



City of Chicago



O2015-3286

Office of the City Clerk

Document Tracking Sheet

Meeting Date:	4/15/2015
Sponsor(s):	Maldonado (26)
Type:	Ordinance
Title:	Loading/Standing/Tow Zone(s) at 2921 W Division St
Committee(s) Assignment:	Committee on Pedestrian and Traffic Safety

MEMORANDUM FOR TRAFFIC REGULATIONS

15 Minute Standing Zone :

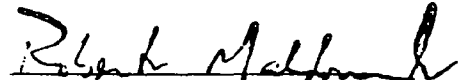
Street(s): Division Street

Location: 2921 W. Division Street

Distance / Extent: Install signs directly in front of 2921 W. Division st.
(contact has floor plans with exact location required)

Hours/Days: Monday through Friday from 6:30am to 6:30pm

West Town Daycare
2921 W. Division Street
Chicago, IL 60622
Billing Address: 1111 N. Sacramento Ave.
Chicago, IL 60622
Contact: Alexander De La Cruz
Office #773-533-7304


Roberto Maldonado
Alderman, 26th Ward



Alderman Roberto Maldonado
26th Ward – City of Chicago

2434 W Division
 Chicago, IL 60622
 Tel: 773-395-0143
 Fax: 773-395-0146

Standing/Loading Zone Application

CHECKLIST

In order for your request to be reviewed, your application must be complete and include (please check off):

- Letter on company letterhead requesting a standing zone or loading zone, specifically detailing the reasons for the zone. If there is not enough room on this application to answer all questions fully, please provide this information in your letter.
- Two photographs of the proposed location: one from across the street directed at your location and the second from the sidewalk at a property adjacent to your business
- A diagram detailing the building, sidewalk, street, proposed location of the zone and all other parking restrictions on adjacent properties, including measurements (Example provided)
- Completed Business Information Section
- Completed Loading, Standing, or Valet Zone Section
- Signed Certification Section

BUSINESS INFORMATION

Business Name: West town Daycare

Business Address/Signs Location: 2921 W. Division Street Zip: 60622

Billing Address (if different): 1111 N. Sacramento Ave. Zip: 60622

Federal Identification Number: _____ Occupancy Limit: 27

Present parking regulations at your location (meters, etc.): No parking from 7am-9am M-Fri.

Business Hours:

Monday: <u>6:30am-6:30pm</u>	Thursday: <u>6:30am-6:30pm</u>	Sunday: _____
Tuesday: <u>6:30am-6:30pm</u>	Friday: <u>6:30am-6:30pm</u>	_____
Wednesday: <u>6:30am-6:30pm</u>	Saturday: _____	_____

Length of Time at Location: _____

Number of Full-Time Equivalent Employees: 6

Scope of Business Activity: Daycare provider for six weeks to two years old.

Business Licenses Held

Contact Name: Alexander De La Cruz

Title: OWNER

Contact Phone Number: 773 750 6788

Email: delacruz1111@gmail.com

Please fill out one of the following sections according to the type of zone you are requesting.

Check if Applicable

AMENDMENT TO EXISTING ZONE

If you wish to amend an existing zone, please complete this section and fill out one of the following sections according to type of zone amendment you are requesting. Complete this section **only** if you currently have a standing/loading zone and you would like to make changes to it.

Type of Existing Parking Restriction

Loading Zone 15-Minute Standing Zone

Valet Loading Zone Other

Restriction Times for Existing Zone:

Monday	Thursday	Sunday
Tuesday	Friday	
Wednesday	Saturday	

Length of Zone: _____ feet and approximately _____ vehicle spaces

Last Invoice Number: _____ Permit Number: _____ Permit Date: _____

Please continue to one of the following sections according to the type of amendment you are requesting.

Check if Applying

15 MINUTE STANDING ZONE

Please understand that:

- Vehicles parking in standing zones are limited to 15 minutes and must have their hazards flashing while the driver is away from the vehicle.
- Vehicles extending their stay over the 15-minute time limit are in violation of the Chicago Municipal Code and are liable to receive a citation.
- Even though the standing zone is placed adjacent to your business, vehicles standing in the zone for the allotted time are not obligated to patronize your business.
- It is illegal to post additional signage in the public way, including signage, which would cause one to assert that the loading zone is reserved solely for your business.

Restriction Times Requested:

Monday 6:30 am to 6:30 pm	Thursday 6:30 am to 6:30 pm	Sunday
Tuesday 6:30 am to 6:30 pm	Friday 6:30 am to 6:30 pm	
Wednesday 6:30 am to 6:30 pm	Saturday	

Length of Zone: _____ feet or approximately 2 vehicle spaces

Reason for zone / Business activity requiring standing zone: Drop-off for children at the daycare center.

Please describe the availability / restrictions of on-street parking: M-Fri.

No parking from 7am-9am

On the average day, how many sales / visits would utilize the zone? 30 out of a total of _____

CERTIFICATION

To be completed by business owner/manager:

I hereby certify that all statements made as part of this application and any attachments herein, are true to the best of my knowledge and belief. I also understand that a standing/loading zone ordinance is introduced to the City Council at the discretion of 26th Ward Alderman Roberto Maldonado - submission of this application does not guarantee the granting of a standing/loading zone. The analysis of this application will weigh the benefits of placing the zone adjacent to my business versus the disadvantages of the reduction of available street parking in the area. I acknowledge that the issuance of a standing/loading zone is a privilege granted by the City of Chicago and not a right of my business ownership - the curb lane is and shall remain the property of the City. I agree to accept the decision of the Alderman to partially or fully accept, or deny my application.

Furthermore, I agree to follow all applicable laws as outlined by the Municipal Code of the City of Chicago, and requirements as put forth in this application and by the Committee on Traffic Control and Safety, the Department of Transportation and the Department of Revenue. I also understand that the standing/loading zone may be removed at the Alderman's discretion or at the urging of any City Department.

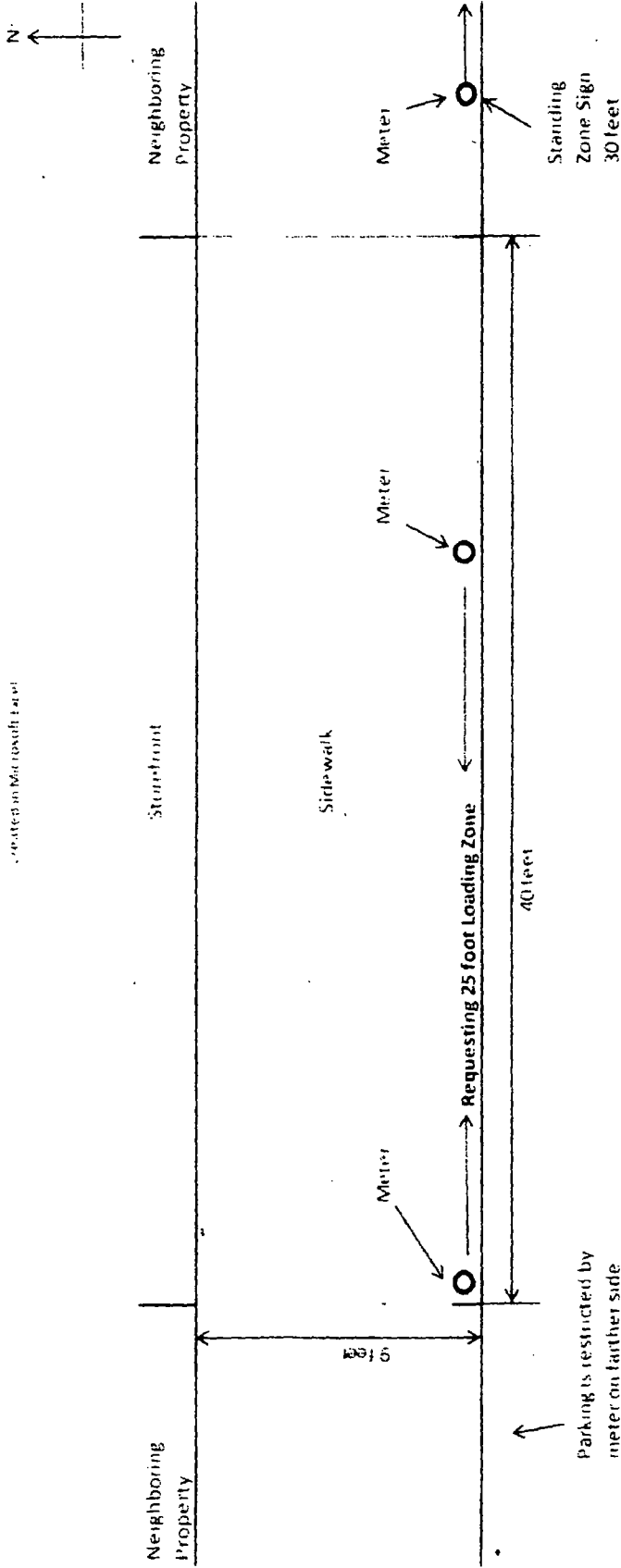
Signature *Alexander De La Cruz* Date *12/8/2014*
 Print Name *Alexander De La Cruz* Title *Owner*

Name of Business

Date of Application

Sample Diagram

Created in Microsoft Excel



Hand-drawn diagrams are acceptable



2921 W. Division, Chicago, IL 60622

December 08, 2014

Alderman Roberto Maldonado
26th Ward - City of Chicago
2434 W Division
Chicago, IL 60622

Dear Alderman Maldonado:

Re: Request for Standing Zone

I am writing to request for standing zone for parents to drop-off their children at my daycare center at 2921 West Division Street, Chicago, Illinois, 60622. The current zoning of the property is Rs-3. We will provide daycare services for children from six weeks to two years old.

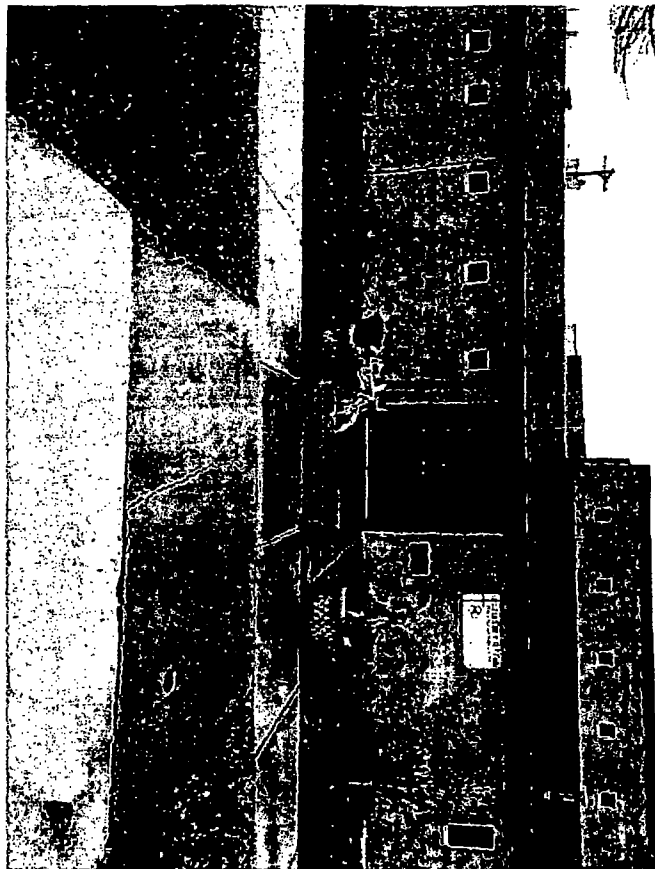
The maximum number of employees on any one shift will be six (6). There will be no other uses of the building during daycare hours. The maximum number of children for this use will be twenty-seven (27). The number and ages of the children are as follows twelve (12) infants aged six weeks to one years old and fifteen (15) toddlers aged one-year to two years old. We will be operating from 6:30 am to 6:30 pm.

Sincerely,

A handwritten signature in black ink that reads "Alexander De La Cruz". The signature is written in a cursive, flowing style.

Alexander De La Cruz









DEPARTMENT OF PLANNING AND DEVELOPMENT
CITY OF CHICAGO

December 8, 2014

Azra Hodzic
2921 W Division Street
Chicago, IL 60622

RE: Parking Determination
Proposal: Day Care Center
Location: 2921 West Division St.
West Town Daycare

Dear Mr. Hodzic:

This is in reference to a determination of the minimum off-street parking requirement pursuant to Section 17-10-207-E of the Chicago Zoning Ordinance for a day care center proposing to locate in a RS-3 Residential District.

According to the information provided, the proposed day care center will accommodate up to twenty seven children ranging from infants to five years in age. There will be up to six employees staffed on any one shift.

The standard for employee parking is one space for every three staff, resulting in a requirement of two automobile parking spaces. In addition, the parking standard requires one bicycle space for every ten automobile spaces resulting in the minimum requirement of four bicycle spaces.

Since the facility is intended for children, parking is not required for its users. However, since the children will be dropped-off and picked-up, the Department determines that one drop-off space need to be provided to accommodate those movements.

Therefore, the Department of Planning and Development determines that the minimum off-street parking requirement for the day care center should be set at two (2) automobile parking spaces, four (4) bicycle parking spaces and one (1) designated drop-off space. The drop-off space may be located on-street provided it is within a designated loading zone.

Sincerely,

Heather Gleason
Assistant Commissioner