

MEMORANDUM

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

TO: City Manager

SUBJECT: Request for Special Use Permit for 1618 7th Street

Date: October 5, 2011

Ms. Divia Dunbar is requesting permission to apply for a Special Use Permit to locate a lighted freestanding sign to advertise her party planning business in the front yard of her residence at 1618 7th Street, zoned R-3 (one to two family residence) district. The business itself does not require a Special Use Permit because Ms. Dunbar is the only employee and no non-resident comes to the property (she meets with clients off-site). Commercial signs are not allowed in residential zoning districts.

The impact of the sign on neighboring and adjoining property owners can best be determined by a public hearing. Staff believes that a Special Use Permit request is more appropriate than rezoning for the property

Recommendation:

That Ms. Dunbar be allowed to apply for a Special Use Permit.

Submitted by: Alan Fries, Urban Planner II

Alan M. Carmen, Planning and Redevelopment Administrator

Gregory S. Champagne, Community and Economic Development Director

Approved: John C. Phillips, City Manager

9/23/11
AMC

September 20, 2011

Dear Ladies and Gentleman,

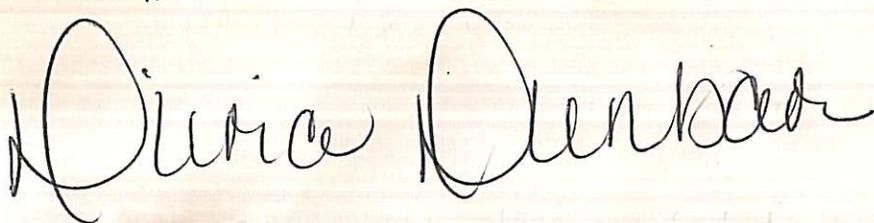
My name is Divia Dunbbar. I live at 1618 7th Street in Rock Island, IL 61201. I have been a resident and part of this community for the past thirteen years. I take pride in the fact I have raised three children and spoil my grandchildren in this home. Now that two of my children are grown and I only have the youngest at home, I can focus on what I love to do more than anything, plan parties!

The name of my business is Divia's Décor! Divia's Décor has been established for those people who need direction on where to start and how to get their specific party needs. My family has designated me as the party planner for all of our special occasions. Plus I enjoy doing this for close friends as well. Planning special events has become a passion of mine and I decided to extend my talents by becoming proprietor and manager of Divia's Décor.

My plan of action with my clients will include a face to face meeting so they can express their needs for their special events. In the meeting we will cover specifics such as budget, décor, food, location, music, etc. My goal as their party planner is to create a party in which the only thing my client has to do is ensure their arrival to celebrate with their family and friends. Party themes include Bachelorette, Bachelor, Wedding, Anniversary, Birthdays for all ages, Baby Showers to honor Baby and Mom, or Baby and Dad, Valentine's Day, 4th of July, Halloween, Christmas, New Years, Retirement and parties for your special pet. Anything a client would like to celebrate, I am excited to be a part of their special event.

Right now my primary goal is to get my name and business presented to the Quad City Area. I want to use every form of advertisement I have available. My name and business is in the phone book. I am using the US Postal Service and mailing flyers as well. The reason I am contacting you the City Council is to request permission to put a standing post sign in my front yard. I feel the sign will inform my community of my new business. The sign will also be an excellent landmark for my client to find me with ease. Please inform me of the actions and steps I need to take to make my business venture and dream become a wonderful reality for me. I appreciate any specifics you could provide. I thank you for your time and efforts.

Sincerely,



Divia Dunbar