

# Memorandum



To: Chairman Lorenzini and Members of the Plan Commission

From: Sam Hubbard, Development Planner

cc: Charles Witherington-Perkins, Director of Planning & Community Development  
Bill Enright, Deputy Director of Planning & Community Development  
Randy Recklaus, Village Manager

Date: February 2, 2017

Re: PC 16-026 – Windsor School Expansion

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## Background:

On January 25, 2017, the Plan Commission voted to continue the public hearing on application PC 16-026 until the February 8<sup>th</sup> Plan Commission meeting to allow the petitioner additional time to address issues that were raised at the hearing. Primarily, the Plan Commissions concerns centered around whether the proposed parking would be sufficient to accommodate future demand and how the proposed project would improve traffic congestion and safety during morning student drop-offs and afternoon student pick-ups.

## Analysis:

On February 1, 2017, staff from the Village (Planning & Community Development, Engineering, and Police Department) and the School District met to discuss the aforementioned issues. The School District presented a revised traffic study and PowerPoint presentation outlining research and analysis that occurred after the Plan Commission hearing. Both the revised traffic study and PowerPoint presentation have been included within the packet provided to the Plan Commission, as well as the additional plans that were presented at the January 25<sup>th</sup> Plan Commission Hearing (land-banked parking plan, revised parking lot layout, parking lot stacking plan, drop-off/pick-up area exhibit). Relative to the new documents submitted, staff would like to highlight the following:

- **Revised Parking Lot Layout** – The revised layout eliminates staff previous concerns about the circulation of the parking lot as was identified in the staff report dated 1-20-17. Additionally, the new parking lot layout provides 101 parking spaces as opposed to the 90 spaces provided in the previous plan. The 101 space parking lot represents an overall 12 parking space increase over the existing 89 space parking lot.
- **Land-Banked Parking** – At the request of the Village and in order to provide for future growth, the School District has prepared a plan that identifies 19 future parking spaces that could be constructed to the west of the proposed parking lot. These spaces would be “land-banked” and would not be constructed unless required by the Village. A condition of approval requiring such construction at the request of the Village has been included in the recommended motion. The School District has acknowledged that they understand this obligation and are amenable to its inclusion.
- **Additional Capacity in Auxiliary Parking Lot** – The School District has studied the auxiliary parking lot located between Windsor School and Miner School and is shared by both schools. Based on this study, when taking into consideration the the increased capacity of the Windsor School parking lot and the projected increase in teachers to accommodate the anticipated 595 student population, the study found that auxiliary parking area had overflow capacity to accommodate 16 vehicles to share between the two schools. This satisfies staff’s concern that overflow parking beyond the 101 spaces within the proposed parking lot can be accommodated within this auxiliary parking area. The Village has utilized land-banked parking for a number of projects when appropriate.
- **Additional Drop-off/Pick-up Within Internal Parking Lot** – The proposed 101 space parking lot for the Windsor School will contain approx. 525 lineal feet of stacking space, and the School District has agreed to bring additional

grade levels into this area for drop-off and pick-up. They estimate that a total capacity of 225 students could be accommodated within this area, which is an increase of 165 students above what is provided in the existing parking lot today. That will bring these students off of the public streets for drop-off/pick-up, which will help to alleviate congestion within the public ROW during arrival and dismissal and will increase pedestrian safety. As part of this adjustment, the School District acknowledges that additional teachers and/or volunteers will be needed to help with operations.

- **Traffic Study Recommendations** – The traffic study recommended several changes to the parking and travel restrictions around the school during arrival and dismissal:
  - Additional crosswalk markings at Windsor Drive and Miner Street
  - Parking restrictions prohibiting parking along the east side of Windsor Drive north of Miner Street and on the north side of Miner Street east of Windsor Drive during arrival and dismissal times. This will ease congestion in the intersection area and reduce the potential for vehicle to vehicle conflicts after students have been loaded in cars.
  - Restricting northbound Windsor Drive from Campbell Street to Miner Street during dismissal times, similar to the restriction in the morning during student arrival. This will also help to eliminate congestion at the intersection of Windsor and Miner and will also reduce potential vehicle to vehicle and vehicle to pedestrian conflicts during loading times.

Staff has reviewed these proposed changes and concurs that they will help to improve safety for students, parents, and automobiles during arrival and dismissal.

- **Monitoring** – As with all schools, the Village and School District 25 continue to monitor school pick-up and drop-off activities. Each year an annual review meeting is held to determine any adjustments that may be needed. As a result, staff does not recommend the approval conditions include detailed specifics as to how drop-off and pick-up shall function as this operation may need to change over time. Condition #3 adequately addresses long term cooperation between the Village and School District 25.

#### **Recommendation:**

Staff believes that that School District response addresses primary concerns raised during the January 25th Plan Commission meeting. Therefore, staff is recommending approval of application PC#16-026:

- An amendment to Special Use Ordinance #90-082 to allow an addition to the existing Elementary School;
- A Variation from Section 5.1-3.6 of Chapter 28 to decrease the required side yard setback from 40' to 12.9' for the existing building;
- A Variation from Section 5.1-3.8 of Chapter 28 to increase the maximum allowed impervious surface coverage from 50% to 50.1% or more depending on the revised parking lot layout;
- A Variation from Section 11.4-4 to reduce the required number of parking spaces from 222 spaces to 101 spaces.

Staff recommends approval subject to the following:

1. Prior to Village Board ordinance adoption, the petitioner shall address the following:
  - a. The petitioner shall revise the engineering, landscape, and other necessary plans to reflect the revised parking lot layout as shown on sheet C2.1 and dated as revised on 1/24/17, which plans are subject to review by the village and must be in conformance with all applicable village regulations
2. The School District shall convert the additional on-site landbanked parking into paved parking spaces as shown on sheet CSK-1 dated 1/25/17 prepared by Eriksson Engineering upon the request of the Village.
3. The School District shall continue to work with the Village and neighbors on addressing any future pick-up and drop-off concerns.
4. Compliance with all Design Commission conditions of approval
5. The School District shall enter into a maintenance agreement that assigns future maintenance of the Restrictor Structure to the School District, or the School District shall propose an alternate screening system on this restrictor which is acceptable to the Public Works Department.

6. The School District shall provide additional side shielding on the parking lot fixtures should it be determined that light spillover has created a nuisance to neighboring residential properties.
7. The applicant shall comply with all applicable Federal, State, and Village Codes, Regulations, and Policies.