



CITY OF GLENDALE
5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209

This meeting is in person, but will broadcast over Zoom.

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Meeting ID: 975 9968 6909

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AGENDA-PLANNING AND ARCHITECTURAL REVIEW BOARD MEETING

Tuesday, May 6, 2025

6:00 PM

Members: Chairman and Mayor Bryan Kennedy, Alderman Phillip Bailey,
Amanda Seligman, Shauntay Nelson, Fredrick Cohn, Shawn Storey,
Traci Fernandez, and Raymond Carlson (Alternate)

- 1. Roll Call and Pledge of Allegiance**
- 2. Adoption of Minutes**
 - a. Adoption of April 8, 2025, Meeting Minutes
- 3. New Business**
 - a. Business Use Approval: Caring with Hearts Childcare LLC, 5554 N. Dexter Avenue, Tax Key Number 19420160000
 - b. Business Use Approval: Open Wings Learning Community Inc., 4650 North Port Washington Road, Tax Key Number 2348012000
 - c. Review: Comprehensive Outdoor Recreation Plan (CORP)
- 4. Set the Next Meeting Date**
- 5. Adjournment**

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities. The Common Council of Glendale currently holds meetings in person at City Hall, or an alternative physical location as allowed by the City Ordinance. As a courtesy to residents, Council meetings will also be made available live on

Zoom virtual platform for viewing and possible participation. However, the City cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously. The only way to guarantee the ability to offer public comment, or view the meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.

CITY OF GLENDALE

5909 North Milwaukee River Parkway

Glendale, Wisconsin 53209

MINUTES — PLANNING AND ARCHITECTURAL REVIEW COMMISSION

Tuesday April 8th, 2025

6:00 PM.

*Members: Chairman and Mayor Bryan Kennedy, Alderman Phillip Bailey,
Amanda Seligman, Shauntay Nelson, Fredrick Cohn, Shawn Storey,
Traci Fernandez, and Raymond Carlson (Alternate)*

Roll Call

Present: Chairman Mayor Kennedy, Alderman Phillip Bailey, Commissioners Amanda Seligman (Virtual), Shawn Storey

Absent: Fredrick Cohn, Shauntay Nelson, Raymond Carlson (Alternate)

Other Officials Present: Benjamin Polony, Assistant to the City Administrator

Adoption of March 4, 2025, Meeting Minutes: Commissioner Storey made a motion to approve the March 4th minutes. Seconded by Commissioner Storey. Motion carried unanimously.

Architectural Review: New Single Family Home Construction, 5681 N Sievers Place, Tax Key Number 1670261000

There was a brief presentation by staff on a new single-family home planned to be constructed on an empty lot at 5681 N Sievers Place. Mayor Kennedy questioned the potential for the home to be brought into the floodplain. Staff acknowledged the potential and pointed out that the developer will work with city engineering staff to ensure that the homes construction is to specifications to ensure that it remains out of the floodplain.

Motion: Commissioner Storey motioned approval of staff's recommendation. Seconded by Alderman Bailey. Motion carried unanimously.

Adjournment. Commissioner Storey made a motion to adjourn. Seconded by Alderman Bailey. Motion carried unanimously. Chairman Mayor Kennedy adjourned the meeting at 6:09pm.

Minutes recorded by Benjamin Polony, Assistant to the City Administrator.



5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209

SUBJECT: Business Use Approval: Caring with Hearts Childcare LLC at 5554 N. Dexter Avenue, Tax Key Number 19420160000

FROM: Benjamin Polony, Assistant to the Administrator

MEETING: Planning and Architectural Review Commission

MEETING DATE: May 6, 2025

FISCAL SUMMARY:

Budget Summary:

Budgeted Expenditure:

Budgeted Revenue:

STATUTORY REFERENCE:

Wisconsin Statutes:

Municipal Code: 13.1.18

BACKGROUND & ANALYSIS: The applicant, Catina McCoy, is seeking to utilize their residential property at 5554 North Dexter Avenue, in the R-7 Residential District, as a home childcare business. The applicant runs Caring with Hearts Childcare LLC, in which they formerly operated their daycare home business within the City of Milwaukee. They are seeking to continue their home business at a new home in Glendale.

The City of Glendale Zoning Code permits home occupations as long as they comply with the following standards:

(1)

The home occupation use shall be conducted entirely within an enclosed structure, except those home occupations that are required by law to conduct business in outdoor spaces.

(2)

The home occupation shall not interfere with the delivery of utilities or other services to the area, such as the maintenance of a public street.

(3)

The home occupation shall not generate noise, deliveries, vibrations, smoke, dust, odor, heat, glare, or electrical interference that would exceed what is normally produced by a dwelling unit in a zoning district used solely for residential purposes. (4)

The home occupation shall not change the essential residential character of the dwelling unit. (5)

There shall be no alteration of the residential appearance of the premises, including the creation of a separate or exclusive business entrance(s). (6)

Signs for home occupations shall be prohibited. (7)

No home occupation involving outside employees or clients shall be conducted between the hours of 8:00 p.m. and 6:00 a.m. (8)

No outdoor display or storage of materials, goods, supplies, or equipment shall be allowed. (9)

The home occupation shall always comply with all other applicable laws and ordinances. (10)

The total area used for the home occupation shall not exceed 25 percent or 500 square feet (whichever is less) of the habitable floor area of the dwelling. (11)

No more than one person, other than a resident of the dwelling unit, shall be employed on the premises in connection with the operation of the home occupation. (12)

No more than 12 visits per day shall be allowed within a 24-hour period, but not more than four at one time. (13)

Vehicles:

a.

Number: Not more than two vehicles associated with the home occupation shall be kept on the premises.

b.

Size: A vehicle used for a home occupation shall not exceed 15,000 pounds gross weight, or over 16 feet in length, or have an enclosed area of a height of no more than eight feet.

c.

Signage: A sign indicating the name of the home occupation may be affixed to a vehicle that is licensed to the home occupation. The area of the sign shall not exceed three square feet (typically an 18-inch x 24-inch sign). No sign permit is required. The code also provides a list of prohibited home occupation uses, of which daycare is not a listed prohibited use. The owner/operator has shown they will be utilizing space in

the home to not exceed the 25% limit, and will keep their business hours between 6 A.M. and 8 P.M., as allowed by the ordinance, superseding what was put in their application.

RECOMMENDATION: Grant business use approval to Caring with Hearts Childcare LLC, subject to complying with code requirements pertaining to home occupations.

ACTION REQUESTED: Motion to grant business use approval to Caring with Hearts Childcare LLC, subject to complying with code requirements pertaining to home occupations.

ATTACHMENTS:

PARC Application 5554 N Dexter Ave

PLANNING AND ARCHITECTURAL REVIEW COMMISSION APPLICATION

FEE SCHEDULE

Application Type	Fee	Application Type	Fee
Standard Application	\$ 300	CSM	\$ 175 + \$15 per lot
Architectural Review:	\$ 50	Plat Review Preliminary	\$ 100 + \$5 per dwelling unit
Zoning Text or Map Amendment	\$ 250	Plat Review Preliminary - Re Application Fee	\$ 50
Zoning Text or Map Amendment - Planned Unit Development	\$ 500	Plat Review Final	\$ 50 + \$5 per dwelling unit
Conditional Use Permit - Minor	\$ 125	Plat Review Final Plat - Reapplication Fee	\$ 25
Conditional Use Permit - Standard	\$ 300	Sign Appeal	\$ 300
Conditional Use Permit - Wetland Areas	\$ 300	Street Renaming	\$ 1,000

APPLICANT INFORMATION

Name of Applicant: Catina S. McCoy
 Legal Name of Business: Caring with Hearts childcare LLC
 Name of Business Owner (if different from Applicant): _____
 Applicant Address (City, State, and Zip Code): 5554 N. Dexter Ave
 Office Phone Number: _____ Cell: 262-993-1182 Fax: _____
 Applicant E-Mail: Caringwithheartchildcare@gmail.com
 Applicants Signature: Catina McCoy Date: 04/15/2025

PROPERTY INFORMATION

Property Address: 5554 N. DEXTER AVE Tax Key Number: _____ Zoning District: _____
 Project Description: CHILD CARE CENTER
 Property Owner (if different from Applicant): MICHAEL STEGGEMAN
 Property Owner Address (City, State, and Zip Code): 929 N ASTOR ST #2601-03
MILWAUKEE WI 53201
 Property Owner Phone: _____ Cell: (414) 750-5400 Fax: _____
 Property Owner E-Mail: MIKESTEGGEMAN@YAHOO.COM
 Property Owner Signature: Michael Steggeman Date: 4/12/25

PRIMARY CONTACT

Primary Contact Person for this Project: _____
 Primary Contact Phone: _____ Cell: _____ Fax: _____
 Primary Contact E-Mail: _____

IMPORTANT NOTE: The City of Glendale is not accepting paper document submittals. Plan Commission Review Submittals are required to be submitted via email to b.polony@glendalewi.gov with PDF documents attached or as a web link to the PDF documents. Fee remittals may be delivered to Glendale City Hall, deposited in the drop box in front of City Hall, or mailed to:

City of Glendale, WI, 5909 North Milwaukee River Parkway, Glendale, WI 53209-3815,
 Attn: Community Development Department

CITY OF GLENDALE USE ONLY

Application Fee: \$300 Date of Application: 4/17 Time: _____ Received by with date: 4/17/25 Tentative Hearing Date: _____

CH-DATA\NCH-SERVER\G\Community Development Planning Department\0003 Plan Commission Administration (2-4-4-)/001 PLAN COMMISSION PROCEDURES\09152021 Plan Commission Review Application

Receipt # 302895
 cash

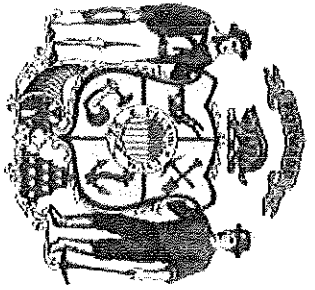
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SUPPLEMENTARY INFORMATION:

Type of review being requested: Zoning
Name of Business and Type of Business/Use (Please be specific): (Daycare) The Home
will be a Daycare For children From ages 4 weeks to 13 years and 11 months.
Total Building Area: 1900 SQ FT To Be Occupied Area: 1900 SQ FT
Lot Size: Depth: 119 Width: 55 Area: 6599
Previous Occupant in To Be Occupied Space: _____
Other Uses of This Site: Living in the Home 2 room used FOR childcare
Total Number of Parking Spaces: 4 Parking Spaces Available to Tenancy: 4
Business Hours (Days and Hours of Operation): 7 DAYS A week 6am till 12AM weekends
Total Number of Employees: 1 Maximum Number of Employees at Site at One Time: 1 6am + 5pm

For applications regarding approval of a new business please refer to the list of information that should be included with a plan of operation or business plan.

State of Wisconsin



Child Care Center License

Catina Mccoy

is licensed to operate a Family Child Care Center known as

MARYS AND CARRIE CREATIVE LRNG CTR
7314 W Tallmadge Pl Milwaukee, WI 53218-2847

Hours of Operation:

Months	Day	Capacity	Night	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan - Dec	8	8	06:00 A - 11:59 P	06:00 A - 11:59 P	06:00 A - 11:59 P	06:00 A - 11:59 P	06:00 A - 11:59 P	06:00 A - 11:59 P	06:00 A - 11:59 P	06:00 A - 11:59 P

Ages Served:

4 Week(s) - 13 Year(s)

ORIGINAL LICENSE DATE: 10/11/2022
PRINTED DATE: 09/11/2023

This license is effective unless revoked, suspended or voluntarily surrendered. The Letter of Transmittal is incorporated herein. Any and all exceptions and stipulations or conditions to this license shall be posted near the license certificate.

This license is granted under the pertinent provisions of section 48.65 through 48.77 of Wisconsin statutes.

Provider Number: 6000591066 / 001

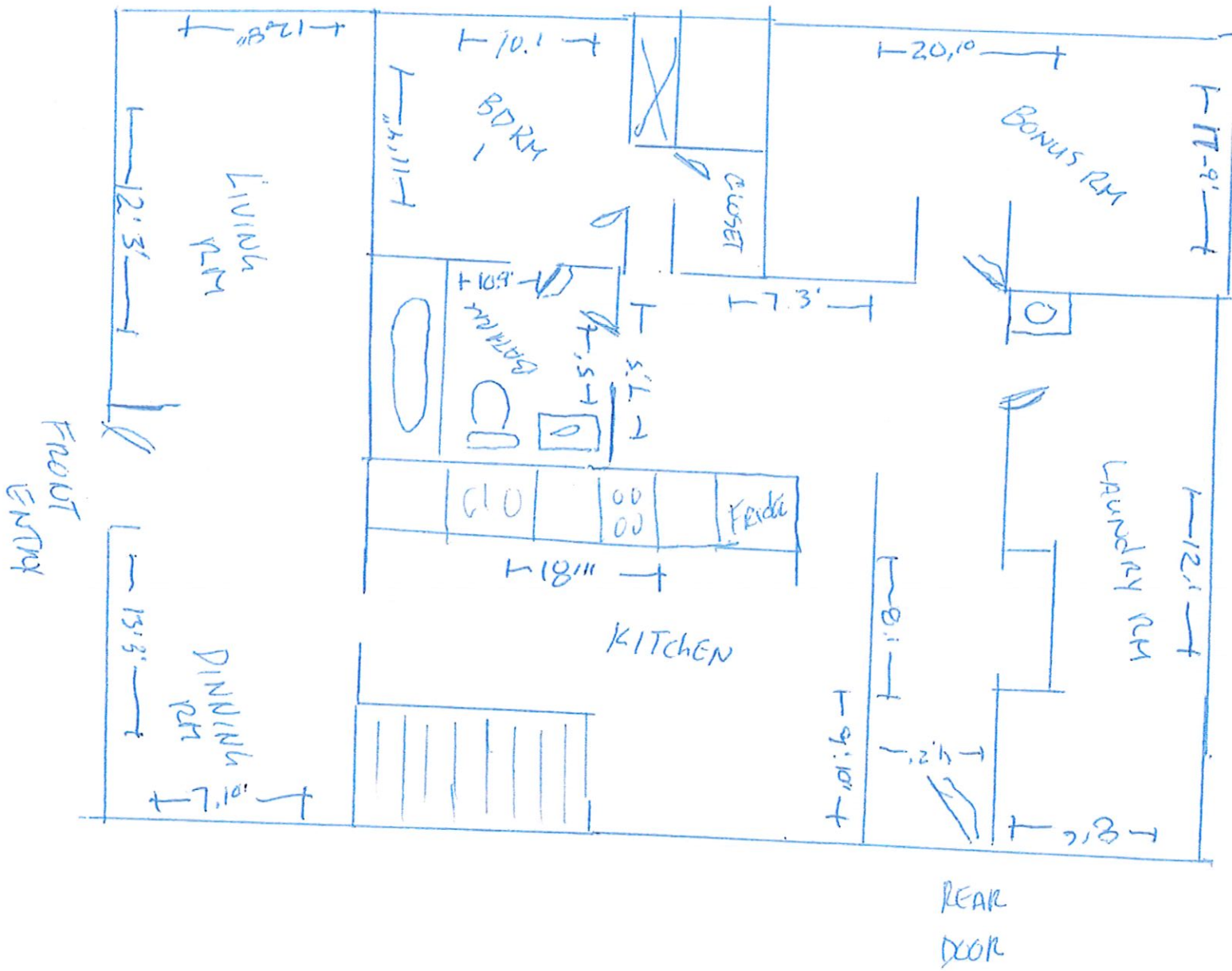
DCF-F-CFS0051-E (Revised 06/2011)

(Emilie Amundson)

Secretary

DEPARTMENT OF CHILDREN AND FAMILIES
To determine the current status of this license or to file a complaint regarding this facility, please contact: 262.446.7800

Facility Number: 2006226

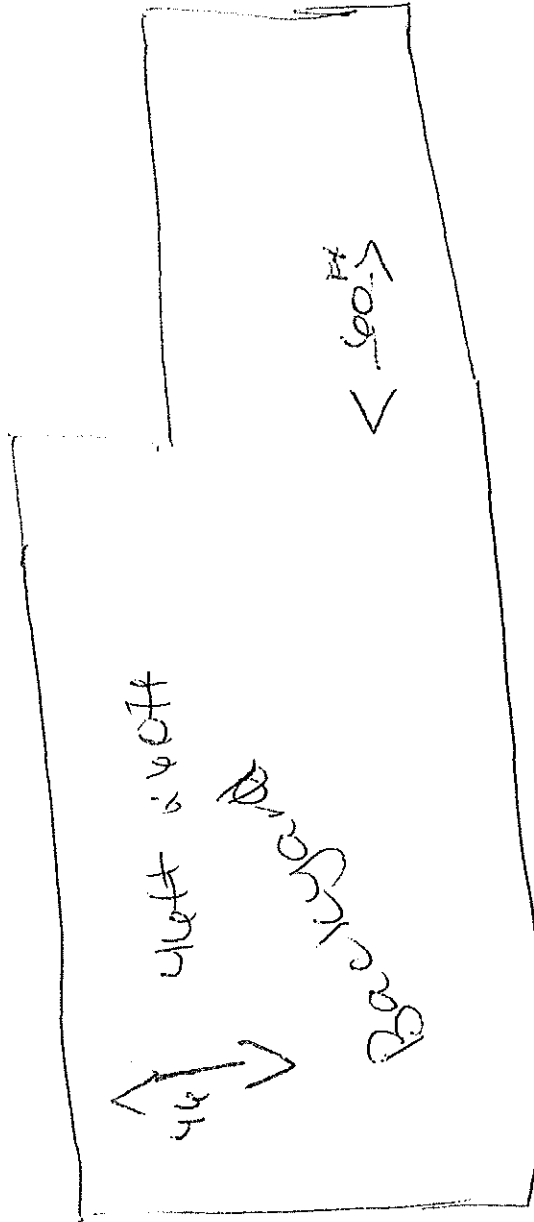


1st
FLOOR
MAIN LEVEL

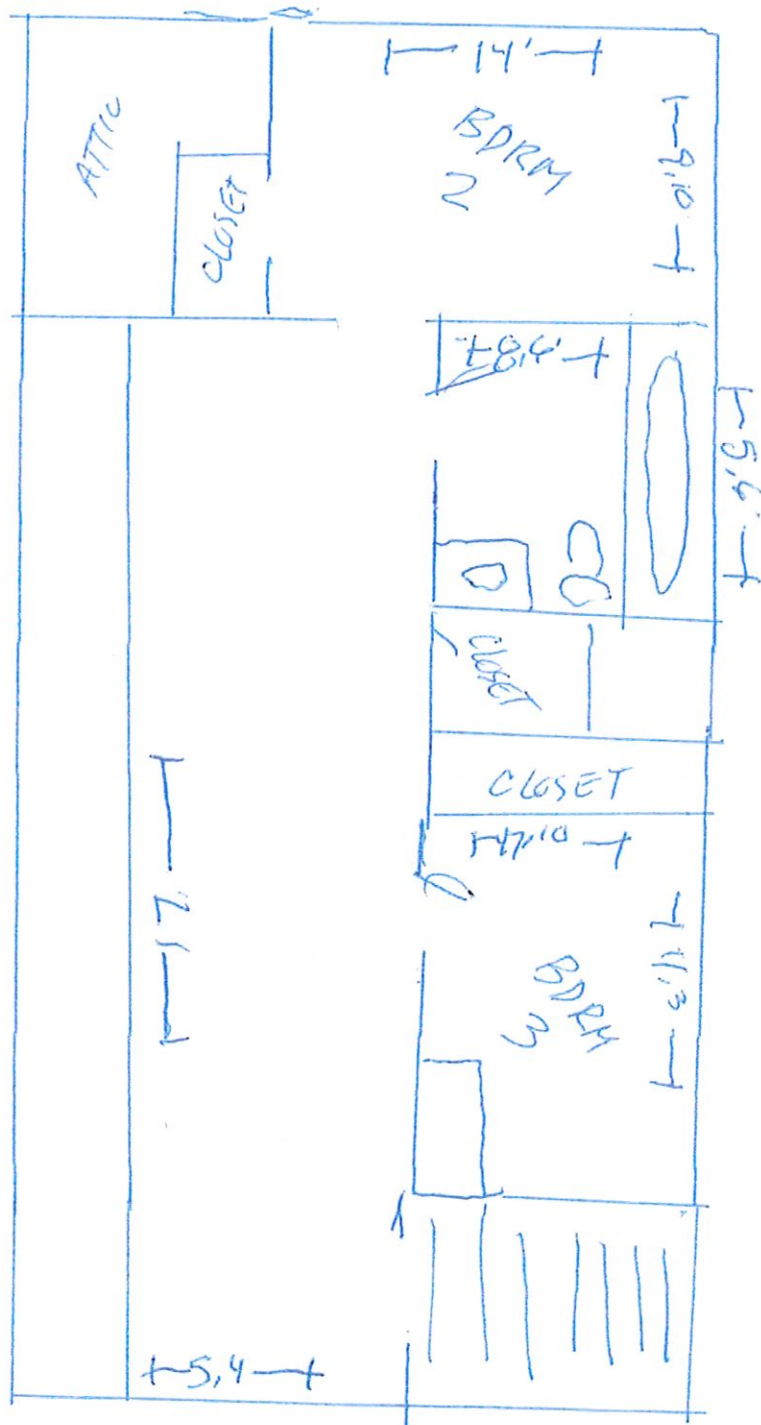
BATH ROOM
5'10" X 10'1"

RECEIVED
STATE OF WISCONSIN
SOUTHEASTERN REGIONAL OFFICE
DOH #6003 DECR

SS54 N DEXTER



2ND
FLOOR



20-01-10-01
20-01-10-01
20-01-10-01
20-01-10-01

5554 N. DEXTER

**SAFETY AND EMERGENCY RESPONSE DOCUMENTATION
FAMILY CHILD CARE CENTERS**

Use of form: Use of this form is voluntary; however, completion of this form will meet the requirements of DCF 250.04(2)(a), 250.06(2)(L), 250.06(3), 250.06(4)(a), and 250.06(4)(b) of the Wisconsin Administrative Codes.

Instructions: The center representative shall enter the requested information when each item is completed.

Name – Family Child Care Center	Facility ID Number	Year
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A. FIRE DETECTION / PREVENTION SYSTEM INSPECTION All fire alarms and smoke detectors shall be tested monthly. In the spaces below, enter the date, time and results of the inspection.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date/ Time												
Results												

B. CARBON MONOXIDE DETECTOR INSPECTION All one or two family dwellings are required to have a carbon monoxide detector in operating condition installed in the basement and on each level of the building, excluding the attic, garage, or storage area. The department recommends that all carbon monoxide detectors be tested according to the manufacturer's instructions. In the spaces below, enter the date, time and results of the inspection. Enter N/A if your CO units do not have a testing option available.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date/ Time												
Results												

C. EMERGENCY DRILL PRACTICE Fire drills shall be conducted every month; tornado drills shall be conducted monthly from April through October. In the spaces below, enter the date and time of the drill (in the Date and Time fields) and the time it took to evacuate to the area designated in the center's written plan (in the Drill Time fields). **Note:** The recommended exit time is 2 minutes maximum.

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fire	Date/ Time												
	Drill Time												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Tornado	Date/ Time												
	Drill Time												

D. FIRE EXTINGUISHER AND SMOKE DETECTOR BATTERY INSPECTION Fire extinguishers shall be inspected annually. Batteries in a single-station battery-operated smoke detector shall be replaced at least once each year. In the space provided below, record the date of fire extinguisher inspection and battery replacement. **Note:** It is recommended that the extinguisher be inspected by a professional.

Date of annual fire extinguisher inspection: _____ Date of annual smoke detector battery replacement: _____

E. VEHICLE SAFETY ALARM INSPECTION All vehicles with a manufacturer's seating capacity of 6 or more passengers in addition to the driver that are used to transport children in care shall be equipped with a vehicle safety alarm. A person who is required to have a child safety alarm installed must ensure that the alarm is properly maintained and in good working order each time the child care vehicle is used for transporting children. In addition to the inspection by the driver, the department recommends that all vehicle safety alarms be tested monthly by the licensee. In the spaces provided below, enter the date, time, and results of the test.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date and Time												
Results												

POLICY CHECKLIST – FAMILY CHILD CARE CENTERS

Use of form: DCF 250.04(2)(e) and (f), 250.055(1)(g), and 250.06(3) require the licensee to develop, submit to the department, implement, and provide to the parents written plans, policies, and procedures for the following categories. Asterisked (*) items are required to be included in your policies. The other items listed are not required to be in your policies but are strongly recommended. Use of this form is mandatory under DCF 250.11(3)(c)8., 250.11(4)(a)4., and 250.11(5)(b)4. Failure to submit this completed checklist to the department may result in license denial, other enforcement action or issuance of a non-compliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: Whenever policies are updated, submit a dated copy to your licensing specialist along with a completed policy checklist. Identify the page number on which you address each point and the effective date of each section. Policies shall be dated, and the pages numbered. You may wish to keep a copy of this completed checklist for your records.

Name – Facility <u>Caring with Hearts Childcare LLC</u>	Facility ID <u>2006226</u>
Name – Center representative <u>Catrina McCoy</u>	Telephone Number <u>262-993-1182</u>

I attest that these policies meet licensing rules and accurately reflect my program as implemented.

Catrina McCoy 04/07/2025
SIGNATURE – Center Representative Date Completed

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: <u>04/2025</u>
	GENERAL INFORMATION	
<u>1</u>	Non-discrimination statement.	
<u>1</u>	Number of children the program is licensed to serve.	
<u>1</u>	Ages of children served.	
<u>1</u>	Hours, days, and months center is open, and holidays that center is closed.	
<u>1</u>	Holidays: paid or unpaid.	
<u>1</u>	Items posted for parents: license certificate, results of latest monitoring visit, any enforcement action issued by the department and any stipulations, conditions, exceptions or exemptions. 250.04(2)(i).	
<u>1</u>	Procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times. 250.055(1)(L)	
<u>1</u>	Licensee will give parents a summary of licensing rules, "Your Guide to Regulated Child Care," which is available from the Child Care Information Center. 250.04(4)(b)	
<u>1</u>	Parents may visit at any time, unless restricted by court order. 250.04(4)(a)	
<u>1</u>	Daily attendance record. 250.04(6)(b)	
<u>1</u>	A child may not be released to any person who has not been previously authorized to receive the child. 250.055(1)(k)	
<u>2</u>	Alternate arrival / release.	
<u>2</u>	Parents / guardians under the influence of alcohol or drugs.	
<u>2</u>	Communication with parents.	
<u>2</u>	Confidentiality of information. 250.04(7)(b)	
<u>2</u>	* Insurance coverage on the premises. 250.04(2)(g)	
<u>2</u>	* Insurance coverage on the business operations. 250.04(2)(g)	
<u>1</u>	Parents, upon request, have access to all records and reports maintained on his or her child, unless restricted by court order. 250.04(7)(b)2.	
<u>2</u>	Mandated reporter of child abuse and neglect. 250.04(8)	
<u>2</u>	Concealed weapons restrictions, if applicable.	
<u>9</u>	Items provided by parents / provider.	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: <u>04/2025</u>
<u>2</u>	* ENROLLMENT AND DISCHARGE OF CHILDREN 250.04(2)(e)1.	
<u>2</u>	Trial period.	
<u>2</u>	Enrollment procedure (meet with provider to discuss child's specific needs).	
<u>2</u>	Forms to be completed and timeline for submission.	
<u>2</u>	Enrollment options: full-time, part-time, hourly, drop-in.	
<u>3</u>	Discharge procedure: reasons for discharge by provider, amount of notice from provider, fees charged.	
<u>3</u>	Withdraw procedure: process for parent to remove child from care, amount of notice required from parent, fees charged.	

Name – Facility Caring With Hearts Childcare LLC		Facility ID 2006226
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
3/9	* FEE PAYMENTS AND REFUNDS 250.04(2)(e)2.	
3	When fees are due.	
2	Third-party payments and co-payments.	
3	Enrollment or registration fee, if any.	
3	Fees when children are absent.	
3	Fee for late pick-up, if any.	
3	Fee for late payment, if any.	
9	Rate sheet (full-time, part-time, drop-in, any differences by age group).	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
3	* CHILD AND PROVIDER ABSENCES 250.04(2)(e)3.	
3	* Procedure to contact a parent or guardian if a child is absent from the center without prior notification. 250.04(2)(e)3.	
3	Vacation: licensee / provider's and child's (indicate when notice is to be given and amount of fee payment required).	
3	Sick days, other absences: licensee / provider's and child's (indicate when and if fees are to be paid).	
3	Emergency back-up provider (unplanned absence).	
3	Substitute provider (pre-planned absence).	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
N/A	* ORIENTATION PLAN – Employee, volunteer or substitute 250.04(2)(f)	
To All	* Procedure for ensuring each employee, volunteer, or substitute receives an orientation before beginning work. The orientation shall contain: 250.05(4)(a)	
In This	* Names and ages of all the children in care. 250.05(4)(a)1.	
Section	* Current arrival and departure information for each child, including the names of people authorized to pick up the child. 250.05(4)(a)2.	
	* Review of children's records, including emergency contact information. 250.05(4)(a)3.	
	* Specific information relating to child's special health care needs, including medications, disabilities, or special health conditions. 250.05(4)(a)4.	
	* Procedures to reduce the risk of sudden infant death syndrome, if the center is licensed to provide care for children under 1 year of age. 250.05(4)(a)5.	
	* Overview of the daily schedule, including meals, snacks, nap, and any information related to eating and sleep schedules of infants and toddlers. 250.05(4)(a)6.	
	* Review of center's procedures for dealing with emergencies. 250.05(4)(a)7.	
	* Plan for evacuating sleeping children, if night care is provided. 250.05(4)(a)9.	
	* The prevention and control of infectious diseases, including immunizations. 250.05(4)(a)10.	
	* The administration of medication. 250.05(4)(a)11.	
	* The handling and storage of hazardous materials and disposal of biocontaminants. 250.05(4)(a)12.	
	* Review of center policies required under 250.04(2)(e). 250.05(4)(a)13.	
	* Review of chapter DCF 250 Family Child Care Centers. 250.05(4)(a)14.	
	* Review of reporting requirements for the child care background check under s. DCF 13.07(3). 250.05(4)(a)15.	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
4	* ORIENTATION PLAN – Emergency back-up providers 250.04(2)(f)	
4	* Procedure for ensuring that each time an emergency back-up provider is used the provider receives an orientation immediately before being left alone with children. The orientation shall contain: 250.05(4)(b)	
4	* Names and ages of all the children in care. 250.05(4)(b)1.	
4	* Arrival / departure information for each child and authorized pick up people. 250.05(4)(b)2.	
4	* Location of children's files, including emergency contact information and consent for emergency medical treatment. 250.05(4)(b)3.	
4	* Information on any children with special health care needs. 250.05(4)(b)4.	
4	* Procedures to reduce the risk of sudden infant death syndrome (SIDS), if the center is licensed to care for children under one year of age. 250.05(4)(b)5.	

Name - Facility		Facility ID
Caring with Hearts Childcare LLC		2006226
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
4	* HEALTH 250.04(2)(e)4.	
4	Ill child exclusion guidelines.	
4	Isolation of ill children.	
4	When children may return to the center after being ill.	
4	Communicable disease reporting requirements.	
4	Minor injuries.	
4	Emergency medical procedures, including head injuries.	
4	* Planned source of emergency medical care. 250.07(6)(k)4.	
4	Medical log procedures.	
4	Procedures for giving medications.	
4	Smoking is not permitted on the premises of the center or in a vehicle used to transport children when children are in care.	
4/5	* SIDS risk reduction, if licensed to care for children under one year of age. 250.05(4)(b)5.	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
5	* NUTRITION 250.04(2)(e)5.	
5	Center meals and snacks must meet USDA Child and Adult Care Food Program (CACFP) guidelines. If parents provide food, inform parents of CACFP guidelines.	
5	Schedule of meals and snacks (no child may go longer than three hours without food).	
5	Food allergies.	
5	Special diets: medical condition or personal choice.	
5	Record of meals and snacks available for review.	
5	Participation in Child and Adult Care Food Program (CACFP).	
5	Snack for school-aged children, if applicable.	
5	Formula / breast milk / baby food, if applicable.	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
5	* DAILY ACTIVITIES 250.04(2)(e)6.	
5	* Religious instruction or practices, if any. 250.04(2)(e)9.	
6	Planned activities appropriate to age / development of all children.	
6	Infant / toddler programming.	
6	School-age programming.	
6	Daily outdoor play.	
6	Whether swimming is a part of the center's programming.	
6	Rest period will be provided for children under five years who are in care for 4 or more hours.	
6	Parent / provider will launder sleeping bag / mat after every 5 uses, or sooner, if necessary.	
6	Use of televisions / videos / DVDs.	
6	Field trips. Emergency information 250.08(2).	
N/A	Night care programming.	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
6	* CHILD GUIDANCE 250.04(2)(e)7.	
6	Positive guidance techniques.	
6	* Appropriate ways to manage crying, fussing, or distraught children. 250.04(2)(e)7.	
6	* Time-out procedures, if applicable (not used for children under age 3; no more than 3-minute duration). 250.07(2)(b)2. and 3.	
6	Prohibited actions.	
Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: 04/2025
6	* TRANSPORTATION 250.04(2)(e)8.	
N/A	* Statement regarding whether the center provides transportation for any purpose.	
N/A	Use of public transportation, if any.	

Name - Facility <u>Caring with Hearts Childcare LLC</u>	Facility ID <u>2006226</u>
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Page No.	TRANSPORTATION 250.04(2)(e)8. (continued)
<u> </u>	* Field trips. Notification to parents of date, time, and destination. 250.04(2)(e)8. and 250.04(4)(c)4.
<u> </u>	* Procedure to ensure that no child is left unattended in a vehicle. 250.04(2)(e)8.
<u> </u>	* Procedure to track children and ensure their whereabouts are documented from the time child is picked up until the child is relinquished to a caregiver. 250.055(1)(L)
<u> </u>	* Transportation provided through a written or verbal contract with another individual or organization meets the requirements of this section 250.08(1)(c)
<u>N/A TO</u>	* Procedure to ensure all children exit the vehicle after being transported including alarm information, if applicable. 250.08(7)(d)
<u>All</u>	* Vehicle Insurance coverage. 250.04(2)(g) and 250.08(5)(c)
<u>This</u>	Driver training before an individual can transport children, and annually thereafter. 250.08(4)(b)
<u>Section</u>	Annual review of driving record and vehicle inspection.
<u> </u>	Procedure for inspecting vehicle for safety and for ensuring that any required vehicle safety alarm is in operating condition.
<u> </u>	Procedure for ensuring the child is released to an authorized adult.
<u> </u>	Procedure for tracking children during an emergency.
<u> </u>	Behavior management techniques for use with children being transported.
<u> </u>	Procedure on the use of a cellular phone or other wireless communication device by the driver.
<u> </u>	Procedure on the use of navigation devices
<u> </u>	Procedure for sharing information with the driver on any special needs that a child being transported may have and the plan for how those needs are to be met.

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: <u>04/2025</u>
<u> </u>	* PETS 250.04(2)(e)10.	
<u>7</u>	* Number, type, and location of pets or other animals located on the premises. 250.04(2)(e)10.	
<u>N/A</u>	* Pet's accessibility to children. 250.04(2)(e)10.	
<u>N/A</u>	Supervision when animals are accessible to children.	
<u>N/A</u>	* Insurance on the business operation if dogs and / or cats are accessible to the children. 250.04(2)(g)	
<u>N/A</u>	Vaccination of pets.	
<u>N/A</u>	Notifying parents in writing prior to the addition of new pets to the center.	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: <u>04/2025</u>
<u> </u>	* EMERGENCY 250.06(3)	
<u>7</u>	Emergency preparedness drills.	
<u>7</u>	* Plan for taking appropriate action in the event of a lost or missing child. 250.06(3)(a)	
<u>7</u>	* Plan for taking appropriate action in the event of a tornado / tornado warning. 250.06(3)(a)	
<u>7</u>	* Plan for taking appropriate action in the event of a fire. 250.06(3)(a)	
<u>7</u>	* Plan for taking appropriate action in the event of other emergencies (e.g. a flood; extreme heat or cold; a loss of building services, including no heat, water, electricity, or telephone; human-caused events, such as threats to building or its occupants; allergic reactions; vehicle accidents; or other circumstances requiring immediate attention). 250.06(3)(a)	
<u>N/A</u>	* Evacuation of sleeping children during night care (10:00 p.m. to 5:00 a.m.), if applicable. 250.10(4)(a)	

Page No.	Policy Section (Asterisked items are required by administrative rule)	Date revised: <u>04/2025</u>
<u> </u>	* PERSONNEL, if applicable 250.095(2)(c)2.	
<u>N/A</u>	* Implement and maintain a written personnel policy that contains: 250.095(2)(c)2.	
<u>N/A</u>	* Hours of work, lunch, and break times. 250.095(2)(c)2.	
<u>N/A</u>	* Holidays, vacations, sick leaves, leaves of absence. 250.095(2)(c)2.	
<u>N/A</u>	* Probationary periods, performance evaluations, grievance procedures, and the disciplinary process. 250.095(2)(c)2.	
<u>N/A</u>	* Procedure requiring staff to notify the licensee and the licensee to notify the department as soon as possible, but no later than the next business day, when any of the following occurs: a. The employee has been convicted of a crime; b. The employee has been or is being investigated by any governmental agency; c. The employee has a substantiated governmental finding against them; or d. A professional license held by the employee has been denied, revoked, restricted, or otherwise limited. 250.095(2)(c)2.	

POLICY HANDBOOK - LICENSED FAMILY CHILD CARE CENTERS
Caring With Hearts Childcare LLC
262-993-1182
Catina McCoy
5554 N Dexter Ave
Glendale, WI 53209

I. GENERAL INFORMATION: 04/2025

Caring With Hearts Childcare LLC is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov) I am licensed to care for no more than 8 children at any one time. I am inspected regularly to ensure that I meet licensing standards.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

Caring With Hearts Childcare LLC will provide care for children ages 6 weeks through 13 years and 11 months.

Child care services will be provided between the hours of 6 am and 11:59 pm, Sunday through Saturday, January through December. No

service will be provided on:

New Year's Day	Christmas Day
Memorial Day	Martin Luther King Day
Good Friday	Juneteenth
Easter	Mother's Day
July 4 th	
Labor Day	
Thanksgiving	Father's Day

All regular fees will be charged for these holidays, if a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

I will post the following items for your review:

License certificate.

The current Compliance Statement or Noncompliance Statement and Correction Plan

Any notice from the department related to rule violations, such as a warning letter or enforcement action. These items will remain posted until the violations have been verified as corrected and the action is closed,

Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license.

Center policies.

Caring With Hearts Childcare LLC's procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times.

Parents will receive a pamphlet titled *Your Guide to Regulated Child Care*, which is a summary of child care licensing regulations, as part of an enrollment packet.

Parents are welcome to visit my child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that I cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

I am required to maintain a current, accurate, written record of daily attendance for all children. Please assist me in meeting this requirement by signing your child(ren) in and out of the center on the required *Daily Attendance Record - Licensed Child Care Centers*. Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, I need to be notified in writing or by a phone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication, Caring With Hearts Childcare LLC provides scheduled CONFERENCES / WRITTEN NEWSLETTERS / PARENT BULLETIN BOARD / DAILY SHEETS on a regular basis.

To protect each family's confidentiality, Caring With Hearts Childcare LLC will not disclose personal information regarding a child or facts learned about a child or child's family to anyone who is not authorized to receive this information.

Caring With Hearts Childcare LLC is not covered by liability insurance for the premises.

Caring With Hearts Childcare LLC is not covered by liability insurance for the business operations.

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the suspected abuse or neglect to CPS 414-220-SAFE. Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known-or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

No person may carry weapons while on the premises of the child care center during licensed hours. Signs (at least 5" x 7") providing notice of refusal to allow weapons are posted near all probable access points where any individual entering the building or grounds can be reasonably expected to see the sign.

See the attached ITEMS TO BE PROVIDED list for information regarding items that will be provided by the center and those that shall be provided by the parent.

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN: 04/2025

All children will be enrolled for a trial period of 2 weeks. During the trial period, either the provider or parent may terminate child care without advance notice.

Parents must meet with me to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance.

Child Care Enrollment
Health History and Emergency Care Plan
Alternate Arrival/Release Agreement - Child Care Centers (If applicable)
Intake for Child Under 2 Years - Child Care Centers (If applicable)
Transportation Permission - Child Care Centers (If applicable)
 Registration fee
 First week's regular fee
 Parent / Provider Agreement

I will inform you of any updates that I need and give you 3 days to submit the updated forms.

The following items must be completed and returned to me within 14 days.

Child Health Report - Child Care Centers
Child Care Immunization Record or an electronic printout of your child's immunization history

Children may be enrolled on a full-time basis (40 hours per week or more), or a part-time basis (less than 40 hours per week). No child may be regularly enrolled for less than 20 per week.

Drop-in Care: I accept children for drop-in care if prior enrollment arrangements have been made and space is available.

A child may be discharged from the center for reasons, including, but not limited to:

Failure to pay fees on time (grounds for immediate termination, without advance notice).

Lack of parental cooperation.

Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.

Repeated failure to pick up the child at the scheduled time.

Failure to complete and return required forms.

Failure to comply with the terms of the child care agreement.

I will give 2 weeks written notice of my intent to discharge a child and to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Parents must give 2 weeks written notice of their intent to withdraw the child(ren) and will be required to pay for those 2 weeks whether or not children continue to attend. All outstanding fees must be paid.

111. PAYMENTS AND REFUNDS: 04/2025

Fees are to be paid in advance on 1st of every month for the following week's services. If there will be a third-party payment, as from an employer or file county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

I will establish a regular rate based on your child's hours of enrollment. Additional fees will be assessed for additional hours if care is part-time or hours exceed 35 hours per week.

A full-time rate is offered for children who will be in care for 40 hours or more, 5 days per week.

An hourly rate is charged if children will attend fewer than 6 hours each day, or fewer than 20 hours per week.

There will be an extra fee assessed for late payment or late pick up of a child.

Rates are higher for children under 5 years of age than for older children.

There will be no reductions for additional children from one family. I am limited in the number of children that I may care for at one time.

No refunds will be given for days when children do not attend due to illness or other reasons.

After a child has been enrolled for 6 months, I will allow 10 days off per year (prorated for part-time enrollments) with no fee required. These days may be used for sick or vacation time. After these 10 days are used, I will require full payment for any absences for the rest of that year.

See the attached RATE SHEET for current fees.

IV. CHILD AND PROVIDER ABSENCES: 04/2025

a. Child Absence

If your child will not attend on a regularly scheduled day, please let me know within 1 hour before your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 30 minutes after the specified time on the written agreement signed by the parent, and I have not been notified in advance of the child's absence, I will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g., school, Head Start, etc.) and does not arrive as scheduled, I will immediately attempt to contact that facility, and the parent if necessary, to determine the child's whereabouts.

b. Provider Absence

Vacation: I will take 10 days of vacation each year. For 5 days, I will not charge. For 5 days, I will require payment. I will notify you in writing of this time off at least 30 days in advance so you and your family can make alternate arrangements.

Illness: In the event that I or a household member become ill, I will notify the parents of all regularly scheduled children by phone no later than 5am if sick that morning and 9pm the night before if sick that night that the center will be closed. Regular fees will be charged when I am closed because of an illness.

Unplanned absence: In case of an emergency situation that requires my immediate attention, I will call Erika Douglas. My emergency back-up person has been trained in Shaken Baby Syndrome/Abusive Head Trauma prevention and will come to the center to stay with the children during my absence. Parents will be called to pick up their children as soon as possible and should do so within 30 minutes of receiving the call. Each time an emergency situation occurs, I will provide my emergency back-up person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

The names and ages of all the children in care.

Arrival and departure information for each child, including the names of people authorized to pick up the child.

The location of children's files, including emergency contact information and consent for emergency medical treatment.

Information on any children with special health care needs.

Procedures to reduce the risk of sudden infant death syndrome

Regular fees will be charged when I am closed because of an emergency.

Planned absence: In the event that I am scheduled to be gone, the center will be closed. You will be given at least 30 day advanced notice of the scheduled closure.

V. HEALTH: 04/2025

a. Child Illness / Injuries

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

A temperature of 100 degrees F. or higher

Vomiting or diarrhea has occurred more than once in the past 24 hours

A contagious disease, such as chicken pox, strep throat, or pink eye

An unidentified rash

Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness

Has a constant, thick, colored nasal discharge

Constant Cough/ Sneezing/Running Nose

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within 30 minutes. If the child is not picked up within 30 minutes, the emergency contact person on the child's enrollment form will be called and If the child is failed to be picked up I have the right to do immediate termination.

Children may return to the center when they are symptom free, have been appropriately treated, or have been given medical approval to return to child care. I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health.

I will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, to the local health department, and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. Parents will be notified immediately of a head injury. I have a current certification in infant and child cardiopulmonary resuscitation (CPR), including training in the use of an automated external defibrillator (AED).

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to St. Mary's Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance, and any observation of injuries to a child's body received outside of my care will be entered into the center's medical log book. As a licensed child care provider, I am required to report suspected child abuse or neglect to the local authorities.

I will not care for MILDLY ILL CHILDREN!

b. Medications

I will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage, and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed.

Prior to applying sunscreen or insect repellent to a child, I will obtain a written authorization from the child's parent. The authorization shall include the ingredient strength and be reviewed and updated periodically.

c. Smoking

Smoking is not permitted on the premises of the center or in a vehicle used to transport children when children are in care.

d. Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS I will do the following:

Children under one year of age:

Child will be placed to sleep on his or her back in a playpen, unless the child's physician authorizes another position in writing.

If child falls asleep in a swing or car seat, the child will be immediately removed from the swing or car seat and placed to sleep on his or her back in a crib or playpen,

Child will not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals.

Children under two years of age:

Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.

Sheets or blankets used to cover a child one year of age or older shall be kept away from the child's mouth and nose, and if sleeping in a crib or playpen, shall be tucked tightly under the mattress.

VI. NUTRITION: 04/2025

I will follow USDA Child and Adult Care Food Program (CACFP) guidelines when planning meal and snack menus. Parents providing their own children's meals and snacks will be informed verbally of the CACFP nutritional requirements.

No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast 6:45am - 8:30 am
 Morning snack 9:30am - 10:00am
 Lunch 12:00pm - 12:45pm
 Afternoon snack 2:45pm - 3:30pm
 Dinner 5:30pm - 6:15pm
 Night-time snack 8pm - 8:45pm

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing. If your child has special dietary needs, we must have this in writing by a medical profession. The center will provide any supplemental food.

Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child's physician and upon the written request of the parent.

Weekly records of meals and snacks are available for your review daily on the parent information bulletin board.

Caring With Hearts Childcare LLC participates in the USDA Child and Adult Care Food Program. In accordance with Federal Law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, religious creed, national origin, sex, age, political beliefs, disability, or limited English proficiency. To file a complaint of discrimination, write USDA, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish), USDA is an equal opportunity provider and employer.

School-aged children will be offered an afternoon snack upon arrival from school,

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I will provide Good Start formula. All bottles and commercial baby food must be labeled with your child's name.

VII. DAILY ACTIVITIES: 04/2025:

I do include religious instruction or practices in my daily activities. We offer prayers before meals and snacks. We offer a religious education program or curriculum.

We celebrate the following occasions: Christmas, Easter, Halloween, Kwanzaa, Hanukah, Rosh Hashanah, Ramadan, etc.).

I plan activities according to the age and developmental level of each child in care and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

Language development: e.g., Books, music, story time, finger plays,
 Large muscle skills: e.g., Balls, hula hoops, bean bags, swinging, outdoor play
 Small muscle skills: e.g., Arts / crafts, blocks, puzzle, etc.
 Creative expression: e.g., Dramatic play, puppets, music
 Self-help skills: e.g., Assist with mealtime preparation, dress self for outdoors
 Literacy skills: e.g., Books, story board, alphabet and writing games

PLAY is the major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and dramatic play materials. Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention, including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects,

School-age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities and to participate in food preparation.

Children, including Infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

Heavy rain

Temperatures above 90 degrees F.

Wind chills of 0 degrees F. or below for children age 2 and above

Wind chills of 20 degrees F. or below for children under age 2

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.

I do not have a swimming pool on the premises.

Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they wake. I will help awake children find appropriate activities.

Children under one year of age will sleep in a crib or playpen. Children over the age of one year will sleep in a cot and/or padded mat. The provider will launder the bedding / sleeping bag at least after every five uses or as soon as possible if wet or soiled.

I will allow children to watch G-rated television or videos. Children may bring VHS, DVDs, Blu-rays, or mobile devices from home. The children will be allowed to watch television or have screen time under the following situations: Children may watch TV on fun Fridays and when certain activities pertain to visuals. Children are not required to watch television and other activities will be available during that time for children to use.

Field trips: We occasionally take field trips and other off-premises activities, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. I will notify you in writing 14 days prior to the field trip or off-premises activity.

VIII. CHILD GUIDANCE: 04/2025

Children's behavior will be guided by setting clear limits or rules for children, I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

I understand that there will be times when a child will become distraught, fussy, or have periods of crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies experience normal increased occurrences of crying during their development. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

I use "time-outs" to deal with unacceptable behavior. A "time-out" or "take a break" may be used when other techniques have not been successful. A time-out will be used to remove a child from a situation that has gotten out of control before a child can hurt him/herself or others. Time-outs will never exceed three minutes and will not be used with children under three years of age. When used, the time-out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be transitioned back to an activity.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

in accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous, or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child; verbal abuse, threats, or derogatory remarks about the child or the child's family; physical restraint, binding, or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

IX. TRANSPORTATION: 04/2025:

I do not provide transportation in vehicles owned by the center, the licensee, or the employees; however, public transportation is used for field trips requiring transportation. Such as a school bus company as needed.

I do offer a list of transportation providers, but I am not responsible for anything regarding the transportation companies.

You will be notified in advance of the date, time, and destination of any field trip requiring transportation.

Children will never be left unattended in any vehicle.

In order to track children being transported and ensure that their whereabouts are documented from the time the child is picked up until that child is relinquished to the responsible caregiver, I will take a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, including each time any vehicle is exited. If I am transferring the children to another responsible adult, I will be sure the adult acknowledges the transfer before leaving the child.

All vehicles will be visually checked upon reaching a destination to ensure all children have exited. Any vehicles that have a manufacturer seating capacity of 6 or more passengers in addition to the driver have a child safety alarm that is in working order. This does not include public transportation.

All vehicles used to transport children in care are covered by liability insurance,

X. PETS: 04/2025:

Caring With Hearts Childcare LLC does not have pets on the premises. Prior to adding pets to the center, I will notify parents in writing.

XI. EMERGENCY PROCEDURES: 04/2025

Fire evacuation plan shall be practiced with the children monthly and tornado drills shall be practiced with the children monthly from April through October. Completion of all practice drills will be documented.

In the event of a tornado warning, the children will be taken to the basement. Blankets, a portable radio, a flashlight, and extra batteries are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all parents notified. Children will be assembled at Northwest Corner of Tallmadge.

If we are unable to re-enter the building after a necessary evacuation, I will take the children to the corner of 25th and Dexter. Glandale, WI 53209 and parents will be contacted to pick their children up within 1 hour.

In the event of a lost child, I will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department within 24 hours after the occurrence.

If the center should lose the use of heat, water, electricity, or other building services before the center opens, I will close the center until those necessities are restored.

If the center should lose the use of heat, water, electricity, or other building services while children are in attendance, I will close the center until those necessities are restored.

In the event of a flood before the center opens, I will contact parents and close until further notice.

In the event of a flood while children are in attendance, I will contact parents and close until further notice.

If local schools are closed due to severe weather, the center will close. Parents will be contacted to pick up their children within 1 hour.

If the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), I will immediately contact law enforcement and the parents to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lock-down may be required.

In the event of a medical emergency, I will contact emergency medical services (911) and the parents to alert them of the situation.

To prevent allergic reactions due to food or other causes, I will keep a binder in the kitchen providing each child allergy if applicable. Each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication.

If a child has an allergic reaction that doesn't appear to be life-threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or contact with / ingestion of an allergen,

ITEMS TO BE PROVIDED – 04/2025

Parent Provided Center Provided items

X			Disposable diapers
			Baby wipes
N/A	N/A		Lotions
			Labeled sheet and blanket
	X		Sleeping bag / padded mat
X			Bottle for water, formula, and / or milk
X			Full change of clothing, including underwear and socks
X			Sunscreen
X			Insect repellent
X			Clothing suitable for outdoor play for each season
	X		Crib or playpen
X			Car seat or booster seat

RATE SHEET -04/2025

Rates at Caring With Hearts Childcare LLC, effective 04/2025, are as follows:

Full-time care (40 or more hours / week)	\$475	per week
Part-time care (less than 40 hours / week)	\$11.90	per Hour

Children 2-3 years of age

Full-time care (40 or more hours / week)	\$450	per week
Part-time care (less than 40 hours / week)	\$11.90	per Hour

Children 4-5 years of age

Full-time care (40 or more hours / week)	\$400	per week
Part-time care (less than 40 hours / week)	\$11.90	per Hour

Children 6-13 years and 11 months of age

Full-time care (40 or more hours / week)	\$350	per week
Part-time care (less than 40 hours / week)	\$11.90	per Hour

Hourly rate for extra hours or drop-in care	11.90	per Hour
---	-------	----------

Fee for late pick up of child \$15 per 15-minute interval (or any fraction thereof) per child.

Fees are to be paid in advance on the 1st of every month for the following week's services. If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Fee for late payment. If a payment is more than 3 days late, including weekend days, a mandatory daily fee of \$25 will be charged for each day payment is not made. This fee will be charged for each day payment is not made.

Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of \$45 if your check does not clear the bank.

The financial terms will be finalized upon signing of the parent-provider contract.

If the parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract and agree to be bound by all financial terms.

Families will receive a minimum of 60day notice when a rate increase is planned.

SCHEDULE OF DAILY ACTIVITIES – 04/2025

Begin Time	End Time	Activity
6:45am - 7:30 am		Breakfast Handwashing
7:30am	to 9:30am	Circle Time
9:30am - 10:00am		Am Snack and outside time Handwashing
10:00am	to 12:45pm	Dramatic play Creative expression
12:00pm - 12:45pm		Lunch Handwashing
12:45pm	to 2:45pm	Naptime Arts & Crafts
2:45pm - 3:30pm		PM Snack Handwashing/outdoor time
3:30pm	to 5:30pm	Reading time Outside time
5:30pm - 6:15pm		Dinner Handwashing
6:15pm	to 8 pm	Free play/ Quiet Small Group Activity
8pm -8:45pm		Late Snack/naptime Handwashing
8:45pm	to 10pm and 11pm	Resting/Departure

PARENT / GUARDIAN ATTESTATION AND SIGNATURE

I, the parent / guardian, by my signature below attest that I have received a copy of the child care center policies with an effective date of _____, I further attest that I have read and understand these policies, and I agree to abide by them.

Parent/Guardian Signature

Date Signed

Signature - Licensee

Date Signed

Note: Policies shall be provided to the parents any time the policies are updated. It is recommended that the licensee obtain a new attestation and signature from the parents when updates are made.



5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209

SUBJECT: Business Use Approval: Open Wings Learning Community Inc., 4650 North Port Washington Road, Tax Key Number 2348012000

FROM: Benjamin Polony, Assistant to the Administrator

MEETING: Planning and Architectural Review Commission

MEETING DATE: May 6, 2025

FISCAL SUMMARY:

Budget Summary:

Budgeted Expenditure:

Budgeted Revenue:

STATUTORY REFERENCE:

Wisconsin Statutes:

Municipal Code: 13.1.51

BACKGROUND & ANALYSIS: Open Wings Learning Community is a Kindergarten through 3rd grade private school seeking to expand into Glendale at the Barnabas Business Center in a Planned Unit Development.

1,778 square feet of space would be occupied by Open Wings with three to six employees at any given time, and hours of operation from 8 A.M. to 4 P.M. The building is shared with several other businesses, including a fitness center, a real estate company, and a school. The Development Agreement for the Barnabas Business Center continues to be unavailable. Similar to other recent approved uses, permitted uses can be determined based on prior usage, for which daycare and educational uses have been in the Barnabas Center before.

RECOMMENDATION: Staff recommend the Planning and Architectural Review Commission grant business use approval for Open Wings Learning Community at 4650 North Port Washington Road.

ACTION REQUESTED: Motion to recommend business use for Open Wings Learning Community

at 4650 North Port Washington Road.

ATTACHMENTS:

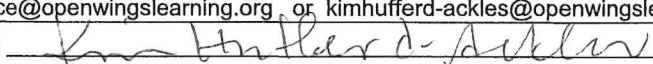
PARC Application OWLC

PLANNING AND ARCHITECTURAL REVIEW COMMISSION APPLICATION

FEE SCHEDULE

Application Type	Fee	Application Type	Fee
Standard Application	\$ 300	CSM	\$ 175 + \$15 per lot
Architectural Review:	\$ 50	Plat Review Preliminary	\$ 100 + \$5 per dwelling unit
Zoning Text or Map Amendment	\$ 250	Plat Review Preliminary - Re Application Fee	\$ 50
Zoning Text or Map Amendment - Planned Unit Development	\$ 500	Plat Review Final	\$ 50 + \$5 per dwelling unit
Conditional Use Permit – Minor	\$ 125	Plat Review Final Plat - Reapplication Fee	\$ 25
Conditional Use Permit - Standard	\$ 300	Sign Appeal	\$ 300
Conditional Use Permit - Wetland Areas	\$ 300	Street Renaming	\$ 1,000

APPLICANT INFORMATION

Name of Applicant: Kim Hufferd-Ackles
 Legal Name of Business: Open Wings Learning Community Inc
 Name of Business Owner (if different from Applicant): _____
 Applicant Address (City, State, and Zip Code): 13022 Wilnot Road, Kenosha, WI 53142
 Office Phone Number: 262-697-7744 Cell: 262-748-9671 Fax: _____
 Applicant E-Mail: office@openwingslearning.org or kimhufferd-ackles@openwingslearning.org
 Applicants Signature:  Date: 04/21/2025

PROPERTY INFORMATION

Property Address: 4650 N Port Washington Rd, Ste 110 Tax Key Number: _____ Zoning District: _____
 Project Description: N/A
 Property Owner (if different from Applicant): Cardinal Capital
 Property Owner Address (City, State, and Zip Code): 901 S 70th Street, West Allis, WI 53214
 Property Owner Phone: 414-727-9902 Cell: _____ Fax: _____
 Property Owner E-Mail: _____
 Property Owner Signature:  Date: 4/28/2025

PRIMARY CONTACT

Primary Contact Person for this Project: Kim Hufferd-Ackles
 Primary Contact Phone: 262-697-7744 Cell: 262-748-9671 Fax: _____
 Primary Contact E-Mail: office@openwingslearning.org or kimhufferd-ackles@openwingslearning.org

IMPORTANT NOTE: The City of Glendale is not accepting paper document submittals. Plan Commission Review Submittals are required to be submitted via email to b.polony@glendalewi.gov with PDF documents attached or as a web link to the PDF documents. Fee remittals may be delivered to Glendale City Hall, deposited in the drop box in front of City Hall, or mailed to:

City of Glendale, WI, 5909 North Milwaukee River Parkway, Glendale, WI 53209-3815,
 Attn: Community Development Department

CITY OF GLENDALE USE ONLY

Application Fee: _____ Date of Application: _____ Time: _____ Received by with date: _____ Tentative Hearing Date: _____
CH-DATA\NCH-SERVER\G:\Community Development Planning Department\0003 Plan Commission Administration (2-4-4-)/001 PLAN COMMISSION PROCEDURES\09152021 Plan Commission Review Application

SUPPLEMENTARY INFORMATION:

Type of review being requested: Business Use

Name of Business and Type of Business/Use (Please be specific): Open Wings Learning Community, Inc
Private, Non-Profit School/Education

Total Building Area: _____ To Be Occupied Area: 1778 sq ft

Lot Size: Depth: _____ Width: _____ Area: _____

Previous Occupant in To Be Occupied Space: _____

Other Uses of This Site: Commercial space for multiple businesses (school, real estate co., etc)

Total Number of Parking Spaces: _____ Parking Spaces Available to Tenancy: _____

Business Hours (Days and Hours of Operation): Monday through Friday 8:00 am to 4:00 pm

Total Number of Employees: 3 - 6 Maximum Number of Employees at Site at One Time: 6

For applications regarding approval of a new business please refer to the list of information that should be included with a plan of operation or business plan.

Plan of Operation / Business Plan Submission Information

For applications regarding approval of a new business please provide the following information in a written plan of operation or business plan.

1. Name of Business, Address

Open Wings Learning Community, Inc (Private, Non-Profit School)
4650 North Port Washington Rd, Suite 110, Glendale, WI

2. Name of Owner, Address

Kim Hufferd-Ackles, Head of School, 13022 Wilmot Road, Kenosha, WI 53142
Owner of Barnabas Building: Cardinal Capital, 901 S 70th Street, West Allis, WI 53214

3. Name of Applicant (if different from owner)

4. Legal Description of Property

5. Tax-Key

6. Zoning of Property

7. Project Description

N/A; no construction or renovation

8. Lot Size (Depth, Width, Area)

9. Dimensions and all levels (floors) of buildings

10. Total Floor Area

1778 square feet to be occupied by Open Wings Learning Community

11. Specific uses of the entire property and buildings

Commercial Use for several other businesses

Open Wings Learning Community use: Educational purposes (K-3 private school)

12. Minimum and maximum numbers of employees **3 to 6 employees**

13. Days of Operation

Monday through Friday

14. Hours of Operation **8:00 am to 4:00 pm**

15. Signage (Type, Lighted?, Wall, Free-Standing, Monuments, Size, Location, etc.) **TBD by Owner, Cardinal Capital**

16. What Conditions has the State or County imposed upon your use of the property?

None

17. Security Fencing

18. Do you feel there will be any problems such as Noise, Odors, Glare, Potential Fire Hazards, or Smoke resulting from the proposed use? **No**

19. Are you proposing food services? **No**

20. Did the State of Wisconsin approve your interior building plans? **N/A**

21. What provisions are you making for fire protection and human safety?

22. What are your rules and regulations of the property?

23. List the Timetable for completion of building construction and anticipated opening date. **N/A**
24. Proposed On-site Security Measures
25. Anticipated maximum number of facility users and viewers at one time (including special events) **20 - 24**
26. Any other information you or the Plan Commission may determine is pertinent.
27. Business Plan
28. Entire Grant Application and County Issued Request for Proposal
29. Your Name, Signature, and Date on the Plan of Operation Document

OTHER INFORMATION REQUIRED

In addition to the information above, the following items are also required:

- Complete set of building plans (floor plans, elevation drawings, artistic images).
- Set of any site and landscaping plans.
- Set of any lighting and sign plans.
- Cover correspondence to include a narrative description of the proposed use and operations.

SUBJECT: PARC Kickoff & Review CORP Update

FROM: Meredith Perks, Vandewalle & Associates, City Planner

MEETING: Planning and Architectural Review Commission

MEETING DATE: May 6, 2025

FISCAL SUMMARY:

Budget Summary:

Budgeted Expenditure:

Budgeted Revenue:

STATUTORY REFERENCE:

Wisconsin Statutes:

Municipal Code:

BACKGROUND & ANALYSIS: The City completed a Comprehensive Outdoor Recreation Plan (CORP) in 2018. Communities are required to update their CORP every five years and must have an up-to-date CORP to be eligible for state grants and other funding sources. The City has initiated an update process and is working with Vandewalle & Associates to facilitate this effort.

The PARC will serve as the steering committee for the CORP update process. Ultimately, the PARC will provide a recommendation to the City Council to approve and adopt the new CORP. The May 6th meeting will serve as a kickoff for the PARC. At this meeting, Vandewalle & Associates will provide an outline of the planning process, project elements, and public input opportunities, and will facilitate a discussion of key questions that will guide the goals and vision of the updated CORP.

No action will be taken at this meeting. Please review the agenda and discussion questions outlined in the attached document and be prepared to contribute your thoughts and goals for the CORP update.

RECOMMENDATION: No Action

ACTION REQUESTED: No Action

ATTACHMENTS:

Glendale_PARC Kickoff Agenda_5.6.25, Glendale_2018 CORP

City of Glendale

Comprehensive Outdoor Recreation Plan

PARC Kickoff Meeting 5.6.25

Today's Agenda

- Introductions
- Review project process and proposed schedule
- Review key input opportunities
- Discussion on project goals, priorities, and key issues and opportunities

What's in a Comprehensive Outdoor Recreation Plan?

- Inventory existing conditions, data collection, and analysis
- Establish goals, objectives, and strategies
- Evaluate City parkland standards and analyze park service areas
- Review potential Park Impact Fees
- Recommend improvements, identify future park and trail locations, and develop conceptual plan for Sunny Point flood area
- Identify potential funding sources, including state and federal grants and resources
- Develop an implementation action item list with potential funding sources

Project Schedule

Task	Proposed Timeline
Kickoff Meeting with Staff	February
Kickoff Meeting with Recreation Committee	Today
Stakeholder Focus Group Meetings	May
Parks Tour and Existing Conditions Evaluation	March - May
Online Public Input Survey	June
Public Visioning Workshop	June
Complete Draft Plan and Park Concepts, Staff Review	Late Summer
Parks and Recreation Committee Draft Review Meeting	Late Summer
Complete Final Draft, Staff Review	Late Summer/Fall
Public Open House	Fall
Adoption Meeting	Fall

PARC Role

This group will meet 3 times during the process to provide input, review documents, and recommend the plan for adoption.

- Kickoff Meeting (today)
 - Discuss project schedule and provide insight on key plan objectives, goals, and strategies.
- Draft Review Meeting

- Review all feedback received, walk through the draft plan, maps, and park concept, and provide recommended changes to incorporate in final draft.
- Recommendation Meeting
 - Review all changes made to the prior draft and recommend the plan to the City Council.

Public Input:

Stakeholder Focus Groups:

1. Civic & Non-Profit Organizations
 2. Local Businesses & Economic Development
 3. Recreation & Frequent User Groups
 4. Students, & Youth
- Question for Discussion: Are there any key insights you would like to hear from the stakeholder groups?

Online Public Input Survey:

- Input on existing park system, facilities, amenities and recreation opportunities as well as priorities for the future.
- Question for Discussion: Is there a particular topic to include or insight you would like gain through the Public Input Survey?

Group Discussion Questions:

- What are the key issues you'd like to address through this plan?
- Do the 2018 Comprehensive Park and Open Space Plan's Goals still reflect the City's goals for the park and recreation system? (see below for goals)
- Are there any existing facilities or recreational programming that should be improved/expanded?
- Are there any new recreational facilities, amenities, or programming that should be developed?
- Are there any other key park and recreational opportunities that we should explore through this plan?
- How do you think the City's park and recreation system should interact with the County and regional assets in the community, like County Parks, the Oak Leaf Trail, and the Milwaukee River.
- Is there anything you've seen in other communities that you think Glendale could benefit from?
- Overall, what is your top priority for parks and recreation in Glendale?

2018 CORP Goals:

Goal #1 Continue to make the Milwaukee River the focal point in the community.

Goal #2 Maintain green space and landscaping throughout the community.

Goal #3 Provide safe accessibility to existing parks.



REPORT

Comprehensive Outdoor Recreation Plan



Prepared for: City of Glendale, WI

Prepared by: Clark Dietz, Inc.

Date: May 2018



CITY OF GLENDALE
MILWAUKEE COUNTY, WISCONSIN

Comprehensive Outdoor Recreation Plan

May 2018

ANDREW ASHLEY P.E.
PROJECT ENGINEER
CLARK DIETZ INC. - ENGINEERS 759 N. MILWAUKEE ST.
SUITE 624
MILWAUKEE, WI 53202

City of Glendale

Mayor:
Bryan Kennedy

Common Council:
Tomika S. Vukovic
James Daugherty
John C. Gelhard
Richard W. Wiese
Steve Schmelzling
JoAnn Shaw

City Administrator:
Rachel A. Reiss

Director of Community Development:
Todd Stuebe

Plan Commission
Bryan Kennedy
JoAnn Shaw
Tomika S. Vukovic
Fredrick Cohn
Karn Cronwell
Gary Lippow
Joshua Wadzinski
Bruce Cole

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Appendix A – Maps

Map 1 - Existing Parks

Map 2 - Existing Trails

Map 3 - Service Areas & Obstacles to Access

Map 4 - Existing & Potential Facilities

Introduction

The City of Glendale is located in Milwaukee County just north of the City of Milwaukee along the Milwaukee River. Glendale is five miles north of the Milwaukee downtown and is part of the suburban development corridor that extends northerly through Milwaukee County and into adjacent Ozaukee County. The City is a combination of a medium density residential community, an industrial community and a commercial center providing goods and services to several adjacent suburbs in northern Milwaukee County. Glendale is a completely built out community and is in an urban portion of a metropolitan area which needs to manage open space, particularly if it is to provide a good quality urban environment.

The primary objectives of any city planning program are to provide for an attractive and desirable physical environment for residents of the community. Some determination needs to be made of the number of people who will live in the community at the end of the planning period, as a basis for preparing the outdoor recreation plan.

Glendale was incorporated in 1950 with a population of 3,150. Between 1950 and 1970 it grew rather steadily with a population of 9,537 in 1960, increasing to a population of 13,436 in 1970. Since 1970 the population of Glendale has remained fairly constant, with a population of 12,887 in 2014.

Since Glendale is a built out community and the population has remained fairly constant since the 1970s, the figure of 14,000 people would appear to be a reasonable estimate for future planning purposes.

The City of Glendale realizes that planning is a process and that the purpose of any planning is implementation. The City has the opportunity to use this plan to acquire and develop new trails to connect existing parks and playgrounds. Completion of this Outdoor Recreation Plan qualifies the community for cost sharing through State and Federal programs. Eligibility for these programs, however, does not guarantee adequate recreation space and facilities; in fact, implementation depends more upon the commitment by the community, service groups, and residents to adapt and carry out these recommendations. The plan and the funding opportunities are the framework within which the community can work.

As Glendale changes, the City should strive to provide diversity in function, location, size, development and service area of recreation facilities. This can best be accomplished if the City takes the lead in assuring that these objectives are met through land acquisition, development and improvement. It should be the responsibility of the City to guide recreation planning over the years.

This plan begins with a presentation of definitions and recreational planning methodology. A discussion of existing recreational facilities and recreation needs in the City follows. It concludes with the five-year action program and a brief discussion of long range goals and objectives and of implementation procedures.

Recreational Area Definitions

Diversity in recreation areas necessitates that all persons involved in recreation and park planning share a common language. The following recreation area definitions are commonly used and are defined by the *Wisconsin Statewide Comprehensive Outdoor Recreation Plan 2011-2016*.

Mini Park

1. Definition Summary:

A play lot or playground provides space for parental supervised recreation of toddlers and young children within a neighborhood, or as part of a larger neighborhood or community park and urban center, including retail shopping areas.

2. Size Objectives:

0.5 to 1.5 acres.

3. Service Area Objectives:

Generally within a neighborhood of a half mile radius or population of 2,000-3,000. Mini parks may be included in parks that serve a larger population or service area.

4. Location Objectives:

Located in protected areas with separation from street traffic and high visibility; serving local neighborhoods and adjoining schools, libraries, or police and fire facilities.

- Population Ratio to Acreage: .25 to 0.5 acre per 1,000 population to achieve a park unit size that serves 2,000 to 3,000 people.

5. Space, Design, and Service Area:

The size of a play lot or playground may range from as small as 2,500 sq. ft. to 1.5 acres.* Amenities offered by these facilities generally include sand play areas, play apparatus, play equipment, and other special child-oriented features. The service radius for these parks in terms of distance from population served is limited to less than a quarter mile, or within a super block space, unless the playground is incorporated into a larger park.

6. Orientation:

Small geographic areas, sub-neighborhoods, or neighborhoods, when combined with a larger park unit. Serves youth ranging in age from toddler to 12 years, with adult supervision. Playgrounds also serve important needs in city business districts and inner city areas where a mix of commercial and recreation activity is desired.

7. Function:

Provides outdoor play experiences for youth under parental supervision. Generates neighborhood communication and provides diversion from work and domestic chores. Promotes neighborhood solidarity.

Neighborhood Park

1. Definition Summary:

A neighborhood park, by size, program, and location, provides space and recreation activities for the immediate neighborhood in which it is located. It is considered an extension of neighborhood residents' "out-of-yard" and outdoor use area.

2. Size Objectives:

5 to 25 acres.

3. Service Area Objectives:

Generally a one mile radius, but actually defined by collector street patterns which form the limits of a neighborhood or recreation service area. Population served may range from 2,000 up to 5,000.

4. Location Objectives:

Centrally located for equitable pedestrian access within a definable neighborhood service area. Adjoining or adjacent to an elementary, middle school or high school, fire station, or library, if possible.

5. Program Objectives:

Compatible with the neighborhood setting and park site constraints. Generally includes the following facilities, which are determined with public input as to use and activities:

- a. Parking for 10 to 20 vehicles.
 - 1) On-street parking is acceptable if negative impact to residential units can be mitigated. On-site parking is preferable as a planning objective.
 - 2) Bike racks with Class II trail connections where possible.
- b. Restrooms
 - 1) Men's restroom with 2 water closets, 2 urinals, 2 lavatories.
 - 2) Women's restroom with 3 water closets and 2 lavatories.
 - 3) Utility and minimum park janitorial storage space.
- c. Tot lot/children's play area
- d. Family event/group picnic facility
- e. Informal family picnic area with benches and tables
- f. Unstructured turf grass play area/play or practice field for children, young adults, and families.
- g. Sport facilities—compatible with neighborhood setting and park site constraints.
 - 1) Basketball—half court, full court, or tri-court configuration
 - 2) Volleyball area
 - 3) Softball field/soccer practice or game overlay
 - 4) Other features as needs or site conditions allow

6. Orientation:

Serves all age groups, with an emphasis on youth and families in neighborhood settings.

7. Function:

To provide a combination of active recreation and passive activities, both outdoor and indoor facilities, and special features as required or needed.

8. Space, Design, and Service Area:

A minimum size of 5 to 25 acres with amenities including sports facilities, picnic areas, swim

facilities, cultural activities, arts, crafts, and individual passive activities. The park should primarily serve a defined neighborhood area population of 2,000- 5,000. Distance from this neighborhood will vary depending on urban development pattern, zoning, and densities in the respective neighborhoods being served. Efforts should be made to allow easy pedestrian access to the park.

Community Park

1. Definition Summary:

A community park, by size, program, and location, provides space and recreation activities for a defined service area, the entire city, or significant geographic segment of the city's population.

2. Size Objectives:

Usually more than 25 acres.

3. Service Area Objectives:

Generally a 2 to 5 mile radius within the city and adjacent neighborhoods outside of city limits.

4. Location Objectives:

Centrally located if planned to serve a particular geographic segment of the city. Located adjoining or immediately adjacent to a collector street providing community-wide vehicular access, thereby reducing neighborhood traffic impacts. Connected with Class II on-street and/or off-street community trail and bike lane system. Adjoining or adjacent to an elementary, middle, or high school if possible.

5. Program Objectives:

Elements that fulfill the service area, park facilities and recreation program demands. The following facilities may be compatible with community setting and park site constraints:

- a. Off-street parking calculated to satisfy demand of park and recreation activities provided. Includes bike racks and a public transit station at the site as well as both on-site and street parking.
- b. Restrooms designed to accommodate the level of park and recreation activities provided and the number of people served. Restrooms should be located within a reasonable walking distance from children's play equipment and other high-use areas.
- c. Community recreation center
- d. Park maintenance and equipment storage building
- e. Tot lot/children's play area
- f. Group picnic shelters
- g. Family picnic facilities
- h. Sport/recreation facility fulfilling the overall city demand Appropriate program elements include:
 - 1) Community pool/water feature
 - 2) Soccer fields
 - 3) Softball, little league baseball, junior pony league baseball
 - 4) Football
 - 5) Roller hockey/skateboard area
 - 6) Tennis courts
 - 7) Basketball courts
 - 8) Amphitheater/performing arts center
 - 9) Volleyball (indoor and outdoor)
 - 10) Jogging trails

- 11) Other facilities as desired and as permitted under park site plan
- 12) Concessions (food and beverage)

6. Orientation:

Multi-purpose service area or community-wide recreation resource serving most or all of the population.

7. Function:

Provides opportunities for a diverse mix of indoor and outdoor recreation, including walking and bicycling, outdoor performances, various programmed and non-programmed field sports, swimming, and special events.

8. Space, Design, and Service Area:

The minimum space for a community park is 15 acres. Facilities typically provide for some sports activities, though emphasis is on passive cultural and community centers with recreational programming and organized activities. The community park may serve populations within a 2 to 5 mile radius, a scope that would allow residents of other communities to use the park as well.

Special Use Park

1. Definition Summary:

A special use park is often designed as a revenue-generating enterprise created to satisfy demand for a particular sport, recreational activity, or special event. A special use park may also be a sports park combined with enterprise activities and administered as a community recreation resource.

2. Size Objective:

The actual size of a special use park is determined by land availability and facility/market demand for special uses or recreation programs.

3. Service Area Objectives:

Community or area-wide and determined by the type of recreation program, special events or use activities.

4. Location Objectives:

Determined by the property opportunity, service area and size objectives.

5. Program Objectives:

Special use parks require facility programming that is user- or market-driven and based on community needs or economic and service principles for public and private partnerships. The magnitude and type of special use facilities may include:

- a. Water play park
- b. Amphitheater
- c. Festival/swap meet/farmers market
- d. League/individual sports complex
- e. Fitness/entertainment center
- f. Skateboard/in-line hockey park
- g. Recreation programs and classes

6. Orientation:

Provides recreation programming, sports and special event attractions and activities for all age groups.

7. Function:

Special events, fairs, festivals, expositions, symposiums, sports, community gatherings, ethnic/cultural celebrations, plays and numerous other recreational programs and activities.

8. Space, Design, and Service Area:

The minimum size for special parks varies depending on intended use and programming.

School Park

1. Definition Summary:

By combining the resources of two public agencies, the school park classification allows for expanding the recreational, social, and educational opportunities available to the community in an efficient and cost effective manner. Depending on the circumstances, school park sites often complement other community recreation or open lands. As an example, an elementary/middle school site could also serve as a neighborhood park. Likewise, middle or high school sports facilities could do double duty as a community park or as youth athletic fields. Depending on its size, one school park site may serve in a number of capacities, such as a neighborhood park, youth athletic fields, and a location for recreation classes. Given the inherent variability of type, size and location, determining how a school park site is integrated into a larger park system will depend on case-by-case circumstances. The important outcome in the joint-use relationship is that both the school district and park system benefit from shared use of facilities and land area

2. Size Objective:

The optimum size of a school park site depends on its intended use. The size criteria established for neighborhood park and community park classifications may apply.

3. Service Area Objectives:

Neighborhood park and community park classifications criteria should be used to determine school park functions and area served. For planning purposes, the degree to which school lands, including buildings or facilities, meet community needs depends on the specific inter-local agreements formed.

4. Location Objectives:

The location of a school park site will be determined by the school district based on district policy. Coordinated city and school district planning allows for siting, acquisition, and facility development to be responsive to community needs. Service areas for school park sites will depend on the type of use and facilities provided.

5. Program Objectives:

The criteria established for neighborhood parks and community parks should be used to determine how a school park site is developed and programmed. If athletic fields are developed at a school park site, they should, where feasible, be oriented toward youth rather than adult programs. Establishing a clearly defined joint-use agreement between involved agencies is critical to making school park relationships workable. This is particularly important with respect to acquisition, development, maintenance, liability, use, and programming of facility issues. The orientation of school park projects is typically for neighborhood and community recreation services. The functions

may include sports, recreation classes, passive recreation activities, and other recreation programs suitable to an elementary or secondary education school.

County Park

1. Definition Summary:

A county park provides sufficient park and recreation area to meet the needs of county residents. County parks consist of land that is specifically set aside for active and passive recreation uses, and that accommodates large gatherings, special events, and individual users. County parks offer a wide variety of compatible outdoor recreation activities, and may provide areas that do not primarily serve a recreational purpose such as protected natural areas, historic areas, and special use areas.

2. Size Objectives:

The size of recreation parks varies greatly from park to park, but with the exception of those parks that serve a special use or are trail corridors, a recreation park should consist of a minimum of 100 acres of land. Each park should be of sufficient size to accommodate the estimated use and to allow for the operation and maintenance of planned recreational facilities.

3. Service Area Objectives:

County parks provide for a regional user group and serve primarily county residents. Special facilities like camping and trails are also used by tourists and visitors to the county.

4. Location Objectives:

The land should have high recreational potential and be able to withstand intensive and extensive recreational activities. Land should have potential to accommodate large groups of people. Land for corridors should be located so as to connect to communities, parks, and open spaces. The potential for future land acquisition should be taken into account.

5. Program Objectives:

Development should be appropriate for intended use and should accommodate moderate to high use. Development and planning should consider the physical condition and characteristics of the land and recognize potential environmental or structural limitations that might require intensive maintenance. County parks may include the following facilities:

- a. Camping/group camping
- b. Picnic areas
- c. Recreational trails (hiking, bicycling, mountain biking, equestrian, cross-country ski, snowmobile, etc.)
- d. Play areas
- e. Swimming beaches
- f. Water access
- g. Fishing access
- h. Shelters
- i. Restrooms
- j. Shower facilities
- k. Sport fields (basketball, volleyball, softball, etc.)
- l. Pet exercise area

6. Orientation:

Multi-purpose service area and regional recreation resource serving a significant portion of a county or multi-county population.

7. Function:

To provide sufficient parks and recreation areas to meet the needs of the people of the county.

8. Space, Design, and Service Area:

The size of a county park should be a minimum of 100 acres. Facilities vary by park; some parks offer active recreation (camping, recreational trails, etc.), while others provide passive recreation (scenic lookouts, picnic areas, beaches, etc.). Most parks provide both active and passive recreation. County parks provide for a regional user group and serve primarily county residents, though special facilities also serve tourists and visitors to the county.

State Forest

1. Definition Summary:

A state forest consists of well blocked areas of state-owned lands which are managed to benefit present and future generations of residents, recognizing that forests contribute to local and statewide economies and to a healthy natural environment. State forests practice sustainable forestry. The management of state forests is consistent with the ecological capability of state forest land and with the long-term goal of maintaining sustainable forest communities and ecosystems. Benefits of maintaining these ecosystems include soil protection, public hunting, protection of water quality, production of recurring forest products, outdoor recreation, native biological diversity, aquatic and terrestrial wildlife, and aesthetic value. The range of benefits provided in each state forest reflect its unique character and position in the regional landscape.

2. Size Objectives:

Typically between 1,000 and 250,000 acres, but can be larger or smaller.

3. Service Area Objectives:

Generally a 100 mile radius. State forests typically provide close-to-home recreational areas. Day users typically travel approximately 50 miles one-way to reach state forests, while overnight users tend to travel further, approximately 100-150 miles one-way. Travel to state forests can, however, exceed 160 miles for longer vacation stays and travel to “destination areas.”

4. Location Objectives:

Areas with large blocks of land.

5. Program Objectives:

State forests must meet ecological, economic, social, and cultural needs. Elements are compatible with the natural resource setting and park site constraints. Facilities may include the following:

Current Level of Supply:

Hiking trails	1,256 acres per linear mile of trail
Cross-country ski trails	2,551 acres per linear mile of trail
Snowmobile trails	639 acres per linear mile of trail
Equestrian trails	559 acres per linear mile of trail
ATV trails	1,795 acres per linear mile of trail
Camping sites	1 campsite per 265 acres

6. Orientation:

Multi-purpose service area and regional recreation resource serving a significant portion of a state or regional population.

7. Function:

To provide for nature conservation, provide income to forest owners, supply raw materials to the wood processing industry, and provide public recreation.

8. Space, Design, and Service Area:

The size of a state forest is determined by the extent of the area's natural resources and recreation capabilities. There is no minimum or maximum size for a state forest. Facilities are not universal and vary by forest. The geographic location of the forest and the natural resources present dictate recreation available at the site. State forests serve large geographic areas of a state or region.

State Park

1. Definition Summary:

A state park, by size, program, and location, provides space for outdoor recreation and education about nature and conservation. These parks serve a significant geographic segment of a state or regional population. State parks aim to preserve, protect, interpret and enhance the scenic and cultural resources of the state.

2. Size Objectives:

Parks must be large enough to accommodate a reasonable mix of outdoor recreational activities. Typically, parks are between 500 and 3000 acres, but can be smaller (10,000 acres).

3. Service Area Objectives:

Generally a 100-mile radius. State parks typically provide close-to-home recreational areas. Day users generally travel approximately 50 miles one-way to reach state parks, while overnight users tend to travel further, approximately 100-150 miles one-way. Travel distances to state parks can often exceed 160 miles for longer vacation stays and trips to "destination areas."

4. Location Objectives:

Siting of Wisconsin State Parks is typically based on five criteria developed by John Nolen. These criteria are: 1) large size to serve a large number of citizens, 2) accessibility to major population areas, 3) a healthful, natural setting, 4) reasonable cost for land acquisition, 5) land possessing "decidedly uncommon charm and beauty." All, or a combination of these criteria are used to determine where to site a state park.

5. Program Objectives:

Elements that fulfill the service area, park facilities and recreation program demands. Elements are compatible with the natural resource setting and park site constraints. Developments may include the following facilities:

Current Level of Supply:

Hiking trails	196 acres per linear mile of trail
Surfaced bicycle trails	860 acres per linear mile of trail
Mountain bike trails	549 acres per linear mile of trail
Nature trails	1,871 acres per linear mile of trail

Cross-country ski trails	430 acres per linear mile of trail
Snowmobile trails	426 acres per linear mile of trail
Equestrian trails	400 acres per linear mile of trail
Picnic sites	0.05 acres per picnic table
Camping sites	1 campsite per 29 acres
Parking stalls	Year-Round = 1 stall for every 3 visitors
Swimming beaches	17 linear feet per 1,000 users

6. Orientation:

Multi-purpose service area and regional recreation resource serving a significant portion of a state or regional population.

7. Function:

To provide for public recreation and education of conservation and nature study. To preserve, protect, interpret and enhance the scenic and cultural resources of the state.

8. Space, Design, and Service Area:

The size of a state park is determined by the extent of the area's natural resources and recreation capabilities. There is no minimum or maximum size for a state park. Facilities are not universal and vary by park. Some parks offer active recreation (camping, boating, mountain biking trails, hunting etc.), while others offer passive recreation (scenic lookouts, picnic areas, beaches, etc.). Most provide both active and passive recreation. The geographic area and the natural resources present dictate recreation uses and facilities present in the park. State parks serve large geographic areas of a state or region.

Planning Methodology

To determine if the park facilities and areas now provided are adequate, there are four methodologies which can be used to analyze the City's current and future recreational needs. The most common is to relate spatial park needs to number of people. The second appraises each park's serviceability to the age groups most likely to use the facilities. The third calculates future demand for facilities and activities, based upon recognized public demand. The fourth does not attempt to quantify need, but to identify and preserve valuable land for parks.

Standards for public recreation facilities are presented in table 1.

Table 1 - Standards for Public Recreation Facilities

Type of Facility	Service Area (Miles)	Typical Size (Acres)	Primary Age Group Served
Mini Park	0.25	0.5 to 1.5	Toddler to 12 Years Old
Neighborhood Park	1	5 to 25	Youth and Families
Community Park	2 to 5	Greater than 25	All Ages
School Park	1	5 to 25	Youth and Families
County Park	Region	Greater than 100	All Ages

A. Acreage Standards:

There are a number of acceptable standards which relate park acreage for each 1,000 persons in a community. Standards of 10, 12 and 15 acres per thousand population are commonly used in local units of government. Many communities in Wisconsin establish, in their *Open Space Plan*, a goal of 12 acres of open space for every 1,000 residents. For purpose of this study, a standard of 10 acres per 1,000 population is used as a basis for evaluating the City's acreage requirements. Approximately one-half (5 acres/1,000 population) should consist of local and neighborhood parks with the remainder in large parks. The helps diversify the services the parks will provide to the residents.

There is some danger in adhering to this technique exclusively. A quantitative measurement of recreation acreage mentions nothing about the diversity of park land available, the type and condition of the facilities provided, or whether residents are best served by the existing acreage. For these reasons, recommendations in the City's Outdoor Recreation Plan are based upon more than need for additional acreage.

B. Service Area:

A neighborhood recreation area has limited usefulness if its access is blocked by a heavily-traveled thoroughfare. It is obvious that the extent to which an area is frequented is heavily dependent upon its effective service area. Neighborhood park and playground facilities have a service area radius of about 1 mile when not interrupted by obstacles to access. Mini Parks should be within 1/4 mile of home, while playfields and community parks have a service area of up to 5 miles and are used by residents living throughout the community.

C. Recreational Demand:

In this report, recreational demand is a qualitative assessment. The methodology used involves

estimating what types of activities and areas are in demand and who will use them. This approach most closely matches facilities with current and future needs and the recreation activities of residents.

D. *Resource Preservation:*

One important factor in meeting needs and planning for the future is to conserve and preserve potential recreation lands. It is never too early to think in terms of acquiring potential parkland. Scenic hilltops and glens, wooded areas, wetlands, streams, and well-located parcels are frequently attractive for development. This competition for potential recreational land necessitates that local units of government and regional agencies plan to acquire and protect these resources.

Existing Recreation Areas and Facilities

A land use survey was conducted to inventory existing recreational areas and facilities in and their relationship to residential and potential residential developments. Included in the inventory were municipal and educational recreational areas which contribute to recreational supply and opportunities in the City.

The following is a description of each recreation area and a summary of the facilities in it. A summary of the existing areas is presented in table 2. Existing recreation areas are located on map 1.

1. *Bel Aire Parkette* is a mini park which covers approximately 0.4 acres and is located on the City's southwest side on the corner of Bel Aire Drive and Ames Terrace. There is an open area with (2) benches and a flag pole.



2. *Bethmaur Parkette* is a mini park which covers approximately 0.1 acres and is located on the City's southwest side on the corner of Bethmaur Ln and Dexter Ave. The area is wooded and includes 3 benches surrounding some aesthetically pleasing landscaping.



3. *Shasta Park* is a mini park which covers approximately 0.1 acres and is located on the City's southwest side on the corner of Shasta Dr. and Dexter Ave. The area has flower beds and (2) two benches to enjoy the open space.



4. *Wingate Park* is a mini park which covers approximately 0.4 acres and is located on the City's southwest side on West Wingate Street. The area is heavily wooded and includes a picnic table, a playground set, a sandbox, and two (2) benches. There are sidewalks on the south side of Wingate Ave with a crosswalk and median to help safely cross the road. Access to the site is walkable and safe.



5. *Winston Park* is a mini park which covers approximately 0.7 acres and is located on the City's west side on N Jean Nicolet Rd. The area is currently an empty lot and has room for development.

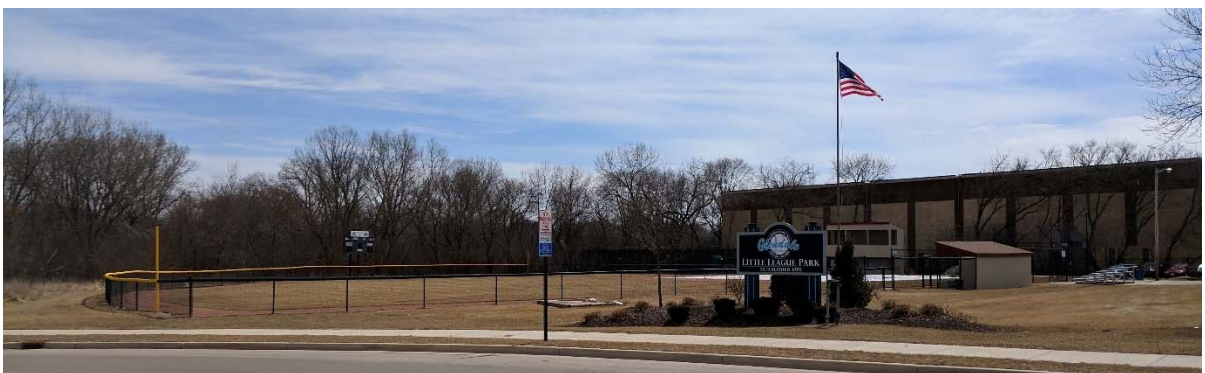


6. *Civic Center Area* is a special use park located adjacent to City Hall and the Civic Center in the south-central portion of the City, covering approximately 11.5 acres. The park has two areas, separated by Civic Drive.

South of Civic Drive is a little league complex that includes two (2) diamonds with grass infields, cyclone backstop and fencing, cement block dugouts, press boxes, a concession stand that serves both diamonds, and four (4) sets of bleachers. There is also a small playset for young children including a slide and swings.

North of Civic Drive is a large area that consists of a baseball diamond with a grass infield. The site includes two (2) fenced in benches, two (2) sets of bleachers, a pitching net, and a combination fence and net backstop.

The entire complex is very well maintained, with no room for further development. The closeness to the City offices could offer activities that may include "civic" minded events. Many communities have a "focal point" or "town square" type of park area.



7. *Richard E. Maslowski Glendale Community Park* is a neighborhood park which covers approximately 13.2 acres and is located on the City's west side on Bender Road. The park is a multi-generational gathering point for Glendale families and beyond, offering a wide variety of activities which include a community amphitheater, a multipurpose civic building and plaza, a family play area that is fully handicapped accessible, a beer garden, a large open grass area, and a veteran's memorial.

The complex is very new with construction completing in 2017. There is discussion with Nicolet High School to develop three (3) baseball diamonds to host WIAA/NCAA sponsored events in the open grass area. The park is located in a business park so access to the park is generally by car.



8. *Good Hope Elementary School* is a school park located on West Good Hope Road on the City's north side. Excluding the actual school site, the area covers approximately 10.5 acres. Facilities included at the site are three (3) tennis courts enclosed by cyclone fencing, two (2) benches associated with the tennis courts, a totlot area that includes one (1) rope/chain climbing apparatus, a playground with slides and a basketball hoop, and one (1) monkey bar set. Also included at the site are one (1) softball diamond with a cyclone fencing backstop, one (1) pitchers net, two (2) benches, two (2) sets of bleachers, two (2) permanent soccer goals, three (3) picnic tables, a paved area with that also doubles as an ice skating rink, a warming house, five (5) benches, one (1) bike rack, one (1) football field with a goal post, and a large open grass area.

The area is well developed and has ample parking by the school. The paved area, that doubles as a skating rink, is in need of being resurfaced or removed entirely and turned into additional green space. Access to the site is hindered by West Good Hope Road and North Green Bay Avenue. A large apartment complex directly across the street is severely restricted from use of the area due to heavy traffic. The park does serve the area to the south and west very well.



9. *Parkway Elementary School* covers approximately 7.0 acres and is located on Milwaukee River Parkway directly across from City Hall. The area serves as a school park and includes a wood-chip surface totlot that includes three (3) climbing apparatus with slides and one (1) monkey bar set. There is a large grass area that includes two (2) softball diamonds with cyclone fencing backstops, eight (8) sets of bleachers (four (4) by each diamond), two (2) permanent soccer goals, a paved area with markings for various games, and four (4) basketball hoops.

The area is well developed and has ample parking space by the school. As can be seen from map 3, the service area of Parkway overlaps that of the Civic Center, showing congestion of park space in the area. Development of either of these two facilities should be diverse to avoid duplication of services.



10. *Glen Hills Middle School* is located on West Mill Road on the City's east central side.

Excluding the actual school portion, the site covers approximately 9.4 acres and serves as a school park. Included on the site are four (4) tennis courts completely enclosed with fencing, two (2) permanent soccer goals with field markings and one (1) set of bleachers, one (1) adult softball diamond with a cyclone fence backstop, one (1) sand volleyball court, a large open grass area, an asphalt area with various markings for games, and three (3) basketball standards. Located near the asphalt area (which also serves as a parking area), and a totlot area that includes one (1) climbing apparatus and one (1) monkey bar set.

The school serves as the physical facility of the City's recreation department administrative offices. The facility has a very efficient service area and has the potential for further development, with various kinds of equipment.



11. *Nicolet High School* serves as the City's Athletic Playfield and covers approximately 17.9 acres. It is located next to I-43 on the City's northeast side and serves as a neighborhood park. The school has an athletic complex for football/soccer and track and field, seven (7) tennis courts enclosed by cyclone fencing, six (6) benches and four (4) sets of bleachers associated with the tennis courts, and two (2) softball diamonds with cyclone fencing backstops.

As mentioned previously, the High School facility serves as an Athletic Playfield and as such is used by organized teams of the high school as well as adults. Access is generally by car and activities are limited and do not provide diversity. The facilities located at the high school are in excellent condition.



Also located within the and near the City limits are five parks which are a part of the Milwaukee County Park System.

- Within City Limits:
 - Lincoln Park (Partial)
 - Kletzsch Park
 - Milwaukee River Parkway (Partial)
- Adjacent to City Limits:
 - Lincoln Park (Partial)
 - Milwaukee River Parkway (Partial)
 - Estabrook Park
 - Brown Deer Park

These parks are designed to meet the needs of the entire County as well as a multi-County area and its residents. Glendale does benefit recreationally from these parks; however, the facilities that are provided in many cases do not meet neighborhood needs. As a result, for purpose of this plan, more attention is focused on Glendale facilities; however, the County facilities are and should be included in any analysis and implementation program the City initiates recreationally.

The following is a table summary of the park and recreation facility acreage in the City of Glendale according to park type.

Table 2 – Public and Semi Public Recreation Acreage

Park	Acreage	Function
Bel Aire Parkette	0.4	Mini Park
Bethmaur Parkette	0.1	Mini Park
Shasta Park	0.1	Mini Park
Wingate Park	0.4	Mini Park
Winston Park	0.7	Mini Park
Civic Center Area	11.5	Neighborhood Park
Richard E. Maslowski Park	13.2	Community Park
Subtotal	26.4	
Good Hope Elementary School	10.5	School Park
Park Way Elementary School	7.0	School Park
Glen Hills Middle School	9.4	School Park
Nicolet High School	17.9	School Park
Subtotal	44.8	
Kletzsch Park	141.3	County Park
Lincoln Park (part)	199.5	County Park
Milwaukee River Parkway (part)	24.5	County Park
Subtotal	365.3	
<i>Total Public and Semi Public Recreation Acreage = 436.5</i>		

Table 3 – Public and Semi Public Recreation Facilities

 Park and Recreation Facilities	Bel Aire Parkette	Bethmaur Parkette	Shasta Park	Wingate Park	Winston Park	Civic Center Area	Richard E. Maslowski Park	Good Hope Elementary School	Park Way Elementary School	Glen Hills Middle School	Nicolet High School	Kletzsch Park	Lincoln Park (part)	Milwaukee River Parkway (part)	Total
Shelter						X	X	X				X			4
Trails												X	X	X	3
Woods/Nature Area		X	X	X								X	X	X	6
Open Space	X				X		X	X		X		X	X	X	8
Playground Equipment				X		X	X	X	X	X		X			7
Ball Diamonds						3		1	2	1	2	4			13
Soccer Fields								1	1	2		4		2	10
Tennis Courts								3		4	7				14
Ice Rink								X							1
Basketball Hoops									4	3					7
Amphitheater							X								1
Beer Garden							X								1
Paved Activity Area								X	X	X					3
Athletic Playfield											X				1
Sand Volleyball Courts										2		1			3
Archery												X			1
Football								1							1
Golf													X		1
Disk Golf												X			1
Fishing Access												X	X	X	3
Dog Park															0
Waterpark/Pool															0
Skate Park															0
Picnic Areas												7			7

Estabrook Park (adjacent)	Lincoln Park (adjacent)	Brown Deer Park (part)	Total
X	X	X	3
X	X	X	3
X	X	X	3
X	X	X	3
X	X	X	3
1	1	3	5
6	5	2	13
	4	4	8
			0
	12		12
			0
X			1
			0
1		2	3
			0
			0
		X	1
X		X	2
X	X		2
X			1
	X		1
X			1
8	5	8	21

Analysis of Needs and Demands

Introduction

The next step in this report is to analyze the existing recreational facilities in the City of Glendale and determine if the needs of the citizens are being adequately met. The definitions, standards and other criteria outlined earlier in the report have been applied in the analysis.

Analysis of Existing Facilities

Acreage

The first step is to judge the adequacy of the park system by using the acres/population ratio. Using the standard of 10 acres per 1,000 population (total) and 5 acres per 1,000 population each for neighborhood (City) parks and larger (County) parks, the following is observed.

Table 4 – Per Capita Standards

City and County Park Sites	Minimum Standard Net Acreage Requirements (acres per 1,000 persons)	Existing Net Acreage	Per Capita Acreage Requirements			
			Existing 2014 Population: 12,887		Planned 2048 Population: 14,000	
			Net Acreage Requirement	Net Acreage Need	Net Acreage Requirement	Net Acreage Need
All Parks	10	436.5	130	----	140	----
City Parks	5	71.2	65	----	70	----
County Parks	5	365.3	65	----	70	----

The City shows an adequate amount of park space for the population. The large (County) parks acreage makes up the large surplus; however, it should be noted that the acreage provided is not meeting the needs of the City in terms of providing needed facilities. Special mention should also be made that although Nicolet High School acreage was computed in the "City" acreage, the services it provides do not in any way meet "neighborhood" type of demand. The result existing net acreage shown on Table 4 should be looked at as a conservative figure.

Serviceability

Existing parks along with their corresponding service area and obstacles to access are shown on map 3.

Nicolet High School and the various County Parks all have by definition a minimum half-mile service area. Restrictions to access are not particularly important because a large number of park users will drive to the facility from throughout the City, County and multi-County areas.

The City does, however, face restricted access to corresponding recreational areas by such major items as the Milwaukee River, Interstate 43, West Good Hope Road, the Chicago and Northwest Railway, and the Chicago, Milwaukee, St. Paul and Pacific Railway. The restricted access difficulties restrict the various areas' use, especially by younger children.

In summary, Glendale's outdoor recreation usage is surrounded by major traffic thoroughfares. In a

number of cases access problems significantly restrict service areas. It is obvious from the map outlining service areas (map 3), that there are several portions of the City that are not currently served by neighborhood facilities.

Resource Preservation

The City possesses beautiful natural features along the Milwaukee River. It is recommended that the City encourage, with strong cooperation of Milwaukee County, continued preservation of open spaces, greenways, wetlands, woodlands, scenic areas located within the City.

Goals and Objectives

The initial task in preparing any type of planning document includes the formulation of a series of goals and objectives that outline the City's intent throughout the planning document. These goals and objectives will serve as a guide for the City to follow in providing a desired community-wide park and recreation system.

Mission Statement: The overall purpose of the park system and reason for the parkland and recreation program provision.

Goal: A broad statement of direction, purpose, and general public priorities. A goal should be based on the stated needs, key issues, and opportunities of the community. A goal should be long-range and timeless as well as idealistic.

Objective: Defined as a quantifiable aim within a limited time frame. Objectives should be derived from stated goals, quantifiable, specific, and within a limited time frame. Objectives are usually attainable through strategic planning and implementation activities. Implementation of an objective contributes to the fulfillment of a goal.

A goal provides the City with its long-term destination; objectives act as mile markers along the way. All recommendations listed in the plan are specifically designed to address the goals and objectives listed here. In order to conduct a thorough and accurate planning process, it is important to establish a set of goals, objectives, and policies that will serve as the basis for the recommendations in this Plan.

The following list of goals, objectives, and policies that Glendale should strive for. Some of the goals are also vision components in "Glendale 2021 – Our Vision".

Goal #1 – Continue to make the Milwaukee River the focal point in the community.

The Milwaukee River is a major focal point in the community. It hosts leisure and recreation activities from canoeing to fishing or just contemplating nature. An extensive system of green corridors, biking/walking trails and river walkways join the community's neighborhoods, the City's recreation center, commercial areas and Milwaukee County's Oak Leaf Trail system, all adding to Glendale's quality of life.

Objectives:

- Develop a strategy to make the River a focal point and instill that strategy into all actions related to the river.
- Develop "river walk plan" to provide access where possible.
- Work to connect river to neighborhoods, schools, City center through walking/biking trails.
- Purchase land along the river and zone conservancy when there is a benefit to the community.
- Host leisure and recreation activities from canoeing to fishing or just contemplating nature.
- Work with County, DNR and other organizations and agencies like the Milwaukee River Watershed Association to maintain and improve water quality and recreational opportunities.
- Seek to keep spillways and down-river dams from being removed.
- Develop plan for biking/walking trails and river walkways.

- Coordinate work with County Government to gain best advantage of linking.

Goal # 2 – Maintain green space and landscaping throughout the community

Glendale residents treasure their green space. Landscaping surrounds not only homes, but commercial and industrial areas as well, maintaining the semi-rural feel and beautifying and providing landscape buffers where business and residential areas come together. Mini parks, school parks, special use parks, neighborhood parks, and scenic parkways provide an added opportunity for residents to appreciate nature. Community, ethnic, and neighborhood festivals add a unique flair to the community's quality of life.

Objectives:

- Make green space a priority in all City actions.
- Develop landscaping requirements for all property usage.
- Purchase open land and zone as conservancy when there is a benefit to the community.
- Landscaping surrounds not only homes, but commercial and industrial areas as well, maintaining the semi-rural feel
- Increase landscaping requirements for new construction and remodeling.
- Require professional landscaping and site design for new commercial and residential construction.
- Develop minimum landscaping requirements for residential construction.
- Require ongoing maintenance of landscaping.
- Develop an expanded beautification program led by the Beautification Committee and continue beautifying and providing landscape buffers where business and residential areas come together
- Develop and implement zoning and site design requirements for buffering business, industrial and retail areas from residential areas.
- Lobby and work with County government to make sure parkland is not lost or changed.
- Maintain conservancy zoning for park lands
- Develop policy and supporting funding for parkettes.
- Add additional parkettes and scenic parkways
- Lobby and work with county government to make sure parkways are maintained and not lost or changed.
- Make sure that adequate resources, both financial and human, are available for the Fourth of July and other activities that are determined to be appropriate.
- Encourage private funding to supplement public funding.
- Develop and implement policies to encourage ethnic festivals that are held in the community.
- Continue policy of encouraging neighborhood block parties.

Goal # 3 – Provide safe accessibility to existing parks

Glendale faces restricted access to many of their recreational areas by major items such as the Milwaukee River, Interstate 43, West Good Hope Road, the Chicago and Northwest Railway, and the Chicago, Milwaukee, St. Paul and Pacific Railway. Safely being able to access the parks is a top priority. Providing meaningful sidewalks or trails for residents to use, creates a safe means to access the existing parks.

Objectives:

- Connect existing parks to the existing Oak Leaf Trail. Richard E. Maslowski Community Park shall be a priority due to its close location to the trail.
- Provide safe, high visible crossing at roads adjacent to the parks
- Provide an east west walkway for the north side of the city.
- Complete a trail to connect the oak leaf trail along North Milwaukee River Parkway which currently has a gap.
- Continue the sidewalk in front of the Civic Center Area on Civic Drive west to Green Bay Ave.
- Completion of the proposed paths will complete a loop in the Oak Leaf Trail around the City.

Recommendations and Action Plan

A. Introduction:

To meet existing and future needs, the City should chart a reasonable course to improve existing facilities and improve accessibility to the parks. The purpose of this Action Program is to outline such a course by presenting a series of recommendations covering general outdoor recreation policy, acquisition and development.

The recommendations in this 5-year plan are realistic and implementable. The City of Glendale must establish which of these recommendations have the highest priority. The community's out-door recreation needs and priorities in the next five years are closely tied to the rate at which the City grows. Continued growth and development in the City will exert considerable influence as to whether or not acreage will be purchased in the recommended locations and whether specific improvements are to be carried out.

However, both acquisitions and development of new parks and improvements to existing facilities must be anticipated and not delayed until it is too late.

B. General Recommendations

- 1) The City should be sensitive to potential acquisition of recreation land. This is particularly important when and where a recreational resource can be preserved for future use, or development pressures indicate that a site will eventually serve a neighborhood.
- 2) The City should coordinate its activities with the Milwaukee County Parks Commission's programs.
- 3) The City should make maximum use of any Federal and State cost-sharing funds for outdoor recreational planning, acquisition and development.
- 4) The annual cost of maintaining neighborhood parks and playgrounds, community facilities, and open space should not exceed what the City is willing to pay.
- 5) The City should encourage the preservation of open spaces, greenways, shorelands, wetlands, woodlands, and scenic areas.
- 6) Improvements to existing parks or development of new parks should include features to help the handicapped, such as ramps, traction walkways, grab rails, special seating, and special playground equipment.
- 7) The City should concentrate on providing facilities for "lifetime" recreational activities. These are activities both young and old can enjoy, such as horseshoes, volleyball, hiking, jogging, skating, tennis, softball, and target sports.
- 8) Civic and service organizations should be approached for help in defraying costs and assisting with maintenance of facilities. City crews and equipment should also be made available.

- 9) The recreation department should have maintenance personnel either directly or available to it.

C. Acquisition Recommendations

Potential Facility recommendations are located on Map 4. They should guarantee that neighborhood facilities be planned for and acted on as soon as implementation can become a reality.

1) Principles of Park Land Acquisition

Lands for park purposes should be acquired:

- only after feasibility study has been made
- with a definite purpose in mind
- according to the provisions of the master plan for acquisition
- in combination purchase with new school sites where desirable
- in the order of predetermined priorities
- according to trends in population growth areas
- in advance of ability to develop
- by gift, only in the same manner as purchased land
- centrally located within the area it is to serve
- with as much adjacent natural resources that is consistent with park classification
- with full knowledge and support of the public
- with full knowledge of existing and proposed facilities of other agencies
- with possibilities for flexibility of use and multiple use
- by condemnation only with the approval of the municipality involved
- with a full understanding of its environmental, economic, social, etc., impacts

2) Feasibility Studies

Prior to the acquisition of each park proposal, a feasibility study and plan should be made to determine the ability of the site to satisfy all the criteria required for each classification of park. These criteria include:

- site shape requirements
- total size required by spatial standards
- size and planned facility orientation requirements
- natural resource requirements
- drainage requirements
- utility requirements
- site exposure requirements
- suitable building site requirements
- public transportation capabilities to serve the site
- site accessibility requirements
- adjacent land use zoning requirements or restrictions
- wood cleared area ratio requirements of park classification
- proximity of site to the center of the area of influence of the park
- cost-benefit ratio (acquisition cost consideration)

3) *Reservation of Needed Open Space*

Full use of existing methods of preserving needed park and open space land should be made, while a search for new techniques continues so that needed lands will not be irretrievably lost to urban development before they can be purchased, or otherwise made unavailable for development. Ways of accomplishing this objective include:

- official mapping
- guarantee value schemes
- lands held in trust
- zoning (agricultural districts, floodplain districts, timed development districts)
- purchase options and agreements
- rights of preemption - right of public agency to first refusal on all land sales

D. *Development Recommendations*

- 1) Richard E. Maslowski Park
 - a) Finish development of open space into baseball fields.
 - b) Connect park to Oak Leaf Trail.
- 2) Wingate Park
 - a) Continue to maintain the park to keep clean and safe
- 3) Civic Center
 - a) Continue to improve various plantings and shrubbery
 - b) Total development should provide diversity with the facilities located at adjacent Parkway Middle School
- 4) Glen Hills Middle School
 - a) Provide lighting for tennis courts
 - b) Provide planting and shrubbery
- 5) Good Hope Elementary School
 - a) Upgrade or remove asphalt area used for skating
 - b) Provide safe access to site across West Good Hope Road
 - c) Provide lighting for tennis courts
 - d) Provide water and toilet facilities at the existing shelter
 - e) Connect to Oak Leaf Trail by providing an east-west sidewalk along Good Hope Rd.
- 6) Parkway Elementary School
 - a) Diversify equipment and facilities from adjacent Civic Center Area
 - b) Connect park to existing sidewalk on N. Green Bay Ave.
 - c) Extend Oak Leaf Trail south to eliminate gap in the trail which allows safer pedestrian access.
- 7) Nicolet High School
 - a) Continue cooperation between the school district and the City.
 - b) Provide lighting for tennis courts.

- 8) Kletzsch Park
 - a) Work in coordination with Milwaukee County Parks to develop a dog park.
- 9) Winston Park
 - a) Provide a dog park if unable to coordinate one with Milwaukee County Parks at Kletzsch Park.
 - b) If Kletzsch Park gets a dog park, develop into a mini park.
- 10) Bel Aire Parkette, Bethmaur Parkette, and Shasta Park
 - a) Continue to maintain the parks plants, shrubs, and landscaping.

Trails and Connectivity

The City of Glendale is fortunate to have an abundant supply of park land (441.2 acres or 11.5% of the City) that provides a variety of natural features and facilities that is difficult for any community of population 13,000 to match. There were some concerns expressed in the 1976 Plan that Glendale is lacking in the number and location of neighborhood parks, with some insistence that man-made and natural barriers (Milwaukee River, railroad right-of-ways, major street corridors) furthered the stated need for neighborhood parks. However, with the expansive Milwaukee County parks and ample sized residential lots located throughout most of the City, it is somewhat difficult to conclude that the City would be better served with the addition of small neighborhood parks. It is more important that the City of Glendale steadily works to improve ease of movement and connectivity throughout the City via the addition of sidewalks, bicycle paths, and trails.

With major obstacles such as the Milwaukee River, Interstate 43, West Good Hope Road, and railroads, it is important to be able to provide safe access to the parks. The Milwaukee county's Oak Leaf Trail runs throughout the city. Connecting the existing parks to the trail system will allow access to a wider service area and provide safe access to the parks.

The City of Glendale is also missing a simple east-west walkway servicing the north side of the City. Good Hope Rd. does not have any sidewalks and the only other major east-west corridor is W. Green Tree Rd where sidewalks only extend one block west of Green Bay Ave. Providing an east-west walkway will help improve the movement and connectivity throughout the City and to the open spaces that already exist in Glendale.

With the addition of the above stated trails the connectivity of the parks to the general public will be greatly increased and an increase in park use will follow. Due to the natural and manmade barriers, special attention to the connectivity is a must in order for the general public to make use of the open space in the city. For the parks to be accessible to everyone in the community, these safe routes need to be introduced so that parks and open spaces are accessible by vehicle, bicycle, or pedestrians. Making sure all these requirements are met will create a happy user experience for the city.

In summary, the following list of trail and connectivity projects will greatly improve the flow and walkability of the city:

- Connect Richard E. Maslowski Community Park to the Oak Leaf Trail
- Complete sidewalk or trail along Good Hope Rd from the city boundary to Milwaukee River Parkway.
- Close gap in Oak Leaf Trail along Milwaukee River Parkway from Sunny Point Road to Silver Spring Drive.
- Continue the sidewalk in front of the Civic Center Area on Civic Drive west to Green Bay Ave.

Long Term Goals

The City of Glendale's long range recreational goals and objectives are based upon a continuing concern for quality recreation areas and facilities and for the future growth and development of the community.

Recreation goals beyond the 5-year planning period must be a result of a periodic re-examination of this plan, a review of the adequacy of facilities and area, as well as a review of recreational demand.

Long range goals should be:

- Continue to provide diversity in recreational opportunities to all residents.
- Provide neighborhood areas and facilities for developing areas of the City.
- Continue to maintain and, where possible, improve facilities.
- Continue to improve trails and connectivity throughout the city.
- Provide adequate acreage. If the City continues to grow, apply the quantitative "rule of thumb" for neighborhood facilities of 5 acres per 1,000 population. This should be considered as a minimum acreage requirement.

Specific objectives to meet these goals can be outlined as the recreation planning process continues.

A specific long-term goal shall be to continue to purchase properties in the Milwaukee River floodplain at the end of N. Sunny Point Lane as they become available. Once the City of Glendale has acquired the properties, a good use of the land will be a neighborhood park. It is not feasible to achieve this within the time constraints of a 5-year planning period. However, it is a long-term goal and will be remembered for future plans.

Implementation and Financing

Adaptation of the plan by the City is the first step in the implementation process. Following adoption, the City may wish to appoint a committee to officially establish project priorities and to prepare a capital improvements program, complete with costs and an estimated timetable of implementation.

If the community desires to pursue acquisition and development of park land, it is recommended that the community contact the Southeastern District of the Department of Natural Resources (DNR), since the approval of the site plan will lead to the City's eligibility to participate in State or Federal grant programs. Both Federal and State programs are administered by the Wisconsin DNR and potentially reduce the cost of recreation land acquisition and development by 50%. The City may submit an outdoor recreation project to the DNR for cost sharing at any time during the 5-year eligibility period.

Other methods of financing include:

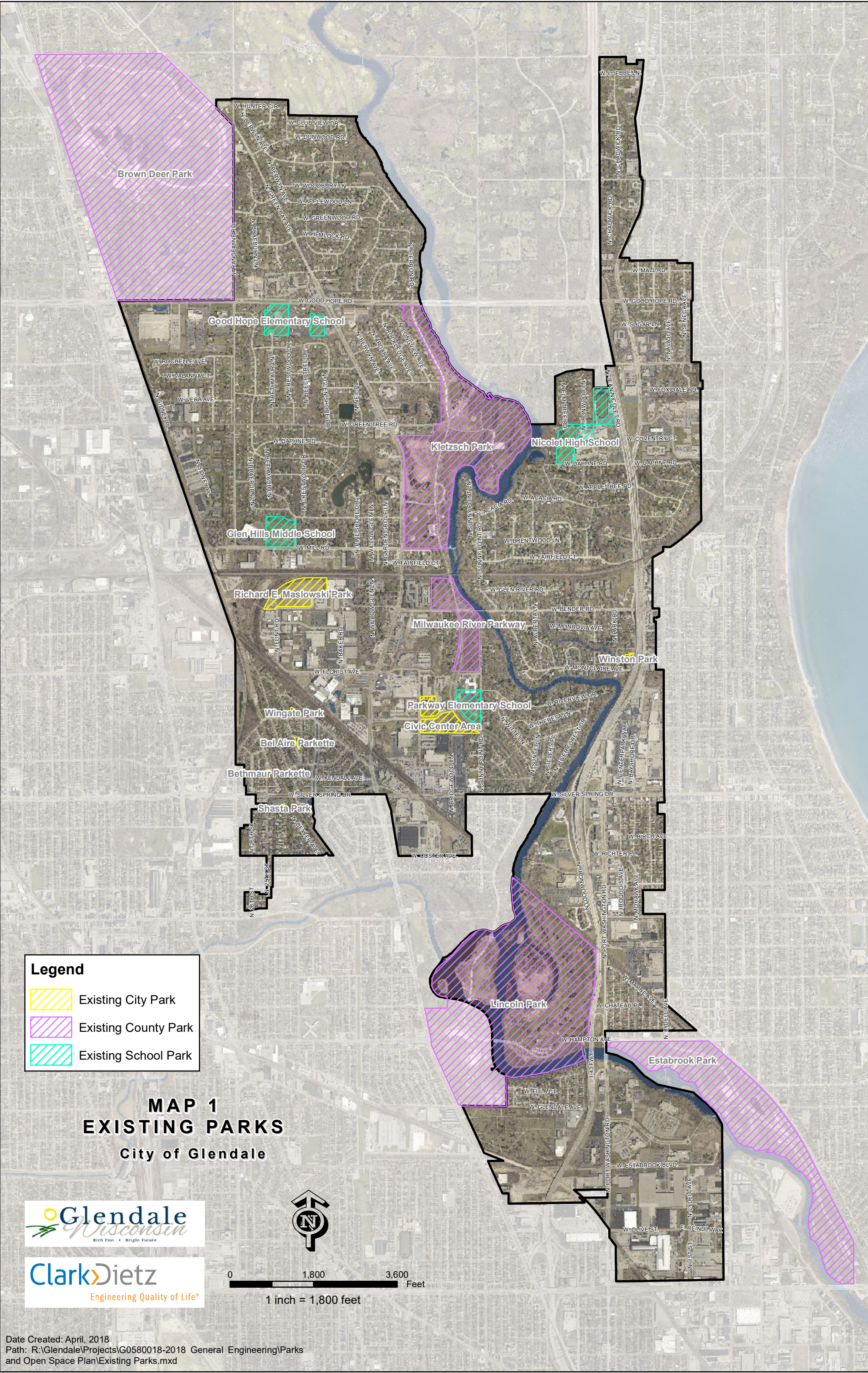
- Special Assessment- to those populations benefiting from the project
- Bonding - General, limited obligation or revenue bonds Facility user fees and charges
- Bank Loans
- Pay-as-you-go financing
- Financial campaigns
- Monetary gifts from individuals, groups, corporations or other organizations
- Subdivider fees obtained in lieu of land dedication
- Trust fund revenues

Federal grants-in-aid programs including:

- Acquisition aids through the National Historic Preservation Act of 1966
- Land acquisition aids through the American Revolution Bicentennial Administration
- Land acquisition and development through the Heritage Conservation and Recreation Services (HCRS)
- Development through the Urban Park and Recreation Recovery Act (UPARR)
- Land acquisition and development through the Community Development Block Grant Program (CDBG)
- Land acquisition and development of local parks through WDNR Knowles-Nelson Stewardship Local Assistance Grant Program (ADLP)
- WDNR Federal Recreation Grant Program Recreation Trails Program (RTP)

Implementation of the parks plan is as dependent on citizen support and involvement as it is on monetary assistance. Funding assistance coupled with community effort to acquire, develop and improve park land, can insure successful implementation of Glendale's 5-year outdoor recreation plan.

APPENDIX A



Legend

- Existing City Park
- Existing County Park
- Existing School Park

MAP 1
EXISTING PARKS
City of Glendale



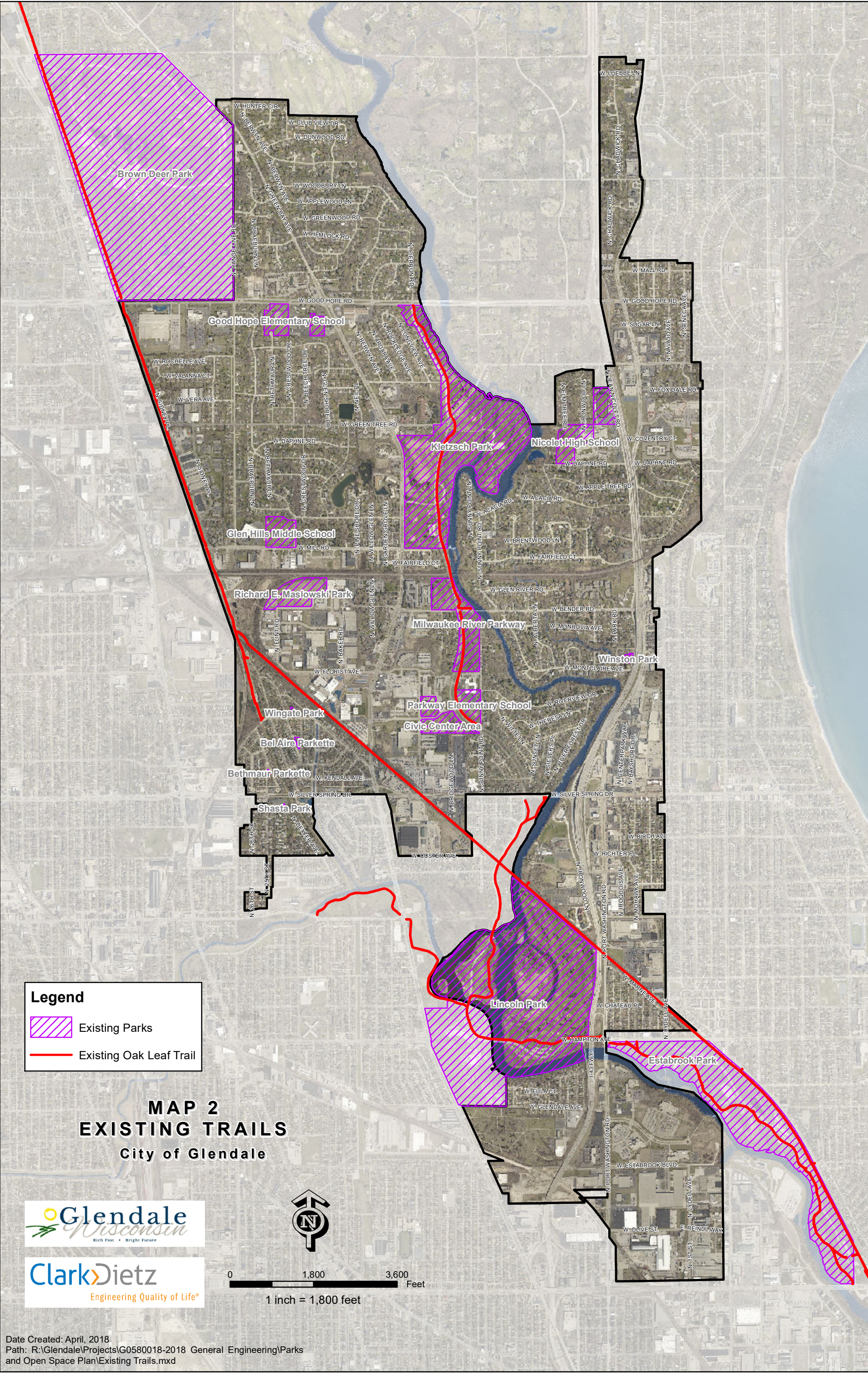
Rich Past • Bright Future



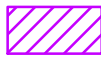
Engineering Quality of Life®



0 1,800 3,600 Feet
1 inch = 1,800 feet



Legend

 Existing Parks

 Existing Oak Leaf Trail

MAP 2
EXISTING TRAILS
City of Glendale

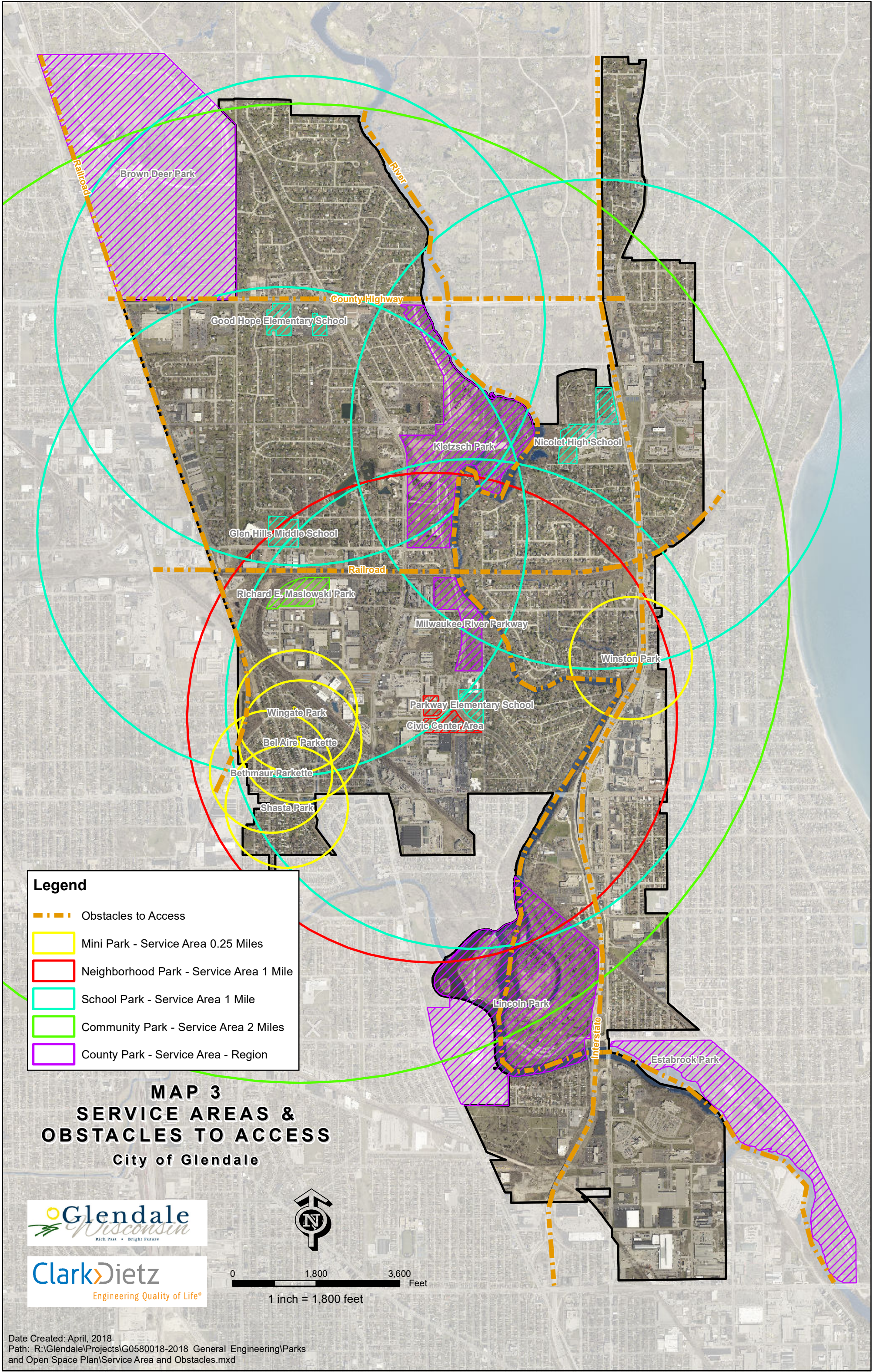

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0 1,800 3,600 Feet

1 inch = 1,800 feet



Legend

- Obstacles to Access
- Mini Park - Service Area 0.25 Miles
- Neighborhood Park - Service Area 1 Mile
- School Park - Service Area 1 Mile
- Community Park - Service Area 2 Miles
- County Park - Service Area - Region

MAP 3
SERVICE AREAS & OBSTACLES TO ACCESS
City of Glendale



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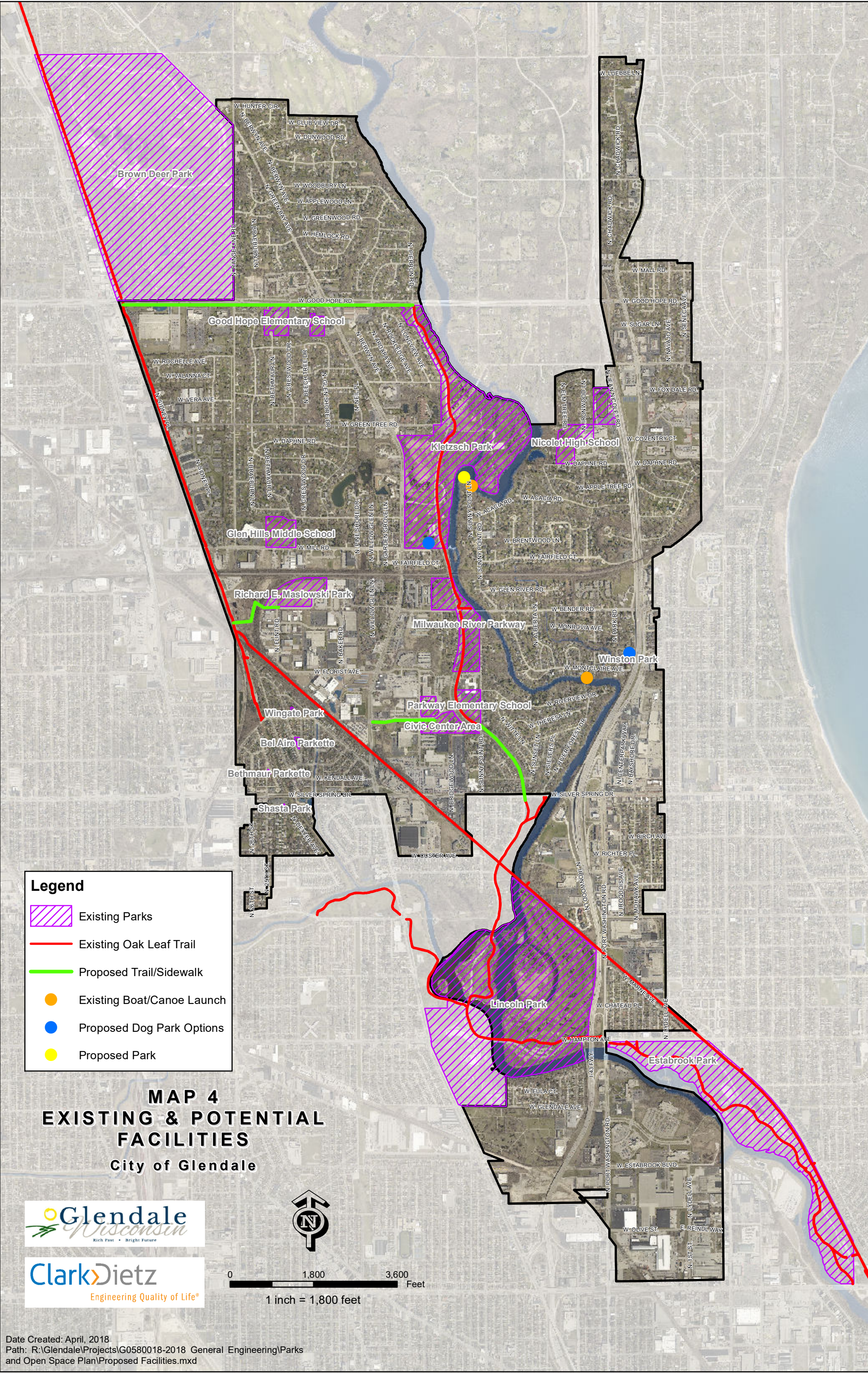


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0 1,800 3,600 Feet

1 inch = 1,800 feet



Clark Dietz, Inc.
759 North Milwaukee Street
Suite 624
Milwaukee, WI 53202

p 414.727.4990
clarkdietz.com

