

CITY OF DARIEN

PLANNING AND ZONING COMMISSION

AGENDA

Wednesday, December 2, 2015

7:00 PM

**City Hall
Council Chambers**

1. Call to Order
2. Establish Quorum
3. Regular Meeting:
 - A. **Public Hearing**
PZC 2015-16: 125 68th Street: Petitioner seeks approval of a variation to reduce the required front yard setback from 35 feet to 25 feet for a covered front porch and to reduce the required side yard setback from 10 feet to 5 feet for an addition to the residence.
 - B. **Public Hearing**
PZC 2015-18: 1530 Sequoia Lane: Petitioner seeks approval of a variation to reduce the required setback from an interior side lot line for a driveway from 5 feet to 3 feet.
 - C. **Public Hearing**
PZC 2015-17: 8408 Wilmette Avenue, Units B & C: Petitioner seeks approval of the following:
 1. A Text Amendment to Section 5A-9-3-4 of the Darien Zoning Ordinance listing “garages for storage, repair and servicing of motor vehicles, including body repair, painting and engine rebuilding” as a special use within the OR&I Office, Research and Light Industry zoning district; and
 2. Special use approval for a garage for storage, repair and servicing of motor vehicles, including body repair, painting and engine rebuilding within the OR&I zoning district.
4. Correspondence
5. Old Business/Planner’s Report
 - A. 2016 meeting schedule
6. Minutes: November 4, 2015
6. Next Meeting: **December 16, 2015, 7:00 PM**
7. Adjournment

AGENDA MEMO
PLANNING AND ZONING COMMISSION
MEETING DATE: December 2, 2015

Issue Statement

PZC 2015-16: 125 68th Street: Petitioner seeks approval of a variation to reduce the required front yard setback from 35 feet to 25 feet for a covered front porch and to reduce the required side yard setback from 10 feet to 5 feet for an addition to the residence.

General Information

Petitioner/

Property owner: Ryan and Christine Bazon
125 68th Street
Darien, IL 60561

Property Location: 125 68th Street

PIN: 09-23-306-013

Existing Zoning: R-2 Single-Family Residence

Existing Land Use: Single-Family Residence

Comprehensive Plan Update: Low-Density Residential

Surrounding Zoning and Land Use:

North: R-2 Single-Family Residence: single-family homes

East: R-2 Single-Family Residence: single-family homes

South: R-2 Single-Family Residence: single-family homes

West: R-2 Single-Family Residence: single-family homes

Size of Property: 13,800 square feet

Floodplain: None

Natural Features: None

Transportation: Property has frontage on 68th Street

History: None

Documents Submitted

This report is based on the following information submitted to the Community Development Department by the Petitioner:

1. Plat of Survey, Building Elevation and Floor Plans, 5 sheets.

Planning Overview/Discussion

The subject property is located on the south side of 68th Street.

The petitioner plans to renovate the existing home to include demolishing the existing detached garage, constructing an addition to the home, which includes an attached garage on the side of the home, and a covered front porch.

The following minimum building setbacks apply within the R-2 zoning district:

1. Front yard setback: 35 feet.
2. Interior side yard setback: 10 feet.
3. Detached accessory structures are required to be at least 5 feet from an interior side lot line.

Currently, the home is 30 feet from the front lot line with an open, not covered, porch extending 5 feet further towards the front lot line. The detached garage is approximately 3 feet from the side lot line.

Covered front porches are required to meet the front yard setback, Section 5A-5-7-3 of the Zoning Ordinance. The proposed front porch, extending 5 feet from the front of the home, maintains the existing setback from the front lot line.

The proposed addition, essentially an attached garage on the side of the home, will be located 5 feet from the side lot line, will be further from the lot line than the existing detached garage. Attached garages, part of the principal structure, are required to meet the same front, side and rear yard setbacks applied to the rest of the residence.

The variation request must address the following criteria for approval:

1. Whether the general character of the property will be adversely altered.
2. Whether the overall value of the property will be improved and there will not be any potential adverse effects on the neighboring properties.
3. Whether the alleged need for the variation has been created by any person presently having a proprietary interest in the premises.
4. Whether the proposed variation will impair an adequate supply of light and air in adjacent property, substantially increase congestion in the public streets, increase the danger of fire or endanger the public safety.
5. Whether the proposed variation will adversely alter the essential character of the neighborhood.

Staff Findings/Recommendations

Staff does not object to the proposed variations requested.

The proposed covered front porch maintains the existing setback from the front lot line while allowing the resident a covered entry into the home.

The attached garage addition triggers a greater setback than a detached garage. The petitioner could choose to tear down the detached garage and build a new detached garage, 5 feet from the side lot line, which would create essentially the same condition as is proposed.

Staff finds the proposed variations will not adversely alter the essential character of the property, nor will they adversely alter the essential character of the neighborhood, nor will they impair the adequate supply of light and air in adjacent properties or substantially increase congestion in the public streets.

Therefore, staff recommends the Commission make the following recommendation granting the variations as presented:

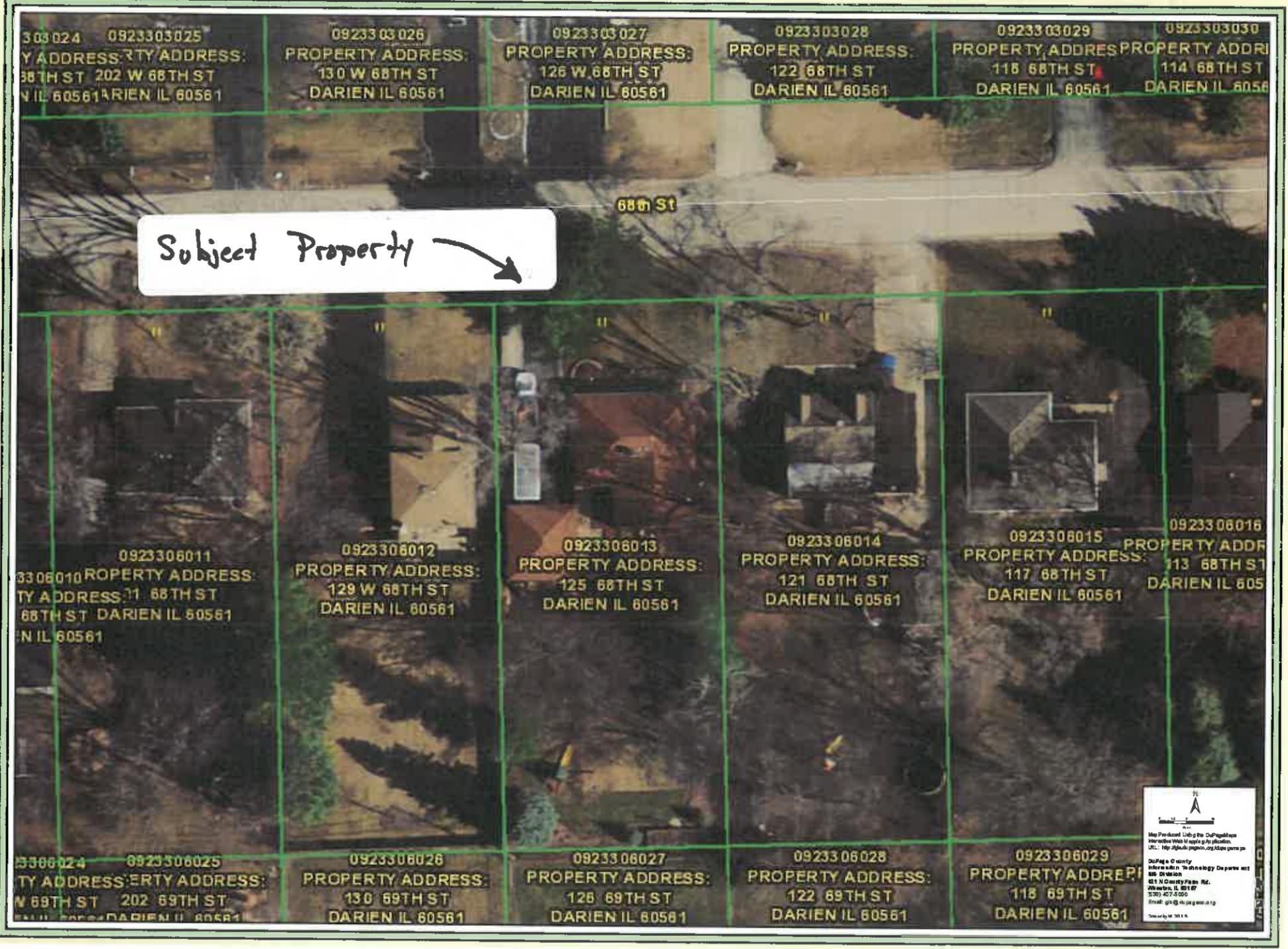
Based upon the submitted petition and the information presented, the request associated with PZC 2015-16 is in conformance with the standards of the Darien City Code and, therefore, I move the Planning and Zoning Commission approve the petition as presented

Decision Mode

Planning and Zoning Commission: December 2, 2015

DuPage County - GIS

DuPage Maps Web Mapping Application - DuPage County, Illinois



DuPage County
Information Technology Department
451 N County Farm Rd.
Wheaton, IL 60187
330.477.5000
Email: gis@dupage.net



REVISIONS	BY

Mr. and Mrs. Bazon 125 West 68th Street Darien, IL. 60561
 Remodeling and Second Floor Addition, New Attached Garage
 Date 7.14.2015 Drawn By JMR Title EAST & WEST ELEVATIONS

Date
 Scale $\frac{1}{4}'' = 1'-0''$
 Drawn JMR
 Job 14-121
 Sheet
 Of 7 Sheets

AGENDA MEMO
PLANNING AND ZONING COMMISSION
MEETING DATE: December 2, 2015

Issue Statement

PZC 2015-18: 1530 Sequoia Lane: Petitioner seeks approval of a variation to reduce the required setback from an interior side lot line for a driveway from 5 feet to 3 feet.

General Information

Petitioner/

Property owner: John Arvetis
1530 Sequoia Lane
Darien, IL 60561

Property Location: 1530 Sequoia Lane

PIN: 09-28-400-010

Existing Zoning: R-2 Single-Family Residence

Existing Land Use: Single-Family Residence

Comprehensive Plan Update: Low-Density Residential

Surrounding Zoning and Land Use:

North: R-2 Single-Family Residence: single-family homes

East: R-2 Single-Family Residence: single-family homes

South: R-2 Single-Family Residence: single-family homes

West: R-2 Single-Family Residence: single-family homes

Size of Property: 10,275 square feet

Floodplain: None

Natural Features: None

Transportation: Property has frontage on Sequoia Lane

History: In 2004, a permit was issued for a detached garage and a driveway extending through the side yard to the garage, the driveway was shown meeting the 5-foot setback.

Documents Submitted

This report is based on the following information submitted to the Community Development Department by the Petitioner:

1. Plat of Survey, 1 sheet, prepared by Abraham & Associates, dated May 5, 1989

Planning Overview/Discussion

Subject property is located on the north side of Sequoia Lane, east of Williams Street.

Currently, there is a detached garage in the rear yard with a driveway through the side yard to the garage. The petitioner proposes widening the driveway by 2 feet to allow better access through the side yard to the garage, a 9-foot driveway through the side yard. The resulting driveway setback will be 3 feet. The side yard is 12 feet wide.

There are several lots within this neighborhood, along Sequoia Lane and 77th Street, with a similar setup.

The variation request must address the following criteria for approval:

1. Whether the general character of the property will be adversely altered.
2. Whether the overall value of the property will be improved and there will not be any potential adverse effects on the neighboring properties.
3. Whether the alleged need for the variation has been created by any person presently having a proprietary interest in the premises.
4. Whether the proposed variation will impair an adequate supply of light and air in adjacent property, substantially increase congestion in the public streets, increase the danger of fire or endanger the public safety.
5. Whether the proposed variation will adversely alter the essential character of the neighborhood.

Staff Findings/Recommendations

Staff does not object to the requested variation.

Staff finds the proposed variation does not adversely alter the general character of the property, nor will it impair an adequate supply of light and air in adjacent properties, nor will it substantially increase congestion in the public streets, increase the danger of fire or endanger public safety. Therefore, staff recommends the Commission make the following recommendation granting the variation petition:

Based upon the submitted petition and the information presented, the request associated with PZC 2015-18 is in conformance with the standards of the Darien City Code and, therefore, I move the Planning and Zoning Commission approve the petition as presented

Decision Mode

Planning and Zoning Commission: December 2, 2015

DuPage County - GIS

DuPageMaps Web Mapping Application - DuPage County, Illinois



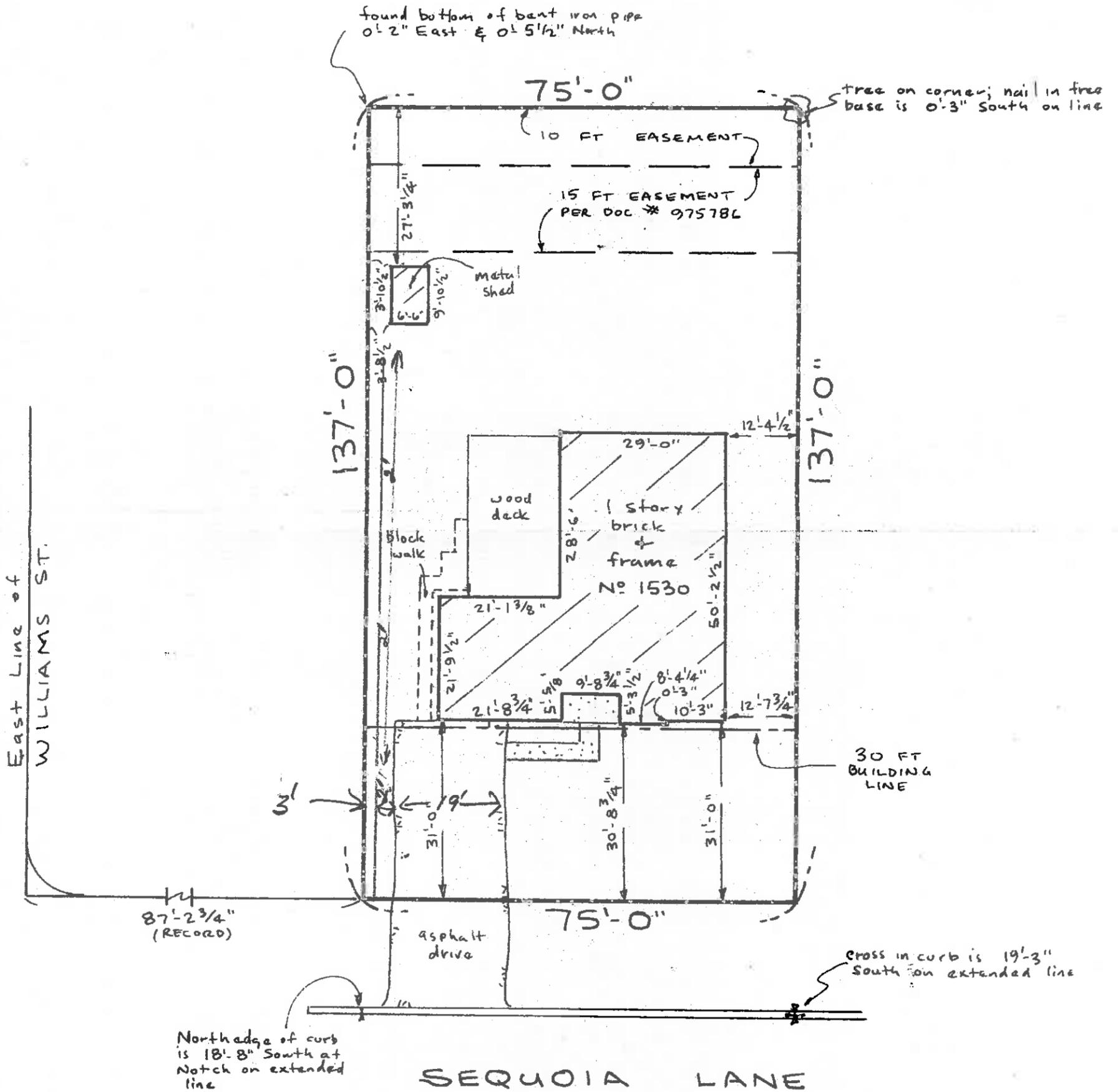
Map provided using the DuPage County
Interactive Web Mapping Application.
URL: http://gis.dupage.org/dupage_maps

DuPage County
Information Technology Department
GIS Division
625 W. County Farm Rd.
Darien, IL 60561
Phone: 630-407-4000
Email: gis@dupage.org
Copyright 2013

Plat of Survey



LOT 240 IN BROOKHAVEN MANOR, A SUBDIVISION IN SECTIONS 27 AND 28, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED DECEMBER 18, 1956, AS DOCUMENT NO. 827287, IN DUPAGE COUNTY, ILLINOIS.



NOTES:

- Check for easements, building lines and other restrictions, if any, not shown hereon.
- Check legal description hereon against deed.
- Scale hereon may be approximate in certain areas, do not scale from plat.
- Compare all information shown before use.
- Not valid unless embossed impression of seal is affixed hereon.

STATE OF ILLINOIS }
COUNTY OF DU PAGE } SS

I HEREBY CERTIFY THAT I HAVE SURVEYED
PROPERTY DESCRIBED HEREON.

DATE: MAY 5 A.D. 19 89

Joseph M De Craene
ILLINOIS LAND SURVEYOR NO 2476

ORDERED BY ABRAHAM & ASSOC

ORDER NO 890431

AGENDA MEMO
PLANNING AND ZONING COMMISSION
MEETING DATE: December 2, 2015

Issue Statement

PZC 2015-17: 8408 Wilmette Avenue, Units B & C: Petitioner seeks approval of the following:

1. A Text Amendment to Section 5A-9-3-4 of the Darien Zoning Ordinance listing “garages for storage, repair and servicing of motor vehicles, including body repair, painting and engine rebuilding” as a special use within the OR&I Office, Research and Light Industry zoning district; and
2. Special use approval for a garage for storage, repair and servicing of motor vehicles, including body repair, painting and engine rebuilding within the OR&I zoning district.

General Information

Petitioner: Joshua Wyett
2742 Borkshire Lane
Aurora, IL 60502

Property owner: GJSK Enterprises
8408 Wilmette Avenue
Darien, IL 60561

Property Location: 8408 Wilmette Avenue, Units B & C

PIN: 09-34-300-020

Existing Zoning: OR&I Office, Research and Light Industry

Existing Land Use: Light industry

Comprehensive Plan Update: Office

Surrounding Zoning and Land Use:
North: OR&I Office, Research and Light Industry: light industry
East: R-3 Multi-Family Residential: townhomes
South: OR&I Office, Research and Light Industry: light industry
West: OR&I Office, Research and Light Industry: dog kennel

Size of Property: 41,072 square feet

Floodplain: None.

Natural Features: None.

Transportation: Property has frontage onto Wilmette Avenue

History: None.

Documents Submitted

This report is based on the following information submitted to the Community Development Department by the Petitioner:

1. Written description of use, 1 sheet.
2. Exhibit A, 1 sheet, tenant space drawing.

Planning Overview/Discussion

The subject property is located on the west side of Wilmette Avenue north of N. Frontage Road.

The petitioner proposes establishing an auto repair facility, occupying 4,000 square feet of the existing building. The petitioner provided a written description of the use which accompanies this memo. In the memo, the petitioner states immobile vehicles will be stored inside the building and all repairs will be done inside the building. The use also include a paint booth.

Text Amendment

Auto repair is neither a permitted nor a special use within the OR&I zoning district. Therefore, a text amendment to the Zoning Ordinance is required to allow the proposed use at this location. The specific language used in the Zoning Ordinance is “garages for storage, repair and servicing of motor vehicles, including body repair, painting and engine rebuilding.” The proposed text amendment lists auto repair as a special use within the OR&I zoning district. Special uses require approval by the City Council via a public hearing and recommendation by the Planning and Zoning Commission.

If the proposed text amendment is approved, it would apply to all properties zoned OR&I.

Special Use

Staff does not object to the proposed use as long as all activity and storage of immobile vehicles, parts and equipment occurs inside the building.

The special use request is to address the following criteria for approval:

1. That the special use is deemed necessary for the public convenience at the location specified.
2. That the establishment, maintenance, or operation of the special use will not be detrimental to, or endanger the public health, safety, or general welfare.
3. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
4. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
5. That the exterior architectural design, landscape treatment, and functional plan of any proposed structure will not be a variation with either the exterior architectural design,

landscape treatment, and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.

6. That adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.
7. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
8. That the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Council pursuant to the recommendations of the planning and Zoning Commission and the Planning and Development Committee.

Staff Findings/Recommendations

Staff does not object to the proposed use, subject to conditions noted below.

Based upon the submitted petition and the information presented, the request associated with PZC 2015-17 is in conformance with the standards of the Darien City Code and, therefore, I move the Planning and Zoning Commission approve the petition as presented, subject to:

- 1. All auto repair activity shall be restricted to inside the building.**
- 2. All parts and equipment shall be stored inside the building.**

Decision Mode

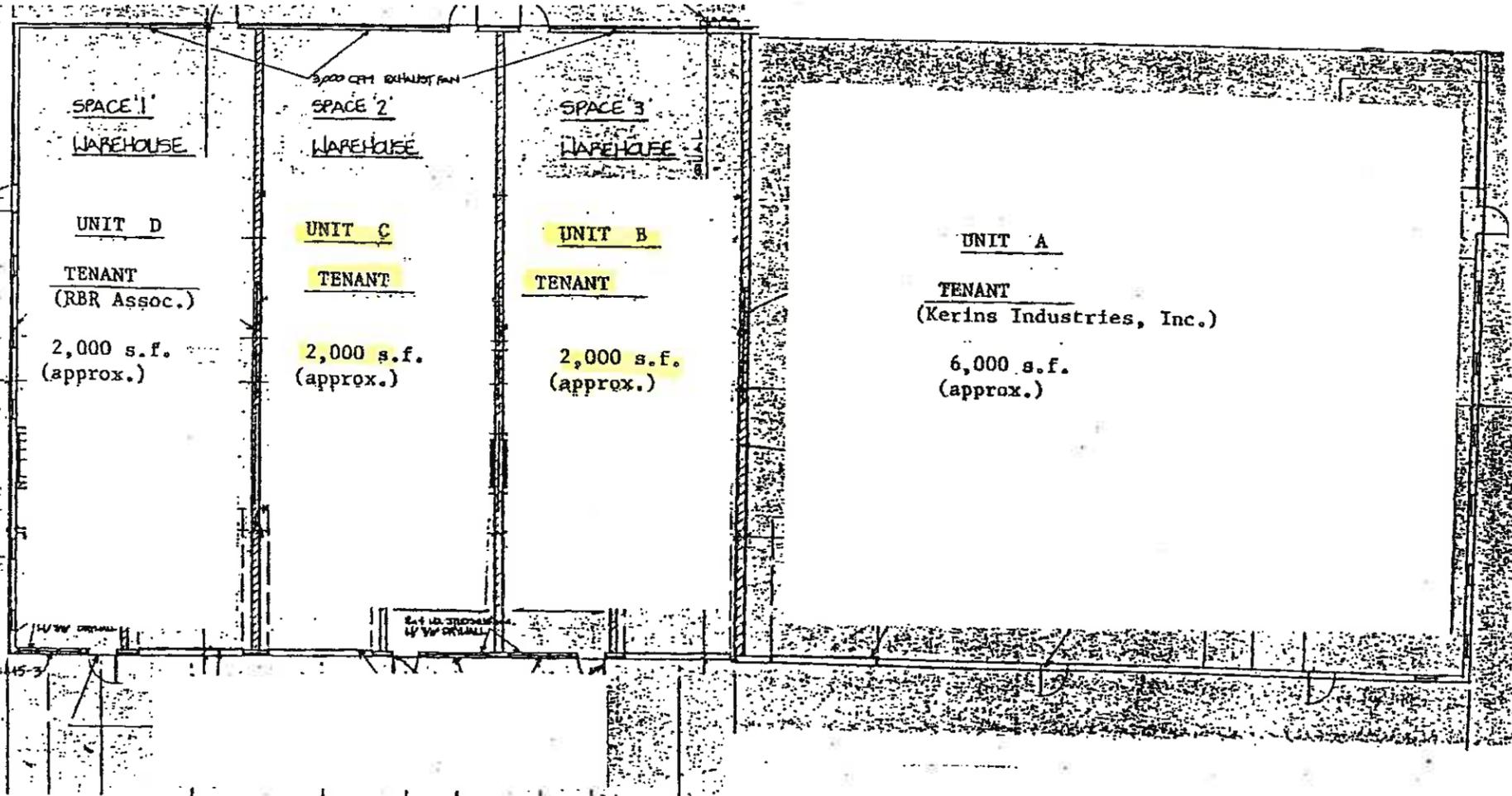
Planning and Zoning Commission: December 2, 2015



Subject
Property →

Map provided using the DuPageGIS application. All rights reserved. © 2015 DuPage County. All rights reserved. DuPage County Information Technology Department 205 DuPage 421 N County Farm Rd., Wheaton, IL 60187 (630) 497-6000 Email: gis@dupage.gov Copyright 2015

EXHIBIT A
SITE PLAN
8408 Wilmette Ave.
Darien, Illinois



November 03, 2015

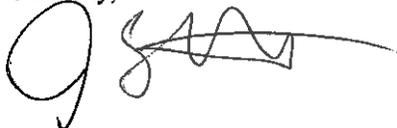
Darien City Counsel
Michael D Griffith, AICP
1702 Plainfield Rd
Darien, IL 60561

Re: Spectro Auto Body & Paint, Inc. – Text Amendment Zoning Request

To whom it may concern:

In regards to the operational processes for Spectro Auto Body & Paint, Inc.: We fully understand the role and responsibility our business has within the community it serves. Being that the nature of our business involves performing some type of “vehicle appearance repair” or “accident restoration”, we will at any given time have on premises “damaged” or “imperfect” vehicles. However, it is our utmost commitment and responsibility to maintain a clean, organized, and community friendly place of business. This is not only important to the City of Darien, but it is also necessary for our own longevity and success. In order to sustain long lasting business relationships, we believe it is imperative for our business to present a certain appeal to our prospective customers. Our shop will be open to the public between the hours of 7:00 a.m. and 5:00 p.m. Monday – Friday. Saturday we will be open by appointment only between 8:00 a.m. and 12:00 p.m. Our operational hours will be limited to Monday – Saturday 7:00 a.m. – 6:00 p.m. Our business has traditionally served commercial clients, mainly car dealerships. Those relationships are still intact and will continue in our new place of business. Their vehicles are generally either brand new with minimal damage, or late model pre-owned vehicles. These vehicles will be transported to our location for repair, and will be transported back to the dealership upon completion. Repairs will typically be completed within a day or two. The retail customers we will provide services to will be those having been involved in a car accident or someone in need of some type of auto body or paint service. In most cases, the cars are drivable. Repairs for these vehicles will be scheduled once the necessary replacement parts have arrived to ensure the most time efficient repair. If the car is not drivable, we will have a designated area inside the shop to hold these vehicles awaiting repairs. We will not park immobile vehicles outside overnight, nor will there ever be any work performed on any vehicle outside. Any irreparable parts that are removed from a vehicle will then either be discarded into our trash container, or set aside in an indoor holding bin for a scrap company to come and retrieve. In the event that any fluids are drained, this will always be done properly and lawfully. Because part of our business involves the spraying of paints, our shop is equipped with a fully enclosed commercial paint booth. This will ensure that any remaining paint overspray has been properly filtered and the contaminants have been removed. Safe and responsible practices will always be used during the paint process. Any materials or chemicals used for the repair process will be properly stored and maintained in a safe manner. Furthermore, the shop space we have chosen is equipped with triple basin drains and a sprinkler system. It also has two large overhead doors which will improve cars flowing into and out of the building. For our customers, we have a clean, safe and comfortable, waiting room/office that is separated from the shop area. Within the office is also a private customer bathroom. It is our absolute intention to be an asset to the Darien community, and to always offer a pleasurable and professional experience to our customers. We are excited about becoming a growing part of your city for many years to come. Thank you kindly for your consideration!

Sincerely,



Joshua Smith Wyett
President

Spectro Auto Body & Paint, Inc. 2742 Borkshire Ln, Aurora, IL (630) 870-0964
SpectroAutobody@sbcglobal.net

City of Darien

Planning and Zoning Commission 2016 Meeting Schedule

Hearing Date	Public Hearing Sign Posting Deadline	Submittal Deadline (For new developments and/or large projects)
Jan. 6, 2016	Dec. 23, 2015	Nov. 23, 2015
Jan. 20, 2016	Jan. 6, 2016	Dec. 7, 2015
Feb. 3, 2016	Jan. 20, 2016	Dec. 21, 2015
Feb. 17	Feb. 3	Jan. 4
Mar. 2	Feb. 17	Jan. 18
Mar. 16	Mar. 2	Feb. 1
April 6	Mar. 23	Feb. 22
April 20	April 6	Mar. 7
May 4	April 20	Mar. 21
May 18	May 4	Apr. 4
June 1	May 18	April 18
June 15	June 1	May 2
July 6	June 22	May 23
July 20	July 6	June 6
Aug. 3	July 20	June 20
Aug. 17	Aug. 3	July 5
Sept. 7	Aug. 24	July 25
Sept. 21	Sept. 7	Aug. 8
Oct. 5	Sept. 21	Aug. 22
Oct. 19	Oct. 5	Sept. 6
Nov. 2	Oct. 19	Sept. 19
Nov. 16	Nov. 2	Oct. 3
Dec. 7	Nov. 23	Oct. 24
Dec. 21	Dec. 7	Nov. 7
Jan. 4, 2017	Dec. 21, 2016	Nov. 21, 2016
Jan. 18, 2017	Jan. 4, 2017	Dec. 5, 2016

**Meetings are held in the Council Chambers at Darien City Hall,
1702 Plainfield Road, beginning at 7:00 PM**

**MINUTES
CITY OF DARIEN
PLANNING & ZONING COMMISSION MEETING
November 4, 2015**

PRESENT: Beverly Meyer – Chairperson, Andrew Kelly, John Laratta, Ray Mielkus, Pauline Oberland, Ken Ritzert, Michael Griffith – Senior Planner, Elizabeth Lahey - Secretary

ABSENT: Lou Mallers, Ron Kiefer

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

A. Public Hearing PZC 2015-14: 6901 Clarendon Hills Road: Petitioner seeks approval of a variation to reduce the required corner side yard setback from 15 feet to 11 feet for a shed.

Mr. Michael Griffith, Senior Planner reported that the request is a variation to reduce the corner sideyard setback. He reported that the petitioner proposes to construct a shed up against the existing attached garage. He further reported that there is floodplain on the property but that the regulations will permit a shed.

Mr. Griffith reported that he received several inquiries but there were no issues. He reported that the shed will be 12' x 17'.

The petitioner, Mr. Matt Goodwin stated that the shed will be a vinyl coated shed from Home Depot. He stated that the garage has a cut out and that the shed will tuck nicely and will not be unsightly.

Mr. Goodwin stated that there is a floodplain in the back area and to the south landscaping. He stated that there are number of homes in the area with sheds.

Chairperson Meyer questioned if there will be a concrete pad.

Mr. Goodwin stated that there will be a 4" concrete pad. He stated that he has experienced a 50 year and 100 years storms and water has not gotten to the shed area.

Chairperson Meyer questioned if the shed will have flooring.

Mr. Goodwin stated that the concrete pad will serve as the floor.

Commissioner Ritzert questioned the location of the door.

Mr. Goodwin stated that the door will be roll up style on the east and a man door on the north side.

Commissioner Laratta questioned if the shed is up against the garage or if there is space in between.

Mr. Goodwin stated the shed will be about 2 feet away from the garage wall.

Mr. Griffith noted that with the gap there will be a 9-foot setback.

Chairperson Meyers questioned if there will be gutters on the shed.

Mr. Goodwin stated that he does not plan on gutters because the shed drains well without them.

There was no one else wishing to present public comment and Chairperson Meyer closed the public hearing at 7:16 p.m.

Commissioner Laratta made a motion and it was seconded by Commissioner Mielkus that based upon the submitted petition and the information presented, the request associated with PZC 2015-14 is in conformance with the standards of the Darien City Code and, therefore, move that the Planning and Zoning Commission approve the petition as presented, subject to:

1. Floodplain review by the City Engineer

Upon roll call vote, THE MOTION CARRIED 6-0. Commissioner Mallers and Commissioner Keifer were not present.

Mr. Griffith announced that this would be forwarded to the Municipal Services Committee.

B. Public Hearing - PZC 2015-15: Marion Hills Bible Church, 142 Plainfield Road: Petitioner seeks approval of a sign variation to permit an electronic message board sign.

Mr. Michael Griffith, Senior Planner reported that Marion Hills Bible Church requests approval of a sign variation to permit an electronic message board. He stated that this request is similar to the recent Our Lady of Peace petition. Mr. Griffith noted the conditions on page two of the staff agenda memo. He stated that the conditions are similar to the others approved in Darien.

Mr. Bob Maestri and Mr. Greg Krucek, Marion Hills Bible Church questioned the 60 second message and if there was a reason for it and if it could be changed to a lesser time.

Mr. Griffith reported that there is a lot of concern that the changing of the sign is a distraction for motorists. He stated that the 60 seconds was a consensus and although it may be long it is the same for everyone who has been granted an electronic message board.

The petitioners stated that their sign is small and that they would have made it larger if they knew about the 60 seconds. They asked why the schools do not follow the 60 seconds.

Mr. Griffith reported the sign approvals for the schools were handled differently, through intergovernmental agreements.

The petitioner stated that they are not looking for a distraction but that 60 seconds is just too long.

The petitioner stated that they applied for a permit for a LED sign and that the church was not aware that there was a difference.

Mr. Griffith noted the sign drawing did not indicate it was an electronic message board sign.

Commissioner Oberland questioned why the City has different criteria for schools.

Mr. Griffith reported that the decision came from the City Administration.

Commissioner Oberland stated that 30 seconds seems more appropriate.

Commissioner Kelly stated that if the petitioner were granted 30 seconds the City would have to grant the others the same.

The petitioner stated 10-15 seconds is standard.

Commissioner Laratta stated that 60 seconds seems to be working well.

Commissioner Ritzert stated that he is opposed unless it is uniform for all churches.

Commissioner Oberland stated that no one has asked and it is not etched in stone.

Chairperson Meyer stated that the 60 seconds was put in place so that the sign could be read.

Mr. Griffith reported that all the businesses in town follow the 60 seconds.

Commissioner Oberland stated that she did not think it was a big deal if the change was made.

There was no one in the audience wishing to present public comment.

At 7:31 p.m. Chairperson Meyer closed the public hearing.

Commissioner Ritzert made a motion and it was seconded by Commissioner Kelly that based upon the submitted petition and the information presented, the request associated with PZC 2015-15 is in conformance with the standards of the Darien City Code and, therefore, I move the Planning and Zoning Commission recommend approval of the petition subject to the following conditions:

1. Messages will be held for 60 seconds.
2. Messages will change all at once.
3. Messages may display multiple colors.
4. Illumination will maintain a constant light intensity or brightness.
5. Illumination brightness will comply with the Sign Code, to be verified at time of permit issuance.

Upon roll call vote, **THE MOTION CARRIED 5-1.** Commissioner Mallers and Commissioner Kiefer were not present.

AYES: Kelly, Laratta, Mielkus, Ritzert, Meyers
NAYS: Oberland

MINUTES

Commissioner Oberland made a motion and it was seconded by Commissioner Laratta to waive the reading of the October 7, 2015 Regular Meeting Minutes and the October 21, 2015 Regular Meeting Minutes.

Upon roll call vote, the motion **CARRIED UNANIMOUSLY 6-0.**

Commissioner Kelly made a motion and it was seconded by Commissioner Mielkus to approve the October 7, 2015 Regular Meeting Minutes and the October 21, 2015 Regular Meeting Minutes.

Upon roll call vote, the motion **CARRIED UNANIMOUSLY 6-0.**

CORRESPONDENCE

None.

OLD BUSINESS/PLANNER'S REPORT

None.

NEXT MEETING

Mr. Griffith announced that the next meeting is scheduled for Wednesday, November 18, 2015 at 7:00 p.m.

ADJOURNMENT

With no further business before the Commission, Commissioner Ritzert made a motion and it was seconded by Commissioner Laratta. Upon voice vote, **THE MOTION CARRIED** unanimously and the meeting adjourned at 7:35 p.m.

RESPECTFULLY SUBMITTED: **APPROVED:**

Elizabeth Lahey
Secretary

Beverly Meyer
Chairman