

**VILLAGE OF TOLONO
PLANNING & ZONING BOARD
JUNE 14, 2023**

The Village of Tolono Planning & Zoning Board met on June 14, 2023, in the public meeting room at the Tolono Police Department, located at 205 E. Main St., Tolono, IL. Secretary Rena Hahn called the meeting to order at 6:08PM. Roll call found the following members present: Members Nate Harden, Jamie Snodgrass and Sean Talbott.

All stood for the Pledge of Allegiance.

PUBLIC COMMENTS – None

REPORTS, COMMENTS, ANNOUNCEMENTS – Marc Miller discussed what the Zoning Board of Appeals and Planning Commission duties are. The two bodies have different tasks. Planning looks at land (what zoning applies). When land is to be purchased, Planning looks at property to find issues, etc. and take their findings to the Village Board. Planning also creates an extra-territorial plan (which needs to be put into place).

An example of Zoning is if a property is zoned R-1 Single Family but owner of property wants to build an apartment. Zoning would review the property and ordinances and make suggestions to the property owner or ask them to file a variance. Zoning also advises residents if they need a special use permit. For example, a single-family home meets all setbacks and they build, however they also want to put a beauty salon in their home, they would need to request a special use permit from the board.

When hearing a variance, the board can only decide on the facts. No hear-say. The public hearing is where the neighbors have their opportunity to have their say.

The board operates under OMA rules. Members shall take the online course to be certified on OMA. Emails: Anyone can send a group email to members of the board; however, members must reply to the email singularly, not reply to all members. When a member replies-to-all, it is considered a meeting and is against the OMA rules.

If there is a building the board wanted to look at and members decide to go look at it but didn't tell the public, this goes against OMA. A meeting must be set, an agenda made and the public informed. One member is okay, but more than two is considered a meeting. If there are three members on the board, only one can go. Any more than one needs a meeting.

APPROVAL OF PRIOR MINUTES

Motion by Talbott, second by Snodgrass to approve the regular session minutes for April 12, 2023. Roll call: Harden, aye; Snodgrass, aye; Talbott, aye. Motion passed.

NEW BUSINESS – Members decided the board would continue with monthly meetings on the second Wednesday of the month instead of quarterly. Brief discussion of fence at 604 E Benham St. It was agreed that braces, supports, and posts shall remain located on the outside of the property providing screening. There was also a brief discussion concerning property that is not zoned. Members questioned whether the owner or the board requests the change.

MISCELLANEOUS – Sean needs a computer. Secretary Hahn will email copies of previous examples of solar installation and regulations. Members agreed that emails and letters should be sent to individuals that indicated their interest to be a board member on the P&Z survey earlier this year.

ADJOURNMENT - Motion by Snodgrass, seconded by Talbott to adjourn the meeting at 7:00PM. Roll call: Harden, aye; Snodgrass, aye; Talbott, aye. Motion passed.

Respectfully Submitted,
Rena Hahn
P&Z Board Secretary