

**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](tel:+12245013412)

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

**4. Approval Of Meeting Minutes**

**4.A. Planning & Zoning Board Meeting Minutes - June 20, 2023; Planning & Zoning Board Meeting Minutes - July 17, 2023**

Documents:

[6.20.2023 PLANNING AND ZONING BOARD MEETING MINUTES.PDF](#)  
[PZB MEETING MINUTES 7.17.23.PDF](#)

**5. New Business**

**5.A. Ms. Valerie Mitchell, (Property Owner) Is Seeking A Conditional Use Permit For A Ground Mounted Solar Array. A Conditional Use Permit Must Meet The Terms Of The Monticello Zoning Regulations Section 153.020 (C) (2) On A Parcel Zoned RS – Suburban Residential.**

**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. Adjournment**

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

June 20, 2023

Chairman Hawkins called the meeting to order at 7:00pm.  
Roll Call was taken by the City Clerk.

### **ROLL CALL:**

Present: HAWKINS, BEEM, JOHNSON, GOEBEL, SPILLMAN,  
Absent: RIEGEL, YOON  
Also Present: Jim Grabarczyk, Zoning Administrator

### **PUBLIC PARTICIPATION:**

No remote or in-person participation

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

A motion was made by Michael Beem, and seconded by Shawn Spillman, to approve the May 15, 2023 Planning & Zoning Board Meeting Minutes. The motion carried with all present voting yes.

### **NEW BUSINESS:**

Applicant- Mrs. Lucille Trent (Owner) requests a variance to section § 153.020 (B)(1) of the Monticello Municipal Code to make her accessory structure legal and conforming on a property zoned RD – *Urban Residential*.

Jim Grabarczyk stated he received one comment via email from an adjacent property owner in favor of this Variance. The Board had no questions, stating this is a straightforward request.

The Public Testimony Period was opened at 7:05pm. There was no in-person or remote participation. A motion was made by Amber Goebel, and seconded by Michael Beem, to close the Public Testimony period at 7:05pm.

A motion was then made by Amber Goebel, seconded by Chad Johnson, to approve the Variance as written. The motion passed 5-0.

A motion was made by Shawn Spillman, and seconded by Amber Goebel, to adjourn the meeting at 7:08pm.

Respectfully Submitted by:

Jill Potts  
City Clerk

MEETING MINUTES OF THE JULY 17, 2023 PLANNING & ZONING BOARD.

PRESENT: Mike Hawkins  
Elaine Yoon  
Shawn Spillman  
Chad Johnson  
Marthaan Riegel

STAFF PRESENT: Callie McFarland

ABSENT: Amber Goebel  
Michael Beem  
Clerk Potts

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

Ms. McFarland called the roll and a quorum was present.

There was no online or in person public participation.

New Business.

2023 Monticello Comprehensive Plan Update.

Ms. McFarland gave an overview of the project. Utilizing consultants from Northern Illinois University's Center from Governmental Studies and Egret & Ox Planning, LLC, the City of Monticello Staff and Council have been working on an update of the 2014 Comprehensive Plan. The existing plan did not represent the growth patterns of the community, and an update was necessary. Consultants Mim Evans and Todd Vanadilok presented to the Planning & Zoning Board on the process to date, and reviewed the plan.

The consultants had done significant data and inventory collection, which identified "what's on the ground" of the community, including parks, facilities, neighborhoods, and overall demographic information. Public input included survey responses from 457 households and 57 businesses. Additionally,

Through the guidance of a task force made up of community stakeholders representing various aspects of the community, a vision statement and goals were created. Based on input from the task force after consideration of the survey data, the vision statement centered around a balance between preservation of what the community has and growth for the future. Illinois State Statute suggests 9 topics to prioritize objectives around: Land Use & Development, Housing, Access & Mobility, Economic Development, Community Facilities & Assets, Sustainability, Community Design, Utilities and Infrastructure, and Communications. From the identified goals in each respective topic, objectives were created to guide the city in terms of allocating resources, and implementation strategies and suggestions were listed.

The second part of the Comprehensive Plan is the future land use plan, which is what guides a developer or builder when considering projects, as well as city leadership when determining appropriateness of a project. The task force was presented with three growth scenarios- a low growth, moderate growth, and aggressive growth- with future land uses designated within the 1.5-mile jurisdiction. The task force was comfortable with a low to moderate growth pattern, and provided input on where future developments and growth could occur.

With no further questions or comments from the board, the public hearing was opened at 7:30pm. Resident Steve Shreffler commented that the growth projections were most likely not possible, and development with high densities can create a rise in crime, etc. He encouraged city leaders to take this into account when considering dense development proposals. With no further comment, a motion was made by Shawn Spillman, seconded by Chad Johnson to close the public hearing at 7:35pm. Motion passed.

After further discussion, a motion was made by Chad Johnson, seconded by Marthaan Riegel to recommend approval of the 2023 Monticello Comprehensive Plan as written. Motion passed (5-0-2).

With no further business, a motion was made by Mr. Spillman, seconded by Ms. Yoon to adjourn the meeting at 7:36pm.

Respectfully Submitted,

Callie McFarland  
City of Monticello