

To: **Mayor and City Council**
Through: **Ryan Schroeder, City Manager**
Jim Hartshorn, Comm. Dev. Dir.
From: **Melissa Sonnek, Community Development Coordinator**
Date: **November 26, 2018**

Site Plan Review – 1740 Charlton St. (Garlough Elementary School)

BACKGROUND INFORMATION:

On behalf of School District 197, Anderson-Johnson Assoc., Inc. is requesting Site Plan approval to allow for the expansion of the existing school building located at 1740 Charlton Street. The applicant is proposing the following additions to the building (see attached Planning Commission report and submitted plans for more information):

- 1) 1,720 sq. ft. classroom addition – located on the north-eastern portion of the building, this addition can be seen on the eastern elevation for the north wing.
- 2) 1,550 sq. ft. kitchen/cafeteria addition – located on the eastern portion of the building, this addition can also be seen on the eastern elevation for the north wing.
- 3) 2,600 sq. ft. classroom addition – located on the south-eastern portion of the building, this addition can be seen on the eastern elevation for the south wing.
- 4) 1,340 sq. ft. entry/vestibule addition – located at the primary school entry (west elevation for the north wing), this addition will allow for additional security and climate control.

In addition to the proposed building expansion, the submitted plans also include a complete reconstruction of the southern lot (as can be seen in the image above) to create additional parking, two additional handicap spaces, and a better flow in and out of the lot by creating a loop. The north-eastern (rear) parking lot will lose several spots to make room for the kitchen/cafeteria addition; however, the site is still well parked (as is noted in the parking review).

Please refer to the attached Planning Commission report for more details on the request.

PLANNING COMMISSION:

The Planning Commission met in regular session on November 20, 2018, and held a public hearing.

The commission discussed the following items:

- The current parking (82 Stalls) in comparison to the new proposed parking numbers (86 Stalls).
 - Overall, the site will gain a total of four parking stalls; two regular stalls and two handicap stalls.

- The requirement of full curbed islands with trees at the end of each row of parking.
 - The applicant explained that for snow plowing reasons, surmountable curbs would be preferable and some of the islands at the end of the parking rows are planned to be occupied by lighting fixtures and therefore would not allow room for additional vegetation.
- Neighborhood resident concerns of school staff parking on Kraft Road rather than the school lot parking.
 - The applicant had not had any discussion with residents about that concern. During the design of the site and redesign of the southern parking lot, safety was the primary focus and concern.
- Potentially extending the southern most sidewalk all the way west to Charlton Street.
 - City Staff examined this possibility during their internal review and thought that grading might make it difficult to comply with ADA requirements. However, the applicant will do further research on this.
- Traffic patterns on Charlton entering and exiting the school site, specifically entry point speeds and signage.
 - The site plan proposes the southern access to be 24 feet in width, with the required minimum width being 22 feet. Commissioner Franzmeier expressed concerns that this access was too narrow and would negatively affect traffic flow by forcing drivers to slow down enough to make the turn. Commissioner Leuer expressed that the width of the access does not concern him.
 - Commissioner Green expressed an interest in displaying signage to encourage reduced speeds during peak hours of school drop off and pick up. Commissioner Leuer expressed that he would advise against signage, as it is often times ignored by the intended audience. Heading south on Charlton Street just north of the school, there is a speed limit sign stating the 30 mph speed limit.

The Commission voted 6-0 to recommend approval of the Conditional Use Permit subject to the listed conditions below. **Additions and changes are shown in red.** No one from the public wished to speak on the item.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the SITE PLAN for 1740 Charlton Street (Garlough Elementary) subject to the submitted plans and the following conditions:

1. The applicant shall apply for and obtain all applicable building and sign permits. If any new signage is proposed, the signage shall meet the requirements of Section 153 of the Zoning Ordinance;
2. The applicant shall place curbed islands at the end of every row of parking **for the front parking lots. Surmountable curbs are acceptable;**
3. The applicant shall place one tree, measuring a minimum of 1.5 inches in diameter and 4 feet high, in each of the curbed islands **with the exception of the two islands containing light poles;**
4. The applicant shall redirect lighting as to reduce the foot candle levels to zero at all property lines;
5. The applicant shall increase the size of the 2 caliper inches trees, to a minimum of 2.5 caliper inches;

6. The applicant shall adhere to the recommendations of the Environmental Committee per the attached memo dated November 13, 2018;
7. The applicant shall adhere to the recommendations of the City Project Engineer per the attached memo dated November 13, 2018;
8. The applicant shall work with City Staff to consider extending the southern parking lot sidewalk all the way west to Charlton Street; and
9. The applicant will work with City Staff to evaluate the need for signage on Charlton Street.