

# MINUTES OF THE OTTAWA PLAN COMMISSION MEETING

## June 23, 2014

Chairman Brent Barron called the meeting to order at 7:10 PM in the Ottawa City Council Chambers.

### ROLL CALL

Present: Barron, Buiting, Burns (7:45 pm), Howarter, Reagan, Stone,

Absent: Ganiere, Perry, Volker

Others: City Planner Tami Huftel

### MINUTES OF PREVIOUS MEETING

Minutes of the June 2, 2014 meetings were approved as published.

### OLD BUSINESS

- a. *Amend Plan Commission by-law. It was moved by Howarter and seconded by Buiting that the by-laws be approved. Motion carried unanimously.*
- b. *Continued public hearing from Lee Follis for a zoning amendment from "E to A-1" located at 624 West Marquette Street. Legal description: lots 8 and 9 in block 1 in Leland's Addition to Ottawa situated in LaSalle County, Illinois. Opened public hearing Brent explained after Keith's review of the zoning ordinance it was determined that a zoning amendment was not required. It was moved by Buiting and seconded by Howarter that the public hearing be dismissed. Motion carried unanimously.*

### NEW BUSINESS

- c. *Public hearing for Mueller Funeral Home /Arthur Mueller for a zoning amendment from A-2 to C-3 at 750 First Avenue Ottawa, Illinois and the parcel directly east. Due to the sign not being posted in the correct location It was moved by Buiting and seconded by Burns the public hearing be continued to a special meeting on July 14<sup>th</sup> at 7:00 pm. Motion carried unanimously.*
- d. *Public hearing for Heritage Harbor Ottawa Resort Development, LLC for a "Conditional Use" of a Planned Unit Development including preliminary and final plat approval for Unit #5B in the West Peninsula of Heritage Harbor located at or near 1 to 15 Great Loop Road, Ottawa, Illinois. Legally describes as: Being a subdivision of lots 351 of the West Peninsula Unit 5B recorded January 2, 2014 as document number 2014-00094 at Heritage Harbor Ottawa of the fractional southwest quarter of Section 8, Township 33 North, Range 4 East of the third principal meridian all in LaSalle County, Illinois. Rich Bridges, Nancy Scholz and Bill Schwertfeder spoke on behalf of HHO. Rich explained this area was previously platted for carriage homes. Now they are proposing single and two family units as well as a pool. This layout creates a focal point, front porches face each other and the price point \$240,000 to 290,000. Existing carriage homes have sold \$210,000 to \$220,000. Buiting asked about fire access. Rich said a dry hydrant system is being designed to meet the fire departments requirements. Barron asked about parking. Tami explained the PUD ordinance requires parking spaces based on number of bedrooms: 1 bedroom = 1 parking space & 2 bedroom = 1.5 parking spaces. This development needs 13 spaces. This will be accommodated just north, originally constructed as overflow parking. The pool is mainly for west peninsula use. Some of the units will be stick built. There was some brief discussion on utilities and drainage. Hearing no more comments it was moved by Stone and seconded by Howerter that the OPC recommend the City Council approve the request for a "Conditional Use" of a Planned Unit Development of Unit #5B in the West Peninsula of Heritage Harbor including preliminary plat per staff report. Motion carried unanimously.*

Then, it was moved by Stone and seconded by Buiting that the OPC recommend the City Council approve the request for a “Conditional Use” of a Planned Unit Development of Unit #5B in the West Peninsula of Heritage Harbor including final plat per staff report adding the following conditions: 1.) City investigate parking allocation being defined on the plat. 2.) Final review of fire, building, and engineering plans. Motion carried unanimously.

Chairman Barron adjourned the meeting at 8:15 pm  
Respectfully submitted,

Debbie Burns  
Secretary  
As written by Tami Huftel

**STAFF REPORT FOR HERITAGE HARBOR:**

**TO:** MEMBERS OF THE PLAN COMMISSION  
**FROM:** Tami Huftel, City Planner  
**DATE:** June 19, 2014  
**SUBJECT:** HERITAGE HARBOR OTTAWA  
**REQUEST:** Final plat of Heritage Harbor Ottawa Planned Unit Development of West Peninsula, Unit #5 as a conditional use  
**LOCATION:** Canal Road  
**CURRENT ZONING:** C-3 Special Business  
**COMPREHENSIVE PLAN:** Highway Business Commercial and Industrial

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**DISCUSSION:**

The applicant is requesting approval of the preliminary and final plat of Heritage Harbor Ottawa Planned Unit Development of West Peninsula, Unit 5B as a conditional use. This is a re-subdivision of west peninsula unit 5, located west of Great Loop and north of River Row.

This was preliminary platted with seven carriage lots last year. They now are proposing to build a variety of units with no drive access to each unit and a community pool. Their intent is for people to utilize a row of nine or ten parking spaces just north of this unit. This row of parking was intended for “extra” parking. This could be a concern.

Since this is a conditional use for a planned unit development. The following is the list of requirements from the Zoning Ordinance for Planned Unit Development.

The Zoning Ordinance specifies the Plan Commission shall not recommend, nor shall the City Council grant a PUD unless it shall make findings based upon the evidence presented to it in each specific 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:

- 1 *The PUD meets the requirements and standards of the PUD regulation.*

Heritage Harbor Ottawa is a great example of a planned unit development project.

2. *The physical design of the PUD efficiently utilizes the land and adequately provides for transportation and public facilities while preserving the natural features of the site.*

The overall design of the Subdivision utilizes the natural features, which includes the expansion of the harbor.

3. *Open space areas and recreational facilities are provided.*

This particular area does not provide much open space. However when looking at the entire development they will be providing a great deal of open space and recreation facilities, including a riverwalk system along the west side of Great Loop Road.

4. *The modifications in design standards from the subdivision regulations and the waivers in bulk regulations from the zoning regulations fulfill the intent of those regulations.*

The variances from the Subdivision and Zoning Ordinance are listed on the preliminary plat.

5. *The PUD is compatible with the adjacent properties and the neighborhood.*

With the other single and multi-family units in the area, this development is compatible with the adjacent parcels.

6. *The PUD fulfills the objectives of any comprehensive plan and the planning policies of the City.*

The Comprehensive Plan Future Land Use Map identifies the subject site as River Valley Conservation District, which is exactly what Heritage Harbor is. This PUD proposal fulfills the objectives of the comprehensive plan.

**RECOMMENDATION:**

Staff recommends approval of the preliminary and final plat of Heritage Harbor Ottawa Planned Unit Development of West Peninsula, Unit 5B.

**BY-LAWS:**

**MEETINGS**

1. The annual meeting for the election of officers of the City Plan Commission, Ottawa, Illinois shall be held on the fourth Monday in the month of June each year.
2. Regular monthly meetings of the Commission shall be held on the fourth Monday of each month at City Hall unless otherwise specified by the presiding officer.
3. Adjourned annual meetings or adjourned monthly meetings of the Commission shall be held at such time and place as may be fixed in the resolution of adjournment or notice of special meeting. If no other place is fixed in the resolution, the meeting shall be held at City Hall.
4. All regular meetings shall be held at 7:00 p.m. or other time stated in the notice of meeting.

**SPECIAL MEETINGS**

1. Special meetings of the Commission may be called by the chairman and held at any time or place fixed by the call.
2. The chairman shall call a special meeting of the Commission at the request in writing of any three or more members of the Commission, and if the chairman ~~shall~~ fails to comply with such request, said members so requesting shall call such meeting, all signing the notice.
3. Adjourned special meetings of the Commission may be held at such time and place as fixed in the resolution of adjournment. If no other place is fixed in the resolution, the meeting shall be held at City Hall.

**NOTICE OF MEETINGS**

1. All meetings and notices of Commission meetings shall comply with the Illinois Open Meeting Act.

**QUORUM**

1. Five (5) members of this Commission shall be necessary to constitute a quorum. Each member of the Commission is entitled to one vote.
2. The affirmative vote of the majority of the members present shall be required for the exercise of powers or functions conferred or imposed upon the Commission, but less than a quorum of members shall meet and adjourn from time to time until a quorum is present.

**OFFICERS**

All officers shall be members of the Commission, and consist of chairman, vice chairman, secretary and designated recording secretary.

1. CHAIRMAN

- a. The chairman shall preside at all meetings of the Commission.
- b. He shall have general charge of the business of the Commission.
- c. He shall, when authorized by the Commission, execute all contracts and other obligations in its name.
- d. He shall appoint all committees.
- e. He shall have general supervision of the conduct of the affairs of the Commission and of the employees thereof.
- f. He shall perform such other duties as are usually exercised by the chairman of a commission or president or chief officer of a corporation.

2. VICE CHAIRMAN

- a. The vice chairman shall perform the duties of the chairman during the absence or disability of the chairman.

3. SECRETARY

- a. The secretary shall sign or attest to the signature of the Chairman or Vice-Chairman on the documents of the Planning Commission.

3. DESIGNATED RECORDING SECRETARY

- a. The City Planner or other designee of the Plan Commission shall act as recording secretary. The recording secretary is not a member of the Commission and shall have no vote.
- b. Recording secretary shall maintain the minutes of all meetings and any such other records as may be necessary to the orderly administration of the Commission's business.
- c. Recording secretary shall notify the members of all meetings by sending the proposed agenda, a copy of the proposed minutes and any other pertinent documents.

COMMITTEES

- 1. From time to time it may be in the best interest of the City/Commission to appoint various committees to address a specific issue and report back to the Commission. Said committees shall be appointed by the chairman
- 2. Each Committee shall consist of two (2) or more members. The chairman shall have the authority whenever it may be advisable to appoint as advisory members of any committee of the Commission other citizens with talent, information or experience with problems before the committee to which they may be appointed.
- 3. The chairman of the Commission shall appoint one member of each committee as chairman thereof, and the committee shall meet at such times and place as directed by the chairman of the committee.
- 4. The members of the committee shall serve until the committee presents its final report to the Commission. The Chairman of the Commission shall fill any vacancy in the committee.
- 6. All reports of the committees upon which action of the Commission is contemplated shall be submitted in writing to the Commission and signed by the Chairman of the committee.

ELECTIONS

- 1. The chairman of the Commission shall be elected by the Commission and shall serve one year or until his successor is appointed.
- 2. The vice chairman and secretary shall be elected by the Commission and shall serve for one year, or until their successors are elected.
- 3. Any vacancy in the office of chairman, vice chairman or secretary of the Commission may be filled at any regular or special meeting after such vacancy occurs.

4. The chairman of the Commission shall appoint his committees and the chairman of each not later than the next regular meeting after the annual meeting.

5. In the event the chairman, vice chairman or secretary of the Commission should be absent or unable for any reason to attend the duties of their office, the members of the Commission may at any regular meeting, or at any special meeting called for that purpose, appoint a chairman pro-tem, or other officer, as the case may be, who shall attend to all duties of such officers until such officers shall return or be able to attend his duties.

#### ORDER OF BUSINESS

1. Roll call of members present
2. Minutes of previous meeting
3. Old Business
4. New Business.

#### MEMBERSHIP

1. Members of the Plan Commission shall be appointed by the City Council.
2. Members may be removed from the Commission in the manner and for the reasons provided by law.

#### AMENDMENTS

1. By-laws may be amended at any regular or special meeting by a two-thirds vote of total membership of the Commission if the amendment is included on the Commission agenda. Any proposed amendment must be presented in writing before the vote is taken.

#### RULES OF ORDER

1. Roberts Rules of Order shall prevail at all meetings of the Plan Commission unless other provided in these by-laws.