

**SYCAMORE PLANNING AND ZONING COMMISSION MEETING
MINUTES OF JANUARY 10, 2022**

CALL TO ORDER AND ROLL CALL

Chairperson Bill Davey called the meeting to order at 7:00 p.m. and City Clerk Mary Kalk called the roll. Those Commissioners present were Nathan Schwartz, Ted Strack, Chuck Stowe, Matt Woodstrup, Alan Zantout, Sarah Gallagher-Chami, Dave Finney, Eli Hamingson, and Rachel Sauber. Commissioners Nate Kitterman and Stephen Nelson were absent. Others present were City Manager Michael Hall, Assistant City Manager Maggie Peck, City Attorney Keith Foster, Director of Community Development John Sauter, and City Engineer Mark Bushnell.

APPROVAL OF AGENDA

Motion- Commissioner Schwartz moved to approve the agenda and Commissioner Finney seconded the motion.

Voice Vote Chairperson Davey called for a voice vote to approve the motion. All Commissioners present voted aye. Motion carried 10- 0.

CONSENT AGENDA

A. Approval of Minutes from the December 13, 2021 Regular Meeting

Motion- Commissioner Hamingson moved to approve the Minutes of the December 13, 2021 meeting and Commissioner Sauber seconded the motion.

Voice Vote Chairperson Davey called for a voice vote to approve the motion. All Commissioners present voted aye. Motion carried 10- 0.

AUDIENCE TO VISITORS

WORKSHOPS

NEW BUSINESS / ACTION ITEMS

A. Consideration of a Request from Brian Fleetwood of Spider Tattooz for a Special Use Permit to operate a Tattoo Parlor/Body Art Establishment (first floor) at 325 East State Street in Sycamore, Illinois, PIN number 06-32-282-013.

Acting City Manager Maggie Peck said this is for a Special Use permit for petitioner Brian Fleetwood, present, to operate a tattoo parlor at 325 E. State Street. The petitioner asked and was granted a request for a different building a year ago which had fallen through. Property owner, Chad Bemis has given consent to Mr. Fleetwood to have this business.

In December 2020, the Planning and Zoning Commission updated the City's Unified Development Ordinance (UDO) relating to Tattoo Parlors to allow a special use permit in C-2 zoning, provided certain criteria are met.

H. PERSONAL AND BUSINESS SERVICES USES AG R-1 R-2 R-3 R-4 C-1 C-2 C-3 C-4 M-1 M-2 ORI

Tattoo Parlor/Body Art Establishment (First or second floor and not located within the Conservation District, as defined by Article 1.3.3.)								S				
Tattoo Parlor/Body Art Establishment (first or second floor)									S			

The proposed first floor location at 325 E. State Street is zoned C-2, Central Business District, and is outside of the conservation district. Per Section 4.3.3 of the City's Unified Development Ordinance, a Special Use Permit shall be granted only if evidence is presented to establish that:

A. The proposed structure or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public and will contribute to the general welfare of the neighborhood or community;

B. The proposed structure or use will not have a substantial adverse effect upon the adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matters affecting the public health, safety, and general welfare; and

C. *The proposed structure or use will be designed, arranged, and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.*

D. *Such other standards and criteria as are established by the ordinance for a particular Special Use as set forth in Section 4.3.4 and as applied to Planned Developments as set forth in Article 4.4.*

Notices of the public hearing were mailed to property owners within 250 feet and posted in the local newspaper, and a sign was placed on the property.

Community Development Director John Sauter said he had one call from a business who said they were in favor of the use.

The Public Hearing was opened at 7:04 pm and hearing no comments, closed at 7:04 pm.

Motion

Commissioner Strack moved to forward a favorable recommendation to the City Council and Commissioner Finney seconded the motion.

Roll Call Vote Chairperson Davey called for a roll call vote to approve the motion. Commissioners Schwartz, Strack, Stowe, Woodstrup, Zantout, Chami, Finney, Hamingson, Sauber, and Chairperson Davey voted aye. Motion carried 10- 0.

ACM Maggie Peck said that this will be on the City Council agenda on January 17th, 2022.

B. Consideration of Amendments to Section 6.9.7, “Protecting Buildings” of the Unified Development Ordinance of the City of Sycamore, Illinois.

ACM Maggie Peck said that this relates to flood protection and is required by FEMA. City Engineer Mark Bushnell has been working on this and can answer any questions. The changes are:

A. *In addition to the damage prevention requirements of Section 6.9.6 of this article, all buildings located in the floodplain shall be protected from flood damage below the flood protection elevation. This building protection requirement applies to the following situations:*

1. *Construction or placement of a new building or alteration or addition to an existing building valued at more than one thousand dollars (\$1,000) or seventy (70) square feet.*
2. *Substantial improvements or structural alterations made to an existing building that increase the floor area by more than twenty percent (20%) or equal or exceed the market value by fifty percent (50%). Alterations shall be figured cumulatively subsequent to the adoption of this ordinance. If substantially improved, the existing structure and the addition must meet the flood protection standards of this section.*
3. *Repairs made to a substantially damaged building. These repairs shall be figured cumulatively subsequent to the adoption of this ordinance. If substantially damaged the entire structure must meet the flood protection standards of this section.*
4. ~~*Installing a manufactured home on a new site or a new manufactured home on an existing site. (The building protection requirements do not apply to returning a manufactured home to the same site it lawfully occupied before it was removed to avoid flood damage).*~~
4. *Installing a travel trailer or recreational vehicle on a site for more than one hundred eighty (180) days per year.*
6. *Repetitive loss to an existing building as defined in Section*

Modify 6.9.7 Paragraph D to read as follows.

D. *Manufactured homes or travel trailers to be permanently installed on site shall be:*

1. *Elevated to or above the flood protection elevation in accordance with Section 7(B), and*
2. ~~*anchored to resist flotation, collapse, or lateral movement by being tied down in accordance with the rules and regulations for*~~

Motion

Commissioner Strack moved to forward a favorable recommendation to the City Council and Commissioner Finney seconded the motion.

Roll Call Vote Chairperson Davey called for a roll call vote to approve the motion. Commissioners Schwartz, Strack, Stowe, Woodstrup, Zantout, Chami, Finney, Hamingson, Sauber, and Chairperson Davey voted aye. Motion carried 10- 0.

ACM Maggie Peck introduced new City Manager Michael Hall to the commission.

ADJOURNMENT

Motion

Commissioner Schwartz moved to adjourn the meeting at 7:08 p.m. and Commissioner Hamingson seconded the motion.

Voice Vote Chairperson Davey called for a voice vote to approve the motion. All Commissioners present voted aye. Motion carried 10- 0.

Approve:

Chairperson – William D. Davey

Attest:

Mary Kalk, City Clerk