

1. Call Meeting To Order

2. Introduction & Overview

3. Roll Call

4. Public Participation

This is an opportunity for the public to provide public comment to the Presiding Officer. Those wishing to speak are required to sign in prior to commencement of the meeting and must address Council from the seat and table provided. The public comments must comply with Ordinance 2014-02 and be limited to 5 minutes or less

5. Public Testimony Period

6. Public Hearing Is Closed

7. Approval Of Meeting Minutes

- a. February 15, 2016 Planning & Zoning Board Meeting Minutes
- b. April 18, 2016 Planning & Zoning Board Meeting Minutes
- c. October 17, 2016 Planning & Zoning Board Meeting Minutes

Documents:

[2.15.16 PZB.PDF](#)
[4.18.16 PZB.PDF](#)
[10.17.16 PZB.PDF](#)

8. New Business

8.A. Recommendation On Text Amendment

An application for text amendment has been submitted by GMF Enterprises, Inc., to amend the zoning code to allow for a zero-lot line use in an Urban Residential (RD) zone.

Documents:

[MEMO -ZERO LOT LINE AMENDMENT ORDINANCE.PDF](#)
[ZERO LOT LINE AMENDMENT ORDINANCE.PDF](#)

8.A.i. Questions & Discussion From The Planning And Zoning Board

8.A.ii. Action - Planning And Zoning Board

9. Meeting Adjourned

MINUTES OF THE MONTICELLO PLANNING AND ZONING BOARD

On

February 15, 2016

The minutes of the Planning and Zoning Board on February 15, 2016 held in City Council Chambers of the Municipal Building in Monticello, Piatt County, Illinois. Meeting convened at 7:00 P.M.

MEMBERS PRESENT: Marthann Riegel, Timothy Higham, John Frerichs, Thomas Apperson, Timothy Timmerman

Absent: Gerald Day, Michael Hawkins

Also Present: Callie MacFarland

City Clerk called the meeting to order and ask for a motion to appoint an interim chair for this evenings meeting. A motion was made by John Frerichs and seconded by Marthann Riegel to appoint Tommy Apperson as chair for this meeting. A roll call was taken by all in favor and the motion was approved by all.

Roll call was taken and the meeting began.

Public Participation: NONE

Chairman Apperson turned the meeting over to Callie MacFarland for an overview of this evenings meeting. Callie MacFarland would like to go over Charette (Brain Storming) for Site Development. She asked the board to consider what would work and what wouldn't. She just wanted to get some ideas from the PZB Board.

After some discussion the PZB Board came up with an idea of a walking tour for them to see first hand what is out there for development.

A motion was made by John Frerichs and seconded by Marthanne Riegel to adjourn the meeting @ 7:37 p.m.

Respectfully Submitted by,

Pamela Harlan
City Clerk

MINUTES OF THE MONTICELLO PLANNING AND ZONING BOARD

On

April 18, 2016

The minutes of the Planning and Zoning Board on April 18, 2016 held in City Council Chambers of the Municipal Building in Monticello, Piatt County, Illinois. Meeting convened at 7:00 P.M.

MEMBERS PRESENT: Gerald Day, Marthaan Riegel, Timothy Higham, Michael Hawkins, John Frerichs, Michael Beam, Timothy Timmerman

Also Present: Callie MacFarland

Chairman Hawkins called the meeting to order at 7:00 p.m.

Roll call was taken and the meeting began.

Purpose of the Meeting

- Recommendation towards Variance Request, Lot 4002 Applewood Drive
- Recommendation towards Conditional Use Request, 212 s. Independence Street

Introduction of Variance Request

Callie MacFarland was present to give an overview of the variance request of the 4002 Applewood Drive address. Mr. Harman (owner) would like to construct a single family residence at 4002 Applewood Drive, a property in Appletree Subdivision zoned Single Family Residential. The lot is a corner lot, and therefore has 2 front-yards. The City of Monticello Zoning Ordinance requires a front yard setback of 30 feet. The proposed construction would encroach into the front yard setbacks by 4 feet 0 inches on the northeast corner, and 5 feet 6 inches and 6 feet 6 inches on the northwest corner. Mr Harman is asking for a reduction in the front yard setbacks of the above-mentioned distances to allow for construction of the proposed home.

A motion was made by John Frerichs and seconded by Timothy Higham to recommend approval of variance for 4002 Applewood Drive to City Council. The approval would be for a variance to setback requirements reducing the northeast front yard setback requirements from 30 feet to 26 feet; and the northwest front yard setback requirements for 30 feet to 23 feet 6 inches. A voice vote was taken and the motion carried with all present voting yes.

Introduction of Conditional Use Requests

Callie MacFarland was present to give an overview of the Conditional Use Requests for 212 S. Independence Street Monticello IL. This address is currently zoned Business. Monarch Brewing Company, LLC wishes to purchase and utilize the property for a micro-brewery, a restaurant, and a professional services company – all located at the property. As these uses would be different and non-accessory uses to each other, the City of Monticello Zoning Ordinance would require a Conditional Use Permit in order for this action to be in compliance. Additionally, the 2-3 barrel brewery falls under the zoning definition of “Manufacturing, not otherwise designated,” a use allowed only through issuance of a

conditional use permit in a Business Zone. Monarch Brewing Company, LLC is applying for the appropriate conditional use permits mentioned above to allow them to move forward with their plans. A motion was made by John Frerichs and seconded by Timothy Higham to recommend approval of the requested Conditional Use Permit by Monarch Brewing Company, LLC, to City Council, to allow a use of "Manufacturing (not otherwise designated)" within a Business Zone. A voice vote was taken and the motion carried with 5 yes and 2 abstain votes. Gerald Day and Marthann Riegel both abstained.

A motion was made by John Frerichs and seconded by Michael Beam to recommend approval of the requested Conditional Use Permit by Monarch Brewing Company, LLC, to allow three main uses on one lot in a Business (B) zone, to City Council. A voice vote was taken and the motion carried with 5 yes and 2 abstain votes. Gerald Day and Marthanne Riegel both abstained.

A motion was made by Gerald Day and seconded by Marthaan Riegel to adjourn the meeting at 7:18p.m.

Respectfully Submitted by,

Pamela Harlan
City Clerk

MINUTES OF THE PLANNING AND ZONING BOARD, OCTOBER 17, 2016

The minutes of the regularly scheduled Planning & Zoning Board Meeting of October 17, 2016, held in Council Chambers of the Municipal Building in Monticello, Piatt County, Illinois.

Meeting convened at 7:00pm

MEMBERS PRESENT:

Mike Hawkins
Michael Beem
John Frerichs
Cindy Breitweiser
Gerald Day
Marthaan Riegel

STAFF PRESENT:

Callie Jo McFarland
Bob Mahrt
Eliot Thompson

MEMBERS ABSENT:

Tim Timmerman
City Clerk Harlan

Tim Timmerman was excused due to his employment.

Chairman Hawkins called the meeting to order. The purpose of the meeting is to discuss and make a motion on the updated recommended tree list for the community. Staff will also report on the proposed building code updates.

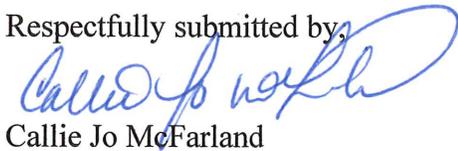
Mr. Mahrt explained that the City currently spends about \$25,000 annually on tree removal, but there is no program in place to promote the replacement of the trees removed from boulevards and parks. There are elements in the code that address prohibited trees, but no existing list for the guidelines of replacement. Community Development Intern Eliot Thompson explained the process he took to develop the tree list. Using examples from other municipalities in our region, Mr. Thompson selected tree species that were non-invasive or heavy fruit bearing, and cross-referenced with the Morton Arboretum's information. The list has also been shared with the University of Illinois arborist, as well as local nurserymen for feedback. The list presented was categorized by height of tree (small, medium, large,) for boulevard placement, with a list for trees specific to park locations. The recommended trees for boulevard placement have a high tolerance to salt, disease resistance, and are available in this region. Mr. Day asked about the process for trees needing removal. Mr. Mahrt responded that the boulevard trees, specifically the ash trees, are inventoried and removed as needed. Mr. Mahrt also suggested the possibility of the community becoming a Tree City USA to help advocate for trees as community infrastructure. A motion was made by Mr. Beem to recommend approval of the presented tree list, seconded by Ms. Breitwieser. The motion carried.

Mr. Mahrt presented the Planning & Zoning Board with an update on the proposed building codes. In March, Staff reported concerns, specifically in the downtown, about the condition and problems growing with the building stock in the community. In the past, Staff has had limited resources because of the age of codes currently in place, as well as political and administrative direction in terms of the enforcement. Direction provided by the City Council showed an interest in updating the adopted building codes. Staff recommends taking action to accomplish the following: Updating the existing codes, adding new codes, expanding code administration, updating building codes as they relate to building regulations, and reviewing building code protocol. Mr. Mahrt recommended the codes be adopted and amended so they

adhere to and abide by the community character and standard. The city could adopt the mechanical code, but staff is currently not permitting for and/or inspecting the mechanical components. The property maintenance code would provide guidelines for the exterior and interior of property improvements, with interior improvements only constituting structural. Monticello is further behind other communities when it comes to the level of code and inspection requirements. If the city council were to adopt the proposed codes at an anticipated meeting in November, the codes would come effective January 1st. Staff would take steps to properly notify the community and contractors of the changes. There would be an appropriate amount of time for an owner to come into compliance if they are notified of a violation, and if compliance is not met, the council and courts would be able to take action. Mr. Mahrt would anticipate needing a full-time building inspector, a position recently vacated by Mr. Jones, that has the credentials to administer the codes.

With no further business, a motion was made by Mr. Beem, seconded by Ms. Breitwieser to adjourn the meeting at 7:50pm.

Respectfully submitted by,



Callie Jo McFarland
City of Monticello



PLANNING & ZONING BOARD MEETING MEMORANDUM

ITEM: Zoning Text Amendment - Zero Lot Line Use	DEPARTMENT: City Administration
AGENDA SECTION: New Business	SUBMITTED BY: Callie Jo McFarland, Community Development Director
ATTACHMENTS: (X) ORDINANCE () RESOLUTION () OTHER SUPPORTING DOCUMENTS	DATE: November 9, 2016

BACKGROUND:

GMF Enterprises, Inc. has purchased the property at 911 E. North Street, Monticello, with the intention of construction a duplex on the property. The developer wishes to sell off each unit once construction has completed. Rather than accommodate this wish through a variance request, the more appropriate process is to amend the zoning ordinance to allow for a zero-lot line use within an Urban Residential (RD) zone. The zero-lot line dwelling use is currently allowed in a Single Family Residential (RE-1), Planned Industrial/Commercial (I-C), and Suburban Residential (RS) zone. City Staff recommends adding the zero lot line dwelling as a use allowed upon issuance of a conditional use permit in an RD zone with similar regulations to that which are required in an RE-1 zone. (40' minimum lot width, minimum lot area of 4,000sf).

The public hearing at this meeting is only for the text amendment to change the ordinance. Should the City Council vote to approve this text amendment, there will be a public hearing at the December 19th Planning & Zoning Board meeting for a conditional use permit request to allow a zero-lot line dwelling use at this property.

RECOMMENDED ACTION:

It is recommended that the Planning & Zoning Board discuss and make a recommendation to the city council on whether to approve or deny this text amendment.

**CITY OF MONTICELLO
PIATT COUNTY, ILLINOIS**

ORDINANCE NO. 2016-____

“AN ORDINANCE AMENDING TITLE XV, CHAPTER 153
OF THE CITY OF MONTICELLO MUNICIPAL CODE TO MODIFY THE
CITY’S ZONING REGULATIONS PERTAINING TO ZERO LOT LINE DWELLINGS”

ADOPTED BY THE

CITY COUNCIL

CITY OF MONTICELLO

THIS _____ DAY OF _____, 2016

Published in pamphlet form by authority of the City Council of the City of Monticello, Piatt County, Illinois, this _____ day of _____, 2016.

**CITY OF MONTICELLO
PIATT COUNTY, ILLINOIS**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE XV, CHAPTER 153
OF THE CITY OF MONTICELLO MUNICIPAL CODE TO MODIFY THE
CITY’S ZONING REGULATIONS PERTAINING TO ZERO LOT LINE DWELLINGS**

WHEREAS, the City of Monticello (the “City”) is an Illinois municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970 and the Illinois Municipal Code (65 ILCS 5/1-1-1, *et seq.*) (the “Code”); and

WHEREAS, the Code (65 ILCS 5/11-13-1(4)) authorizes the City to classify, regulate, and restrict the location of buildings designed for business and other uses; and

WHEREAS, the Code (65 ILCS 5/11-13-1(4), 1(6), and 1(7)) authorizes the City to limit the intensity of uses throughout the City and to prohibit uses and buildings that are incompatible with the character of its zoning districts; and

WHEREAS, the Code (65 ILCS 5/11-13-14) authorizes the City to alter the regulations of the City’s zoning districts, including modifying the uses allowed; and

WHEREAS, GMF Enterprises, Inc. submitted a text amendment application seeking to allow zero lot line dwellings to locate in the City subject to certain conditions; and

WHEREAS, on November 2nd, 2016, notice was published the Piatt County Journal-Republican, stating that a public hearing would occur on November 21, 2016; and

WHEREAS, on November 21, 2016, the City of Monticello Planning and Zoning Board (the “PZB”) conducted a public hearing to consider the proposed text amendment; and

WHEREAS, at the conclusion of the public hearing, the PZB recommended **approval** of the amendments to Title XV, Chapter 153 of the City of Monticello Municipal Code (the “City

Code”) to address zero lot line dwellings (*See* Exhibit A, PZB Findings and Recommendation, attached hereto and incorporated herein); and

WHEREAS, the Mayor and the City Council wish to amend the City Code in accordance with the PZB’s recommendation and this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Monticello, Piatt County, Illinois, as follows:

Section 1. RECITALS. The foregoing recitals are incorporated as though fully set forth herein.

Section 2. SECTION AMENDED. The following changes are made to Section 153.017 of the City Code (additions underlined):

§ 153.017 PRINCIPAL USES PERMITTED IN ZONING DISTRICTS.

[. . .]

Table I - Principal Uses by Zoning District									
X = Permitted by Right C = Permitted by Conditional Use									
	Zoning Districts								
Principal Use	B	I-C	I-1	RC	RD	RE-1	RM	RS	RU
[. . .]	[. . .]	[. . .]	[. . .]	[. . .]	[. . .]	[. . .]	[. . .]	[. . .]	[. . .]
Dwelling, multi-family	C	C			C		X		
Dwelling, zero lotline		C			<u>C</u>	C		C	

Section 3. SECTION AMENDED. The following changes are made to Section 153.019 of the City Code (additions underlined and deletions noted with ~~strikethrough~~ text):

§ 153.019 LOT AREA, YARD AND BULK REGULATIONS.

[. . .]

Table II - Lot Area, Yard and Bulk Regulations

District	Width	Area				Yard			Bulk		
	Minimum Lot Width (Feet)	Non-Residential Use Minimum Area (Square Feet)	Minimum Lot Size Residential Use Minimum Lot Size Area/Family (Square Feet)			Minimum Required Yard (Feet)			Minimum Yard Abutting Residential District (Feet)	Maximum Lot Coverage	Maximum Structure Height (Feet)
			Single Family	Multi Family	Zero Lotline	Front	Side	Rear			
[...]	[...]	[...]	[...]	[...]	[...]	[...]	[. . .]	[...]	[...]	[...]	[...]
RD	65 S-F 40 Z-L	8,000	8,000 (c) or 4,000 (d)	(e)	N/A <u>4,000</u>	30	(a), (f) and (g)	10	N/A	40% for M-F 60% for S-F	45
[...]	[...]	[...]	[...]	[...]	[...]	[...]	[. . .]	[...]	[...]	[...]	[...]

Section 4. SUPERSEDER AND SEVERABILITY. In the event a conflict exists

between the terms of this Ordinance and any other ordinance of the City, the terms of this Ordinance shall govern. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law, and the provisions of the City Code amended herein shall be reprinted with the changes.

Passed by the City Council of the City of Monticello, Piatt County, this ____ day of _____, 2016, by the following roll-call vote:

AYES:

NAYS:

ABSENT:

Pamela Harlan, City Clerk
City of Monticello, Piatt County, Illinois

Approved by the City of Monticello this ____ day of _____, 2016.

Larry Stoner, Mayor

ATTEST:

Pamela Harlan, City Clerk
City of Monticello, Piatt County, Illinois

EXHIBIT A

PLANNING AND ZONING BOARD FINDINGS AND RECOMMENDATION

[INSERT]

4826-7911-8907, v. 1