



ENGINEERING & COMMUNITY DEVELOPMENT

April 27, 2023

Bright Start Daycare
Attn: Marta Munoz
990 3rd Ave W
Dickinson, ND 58601
lirolita35@yahoo.com

Re: Bright Start Daycare Expansion

Dear Ms. Munoz:

This letter addresses the proposed expansion to your group day care located at 990 3rd Avenue West in the City of Dickinson. The pre-application meeting for the proposed expansion was held at City Hall on April 4th, 2023. At that meeting you provided Development staff with a proposed floor plan as well as proof of City approval of your current group daycare operation (RESOLUTION NO. 31-2022). This letter assumes no other significant changes from what is included in the background information and request to the City of Dickinson. If significant changes from what is included in this letter occur, the City of Dickinson recommendations and requirements will likely change

Project Description/Background information

You are currently licensed to operate a Group Child Care Home for a maximum of 12 children at any one time between the ages of 0 and 12 yrs. During the pre-application meeting you indicated you would like to expand the daycare operation from 12 children to 19 children. You indicated you have been in touch with Stark County Social Services as well as with the City of Dickinson Fire Department.

Documents provided to the City of Dickinson at the time of the pre-application meeting:

- Proposed floor plan; and
- Resolution approving the existing daycare operation.

Requests from the applicant:

- What type of Fire Sprinkler System will be required in order to expand?
- What other requirements do we need to meet?



General Discussion/Notes: As the owner of Bright Start Daycare, you explained you wish to increase the permitted number of children for 12 to 19. The City Fire Department inspected your facility and told you if the Bright Start Daycare operation expanded you would need to install a sprinkler system. As part of your due diligence you are requesting the following:

- What are the City's requirements if you want to expand; and
- What kind of specific sprinkler system would you be required to install.

Listed below are the comments related to your submittal request:

- Floodplain
 - No Comment
- Engineering
 - No comment
- Planning and Zoning
 - Expansion of the proposed daycare center from 12 children to 19 children would review approval of a new special use permit.
 - Approval of a home occupation SUP requires a public hearing before the Planning and Zoning Commission and final approval from the City Commission.
 - Special use permits procedures are found in Section 39.12.003 of the City zoning ordinance. Please review the criteria listed in Table 12-1 of that section and please include the applicable information from the table in your application.
 - Completed special use permit applications received by the City no later than the first Monday of the month are typically scheduled for the following month's Planning and Zoning Commission meeting. For example, if a completed application is received by City staff on the first Friday of May the application is would normally be scheduled for the June Planning and Zoning Commission meeting.
 - Development staff requested Ms. Munoz submit the State's child care regulations to ensure she can expand her facility at its current location.
 - As part of the Special Use Permit request the applicant would need to show they would meet the following minimum off-street parking requirements as found in Section 39.0i9.004 as follows:
 - 1 space per 4 person capacity + 1 space per employee of largest shift. If A total of five spaces for the children would be required. Additional spaces would be required for additional employees. If the facility's off-street parking area is not large enough to accommodate the additional spaces a variance could be requested as part of the SUP application.
 - A map of the off street parking area and its location in relation to the private drive would be required as part of the SUP application.
 - When the current daycare SUP was approved by the City in 2022 there were public comments regarding the use of the private driveway to the east of the

center. It was determined that all property owners adjacent to the private drive are legally entitled to use it. Staff recommended that prior to submitting a SUP application expanding the daycare capacity she contact the adjacent property owners to make them aware of her plans.

- Assessor
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- Fire Marshal
 - NFPA 13 sprinkler system required
 - NFPA 72 alarm system required
- Public Works
 - No comment
- Building Official
 - No comment

Sincerely,



Joshua M. Skluzacek
Engineering and Community Development