



Village of Arlington Heights
Conceptual Plan Review Committee
Community Room, 3rd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
October 11, 2023
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Christian Pre-K Daycare - 308 N. Evergreen Ave - T1829
Land Use Variation

VII. OTHER BUSINESS

- A. Public Comment

VIII. PUBLIC COMMENT

IX. 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 10/11/2023

Item: Christian Pre-K Daycare - 308 N. Evergreen Ave - T1829

Department: Planning & Community Development Department

Requested Action

1. Land Use Variation to allow a Day Care Center in the R-7 Zoning District.
2. Special Use Permit for a Day Care Center in the B-2 Zoning District.

Variations Required

No variations have been identified at this time.

Recommendation

The Staff Development Committee (SDC) reviewed the proposed Land Use Variation to allow a Day Care Center in the R-7 District, as well as a Special Use Permit to allow a Day Care Center, and is generally supportive of the application subject to resolution of the following:

1. The petitioner shall provide written justification in support of the proposed Land Use Variation and Special Use Permit that addresses each of the criteria necessary for approval.
2. A detailed parking analysis shall be provided, which shall include a breakdown of all uses within the church during the hours of operation for the preschool (i.e. PADS, church events/bible studies/ministry meetings/etc., church office usage), with details on size of spaces, numbers of employees, and hours of usage.
3. The petitioner shall provide the number of seats/capacity within the main sanctuary area.
4. The petitioner shall evaluate the feasibility of constructing a dumpster enclosure to screen the existing dumpster on the site.
5. These are 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

Staff Report

Aerial

Project Narrative

Site Plan

Floor Plans

Type

Board or Commission Report

Exhibits

Correspondence

Exhibits

Exhibits



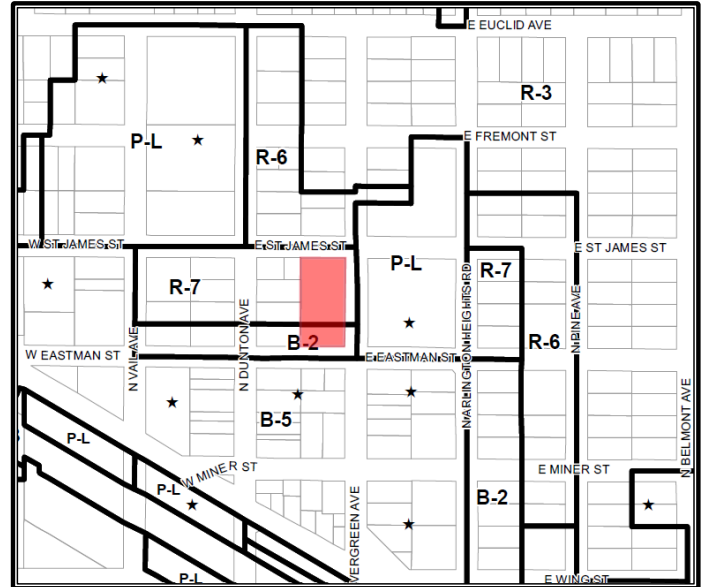
VILLAGE OF ARLINGTON HEIGHTS STAFF DEVELOPMENT COMMITTEE REPORT

Temp File Number: T1829
Project Title: Christian Pre-K Prep Daycare
Address: 308 N. Evergreen Ave.
PIN: 03-29-308-005, 03-29-318-006

To: Conceptual Plan Review Committee
Prepared By: Sam Hubbard, Development Planner
Meeting Date: October 11, 2023
Date Prepared: October 6, 2023

Petitioner: Rob & Melissa Gilland
Christian Pre-K Prep
Address: 729 S. Highland Avenue
Arlington Heights, IL 60005

Existing Zoning: B-2: General Business District,
R-7: Multiple-family Dwelling District.
Comprehensive Plan: Institutional



SURROUNDING LAND USES

Direction	Existing Zoning	Existing Use	Comprehensive Plan
North	R-6, Multiple-Family Dwelling District	Single-Family Home	Moderate Density Multi-Family
South	B-2, General Business District	Mixed-use Development	Mixed-Use
East	P-L, Public Lands District	North School Park	Parks
West	R-7, Multiple-Family Dwelling District, B-2, General Business District	First Presbyterian Church parking lot	Institutional

Requested Action:

1. Land Use Variation to allow a Day Care Center in the R-7 Zoning District.
2. Special Use Permit for a Day Care Center in the B-2 Zoning District.

Variations Required:

1. No variations have been identified at this time.

Project Background:

The subject property is occupied by the St. John's United Church of Christ and is located on a portion of land that consists of the eastern half of the block bounded by Evergreen Avenue to the east, St. James Street to the north, Dunton Avenue to the west, and Eastman Street to the south. Rob and Melissa Gilland, the petitioners, have leased space within the basement of the church property and have begun day care operations within the building. The petitioners have worked with staff to secure a temporary business license while they go through the zoning entitlement process. The daycare has passed all Health Department and DCFS inspections.

The daycare consists of three classrooms, one office, and has a total of five employees (four teachers and one administrator) with a maximum capacity for 25 children between the ages of 3-6 years old. This site had previously been used as a day care ("The Village") for many years, however, sometime during the last several years the owner retired and the daycare closed. Staff has found no record of any zoning approval for the previous daycare that occupied the site. Hours of operation for Christian Pre-K Prep would be 9:15am to 3:30pm, Monday through Friday during the academic school year. Over the summer they offer a summer camp for four weeks in June, and they are closed in July and August.

Access to the site comes from one curb cut on Eastman Street and one on Evergreen Avenue, both of which lead to a southern parking lot containing 25 parking stalls. Additionally, on the northern side of the site, one curb cut on St. James Street leads to a second 25-stall parking lot, for a total of 50 off-street parking stalls. The western side of the site contains a drive aisle that connects both parking lots. Two-hour street parking is available on both sides of Eastman and along the eastern side of Evergreen abutting the subject property.

Zoning and Comprehensive Plan

The northern $\frac{3}{4}$ of the subject property falls within the R-7, Multiple Family Dwelling District, and the southern $\frac{1}{4}$ of the site falls within the B-2, General Business District. Accordingly, a Land Use Variation is required to allow the proposed Day Care Center within the R-7 District and a Special Use Permit is required to allow a Day Care Center on the portion of land within the B-2 District. As part of their application, the petitioners must provide a written response to each of the four hardship criteria necessary for land use variation approval, as well as the three criteria necessary for Special Use Permit approval, which are found below:

- The proposed variation 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.

- That said special use is deemed necessary for the public convenience at this location.
- That such case will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.
- That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

The Comprehensive Plan classifies this property as appropriate for “Institutional” land uses, and as a faith-based pre-school that is auxiliary to a church, the proposed use is compatible with the Comprehensive Plan.

Building, Site and Landscaping

No changes have been proposed to the exterior of the building or site. As such, no Design Commission review is required. The petitioner should clarify if recreational activities take place within the classroom spaces or whether an outdoor play area may be needed in the future.

The existing onsite parking lots are non-conforming with regards to current landscape requirements, however, to update to code requirements would likely be a financial hardship for the church and would cause a significant loss of onsite parking. Staff does not recommend that the church be required to update to current code requirements as part of this process. Alternatively, the church should implement landscape upgrades at a time when they make a substantial capital improvement (building addition and/or parking lot resurfacing) to the site. In areas where landscaping exists on the site, the Village will inspect to ensure that the landscaping is well maintained and has not perished. Areas where landscaping has died will need to be infilled as part of any zoning approval process. Where feasible, the existing dumpster on the property should be located within a screened enclosure.

Parking and Traffic:

Per Code, a traffic and parking study by a certified traffic engineer is required for Land Use Variations and Special Use Permits on properties that do not abut a major arterial. Given that the site is not adjacent to a major arterial, the study is required. The Staff Development Committee is supportive of a variation to waive this requirement given that peak usage times for the daycare and church will not coincide. Furthermore, the previous daycare that operated on this site had a larger number of children than the proposed daycare and staff is not aware of any issues regarding parking or traffic that were attributed to the previous daycare. The petitioner will need to make a formal variation request and provide justification per the four criteria for variation approval.

With regards to parking, the petitioner shall provide a detailed parking analysis. This analysis should include a breakdown of all uses within the church during the hours of operation for the preschool (i.e. PADS, church events/bible studies/ministry meetings, church office usage, etc.), with details on numbers of employees and hours of usage. The petitioner shall provide a two-day parking survey at half hour intervals during the hours of operation for the daycare.

Per Code, the site likely functions at a parking deficit. This is not uncommon amongst religious institutions as Village Code calculates parking based on the peak usage of each space within a church facility at one time. In order to finalize parking calculations for the site, the petitioner must provide the number of seats/capacity within the main sanctuary. If a parking variation is required, it must be granted as part of the Plan Commission process.

RECOMMENDATION

The Staff Development Committee (SDC) reviewed the proposed Land Use Variation to allow a Day Care Center in the R-7 District, as well as a Special Use Permit to allow a Day Care Center, and is generally supportive of the application subject to resolution of the following:

1. The petitioner shall provide written justification in support of the proposed Land Use Variation and Special Use Permit that addresses each of the criteria necessary for approval.

2. A detailed parking analysis shall be provided, which shall include a breakdown of all uses within the church during the hours of operation for the preschool (i.e. PADS, church events/bible studies/ministry meetings/etc., church office usage), with details on size of spaces, numbers of employees, and hours of usage.
3. The petitioner shall provide the number of seats/capacity within the main sanctuary area.
4. The petitioner shall evaluate the feasibility of constructing a dumpster enclosure to screen the existing dumpster on the site.
5. These are 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.

October 6, 2023

Michael Lysicatos, Assistant Director of Planning and Community Development

Cc: Randy Recklaus, Village Manager
All Department Heads
Temp File 1826



Legend

0 300 600
ft

Print Date: 10/6/2023

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Land Use Variation Request - Summary

Business Name: Christian Pre-K Prep

Location: 308 N. Evergreen (St. John's Church)

Business Summary

Christian Pre-K Prep is a Not-for-Profit organization that operates as licensed preschool in Arlington Heights. We provide preschool, pre-k and kindergarten extension classes to three- to six-year-old children that includes both academic enrichment and Christian education. We operate our school from 9:15am to 3:30pm, Monday through Friday during the school year. We follow the Arlington Heights School District 25 calendar so our students attend preschool on the same days as their siblings attend elementary school. We also offer a summer camp for four weeks in June. The summer camp also operates from 9:15am to 3:30pm, Monday through Friday. We are closed in July and August. We do not offer day care services at any time during the year.

Christian Pre-K Prep has a maximum of 25 children attend our school daily. We have four teachers and one School Director. Of our employees, only one teacher and the School Director are full-time. Our classes are offered in half day and full day options and parents can enroll their child for 1, 2, 3, 4, or 5 days a week.

Our programs deliver project-based learning in a highly individualized setting. The curriculum is designed to stimulate excitement for learning, problem solving and develop deep thinking. Through academic enriched-play based activities, we are also able to engage students in activities that promote an enjoyment of school and lifelong learning. Students are encouraged to embrace their individual curiosity and acquire deeper knowledge through exploration.

Our curriculum is designed around a "Letter of the Week" theme. For each week during the year we focus on one letter and its sound, reinforcing it in all of our activities. For example, during "Letter V week", students learn about vegetables and graph all of their favorites during snack time. A student favorite is making and then watching a volcano erupt. Another example is going on a field trip to ride a carousel during letter "C" week. At the end of the week, each student goes home with a "letter of the week bag" with fun things like kazoos for letter "K", lollipops for letter "L" and bubbles for letter "B". Children are encouraged to bring an item from home to participate in the letter of the week. Children have a lot of fun and truly learn the letter shape and sound by the end of the week. The curriculum is specifically designed to exceed the District 25 kindergarten readiness standards. It uses nationally recognized programs such as Jolly Phonics, IcanReadSongs, Handwriting Without Tears (kindergarten readiness), and One in Christ.

Our school is the work of Melissa Gilland. Melissa has a Masters in Education from DePaul and has been a teacher for 20 years. She and her husband have lived in Arlington Heights for over 20 years and have two sons, 26 and 14 years old.

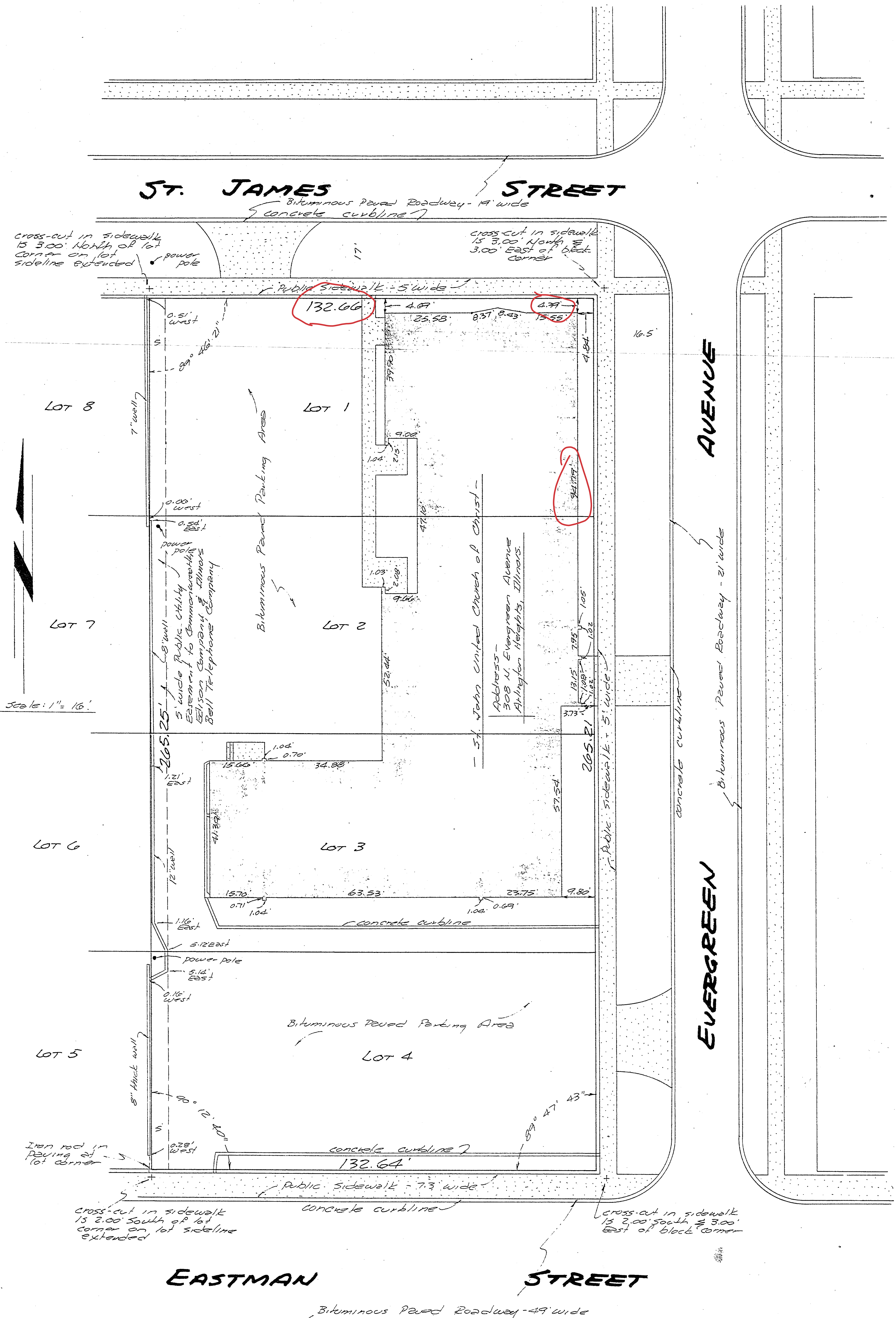
Notes:

- The Village of Arlington Heights has granted us a six-month, temporary approval to operate from 308 N Evergreen. We are applying for a Land Use Variation so we may operate from this location permanently.
- Christian Pre-K Prep only operates out of four rooms in the church. They are all in the basement and are numbered 109, 112, 114, 115, 119B on the floor plans attached to the application.

- A previous preschool, The Village, operated in this same location for 40 years. It had 80 students and recently closed when the owner retired. We are operating out of this exact same location and classrooms.
- Arlington Heights Health Services Department, Arlington Heights Building & Life Safety Department, and the Illinois State Fire Marshall all inspected and approved our school in summer 2023.
- The Illinois Department and Family Services has inspected and approved our school for operation through 2026.

PLAT OF SURVEY

Lots 1, 2, 3 and 4 in Block 11 in the Town of Dunton, being a Subdivision of the West half of the Southwest quarter of Section 29, Township 42 North, Range 11 East of the Third Principal Meridian, in Cook County, Illinois.



State of Illinois)
County of Cook) SS
I, Robert E. Frederick, an Illinois Registered Land Surveyor, do hereby certify that the above described property has been surveyed, under my supervision, in the manner represented on the plat hereon drawn.
Dimensions are shown in feet and decimal parts thereof.

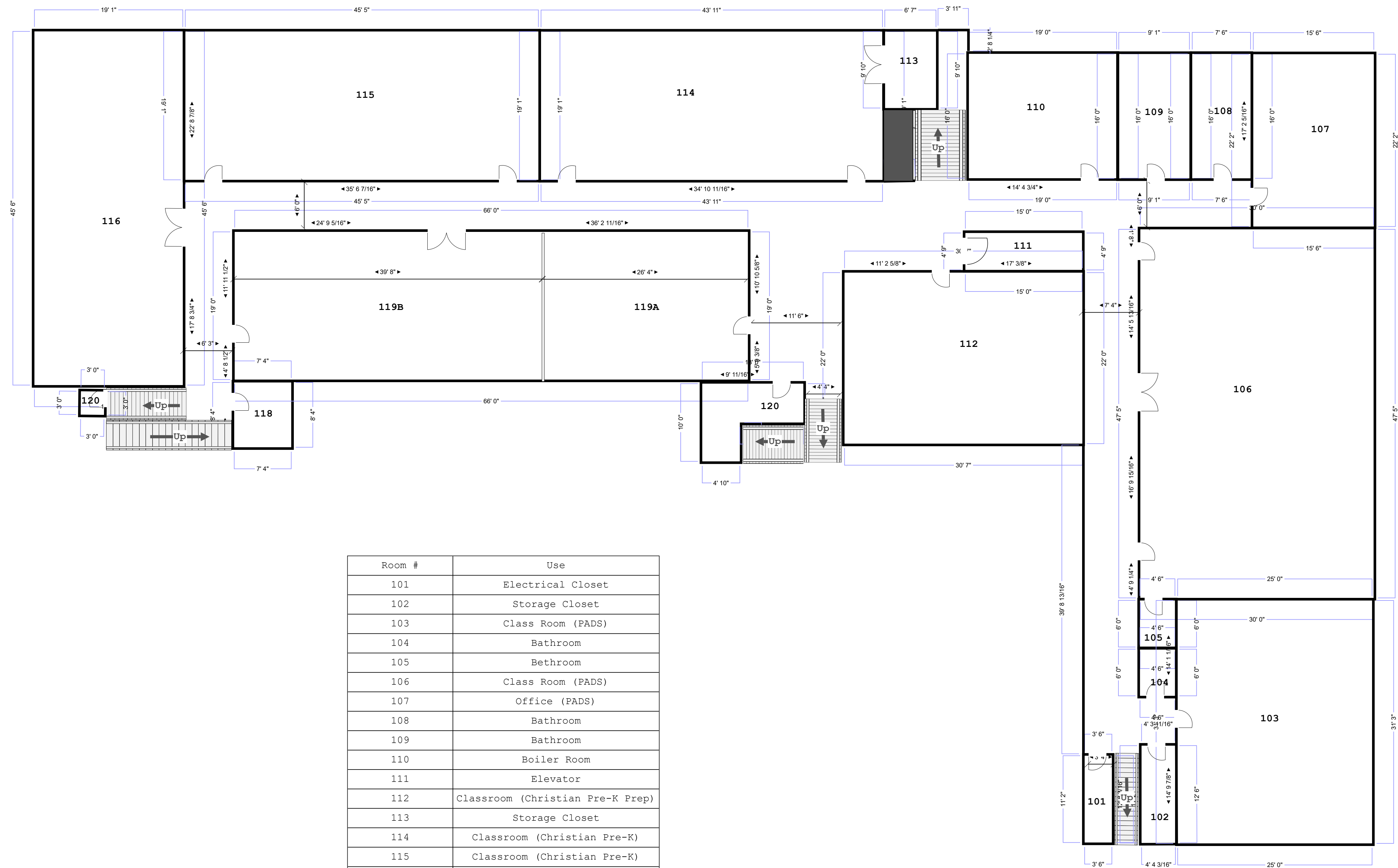
Palatine, Illinois - July 27, 1987

Robert E. Frederick
Illinois Registered Land Surveyor - No. 351461

Survey Prepared For :
St. John United Church of Christ
308 N. Evergreen Avenue
Arlington Heights, Illinois

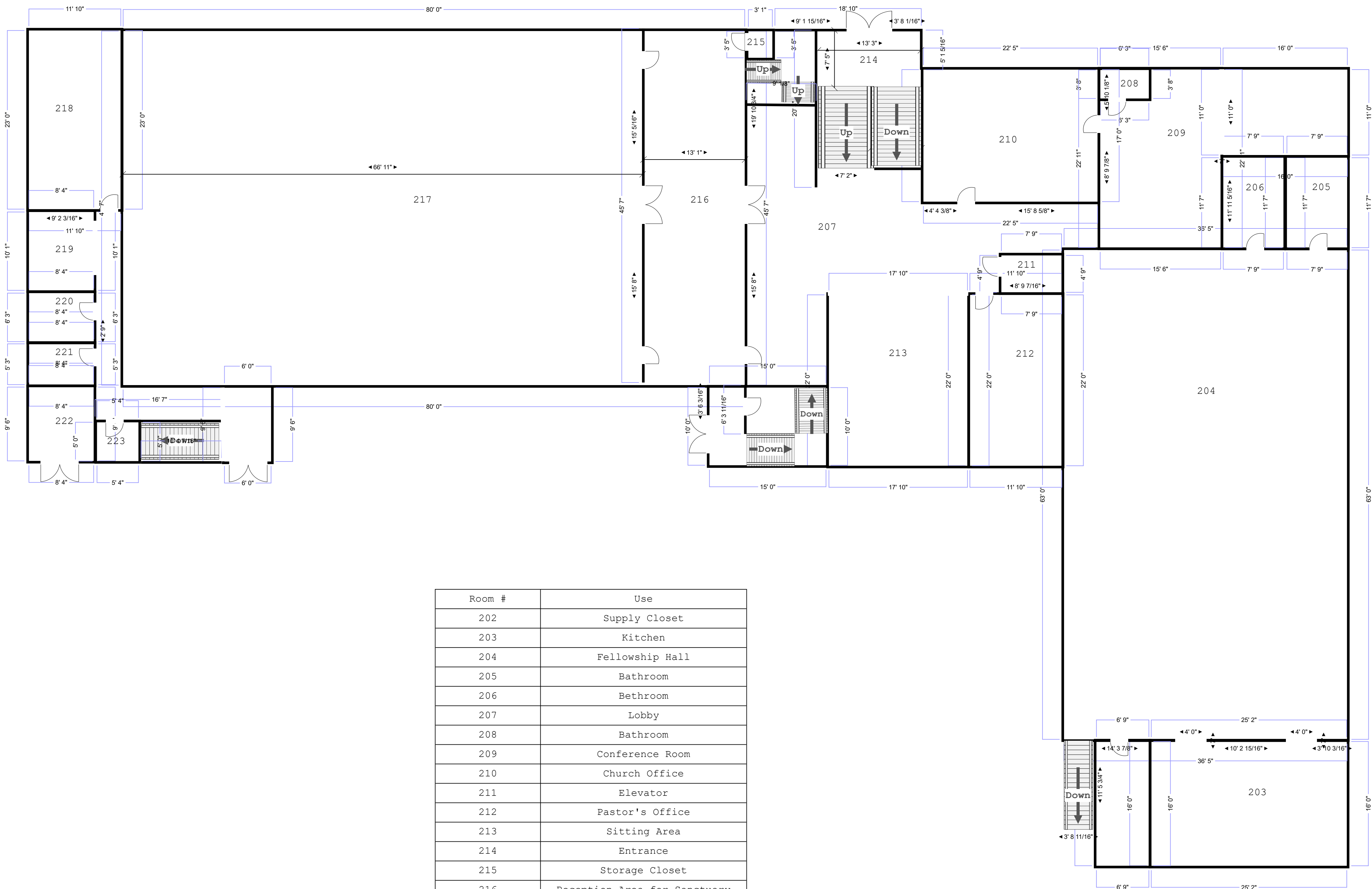
Survey and Plat By :
R. E. Frederick & Associates, Inc.
Land Surveyors & Planners
21 North Greeley Street
Palatine, Illinois 60067

Basement



Room #	Use
101	Electrical Closet
102	Storage Closet
103	Class Room (PADS)
104	Bathroom
105	Bethroom
106	Class Room (PADS)
107	Office (PADS)
108	Bathroom
109	Bathroom
110	Boiler Room
111	Elevator
112	Classroom (Christian Pre-K Prep)
113	Storage Closet
114	Classroom (Christian Pre-K)
115	Classroom (Christian Pre-K)
116	Hand Bell Choir Practice Room
117	Storage Closet
118	Storage Closet
119A	Office (Christian Pre-K)
119B	Office (Tenant Church)
120	Utility Closet

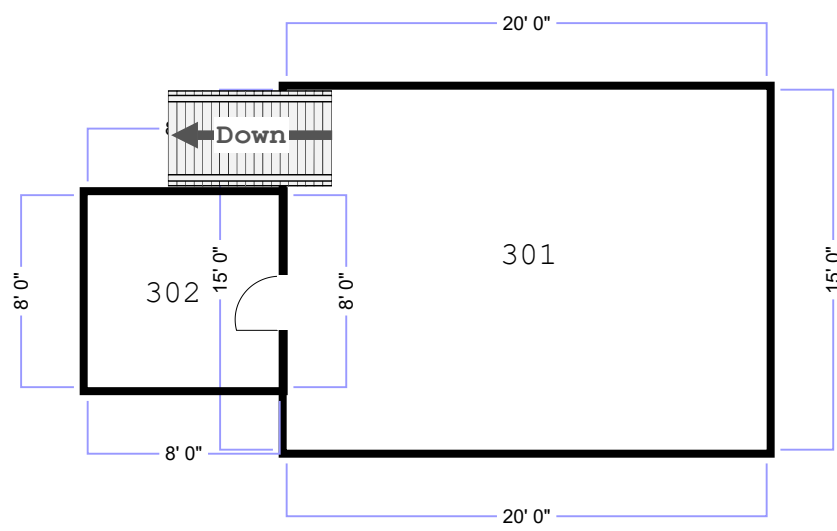
First Floor



Room #	Use
202	Supply Closet
203	Kitchen
204	Fellowship Hall
205	Bathroom
206	Bethroom
207	Lobby
208	Bathroom
209	Conference Room
210	Church Office
211	Elevator
212	Pastor's Office
213	Sitting Area
214	Entrance
215	Storage Closet
216	Reception Area for Sanctuary
217	Sanctuary
218	Choir Room
219	Kitchen
220	Bathroom
221	Storage Closet
222	Garage
223	Storage Closet

Note: Sanctuary has individual chairs for seating (not pews)

Second Floor



Room #	Use
301	Balcony and Audio/Visual Desk
302	Storage Closet

Note: Balcony has individual chairs for seating (not pews)