

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.

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](tel:+12245013412)

Access Code: 278-771-957

4. Approval Of Meeting Minutes

Documents:

[PZB MINUTES 02.22.2022.PDF](#)

5. New Business

5.A. Introduction Of Variance - 611 S Buchanan

Baley Milton is seeking a variance to the front yard setback for her home zoned RD – Urban Residential. A Variance is needed to adjust the front yard setback from 30’ to 20’ under City of Monticello Code of Ordinances Title XV Zoning Regulations

Section 153.019 Table II. This front entry deck constructed will provide the only entry to the front of her home.

Documents:

[BUCHANAN 611 PZB MEMO.PDF](#)
[BUCHANAN 611 PUBLIC HEARING NOTICE NEWS PAPER.PDF](#)
[BUCHANAN 611 PZB MOTION.PDF](#)

5.A.i. Project Overview - Petitioner/Staff

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

February 22, 2022

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

Roll Call was taken by City Clerk Jill Potts.

ROLL CALL: **Present:** HAWKINS, BEEM, DAY, RIEGEL, GOEBEL, SPILLMAN,
YOON

Absent: NONE

Also Present: Jim Grabarczyk, Zoning Administrator; Doug Huisinga,
Applicant

PUBLIC PARTICIPATION:

No in-person or remote public participation

APPROVAL OF MEETING MINUTES:

A motion was made by Michael Beem, and seconded by Amber Goebel, to approve the December 20, 2021 Planning & Zoning Board Meeting Minutes. The motion carried with all present voting yes.

NEW BUSINESS:

Introduction of Conditional Use Permit and Variance – Sage Crossing Lot 3

Jim Grabarczyk presented the following project overview:

Applicant – HHH Sage Crossing LLC will be constructing 6501 sq. mixed office building on “Lot 3”, which will be a four-unit building. The City of Monticello Zoning Ordinance allows only one main use on a single parcel. Because the proposed building has four units, HHH Sage Crossing LLC is applying for a conditional use permit to allow multiple main uses on one parcel.

The property is zoned Planned Industrial/Commercial, and most future uses must receive a conditional use permit in order to be allowed to operate within this zone and uses which would be cohesive with the nature of the business park. Mr. Grabarczyk reminded the board that this was in the overall plan already approved by the Board, but each lot requires a Conditional Use. The Board had general questions regarding the size of the building and its location in relation to the other buildings in Sage Crossing, with Doug Huisinga present to answer.

The Public Hearing was opened at 7:07pm. With no in-person or remote input, a motion was made by Amber Goebel, and seconded by Michael Beem, to close the Public Hearing at 7:07pm. A

motion was then made by Michael Beem, and seconded by Elaine Yoon, to approve this Conditional Use Permit Request. The motion passed 7-0.

A motion was made by Elaine Yoon, and seconded by Michael Beem, to adjourn the meeting at 7:10pm.

Respectfully Submitted by:

Jill Potts

City Clerk



PLANNING & ZONING BOARD MEETING MEMORANDUM

ITEM: Variance – adjusting front yard setback from 30’ to 20’ 611 S Buchanan, City of Monticello, Piatt County, IL	DEPARTMENT: City Administration
AGENDA SECTION: New Business	SUBMITTED BY: Jim Grabarczyk, Director of Planning and Development
ATTACHMENTS: (X) MOTION (X) OTHER SUPPORTING DOCUMENTS	MEMO DATE: April 4, 2022

BACKGROUND:

Ms. Baley Milton is seeking a variance to the front yard setback for her home zoned RD – Urban Residential. A Variance is needed to adjust the front yard setback from 30’ to 20’ under City of Monticello Code of Ordinances Title XV Zoning Regulations Section 153.019 Table II. This front entry deck constructed will provide the only entry to the front of her home.

Supporting documents include a Site Layout Plan, a copy of the public notice published in the March 30th, 2022 edition of the Piatt County Journal Republican, and meeting motion.

RECOMMENDED ACTION:

It is recommended that the Planning & Zoning Board discuss and make a recommendation to City Council to approve this variance to reduce the front yard setback from 30’ to 20’ at the address commonly known as 611 S Buchanan, City of Monticello, Piatt County, IL as submitted at the **April 18th, 2022** regularly scheduled PZB Meeting.

CITY OF MONTICELLO
PLANNING AND ZONING BOARD
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Monticello Planning and Zoning Board to consider an action for Ms. Baley Milton of 611 S Buchanan, Monticello IL 61856 for a Variance to adjust the front yard setback from 30' to 20' under City of Monticello Code of Ordinances Title XV (Zoning Regulations) Section 153.019 Table II. The parcel is zoned RD – Urban Residential.

Description of Property: Block 6 Out Lot A of WD BURGESS 2nd Addition Lot 39, in the City of Monticello, Piatt County, Illinois. The Common address is 611 S Buchanan, Monticello, IL, 61856.

The public hearing will be held at a meeting of the Planning and Zoning Board scheduled for **Monday April 18th, 2022 at 7:00 P.M.** in the Livingston Center, 224 E. Livingston Street, Monticello, Illinois. All interested persons have the right to appear at the public hearing and present evidence.

Members of the public can also submit comments to the email and physical addresses below, or drop them off at the Monticello Municipal Building, 210 N. Hamilton Street, Monticello, Illinois.

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:

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<https://global.gotomeeting.com/join/587281165>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 587-281-165

Public comments must comply with all adopted rules. The City Clerk will arrange to have one email or voicemail per person presented.

Jim Grabarczyk
City of Monticello

MOTION FOR MONTICELLO PLANNING & ZONING BOARD
Variance – Adjusting front yard setback from 30’ to 20’ at 611 S Buchanan
For Ms. Baley Milton (Owner)

WHEREAS, the City of Monticello, pursuant to the authority conferred by the Statutes of the State of Illinois, has established certain standards and procedures for zoning and the use of land within the Corporate Limits of the City of Monticello; and

WHEREAS, Ms. Baley Milton 611 S. Buchanan, Monticello Il 61856, owner of property legally described as:

Block 6 Out Lot A of WD BURGESS 2nd Addition Lot 39, in the City of Monticello, Piatt County, Illinois.

WHEREAS, the owner is seeking a Variance be granted adjusting the front yard setback from 30’ to 20’ under City of Monticello Code of Ordinances Title XV (Zoning Regulations) Section 153.019 Table II. The parcel is zoned RD – Urban Residential; and

WHEREAS, the City of Monticello Zoning Administrator has reviewed the petitioner's requests for Variance, and has submitted the petition and supporting documents to the Planning & Zoning Board; and

WHEREAS, the Planning & Zoning Board has held a public hearing on April 18th, 2022 concerning these matters and comment from the public was solicited and received; and

WHEREAS, the Planning & Zoning Board has reviewed the evidence submitted, including a report from the City of Monticello Zoning Administrator, and the supporting documents, and has considered all the available testimony and facts regarding the subject request.

BE IT THEREFORE RESOLVED this 18th day of April, 2022, that the City of Monticello Planning & Zoning Board makes the following recommendation to the City Council of the City of Monticello:

The Planning & Zoning Board has determined whether the applicant meets the following criteria regarding the requested Variance;

1. The establishment, maintenance, or operation of the front yard setback variance will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;
2. The front yard setback variance will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted and will not substantially diminish or impair property values within the neighborhood;
3. The front yard setback variance will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
4. The Variance is reducing the regulations which are necessary for the existing home use and construction of the front entry deck;
5. The practical difficulty or particular hardship which would result if the particular requirements of the 30’ front yard setback regulation was applied to the subject property; and

6. The front yard setback variance will in all other respects conform to the applicable regulations of the district in which it is located.

The Planning & Zoning Board hereby recommends (*circle one*) *Approval* *Denial* of the front yard setback variance from 30' to 20'.

Chairman, Planning & Zoning Board
City of Monticello