

Application for Special-Use Permit

Vilinge of Ook Park 123 Madeon Street Oak Park, IL 60302-4272

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708.383,6400

Applicant information
Name of Applicants (Passes print) Alcuin Montessori School ;
Address of Subject Property: 6936-10950 W. Rose velt Ed Dale Per 16 60301
Owner of Subject Property: NBORE Investment LLC Owner's Address: 1001 Lake St. Oak Park, 12 40301
Authorized Agent: [Plansaprine] Town Brock architectores: 2908 W. Fuller han \$1,202
Phone Number: 773-645-8968 ENEL Address: Chicago LL 60647 Thos. brock & fine il-corn
Are there any original covenants, conditions, or deed restrictions concerning this property in the type of improvements, set backs, area, or height requirements? Yes (if yes, attach explanation) Yes
Are there any contracts or agreements of any nature in existence with regard to the sale or deposed of this property that are contingent upon the decision needs purcuent to this application?
Yes (If yes, atlach explanation)
The present owner sequired legal title to these promises on: 11-20-07 6950 W. Roosevel 3-31-09 6936 - 6942 W. Boosevel
Gase Information
The Applicant seeks a special use permitto: Coinstruct an adeptive reuse and new construction project within a BI-B2 soming district in the Bosevelt Road
The subject property in located in the B1/2 General Business + Russeuelt Road Over fair Distriction.
The subject property is presently used se: Storage Freility
Certification
I hereby depose and any that all the above statements, as well as any statements contained in the papers submitted in support of this application submitted herewith, are true.
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Notary Public Applicant
thy commission sipires: 0/-/2-/8
Notice: This application must be completed fully and jugity, and accompanied by a legitimal behavioral property and accompanied by a legitimal behavioral behavioral to be presented.
of this application. Only persons having a proprietary interest in the subject property hay his first application. Due application for in contradict. al time of application, and is not retundable.



Disclosure of Beneficiaries

Villago of Ook Park 123 Madison Street Ouk Park, E. 60302-4272

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Owner & Marries 1001 Lake A. Date Very IL	In 0 3 0 1 Fersionile Ha:
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If property is held in a Land Trust, provide	name(s) of all beneficial owners.
(A Cartificate of Trust must be	B Allbohed heralo.)
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Applicant Infor	
Applicate Address: 324 N. Oak Park Are Oak Pa	Mr. 1L 60302 Paramele No. 709-386-1892
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IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the dates set forth below.

SELLER:

Community Bank of Oak Park River Forest, an Illinois banking corporation
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NBORE Investments, LLC, an Illinois limited liability company
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PURCHASER:
Alcuin Montessori School, an Illinois not for profit corporation
Ву:
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Alcuin Montessori School, an Illinois not for profit corporation
By: Name: Fred McClendon Its: President
By: Jawa Harley Berlin

Its:Secretary

04/24/2017

Special Use Permit Narrative (DRAFT v.4)

Alcuin Montassori School Special Use Permit Narrative

Alcuin Montessori School seeks a Special Use Permit for an adaptive reuse and new construction project within a B1-B2 zoning district in the Roosevelt Road Form Based Overlay District including three lots between 6936-6950 W. Roosevelt Road.

Introduction: Nature of the Proposed Use

Alcuin Montessori School was established in 1961 by a group of six Oak Park families following a visit to the nation's first chartered Montessori school. Classroom space was rented at the Lowell School (Lake and Forest) and our first classroom had twenty-four students: a morning and an afternoon class for preschool aged children. Since then, Alcuin has been located at several sites in the Oak Park/River Forest area and is currently located at the First United Methodist Church at Superior Street and North Oak Park Avenue. Today Alcuin has roughly 140 students ranging in age from birth to 14 years, and 30 employees. In the fall of 2008, Alcuin opened a Middle School at a satellite campus Oak Park's Gale House, adjacent to Frank Lloyd Wright's Unity Temple.

This proposed 14,000 square foot educational facility will house our new Infant Program (birth to 18 months of age), our Toddler Program (18 months to 30 months of age) and will provide space for our existing Middle School Program (adolescents) currently located in the Gale House. Some educational programs operated on this site will be year-round, with classes throughout the work week beginning at 8:30 am and typically concluding at 3:45 pm, with some extended program hours as early as 7:15 am and as late as 6:00 pm. At full capacity, this facility will have as many as 44 infants/toddlers, 30 middle school students and up to 16 faculty and staff.

As a day school, the facility will include food preparation spaces and food deliveries will occur on a daily basis on weekdays only. Food deliveries will occur off of the alleyway.

Legal Description of the Property:

"LOTS 4, 5, 6, 7, 8 AND 9 IN THE RESUBDIVISION OF LOTS 20 TO 29 INCLUSIVE, IN THE SUBDIVISION OF BLOCK 5 IN WALTER S. DRAY'S SECOND ADDITION TO OAK PARK, BEING A SUBDIVISION OF LOTS 8 AND 9 OF MCGRAW'S SUBDIVISION OF LOT 7, IN THE SUBDIVISION OF SECTION 18, TOWNSHIP 39 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN (EXCEPT THE WEST HALF OF THE SOUTHWEST QUARTER THEREOF) IN COOK COUNTY, ILLINOIS."

Evidence of Conformity with Special Use Standards:

1. The proposed building or use at the particular location requested is necessary or desirable to provide a service or a facility that is in the interest of the public convenience and will contribute to the general welfare of the neighborhood or community.

This proposal is desirable to provide a needed service that is in the interest of public convenience and does contribute to the general welfare of the neighborhood and the community. Our research

into the demand for the specific services this facility would provide indicates there is heavy demand for a high-quality full-day infant/toddler program in all areas surrounding the site including Oak Park, River Forest, Forest Park and Berwyn. Additionally, the interest in our middle school outstrips our capacity, despite minimal marketing efforts.

Further, Alcuin's current facilities do not allow them to provide this much needed year-round service to infants and toddiers, which, when combined with increased competition in the local 0-6 childcare market, impacts the school's abilities to maintain or grow current enrollment levels. Alcuin Montessori is generally viewed as a very high-quality and important institution in Oak Park and their long-term fiscal health and stability are counting on this expansion of their program. Therefore, it could be said that the effect of *not building* on this site will be counter to the interest of the public convenience and would likely diminish the general welfare of the community.

The proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matter offecting the public health, safety and general welfare.

We expect the proposed building to have an enhancing effect upon adjacent properties, bringing a viable and respected Oak Park institution to what has been a fringe part of the village that has experienced little economic development in the previous decades. Derelict buildings have already been demolished on the site leaving a large hole in the urban fabric. A bright and beautiful new school there will increase the desirability of adjacent developments and bring a more varied type of consumer to the businesses in this area.

As is the case at our Oak Park Avenue location, traffic is manageable since it is both quantifiable and predictable. We expect peak drop-off and pick-up hours for our middle school programs in the early morning and mid-afternoon. It is our intention to work with the Village and the state to demarcate drop-off locations along Roosevelt and Home Avenue to insure that both peak times are accommodated without undue loss of street parking. The nature of our full-day infant and toddler program allows parents to drop off and pick up at their convenience rather than a set time, thus reducing the amount traffic at peak hours. Longer-term parking will be off of the alley to the north of the site and will be restricted to faculty and staff. Current standards require a 1:1 ratio of classrooms to parking spaces. Our current proposal exceeds the minimum by ten spaces.

3. The proposed building or use will be designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.

Nothing that we are proposing will, in any way, inhibit the development and use of neighboring property in accordance with applicable district regulations. Our proposal greatly exceeds regulations for minimum lot size and intensity of use (10,000 sf minimum vs 20,250 sf actual) and comes nowhere close to the allowable 40 feet in height (proposed parapet is 15 feet). In fact, because we are not building to the maximum allowable floor area ratio on this site (proposed building is only 1 story) it could be argued that the low-rise nature of our facility is making

development of adjacent properties more desirable allowing for more/better access to direct sunlight, more distant views and prevailing breezes.

4. The proposed building or use complies with the more specific standards and criteria established for the particular building or use in question by Article 4, Section 4.5 and Article 3, Section 3.9.1 of the Zoning Ordinance.

Article 4, Section 4.5: Not Applicable. Not among the uses listed.

Article 3, Section 3.9.1: Not Applicable. Not a Planned Development

5. The proposed building or use has been considered in relation to the goals and objectives of the comprehensive Plan of the Village of Oak Park.

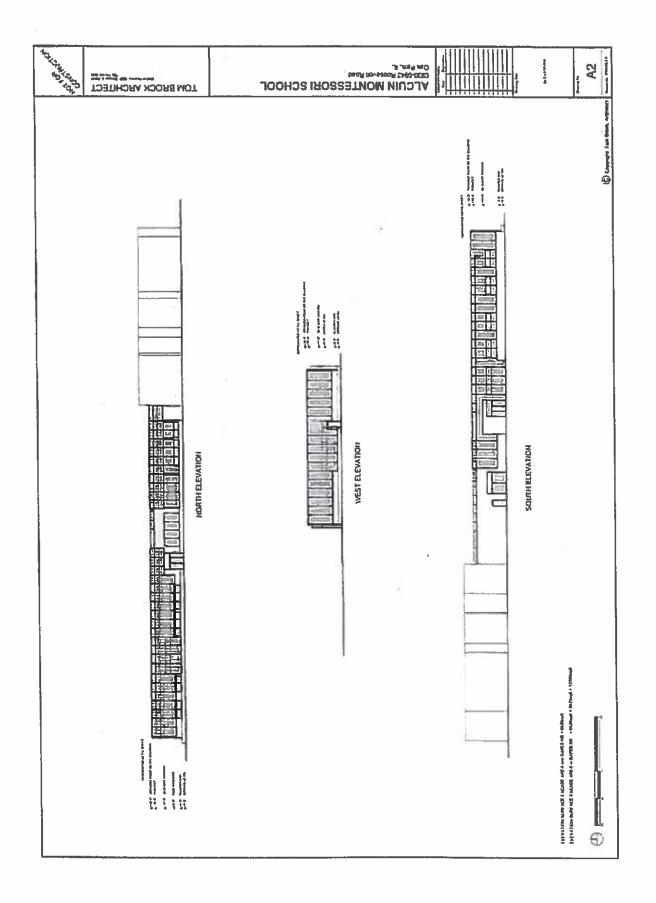
This project has been vetted by and has the support of the Oak Park Economic Development Corporation, the Oak Park Planning Committee, the Mayor of Oak Park and the Community Bank of Oak Park and River Forest.

Envision Oak Park, the latest version of the Village's comprehensive plan published in 2014, specifically calls for improvements in early childhood education, stating that that providers should implement programs that are closely coordinated with K-12 education providers. Most of this facility will be devoted to early childhood education with programs meant to feed Alcuin's primary programs and thus their middle school as well. Montessori schools are generally known for being well-orchestrated in approach to teaching and well-coordinated for individual growth and advancement.

6. There shall be reasonable assurance that the proposed building shall be completed and maintained in a timely manner, if authorized.

Due to the importance of establishing their new infant/toddler program to the sustainability of Alculn's primary programs they are motivated to move this project forward as quickly as possible. Once established, this facility will be subject to more or less constant evaluation by new parents looking for the best and best-run educational facilities in the area. Since Alculn is competing with other, similar institutions for tuition dollars, they are also motivated to insure that the facilities are clean, safe and well-maintained at all times.

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9/21/17

Fr: Alcuin Montessori School

To: Oak Park Zoning Board of Appeals

Re: Special Use Permit for 6930-6942 W. Roosevelt Road:

Additional Narrative Statement to Accompany Revised Drawings

The following text is meant to accompany required drawings and other documents as part of our submittal to request a special use permit for the above mentioned property (see attachments).

Narrative items listed below are meant to provide procedural or policy clarifications, numerical data or other information that could not be presented with drawings or diagrams alone. Some items are responses to specific questions provided to Alcuin Montessori by Oak Park Engineering Staff.

1. Number of staff to be assigned to assist with Drop-off and Pick-up (DO/PU):

There will be 1 Alcuin staff member on Roosevelt Rd to the corner of Home Ave. They will be in communication with the 2 staff members in the alley to keep the flow of traffic moving from Roosevelt onto Home Ave. and into the alley. This will restrict traffic stops on Home Ave between Roosevelt and the alley.

2. How staff will regulate vehicles in regards to cutting in line, how they will assist children exiting vehicles, what side of the car to exit on, how will they direct cars to go to overflow area when parking is full, etc.:

Alcuin parents receive written carpool procedures and communication as soon as they enroll in the school. Staff works closely with parents, administration and OP Police Officer to implement carpool procedures (safety of children and traffic flow). We have 20 years of experience with a similar system at the OP Ave location. Staff are positioned on Roosevelt Rd., they communicate with parents and rules are clear and enforced by all staff, with support from Oak Park Police at the beginning of the school year. Children exit curb side only, parents remain in vehicle and staff member assists child out of the car. Staff member on Roosevelt is communicating with staff member in the alley and as spaces become available they direct parent to turn right only on Home Ave and turn right into the alley. No cars will be pulling back out onto Roosevelt Road. If there is no available space on Roosevelt or the alley parking the staff member will signal the car to circle the block or at that time they can park on Home Ave, just past the alley and walk their child into school.

3. The hours for DO/PU:

The school is open for infants and toddlers, year-round from 7am-6pm. This program is designed for working families and we anticipate that the majority of children will be dropped off between 7am-9am and picked up between 4pm-6pm.

In an effort to further manage the traffic flow, parents will be assigned a 15 minute window for drop-off and pick-up, based on their estimated schedule. The middle school students will be dropped off between 8:30am-8:45am and picked up between 3:45pm-4:00pm.

4. Number of children (approx.) being dropped off verses being walked into the school along with their age ranges:

Middle School students (7th & 8th) grade will either be dropped off on Roosevelt Road or within a one or two block radius of the school and will walk in. Cars will be instructed to turn only onto Home Ave and not pull back onto Roosevelt and to avoid Roosevelt at all times. Students will also take public transportation, carpool with other students, walk, or ride a bike. The estimated number of students in the school when it opens on Roosevelt is 20. Anticipated capacity of the program is 35 students (reached in 1-2 years after opening of program).

Infants are considered children who are not walking and will need to be carried in. Parents will need to park their car and we estimate 10-15 minutes for this process. Toddlers are children who can exit the car and walk in with an Alcuin staff person for drop-off & pick-up. We have a capacity of 70 of these children and could approximate that half would do drop-off & pick-up and half would require the parent to park the car and be carried in. See below for a break-down of the time within the two-hour window:

Total number of parking minutes needed = $(35 \text{ infants } \times 15 \text{ min}) + (35 \text{ toddlers } \times 3 \text{ min}) = 630 \text{ min}$ Duration of pick-up/drop-off period = total minutes/spaces = 630 min/ 9 spaces = 70 min (The above calculation outlines a worst-case scenario)

Additionally, the duration of the pick-up/drop- off period can be divided into eight 15 min segments (total of 2 hrs) and parents are expected to arrive during their assigned segment, the site has to process a total of 13 cars every 15 min. (105 cars total /8 time slots = 13 cars per time slot). The site has a total parking/staging capacity of 20 cars (11 on Roosevelt + 9 in alley) so the expected pick-up/drop- off overflow onto Home should be minimal with the implemented staging procedure.

5. Number of staff working at the school (anticipated) and where they will park:

We anticipate 18 staff members (mix of full and part-time). There are 6 on-site parking spaces available. Alcuin will seek to rent spaces for the approximately 8-12 cars. Some staff members take public transportation, walk, bike or carpool. Alcuin currently rents space for half their staff and the other half overflow into the community.

6. Parking time (estimated) for parked vehicles dropping their children off who need to be walked in:

Infants: 10-15 minutes,

Toddlers (walking): 1-3 minutes, Middle School: under 1 minute

7. Clarification on how Roosevelt Road is intended on being used. (Will there be actual rolling drop off occurring on Roosevelt Road or is it just staging? What age groups use Roosevelt?)

There will be both rolling drop off and staging taking place on Roosevelt Road. This process is managed by an Alcuin staff member (as it is now at the main campus). Parents do not get out of their car. The staff person will be managing whether the child can be removed from the car while staged or must wait until there is a space open in the alley. Mandatory right turn onto Home Ave is enforced at all times and traffic will be directed using a temporary traffic control device (traffic cones). Parents are currently trained at main campus to stay in line, stay in their car and follow all instructions from Alcuin staff. Getting out of line or blocking traffic will not be permitted and is enforced by the Alcuin staff.

8. Strategy to minimize PU/DO traffic from using the N-S alley:

Information will be in the PU/DO rules and procedures and enforced by Alcuin staff. Signage located at the alley will indicate no right turn after PU/DO. Parents will be trained on all procedures when their child begins his or her enrollment at Alcuin.

Attachments:

24x36 drawing A002: Traffic Plan (Tom Brock Architect, P.C.)

24x36 drawing A003: Landscape Plan (Tom Brock Architect, P.C.)

Alcuin PU/DO Procedures and Parking/Staging Map document to be given to all enrolled parents.

END OF DOCUMENT

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The Village of Oak Park Village Hall 123 Madison Street Oak Park, Illinois 60302-4272 708.383.6400 Fax 708.383.6692 www.oak-park.us village@oak-park.us

September 28, 2017

Tom Brock, Architect 2908 W. Fullerton, Suite 202 Chicago, IL 60647

Re:

6936-6950 Roosevelt Road, Alcuin Montessori School Traffic & Civil Review

Dear Mr. Brock:

The Engineering Division has reviewed the proposed Alcuin Montessori School at 6936-6950 Roosevelt Road which is going before the Zoning Board of Appeals for its parking and traffic related impacts. While the proposed use as a school along Roosevelt Road does create some concerns and challenges, the submitted drop-off and pick-up (DO/PU) plan along with the physical changes being proposed along Roosevelt Road address these concerns. By removing the tree pit which extends into the parking lane along Roosevelt Road, the Roosevelt Road frontage can now be used for staging vehicles for DO/PU without requiring vehicles to merge back into traffic on Roosevelt to avoid the bumpout (this tree loss is also being accommodated with the proposed three additional parkway trees along the Home Avenue frontage). The two proposed staff assisting with the DO/PU operations on Roosevelt and at the alley should be adequate to manage vehicles and directed them to the appropriate locations and by assigning 15 minute segments for DO/PU for individual parents, the DO/PU period can be more evenly spaced out and controlled to minimize any overflow of DO/PU operations into the residential neighborhood on Home Avenue.

Based on the submitted drop-off/pick-up procedures, traffic plan, and site/landscaping plan the Engineering Division approves of the use of the site at 6936-50 Roosevelt Road for the proposed Alcuin Montessori School. Should you have any questions or concerns please contact me at the number below.

Sincerely,

Bill McKenna, PE Village Engineer 708-358-5722

mckenna@oak-park.us

DRAFT

Alcuin Montessori Roosevelt Campus Drop-off/Pick-up Procedures



The staging line starts at the corner of Roosevelt Road and Home Ave. extends to the corner of Home Avenue, using all available space along Roosevelt Rd. Drop-off/Pick-up times are as follows:

- Moming: 7:15 a.m. 9:00 a.m.
- End of day: 4:p.m. 6:00p.m.

- Middle school begins: 8:45 a.m.
- Middle school ends: 3:45 p.m.

Please note the procedures and make sure that anyone involved in the drop-off or pick-up of your child/children are familiar with them.

During Drop-off/Pick-up:

- Vehicle numbers must be displayed on passenger side, visible to Alcuin staff members
- 2. Cars may enter staging line westbound only on Roosevelt Road. There is no cutting staging line.
- 3. If you can't enter the line without blocking traffic please re-circulate the block until you can.
- Please avoid having any part of your vehicle obstructing traffic. If you are in the staging line and your vehicle is not against the curb as if it were parked, you are considered to be blocking traffic.
- 5. Please avoid stopping, standing, or parking on Roosevelt Rd at any time. There is additional parking on Home Ave and Clinton Ave.
- 6. Middle Schoolers and toddlers, with assistance of staff member, should exit and enter the vehicle from the curb side only. Please arrange the seating so that this is possible.
- On Roosevelt Rd please stay in your vehicle at all times. The Alcuin staff members involved will
 take care of getting your child out of or securing them in your car. Any supplies you may need to
 get to your child's classroom will be taken care of as well.
- 8. Infants are to be dropped off/picked-up in the designated angled parking spaces in alley behind school only.
- As spaces become available in alley, cars will be directed from Roosevelt Rd. All cars in dropoff/pick-up line must turn right onto Home Ave to exit staging line or to enter drop-off/pick-up parking in alley.
- 10. When parked you may exit your vehicle and accompany your child into the building if necessary, while in the designated spaces in alley. Otherwise, the Alcuin staff member involved will take care of getting your child out of or securing them in your car.
- 11. There is no staging or parking on Home Ave between Roosevelt Rd and Alley.
- 12. There is no left turn into north-south portion of alley.
- 13. Please refrain from cell phone use at all times when in the vicinity of Alcuin.
- 14. There shall be NO pedestrian crossing of Roosevelt Rd at Clinton Ave. There will be no crossing guard or pedestrian pavement markings at this intersection. Pedestrian crossing of Roosevelt Rd at Home Ave only.
- 15. For those parents or guardians that would like to park their vehicles and go to Alcuin Montessori School to conduct business, they may park in following areas: P1 & P3 Site map.
- 16. The only permitted use of the staff parking lot shall be for drop-off and pick-up of students who are disabled, injured or sick. The one exception is for disabled parents or guardians who may use handicap parking spaces in this lot.
- 17. ALL MID BLOCK CROSSING IS STRICLY PROHIBITED.

Remember these guidelines are put in place to ensure the safety of your children as well as all involved. With your dedication to following said procedures I'm sure we'll all have a great and safe year.

