



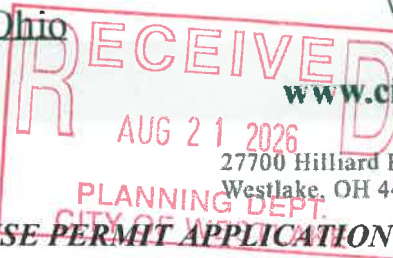
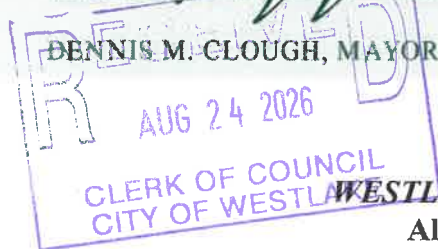
The City of Westlake Ohio

DENNIS M. CLOUGH, MAYOR

www.cityofwestlake.org

27700 Hilliard Blvd.
Westlake, OH 44145

Phone 440.871.3300



WESTLAKE CONDITIONAL USE PERMIT APPLICATION

All sections of this application must be completed

Name of Applicant\Business requesting CUP: The New Preschool LLC

Name of Applicant\Business Owner requesting CUP: Destina Moga

Address of Applicant\Business Owner: 29660 Hilliard Oak Lane, Westlake, OH 44145

Telephone: (310) 779-8633 Email: thenewpreschool@gmail.com

Name of Property Owner: Westlake Office Associates LP

Address of Property Owner: 22730 Fairview Center Drive, Suite 200
Fairview Park, OH 44126

Telephone: 440-249-5164 Email: christiney@zaremba.net

Name of Representative: Larsen Architects - Jim 'JP' Ptacek

Address of Representative: 12815 Detroit Avenue, Lakewood, OH 44107

Telephone: 216-221-2350 Email: jptacek@larsenarchitects.com

CUP Request: Child Daycare Center and associated food service proposed to be located in the Westpoint Corporate Center.
Interior Alterations to an existing building, with minor exterior alterations to parking striping, addition of egress doors and walks as required by code

Property address for CUP: 905 Corporate Way, Westlake, Ohio 44145
(if tenant space provide tenant address and/or suite number)

Involving Parcel Nos.: 21402004
(must provide parcel number and zoning)

Property zoned: Business: ☐OB ☐EOP ☐SC ☐GB ☐IS ☐RB ☐AP ☐HM ☐ISF
Residential: ☐R-1F-80 ☐R-1F-Cluster ☐R-2F-100 ☐R-MF-40 ☐R-MF-24 ☐R-MF-15
Industrial: ☐OL ☒EI ☐EOL Health Campus: ☐HC Planned: ☐PUD ☐PO

Section of Code for CUP: 1218.03 (i) 8, references 1226.02, which references 1227.03
(provide code section listing use as CUP)

Square foot area of building requested for CUP: 12,423

DocuSigned by:
Christine Yee
90079588424F-4673

Signed by:
Destina Moga
336A13F1808A87

Signature of Property Owner **(required)**

Signature of Business Owner **(required)**

Submit completed application and any supplemental information to the **Westlake Planning Department**

The New Preschool - Westlake
Conditional Use Permit Application

Project Number: 26070
08.21.2026

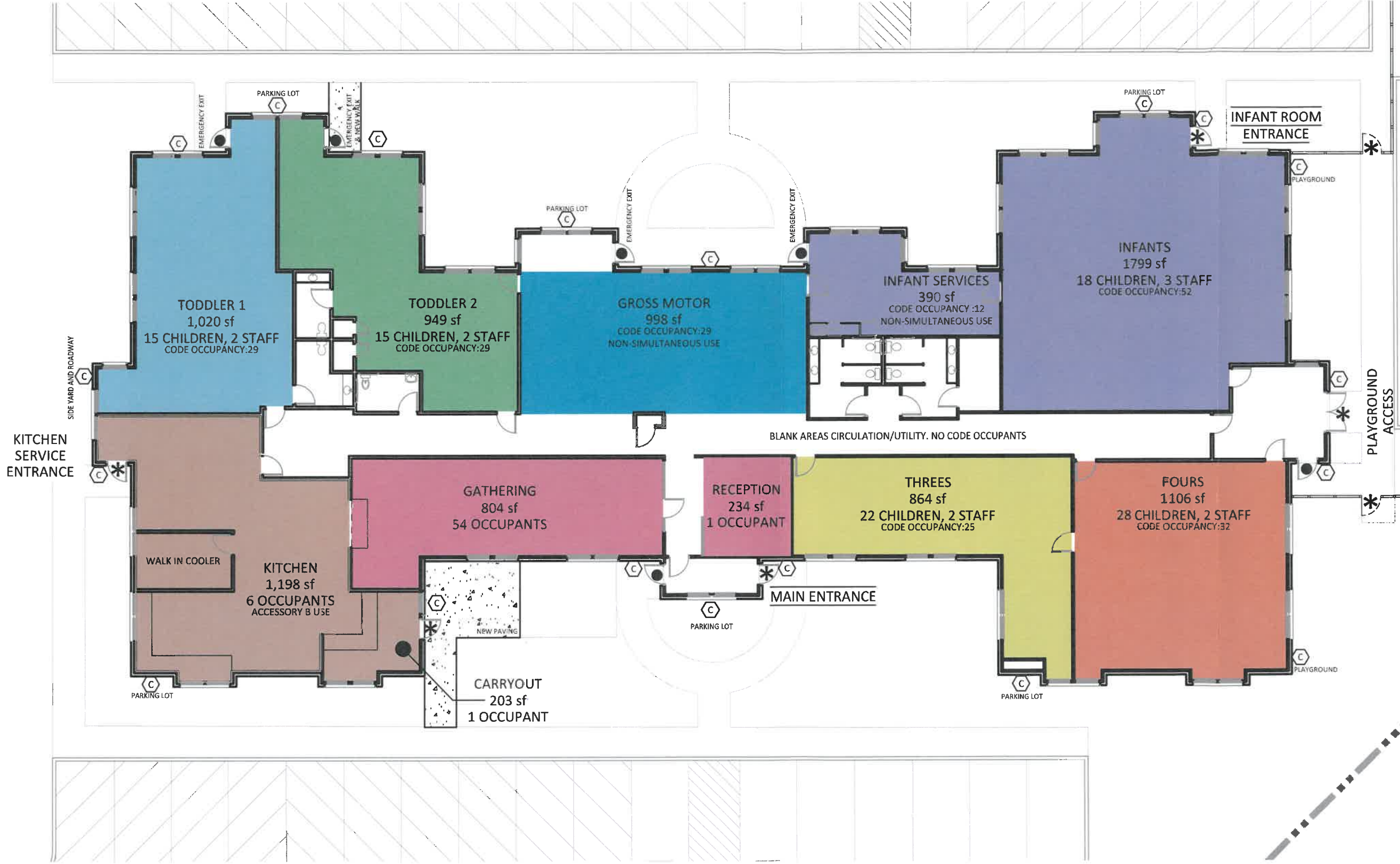


CUP
1 ZONING SITE PLAN
SCALE: 1"=30'

LEGEND AND NOTES

	FACILITY ENTRANCE/EGRESS		NEW CONCRETE PEDESTRIAN WALK (REMAINDER SHOWN ETR)
	EGRESS-ONLY DOOR		EXISTING PARKING STALL ALLOTTED TO TENANT SPACE BY LEASE
	ELECTRONICALLY SECURED DOOR OR GATE (ALL OTHERS EXIT-ONLY, SECURE FROM EXTERIOR)		PARKING RESERVED FOR DROPOFF/UNLOADING

63 TOTAL PARKING SPACES PROVIDED. ZONING CODE
DOES NOT SPECIFY REQUIREMENTS FOR DAY CARE
FACILITIES. CITY OF WESTLAKE TO ADVISE.



FLOOR PLAN NOTES

- TOTAL BUILDING SQUARE FOOTAGE FROM EXISTING DOCUMENTATION: 12,423 SF
- EXISTING CONSTRUCTION TYPE VB
- ALLOWABLE AREA PER 506.2.1: 16,625.
E USE, VB, OPEN PERIMETER>75%
- PRIMARY USE E-EDUCATION WITH ACCESSORY B USE AT KITCHEN AREA
- GATHERING SPACE IS E USE PER OBC 303.
- TOTAL BUILDING OCCUPANCY CALCULATED AT 234 OCCUPANTS.

LEGEND

- * ELECTRONIC ACCESS CONTROLLED ENTRY/EGRESS DOOR.
- EGRESS ONLY DOOR. NO REGULAR ACCESS FROM EXTERIOR
- C SECURITY CAMERA LOCATION. CAMERA WILL MONITOR ADJACENT DOOR(S) UNLESS NOTED OTHERWISE.





To: Mr. James Bedell,
Director of Planning

From: Jim "JP" Ptacek
Principal

City of Westlake
Planning Department
27700 Hilliard Boulevard
Westlake, OH 44145

Larsen Architects
12815 Detroit Avenue
Lakewood, OH 44107

Date: 21 August, 2026

Project: The New Preschool

Proj. # 26070

Dear Mr. Bedell,

The following narrative describes how The New Preschool – Westlake intends to comply with the provisions of Chapter 1226.02 of the Codified Ordinances of the City of Westlake. We submit this on behalf of our client as requested to support the Conditional Use Permit Application.

Text from the Code is reproduced or paraphrased in plain text, our responses are in **bold**.

General requirements:

a. The lot contains sufficient land and size to provide adequate open space, safe vehicular, pedestrian, and emergency vehicle access, good circulation patterns and vehicle queuing on the property.

- **Building area: 12,043 square feet**
- **Total lot Acreage: 7.7 acres**
- **Property address: 905 Corporate Way, Westlake, Ohio 44145**
- **Proposed maximum enrollment: 98 children**
- **Proposed employees: 26**
 - **Infant rooms: 6 teachers**
 - **18–24 months: 4 teachers**
 - **24–36 months: 4 teachers**
 - **Three-year-olds: 4 teachers**
 - **Four-year-olds: 4 teachers**
 - **Kitchen: chef, two prep cooks and one dishwasher**
- **Proposed use: Conversion of existing office space into a licensed child-care center.**
- **Proposed modifications include a commercial kitchen, staff restroom and the addition of a new fenced, outdoor playground.**
- **The four bathrooms needed for the children already exist.**
- **Confirmation that the site provides adequate:**
 - Open space **-see provided plan**
 - Parking **-see provided plan**
 - Vehicle circulation **-see provided plan**
 - Emergency-vehicle access **-see provided plan**
 - Pedestrian access **-see provided plan**
 - Drop-off and pickup queuing **-see provided plan**

b. Child day care centers shall be licensed through the Ohio Department of Job and Family Services pursuant to Section 5101:2-12 of the Ohio Administrative Code (OAC) as may be amended from time to time.

Memo

The New Preschool LLC has started the process of applying for an Ohio child-care center license. The facility will be licensed in accordance with the applicable Ohio Administrative Code requirements before beginning operation.

- c. An access site plan shall be provided indicating the following:
1. All building entrances shall have entry password protected locking doors. **-All building entrances used for the child-care center will have password-protected locking doors.**
 2. Safe pedestrian routes and access for parking lots and driveway areas used for the licensed child day care center including safety measures, such as:
 - i. Pedestrian signage and pavement word and symbol markings at pedestrian crossings, driveways, travel lanes, and other key locations within the parking lot to warn motorists of a potentially high concentration of children, such as pavement text and/or striping, warning lights, stop signs, yield signs, signs with "Caution - Children's Crossing" or other cautionary messages.
 - ii. Pedestrian refuge islands.
 - iii. Speed bumps or speed tables.

No changes are proposed to current site. Parking adjacent to dropoff queue will not be used during set dropoff times. Infant room dropoff is adjacent to building walk. Playground is accessible directly from building. No pedestrian traffic from proposed Daycare will cross vehicle roads or parking aisles associated with adjacent tenants.

- d. Dedicated vehicular drop-off/pick up locations:
1. Shall be within 30' of the entrance, unless otherwise provided at the street by school bus or public transportation. – see plan for parking and entrance locations. **-see provided plan**
 2. Shall be provided at sidewalks leading to the licensed child day care center and marked clearly with signs and/or striping in parking lots and driveways. **-see provided plan**
 3. May be provided as a reserved parking area or a paved unobstructed drop-off/pick-up lane adjacent to the licensed child day care center. **Parking spaces adjacent to building and queue shall be striped to prohibit use during set dropoff times, see provided plan**
 4. If parking spaces are not contiguous to the entrance sidewalk, then a walkway shall be provided with diagonal striping to spaces. – **see provided plan**
 5. The number of reserved parking spaces or stacking spaces in a drop-off/pick-up lane shall be provided in accordance with the following formula:
Reserved or stacking spaces
$$= \frac{(A \times B)}{60} \times 2$$

A = maximum estimated number of children picked up or dropped off per hour
B = minutes required per child

The center will operate from 6:30 a.m. until 8:00 p.m., Monday through Saturday. Families will be assigned scheduled drop-off and pickup times and designated parking-space numbers. This will stagger arrivals and departures and help the center coordinate teacher schedules with expected attendance.

Our estimates:

- Maximum children dropped off or picked up in one hour: 34
- Average time required per child: 15 minutes

$$\frac{(34 \times 15) \times 2}{60} = 17 \text{ reserved or stacking spaces}$$

We are providing (12) spaces in dropoff queue and (7) reserved spaces for a total of (19), which exceeds the number required by this formula.

e. Playgrounds shall be provided in accordance with the requirements of the OAC and the following regulations:

Memo

1. Playgrounds adjacent to parking areas shall be enclosed by a solid decorative fence at least 5 feet in height and protected on the exterior by a series of steel bollards. **The playground will be fenced. Exact fence material, height and location – 5 ft, solid design, vinyl, location as shown on plans. The fence will also have Steel Bollards.**

2. Playgrounds shall not be located within a required setback area. **Playground is located greater than 500 feet from the Detroit Road Public Right of Way.**

3. Playground equipment shall be in earth tone colors when visible from adjacent streets or residences. **The playground will have a mulch surface, the tones of the playground equipment will be neutral and will comply with city preferences.**

4. Playgrounds shall not be located within a front yard. **The playground is located in a side yard relative to Detroit Road. The playground is in a rear yard relative to Westpoint Road, and a side yard relative to Corporate Way, both private drives serving the facility.**

5. Playgrounds shall provide entry password protected locking gate or gates to the parking lot for an emergency evacuation exit as required by the fire and building departments. **The playground gate or gates will have the required password-protected locking arrangement, subject to Fire and Building Department approval. Locations are noted on plans.**

6. Playgrounds shall be not be located where parking spaces directly abut. **The playground does not abut parking spaces**

7. Dumpsters, compactors and mechanical equipment.

i. Any new or existing dumpsters must be located in a dumpster enclosure in accordance with section 1216.03(j). – **No new equipment planned.**

ii. Playgrounds shall be located a minimum of 50' from a dumpster enclosure, compactor, or mechanical equipment. – **All dumpsters and mechanical equipment are on the other side of the office complex as noted on site plan**

iii. Compactors shall be inaccessible to children and not operated during times when the playground is in use. **No compactors will be on the property, we do not plan to have them.**

Other details -

- **Maximum number of children on the playground at one time: 28**
- **Age appropriate and state compliant tables will be set up for quiet play like gardening.**
- **No traditional playground equipment is proposed.**

f. Hours of operation shall be in accordance with Section 753.01, Closing Hours, of the Westlake Business Code.

The proposed hours are:

- **Monday through Thursday: 6:30 a.m.–8:00 p.m.**
- **Friday and Saturday: 6:30 a.m.–8:00 p.m.**
- **Sunday: Closed**

g. A minimum requirements for indoor and outdoor space and maximum group size shall be as established by the OAC.

- **Proposed maximum enrollment: 98 children**
- **Ages served: Six weeks through four years old**
- **Proposed age groups:**
 - **Six weeks to 12 months**
 - **12 to 18 months**
 - **18 to 24 months**
 - **24 to 36 months**
 - **Three years old**
 - **Four years old**

The center will comply with Ohio requirements governing minimum indoor and outdoor space, classroom capacity, staff-to-child ratios and maximum group sizes

Staffing/occupancy:

Infant room (1 room, two areas- one 6 weeks to 12 months, second 12 to 18 months)

- **3 teachers infant room 6:30 am-2:30pm**
- **3 teachers 2:30pm-8 pm**

Memo

- Hosting 18 kids (max 52 occupants)
 - 1,799 sqft
 - No playground time needed
- Toddler One (18-24 months)**
- 2 teachers 6:30am-2:30 pm
 - 2 teachers 2:30pm-8:00 pm
 - Hosting 15 kids (max 29 occupants)
 - 1,020 Sqft
 - Go out to playground for 30 minutes, first time slot
- Toddler Two (24-36 months)**
- 2 teachers 6:30am-2:30 pm
 - 2 teachers 2:30 pm-8 pm
 - Hosting 15 children (max 27 occupants)
 - 949 sqft
 - Go out to playground for 30 minutes, second time slot
- Three year olds**
- 2 teachers 6:30am-2:30pm
 - 2 teachers 2:30pm-8:00 pm
 - Hosting 22 children (max 25 occupants)
 - 864 sqft
 - Go out to playground for 30 minutes, third time slot
- Four year olds**
- 2 teachers 6:30am-2:30 pm
 - 2 teachers 2:30pm-8pm
 - Hosting 28 children (max 32 occupants)
 - 1,106 sqft
 - Go out to playground for 30 minutes, fourth time slot
- Kitchen**
- Chef 7am-4pm
 - Prep 6am-2pm
 - Prep 2pm-9pm
 - Dishwasher 10am-6pm

h. The maximum occupancy as set by the Fire Department shall not supersede stricter requirements for children as set by the OAC.

Proposed enrollment: 98 children.

-Calculated Code Occupancy of indoor Child Care spaces is 165 occupants (see plan) which exceeds OAC requirements.

-Calculated capacity of Playground area (60sf/child) at 52 exceeds the size of any individual group noted in the preceding rotation schedule.

The final permitted occupancy must comply with both:

- Fire Department maximum occupancy
- Ohio child-care licensing requirements

If the Ohio requirements establish a lower capacity than the Fire Department's occupancy, the lower number will control.

i. Surveillance cameras shall be provided at building entrances, pedestrian access routes and outdoor playground areas.

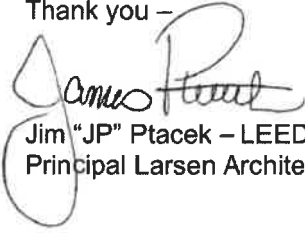
Surveillance cameras will be installed to cover:

- Building entrances
- Pedestrian access routes
- Outdoor playground areas

As shown on plans.

Memo

Thank you –

A handwritten signature in dark ink, appearing to read "Jim Ptacek". The signature is written in a cursive, flowing style. The first name "Jim" is written in a smaller, more compact script, while "Ptacek" is written in a larger, more expansive script with a prominent "P".

Jim "JP" Ptacek – LEED AP / AIA
Principal Larsen Architects

Accepted _____

Date _____