

**MINUTES OF THE OTTAWA PLAN COMMISSION  
MEETING  
February 26, 2018**

Chairman Brent Barron called the meeting to order at 7:00 p.m. in the Ottawa City Council Chambers.

**ROLL CALL**

Present: Barron, Buiting, Burns, Carrol, Etscheid, Reagan, Sesto, Volker

Absent: Stone

Others: City Planner Tami Huftel

**MINUTES OF PREVIOUS MEETING**

Moved by Todd Volker, second by Doug Carrol January 22, 2018 minutes be approved with the inclusion of the staff report for 1200 West Madison.

**NEW BUSINESS**

- a. *Oakwood Memorial Park, Inc request a zoning amendment from A-2 (single and two-family) to C-2 (general business) for property located at 1140 First Avenue.*

Ryan Swanson with ARC Design presented on behalf of the developer. 9,100 square foot general merchandise store, first 300 feet of property developed, rear part undeveloped, white vinyl fence along the south property line, parking in front, store will face Route 23, open green space in the rear. Working with the church to obtain an easement in exchange for additional property to meet their setbacks. The corridor has a commercial feel. Lighting and noise will be contained to the front along the highway. Lighting – full LED lighting, full circle cut-off located by the driveway, middle of the parking lot, and on the building. Lower security lights in the rear. Typical hours of operation is 8am to 9 pm 7 days a week.

Brent – delivers. Response: Full size trucks will pull into parking lot and back into delivery location. Curbed island parking lot with property radius.

Debby Reagan – turn lane Response: Plans haven't been submitted to IDOT yet but the traffic count in peak hours is fairly low.

Being no further business, Moved by Debbie Burns that OPC recommend that the City Council approve the zoning amendment for the property located at 1140 First Avenue including staff report.

Seconded by Doug Carrol

Ayes: Brent Barron, Mike Buiting, Debbie Burns, Doug Carrol, Jackie Etscheid, Curt Sesto, Todd Volker

Nays: None

Motion Carried.

- b. *Synod of Lincoln Trails of the Presbyterian Church request a conditional use permit for a Bed and Breakfast located at 116 West Prospect Avenue.*

Debbie Burns stated that she is the realtor representing the home and will be abstaining from the vote and discussion.

Jim Keely, attorney representing the owner/seller. This property is an island with the highway to the north and west, a unique property, apartment zoning across the street. Board received more than one offer; chose this one as it was restoring the home and an appropriate use of home. Started this process September 2016.

Elin Arnold-Mitchell spoke on behalf of the purchasers Larry Mitchell, John and Dr. Patricia Hoagland. John and Dr. Patricia Hoagland own Ottawa Veterinary Hospital.

Explained history of the home, most has remained the same.

Proposing to add a paved six space parking lot on the west side of the home, ten foot by ten foot shed and plant arborvitaes along west property line. East side of the home will have 4 parking spaces for a total of 10. This use is similar to what it once was. The property is empty and needs to be restored, floors redone, adding air conditioning and controlled heat in each room. A two room suite includes a bedroom and a parlor. The parlor includes a couch, refrigerator and microwave. The adjacent ranch home (hilltop home) will be rental property or the operator may live in the home.

No outside exterior changes. Bathrooms will be remolded and two will be added. No rooms on the first floor. First floor has office, kitchen, dining room, library, sales room, three-bedrooms not being used. First priority is to restore the interior, eventually restore the outside.

We know what the Bed and Breakfast Ordinance says, if it says do this they will if it says don't they won't.

Contacted the adjacent property owners, did not hear back from Walton's.

Rich & Kyla Mennecke, 210 W. Prospect Avenue - satisfied and no objection.

Larry Good 119 W. Prospect - lived 27 years in the home, during the time the Pope Home was in operation – parking was a concern then. With the proposed off-street parking and 5 bedrooms, no concern. This will restore activity to the neighborhood.

Debby Reagan – ordinance states no meetings or events. Elin – they agree to that.

Todd – win for Ottawa in Historic Preservation

Curt – Compliment to the area

Mike – hope successful, would like to see other larger older homes be use in the same fashion.

Brent – existing sign can't stay, doesn't meet code.

Being no further business, moved by Jackie Etscheid that the OPC recommend that the City Council approve the conditional use request for a Bed and Breakfast located at 116 West Prospect Avenue.

Seconded by Doug Carrol.

Ayes: Brent Barron, Mike Buiting, Doug Carrol, Jackie Etscheid, Curt Sesto, Todd Volker

Nays: None

Abstain: Debbie Burns

Motion carried

c. *Discussion regarding the Sign Ordinance.*

Plan Commission discussed the sign ordinance. Been an on and off discussion for several years. Tami stated the last time this was brought to the Council they had mixed feelings but that was not the existing members. Suggested this be discussed at a workshop. Also, discussion

regarding the Inn Ordinance process, some commission members wished the Council would have sent the ordinance back to them for more discussion if they didn't like parts of it.

Moved by Brent Barron that the Plan Commission request a workshop with the City Council to discuss the sign ordinance and historic inn process.

Seconded by Debby Reagan

Ayes: Brent Barron, Mike Buiting, Debbie Burns, Doug Carrol, Jackie Etscheid, Curt Sesto, Todd Volker

Nays: None

Motion Carried.

There being no further business, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

*Tami L. Huftel*

Tami L. Huftel  
City Planner

### **Legal Descriptions**

#### **Oakwood Memorial Park, Inc legal description:**

That part of the S.W. ¼ of sec. 13, Township 33 North, Range 3, East of the Third Principal Meridian, described as follows: Beginning at a point on the Section line 654.952 feet North of the Southwest Corner of Section 13, Township 33 North, Range 3, East of the Third Principal Meridian, in the County of LaSalle and State of Illinois, Thence North 89 degrees 53' East 567.6 feet, thence South parallel with the Section line 172.5 feet, thence North 89 degrees 53' east 92.4 feet, thence North parallel with said Section line 502.5 feet, thence South 89 degrees 53' West 660 feet to the Section line, thence South on the Section line 330 feet to the place of beginning, less and except, however, the North 83 feet thereof, and less and except all cemetery lots therein heretofore Sold and conveyed whether deeds to same are recorded or unrecorded, and subject to Plat of Park Lawn Cemetery, dated 9 November, 1939, and Duly recorded on 10 November, 1939, in the Office of the Recorder of Deeds of LaSalle County, Illinois, in Plat book "R" page 20. Excepting, A part of the Southwest Quarter of Section 13, Township 33 North, Range 3 East of the Third Principal Meridian situated in the city of Ottawa, LaSalle County, Illinois, bearings used herein are referenced to the Grid North of the East Zone of the Illinois State Plane Coordinate System, described as follows: Commencing at the southwest corner of said Section 13, thence North 0 degrees 32 minutes 57 seconds West along the west line of said section 654.92 feet to the point of beginning on the south line of Park Lawn Cemetery, as shown on a plat recorded on page 20 of Plat Book R in the Records of LaSalle County, Illinois; thence continuing North 0 degrees 32 minutes 57 seconds West along said west line of Section 13 a distance of 247.00 feet to a property line which is the south line of a vacated portion of said cemetery described on page 610 of Book 1070 in the Records of LaSalle County, Illinois, thence north 89 degrees 20 minutes 16 seconds East along said property line 35.00 feet; thence South 0 degrees 00 minutes 42 seconds West 204.32 feet; thence South 0 degrees 32 minutes 57 seconds East 42.69 feet to the south line of said cemetery; thence South 89 degrees 20 minutes 16 seconds West 33.00 feet to the point of beginning, containing 8,355 square feet, more or less, of which 8,151 square feet is within existing right of way. The above described parcel being shown on a Right of Way Plan for F.A.P. Route 68, Section 1ZR-1, recorded as Document Number R88-10694 in the Recorder's Office of LaSalle County. Also Excepting, Part of the Southwest Quarter of Section 13, Township 33 North, Range 3 East of the Third Principal Meridian described as follows: Commencing at the Southwest corner of said Section 13, thence North 654.92 feet along the West line of the Southwest Quarter of said Section 13 to a point on the East right of way line of Illinois Route 23, the True Point of Beginning, thence North 42.69 feet along the East right of way line of said Illinois Route 23 to a point, thence North 0 degrees 33 minutes 39 seconds East 51.40 feet along the East right of way line of said Illinois Route 23 to point, thence South 89 degrees 29 minutes 02 seconds East 85.41 feet to a point, thence South 0 degrees 26 minutes 07 seconds West 93.15 feet to a point,

thence South 89 degrees 53 minutes 00 seconds West 85.21 feet to the Point of Beginning, containing 0.184 acres more or less, all situated in the City of Ottawa, LaSalle County, Illinois.

**Presbyterian Church legal description:**

PARCEL 1: ALL THAT PART OF LOTS ONE (1), TWO (2), THREE (3) AND FOUR (4) IN BLOCK TWENTY-SIX (26) IN THE ORIGINAL TOWN OF OTTAWA, LYING SOUTH OF THE SOUTH LINE OF COURTNEY STREET AND NORTH OF THE NORTH LINE OF PROSPECT AVENUE, SITUATED IN THE CITY OF OTTAWA IN THE COUNTY LASALLE AND STATE OF ILLINOIS; EXCEPTING THEREFROM THE FOLLOWING: A PART OF LOTS 1, 2, 3, AND 4 IN BLOCK 26 OF THE ORIGINAL TOWNS, NOW CITY OF OTTAWA, LYING SOUTH OF THE SOUTH LINE OF COURTNEY STREET AND NORTH OF THE NORTH LINE OF PROSPECT AVENUE, IN THE SOUTHEAST QUARTER OF SECTION 11, TOWNSHIP 33 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN LASALLE COUNTY, ILLINOIS DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE SOUTH LINE OF COURTNEY STREET AND EAST LINE OF SAID LOT 1, THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 1 FOR A DISTANCE OF 116.06 FEET TO A POINT ON THE NORTH LINE OF PROSPECT AVENUE AS ESTABLISH BY CIRCUIT COURT DECREE RECORDED IN CHANCERY RECORDS BOOK 30, PAGE 541; THENCE WEST ALONG THE NORTH LINE OF SAID PROSPECT AVENUE, WHICH FORMS AN ANGLE OF 89 DEGREES 06 MINUTES, 17 SECONDS TO THE RIGHT OF THE PROLONGATION OF THE EAST LINE OF SAID LOT 1, FOR A DISTANCE OF 118.01 FEET TO POINT ON THE EAST LINE OF THE WEST 42 FEET OF SAID LOT 2; THENCE NORTH ALONG SAID EAST LINE, WHICH FORMS AN ANGLE OF 90 DEGREES 53 MINUTES, 43 SECONDS TO THE RIGHT OF THE NORTH LINE OF SAID PROSPECT AVENUE FOR A DISTANCE OF 95.28 FEET; THENCE NORTHWESTERLY ALONG A LINE WHICH FORMS AN ANGLE OF 79 DEGREES, 27 MINUTES, 09 SECONDS TO THE LEFT OF THE PROLONGATION OF THE LAST DESCRIBED COURSE, A DISTANCE OF 205.48 FEET TO A POINT ON THE WEST LINE OF LOT 4 IN SAID BLOCK 26; THENCE NORTHERLY ALONG THE SAID WEST LINE OF LOT 4, WHICH FORMS AN ANGLE OF 79 DEGREES 27 MINUTES, 09 SECONDS TO THE RIGHT OF THE PROLONGATION OF THE LAST DESCRIBED COURSE, A DISTANCE OF 5.00 FEET TO THE SOUTH LINE OF COURTNEY STREET; THENCE SOUTHEASTERLY ALONG THE SOUTH LINE OF COURTNEY STREET, WHICH FORM AN ANGLE OF 93 DEGREES, 34 MINUTES, 41 SECONDS TO THE RIGHT OF THE PROLONGATION OF THE LAST DESCRIBED COURSE, A DISTANCE OF 320.62 FEET TO THE POINT OF BEGINNING; PARCEL 2: THE EAST HALF OF VACATED CHRISTIE STREET BETWEEN PROSPECT AVENUE AND HITT STREET, LYING WEST AND ADJOINING BLOCK 26, ORIGINAL TOWN OF OTTAWA, IN THE CITY OF OTTAWA. ALL SITUATED IN LASALLE COUNTY, ILLINOIS KNOWN FOR PROPERTY TAXES AS PIN #22-11-418-006

**MEMO TO:** Plan Commission  
**FROM:** Tami L. Huftel, City Planner  
**DATE:** February 22, 2018  
**REQUEST:** Zoning Amendment from A-2 (Single-Family and Two Family) to C-2 (General Business District) for 1140 1<sup>st</sup> Avenue  
**COMPREHENSIVE PLAN:** Traditional Neighborhood Residential

**DISCUSSION:**

The applicant is requesting to rezone the property at 1140 1<sup>st</sup> Avenue from A-2 (Single-Family and Two Family) to C-2 (General Business District) to construct a 9100 Square foot general retail store.

**ANALYSIS:**

Section XIX of the City of Ottawa Zoning Ordinance states the Plan Commission shall submit an advisory report to the City Council. The Plan Commission shall not recommend nor shall the City Council grant an amendment to alter the zoning district boundary lines unless it shall make findings based upon the evidence presented to it concerning the following matters:

*1. Existing use(s) and zoning of the property in question;*

The subject site is currently zoned A-2 (Single and Two Family Residential) which is intended for single family and two-family residential district.

*2. Existing use(s) and zoning of other lots in the vicinity of the property in question;*

When analyzing the impacts of this rezoning it is necessary to look at the surrounding property uses and their zoning. Below is a list of zoning surrounding the parcels:

- North:** A-2 (Single and Two-family Residential)
- South:** A-2 (Single and Two-family Residential)
- West:** A-2 (Single and Two-family Residential)
- East:** A-2 (Single and Two-family Residential)

*3. Suitability of the property in question for uses already permitted under existing regulations;*

The subject property is not ideal for a single or two-family home with the adjacent commercial uses and a major roadway.

*4. Suitability of the property in question for the proposed use;*

Being adjacent to a major roadway, churches and a cemetery the property is would be suitable for a commercial use. Also, the parcel is large enough to provide adequate buffering for the homes located to the rear of the property.

*5. The trend of the development in the vicinity of the property in question, including changes (if any) which may have occurred since the property was initially zoned or last zoned; and*

The trend and land uses in this area is a mix of uses including churches, cemetery, water tower, school, parks, homes, car wash and gas stations.

*6. The effect the proposed rezoning would have on the City's plans for future development.*

The Comprehensive Plan recommends the future land use of this area be Traditional Neighborhood Residential. According to the comprehensive plan traditional neighborhood Residential states...This land use designation is for existing mature and historic neighborhoods in Ottawa that exemplify best practices in creating livable and walkable neighborhoods. These areas are intended to have a mix of land uses and mixed-use buildings woven together but predominantly residential in use and character. They include reduced building setbacks, alleys, a variety of street designs, more public open spaces, squares and greens, civic, and commercial uses in prominent locations. In addition, the cemetery to the south is shown as commercial in the comprehensive plan.

**RECOMMENDATION:**

It appears the requested rezoning is in compliance with the criteria identified in the City of Ottawa Zoning Ordinance. As always, Staff recommends Plan Commission discussion and public comment. Staff recommends 1140 1<sup>st</sup> Avenue to C-2 (General Business District) be approved.

**MEMO TO:** Plan Commission  
**FROM:** Tami Huftel, City Planner  
**DATE:** February 22, 2018  
**SUBJECT:** Conditional Use for a Bed and Breakfast  
**LOCATION:** 116 West Prospect Avenue  
**CURRENT ZONING:** A-2 - Single and Two-Family Residential  
**COMPREHENSIVE PLAN:** Traditional Neighborhood Residential

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**DISCUSSION:**

John and Patricia Hoagland & Elin and Lawrence Mitchell are prospective purchasers of the Cora Pope Home located at 116 West Prospect Avenue. They are requesting a conditional use to operate a five bedroom Bed and Breakfast. See the narrative for additional information.

Note, that on February 8, 2018 the Historic Preservation Commission made a motion to endorse the preservation of the building and support the Bed and Breakfast application.

History of the Cora J. Pope Home provided by the Times

The 18-room, 5,914-square-foot home was a residence with a Christian atmosphere for older women who could live independently. The home opened in 1945 and closed in summer 2013. The 112-year-old house accommodated up to 11 residents on a short-term or long-term basis. Residence could stay for about \$500 a month, get 3 meals a day - you had your own room, but shared bathrooms.

By summer 2013, only one woman was living at the home, despite attempts to draw more residents. The board then decided it was financially wasteful to continue to operate the home. The board found an apartment for the remaining resident and she moved. There had been several part-time employees — three cooks, three night sitters, a maintenance man and an executive director

**CONDITIONAL USE:**

The property is zoned A-2 Single and Two-Family Residential in which permits one and two-family homes.

The Zoning Ordinance specifies the Plan Commission shall not recommend, nor shall the City Council grant a conditional use unless it makes findings based upon the evidence presented to it in each special case that the conditions noted in the analysis have been met.

The following is an analysis in terms of the standards as outlined in the City of Ottawa Zoning Ordinance:

- (a) *That the location and size of the proposed use and the nature and intensity of use in relation to the size of the lot will be in harmony with the orderly development of the area and compatible with other existing uses.*

The Cora Pope Home and the adjacent carriage home are on a lot approximately 120 feet by 240 feet located southwest of the intersection of Route 71 and Route 23. The proposed use is similar in nature as to what it was used as for sixty-eight years.

- (b) *That the kind, size, location and height of the structure and extent of landscaping on the lot are appropriate for the use and will not hinder or discourage the appropriate use of adjoining property or diminish the value thereof.*
- (c) *That the design elements of the proposed development, including landscaping, are attractive and suitable in relation to the site characteristics and style of other buildings in the immediate area, and that the proposed use will not alter the essential characteristics of the area or adversely affect property value in the neighborhood.*

The applicants intend to landscape the front entrance and around the existing driveway/parking area. Also, by ordinance they will need to landscape the proposed parking area. The intended use will not diminish the value of the adjacent parcels. Without this proposed use its likely this home would be split into apartments or torn down.

- (d) *That the parking and loading facilities, if applicable, are adequate and properly located and that entrance and exit driveways are laid out to achieve maximum safety.*

This property will be required to provide one off-street parking space for every guest room. The existing driveway allows for at least 4 parking spaces and there is ample room on the west side of the property to create the additional off- street parking needed.

- (e) *That streets providing access to the proposed uses are adequate in width, grade, alignment, visibility, and have adequate capacity for the additional traffic and parking generated by the proposed use, and the proposed use will not impede traffic circulation.*

West Prospect Street is a standard twenty-four foot wide street and would be adequate to handle the traffic for this proposed use. However, guests would be driving through a residential area to get to this property.

- (f) *That the proposed use shall have easy accessibility for fire apparatus and police protection.*
- (g) *That the electric wiring, water supply, the sewage disposal, and the stormwater drainage shall conform with all municipal codes and ordinances; comply with all standards of the appropriate regulatory authority; and not unduly burden the capacity of such facilities.*

The applicant will be required to conform to all applicable City Codes.

- (h) *That the proposed use will provide for the conservation of natural features, drainage basins, the protection of the environment of the area, and sustained maintenance of the development.*

This lot overlooks the Illinois River and downtown Ottawa. They intend to preserve the home and spruce-up the landscaping.

- (i) *That the proposed use will not have any detrimental effects on upon the public health, safety, welfare, or property values, and that the proposed use will not conflict with the purpose of this ordinance.*



It does not appear the proposed use will have detrimental effects on the public health, safety, welfare, or property values as this use does fit into this area.

**CONCLUSION:**

It appears the request meets the requirements of granting a conditional use permit and Staff recommends approval. As always, Staff welcomes Plan Commission discussion and as this is a public hearing, public comment should be considered.