

## 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](mailto: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/587281165>

You can also dial in using your phone.

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

**Access Code:** 587-281-165

## 4. Approval Of Meeting Minutes

### 4.A. November 21, 2022 Planning And Zoning Board Meeting Minutes

Documents:

[11.21.2022 PLANNING AND ZONING BOARD MEETING MINUTES.PDF](#)

## 5. New Business

### 5.A. Introduction Of Proposed Sage Fields Subdivision Preliminary Plan

Steven D. Tenhouse of Kirby Medical Center, Monticello Illinois 61856 owner of the 6.76-acre property in the Kirby Medical Center vicinity desires to subdivide the subject property into 3 separate lots as shown on the proposed Preliminary

Plan. Per City of Monticello Code of Ordinances, a Preliminary Plan 152.041 (F) requires a public hearing and recommendation from the PZB to Monticello City Council for approval.

Documents:

[PZB MEMO SAGE FIELDS PRELIMINARY PLAN.PDF](#)  
[SAGE FIELDS PRELIMINARY PLAN PUBLIC HEARING PCJR.PDF](#)  
[PZB MOTION- PRELIMINARY PLAN SAGE FIELDS.PDF](#)

**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**

**5.B. Introduction Of Conditional Use For Future Lot 1 Of The Sage Fields Subdivision**

Steven D. Tenhouse of Kirby Medical Center, Monticello Illinois 61856 owner of the Sage Field Subdivision has requested a Conditional Use Permit for a “Day Care Center” under the City of Monticello Zoning Regulations Section 153.017 Table I on a parcel zoned *IC – Planned Industrial/ Commercial Zone*. This Conditional Use Permit requires a public hearing and recommendation from the PZB to Monticello City Council for approval.

Documents:

[PZB MEMO SAGE FIELDS CU.PDF](#)  
[SAGE FIELDS CU PUBLIC HEARING PCJR.PDF](#)  
[PZB MOTION- CONDITIONAL USE LOT 1 SAGE FIELDS.PDF](#)

**5.B.i. Project Overview**

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

**5.B.iii. Public Testimony Period**

**5.B.iv. Public Hearing Is Closed**

**5.B.v. Action - Planning And Zoning Board**

**6. Meeting Adjourned**

## **City of Monticello Planning and Zoning Board Meeting**

November 21, 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, RIEGEL, YOON  
Absent: JOHNSON, GOEBEL, SPILLMAN  
Also Present: Jim Grabarczyk, Zoning Administrator

### **PUBLIC PARTICIPATION:**

None

### **APPROVAL OF MEETING MINUTES:**

A motion was made by Marthaan Riegel, and seconded by Michael Beem, to approve the October 17, 2022 Planning & Zoning Board Meeting Minutes. The motion carried with all present voting yes.

### **NEW BUSINESS:**

#### **Introduction of Conditional Use Permit – 315 W Washington**

T & R Ventures (Todd Thornton) is requesting a Conditional Use Permit for a mixed-use occupancy at 315 W Washington, Monticello IL 61856, Zoned B – Business. The proposed uses are retail and an Air B&B (153.032) which requires a permit. Mr. Grabarczyk reported the applicant was not able to attend tonight due to holiday travel. He explained to the Board that this Conditional Use is necessary due to two proposed uses for one parcel – the upstairs will be rental space and downstairs will be retail. Comparisons were made to Zybell House and a new building on the Kirby Hospital campus. No comments were received prior to the meeting from interested parties other than PZB member Shawn Spillman, who questioned how this is different from a similar request in the past that was denied. Mr. Grabarczyk explained the difference is that in the past request the building was occupied (lived in). The upstairs of this building will be completed first and made available for VRBO rental – the first-floor retail space will take longer due to the need for secondary access and other things that need to be done after a Conditional Use designation.

The Public Testimony Period was opened at 7:10pm. There was no in-person participation. Steve Shreffler participated remotely and cautioned against using the ‘bed and breakfast’ designation, stating that past experience on the Board taught him the need for accurately labeling what you are doing. Jim Grabarczyk appreciated that reminder, and reiterated that this Conditional Use is for two uses on one parcel – mixed use occupancy. A motion was made by Marthaan Riegel, seconded by Michael Beem, to close the Public Testimony period at 7:15pm.

A motion was then made by Michael Beem, seconded by Elaine Yoon, to approve the Conditional Use Permit for 315 W Washington. The motion passed 4-0.

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

Respectfully Submitted by:

Jill Potts  
City Clerk



**PLANNING & ZONING  
BOARD MEETING  
MEMORANDUM**

<b>ITEM:</b> Preliminary Plan for Sage Fields Subdivision	<b>DEPARTMENT:</b> City Administration
<b>AGENDA SECTION:</b> New Business	<b>SUBMITTED BY:</b> Jim Grabarczyk, Community Development Director
<b>ATTACHMENTS:</b> (X) MOTION (X) OTHER SUPPORTING DOCUMENTS	<b>DATE:</b> May 10, 2023

**BACKGROUND:**

Applicant- Steven D. Tenhouse of Kirby Medical Center of Monticello Illinois 61856 manages a 6.76± acre property and desires to subdivide the subject property into Sage Fields Subdivision.

Farnsworth Group and Steven D. Tenhouse, Kirby Medical Center have submitted the Preliminary Plan to City staff for review. This Preliminary Plan meets the requirements of Chapter 152.041 of the Municipal Code. This code also requires a public hearing which was published in the April 26<sup>th</sup>, 2023 edition of the Piatt County Journal Republican.

Steven D Tenhouse is requesting the following waivers from the requirements of the City of Monticello Code of Ordinances and the Manual of Practice for the Design of Public Improvements in the City of Monticello:

- A. Waiver to the requirement of public sidewalks be installed on just the West side of the proposed street.
- B. Waiver to allow a 50-foot-wide right of way (ROW) dedication from a 60-foot ROW requirement.

A copy of the public notice published in the April 26<sup>th</sup>, 2023 edition of the Piatt County Journal Republican, Preliminary Plan, and a meeting motion is included in this packet.

**RECOMMENDED ACTION:**

It is recommended that the Planning & Zoning Board discuss and make a recommendation to City Council to approve this Preliminary Plan as submitted at the regularly scheduled meeting **May 15<sup>th</sup>, 2023.**

**LEGAL NOTICE OF PUBLIC HEARING  
FOR APPROVAL OF SAGE FIELDS SUBDIVISION PRELIMINARY PLAN**

A NOTICE IS HEREBY GIVEN that a Public Hearing will be held for the Sage Fields Subdivision Preliminary Plan approval with the City of Monticello Planning & Zoning Board by Steven D. Tenhouse of Kirby Medical Center, Monticello Illinois 61856 owner of the property described:

IN SECTION 31, TOWNSHIP 19N, RANGE 6E, LOT 2 IN JEFFERSON PARKWAY I ACCORDING TO THE PLAT THEREOF RECORDED JULY 25, 2012 IN BOOK 14, PAGE 193 AS DOCUMENT NO. 347720 IN THE PIATT COUNTY RECORDER'S OFFICE, PIATT COUTNY, ILLINOIS. PIN: 06-31-19-006-013-07.

The public hearing will be held at a meeting of the Planning and Zoning Board scheduled for **Monday May 15<sup>th</sup>, 2023 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 or request Preliminary Plan copies to the email and physical addresses below, or drop them off at the Monticello Municipal Building, 210 N. Hamilton Street, Monticello, Illinois. Remote participation will also be available.

**Remote Participation:**

Email: [jep@cityofmonticello.net](mailto: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/587281165>

You can also dial in using your phone.

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

Access Code: 587-281-165

MOTION FOR MONTICELLO PLANNING & ZONING BOARD  
Preliminary Plan for Sage Fields Subdivision

WHEREAS, the City Council of the City of Monticello, pursuant to the authority conferred by the Statutes of the State of Illinois, has established certain standards and procedures for subdivisions within the Corporate Limits of the City and within one and one-half miles thereof; and

WHEREAS, the Planning and Zoning Board has met and reviewed the Preliminary Plan and various other subsidiary documents and has found that they are, with only possible minor modifications, generally satisfactory and in the prescribed form.

WHEREAS, Steven D. Tenhouse, Kirby Medical Center, Monticello Il 61856, has property legally described as:

IN SECTION 31, TOWNSHIP 19N, RANGE 6E, LOT 2 IN JEFFERSON PARKWAY I ACCORDING TO THE PLAT THEREOF RECORDED JULY 25, 2012 IN BOOK 14, PAGE 193 AS DOCUMENT NO. 347720 IN THE PIATT COUNTY RECORDER'S OFFICE, PIATT COUTNY, ILLINOIS. PIN: 06-31-19-006-013-07.

WHEREAS, a Public Hearing concerning the proposed Preliminary Plan was held on May 15<sup>th</sup>, 2023 to solicit evidence and testimony from the public; and,

WHEREAS, Steven D Tenhouse is requesting the following waivers from the requirements of the City of Monticello Code of Ordinances and the Manual of Practice for the Design of Public Improvements in the City of Monticello:

- A. Waiver to the requirement of public sidewalks be installed on just the West side of the proposed street, and
- B. Waiver to allow a 50-foot-wide right of way (ROW) dedication from a 60-foot ROW requirement, and

BE IT THEREFORE RESOLVED this 15<sup>th</sup> day of May, 2023 by the Planning & Zoning Board of the City of Monticello that:

1. The Planning and Zoning Board does hereby approve the Preliminary Plan of the Sage Fields Subdivision and does hereby authorize the Chairman to sign the Certificate of said Preliminary Plan indicating approval upon completion of any minor modifications needed.
2. The approval recommended in Item 1 above is subject to compliance with all applicable portions of Title XV: "Land Usage" of the City of Monticello Code of Ordinances, Chapter 52: "Stormwater Management" of Title V: "Public Works" of the City of Monticello Code of Ordinances and all of the requirements as outlined in "A Manual of Practice for the Design of Public Improvements in the City of Monticello"
3. The approval recommended in Item 1 above also approves the following waivers from any requirements of the City of Monticello Code of Ordinances and the Manual of Practice for the Design of Public Improvements in the City of Monticello:
  - A. Waiver to the requirement of public sidewalks be installed on just the West side of the proposed street, and
  - B. Waiver for a 50-foot-wide right of way (ROW) dedication from a 60-foot ROW requirement, and

4. In the event any minor modifications to the Preliminary Plan of Sage Fields are not completed within 60 days from the date of approval by the Planning and Zoning Board of the City of Monticello, the approval recommended herein shall be null and void.

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Chairman, Planning & Zoning Board  
City of Monticello





## **PLANNING & ZONING BOARD MEETING MEMORANDUM**

<b>ITEM:</b> Conditional Use for Sage Fields Subdivision Lot 1	<b>DEPARTMENT:</b> City Administration
<b>AGENDA SECTION:</b> New Business	<b>SUBMITTED BY:</b> Jim Grabarczyk, Community Development Director
<b>ATTACHMENTS:</b> (X) MOTION (X) OTHER SUPPORTING DOCUMENTS	<b>DATE:</b> May 10, 2023

### **BACKGROUND:**

Applicant- Mr. Tenhouse (Owner) is seeking a Conditional Use Permit for a “Day Care Center” under Monticello Zoning Regulations Section 153.017 Table I on a parcel *zoned IC – Planned Industrial / Commercial*

The “Day Care Center”, its maintenance, or operation, will not be will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare of the normal and orderly development, improvement of surrounding properties.

The establishment of the Conditional Use Permit for uses permitted in the district;  
A copy of the public notice published in the April 26<sup>th</sup>, 2023 edition of the Piatt County Journal Republican and a meeting motion is included in this packet.

### **RECOMMENDED ACTION:**

It is recommended that the Planning & Zoning Board discuss and make a recommendation to City Council to approve this Conditional Use Permit as submitted at the regularly scheduled meeting **May 15<sup>th</sup>, 2023.**

**LEGAL NOTICE OF PUBLIC HEARING  
FOR APPROVAL OF SAGE FIELDS FUTURE LOT 1 CONDITIONAL USE**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Monticello Planning and Zoning Board at the Livingston Center to consider a Conditional Use Permit for a “Day Care center” process per Monticello Zoning Regulations Section 153.017 Table I on a parcel *zoned IC – Planned Industrial / Commercial*. The request is made by Steven D. Tenhouse, Kirby Medical Center, Monticello, Illinois 61856. The Entire Parcel is legally described as:

IN SECTION 31, TOWNSHIP 19N, RANGE 6E, LOT 2 IN JEFFERSON PARKWAY I ACCORDING TO THE PLAT THEREOF RECORDED JULY 25, 2012 IN BOOK 14, PAGE 193 AS DOCUMENT NO. 347720 IN THE PIATT COUNTY RECORDER’S OFFICE, PIATT COUTNY, ILLINOIS. PIN: 06-31-19-006-013-07.

The public hearing will be held at a meeting of the Planning and Zoning Board scheduled for **Monday May 15<sup>th</sup>, 2023 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 or request Preliminary Plan copies to the email and physical addresses below, or drop them off at the Monticello Municipal Building, 210 N. Hamilton Street, Monticello, Illinois. Remote participation will also be available.

**Remote Participation:**

Email: [jep@cityofmonticello.net](mailto:jep@cityofmonticello.net)

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Access Code: 587-281-165

MOTION FOR MONTICELLO PLANNING & ZONING BOARD  
Conditional Use for Sage Fields Subdivision Lot 1

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

WHEREAS, the Planning and Zoning Board has met and reviewed the Conditional Use application and the other subsidiary documents and has found that they are, in the prescribed form.

WHEREAS, Steven D. Tenhouse, Kirby Medical Center, Monticello Il 61856, has property legally described as:

IN SECTION 31, TOWNSHIP 19N, RANGE 6E, LOT 2 IN JEFFERSON PARKWAY I ACCORDING TO THE PLAT THEREOF RECORDED JULY 25, 2012 IN BOOK 14, PAGE 193 AS DOCUMENT NO. 347720 IN THE PIATT COUNTY RECORDER'S OFFICE, PIATT COUTNY, ILLINOIS. PIN: 06-31-19-006-013-07.

WHEREAS, Mr. Tenhouse (Owner) is seeking a Conditional Use Permit for a "Day Care Center" under Monticello Zoning Regulations Section 153.017 Table I on a parcel *zoned IC – Planned Industrial / Commercial*; and

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

BE IT THEREFORE RESOLVED this 15<sup>th</sup> day of May, 2023 by the Planning & Zoning Board of the City of Monticello that:

1. The establishment, maintenance, or operation of the Conditional Use Permit will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;
2. The Conditional Use Permit 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 establishment of the Conditional Use Permit will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
4. Adequate utilities, access, drainage, parking, right-of-way easements and/or other necessary facilities are available;
5. Adequate measures do exist to provide ingress and egress, so designed as to minimize traffic congestion in the public streets; and
6. The Conditional Use permit will in all other respects conform to the applicable

regulations of the district in which it is located.

The Planning & Zoning Board hereby recommends *Approval / Denial* of the Conditional Use Permit request for Sage Fields Subdivision Lot 1, to allow for a Conditional Use Permit for a “Day Care Center” in an IC – Planned Industrial / Commercial zone.

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Chairman, Planning & Zoning Board  
City of Monticello