

CITY OF DARIEN
PLANNING AND ZONING COMMISSION

Wednesday, January 17, 2018
7:00 PM
City Hall Council Chambers

AGENDA

1. Call to Order
2. Roll Call
3. Regular Meeting:
 - A. Public Hearing
Case: PZC 2018-01 7521 Lemont Road (Home Run Inn)
Petitioner Southwater Signs, contractor for Home Run Inn restaurant, at 7521 Lemont Road, seek approval of a variation to the Darien Sign Code for wall signs on 3 sides of their building.
4. Correspondence
5. Old Business
6. New Business **PZC training objectives**
7. Approval of Minutes: January 3, 2018
8. Next Meeting: February 7, 2018
9. Adjournment

AGENDA MEMO
PLANNING AND ZONING COMMISSION
January 17, 2018

Case

PZC 2018-01 7521 Lemont Road (Home Run Inn - sign variation)

Issue Statement

Petitioners seek approval of a variation to the Darien Sign Code to allow signs on 3 walls

General Information

Petitioners	Robert Merkel, Southwater Signs (sign contractor)	
Owner:	Home Run Inn (restaurant)	
Property Location:	7521 Lemont Road (Chestnut Court shopping center)	
PIN#:	09-29-300-026	
Zoning / Land Use:	Site:	B-3 / restaurant
	South, East:	B-3 / shopping center
	North:	B-3 / shopping center
	West:	OSB (Office and Service Business in Woodridge) / bank
Comprehensive Plan:	Future Land Use: Commercial	
Size of Subject Lot:	211 feet wide by 204 feet deep = 43,044 square feet	
Natural Features:	Relatively flat, some bushes at corners of building	
Transportation:	Outlot surrounded by parking, no street frontage, access via driveways at 75 th Street and Lemont Road	
History:	Built before 1997, façade remodeled in 1997, 2009, 2017	

Petitioner Documents (attached to this memo)

1. Variation application - received 1/5/18
2. Aerial photos (2)
3. Sign Permit S-6-15-09
4. Photos of facades – 1997 and 2009
5. Sign plans 1-4
6. Letter "Proposed Signage" – description of signs
7. Letter "Explanation" - meeting variation standards

Code Sections

- 4-3-10-(B) 2: One wall sign on business frontage, a second wall sign if on corner street side
- 4-3-18 (B) 1: Five standards for variations, no public hearing notice required
- 4-3-2: Purpose (of sign code)

Staff Documents (attached to this memo)

8. Photos of facades - 2018
9. Sign Inventory
10. Sign Codes
11. Sign Variation Standards and Purpose

Development Description

This restaurant building has customer entrances to the sit down portion of the restaurant on the west and north walls and a carryout entrance on the east wall. In 1997 there were signs on the west, north, and east walls. In 2009, there were signs on the west, north, east, and south walls. Currently, there are signs on north and east walls. The owner is proposing to replace one of the signs on the east wall and install a sign on the west wall. This would result in signs on 3 walls, where the City Code allows signs only on the front wall. There are also 2 monument signs on Lemont Road and 75th Street. Variations were granted in 2012 to allow these monument signs to be extra tall (12 feet) and extra large (240 square feet) to contain the name of the shopping center and every store within including Home Run Inn.

Staff Plan Review Comments

The subject site is not adjacent to a street. It is surrounded by shopping center parking lot. It is about 240 feet from 75th Street and about 260 feet from Lemont Road.

An inventory of signs of 11 other restaurants in shopping center outlots along 75th street is shown on attached document #9. Seven have signs on 2 walls, three have signs on 3 walls, and one has a sign on 1 wall. All inventoried restaurants have wall signs where they have pedestrian entrances, except for two.

Sign codes from surrounding municipalities along 75th Street are shown on the attached document #10. Willowbrook allows signs on each wall that faces a street and shopping center drive aisle, which could be all 4 sides. Woodridge allows signs on 2 walls that face streets or drive aisle. Downers Grove allows signs on walls that front streets or driveable right-of-way. Darien allows signs on front wall and if on corner then another wall sign on corner street side.

Findings of Fact

Potential difficulties with compliance are summarized below in terms of the Variation Standards.

(a) Adequacy of signs that would be conforming

Adequacy for the business can be considered as having a sign that is visible in each direction that a driver approaches and for each door that a customer enters. In this case, drivers approach from all 4 directions and customers enter on 3 sides. Having a wall sign on only one side would result in the other approaches and entrances as being without signs and therefore unidentified.

(b) Effect on traffic

Having the business name and entrances unidentified may result in driver and pedestrian confusion and causing them to travel around the building more than necessary to find their destination.

(c) *Cost to Comply*

The applicant claims there may be a loss of customers due to a lack of wayfinding signage.

(d) *Undue hardships*

The subject site is somewhat unique in that traffic approaches from multiple directions and customer entry doors are on three sides and thus may be at a competitive disadvantage with other restaurants in similar locations that have wall signs on 2 or 3 sides. Also, there were signs on 3 walls in the past.

(e) *Conforming to the general intent of the Sign Code*

The variations if granted would:

- A. Promote convenience by providing wayfinding signage for customers
- F. Enhance the economy by allowing the subject business to have signs similar to other restaurants

Potential problems caused by granting the variation request:

Some other restaurants do not have wall signs over their main customer entrances (Portillo's and McDonald's) and some have only one wall sign even though they are on corner lots (Burger King). This may be an indication that the potential hardships from having only one or two wall signs may be overrated or not as impactful as imagined. Also, another possible uncodified intent of the sign code is to reduce or limit unnecessary signs.

Motions

The first motion would be to accept or not accept the petitioners' testimony or staff findings as sufficient justification for satisfying the variation criteria or to amend the findings. The second motion would be to recommend approval or denial of the variation as requested or to approve with conditions.

Meeting Schedule

Planning and Zoning Commission:	January 17, 2018
Municipal Services Committee:	January 22, 2018
City Council:	February 5, 2018

CITY OF DARIEN, ILLINOIS, Community Development Department

Staff Use Only	
Case No.:	PZC 2018-01
Date Received:	1/5/18
Fee Paid:	\$485
Check No.:	42024
Hearing Date:	1/17/18

Variation/Special Use/Rezoning petition to the Mayor and City Council of the City of Darien:

PETITIONER INFORMATION

Home Run Inn Pizzeria
Petitioner's Name

Robert J. Merkel
Contact Name

934 N. Church, Elmhurst, Illinois 60126
Address, City, State, Zip Code

630-607-6733
Phone #

630-333-4915
Fax #

rmerkel@southwatersigns.com
Email

Daniel Costello
Owner's Name

1300 internationale Parkway, Woodridge, IL 60517
Address, City, State, Zip Code

630-783-9696
Phone #

dpcostello@homeruninn.com
Email

PROPERTY INFORMATION

7521 Lemont Rd
Property address

PIN(s)
Provide legal description on a separate sheet and attach, such as the plat of survey.

Acreage

R-3
Zoning

REQUEST

Brief description of the request(s):

- Variation
- Simple Variation
- Special Use
- Rezoning

See Attached.
South Water Signs would like to request a variance to the sign code which currently allows for signage to exist on two (2) elevations. on any given Business we would like to mount a sign on the west elevation (3rd elevation)

I, Daniel Costello, do hereby certify that I am the owner of record (or one of the owners of record or the attorney for the owners of record of the aforesaid described property) and I hereby make application as such.

[Signature]
Signature

Subscribed and sworn to before this 12th day of December, 2017.

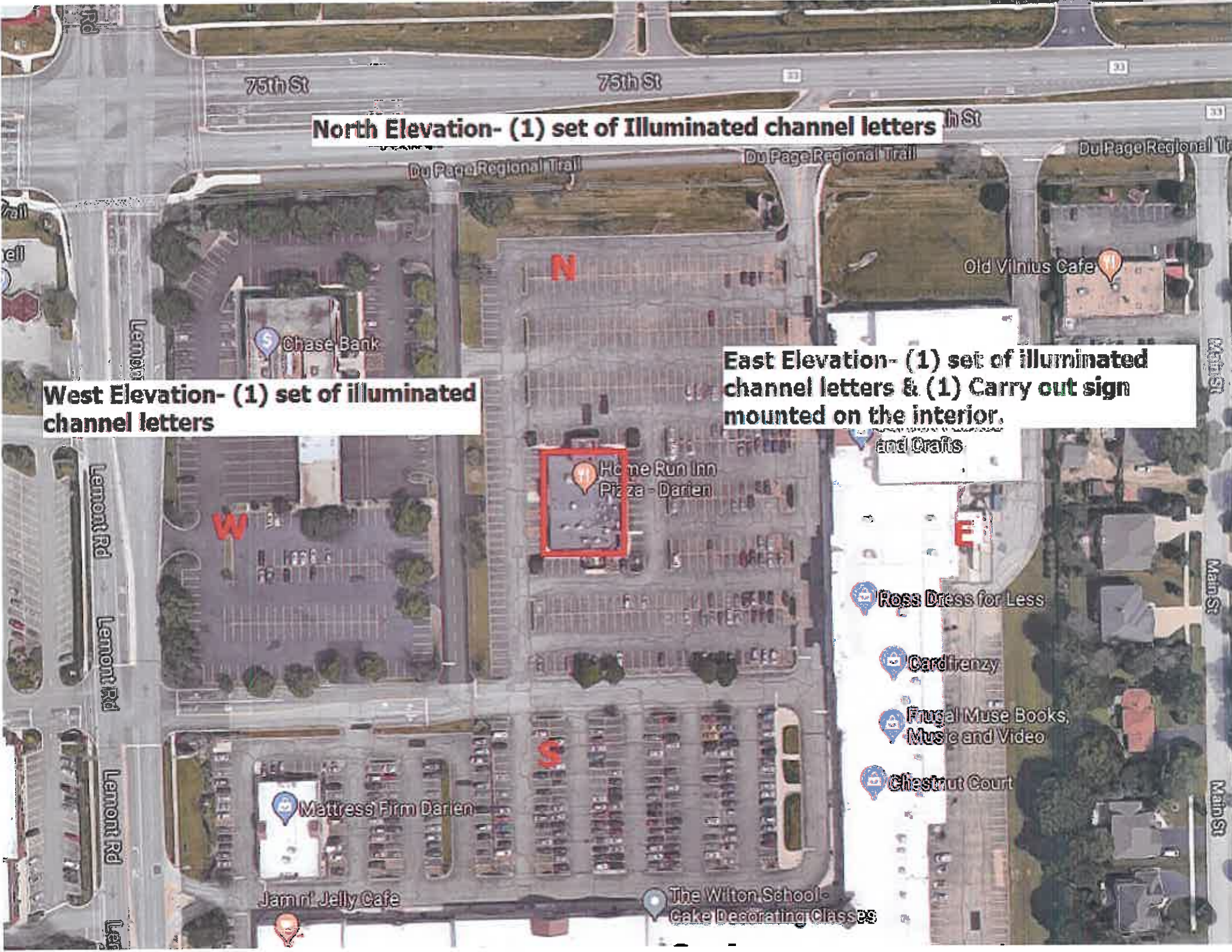
[Signature]
Notary Public



North Elevation- (1) set of Illuminated channel letters

West Elevation- (1) set of illuminated channel letters

East Elevation- (1) set of illuminated channel letters & (1) Carry out sign mounted on the interior.





7521 Lemont Road
 Darien, IL

Sign Type: _____ Site Plan
 Job Number #: 7024442
 Drawing Name: _____
 7024442 Darien,IL.cdr

DATE	REVISIONS	09.20.17 RM
09.25.17 RM	10.12.17 RM	10.30.17 RM
09.28.17 RM	10.23.17 RM	11.02.17 RM
10.06.17 RM	10.26.17 RM	

SITE PLAN



18410 Church Rd., Elmhurst, IL 60126



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SIGN PERMIT APPLICATION
City of Darien

The following information is required to be submitted along with the sign permit application:

1. For free-standing signs, a plot of survey showing existing improvements, and noting the proposed location of the sign and any other existing sign, with the distance noted from the lot line.
2. For wall-mounted signs, a building elevation drawing noting the proposed location of the sign, sign height, building/tenant frontage, and any existing signage.
3. For temporary signs, provide a drawing of the sign, and provide the dates of display.
4. A sign drawing with dimensions, noting the sign height and dimensions.
5. Contractors must be licensed (by us), bonded (\$10,000) and provide proof of insurance.

LOCATION:

7521 Lemont Rd.

Property Address

Darien, IL

Suite # PIN

Home Run Inn Pizzeria

Store Name

Chestnut Court

Name of Shopping Center

APPLICANT'S INFORMATION:

Dan Costello

Applicant's Name

4264 W 31st Chicago, IL

Applicant's Address

773-247-0733

Phone #

APPLICANT'S SIGNATURE:

Dan Costello

Printed

Signed

For Office Use Only

Permit Number: S-6-15-09
 Date Received: 6-12-09
 Zoning District: B-3
 Use: Retail
 Date Approved: 6-15-09
 By: M-R
 Fee: \$300 + [unclear] 2(247.7) = \$695 -
 Check #: [unclear] Plan Review (30

#6825-00

SIGN INFORMATION:

Type of Sign: free-standing / wall / other:
Illuminated Channel letters

Permanent or Temporary (circle one)

arrow / banner / A-frame / other
Dates of Display (for temporary sign)

CONTRACTOR'S INFORMATION:

American Sign Factory *ok MW*

General Contractor

847-725-8000

Phone #

License #

Howard Unell

Electrical Contractor

847-971-0054

Phone #

License #

MANAGEMENT COMPANY'S INFORMATION:

Milord Company

Property Management Company

9801 Industrial Dr. Bridgeview, IL

Address

708-598-7900

Ext. 117

Phone #

Authorized Signature

(Required)

1997



1997



1997



2009



2009



2009



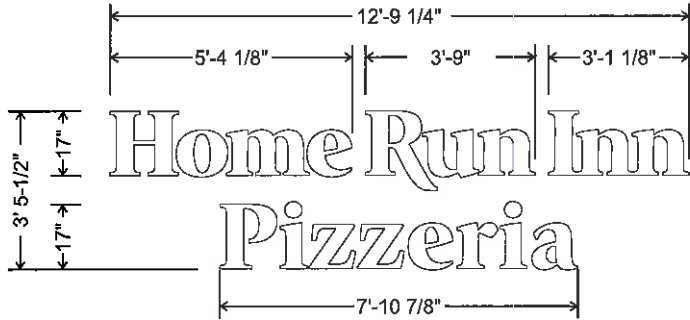
2009



Sign 1

East Elevation

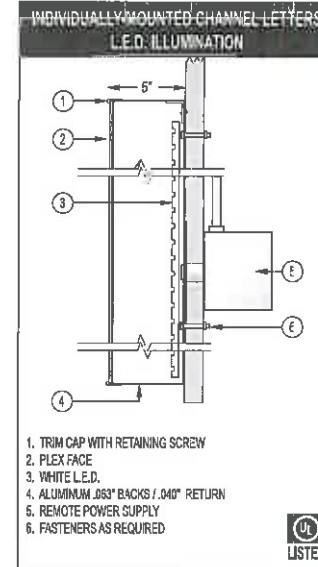
3/8" = 1'



5" deep fabricated face-lit channel letters
 .040 std. black coil returns with cinched .063 aluminum backs
 3/16" thick translucent white polycarbonate faces with
 1" std. black trimcap

Internally illuminated with white LEDs
 Flush mount to building exterior with required hardware

All power supplies located remote,
 **Access required for installation and future maintenance



Existing



7521 Lemont Road
Darien, IL

Sign Type: _____
 Job Number #: 7024442
 Drawing Name: 7024442 DarienIL_East Elevation PermitLdr

NOTES:

DATE/REVISIONS

**East Elevation
Channel Letters**

631 N. Church Rd., Elmhurst, IL 60126

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Sign 2

Home Run Inn
Pizzeria

16' - 4 7/8"

4' - 1 3/8"

15 1/8" 21"

15 1/8" 21"

9' - 11"

CONCEAL FROM VIEW.
SHOULD NOT BE VISIBLE
AT 60° ABOVE GRADE.

A Front-Lit, Plex-Face Channel Letters w/ LED, Individually Mounted • Front View
SCALE: 3/8" = 1' 0" • For Production / For Presentation

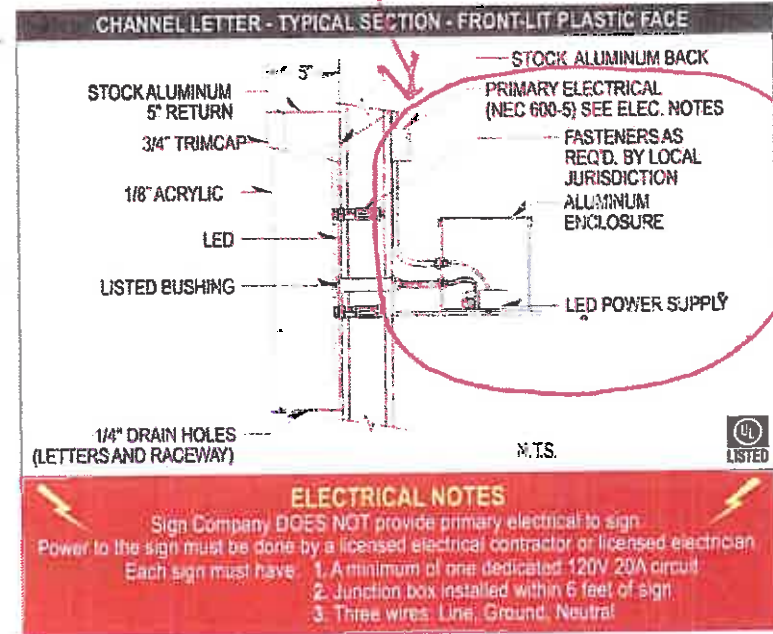
INTERNALLY ILLUMINATED PLASTIC FACE CHANNEL LETTERS

Quantity: One (1)
Overall Height: 4' - 1.375"
Overall Length: 16' - 4.875"
Total Sq.Ft.: 67.50 ft.²
Returns: Stock Black Precoat
Trimcap: 3/4" Black
Face: #7328 White
Illumination: White LED

NOTES:

- Individually Mounted
- WHITE interiors for increased illumination

APPROVED WITH COMMENT



AMERICAN SIGNFACTORY LLC

CHICAGO
123 King Street
Elk Grove Village, IL 60007
T 847.725.8000
F 847.725.8005

MILWAUKEE
4811 W. Woolworth Avenue
Milwaukee, WI 53218
T 414.353.3666
F 414.353.6628

Client Name:
Home Run Inn

Location:
7521 Lemont Rd
Darien, IL

Start Date: 04/24/09
Last Revision: 05/12/09
Job#: 11278
Drawing#: 11278a_v2
Page: 1 of 2

* Client Approval

* Landlord Approval

[Handwritten Signature] 6/12/09

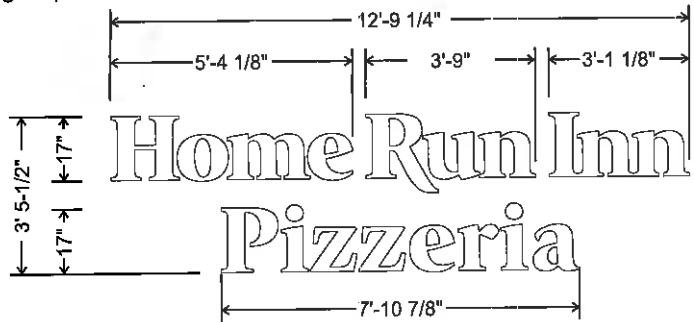
Sales Rep:
JU
Designer:
KM



Sign 3

West Elevation

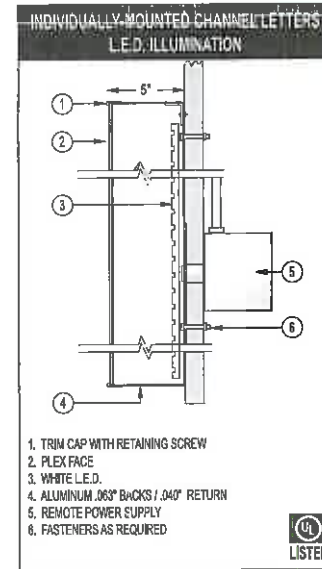
3/8" = 1'



5" deep fabricated face-lit channel letters
 .040 std. black coil returns with cinched .063 aluminum backs
 3/16" thick translucent white polycarbonate faces with
 1" std. black trimcap

Internally illuminated with white LEDs
 Flush mount to building exterior with required hardware

All power supplies located remote,
 **Access required for installation and future maintenance



7521 Lemont Road
 Darien, IL

Sign Type: _____
 Job Number #: 7024442
 Drawing Name: 7024442 DarienL.cdr

NOTES:

DATE	REVISIONS	09.20.17 RM
09.25.17 RM	10.12.17 RM	10.30.17 RM
09.28.17 RM	10.23.17 RM	11.02.17 RM
10.06.17 RM	10.26.17 RM	

**West Elevation
 Channel Letters**



804 N. Church Rd., Elmhurst, IL 60120



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Existing



Proposed



Sign 4

East Elevation - Carry Out Neon w/Graphic
1/2" = 1'



Single Sided Window Sign Box
3/4" = 1'

.125 gloss black acrylic panel with rounded corners
10mm clear red glass neon tubing with clear supports mounted to acrylic face

Matte white vinyl applied to face of acrylic

Power supply located on back of acrylic panel with on-off chain switch

Supported to overhead ceiling with drop supports
*Alt - black chains

Power hardwired or 120v plug - TBD prior to fabrication



7521 Lemont Road
Darien, IL

Sign Type: _____
Job Number #: 7024442
Drawing Name: 7024442 Darien/L.cdr

NOTES:

DATE REVISIONS		
09.25.17 RM	10.12.17 RM	10.30.17 RM
09.28.17 RM	10.23.17 RM	11.02.17 RM
10.06.17 RM	10.26.17 RM	

Window ID Sign



834 N. Church Rd., Elmhurst, IL 60120



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Existing



Proposed





934 N Church Rd
Elmhurst, IL 60126
P: 630.333.4900
F: 630.333.4915
www.southwatersigns.com

To: Village of Darien
Attention: Department of Buildings

From: South Water Signs
Project Manager: Robert Merkel
Phone: 630-607-6733

RE: Proposed signage for the Home Run Inn Pizzeria located at 7521 Lemont Rd. Darien, Illinois.

We were recently contracted by Home Run Inn Pizzeria (HRI) in Darien, to remove an existing set of illuminated channel letters (Sign 1) on the West elevation of the subject property, and reinstall them on the East elevation. There is currently a set of illuminated channel letters in place on the North elevation (Sign 2) which brings the total number of signs installed on the exterior wall to two (2).

Sign 1- Existing set of channel letters on the East elevation

Quantity (1)
Overall height: 3'-5-1/2"
Overall length: 12'-9-1/4"
Total Square footage- 44.165

Sign 2- Existing set of channel letters on the North Elevation

Quantity (1)
Overall height: 4'-1.375"
Overall length 16'-4.875"
Total Square footage= 67.50

We were also contracted to fabricate and install one set of channel letters (Sign 3) which will be scheduled for installation on the West elevation, as well as fabricating and installing one carry out sign (Sign 4) which will be installed on the interior of the property and will be projecting out the East elevations set of windows.

Sign 3- New set of channel letters for the West Elevation

Quantity (1)
Overall height: 3'-5-1/2"
Overall length: 12'-9-1/4"
Total Square footage- 44.165



934 N Church Rd
Elmhurst, IL 60126
P: 630.333.4900
F: 630.333.4915
www.southwatersigns.com

Sign 4- East elevation interior carry out sign

Quantity (1)

Overall height- 51”

Overall width 51”

In preparation of the sign permit applications for the new signs that we were contracted for (signs 3 and 4), I called the Village of Darien to discuss what we would need to move forward with the permitting process. The representative I spoke to, Steve Manning, informed me that both of the existing sets of channel letters (signs 1 & 2) were never permitted through the village of Darien.

Steve also mentioned that the village of Darien’s signage code reads that only two elevations at any given business can have signage attached to the exterior elevations.

As part of this submittal, please find a sign permit application for the two existing signs which are mounted on the East elevation (sign 1) and the North elevation (sign 2) as well as the newly proposed carryout sign that will be mounted internally on the East elevation (sign 4).

Included also with this submittal, please find the original drawings that were prepared for the fabrication and installation of the sign located on north elevation -Sign 2, and an elevation page showing the existing set of channel letters on that were relocated from the West elevation to the East elevation labeled as Sign 1. Also included with this submittal are the shop drawings showing sign 4.

I have also prepared the Village of Darien’s variation/special use/rezoning petition for the requested signage for the West elevation being sign 3.

Thank you for your consideration.

Robert Merkel – Project Manager
South Water Signs
773-732-9613



934 N Church Rd
Elmhurst, IL 60126
P: 630.333.4900
F: 630.333.4915
www.southwatersigns.com

To: Village of Darien
Attention: Department of Buildings

From: South Water Signs
Project Manager: Robert Merkel
Phone: 630-607-6733

RE: Explanation of how we believe the proposed sign meets the sign variation standards

The available locations for adequate signage are shown on the attached shop drawings for the proposed sign requested for the west elevation of the Home Run Inn location in Darien Illinois located at 7521 Lemont Rd.

We believe the proposed sign will not have a negative effect on the pedestrian and motor traffic as the subject property is located on an out-lot of a shopping center known as Chestnut Court. The out-lot is several yards from the main road being 75th Street. The subject property is surround by parking spaces and there are no sidewalks surrounding the restaurant, and therefore there is no pedestrian traffic other than those walking to and from their parking spaces.

The cost to the applicant, Home Run Pizza, in complying with the sign code is potential. The sign variance request for the addition of a sign to a third elevation of the subject property. Being that the property is situated on an out-lot, the exposure for the restaurant would be enhanced therefore presenting the opportunity for a greater number of patrons dining at the establishment.

The general intent of the sign code has been considered, and we believe that by approving this variance, both the applicant and the village of Dairen would greatly benefit as a result.

Thank you, for your consideration.

Robert Merkel
South Water Signs



Home Run Inn
Pizzeria

Home Run Inn
Pizzeria

01/04/2018 23:40

EAST - NORTH
left - right



01/04/2018 23:42

WEST - SOUTH
left - right

SIGN INVENTORY				
Free standing restaurants on shopping center outlots in 75th Street corridor				
		<u>Wall</u>	<u>Ground</u>	<u>Comments</u>
Willowbrook				
	Portillo's	3	0	not on pedestrian entrance side
	Chishack	2	1	not on side street side
Downers Grove				
	Burger King	1	1	
	White Castle	2	1	
	Wendy's	2	1	
Woodridge				
	Jameson's	2	1	not on driveway side
	Carrabba's	2	1	not on driveway side
Darien				
	McDonald's	2	1	has logo only on walls with customer doors
	Buona Beef	2	1	
	TGIF	3	1	
	Home Run Inn	3	2	

SIGN CODES

Willowbrook

(a) Total Sign Surface Area Permitted: One and one-fourth ($1\frac{1}{4}$) square feet of sign surface area for each one foot (1') of business site frontage up to a maximum of three hundred fifty (350) square feet of sign surface area is permitted.

(b) Wall Signs Permitted: One wall sign is permitted indicating only the business name and address, the major enterprise or the principal product offered for sale on the premises or a combination of these.

Outparcels and businesses in shopping centers with more than one primary facade with "business site frontage";

then in such cases one wall sign shall be permitted for each facade with "business site frontage", such signs to be distributed such that no more than three (3) signs are erected on any one facade and have a minimum separation distance upon the building facade equal to or greater than twenty percent (20%) of the linear dimension of the business site frontage and further provided that the total sign surface area of all signs shall not exceed the total sign surface area permitted under subsection (B)1(a) of this section.

In addition to this number, one additional bonus wall sign may be permitted provided that the total sign surface area permitted under subsection (B)1(a) of this section shall be reduced by five percent (5%). In no case shall there be more than five (5) wall signs for any business.

Downers Grove

Each business or property owner is allowed to display one wall sign per tenant frontage along a public roadway or drivable right-of-way.

Woodridge

Permitted Wall And Window Identification Signs: The maximum sign surface area permitted under this section for wall and window identification signs shall be permitted for a maximum of two (2) facades that abut either a public street or private drive aisle (not including a facade that faces a residential use).

Darien

Wall signs not to exceed two (2) square feet of wall signage for each linear foot of business building frontage, up to a maximum of five hundred (500) square feet. The wall signs shall be placed upon the same side of the building that is considered the business building frontage. A commercial building with frontage on two (2) or more streets shall be permitted an additional one square foot of wall signage for the side of the business building facing the second street for each linear foot of building facing the second street. (Ord. 0-38-94, 9-6-1994)



SIGN CODE

4-3-18: ADMINISTRATIVE DETERMINATIONS; PERMITS, VARIANCES AND APPEALS:

In considering the application for a variance, the Zoning Board of Appeals and the City Council shall consider the following:

- (a) The available locations for adequate signage on the property;
- (b) The effect of the proposed sign on pedestrian and motor traffic;
- (c) The cost to the applicant in complying with the sign code as opposed to the detriment, if any, to the public from granting of the variance;
- (d) If undue hardships and practical difficulties result in complying with the sign code and if these hardships are a result of previous actions of the applicant;
- (e) The general intent of the sign code.

4-3-2: PURPOSE:

This sign code is adopted for the following purposes:

- (A) To promote and protect the public health, safety, comfort, morals, convenience and general welfare of the residents of the City.
- (B) To enhance the physical appearance of the City by preserving the scenic and natural beauty of the area.
- (C) To promote the safety and recreational value of public travel.
- (D) To protect the public investment in streets and highways by reducing sign or advertising distractions that may increase traffic accidents.
- (E) To ensure compatibility of signs with surrounding land uses.
- (F) To enhance the economy of the City by promoting the reasonable, orderly and effective display of outdoor advertising.
- (G) To protect the pedestrians and motorists within the City from damage or injury caused by distractions, obstructions and hazards created by a proliferation of off-site advertising signs.
- (H) To prevent the proliferation of off-site advertising signs which distract from the development of the City in an aesthetically pleasing manner.
- (I) To preserve the character of the City which is a single-family residential community by assuring the compatibility of signs with the surrounding land uses.

**MINUTES
CITY OF DARIEN
PLANNING & ZONING COMMISSION MEETING
January 3, 2018**

PRESENT: Robert Cortez, Bryan Gay, John Laratta, Brian Liedtke, Steven Manning - City Planner, Elizabeth Lahey, Secretary

ABSENT: Chairperson Lou Mallers, Robert Erickson, Mary Sullivan

Acting Chairperson Laratta called the meeting to order at 7:00 p.m. at the City Hall – City Council Chambers, Darien, Illinois and declared a quorum present. He swore in the audience members wishing to present public testimony.

- A. Public Hearing Case: PZC 2017-06 - 450 67th Street (Kelly)**
Petitioners Paul and Mary Kelly, owner/occupants of the house at 450 67th Street seek approval of variations to the Darien Zoning Code for rear setbacks for their proposed porch, deck, and patio.

Mr. Steven Manning, City Planner reported that the petitioner, Mr. Paul Kelly, provided two proposals. He reported that that the petitioner will be relocating and resizing the patio and deck.

Mr. Paul Kelly, petitioner reported that he provided the Committee with two proposals. He stated that he moved the patio and reduced the size of the deck. Mr. Kelly stated that he prefers proposal #1.

Commissioner Cortez stated that the proposal is respectful. He questioned if the petitioner is in compliance.

Mr. Manning reported that the house and porch are non-conforming and that the minimum required setback is 20 feet.

Mr. Kelly stated that the porch and deck are rotting and that they need to be replaced.

Commissioner Gay questioned if there were any issues with the side lot line. Mr. Manning stated that there were no issues.

There was no one in the audience wishing to present public comment and Acting Chairperson Laratta closed the public hearing.

Commissioner Liedtke questioned what the petitioner will be doing with the large tree.

Mr. Kelly stated that he did not want to lose the tree and that the patio will be 3 or 4 feet from the tree.

Commissioner Liedtke made a motion and it was seconded by Commissioner Cortez to deny proposal #2 and approve proposal #1.

Upon roll call vote, THE MOTION CARRIED 4-0.

CORRESPONDENCE

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Steve Manning, City Planner reported that he distributed articles regarding Plan Commissioners. He stated that he would be happy to do another training session.

Acting Chairperson Laratta stated that he would like to have more training.

Commissioner Cortez stated that he would like to focus on variations and motions.

There was some discussion on reviewing City standards and reasoning and professional judgement.

Mr. Manning stated that the City Standards are not well written and that staff is working on Code Amendments annually.

Acting Chairperson Laratta suggested that the Commission email Mr. Manning training ideas.

Mr. Manning stated that he will wait until there is a full Committee of 9 and then provide a workshop.

APPROVAL OF MINUTES

Commissioner Liedtke made a motion and it was seconded by Commissioner Cortez to approve the December 6, 2017 Regular Meeting Minutes.

Upon roll call vote, **THE MOTION CARRIED UNANIMOUSLY 4-0.**

NEXT MEETING

Mr. Manning announced that the next meeting is scheduled for Wednesday, January 17, 2018 at 7:00 p.m.

ADJOURNMENT

With no further business before the Commission, Commissioner Gay made a motion and it was seconded by Commissioner Liedtke. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 7:40 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

**Elizabeth Lahey
Secretary**

**John Laratta
Acting Chairman**