



Village of Arlington Heights
Conceptual Plan Review Committee
Community Room, 3rd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
February 22, 2023
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Olive-Mary Stitt School - 303 E. Olive St. - 10/26/22
- B. Dryden School - 722 S. Dryden Pl. - 10/26/22
- C. Greenbrier School - 2330 N. Verde Dr. - 12/14/22
- D. Windsor School - 1315 E. Miner St. - 12/14/22

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. First Methodist Church - 1903 E Euclid Ave - T1804
Planned Unit Development Amendment, Variations

VII. OTHER BUSINESS

- A. Public Comment

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, emercado@vah.com or (847)368-5793.



**Conceptual Plan Review Committee
2/22/2023**

Item: Olive-Mary Stitt School - 303 E. Olive St. - 10/26/22

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Olive-Mary Stitt School - 303 E Olive St	Minutes

REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE
OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION

A MEETING WAS HELD ON:

October 26, 2022

Project Title: Olive-Mary Stitt School Building Expansion

Address: 303 E. Olive Street

Petitioner: Arlington Heights School District 25
Ryan Schulz

Address: 1200 S. Dunton Avenue
Arlington Heights, IL 60005

Requested Action:

1. Amendment to Special Use Permit Ordinance #15-038 to allow a building addition.

Variations Required:

- Variation to Chapter 28, Section 10.4-4, to allow 49 parking stalls where 79 are required by code.

Attendees: Ryan Schulz, Arlington Heights School District 25
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
John Sigalos, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

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, six of the elementary schools within the district will require building additions that will result in an increase to the number of staff, classrooms, and overall student population at each of these six schools.

Olive-Mary Stitt Elementary School is one of the six schools that needs additional space for the full day Kindergarten program. In order to accommodate anticipated full day kindergarten enrollment, as well as to have the appropriate capacity to absorb future variations in student population, the building needs four new classrooms, two smaller group rooms, and new storage and circulation spaces. The addition will be located at the west end of the school.

Meeting Discussion:

Mr. Schulz stated that the school is in need of four new classrooms in order to accommodate the full day kindergarten program and anticipated future enrollment, which will allow the building to have the appropriate occupancy rates to make sure the school is able to absorb future enrollment variations and support district program needs. The addition consists of four classrooms, two small group rooms, and an exterior accessed storage room. The addition is one story height and will be approximately 20 feet from the existing grade. The new addition will be the same and similar materials as the existing school building. Walls are typically being brick and concrete block. Exterior materials consist of red brick, a capstone fascia resembling limestone, windows to match the existing windows, and a dark bronze metal coping. Completion of the project is planned for August 2024 for the beginning of the 24/25 school year. Construction is anticipated to begin in the spring of 2023. Construction will implement energy efficient design including LED lighting fixtures, low flow plumbing fixtures, and the possible future implementation of rooftop solar system.

OLIVE-MARY STITT SCHOOL BUILDING EXPANSION – TEMP FILE 1792

Staff is projected to increase from 70 staff up to a potential of 72 staff upon implementation of full day kindergarten program. The number of students at the school is projected to increase slightly by only four students by the 26/27 school year, primarily due to the full day kindergarten enrollment and partially due to general population increase. He stated that this school has a very large in-person kindergarten population even in the half day model, so a large increase will not be seen as may be expected at some of the other schools.

He stated that the total number of classrooms is projected to increase from 31 to 35. The building will increase by approximately 60-100 square feet and the overall building will be under the 50% lot area coverage calculation. The parking lot contains 49 parking spaces; this is short of Village requirement of 79 parking spaces. District 25 has a license agreement with the Orchard Church across the street to provide an additional 290 parking spaces for school use. This in turn provides the school with access of 339 parking spaces throughout the year. The number of buses for the site are expected to remain at two, and the mid-day pickup and drop off will mostly be eliminated. They are requesting an amendment to the special use permit ordinance that allows a school in the R-3 district, a setback variation and a parking variation to decrease the number of required onsite parking spaces from 79 to 49.

Mr. Hubbard explained that the Olive School property is made up of the Olive School building located on the west side of the site and Greens Park which is on the east side. The sum of these two areas is owned by School District 25. The school building is zoned R-3, Green's Park is zoned P-L, public land district. The School District has an intergovernmental agreement with Arlington Heights Park District to allow their use and maintenance of Green's Park; that park is owned by District 25 but not actually used as part of Olive School.

In 2015, a special use permit was granted to the school to allow for the existing school plus an addition that was built at that time. The proposed building addition triggers a need to amend that special use permit. The Comprehensive Plan designates the R-3 portion of the site as appropriate for school uses. The P-L portion used as Green's Park is within the park's category and is compatible with the Comprehensive Plan.

School District 25 held a neighborhood on October 19; details of the discussion will be provided as part of the Plan Commission process. The building addition will be on the west side of the where an existing outdoor play area is located. Details will be needed to show where the play area will be relocated and/or modified to accommodate for the building addition. Given proximity of the play area to Arlington Heights Road, the School District should provide details on any proposed safety improvements as part of the application. A Design Commission application and review will be required prior to Plan Commission appearance. Regulations for any future rooftop solar equipment will need to be followed and consideration for any future rooftop solar equipment should take into account the Village regulations.

The District is still working out the details relative to what stormwater improvements may be needed for this project. A Code compliant landscape plan and tree preservation plan will be required as part of the Plan Commission application and a photometric plan will be needed for any parking lot or building mounted lighting. Traffic and Parking Study is required as well. Drop-off and pick-up operations are a concern, Village is asking the study to pay special attention to these operations and provide a thorough analysis and recommended solution to any issues. Parking at Olive School doesn't comply with code; 79 parking spaces are required and there are 49 on site. There is the agreement with Orchard Church for parking and the church site is used for drop-off/pick-up. The district is negotiating a 10-year extension to that agreement. Parking Study should survey the parking lot at the Orchard Church to factor that site into baseline demand for the Olive School. Projected enrollment and staff should take into account peak built capacity at the school. The Staff Development Committee was generally supportive of the project.

Commissioner Sigalos is generally supportive and asked about the agreement with the Orchard Church.

Mr. Schulz responded that the Church has agreed to the extension and that the finalized agreement was scheduled to go to the School Board for approval in November.

Commissioner Sigalos said he was happy that an extension of the agreement appeared imminent. Plan B would be to expand the parking lot and he would rather not lose greenspace on the site.

Commissioner Jensen asked about employee parking and where they currently park.

Mr. Schulz responded that the employees currently park both onsite and within the Orchard Church parking lot. There is a small section of the Orchard lot immediately adjacent to Olive Street that gets cordoned off to allow for employee parking. The church has been agreeable to this and easy to work with.

Commissioner Jensen asked if parking was assigned or on a first come first served basis.

Mr. Schulz replied that parking was not assigned and was first come first served. The School District demand was only during the work week, during which time there was very little demand from the Church. On weekends when the church experiences their peak demand, there is no need for the school to utilize their parking lot.

Commissioner Jensen said he had no further questions.

Commissioner Green said that he has picked-up his grandkids from this school and that stacking within the parking lot worked well and functioned better than at some of the other elementary schools. He was supportive of this project.

RECOMMENDATION

The Conceptual Plan Review Committee advised the petitioner to proceed forward with their application.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Sam Hubbard, Recorder



**Conceptual Plan Review Committee
2/22/2023**

Item: Dryden School - 722 S. Dryden Pl. - 10/26/22

Department: Planning & Community Development

ATTACHMENTS:

Description

Dryden School - 10/26/22

Type

Minutes

**REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE
OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION**

A MEETING WAS HELD ON:

October 26, 2022

Project Title: Dryden School Building Expansion

Address: 722 S. Dryden Place

Petitioner: Arlington Heights School District 25
Ryan Schulz

Address: 1200 S. Dunton Avenue
Arlington Heights, IL 60005

Requested Action:

1. Special Use Permit to allow a public school on the subject property.

Variations Required:

- Variation to Chapter 28, Section 10.4-4, to allow 57 parking stalls where 67 are required by code.

Attendees: Ryan Schulz, Arlington Heights School District 25
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
John Sigalos, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

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, six of the elementary schools within the district will require building additions that will result in an increase to the number of staff, classrooms, and overall student population at each of these six schools.

Dryden 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 four new classrooms, an expansion of the gymnasium, additional storage spaces, and an expansion of the administrative offices. The building addition would be located at the southern end of the existing school.

Meeting Discussion:

Mr. Schulz stated that the Dryden building addition is similar to the expansions proposed at Westgate and Olive as it is necessary to support the full day Kindergarten program to be open in the 24/25 school year. Dryden is in need of four new classrooms to accommodate the full day Kindergarten program, as well as anticipated future enrollment growth. He said that Dryden is the only school in District 25 that does not have dedicated lunch room/performance space. Expansion of the gymnasium is necessary to accommodate two sections of physical education at a time and to provide a dedicated space for lunch and performances. He stated that the expansion consists of four classrooms, an expansion of the gym (including associated storage), expansion of the administration offices, an exterior storage room. The new classrooms will be one-story in height at approximately 12' 6" and gymnasium will be approximately 25' high. The materials will be similar to the existing school building; walls will be red brick and concrete block, and windows will match existing windows. Completion of the project is scheduled for August 2024 to align with the beginning of the 24/25 school year. Construction is anticipated to begin

DRYDEN SCHOOL BUILDING EXPANSION – TEMP FILE 1793

early 2023. The District is exploring the potential for solar panels, but these would not be a part of the proposed project and implementation would occur separate and after completion of the building addition.

Staffing at the school is projected to increase from 56 up to a potential of 61 staff upon implementation of the full day kindergarten program. The number of students at the school is projected to increase by 48 students for the 26/27 school year, which equates to an increase from 478 students to up 526 students. The building area will increase by approximately 11,820 square feet and will comply with F.A.R. regulations. The outside parking lot contains a total of 57 parking spaces, which is short of the Village requirement of 67 parking spaces. To accommodate school parking, the school has a license agreement Southminster church adjacent to the school property, which provides an additional 130 parking spaces. In sum, this provides 187 parking spaces throughout the year. The number of buses on the site will remain at four. The mid-day kindergarten pick-up and drop-off will be mostly be eliminated. The zoning request is for a special use permit to allow a school to be operated in an R-3 district and a variance to decrease the number of onsite parking spaces from 67 to 57.

Mr. Hubbard explained that the site is zoned R-3 which requires a special use permit for a school. Dryden school has never received a special use permit and the building addition is triggering the need one, which will have to be justified per the three criteria in the code. A parking variation will also be requested and will have to be justified per the four criteria for variation approval as contained within the zoning code. It appears that District 25 may own a small piece of land at the southern end of the site and the district is currently looking at title records to verify ownership. As part of the Plan Commission process, they will need to provide details on whether this land is under their ownership. If it is, and it is factored into the overall school site to comply stormwater or zoning regulations, it will need to be considered part of the special use permit and factored into the 250-foot required public notification mailing. The district would also need to provide a legal description for this land and it would need to be reflected on the Plat of Survey. These details will be needed as part of the Plan Commission application.

The site is designated "Schools" on the Comprehensive Plan and this use is compatible with the Comprehensive Plan designation. A neighborhood meeting was held on October 19 and the details of the meeting will be provided in the Plan Commission application. A Design Commission application and review will be required prior to Plan Commission appearance. Many of the same comments apply to the Dryden building addition as outlined during the Westgate and Olive-Mary Stitt building addition projects. He said it appears that some new HVAC equipment for this site will be needed and the district should be cognizant of placement and screening requirements for any new equipment.

He said the proposed building addition will be constructed over a portion of the site that is currently used as an asphalt play area, so the district will need to provide details on where this element will be relocated. Other than the addition of a third handicap accessible parking stall within one of the parking lots, there does not appear to be any changes proposed to the existing parking lots. Details on stormwater management will be required as the district moves forward with a Plan Commission application. A landscape and tree preservation plan will also be required, as well as a photometric plan if new lighting is proposed. The petitioner is encouraged to contact the Building and Life Safety Department regarding fire lanes and whether the proposed building addition triggers any modifications thereto. If so, fire truck turning exhibits to show how access can be achieved throughout the site will be required.

The building addition appears to trigger the need for a rear yard setback variation and the existing building does not appear compliant to required building setbacks on the north, west, and east sides of the site, so this will need variations. A traffic and parking study is required and it will need to assess the drop-off and pick-up operations. On a preliminary basis, it appears that Dryden has sufficient space to accommodate stacking during pick-up and drop-off, however, the study will need to provide recommendations to mitigate any issues observed or anticipated by the full day kindergarten. A parking variation appears to be required. Mr. Hubbard said they are asking the petitioner to survey the usage on the site, both within the school parking lot and the Southminster church parking lot, to get a baseline for demand. The district will need to provide details on the agreement with the church. The traffic and parking study should be based on the peak possible built-capacity of the school.

Commissioner Jensen pointed out that there was a park in-between the school and the Southminster Church.

Mr. Schulz responded that there was a park in-between the school and the church lot, however, there is rarely a need for

DRYDEN SCHOOL BUILDING EXPANSION – TEMP FILE 1793

people to use the church parking lot. It is not used often and serves only as overflow if needed.

Commissioner Jensen said that Dryden was only 10 spaces shy of the parking requirement. With the addition of a full day kindergarten, all schools will experience a slight increase in traffic and parking.

Commissioner Sigalos said he had no questions. He understood the project and was supportive and encouraged the district to move forward.

Commissioner Green said he also had no questions and thinks it's a good project. Educating the parents on how to follow the drop-off and pick-up rules is often the hardest part. The full day kindergarten was a welcome upgrade to all of the schools.

Commissioner Green opened up the floor for public comment.

Ms. Cayer asked the school district not to raise property taxes and to cut expenses. She asked why building additions were needed instead of opening up Rand school.

Commissioner Green thanked Ms. Cayer for her comment and said it would be made a part of the record.

RECOMMENDATION

The Conceptual Plan Review Committee advised the petitioner to proceed forward with their application.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Sam Hubbard, Recorder



**Conceptual Plan Review Committee
2/22/2023**

Item: Greenbrier School - 2330 N. Verde Dr. - 12/14/22

Department: Planning & Community Development

ATTACHMENTS:

Description

CPRC Minutes - 12/14/22

Type

Minutes

**REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE
OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION**

A MEETING WAS HELD ON:

December 14, 2022

Project Title: Greenbrier School Building Expansion

Address: 2330 N. Verde Drive

Petitioner: Arlington Heights School District 25
Ryan Schulz

Address: 1200 S. Dunton Avenue
Arlington Heights, IL 60005

Requested Action:

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

Variations Required:

- Variation to Chapter 28, Section 10.4-4, to allow 75 parking stalls where 86 are required by code

Attendees: Ryan Schulz, Arlington Heights School District 25
Lori Bien, Arlington Heights School District 25
Steve Corcoran, Ericksson Engineering Associates
Don Hansen, STR Partners
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
John Sigalos, Plan Commissioner
Jay Cherwin, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

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 half of the 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, six of the elementary schools within the district will require building additions that 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

GREENBRIER SCHOOL BUILDING EXPANSION – TEMP FILE 1797

curb cut and this lot serves as a staff/visitor parking area. A total of 75 parking stalls are included on the subject property and no parking lot modifications are proposed as part of this project.

Greenbrier School currently has 386 students, 79 employees, and 23 classrooms. The school is expected to have 406 students, 81 employees, and 25 classrooms as a result of the building addition and full day Kindergarten program. 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.

Meeting Discussion:

Mr. Schulz stated that the school is in need of two new classrooms in order to accommodate the full day kindergarten program and anticipated future enrollment, which will allow the building to have the appropriate occupancy rates to make sure the school is able to absorb future enrollment variations and support district program needs. The addition consists of two classrooms, associated storage spaces and circulations spaces. The addition is one story height and will be approximately 12 feet and six inches tall. The new addition will be the same and similar materials as the existing school building. Walls are typically being brick and concrete block. Exterior materials consist of brick to match the existing, a capstone facia resembling limestone, and windows to match the existing windows. Completion of the project is planned for August 2024 for the beginning of the 24/25 school year. In an effort to support sustainability, the new building will incorporate energy efficient design including LED lighting fixtures, low flow plumbing fixtures, and the possible future implementation of rooftop solar system that would need separate approval in the future if the School District determines to move forward with installation.

Staff is projected to increase from 79 staff up to a potential of 81 staff upon implementation of full day kindergarten program. The number of students at the school is projected to increase by 20 students by the 26/27 school year as a result of families that may have otherwise opted to send their child to a full-day private Kindergarten.

He stated that the total number of classrooms is projected to increase from 23 to 25. The building will increase by approximately 2,850 square feet and the overall building will be under the 50% lot area coverage calculation. The existing 75 parking spaces on the site will remain, which is short of the Village parking requirement of 86 parking stalls. The School District believes the 75 parking stalls to be sufficient as Greenbrier has a large number of part time staff due to the Early Childhood program. There are no busses that serve Greenbrier and it is not anticipated that this will change. They are requesting an amendment to the special use permit that allows a school in the R-3 district, as well as a parking variation to allow 75 parking stalls where 86 are required.

Mr. Hubbard said that Greenbrier School is within the R-3 zoning district, which allows schools through issuance of a special use permit. The Plan Commissioners may recall that Greenbrier went through the special use permit approval process in 2017 when an addition was proposed at that time. The presently proposed addition requires an amendment to the existing special use permit. The amendment to the special use permit will need to comply with the standards for special use permit approval and the petitioner will need to submit a written response to each standard that outlines how the proposed building addition will comply with the criteria for approval. A Plan Commission application has already been received and is currently under review. A parking variation will also be required.

This site is designated as appropriate for schools as per the Comprehensive Plan. The School District has already held a neighborhood meeting and staff will review the meeting notes and provide those to the Plan Commission as part of the application.

On a preliminary basis, the building addition appears compliant to all bulk, height, and setback requirements of the R-3 district. A Design Commission application has been submitted and is also under review. Any new HVAC equipment that is required for this building addition must be appropriately sited, screened, and shall be designed to minimize noise impact on surrounding property owners.

The District is still evaluating the stormwater impacts of the project and staff will work with the petitioner on compliance with all applicable codes. Landscaping, tree preservation, and photometrics will also be required as part of the Plan Commission

GREENBRIER SCHOOL BUILDING EXPANSION – TEMP FILE 1797

process. A Parking Study is required as well. Afternoon pick-up operations are a concern, as the queue of parents in the parking lot will spill outside of the site and can stack to the Verde/Roanoke intersection. The traffic study should specifically analyze this situation and recommend solutions to address the stacking issues. The traffic and parking study should take into account the maximum possible building capacities as building addition is meant to accommodate enrollment at 15% above the 2026/2027 projections. The Staff Development Committee is generally supportive of the project.

Commissioner Cherwin stated that parking did not appear to be a huge problem at this school and he doesn't have any specific concerns with the project at this preliminary stage.

Commissioner Sigalos asked about roof top units.

Mr. Schulz responded that there would be no new rooftop units proposed. A large chiller had been added back in 2017 as part of the work that had been done at that time.

Commissioner Sigalos asked about drop-off/pick-up operations and the increase in kindergarten population impacting the Verde/Roanoke intersection.

Mr. Corcoran responded that even with the additional students, there wouldn't be a substantial change in the operations of the site. The Early Childhood program has a staggered arrival and dismissal time relative to the K-5 students, which helps to mitigate the congestion.

Commissioner Jensen asked about the neighborhood meeting.

Dr. Bein responded that no one attended the neighborhood meeting.

Commissioner Jensen asked about staffing.

Mr. Schulz explained that due to the Early Childhood program, there were more part time staff at this school than at others. So some staff will arrive and leave through-out the day to provide services to a particular student but then leave after. This occurs through-out the day.

Commissioner Green said that he has picked-up his grandson from this school, who leaves for the day at 11:40am. During this pick-up time, he has observed traffic flowing fairly well through the parking lot and has not seen significant issues. If a parent attempts to enter the pick-up queue because they see it moving, but then the queue stops moving and the parents' car accidentally blocks an intersection or drive aisle, his impression is that that parent gets honked at but then learns that next time they need to be more aware. The situation eventually corrects itself. He has not witnessed significant issues during the 11:40am pick-up. He was supportive of this project.

RECOMMENDATION

The Conceptual Plan Review Committee advised the petitioner to proceed forward with their application.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Sam Hubbard, Recorder



**Conceptual Plan Review Committee
2/22/2023**

Item: Windsor School - 1315 E. Miner St. - 12/14/22

Department: Planning & Community Development

ATTACHMENTS:

Description

Windsor School - 12/14/22

Type

Minutes

**REPORT OF THE PROCEEDINGS OF
THE CONCEPTUAL PLAN REVIEW COMMITTEE
OF THE VILLAGE OF ARLINGTON HEIGHTS PLAN COMMISSION**

A MEETING WAS HELD ON:

December 14, 2022

Project Title: Windsor School Building Expansion

Address: 1315 E. Minder Street

Petitioner: Arlington Heights School District 25
Ryan Schulz

Address: 1200 S. Dunton Avenue
Arlington Heights, IL 60005

Requested Action:

1. Amendment to SUP Ordinance #90-082 and #17-013 to allow a building addition.
2. Amendment to the Comprehensive Plan to reclassify the “Parks” portion of the site into the “Schools” classification.

Variations Required:

- None identified at this time.

Attendees: Ryan Schulz, Arlington Heights School District 25
Lori Bien, Arlington Heights School District 25
Don Hansen, STR Partners
Steve Corcoran, Ericksson Engineering Associates
Bruce Green, Plan Commissioner
Lynn Jensen, Plan Commissioner
John Sigalos, Plan Commissioner
Jay Cherwin, Plan Commissioner
Sam Hubbard, Development Planner

Project Summary:

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 half of the 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, six of the elementary schools within the district will require building additions that 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 to expand 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.

The site has a single parking lot, which is located to the west of the school building. 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

WINDSOR SCHOOL BUILDING EXPANSION – TEMP FILE 1798

egress only. Traffic through the parking lot flows in a counter clockwise direction and the parking area includes a total of 101 parking stalls. Drop-off and pick-up occur both 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 lots have been proposed at this time and the land-banked parking would remain as open space.

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. 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.

Meeting Discussion:

Mr. Schulz explained that the school is in need of two new classrooms in order to accommodate the full day kindergarten program and anticipated future enrollment, which will allow the building to have the appropriate occupancy rates to make sure the school is able to absorb future enrollment variations and support district program needs. The addition consists of two classrooms and associated hallways/circulation spaces. The addition is one story height and will be approximately 14 feet and eight inches tall. The new addition will be the same and/or similar materials as the existing school building. Walls are typically being constructed of brick and concrete block. Exterior materials consist of matching red brick, windows to match the existing windows, and a dark bronze metal coping. Completion of the project is planned for August 2024 for the beginning of the 24/25 school year. In an effort to support sustainability, the building addition will include energy efficient LED lighting fixtures, low flow plumbing fixtures, and the possible future implementation of rooftop solar system.

Staff is projected to increase from 91 staff up to a potential of 93 staff upon implementation of full day kindergarten program. The number of students at the school is projected to increase slightly by about 11 students by the 26/27 school year, primarily due to the full day kindergarten. Not all of the classroom space within the building will be used as an established classroom space and may instead be used for pull out services, for example for special education students, which are needed at this school.

He stated that the total number of classrooms is projected to increase from 32 to 34. The building will increase by approximately 2,910 square feet and the overall building will be under the 50% lot area coverage calculation. The parking lot contains 101 parking spaces which exceeds the 100 spaces as required by Village Code. There are no busses at Windsor and this is not expected to change. Midday drop-off and pick-up of the half day Kindergarten population will be almost entirely eliminated. They are requesting an amendment to the Windsor School special use permit ordinance and are excited to proceed with this project.

Mr. Hubbard explained that Windsor School is within the R-3 zoning district, which allows schools through issuance of a special use permit. Windsor School was approved for a special use permit in 1990, which was amended in 2017 to allow for a building addition at that time. Due to the proposed building addition, an amendment to the existing special use permit. The amendment will need to be justified per the three criteria for special use permit approval. A Plan Commission application has already been received and is currently under review.

This majority of the subject property falls within the "Schools" classification within the Comprehensive Plan, however, there is a small portion of land on the west side of the site that is within the "Parks" classification. As part of this project, the Staff Development Committee is evaluating a recommendation to reclassify the "Parks" portion of the site into the "Schools" designation to unify the future land use vision for the site. On November 2nd the School District held a neighborhood meeting and staff will review the meeting notes and provide those to the Plan Commission as part of the application.

On a preliminary basis, the building addition appears compliant to all bulk, height, and setback requirements of the R-3 district. A detailed review will occur as part of the Plan Commission process. A Design Commission application has been submitted and is also under review. Any new HVAC equipment that is required for this building addition must be appropriately sited, screened, and should be designed to minimize noise impact on surrounding property owners.

The District is still evaluating the stormwater options and the Village will review their preliminary stormwater calculations as part of the Plan Commission review. Landscaping, tree preservation, and photometrics will also be required as part of the Plan Commission process. A traffic and parking study is required as well. Drop-off and pick-up occur in the parking lot and on surrounding streets. During the 2017 special use permit amendment process there was significant discussion and concern about drop-off and pick-up operations at Windsor School. Since then, the school district has constructed an expanded parking lot and staff will review to what extent this has improved drop-off/pick-up operations at the school. The traffic and parking study should closely analyze drop-off/pick-up operations.

Relative to parking, the site is code compliant. During the 2017 special use amendment approvals, Windsor School designed a land-banked parking option that could add up to 19 parking stalls west of the parking lot. During review of the proposed building addition, staff will analyze whether this land-banked parking will need to be constructed. Finally, staff is asking that the traffic & parking study take into account the peak built capacity of the school at 15% over the 2026/2027 projections and the Staff Development Committee is generally supportive of this project.

Commissioner Jensen asked about the neighborhood meeting.

Dr. Bein replied that two individuals attended the neighborhood meeting.

Mr. Schulz said that in general, the School District is not aware of significant opposition from surrounding property owners.

Commissioner Jensen asked about the land-banked parking.

Mr. Schulz responded that the land-banked parking was designed in 2017 and the School District is not intending to construct the parking at this time. However, if the Village was advocating for construction of the land-banked parking, they would certainly be willing to explore that. Construction of the land-banked parking would leave them with a surplus of parking.

Commissioner Sigalos asked about rooftop mechanical units.

Mr. Hansen replied that on a preliminary basis they believe there is a need for two condensing units. These would be standard units and not large chillers that generate significant noise.

Commissioner Sigalos said that the land-banked parking provided an option that, if the parking or loading operations resulted in issues on the public streets, they could implement the land-banked parking to improve the situation. If there were significant issues on the site currently, he imagined that more people would have shown up at the neighborhood meeting. He encouraged the petitioner to move forward with their project.

Commissioner Cherwin commented that he was reluctant to construct the land-banked parking unless it was absolutely necessary.

Commissioner Sigalos echoed this sentiment.

Commissioner Green said that the new parking lot has improved the drop-off and pick-up significantly. Given the low expected number of new students and teaches, he did not believe the building addition would have a substantial impact on drop-off and pick-up operations. He encouraged the petitioner to proceed forward.

RECOMMENDATION

The Conceptual Plan Review Committee advised the petitioner to proceed forward with their application.

Bruce Green, Chair
CONCEPTUAL PLAN REVIEW COMMITTEE
Sam Hubbard, Recorder



Conceptual Plan Review Committee 2/22/2023

Item: First Methodist Church - 1903 E Euclid Ave - T1804

Department: Planning & Community Development

Requested Action

1. Amendment to Planned Unit Development (PUD) Ordinance 09-044 to allow modifications to the approved development plan and a modified parking variation.

Variations Required

- Amendment to the parking variation granted within Ordinance 09-044, to allow 225 spaces where 346 spaces are required (Deficit of 121).

Recommendation

The Staff Development Committee reviewed the proposed PUD Amendment Request to allow a modified church plan and reduced parking lot, and needs additional information to make a recommendation on the proposal. Such additional information includes the following:

1. As part of any Plan Commission application, a landscape plan must be provided. The ends of all parking rows must include a landscape island equal in size to one parking space, which must include a 4" caliper shade tree. Additionally, any parking row that includes more than 20 parking stalls must include an interim landscape island to break up the parking row. Existing parking rows that do not include the required island/shade tree shall be modified to conform to Code as part of any Plan Commission application. Additionally, the reconstructed parking area should also include landscape islands to conform to this requirement. The concept plan provided shows landscaped parking lot islands at the ends of some, but not all, parking lot islands.
2. A detailed photometric plan shall be required for the proposed new lighting. The plan shall limit light spillage onto adjacent properties. Maximum horizontal foot candles as given off by the neighboring property as measured in single family residential districts shall not exceed 0.1 footcandles.
3. The area to be disturbed is over half of an acre. Although the impervious area

is proposed to be reduced, a determination letter from the MWRD shall be provided and the detention calculations updated to document what volume in the detention basin will be available for future development. The petitioner is encouraged to reach out to the MWRD to determine any requirements that may be triggered by this project.

4. The petitioner shall confirm details on the use of classrooms on the upper floor, with information on the number of teachers and students, in order to determine if the referenced Special Use Permit approvals will also be required.

5. Section 6.12-1 of the Zoning Code requires a full traffic and parking study for a project of this scope. If a variation is requested for this requirement, a parking survey shall be provided, such study to be conducted over a two-week period, four days each week, including during each Saturday and Sunday service. The remaining two days of counts shall be conducted hourly during the times the church is operating for any or all programs.

6. For the requested parking variation, to demonstrate conformance a written response to each of the four criteria for each variation must be provided as part of any Plan Commission application:

- The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
- The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
- The proposed variation is in harmony with the spirit and intent of this Chapter.
- The variance requested is the minimum variance necessary to allow reasonable use of the property.

7. These are just preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

ATTACHMENTS:

Description	Type
Staff Report	Board or Commission Report
Aerial	Exhibits
Floor Plan	Exhibits
Site Plan & Petitioner Project Description	Exhibits



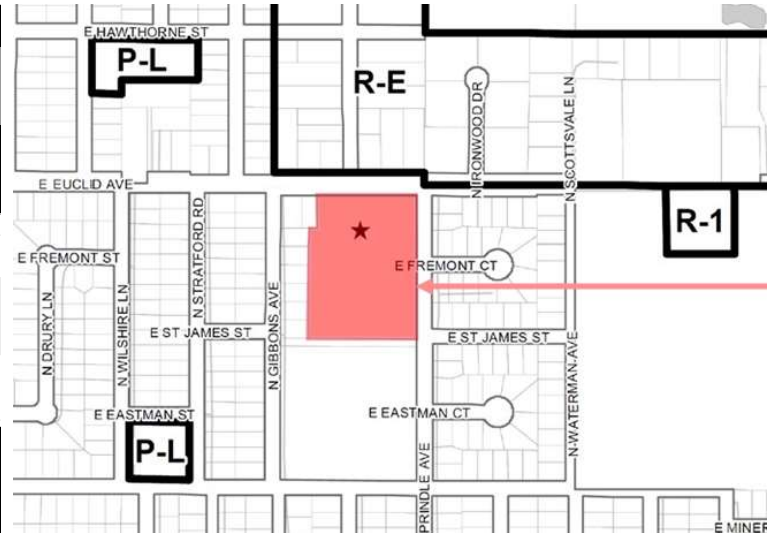
VILLAGE OF ARLINGTON HEIGHTS **STAFF DEVELOPMENT** **COMMITTEE REPORT**

Temp File Number: T1804
Project Title: First United Methodist Church PUD Amendment
Address: 1903 E Euclid Ave
PIN: 03-28-301-021-0000

To: Conceptual Plan Review Committee
Prepared By: Jake Schmidt, Assistant Planner
Meeting Date: February 22, 2023
Date Prepared: February 17, 2023

Petitioner: Dan Buntley
 First Methodist Church
Address: 1903 E. Euclid Ave.
 Arlington Heights, IL 60004

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



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	R-E: One-Family Dwelling District	Single-Family Homes	Single Family Detached Estate
South	R-3: One-Family Dwelling District	Vacant Land	Parks
East	R-3: One-Family Dwelling District	Single-Family Homes	Single-Family Detached
West	R-3: One-Family Dwelling District	Single-Family Homes	Single-Family Detached

Requested Action:

1. Amendment to Planned Unit Development (PUD) Ordinance 09-044 to allow modifications to the approved development plan and a modified parking variation.

Variations Requested:

1. Amendment to the parking variation granted within Ordinance 09-044, to allow 225 spaces where 346 spaces are required (Deficit of 121).

Project Background:

First United Methodist Church is an existing church located at the southwest corner of Euclid Avenue and Prindle Avenue. The property received PUD approval in 2009 in addition to other zoning approvals for a daycare, cellular antenna, and community center. The PUD involved 3 phases of construction:

- Phase 1 included a 4,592 square foot addition at the northwest corner of the existing church building. This addition will incorporate a covered vehicle drop off lane, a handicapped accessible welcoming entrance, an interior gathering space, restrooms, and a church office. In addition, the existing sanctuary would be turned 180 degrees so that the seats face north towards the stain glass wall. The rest of the interior would be remodeled and renovated with new audio/visual, electrical, heating, air conditioning, and sprinklers systems. Other improvements include the construction of the detention basin along the south property line and the reconfiguration of the north parking lot from a one-way system with angular parking to a two-way system with perpendicular parking. The total number of spaces provided in the north lot would be reduced by 2 stalls from 43 to 41 spaces.
- Phase 2 included a 12,241 square foot addition at the southwest corner of the church building. This addition, which is commonly referred to as the Family Life Center, would include a gymnasium and various multi-purpose rooms. The Church plans to use this facility for their existing recreational programs, contemporary worship services, and dramatic and musical presentations. Phase 2 would also include the reconfiguration of the south parking lot from a one-way system with angular parking to a two-way system with perpendicular parking. This modification would reduce the total on-site parking supply from 303 to 274 spaces (253 spaces + 21 land-banked spaces).
- Phase 3 included a 3,060 square foot addition at the southeast corner of the church building. This addition would allow the Church to relocate the 6 pre-school classrooms from the upper level to the main level. Once relocated, the upper level would be remodeled and used for various multi-purpose functions such as adult and youth Bible study. Furthermore, the new addition and remodeled areas would include new audio/visual, electrical, heating, air conditioning, and sprinkler systems.

Phase 1 was reduced in scope and began in 2011. This phase was divided into Phase 1a and Phase 1b:

- Phase 1a (2011-2012): included turning the existing Sanctuary 180 degrees so that the seats face north towards the stain glass wall. The rest of the interior of the church building portion was remodeled and renovated with new audio/visual, electrical, heating, air conditioning, and sprinklers systems. Other improvements included the construction of the detention basin along the south property line but no changes to the parking lot were made.
- Phase 1b (2019-2020): included an 800 SF Entry Addition and interior renovations to provide a new Gathering space, new accessible toilet rooms, sprinkler protection extended to the rest of the building and updated finishes, ceilings, and lightings through the space. The new site work included a new drop off aisle at grade to make the main entry accessible and new accessible parking stalls were included adjacent to the new entry. An open-air canopy was constructed to project out to the drop off aisle to help protect visitors from the elements. As part of the site work, stormwater/volume control was incorporated for the impervious areas within the project limits.

Work on Phase 1a was completed in 2012. Phase 1b began in 2019 and was completed in 2020. Phase 2 and 3 have not been constructed. The petitioner is no longer interested in constructing Phase 2 and Phase 3 and would like to consider the PUD complete at this point.

The 2019-2020 Phase 1b modifications were considered to be substantially compliant with the original PUD, given that the future phases would still be implemented as approved and the parking lot changes resulted in 288 spaces where the 2009 variation allowed 274 spaces (42% reduction in parking). It should be noted that the parking lot plan from 2019/2020 was not implemented exactly as approved, and the current site has only approximately 250 spaces.

The parking lot on the western side of the church property is in need of repair. The church is proposing removal of a certain portion of this parking area, and replacement of the pavement with landscaping. The remaining portion of that parking area would be resurfaced. This would further reduce parking beyond what was approved as part of the 2009 PUD.

Given the church would like to terminate the future Phase 2 and 3 of the PUD, and their final version of Phase 1 differs from what was contemplated during PUD approval while further reducing onsite parking, the PUD approval must be amended, and a new parking variation would need to be requested. Other variations could be required upon review of detailed plans.

Zoning and Comprehensive Plan

The subject property is located within the R-3 Zoning District, and the proposed use is classified as a “Place of Worship”, which is a permitted use in the underlying zoning district. To proceed forward, the Plan Commission must review and the Village Board must approve an amendment to the existing PUD in order to accommodate changes to the existing site and previously approved PUD plans.

The subject property is designated as appropriate for Institutional uses per the Comprehensive Plan of the Village of Arlington Heights. The proposed use is compatible with this designation.

Building, Site Plan, and Landscaping

As mentioned above, the petitioner is proposing removal of a portion of the existing parking lot, and replacement of this removed area with landscaping.

During Staff Development Committee Review, the following concerns were raised:

- Landscape concerns: As part of any Plan Commission application, a landscape plan must be provided. The ends of all parking rows must include a landscape island equal in size to one parking space, which island must include a 4" caliper shade tree. Additionally, any parking row that includes more than 20 parking stalls must include a landscape island to break up the parking row. Existing parking rows that do not include the required island/shade tree shall be modified to conform to Code as part of any Plan Commission application. Additionally, the reconstructed parking area should also include landscape islands to conform to this requirement. The concept plan provided shows landscaped parking lot islands at then ends of some, but not all, parking lot islands.
- Lighting concerns: A detailed photometric plan shall be required for the proposed new lighting. The plan shall limit light spillage onto adjacent properties. Maximum horizontal foot candles as given off by the neighboring property as measured in single family residential districts shall not exceed 0.1 footcandles.

- Stormwater management concerns: The area to be disturbed is over half of an acre. Although the impervious area is proposed to be reduced, a determination letter from the MWRD shall be provided and the detention calculations updated to document what volume in the detention basin will be available for future development. The petitioner is not proposing any changes to the existing detention area. Staff encourages the petitioner to reach out to the MWRD to determine any requirements that may be triggered by this project.

The final breakdown of the respective uses of the building as-built per the church are detailed below in the required parking table. It should be noted that the proposed floor plan shows additional classrooms and areas not included in the approved 2008 plans. Additionally, it appears that the square-footage of the daycare/preschool area has increased beyond what was approved in 2008. Additional Special Use Permits or a Special Use Permit Amendment may be required. The petitioner shall confirm details on the use of classrooms on the upper floor, with information on the number of teachers and students, in order to determine if the referenced Special Use Permit approvals will also be required.

Traffic and Parking

The total parking requirement for the proposed facility is based off of the respective uses within the building, broken down by the gross square footage or unit count of each use. A preliminary parking estimate is shown in **Table I** below:

Table I: Required Parking

Use	Parking requirement	Number of Seats	Number of Employees	Number of Classrooms	Size of Space	Required parking spaces
Sanctuary	One space per five seats	426.00	N/A	N/A	5,445	85
Multi-purpose and meeting rooms	Per Table 1004.1.1 for assembly areas w/o fixed seats and unconcentrated (tables and chairs) occupancy ratio is 1/15 sf. Community centers requires parking spaces equal to 30% of capacity	N/A	N/A	N/A	11,126	223
Daycare/Preschool	Three spaces for each two employees	N/A	20	5	5,711	30
Office-Administrative	One space per 300 sq. ft.	N/A	N/A	N/A	2,422	8
						TOTAL
Total Parking Required						346
TOTAL PARKING PROVIDED						225
Surplus/(Deficit)						-121

Per the Staff analysis, a total of 346 spaces would be required for the site. It is proposed that the subject site is would be improved with 225 spaces, resulting in a code-required parking deficit of 121 parking spaces. While this is a lower variation than what was granted in 2009 (A 223 space variation, providing 274 spaces where 497 are required), as previously mentioned due to the significant change in provided parking a new variation would be required.

Village Code requires that for any modification to an existing Variation, evidence of conformance to the approval criteria (as shown below) must be provided. To demonstrate conformance, a written response to each of the four criteria for each variation must be provided as part of any Plan Commission application:

- The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
- The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
- The proposed variation is in harmony with the spirit and intent of this Chapter.
- The variance requested is the minimum variance necessary to allow reasonable use of the property.

Section 6.12-1 of the Zoning Code requires a full traffic and parking study for a project of this scope. If a variation is requested for this requirement, a parking survey shall be provided, such study to be conducted over a two-week period, four days each week, including during each Saturday and Sunday service. The remaining two days of counts shall be conducted hourly during the times the church is operating for any or all programs. The petitioner has conducted a limited parking lot survey prior to this meeting; however this survey lacks context for the majority of counts, only listing a time for two of the counts and not providing background on the services or events conducted during the counts.

With respect to bicycle parking, the provision of bicycle parking spaces is required when the use of a space changes to a more intense use. As the proposal reduces required vehicular parking from what was previously approved, no bicycle parking spaces are required.

RECOMMENDATION

The Staff Development Committee reviewed the proposed PUD Amendment Request to allow a modified church plan and reduced parking lot, and needs additional information to make a recommendation on the proposal. Such additional information includes the following:

1. As part of any Plan Commission application, a landscape plan must be provided. The ends of all parking rows must include a landscape island equal in size to one parking space, which must include a 4" caliper shade tree. Additionally, any parking row that includes more than 20 parking stalls must include an interim landscape island to break up the parking row. Existing parking rows that do not include the required island/shade tree shall be modified to conform to Code as part of any Plan Commission application. Additionally, the reconstructed parking area should also include landscape islands to conform to this requirement. The concept plan provided shows landscaped parking lot islands at the ends of some, but not all, parking lot islands.
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3. The area to be disturbed is over half of an acre. Although the impervious area is proposed to be reduced, a determination letter from the MWRD shall be provided and the detention calculations updated to document what volume in the detention basin will be available for future development. The petitioner is encouraged to reach out to the MWRD to determine any requirements that may be triggered by this project.
4. The petitioner shall confirm details on the use of classrooms on the upper floor, with information on the number of teachers and students, in order to determine if the referenced Special Use Permit approvals will also be required.
5. Section 6.12-1 of the Zoning Code requires a full traffic and parking study for a project of this scope. If a variation is requested for this requirement, a parking survey shall be provided, such study to be conducted over a two-week period, four days each week, including during each

Saturday and Sunday service. The remaining two days of counts shall be conducted hourly during the times the church is operating for any or all programs.

6. For the requested parking variation, to demonstrate conformance a written response to each of the four criteria for each variation must be provided as part of any Plan Commission application:
 - The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
 - The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
 - The proposed variation is in harmony with the spirit and intent of this Chapter.
 - The variance requested is the minimum variance necessary to allow reasonable use of the property.
7. These are just preliminary comments only and should not be relied upon as identification of the only major issues. The Staff Development Committee reserves the right to change its position on issues upon submittal of a formal application and detailed review.

February 17, 2023

Charles Witherington-Perkins, Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1804



N Gibbons Ave

N Forrester Ave

N Ironwood Dr

N Scottsdale Ln

N Waterman Ave

N Prindle Ave

N Stratford Rd

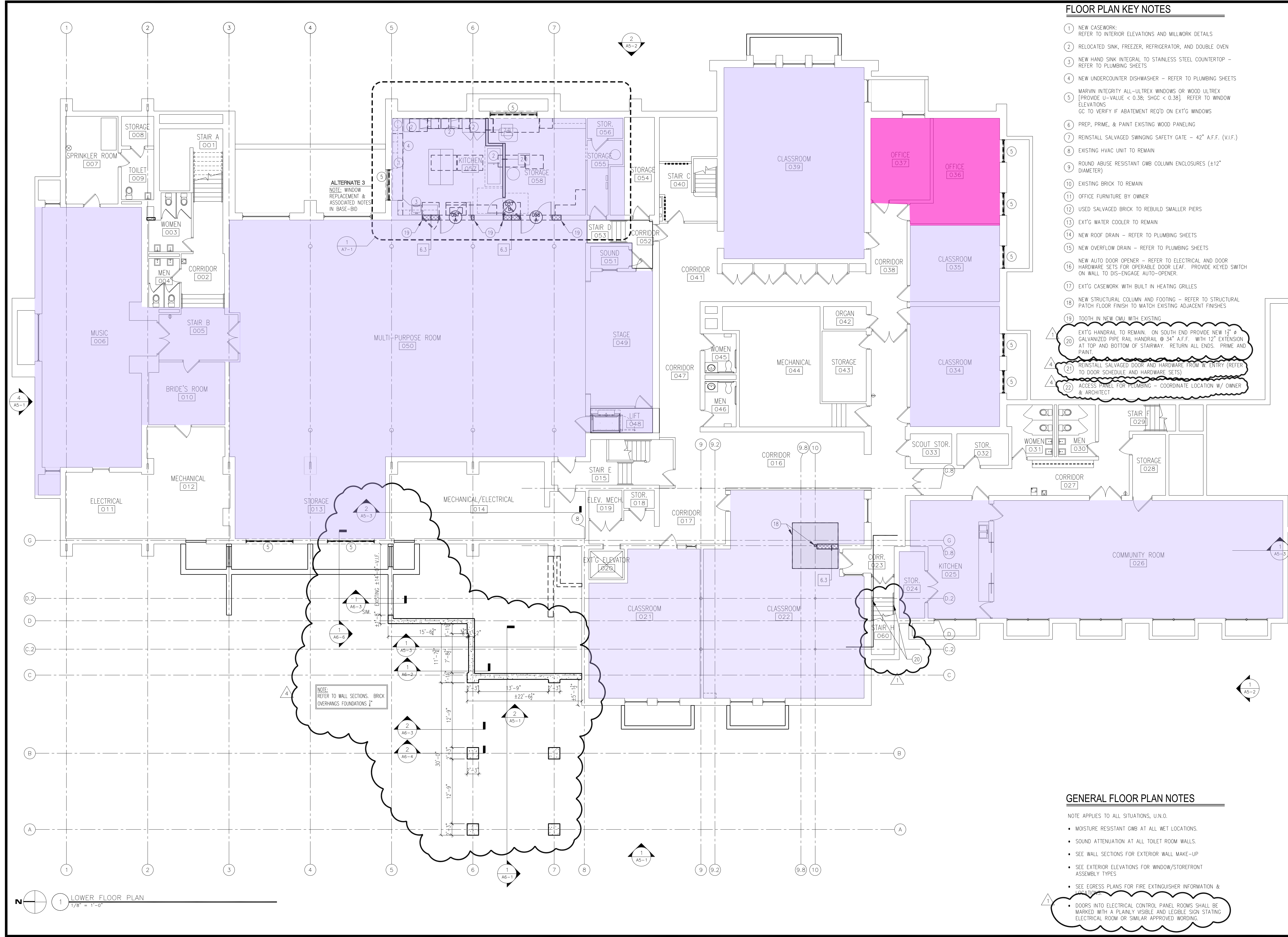
E St James St

E St James St

E Fremont Ct

E Eastman Ct

E Eastman St



FLOOR PLAN KEY NOTES

- 1 NEW CASEWORK - REFER TO INTERIOR ELEVATIONS AND MILLWORK DETAILS
- 2 RELOCATED SINK, FREEZER, REFRIGERATOR, AND DOUBLE OVEN
- 3 NEW HAND SINK INTEGRAL TO STAINLESS STEEL COUNTERTOP - REFER TO PLUMBING SHEETS
- 4 NEW UNDERCOUNTER DISHWASHER - REFER TO PLUMBING SHEETS
- 5 MARVIN INTEGRITY ALL-ULTRIX WINDOWS OR WOOD ULTRIX [PROVIDE U-VALUE < 0.38; SHGC < 0.38] REFER TO WINDOW ELEVATIONS GC TO VERIFY IF ABATEMENT REQ'D ON EXT'G WINDOWS
- 6 PREP, PRIME, & PAINT EXISTING WOOD PANELING
- 7 REINSTALL SALVAGED SWINGING SAFETY GATE - 42" A.F.F. (V.I.F.)
- 8 EXISTING HVAC UNIT TO REMAIN
- 9 ROUND ABUSE RESISTANT GWB COLUMN ENCLOSURES (±12" DIAMETER)
- 10 EXISTING BRICK TO REMAIN
- 11 OFFICE FURNITURE BY OWNER
- 12 USED SALVAGED BRICK TO REBUILD SMALLER PIERS
- 13 EXT'G WATER COOLER TO REMAIN
- 14 NEW ROOF DRAIN - REFER TO PLUMBING SHEETS
- 15 NEW OVERFLOW DRAIN - REFER TO PLUMBING SHEETS
- 16 NEW AUTO DOOR OPENER - REFER TO ELECTRICAL AND DOOR HARDWARE SETS FOR OPERABLE DOOR LEAF. PROVIDE KEYED SWITCH ON WALL TO DIS-ENGAGE AUTO-OPENER.
- 17 EXT'G CASEWORK WITH BUILT IN HEATING GRILLES
- 18 NEW STRUCTURAL COLUMN AND FOOTING - REFER TO STRUCTURAL PATCH FLOOR FINISH TO MATCH EXISTING ADJACENT FINISHES
- 19 TOOTH IN NEW CMU WITH EXISTING
- 20 EXT'G HANDRAIL TO REMAIN - ON SOUTH END PROVIDE NEW 1 1/2" GALVANIZED PIPE RAIL HANDRAIL @ 34" A.F.F. WITH 12" EXTENSION AT TOP AND BOTTOM OF STAIRWAY. RETURN ALL ENDS. PRIME AND PAINT.
- 21 REINSTALL SALVAGED DOOR AND HARDWARE FROM W. ENTRY (REFER TO DOOR SCHEDULE AND HARDWARE SETS)
- 22 ACCESS PANEL FOR PLUMBING - COORDINATE LOCATION W/ OWNER & ARCHITECT

GENERAL FLOOR PLAN NOTES

- NOTE APPLIES TO ALL SITUATIONS, U.N.O.
- MOISTURE RESISTANT GWB AT ALL WET LOCATIONS.
 - SOUND ATTENUATION AT ALL TOILET ROOM WALLS.
 - SEE WALL SECTIONS FOR EXTERIOR WALL MAKE-UP
 - SEE EXTERIOR ELEVATIONS FOR WINDOW/STOREFRONT ASSEMBLY TYPES
 - SEE EGRESS PLANS FOR FIRE EXTINGUISHER INFORMATION & LOCATIONS
 - DOORS INTO ELECTRICAL CONTROL PANEL ROOMS SHALL BE MARKED WITH A PLAINLY VISIBLE AND LEGIBLE SIGN STATING ELECTRICAL ROOM OR SIMILAR APPROVED WORDING.

RENOVATIONS AND ADDITIONS TO:

FIRST UNITED METHODIST CHURCH

1903 E. EUCLID AVE, ARLINGTON HEIGHTS, IL 60004

JNKA ARCHITECTS
JAEGER NICKOLA KUHLMAN ASSOCIATES, LTD., ARCHITECTS
359 S. NORTHWEST HIGHWAY, SUITE 106, PARK RIDGE, IL 60068
847.692.6166 Fax 847.692.2002
www.jnkaarchitects.com



△	PERMIT ADDENDUM	06.18.19
△	PERMIT COMMENTS	05.07.19
△	PERMIT COMMENTS	04.02.19
	BID/PERMIT SET	02.01.19
	CD PROGRESS SET	01.17.19
	CD PROGRESS SET	12.18.18
	VILLAGE REVIEW	12.05.18
	ISSUE SET	MM.DD.YY
NO.	DESCRIPTION	DATE

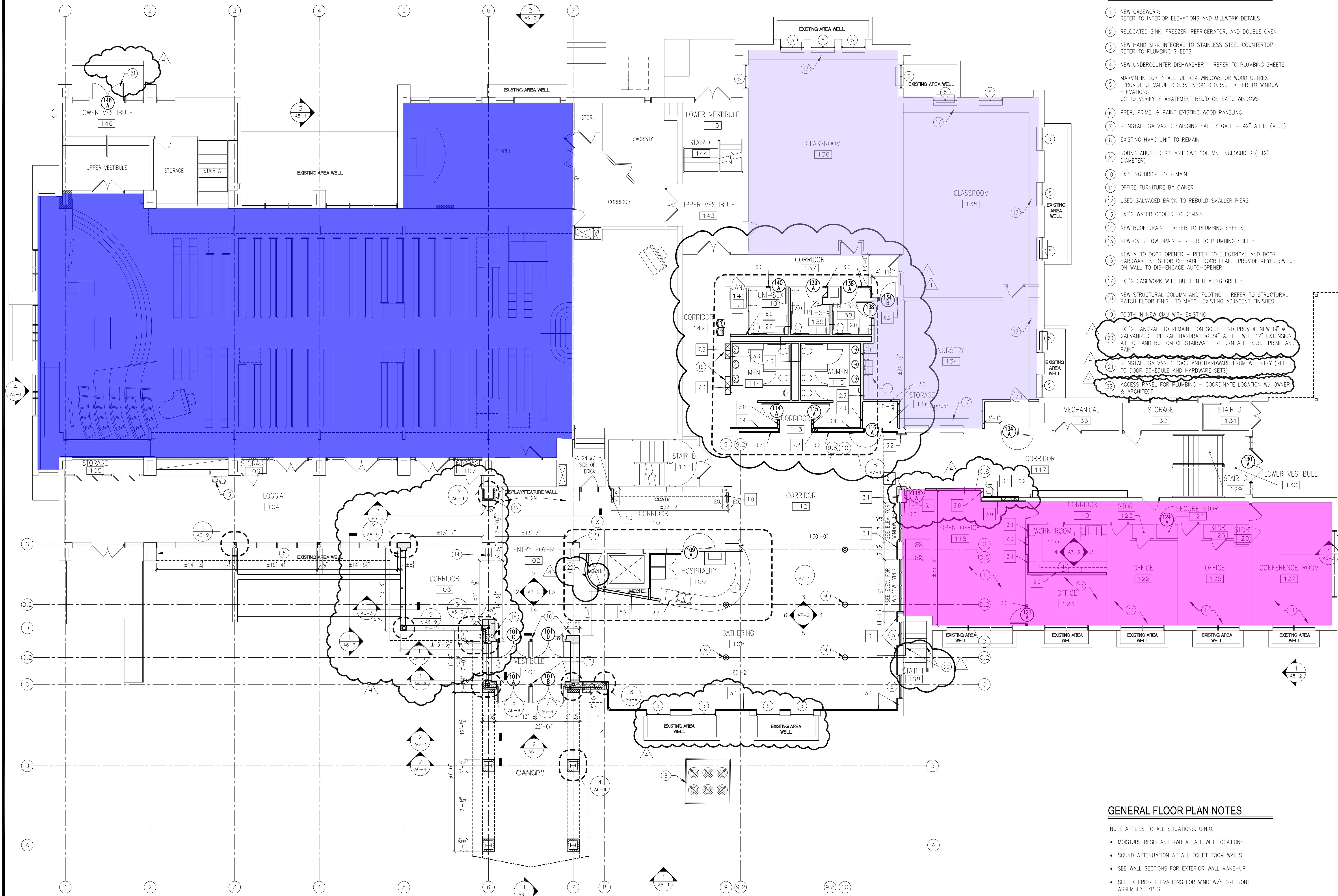
LOWER FLOOR PLAN

DRAWN: _____ PLOT DATE: **06/21/2019**

CHECKED: _____

JOB NUMBER: **A2-0**

1703



FLOOR PLAN KEY NOTES

- 1 NEW CASEWORK:
REFER TO INTERIOR ELEVATIONS AND MILLWORK DETAILS
- 2 RELOCATED SINK, FREEZER, REFRIGERATOR, AND DOUBLE OVEN
- 3 NEW HAND SINK INTEGRAL TO STAINLESS STEEL COUNTERTOP -
REFER TO PLUMBING SHEETS
- 4 NEW UNDERCOUNTER DISHWASHER - REFER TO PLUMBING SHEETS
- 5 MARVIN INTEGRITY ALL-ULTRIX WINDOWS OR WOOD ULTRIX
[PROVIDE U-VALUE < 0.38; SHGC < 0.38]. REFER TO WINDOW
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GC TO VERIFY IF ABATEMENT REQ'D ON EXT'G WINDOWS
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NOTE APPLIES TO ALL SITUATIONS, U.N.O.

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- SEE WALL SECTIONS FOR EXTERIOR WALL MAKE-UP
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MARKED WITH A PLAINLY VISIBLE AND LEGIBLE SIGN STATING
ELECTRICAL ROOM OR SIMILAR APPROVED WORDING.

RENOVATIONS AND ADDITIONS TO:

FIRST UNITED METHODIST CHURCH

1903 E. EUCLID AVE, ARLINGTON HEIGHTS, IL 60004

JNKA
ARCHITECTS
JAEGER NICKOLA KUHLMAN
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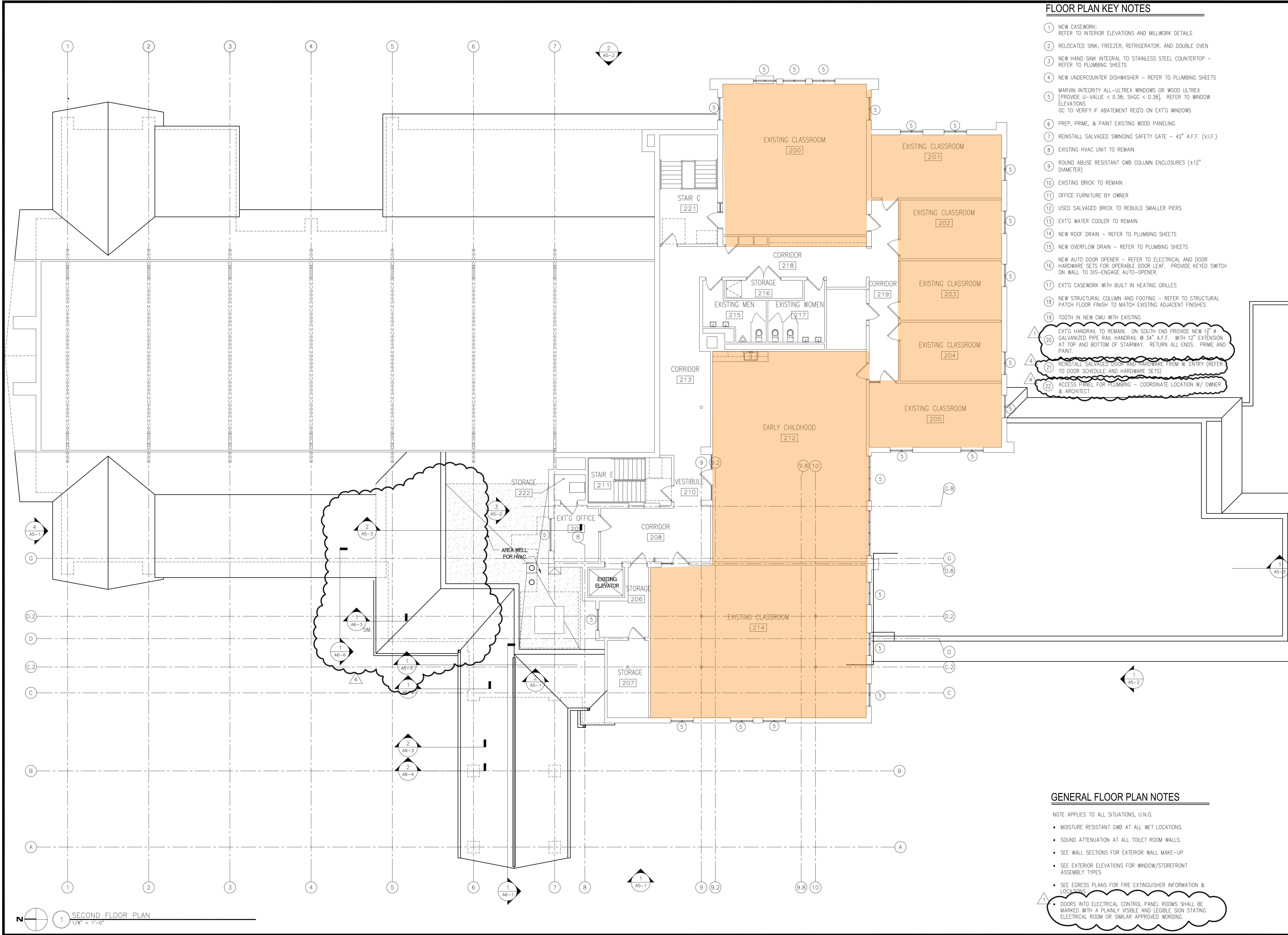
PERMIT ADDENDUM	06.18.19
PERMIT COMMENTS	05.07.19
PERMIT COMMENTS	04.02.19
BID/PERMIT SET	02.01.19
CD PROGRESS SET	01.17.19
CD PROGRESS SET	12.18.18
VILLAGE REVIEW	12.05.18
ISSUE SET	MM.DD.YY
NO.	DESCRIPTION DATE

MAIN FLOOR PLAN

DRAWN: PLOT DATE:
06/21/2019

CHECKED: A2-1

JOB NUMBER: 1703



FLOOR PLAN KEY NOTES

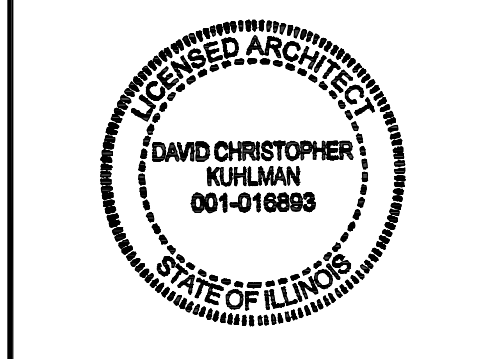
- 1 NEW CASEWORK: REFER TO INTERIOR ELEVATIONS AND MILLWORK DETAILS
- 2 RELOCATED SINK, FREEZER, REFRIGERATOR, AND DOUBLE OVEN
- 3 NEW HAND SINK INTEGRAL TO STAINLESS STEEL COUNTERTOP - REFER TO PLUMBING SHEETS
- 4 NEW UNDERCOUNTER DISHWASHER - REFER TO PLUMBING SHEETS
- 5 MARVIN INTEGRITY ALL-ULTREX WINDOWS OR WOOD ULTREX [PROVIDE U-VALUE < 0.38; SHGC < 0.38] REFER TO WINDOW ELEVATIONS GO TO VERIFY IF ABATEMENT REQ'D ON EXT'G WINDOWS
- 6 PREP, PRIME, & PAINT EXISTING WOOD PANELING
- 7 REINSTALL SALVAGED SWINGING SAFETY GATE - 42" A.F.F. (V.I.F.)
- 8 EXISTING HVAC UNIT TO REMAIN
- 9 ROUND ABUSE RESISTANT GWB COLUMN ENCLOSURES (±12" DIAMETER)
- 10 EXISTING BRICK TO REMAIN
- 11 OFFICE FURNITURE BY OWNER
- 12 USED SALVAGED BRICK TO REBUILD SMALLER PIERS
- 13 EXT'G WATER COOLER TO REMAIN
- 14 NEW ROOF DRAIN - REFER TO PLUMBING SHEETS
- 15 NEW OVERFLOW DRAIN - REFER TO PLUMBING SHEETS
- 16 NEW AUTO DOOR OPENER - REFER TO ELECTRICAL AND DOOR HARDWARE SETS FOR OPERABLE DOOR LEAF. PROVIDE KEYED SWITCH ON WALL TO DIS-ENGAGE AUTO-OPENER.
- 17 EXT'G CASEWORK WITH BUILT IN HEATING GRILLES
- 18 NEW STRUCTURAL COLUMN AND FOOTING - REFER TO STRUCTURAL PATCH FLOOR FINISH TO MATCH EXISTING ADJACENT FINISHES
- 19 TOOTH IN NEW CMU WITH EXISTING
- 20 EXT'G HANDRAIL TO REMAIN. ON SOUTH END PROVIDE NEW 1 1/2" Ø GALVANIZED PIPE RAIL HANDRAIL @ 34" A.F.F. WITH 12" EXTENSION AT TOP AND BOTTOM OF STAIRWAY. RETURN ALL ENDS. PRIME AND PAINT.
- 21 REINSTALL SALVAGED DOOR AND HARDWARE FROM W. ENTRY (REFER TO DOOR SCHEDULE AND HARDWARE SETS)
- 22 ACCESS PANEL FOR PLUMBING - COORDINATE LOCATION W/ OWNER & ARCHITECT

GENERAL FLOOR PLAN NOTES

- NOTE: APPLIES TO ALL SITUATIONS, UNLESS OTHERWISE NOTED.
- MOISTURE RESISTANT GWB AT ALL WET LOCATIONS.
 - SOUND ATTENUATION AT ALL TOILET ROOM WALLS.
 - SEE WALL SECTIONS FOR EXTERIOR WALL MAKE-UP
 - SEE EXTERIOR ELEVATIONS FOR WINDOW/STOREFRONT ASSEMBLY TYPES
 - SEE EGRESS PLANS FOR FIRE EXTINGUISHER INFORMATION & LOCATIONS
 - DOORS INTO ELECTRICAL CONTROL PANEL ROOMS SHALL BE MARKED WITH A PLAINLY VISIBLE AND LEGIBLE SIGN STATING ELECTRICAL ROOM OR SIMILAR APPROVED WORDING.

RENOVATIONS AND ADDITIONS TO:
FIRST UNITED METHODIST CHURCH
1903 E. EUCLID AVE, ARLINGTON HEIGHTS, IL 60004

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UPPER FLOOR PLAN

DRAWN: _____ PLOT DATE: **06/21/2019**

CHECKED: _____

JOB NUMBER: **A2-2**

1703

First United Methodist Church of Arlington Heights (FUMCAH)

West Parking Lot Project

In support of our mission of taking care of the earth, we would like to decrease the amount of non-permeable surfaces (asphalt parking lot) and replace it with a permeable, green scape that includes native grasses, bushes, shrubs, and trees.

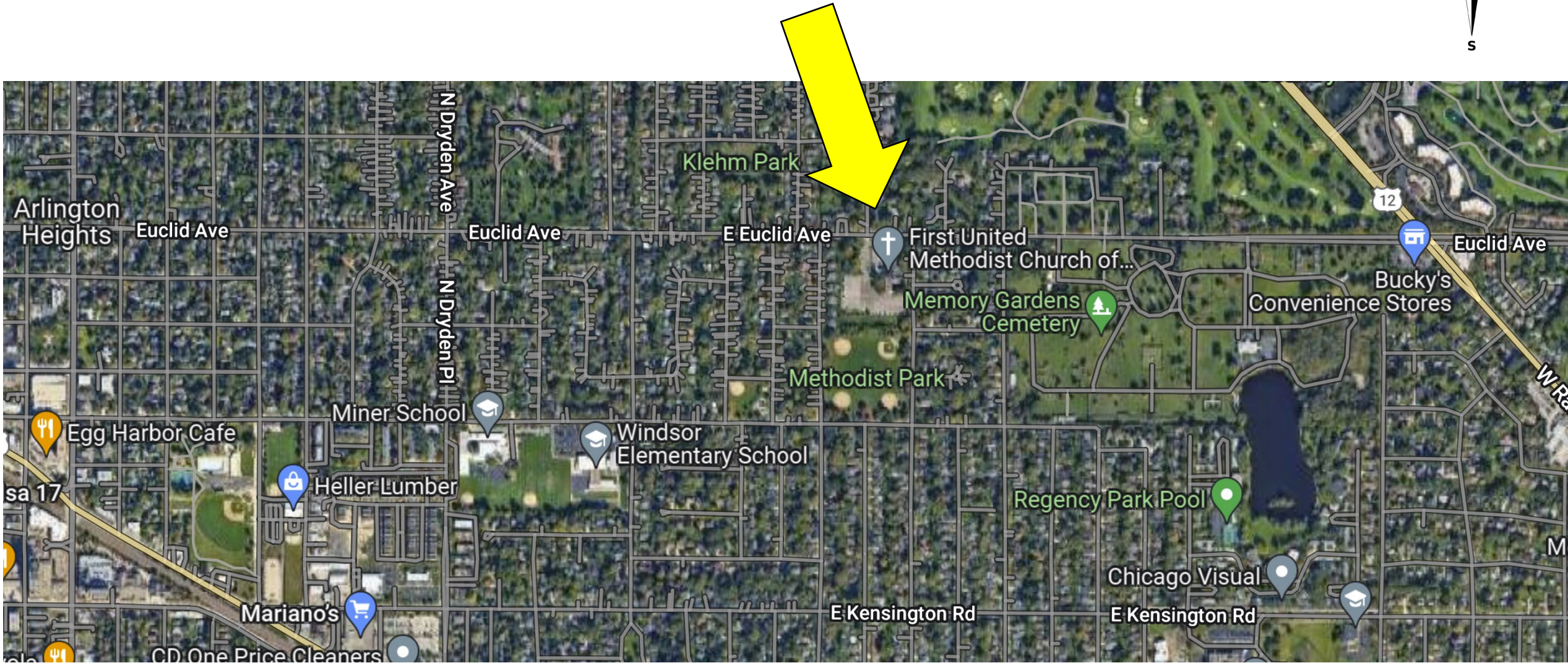
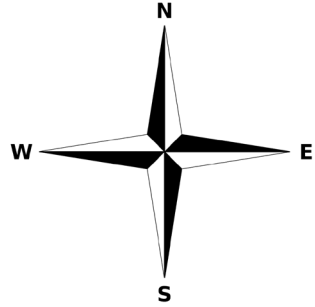
Benefits of this project:

- Increase the beautification of the church grounds for attendees and neighbors
- Improved traffic and pedestrian safety with better parking lot lighting
- Reduce the amount of rainwater runoff
- Reduced long-term maintenance costs of the old parking lot

First United Methodist Church of Arlington Heights (FUMCAH)

West Parking Lot Project

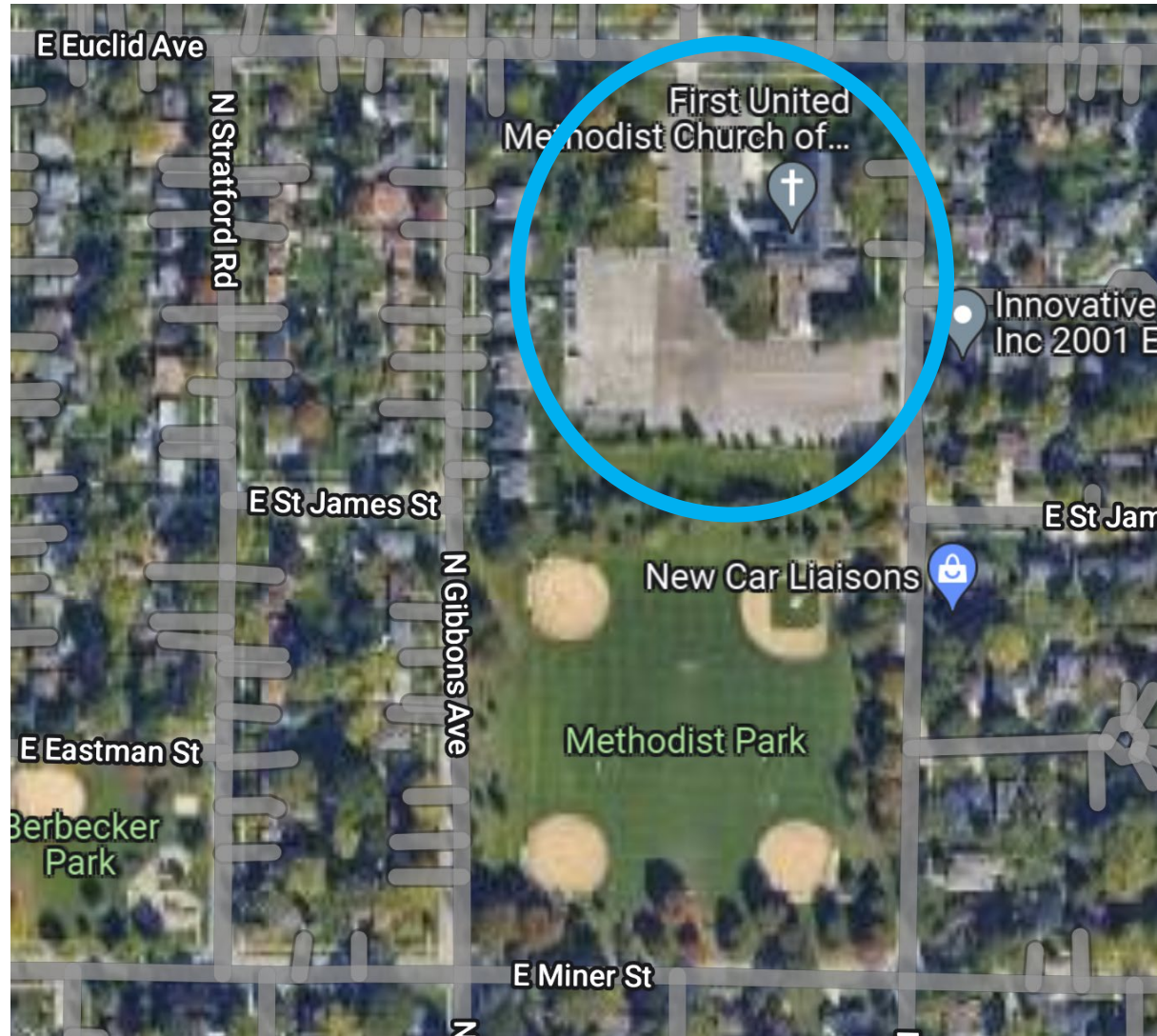
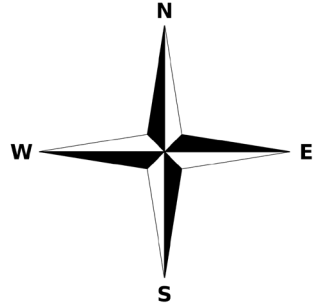
1903 E Euclid Ave, Arlington Heights, IL 60004



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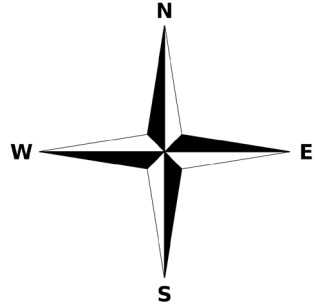
West Parking Lot Project

1903 E Euclid Ave, Arlington Heights, IL 60004



First United Methodist Church of Arlington Heights (FUMCAH)

West Parking Lot Project



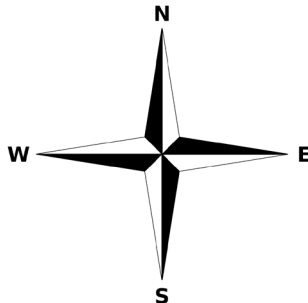
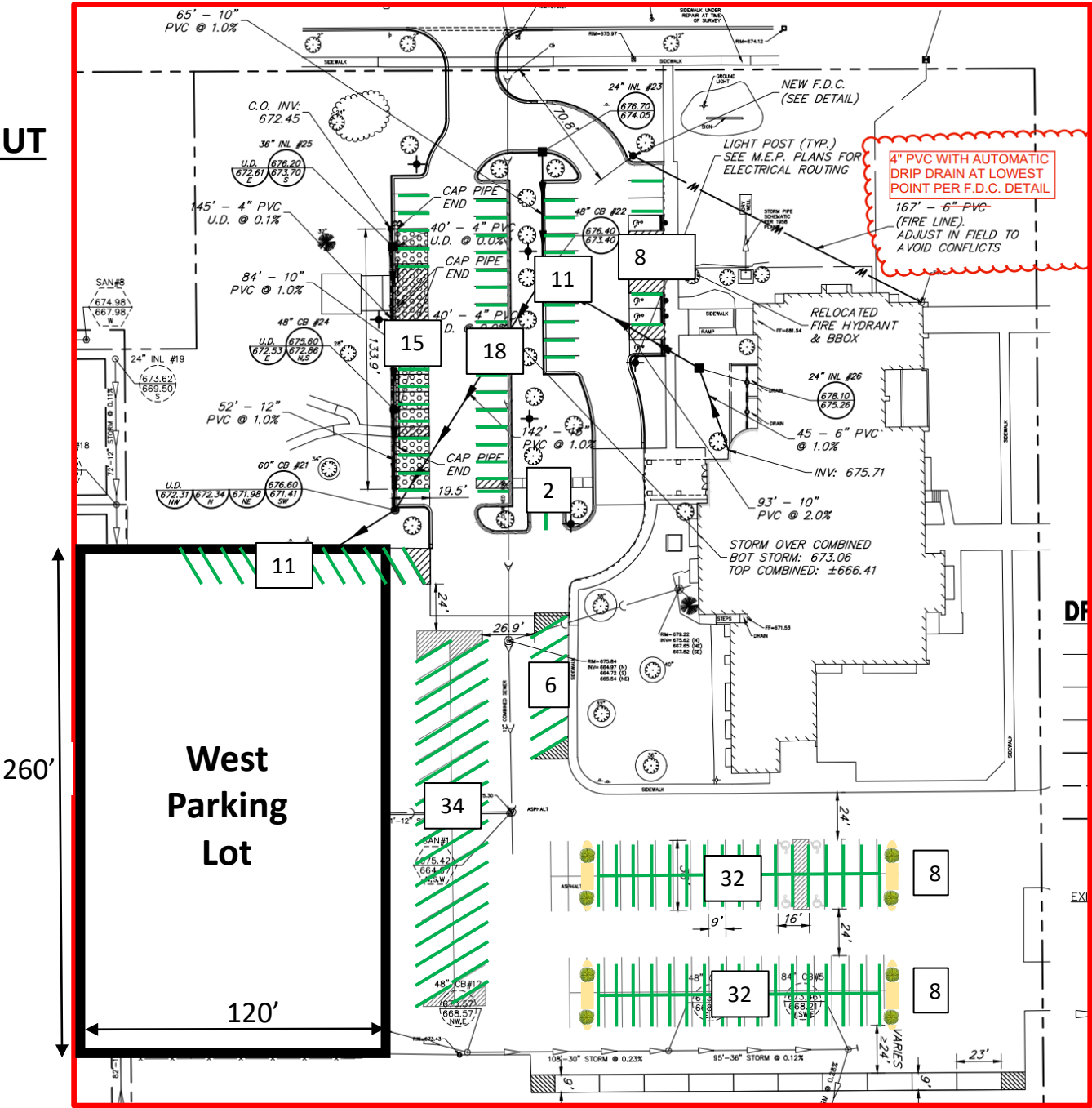
West
Parking
Lot



CURRENT FUMCAH LAYOUT

We currently have an old asphalt parking lot, approximate dimensions 260'x 120' that we'd like to turn half of it into green space.

All other parking areas are newly refurbished.



EXISTING PARKING SPACES

Handicap = 8
Regular = 177

First United Methodist Church of Arlington Heights (FUMCAH)

West Parking Lot Project

Staff Development Committee (SDC) – preliminary comments:

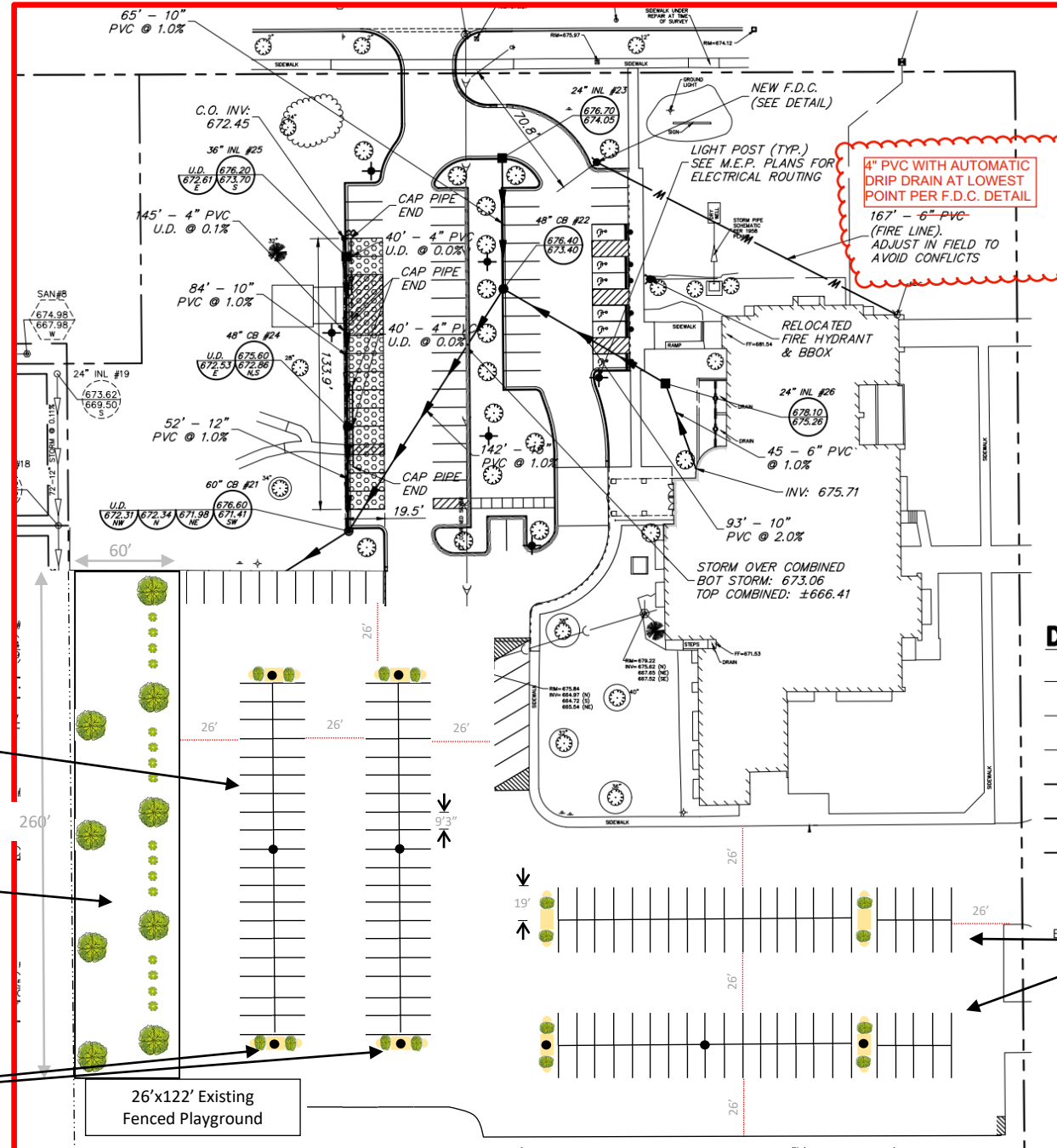
- Conceptual site plan
- Landscape plan
- Parking lot lighting plan
- Parking survey
- Determination letter & detention calculations from MWRD

Conceptual site plan

SCALED CONCEPTUAL SITE PLAN

We are proposing to turn the old asphalt pavement area into:

- 38 new parking spaces (19'x9'3")
- A new, flat, green space approximately 260' x 60' with trees, bushes, and native grasses (1/3 acre)
- Lighted & landscaped islands at the ends of these 2 rows of parking.



PROPOSED PARKING SPACES

Handicap = 8

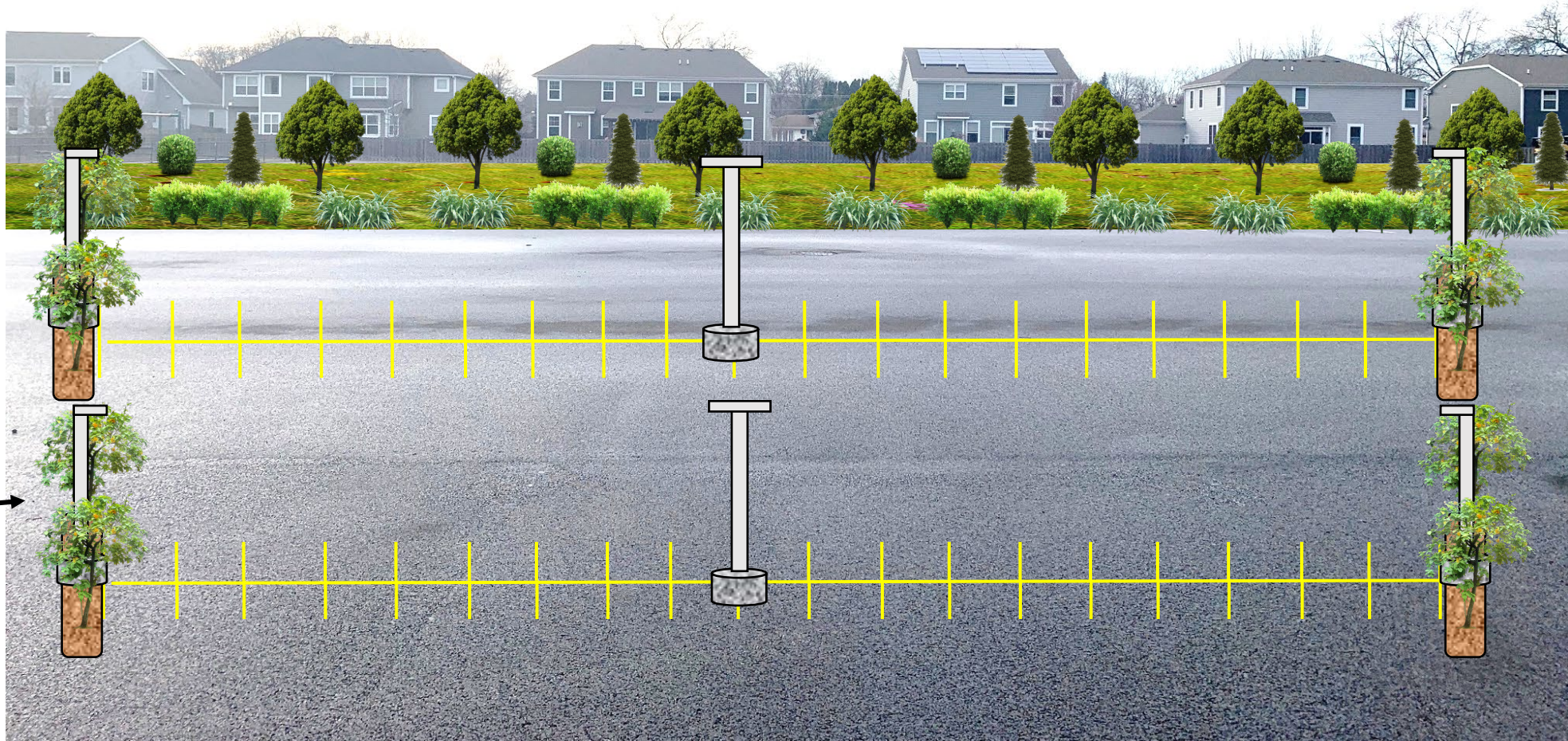
Regular = 219

During this project, we would also stripe these 16 parking spaces.

Landscaping plan

Landscaping Plan – picture facing West

A new, **flat**, green space approximately 260' x 60' with trees, bushes, and native grasses.

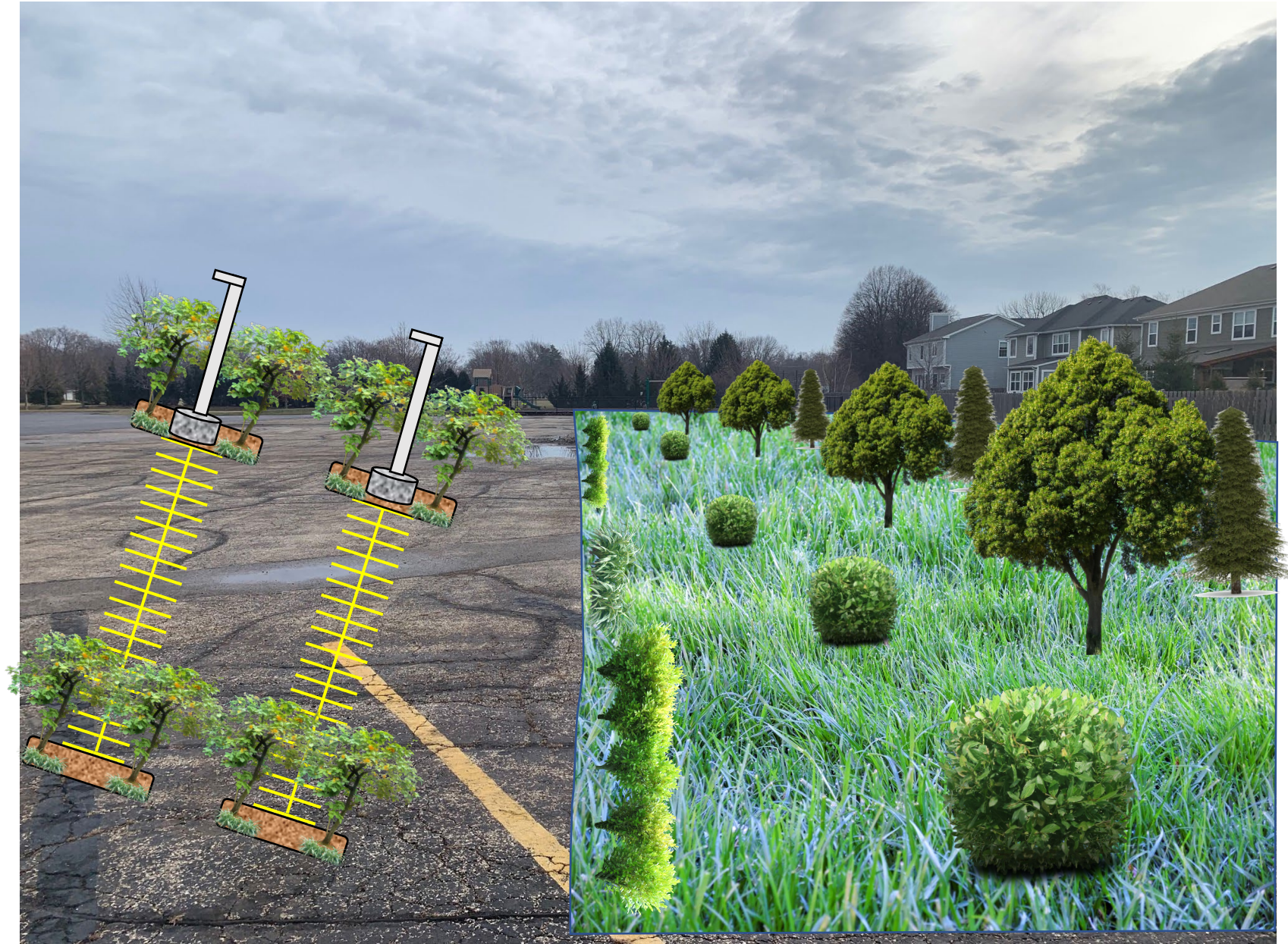


Landscaped islands at the ends of these 2 rows of parking, each with 3 light poles.

Landscaping Plan – picture facing North



Landscaping Plan – picture facing South



Landscaping Plan – picture facing East

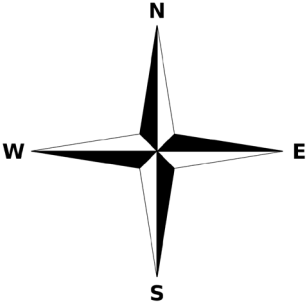
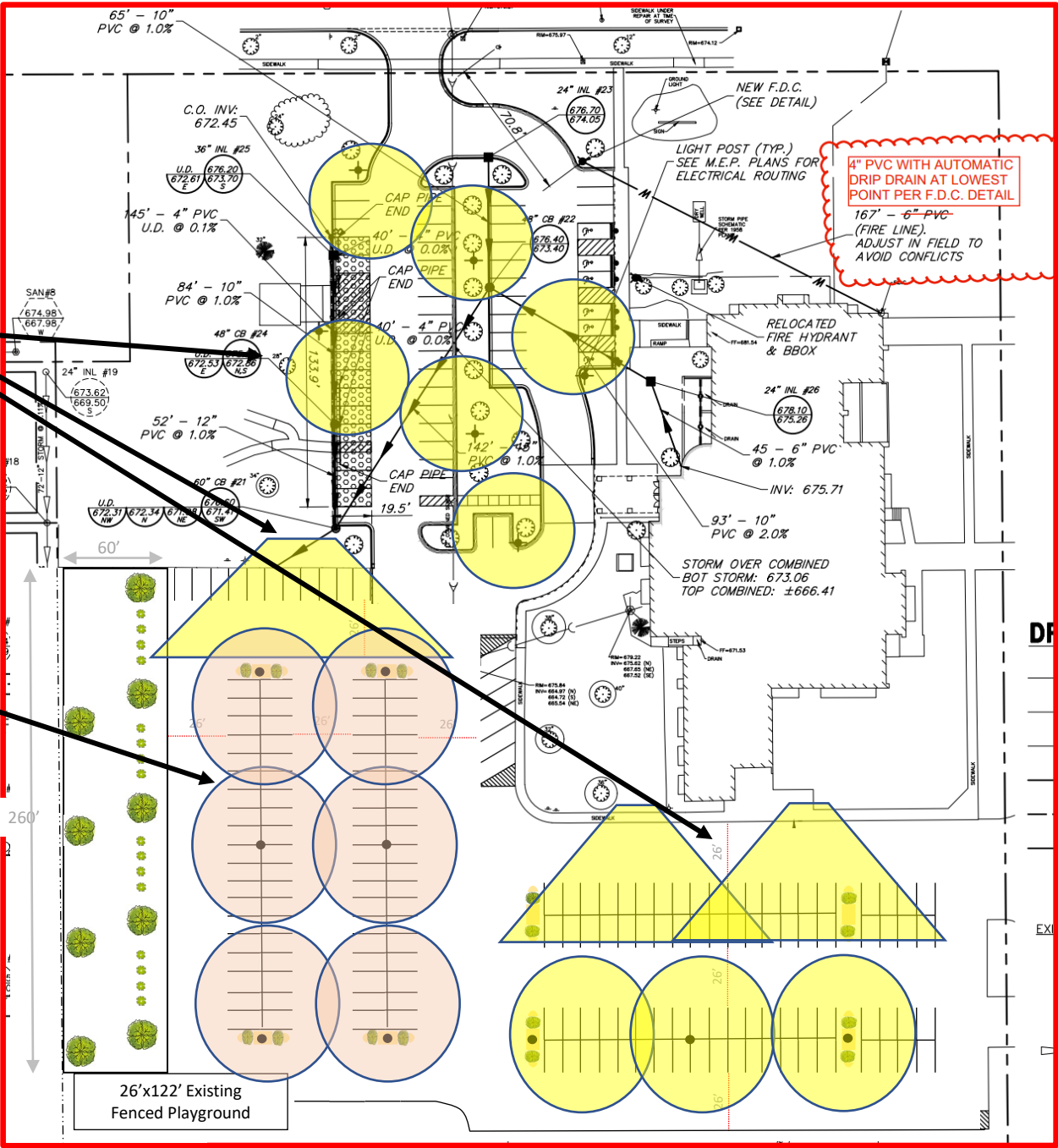


Parking Lot Lighting plan

FUMCAH LIGHTING PLAN

The existing lights are in yellow.

We are proposing 6 new light poles (orange shaded circles) to light the West Parking lot area following the same lighting pattern installed in the South Parking Lot: 1 single-head light pole in each of the 4 landscaped islands + 1 double-head light pole in the center of each row.



Parking Study

FUMCAH PARKING STUDY

We conducted a parking survey between November 27, 2022 and February 12, 2023, physically counting the total number of vehicles parked on church grounds.

DATE	# OF VEHICLES
11/27	78
12/04	114
12/11	142
12/18	95
12/24 4:30PM	101
12/24 8:30PM	88
1/1	46
1/8	86
1/15	96
1/22	97
1/29	90
2/5	88
2/12	88

EXISTING PARKING SPACES

Handicap = 8

Regular = 177

PROPOSED PARKING SPACES

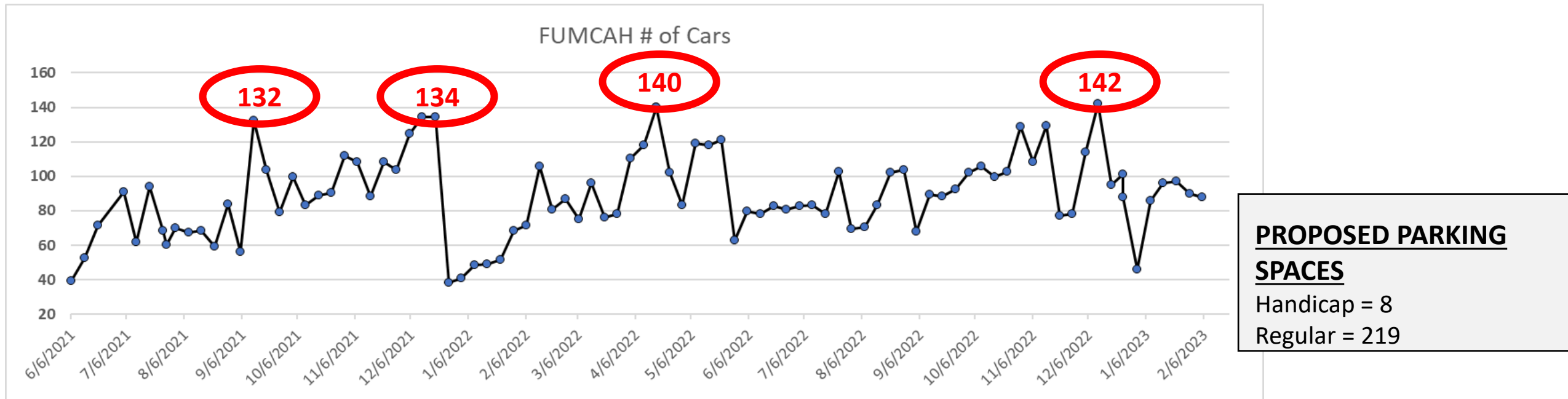
Handicap = 8

Regular = 219

The maximum # of vehicles during the parking study, 142, was only 63% of our proposed parking capacity.

FUMCAH PARKING STUDY

Using the maximum ratio of “# of cars” and “# of attendees” of 73% during the parking study, we extrapolated the “# of cars” in the past based upon our historical attendance records going back to 2021.

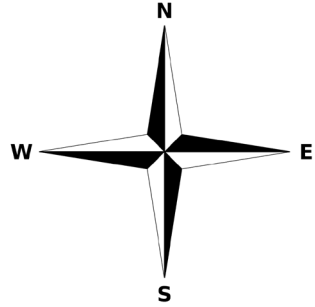


The maximum # of vehicles in the last 20 months, 142, was only 63% of our proposed parking capacity.

Determination letter &
detention calculations
from MW RD

First United Methodist Church of Arlington Heights (FUMCAH)

West Parking Lot Project



No changes are being proposed to the existing detention basin = 400' x 80' x 20'.

7. The area to be disturbed is over half of an acre. Although the impervious area is proposed to be reduced, a determination letter from the MWRD shall be provided and the detention calculations updated to document what volume in the detention basin will be available for future development.

APPENDIX

Dimensions of parking space: 19' x 9'3"

Distance between curb & row: 26'

Distance between rows: 26'

Distance between row & asphalt end: 26'

Dimensions of islands: 28' x 11'