

**PLANNING & ZONING COMMISSION**  
**Monday, August 1, 2022**  
**MINUTES**

The Rochelle Planning and Zoning Commission met at 6:00 p.m. on Monday, August 1, 2022 in the Council Chambers of City Hall, 420 N. 6<sup>th</sup> Street, Rochelle, IL 61068. Present on Roll Call were Board members: Colwill, McKibben, McLachlan, McNeilly, Myers, Swinton and Wolter. Absent: None. Non-voting members absent: None. There was a quorum of seven present. Also present were Michelle Pease, Michelle Knight, Geoff Starr and Mayor Bearrows. Colwill moved, seconded by McLachlan, **“I move the minutes of the June 6, 2022 Planning and Zoning Commission meeting as presented be approved.”** A roll call vote was taken. Ayes: Colwill, McLachlan, McNeilly, Myers, Swinton and Wolter Nays: none. Abstain: McKibben. Motion carried 6-0.

**Public Commentary:** None

**Commissioner Comments:** Colwill commented on how nice the downtown flowers and decorations look and also complimented the street improvements that have been made. Wolter mentioned past Commissioner Becker who recently resigned and that the Commission appreciated the time he served on the Board and welcomed new member McKibben.

**Business Items:** Pease stated that a notice was published in the paper and mailed to property owners and that the City of Rochelle has requested to continue their petition. Motion made by McLachlan, seconded by Myers, **“I move the Planning and Zoning Commission Continue the Public Hearing to September 6, 2022 regarding the proposed Preliminary and Final Plat of Subdivision for the City of Rochelle located at 1123 N. 7<sup>th</sup> Street.”** A roll call vote was taken. Ayes: Colwill, McKibben, McLachlan, McNeilly, Myers, Swinton and Wolter. Nays: none. Motion carried 7-0.

Pease stated that a notice was published in the paper and mailed to property owners and that the Rochelle Hospitality, LLC has requested to continue their petition. Motion made by Myers, seconded by Swinton, **“I move the Planning and Zoning Commission Continue the Public Hearing to September 6, 2022 regarding the proposed Preliminary and Final Plat of Subdivision for the Rochelle Hospitality, LLC located at 1133 N. 7<sup>th</sup> Street.”** A roll call vote was taken. Ayes: Colwill, McKibben, McLachlan, McNeilly, Myers, Swinton and Wolter. Nays: none. Motion carried 7-0.

PZC-11-22 Teresa Petry special use and variance for signage. Pease stated that a notice was published in the paper and mailed to property owners. Motion made by Myers, seconded by McLachlan, **“I move the Planning and Zoning Commission open the Public Hearing regarding the proposed special use and variance for signage for the property located at 407 Lincoln Highway.”** A roll call vote was taken. Ayes: Colwill, McKibben, McLachlan, McNeilly, Myers, Swinton and Wolter. Nays: none. Motion carried 7-0. The petitioner is seeking a special use permit for a three-dimensional, lighted roof top sign on the back of their building. They are also requesting a variance for a three-dimensional sign, which will cover more than the allowed area and extend past the top of their existing awning on the front of their building. The subject property is zoned B1, Commercial Central Business. Per Section 110-365 (10) Roof signs, a roof sign shall only be allowed by the granting of a Special Use Permit by the City Council upon a recommendation received by the Planning and Zoning Commission. Per

Section 110-369 “Awning Signs (2) Size”, Eighty (80%) percent of maximum valance area for copy and graphics on valance. (3) “Additional Regulations”: (a) One sign is permitted per awning top surface area. (c) Awning with signs and awning signs shall be generally aligned with awning and awning signs that are attached to adjacent storefronts or buildings to maintain a sense of visual continuity. Erik Petry was present to explain the concept of the signs, the type of lighting and materials that will be used to construct the signs. Motion made by McLachlan, seconded by Swinton: **“I move the Planning and Zoning Commission close the Public Hearing.”** A roll call vote was taken. Ayes: Colwill, McKibben, McLachlan, McNeilly, Myers, Swinton and Wolter. Nays: none. Motion carried 7-0.

**Findings:**

1. Is the proposed use allowed in the proposed zoning district, but only with a **special use** permit?

Yes: 7

No: \_\_\_\_\_

Explanation: \_\_\_\_\_

If the answer to any of the following questions is “Yes”, then the Commission should recommend that the City Council deny the petition for a special use permit. If the answer to all of the following questions is “No”, then the Commission may recommend that the City Council approve or deny the petition for a special use permit. Each question should state an answer and give an explanation. If the answers to all of the questions is “No”, but the Commission votes to recommend denying the petition, the Commission should provide an explanation as to why.

2. Is the proposed use detrimental or dangerous to public health?

Yes: \_\_\_\_\_

No: 7

Explanation: \_\_\_\_\_

3. Will the proposed use impair property value in the neighborhood?

Yes: \_\_\_\_\_

No: 7

Explanation: \_\_\_\_\_

4. Will the proposed use impede the normal development of the surrounding properties?

Yes: \_\_\_\_\_

No: 7

Explanation: \_\_\_\_\_

5. Will the proposed use:

- (a) impair light and air to adjacent property;
- (b) congest public streets;
- (c) increase the risk of fire;
- (d) substantially diminish property values within the vicinity; or
- (e) endanger the public health?

Yes: \_\_\_\_\_

No: 7

Explanation: \_\_\_\_\_

**Recommendation:**

Based on the findings above, the Planning and Zoning Commission hereby recommends to the Rochelle City Council that:

7 That the Petitioner be granted a special use permit for the proposed use at the Subject Property, without conditions other than the other applicable requirements of the Rochelle Municipal Code.

**Findings:**

1. Is the proposed **variance** allowed in the proposed zoning district?

Yes:   7  

No:       

Explanation: \_\_\_\_\_

If the answer to any of the following questions is “Yes”, then the Commission should recommend that the City Council deny the petition for a special use permit. If the answer to all of the following questions is “No”, then the Commission may recommend that the City Council approve or deny the petition for a special use permit. Each question should state an answer and give an explanation. If the answers to all of the questions is “No”, but the Commission votes to recommend denying the petition, the Commission should provide an explanation as to why.

2. Is the proposed variance detrimental or dangerous to public health?

Yes:       

No:   7  

Explanation: \_\_\_\_\_

3. Will the proposed variance impair property value in the neighborhood?

Yes:       

No:   7  

Explanation: \_\_\_\_\_

4. Will the proposed variance impede the normal development of the surrounding properties?

Yes:       

No:   7  

Explanation: \_\_\_\_\_

5. Will the proposed variance:

- a.                               impair light and air to adjacent property;
- b.                               congest public streets;
- c.                               increase the risk of fire;
- d.                               substantially diminish property values within the vicinity; or
- e.                               endanger the public health?

Yes:       

No:   7  

Explanation: \_\_\_\_\_

**Recommendation:**

Based on the findings above, the Planning and Zoning Commission hereby recommends to the Rochelle City Council that:

  7                 That the Petitioner be granted a variance for the proposed use at the Subject Property, without conditions other than the other applicable requirements of the Rochelle Municipal Code.

Motion made by Myers, seconded by McLachlan, **“I move the Planning and Zoning Commission recommend to the City Council that it Approve the proposed special use for a three-dimensional, lighted roof top sign located at 407 Lincoln Hwy., based on the report of findings.”** A roll call vote was taken. Ayes: Colwill, McKibben, McLachlan, McNeilly, Myers, Swinton and Wolter. Nays: none. Motion carried 7-0. Motion made by Myers, seconded by McKibben, **“I move the Planning and Zoning Commission recommend to the City Council that it Approve the proposed variance to exceed the allowed coverage and alignment for an awning sign located at 407 Lincoln Hwy., based on the report of findings.”** A roll call vote was taken. Ayes: Colwill, McKibben, McLachlan, McNeilly, Myers, Swinton and Wolter. Nays: none. Motion carried 7-0.

***Discussion Items:*** Tom Farace, representing the American Planning Association and David Silverman, attorney with Ancel and Glink presented and facilitated “Citizen Planner Training.” This was an interactive training with the presenters, Planning and Zoning Commissioners, staff members and Mayor.

***Adjournment:*** Motion made by Colwill, seconded by Swinton, “**I move to adjourn the regularly scheduled meeting of the Planning and Zoning Commission of August 1, 2022.**”

A roll call vote was taken. Ayes: Colwill, McKibben, McLachlan, McNeilly, Myers, Swinton and Wolter. Nays: none. Motion carried 7-0.

The Planning and Zoning Commission adjourned at 9:37 p.m.

Michelle Knight  
City of Rochelle