

MINUTES OF THE OTTAWA PLAN COMMISSION

August 27, 2012

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

ROLL CALL

Present: Burns, Barron, Buiting, Perry, Reagan, Stone, Volker

Absent: Howarter, Less

Others: City Planner Tami Huftel

MINUTES OF PREVIOUS MEETING

Chairman Barron noted the minutes should say “aye” not “eye”. It was moved by Burns and seconded by Stone that the minutes of the June 25, 2012, meeting be approved as corrected. Motion carried unanimously.

OLD BUSINESS

It was moved by Stone and seconded by Buiting that the public hearing for 1016 West Superior Street be continued. Motion carried unanimously.

NEW BUSINESS

- a. *Conditional Use Request for 621 Shabbona Street.* Matt Winchester, Superintendent of Ottawa High School stated the school has purchased this home to be used for Special Needs Transition students. This program would run the same days and hours as school business. Matt stated there would be 5 to 12 students, 1 full time teacher and up to 3 aides in this structure at any time. No permit living would be allowed. He is working with the city and an architect to comply with life safety codes. The building trades department will do all remodeling except the plumbing and electrical. Letters were sent to the adjacent property owners. No one was present. No major renovations to the exterior and no signage will be added. Debbie Reagan asked what type of business, as the newspaper had reported this. Matt replied students would make bake goods and sell them at the high school. No business will be run out of this home. Debbie Reagan stated that a school use is not listed under B zoning. Tami stated that the Zoning Ordinance is on the agenda and has been published. The commission decided to table this request and discuss the Zoning Ordinance change. It was moved by Reagan and seconded by Perry to table the public hearing for 621 Shabbona Street. Motion carried unanimously.
- b. *Zoning Ordinance Revision.* Chairman Barron opened the public hearing for the zoning ordinance. It was moved by Stone and seconded by Volker to add “Public, private and parochial grade and high schools” as a conditional use under the B classification. Motion carried. It was moved by Burns and second by Buiting to table other proposed Zoning Ordinance revisions.
- c. *Conditional Use Request for 621 Shabbona Street.* Chairman Barron re-opened the public hearing for the conditional use request. It was moved by Burns and seconded by Perry that the OPC recommend the City Council approve the conditional use request for 621 Shabbona Street. Motion carried.

- d. *Zoning Ordinance.* Chairman Barron re-opened the public hearing for the zoning ordinance. Tami provided a list of topics for discussion. The list is attached. The commission had a general discussion on most topics. They requested some of the topics be researched in other community ordinances. It was moved by Reagan and second by Stone that the zoning ordinance be continued.
- e. *Sign Ordinance.* It was moved by Perry and seconded by Buiting that the sign ordinance public hearing be continued.

There being no further business it was moved by Burns and seconded by Buiting that the meeting adjourns at 8:35pm. Motion carried.

Respectfully submitted,

Tami L. Huftel
City Planner

Proposed Zoning Ordinance revisions:

- 1.) Add Assistant Living as a permitted use in C-3.
- 2.) Notify the Historic Preservation Commission as part of the review process for a conditional use permit.
- 3.) Streamline Variance Process (page 80). Current ordinance states a notice shall be published at least 15 days but not more than 30 prior to the public hearing. City Clerk submits application to City Council for approval.
 - a. Revise notice to at least 14 days but not more than 30.
 - b. Zoning Administrators report herd by the City Council prior to ZBA meeting.
- 4.) C-4 and C-5 Districts. Allow retail in the front and living space in the rear on the floor at grade level or near grade level. Retail space shall be greater than 50% of the floor area and have code compliant egress. Not permitted on LaSalle Street.
- 5.) A-1, A-2 and B permit a small office as a conditional use. Other small uses? Service?
- 6.) Accessory Structure Section:
 - a. A-1 & A-2 permit an accessory structure to be built on adjacent lot by deed restriction.
 - b. No detached accessory structure in the front yard.
 - c. Review accessory structure section.
- 7.) Living spaces above existing detached garages.
 - a. Permitted as a conditional use
 - b. Must be an existing structure.
 - c. No structure can be enlarged for this purpose.
 - d. Remain an accessory structure
- 8.) Add Aquaponics as a permitted or conditional use. Someone has approached the city and may wish to open up this type of business. Maybe it can just be called a business.

Aquaponics is the combination of aquaculture and hydroponics. In aquaponics, you grow fish and plants together in one integrated, soilless system. The fish waste provides a food source for the plants and the plants provide a natural filter for the water the fish live in. Aquaponics produces safe, fresh, organic fish and vegetables. When aquaponics is combined with a controlled environment greenhouse, premium quality crops can be grown on a year-round basis, anywhere in the world. Aquaponics can be used to sustainably raise fresh fish and vegetables for a family, to feed a village or to generate a profit in a commercial farming venture.

9.) Industrial Uses:

- a. Small industrial uses with relaxed requirements: i.e. gravel, smaller amounts of landscaping, allow pole buildings and etc. Where would this fit in the city and what classification?
- b. Create a new manufacturing classification. Allow a specific project in sensitive area like Superior Street public works as an example.
- c. Waste Transfer Facility. What section of the ordinance should this be a permitted or conditional use and where could one be located? (Conditional Use in E – industrial)

10.) Parking and Loading Ordinance

11.) Sign Ordinance

12.) Considering adding a site plan review process