



APR 19 2022

DEPT. OF CITY DEVELOPMENT
CITY OF RACINE, WI
Application for Conditional Use Permit

Applicant Name: Teneria Sublett

Address: 4215 Washington Ave City: Racine

State: Wi Zip: 53405

Telephone: [redacted] Cell Phone: 262-664-9920

Email: teneriasublett@gmail.com

Agent Name: Daquasia East

Address: 4215 Washington Ave City: Racine

State: Wi Zip: 53405

Telephone: [redacted] Cell Phone: 262-383-1102

Email: Daquasia-east@yahoo.com

Property Address (Es): 1407 S Memorial Dr Racine, WI 53403

Current Zoning: [redacted]

Current/Most Recent Property Use: Spanish Immersion Montessori School

Proposed Use: Childcare





The application will be evaluated using the standards of Sec. 114-154 of the Municipal Code (below). Please use the space to justify and explain how your proposal addresses these conditions; use an additional sheet if necessary.

- (1) The establishment, maintenance, or operation of the conditional use will not be detrimental to, or endanger, the public health, safety, morals, comfort, or general welfare;

The proposed use will be used for a childcare center will we take strict measures to ensure that we follow DCF and other licensing requirements to ensure the safety of the families we serve as well

→ see back

- (2) The conditional 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 has the desire to promote the continuation of businesses that serve the community well. Licensed facilities like Tiny Steps Daycare LLC will provide a convenient childcare

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- (3) The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;

The proposed use are conditionally allowed within the subject-zoning district and would not impair the integrity and character of the district and comply with all applicable provisions of the Development Code

- (4) Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;

No improvements to utilities, access roads, drainage or the facility was necessary. If findings come about the business model will be modified to satisfy improvements.

- (5) 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 proposed use has a loading zone outside the main entrance. The loading zone will be used for all (parents and center provided) client drop off and pick up. The proposed use and traffic flow will have no detrimental effects on street or on-site traffic operation. There will be 7 parking spaces

→ see back.

- (6) The proposed conditional use is not contrary to the objectives of the current land use plan for the city; and

The proposed use will be consistent with the commercial usage, plus it will provide a positive outcome for the residents living within the demographic area of Washington Ave and South Memorial Dr.

- (7) The conditional 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 pursuant to the recommendations of the plan commission.

The propose use does not have a substantial adverse effect on noise, and traffic circulation or other public facilities or services, because Tiny Steps Daycare LLC's capacity is being limited to

→ see back.





If the required supplemental materials, which constitute a completed application, are not submitted, the application will not be processed.

Required Submittal Format

1. An electronic submission via email/USB drive/CD/Download link; and
2. One (1) paper copy, no larger than 11” x 17” size.

Required Submittal Item	Applicant Submitted	City Received
1. Conditional Use Review Application	<input type="checkbox"/>	
2. Written description of project, including: <ol style="list-style-type: none"> a. Hours of operation b. Anticipated delivery schedule c. Maintenance plan d. General use of the building and lot 	<input type="checkbox"/>	
3. Site Plan (drawn to scale), including: <ol style="list-style-type: none"> a. Fully dimensioned property boundary b. All buildings (existing and proposed) c. Setbacks from property lines d. Identification as to whether all elements are “Existing” or “Proposed” e. Dimensioned parking spaces and drive aisle layout f. Trash enclosure location and materials g. Loading spaces h. Fire hydrant locations i. Location of signage, with setbacks 	<input type="checkbox"/>	
4. Zoning Analysis Table <ol style="list-style-type: none"> a. Land area (in acres and square feet) b. Building area (in square feet) c. Setbacks (required yards in feet) d. Floor Area Ratio (building area divided by lot area) e. Lot Coverage (building footprint divided by lot area) f. Height of all buildings and structures g. Percentage of greenspace (landscaped areas divided by lot area) h. Parking spaces 	<input type="checkbox"/>	
5. Landscape Plan <ol style="list-style-type: none"> a. Bufferyards b. Parking Areas c. Screening and fencing locations d. Plant lists including the following: Latin and Common Names, Number of each planting material, and Size at planting. 	<input type="checkbox"/>	





Required Submittal Item	Applicant Submitted	City Received
6. Lighting Plan a. Location of light fixtures b. A cut sheet of light fixtures with indication of cut-offs or shielding c. Illumination diagram indicating intensity of lighting on the property.	<input type="checkbox"/>	
7. Floor Plan a. Preliminary floor plan layout of all buildings/structures b. Labels for the type of use of the area c. Labels for square footage of the area	<input type="checkbox"/>	
8. Engineering Plan a. Stormwater Plan (Drainage pattern, flow, detention) b. Existing and proposed roadway and access configurations c. Cross access	<input type="checkbox"/>	
9. Signage Plan a. dimensioned color elevations of signage b. A diagram showing the location of the proposed signage	<input type="checkbox"/>	
10. Building/site elevations (if new building or exterior changes planned) a. Building elevations showing all four sides of the buildings in color b. Elevation of trash enclosure area	<input type="checkbox"/>	
11. Building Material Samples (if making exterior changes)	<input type="checkbox"/>	
12. Review Fee	<input type="checkbox"/>	

Acknowledgement and authorization signatures

A conditional use is not like a building permit; applying does not mean it will be approved.

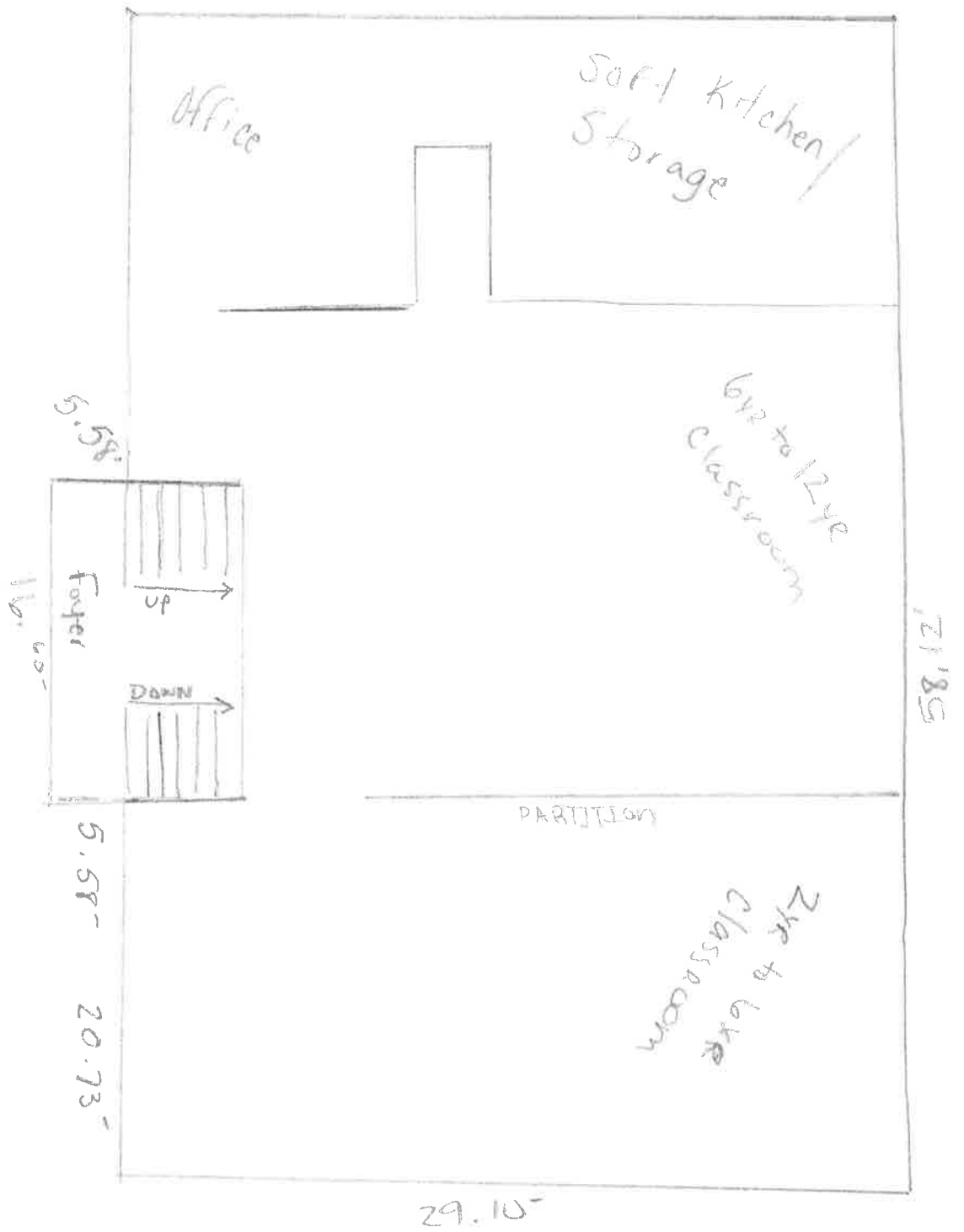
The approval may contain conditions related to the improvement of the site which must be met prior to the issuance of a building occupancy permit. Conditions related to the operational aspect(s) of the business must be complied with at all times. That, in the event site improvement work required by ordinance cannot be completed prior to desired occupancy, a financial assurance, at 100% of the improvement estimate, guaranteeing completion of the required improvements must be placed on file with the City of Racine. Estimates and Assurance documents are subject to the review and final approval by the City. Improvements may include but are not limited to landscaping, fencing, lighting, pavement surfacing and sealing, dumpster enclosures, and exterior building improvements;

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application.

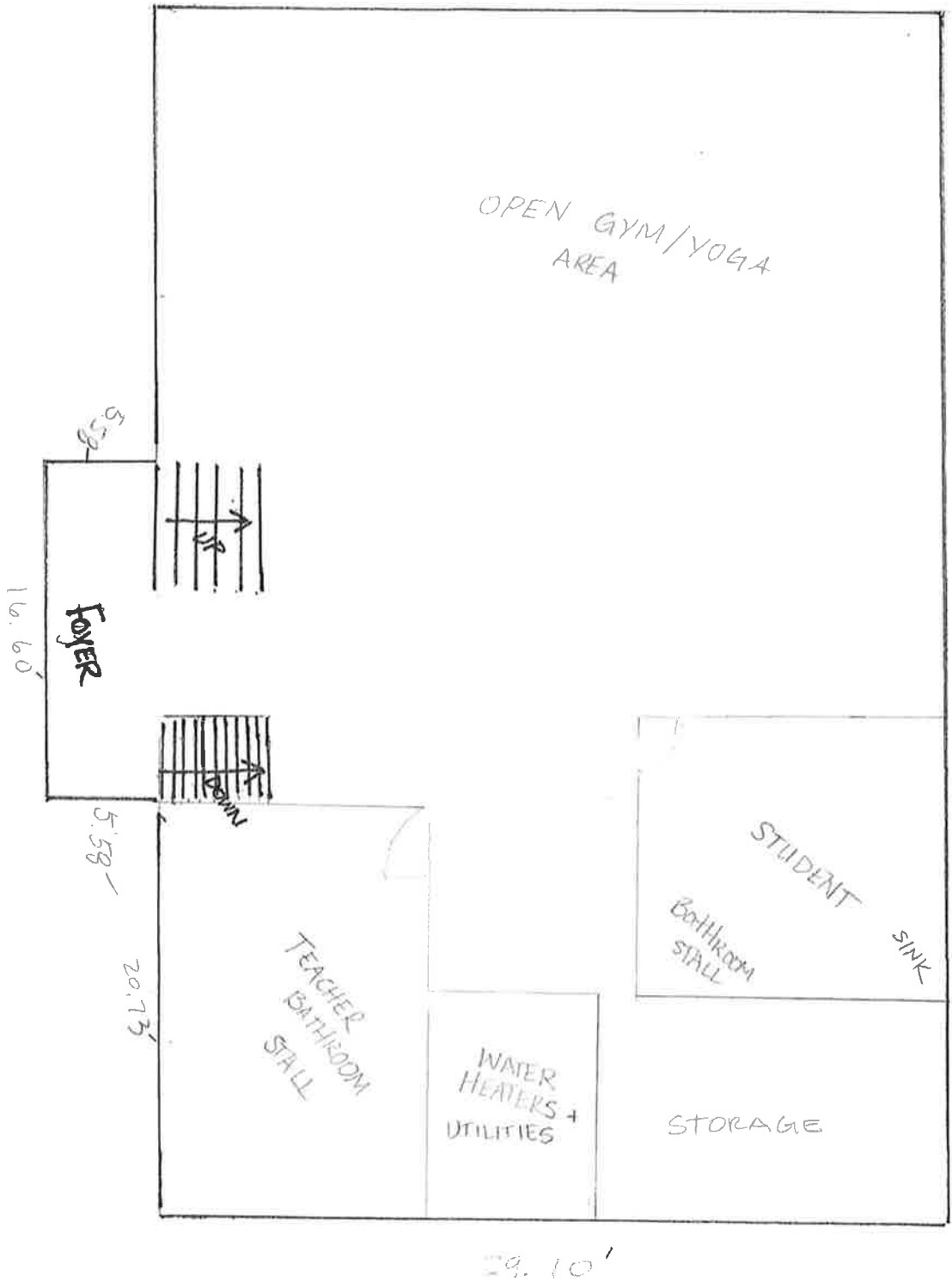
Owner Signature (acknowledgement and authorization): *Debra Eads* Date: 4-17-22

Applicant Signature (acknowledgement): *[Signature]* Date: 4-17-22





1/8 scale
Upper



28'-12"

1/8" scale | LOWER

**PLAN OF OPERATION / SCOPE OF SERVICES
TINY STEPS DAYCARE LLC
1407 S. MEMORIAL DR.
Racine, WI.
PROPOSED USE and SCOPE OF SERVICES**

PROPOSED USE: Early Childhood Learning Center

Proposed timeframe to get project up and running: 4-6 months.

Primary needs: Enough space (35sq ft) per child for classroom 2 toilets bathroom stalls to meet licensing requirements (i.e. 3 toilets for 26-40/ 2 wash bins for children 30 months and above), warming kitchen area, and outdoor play space (minimum 750 sq. ft.)

NAME OF BUSINESS: Tiny Steps Daycare LLC

BUSINESS LICENSE: Currently operating a homebased childcare center and in process, Applying for State of Wisconsin Childcare license through the Wisconsin Department of Children and Families

ACCREDITATION: Applying for Accreditation through National Association Education of Young Children (NAEYC) **because quality is our priority. We will adhere to the standards set forth by this accrediting organization.**

PROPOSED BUSINESS USE: Quality Childcare/Learning Center for ages 2/12 year old to 13 yrs. old

PRIMARY CONTACT PERSON: Teneria Sublett (262) 664-9920

ADDITIONAL CONTACT PERSON: DaQuasia East (262)383-1102

OPERATING HOURS: 6am – 6am

OPERATING DAYS: Monday – Friday; if the need to provide weekend services exist; Weekend hours will be from 6am - 6pm

NUMBER OF ENROLLED CLIENTS: Approximately 30 clients' day shift and 30 evenings after 9 pm
20 clients

NUMBER OF EMPLOYEES: Approximately 5 staff. Additionally, a qualified Center Director or Assistant Director will be on site during all scheduled open hours

OUR MISSION:

Tiny Steps has two primary goals: Provide a strong academic foundation for children as well as providing a nurturing environment for families in need of affordable care.

This will be done through a curriculum A-Z emphasizing reading, and IXL emphasizing math, and other critical skills that will include character building to help children build a bright future and prepare them to succeed in it.

DAILY ACTIVITIES – See ATTACHED

OUTDOOR PLAY SPACE

No current play equipment is in the area. However, it is our plan to add playground equipment in accordance with the State of Wisconsin Licensing guidelines.

CLIENT PICK UP AND DROP OFF

This location has a loading zone outside of the main entrance. The loading zone will be used for all (Parents and center provided) client drop off and pick up including Center owned vehicle drop off and pick ups. The center will request that all 1st shift childcare clients can arrive as early as 5:00am, but no later than 10a.m. and second shift can arrive as early as 1pm but no later than 4pm. Those utilizing center provided transportation will adhere to the same policy. We will take all efforts to keep traffic down to a minimum. Center will own 1 12/15 passenger van. Van will behave the center name and contact information on it.

CUSTOMER/PARENT/GUARDIAN PARKING

Parking will be left available in adjacent parking lot on the Southside of the building for customer/parent/guardian parking

EMPLOYEE PARKING

Employees will park in parking lot there are approximate slots available on the side of building (Washington ave. Entrance) about 2 parking spots will be available for employees to use in front (Memorial Ave entrance).

OUR TRANSPORTATION

Tiny Steps will have 1 van licensed, insured transportation vehicles for transporting children to and from home and to and from school as well as occasional center –sponsored field trips. All drivers will participate in special defensive driver’s course training and later undergo annual refresher training; as part of our driver qualification process, driving records will be reviewed annually. Additionally, transportation drivers will be tested initially, then randomly, for substance/alcohol use.

Transportation will be provided for students who can be safely transported in center vehicles. Car seat regulation will be strictly followed. Our staff will be prohibited from transporting any child in their private vehicles.

Tiny Steps - Where everyday a story is waiting to be told.

We believe a whole child is a happy child. Here, children will find a rich, nurturing environment where learning is fun, the curriculum grows as skills increase, and passionate teachers will turn every learning moment into a positive experience. In short, it's a place where parents can be confident that their child will thrive.

CENTER MANAGEMENT

Management will be available to answer questions, discuss concerns, and help with the educational and development needs – at any time the center is open.

OUR TEACHERS

Everyone of our teacher will go through the same rigorous hiring process to ensure their dedication and passion – and their ability to meet the developmental and emotional needs of our children. We confirm all professional references and conduct national criminal background screenings. Each member of our staff will meet or exceed the qualification requirements set by state law. Staff also will complete a full orientation and attend a comprehensive training program. We are committed to providing the community a center of EXCELLENCE.

PROFESSIONAL DEVELOPMENT

Every year, we set aside time for developing and elevating our employees' professional skills. We strongly believe training allows our teacher to better assist parents and their child (ren) this will be a continued commitment to our own education that will allow us to continue to provide outstanding quality care in our community.

OUR EDUCATIONAL PHILOSOPHY

Learning is meant to be a natural, joyful experience. Our goal is to help children develop socially, emotionally, physically and intellectually.

Children thrive when the process of discover is lovingly encouraged and gently reinforced. All children need opportunities to be responsible, to make choices, and to be treated with respect. Our program encourages child's growth and development with early learning experiences that will build a strong foundation for children's' social, emotional, physical and intellectual skill.

We believe that each child has unique talents and interests. Our teacher will honor those differences by providing children with customized attention and activities that enable them to learn and grow at his or her own pace and in their own way. Our hands on approach, combined with our balance curriculum, will encourage children to become confident, happy, self-aware and productive community member.

UNDERLYING PRINCIPLES

1. Children learn through active exploration
2. Children initiate their own learning
3. Learning takes place through open-ended experiences
4. Adults are facilitator of children's learning.

DAILY SCHEDULE

- **Toddlers , Preschoolers and School Agers**
 - a. Daily whole group instruction (8:00 am – 10:00am)
 - b. Balanced attention to Play time (10:05-10:45 am) and (5:20 to 6:45pm)**
 - c. Balance attention to nutrition (11:15-11:45 am) and (6-6:30pm)
 - d. Development of child's confidence, self-esteem through music and art (2:15-3:00pm) and (6:45-7:15)
 - e. Learning area focus on dramatic play, creative arts, language, and sensory exploration (3:00 – 4:00pm) and (7: 20 – 7:45pm)
 - f. Regular communication between (4:15-5:30pm) and as parents get picked up or children are dropped off.
 - g. Rest (11:50 – 1:45) and (8:00pm till pick up or drop off)**

ASSESSMNTS

We will use a variety of methods and tools – including observations, portfolios, and developmental checklist – to continuously monitor and support children's development. We understand that constant monitoring is the key.

PARENT – TEACHER CONFERENCE

Two or more times a year, we'll sit down with parents and talk about their child's achievements and accomplishments in the classroom. This will also be a time to partner with parents and ask for their observations about their child's development, as well as any questions or relevant information either the parent or teacher would like to discuss.

SCHOOL AGE HOMEWORK CENTER

Doing homework is an important activity, and our teachers will be available to help. It will not be mandatory, but help will be available for any school age child. The homework center will be equipped with materials and supplies to support children's needs, and we will use a Homework Log to track children's participation. We will provide guidance while allowing the children to complete his or her own assignments. This will not be used to replace Parents involvement or their role in the homework process/ instead, we will support it. AS its best when staff, children and families have a clear understanding of one another's roles and expectations, we ask that the parent and child to discuss what homework was done during the program.

EMERGENCY SITUATIONS AND EVACUATION PLANS

To maintain a safe environment, we will make every attempt to be prepared for potential emergency situations. We will regularly schedule and practice emergency evacuations as required by our state child care licensing regulations. In addition, an emergency plan and list of procedures will be posted in each classroom.

Statement of Safety for Special Use

Protection of Public Health Safety and Welfare

The public health, safety and welfare will be protected in a nurturing manner while the facility is open for business. There is an enormous need for quality educational systems in Racine area. Tiny Tots will ensure to make the building an asset to the community. The facility will provide quality education services, training and in-services for teachers, and nurturing programs for the parents 1407 S Memorial Dr. will be another area that drugs and prostitution will be prohibited in the Racine community.

Protection of Property

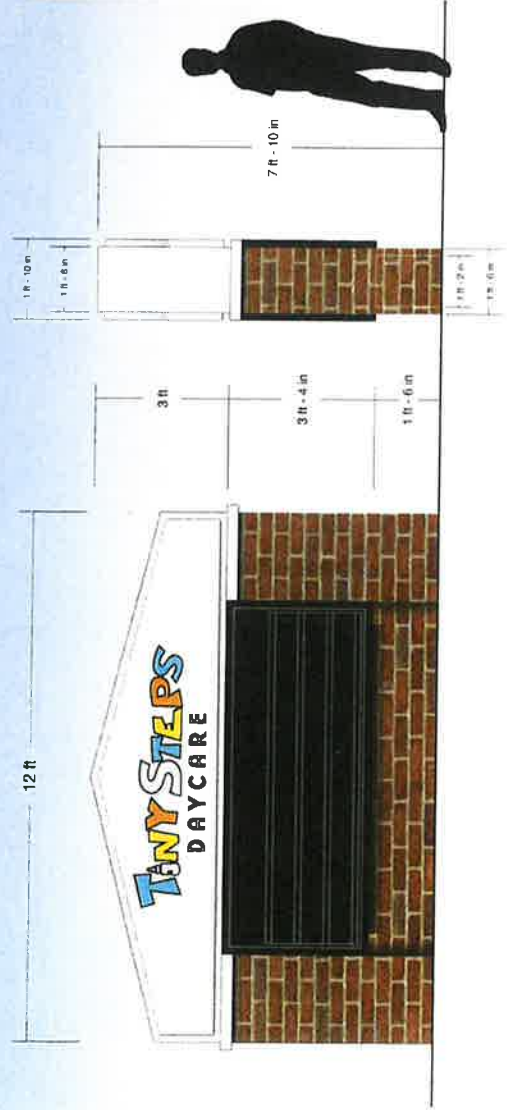
The surrounding neighborhood has both single family homes, duplexes along with multifamily complexes within a half mile demographic radius. The facility covers the block and is adjacent to two business on east and west of the facility. We are committed to doing our part to ensure that the community remains safe.

Traffic and Pedestrian Safety

Washington Ave has a busy traffic zone; however, the traffic will not affect pedestrians from safely having access to the facility. The business will have a 100 ft loading zone in front (from parking lot) of the building which would allow cars and small buses to pick-up and drop-off children. The staff will also be allowed to use the parking lot for parking lot. Visitors and/or parents will be able to park in the parking lot on east side of the building. The facility will not have any direct neighbors living in the residential homes adjacent to the facility therefore no concern for residential neighbor parking

Consistency with Comprehensive Plan

The area in which the facility is located was built for commercial usage. The business will be consistent with commercial usage, plus it will provide a positive outcome for the residents living within the demographic area of Washington Avenue and South Memorial Dr.



COVERED CARE / MONUMENT SIGN

ONE (1) DOUBLE SIDED, ILLUMINATED MONUMENT SIGN
 FABRICATED ALUMINUM CABINET W/ 2" DEEP ROUTED ALUMINUM PAN FACES, BACKED W/ WHITE LEXAN
 ILLUMINATED READER BOARD CABINET W/ LOCKING PROTECTIVE COVER, THREE LINES OF
 4" HEADER TRACK (ZIP-LITE REVERSE COPY SYSTEM)
 INTERNAL FLUORESCENT ILLUMINATION
 BRICK BASE BY OTHER

*NEW 1/8" ROUTED ALUMINUM FACES BACKED W/ WHITE LEXAN

(DIGITAL VECTOR LOGO REQUIRED)

Michael's Sign
 "We Protect Your Image"
 PH: (202) 554-2000
 TOLL FREE: (800) 844-8110

Client: TINY STEPS
 Address: 1497 S MEMORIAL DR
 City, State: FAYETTE WISCONSIN
 Sales Rep: DAN RADKE

Date: 4-14-22
 Drawing #: 000
 Sheet: 1 of 1
 Scale: 1/8" = 1'
 Designer: KD

REVISION:

Quantity: 3
 Sign Specifications:
 NOTED ABOVE

Paint Colors:

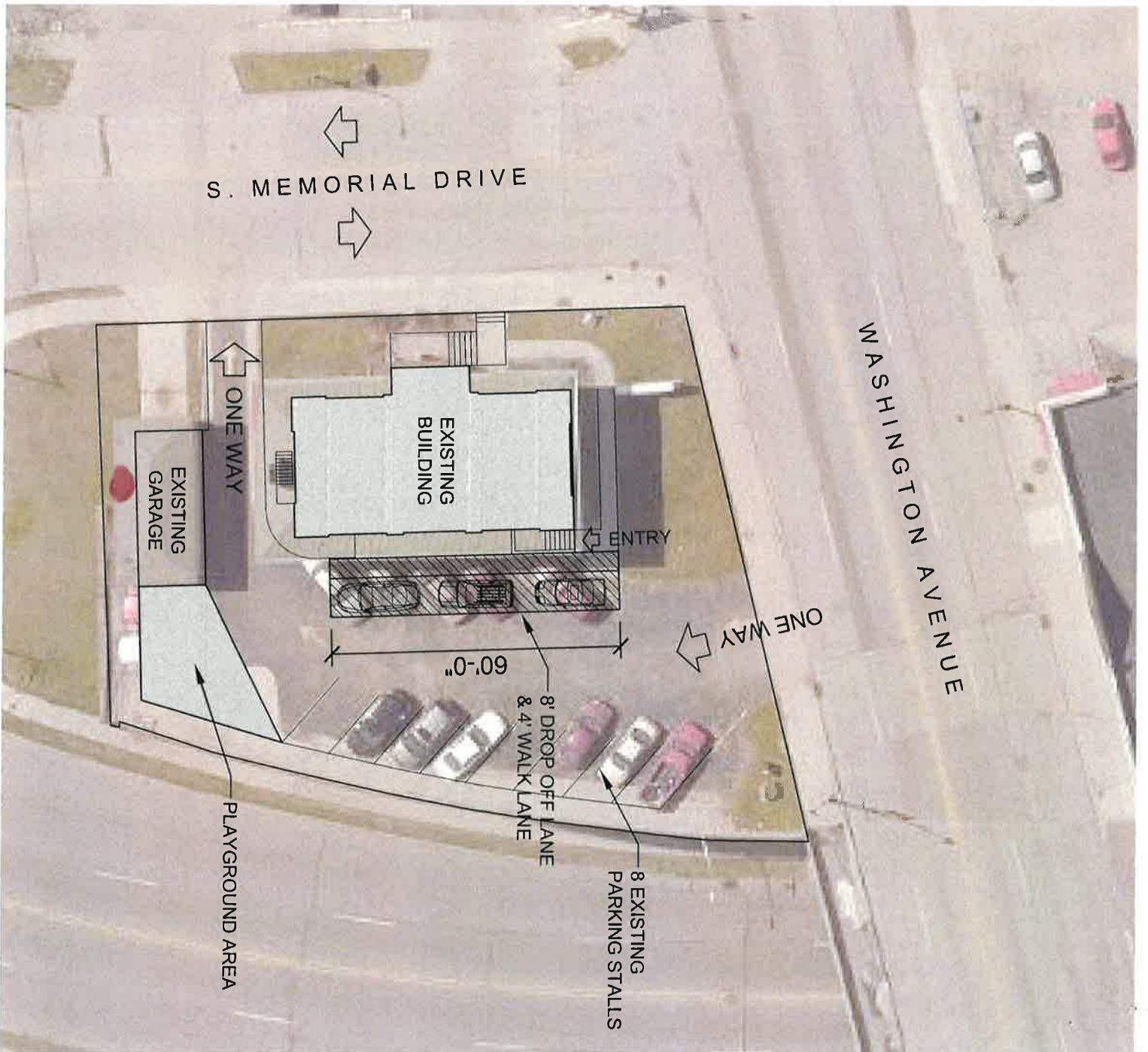
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 Vinyl Film Colors:

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Client Signature: *[Signature]* 4/15/22
 NOTICE: Michael's Sign, Inc. does NOT provide primary electrical to sign location. RESPECTFULLY OF OTHERS
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NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK INVOLVED IN THIS PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH TO THE ACTUAL FINISHED PAINTED PRODUCT.



Minds of Tomorrow Playground

Please find attached the specifics and images for the playground:

The Playground area will be on mainly Grass/turf.

The "Y" pathway and the underground of the clubhouse will be of rubber mulch.

The Stepping-stones will be of natural tree logs (various diameters and thickness) that will be placed on the exterior of the playground.

The 2 Raised Garden beds will be made of cedar 2'x3'x15" (WxLxD)

The bridge will be of Cedar and specifications are 2'x4'

Typical birdbath fountain will be purchased from local greenhouse.

Climbing Ramp specification triangle is 24" tall x 31.5" long and ramps are 12" long by 43.3" tall.

The Clubhouse will be purchased from little tykes and its dimensions are 139"x93.44"x80.9"

Shrubs will vary from placing clematis that will climb next to the garage, peonies, garden phlox and geraniums.

