

Rock Island Planning & Zoning Commission Minutes
Council Chambers (3rd Floor), City Hall
1528 3rd Avenue
February 5, 2024
5:30 PM



**Voting Members
Present**

Mike Creger
Norm Moline
Maureen Riggs
Reshanda Johnson
Sarah Wright
Tanja Whitten
Samuel Odeyemi

**Voting Members
Absent**

Don Mewes
Bill Sowards

Staff Present

Tanner Osing
Eunice Amisssah-Mensah
Leslie Day

Call to Order and Roll Call

Temporary Chair Osing called the meeting to order at 5:30 PM and read the roll call.

Public Comment

There were no members of the public present to comment.

Approval of the Previous Planning Commission Meeting Minutes

Creger moved to approve the minutes for December 6, 2023. Wright seconded the motion. The motion carried unanimously on a vote of 7 to 0.

Approval of the Previous Board of Zoning Appeals Meeting Minutes

Whitten moved to approve the minutes for December 13, 2023. Wright seconded the motion. The motion carried unanimously on a vote of 7 to 0

Other Business/New Business

Introduction presentation on the Planning & Zoning Commission

Osing made a presentation to the commissioners on what the Commission is, the rules the commission has to follow, the core responsibilities and functions of the commission and a few terminologies and requests that may come before the commission. Osing added that the Commission will be presented zoning and sign ordinance amendments throughout the year.

Johnson asked how many cases the Planning Commission receives in a year. Osing responded that the Planning Commission receives less than the Board of Zoning Appeals since variances are the most requested. He added the Planning Commission received a lot more cases in the past year. He further stated that the new commission will be a sounding board for different proposals that go before going before the City Council.

Creger asked if all cases will go before the City Council with the new commission. Osing stated that variance requests and special exceptions codified in the Board of Zoning Appeals responsibilities has not changed. He stated the Planning & Zoning Commission will be the final decision maker for parcels not zoned as a business and less than 20,000 square feet.

Moline asked if the different cases that need final approvals or recommendations will be noted in the agenda. Osing responded affirmatively. He stated it will be specified on the agenda item.

Riggs asked how much overlap the previous Board of Zoning Appeals and Planning Commission had in terms of the cases received. Osing stated is not common but there were a few cases that needed approval from BZA and the Planning Commission. He provided an example of Special Use permits and separation requirements for bars in neighborhood business zoning districts. He stated the separation requirement was handled by the Board of Zoning Appeals and the Planning Commission covered the Special Use Permit to allow the use. He added that the process will be streamlined when cases that need different requests come forward.

Osing added that the commissioners will be provided with a reference guide and commissioners can talk to the City Clerk's office, City Attorney or CED staff if they have any questions.

Creger asked if it is necessary to advertise in the newspaper since a lot of people do not take physical copies anymore. Osing responded that it is a requirement by the State to put public notices in the paper 15 days before the public hearing. He also stated that there are better tools staff can use to provide notice.

Election of Chair and Vice Chair

Creger nominated Maureen Riggs as Chair and Moline seconded. The motion carried unanimously on a vote of 7 to 0.

Creger nominated Tanja Whitten as Vice Chair. Riggs seconded. The motion carried unanimously on a vote of 7 to 0.

Approval of the 2024 Public Meeting Schedule

Creger made a motion for the Commission to meet on the first Monday of every month. Riggs seconded the motion. The motion carried unanimously on a vote of 7 to 0.

Adjournment

Temporary Chair Osing asked for a motion to adjourn. Creger made a motion to adjourn the meeting. Wright seconded the motion. The motion carried unanimously on a vote of 7 to 0, and the meeting adjourned.

Minutes submitted by Eunice Amissah-Mensah