

**Village of Black Earth**  
**CONDITIONAL USE/SPECIAL EXCEPTION APPLICATION**

• \$250 residential/ \$350 Commercial nonrefundable fee (payable to the Village of Black Earth)

Owner/Agent Contractor(s)		
Name	Jaqueline Moreno	
Address	1118 Williams Way, Black Earth WI 53515	
Phone	608-219-5369	

Address of Property : 1705 Center Street, Black Earth, WI 53515

Tax Parcel number(s) : 107 | 0800 - 351 - 8531 - 1

Current Zoning District : Village of Black Earth, WI 53515

If this is a resubmission, provide previous date. Or **(N/A)**

**Current use, structures, and other improvements:**

Currently used as a church building. The basement is partially finished and includes bathrooms, open rooms, and utility areas. No child care services are currently offered at the property.

**Conditional use/Special Exception requested (ordinance section # & specific use):**

We respectfully request approval to establish and operate a licensed group child care center in the basement of a church located within the Village of Black Earth. The center will operate under the name *Little Pines Bilingual Child Care Center*, an existing, state-licensed home-based daycare currently serving families in the community.

The special exception requested relates to the proposed use of the property for the delivery of early childhood education and child care services in a bilingual (Spanish-English) environment grounded in Christian values. The center will serve children from 3 months of age through school age, including both before- and after-school care.

This proposal is intended to provide a high-quality, culturally enriching educational option for local families. The existing space will be adapted and improved to meet all safety, accessibility, and operational requirements established by local and state

regulatory authorities.

The proposed use aligns with the community-oriented mission of the church and addresses a growing need for child care services in the area—especially programs that support language development and values-based learning.

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**Fully explain the intended use and any planned improvements, signage, and any phased or future planned use. Include operational days/hours, anticipated daily traffic, parking plan, rubbish and recycling plan, etc. If work will be completed in phases, describe.**

The intended use of the space is to operate a licensed group child care center serving children from 3 months to school age, including before- and after-school care for older children. The center will offer full-day educational programming that supports early childhood development in a bilingual (Spanish-English) and Christian-based environment. The curriculum will include age-appropriate learning activities, spiritual growth, social-emotional development, and school readiness.

**Operational Days and Hours:**

Monday through Friday, from **6:50 a.m. to 5:00 p.m.**

**Anticipated Daily Traffic:**

We anticipate approximately 10–15 vehicles during **morning drop-off (6:50–8:45 a.m.)** and **afternoon pick-up (4:00–5:00 p.m.)**. These times will be naturally staggered, minimizing congestion and ensuring a smooth flow of traffic.

**Parking Plan:**

Families and staff will utilize the existing church parking lot, which provides sufficient space to accommodate daily traffic without impacting surrounding properties or church operations.

**Rubbish and Recycling Plan:**

Trash and recycling will be handled through the church's existing waste management service. If necessary, an additional bin will be added to accommodate the center's needs. Waste will be properly stored and disposed of daily to ensure safety and sanitation.

**Planned Improvements:**

To meet licensing and safety standards, the following updates are planned:

- Installation of additional child-height handwashing sinks
- Renovation of one bathroom to meet accessibility and child-friendly requirements
- Installation of an emergency exit door with a ramp for infant/toddler safety compliance
- Set up of a dishwasher, washer/dryer, and refrigerator for daily operations
- Creation of separate, age-appropriate classroom spaces
- Interior painting and safe, welcoming decorations

- Defined storage and administrative areas

**Signage:**

Discreet, professional signage will be installed at the main entrance of the church and near the daycare entry. All signage will follow local regulations and be approved in coordination with the church.

**Phased Implementation:**

If necessary, improvements will be made in stages. Priority will be given to essential safety and licensing requirements, followed by interior enhancements and final touches.

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**Include any other factors pertinent to the proposed use, site conditions, or surrounding area that may be important for the Commission to consider when reviewing your request.**

The proposed use of the church basement as a child care center has the support of the building's leadership, who agree with the daycare operating as a bilingual and Christian-based program. The surrounding area is primarily residential and quiet, making it a safe and appropriate location for a child care facility.

There is a growing demand for high-quality child care services in the Village of Black Earth and neighboring communities. This center will help meet that need by offering an inclusive, bilingual, and values-based learning environment that reflects the cultural diversity of the families we serve.

The church building already contains key infrastructure, such as restrooms, wide hallways, and accessible entrances. With a few minor renovations, the space can meet all state requirements for child care licensing.

We are committed to working collaboratively with the Village, church leadership, and local residents to ensure that our operations have a positive impact on the community. Our goal is not only to provide child care, but also to foster community through education, respect, and cultural connection.

Provide detailed information in your request. Attach a plat map, other maps of your site, construction plans, and/or additional supplemental information as applicable.

I certify that the information I have provided in the application is true and accurate. I understand and agree to apply for all building permits as required.

Signed: Jaqueline Moreno S. Date: 05/30/25

Name: Jaqueline Moreno S.

Remit application to:

Clerk/Treasurer  
Village of Black Earth  
1210 Mills St., PO Box 347  
Black Earth, WI 53515

*For Office Use Only*

Date received by Clerk: \_\_\_\_\_ Check Number: \_\_\_\_\_

Date presented to the governing body: \_\_\_\_\_

Approval/Denial date: \_\_\_\_\_