

**VILLAGE OF TOLONO
PLANNING & ZONING BOARD
JUNE 8, 2022**

The Village of Tolono Planning & Zoning Board met on June 8, 2022, in the public meeting room at the Police Station, located at 205 E. Main St., Tolono, IL. Secretary Rena Anderson called the meeting to order at 6:00PM. Roll call found the following members present: Chairman Del Boyle, and members Mark Adair, Jeff Hahn and Jamie Snodgrass. Rich Cunnington, Sean Talbott and Nate Tate were absent.

All stood for the Pledge of Allegiance.

PUBLIC COMMENTS

Steve Haring, MSA Professional Services, discussed taking MSA's downtown strategic plan to the Village Board to get their feedback. MSA would like to get a conceptual plan in place so the P&Z and Village boards could use or refer to the plans while moving forward with the design, finding grants and possibly TIF funds.

Amy Jaeger officially acquired 403 E Larmon St and will have the current mobile home demolished for free for scrap which will take two to three weeks to complete. Boyle explained Jaeger needs a demolition permit before that begins. Jaeger stated only the trailer was being demolished and has no plans to demolish the garage currently. Boyle explained Jaeger would need another demolition permit for the garage and stressed to Jaeger that before a new mobile home is moved in the garage must be demolished. Jaeger also explained she wanted to put a shed on the property. Boyle stated that if the shed is set in a temporary location a permit is not necessary. If the shed is placed in a permanent location Jaeger must apply for a permit and follow setback requirements per the zoning district.

REPORTS, COMMENTS, ANNOUNCEMENTS - None

APPROVAL OF PRIOR MINUTES

Motion by Hahn, second by Snodgrass to approve the regular session minutes for May 11th, 2022. Roll call: Boyle, aye; Adair, aye; Hahn, aye; Snodgrass, aye. Motion passed.

OLD BUSINESS

Hahn explained he reformatted the new survey questions for the downtown improvements questionnaire to make it more convenient for residents to participate. Hahn felt, although some questions were good, they did not pertain to the downtown improvements and would make the survey too complicated, nor fit on one page. Anderson will format the questions and have ready for the next meeting. It was decided that we would mail the survey with the next Village newsletter.

Boyle wants to add a fence ordinance, originally documented in a previous Village ordinance book which consists of a list of fence requirements. If a fence is constructed in a Home Owner's Association (HOA) which has their own rules, authorization by the HOA would need to be submitted. Property PINs would need to be located and a site visit performed by the Village building official to confirm property corners are correct. If PINs cannot be located, an aerial photo could be submitted to help establish the area where PINs could be located. Boyle would like to submit these ideas to the Village attorney and allow him to properly word the ordinance and then give it to the Village Board for approval.

Boyle also discussed creating a permit for fences only, which would be only one page and require a drawing. The resident would not have to go through the lengthy building permit application.

Boyle discussed the difference between a deck and a porch. A porch is considered to have a roof on it and is located at the front of the house. Decks are only allowed at the rear or side of the house. Boyle would like to establish a check list of guidelines to accompany a building permit so residents are aware of what is acceptable/not acceptable. Boyle would also like to create an informational sheet regard detached garage requirements so residents have an idea of how these types of garages should be built. He stated that a detached garage falls in the category of an accessory structure.

Boyle would like to change the time period from three (3) to 7-10 business days for the building official to approve/not approve building permits because of potential zoning issues, add lines to check if there is a zoning issue or no zoning issue, and add a sheet that requires the resident to sign which lists the building official's hours, construction hours and another sheet that lists contractors.

NEW BUSINESS

The board decided to move the discussion on stand-by generators, electric and plumbing work by owner and roof mounted solar panels to the July meeting, giving everyone a chance to look over the forms Boyle previously handed out.

Discussion followed by Boyle who stated there was no ordinance for yard shed requirements. Snodgrass inquired if it was for temporary sheds. Board members had different definitions of what they believed was a temporary and permanent structure. It was decided that the board needed to create a definition of each type.

Board members discussed finding a replacement for Rich Cunnington and how to handle non-attendance of board members. Boyle will contact board members that have not been in attendance.

MISCELLANEOUS

Motion by Snodgrass, seconded by Adair to adjourn the meeting. Roll call: Boyle, aye; Adair, aye; Hahn, aye; Snodgrass, aye. Motion passed.

Respectfully Submitted,
Rena Anderson
P&Z Board Secretary