

**MINUTES OF THE OTTAWA PLAN COMMISSION
SPECIAL MEETING
OCTOBER 8, 2018**

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

ROLL CALL

Present: Barron, Carroll, Reagan, Sesto, Stone

Absent: Buiting, Burns, Etscheid, Volker

Others: City Planner Tami Huftel

NEW BUSINESS

- a. *Public Hearing for a conditional use permit for a drive-thru facility for Marilyn M. Boe at 1022 Columbus Street, legally described as: lots 3, 4 and 5 in block 57 in State's Addition to Ottawa, all situated in LaSalle County, Illinois.*

Donald Trager – proposed buyer, Tim Claus – Vissering and Tim Creedon were in attendance and presented the plans. Tim Claus stated the plan has been reviewed by Mayor, Dave and Tami; 41 seats; 27 parking spaces; talked to IDOT regarding the entrance; 1920 square foot building; 6 to 7 car stacking for the drive-thru and parking by the alley for employees. Brent asked the placement of the order board. Tim – moved to the north. Don - hours of operation: M-F 7am to 10pm, Sat 8am to 10pm, Sun 9am to 10pm; touch screen order board, no talking; signage on the building, no separate sign proposed. Tim - moved dumpster/shed to avoid sight lines. Debby noted the southern property line doesn't look the same as the map provided by Tami. Tami noted that area is city courtyard but parking would be permitted but a structure may require an agreement with Council. Tami said an email was sent by USEPA saying the site is buildable.

Being no further business, Moved by John Stone that OPC recommend that the City Council approve the conditional use for a drive-thru facility at 1022 Columbus Street, per staff report.

Seconded by Doug Carroll

Ayes: Brent Barron, Mike Buiting, Debbie Burns, Doug Carroll, Debby Reagan, Curt Sesto, John Stone

Nays: None

Motion Carried.

- b. *Sign Ordinance*

Brent noted Debbie Burns, John Stone and himself meet with the City Council last Monday to review the Sign Ordinance. They went through some revisions and hope to finalize in November.

Other:

Debby Reagan requested the committee review ordinances and regulations pertaining to LED lighting around windows and vapor shop zoning.

There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Tami L. Koppen

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City Planner