



APPROVED Minutes of the **REGULAR MEETING OF THE ZONING BOARD** held on Tuesday, January 12, 2016, in the Public Meeting Room in the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

PRESENT: Chairman Manion, Members Bichkoff and Kalina.

STAFF PRESENT: Steve McNellis, Community & Economic Development Director

ABSENT: Members Brady, Van de Kerckhove and Trustee McDonough.

CALL TO ORDER: **Chairman Manion** called the meeting to order at 7:00 P.M.

1.0 ROLL CALL

The roll was called by **Community & Economic Development Director McNellis** and **Chairman Manion** declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the Minutes related to the Rescheduled Zoning Board Meeting held on Wednesday, December 16, 2015.

Member Kalina moved and **Member Bichkoff** seconded the motion to approve the minutes of the Rescheduled Regular Meeting of the Zoning Board, as submitted. The motion passed unanimously by voice vote.

3.0 ITEMS OF GENERAL BUSINESS

3.1 **PUBLIC HEARING** regarding a request for Special Use Permit to ratify operation of a public school with zoning exceptions, including a proposed 24,500 square foot building addition for Half Day school, 239 Olde Half Day Road (Lincolnshire-Prairie View School District 103)

3.2 **PUBLIC HEARING** regarding a request to rezone a public school parking lot from R1 Single-Family Residence Zoning District to B1 Retail Business Zoning District for Half Day school, 239 Olde Half Day Road (Lincolnshire-Prairie View School District 103)

Director McNellis explained there are not enough Zoning Board members present this evening to vote on the matters on the agenda, however, there are enough present to open and hold the Public Hearing and hear discussion on these matters. He further noted a second Zoning Board meeting will be scheduled for January 26th, and sufficient attendance has been confirmed for a vote on these matters.

Director McNellis provided initial Staff comments regarding the background of Half Day School and the actions the Zoning Board is requested to review related to a Special Use and Rezoning. The Rezoning is more of a clean-up item to insure the entire property is in the same appropriate zoning district. He further noted the seven zoning exceptions that need to be memorialized. Finally, he noted the Findings of Fact have been

submitted and the ARB will be reviewing the design aspects of the proposal at their January 19th meeting.

Mr. David Gassen of Wight & Company, Architects, was sworn in and introduced several members of the team present at the meeting, including: Mr. Gary Gordon, School District 103 Board President, Dr. Scott Warren, School District 103 Superintendent; Mr. Dan Stanley, Chief School District 103 Business Officer; Mr. Scott Gaunky, Operations Director for the District; Ms. Leanne Meyers-Smith of Wight & Company; Mr. Don Matthews of Gewalt Hamilton Engineering firm and Mr. Dan Brinkman, also of Gewalt Hamilton Engineering.

Mr. Gassen noted that additional detention will be necessary for the Half Day School expansion. This would be primarily on the west side of the property with a small detention area on the east side. **Chairman Manion** inquired if the detention basin is mostly dry, to which Mr. Gassen responded that a small triangular portion will be wet-bottom, with approximately 6" of water on a regular basis. **Chairman Manion** then asked if the pond would be fenced, to which Mr. Gassen noted that it is not proposed to be fenced, but the architects and school believe that the wetland plantings and longer grasses on the pond side slopes will end up ultimately restricting access.

Mr. Dan Brinkman of Gewalt Hamilton Engineering was sworn in and discussed the Traffic Study he prepared. He noted it was conducted in November during morning and evening school rush hours. The Study also looked at the parking situation. He went on to discuss the existing traffic patterns for drop-off and pick-up and recommendations to change the pattern to make it more efficient.

Mr. Gassen then went on to discuss details of the overall Landscape Plan. **Chairman Manion** inquired about the proximity of the ponds to the playground areas. **Mr. Gassen** stated the eastern edge of the detention basin will be adjacent to the play area, but that isn't the wet bottom portion of the pond. The remainder of the pond will be dry, except in rain events. **Mr. Gassen** went on to discuss the details of the building addition exterior design and photometric plans.

Chairman Manion asked the Zoning Board if they had any concern about the proximity of the wet bottom detention pond to schoolchildren. **Director McNellis** noted the wet bottom portion of the pond is not near the play area, and that the assumption is that Teachers are out with the kids during play time. He also noted the native plantings in the pond that are taller would deter kids from going into the pond. **Chairman Manion** noted he thought it was helpful that the detention area wouldn't be mowed.

Chairman Manion asked if there was any Public Comment. Hearing none, he asked Staff if there were any further comments on the proposal. **Director McNellis** stated there were several comments in the Staff memo that should be noted. The first Staff comment was in regard to whether or not the parking lot dimensional requirements had been met. He noted the plans have now been updated and are in compliance with Village Codes. Secondly, he stated that Village Staff agrees with the conclusion of the Traffic Study that stacking under the proposed conditions would not be a problem.

Director McNellis went on to mention the Staff recommendation that the entrance drive on the west side of the property have a drop-off/pick-up sign installed that would help visitors discern the appropriate entryway.

Director McNellis drew the Zoning Board's attention to Gewalt-Hamilton's study and the recommendation to widen the curb cut at the east end of the property and Olde Half Day Road. He mentioned that Staff believes it would be beneficial to make that improvement now. **Mr. Brinkman** stated there is not a current problem in that location. In the holistic review taken in the Traffic Study they identified this as an improvement that you'd like to see. However, all bus drivers can currently maneuver the curb cut. **Chairman Manion** stated he believes it would be a relatively inexpensive fix. **Mr. Brinkman** noted that unfortunately there is other infrastructure in the way, including a utility pole and fire hydrant, that makes it tougher than it normally would be to accomplish. **Member Kalina** noted that it still may be time to fix it. **Member Bichkoff** countered that it sounds like a lot of work for a small fix of something that apparently seems to function ok. **Director McNellis** stated that the Zoning Board does look at circulation, so if you believe it's a problem, it is under the Zoning Board purview. However, he noted that no one is necessarily saying it's an actual problem in this case. It was his opinion that with the infrastructure there, it moves further down the priority list.

Director McNellis stated the Village and School District 103 both have a desire to work on a crosswalk for Olde Half Day Road. The solution is not yet worked out. However, since all parties find it in their best interests, Staff believes adding a stipulation that they work together to get it done would be appropriate. If everyone makes a good faith effort, it should be able to be accomplished. **Director McNellis** went on to note the necessity for a stipulation that Lake County Stormwater Management Commission (SMC) approve the project, which is a typical stipulation. **Chairman Manion** inquired if SMC takes into account the use of this property as a school. **Mr. Don Matthews of Gewalt-Hamilton Engineering** was sworn in and stated that to SMC the use doesn't matter. The review of this project will simply be based on whether or not it conforms to the Lake County Watershed development Ordinance (WDO).

Director McNellis referred to the Zoning Exceptions being requested. He noted almost all of them are understandable and most of them are ones the Zoning Board should consider permitting. The only one Staff has a concern about is the chainlink fence on the south side of the property. Part of it is proposed to be removed for the detention pond construction and Village Code wouldn't allow it to be replaced with the same material as it's a prohibited fence material. So, Staff recommends any replacement be of a material that meets Village Code and that there be a plan by the School District to remove the rest of it in the future. **Chairman Manion** asked if the fence is currently grandfathered. **Director McNellis** stated if the building addition weren't occurring, the fence could remain in perpetuity. Staff wonders if the fence is even necessary. **Mr. Gassen** stated initially they thought it may need to be reinstalled, but it may not be necessary. **Chairman Manion** asked that Mr. Gassen research this further and get back to the Zoning Board at their next meeting in two weeks. He noted he thinks this is a safety issue.

Chairman Manion once again asked if anyone from the audience had anything to say regarding these requests. There was no public comment.

Mr. Gassen requested the Findings of Fact be entered into the record. **Director McNellis** stated that since no recommendation would be forthcoming tonight, Staff wanted to know if the Zoning Board had any additional stipulations that should be considered for the next meeting. **Chairman Manion** stated that from his point-of-view curb replacement at the eastern entrance is a non-issue, to which the other Zoning

Board members agreed. He noted he is still concerned about the fence on the south side of the property by the detention pond.

The Zoning Board did not have any further questions or concerns.

Chairman Manion asked for a consensus to continue the Public Hearing to the January 26th meeting. There was a consensus and Chairman Manion reopened the Zoning Board meeting.

3.3 **PUBLIC HEARING** regarding a request for Special Use Permit to ratify operation of a public school with zoning exceptions, including a proposed 14,000 square foot building addition for Laura B. Sprague elementary school, 2425 Riverwoods Road (Lincolnshire-Prairie View School District 103)

Chairman Manion recessed the Zoning Board meeting and opened the Public Hearing. **Director McNellis** provided Staff's remarks, including the history of the property and the necessity for a Special Use permit for the proposed addition, as well as the entire property. He also noted the zoning exceptions being requested. Further, he stated Staff received e-mails from two residents. The resident who had sent an e-mail today requested that it be presented to the Zoning Board, so Staff believes it would be appropriate for it to be read into the record, to which the Zoning Board agreed.

*"Dear Mr. McNellis,
My wife, Robin (who is copied on this e-mail), and I live at 8 Buckingham Place (in Lincolnshire) and we have owned our house there since June, 1989. Laura B. Sprague School is located directly behind our back yard, to the north. I have attached a photo of our home, as taken from the Sprague School parking lot (viewing to the south of the school), for your reference and review.*

Unfortunately, we will not be able to attend tonight's Public Hearing to consider a Special Use Permit to ratify operation of a public school with Zoning Exceptions, and including building additions to Sprague School. Accordingly, we would appreciate it if you would share this e-mail with those in attendance at tonight's Public Hearing.

We sincerely appreciate your making the Sprague School proposed building plans available for review, at the Village Hall, which we were able to do this morning.

We did not have any children when we originally bought our house, but we now have 4 kids who all had the pleasure of experiencing District 103's wonderful School system! Robin and I have been involved with all aspects of District 103, including serving as room parents, coaching lots of youth sports teams, volunteering at many school functions, and helping the 103 Learning Fund raise funds to help better the education experience in our great Community. With our youngest child now being a sophomore at Stevenson High School, we are extremely grateful and appreciative of School District 103 and we sincerely want the best for all three District 103 Schools!!

We have also enjoyed living very close to Sprague School for these past 27 years, even though it has sometimes involved cleaning up discarded trash from our back yard, children using the back of our yard as a lavatory, etc. All in all, Sprague School has been a great neighbor and we believe we have been great neighbors to Sprague School, as well.

Recently however, as the attached photos indicate, the fence on our back yard property line has been damaged in several places, due to the snow plow patterns being used for the Sprague School parking lot. In addition, we have had to look at two unsightly "SAM" storage units (located on the school's furthest southwest parking lot corner) for several years now.

In reviewing the proposed building addition plans for Sprague School this morning, arguably no home is going to be as visually impacted as our home is going to be, due to the physical location of the new addition being directly behind our back yard, to the north. Ironically, the last Sprague School Gymnasium addition (on the School's furthest west side) was done when we first moved into our home in 1989.

Due to our continuing fence damages, the "SAM" storage units, and now, the proposed 7,500 square foot, two-story addition to Sprague School (which again, is going to be located directly behind our home), we are respectfully requesting that the proposed building plans include the installation of dense/tall trees, shrubbery, landscaping, etc. along the School's southern property line, across the entire width of our backyard property line, which runs from east to west. We have not spoken to our neighbors to the east and west, but perhaps they would also like similar consideration for their respective homes.

Hopefully, this newly-installed landscaping will help protect our fence, once repaired this Spring, and it will also help buffer our sight lines from the unsightly SAM storage units and the new two-story addition to Sprague School.

Thank you sincerely for your kind consideration of our request, and naturally, we are available for further conversations regarding our request and this e-mail.

Thanks again and continued good luck and well wishes,

*Dwight and Robin Ekenberg
8 Buckingham Place
Lincolnshire, IL 60069"*

Mr. Gassen presented the overall site and building elevation design plans, as well as the sun study, noting the impacts are mainly to two homes for brief periods only in the winter. Landscape screening has been placed to minimize these impacts. Mr. Gassen also requested the Findings of Fact be entered into the record.

Mr. Derek Gilna, 19 Kings Cross, was sworn in. He noted his home is located opposite the main entry into the parking lot. He stated he and his wife had been there for many years and have been beneficiaries of the positive elements of the school, but there are some things he felt it important to bring to the Zoning Board's attention. He further noted the school predated his presence in the neighborhood, but that it was a much smaller institution then. He noted issues with trash and visual unsightliness that they have contacted the school to discuss in the past. His concern is the construction process. He noted problems with previous construction at the school and that it was very inconvenient. He stated there was no guarantee there wouldn't be construction problems again this time.

Mr. Gilna went on to suggest one recommendation, regarding a construction road. He stated that a temporary construction road from Riverwoods Road should be considered.

The other concern he had echoed was what the Ekenberg's had noted, the noise and dirt of construction. He noted that unlike Half Day School, this school is in the middle of a residential neighborhood. Finally, he noted he couldn't see any reason for this construction and the impact and burden this would place on the neighborhood.

Director McNellis stated school construction is different in that the Village is not permitted to get involved in the permitting and construction aspects. Those functions are carried out by a State Building Commission, not by the Village. However, if the streets get dirty, the Village can get them cleaned and as far as contractor hours, the Village requirements need to be followed. He further noted Staff and the Village will certainly work with the School to make sure those issues are addressed.

Mr. Tom Caldwell, 12 Buckingham, was sworn in. He stated he lives in the eastern most house affected in the Sun Study. He wondered if there have been any plans for shielding the properties. Also, he asked whether construction hours, contractor parking and hours for deliveries/garbage would be adhered to. He asked if parking in the area would be worse after construction is completed, and noted it was bad already. He stated he'd like to have some reassurances. **Director McNellis** noted that with regard to construction hours, he would suggest if contractors start before 7 A.M. weekdays residents should call the Police Department on their non-emergency line. Violation of those hours could involve fines. If residents don't call, it doesn't go on record and the Village can't do anything about it.

Mr. Gassen noted that parking would not change after the addition is completed, as no additional staff are contemplated. **Director McNellis** stated contractors cannot completely block a street. The Village can work with the School District to remind contractors this is a residential area and rules apply.

Chairman Manion inquired as to when construction will begin. **Mr. Gassen** stated it will probably begin before the school year ends and be completed by the beginning of the Fall school year. Over the Summer, there should be plenty of parking for contractors. He also added a reminder that the School District is not anticipating an increase in student population, but trying to create new space for existing space shortages at the school.

Member Kalina asked about landscape screening along the south property line to address the sunlight concerns. **Mr. Gassen** stated there is an increase in vegetation from the plan in your packet, as shown in tonight's presentation. **Member Kalina** asked if the additional screening would be on the south side of the parking lot, to which Mr. Gassen answered much of it would actually be adjacent to the south side of the building itself. He further noted there is limited space between the parking lot and the property line, which would preclude planting any trees there. So, they have attempted to locate trees as best they can. There are a cluster of evergreen trees along the south property line west of the parking lot to address the reflected light condition. On the east side, they've had to place trees closer to the building itself. He then went on to further explain the Sun Study.

Member Bichkoff asked about the concerns raised by the School District earlier in the evening regarding large trees close to the school building and the security concern of that condition. With the proposal here for large trees adjacent to the building, who's weighing-in on the conflict between safety and glare? **Director McNellis** stated that Staff primarily looked at it from the point-of-view of the glare issue, rather than a safety issue, but understand the school's concern. We need to find a middle ground.

Member Bichkoff asked if there was anything else that could be done from a materials standpoint. **Mr. Gassen** stated he was not aware of any other solutions. He further noted this problem is really limited to a very brief period at the end of the day in a short timeframe in the Winter. He acknowledged that addressing it is a challenge.

Member Bichkoff asked if there are any easements on the residential properties to the south that are preventing trees from being planted there, to which Director McNellis stated he was not aware of any. **Mr. Gassen** stated it isn't the intention of the School District to create an imposition on the property owners requiring them to modify their properties. **Director McNellis** noted that it is difficult because the property line is so close to the parking lot curb line and the grade change is difficult. He also noted an e-mail requested shrubs in that area could be added. He believes the School District is doing what they can to address this issue. He also noted this will be going to the ARB next week where it may also be addressed. Staff understands it's a concern.

Ms. Patricia Graham, 11 Cornell, was sworn in. She inquired if the school was planning on installing any new lighting. **Mr. Gassen** noted that no site lighting was being proposed at this time.

Director McNellis stated he would also read the e-mail quoted in the Staff memo. This is an e-mail from Trustee Dan Servi, who also lives on Cornell.

"I (have) concern about the potential for increased noise. Since my backyard is also adjacent to the playground on the north, I can attest that it can get noisy when the kids are out playing. The increased noise concern seems to revolve around the fact that the addition will jut out so that it is adjacent to the playground area on the south side of the playground. This could help buffer the neighbors to the south from the noise but may reflect noise to the north. My neighbor proposed a solid fence be erected along the properties adjacent to the north. Aside from the potential noise issue, I would support the fence to improve both aesthetics and security to the property. The current situation is there are multiple fence types in various states of repair and gaps between some of the fences."

Chairman Manion noted he thinks a fence on the north property line would be expensive, but may be an appropriate solution. It would have to be solid to be effective. **Director McNellis** noted that sometimes plant material is better as it has a sound-dampening effect. The other question is do all the neighbors along the north property line want a fence? **Mr. Gassen** stated existing fences are part of the residential properties, which the school didn't install. So, their condition is the responsibility of property owners. He further noted the playground is already there and won't change. Finally, he stated the School District would rather not see additional restrictions here.

Mr. Gilna stated he believes sound will be more of an issue on the south end of the site, not the north end. He stated he couldn't imagine the current noise to the north would be much different.

Ms. Ann Gilna, 19 Kings Cross, was sworn in. She stated she would like to reiterate this is like putting an office building in their community. You have to be considerate and understand residents needs. With the last school project, they were constantly calling the construction company on the hours they were working.

Mr. Gary Gordon, 29 Brunswick lane, and the District 103 School Board President, was sworn in. He began by noting the District understands the concerns. He also noted he and the Superintendent will make themselves available to address the neighbor concerns. He noted the idea of an addition came about as part of a visioning process, in which they held community meetings. The #1 comment they heard is that the use of buildings and educational requirements have changed over time and more space is needed. They considered expansion at Sprague, by possibly adding another grade, but because of the surrounding area being a residential neighborhood, they decided to put the additional grade at Half Day School. The District is using the money they have on these projects and is not going out for a referendum. So, while the District would love to do some other things here to add amenities to the building facades and landscaping, everyone should realize every dollar used on those things comes from the necessities of the building. There are no additional funding sources for this project.

Director McNellis stated the only other Staff comment is with regard to the Special use exceptions. There are two accessory structures that don't meet Village Codes; one is a storage shed, the other is a canopy. The canopy was donated by the American Cancer Society, and is permissible as a zoning exception. Staff has no issues with this. The storage shed doesn't meet Village Code in a number of ways. We were told the use of the shed is for playground equipment storage. We have also been told this needs to be located by the playground and this equipment can't be place in the new building addition.

Chairman Manion asked where the shed is located, to which Mr. Gassen responded it is in the northwest corner of the playground. **Chairman Manion** inquired if it could be moved closer to the building. **Mr. Gassen** stated it was located here to be used for the playground. He also noted the storage pods will be moved when the building addition is done.

Director McNellis inquired if the Zoning Board would like any other information provided prior to the next meeting on the 26th, to which the consensus was nothing more was needed. **Chairman Manion** noted he would like to see what the ARB has to say. **Chairman Manion** asked the Zoning Board if they would like to keep the Public Hearing open to the January 26th meeting, to which there was a consensus.

4.0 UNFINISHED BUSINESS (None)

5.0 NEW BUSINESS

Member Bichkoff inquired as to a replacement for former Member (now Trustee) Leider, to which Director McNellis noted there was no one available at this time.

6.0 CITIZENS COMMENTS (None)

7.0 ADJOURNMENT

There being no further business, **Chairman Manion** sought a motion for adjournment. **Member Kalina** moved, and **Member Bichkoff** seconded the motion to adjourn. The meeting adjourned at 8:54 P.M.

Minutes submitted by Steve McNellis, Community & Economic Development Director.