

1. Call Meeting To Order

2. Roll Call

3. 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

4. Approval Of Meeting Minutes

4.A. December 18, 2017 Planning & Zoning Board Meeting Minutes

Documents:

[PZB 12.18.17.PDF](#)

5. New Business

5.A. Introduction Of Conditional Use Permit Request, 351 W. Monroe Street - City Staff

Willow Tree Missions has applied for a conditional use permit to construct an accessory structure.

Documents:

[AERIAL.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 & Zoning Board

Documents:

[351 W. MONROE CU MOTION.PDF](#)

6. Meeting Adjourned

MINUTES OF THE MONTICELLO PLANNING AND ZONING BOARD

On December 18, 2017

The minutes of the Planning and Zoning Board on December 18, 2017 was held in City Council Chambers of the Municipal Building in Monticello, Piatt County, Illinois. Meeting convened at 7:00 P.M.

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

Roll call was taken by City Clerk, Pam Harlan.

MEMBERS PRESENT:

Gerald Day, Marthaan Riegel, Michael Hawkins, Cindy Breitweiser, Tim Timmerman, John Frerichs

Absent: Michael Beem

Also Present: Callie MacFarland, City Administrator, Terry Summers

Public Participation: NONE

Approval of Meeting Minutes: May 19, 2017 PZB Meeting Minutes

A motion was made by Gerald Day and seconded by John Frerichs to approve PZB Meeting Minutes from May 19, 2017. A voice vote was taken and the motion carried with all present voting yes.

Introduction to Conditional Use Request 826 E. Old Route 47

Chairman Hawkins turned the meeting over to Callie MacFarland for an overview of the Conditional Use. She informed the board that Valentine Tire & Automotive, Inc. has a desire to purchase the property at 826 E. Old Route 47, Monticello, and utilize the property as an automotive service station for automotive repairs. The property is zoned for Business use. The City of Monticello Zoning Ordinance states that this prospective use may not be allowed in a Business zone without a conditional use permit (§153.017, City of Monticello Municipal Code, Zoning Regulations). The prospective owner has applied for a conditional use permit to allow an automotive service station use at this property.

The property is fully enclosed by a fence, is adjacent to government and business uses, with residential across the street. Gerald Day inquired as to why a conditional use was necessary and Callie McFarland answered that the zoning had changed for this property. During public testimony, an adjacent neighbor was concerned about the existing fence, but the business owner stated he would put up a new privacy fence. A motion was made by Cindy Breitweiser and seconded by Marthann Riegel to close the public testimony. The motion carried with all present voting yes. A motion was made by Cindy Breitweiser and seconded by John Frerichs to

recommend to city council to approve Conditional Use Request 826 E. Old Rt 47. A voice vote was taken and the motion carried with all present voting yes.

Introduction to Conditional Use Request, 200 S. West Union

Chairman Hawkins turned the update of the Conditional Use Request over to Callie MacFarland. Callie stated that Chris Robinson, prospective owner of 200 S. West Union (former Monticello Bus Service property), would like to purchase the property and develop an apartment complex on the site. Mr. Robinson would like to construct three 8-unit, 2 story apartment buildings on the site. The buildings would have a courtyard/green space separating them, and the dumpster serving the property would be enclosed for aesthetics. The single-family residences to the north and west would have a 6' privacy fence on the property line, as required by the zoning ordinance. The property is surrounded by single-family residential to the north and west, the Monticello golf course to the south, and multi-family dwellings to the northwest and east. Based upon the conceptual plans submitted for staff review, Mr. Robinson has applied for multiple zoning actions, starting with this conditional use permit to allow a multi-family dwelling unit in an Urban Residential (RD) zone.

During the public testimony portion of the hearing many people spoke against this Conditional Use.

Bill Mitze, long time resident was present to represent the Monticello Gold Club. He stated that the gold course is not in favor of the new apartments next door to the golf course.

Carl Miglin, long time resident was not in favor of the new apartments being constructed. The new buildings would cause traffic to be higher in this area. He also stated it would not benefit this community.

Steve Kester, also spoke against the 200 S. West Union project. He stated he is pro development but not this project. Mr. Kester felt this project was "too much to fast".

Tim Gerald, a neighbor to the back of this project. His concerns were a two-story apartment building next door, would cause people to be able to see into his back yard.

Floyd Alsop addressed the board and stated he is pro development for Monticello, but not this project.

Bernie Myler, whose home looks towards this project stated that the bus barn is not a great view but the number of residents in that small space is an issue.

Steve Shreffler stated he had been a landlord in Monticello for years and there is always major turnover. Mr. Shreffler stated he opposes the 200 S. West Union project due to density.

A motion was made by Marthann Riegel and seconded by Cindy Breitweiser to close the public testimony. A motion was made by Cindy Breitweiser and seconded by Marthann Riegel to approve Conditional Use Request- 200 S. West Union. A voice vote was taken and the motion was denied with 2 yes and 4 no votes. Those voting no were Gerald Day, Michael Hawkins, John Frerichs, and Tim Timmerman.

Introduction to Variance Requests, 200 S. West Union

Chairman Hawkins turned the update portion of the Variance Request over to Callie Macfarland. Callie stated that Chris Robinson, prospective owner of 200 S. West Union (former Monticello Bus Service property), would like to purchase the property and develop an apartment complex on the site. Mr. Robinson would like to construct three 8-unit, 2 story apartment buildings on the site. The buildings would have a courtyard/green space separating them, and the dumpster serving the property would be enclosed for aesthetics. The single-family residences to the north and west would have a 6' privacy fence on the property line, as required by the zoning ordinance. The property is surrounded by single-family residential to the north and west, the Monticello golf course to the south, and multi-family dwellings to the northwest and east.

Based upon the conceptual plans submitted for staff review, Mr. Robinson has also applied for variances to the parking lot width and number of space requirements for off street parking, as well as the number of main structures on one parcel. The City of Monticello Zoning Ordinance requires off-street parking requirements for a multi-family use to be 2 spaces per unit (§153.033 (D4), City of Monticello Municipal Code, Zoning Regulations); and the minimum space width to be 9'. Mr. Robinson would like to be allowed to plan for 38 spaces total, a waiver from the 48 spaces that would normally be required. He is also asking for a reduction of the required space width from 9' to 8.5'. Additionally, because this is a multi-structure project, Mr. Robinson is requesting a variance to the restriction of only one main building per lot (§153.018(D), City of Monticello Municipal Code, Zoning Regulations). This second waiver would be consistent with multi-family dwellings in RD zones throughout the community, but because of a regulation in the current zoning ordinance, a variance must be granted to allow more than one building in this zoning designation.

Carl Miglin spoke during the public testimony stating he had measured parking spaces all over the city of Monticello and all spaces were nine feet wide. He was very against an 8 ½ feet parking space.

Floyd Alsop also spoke out against the 8 ½ feet parking spaces.

A motion was made by Marthann Riegel and seconded by Cindy Breitweiser to close the public testimony. A voice vote was taken and the motion carried with all present voting yes. A motion was made by Gerald Day and seconded by Tim Timmerman to deny the Variance Request for 200 S. West Union. A voice vote was taken and the motion carried with all present voting yes.

Introduction to Variance Request, 200 S. West Union

Chairman Hawkins turned the overview of the Variance to Community Development Director, Callie McFarland. She stated that Chris Robinson, prospective owner of 200 S. West Union (former Monticello Bus Service property), would like to purchase the property and develop an apartment complex on the site. Mr. Robinson would like to construct three 8-unit, 2 story apartment buildings on the site. The buildings would have a courtyard/green space separating them, and the dumpster serving the property would be enclosed for aesthetics. The single-family residences to the north and west would have a 6' privacy fence on the property line, as required by the zoning ordinance. The property is surrounded by single-family residential to the north

and west, the Monticello golf course to the south, and multi-family dwellings to the northwest and east.

Section §153.018 (D4) of the Monticello Zoning Ordinance requires the separation distance for parallel structures to be the same distance as the height of the tallest structure. Mr. Robinson would like the ability to construct each building with a stairway with a landing, rather than a single-run stairway. The maximum height of the structures is proposed to be 21', making the separation distance requirement to be 21'. With the switchback option (as shown in the conceptual) the two rear buildings would encroach into the separation distance requirement. Mr. Robinson is requesting a variance to this regulation, reducing the separation distance requirement from 21' to 13'. If this variance is not granted, Mr. Robinson is still able to meet the separation distance requirement with a single-run stairway. Chairman opened the Public Testimony period and Carl Miglin had some info to share with the board. He stated that he had talked to the Monticello Fire Chief, Rick Dubson about the distance between the proposed buildings and Mr. Dubson had stated he didn't see a problem with it. A motion was made by Gerald Day and seconded by John Frerichs to close the public testimony period. A motion was made by Gerald day to deny the Variance for 200 S. West Union. The motion died with a lack of a second. A motion was made by Tim Timmerman and seconded by John Frerichs to recommend approval to the City Council of the Variance Request, 200 S. West Union separation distance requirement for parallel buildings. A voice vote was taken and the motion carried with 5 yes votes and 1 no. Gerald Day voted no.

Introduction to Variance Request, 2000 E. Washington Street.

Tatman Village Inc. has submitted plans to expand their multi-family retirement facility. The expansion would include an addition of a Village Center building for amenities, independent duplex units, and a new maintenance building. The duplex units would be owned entirely by Tatman Village, Inc. and would not be sold to private individuals. The Village Center amenities would be available to non-residents on a membership basis. The project would involve annexation of adjacent property to allow for expansion, as well as several zoning actions outlined below, all of which are contingent upon the annexation approval.

The property to be annexed would come into the city jurisdiction under an Agriculture (RU) zoning designation. To remain consistent with the zoning for the existing parcel (Urban Residential (RD)), as well as allow for the use of multi-family, the parcel would need to be rezoned to RD. The City of Monticello Zoning Regulations state that no new development shall be zoned RD. City Staff is comfortable with a variance to this regulation to create consistent zoning with the existing development and adjacent neighborhoods, and feels an expansion of a development would legitimize the variance request. Therefore, the first hearing regarding this project is for the variance request to this restriction in the Zoning Ordinance, to allow the property to be rezoned to an Urban Residential (RD) zone. Tatman Village Administrator, Ralph Howard and David Ashley, the engineer for the new project were present to take questions and provide info to the board. The public testimony period was opened. The board had questions as

to if the new buildings would be built on concrete slabs. Mr. Ashley assured them they would be built on concrete slabs. Gerald Day stated that the main concern of the project would be the drainage issues. There were many area neighbors who live on Gainesborough Court that had questions and comments. The project architect commented that the city has made many improvements to the retention pond at the Middle School. He showed diagrams and reassured the neighbors that a lot of detail and improvements will be made to this property to avoid any problems with drainage. A motion was made by Cindy Breitweiser and seconded by Tim Timmerman to close the public hearing. A voice vote was taken and the motion carried with all present voting yes. A motion was made by Gerald Day and seconded by Tim Timmerman to recommend approval to council for Variance Request, 2000 E. Washington Street to create a consistent zoning designation for the entire development. A voice vote was taken and the motion carried with all present voting yes.

Introduction to Rezoning Request, 2000 E. Washington Street

Chairman Hawkins turned the overview of the Rezoning Request to Community Development Director, Callie McFarland. She stated that Tatman Village Inc. has submitted plans to expand their multi-family retirement facility. The expansion would include an addition of a Village Center building for amenities, independent duplex units, and a new maintenance building. The duplex units would be owned entirely by Tatman Village, Inc. and would not be sold to private individuals. The Village Center amenities would be available to non-residents on a membership basis. The project would involve annexation of adjacent property to allow for expansion, as well as several zoning actions outlined below, all of which are contingent upon the annexation approval.

If the variance request to rezone the property to Urban Residential (RD) is approved, this motion would recommend rezoning the parcel. The public testimony period was opened by Chairman Hawkins. No public comment was made. A motion was made by Cindy Breitweiser and seconded by Tim Timmerman to close the public testimony. A voice vote was taken and the motion carried with all voting yes. A motion was made by Cindy Breitweiser and seconded by Tim Timmerman to recommend for approval to City Council the Rezoning Request, 2000 E. Washington which would rezone the annexed property from a Rural (RU) designation to an Urban Residential (RD) designation. A voice vote was taken and the motion carried with all present voting yes.

Introduction to Conditional Use Permit Request, 2000 E. Washington Street

Chairman Hawkins turned the overview of the Rezoning Request to Community Development Director, Callie McFarland. She stated that Tatman Village Inc. has submitted plans to expand their multi-family retirement facility. The expansion would include an addition of a Village Center building for amenities, independent duplex units, and a new maintenance building. The duplex units would be owned entirely by Tatman Village, Inc. and would not be sold to private individuals. The Village Center amenities would be available to non-residents on a membership

basis. The project would involve annexation of adjacent property to the north and east to allow for expansion, as well as several zoning actions outlined below, all of which are contingent upon the annexation approval.

The final hearing is to discuss and make a recommendation on a Conditional Use permit to allow a Planned Unit Development (PUD) for the entire campus, including the new expansion. A Planned Unit Development is a process intended to encourage and address creative development and redevelopment opportunities for areas that otherwise may not be attainable under current zoning regulations. A PUD is beneficial to the developer/property owner in that the developer gets extra flexibility that isn't necessarily allowed in the zoning ordinance. The municipality also gets the opportunity for extra control and consideration for uses, open spaces, impacts, etc. A Planned Unit Development in an Urban Residential (RD) zone is allowed upon issuance of a conditional use permit. The Tatman Village PUD will be a residential development continuing with the existing independent living apartments, and expanding to add nine duplex residences (18 units), a maintenance building, and an amenities center. The site design incorporates green infrastructure in the storm water management system along with sidewalks along the open landscape areas, and the plan approval would have to adhere to the storm water management standards in current adopted codes. In an Urban Residential (RD) zone, only one main building is allowed on a lot. Additionally, an accessory structure may not exceed 1,000 sf in area and 17' in height, and the proposed maintenance structure would be approximately 2,800sf and no more than 25' in height. The Planned Unit Development process allows for deviations from these regulations- as shown in the submitted plans- should they meet the PUD requirements outlined in the zoning ordinance. The Public Testimony was opened by Chairman Hawkins. A bordering neighbor had some concerns about looking at the back side of a large maintenance building. He ask that maybe some trees could be planted instead of a six foot privacy fence. Steve Schreffler had a question for city staff, he inquired as to if the city had reviewed all these plans for this new development. City Administrator, Terry Summers assured Mr. Shreffler that the plans had been reviewed by city staff and the final plans would be reviewed by an outside source. A motion was made by Marthann Riegel and seconded by Cindy Breitweiser to close the public hearing. A voice vote was taken and the motion carried with all present voting yes. A motion was made by Gerald Day and seconded by Tim Timmerman to recommend for approval to City Council Conditional Use Permit, 2000 E. Washington Street to allow a multi-family dwelling use in an Urban Residential (RD) zone; and a Planned Unit Development in an Urban Residential (RD) zone, with deviation for the zoning code including the number of main buildings allowed in an RD zone, and the maximum area of an accessory structure in an RD zone. A voice vote was taken and the motion carried with all present voting yes.

A motion was made by Cindy Breitweiser and seconded by Tim Timmerman to adjourn the meeting @ 9:12 p.m.

Respectfully Submitted by,

Pamela Harlan
City Clerk

GIS Webmap Public Interface Piatt County, Illinois



This map application was prepared with Piatt County geographic information system (GIS) data. Piatt County does not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this application is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this application and information contained herein. The use of this application constitutes acknowledgement of this disclaimer.



MOTION FOR THE PLANNING & ZONING BOARD
WILLOW TREE MISSIONS
351 W. Monroe Street
CONDITIONAL USE

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

WHEREAS, the occupants of a parcel of property described as set forth in the advertised public notice, and being more particularly described as follows with bearings on a local datum:

N & W Rr Locally Assessed 23700 Sq Ft For Whse E Of Trks S Of Monroe St "Monticello" 52 20 25.1. Property commonly known as 351 W. Monroe Street, Monticello, Piatt County, Illinois.

Has requested that a Conditional Use Permit be granted under the terms of the Monticello Zoning Regulations for construction of an accessory structure on a property zoned *General Industrial* (I-I).

WHEREAS, a Public Hearing concerning the requested Conditional Use Permit was held on January 16th, 2018 and comment from the public was solicited; and,

WHEREAS, the Planning & Zoning Board has reviewed the evidence and testimony submitted and has considered all the factual evidence regarding the subject request;

BE IT THEREFORE RESOLVED this 16th day of January, 2018 by the Planning & Zoning Board of the City of Monticello, that:

The Planning & Zoning Board shall determine whether the applicant meets the following criteria regarding the requested Conditional Use:

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

f. The Conditional Use will in all other respects conform to the applicable regulations of the district in which it is located.

PLANNING & ZONING BOARD CHAIR TO CHECK ONE OF THE FOLLOWING:

The Planning & Zoning Board does hereby recommend *approval* of the requested Conditional Use Permit by Willow Tree Missions to construct an accessory structure at 351 W. Monroe Street, zoned General Industrial (I-I)

The Planning & Zoning Board does hereby recommend *denial* of the requested Conditional Use Permit by Willow Tree Missions to construct an accessory structure at 351 W. Monroe Street, zoned General Industrial (I-I)

Chairman, Planning & Zoning Board
City of Monticello