



Memorandum

To: Chairman Lorenzini and Members of the Plan Commission

CC: Randy Recklaus, Village Manager
All Department Heads

From: Sam Hubbard, Development Planner

Date: 8/29/2016

Re: PC #16-008: Kensington School, 840 E. Kensington Rd. – Plan Commission Meeting May 25, 2016

On March 18, 2016, Chuck Marlas of the Kensington School submitted a Plan Commission application requesting zoning entitlements to allow the construction of a daycare facility at 840 E. Kensington Road. The subject property is part of the Arlington Market Planned Unit Development (PUD) and currently has zoning approval to permit the construction of a 23,045 sq. ft. multi-tenant commercial building. The petitioner is seeking to amend the original zoning approvals and has applied for the following:

- A Special Use to allow a Day Care Center in the B-2 district.
- Amendment to PUD Ordinances #06-043, 07-007, 07-077, 14-015.
- A possible amendment to the Plat of Subdivision R07-007.

On April 5, 2016, the Village provided Mr. Marlas with consolidated department review comments of the application and submittal materials. The Village has not yet received a response from the petitioner to any of these comments. The petitioner has appeared before the Design Commission on April 26, 2016. The Design Commission made certain suggestions but has not yet approved the application.

A summary of some of the outstanding issues identified in the department review comments are as follows:

- The required traffic study and parking survey was not included within the application.
- The proposed market study justifying the need for this type of facility at this location was incomplete. Further details and additional clarification is needed within the market study.
- Details on the proposed playground equipment and equipment locations were not included within the application.
- The proposed building encroaches into a drainage and public utility easement. If the location of the building is not altered, the easements as shown on the Plat of Subdivision may need to be modified based on the current plan, should the proposed encroachment be determined acceptable by the Village.
- The original PUD approval for the Arlington Market development included a semi-public plaza area and pedestrian easement area on the west side of the subject property. The current proposal for the daycare facility did not incorporate this feature within their application, which may require this easement on the Plat of Subdivision to be modified.
- The proposed site plan included what appeared to be a 4' tall fence in the front yard, which would require variation approval. Additional details were requested on this fence and justification indicating that the criterion for variation approval was not provided.

- The required Auto Turn Diagram illustrating how emergency vehicles can access and circulate within the proposed site was not provided.
- The proposed landscaping was minimal and did not conform to code requirements.
- Various utility and engineering issues were identified, such as a sewer connection proposed into a privately owned and maintained sewer line which is not allowed, a water connection connecting into a service line and not a main line which is not allowed, and the need for extension of certain sidewalks within the development.

To date, no response to the items raised within the Village review comments has been received from the petitioner. Therefore, staff is unable to provide a recommendation to the Plan Commission until these issues have been fully analyzed.

The Village published a public notice based on the assumption that a response would be received and all items resolved prior to the Plan Commission meeting. Additionally, the petitioner sent out public notification letters and placed a public hearing sign on the property advertising for the May 25th Plan Commission meeting. Since public notice has already gone out, a hearing before the Plan Commission has been scheduled for May 25th.

Recommendation:

It is recommended that a continuance until the July 13th Plan Commission meeting be granted to allow the petitioner suitable time to address all items raised in the Village review comments.