

**CITY OF COUNTRY CLUB HILLS  
COOK COUNTY, ILLINOIS**

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**ORDINANCE NO.   O-04-24**

**AN ORDINANCE AMENDING CHAPTER 13 OF THE COUNTRY CLUB HILLS  
CITY CODE, “BUSINESS LICENSING AND/OR PERMITS AND REGULATIONS,”  
BY ADDING A NEW ARTICLE 39, “GROUP HOMES”**

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**ADOPTED BY THE MAYOR AND CITY  
COUNCIL ON THIS   25<sup>th</sup>   DAY OF  
  March  , 2024.**

**Published in pamphlet form by  
authority of the Mayor and City  
Council of the City of Country  
Club Hills, Cook County, Illinois,  
this   25<sup>th</sup>   day of   March  , 2024.**

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**WHEREAS**, the City of Country Club Hills, Cook County, Illinois (the “*City*”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare (the “*Home Rule Powers*”); and

**WHEREAS**, the Mayor and City Council of the City of Country Club Hills (the “*Corporate Authorities*”) are charged with the responsibility of protecting the health, safety, and welfare of the residents of the City; and

**WHEREAS**, the Corporate Authorities have the authority to adopt ordinances to promulgate rules, regulations or policies pertaining to its government and affairs; and

**WHEREAS**, the Corporate Authorities find that it is in the best interests of the City, its employees, its residents, and visitors to establish regulations for the Group Homes within the City; and

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of Country Club Hills, Illinois, by and through its Home Rule Powers, as follows:

**Section 1: City Code Amendment.** Chapter 13 of the Country Club Hills City

Code, “Business Licensing and/or Permits and Regulations,” is hereby amended by adding a new Article 39, “Group Homes,” as follows:

**ARTICLE 39. GROUP HOMES.**

**13.39.01. DECLARATION OF POLICY.**

It is the purpose of this Article and the policy of the City to support, foster and establish standards for the creation, licensing and regulation of facilities designed to care for individuals with disabilities who will benefit from the security and support of a group, and who may need assistance and/or supervision from others.

**13.39.02. DEFINITIONS.**

For purposes of this Article, a “Group Home” is a dwelling unit shared by three (3) or more unrelated persons, exclusive of staff, who require assistance and/or supervision and who reside together in a family-type environment as a single housekeeping unit and who are developmentally disabled, mentally ill, or impaired by chronic illness and/or mobility limitations with the aging process.

**13.39.03. REQUIREMENTS FOR LICENSURE.**

**13.39.03.1. LICENSE REQUIRED; APPLICATION FEE.**

No person, firm, corporation, association, partnership or religious or other organization may establish, operate, maintain, offer, or advertise a Group Home within the City unless that person or entity obtains a valid license as provided herein. Application to conduct and operate a Group Home shall be made to the Office of the Mayor on forms furnished by the City, and a nonrefundable application fee established by the City Code shall accompany the application.

**13.39.03.2. LICENSE APPLICATION REQUIREMENTS.**

(A) Each applicant shall submit a completed application form and renewal application form which shall contain the following:

1. The name and address of the applicant if an individual; the name and address of every member, if a firm, partnership or association; and in the case of a corporation, the name and address thereof and of its officers and its registered agent.
2. The name and location of the Group Home.
3. The number of residents who will reside within the Group Home.
4. The number of other persons who will reside within the Group Home, classified according to their respective duties.

5. The number of other persons who will work at the Group Home or provide support services at the Group Home to its residents, classified according to their respective duties, and hours when they will be present.

6. List of other programs, services, institutions, facilities and activities operated by the applicant.

7. Current and previous experience with Group Home programs and/or a specific plan for developing and securing expertise in the management of a Group Home.

(B) All applications shall be accompanied by the following:

1. Letter of explanation elaborating on the maximum number of residents to be served, general programming, hours of operation and maximum number and qualifications of staff to be assigned to the Group Home.

2. Evidence of appropriate local, State and/or Federal licensing, certification or accreditation for the Group Home or agency, as required.

3. Building floor plan and plat of survey.

4. Proof of agency ownership, option to own, or signed lease for the residence to be occupied.

5. Other information that the Office of the Mayor may reasonably require.

### **13.39.03.3. STANDARDS AND REGULATIONS.**

(A) A Group Home shall not be occupied by more than eight (8) unrelated persons, exclusive of staff.

(B) A Group Home proposed to be occupied by more than five (5) unrelated persons shall be required to obtain a special use permit.

### **13.39.04. LICENSING AND ENFORCEMENT PROCEDURES.**

#### **13.39.04.1. LICENSE APPLICATION REVIEW.**

All applications for Group Homes shall be reviewed by the City's Building, Police, and Fire Departments.

(A) The Building Department shall determine that the building or structure occupied by the Group Home complies with the applicable provisions of the Country Club Hills' housing, building and zoning codes.

(B) The Fire Chief or his/her designee shall determine that the building and premises meet the minimum applicable life safety standards established by this Code and by applicable State standards, including, but not limited to the “Small Residential Board and Care Occupancies including Community Integrated Living Arrangements (CILAs)” promulgated by the Office of the Illinois State Fire Marshall.

#### **13.39.04.2. ISSUANCE OF LICENSE.**

The Mayor or his designee shall determine whether the specific licensing and other Chapter requirements have been met, and will grant a license upon finding of compliance with this and other applicable City ordinances. No license shall be granted unless the Office of the Mayor determines that the proposed Group Home meets all applicable statutory and City ordinance requirements.

#### **13.39.04.3. DENIAL OF LICENSE.**

(A) Notice Of Denial: The Office of the Mayor shall notify the applicant in writing of license denial. Notice of denial shall include a clear and concise statement of the reasons upon which denial is based and notice of the opportunity for a hearing under Section 13.37.09 of this Chapter.

(B) Denial Contested: If the applicant desires to contest the denial of a license, it shall provide written notice to the Office of the Mayor requesting a hearing, within ten (10) days after receipt of notice of denial. The hearing shall be conducted pursuant to Section 13.37.09 of this Chapter.

#### **13.39.04.4. LICENSE TERMS.**

A Group Home license issued under this Ordinance shall be valid for a period of one (1) year unless otherwise revoked or terminated as a result of transfer of ownership. Renewal license applications shall provide all information as set forth in Article 13.39.03.2 hereinabove.

#### **13.39.04.5. TRANSFER OF LICENSE.**

A license shall not be transferred or transmitted to another person, organization, sponsor, or agency.

#### **13.39.04.6. SEMI-ANNUAL INSPECTIONS.**

Group Homes are subject to inspection twice per year by a staff team consisting of the Building and Fire Departments to evaluate continued compliance with all licensing requirements in this Chapter. Each Department Head shall send the Licensee a report of inspection pursuant to

Subsection 8-16-4-9(B) of this Chapter. After the time period allowed for correction, the Office of the Mayor will make a determination to review or revoke or not renew the license pursuant to this Article. Notice of the intent to revoke or not renew a license shall be sent by certified mail to the licensee in accordance with City Code Section 13.37.09.

#### **13.39.04.7. LICENSE REVOCATION.**

The Office of the Mayor may revoke or refuse to renew the license of a Group Home on the following grounds:

- (A) Failure to maintain standards as provided by the City Code;
- (B) Violation of any of the provisions of the license issued;
- (C) Obtaining a license by fraudulent means, material representation, or by submitting false information;
- (D) Furnishing or make any misleading or any false statement or report to the City;
- (E) Failure to maintain any applicable State or Federal license;
- (F) Refusal to submit any reports or refusal to make available any records required by the City in making investigation of the Group Home for licensing purposes;
- (G) Failure or refusal to admit authorized representatives of the City at any reasonable time for the purpose of investigation;
- (I) Failure to provide, maintain, equip and keep in safe and sanitary condition premises established or used for Group Home care as required under standards prescribed by the City, or as otherwise required by any law, regulation or ordinance applicable to the location of such Group Home;
- (J) Refusal to display its license or permit;
- (K) Determination by an appropriate City official that the Group Home is unsafe for human habitation; or
- (L) Violation of any part of this Chapter or other applicable City ordinances or State statutes.

#### **13.39.04.8. SUSPENSION OR REVOCATION LICENSE.**

- (A) Any license issued under this Article may be suspended or revoked in accordance with the procedures set forth in Article 13.37.09 of the City Code.

**Section 2:** **Effective Date.** This Ordinance shall be in full force and effect immediately upon its passage.

PASSED BY THE FOLLOWING ROLL CALL VOTE this 25<sup>th</sup> day of March, 2024.

AYES: 5 **Alderman Lockett, Davis, Spivey, Edwards and Hutson**

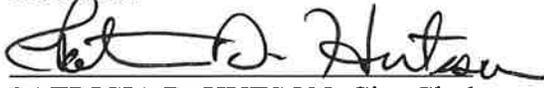
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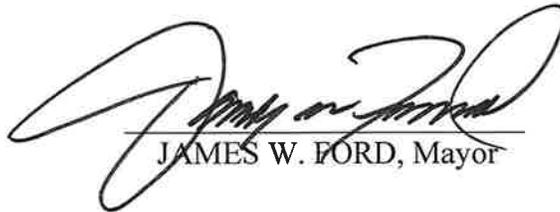
ABSTAINS: 0

ABSENT: 0

APPROVED this 25<sup>th</sup> day of March, 2024.

ATTEST:

  
PATRICIA D. HUTSON, City Clerk

  
JAMES W. FORD, Mayor

