
SYCAMORE PLAN COMMISSION MEETING
MINUTES OF MAY 14, 2007

CALL TO ORDER AND ROLL CALL

In the absence of Chairperson Lewis, City Clerk Candy Smith called the meeting to order at 7:00 p.m. and asked for a motion to appoint an Acting Chair.

Motion

Commissioner George moved to appoint Bill Lorence as Acting Chair and Commissioner Steczo seconded the motion.

Voice Vote

Clerk Smith called for a voice vote to approve the motion. All Commissioners present voted aye. Motion carried 8 - 0.

City Clerk Candy Smith called the roll. Those Commissioners present were: Marvin Barnes, George Bridgewater, Bill Davey, Lowell Evans, Ken George, Bill Lorence, Larry Steczo, and Chuck Stowe. Commissioner Cindy Henderson and Chairperson John Lewis were absent. Other staff members present were City Manager Bill Nicklas, City Engineer John Brady, Building Commissioner/Zoning Officer Lyle Doty, and Commission Attorney Kevin Buick.

APPROVAL OF MINUTES OF APRIL 9, 2007.

Motion

Commissioner George moved to approve the Minutes of April 9, 2007 and Commissioner Steczo seconded the motion.

Voice Vote

Acting Chairperson Lorence called for a voice vote to approve the motion. All Commissioners present voted aye. Motion carried 8 - 0.

APPROVAL OF AGENDA

Acting Chairperson Lorence added comments by the Mayor to the agenda.

Motion

Commissioner Evans moved to approve the agenda with the addition of Mayor comments and Commissioner Bridgewater seconded the motion.

Voice Vote

Acting Chairperson Lorence called for a voice vote to approve the motion. All Commissioners present voted aye. Motion carried 8 - 0.

Mayor Mundy stated that John Lewis has agreed to remain on the Commission as Chair, Alderperson Stowe will serve as City Council Rep, Marvin Barnes will serve at large, Ron Bemis will serve as Library Board Rep, and Commissioners Evans, George, and Henderson will serve another term. He said Park Board and School Board Reps will join the Commission once those Boards have recommended their choices to the Mayor. He thanked the Commissioners for their service providing planned, managed, and orderly vision for the Community.

CONSIDERATIONS

A. Consideration of a Building & Zoning Department Recommendation to Amend Article 1.3.3, Article 5.3.1, D and Article 6.2.1.B.2 of the Unified Development Ordinance to Define a Commercial “Kiosk,” to Establish the Zoning Districts in Which a Commercial “Kiosk” Could be Installed, and to Permit Such a Structure Within Permitted Yard Areas in the City of Sycamore, Illinois.

City Manager Nicklas explained the changes to the Unified Development Ordinance as described in the background as follows:

- **Section 1.3.3. Definitions.**

KIOSK: shall mean an enclosed structure less than 200 square feet in area, that is designed for providing specialty type retail services of either the drive through or walk up variety.

These structures may be used to provide some type of limited food service such as, but not limited to, coffee or shaved ice where water and sanitation can be provided by portable means. Employee restrooms may be provided at an adjacent building on the same site as long as the restroom is accessible, available at all times that the business is open and within 300 feet of the kiosk.

- **Section 5.3.1. Table of Permitted Uses. Subsection D, Food Service Use:**

Revise to add “Kiosk” as a “special use” in the C-1 Neighborhood Business, C-2 Central Business, C-3 Highway Business, and C-4 Mixed Use districts.

- **Section 6.2.1.B.2. Accessory Structures and Uses. Subsection B, Permitted Yard Obstructions:**

Revise to allow a “Kiosk” as a permitted yard obstruction in the C-1 Neighborhood Business, C-3 Highway Business, and C-4 Mixed Use districts.

A “Kiosk” shall be added as a permitted obstruction with a “Special Use” in required front or side yards in the C-1 Neighborhood Business, C-2 Central Business, C-3 Highway Business and the commercial areas of C-4 Mixed Use districts provided that (a) a minimum 20 foot separation can be provided from any property line or other building, (b) stacking requirements can be met and (c) required parking can be maintained.

Commissioner Davey asked if they should define disposal of the building after a business closes.

Mr. Nicklas said that can be addressed in the “Special Use.”

Commissioner Steczo said years ago these types of structures were used for film development and suggested the word “food” be removed to allow for other types of services.

Mr. Nicklas said he would remove the word "food."

Commissioner Barnes asked if the state law required employee restrooms and suggested the wording should be employee restroom "must" be provided rather than "may" be provided.

Mr. Nicklas said they checked State Law and that would be identified during the Special Use permit process.

Building Commissioner/Zoning Officer Doty said large malls have kiosks and the same thing applies.

Plan Commission Attorney Buick said it is conceivable that the site itself would have restrooms so this is permissive rather than mandatory. If "must" be provided is used it is precluding the possibility that restrooms could be on site.

Mr. Nicklas changed the language to "Employee restroom must be provided on site or at an adjacent building."

Motion

Commissioner Steczo moved to forward the UDO revisions with a favorable recommendation to Council and Commissioner George seconded the motion.

Roll Call Vote

Acting Chairperson Lorence called for a roll call vote to approve the motion. Commissioners Marvin Barnes, George Bridgewater, Bill Davey, Lowell Evans, Ken George, Larry Steczo, Chuck Stowe, and Acting Chairperson Bill Lorence voted aye. Motion carried 8 - 0.

Mr. Nicklas explained to Charity Brunner, who was in the audience, that this will go before City Council at the May 21st meeting and if approved, she will be able to go before the Plan Commission at the June 11th meeting. He said the delay is to allow time for publishing for the Special Use and once Plan Commission forwards their recommendation, Council will consider it for final approval at their meeting on June 18, 2007.

B. Consideration of a Petition to Allow Certain Ground Signs Within Thirty (30) Inches of the Front Property Line for Signs Not Larger than Fifty (50) Square Feet in Area on Properties that Were Developed Prior to May 1, 2005.

City Manager Nicklas said the impetus for this is a request of a company that is coming to a building in the older commercial area of the downtown. He said in older commercial areas the distance between the sidewalk and the building facade does not conform to contemporary setback standards. He proposed language that pertains to those commercial properties that were developed before May 1, 2005, which is the date in which the UDO became affective. He said the revision would read as follows:

Location. No free standing signs shall be located closer than ten (10) feet to a front property line, and shall be located as far as possible from any transition side property line.

Exception: For commercial properties that were developed prior to May 1, 2005 one ground sign not larger than fifty (50) square feet in area may be located within thirty (30) inches of the front property line when not located in a vision triangle.

Motion

Commissioner George moved to forward the UDO revision with a favorable recommendation to Council and Commissioner Davey seconded the motion.

Roll Call Vote

Acting Chairperson Lorence called for a roll call vote to approve the motion. Commissioners Marvin Barnes, George Bridgewater, Bill Davey, Lowell Evans, Ken George, Larry Steczo, Chuck Stowe, and Acting Chairperson Bill Lorence voted aye. Motion carried 8 - 0.

WORKSHOP ITEMS

REPORTS

PERSONS TO BE HEARD FROM THE FLOOR ON OTHER THAN AGENDA ITEMS

ADJOURNMENT

Motion

Commissioner Davey moved to adjourn the meeting at 7:22p.m. and Commissioner Steczo seconded the motion.

Voice Vote

Acting Chairperson Lorence called for a voice vote to approve the motion. All Commissioners present voted aye. Motion carried 8 - 0.

Approve:

Acting Chairperson – Bill Lorence

Attest:

Candy Smith, City Clerk