

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/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. May 15, 2023 Planning & Zoning Board Meeting Minutes

Documents:

[5.15.2023 PLANNING AND ZONING BOARD MEETING MINUTES.PDF](#)

5. 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*.

5.A. Project Overview - Petitioner/Staff

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

5.C. Public Testimony Period

5.D. Public Hearing Is Closed

5.E. Action - Planning And Zoning Board

6. Meeting Adjournment

City of Monticello Planning and Zoning Board Meeting

May 15, 2023

Chairman Hawkins called the meeting to order at 7:00pm. Mr. Hawkins, who was re-appointed for another 5-year term by Mayor Stoner at the City Council Meeting on May 8, 2023, was sworn in by the City Clerk.

Roll Call was then taken by the City Clerk.

ROLL CALL:

Present: HAWKINS, JOHNSON, RIEGEL, GOEBEL, SPILLMAN, YOON

Absent: BEEM

Also Present: Jim Grabarczyk, Zoning Administrator

PUBLIC PARTICIPATION:

No remote or in-person participation

APPROVAL OF MEETING MINUTES:

A motion was made by Chad Johnson, and seconded by Shawn Spillman, to approve the November 21, 2022 Planning & Zoning Board Meeting Minutes. The motion carried with all present voting yes.

NEW BUSINESS:

Introduction of Proposed Sage Fields Subdivision Preliminary Plan

Jim Grabarczyk presented the following:

Steven D. Tenhouse of Kirby Medical Center, 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. Mr. Grabarczyk explained that the waivers being requested are for sidewalks and right of way. Because there is a wellness path already in place on the west side of the lot, the sidewalk waiver is requested to only put sidewalk on the east side and the path will be used as a sidewalk to the west. The ROW waiver is requested due to the fact that utilities already exist - 50 feet is sufficient for space as opposed to 60 feet. Mr. Grabarczyk received no public input prior to this meeting regarding the preliminary plan.

Steve Tenhouse, Kirby Hospital, and Neil Finlen, Farnsworth Group, were present for the project overview and answered questions from the board. Questions were asked to clarify that this request is only for Lot 1 (yes), that there is room for telecommunication utilities in a 50-foot ROW (yes), and the outlots.

The Public Testimony Period was opened at 7:15pm. There was no in-person or remote participation. A motion was made by Amber Goebel, and seconded by Shawn Spillman, to close the Public Testimony period at 7:15pm.

A motion was then made by Elaine Yoon, seconded by Chad Johnson, to approve the Proposed Sage Fields Subdivision Preliminary Plan. The motion passed 6-0.

Introduction of Conditional Use for Future Lot 1 of the Sage Fields Subdivision

Jim Grabarczyk presented the following:

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. No public input regarding this conditional use request was received by Mr. Grabarczyk prior to tonight’s meeting.

During the project overview, it was explained that this project will be done in phases. The first phase will be the main building and a circular shaped parking lot, and the second phase will be the south portion of the building and an additional lot in the back. Steve Tenhouse, Kirby Hospital, and Neil Finlen, Farnsworth Group, were present for the project overview and answered questions from the board. Elaine Yoon questioned if this daycare would be for Kirby Hospital employees only or for the public (for the public). It was explained that Ducky Day Care will be moving to this location and will close the old location. Owners Jaron and Alicia Magsamen were present, and informed the board the current capacity at Ducky Day Care is 94, and with the new building this will increase to 218. Shawn Spillman questioned if there is an outside activity area, and Jaron Magsamen showed on the map where this area would be, and said it will be 2-3 times more space than they have at the current location.

The Public Testimony Period was opened at 7:22pm. There was no in-person participation. Steve Shreffler participated remotely, asking the camera operator (for the meeting) to zoom in on board members, and said he could not see the audience. (As the four audience members were at the table for the Public Hearing, there was no audience.) Jim Grabarczyk explained that the camera parameters are pre-set. Chair Mike Hawkins informed Mr. Shreffler that this has been duly noted, and that no changes would be made tonight.

A motion was made by Marthaan Riegel, seconded by Shawn Spillman, to close the Public Testimony period at 7:24pm.

A motion was then made by Amber Goebel, seconded by Chad Johnson, to approve the Conditional Use Permit for Future Lot 1 of the Sage Fields Subdivision. The motion passed 6-0.

A motion was made by Amber Goebel, and seconded by Chad Johnson, to adjourn the meeting at 7:25pm.

Respectfully Submitted by:

Jill Potts
City Clerk