

AGENDA

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

Village Hall

8:00 p.m.

February 23, 2009

Roll Call

1. A Resolution Authorizing the Execution of a Letter of Understanding by, and Between, the Village of Park Forest Board of Trustees and the Park Forest Library Board of Trustees Related to a Remodeling Project for the Park Forest Library Facility
2. Sidewalk Maintenance Contract
3. An Ordinance Amending Chapter 78 ("Planning"), Article III ("Official Plan"), Section 78-62 ("Created and Adopted") of the Code of Ordinances

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall

VILLAGE OF PARK FOREST

MEMORANDUM

TO: John A. Ostenburg, Mayor
Village Board of Trustees

FROM: Thomas K. Mick,
Village Manager

DATE: February 9, 2009

RE: A RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER OF UNDERSTANDING BY, AND BETWEEN, THE VILLAGE OF PARK FOREST BOARD OF TRUSTEES AND THE PARK FOREST LIBRARY BOARD OF TRUSTEES RELATED TO A REMODELING PROJECT FOR THE PARK FOREST LIBRARY FACILITY

BACKGROUND/DISCUSSION:

Over the past several years, the Library Board of Trustees, the Library Director and the Staff of the Park Forest Library have worked to assess the space needs for library operations. Additionally, they have analyzed any number of venues and/or options for library operations into the future. Their collective work to date has led to the determination that the Park Forest Library will continue to be located in its existing facility but that a full-scale remodeling and layout of the first main floor should be undertaken.

Along its journey of space needs assessment and potential site analysis, Library Officials have been diligent in keeping the Village apprised of their work and how, if at all, their decisions might impact the Village as owner of their facility. In a joint meeting with the Village on January 28, the Library Board and Staff presented a plan for full-scale remodeling of the main floor of the library facility and what cost estimates are expected (both of which are attached). On the issue of funding the remodeling costs, Library Officials shared what funds they currently have available above and beyond the desired fund balance reserve of three months. Library Director Barbara Osuch and Deputy Village Manager/Finance Director Mary Dankowski shared with the Village Board a proposed plan that would allow the library to fully fund the project using existing funds but that the concept would require the library's fund balance dipping under the desired 3 months reserve, perhaps even down to zero or negative fund balance at the inception of paying of the construction costs.

General consensus was that the Village Board was pleased with the proposed remodeling and the proposed course of action on funding the project. A few caveats were noted regarding the funding concept as follows:

- The Park Forest Library Board of Trustees will ensure that construction costs for the remodeling project are held to \$1,000,000.
- The Park Forest Library Board of Trustees will adopt a fiscal policy indicating an intent

to maintain a minimum 3-month fund balance reserve.

- The Park Forest Library Board of Trustees will levy an additional 1% with the December 2009 tax levy (approximately \$16,276) so as to begin restoring the Library's fund balance reserve.

A suggested approach for the Village Board's taking action to support the remodeling plans and the funding proposal was to craft a letter of understanding as attached with an enabling resolution. Pending the Village Board's consideration and approval of letter of understanding, Library Officials project that final preparation can begin on bid documents, etc. which would allow the remodeling work to unfold this coming summer and be completed by late-2009 or early-2010.

SCHEDULE FOR CONSIDERATION:

This item will appear on the agenda of the February 23, 2009 Rules and Regular Board Meetings for Board discussion and approval.

January 29, 2009

Penny Shnay, Library Board President
Park Forest Library
400 Lakewood Boulevard
Park Forest, IL 60466

President Shnay:

This correspondence will serve as a letter of understanding between the Village Board of Trustees for the Village of Park Forest and Board of Trustees for the Park Forest Library as regards the funding for a full-scale renovation project. The project, in short, encompasses a remodeling of the entire main floor of the library facility (exhibit A).

The funding need for this remodeling project is estimated between \$1,300,000 - \$1,520,000 and includes costs for construction, architectural/engineering design and review, furniture, equipment, moving and a contingency fund. At the current time, the Park Forest Library's funding availability is \$1,336,112 with another \$225,000 being sought in grants and/or contributions.

This letter of understanding represents the funding support of the Board of Trustees of the Village of Park Forest which will cover Library operations cash flow needs throughout the duration of the remodeling project and in the ensuing months thereafter. These operational funding needs are estimated to be anywhere from \$138,888 to \$358,888 pending the Park Forest Library's success in acquiring grants or contributions (see Exhibit B). The Village's support is contingent on the following:

- The Park Forest Library Board of Trustees will ensure that construction costs for the remodeling project are held to \$1,000,000.
- The Park Forest Library Board of Trustees will adopt a fiscal policy indicating an intent to maintain a minimum 3-month fund balance reserve.
- The Park Forest Library Board of Trustees will levy an additional 1% with the December 2009 tax levy (approximately \$16,276) so as to begin restoring the Library's fund balance reserve.

The Village of Park Forest Board of Trustees is pleased to support the Library Board of Trustees in this remodeling endeavor. The Park Forest Library has long been a wonderful amenity serving the residents of Park Forest and the region. The facility upgrades to be embarked upon will only further the appeal and attractiveness of the Park Forest Library.

Sincerely,

John A. Ostenburg
Mayor
Village of Park Forest

Resolution No. _____

**A RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER
OF UNDERSTANDING BY, AND BETWEEN, THE VILLAGE OF PARK
FOREST BOARD OF TRUSTEES AND THE PARK FOREST LIBRARY BOARD
OF TRUSTEES RELATED TO A REMODELING PROJECT FOR THE
PARK FOREST LIBRARY FACILITY**

BE IT RESOLVED by the Mayor and the Board of Trustees of the Village of Park Forest, in the exercise of their home rule powers, as follows:

- Section 1. Agreement Approved.** The Letter of Understanding attached hereto and incorporated herein by reference, is hereby approved. The Mayor is hereby authorized and directed to sign the Agreement, in substantially the attached form, on behalf of the Village.
- Section 2. Effective Date.** This resolution shall be in full force and effect forthwith upon its passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2009.

APPROVED:

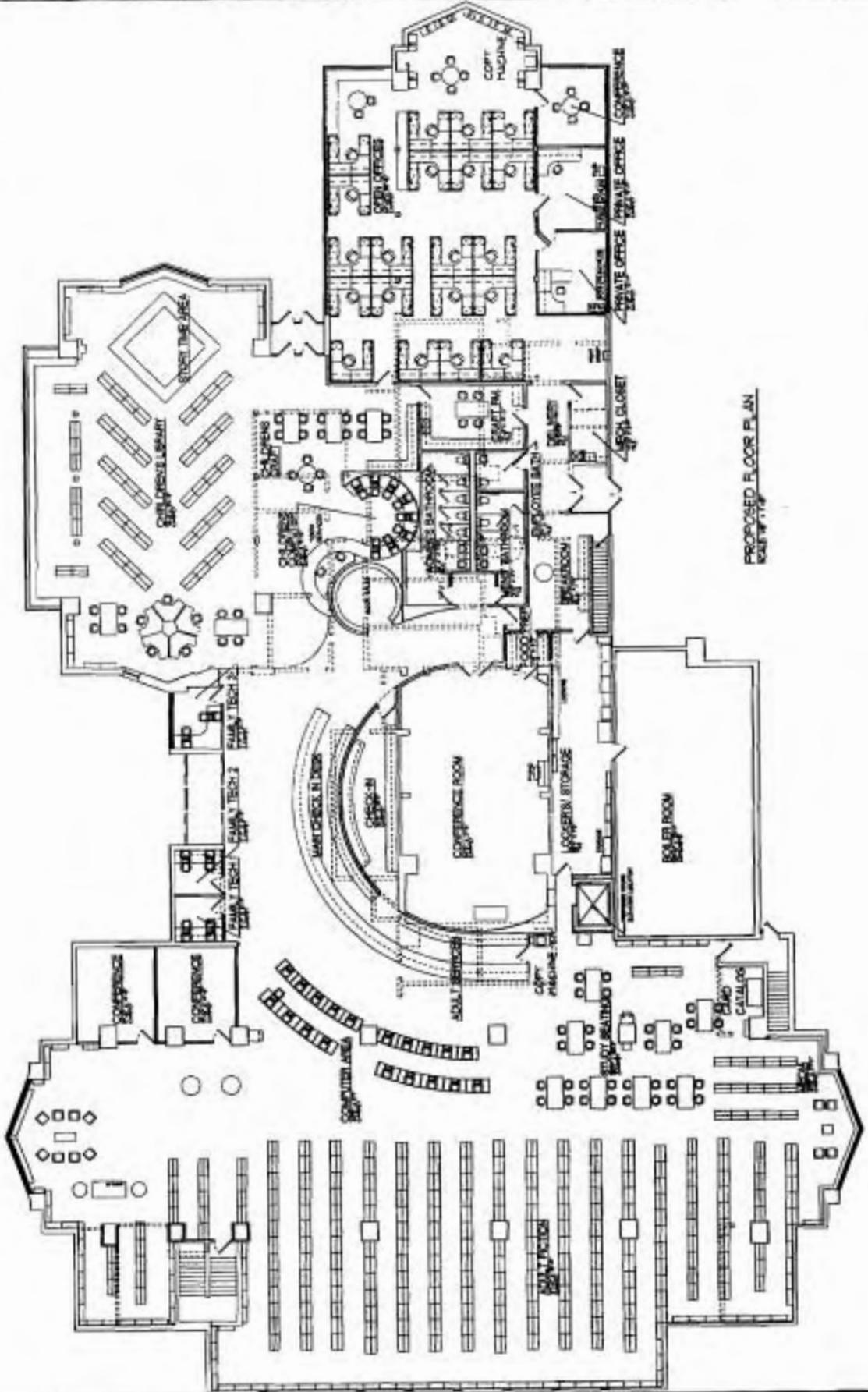
ATTEST:

Mayor

Village Clerk

Exhibit A

INNOVATIVE BUILDING & CONSTRUCTION DESIGN CONSULTANTS, PC 212 South Franklin Street Chicago, IL 60606 Tel: 312.467.1100 Fax: 312.467.1101 www.innovativebuilding.com	Park Forest Public Library 400 LAKEWOOD BLVD. PARK FOREST, ILLINOIS	DATE: _____ DRAWN BY: _____ CHECKED BY: _____ PROJECT NO.: _____ SHEET NO.: _____
	PROJECT NO.: _____ SHEET NO.: _____	DATE: _____ DRAWN BY: _____ CHECKED BY: _____ PROJECT NO.: _____ SHEET NO.: _____

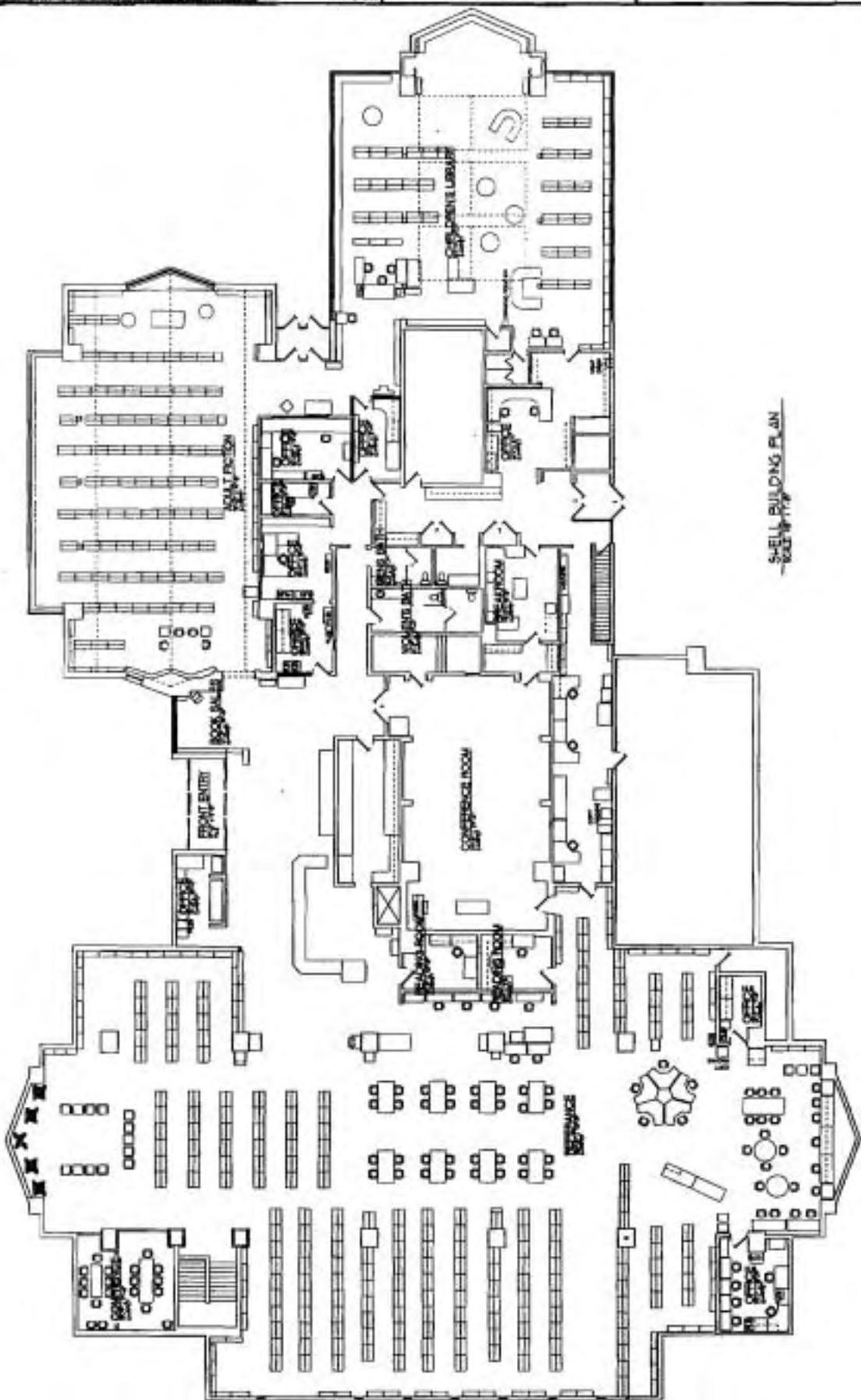


PROPOSED FLOOR PLAN
SCALE: 1/8" = 1'-0"

INNOVATIVE DESIGN CONCEPTS, INC.
 Address & Contact
 112 Grand
 Franklin, IL
 61830-0001
 618.300.0001
 www.innovativedesignconcepts.com

Park Forest Public Library
 400 LAKEWOOD BLVD.
 PARK FOREST, ILLINOIS

DATE	2010
PROJECT	RENOVATION OF EXISTING BUILDING
OWNER	PARK FOREST PUBLIC LIBRARY
ARCHITECT	INNOVATIVE DESIGN CONCEPTS, INC.
SCALE	AS SHOWN



—SHELL BUILDING PLAN—
 2010-11-17

Library Renovation Analysis As of January 29, 2009

Projected Project Costs

	<u>Low</u>	<u>High</u>
Construction Costs	\$1,000,000	\$1,200,000
10% Contingency	\$100,000	\$120,000
Architectural/Engineering	\$50,000	\$50,000
Furniture & Equipment	\$100,000	\$100,000
Moving and Other	<u>\$50,000</u>	<u>\$50,000</u>
	\$1,300,000	\$1,520,000

Fund Balance Analysis

Fund Balance 6/30/08	\$1,336,112
Potential Grant	\$125,000
Other Contributions	<u>\$100,000</u>
	\$1,561,112
Three Month's Reserve	<u>\$400,000</u>
Balance	\$1,161,112

Fund Balance History

2008	\$1,336,112	
2007	\$1,108,413	
2006	\$962,497	
2005	\$756,163	
Increase Over Four Years		\$579,949

Recommendations

Hold Construction Costs to low end of estimate	\$1,000,000
Village cover cash flow reserve needs until fund balance is restored	
Reserve Needs (\$1,300,000 - \$1,161,112)	\$138,888 to \$363,888
Library Levy additional 1% in 2009 to build reserve	
1% for Library	\$16,276

AGENDA BRIEFING

DATE: February 18, 2009

TO: Mayor Ostenburg
Board of Trustees

FROM: Roderick Ysaguirre, Assistant Village Engineer

RE: Awarding of annual Sidewalk Maintenance Contract

BACKGROUND/DISCUSSION:

On Monday, February 16, 2009 at 10:00 a.m., the Department of Public Works opened eight bids for the annual Sidewalk Maintenance program. Invitations to bid were published in the South Town Star Newspaper and in the Illinois Department of Transportation Notice to Contractors Bulletin. Bids were also sent to 15 pre-qualified contractors. Davis Concrete Construction located in Alsip, IL, was the lowest bidder in the amount of \$45,822.50.

This project will focus on the removal and replacement of resident or staff reported displaced and/or damaged sidewalk, curb, and handicap ramps at various locations throughout the Village. This work will be paid for from the MOTOR FUEL TAX FUND where \$75,000 is budgeted. This project will also focus on the restoration of the same removed concrete items above due to past water main breaks. This work will be paid for from the WATER FUND where \$80,000 is budgeted. Total amount of monies available equal \$155,000.

Davis Concrete Construction has performed concrete work for the village before and satisfactorily completed all items proposed. According to the bid documents and, if agreed by the contractor, DPW may add additional concrete work to be done in an amount not to exceed 30% of the bid amount, without adjustment of the unit prices by the contractor. After the bids were sent out, department staff reported additional water main restoration work that equals 30% of the bid amount. DPW requests the authorization to take advantage of this opportunity to remove and replace additional concrete items and to expend the monies available to complete as much work as possible.

RECOMMENDATION: Award the Sidewalk Maintenance contract to Davis Concrete Construction of Alsip, IL in the amount of \$45,822.50, with a 30% increase for the additional water main restoration work reported by Department staff, and with a 15% contingency for additional unexpected restoration issues for a total cost not to exceed \$68,504.64 dollars.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules and Regular meetings of February 23, 2009 for your consideration and approval.

**Village of Park Forest
2009 Sidewalk Maintenance
MFT Section 09-00000-03-GM**

Bid Tab

	Pay Item	Unit	Qty.	Strada Construction		J&J Newell Concrete		Hooks Concrete		D'Land Construction	
				Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total
1	R/R Sidewalk	Sqft	5865	\$6.20	\$36,363.00	\$6.45	\$37,829.25	\$5.60	\$32,844.00	\$6.00	\$35,190.00
2	R/R Sidewalk Combo	Sqft	1175	\$6.40	\$7,520.00	\$7.00	\$8,225.00	\$8.25	\$9,693.75	\$7.15	\$8,401.25
3	Detectable Warnings	Sqft	24	\$15.00	\$360.00	\$25.00	\$600.00	\$30.00	\$720.00	\$24.75	\$594.00
4	Lawn Restoration	SqYd	152	\$1.00	\$152.00	\$5.00	\$760.00	\$19.75	\$3,002.00	\$5.49	\$834.48
5	Traffic Control	LS	1	\$500.00	\$500.00	\$200.00	\$200.00	\$4,000.00	\$4,000.00	\$695.00	\$695.00
6	Curb and Gutter	Ft	149	\$25.00	\$3,725.00	\$20	\$2,980.00	\$28.15	\$4,194.35	\$26.94	\$4,014.06
7	PCC Driveway	Sqft	652	\$6.50	\$4,238.00	\$6.50	\$4,238.00	\$8.00	\$5,216.00	\$6.55	\$4,270.60
Total					\$52,858.00		\$54,832.25		\$59,670.10		\$53,999.39

Corrected Bid

Corrected Bid = Hand written total on Schedule of Prices in the Bid Documents was written as \$59,670.

Jalpa Const. Co		Davis Concrete Const.		M & A Cement Work		Schroeder & Schroeder	
Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total
\$6.25	\$36,656.25	\$4.80	\$28,152.00	\$5.15	\$30,204.75	\$5.50	\$32,257.50
\$10.50	\$12,337.50	\$8.00	\$9,400.00	\$5.40	\$6,345.00	\$7.00	\$8,225.00
\$35.00	\$840.00	\$30.00	\$720.00	\$29.95	\$718.80	\$20.00	\$480.00
\$12.00	\$1,824.00	\$4.00	\$608.00	\$22.00	\$3,344.00	\$5.00	\$760.00
\$4,500.00	\$4,500.00	\$600.00	\$600.00	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00
\$42.00	\$6,258.00	\$18.50	\$2,756.50	\$21.50	\$3,203.50	\$17.00	\$2,533.00
\$7.25	\$4,727.00	\$5.50	\$3,586.00	\$5.40	\$3,520.80	\$6.00	\$3,912.00
\$67,142.75		\$45,822.50		\$50,336.85		\$49,167.50	

Lowest Bidder

Engineer's Estimate	
Unit \$	Total
\$6.39	\$37,477.35
\$7.40	\$8,695.00
\$24.67	\$592.08
\$11.58	\$1,760.16
\$1,490.00	\$1,490.00
\$30.50	\$4,544.50
\$7.01	\$4,570.52

\$59,129.61

AGENDA BRIEFING

DATE: February 18, 2009

TO: Mayor Ostenburg
Board of Trustees

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

RE: Ordinance amending Chapter 78 (“Planning”), Article III (“Official Plan”),
Section 78-62 (“Created and Adopted”) of the Code of Ordinances

BACKGROUND/DISCUSSION:

On November 24, 2008, the Board of Trustees approved the Strategic Plan for Land Use and Economic Development (“the Strategic Plan”). The Strategic Plan explicitly incorporates the Village’s DownTown Master Plan (adopted in 1997 and updated in 2002) and the 211th Street Metra Station Transit Oriented Development Plan (adopted in January 2008). The Strategic Plan is intended to be an update to the land use and economic development elements of the “Park Forest Policies Plan” dated December 1982. The 1982 Plan contains policies concerning land use and environment, economic development, housing, transportation, and public services and facilities.

Section 78-62 of the Municipal Code of Ordinances identifies the 1970 Park Forest Comprehensive Plan as the “official comprehensive plan.” Therefore, it is appropriate to update this section of the Code of Ordinances to recognize the 1980 Policies Plan and the much more recent Strategic Plan as the “official comprehensive plan” of the Village. This is important because land use decisions should always be consistent with the Village’s comprehensive plan. Over time, it would be appropriate to update the remaining elements of the 1980 Policies Plan, including housing, transportation, and public services and facilities.

The Village Attorney has reviewed and approved the attached Ordinance.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Rules and Regular Board meeting of February 23, 2009, for discussion and Final Reading.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 78 (“PLANNING”), ARTICLE III (“OFFICIAL PLAN”), SECTION 78-62 (“CREATED AND ADOPTED”) OF THE CODE OF ORDINANCES OF THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS

WHEREAS, on March 28, 1983, the Mayor and Board of Trustees of the Village of Park Forest (“Mayor and Board of Trustees”) adopted Resolution No. 83-32 to adopt the Park Forest Policies Plan, dated December 1982, concerning Land Use and Environment, Economic Development, Housing, Transportation, and Public Services and Facilities, as policy of the Village of Park Forest; and

WHEREAS, on June 8, 1992, the Mayor and Board of Trustees adopted Resolution No. 92-25 to approve Park Forest’s Strategic Plan, entitled “Pride in the Past, Promise for the Future: Park Forest’s Strategic Plan,” to provide updated direction for housing policy, human needs and services policy, and economic development policy; and

WHEREAS, on March 16, 1998, the Mayor and Board of Trustees adopted Resolution No. 98-10 establishing priorities for redevelopment of DownTown Park Forest based on the Master Plan for DownTown Park Forest (1997) prepared by the Lakota Group, and on January 13, 2003, the Mayor and Board of Trustees adopted Resolution No. 03-04 to accept the updated (2002) Master Plan for DownTown Park Forest; and

WHEREAS, on January 14, 2008, the Mayor and Board of Trustees passed a motion approving the 211th Street Metra Station Transit Oriented Development Study final report; and

WHEREAS, the Plan Commission of the Village of Park Forest (“Plan Commission”) and Mayor and Board of Trustees recognized the need to prepare an updated plan to prepare for the future development and redevelopment of land within the Village of Park Forest; and

WHEREAS, the Mayor and Board of Trustees authorized the Plan Commission and the Economic Development Advisory Group to act as the Strategic Planning Study Steering Committee to develop a Strategic Plan for Land Use and Economic Development (“Strategic Plan”); and

WHEREAS, this Strategic Plan was funded in part by a grant from the Illinois Department of Commerce and Economic Opportunity; and

WHEREAS, the Steering Committee worked for the past two years with Village Staff, HNTB Corporation and Economic Research Associates to develop the Strategic Plan; and

WHEREAS, the Steering Committee conducted two public workshops to gather public input on the Strategic Plan as it was being developed, in June 2007 and again in July 2008; and

WHEREAS, the Plan Commission conducted a Public Hearing on October 7, 2008, to gather public input on the final draft Strategic Plan; and

WHEREAS, the Plan Commission has reviewed the Village of Park Forest's ("Village") Strategic Plan, dated November 2008, and recommended its adoption by a unanimous vote of its members; and

WHEREAS, the Mayor and Board of Trustees conducted a public hearing to gather public input on the Strategic Plan on November 24, 2008; and

WHEREAS, the Mayor and Board of Trustees have reviewed the Strategic Plan and determined that it is in the best interests of the Village to adopt the Strategic Plan.

WHEREAS, on November 24, 2008, the Mayor and Board of Trustees adopted Resolution No. 08-43 adopting the Strategic Plan.

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. **Village Code Amended.** Chapter 78 ("Planning"), Article III ("Official Plan"), Section 78-62 ("Created and Adopted") of the Code of Ordinances of the Village of Park Forest, Cook and Will Counties, Illinois, is amended by adding the underlined language and deleting the stricken language to read as follows:

Sec. 78-62. Created and Adopted.

There is adopted the official comprehensive plan of the village; such official comprehensive plan having been adopted by the ~~plan commission on February 2, 1971 and delineated on a map, entitled, "Park Forest, Illinois Comprehensive Plan," dated December 1, 1970~~ village on March 28, 1983, entitled "the Park Forest Policies Plan." The land use and economic development elements of the official comprehensive plan have been updated by the village pursuant to the adoption of the "Strategic Plan for Land Use and Economic Development," on November 24, 2008.

Section 3. **Severability and Repeal of Inconsistent Ordinances.** If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance. All ordinances, resolutions or orders, or

parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 4. **Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

PASSED this _____ day of _____, 2009.

APPROVED:

MAYOR

ATTEST:

VILLAGE CLERK

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
PARK FOREST, IL

Village Hall 8:00 p.m. February 23, 2009

Roll Call

Pledge of Allegiance

Reports of Village Officers

Mayor	Village Attorney
Village Manager	Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Resolution: A Resolution Authorizing the Execution of a Letter of Understanding by, and Between, the Village of Park Forest Board of Trustees and the Park Forest Library Board of Trustees Related to a Remodeling Project for the Park Forest Library Facility
2. Motion: A Motion to Award the Annual Sidewalk Maintenance Contract

DEBATABLE:

3. Ordinance: An Ordinance Amending Chapter 78 (“Planning”), Article III (“Official Plan”), Section 78-62 (“Created and Adopted”) of the Code of Ordinances (Final Reading)
4. Ordinance: An Ordinance Granting a Conditional Use for a Day Care Center, located at 213 Nashua Street (Hope Lutheran Church) (First Reading)

Adjournment

Executive Session

NOTE: Copies of all agenda items are available in the Manager’s Office

MOTIONS

MOVED that the Consent Agenda and each item contained therein be hereby approved:

1. MOVED, that the Mayor and Board of Trustees adopt a Resolution Authorizing the Execution of a Letter of Understanding by, and Between the Village of Park Forest Board of Trustees and the Park Forest Library Board of Trustees Related to a Remodeling Project for the Park Forest Library Facility
2. MOVED, that the Manager is authorized to contract with Davis Concrete Construction, Alsip, Illinois for sidewalk maintenance in the amount of \$45,822.50; said expenditure will be from the Motor Fuel Tax Fund.

2/23/09

AGENDA BRIEFING

DATE: February 18, 2009

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, located at 213 Nashua Street (Hope Lutheran Church)

BACKGROUND/DISCUSSION:

The Village has received a request from Hope Lutheran Church (property owner) for a Conditional Use to permit their Little Angels Early Learning Center (day care center) to be re-located to a stand-alone building on their property. The day care center is currently located in the church building at 424 Indianwood Boulevard. The address of the new location is 213 Nashua Street. 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 17, 2009, meeting. Notice of the public hearing was published in the *Southtown/Star Newspaper* on February 1, 2009. 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 Wickliffe-Lewis.

The attached Ordinance was reviewed by the Village Attorney.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Regular Board meeting of February 23, 2009, for First Reading.

MEMORANDUM

TO: Mayor and Board of Trustees

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

DATE: February 18, 2009

RE: Recommendation – Request for a Conditional Use in the R-1, Single Family Residential Zoning District, for a day care center at 213 Nashua Street

At our regular meeting on February 17, 2009, 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 at 213 Nashua Street (Hope Lutheran Church).

After taking public comment and discussing this item, the Plan Commission voted unanimously to recommend approval of the Conditional Use requested by Celebration Ministries at Hope Lutheran Church as described in the attached Staff memo (February 9, 2009) with the following conditions:

- Install signs to allow parallel, short term parking on one side only of the paved driveway in front of 213 Nashua Street
- Clean up and repair the head-in parking spaces along the paved driveway
- The building must be in compliance with all building, fire and health codes related to the day care occupancy

Best regards,
Vernita A. Wickliffe-Lewis, Chair

PLAN COMMISSION MEMO

TO: Plan Commission

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

DATE: February 9, 2009

RE: NEW BUSINESS – Plan Commission Meeting of February 17, 2009
Public Hearing to consider a Request for a Conditional Use in the R-1, Single Family Residential Zoning District, for a day care center at 213 Nashua Street

A request has been submitted by the Celebration Ministries at Hope Lutheran Church (property owner) for a Conditional Use to permit a day care center at 213 Nashua Street. Currently, the Church's Little Angels Early Learning Center operates out of the main church building at 424 Indianwood Boulevard. The Church proposes to move the day care to another building on their property, located at 213 Nashua Street.

As required by the Zoning Ordinance, notice of this public hearing was published in the *Southtown/Star Newspaper* on February 1, 2009.

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". It is under this provision that the applicant makes this request. 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.

Hope Lutheran Church proposes to move its current day care center, located in the main church building at 424 Indianwood Boulevard, to a stand-alone building on the property. The new location is at 213 Nashua Street. This move will serve several purposes: 1) it enables the day care center to serve more students, 2) it is more convenient for parents who also have children in the Roots & Wings Before and After School program (located in the adjacent building at 215 Nashua Street), and 3) it frees up space in the Church for senior and youth programming. Because of the move, it is necessary for the new location to be approved as a conditional use.

The property owner reports that the Little Angels Early Learning Center currently serves 35 students with seven (7) teachers, although it is licensed for 46 students. The size of the proposed location at 213 Nashua Street would allow for an expansion to 63 students and 11 teachers based on room size and student/teacher ratios permitted by the State of Illinois. The day care center operates from 6:30 a.m. to 6:00 p.m. year around.

Attached is a site plan for the entire church property. This site plan shows the location of the existing day care and the proposed new location. It also shows that, in the building adjacent to the proposed location of the Little Angels Early Learning Center, the Church currently operates the Roots & Wings Before and After School program (215 Nashua Street). The Roots & Wings program currently has 45 students and eight (8) teachers, with the ability to grow to 60 students (the number of teachers would remain the same).

Traffic to the day care center would enter the property from Nashua Street and leave onto Nauvoo Street. This one-way driveway to the building is 20 feet in width in front of 213 and 215 Nashua Street, and narrows to 18 feet in width closer to the large existing parking lot. The driveway is clearly posted for one-way traffic at the entrance on Nashua Street and the exit into the large parking lot. There are two small head-in parking areas near the buildings that accommodate a total of 14 vehicles. The Village's Zoning Ordinance establishes standards for the number of required parking spaces based on the type of land use. Parking for school buildings, which would include day care centers, is based on the meeting capacity of the largest single area in the school likely to be used for a meeting, or the number of classrooms, whichever is greater. In this case, there is no common meeting room in either 213 or 215 Nashua Street; therefore, the parking requirement is based on the number of classrooms. The Ordinance requires one (1) parking space for each class room. The buildings at 213 and 215 Nashua Street are similar in layout, with four (4) classrooms each. Therefore, a total of eight (8) parking spaces are required to meet the needs of both buildings, and so the 14 existing parking spaces conform to the Village's parking requirements for both buildings. It should be noted, however, that with a potential for 11 teachers in the Little Angels Early Learning Center and 8 teachers at Roots & Wings, the existing 14 parking spaces that are in close proximity to the two buildings may not be sufficient to accommodate the actual demand for parking. While there are well over 100 parking spaces elsewhere on the Church property, those parking spaces may not be appealing for use by teachers and parents because of the distance to the two buildings.

Currently, the five space parking area to the south of 213 Nashua Street is not usable because there is a dumpster and a large pile of tree branches in that area, and there is significant damage to the asphalt. These conditions will have to be addressed prior to occupancy by the day care center in order to ensure that the parking that is available is usable.

Because of the lack of designated parking spaces, and the fact that those available will most likely be used by staff, parents dropping-off and picking-up students will parallel park along the driveway. As noted above, the driveway in front of 213 Nashua Street is 20 feet in width, and the driveway is signed as one-way from Nashua Street to Nauvoo Street. By contrast, the minimum required width of a minor public street is 26 feet, with parking allowed on one side of the street and two-way traffic. Therefore, there should be sufficient space along this one-way driveway for vehicles to parallel park on one side of the street and still allow for traffic to pass

safely. Both the Fire Department and the Police Department are in support of this arrangement given the fact that this is a private drive that will be used only by the patrons of the two buildings. The Fire Chief, however, recommends that signs be installed along the driveway limiting parallel parking to one side of the driveway and for “five minutes only”, or something similar that will indicate the parallel parking is to be used only for short term parking.

The Church property is located within a single family neighborhood. It is an irregular shaped parcel that is bordered on four sides by public streets. Immediately adjacent to 213 Nashua Street (the proposed day care center) are several single family homes. There is a chain link fence and a line of evergreen trees located on the Church property. The Applicant proposes to install an outdoor play area for the day care center on the south side of the building, although they may use the existing outdoor play lot that is located adjacent to the current day care center until a new play area can be built.

Note that, at this time, Staff has not conducted a thorough review of the actual building for the purpose of its use as a day care center. The property owner was advised to seek approval of the conditional use prior to submitting their plans for renovation of the building. Subsequent to Plan Commission and Board consideration of this request, the property owner will be required to submit plans for renovation of the building that meet all Village building, fire, and health codes related to the proposed use. Staff in the respective departments will review and approve the plans and inspect all construction on the site to ensure compliance.

Based on the review of the site for the proposed use, Staff recommends the following conditions:

- Install signs to allow parallel, short term parking on one side only of the paved driveway in front of 213 Nashua Street
- Clean up and repair the head-in parking spaces along the paved driveway
- The building must be in compliance with all building, fire and health codes related to the day care occupancy

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 213 Nashua Street, and make a recommendation to the Board of Trustees on this request.

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A CONDITIONAL USE
FOR A DAY CARE CENTER,
LOCATED AT 213 NASHUA STREET,
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, Hope Lutheran Church (“Property Owner”) has 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 to allow for a day care center to be operated by Little Angels Early Learning Center at Hope Lutheran Church, 213 Nashua Street, Park Forest, Illinois, P.I.N. 31-35-420-023-0000 (“Subject Property”); and

WHEREAS, the Park Forest Plan Commission conducted a public hearing to consider the application on February 17, 2009; and

WHEREAS, on February 1, 2009, notice for said public hearing was published in the Park Forest edition of *The Southtown/Star*, a newspaper of general circulation within the Village; and

WHEREAS, the Plan Commission unanimously recommended approval of the requested conditional use, with conditions as 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.

Section 3. **Additional Findings.** In addition to the findings set forth in Section 2 above, the Board of Trustees further finds:

- A. No deviations from district regulations are necessary to accommodate the conditional use.
- B. The day care center will be developed consistently with the attached Exhibit A.

- C. The conditional use shall be permitted for as long as the Subject Property is used as a day care center by the Property Owner.

Section 4. Conditional Use Granted. A conditional use is hereby granted to the Property Owner pursuant to the Plan Commission's recommendation and Section 118-28 of the Village Code for the operation of a day care center at the Subject Property as permitted pursuant to Section 118-53 of the Zoning Ordinance.

Section 5. Conditions of Conditional Use Grant. The conditional use granted herein is subject to the following conditions in the interest of the public health, safety and welfare as prescribed by Section 118-28 of the Zoning Ordinance:

1. **Compliance with Applicable Laws.** All applicable federal, state and local ordinances relating to permitting, construction and similar actions shall be complied with.
2. **No Authorization of Work.** This Ordinance does not authorize the commencement of any work on the Subject Property. Except as otherwise specifically provided in writing in advance by the Village, no work of any kind shall be commenced on the Subject Property until all conditions of this Ordinance precedent to such work have been fulfilled and after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
3. **Building Permits.** The Applicant shall submit all required building permit applications and other materials in a timely manner to the appropriate parties, which materials shall be prepared in compliance with all applicable Village codes and ordinances.
4. **Compliance with R-1 Single Family Residential Zoning District.** The conditional use shall comply with all other applicable requirements of the R-1, Single Family Residential Zoning District.
5. **Compliance with Plans.** Any construction pursuant to the conditional use granted herein shall be in accordance with the plans, testimony and other evidence presented by the Property Owner at the public hearing, with the exception of minor changes that will not alter the essential character of the development as presented.
6. **Conditional Use Limited to Property Owner.** The conditional use shall be limited to the Property Owner and shall not be transferable to a new Property Owner except upon reapplication, hearing and approval in the manner provided by the Village Code.
7. **Agreement to Terms of Ordinance.** This Ordinance shall be signed by an authorized officer of the Property Owner to signify their agreement to the terms hereof.

8. Signs. The Property Owner must install signs to allow parallel, short term parking on one side only of the paved driveway in front of Nashua Street.

9. Parking Spaces. The existing head-in parking spaces along the paved driveway adjacent to 213 Nashua Street must be cleared of debris and repaired prior to occupancy.

Section 6. Violation of Condition or Code. Any violation of (i) any term or condition set forth in this Ordinance or (ii) any applicable code, ordinance, or regulation of the Village shall be grounds for the immediate rescission by the Board of Trustees of the approvals granted in this Ordinance.

Section 7. Severability and Repeal of Inconsistent Ordinances If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All other ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. Effective Date. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

PASSED this _____ day of _____, 2009.

APPROVED:

Mayor

ATTEST:

Village Clerk

**ACKNOWLEDGMENT BY PROPERTY OWNER:
I AGREE TO THE CONDITIONS OF THIS ORDINANCE:**

HOPE LUTHERAN CHURCH

By: Authorized Agent

Date: _____, 2009

