



**Planning & Zoning Commission Meeting Agenda  
December 1, 2025 - 5:30 PM  
City Council Chambers, City Hall, 3rd Floor,  
1528 Third Avenue, Rock Island, IL**

**1. Call to Order**

**2. Roll Call**

Michael Creger, Reshanda Johnson, Donald Mewes, Norm Moline, Samuel Odeyemi, Maureen Riggs, Bill Sowards, Tanja Whitten, Sarah Wright

**3. Public Comment**

**4. Minutes**

- a. Approval of the November 3, 2025 Meeting Minutes  
Motion: Move to approve the November 3, 2025 Meeting Minutes  
VV Voice vote is needed.

**5. Old Business**

**6. Public Hearings**

- a. 2025-26: Public hearing request from John Henschen to consider a variance from the Rock Island Zoning Ordinance for property at 1720 Big Island Parkway in an R-1 (one unit residential) district.  
RC Roll Call vote is needed.
- b. 2025-27: Public hearing request from Tom Lawrence to consider a variance from the Rock Island Zoning Ordinance for an unrelated group use for property at 3312 7th Avenue in an R-2 (one-and-two unit residential) district.  
RC Roll Call vote is needed.

**7. Other Business/New Business**

- a. Approval of the 2026 Public Meeting Schedule.
- b. Community Listening Session #2 on the Proposed Urban Agriculture Ordinance

**8. Adjourn**

*This agenda may be obtained in accessible formats by qualified persons with a disability by making appropriate arrangements from 8:00 am to 5:00 pm, Monday through Friday, by contacting the City Clerk's Office at (309) 732-2010 or visiting in person at: 1528 Third Avenue, Rock Island, IL 61201.*

**Rock Island Planning & Zoning Commission Minutes**

Council Chambers, City Hall, 3<sup>rd</sup> Floor

1528 3<sup>rd</sup> Avenue

November 3, 2025

5:30 PM



<b>Voting Members Present</b>	Mike Creger Sarah Wright Tanja Whitten Maureen Riggs Samuel Odeyemi Reshanda Johnson Bill Sowards
<b>Voting Members Absent</b>	Norm Moline Don Mewes
<b>Staff Present</b>	Eunice Amisah-Mensah, Urban Planner Tanner Osing, Planning & Zoning Manager

**Call to Order and Roll Call**

Chair Riggs called the meeting to order at 5:35 PM and read the roll call.

**Public Comment**

No members of the public wished to comment so the meeting continued.

**Approval of the Previous Meeting Minutes**

Whitten moved to approve the minutes for October 6, 2025. Wright seconded the motion. The motion carried on a vote of 7 to 0.

**Old Business**

None

**Public Hearings**

None

**Other Business**

Community Listening Session for the Urban Agriculture Ordinance

Osing provided an ordinance overview, purpose of the ordinance and key provisions of the updated ordinance.

Members of the public spoke on the updated ordinance.

Pamela Seales expressed support for gardening and healthy food cultivation but raised concerns about poorly maintained gardens in the West End.

Moses Robinson reported long-standing issues with unmanaged gardens around his home, citing safety concerns from plants that block visibility.

Ian Forslund voiced support for urban agriculture and the ordinance draft, but raised concerns on restrictions for season-extending structures.

Isaac Carr of QCAIR, speaking for immigrant and refugee communities, emphasized cultural differences and the need for support in understanding local rules.

Hannah Harris urged the City to explore managed community garden models, warned against overly strict rules that could trigger unnecessary complaints, and emphasized the need for fair enforcement and better public outreach.

Ann McGlynn of Tapestry Farms highlighted the nonprofit's work growing and distributing produce in Rock Island.

Aldersperson Evans noted that the conversation was necessary, emphasizing the need to raise awareness and foster neighborliness.

Andy Parer questioned whether provision of the proposed ordinance were in compliance under the State's Garden Act.

Penny Gillett recommended the city partner with universities and refugee-support organizations to address language barriers and provide gardening guidance.

Ashley Madison stated that the West End is oversaturated with gardens, citing pests and unmaintained lots, and supported using empty fields instead of residential yards.

Osing concluded the listening session by outlining the next steps in the process.

### **Adjournment**

Chair Riggs adjourned the meeting at 7:20PM.

Minutes submitted by Eunice Amisah-Mensah.

# Memorandum



**To:** Rock Island Planning & Zoning Commission  
**From:**  
**Subject:** 2025-26: Public hearing request from John Henschen to consider a variance from the Rock Island Zoning Ordinance for property at 1720 Big Island Parkway in an R-1 (one unit residential) district.  
RC Roll Call vote is needed.  
**Date:** December 1, 2025

---

## Introduction and Background Information:

Applicant:  
John Henschen

Location:  
1720 Big Island Parkway

Size of Property:  
The property measures approximately 138,339 square feet.

Topography:  
The property slopes down from south to north by approximately 2 feet.

Zoning History:  
None

Existing Land Use & Zoning:  
The property is zoned R-1 (one-unit residential) district. To the north, south, east and west are all properties zoned R-1 (one unit residential) district.

Project Details:  
Through the permitting process, it was revealed the applicant intended to locate a garage in the front yard of the property. The applicant was informed that a variance will be needed for the garage to be located in the front yard.

Requested Action and Affected Requirements:  
The request is for one (1) variance from the Zoning Ordinance to maintain a shed in the front yard at the property as described in Table 1.

Table 1

Variance	Requested Action	Affected Zoning Requirements
(1)	To locate a 24' by 30' garage in the front yard of the property that is 114ft away from the front property line along Big Island Parkway.	Accessory structures such as garages are not allowed in the front yard. (Chapter 11, Section 6-A)

Conditions to Authorize Variances & Staff Analysis:  
Variances shall only be authorized if two (2) of the three (3) conditions as provided in Chapter 8, Section 6-A

of the Zoning Ordinance are found. The Commission will make the final decision regarding this request. Table 2 includes the conditions to authorize variances with the corresponding staff analysis and conclusion of if the condition is met.

Table 2

Conditions to Authorize Variance	Staff Analysis	Meets Condition (Yes/No)
<p>1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone;</p>	<p>Staff reason the property can yield a reasonable return without the variance. While staff recognize the irregular shape and size of the property, the property has an existing attached garage which provides a reasonable and functional accommodation for typical vehicle and storage needs. The inability to construct a garage in the preferred location does not deprive the owner of reasonable use of the land, as the primary residential function remains fully intact.</p>	<p>No</p>
<p>2. The plight of the owner is due to unique circumstances. There are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties or classes of uses in the same zoning district; and</p>	<p>The property presents unique conditions due to its irregular lot shape, the unusual orientation of the dwelling, and its substantial overall size. While the proposed garage is technically located within the 'front yard,' the depth of the parcel allows it to be set much farther back than a typical front-yard structure, preventing it from appearing as a conventional front-yard accessory building.</p>	<p>Yes</p>
<p>3. The variance, if granted, will not alter the essential character of the locality. Such variance is necessary for the preservation and enjoyment of a substantial property right-of-way possessed by other properties in the same zoning district and in the vicinity.</p>	<p>The proposed garage will not extend past the front building line of neighboring properties. Given the large size of the parcel, the structure can be placed with substantial setback from the roadway, minimizing visual impact. Staff reason that the variance will not alter the character of the neighborhood.</p>	<p>Yes</p>

**Previous Council Action (if any):**

N/A

**Budget Impact:**

N/A

**Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):**

N/A

**Council Goal (if applicable):**

N/A

**Recommendation:**

The Community Development Department recommends that the Commission approve the variance as there is a unique circumstance and the garage will not alter the character of the neighborhood.

Submitted by: Eunice Amissah-Mensah, Urban Planner

---



Approved by:

# Variance for a Garage Located in the Front Yard

Note: The information presented is not survey accurate and is for illustrative purposes only.



## PZ Case 2025-26

-  Subject Property
-  Parcels
- R1** Zoning District



0 25 50 100 150 200 Feet

## City of Rock Island

COMMUNITY DEVELOPMENT  
DEPARTMENT





Figure 1: Photo showing house from Big Island Parkway



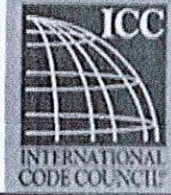
Figure 2: Photo showing proposed garage location



# Building Guide

ILLOWA Chapter of ICC

## Single Family Residential Building Site Plan



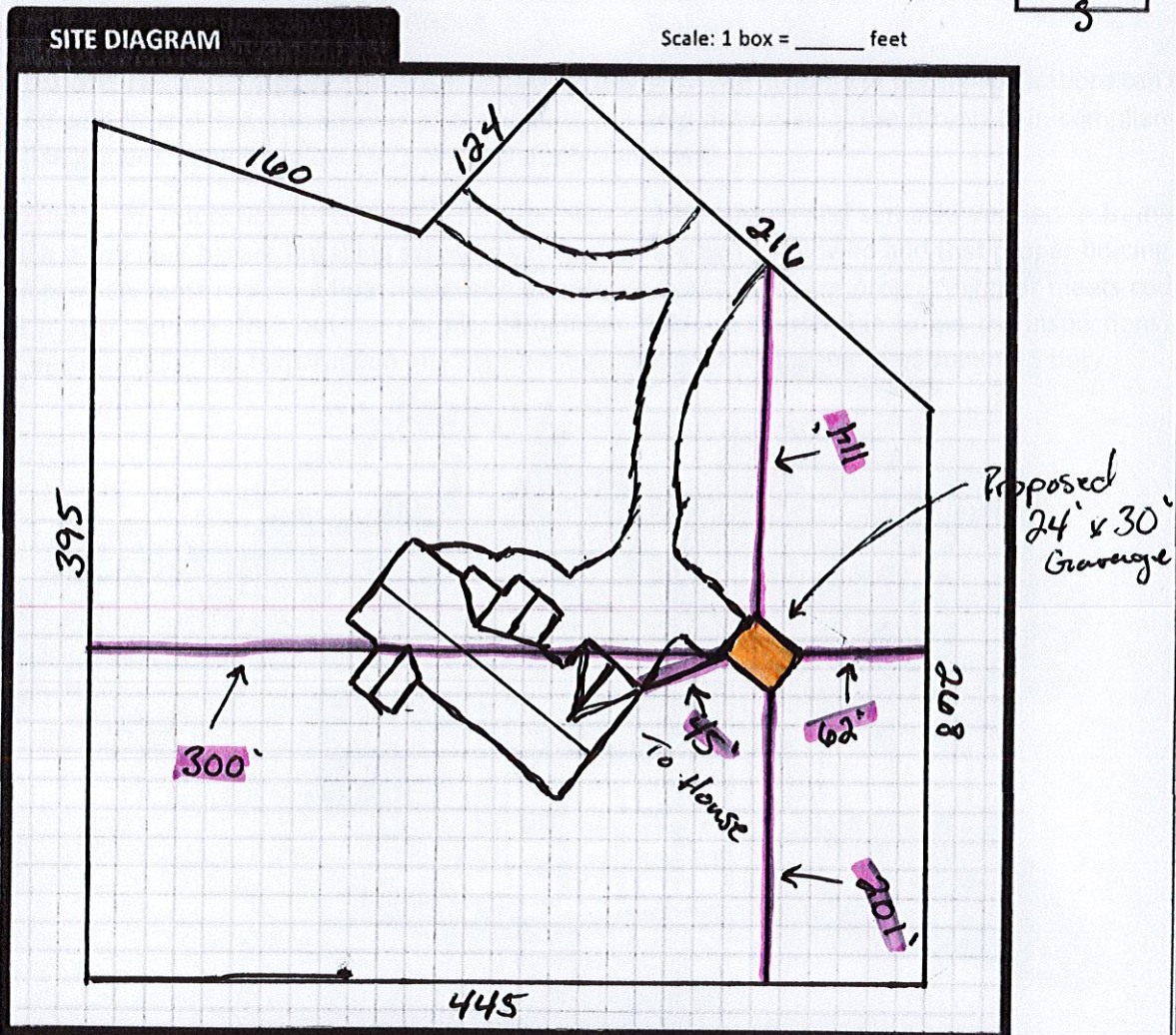
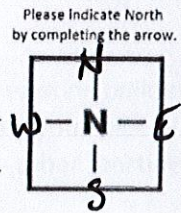
**Instructions:**

1. Complete this plan by showing all dimensions of your project and its relationships to existing buildings or structures, utilities, property lines and easements..
2. Easements are agreements between landowners. While this office is not responsible for enforcing these agreements, they are legally binding and must be followed during construction.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION 1720 Big Island Pkwy Milan, IL 61264

CONTRACTOR TOP CHOICE CONSTRUCTION OWNER John Henschen

WORKSHEET COMPLETED BY Cory Hake DATE 11/5/2025



DISCLAIMER: ILLOWA Chapter of the ICC has created this handout to assist with plans submittal under the adopted building codes and it is not intended to cover all circumstances. Please check with the Departments of Building Safety and Zoning for additional requirements.

# Memorandum



**To:** Rock Island Planning & Zoning Commission  
**From:**  
**Subject:** 2025-27: Public hearing request from Tom Lawrence to consider a variance from the Rock Island Zoning Ordinance for an unrelated group use for property at 3312 7th Avenue in an R-2 (one-and-two unit residential) district.  
RC Roll Call vote is needed.  
**Date:** December 1, 2025

---

## Introduction and Background Information:

Applicant:  
Tom Lawrence

Location:  
3312 7<sup>th</sup> Avenue

Size of Property:  
The property measures approximately 7,879 square feet with about 53 feet of frontage along 7<sup>th</sup> Avenue.

Topography:  
The property slopes down from south to north by approximately 10 feet and sits well above street level.

Zoning History:  
None

Existing Land Use & Zoning:  
The property is zoned R-2 (one-and-two unit residential) district. To the north, south, east, and west are properties zoned R-2 (one-and-two unit residential) district.

Project Details:  
Through the rental registration process, it was determined that the subject property is located less than 65 feet from another existing unrelated group use. The property is intended to accommodate four (4) residents, and provides four (4) on-site parking spaces. Staff informed the applicant that a variance will be needed because an Unrelated Group Use cannot be located less than 300ft from another existing unrelated group use.

Requested Action and Affected Requirements:  
The request is for one (1) variance from the Zoning Ordinance to locate an Unrelated Group Use less than 300ft from another existing unrelated group use as described in Table 1.

Table 1

Variance	Requested Action	Affected Requirements
(1)	Locate an Unrelated Group Use less than 64ft from another existing unrelated group use	The Zoning Ordinance requires that an Unrelated Group Use be at least three hundred feet (300') from another existing unrelated

**Conditions to Authorize Variances & Staff Analysis:**

Variances shall only be authorized if two (2) of the three (3) conditions as provided in Chapter 8, Section 6-A of the Zoning Ordinance are found. The Commission will make the final decision regarding this request.

Table 2 includes the conditions to authorize variances with the corresponding staff analysis and conclusion of if the condition is met.

Table 2

Conditions to Authorize Variance	Staff Analysis	Meets Condition (Yes/No)
The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone;	Staff reason the property can yield a reasonable return without the variance as the property can still serve its intended purpose as a standard single family home under the current zoning.	No
The plight of the owner is due to unique circumstances. There are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties or classes of uses in the same zoning district; and	The proximity to a local college is considered an extraordinary circumstance unique to this property in its intended use.	Yes
The variance, if granted, will not alter the essential character of the locality. Such variance is necessary for the preservation and enjoyment of a substantial property right-of-way possessed by other properties in the same zoning district and in the vicinity.	There are other student rentals located in the vicinity, indicating an established presence of this type of housing. Staff reason that allowing the use will not alter the character of the neighborhood.	Yes

**Previous Council Action (if any):**

N/A

**Budget Impact:**

N/A

**Additional Information as applicable (i.e. provide alternative options, community or staff input, staffing impact; resident impact; etc.):**

**Council Goal (if applicable):**

N/A

**Recommendation:**

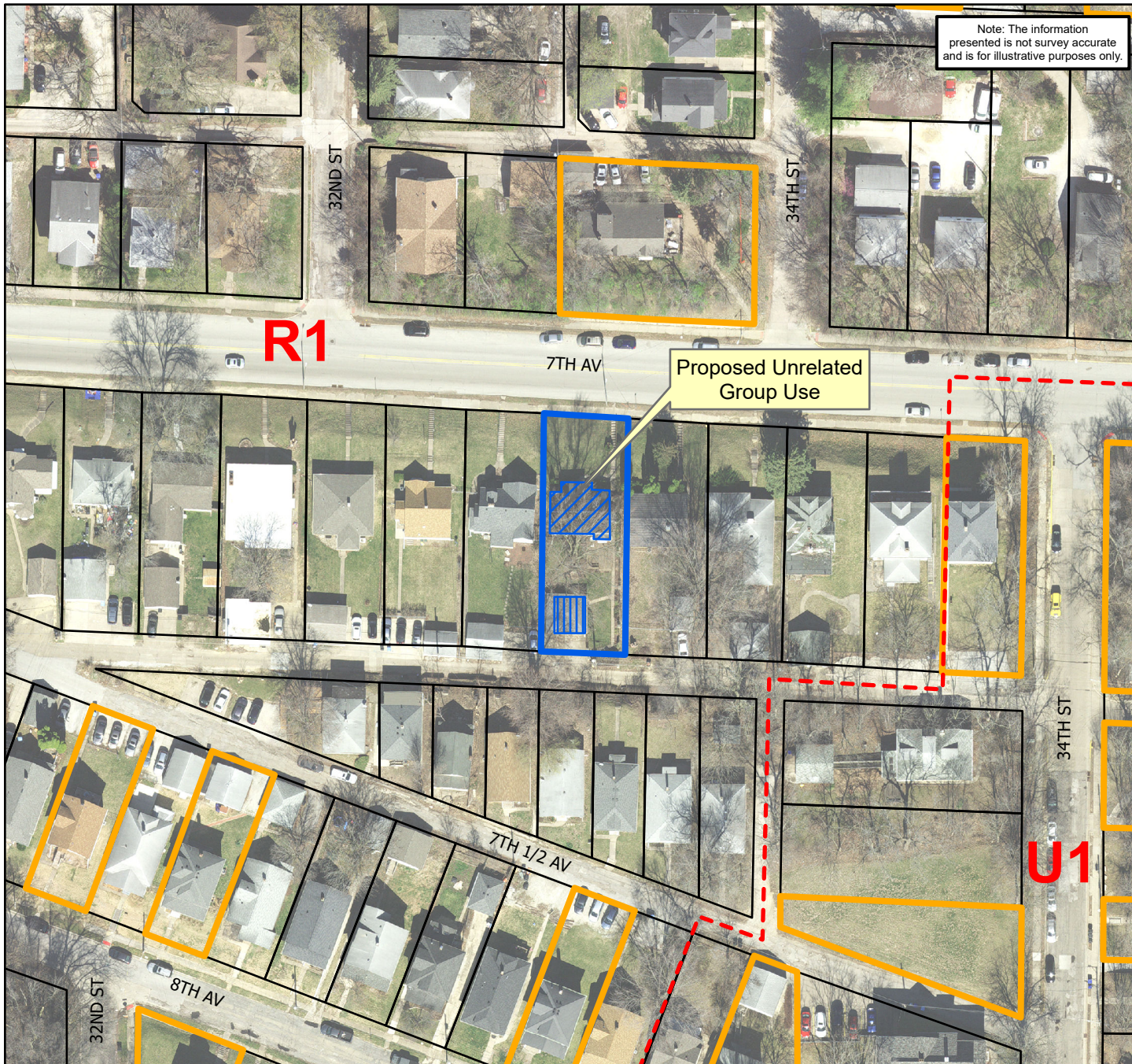
The Community Development Department recommends that the Commission approve the variance as there is a unique circumstance and the unrelated use will not alter the character of the neighborhood.

Submitted by: Eunice Amisah-Mensah, Urban Planner



---

Approved by:

# Unrelated Group Use Less Than 64 Ft. From Another Existing Unrelated Group Use



## PZ Case 2025-27

-  Subject Property
-  Parcels
- R1** Zoning District



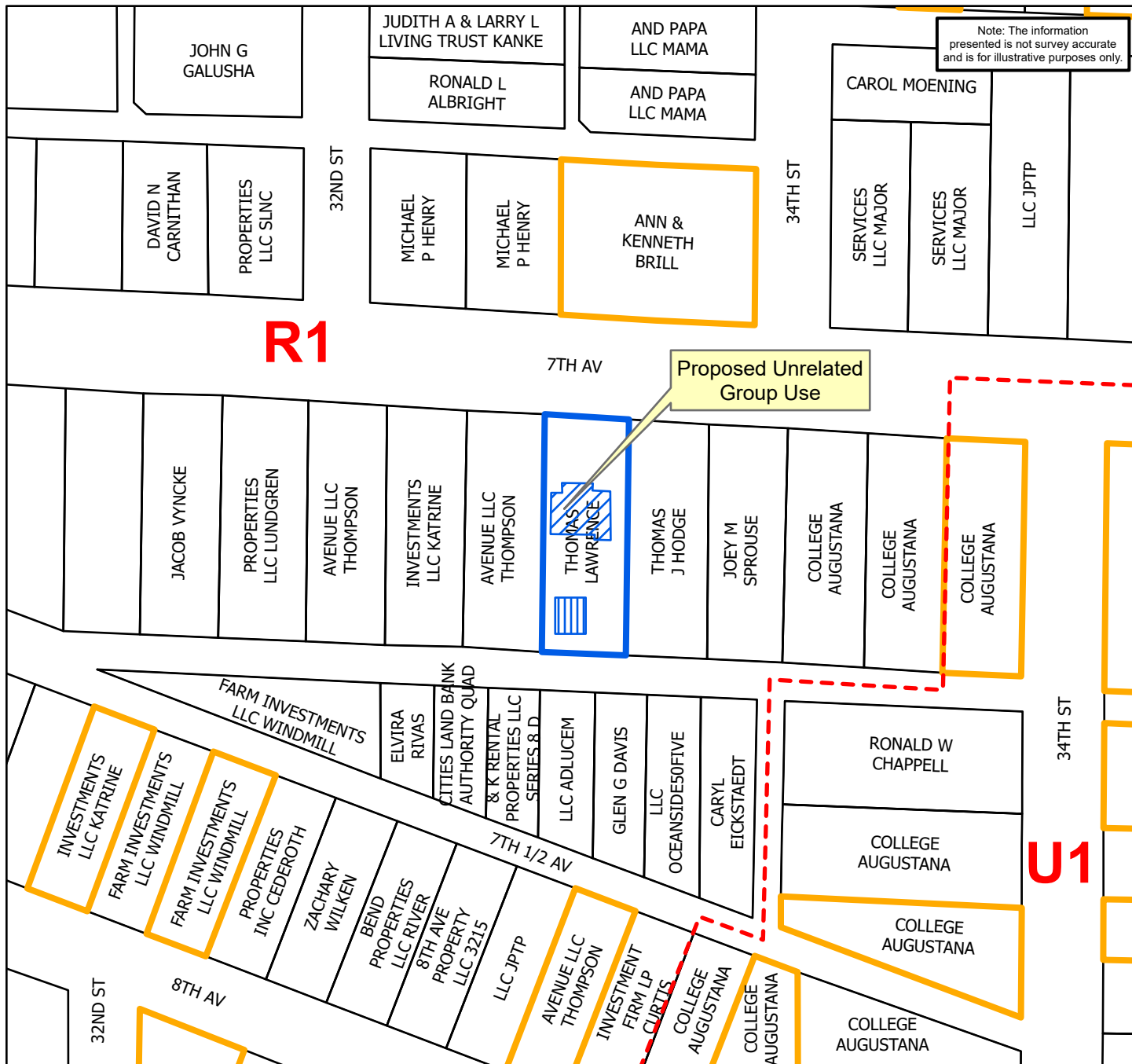
0 20 40 80 120 160 Feet

## City of Rock Island



COMMUNITY DEVELOPMENT  
DEPARTMENT

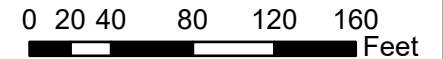


# Unrelated Group Use Less Than 64 Ft. From Another Existing Unrelated Group Use



## PZ Case 2025-27

-  Subject Property
-  Parcels
- R1** Zoning District



## City of Rock Island

COMMUNITY DEVELOPMENT  
DEPARTMENT





Figure 1: Photo showing property from 7<sup>th</sup> Avenue



ROCK ISLAND  
ILLINOIS

## City of Rock Island Planning & Zoning Commission 2026 Public Meeting Schedule

<b>Advertised Submittal Deadline</b>	<b>Non-Advertised Submittal Deadline</b>	<b>Public Meeting Date</b>
December 1	December 22	January 5
January 5	January 19	February 4*
February 2	February 16	March 2
March 2	March 23	April 6
April 6	April 20	May 4
May 4	May 18	June 1
June 2	June 22	July 6
July 6	July 20	August 3
August 3	August 24	September 7
September 7	September 21	October 5
October 5	October 19	November 2
November 2	November 23	December 7

“Advertised” items include Rezoning, Special Use Permits, Variances & PUDs DO require advertisement and notification

“Non-Advertised” items such as preliminary and final subdivision plats do NOT require legal advertisement and notification

Meetings are generally held the first Monday of every month, beginning at 5:30 PM in the Council Chambers (Third Floor) at City Hall, 1528 3<sup>rd</sup> Avenue.

**CHAPTER 11: PLANNING & DEVELOPMENT**  
**ARTICLE XII: URBAN AGRICULTURE**

**Sec. 11-176. Purpose.** The purpose of this article is to promote urban agricultural activities and affirm the right of all citizens to produce their own food. It is also intended to minimize land use conflicts and balance the competing property rights of neighboring property owners.

**Sec. 11-177. Definitions.** For the purpose of this article, the following definitions shall apply. Any term not so defined will take on its common meaning or a definition provided elsewhere in City code.

*Apiary* shall mean any place where one or more beehives are kept.

*Concentrated Animal Feeding Operations (CAFOs)* shall mean an animal feeding operation as defined by the United States Department of Agriculture (USDA) and regulated by the Environmental Protection Agency (EPA) under the National Pollutant Discharge Elimination System (NDPES) Permitting Program.

*Compost* shall mean relatively stable decomposed organic matter for use in agricultural and other growing practices, usually consisting of materials such as grass, leaves, yard waste, worms, and raw and uncooked kitchen food waste. This process specifically excludes bones, meat, fat, grease, oil, raw manure, and milk products.

*Controlled Grazing* shall mean the temporary use of goats or sheep as a landscape management technique to control the growth of undesirable vegetation, including noxious weeds and invasive plants or trees at a specific location and for a defined length of time.

*Livestock* shall mean domesticated animals raised in an agricultural setting for training, boarding, home use, sales, breeding, and the production of commodities and/or specialized products such as food, fiber, and labor. Common examples include but are not limited to horses, pigs, and cattle.

*Seasonal Extending Structures* shall mean any of the following temporary structures.

*Cold Frame* shall mean a temporary, unheated structure used for protecting seedlings and plants from the cold. Cold Frames are often constructed of durable materials, such as wood, glass, rigid plastic, or even old windows, but are not typically taller than three feet (3').

*Hoop House* shall mean a structure with a roof and sides are made largely of transparent or translucent material (not glass) for the purpose of the cultivation of plants. A hoop house does not have supplemental heat. A

high tunnel is very similar in construction to a hoop house, but is generally not enclosed on the ends of the structure.

*Low Tunnel* shall mean a temporary, freestanding structure that has a supported framework, typically made with hooped PVC or metal pipe and covered with plastic. A low tunnel does not have heat or electrical power and its purpose is to house and protect produce outside the typical growing season of the region.

*Southwest Rock Island* shall mean parcels within the municipal boundary that are south of the Rock River or on any island located in said river.

*Urban Agriculture* shall mean the practice of cultivating, processing, and distributing food in and around a community by various means that reflect an urban context. Urban agriculture is differentiated other forms traditional agriculture in that it occurs within an urbanized and built up environment, rather than on generally open and undeveloped land. Common practices include but are not limited to vegetable gardening, keeping backyard chickens, beekeeping, and keeping livestock at a limited scale.

**Sec. 11-178. Applicability and Administration.** All urban agriculture activities on both private and public land are subject to the regulations of this Article. Administration of this Article shall be the responsibility of the Community Development Director or their designees. Nothing in this Article shall be interpreted to supersede or contradict land use regulations in the zoning code specifically including those prohibiting business activities in residential areas.

**Sec. 11-179. General Regulations for Urban Agriculture.**

- A. Properties annexed into the City on which urban agricultural activities are taking place may continue to operate unchanged until such time they are developed for other uses. Concentrated animal feeding operations, however, shall be prohibited and if such an operation is present on a parcel being annexed into the City, it must cease operation by the time annexation is completed.
- B. Urban agriculture shall be permitted on all properties with occupied principal structures. Urban agriculture shall not be restricted on such properties unless otherwise specifically indicated in this article.
- C. Urban agriculture shall not be permitted in public rights-of-way unless permission is granted through a written agreement between an immediately adjacent property owner and the City. Any urban agricultural activity in a public right-of-way without such a written agreement shall be considered a nuisance and may be abated by the City without notice.
- D. Urban agricultural activity shall not impede reasonable visibility or navigability within a public right-of-way. Any urban agricultural activity that does so shall be considered a nuisance and may be abated by the City without notice.

- E. Urban agriculture shall not be permitted on properties with foreclosed, vacant, and abandoned principal structures. Any urban agricultural activity on such a property shall be considered a nuisance.
- F. Urban agriculture shall be permitted on vacant properties without principal structures provided that a five-foot (5') buffer is maintained around the perimeter of the property. Said buffer shall consist of mowed turf grass, woodchips, or similar biodegradable mulch material.
- G. Urban beekeeping, urban chickens, and urban livestock shall not be permitted on vacant properties without principal structures.
- H. Urban agriculture on properties one (1) acre or larger in Southwest Rock Island shall be exempted from the requirement for a five-foot (5') buffer around the perimeter. Urban beekeeping, urban chickens, and urban livestock shall also be permitted on vacant properties one (1) acre or larger in Southwest Rock Island.
- I. Storage sheds incidental to urban agriculture shall be permitted on vacant properties without principal structures provided that they not exceed two hundred (200) square feet. No more than one (1) storage shed shall be permitted on such properties. Storage sheds shall be a minimum of five feet (5') from the perimeter of the property as well as setback twenty feet (20') from the front property line.
- J. Water tanks incidental to urban agriculture shall be permitted on vacant properties without principal structures provided that they not exceed a capacity of five hundred (500) gallons. No more than one (1) water tank shall be permitted on such properties. Water tanks shall be a minimum of five feet (5') from the perimeter of the property.
- K. Compost incidental to urban agriculture shall be permitted on vacant properties without principal structures provided that it is contained within an enclosure or storage bin specifically designed for that purpose. Such enclosures or storage bins shall be a minimum of five feet (5') from the perimeter of the property. Compost not so contained shall be considered a nuisance.
- L. Season extending structures incidental to urban agriculture shall be permitted on all properties for a maximum of four (4) weeks before and four (4) weeks after the growing season which spans from May 1 to October 31. Such structures shall not be permitted during the growing season and shall be a minimum of five feet (5') from the perimeter of the property. No season extending structure may exceed two hundred (200) square feet or be erected outside of allowable timeframes. Such structures in poor repair shall be considered a nuisance.
- M. Tools, machinery, and other equipment incidental to urban agriculture used on vacant properties without principal structures shall be kept in a storage shed or removed from the property when not in use. Otherwise, such items shall be considered a nuisance.
- N. Rotting vegetation likely to attract animals shall be considered a nuisance.
- O. Weeds and overgrown turf grass shall be considered a nuisance.
- P. Noxious and invasive species as identified by local codes and/or the State of Illinois shall be considered a nuisance.
- Q. Animal slaughtering, except by appropriately licensed businesses on suitably zoned properties, shall be prohibited.

**Sec. 11-180. Regulations for Urban Chickens.**

- A. Urban chickens shall be permitted on all properties with occupied principal structures. Only hens shall be permitted. Roosters shall be prohibited. The presence of a rooster shall be considered a nuisance and subject to capture by an animal control officer.
- B. Urban chickens shall be kept within enclosures in rear yards. Such enclosures shall be located a minimum of five feet (5') from the perimeter of the property.
- C. Enclosures shall be secure fenced areas that prevents entry by predators. They shall at a minimum consist of wire or mesh with openings no larger than one inch (1"). Coops shall be located within enclosures.
- D. Coops shall have a minimum of four (4) square feet per chicken. They shall be of reasonable construction with a secure entrance and adequate ventilation. Chickens shall be secured within a coop between dusk and dawn. Only one (1) coop shall be permitted on any one property.
- E. Urban chickens shall be provided with adequate food and water. They shall be monitored for health problems common to their species and cared for using accepted best practices.
- F. Manure shall be stored in a covered container not exceeding three (3) cubic feet in volume. All manure not used for composting or fertilizing on the property shall be removed.

**Sec. 11-181. Regulations for Urban Beekeeping.**

- A. Urban beekeeping shall be permitted on all properties with occupied principal structures. Domesticated bee species kept for honey production or pollination shall be the only varieties permitted.
- B. Apiaries shall be located in rear yards. Apiaries shall be located a minimum of five feet (5') from the perimeter of the property.
- C. Apiaries shall be registered and inspected in accordance with the Illinois Bees and Apiaries Act. The City reserves the right to request proof of registration.
- D. Bees shall be monitored for health problems common to their species and cared for using accepted best practices.

**Sec. 11- 182. Regulations for Urban Livestock.**

- A. Urban livestock shall be permitted on all properties in Southwest Rock Island where an enclosed area of one (1) acre at minimum is established. Only one (1) such enclosure is permitted on a given property. All enclosures shall be setback a minimum of one hundred feet (100') from the periphery of the property.
- B. Enclosures for urban livestock shall be secured with a fence sufficient to prevent livestock from running at large. Any livestock outside such an enclosure shall be considered a nuisance and subject to capture by an animal control officer.
- C. No more than two (2) animals per every one (1) acre of enclosed area shall be permitted at any one time.
- D. Livestock shall be provided with adequate food and water. They shall be monitored for health problems common to their respective species and cared for using accepted best practices.

- E. Manure shall be stored in a manner that minimizes offensive odors. All manure not used for composting or fertilizing on the property shall be removed.

**Sec. 11-183. Regulations for Controlled Urban Grazing.**

- A. Controlled urban grazing may be used to manage nuisance vegetation on both public and private properties. Nuisance vegetation includes but is not limited to non-native, invasive, and noxious species as well as those that cannot otherwise be reasonably removed using conventional mechanical methods. Only goats and sheep may be used for this purpose.
- B. Any area in which animals are grazing for this purpose shall be enclosed within a temporary four-foot (4') electric fence that will reasonably keep said animals from leaving the enclosed area. Warning signs no less than two (2) square feet in size must be posted at 15-foot (15') intervals notifying the public of the presence of the fence. Signs must be visible for the duration of the activity. No enclosure shall remain in place for more than thirty (30) consecutive days.
- C. No more than ten (10) animals per every one (1) acre of enclosed area shall be permitted at any one time.
- D. Grazing animals shall be provided with adequate food and water. They shall be monitored for health problems common to their respective species and cared for using accepted best practices.

**Sec. 11-184. Nuisances, Violations, and Variances.**

- A. Whenever the City determines that a nuisance as defined in this article exists, except when in a public right-of-way, a courtesy notice shall be issued to the respective property owner without penalty. Any nuisance not resolved within seven (7) days of the courtesy notice shall result in a citation and a one hundred dollar (\$100) fine. If the nuisance has not be resolved within seven (7) days of the citation, the City shall be empowered to abate the nuisance. Any and all costs associated with the abatement shall be charged to the property owner.
- B. Whenever the City determines that any other violation of this article exists, a courtesy notice shall be issued to the property owner without penalty. Any violation that remains after seven (7) days shall result in a summons to an administrative hearing at the earliest available time.
- C. Property owners may apply for a variance from this Article. Variance requests shall be reviewed by City staff. Staff shall make recommendations to approve or deny the request to the Planning & Zoning Commission based on whether or not the request is in the best interest of the public health, safety, and welfare. Said Commission shall hold a hearing on the merits of the variance request and decide by simple majority vote whether or not to grant the request. This shall be the final administrative decision.
- D. All courtesy notices and citations shall be posted physically on the subject property as well as mailed to the property owner. All administrative hearings shall be conducted in a manner consistent with the application of the property maintenance and zoning codes. All variance requests shall adhere to the procedures as found in the zoning code.