

ALTON PLAN COMMISSION MINUTES

ALTON CITY COUNCIL CHAMBERS

FEBRUARY 3, 2015 – 1:15 p.m.

(As unapproved by the Plan Commission)

PRESENT: Mark Hackworth (Chairman), Joe Blair, Barry Clayton, John Rain, Bill Stoutenborough, Anne Doucleff, Gary Doerr, Terry Dooley, Todd Harpole, Martha Kane

OTHERS PRESENT: Matt Asselmeier (Deputy Director of Development and Housing), Jim Schrempf (Corporation Counselor), and Micky Heinold (Secretary)

Chairman Hackworth called the meeting to order and asked for a roll call. Roll call was taken with 10 present and 0 absent.

Motion was made by Anne Doucleff and seconded by Bill Stoutenborough to approve the minutes of the regular meeting of December 9, 2014.

Vote was 10 to 0 in favor.

Motion was made by Bill Stoutenborough and seconded by Terry Dooley to open the public hearing.

Vote was 10 to 0 in favor.

Sheppard, Morgan, & Schwaab, Inc. on behalf of William E Kidd Survivor's Trust, petitioned for approval of the preliminary and final plats of MKSK Holdings Subdivision located at 1702 Homer Adams Parkway.

Cas Sheppard was present from Sheppard, Morgan, & Schwaab, Inc., along with John Ledford, chief land surveyor. Mr. Sheppard stated they have submitted preliminary and final plats for approval of Kidd Subdivision. He explained this parcel is where the existing Riviera Maya Restaurant stands. He showed and explained the plat of the area. There will be no access from Homer Adams Parkway. There will be no new roadways or utility easements. Utilities were explained. The existing building will be demolished and a new building is planned to accommodate two tenants including Jimmy John's. This is a 1.4 acre tract.

Questions from Plan Commission:

- Mr. Schrempf asked if there were any variances? Mr. Sheppard said yes; sidewalks, sanitary sewers, streets, alleys, lighting. See attached memorandum from Matt Asselmeier.
- Any increase in water run off? Mr. Sheppard said no.
- Any plans for the lot to the east? No.
- Time table? The demolition permit has been issued, but no time table for the construction of the new building.

Anyone in audience – no.

Matt Asselmeier read the attached memorandum. In the Zoning Designation on both plats, the maximum building height should be changed to 4 stories or 48 feet, per City Code.

Motion was made by Terry Dooley and Barry Clayton to close the public hearing.

Vote was 10 to 0 in favor

Motion was made by Terry Dooley and seconded by Joe Blair to approve the preliminary and final plats of a subdivision of Lot 1 of Kidd Subdivision located in part of Section 1, Township 5 North, Range 10 West of the Third Principal Meridian identified by parcel ID number 23-2-07-01-07-201-027, also known as 1702 Homer Adams Parkway, Alton, Illinois.

Vote was 10 to 0

Adjourned 1:26 p.m.

Motion was made by Barry Clayton and Gary Doerr to open the public hearing.

Vote was 10 to 0 in favor.

Joe Siddle petitioned for a special use permit to operate a bed and breakfast at 510 Seminary Square, Alton, Illinois.

Joe Siddle was present with his wife, Melodie Siddle. Mr. Siddle stated they have lived in Alton since 1985 and have owned 510 Seminary Square since 1999. They bought the house (almost on the demo list) and completely restored it. His wife owns a business in the city, 3 Charming Chicks. They now want a bed and breakfast in their home consisting of 2 rooms and possibly a third.

Matt Asselmeier showed the photos. Mr. Siddle stated he was not opposed to selling the house if someone gave them an offer. They would like to be open with the bed and breakfast in the spring. There is ample parking in the rear.

Will there be meals provided? Only a continental breakfast.

Matt Asselmeier read his memorandum, see attached.

Will the home be handicap accessible? Mr. Asselmeier stated the house is not handicap accessible. The owner would have to inform anyone staying there that it was not handicap accessible.

How often would the bed and breakfast be inspected? Mr. Asselmeier stated the state bed and breakfast ordinance requires a lay out of the dwelling be submitted to the Fire Department. Inspection is annually.

Motion was made by Terry Dooley and seconded by Barry Clayton to adjourn the public hearing.

Vote was 10 to 0

Motion was made by John Rain and seconded by Martha Kane for a special use permit on the property identified by parcel identification number 23-2-07-11-20-405-006 and -008, Section 11, Township 5 North, Range 10 West of the Third Principal Meridian, also known as 510 Seminary Square, Alton, Illinois, for a bed and breakfast.

Vote was 10 to 0

Attachments

MEMORANDUM

TO: The Alton City Plan Commission

FROM: Matthew H. Asselmeier, MPA, AICP, Deputy Director of Development and Housing

DATE: January 27, 2015

RE: Special Use Permit for a Bed and Breakfast at 510 Seminary Square (P.I. #: 23-2-07-11-20-405-006 and 23-2-07-11-20-405-008).

Joe Siddle petitioned the Alton City Council for a special use permit to operate a bed and breakfast at 510 Seminary Square (P.I. #: 23-2-07-11-20-405-006 and 23-2-07-11-20-405-008).

Background

According to information provided to the City, the petitioner intends to operate a bed and breakfast for tourists because he believes that the location is ideal for such a use.

The subject property is zoned R-3 (Mixed Single-Family Residential). The adjoining properties share the same zoning classification.

The subject property currently has a five thousand, three hundred eighty-nine (5,389) square foot home onsite, with a pool and detached garage. Constructed in 1896, the house is three (3) stories with a basement. The petitioner initially plans to use two (2) bedrooms, one (1) on the second floor and one (1) on the third floor, as guestrooms. A third bedroom on the second floor could be used a guestroom at a later date. All breakfasts shall be continental breakfasts.

According to the Zoning Ordinance of the City of Alton, a bed and breakfast is defined as “a private, owner occupied residence providing accommodations for a charge to the public with no more than four (4) guestrooms for rent. No meals shall be provided to guests except for breakfast. Bed and breakfast inns do not include motels, hotels, boarding houses, or food service establishments.”

On January 20, 2015, the petitioner met with Deputy Fire Chief Mark Harris and Matt Asselmeier of the City of Alton. A tour of the property occurred at that time. Based on the findings of this tour, the inspectors of the City of Alton expressed no concerns regarding the ability of the building to support the operations as proposed and the rooms met the size requirements to serve as guestrooms in a bed and breakfast.

The petitioner plans to operate the bed and breakfast personally; the bed and breakfast is not planned to be a separate business. The petitioner has not previously operated a guesthouse, bed and breakfast, hotel, or similar business, but has owned rental property. The petitioner plans to work with the Alton Regional Convention and Visitors Bureau and other tourism websites to market the property.

The petitioner indicated that he plans no changes in landscape or the physical appearance of the structures. No signage is planned. The subject property is located in the Middletown Historic District and certain changes to the appearance of the property would have to be reviewed and approved by the Alton Historic Commission.

The petitioner currently possesses two (2) blue trash bins and two (2) blue recycle bins provided by Allied Waste/Republic Services. All trash and food waste generated by the proposed use would be placed in these bins.

Pictures of the property are included as Exhibit A.

Findings

The following factors, as detailed in Section 11-11-3 of the Alton Zoning Ordinance, must be reviewed in consideration of the special use permit:

- A) Whether the proposed special use is consistent with the city’s comprehensive plan and will not impede normal, orderly development of the neighborhood.

Comment: The property in question and all adjoining properties are zoned R-3 (Mixed Single-Family Residential). The proposed use appears consistent with the City’s comprehensive plan.

- B) The compatibility with surrounding uses and compatibility with the surrounding neighborhood, including any substantial impact on property values.

Comment: The proposed use should be compatible with the surrounding neighborhood and shall not impact property values.

- C) The comparative size, floor area, mass, and general appearance of the proposed structure in relationship too adjacent and buildings in the surrounding properties and neighborhood.

Comment: Non-applicable; the building is pre-existing.

- D) The amount of traffic movements generated by the proposed use and the relationship to the amount of traffic on abutting streets and on minor streets in the surrounding

neighborhood in terms of the street's capacity to absorb the additional traffic and any significant increase in hourly or daily traffic levels.

Comment: The petitioner initially plans to operate a two (2) bedroom bed & breakfast with possible expansion to one (1) additional room. For this use and size, the petitioner would be required to have five parking spaces, per 11-9-5 (C) (1) (a) of the City Code. The property possesses a private driveway that runs nearly the entire north-south length of the property and has access off of 5th Street. There is sufficient off-street parking on the property to accommodate the use as proposed any additional traffic generated by the proposed use should be handled by adjoining streets.

E) The added noise level created by activities associated with the proposed use and the impact of the ambient noise level of the surrounding area and neighborhood.

Comment: Based on conversations with the petitioner, little noise will be added and the ambient noise level of the surrounding area and neighborhood will not be impacted.

F) The impact of night lighting in terms of intensity, duration, and frequency of use as it impacts adjacent properties and in terms of presence in the neighborhood.

Comment: The property is currently externally dimly lit at night. Based on conversations with the petitioner, no additional night lighting will occur.

G) The impact of the landscaping of the proposed use in terms of landscaped areas, buffers and screens.

Comment: Non-applicable; no new landscaping is planned.

H) The potential for the proposed use to remain in existence for a reasonable period of time and not become vacant or unused. Consideration should also be given to unusual single purpose structures or components of a more temporary nature.

Comment: The building is pre-existing and currently is used as a single-family residence. A bed and breakfast could be operated at this location for many years in the future.

I) Whether there are any facilities near the proposed use (such as schools or hospitals) that require special protection.

Comment: Barth Memorial Park, also known as Seminary Square, is located to the east of the subject property. The park should not be negatively impacted by the proposed use.

J) The effect of the requested use on the health, safety, morals and general welfare of the residents of the area in the vicinity of the property in question and the residents of the city generally.

Comment: Provided that all required license and permits are obtained and that the guests observe all ordinances of the City of Alton while they are staying at the bed and breakfast, there should be no adverse impact upon the residents of the area.

In addition to the factors normally evaluated for a special use permit, Section 11-7-3(A) of the Alton Zoning Ordinance provides the following additional criteria for evaluating applications for a bed and breakfast:

A) The inn shall be a private, owner occupied residence.

Comment: The petitioner indicates this to be true.

B) The inn shall be subordinate and incidental to the residential use of the building.

Comment: The petitioner indicates this to be true.

C) The inn shall not have more than four (4) guestrooms.

Comment: The petitioner intends to have two (2) guestrooms originally with the possible addition of one (1) more guestroom in the future.

D) No guest shall remain in the inn for more than fourteen (14) consecutive days.

Comment: The petitioner agrees to this requirement.

E) Meals shall be served to overnight guests only

Comment: The petitioner agrees to this requirement.

F) No food preparation or storage facilities shall be provided in the guestrooms

Comment: The petitioner agrees to this requirement.

OTHER ISSUES & COMMENTS

Staff recommends the following restrictions and conditions for placement on this special use permit:

- * The owners of the property shall comply with all applicable federal, state, and local regulations regarding the operation of a bed and breakfast.

- * Failure to comply with the above restriction and condition may be interpreted as a failure to comply with the regulations and restrictions of the special use permit. If this occurs, the City of Alton may revoke the special use permit under the procedures outlined in 11-11-4(B).

CORRESPONDENCE RECEIVED

Favorable: None as of the date of this Memo.
Unfavorable: None as of the date of this Memo.

PAST SPECIAL USES FOR SAID PROPERTY

- * None.

MEMORANDUM

TO: The Alton City Plan Commission

FROM: Matthew H. Asselmeier, MPA, AICP, Deputy Director of Development and Housing

DATE: January 27, 2015

RE: Preliminary and Final Plats of MKSK Holdings Subdivision (P.I. #: 23-2-07-01-07-201-027).

Sheppard, Morgan & Schwaab, Inc., on behalf of William E. Kidd Survivor's Trust, petitioned the Alton City Council for approval of the preliminary and final plats of a subdivision of Lot 1 of Kidd Subdivision located in part of Section 1, Township 5 North, Range 10 West of the Third Principal Meridian identified by parcel ID number 23-2-07-01-07-201-027, also known as 1702 Homer Adams Parkway, Alton, Illinois. The name of the new subdivision is proposed to be MKSK Holdings Subdivision

Background

The subject parcel was created in 1988 as part of the Kidd Subdivision and is currently the location of a 6,850 square foot building housing the Riviera Maya Mexican Restaurant.

If approved, the existing structure would be demolished and a 3,500 square foot commercial building would be constructed on Lot 1. According to GJ Grewe, Inc., a portion of the new building would be used for a new Jimmy John's restaurant, with 2,000 square feet of space available for a prospective tenant. Lot 2 would be sold. A copy of the flyer for the property is included as Exhibit A. The developers hope to have the building ready by May 2015. According to paperwork filed in the Mayor's Office, Riviera Maya plans to relocate to 2704 Corner Court, currently used as the El Mezcal restaurant. El Mezcal plans to close its location in Alton.

Findings

The subject parcel is zoned C-2 (General Commercial).

The proposed subdivision shall create two lots from the existing approximately 1.48 acres (64,464 square foot) parcel.

Lot 1: 0.64 acres (28,085 square feet). This is the location of the proposed new commercial structure.

Lot 2: 0.84 acres (36,380 square feet). This parcel is being reserved for future development.

A copy of the preliminary plat is included as Exhibit B. A copy of the final plat is included as Exhibit C. A copy of the aerial of the site showing the line of division over the existing building is included as Exhibit D.

Pursuant to the requirements of Title 12, Chapter 2, Section 2 of the Land Subdivision Ordinance of the City of Alton, on September 9, 2014, a pre-application conference was held with the engineers. A copy of the minutes of that meeting was included as Exhibit E. After the submittal of their sketch plan, all of the issues raised in the minutes were addressed prior to the submission of the proposed plats.

The Police Department, Fire Department, and Public Works Department expressed no concerns or comments regarding this proposal.

Even though no new public infrastructure or right-of-way is being created by this proposed subdivision, a preliminary plat is still required because the original parcel was in excess of one acre. Since no public improvements are planned, the final plat is also under consideration at this time. Given that the subdivision involves a small amount of land and does not include public improvements, the petitioners request a waiver from the following provisions of Title 12:

- 12-4-2 (Street and Alley Width)
- 12-4-7 (Sidewalks)
- 12-4-8 (Sanitary Sewers)
- 12-5-3 (Street and Alley Improvements)
- 12-5-4 (Sidewalks)
- 12-5-6 (Sanitary Sewers)
- 12-5-7 (Storm Sewers and Drainage)
- 12-5-9 (Installation of Lighting of Public Ways)

Assuming that the requirements listed above are waived, all of the requirements for preliminary and final plats as required by Title 12 have been met, except for the item listed in the Other Issues & Comments Section of this Staff Report.

OTHER ISSUES & COMMENTS

Staff recommends the approval of the proposed preliminary and final plats subject to the following:

- * In the Zoning Designation on both plats, the maximum building height should be changed to 4 stories or 48 feet, per City Code.

CORRESPONDENCE RECEIVED

Favorable: None as of the date of this Memo.
Unfavorable: None as of the date of this Memo.

Kidd Resubdivision Pre-Application Meeting

Pursuant to 12-2-2 of the City Code of the City of Alton, a pre-application meeting for a proposed commercial subdivision located in the 1700 block of Homer Adams Parkway was held on September 9, 2014, at 10:00 A.M., at Alton City Hall, 101 E. Third Street, Alton, Illinois.

Present: Cas Sheppard (Sheppard, Morgan and Schwaab, Inc.)
Robert Barnhart (City of Alton)
Matthew H. Asselmeier, MPA, AICP (City of Alton)

The proposed commercial subdivision would divide the parcel currently identified by parcel number 23-2-07-01-07-201-027. The current proposal splits the parcel into 2 lots, the western lot, identified as Lot #1, with 0.64 acres and the eastern lot, identified as Lot #2 with 0.84 acres. The total site is approximately 1.48 acres. The subject property is currently owned by Mark Kidd.

Both lots are zoned C-2, General Commercial. Riviera Maya, a Mexican restaurant, is currently located on the site in a 6,850 square foot building. The restaurant would be demolished as part of this proposal. The majority of the existing building would be on the eastern parcel. A 3,500 square foot building would be erected on the western parcel. Approximately 1,500 square feet of this building would be used for a restaurant while the remaining 2,000 square feet would be used for future commercial space. The eastern lot would be commercially developed in the future.

Discussion occurred regarding stormwater management of the site. The storm sewer infrastructure may have to cross Baron Commerce Parkway to the north. Permits would be needed for the curb cut for ingress/egress of the site and for cutting in the street for the storm sewer infrastructure. A storm sewer note would be placed on the plat.

Discussion occurred regarding what was considered the front and rear of the lot. The front of the lot is Homer Adams Parkway.

Discussion occurred regarding the timeline for adoption of the plats. Matthew Asselmeier reported that both the preliminary and final plats could be submitted at the same time since no public ROW dedications were planned for \$200.00. If documents were submitted by September 10th, the Plan Commission could meet at the end of September or beginning of October. Since the property was already a buildable lot and since no immediate plans existed for the eastern lot, the decision was made not to rush the submittals of plats.

Cas Sheppard would be in contact with the property owner and would email the sketch plan to Matthew Asselmeier.

There being no additional comments or questions, the meeting adjourned at 10:48 A.M.

Respectfully Submitted,

Matthew H. Asselmeier, MPA, AICP