additional students over the next several years. Additional school buses are not expected to be needed.

The parking lot is located east of the school building along Olive Street. A drop-off and pick-up lane is located around the parking, east of the school building. The parking lot circulation is proposed to be modified by closing the existing exit by Belmont Avenue and relocating it next to the parking lot entrance. Student loading is proposed to be reversed from the current loading on the driver's side of the vehicle to loading on the passenger side of the vehicle. This will double the amount of internal queuing space within the parking lot (400 feet to 800 feet) for the afternoon dismissal and decreases the frequency of back-up onto Olive Street. During the peak periods, only right-turns out are proposed to be permitted from the parking lot.

**Recommendation**

The Staff Development Committee recommends **approval** of a Special Use for Olive Mary-Stitt School at 303 E. Olive Street. This approval shall be subject to the following conditions:

1. Consistent with the Design Commission recommendation, the quantity of the landscaping along the south property line adjacent to the classroom addition and gymnasium addition must be doubled.
2. Prior to Village Board, provide a revised landscaping plan addressing Design Commission and staff comments.
3. At building permit, the petitioner shall provide revised civil and stormwater plans verifying the changes agreed to by the petitioner.
4. The Petitioner shall comply with all Federal, State, and Village codes, regulations, and policies.

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September 4, 2015

Bill Enright, Deputy Director of Planning and Community Development

C: Randy Recklaus, Village Manager  
All Department Heads