

**VILLAGE OF TOLONO  
PLANNING & ZONING BOARD  
JANUARY 11, 2023**

The Village of Tolono Planning & Zoning Board met on January 11, 2023, in the public meeting room at the Police Station, located at 205 E. Main St., Tolono, IL. Chairman Del Boyle called the meeting to order at 6:00PM. Roll call found the following members present: Chairman Del Boyle, and members Jeff Hahn, Jamie Snodgrass, and Nate Harden. Mark Adair arrived at 6:25PM. Tom Swigart and Sean Talbott were absent. Also present were Village Attorney, Marc Miller and Village President, Rob Murphy.

All stood for the Pledge of Allegiance.

**PUBLIC COMMENTS** – None

**REPORTS, COMMENTS, ANNOUNCEMENTS** – Village Attorney Miller updated/reminded board members that the Open Meetings Act (OMA) regulations must be followed before, during and after a P&Z meeting. He also discussed issues that would create a conflict of interest for members to set on the board and to vote on a subject that the board member is involved with outside of the P&Z board.

Murphy asked the board to create a 5, 10, 15-year plan for the Village of Tolono. He also would like the board to begin annexing properties into the Village of Tolono. He also discussed why annexations were important to help the Village prosper and grow.

Anderson asked board members to review board member contact information and term limits. Anderson explained she could find no previous information on terms when the P&Z board was created in 2018. She will continue to investigate and hopes to bring the new terms to the February meeting.

Anderson also stated that all members must take the Open Meetings Act and FOIA class online. It is a requirement to be a board member. Members that need to take these courses are Adair, Swigart and Talbott. She also informed the board that she will no longer send emails to private email accounts. All members must use their Village of Tolono email address to send/receive emails. Laptops will be assigned to members when they take the classes and return their certificates to the Village Clerk.

**APPROVAL OF PRIOR MINUTES**

Motion by Snodgrass, second by Hahn to approve the regular session minutes for December 14, 2022. Roll call: Boyle, aye; Adair, aye; Hahn, aye; Harden, aye; Snodgrass, aye. Motion passed.

**OLD BUSINESS** – None

**NEW BUSINESS**

There were no comments regarding An Ordinance Amending the Village of Tolono Zoning Ordinance by the Addition to Chapter 154.024 General Guidelines for Lots and Boundaries, Section G, Standard and Requirements for Fence Installation. Boyle asked each member to review over the next week and contact Anderson with changes. Anderson will get notice in newspaper after January 18, 2023.

Boyle would like board members to create their own 5-year plan for the downtown area and the RT45 corridor. He explained that these plans are separate from the survey that will be sent to residents to find out what businesses, green space, and restaurants they would like in the downtown area.

Mayor Murphy would like the P&Z board to begin annexing properties he previously discussed with Miller and past board chairman, Wade Thweatt. Miller cannot locate the list he was given nor can Anderson find an email that listed the properties. Anderson will call Miller and ask if he can locate the list.

Boyle asked members of the board to create their own plan on the downtown street and parking layout (how traffic can run smoothly) and bring to next meeting to discuss.

**MISCELLANEOUS**

Boyle will go before the Village board on Tuesday, January 17, 2023, to request that the P&Z board now be allowed to mail the downtown survey that was put on hold at the September 14<sup>th</sup>, 2022 Village board meeting.

Motion by Snodgrass, seconded by Adair to adjourn the meeting at 7:20PM. Roll call: Boyle, aye; Adair, aye; Hahn, aye; Harden, aye; Snodgrass, aye. Motion passed.

Respectfully Submitted,  
Rena Anderson  
P&Z Board Secretary