



CITY COUNCIL MEETING MEMORANDUM

ITEM: Resolution 2019-31; 404 N. Charter Street Conditional Use Permit Requests	DEPARTMENT: City Administration
AGENDA SECTION: New Business	SUBMITTED BY: Callie Jo McFarland, Community Development Director
ATTACHMENTS: (X) RESOLUTION (X) OTHER SUPPORTING DOCUMENTS	DATE: June 18, 2019

BACKGROUND:

Applicant- Chris & Lynn Corrie, prospective owners of 404 N. Charter Street, a single family residence with an attached garage and existing apartment unit above the garage.

The property has been utilized as a multi-family dwelling since an apartment was constructed above the garage in 1968/1969, and continued use as such until early 2018. However, no zoning action to allow the multi-family use is on file, likely making it an existing nonconforming use. Nonconforming uses are allowed to continue operating unless the use discontinues for a period of 6 months or more, in which case the use must conform to the current zoning standards (§153.054(G)). §153.017 of the City of Monticello Municipal Code states that a Conditional Use permit is required for a principal use of a multi-family dwelling in an Urban Residential (RD) zone.

The applicants are requesting a conditional use permit to allow the apartment to be utilized, so they can proceed forward with the purchase of the property. Off-street parking requirements are currently not met, but the applicants have stated plans to expand the driveway to accommodate the off-street parking needs, prior to rental of the apartment.

A public notice was published in the May 31, 2019 edition of the Piatt County Journal Republican, and notice was sent to all adjacent property owners by certified mailing, as per state statute. Staff received no comments regarding this issue.

The Planning & Zoning Board held a hearing at the June 17, 2019 Planning & Zoning Board meeting, in which no public comment was made. After further discussion, the Planning & Zoning Board voted to recommend approval of the conditional use request, 7-0.

RECOMMENDED ACTION:

It is recommended that the City Council discuss and take action on Resolution 2019-31.