



AGENDA FOR REGULAR MEETING VILLAGE OF TINLEY PARK PLAN COMMISSION

February 2, 2023 – 7:00 P.M.
Council Chambers
Village Hall – 16250 S. Oak Park Avenue

Regular Meeting Called to Order

Pledge of Allegiance

Roll Call Taken

Communications

Approval of Minutes: Minutes of the January 19, 2023 Regular Meeting

**ITEM #1 PUBLIC HEARING – TINLEY CHILDCARE ACADEMY LLC,
7012 171ST STREET – SPECIAL USE PERMIT**

Consider recommending that the Village Board grant Tinley Childcare Academy LLC a Special Use for a Day or Child Care Center at 7012 171st Street in the B-3 (General Business & Commercial) Zoning District.

**ITEM #2 WORKSHOP –PUBLIC HEARING NOTICE PROCEDURES –
POLICY PROPOSAL**

Discuss proposed public hearing notice policy.

**ITEM #3 PUBLIC HEARING – ODYSSEY CLUB TOWNHOMES MODEL CHANGE –
SPECIAL USE FOR PUD SUBSTANTIAL DEVIATION AND SITE
PLAN/ARCHITECTURAL APPROVAL**

Consider recommending that the Village Board grant Anthony DeAngelis on behalf of Inter-Continental Real Estate & Development a Special Use for a Substantial Deviation to the Odyssey Club Planned Unit Development at Olympus Drive & Apollo Court in the R-5 PD (Low Density Residential, Odyssey Club PUD) zoning district.

****To be continued until resubmittal received.**

Receive Comments from the Public

Good of the Order

Adjourn Meeting



MINUTES OF THE REGULAR MEETING OF THE PLAN COMMISSION, VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS

January 19, 2023

The meeting of the Plan Commission, Village of Tinley Park, Illinois, was held in the Council Chambers located in the Village Hall of Tinley Park, 16250 Oak Park Avenue, Tinley Park, IL on January 19, 2023.

CALL TO ORDER –CHAIRMAN GRAY called to order the Regular Meeting of the Plan Commission for January 19, 2023 at 7:00 p.m.

Lori Kosmatka, Associate Planner called the roll.

Present and responding to roll call were the following:

Chairman Garrett Gray
James Gaskill
Angela Gatto
Andrae Marak
Ken Shaw
Kurt Truxal

Absent Plan Commissioners:

Terry Hamilton
Eduardo Mani
Brian Tibbetts

Village Officials and Staff:

Lori Kosmatka, Associate Planner
Michael O. Whalen, Associate Planner

Petitioners:

Alex Genova, Representing Arcos Environmental Services, Inc.
Aaron Villegas, Arcos Environmental Services, Inc.

Members of the Public:

none

COMMUNICATIONS – none

APPROVAL OF THE MINUTES - Minutes of the January 5, 2023 Regular Meeting of the Plan Commission were presented for approval. A motion was made by COMMISSIONER GATTO, seconded by COMMISSIONER SHAW to approve the January 5, 2023 minutes as presented. CHAIRMAN GRAY asked for a voice vote; all were in favor. He declared the motion carried.

TO: VILLAGE OF TINLEY PARK PRESIDENT AND BOARD OF TRUSTEES

FROM: VILLAGE OF TINLEY PARK PLAN COMMISSION

SUBJECT: MINUTES OF THE JANUARY 19, 2023 REGULAR MEETING

ITEM #1: PUBLIC HEARING – ARCOS ENVIRONMENTAL SERVICES, INC., 18500 SPRING CREEK DRIVE – SPECIAL USE PERMIT

Consider recommending that the Village Board grant the Petitioner, Aaron Villegas of Arcos Environmental Services, Inc. a Special Use Permit to operate a Contractor's Office and Shop at 18500 Spring Creek Drive in the ORI-PD (Office and Restricted Industrial, North Creek Business Center PUD).

Present and responding to roll call were the following:

Chairman Garrett Gray
James Gaskill
Angela Gatto
Andrae Marak
Ken Shaw
Kurt Truxal

Absent Plan Commissioners: Terry Hamilton
Eduardo Mani
Brian Tibbetts

Village Officials and Staff: Lori Kosmatka, Associate Planner
Michael O. Whalen, Associate Planner

Petitioners: Alex Genova, Representing Arcos Environmental Services, Inc.
Aaron Villegas, Arcos Environmental Services, Inc.

Members of the Public: None

CHAIRMAN GRAY introduced Item #1. COMMISSIONER GASKILL made a motion to open the public hearing. Second was made by COMMISSIONER TRUXAL. CHAIRMAN GRAY requested a voice vote. Hearing no opposition, the motion was declared carried.

CHAIRMAN GRAY confirmed that he received certification of public legal notice being posted. He invited staff to present their report.

Michael O. Whalen, Associate Planner, presented the staff report.

CHAIRMAN GRAY confirmed the Petitioner was present and requested he speak at the dais is any

questions needed to be answered.

Alex Genova was sworn in. He provided an overview of the business and confirmed: the number of employees; number of vehicles parked on site; that there is adequate parking; and that there would be no outdoor storage of materials or vehicles.

Alex Genova stated that Arcos has been looking to relocate from 7413 Duvan Drive for four years. Once 18500 Spring Creek Drive was listed for sale, Aaron decided to attempt to acquire the property. He informed Aaron Villegas that a Special Use Permit for a Contractor's Office and Shops was required. He spoke to Lori Kosmatka about the Villages procedures. He submitted a Change of Use and answered questions posed by the Zoning Administrator, such as what materials will be stored, how many employees, and whether any testing on site. He stated that Arcos has been in business for over twenty years and has operated in Tinley Park for 13 years. He stated that Arcos works with federal, state, and local agencies to perform energy audits and other services to homeowners through grant programs, and that Arcos' services were good for the environment. The business conducts weatherization, insulation, HVAC installation, and installation of windows and doors. He stated the use is a light industrial use that will not have manufacturing or fabrication on site, and that the business does not generate noise. He stated that all work is performed at customers' homes and that business hours are from 8:00 to 4:30. He added that no commercial vehicles will be parked outdoors and non-commercial vehicles will not be parked outside of business hours. He stated that there will be no outdoor storage and that the business is compatible with its neighbors. He stated that the building is sprinkled and that the sprinkler system is sufficient for the materials stored on site. He added that Staff did a good job of describing the business's employees, with seven office employees and four field supervisors. He added that customers rarely visit, and if they do, it's to drop off payment. Finally he said that Aaron is under-contract to purchase the building contingent on approval of this Special Use Permit.

Aaron Villegas was sworn in, and stated he's been in Tinley Park since 2009. He added that the only problem he has had is catalytic converter theft and that's why vehicles will be stored indoors. He described his business as general construction with nothing out of the ordinary.

CHAIRMAN GRAY stated that he's aware of the catalytic converter thefts on Duvan Drive and that his business was also hit.

CHAIRMAN GRAY asked the Commissioners if they had any questions or comments, beginning with COMMISSIONER SHAW.

COMMISSIONER SHAW said the use was great and thanked Aaron Villegas for keeping Arcos in Tinley Park. COMMISSIONER SHAW had no further questions.

COMMISSIONER GATTO agreed with COMMISSIONER SHAW and asked about building security. Aaron Villegas confirmed that he would have security cameras.

COMMISSIONER GASKILL had no questions or comments.

COMMISSIONER MARAK said he appreciated the detailed overview.

COMMISSIONER TRUXAL said the business overview was well presented and thanked Staff for the detailed presentation. He stated he was also happy Arcos is staying in the Village.

CHAIRMAN GRAY said he agreed with his fellow Commissioners and that the nature of the use is appropriate and that there is adequate parking.

CHAIRMAN GRAY echoed what the other Commissioners said. He stated that he liked that no hazard materials would be stored and agreed that the use is a good use for the property.

CHAIRMAN GRAY asked for comment from members of the public but no one was present.

CHAIRMAN GRAY entertained a motion to close the public hearing. COMMISSIONER SHAW made a motion to close the public hearing. Second was made by COMMISSIONER GASKILL. CHAIRMAN GRAY requested a voice vote. Hearing no opposition, the motion was declared carried. He asked Staff to present the Standards.

Michael O. Whalen presented an overview of the standards.

COMMISSIONER SHAW asked how many SUPs there are in the development. He said it seems like a good use that should be allowed by right. Lori Kosmatka explained that Contractors' Offices and Shops is a Special Use because there is the potential for the use being somewhat intense. COMMISSIONER SHAW said that he understood.

There was one motion for this item.

CHAIRMAN GRAY entertained Motion #1

There were two motions for this item.

CHAIRMAN GRAY entertained Motion #1.

Motion 1 – Special Use Permit for a Contractor's Office and Shop

COMMISSIONER GASKILL made a motion to recommend that the Village Board grant the Petitioner, Aaron Villegas of Arcos Environmental Services, Inc. a Special Use Permit to operate a Contractor's Office and Shop at 18500 Spring Creek Drive in the ORI-PD (Office and Restricted Industrial, North Creek Business Center PUD) according to the submitted plans and adopt the Findings of Fact as listed in the January 19, 2023 Staff Report.

COMMISSIONER GATTO seconded the motion. The vote was taken by roll call; all were in favor.

Present and voting in the affirmative:

COMMISSIONER GASKILL
COMMISSIONER GATTO
COMMISSIONER MARAK

COMMISSIONER SHAW
COMMISSIONER TRUXAL
CHAIRMAN GRAY

CHAIRMAN GRAY declared the motion carried.

CHAIRMAN GRAY noted that the item will go to the Village Board on February 7, 2023.

DRAFT

TO: VILLAGE OF TINLEY PARK PRESIDENT AND BOARD OF TRUSTEES

FROM: VILLAGE OF TINLEY PARK PLAN COMMISSION

SUBJECT: MINUTES OF THE JANUARY 19, 2023 REGULAR MEETING

ITEM #2: PUBLIC HEARING – 7413 DUVAN LLC, 7405-7417 DUVAN DRIVE – MASONRY VARIATION AND SITE PLAN/ARCHITECTURAL APPROVAL

Consider recommending that the Village Board grant the Petitioner, Saul Zenkevicius of 7413 Duvan LLC a Variation from the Zoning Ordinance to permit masonry below the required 75% of the two face brick facades at 7405-7417 Duvan Drive in the MU-1 (Mixed Use Duvan Drive Overlay) Zoning District. Site Plan and Architectural Approval is also being requested for all facades of the building.

Present and responding to roll call were the following:

Chairman Garrett Gray
James Gaskill
Angela Gatto
Andrae Marak
Ken Shaw
Kurt Truxal

Absent Plan Commissioners:

Terry Hamilton
Eduardo Mani
Brian Tibbetts

Village Officials and Staff:

Lori Kosmatka, Associate Planner
Michael O. Whalen, Associate Planner

Petitioners:

None were present.

Members of the Public:

None.

CHAIRMAN GRAY introduced Item #2. CHAIRMAN GRAY stated that the Petitioner would like to continue the item to the February 2, 2023 meeting.

COMMISSIONER GASKILL made a motion to continue the public hearing for Item #2 as noted on the agenda until the February 2, 2023 Plan Commissioner Meeting as requested by the Petitioner. Second made by COMMISSIONER GATTO.

CHAIRMAN GRAY requested a voice vote. Hearing no opposition, the motion was carried.

The item was moved to the February 2, 2023 Plan Commission Meeting.

Receive Comments from the Public

None

Good of the Order

Lori Kosmatka stated that staff is working with the Petitioner for Item #2 on options the Petitioner has been seeking. She stated that the Applicant is seeking a code compliant option which would eliminate the need for a Code variation. Staff will know shortly if the item can be pulled from the docket for the next meeting.

Lori Kosmatka informed the Commission that Dan Ritter has been formally appointed as the Community Development Director. She said he will remain acting Planning Manager until that position is filled. She added that that position will be posted in the next week or two.

Lori Kosmatka provided an update on developments:

- Ascend Cannabis has begun staining the brickwork, exterior framing, and window installation. She said the business will open later this year.
- D.R. Horton's Oak Ridge development is in the permit process for the townhomes section of the development. She said if approvals go as Staff hopes, the first two buildings will be started this spring. She added that later this year D.R. Horton will start construction on single family homes and that Staff is excited for the project to move along
- Smoothie King is working on scheduling final inspections.
- Pete's Fresh Market's core and shell permit was issued on January 18. She added that the timeline to go vertical is spring. She stated the substantial deviation from the PUD request was approved by the Village Board.

COMMISSIONER SHAW asked whether the Odyssey Club item was remanded back to the Plan Commission. Lori Kosmatka said that may have happened.

COMMISSIONER MARAK made a motion to adjourn the Meeting. Second by COMMISSIONER TRUXAL. CHAIRMAN GRAY requested a voice vote. Hearing no opposition, he declared the Meeting Adjourned at 7:25 p.m.

PLAN COMMISSION STAFF REPORT

February 2, 2023 – Public Hearing

Petitioner

Steve Shaqra on behalf
of Tinley Childcare
Academy LLC

Property Location

7012 171st Street

PIN

28-30-113-006-0000

Zoning

B-3, General Business &
Commercial

Approvals Sought

Special Use Permit

Project Planner

Lori Kosmatka
Associate Planner

Tinley Childcare Academy LLC – Child Care Special Use

7012 171st Street



EXECUTIVE SUMMARY

The Petitioner, Steve Shaqra, on behalf of Tinley Childcare Academy LLC, is seeking approval for a Special Use Permit for a Day or Child Care Center at the single-tenant building at 7012 171st Street in the B-3 General Business & Commercial Zoning District.

There is currently a state-licensed childcare center at the property offering daycare, after-school, and summer camp services operating as Antico Academy. Previous Special Use Permit approvals indicate the site has been operating as a childcare center since 1982. The Petitioner purchased the property last December from the previous owner of Antico Academy and is continuing the operations under new ownership. The Illinois Department of Children and Family Services (DCFS) previously approved the site but will need to reapprove the new facility with a new operator. The Petitioner is currently undergoing the new DCFS approval process while the previous owner temporarily continues operating the facility.

The facility was approved by DCFS for 52 children with eight employees and operated at full capacity prior to the pandemic. Since then, current enrollment dropped to 42 students and seven employees. The Petitioner intends to return the facility back to full capacity as previously operated. Hours of operation and ages served will remain the same.

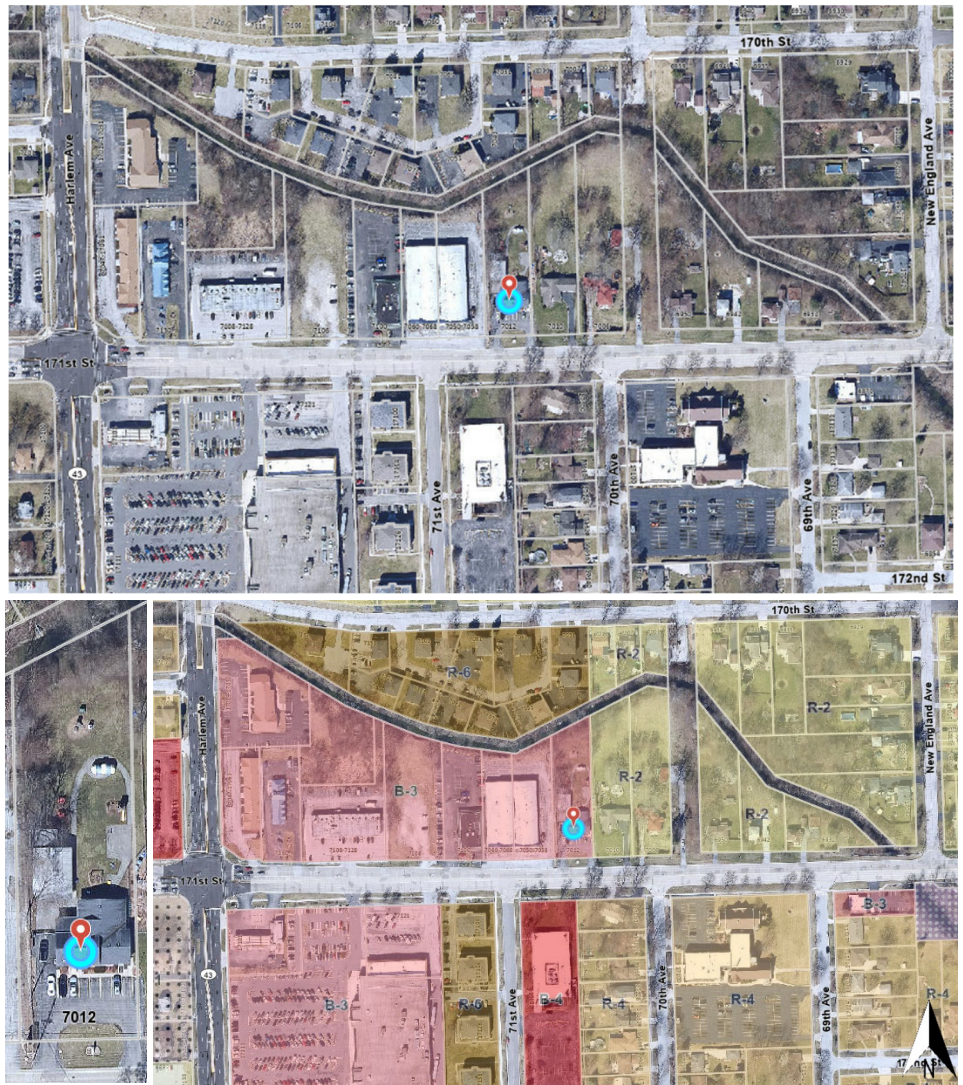
- Hours of Operation: 6:00am-6:00pm (Monday-Friday)
- Maximum Number of Employees: 8
- Maximum Number of Children: 52 previously approved per state licensure
- Age of Children: 6 weeks to 12 years

The primary concern for this use is a potential for high levels of traffic and parking due to heavy peak times during drop-offs and pick-ups. However, the existing business has operated without any known parking issues. Drop-off/pick-up times are scheduled in advance to avoid backups or delays.

EXISTING SITE, ZONING & NEARBY LAND USES

The subject property consists of an approximately 32,938 sq. ft. lot located on the north side of 171st Street, east of Harlem Avenue and west of New England Avenue. The rear (north) end of the property abuts Midlothian Creek. The property is a deep interior lot with 100 feet of lot frontage on 171st Street, and is part of Elmore's Oak Park Avenue Estates Subdivision. There are two structures on the property. According to historic aerial imagery, the main one-story brick and frame structure has existed in some form for several decades, and likely was added onto over the years. Based on plat of survey measurements, the footprint of the main building is approximately 2,333 sq. ft. The second building is a one-story metal clad building with a frame addition to the rear. There is also children's playlot equipment located outside to the rear.

The property is currently being operated as an DCFS state-licensed childcare center as Antico Academy, and has done so for many years. The property has previously received multiple Special Use Permit approvals. In 1982 and then in 1992 the Village approved Special Use Permits for a day care center (Ord. #82-O-044 and Ord. #92-O-036). Antico Academy has been in operation since 1995 and has operated without any known parking or other issues. In July 2022, a previous Petitioner (International Foundations Education) received Special Use Permit approval, but ultimately chose not to pursue the purchase of the facility. The current Petitioner purchased the property last December from previous owner of Antico Academy and is continuing the operations under new ownership. The Petitioner was unaware that a Change of Use/Owner application and Special Use Permit approval was required until he approached the Village in January to inquire about signage for the property. The Village has since been working with the Petitioner to on the necessary Village requirements to become compliant. DCFS previously approved the site but will need to reapprove the new facility with a new operator. The Petitioner is currently undergoing the new DCFS approval process. During this time, the Petitioner has arranged an agreement with the previous owner to temporarily continue operating the property under their existing DCFS approval.



Location Map, Aerial of Property, Zoning Map



The property is surrounded by a mix of residential and commercial uses. There is a single-family residence abutting to the east with single-family residences continuing further east. Across the street to the south is another single-family residence and the Maher Funeral Home. Abutting to the west is a vacant commercial property that was previously operated as a Sports Authority. Additional commercial properties continue westward toward Harlem Avenue.

In 2005 the property was rezoned from residential zoning to the B-3 (General Business & Commercial) Zoning District (Ord. #2005-O-014) with the use recognized by Antico Academy. The B-3 Zoning District continues to the west. To the east, the property abuts the R-2 Zoning District. Across the street, the single-family residence is in the R-4 Zoning District, and the funeral home is within the B-4 Zoning District.

The Zoning Ordinance notes the B-3 General Business & Commercial Zoning District “is designed to accommodate a wide range of specialized commercial uses, including highway-oriented services and commercial types of establishments to serve the needs of motorists. This district is intended to include those uses which would not be compatible in a neighborhood or community-type shopping center”.

Childcare facilities are a unique use because they are traditionally viewed as a commercial use. However, they do not require drive-by traffic, and there is a convenience for parents to have them located near to the residential areas in which they live. In this way, childcare centers are very similar to traditional schools. The use also tends to have limited hours of operation with small parking demand, as they function mainly with a vehicle pick-up and drop-off system.

SPECIAL USE PERMIT

A Special Use Permit is required to continue the operation under new entity name and ownership for the existing use as a *Day or Childcare Center* in the B-3 (General Business & Commercial) Zoning District. Daycare uses require Special Use Permit in the R-6, R-7, B-2, B-3, and B-4 Zoning Districts, and are prohibited elsewhere in the Village. Daycares are defined as “*wherein three (3) or more children, not related by bonds of consanguinity or fostership to the family residing on the same premises, are, for renumeration, cared for. Such Nurseries or Centers need not have a resident family on premises*”.

The Special Use Permit will only apply to the proposed business based on their business plan and information submitted with the request and will not run with the land. Special Uses are granted to a specific business and operator. If the owner or operator changes, a new Special Use must be requested. In this situation, the primary concern is if this use is still appropriate to continue and if there are any foreseeable issues with the parking and drop-off/pick-up needs associated with the operation of the business.

PROPOSED USE

The proposed operations of Tinley Childcare Academy LLC are largely expected to be the same as the operations of the Antico Academy’s childcare facility. Hours of operation and ages served will remain the same. The Petitioner states there are no plans to expand or add new services. The facility was approved by DCFS for 52 children with eight employees. The facility previously operated at that full capacity prior to the pandemic. Since then, current enrollment dropped to 42 students and seven employees. The Petitioner intends to return the facility back to full capacity as previously operated due to increasing demand for childcare in the area.

The facility operates 6:00am-6:00pm Monday through Friday, currently with seven employees. The Petitioner states all seven will continue working at the facility (including the current Director who has been with the facility since 2005). There is a potential for an eighth employee depending on DCFS’ staff to child ratio requirements if enrollment should return to maximum capacity. Five employees are full-time, and two are part-time.

The Petitioner has stated that visitors (usually therapists) are arranged by appointment only, and touring of the facility for new students are usually scheduled after school hours.

The facility will also continue to serve students from 6 weeks to 5 years old through the daycare program, and school-aged children up to age 12 in the afterschool and summer-camp programs. As enrollment counts change, the Petitioner notes the age and program breakdowns may be adjusted accordingly according to DCFS requirements.

Pre-COVID Age Breakdown (52 children):	
Infant (6 weeks to 15 mo.)	10 children
Toddler/2s (15 mo. to 2 years)	14 children
Pre-School (3 -5 years)	14 children
After-School (5-12 years)	14 children

The Petitioner has provided a plat of survey and floor plans showing the ground and basement floor of the facility's main building. The building has five large rooms, an office area, and kitchen. The Petitioner has confirmed that the annex building will continue to be used for storage only. Childcare will only occur within the main building and in the outdoor play area. The Zoning Ordinance does not allow for two principal use structures on a single lot and the accessory building is not constructed for the type of use; thus the Petitioner proposes to have the secondary building used exclusively for storage purposes, which would qualify as an allowable accessory use.

Current Program Breakdown (42 children):	
Full-time (6 months- 5 years)	12 children
Part-time (6 months – 5 years)	8 children
After-School (school aged)	7 children
Summer Camp (school aged)	15 children

The Petitioner's narrative also provides some details on the policies, rules, and aspects of the childcare program. The Petitioner will continue to use Antico's curriculum including, but not limited to, integration of core principles to develop emotional and cognitive social early learning, access to technology and STEM (science, technology, engineering, mathematics), and provide physical activities including sports to prevent childhood obesity.

The Petitioner proposes some cosmetic improvements to the property in the next six months including new painting, signage refacing, landscaping, carpet replacement, and ventilation maintenance. Staff is also working with the Petitioner on required code compliance, including accessible parking, as part of the Change of Use/Owner application.

Parking, Drop-offs / Pick-ups

The site has very limited parking but has been managed by the owner to accommodate parking for employees, vehicles doing drop-offs and pick-ups, and occasional visitors/prospective parents. Currently, the site has a row of parking at the front of the building, consisting of eight striped stalls with room at the far west for two additional vehicles that is two vehicles deep. There is not an accessible parking space with access aisle on the property. The Illinois Accessibility Code requires one accessible parking space with access aisle to comply with the state code. The state code requirement will thus reduce the available parking by one space. A recommended condition of approval has been added in regard to the addition of the required accessible parking stall.



The Petitioner has stated the maximum number of parking by staff is five to six due to some staff carpooling. The Petitioner also states the four parking spaces at the west side of the academy are designated for staff use. The Petitioner states drop-offs and pickups are at variable times, generally drop-offs occur between 6:00 and 8:00 a.m. and pickups from 4:00-6:00 p.m. On average, pickups and drop-offs take 90 seconds with no more than three parent vehicles at a time. The children's belongings are in place to ensure quick pickups. The facility also has an existing passenger van which stays at the facility. The Petitioner states the van is used for pickups and drop-offs at 8:00 a.m., 11:30 a.m., and 3:00 p.m. Staff recommends a condition stating that the property owner must manage parking, drop-offs, pick-ups, and visitations on-site to avoid any stacking issues or blockage of roadways.

STANDARDS FOR A SPECIAL USE

Section X.J.5. of the Zoning Ordinance lists standards that need to be considered by the Plan Commission. The Plan Commission is encouraged to consider these standards (listed below) when analyzing a Special Use request. Findings of Fact have been drafted by staff and outlined below for Plan Commission consideration.

X.J.5. Standards: No Special Use shall be recommended by the Plan Commission unless said Commission shall find:

- a. That the establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
 - ***The proposed use will be conducted in a manner consistent with the current operations of the existing facility. The property has been operating as a childcare facility without any known issues. The proposed use will promote the general welfare of the public by providing essential services of childcare. The facility will be state-licensed and meet all building and fire code requirements for a childcare facility.***
- b. That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
 - ***The proposed use as a childcare facility is compatible with the surrounding neighborhood and residential uses. The childcare facility is a relatively low-intensity use with operating hours limited to weekdays. The property has operated as a childcare facility under the existing child care facility's ownership since 1995 without any known issues.***
- c. That the establishment of the Special Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
 - ***The proposed use is compatible with existing said development. The proposed facility will reuse the existing building and site. The proposed use will operate with similar hours, staffing, and capacity limits to the existing childcare facility's use. All neighboring properties have previously been developed.***
- d. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided;
 - ***Adequate utilities, access roads, drainage, and/or other necessary facilities currently exist at the property.***
- e. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
 - ***The parking spaces for pick-ups and drop-offs is existing and has functioned without any known issues. Drop-offs and pick-ups occur during early morning and late afternoon times of the day. The drop-off and pick-ups are proposed to be managed by the property owner to avoid any parking issues or backups onto public streets.***
- f. That the Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission. The Village Board shall impose such conditions and restrictions upon the premises benefited by a Special Use Permit as may be necessary to ensure compliance with the above standards, to reduce or minimize the effect of such permit upon

other properties in the neighborhood, and to better carry out the general intent of this Ordinance. Failure to comply with such conditions or restrictions shall constitute a violation of this Ordinance.

- ***The business and property will otherwise conform to zoning, building, and fire codes. The facility will be licensed and inspected by the state regularly for compliance as a childcare center.***

g. The extent to which the Special Use contributes directly or indirectly to the economic development of the community as a whole.

- ***The property has been operating as a childcare facility and the use will allow it to continue to operate as one under new ownership. Childcare facilities provide employment themselves as well as a needed service for both residents and workers in the area.***

It is important to recognize that a Special Use Permit does not run with the land and instead the Special Use Permit is tied to the Petitioner. This is different from a process such as a variance, since a variance will forever apply to the property to which it is granted. Staff encourages the Plan Commission to refer to Section X.J.6. to examine the conditions where a Special Use Permit will expire.

MOTION TO CONSIDER

If the Plan Commission wishes to act on the Petitioner's request, the appropriate wording of the motion is listed below. The protocol for the writing of a motion is to write it in the affirmative so that a positive or negative recommendation correlates to the Petitioner's proposal. By making a motion, it does not indicate a specific recommendation in support or against the plan, it only moves the request to a vote. The conditions listed below are recommended by staff but can be added to, changed, or removed by the Commission based on their discussion of the approval of recommendation.

Special Use Permit:

"...make a motion to recommend that the Village Board grant a Special Use Permit to the Petitioner, Tinley Childcare Academy LLC a Special Use Permit to operate a *Day or Childcare Center* at 7012 171st Street in the B-3 (General Business & Commercial) Zoning District, according to the submitted plans and adopt the Findings of Fact as listed in the February 2, 2023, Staff Report with the following conditions:

1. The property owner must manage parking, drop-offs, pick-ups, and visitations on-site to avoid any stacking issues or blockage of roadways.
2. Provide one accessible parking space with access aisle which will meet Illinois Accessibility Code requirements.

LIST OF REVIEWED PLANS

Submitted Sheet Name	Prepared By	Date On Sheet
Application (redacted)	Applicant	1/10/23
Response to Standards	Applicant	Recd. 1/10/23
Narrative & Email	Applicant	Recd. 1/20/23, 1/26/23
Plat of Survey	Surveyor	Recd. 1/10/23
Main Building Ground Floor Plan	Applicant	Recd. 1/10/23
Main Building Basement Floor Plan	Applicant	Recd. 1/10/23
Age Group Infants to 15 months Schedule	Applicant	Recd. 1/10/23

VILLAGE OF TINLEY PARK, ILLINOIS
PLANNING AND ZONING GENERAL APPLICATION

REQUEST INFORMATION

*Additional Information is Required for Specific Requests as Outlined in Specific Addendums

- ☒ Special Use for: Child Care Academy
☐ Planned Unit Development (PUD) ☐ Concept ☐ Preliminary ☐ Final ☐ Deviation
☐ Variation ☐ Residential ☐ Commercial for _____
☐ Annexation
☐ Rezoning (Map Amendment) From _____ to _____
☐ Plat (Subdivision, Consolidation, Public Easement) ☐ Preliminary ☐ Final
☐ Site Plan
☐ Landscape Change Approval
☐ Other: _____

PROJECT & PROPERTY INFORMATION

Project Name: Tinley Child Care Academy LLC
Project Description: Day care
Project Address: 7012 W 171st ST Property Index No. (PIN): _____
Zoning District: _____ Lot Dimensions & Area: _____
Estimated Project Cost: \$ _____

OWNER OF RECORD INFORMATION

Please supply proper documentation of ownership and/or designated representative for any corporation.

Name of Owner: STEVE SHARRA Company: Tinley Child Care Academy
Street Address: 7012 W. 171st ST City, State & Zip: Tinley Park IL 60477
E-Mail Address: _____ Phone Number: _____

APPLICANT INFORMATION

- ☒ Same as Owner of Record

All correspondence and invoices will be sent to the applicant. If applicant is different than owner, "Authorized Representative Consent" section must be completed.

Name of Applicant: _____ Company: _____
Relation To Project: _____
Street Address: _____ City, State & Zip: _____
E-Mail Address: _____ Phone Number: _____

VILLAGE OF TINLEY PARK, ILLINOIS
PLANNING AND ZONING GENERAL APPLICATION

Authorized Representative Consent

It is required that the property owner or his designated representative be present at all requests made to the Plan Commission and Zoning Board of Appeals. During the course of a meeting, questions may arise regarding the overall project, the property, property improvements, special conditions attached to recommendations among other aspects of any formal request. The representative present must have knowledge of the property and all aspects of the project. They must have the authority to make commitments related to the project and property. Failure to have the property owner or designated representative present at the public meeting can lead to substantial delays to the project approval. If the owner cannot be present or does not wish to speak at the public meeting, the following statement must be signed by the owner for an authorized repetitive.

I hereby authorize _____ (print clearly) to act on my behalf and advise that they have full authority to act as my/our representative in regards to the subject property and project, including modifying any project or request. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: _____

Property Owner Name (Print): _____

Acknowledgements

- Applicant acknowledges, understands and agrees that under Illinois law, the Village President (Mayor), Village Trustees, Village Manager, Corporation Counsel and/or any employee or agent of the Village or any Planning and Zoning Commission member or Chair, does not have the authority to bind or obligate the Village in any way and therefore cannot bind or obligate the Village. Further, Applicant acknowledges, understands and agrees that only formal action (including, but not limited to, motions, resolutions, and ordinances) by the Board of Trustees, properly voting in an open meeting, can obligate the Village or confer any rights or entitlement on the applicant, legal, equitable, or otherwise.
- Members of the Plan Commission, Zoning Board of Appeals, Village Board as well as Village Staff may conduct inspections of subject site(s) as part of the pre-hearing and fact finding review of requests. These individuals are given permission to inspect the property in regards to the request being made.
- Required public notice signs will be obtained and installed by the Petitioner on their property for a minimum of 10 days prior to the public hearing. These may be provided by the Village or may need to be produced by the petitioner.
- The request is accompanied by all addendums and required additional information and all applicable fees are paid before scheduling any public meetings or hearings.
- Applicant verifies that all outstanding fees and monies owed to the Village of Tinley Park have been paid.
- Any applicable recapture, impact, engineering, contracted review or other required fees and donations shall be paid prior to issuance of any building permits, occupancy permits, or business licenses.
- The Owner and Applicant by signing this application certify that the above information and all supporting addendums and documentation is true and correct.

Property Owner Signature: _____

Property Owner Name (Print): _____

Applicant Signature:
(If other than Owner)

Applicant's Name (Print): _____

Date: _____

STANDARDS AND CRITERIA FOR A SPECIAL USE

Section X.J. of the Village of Tinley Park Zoning Ordinance requires that no Special Use be recommended by the Plan Commission unless the Commission finds that all of the following statements, A-G listed below, are true and supported by facts. Petitioners must respond to and confirm each and every one of the following findings by providing the facts supporting such findings. The statements made on this sheet will be made part of the official public record, will be discussed in detail during the public meetings and will be provided to any interested party requesting a copy. Please provide factual evidence that the proposed Special Use meets the statements below. If additional space is required, you may provide the responses on a separate document or page.

A. That the establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare

The establishment will provide support to the community working families by providing evidence based curriculum that teach and benefit the children. Supporting the parents will improve public health, safety, morals, and the general welfare. Tinley Childcare Academy's vision includes benefiting the community while providing exceptional childcare programs.

B. That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood

The Special Use will be beneficial to the property, due to the attraction it'll bring to other properties in the immediate vicinity.

C. That the establishment of the Special Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district

The Tinley Childcare Academy will diligently communicate with neighbors and members of the community to certify the normal and orderly development and improvement of the surrounding property for uses permitted in the district

D. Those adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided

The Tinley Childcare Academy will collaborate with the village, including local companies, to necessary utilities and facilities such as access roads and drainage are provided and accurate.

E. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets

The facility currently minimizes congestion of traffic in the surrounding streets; thus, no changes are planned to be made at this time. However, if changes are necessary the Tinley Childcare Academy will correlate with the village as to ensure that ingress and egress are contained

F. That the Special Use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission

The special use shall conform to all applicable regulations of the district it resides unless such regulations are modified though the village board pursuant to the recommendation of the plan commission through constant attendance at village events/meetings.

G. The extent to which the Special Use contributes directly or indirectly to the economic development of the community as a whole

The special use indirectly contributes to the economic development of this community due to the access to childcare programs increasing the overall economic versatility by allowing working parents to build careers and overall increase wages.

Project Narrative

Tinley Childcare Academy: the place where children learn to be life-long learners. Here at Tinley Childcare Academy, we have created safe and stimulating environment where children can grow emotionally, socially, and intellectually. Our program is geared towards meeting the needs of needs and equipping the children with the skills to be successful and helping the children to reach their full potential. We will offer competitive services, qualified staff, nutritional meals, medical personnel and meaningful educational opportunities to help children learn to be life-long learners.

The purpose for Tinley Childcare Academy is to help build a healthy and strong social and emotional foundation for all children and their families. Today's children experience so many different types of challenges that they, and their parents, need help, support, and guidance to meet and learn how to work through their challenges. The way that they learn is through play. They learn language, they learn how to play with others, they learn how to problem solve, they learn how to voice their emotions, and they learn that's it's ok to make mistakes. It's our responsibility to create environments that are safe and full of love so that the children, who are naturally curious, will challenge themselves to try new things. Early childhood care creates that strong social and emotional foundation so that the children will have a positive self-esteem that will help them grow up to be positive and healthy adults.

Tinley Childcare Academy will operate the facility in the exact same manner as Antico

- The Childcare facility will continue to be used be used as a childcare facility
- Antico's Director Tiffany Townsend will remain as the director of Tinley Childcare. Tiffany Townsend: Daycare Director; 20 + years of experience in daycare setting and 12 years of experience as a director.
- Tinley Childcare retained all current employees at Anico. All seven employees will continue working for Tinley Childcare
- These will be no changes to the premises, no construction, no additions. Only cosmetic improvements
- These is no plan to expand or add new services.
- We are committed to follow the village codes requirements and resolve any outstanding budling code issues

Meeting the state requirements

I have been working the State Day Care licensing division since October. We updated the daycare policies, procedures, handbooks, CPR training, online training, and continued education. We developed and implemented Comprehensive risk management plan to ensure the safety of our children.

Tinley Childcare Academy Staff are required to meet Illinois Department of Family Service requirements and standards to remain employed including but not limited to:

1. Background check

2. Childcare position and experience
3. List of previous Employment
4. Professional references minimum three
5. Educational background check
6. Physical Examination
7. Certification of Employment

The State licensing division issued provider ID for Tinley Childcare on January 9, 2023, waiting on the state to schedule inspection visit.

Operation

Daily operation will remain same as Antico

Academy Hours

- Day care: 6:00am- 6:00pm; Monday through Friday
- Registration Fee is due when the child first registers at the academy:
\$75 per child or \$100 per family
- The Academy will 5-7 employs throughout the day.
- Number of children broken down to age range, programs and activities
Full-time (6 months- 5 years): 12 Students
Part-time (6 months- 5 years): 8 Students
After-Schoolers (school aged): 7
Summer Camp (school aged): 15

Antico Academy had been at full capacity of 52 child since 2010 until March 2020. The Academy was closed for three months due to COVID pandemic in March 2020. When COVID restrictions were removed, 43 kids returned to the Academy. The Antico Academy was put out for sale in February 2020 therefore, the remaining vacancies were not filled.

The academy had 8 staff members. Number of staff will be reevaluated to determine the need for rehiring additional staff member.

Children were broken into four groups:

- Infant; 6 weeks to 15 months of age: 10 children
- Toddler / 2s; 15 months to 2 years of age: 14 children
- Pre-school; 3 years to 5 years of age: 14 children
- After -school; 5 years to 12 years of age: 14 children

The DCFS defines the group sizes and ratio of childcare staff to children as follow:

- Infant; staff to child: 1 to 4
- Toddler/ 2s: 1 to 8
- Pre-school; 3 years to 4 years of age: 1 to 10
- After -school; 5 years to 12 years of age: 1 to 20

Sign In and Out

All day Care and Preschool children need to be signed in and out daily. This sheet is located on the front desk, near the entrance. You will need to put time arrived and time departed, with your signature.

All day Care students must have the following:

- One cot size sheet, available from the Academy for \$15.00 (sheets will be sent home on Friday to be washed and should be returned on Monday).
- One blanket
- Pillow (optional)
- One complete change of clothing in a large zip lock bag
- One backpack or bag (optional)

Backpack or bag and clothing must be clearly labeled.

Academy Holidays

The Tinley Childcare Academy is **closed** on the following days:

- Labor Day
- Thanksgiving Day/ Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve and New Year's Day
- Memorial Day
- Independence Day (July 4th)

Academy Closing

During bad weather, please stay tuned to radio and TV stations for information. If we are forced to close school, it will be announced. There will be **no tuition credit** for circumstances beyond our control.

Late Pick-up

Closing time at Tinley Childcare Academy is 6:00 pm. If a child is not picked up by 6:00 pm, a late fee is assessed of \$1.00 for every minute that the child is to remain at Tinley Childcare

Academy after 6:00 pm. If the Parent/Guardian hasn't responded by 6:15 pm, the emergency contact numbers will be called. If there is no response from Parents, guardians, or emergency contacts by 6:30 pm, the Tinley Park Police will be contacted to come to the Tinley Childcare Academy to assist staff with this issue. Please make sure all home/cell phone numbers and emergency contacts are current. If you have any questions concerning this policy, please feel free to contact our director, Mrs. Tiffanie Townsend.

Telephone Calls

Telephone calls to the school should be limited to emergencies since the calls may take staff's time away from the children. Please use a note to the director or other staff members to communicate needs of the child or other important information member when possible

Academy pictures

Individual school pictures and class composites are usually taken in the Fall. Parents are under no obligation to purchase these pictures.

Birthdays

Every child's birthday will be celebrated at school, unless there is a religious or family conflict. Parents may send a special treat for the birthday kid to share with classmates. Treats should be store brought and prepackaged. Please do not send anything with nuts. Please check with director for any other allergies.

Parent Involvement

We welcome parents' involvement. If you have an occupation or talent/hobby you would like to share with the children, please let us know. The Tinley Childcare Academy welcomes opportunities for parents to broaden the experiences of the children. We also need many volunteers for special events such as, parties, picture days, etc. parents play an important role in their child's education. Individual conferences and or visitations are welcomes at any time. Please call the director to let us know when you'd like to have a parent/teacher conference. We can accommodate most schedules.

Discipline Procedures

The complete school staff works together to be consistent with rules and methods of discipline. We attempt to help each child develop a sense of self-discipline and self-control. However, we do not allow any child to interfere with the learning process or safety of another child. Children are made aware of logical consequences of their behavior and are given choices for a more positive alternative behavior.

For example, "it's dangerous to throw blocks. Blocks are for building. You have a choice, build with the blocks or you must leave the block area." If the child does not choose a positive alternative behavior, the following procedures may be followed:

1. A child may be removed from an area or activity and be asked to sit on a chair or bench for a short period of time.

2. If a behavior problem occurs that cannot be adequately solved at school, a parent conference may be requested. In some cases, professional help may be recommended.
3. If the uncooperative behavior continues, after all the above has been followed, the parent will be asked to remove the child from the academy
4. No physical restraint or corporal punishment will **ever** be used at the Tinley Childcare Academy

Discharge Policy

Any child who demonstrates the inability to benefit from the type of program offered by the academy shall be discharged from the facility. Any child's behavior, which is judged to be detrimental to the group, will be asked to drop enrollment. The academy reserves the right to terminate enrollment if it is decided that the child would benefit from this action. In the event that the child is dropped from enrollment, the academy will attempt to give parents referrals to other agencies.

Items From Home

During the school year, the Tinley Childcare Academy does "show-n-tell" on Fridays. Please do not bring toys, money, jewelry, gum or candy to the academy. Items from home become distractions for the child and the other children who would like to borrow an item. We welcome items from nature such as shells, flowers etc. or items related to a special family activity. These items should focus on learning for all children.

Clothing

Children should be dressed in play clothes so that they may participate in all school activities including finger painting, outdoor playtime etc. all children will outdoors to play every day unless the weather is bad, so dress your child accordingly. Hats, boots, mittens and warm jackets are a must during winter seasons. Please do not send children to school in sandals. Many injuries may occur due to unprotected toes. All clothing should be clearly labeled with the child's name.

Nutrition

The Tinley Childcare Academy has an optional; breakfast program where assorted cold cereals and milk will be available from 6:00 – 8:00 am for the cost of \$1.00. During the day, a morning and mid-afternoon- fruit juice or milk are served with a healthy snack. Parents are welcome to send snacks to be shared by the class. Some suggestions are apples, bananas, oranges, raisins, or dried fruit, the staff pays close attention to dietary needs and allergies.

Lunches

Menus for the month will be posted on the parent information board. When in season fresh fruits and vegetables are served in lieu of canned vegetables and fruits.

Health and Safety

Your child's health is very important to us. Upon enrollment you must file a health form. Children who are ill must not come to school. Since we have no facilities to care for these children, anymore who becomes ill will be isolated and the parent notified to take the child home

Illness

Please keep your child home if:

- Child has a fever or had one during the previous 24 hours
- Child has heavy cold/ heavy nasal discharge
- Child has constant cough or develops a communicable disease

Health and Medical Forms

Public health mandates that your child must have:

1. An up-to-date medical exam dated less than six months prior to entering the academy (valid for 2 years)
2. Tuberculosis (TB) test or results or a note for your physician if they feel your child is not at risk
3. The medical exam must indicate the child has received the necessary immunizations
4. A lead screening and results for children 6 months or older
5. A medical form signed and dated by a physician
6. All allergies (food, medicines, etc.) listed on medical form
7. Varicella vaccine- All children 2 years of age and older entering a childcare facility for the first time must present proof of having received one dose of varicella vaccine or other proof of immunity.

Background Information

It is in the best interest of your child to inform the school of any information concerning your child's background, living situations, etc. **This information should be confidentially shared with the director, on a need to know basis.** Information such as traumatic injury, etc. helps the staff better understand your child. Also the director maintains a list of special phone numbers available to assist your child

Emergencies

In case of accidental injury, we will make every attempt to contact you. If we can't communicate with you we will immediately notify your physician and the emergency number you have given. It is to your child's advantage that you keep the school up-to-date on emergency contacts.

Medications

Medications will be administered by the academy at the direction of parents. Parents are expected to provide clear descriptions for times and doses of medications to be dispensed by the director. Please complete a statement in the morning of giving the school permission to dispense medication to your child. Please be accurate in providing instructions related to medication, time, and amount, with water or after a meal etc. A note and prescription number must accompany prescription medications from the physician. All medications must remain in the original container indicating the child's name, type of medication, date, amount, and time dosage given. Non-prescription medication such as over-the-counter cough medicine will be administered under the same guidelines as other medications. All non-prescriptions medications must be age appropriate. Insect repellent or sunscreen may only be applied with written permission from the child's parents. You must supply the insect repellent or sunscreen for your child if needed.

Rules of Governing Release of Child

1. Only certain staff members are authorized to allow children to be signed out of the academy. If someone comes to the door that we do not recognize as the parent or caregiver that person will be asked for identification. This is for the child's protection and safety.
2. Other than the child's parent's or caregiver, only those whose names are on the registration forms can take the child from school.

Requirements for Children During Potty training

1. Make sure your child. Can easily take on and off their clothes, no belts
2. Child must have a supply of diapers or pull-up's
3. Child must have a container of wipes
4. The staff is happy to assist you in potty training your child, but it must also be reinforced at home to be effective
5. If a child clothes are sent back wet or soiled a new set of spare clothes must be brought the following day.

Pest Control Policy

Ampest Pest Control licensed by the state of Illinois is contracted to visit the Tinley Childcare Academy every other month and/or when a pest problem arises. Pest control chemicals are never applied inside the building but applied outside around the perimeter of the building as needed. Ampest only visits the academy after 6:00pm on weekdays and on weekends if any chemicals need to be sprayed. Chemicals and pesticides are never used in the playground area or on lawn maintenance. A log of visits to the Tinley Childcare Academy by Ampest pest control is available. If parents would like to view the log they must speak with the director.

Newsletter and Notes

The academy will send home a monthly newsletter with information about the school and children. Occasionally, notes from the curriculum director or the director of the academy will be sent home with information about special events, reports or special meetings.

Parking

- The academy has 12 parking spaces and one handicap parking space. The academy provides pick up and drop off services. Parents pick their children at variable times thus, traffic congestion is unlikely furthermore, the average time that takes to pick a child is 90 seconds.
- Number of vehicles vary- not more 3 at a time
- Drop offs occur 6:00-8:00am
- Pickups occur 4:00-6:00 pm
- Number of Employees; there are 7 employees: 5 full time and 2 part time
- Maximum number of employees on site at peak time 5-7

To reduce congestion

The daycare will continue to operate in the same manner. A circular driveway, parent-arranged drop-off's/ pickups time according to personal work schuelde will be continued to be utilized

- Parents pick-up children 3:00pm-5:30pm
- Children are picked up at different times
- Children's belongings are in place to ensure quick pickups.
- Children that are scheduled for pickups will be ready in advance.

The building

The building square footage; 3573 and 2404 respectively. See enclosed diagram.

The main building has 5 large rooms, an office area and kitchen.

- Infant Room; 6 weeks to 15 months of age
- Toddler / 2s Room; 15 months to 2 years of age
- Pre-school room; 3 years to 5 years of age
- After -school room; 5 years to 12 years of age
- Kitchen
- Office

The annex building

The annex building will continue to be used for storage.

The outdoor play area is approximately 25000 sq ft.

Tinley Childcare Academy will continue to use Antico curriculum including but not limited to

- Integration of core principles to develop emotional and cognitive social early learning
- Early and frequent access to Science, Technology, Engineering and Mathematics.
Activities include intentional and proper use of technology for learning
- Provide activities inside and outside such as sports and summer camps to prevent the increasing rise of childhood obesity

Improvements will take place within six months including:

Painting, signage refacing, landscaping, replace carpet, and ventilation cleaning

From: [Tiffanie Townsend](#)
To: [STEVE SHAQRA](#); [Lori Kosmatka](#)
Subject: Re: Call follow up
Date: Thursday, January 26, 2023 5:08:39 PM

External Message Disclaimer

CAUTION: This email originated from outside of Tinley Park. DO NOT click links, open attachments or forward unless you recognize the sender and know the content is safe. Please delete or report suspicious emails to the helpdesk at x5087.

Yes, the information below is correct.

1. Summer camp age is up to 12 years old. We are licensed through DCFS to have up to 14 summer camp students in the classroom.
2. Visitors are only allowed by appointment only.
We schedule tours for new students after school hours by appointment only.

Thank you,
Tiffanie

On Thursday, January 26, 2023, 4:52 PM, STEVE SHAQRA

 wrote:

Lori,

Thank you again for reaching out to me this is what I found out

1. The Summer camp student age is 12
2. Visitors are allowed by appointments only. Appointments are not scheduled during pick up and drop off times. Visitors are usually Therapists (speak, physical). Tour to the facility for new students usually scheduled after school hours

Thank you,
Steve

PLAT OF SURVEY

of
LOT 13 IN BLOCK 10 IN ELMORE'S OAK PARK AVENUE ESTATES BEING A SUBDIVISION OF THE NORTHWEST QUARTER OF SECTION 30, TOWNSHIP 36 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, (EXCEPT THAT PART OF THE DRAINAGE DITCH CONVEYED BY DOCUMENT NUMBER 377150).

MIDLOTHIAN CREEK
AS WIDENED
S 63°12'56" W 110.29 MEAS. 110.58 REC.

R.H. GRANATH
SURVEYING SERVICE, P.C.
6006 W. 159th. STREET
OAK FOREST, IL 60452
PH: (708) 371-4478
FAX (708) 371-3922



FOUND IRON ROD
307.3' NORTH

FOUND IRON PIPE
358.9' NORTH

FENCE 4.0' WEST

8' X 20' PLASTIC SHED

ASPHALT

LOT 13

LOT 12

LOT 14

ASPHALT 0.1' WEST

1 1/2 STORY BRICK & FRAME
COMMERCIAL BUILDING

FENCE 0.8' WEST

BLOCK

FENCE 0.4' WEST

N 88°33'36" E 100.00

WEST 171st STREET

FOUND IRON PIPE
2.4' NORTH 200.00

CURB 11.0' SOUTH

WEST LINE OF SAYRE AVENUE



STATE OF ILLINOIS)
COUNTY OF COOK) SS

THIS IS TO CERTIFY THAT R.H. GRANATH SURVEYING SERVICE, P.C. HAS ISSUED THIS PLAT FROM FIELD SURVEY DATA OBTAINED AT THE PROPERTY INDICATED IN THE CAPTION LEGAL DESCRIPTION AND PUBLIC RECORDS, AND THAT THE FOREGOING IS A TRUE AND CORRECT REPRESENTATION OF THE SAME. THIS PLAT OF SURVEY CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS OF PRACTICE PER TITLE 68 CHAPTER VI, SUBCHAPTER 6, SECTION 1270.56 IN THE RULES FOR THE ILLINOIS PROFESSIONAL LAND SURVEYOR ACT. ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF.

STEVEN R. GRANATH I.P.C.S. No. 3169

COMPARE ALL DIMENSIONS BEFORE BUILDING AND REPORT ANY DISCREPANCIES AT ONCE REFER TO DEED OR TITLE POLICY FOR BUILDING LINES OR EASEMENTS

NOTE: BASIS OF BEARINGS SHOWN HEREON IS ILLINOIS EAST NAD83-12 BY GPS OBSERVATION.

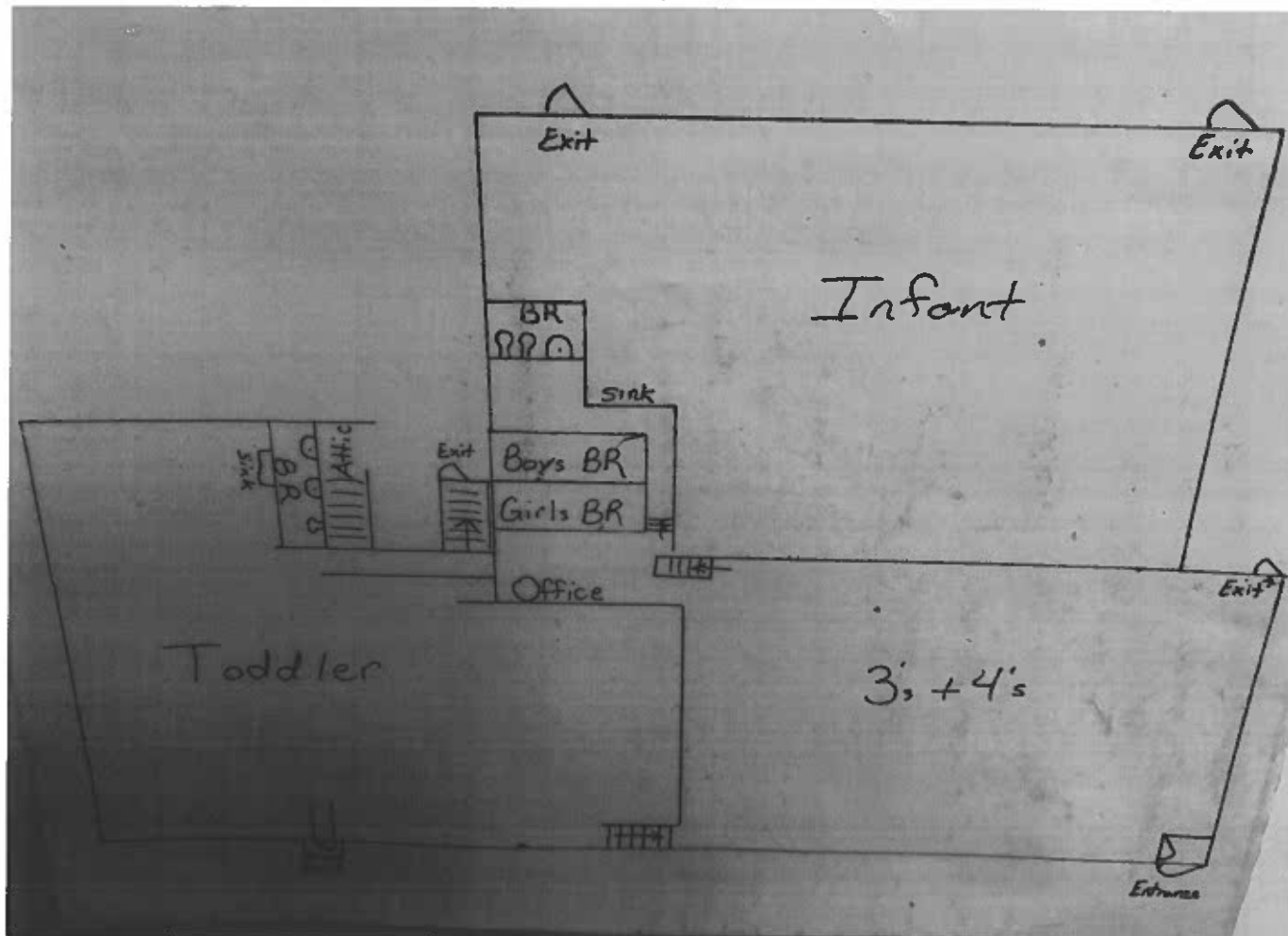
R.H. GRANATH SURVEYING SERVICE

DATE: MAY 19, 2022
DWG. NO. CAD 0022-06-036
DRAWN BY: CAD/SRG

PROJECT: 7012 WEST 171st STREET
LOCATION: TINLEY PARK, ILLINOIS

CLIENT: LAW OFFICE OF DENNIS KRAL

Floorplan



Kitchen

Stairs

Furnace/Utility Room

Classroom Space

Utility Room

Stairs

Door

Door

Door

Age Group: infants (6 weeks-15 months)

Monday: 8

Tuesday: 8

Wednesday: 9

Thursday: 8

Friday: 7

Age Group: (Toddler/2s)

Monday: 7

Tuesday: 6

Wednesday: 7

Thursday: 6

Friday: 6

Age Group: Preschool (3/5)

Monday: 7

Tuesday: 6

Wednesday: 5

Thursday: 5

Friday: 6

After-School

Monday: 9

Tuesday: 10

Wednesday: 10

Thursday: 9

Friday: 9

PLAN COMMISSION STAFF REPORT

February 2, 2023 – Workshop

Policy Proposal—Public Hearing Notice Procedures

Petitioner

Village of Tinley Park

Project Manager

Jarell Blakey

Management Analyst



EXECUTIVE SUMMARY

The Village of Tinley Park currently has no documented standard procedure for conducting public hearing notices. Staff currently follows all state protocols for conducting public hearings, specifically posting legal notice in the newspaper. However, the state offers minimal regulation for these hearings, leaving it up to the municipality to further determine its notification procedures. Staff does have a workflow that they use regarding public hearings, but nothing has been formalized.

The proposed policy will set a standardized policy that will be applied to public notice for all planning and zoning cases requiring a public hearing. A majority of protocols set forth in the proposed policy are reflective of how staff currently handles public notice for public hearings. However, establishing a set procedure will allow us to point to our internal policy if/when a petitioner has a concern about our notification procedures.

Staff is proposing the policy to allow for more uniformity within the public hearing process and to establish a set policy internally that can be referenced when necessary. Ultimately, the goal of the policy is to provide a more efficient public hearing notice policy that will be clear to both staff and the public.

EXISTING PROCEDURES

Currently, the following protocols are followed without a formalized policy:

- Upon receipt of a completed zoning application requiring a public hearing, staff schedules a public hearing in accordance with existing schedules and agendas.
- Legal Notice is published in a local newspaper no less than fifteen (15) and no more than thirty (30) days prior to the public hearing date.
- Written notice is issued by mail to property owners within two-hundred fifty (250) feet of the project site's parcel boundary lines.
- No new notice is required for the continuation of a Plan Commission case, as long as the case is heard after the second continuation.

PROPOSED NEW PROCEDURES

Staff is proposing the following procedures in addition to those listed above:

- Signage:
 - o Residential Requests
 - Village will provide signage with standard signs as designated by Planning staff.
 - o New Residential and Commercial Development (PUDs, greenfield sites, etc.)
 - Petitioner will provide signage meeting sign standards as designated by Planning staff.
 - Signage must have black weather resistant lettering on white background.
 - Signs must be a minimum of 4 feet high x 6 feet wide
 - Signage must contain the following information:
 - “Notice of Public Hearing”
 - “Village of Tinley Park Plan Commission/Zoning Board of Appeals”
 - Nature of the request (Type of zoning entitlement)
 - Zoning district information
 - Date, time, & location of hearing
 - o No signage is permitted in the public right-of-way
 - o Sign posting locations must be approved by Community Development Staff
 - o All signs must be posted no less than fifteen (15) and no more than thirty (30) days prior to the hearing. Signs must remain in place until the hearing is concluded
 - o Upon completion of the hearing, signs must be removed as soon as practical.

Open Item #1: Discuss proposed public notice sign requirements and responsibilities.

RECOMMENDATION

Upon completion of a successful Plan Commission Workshop, proceed to a Public Meeting scheduled for February 16, 2023, at the regular Plan Commission meeting.