

City of Oregon Planning Commission Agenda
Tuesday September 17th, 2024, 5:30 P.M.
City Hall 115 N. 3rd Street

Option to Join Zoom Meeting

Meeting ID: 827 6519 5911

Passcode: 473357

One tap mobile

+13126266799

Consideration and possible action

Public Comment

1. Approve August 20th, 2024, Minutes
2. Set date of October 15th, 2024 for Public Hearing regarding a Variance Request of the sign ordinance submitted by Lou Vanderwyst – Conover Square Mall – 201 N 3rd Street, Oregon, IL 61061 Parcel #16-03-176-009
3. Review and Recommend Changes to Oregon Brush Collection Program
4. Other business

Committee Members

Mark Herman - Chairman

Roger Cain, Randy Cropp, Jeff Hallock,
Liz Hiemstra, Rick Ryland, and Karly Spell

City of Oregon Planning Commission Meeting

The Planning Commission met Tuesday August 20th, 2024, at 5:30 pm.

Members Present: Roger Cain, Randy Cropp, Jeff Hallock, Liz Hiemstra, Mark Herman, Rick Ryland, and Karly Spell.

Also, Present: City Manager Darin DeHaan, City Clerk Cheryl Hilton, and Mayor Ken Williams.

Chairman Mark Herman called the meeting to order.

Mark Herman opened the public hearing for a Special Use request for a Short-Term Rental – Cornerstone Construction – 114 River Road, Oregon – Parcel #16-03-251-001 at 5:30 pm. He asked City Clerk Cheryl Hilton if all notice requirements were met. Certified letters were mailed, and a public notice was published in the newspaper.

Brian Wynn spoke about the short-term rental being operated on River Road. He said their goal is to develop the property and eventually add a couple of cabins. Roger Cain said the issue is the timing of the events. He said the application for a short-term rental was filed late and building permits were not applied for when construction began on the property a year ago. Liz Hiemstra said the short-term rental listing is still active on Airbnb even though the city was told it would be made inactive. She also stated the permitting process is there for public safety. Brian Wynn stated he was unaware and thought the listing had been removed. He said his partner is in control of the listing. City Manager Darin DeHaan stated the city has been very diplomatic and is trying to work with Brian. Fines will be assessed based on rental occurrences that happened without the proper license and building permits. Building Inspector Casper Manheim has not issued the location an occupancy permit. He has spoken with Chief of Police Matt Kalnins, and he has the authority to evacuate people from the property until the issue is resolved. Rick Ryland stated seven other short-term rental applicants have followed the proper procedure to acquire a license to operate. Brian Wynn apologized and asked for an appropriate resolution to the situation. He also said Casper Manheim had inspected the property and thought everything looked good. He did ask Brian to move a GFI electrical outlet. He said the safety of people renting the location is very important to them.

Karly Spell moved to close the public hearing at 5:58 pm, Seconded by Randy Cropp.

Motion carried. No Nays.

Jeff Hallock moved to approve the July 16th, 2024, minutes, Seconded by Randy Cropp.

Motion carried. No Nays.

Liz Hiemstra moved to deny the Special Use request for a Short-Term Rental – Cornerstone Construction – 114 River Road, Oregon – Parcel #16-03-251-001 until an agreeable resolution is made including a cease-and-desist order, Seconded by Karly Spell.

Motion carried. No Nays.

Discussion: City Manager Darin DeHaan said he will begin working on a resolution to present to the City Council at their next meeting. The Police Department will also monitor the location for occupancy and evacuate people if necessary.

Review Ordinance 2024-013 Pedal Bus License and Operation: City Manager Darin DeHaan said a member of the AOP committee wanted to bring a pedal bus to the festival. Byron and Winnebago have already created and approved an ordinance regarding pedal buses. The City Council discussed the operation of pedal buses at the last council meeting and decided AOP could operate one within their event. The owner of the pedal bus has since reached out requesting the city to consider creating an ordinance as well. The Planning Commission discussed and recommended that alcohol not be allowed on the pedal bus. They also discussed adult and kid friendly events and activities, the number of license's allowed, and the streets the pedal bus would be allowed to operate on.

Other business: Roger Cain said the mural at the Village Bakery is outstanding. City Manager Darin DeHaan said the City Council has agreed to fund more murals in the future. Mayor Ken Williams said the Art Committee reviews all mural requests.

Mayor Ken Williams said the Ogle County Board approved to convert land around the Byron Nuclear plant from agricultural to industrial to attract future development. He said people will need homes and places to shop.

City Manager Darin DeHaan said a solar company is interested in property to the south of town. He said the property could be annexed into city limits. There would be potential for the bike path along the river to continue on this property.

Rick Ryland moved to adjourn the meeting at 6:24 pm, Seconded by Liz Hiemstra.

Motion carried. No Nays.

Submitted by Cheryl Hilton, City Clerk

City of Oregon
Application for Variation

1. Applicant's name Lou Vanderwyst - Conover Square Mall
2. Applicant's address: 201 N 3rd Street, Oregon, IL 61061
3. Applicant's phone number: (____) ____ - ____
4. Applicant's email address: _____ @ _____
5. Address of property for which variance is being requested
201 N 3rd Street, Oregon, IL 61061 Parcel # 16-03-176-009
Conover Square Mall
6. Nature of variance:
Variance of the sign ordinance. Increase allowable square footage of sign
from 100 feet to 250 feet - coverage area from 20 feet to 30 feet.
7. Charges and fees:

Residential:	Non-refundable fee: \$100.00 but not more than \$500.00
Commercial: Commercial Business District Industrial Any other type of zoning	Non-refundable fee: \$500.00 but not more than \$2,500.00

8. Request for fee waiver and reimbursement for public hearing costs: *The Planning Committee will consider a waiver of fees and public hearing costs if the project is presented as an enhancement to the community as a whole and will benefit the public.
9. A drawing to scale – to include lot dimensions, location & size of all building on lot, setbacks, unusual characteristics, and variation as requested. The Planning Commissioner has the right to request a survey at the landowner's or project organization's expense if so needed.

Internal use only: ☐ Fee waiver granted _____ yeas _____ nays
☐ Reimburse Public Notice Costs granted _____ yeas _____ nays

Oregon City Code:

32.08.030 Application For Variations

The city council, upon recommendation of the plan commission may vary regulations imposed by this Code in harmony with the general purpose and intent of the chapter, but only in specific instances herein described. No variation shall be permitted unless the council shall make a finding of fact based upon the standards herein prescribed, that there are difficulties or hardships involved in the strict application of these regulations.

1. **Application Of Variation:** An application for variation shall be made in duplicate and filed with the city clerk and shall include:
 1. Applicant's name.
 2. Applicant's address.
 3. Address of property for which variance is being requested.
 4. Nature of variance.
 5. A drawing to scale to include existing buildings, sizes, setbacks, unusual characteristics and variation as requested. The plan commission has the right to request a survey at the landowners expense if so needed.
 6. Signed affidavit from adjoining landowners stating their position with regard to the variance request.
2. **Application Fee:** There shall be a fee as established by the city for each variance applied for.
3. **Public Hearing:** The city clerk shall refer all such applications to the plan commission and the plan commission shall cause a public hearing to be held as set by ordinance in this Code. The landowner shall place a public hearing notice in the paper of record for the city not less than 14 days prior to the public hearing. The land owner shall also send certified notice to all adjoining properties and shall turn over return signature cards to the city clerk for public record.
4. **Standards:** The plan commission and the city council shall not vary the regulations of this chapter unless both bodies find that based upon the evidence presented to them, the plight of the owner is due to unique circumstances and the variation, if granted, will not alter the essential character of the locality or cause substantial injury to the value of the property in the area of the city in which it is located. In determining whether the strict application of this chapter creates practical difficulties or particular hardships, the plan commission and the city council shall consider the extent to which the following facts have been established by the evidence:
 1. Denial of the variation requested would cause a particular hardship upon the owner of the property; financial or otherwise.
 2. The alleged hardship has not been created by any person presently having an interest in the property for which the variance is requested.
 3. The variance requested is the minimum necessary.
 4. Approval of the variation would cause a particular hardship upon owners of adjoining property; financial or otherwise.
 5. Approval of the variation would cause a quality-of-life hardship on adjoining or surrounding land owners.
 6. The proposed variation will not impair an adequate supply of light and air to adjacent property nor substantially increase traffic hazards. The variation will not increase the danger of fire nor endanger the public safety nor diminish or impair property values of the adjacent properties.
 7. The conditions upon which the variance is based are unique only to the property for which the variance is being requested and are generally not applicable to other property within the same zoning district.
 8. The plan commission shall review the application and the evidence established at the public hearing and shall apply the standards aforementioned and within five days after said public hearing make written recommendation to the city council advising that the variation should be allowed, disallowed, or further hearing had on the same.
5. **Conditions:** The plan commission may recommend and the city council may impose such conditions and restrictions upon the premises benefited by a variation as may be reasonably necessary to comply with the purpose of this chapter.

6. **Action By The City Council:** The city council shall take action on the application and the recommendation of the plan commission at its next regularly scheduled meeting after receipt of said recommendation. The council may grant or deny the application in whole or in part, with or without modification or may resubmit the application to the plan commission for further study. If the city council does not take final action on said application at the second meeting succeeding after the date upon which the recommendation of the plan commission is filed with the council, said application shall be deemed to have been denied.
7. **Changes And Modifications:** Charges and fees are as established by the city for variances, special uses, zoning change, map amendments, planned unit development, and/or text amendments. The amount of the variance will be determined by the public health and safety commissioner and the building inspector, based upon the expected complexity of the proposed application.
8. **Duration Of Permit For Variation:** Any permit for variance heard by the plan commission and approved by the city council which has not been acted upon within one year of approval shall become null and void.
9. **Building Permit:** No approval of the city council for any variation shall be construed as approval of a final building permit. All variances requiring building permits must make application to the city building inspector.

(Code 1987, § 7-176; Ord. of 12-15-2003; Ord. No. 2013-110, 11-26-2013)

and if illuminated, shall be internally illuminated and shall be two-faced. No glare or direct light shall shine upon the street or adjacent property.

- F. Awnings: Awnings that contain advertising or a business name are considered a marquee or projecting sign.

(Code 1987, § 3-58; Ord. No. 1017, 3-23-1992)

28.12.040 Ground Signs

Ground signs shall be permitted as follows:

- A. Residential District: Nonilluminated real estate signs are permitted pertaining only to the sale, lease or identification of the premises on which they are located. A sign identifying any permitted home occupation conducted on the property, shall be permitted if not larger than nine square feet in area for a single-face, or 15 feet in area for double-face. The sign shall have an open space of not less than two feet between the baseline of the sign and the ground level and shall not be higher than five feet above ground level. Square feet of area and height requirements will include the actual sign and any mounting or support structures. The faces of a double-face sign may be splayed up to 45 degrees. The sign shall be set back from the property line according to the building line established by this Code.
- B. Commercial And Industrial District: The maximum gross surface area for all signs on any commercial or industrial lot or property shall be two times the lineal feet of frontage of such property but not more than 100 square feet. The maximum gross surface area for illuminated signs on any commercial or industrial lot or property shall be one times the lineal feet of frontage of such property but not more than a maximum gross surface area for any one illuminated sign of 64 square feet. Each side of a lot or property which abuts on more than one street shall be considered as separate frontage. No sign shall have a height greater than 20 feet above the level of the street which the sign faces or above ground level, if ground level is above street level. There shall be an open space of not less than two feet between the lowest line of the sign board and the ground level. No ground sign shall be nearer than two feet to any other sign, building or structure. No ground sign shall be nearer the street than the building line established by this Code.

(Code 1987, § 3-59; Ord. No. 1017, 3-23-1992; Amend. of 3-1-2000)

28.12.050 Pole Or Pylon Signs

Pole or pylon signs shall be constructed of noncombustible materials; provided, however, that facings, letters, figures, decorations, and structural trim thereof may be made of approved combustible materials. Pole or pylon signs are to be set in concrete footings of sufficient size and weight to withstand 60 mph wind gusts and/or prevent



Permit No. _____
Is property in a flood plain: Yes ☒ No

CITY OF OREGON – APPLICATION FOR BUILDING PERMIT

I (we), hereby make application for a permit to perform the following described work:

Replace SIGNAGE on SW corner of Building (attached photo)

Note: A diagram of the work being done will also be needed – attach separately or draw in the space provided on the back of this page.

Zoning Class: _____ R1 (1 family dwelling) _____ R2 (2 family dwelling) _____ R3 (multi family dwelling)

☒ Commercial _____ Industrial

Type of Building	Minimum Fee
Move or upgrade electric service	\$75.00
Storage shed – up to 250 sq. ft.	\$75.00*
Pool – above ground	\$75.00*
Pool – in ground	\$150.00*
Fence	\$75.00
Sign	\$75.00*
Deck, porch, steps, ramp	
Slab or patio (less than 300 sq. ft.)	\$75.00
Roofing	\$75.00
Solar 1-20 kilowatts (kW-dc)	\$150.00
Solar 21-50 kilowatts (kW-dc)	\$300.00
Solar 51-100 kilowatts (kW-dc)	\$500.00
Solar 101-500 kilowatts (kW-dc)	\$1,000.00
Solar 501-1,000 kilowatts (kW-dc)	\$3,000.00
1+ Megawatt (MW-dc) (1 st MW)	\$3,000.00
+ \$500 per additional KW	\$
Total Fees Due	75.00
*Electrical work on these items have an additional fee	
**Any other improvements require the long permit	

Self
(Name of Contractor)

Starting work without a permit
Two (2) times the permit fee

Any fees not covered hereinto be established by
Building Official

Conover Square
Lois VanderWyst
(Name of owner)

201 N. 3rd St
(Address of lot)

[Redacted]
(Address of owner)

[Redacted]
(Phone number)

\$ 500.00
(Estimated cost of proposed improvement)

Parcel (PIN) Number 16-03-176-009
(This number is on your tax bill, or call the Assessment Office: 815-732-1150)

I (we), hereby agree to perform the above-described work in accordance with all building regulations and zoning codes of the City of Oregon and in accordance with all plans and specifications submitted to obtain this permit.

Signed [Redacted]
(Owner, agent)

Date 9-6-24

The card furnished with this permit is for display at the construction site and **must** be visible from the street upon which the construction fronts.

This application is hereby approved upon payment of the required fee and approval of the Building Inspector.

Date 9/9/24
[Redacted]
Building Inspector

NOTE: Please call City Hall for all required inspections – (815) 732-6321



Letters in Red



Our Mission: *To foster an environment of economic growth and opportunity through effective partnerships with our citizens, businesses, and visitors while maintaining a high standard for quality of life in a progressive community which embraces its heritage.*

CITY OF OREGON PLANNING COMMISSION AGENDA MEMORANDUM

To: Planning Commission
From: Darin DeHaan, City Manager

Subject: Brush Pick Up

Action Requested: ☐ Approval ☒ Discussion ☐ Information Only

Meeting Date: 9/17/2024

Executive Summary:

Staff has advised me that they are seeing an increase in large tree and bush removals that are placed on the terrace for pick up by the City. I feel we need to give some clearer guidelines for residents going forward.

Discussion:

Current and suggested guidelines are attached. I'm looking forward to your perspective on this program change.

Respectfully submitted,

Darin DeHaan

Mayor: Ken Williams
City Manager: Darin DeHaan
City Clerk: Cheryl Hilton
City Attorney: Paul Chadwick
Chief of Police: Matt Kalnins

Council Member: Terry Schuster
Council Member: Kurt Wilson
Council Member: Melanie Cozzi
Council Member: Tim Krug
Director of Public Works: Bill Covell



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Current Guidelines

- Brush is branches larger than 1 inch in diameter. Branches less than 1 inch are considered yard waste (see above).
- Place brush at the terrace by 7:00 am on the pickup day parallel and as close to the curb as possible. Do not put brush in the street.
- Brush piles are not to exceed 4 feet in height, 4 feet in depth, and 12 feet in length, with 1 foot spacing between piles.
- Do not pile brush under low hanging trees, behind or around utility poles, trees or other obstructions, or on top of water valves. The city *will not be* held responsible for damage caused to water lines due to piling brush on top of the water valves.
- Piles considered yard waste or not stacked properly will not be picked up by the City.

Suggested Guidelines

- Brush is defined as tree and bush branches that are less than 5” in diameter. The Brush Collection Program is not intended to handle branches, logs or tree stumps as a result of large-scale tree trimming or removal.
- Place brush on the terrace by 7:00 am on the pickup day parallel and as close to the curb as possible. Place unbundled brush parallel or perpendicular to the street in neat bundles with all cut ends facing the same direction. Do not put brush in a container or in the street.
- We will not pick up logs, wood, root balls, cuttings, or grass clippings. Crews will place an orange tag on your door indicating the reason they did not pick up the brush, if it is the wrong material or placed at the curb prior to the deadline.

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