

City of MORRISON

200 West Main Street
Morrison, Illinois 61270-2400
Phone 815.772.7657
Fax 815.772.4291
morrisonil.org



PLANNING / ZONING BOARD OF APPEALS AGENDA

City Hall
200 West Main Street
Morrison, IL 61270

January 7, 2026 5:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of October 22, 2025 Minutes
- IV. Public Hearing
 - A. Variance – 106 Prospect Street
- V. New Business
- VI. Old Business
- VII. Other Considerations
- VIII. Adjournment

BOARD MEMBERS PLEASE CONTACT

CITY HALL (772-7657) IF YOU ARE

UNABLE TO ATTEND THIS MEETING! THANKS!

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MINUTES

Planning & Zoning Commission
October 22, 2025, 5:30 p.m.

The Planning & Zoning Commission met on October 22, 2025, at City Hall, 200 West Main Street. Chairman Kevin Kuehl called the meeting to order at 5:32 p.m. Executive Secretary Barb King recorded the minutes.

Commission members present on the roll call were Kathy Schmidt, Kevin Kuehl, Charles Yost and Sherrie Shirk. Vaughn Maxfield arrived at 5:43 p.m.

Other city officials present were City Administrator Brian Melton.

Commission member Schmidt moved to approve the September 24, 2025, minutes; seconded by commission member Yost. On a voice vote, the motion was carried.

Public Hearing

City Administrator Brian Melton introduced the annexation of the property located at 617 Portland Avenue to the commission. He further informed the commission that the owner, Jason Strobbe who was present applied for a sign variance as well. Surrounding property owners were notified of the proposed annexation/variance. One neighbor was present expressing his concerns and they were addressed by CA Melton. No other written comments were received. Commission member Schmidt made a recommendation to annex the property located at 617 Portland Avenue with the special use for livestock (specifically horses); seconded by commission member Vaughn. On a roll call vote of 5 ayes (Schmidt, Yost, Maxfield, Shirk and Kuehl) and 0 nays, the motion carried. Commission members discussed the location, size, advertising market and safety concerns of the proposed sign variance. Commission member Maxfield made a motion to approve sign variance as presented; seconded by commission member Kuehl. On a roll call vote of 2 ayes (Kuehl and Maxfield) and 3 nays (Schmidt, Shirk and Yost) the motion failed.

New Business

None.

Old Business

None.

Other Considerations

The next regularly scheduled meeting will be November 26, 2025.

At approximately 6:23 p.m. commission member Yost moved to adjourn the meeting; seconded by commission member Schmidt. On a voice vote, the motion was carried.

City of Morrison, Illinois
200 West Main Street, Morrison IL USA 61270

BUILDING PERMIT APPLICATION

Permit No.: 2553

Date Issued: _____

Permit Expires 12 Months from Date Issued

Property Owner: Troy Pritchard

Address: 106 Prospect St

Contact Number: 815-590-3444 Email Address: wetheadders@gmail.com

Application is hereby made for a Building Permit and Certificate of Compliance involving the premises legally described as follows:

Street Address: 106 Prospect St

Subdivision: _____

Unit _____ Block _____ Lot No. _____ Sec. _____ Parcel No. _____

Structure Dimensions _____ (length) X _____ (width) = _____ ft² Height _____

X Lot Dimensions _____ X _____ = _____ ft²

Type Construction (Check all that apply):

- | | |
|--|--|
| ☒ New Construction <u>garage</u> | ☐ Offices or Professional |
| ☒ Alteration/Remodel | ☐ Commercial |
| ☐ Addition | ☐ Industrial |
| ☐ Accessory Structure | ☐ Fence |
| ☐ Single Family Residence | ☐ Deck |
| ☐ Two-Family Residence (Duplex) | ☐ Sign |
| ☐ Multiple-Family Residence | ☐ Pool |
| ☐ Institutional | ☐ Other _____ |

Estimated Cost of Project: \$ 8,000

PROPERTY DESCRIPTION INFORMATION (Please Circle One):

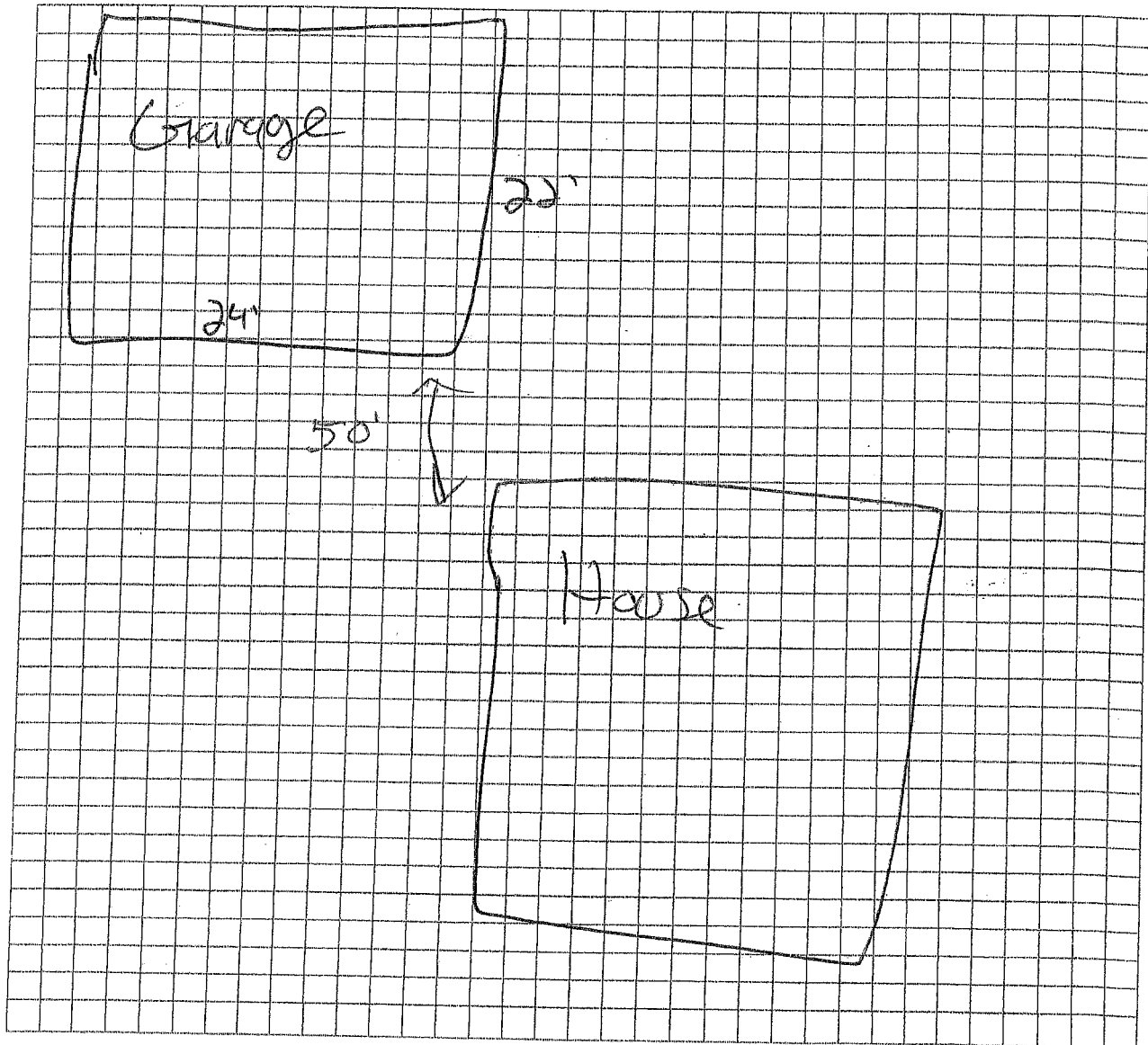
- | | | | |
|--------------------------------------|-------------------------------------|-----|---|
| ☒ YES | ☐ NO | 1. | Have you included your legal description? |
| ☐ YES | ☐ NO | 2. | Provide/show your lot dimensions? |
| ☐ YES | ☐ NO | 3. | Does your application include a parking plan, if applicable? |
| | | 4. | What is your property zoned as: <u>R-1</u> |
| ☐ YES | ☐ NO | 5. | Include all existing and requested building dimensions? |
| ☐ YES | ☒ NO | 6. | Will this construction cover water or sewer lines? |
| ☐ YES | ☒ NO | 7. | Does this construction comply with front, side, and rear yard setbacks? |
| ☐ YES | ☒ NO | 8. | Does your construction require a water permit?
If so, Permit Number: _____ |
| ☐ YES | ☒ NO | 9. | Does your construction require a sewer permit?
If so, Permit Number: _____ |
| ☐ YES | ☒ NO | 10. | Does your property lie within the Historic District? |
| ☐ YES | ☒ NO | 11. | Is your property on the National Register? |
| ☐ YES | ☒ NO | 12. | Is your property a Locally Designated Landmark? |
| ☐ YES | ☒ NO | 13. | Does your construction require a Certificate of Appropriateness? |

NOTES: ~~1000~~

PROPOSED CONSTRUCTION – DIAGRAM:

Please include the following in the draft diagram below:

- ✓ Dimensions of the lot
- ✓ Location & dimensions of all existing buildings & structures *(Mark with X)*
- ✓ Location & dimensions of all proposed buildings & structures *(Mark with P)*
- ✓ Distances to property lines for all proposed buildings & structures
- ✓ Location of water supply lines
- ✓ Location of sewer line / septic field
- ✓ Labeled arrow indicating north



NOTICE TO APPLICANT: Location of buildings or structures must be staked out on the property as shown above. This will be checked before permit is issued. Construction must not be started until permit is issued. No changes in location as shown above may be made without first contacting City Hall. A certified survey of your property may be required before issuance of a permit.

APPLICANT'S STATEMENT:

The dimensions of the lot and location of all existing and proposed buildings and structures are shown on the drawing on page 4 of this form (or indicated on an attached site plan) and is made a part of this application.

I declare that the above and attached information is correct and agree in consideration of and upon issuance of a building permit to do or allow to be done only such work as is herewith applied for, and that such premises and its existing and proposed building or structures shall be used or allowed to be used for only such purposes as are set forth above or other uses permitted.

I hereby acknowledge that I have been informed by the City of Morrison that it is solely my responsibility to determine the exact location of my property line(s) and that the issuance of a building permit is in no way agreeing with or validating my determination of property lines.

I further declare that the buildings and property use comply with all of the provisions of Zoning, City of Morrison Municipal Code, and that I hold harmless the City of Morrison, Illinois from any present or future property line disputes which may result from the issuance of this permit. After the structure is completed, a separate Certificate of Compliance will be issued after an inspection of the premises and completed structure as described in the Zoning Ordinance.

Name of Applicant/Owner: Troy Pritchard

Signature of Applicant/Owner: [Signature]

Date: 10-31-25

BUILDING PERMIT FEE: \$45 fee plus \$2 for every \$1000 of estimated improvement cost

For Office Use Only

☐ Permit Approved	☐ Permit Denied
By _____	
Title _____	Date _____

Fee Amount Paid \$ <u>(21.00)</u>	Date Paid <u>OCT 31 2025</u>
Does the property lie within the Historic District, National Register or a locally designated landmark?	
YES or NO *(If YES, FEE is WAIVED)*	



Case. No. 25-05

PA
175.00
11/26/25

VARIANCE APPLICATION

City of Morrison, Illinois

TO THE ENFORCING OFFICER OF THE CITY OF MORRISON ZONING ORDINANCE

200 W Main Street, Morrison, Illinois 61270-2400 (815) 772-7657 Fax: (815) 772-4291

Whenever the standards of the Morrison Zoning Ordinance place **undue hardship** on a specific development proposal, the applicant may apply to the Planning and Zoning Commission for a Variance. The Planning and Zoning Commission shall review the applicant's request for a Variance and shall submit its recommendation to the City Council. The City Council may attach such conditions to granting of a Variance, as it deems necessary to further the intent of this ordinance.

Address or location of property: 106 Prospect st

Property Tax ID (PIN) number: 09-18-201-008

Name of Applicant: Brandon Boyer

Address of Applicant: 1003 1/2 9th Ave Oak-Fall

Phone Number of Applicant: 815-631-4572 Fax Number of Applicant: _____

Owner of Property: Troy Prithard

Address of Owner: _____ Existing Zoning: _____

Specifically state the nature of the Variance requested and why it should be granted (e.g. to reduce the side yard requirement from 15ft. to 10ft. or to vary the height limitations from 35 ft. to 38ft.). The hardship should be clearly identified. Use additional sheets of paper, if necessary.

Simply build the new garage where
it previously was for the last 20+ years

- Attach a Legal Description of the property.
- Photos of the property and the specific area of the property seeking the Variance shall be submitted with application.
- Your Variance plat or site plan must show: (show on page 3 or own drawing at a scale of not less than 1 inch = 20 feet, including north arrow)
 - Show adjacent property owners, including across rights-of-way
 - Show zoning of adjacent properties
 - Show streets, railroads, waterways, and other necessary physical features

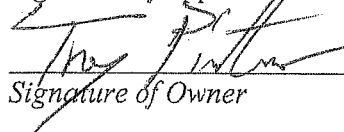
PUBLIC HEARING: After your application has been submitted and reviewed by the Zoning Administrator, it will be referred to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. The Planning and Zoning Commission meets the last Wednesday of every month at 5:30 p.m. at the City Hall at 200 W. Main. At the Planning and Zoning Commission meeting, you will present your request. Notice of the public hearing shall be mailed to all property owners within a 250-foot radius of the property. A Variance cannot be recommended by the Commission unless it finds, based upon the application and evidence presented at the public hearing, that all of the following conditions have been met:

- a. The development activity cannot be located inside the SFHA; (circle one) Yes / No
(Special Flood Hazard Area)
- b. An exceptional hardship would result if the Variance were not granted; (circle one) Yes / No
- c. The relief requested is the minimum necessary; (circle one) Yes / No
- d. There will be no additional threat to public health, safety, or welfare or the creation of a nuisance; (circle one) Yes / No
- e. There will be no additional public expense for flood protection, fire rescue or relief operations, policing, or repairs to roads, utilities, or other public facilities; (circle one) Yes / No
- f. There will not be an unduly increase in traffic congestion on public roads and highways; (circle one) Yes / No
- g. The essential character of the locality of the property in question will not be altered; (circle one) Yes / No
- h. The relief requested is consistent with the purpose and intent of the Morrison Comprehensive Plan. (circle one) Yes / No

Certification: *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Variance.*


Signature of Applicant

11-26-25
Date


Signature of Owner

11-26-25
Date

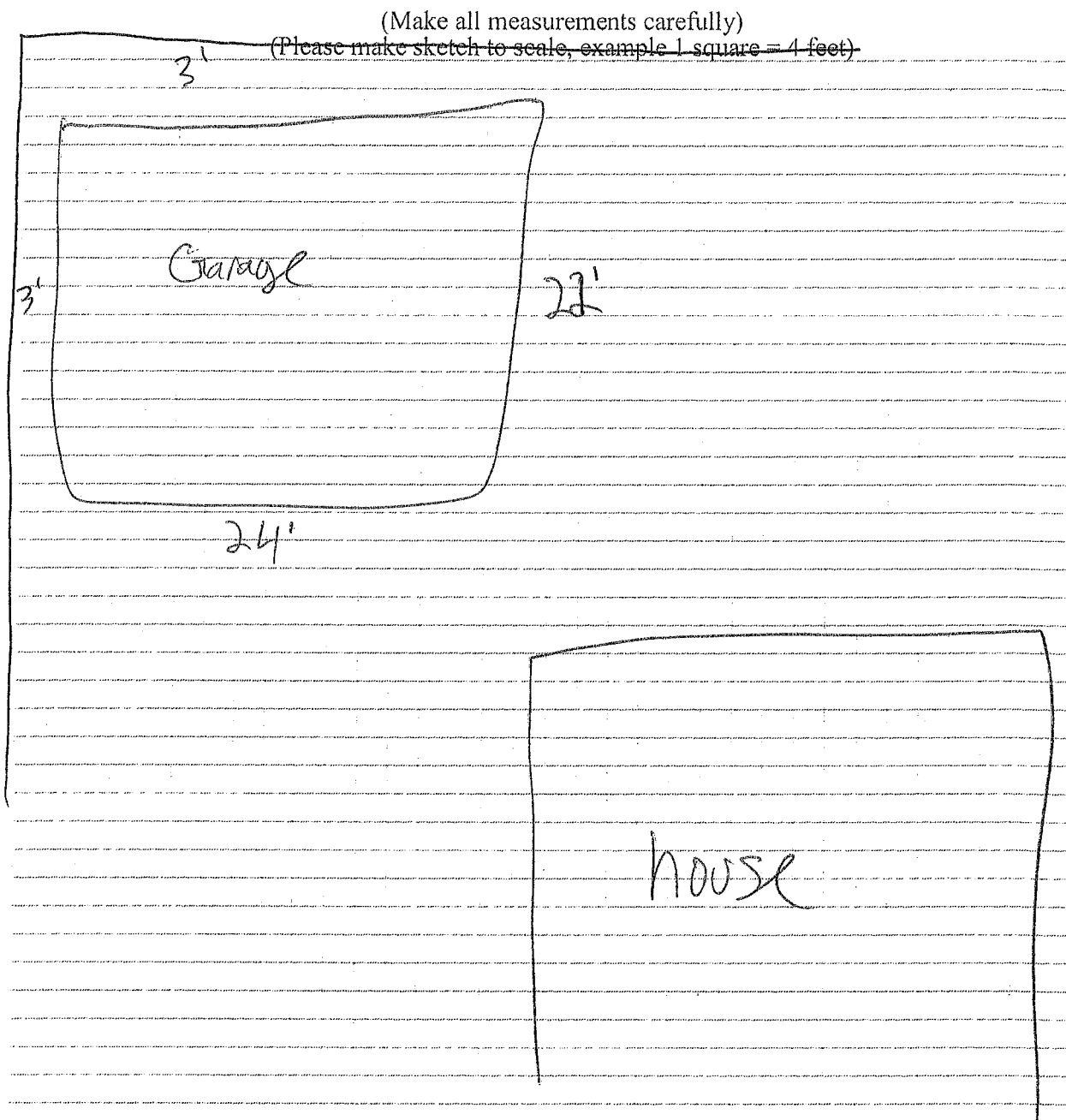
After receiving a completed application, the City Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact the Zoning Administrator at (815) 772-7657.

FOR OFFICE USE ONLY Case No. 25-05
Drawing submitted? Y / N Date: 11/26/25
Date to go before the Planning Commission: 11/26

Fee Paid? Y / N Date: 11/26/25
Documentation of Authority Submitted: _____
Commission Action: _____

DRAWING "A"

The dimensions of the lot or tract of land, the exact location of all existing buildings and structures, and distances to property or tract lines are shown on the drawing below. (Existing buildings and structures are marked X. Proposed buildings and structures are marked P. Include north arrow on map and indicate scale.)



NOTICE TO APPLICANT: Location of buildings or structures must be staked out on the property as shown above. This will be checked before permit is issued. Construction must not be started until permit is issued. No changes in location as shown above may be made without first contacting the Administrative Office.