

**VILLAGE OF ALGONQUIN
PLANNING AND ZONING COMMISSION
Meeting Minutes
William J. Ganek Municipal Center-Board Room
November 12, 2018
7:30 p.m.**

AGENDA ITEM 1: Roll Call to Establish a Quorum
Present: Chairperson Patrician, Commissioners Hoferle, Szpekowski, Postelnick, Laipert, and Sturznickel.

Absent: Neuhalfen

Staff Members Present: Ben Mason, Senior Planner

AGENDA ITEM 2: Approval of Minutes from the August 13, 2018 Meeting.
A motion by Commissioner Sturznickel to approve the August 13, 2018 minutes as presented was seconded by Commissioner Szpekowski and a voice vote noted all ayes. The motion carried.

AGENDA ITEM 3: Public Comment
There was no one wishing to make any public comment.

AGENDA ITEM 4: Request for a Special Use Permit
Case No. 2018-15 **Clock Tower Cupcakes, 123 S. Harrison Street**
Petitioner: Ken and Donna Stratton, property owner

OPEN PUBLIC HEARING AND ESTABLISH QUORUM

Mr. Mason called roll to verify a quorum. Present: Commissioners Hoferle, Szpekowski, Postelnick, Laipert, Sturznickel and Chairperson Patrician. Absent: Neuhalfen. Mason announced a quorum was present. Chairperson Patrician opened the public hearing and asked for petitioner comments.

PETITIONER COMMENTS

Chairperson Patrician verified that proper notice of the meeting had been posted. Chairperson Patrician swore in the petitioners, Ken and Donna Stratton, property owner at 123 S. Harrison Street. The couple purchased the property to live upstairs in the historic Victorian era home as well as operate their business Clock Tower Cupcakes on the first floor. Due to the layout of the home's floor plan, the petitioner is requesting use of the rear portion of the ground floor which has the house's kitchen and other living space, for an extension of their private residence upstairs.

Chairperson Patrician then asked for Staff Comments.

STAFF COMMENTS

Mason reviewed his staff report for the Commission. The property is located downtown and zoned B-1, Business. Residential use is allowed on the second floor of the property by-right, however the petitioner is required to obtain a Special Use Permit to occupy a portion of the ground floor for their private residence. Staff supports the request, as the proposed bakery business is permitted in the B-1 district and will be located at the front of the home facing out toward Harrison Street. Residential use of the ground floor will be limited to the rear of the first floor, and fulfill the petitioner's desire to establish a live/work arrangement in a historic home downtown.

COMMISSION QUESTIONS/COMMENTS

Chairperson Patrician inquired if there were any Commissioner questions or comments.

Commissioner Laipert asked if the Special Use Permit would expire if the petitioners sold the property in the future, to which Staff clarified yes it would continue to remain in effect provided the new owners establish a similar live/work use within six (6) months.

Commissioner Sturznickel asked how the petitioners plan to advertise their business, to which they stated through a variety of social media outlets, participating in local events and a sign on their property.

Commissioner Hoferle asked if any special ventilation equipment will be required for the bakery, to which Mr. Stratton stated it would likely not be necessary as their commercial kitchen will probably consist of simply two large ovens and a freezer.

Chairperson Patrician suggested a pedestrian crosswalk be added on S. Harrison Street to connect the property to public parking on the west side of the street.

PUBLIC COMMENT

Chairperson Patrician called for public comments.

There was no one wishing to make any public comment.

CLOSE PUBLIC COMMENT

COMMISSION MOTION ON PETITION

Chairperson Patrician entertained a motion to approve the request for Special Use Permit for residential use of the first floor of the B-1, Business zoned property at 123 S. Harrison Street. Commissioner Postelnick moved and Commissioner Sturznickel seconded a motion to recommend approval of the request consistent with the petition submitted by the petitioner, the findings of fact listed in the November 12, 2018 Community Development memorandum and the conditions recommended by staff.

The Roll Call noted the following: Ayes: Commissioners Laipert, Szpekowski, Postelnick, Sturznickel, Hoferle and Chairperson Patrician. Nays: None. Absent: Neuhalfen. Motion carried 6-0.

AGENDA ITEM 5: New/Old Business

Staff gave a brief update on the status of Main Street construction and ongoing renovation work at Algonquin Town Center.

AGENDA ITEM 6: Adjournment

A motion to adjourn the meeting was seconded and a voice vote noted all ayes. The motion carried and the meeting was adjourned at 8:05p.m.

Respectfully Submitted,

Benjamin A. Mason, AICP
Senior Planner