



# Application for Public Hearing SPECIAL USE PERMITS

YOU MUST PROVIDE THE FOLLOWING INFORMATION: IF ADDITIONAL SPACE IS NEEDED, ATTACH EXTRA PAGES TO THE PETITION.

Name of Business (If applicable): Montessori Academy Spanish Immersion Inc.

Address/Location of Property in Question: 308 Madison St. Oak Park, IL 60302.

Property Identification Number(s)(PIN): 16 08 318 008 0000

Name of Property Owner(s): Madison Investors LLC 90 City Park

Address of Property Owner(s): 1135 Chicago Ave. Chicago 60642.

E-Mail of Property Owner(s): andy@citypark Phone: 312-863-8968

If Land Trust, name(s) of all beneficial owners: (A Certificate of Trust must be filed.) \_\_\_\_\_

Name of Applicant(s): Mary Lubinow.

Applicant's Address: 1217 N. Harlem Ave. Unit A. Oak Park, IL 60302

Applicant's Phone Number: Office 630-670-7521 E-Mail melvia71@hotmail.com

Other: \_\_\_\_\_

Project Contact: (If Different than Applicant) \_\_\_\_\_

Contact's Address: \_\_\_\_\_

Contact's Phone Number: Office \_\_\_\_\_ E-Mail \_\_\_\_\_

Other: \_\_\_\_\_

Property Interest of Applicant:  Owner  Legal Representative  Contract Purchaser  Other

(If Other - Describe): \_\_\_\_\_

Existing Zoning: NC Describe Proposal: Spanish Immersion day care for children 3 to 6 years old, on after school program.

Size of Parcel (from Plat of Survey): \_\_\_\_\_ Square Feet

Adjacent:	Zoning Districts	Land Uses
To the North:	<u>NC</u>	_____
To the South:	_____	<u>Julian M. Sch.</u>
To the East:	<u>NC</u>	_____
To the West:	<u>NC</u>	_____

How the property in question is currently improved?

Residential     Non-Residential     Mixed Use     OTHER: \_\_\_\_\_

Describe Improvement: \_\_\_\_\_

Is the property in question currently in violation of the Zoning Ordinance?    Yes     No

If Yes, how? \_\_\_\_\_

Is the property in question presently subject to a Special Use Permit?    Yes     No

If Yes, how? \_\_\_\_\_

If Yes, please provide relevant Ordinance No.'s \_\_\_\_\_

Is the subject property located within any Historic District?    Yes    No

If Yes:     Frank Lloyd Wright     Ridgeland/Dak Park     Gunderson

From what Section(s) of the Zoning Ordinance are you requesting approval / relief?

Article: \_\_\_\_\_ Section: \_\_\_\_\_

Article: \_\_\_\_\_ Section: \_\_\_\_\_

Article: \_\_\_\_\_ Section: \_\_\_\_\_

Explain why, in your opinion, the grant of this request will be in harmony with the neighborhood and not contrary to the intent and purpose of the Zoning Ordinance or Comprehensive Plan;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) certify that all the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I (we) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Oak Park for the purpose of securing information, posting, maintaining and removing such notices as may be required by law.

Mary Lubinus

(Printed Name) Applicant

M. Lubinus

(Signature) Applicant

06-25-2020

Date

Andy Whitow

(Printed Name) Owner

Andy Whitow

(Signature) Owner

6/27/2020

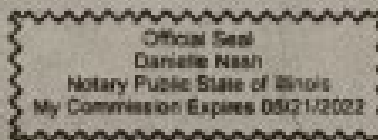
Date

**Owner's Signature must be notarized**

SUBSCRIBED AND SWORN TO BEFORE ME THIS

28 DAY OF June 2020

  
(Notary Public)



Updated September 2017

Petition for Public Hearing  
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## Special Use Standards

The establishment, maintenance, and operation of the proposed special use will not have a substantial or unduly adverse impact on the neighborhood or endanger the public health, safety, or welfare.

**Answer:** Montessori Academy Spanish Immersion is a well known daycare, which will provide education and care in a full day setting, for children 15 months to 6 years old, and an after school program for children up to 12 years old. According to our research, most quality programs in the area have a wait list for enrollment. Our school location will be very convenient to attract more visitors to the recently renovated Madison St. and it will bring more consumers to restaurants, and local small businesses in the area. Our clients daily interaction with our school will make them aware of the services offered in the surroundings. Also it will be a convenient after school choice for the three big schools that are nearby, Percy Julian Middle School, Brooks middle school and Longfellow Elementary school. Montessori Academy Spanish Immersion will be the best option to learn Spanish in the area, as the closest school that offers Spanish receives children 3 years and older, while we provide care for children from 15 months of age. This location is ideal for a daycare center, due to its proximity to public transportation (The Green Line and Metra), its proximity to public parks, New moms, the Oak Park park district buildings and other community facilities.

2. The proposed special use is compatible with the general land use of adjacent properties and other property within the immediate vicinity.

**Answer:** Montessori Academy Spanish Immersion business model is compatible with the general land use of adjacent properties and other properties within the immediate vicinity. There won't be an adverse effect upon adjacent properties immediately to the west or east on Madison Street. West of the property is Dr. Richardson's Neighborhood family Practice office and to the east is Magnificent Barber shop, neither business will feel competition from Montessori Academy Spanish Immersion. South, across the street from the property on Madison Street, is CVS pharmacy. All these businesses will benefit from the increased amount of families visiting the area. The proposed location benefits from two hour parking available along Madison St. west/eastbound, which is directly in front of the building to be used by parents if needed, also with two hour parking spots on the street perpendicular to it, Cuyler Ave. We project to have 2 classrooms in our school, for which we will have 3 workers. Our staff will be able to park without restriction on south/northbound along Ridgenland ave, from Madison St. towards Longfellow park, also around Longfellow park on Adams and Cuyler Ave. Percy Julian middle school is located behind the building, their school hours are 9:00 am - 3:30 pm Monday -Friday. Our drop off times will be 7:30-8:25 am, and pick up times 4:30 pm - 6:00 pm, therefore there won't be a conflict between the two schedules. Drop off and pick up should only occurs at the north side of Madison St. or parking lot via a rear alley. There are drop off and pick up protocols designed for the parents and staff to follow that are published in the Montessori Academy Spanish Immersion Parent Handbook. If adjustments or repairs are required, they will be made according to the Village of Oak Park and State code regulations.

3. The special use in the specific location proposed is consistent with the spirit and intent of this Ordinance, adopted land use policies and the Comprehensive Plan.

**Answer:** Montessori Academy Spanish Immersion is consistent with the spirit and intent of this Ordinance, adopted land use policies and the Comprehensive Plan and will continue in the daycare center. Montessori Academy Spanish Immersion has been operating as a home day care since August 2009. From the beginning of our operations, we have followed the five core values of diversity, urban sustainability, respect for Oak Park's history and legacy, collaboration and cooperation, and enhancing neighborhoods define much of who we are as Montessori Academy Spanish Immersion. Our school is and

will be a welcoming community of diverse families, celebrating the uniqueness of each individual child from different cultures, ethnic backgrounds and socioeconomic status. The owner of Montessori Academy Spanish Immersion has been member of the Oak Park community since 2002. Mary Lubinus is a brown woman, who came from Colombia, South America, to Oak Park in 2002 with her husband Heinrich Lubinus. Her children were born here and currently attend Horace Mann and OPRFHS, they have established life-long friendships and roots in the community. Montessori Academy Spanish Immersion is a member of the Collaboration for Early Childhood Education, and full member of American Montessori Society. We strongly believe that families need quality and reliable care for their children, as a community we can all work together to achieve this goal.

4. The special use meets the requirements for such classification in this Ordinance.

**Answer:** Day-Care facilities in this District shall be permitted as special uses according to the district regulations. We are continuing our licensing procedures through the State of Illinois through the Department of Child and Family Services. We have been in contact with our DCFS licensing rep, Miss Margo Cralle.

Section 8.4 G. Day Care Center requires the following:

**1. Day care centers must meet all federal, state, and local requirements including, but not limited to, licensing, health, safety, and building code requirements. Open space and/or recreational areas must be provided as required by the State of Illinois licensing requirements.** Montessori Academy Spanish Immersion has been operating as a licensed home daycare since 2009, is aware of all the requirements to operate a day care and has been in contact with Ms. Margo Calle from DCFS to have all the documents/forms required for the program as a center.

**2. Any outdoor play areas must be physically separated from any parking areas and enclosed by a fence a minimum of six feet and a maximum of seven feet in height. No open space and/or play areas may be located within a required front or corner side setback.** For playtime, Montessori Academy Spanish Immersion will walk the children to nearby parks as Longefellow Park, located one block from the daycare.

**3. A pickup/drop off area must be provided. When a day care center is part of a multi-tenant retail center, the pickup/drop off area must not interfere with vehicle circulation in the parking lot, including blocking of the drive aisle.** Montessori Academy Spanish Immersion has designed a pick up and drop off procedures to make sure it won't interfere with vehicle circulation. The procedures will be published in the Parent Handbook. Our drop off times will be [7:30 am-8:25 am](#), and pick up times between [4:30 - 6:00 pm](#). We will also request the parents to text us 15 minutes before picking up their children to make sure we have them ready to avoid any waiting time. We expect that the pick up and drop off process won't take more than 5 min per child. [7:30 am - 8:25 am](#) will be enough time for 30 parents to drop off their children, and pick up time will be easier as parents don't come all at the same time.

#### Drop-off and Pick- up Protocols

In order to keep children safe, and keep drop-off and pick-up as efficient as possible, Montessori Academy Spanish Immersion has adopted these protocols. We ask that all caregivers review and follow the protocols in order to contribute to our safe community culture and demonstrate consideration and respect for all:

- Drop-off and pick-up should ONLY occur at the north side of Madison St. or parking lot via a rear alley.
- Vehicular access to the parking area would be from Cuyler Ave. turning westbound through the alley, exiting on Ridgeland Ave. Both streets are accesible from the south via Madison St.
- Bring your car to a complete stop before your child enters or exit the car.
- Have your child sit in the the passenger seat.
- Students need to exit on the left side of the car.
- The students will be escorted into and from the facility by the staff.
- Do not release your child until a teacher is outside on duty.
- Drivers must remain in their vehicle while parked in alley during drop-off and pick-up times. The alley is to be used for drop-off and pick-up times from:  
7:30 am – 8:25 am  
4:30 pm – 6:00 pm
- Students should be COMPLETELY ready to exit the car before entering the drop zone. Make sure your child has everything in hand, so he/she can quickly safety get out of the vehicle.
- Please refrain from using your cellphone in this area.
- The drop-off and pick-up process should not exceed 5 minutes.
- If prolonged parking is needed, park on the designed parking spots for this matter: up to two West/eastbound on Madison Ave., and North/Southbound on Cuyler Ave., in case two more hours parking is required, parking without restrictions will be available south/northbound along Ridgeland Ave. From Madison St. towards Longfellow Park, and also around Longfellow Park on Adams St. And Cuyler Ave.
- In case there is any question about pick up and drop off procedures, please call the daycare office 630-670-7521.

Please see below pictures of the availability of parking in the surroundings.

Blue color: 2 hours parking limit

Red color: alley behind the building, for drop off/pick up procedures

Yellow color: streets without parking restrictions

ADJUST



7:29

LTE

Our Lady Chapel

Percy Julian Middle School

Rental

Shell

Madison

Text

Adams St

Father's House Christian Church

Longfellow Park  
Good for kids

S Elmwood Ave

S. Springfield Ave

Google

AUTO

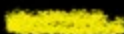
Long Eler



2 hours



Alley behind the building



No restrictions

Cancel



Done

Return

7:29

LTE

Oak Park Elementary  
School District 9

Maysa's Hair

Madison St

S Cuyler Ave

S Ridgeland Ave

Adams St

Adams St

Father's House  
Christian Church

Longfellow Park  
Good for kids

Google





### Pick up and drop off procedures

Percy Julian Middle School hours are [9:00 am - 3:30 pm](#) Monday-Friday. Our drop off times will be [7:30 am-8:25 am](#), and pick up times between [4:30 - 6:00 pm](#), it seems that there won't be a conflict between the two schedules. We can also request the parents to text us 15 minutes before picking up their children to make sure we have them ready to avoid any waiting time. We expect that the pick up and drop off process won't take more than 5 min per child.

[7:30 am - 8:25 am](#) will be enough time for 30 parents to drop off their children, and pick up time will be easier as parents don't come all at the same time.

MASI will have a total of 3 workers available on site all the time. The staff can park south/northbound along Ridgeland Ave. from Madison St. towards Longfellow Park, also around Longfellow Park on Adams St. And Cuyler Ave. These streets don't have parking restrictions.

Please see below pictures of the availability of parking in the surroundings.

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Red color: alley behind the building, for drop off/pick up procedures

Yellow color: streets without parking restrictions

### Drop-off and Pick- up Protocols

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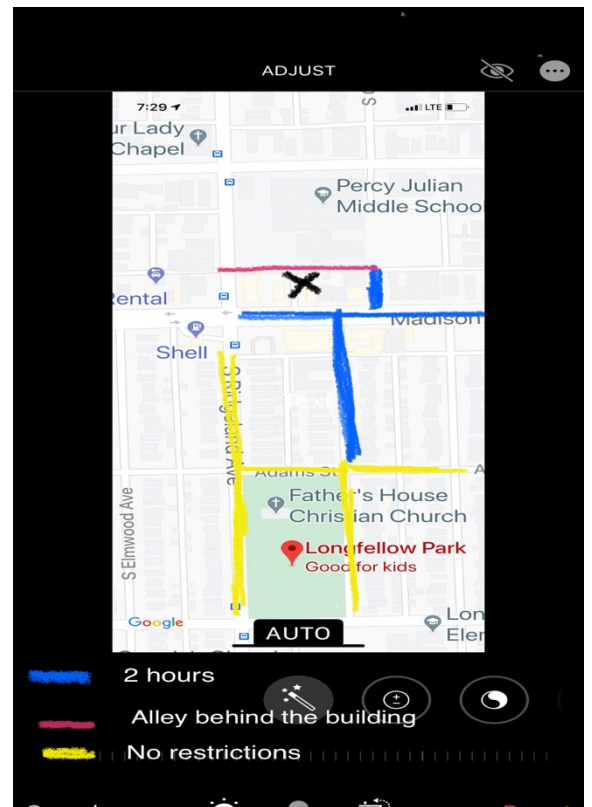
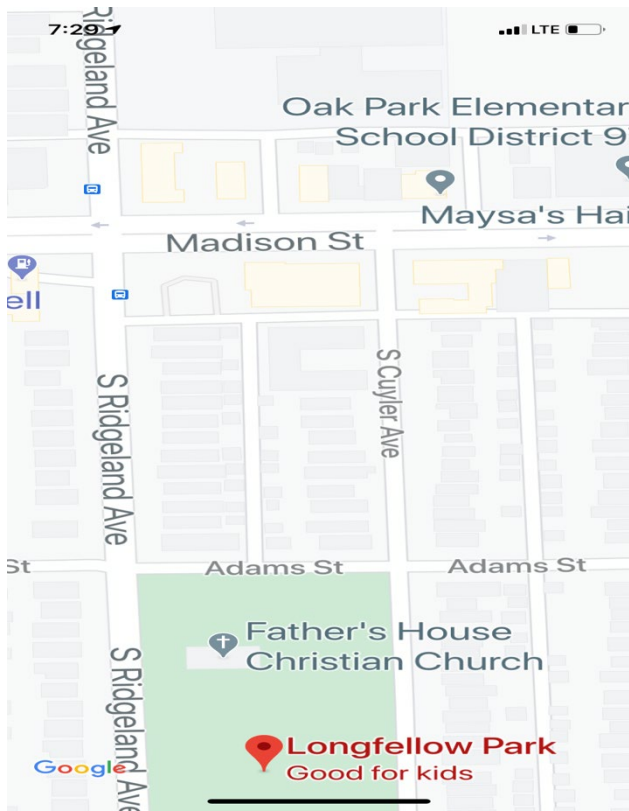
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- In case there is any question about pick up and drop off procedures, please call the daycare office 630-670-7521.



Kitchen  
5' X 9'

Storage  
5' X 8'

HV  
AC

Sitting  
Area  
9' X 8'

Office  
9' X 11'

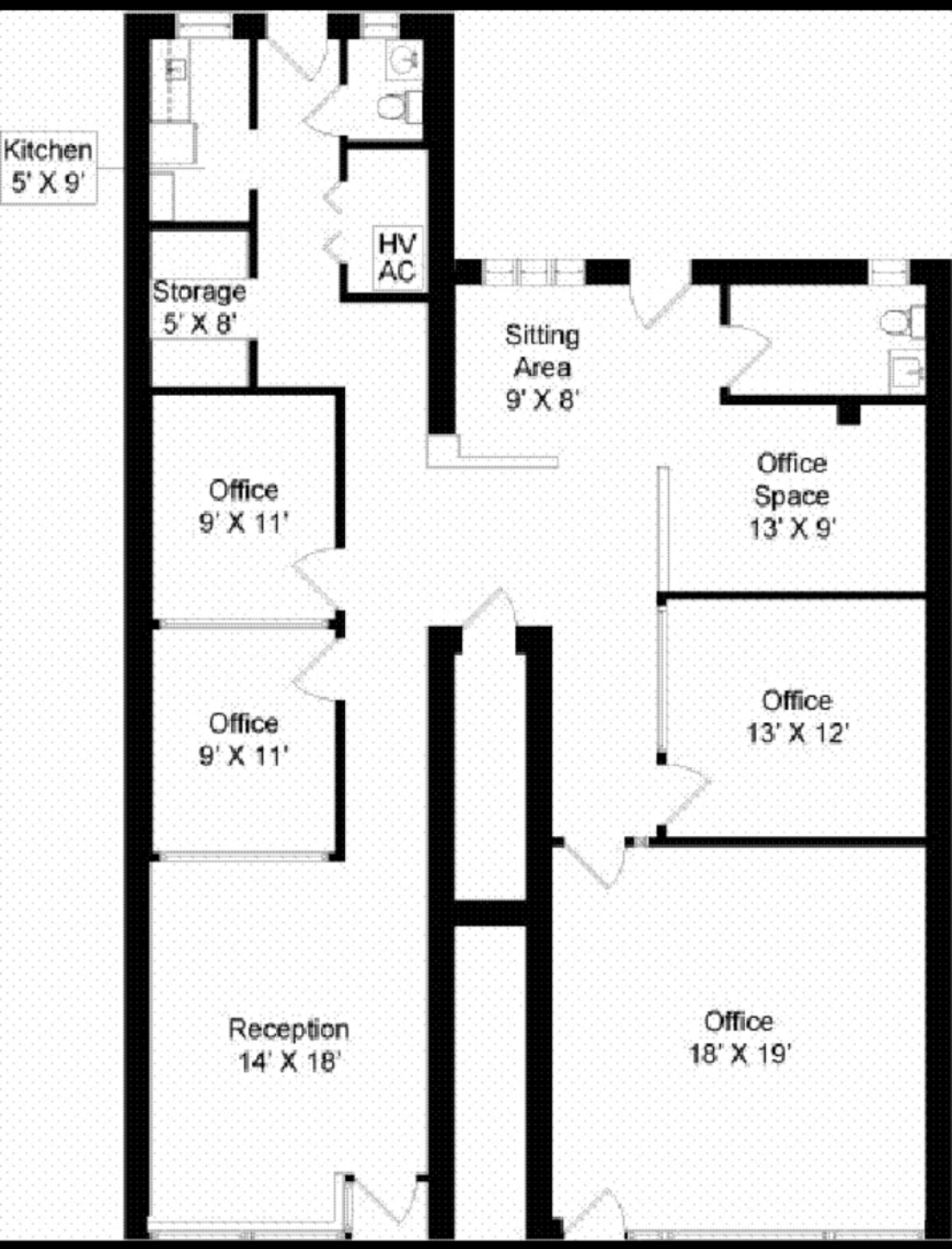
Office  
Space  
13' X 9'

Office  
9' X 11'

Office  
13' X 12'

Reception  
14' X 18'

Office  
18' X 19'





## PROJECT SUMMARY

NAME OF THE COMPANY	<u>Montessori Academy Spanish Immersion Inc</u>
BUSINESS PURPOSE	<u>Daycare and before/after school program.</u>
KIDS CAPACITY	<u>32</u>
TYPE OF ORGANIZATION	<u>S Corporation</u>
IN BUSINESS SINCE	<u>August 2009</u>
OWNER AND MANAGER	<u>Mary Lubinus</u>

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Montessori Academy Spanish Immersion Inc., MASI, ~~an S Corporation that~~ provides day care services mainly to the suburbs of Oak Park, River Forest, Forest Park, and Chicago area. ~~This mid-sized child care facility serves~~We serve children from three years to six years of age and after school program ~~for kids~~ up to twelve years old. ~~Their~~Our services are safe and secure, providing the parents with an excellent place where their children can be taken care of.

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### Mission

MASI provides a nurturing, safe and stimulating environment that promotes respect for diversity, independence, positive self-esteem, and social-cognitive development in children helping them to become successful in all areas of life.

### The Market

The child-care market is quite competitive in the Oak Park area. There are over 15 Montessori programs, of which at least 4 of them offer Spanish immersion programs. MASI will implement three strategies to differentiate itself.

The first is to provide a quality service that is very difficult to beat. During its more than ten years of history, MASI has maintained high quality standards. Although we do not give any explicit or implicit guarantee of results, since each child's cognitive, emotional and physical development process is different, thanks to having a very competent, committed and motivated work team, our reputation among those who have been our clients is that in addition to providing children with an excellent loving and nurturing environment, the children who have gone through MASI can read in Spanish, are able to fluently use the language in spoken and written form, and arrive at kindergarten with superior skills in areas essential for their growth.



The second differentiating characteristic of MASI is having a benchmarked customer service. A customer-centric philosophy has been immersed within the entire school since we started in 2009. MASI employees are trained in how to interact with both parents and children. All of our clients have stayed with us until their children enter kindergarten, except in those cases in which the parents move from the city due to their work. Business has grown through personal referral and word of mouth and there is currently a waiting list for our services.

The third one is that we have a well-being program that helps employees achieve all their physical, emotional and professional needs. MASI's employees feel loved, appreciated and well remunerated. We understand that our workers must be able to see that there is a good future for them working for MASI. We accommodate our employees' schedules taking into account their personal and family needs. We provide our employees with opportunities for training and growth within the organization.

### The customers

MASI's target market is full-time working couples, Hispanic heritage families who want their children to keep the language, and multi-lingual families who are interested in their children to learn a third language. ~~MASI's target market is full-time working couples, Spanish heritage families who want their children to keep the language, and multi-lingual families who are interested in learning a third language.~~

### Services

MASI offers Spanish Immersion child care services and uses Montessori curriculum for instruction. MASI works with kids from 3 to 6 years old. MASI also offers before and after school program for kids up to 12 years old. MASI's hours of operation are from 7:30 am to 6:00 pm, Monday through Friday.

### Location and Facilities

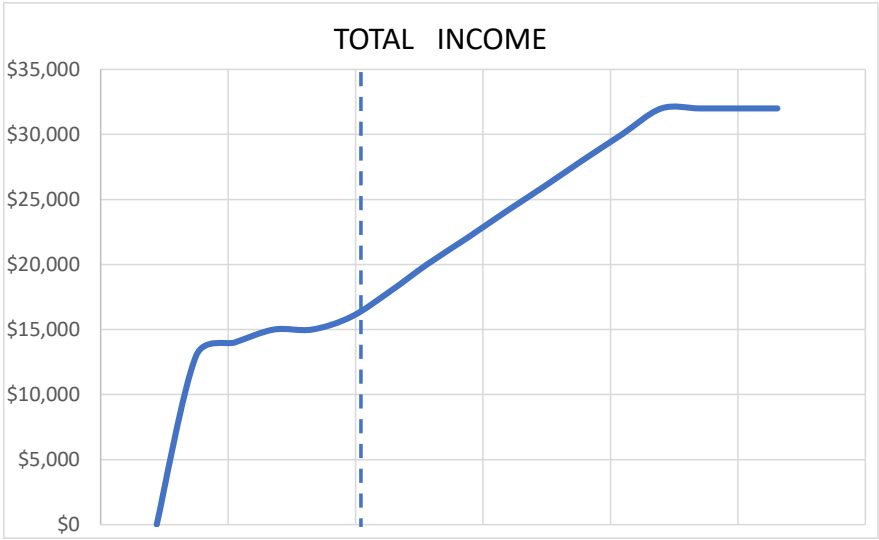
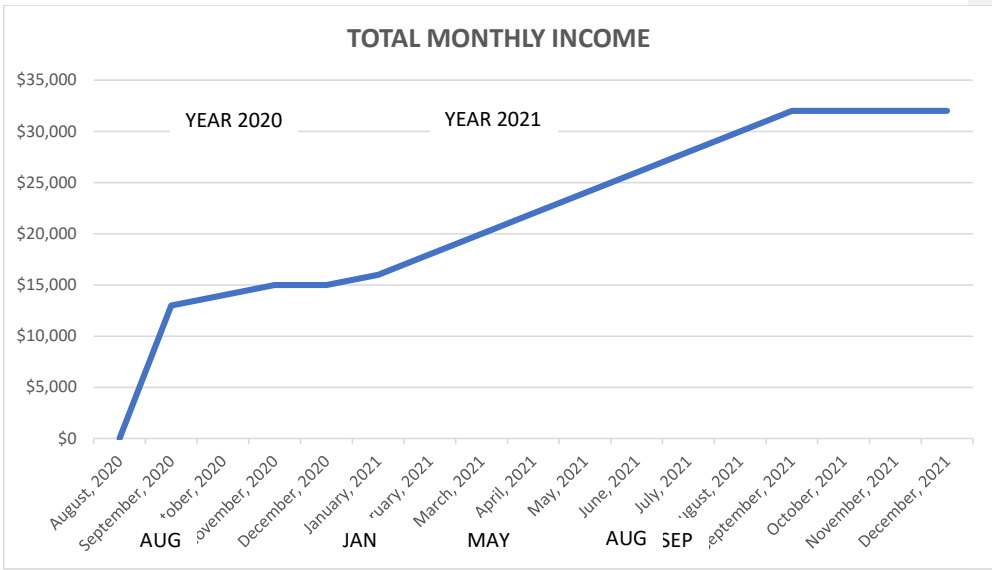
MASI plans to move its operations to a new place. The facility is a store front 2,024 sq. ft. commercial property located at 308 Madison Ave. in Oak Park, IL. For recess, MASI will use the facilities of Longfellow public park, located on 610 S. Ridgeland Ave., 0.3 mi, 6 minutes away by walking.

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## INCOME PROJECTION

DATE	INCOME
August 1, 2020	\$0
September 1, 2020	\$13,000
October 1, 2020	\$14,000
November 1, 2020	\$15,000
December 1, 2020	\$15,000
January 1, 2021	\$16,000
February 1, 2021	\$18,000
March 1, 2021	\$20,000
April 1, 2021	\$22,000
May 1, 2021	\$24,000
June 1, 2021	\$26,000
July 1, 2021	\$28,000
August 1, 2021	\$30,000
September 1, 2021	\$32,000
October 1, 2021	\$32,000
November 1, 2021	\$32,000
December 1, 2021	\$32,000

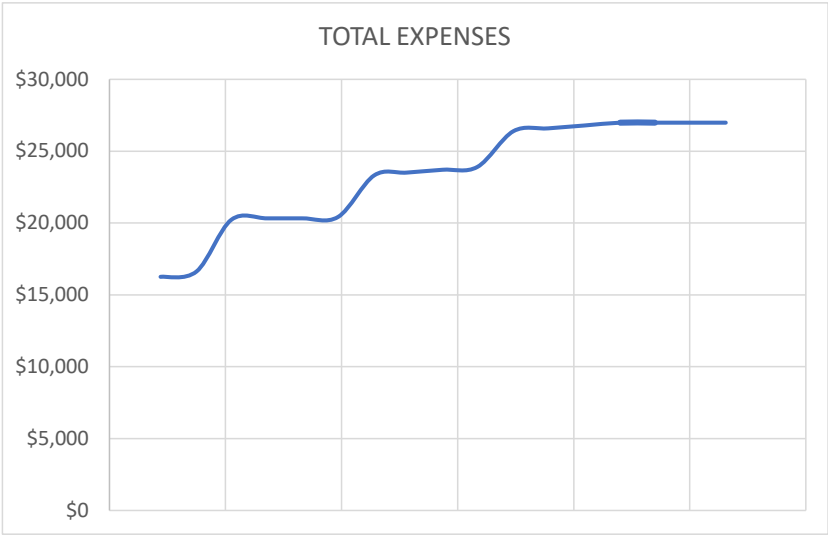
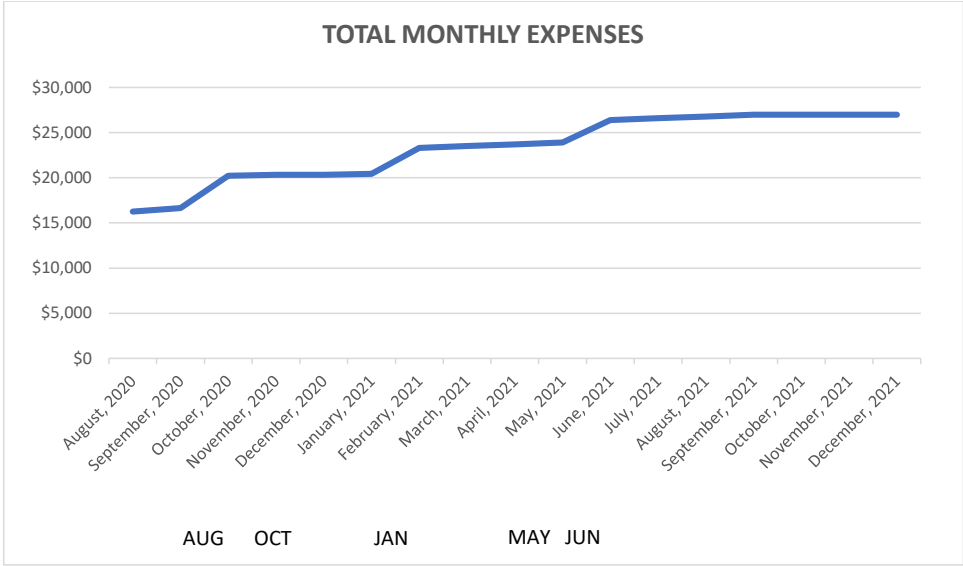


**EXPENSES PROJECTION**

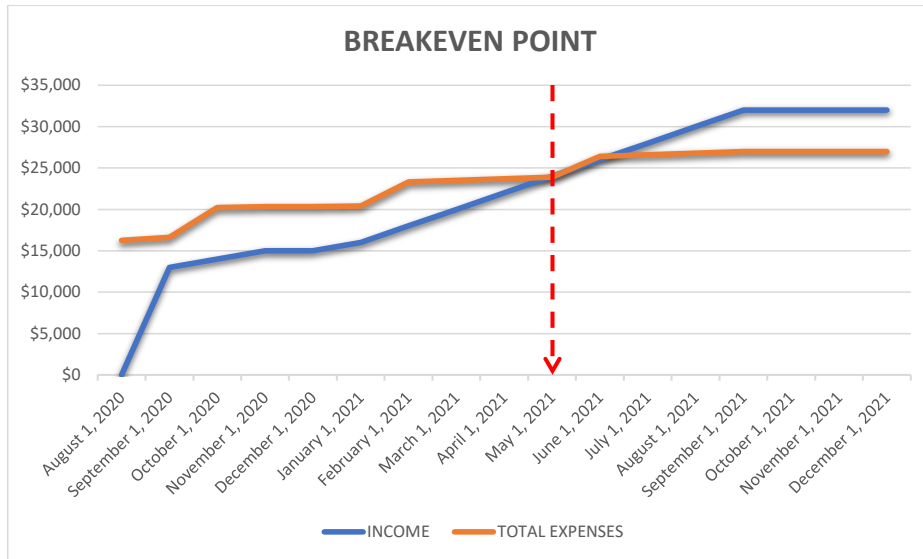




DATE	INCOME
August 1, 2020	\$16,259
September 1, 2020	\$16,630
October 1, 2020	\$20,229
November 1, 2020	\$20,328
December 1, 2020	\$20,328
January 1, 2021	\$20,427
February 1, 2021	\$23,313
March 1, 2021	\$23,511
April 1, 2021	\$23,709
May 1, 2021	\$23,907
June 1, 2021	\$26,392
July 1, 2021	\$26,590
August 1, 2021	\$26,788
September 1, 2021	\$26,986
October 1, 2021	\$26,986
November 1, 2021	\$26,986
December 1, 2021	\$26,986



**BREAKEVEN ANALYSIS**



# LOCATION MAP

