

AGENDA

RULES MEETING OF THE BOARD OF TRUSTEES VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS

Village Hall

7:00 p.m.

February 27, 2017

Roll Call

1. An Ordinance Granting a Conditional Use for a Day Care Center in the R-1, Single Family Residential Zoning District at 160 Westwood Drive (Destined to Win Christian Center)
2. Approval of a Resolution to Appropriate \$121,000 in Motor Fuel Tax Funds for Preliminary/Design Engineering Costs Associated with Improvements for Illinois Street (FAU 1719).
3. Approval of an Engineering Services Agreement for Preliminary/Design Engineering Services Associated with Improvements to Illinois Street (FAU 1719).
4. Approval by Resolution of a Local Agency Agreement for Federal Participation for the Improvements to Illinois St (FAU 1719).
5. A Project/Funding Commitment Resolution for an Invest in Cook FY2017 Call for Projects Application

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website
www.villageofparkforest.com

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or (708)748-1129 or via e-mail at sblack@vopf.com. Every effort will be made to allow for meeting participation.

AGENDA BRIEFING

DATE: February 22, 2017

TO: Mayor Ostenburg
Board of Trustees

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

RE: Consideration of an Ordinance Granting a Conditional Use for a Day Care Center in the R-1, Single Family Residential Zoning District at 160 Westwood Drive (Destined to Win Christian Center)

BACKGROUND/DISCUSSION:

The Village has received an application for a Conditional Use from Ms. Camille Sharp, Share Holder/Manager of CJ Drop Inn Day Care Center, Inc., as applicant, and the Destined to Win Christian Center, as property owner. The primary use for which this Conditional Use is requested is a day care center that will provide full-time day care services, before and after school programming for school age children from Kindergarten through 8th grade, and drop-in day care services as space permits. This request is described in more detail in the Staff report to the Plan Commission (see attached).

Consistent with Section 118-28 of the Park Forest Zoning Ordinance, the Plan Commission conducted a public hearing on this request at their February 14, 2017, meeting. Notice of the public hearing was published in the *Daily Southtown Newspaper* on January 29, 2017. After taking public comment and discussing this request, the Plan Commission voted unanimously to approve the requested Conditional Use with the conditions outlined in the attached memo from Plan Commission Chair Vernita Wickliffe-Lewis.

The attached Ordinance was reviewed and approved by the Village Attorney.

SCHEDULE FOR CONSIDERATION: This item will appear on the Regular Board meeting agenda of January 27, 2017, for Final Reading.

MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Vernita Wickliffe-Lewis, Chair
Park Forest Plan Commission

DATE: February 15, 2017

RE: Recommendation – Request for a Conditional Use in the R-1, Single Family Residential Zoning District at 160 Westwood Drive

At the regular meeting on February 14, 2017, the Plan Commission conducted a public hearing and considered a request for a Conditional Use in the R-1, Single Family Residential Zoning District to permit a day care center 160 Westwood Drive (Destined to Win Christian Center).

After taking public comment and discussing this request, the Plan Commission voted unanimously to recommend approval of the requested Conditional Use as described in the Staff memo (February 6, 2017) presented to the Plan Commission at the meeting, with the following conditions:

- The Applicant shall ensure that the property is in compliance with all Building, Code Enforcement, Fire, and Health Codes prior to requesting a certificate of occupancy. Further, the business and property must be maintained in compliance with these codes as long as the business is in operation.
- A Village Business Registration license must be obtained before a certificate of occupancy is requested and maintained in good standing as long as the business is in operation.
- A license to operate a day care center must be obtained from the Illinois DCFS prior to requesting a certificate of occupancy and maintained in good standing as long as the business is in operation.
- The parking lot on the property must be striped, patched (saw cut and patched) and seal-coated within six (6) months of Board approval of the requested Conditional Use. Further all debris on and adjacent to the parking area must be removed prior to the day care center opening.
- If the day care use is proposed for expansion in the future, the Village shall be notified before any expansion occurs to ensure that all Building, Code Enforcement, Fire, and Health Codes are addressed.

Best regards,
Vernita Wickliffe-Lewis Chair

PLAN COMMISSION MEMO

TO: Plan Commission

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

DATE: February 6, 2017

RE: NEW BUSINESS – Plan Commission Meeting of February 14, 2017
Public Hearing to consider a Request for a Conditional Use in the R-1, Single Family Residential Zoning District at 160 Westwood Drive

This application for a Conditional Use is from Ms. Camille Sharp, Share Holder/Manager of CJ Drop Inn Day Care Center, Inc., as applicant, and the Destined to Win Christian Center, as property owner. The application requests a Conditional Use to permit a day care center at the Destined to Win Christian Center located at 160 Westwood Drive.

As required by the Zoning Ordinance, notice of this public hearing was published in the Daily Southtown Newspaper on January 29, 2017. In addition, all property owners within 250 feet of the subject property were notified of this public hearing via an individual mailing. To date, no responses from those mailings have been received by the Village Staff.

Section 118-53 of the Park Forest Zoning Ordinance specifies the conditional uses that are permitted in the R-1, Single Family zoning district. Among these uses are “nursery schools, day nurseries and day care centers”. A “day care center” is defined in Section 118-7 of the Zoning Ordinance as “any child care facility receiving more than eight children for daytime care during all or part of the day. Such establishment must be licensed by the State and conducted in accordance with State regulations”. It is under these provisions of Village Code that this request should be considered because the property is currently not in use as a day care center. In describing the process for approval of conditional uses, Section 118-28(a) of the Zoning Ordinance states that in addition to those uses allowed by right in a particular zoning district,

It is recognized that there are certain other uses which may be necessary or desirable to allow in a given district but which on account of their potential influence upon neighboring uses or public facilities need to be carefully regulated with respect to location or operation for the protection of the community.

When considering a request for a Conditional Use, the Plan Commission and Board of Trustees would typically consider such issues as on-site parking and loading facilities, vehicular and pedestrian access, proper protection of adjacent properties, and other site development issues.

Proposed Day Care Center

The primary use for which this Conditional Use is requested is a day care center that will provide full-time day care services, before and after school programming for school age children from Kindergarten through 8th grade, and drop-in day care services as space permits. This program

will be offered Monday through Saturday, from 6:00 am to 6:30 pm. The typical hours of drop-off will be from 6:00 am to 9:00 am, and pick-up will be from 4:00 pm to 6:30 pm. The children served will range in age from six months to 12 years old. However, children under two years old may not be served immediately depending on the required improvements to the room where they will be placed. The available classrooms can accommodate up to 40 children, but the actual total enrollment permitted will be based on the approval from the Illinois Department of Children and Family Services (DCFS). In general, DCFS standards require one teacher for every 20 children, provided the children are all within a specified age group. If the day care center accommodates children of all ages from six weeks old to 13 years old, and based on enrollment, a maximum of 9 staff will be required.

Attached is a site plan for the property as a whole (Exhibit A), as well as a building layout that shows the classrooms that will be used for the day care center (Exhibit B). Drop-off and pick-up of children will occur from the driveway on the south side of the building, using the doorway at the southwest corner of the building. This entrance leads directly into the hallway where the day care center classrooms are located, and it is separate from the main Church entrance. The kitchen and restrooms for the day care center are located at the north end of the hallway from the classrooms. The kitchen will be used to plate catered food only until it has passed all required health inspections. All meals will be prepared by a caterer, with the exception of snacks.

Outdoor play for the children attending the day care will occur in Winnebago Park, located across the street from the Church, and on Church property. The Recreation and Parks Department is supportive of the proposed use of Winnebago Park. Longer term, the day care operator intends to build a fenced-in play area on the Church property. Parking for staff and parents who need to leave their car while dropping off or picking up their children will occur in the parking lot to the west of the Church building. The Church building is surrounded by open space on the north and south sides and single family residential homes on the east and west sides (see Exhibit C).

The parking lot is large enough to accommodate the additional staff and parent parking that will be generated by the proposed day care use (see Exhibits A and D). However, Exhibit D demonstrates that the striping on the parking lot has faded to the extent that it is non-existent, the pavement needs to be patched in several places and it needs to be seal-coated, and there is accumulated landscape and trash debris along the edges of the parking area. Therefore, improvements to the parking lot are recommended prior to the opening of the day care center.

Village Staff from the Departments of Community Development, Fire, Public Health, and Economic Development and Planning inspected the proposed day care facilities and met with the day care operator and Church representatives on January 4, 2017. Based on that inspection, Staff have provided a list of requirements that must be met in order to ensure that the day care center operates in compliance with Village Codes. These requirements are noted in Exhibit E attached.

Based on the review of the site for the proposed use and the Village Code requirements that must be met, Staff recommends the following conditions:

- The Applicant shall ensure that the property is in compliance with all Building, Code Enforcement, Fire, and Health Codes prior to requesting a certificate of occupancy.

Further, the business and property must be maintained in compliance with these codes as long as the business is in operation.

- A Village Business Registration license must be obtained before a certificate of occupancy is requested and maintained in good standing as long as the business is in operation.
- A license to operate a day care center must be obtained from the Illinois DCFS prior to requesting a certificate of occupancy and maintained in good standing as long as the business is in operation.
- The parking lot on the property must be striped, patched (saw cut and patched) and seal-coated within six (6) months of Board approval of the requested Conditional Use. Further all debris on and adjacent to the parking area must be removed prior to the day care center opening.
- If the day care use is proposed for expansion in the future, the Village shall be notified before any expansion occurs to ensure that all Building, Code Enforcement, Fire, and Health Codes are addressed.

Plan Commission Action: After conducting the public hearing, the Plan Commission is asked to consider this request for a Conditional Use to permit a day care center at 160 Westwood Drive, and make a recommendation to the Board of Trustees on this request.

EXHIBIT E

Business Licensing

- A business registration application will have to be completed before opening.
- The Building, Fire and Health Departments will have to approve the business registration application before opening, so all permit work will have to be completed before opening.
- DCFS's approval process also must be completed prior to approval of the business registration application, and the DCFS certificate must be "**in hand**" before the day care center can open.
- The Village's business registration process requires a certificate of liability in the amount of \$1,000,000 naming the *Village of Park Forest, its officers, employees, agents and volunteers as additional insureds* as a certificate holder.

Health Department

- The day care operator/manager must have a State Food Sanitation Certificate. In addition, at least one other day care staff person should obtain the State Food Sanitation Certificate. Other employees should obtain Food Handlers Certificates.
- The business will be required to provide proof of a food service vendor contract if the plan is to warm meals provided by a third party, and not cook meals on-site.
- Thermometers are needed so that food temperatures will be maintained where hot foods are kept hot and cold foods are kept cold.
- A hand washing sink must be installed where the diaper changes will occur (in the room to be used for infants and toddlers, or any children wearing diapers).
- Prior to opening, the Health Department must conduct a pre-opening inspection. At that time, the day care operator/manager must present copies of the aforementioned food sanitation certificates and CPR certifications for all daycare staff. The State DCFS license must be posted on-site when it is received.
- Older children must be kept separate from younger children and the business must maintain State licensing guidelines for staff:child ratios, which varies according to age.

Fire Department

- Based on the Life Safety Code, NFPA 101, each room used for the day care center will require a second means of escape unless a fire sprinkler system is installed. Therefore each room will need an escape window added.
- The travel distance cannot exceed 150 feet to an egress door from the most remote point unless there is a fire sprinkler system installed. With a fire sprinkler system, the maximum travel distance is 200 feet to an egress door.
- The fire alarm system must be upgraded throughout the building to include smoke detection, heat detection, pull stations and horn and strobes as required per NFPA 72. The alarm system must be monitored by a UL certified monitoring service.
- Any cooking, beyond warming food, will require the addition of an extinguishing system to the hood duct system.

Community Development Department

- Restroom facilities appropriate for the children to be served must be provided. The State plumbing code provisions related to this requirement were provided to Pastor Easter. Alternately, provide evidence from DCFS that step stools in the adult restrooms are sufficient to meet this requirement.
- Installation of the hand washing sink, as noted in the Health Department comments, will require extension of both water and sewer lines to the impacted classroom(s). Building permits are required for this work.

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A CONDITIONAL USE
FOR A DAY CARE CENTER, LOCATED AT
160 WESTWOOD DRIVE, IN THE
VILLAGE OF PARK FOREST, ILLINOIS**

WHEREAS, the Village of Park Forest Zoning Ordinance (“Zoning Ordinance”) requires the individual approval of certain uses (known as “conditional uses”) in specific zoning districts after consideration by the Plan Commission and approval by the Board of Trustees; and

WHEREAS, Ms. Camille Sharp, Share Holder/Manager of CJ Drop Inn Day Care Center Inc., (“Applicant”) and the Destined to Win Christian Center (“Property Owner”) have submitted an application for a conditional use in the R-1, Single Family Residential Zoning District pursuant to Section 118-53 of the Zoning Ordinance (“Application”) to allow for a day care center at the Destined to Win Christian Center, located at 160 Westwood Drive, Park Forest, Illinois, P.I.N. 31-25-103-007-0000, 31-25-103-008-0000, 31-25-103-009-0000, 31-25-103-010-0000 (“Subject Property”); and

WHEREAS, on January 29, 2017, a notice of public hearing for the Application was published in *The Daily Southtown*, a newspaper of general circulation within the Village; and

WHEREAS, the Plan Commission conducted the public hearing to consider the Application on February 14, 2017; and

WHEREAS, upon the conclusion of the public hearing, the Plan Commission unanimously recommended approval of the requested conditional use, subject to the conditions set forth below; and

WHEREAS, the Mayor and Board of Trustees have determined that allowing the conditional use for a day care center serves a public purpose and will be in the best interests of the Village of Park Forest.

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of the Village’s home rule powers, as follows:

Section 1. **Recitals Incorporated.** The recitals set forth above constitute a material part of this Ordinance as if set forth in their entirety in this Section 1.

Section 2. **Adoption of Findings and Recommendation.** The findings and recommendation of the Plan Commission, together with all reports and exhibits submitted at the public hearing, are hereby incorporated by reference herein and are approved.

PARKING LOT

PARKING LOT

Emergency

145 yr olds

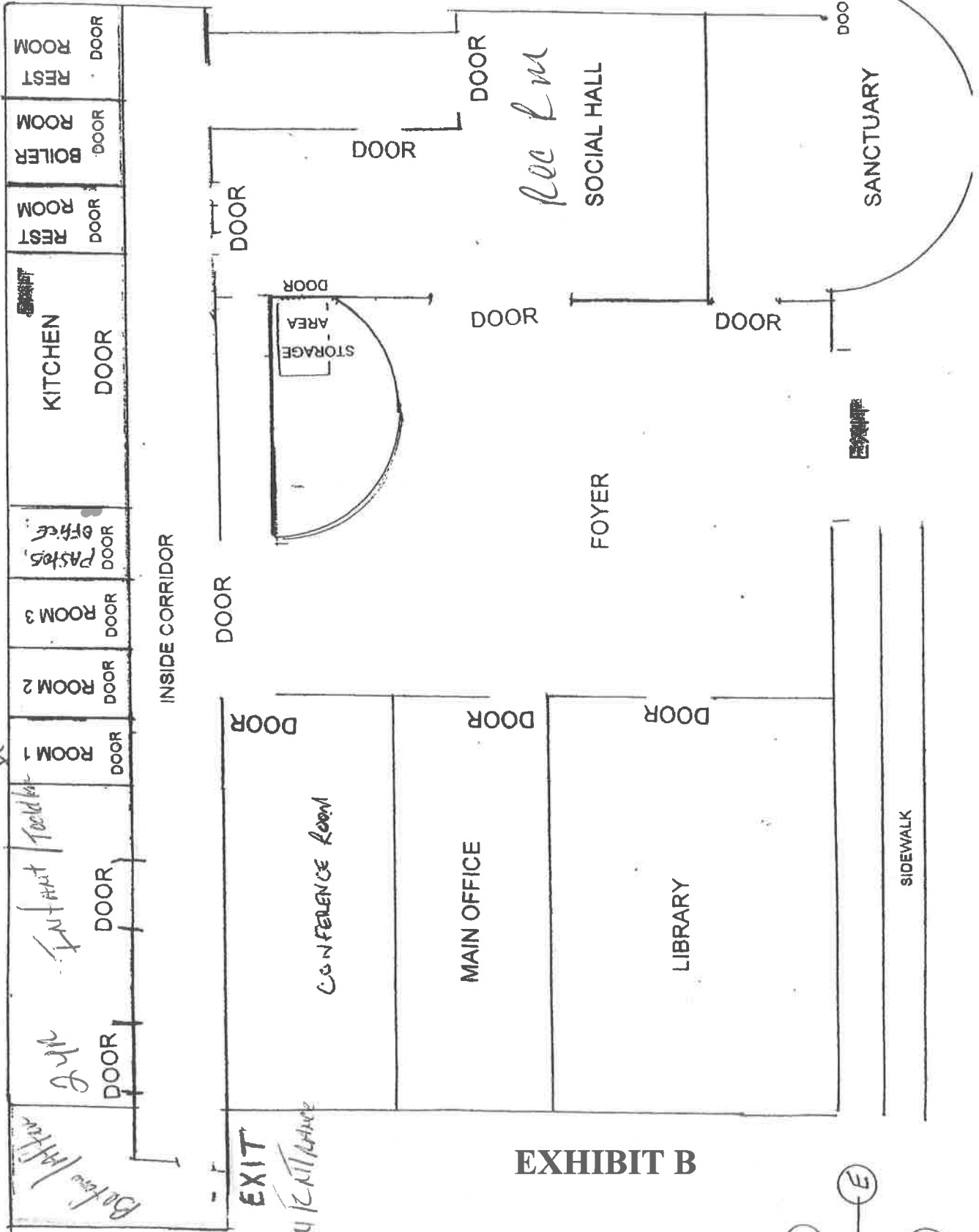


EXHIBIT B

PARKING LOT

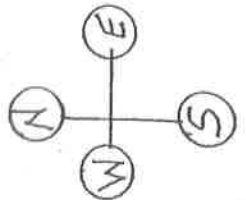


EXHIBIT C



EXHIBIT D
Parking Lot at 160 Westwood Drive



Parking area on Northwest side of building



Parking area on Northeast side of building



Landscape debris on edge of parking area



Debris on edge of parking area