

**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. If attending in person, a face covering is required.**

**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/997203125](https://global.gotomeeting.com/join/997203125)

You can also dial in using your phone.

United States: **+1 (571) 317-3122**

Access Code: 997-203-125

**4. Approval Of Meeting Minutes**

**4.A. May 17, 2021 Planning & Zoning Board Meeting Minutes**

**5. New Business**

**5.A. Introduction Of Conditional Use Permit - 804 W William Street**

Applicant- Brianne Leverenz, owner of 804 W William Street, zoned RD-Urban Residential has requested a conditional use permit for a home based business (hair Salon). The individual is requesting a conditional use permit to allow for a major home occupation §153.015.

Documents:

[804 W WILLIAM.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**

**5.B. Introduction Of Conditional Use Permit And Variance - Sage Crossing Lot 5**

Applicant- Kirby Medical Center 1000 Medical Center Drive, zoned IC – Planned Commercial/ Industrial is requesting a Conditional Use to construct a 38,200 sq. medical office building and associated parking of 90 stalls (§ 152.077 Specific regulations for commercial planned unit developments). They are also requesting a Zoning Variance to the number of parking stalls be reduced from 117 to 90 (§ 153.033 Off-street parking and loading requirements).

Documents:

[SAGE CROSSING.PDF](#)  
[SAGE CROSSING.SITE PLAN.PDF](#)

**5.B.i. Project Overview - Petitioner/Staff**

**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**



**PLANNING & ZONING  
BOARD MEETING  
MEMORANDUM**

<b>ITEM:</b> 804 W William Street Conditional Use	<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> September 8 <sup>th</sup> , 2021

**BACKGROUND:**

Applicant- Brianne Leverenz, owner of 804 W William Street, zoned RD-Urban Residential

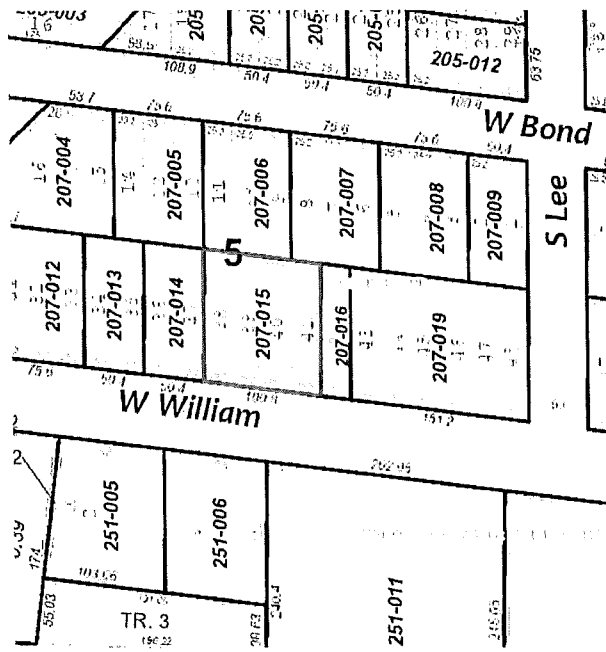
The applicant would has requested a conditional use permit to for a home based business (hair Salon). The applicant will be using a portion of their driveway for off street parking.

The City of Monticello zoning ordinance does not allow for a major home occupation without issuance of a conditional use permit §153.031 (C) (1). Staff has reviewed the application and the plan for off street parking and does not see any issues with the application as submitted.

Supporting documents include a copy of an aerial of the property were the business is proposed, a copy of the public notice published in the September 1, 2021 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 on whether to approve this conditional use permit.



**Applicant information:**

PIN: 05-00-54-000-997-00 and 05-00-54-000-998-00  
 Map No: 09-13-207-015 and 09-13-207-016  
 Russell A & Brianne N Leverenz  
 804 W William St  
 Monticello Il 61856

Street view of property



AFFP

875586 PZB PUBLIC HEARING

## Affidavit of Publication

STATE OF ILLINOIS }  
COUNTY OF PIATT } SS

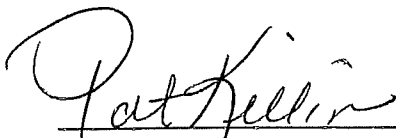
Paul Barrett, being duly sworn, says:

That he is Publisher of the Journal Republican, a weekly newspaper of general circulation, printed and published in Monticello, Piatt County, Illinois; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

September 01, 2021

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Pat Killion, Authorized Agent, Piatt County, Illinois

**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 upon application for Conditional Use Permit by Brianne N. Levenenz, owner of 804 W William Street, legally described as:

Block 5 Clark's Addition to Monticello Lots 38-39-40-41 52 17 96 and Block 5 Clark's Addition to Monticello Lot 42 52 17 97.

Notice is further given that the applicant has requested a conditional use permit to allow a major home occupation in an RD zone (\$153.031 (C) (1)).

The public hearing will be held at a meeting of the Planning and Zoning Board scheduled for Monday, September 20, 2021 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. Public comment can be submitted in advance of the hearing date to the City Clerk.

<https://global.gotomeeting.com/join/997203125>  
United States:  
+1 (671) 317-3122  
Access Code: 997-203-125

Jim Grabarczyk  
City of Monticello

875586 09/01

99226326 00875586 762-9307

CITY OF MONTICELLO  
210 N HAMILTON STREET  
MONTICELLO, IL 61856

MOTION FOR MONTICELLO ZONING BOARD  
Brienne Leverenz (Owners) – 804 W William

WHEREAS, the City of Monticello, pursuant to the authority conferred by the Statues 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, Brienne Leverenz, owner of property legally described as:

Block 5 Clark's Addition to Monticello Lots 38-39-40-41 52 17 96 and Block 5 Clark's Addition to Monticello Lot 42 52 17 97, Parcel Identification Number (PIN): 05-00-54-000-997-00 and 05-00-54-000-998-00, situated in Piatt County, Illinois. Said property commonly known as 804 W William Street, Monticello, Illinois.

Has requested a conditional use permit to allow a major home occupation (hair salon) in an RD zone §153.031 (C) (1); and

WHEREAS, the owner is seeking a Conditional Use Permit to be granted under the terms of the Monticello Zoning Regulations to allow a major home occupation (hair salon) in an Urban Residential (RD) zoned parcel; and

WHEREAS, the City of Monticello Zoning Administrator has reviewed the petitioner's requests for Conditional Use permit, 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 September 20<sup>th</sup>, 2021 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 20th day of September, 2021, 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 Conditional Use Permit;

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 existing 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 (*circle one*) *Approval Denial* of the Conditional Use Permit request for 804 W William Street, to allow for a major home occupation (hair salon) in an RD zone.

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Chairman, Planning & Zoning Board  
City of Monticello



**PLANNING & ZONING  
BOARD MEETING  
MEMORANDUM**

<b>ITEM:</b> Sage Crossing proposed Lot 5, Conditional Use and Variance Requests	<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> September 8 <sup>th</sup> , 2021

**BACKGROUND:**

Applicant – Kirby Medical Center Previously submitted the Preliminary Plan to subdivide one of the larger parcels of property to create the Sage Crossing Commercial Subdivision. The Preliminary Plan meets the requirements of Chapter 152.041 of the Municipal Code. To move forward with any development they must submit for a conditional use permit as they’ve done so here.

Applicant- Kirby Medical Center 1000 Medical Center Drive, zoned IC – Planned Commercial/ Industrial is requesting a Conditional Use to construct a 38,200 sq. medical office building and associated parking of 90 stalls (§ 152.077 Specific regulations for commercial planned unit developments). They are also requesting a Zoning Variance to the number of parking stalls be reduced from 117 to 90 (§ 153.033 Off-street parking and loading requirements).

Supporting documents include a Site Layout Plan, a copy of the public notice published in the September 1, 2021 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 conditional use permit and variance requests.



AFFP

875554 ZONING KIRBY

# Affidavit of Publication

STATE OF ILLINOIS }  
COUNTY OF PIATT } SS

Paul Barrett, being duly sworn, says:

That he is Publisher of the Journal Republican, a weekly newspaper of general circulation, printed and published in Monticello, Piatt County, Illinois; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

September 01, 2021

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Pat Killion, Authorized Agent, Piatt County, Illinois

99226326 00875554 762-9307

CITY OF MONTICELLO  
210 N HAMILTON STREET  
MONTICELLO, IL 61856

## 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 a request for conditional use and variance by Kirby Medical Center, owner of 1000 Medical Center Drive, zoned IC - Planned Commercial/Industrial, and legally described as follows:

A part of the Southwest Quarter of Section 32 and a part of the Southeast Quarter of Section 31, Township 19 North, Range 6 East of the Third Principal Meridian, Piatt County, Illinois, more particularly described as follows: Beginning at the Northwest Corner of Lot 1 in Sage Crossing Subdivision recorded March 1, 2019 in Book 15, Page 186 as Document No. 367135 in the Piatt County Recorder's Office. From said Point of Beginning, thence southerly 506.40 feet along the West Line of said Lot 1 and the East Line of Lot 1 in Jefferson Parkway I recorded July 25, 2012 in Book 14, Page 193 as Document No. 347720 in the Piatt County Recorder's Office to the Southeast Corner thereof; thence southeast 163.00 feet along the Northeast Line of Outlot 3 in said Jefferson Parkway I which forms an angle to the right of 135°-00'-00" with the last described course; thence southerly 114.23 feet along the East Line of said Outlot 3 which forms an angle to the right of 225°-02'-33" with the last described course to North Line of a tract of land shown on plat of survey recorded in Plat Book 13, Page 76 in said Piatt County Recorder's Office; thence easterly 280.68 feet along said North Line which forms an angle to the right of 90°-00'-07" with the last described course to the Northerly Right-of-Way Line of a Frontage Road adjacent to the north side of F.A. Route 135, Section 74-69 (F.A.I. Route 72); thence northeast 45.04 feet along said Northerly Right-of-Way Line which forms an angle to the right of 132°-05'-25" with the last described course to a point lying 169.60 feet left of Station 1489+40.61 on the Surveyed Centerline for said F.A. Route 135; thence southeast 64.60 feet along said Northerly Right-of-Way Line which forms an angle to the right of 265°-49'-31" with the last described course to a point on the Northerly Right-of-Way of said F.A. Route 135 lying 105.00 feet left of said Station 1489+40.61; thence northeast 194.08 feet along said Northerly Right-of-Way Line being the arc of a curve concave to the northwest with a radius of 5103.71 feet and the 194.07 foot chord of said arc forms an angle to the right of 88°-54'-38" with the last described course to the East Line of said Southeast Quarter; thence north 6.87 feet along said East Line which forms an angle to the right of 132°-13'-30" with the last described chord; thence northeast 318.89 feet along said Northerly Right-of-Way Line being the arc of a curve concave to the northwest with a radius of 5098.71 feet and the 318.84 foot chord of said arc forms an angle to the right of 224°-50'-27" with the last described course; thence north 515.71 feet along a line which forms an angle to the right of 135°-13'-22" with the last described chord to the South Right-of-Way Line of Medical Center Drive; thence west 224.69 feet along said South Right-of-Way Line being the arc of a curve concave to the north with a radius of 890.00 feet and the 224.09 foot chord of said arc forms an angle to the right of 80°-03'-52" with the last described course to a Point of Tangency; thence west 445.11 feet along said South Right-of-Way Line which forms an angle to the right of 187°-13'-44" with the last described chord to a Point of Curvature; thence west 31.65 feet along said South Right-of-Way Line being the arc of a curve concave to the north with a radius of 845.00 feet and the 31.65 foot chord of said arc forms an angle to the right of 181°-04'-23" with the last described course to the Point of Beginning, in the City of Monticello, Piatt County, Illinois.

Notice is further given that the applicant is requesting a Conditional Use to allow a Clinic in an IC zone (\$153.017) and a variance to the off-street parking requirements (\$153.033).

The public hearing will be held at a meeting of the Planning and Zoning Board scheduled for Monday, September 20, 2021 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, or submit comments prior to the hearing.

Email: jag@cityofmonticello.net  
Voice: 1-217-762-2583 x37

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<https://global.gotomeeting.com/join/997203125>

You can also dial in using your phone.  
United States: +1 (571) 317-3122  
Access Code: 997-203-125

Jim Grabarczyk  
City of Monticello  
875554 09/01

MOTION FOR MONTICELLO PLANNING & ZONING BOARD  
Kirby Medical Center (Owner) – Proposed Lot 5

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, Kirby Medical Center, owner of property legally described as:

Sage Crossing Proposed Lot 5 as outlined in red on the attached exhibit

Has requested two zoning action items as they relate to proposed plans to construct an 38,200 sq. medical office building and associated parking of 90 stalls (§ 152.077 Specific regulations for commercial planned unit developments).

WHEREAS, the owner is seeking a Conditional Use Permit to be granted under the terms of the Monticello Zoning Regulations to allow an medical office building and associated parking in an IC – Planned Commercial/ Industrial zoned parcel; and

WHEREAS, the owner is also seeking a variance to the requirements for an accessory structure; and

WHEREAS, the variations required are as follows:

The number of parking stalls be reduced from 117 to 90 (§ 153.033 Off-street parking and loading requirements)

WHEREAS, the City of Monticello Zoning Administrator has reviewed the petitioner's requests for Conditional Use permit and Variances, 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 September 20<sup>th</sup>, 2021 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 20<sup>th</sup> day of September, 2021, 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 Conditional Use Permit;

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 existing 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.

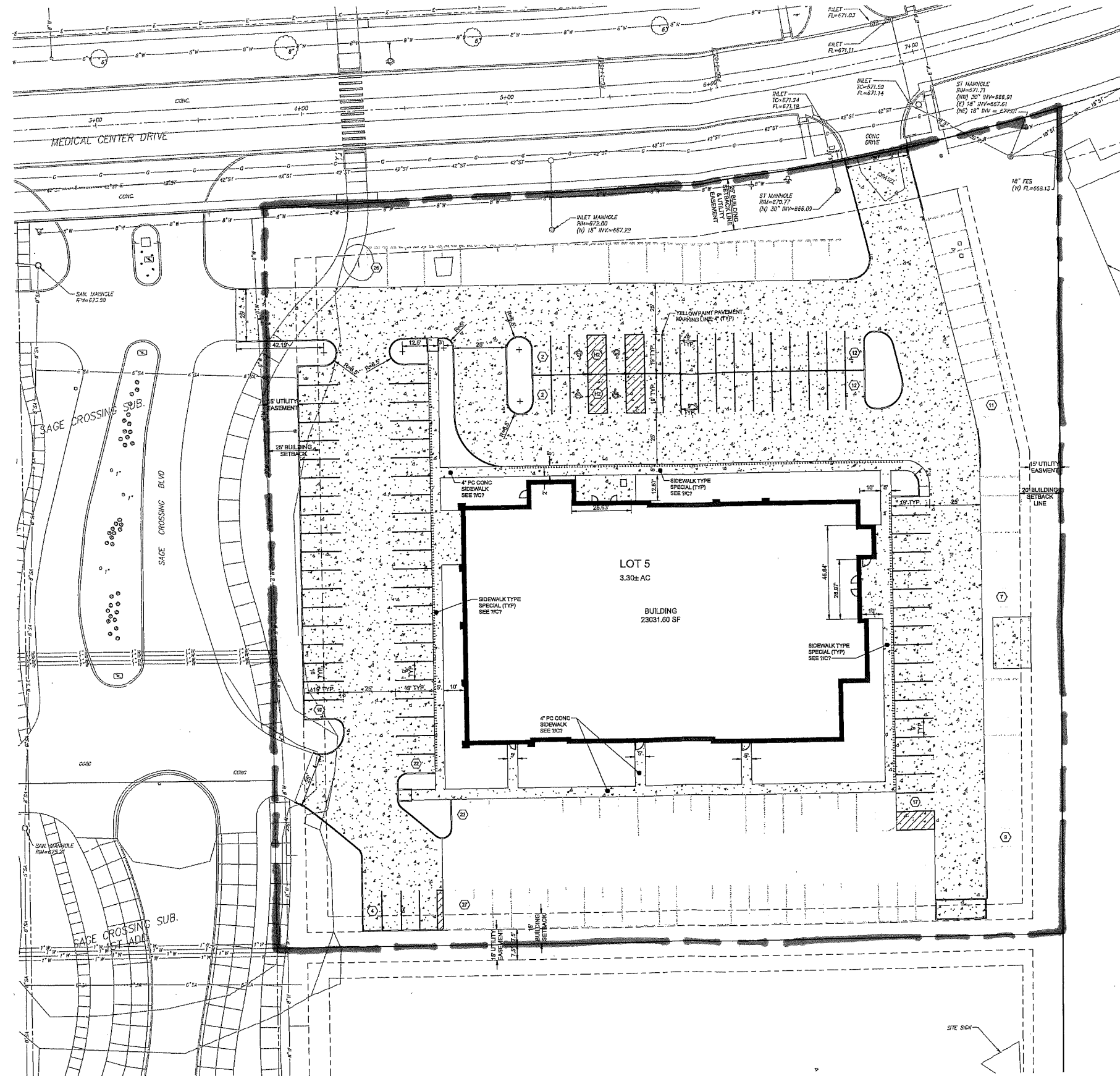
And, the Planning & Zoning Board does further set forth the following findings of facts concerning the requested variances:

1. All procedural matters have been properly complied with.
2. The City of Monticello Zoning Administrator has prepared and submitted background information relevant to this case.
3. That special circumstances or conditions apply to the land for which a variation is sought.
4. Any special circumstances have not resulted from an act of the applicant subsequent to the adoption of the Zoning Ordinance.
5. Special circumstances do exist such that a strict application of the provisions of the Zoning Ordinance would deprive the applicant of reasonable use of his or her land.
6. The variation requested is necessary for a reasonable use of the land for the desired purpose.
7. The variation requested is in general harmony with the general purposes of intent of the Zoning Ordinance.
8. The variation granted will not be injurious to the neighborhood, detrimental to the public welfare, or in conflict with other City ordinances or codes.

The Planning & Zoning Board hereby recommends (*circle one*) *Approval Denial* of the Conditional Use Permit and Variance requests for Sage Crossing Proposed Lot 5, to allow for construction of an 38,200 sq. medical office building and associated parking; and a variance number of parking stalls be reduced from 117 to 90.

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Chairman, Planning & Zoning Board  
City of Monticello



PROPOSED SITE PARKING SUMMARY	
HANDICAP PARKING SPACES	4 SPACES
REGULAR PARKING SPACES	90 SPACES
OVERALL TOTAL REQUIRED BY CODE BEFORE IMPROVEMENTS	117 SPACES

LOT AREA SUMMARY	
GROSS FLOOR AREA =	23031.60 SF±
TOTAL LOT AREA =	3.30 AC
TOTAL DISTURBED AREA =	3.30 AC
TOTAL PROPOSED IMPERVIOUS AREA =	1.65 AC



**KIRBY MEDICAL CENTER  
 REHABILITATION and WELLNESS CENTER**

1000 Medical Center Drive  
 Monticello, IL 61856

DOCUMENT CHANGES	
Description	Date

Issue Description:	DESIGN DEVELOPMENT
Original Issue Date:	03/10/21
Project No:	2016102
Drawn By:	
Checked By:	
Drawing Title:	

SITE LAYOUT PLAN

Sheet Number

**C2.01**