

1. Call Meeting To Order

2. Roll Call

3. Public Participation

Please note this meeting will be held in person, at the Livingston Center, 224 E Livingston, and will also have remote participation available. If attending in person, a face covering is required.

In-Person 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 the Board from the seat and table provided. The public comments must comply with Ordinance 2014-02 and be limited to 5 minutes or less.

Remote Participation: This is an opportunity for the public to provide public comment to the Presiding Officer. The public comments must comply with Ordinance 2014-02 and be limited to 5 minutes or less. At this time, members of the public are able to attend public meetings by web conference, and to submit public comment by email, voicemail, or through web conference:

Email: jep@cityofmonticello.net

Voicemail: 1-217-762-2583 Ext 22

Please join my meeting from your computer, tablet or smartphone.

[HTTPS://GLOBAL.GOTOMEETING.COM/JOIN/278771957](https://global.gotomeeting.com/join/278771957)

You can also dial in using your phone.

United States: **+1 (224) 501-3412**

Access Code: 278-771-957

4. Approval Of Meeting Minutes - December 20, 2021, Planning & Zoning Board Meeting Minutes

Documents:

[PZB MINUTES 12.20.2021.PDF](#)

5. New Business

5.A. Introduction Of Conditional Use Permit - Sage Crossing Lot 3

HHH Sage Crossing LLC (Doug Huisinga), is seeking a Conditional Use Permit for Sage Crossing Lot 3 zoned IC – Planned Commercial/ Industrial. The Conditional Use is needed

to allow for multiple main uses: A restaurant, and future potential uses of a drug store, clinic, professional office and retail on one parcel, under the terms of the Monticello Zoning Regulations Section 153.017 Table I.

5.A.i. Project Overview

5.A.ii. Questions & Discussion From The Planning And Zoning Board

5.A.iii. Public Testimony Period

5.A.iv. Public Hearing Is Closed

5.A.v. Action - Planning And Zoning Board

6. Meeting Adjournment

City of Monticello Planning and Zoning Board Meeting

December 20, 2021

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

Roll Call was taken by City Clerk Jill Potts.

ROLL CALL: **Present:** HAWKINS, RIEGEL, SPILLMAN, DAY

Absent: GOEBEL, BEEM, YOON

Also Present: Jim Grabarczyk, Zoning Administrator; Michael Wassom,
Applicant

PUBLIC PARTICIPATION:

No in-person or remote public participation

APPROVAL OF MEETING MINUTES:

A motion was made by Marthaan Riegel, and seconded by Shawn Spillman, to approve the September 20, 2021 Planning & Zoning Board Meeting Minutes. The motion carried with all present voting yes.

NEW BUSINESS:

Introduction of Conditional Use Permit and Variance – 846 N Front Street

Jim Grabarczyk presented the following project overview:

Applicant Michael Wassom plans to construct a 2016 ft² shed with a 23' roof peak. Mr. Wassom will need a variance to accommodate both the structure's floor area and the height of the roof peak. The 1.55-acre property is zoned RD, Urban Residential. The following sections of the City of Monticello Municipal code § 153.020 Accessory buildings, structures, and uses require a PZB recommendation and City Council action to approve.

“B (3) In the RE-1, and RD Districts, when the principal use of the main building is single family residential, the maximum height of an accessory building shall be limited to 17 feet, accessory buildings greater than 17 feet in height may be constructed only after issuance of a variance.”

“C 1 (b) One private residential garage, either attached or detached, not to exceed 1,000 square feet in size in an RD, RE-1 and RM Districts and not to exceed 1,500 square feet in RC, RS and RU Districts.”

Supporting documents include a Site Layout Plan, a copy of the public notice published in the December 1, 2021 edition of the Piatt County Journal Republican, and meeting motion. Mr. Grabarczyk shared that there were no comments received by residents that were mailed notices. General questions were asked by board members regarding the location of the shed. The Public Hearing was opened at 7:15pm. With no input, a motion was made by Marthaan Riegel, and seconded by Shawn Spillman, to close the Public Hearing at 7:15pm. A motion was then made by Gerald Day, and seconded by Marthaan Riegel, to approve this Conditional Use and Variance Request. The motion passed 4-0.

A motion was made by Shawn Spillman, and seconded by Marthaan Riegel, to adjourn the meeting at 7:17pm.

Respectfully Submitted by:

Jill Potts

City Clerk