

AGENDA
REGULAR MEETING OF THE PLANNING & ZONING COMMISSION OF THE
VILLAGE OF FORSYTH, ILLINOIS
5:30 P.M.
THURSDAY, October 23, 2025
VILLAGE HALL, 301 SOUTH ROUTE 51, FORSYTH, IL

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

PUBLIC HEARINGS

- Request by Forsyth Group LLC for map amendment to change the zoning on the real property commonly known as 1104 Clement Avenue, Forsyth, Illinois and legally described as Oldweiler and Walters Highland Place Lot 4 136.87x145 (PIN: 07-07-23-106-001). The request is made in accordance with Development Ordinance Section 9.11. The property is currently zoned OT and the request is made to change the zoning to C-1 to allow the construction of a 2-3 unit commercial building on the real property with one end designed to include a drive-thru facility.
- Request for variance submitted by Forsyth Group LLC to vary the requirements of Development Ordinance Section 4.9 to allow a lot that is approximately 19,850 sq. feet on the real property commonly referred to as 1104 Clement Avenue, Forsyth, Illinois and legally described as Oldweiler and Walters Highland Place Lot 4 136.87x145 (PIN: 07-07-23-106-001). The property is currently zoned OT and there is a request to change the zoning on the property to C-1.

OLD BUSINESS

- Review and discussion of Forsyth Development Ordinances-This will be an ongoing discussion

NEW BUSINESS

- Review and discussion Committee members

ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF THE
PLANNING AND ZONING COMMISSION
FOR THE VILLAGE OF FORSYTH, ILLINOIS,
HELD AT 5:30 P.M. ON THURSDAY, SEPTEMBER 25, 2025
AT FORSYTH VILLAGE HALL**

CALL TO ORDER

Chairman Cantwell called the meeting to order at 5:30 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

Upon call of the roll, the following Commissioners were physically present:

Regular Commissioners: Chairman Tom Cantwell, Steve Ragan, Dan Doerfler, Dennis Downey, Larry Perkins

Absent: Matt May, Cathy Mitteer, Colleen Brinkoetter

Staff Present: Planning and Zoning Director Ryan Raleigh, Village Administrator Jill Applebee, Village Clerk Cheryl Marty, Village Engineer Representative Stephanie Brown, Village Attorney Lisa Petrilli

Attendees: none.

APPROVAL OF MINUTES

MOTION: Minutes were not in packet due to printing issues so they will be voted on at the next meeting.

No Motion needed.

PUBLIC HEARING #1

- Request by David Starbody for a variance at the real property commonly known as 619 W. Weaver Rd., Forsyth, IL 62535 and legally described as ARMSTRONG FIRST ADD LT2 IRREG (07-07-15-451-008). This request is to vary the requirements for pole building construction and for approval of pole building construction in R-1 as set forth in Village Code of Ordinances Sec. 150.77. The request is to allow for a pole building in a developed subdivision and on a lot that is approximately 0.46 acres and is made in accordance with Development Ordinance Section 9.10. The property is currently zoned R-1 and there is no request to change the zoning.

Village of Forsyth
Planning and Zoning Commission Meeting Minutes
September 25, 2025

Planning and Zoning Director Raleigh explained the variance details being requested to vary the requirements for pole building construction. He also explained the details of the current ordinance. The type of construction method is the only concern. A discussion by the Commissioners ensued regarding the pros and cons of the variance request.

MOTION: Commissioner Ragan made a Motion to recommend approval of the variance as presented and Commissioner Downey seconded the motion.

Upon a call of the roll, the vote was as follows:

Yeas: 5 – Perkins, Cantwell, Ragan, Doerfler, Downey
Nays: 0 – None
Absent: 3 – May, Mitteer, Brinkoetter

Motion declared Carried.

OLD BUSINESS

- Review and discussion of Forsyth Development Ordinances-This will be an ongoing discussion.

The discussion continued with the review of ordinances, and the topic tonight was PUD's. Chastain and Associates Engineer Representative Stephanie Brown provided her suggestions for consolidation of some languages throughout the ordinances.

NEW BUSINESS

None.

ADJOURNMENT

Commissioner Perkins made a Motion to adjourn, Commissioner Downey seconded the Motion, and Village Clerk Marty asked for a voice vote which was then unanimously approved. The meeting was adjourned at 6:10 P.M.

By: Cheryl Marty
Village Clerk



MEMORANDUM

To: Chairman Cantwell and Planning and Zoning Commission
From: Ryan Raleigh, Director of Planning and Zoning
Date: September 24, 2025
Subject: Map Amendment for 1104 Clement Ave.

John Doolin, the property owner, respectfully requests a Map Amendment to rezone the property located at 1104 Clement Ave., Forsyth, IL 62535, from OT (Old Town) to C-1 (Commercial-1). The purpose of this rezoning is to facilitate the development of a 2-3 unit commercial building on the lot, with one end unit designed to include a drive-through facility.

Property Description

The subject property is a corner lot currently occupied by a vacant single-family residence and detached garage. The lot is legally described as OLDWEILER & WALTERS HIGHLAND PLACE LOT 4 136.87X145. The surrounding properties at this intersection are zoned and utilized for commercial purposes, including a Residence Inn, Affordable Dentures, and Ali Doolin State Farm, indicating a commercial character consistent with the proposed C-1 zoning.

Proposed Development

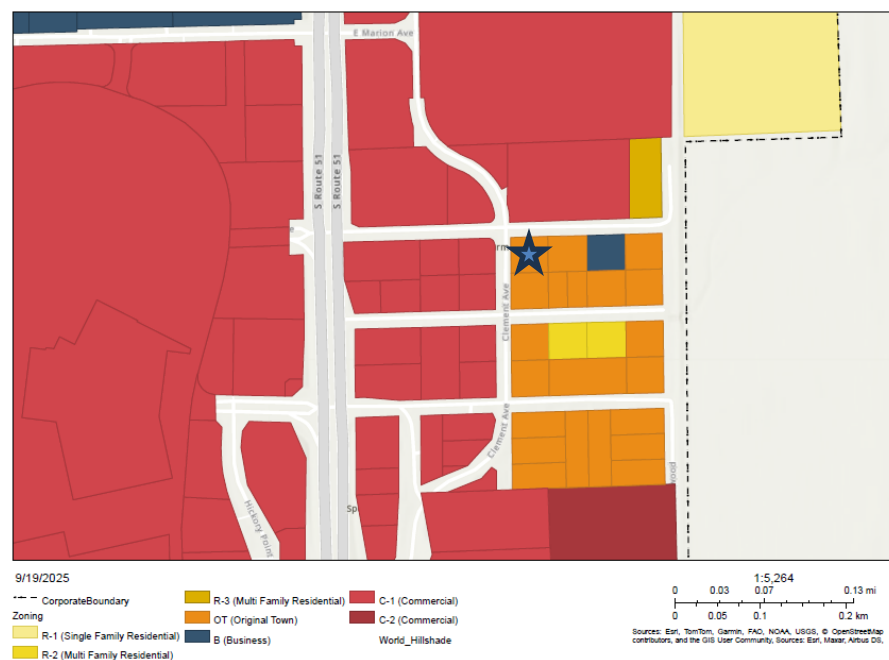
The proposed development entails the construction of a modern commercial building containing 2-3 units, one of which will incorporate a drive-through facility. This development aligns with the commercial nature of the surrounding area and is intended to enhance the economic vitality and functionality of the corridor.

Conclusion

The applicant respectfully requests approval of the Map Amendment to rezone 1104 Clement Ave. from OT to C-1 to enable the proposed commercial development.

The property is identified a star.

Zoning Map



VILLAGE OF FORSYTH

301 S. Route 51
Forsyth, IL 62535

Phone: (217) 877-9445 / Fax: (217) 877-9863



MAP AMENDMENT APPLICATION

OWNER: ☒

APPLICANT: ☐

Name: Forsyth Group LLC

Address: [REDACTED]

Phone Number: [REDACTED] E-mail: [REDACTED]@outlook.com

Property Address: 1104 Clement Ave PIN #: 07-07-23-106-001

Legal Description of the Property:

OLDWEILER & WALTERS HIGHLAND PLACE LOT 4 - 136.87X145

Current Zoning District: OT: Original Town District

Proposed Zoning District: C-1: Commercial Service District

Existing use of the property:

The property is currently a vacant residential property

Proposed use of the property:

We would like to re-zone the property mentioned above to commercial C-1. Our goal is to transform this dilapidated residential property into a vibrant space that serves the community. We would like to add a 2-3 unit commercial building, one end unit would have a drive-through.

*Attach a location map showing the property lines, streets, and such items as the Zoning Official may require.

Address the following items:**1. How does the amendment relate to the Comprehensive Plan?:**

The requested rezoning from residential to commercial is consistent with the goals and policies outlined in the Village Comprehensive Plan, which encourages balanced growth, economic development, and the efficient use of land. The amendment supports the Plan's objective of locating commercial uses in areas that will promote convenient services for residents and strengthening the community's tax base. By transitioning this property to commercial use, the Village can attract new businesses, provide additional local employment opportunities, and expand retail/service options for residents, all of which align with the Plan's vision for sustainable, long-term growth.

2. How does the amendment promote the public health, safety, and general welfare?:

It supports the community's well-being by placing the property into a zoning category that better matches the way the area is developing. Commercial use will give residents closer access to goods and services, which improves convenience and reduces the need for longer trips outside the Village. It also helps strengthen the local economy by creating job opportunities and increasing the tax base.

3. How does the amendment fulfill the standards set form in Section 9.11 F Standards (attached checklist):

Yes, the amendment fulfills the standards in the following ways:

1. As stated above, the amendment promotes public health, safety, and general welfare, and complies with the Comprehensive Plan of the Village
2. It meets the trend of development in the area, as it is the last non-commercial corner lot at the intersection of Clement and Lucile.
3. The requested zoning classification matches the trend in the surrounding area to commercial C-1, creating additional sales tax and economic growth.
4. We would not be able move forward with the proposed plan under the existing zoning classification
5. The proposed rezoning will respect and maintain the established character of the area by introducing a use that is compatible with surrounding development patterns. Any future commercial activity on the site will be designed with appropriate landscaping and screening to ensure a smooth transition between properties

\$90.00 Application Fee: Required at time of the application. The fee will not be refunded if the request is denied by the Village Board of Trustees.

Signature: 

Date: 09/23/2025

For office use only

Date Received: _____

PZC Meeting Date: _____

Application Fee Paid: _____

Board Meeting Date: _____

Approved (Y/N): _____

Ordinance # _____

Tax Parcels



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MEMORANDUM

To: Chairman Cantwell and Planning and Zoning Commission
From: Ryan Raleigh, Director of Planning and Zoning
Date: August 26, 2025
Subject: Variance of Bulk Chart Minimum Lot Size in C-1 Zone

Pursuant to Article 4.9 of the Village of Forsyth Development Ordinance (Setback and Bulk Chart Requirements), the applicant, John Doolin, respectfully submits a variance request to waive the minimum lot size requirement of 30,000 square feet for properties zoned C-1 (Commercial-1). This request pertains to the property located at 1104 Clement Ave., Forsyth, IL 62535, which measures approximately 19,850 square feet. Concurrently, the applicant has submitted a Map Amendment request to rezone the subject property from OT (Old Town) to C-1 to facilitate the proposed development.

Proposed Development

Mr. Doolin intends to construct a 2-3 unit commercial building on the subject property, with one unit incorporating a drive-through facility. The proposed development aligns with the commercial character of the surrounding area and aims to enhance the economic vitality of the corridor.

Variance Justification

The subject property, measuring approximately 19,850 square feet, does not meet the minimum lot size requirement of 30,000 square feet for C-1 zoning as stipulated in the Village of Forsyth Development Ordinance. However, the applicant submits that granting this variance is consistent with the established land use patterns in the vicinity, as evidenced by the following:

1. **Precedent of Non-Conforming C-1 Properties:** Several nearby properties zoned C-1 have lot sizes below the 30,000-square-foot threshold, including:
 - Ali Doolin State Farm – 1101 Clement Ave.
 - Aspen Dental – 124 Highland Dr.
 - Car Wash – 138 Highland Dr.
 - Aligned Family Wellness – 1275 Clement Ave.
 These properties demonstrate that smaller lot sizes are compatible with successful commercial development in this area.
2. **Surrounding Zoning Context:** The subject property is situated at a corner lot where the three adjacent properties are zoned C-1 and occupied by commercial establishments (Residence Inn, Affordable Dentures, and Ali Doolin State Farm). Rezoning to C-1 and granting the variance would ensure zoning consistency and support cohesive commercial development at this intersection.
3. **Public Interest and Compatibility:** The proposed commercial development is consistent with the existing commercial character of the area and will contribute to the economic growth and functionality of Forsyth. The variance will enable efficient land use without compromising the intent of the C-1 zoning designation.

Conclusion and Request

The applicant respectfully requests the Planning Commission's approval of the variance to waive the 30,000-square-foot minimum lot size requirement for the property at 1104 Clement Ave., in conjunction with the pending Map Amendment to rezone the property to C-1. This variance will facilitate the development of a 2-3 unit commercial building, enhancing the economic and aesthetic value of the area while maintaining compatibility with surrounding land uses.



VILLAGE OF FORSYTH

301 S. Route 51
Forsyth, IL 62535

Phone: (217) 877-9445 / Fax: (217) 877-9863



VARIANCE REQUEST APPLICATION

OWNER: ☒

APPLICANT: ☐

Name: Forsyth Group LLC

Address: [REDACTED]

Phone Number: [REDACTED] E-mail: [REDACTED]

Property Address: 1104 Clement Ave. PIN #: 07-07-23-106-001

Legal Description of the Property:

OLDWEILER & WALTERS HIGHLAND PLACE LOT 4 - 136.87X145

Zoning District: OT: Original Town District

Requested variation(s) to the Development Ordinance (include reference to provisions of the Development Ordinance being affected):

We would like to have this property rezoned to C-1. We are asking for a variance from the Development Ordinance Article 4.9 Setback and Bulk Chart requirements regarding the minimum lot size. The minimum lot size for C-1 lots is 30,000 sq ft. This lot is approximately 20,000 sq ft.

Brief description of what the proposed plan is for the property:

Our goal is to transform this property into a vibrant, attractive space that serves the community. We would like to demo the structures on the property and build a small multi-unit commercial building. There would be 2-3 units in this building, one unit would have a drive-through.

*Attach a dimensioned site plan or plat to depict the proposed variation(s) and plan for the property.

The questions below shall be answered completely, otherwise the Planning and Zoning Commission shall not recommend a variation and the Village Board shall not grant a variation to the provisions of this Ordinance (for multiple variance requests provide answers for each request):

1. What special or unique circumstances exist that are unique to the property seeking the variance (examples of special circumstances include, but are not limited to the physical character of the land or buildings, dimensions, topography, and soil conditions)?

The other three corner parcels at the four-way stop of Lucile and Clement are already zoned commercial. This property is in the TIF and would be the last corner lot of the intersection to be rezoned. In addition, there are several other commercial lots in the immediate area under the 30,000 sq ft minimum. They are Ali Doolin State Farm (1101 Clement Ave), Aspen Dental (124 Highland Dr), Car wash (138 Highland Dr), Central Illinois Urgent Care (1325 Koester Rd), and Speed Lube (1345 Koester Dr)

2. Are the special circumstances not of so general or recurring a nature throughout the entire Village as to make it reasonably practical to provide for a general regulation?

There are a limited number of lots this size available in the Village. We are asking for a variance on the last available corner lot of Clement and Lucile, which is non-commercial.

3. Will the strict application of the Development Ordinance deprive the applicant of rights and/or uses commonly enjoyed by other owners of property in the immediate area under the regulations of this Development Ordinance? Please explain and give examples if available.

We would be in favor of other lots under 30,000 sq ft to be considered if variance was requested in the future. It is our belief that this would help promote economic growth in the area.

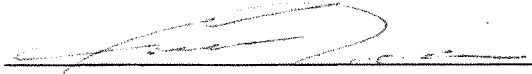
4. Will the authorization of such variance not be of substantial detriment to adjacent property and will the granting of the variance not change the character of the district? Please explain.

The proposed rezoning will respect and maintain the established character of the area by introducing a use that is compatible with surrounding development patterns. Any future commercial activity on the site will be designed with appropriate landscaping and screening to ensure a smooth transition between properties

5. Is the variance the minimum variance that will make possible the reasonable use of the property, building, or structure? Please explain.

Yes. We are asking for the minimum variance needed to build a 2-3 unit commercial building with a drive-through.

\$90.00 Application Fee: Required at time of the application. The fee will not be refunded if the request is denied by the Village Board of Trustees.

Signature: 

Date: 09/23/2025

For office use only

Date Received: _____

PZC Meeting Date: _____

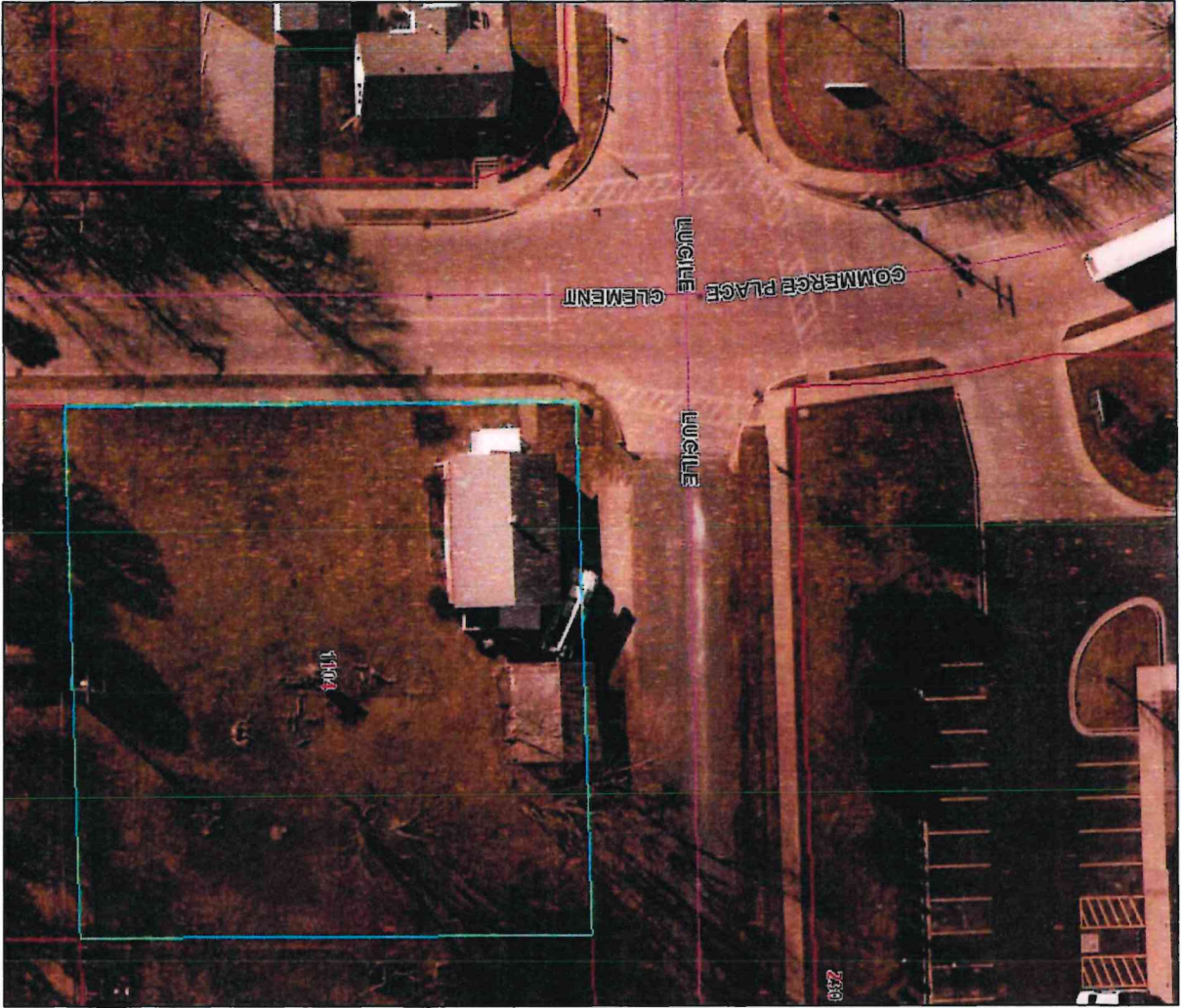
Application Fee Paid: _____

Board Meeting Date: _____

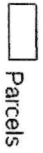
Approved (Y/N): _____

Ordinance # _____

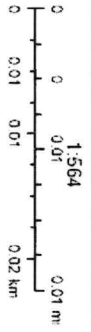
Tax Parcels



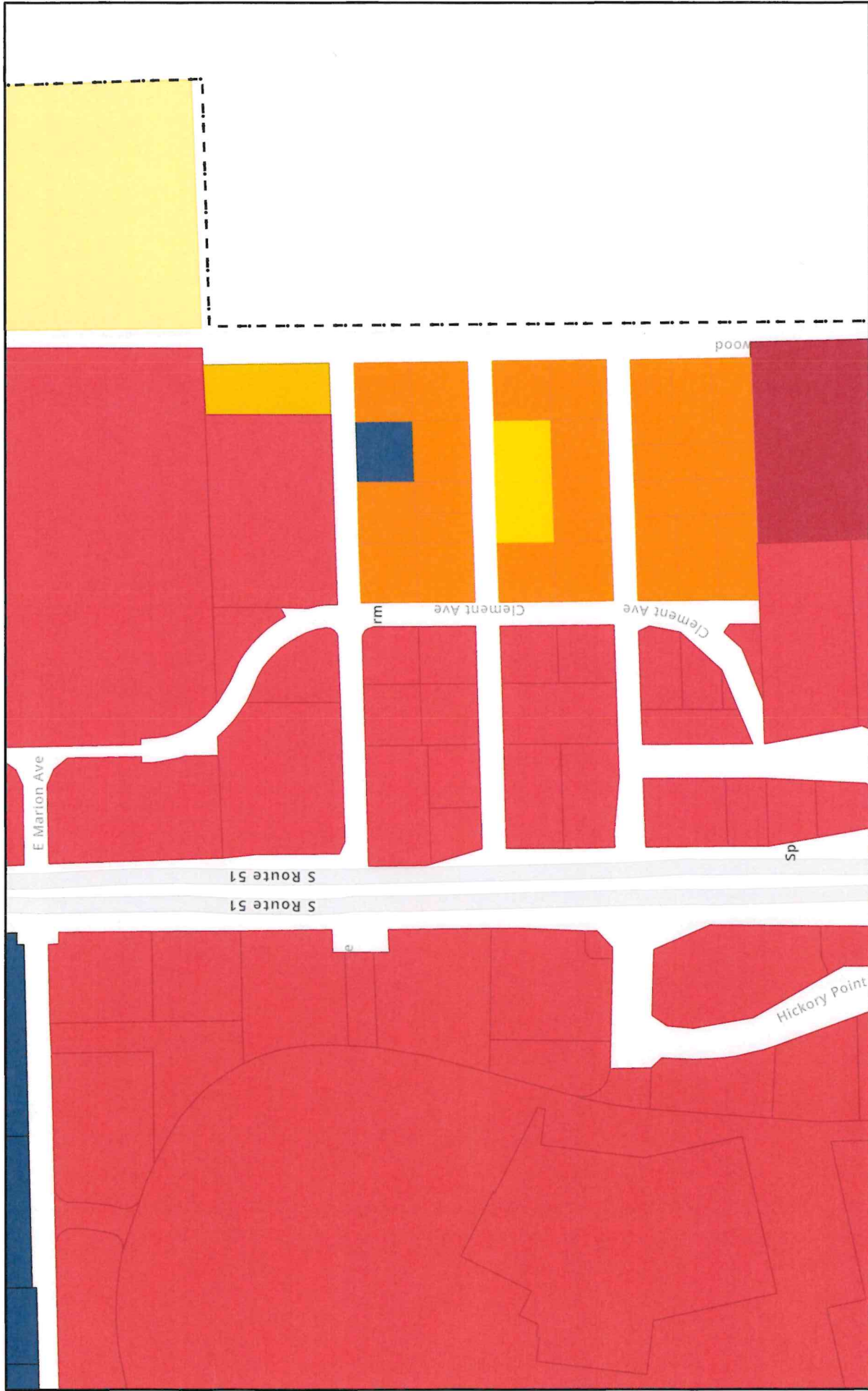
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Streets



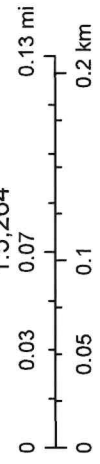
Zoning Map



9/19/2025

- CorporateBoundary
- Zoning
 - R-1 (Single Family Residential)
 - R-2 (Multi Family Residential)
 - R-3 (Multi Family Residential)
 - OT (Original Town)
 - B (Business)
 - C-1 (Commercial)
 - C-2 (Commercial)
 - World_Hillshade

1:5,264



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus DS,

<u>Commissioners</u>	<u>First Term Start</u>	<u>Current Term Start</u>	<u>Term Expiration</u>	<u>Position Relection date</u>
R.C. Campbell	Monday, May 1, 2017	2021	2026	10/21/2021
Dennis Downey	Thursday, October 27, 2011	2021	2026	10/21/2021
Matt May	Monday, October 1, 2012	2022	2027	
Cathy Mitteer	Thursday, August 23, 2018	2023	2028	10/26/2023
Steve Ragan	Monday, August 20, 2012	2023	2028	10/26/2023
Dan Doerfler	Monday, October 1, 2018	2023	2028	
Larry Perkins	Monday, June 2, 2014	2024	2029	12/20/2024
<u>Alternates</u>				
Tom Cantwell	Tuesday, July 16, 2024	2024	2029	
Colleen Brinkoetter	Thursday, September 26, 2019	2024	2029	12/20/2024
Key				
Chairman				
Vice Chairman				
Five year terms for commissioners				
Terms end at September PZCM				

NOTICE OF PUBLIC HEARING

The Village of Forsyth Planning and Zoning Commission will hold public hearings at 5:30 p.m., Thursday, October 23, 2025 at the Village Hall, 301 S. Route 51, Forsyth, IL. The Planning and Zoning Commission will meet to hold a public hearing and discuss the following items:

- Request by Forsyth Group LLC for map amendment to change the zoning on the real property commonly known as 1104 Clement Avenue, Forsyth, Illinois and legally described as Oldweiler and Walters Highland Place Lot 4 136.87x145 (PIN: 07-07-23-106-001). The request is made in accordance with Development Ordinance Section 9.11. The property is currently zoned OT and the request is made to change the zoning to C-1 to allow the construction of a 2-3 unit commercial building on the real property with one end designed to include a drive-thru facility.
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Any questions concerning this public hearing should be directed to the Village's Director of Planning and Zoning, Ryan Raleigh, at 217-877-9445. All persons interested may appear and speak at the hearing.



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Herald & Review** on the dates indicated below. If changes are needed, please contact us prior to deadline at help@column.us

Notice ID: njmfYXemLmAPI8rQnh2I | **Proof Updated: Oct. 02, 2025 at 07:22am CDT**
Notice Name: Planning & Zoning Meeting 10-23-25

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Glenda Hoffman ghoffman@forsyth-il.gov (217) 877-9445	Herald & Review
Columns Wide: 2	Ad Class: Legals
10/08/2025: General Legal Inside Area	85.95
Total	\$85.95

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Any questions concerning this public hearing should be directed to the Village's Director of Planning and Zoning, Ryan Raleigh, at 217-877-9445. All persons interested may appear and speak at the hearing.
10/8 #####

Herald&Review

See Proof on Next Page

AFFIDAVIT OF PUBLICATION

State of Florida, County of Broward, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Herald & Review, a newspaper printed and published in the City of Decatur, County of Macon, State of Illinois, and that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:

Oct. 8, 2025

NOTICE ID: njmfYXemLmAPI8rQnh2I

PUBLISHER ID: COL-9000929

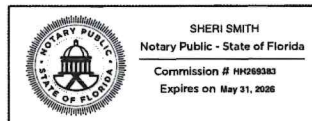
NOTICE NAME: Planning & Zoning Meeting 10-23-25

Publication Fee: 85.95

Under penalties as provided by Illinois law, the undersigned certifies that the statements set forth in this instrument are true and correct.

Edmar Corachia

(Signed) _____



VERIFICATION

State of Florida
County of Broward

Subscribed in my presence and sworn to before me on this: 10/08/2025

S. Smith

Notary Public

Notarized remotely online using communication technology via Proof.

ARTICLE VI

OFF-STREET PARKING AND LOADING

OFF-STREET PARKING AND LOADING.....	6-1
6.1 PURPOSE	6-1
6.2 GENERAL PROVISIONS.....	6-1
6.3 REGULATIONS AND REQUIREMENTS	6-2
6.4 OFF-STREET PARKING CHART	6-6
6.5 SCHEDULE OF OFF-STREET PARKING REQUIREMENTS	6-6
6.6 OFF-STREET LOADING	6-10
6.7 SCHEDULE OF OFF-STREET LOADING REQUIREMENTS	6-11
6.8 CARGO CONTAINER REGULATIONS:.....	6-12
6.9 DRIVE-THRU FACILITIES	6-13

6.1 PURPOSE:

These regulations are provided to promote successful business operations and enhance residential neighborhoods within the Village by establishing uniform standards for the amount, location, and design of off-street parking and loading areas.

6.2 GENERAL PROVISIONS:

- A. **Scope of Regulations** – Off-street parking and loading provisions of this Article shall apply as follows:
- (1) For all buildings and structures erected and all uses of land established after the effective date of this Ordinance, accessory parking and loading facilities shall be provided as required by the regulations of the district in which such buildings or uses are located.
 - (2) When the intensity of use of any building, structure or premises is increased through gross floor area, seating capacity or other unit of measurement specified herein for required parking or loading facilities, parking and loading facilities as required shall be provided for such increase in intensity of use.
 - (3) Whenever the existing use of a building or structure is changed to a new use, parking or loading facilities shall be provided as required for such new use.
- B. **Damage or Destruction** – For any conforming or legally nonconforming building or use which is in existence on the effective date hereof, which is damaged or destroyed by fire, collapse, explosion or other cause, and which is reconstructed, re-established or repaired, off-street parking or loading facilities equivalent to any maintained at the time of such damage or destruction shall be restored or continued in operation. In no case shall it be necessary to restore or maintain parking or loading facilities in excess of those required by this Article for equivalent new uses or construction.

- C. **Submission of Site Plan** – Any application for a building permit, or for a certificate of occupancy where no building permit is required, shall include a site plan, drawn to scale and fully dimensioned, showing parking or loading facilities to be provided in compliance with this Article.
- D. **Time of Completion** – Off-street parking and loading facilities, as required by this Article, shall be constructed at the time of erection, establishment, alteration, or enlargement of the building, structure or use of land for which they are required to serve and be available for use no later than the time the premises are utilized for their intended use.

6.3 REGULATIONS AND REQUIREMENTS:

- A. **Location of Parking Facilities** – Unless otherwise approved as a part of a special use permit, parking shall be located as follows:
 - (1) **Residential Districts** – All required parking spaces for residential uses shall be located on the same lot as the building or use served. Notwithstanding the provision of subsection (2) below, unless on-street parking is permitted and available, parking within a residential district is permitted only on private residential driveways and approved private residential gravel driveways, provided no such parking may encroach onto the public right-of-way. Parking of any motor vehicle or recreational vehicle in a front yard, side yard, or rear yard that is not on a private residential driveway or approved private residential gravel driveway is expressly prohibited and is deemed a public nuisance and shall subject the offender and/or property owner to fines as set forth in Section 9.17 and removal of the vehicle. Nothing herein shall be construed to prohibit motor vehicles, or recreational vehicles to park temporarily within a yard as necessary for construction purposes. (Am. Ord. 2020-11, passed 10-5-2020)
 - (2) **Non-Residential and R-3 Districts** – All required parking for non-residential uses, apartments and condominiums shall be located on the same lot as, or within six hundred (600) feet walking distance of the entrance to the building or use served. However, off-street parking for business uses shall not be located in a residential zoning district. Perimeter yards for off-street parking and off-street loading facilities shall be as set forth in Article IV. Section 4.6. **GENERAL PROVISIONS** for all non-residential uses. (Am. Ord. 946, passed 6-1-2015)
- B. **Joint Parking Facilities:**
 - (1) **Collective Provisions** – In any zoning district where compatible, collective off-street parking facilities are available to serve different buildings, structures or uses, joint parking may be permitted by the Village. The aggregate number of spaces provided shall not be less than the sum of the spaces required for each use separately in accordance with Section 6.5. No parking or load space shall serve as the required space for more than one (1) use. However, the Zoning Official may authorize an administrative adjustment that reduces the off-site parking requirements for each participating commercial property by 10%. In order to approve such an administrative adjustment, the Zoning Official must find that: (Am. Ord. 946, passed 6-1-2015)
 - (a) The collective parking facility is located within 600 feet of each of the uses as measured from the entrance of each use to the nearest parking space in the facility.

- (b) There are convenient, visible pedestrian connections between the facility and all of the sharing properties.
- (2) **Shared Parking** – The total number of spaces provided may be less than the sum of the separate parking requirements specified in the **SCHEDULE OF OFF-STREET PARKING REQUIREMENTS**, Section 6.5 of this Ordinance, for each building or use, provided that:
 - (a) The parking to be provided for individual land uses shall reflect the actual peak demand for parking as defined by Ordinance.
 - (b) The land uses and the shared parking facility shall be located close enough to one another, so that individuals would be willing to walk to each use from most points in the parking facility.
 - (c) Parking spaces to be shared shall not be reserved for certain individuals or groups on a 24-hour basis.
 - (d) Any subsequent change in land uses within the shared parking area shall require a new occupancy permit, and proof that sufficient parking shall be made available.
 - (e) The users of the shared parking facility shall sign an agreement, approved by the Village Attorney, expressing the intent to share parking facilities and shall file this agreement with the Village. Any such agreement shall apply to the property of concern regardless of change in ownership and shall be recorded by the Macon County Recorder's Office.
 - (f) Approval is obtained from the Zoning Official that confirms that the use of such facility by each user does not take place at the same hours during the same days of the week. (Am. Ord. 946, passed 6-1-2015)

C. Access:

- (1) Except on lots accommodating single-family dwellings, each required off-street parking space shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to such parking space. Off-street parking facilities shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movements.
- (2) All areas providing for off-street parking facilities shall open directly upon an aisle or driveway not less than nine (9) feet wide for single-family, and twelve (12) feet wide for all other dwelling units, or provide such additional width and design as shown in the "Off-Street Parking Chart".

D. Floor Area – For the purpose of determining off-street parking and off-street loading requirements, floor area shall be calculated as the sum of the gross horizontal area of the several floors of the building or buildings, excluding:

- (1) Areas used for off-street parking and loading facilities.

- (2) The horizontal areas of the basement that are devoted exclusively to uses accessory to the operation of the entire building.
- (3) The horizontal areas of boiler and mechanical rooms used for heating ventilating and air conditioning equipment.

E. Computation:

- (1) When determination of the number of off-street parking spaces required by this Article results in a requirement of a fractional space, any fraction of one-half ($\frac{1}{2}$) or less may be disregarded while a fraction in excess of one-half ($\frac{1}{2}$) shall be counted as one parking space.
- (2) If a particular use is not listed in the **SCHEDULE OF OFF-STREET PARKING REQUIREMENTS**, Section 6.5 below, the Zoning Official shall determine the parking requirements. Such a decision shall be based on the requirements for similar uses. (Am. Ord. 946, passed 6-1-2015)

F. Size:

- (1) Required parking for single-family residential uses, including single-family detached, attached or duplex dwellings, shall be at least 9' x 21'.
- (2) Required parking spaces for all other uses shall be at least nine (9) feet in width and at least eighteen (18) feet in length, exclusive of access drives or aisles. Of the total number of required parking spaces for a parking lot, up to 25% of the total 90 degree angle spaces in a parking lot can be designated and marked as compact spaces. Compact parking spaces at 90 degree angles shall be a minimum of 8.5 feet wide and 16 feet long. (Am. Ord. 951, passed 7-6-2015)
- (3) The number and dimension of parking spaces to be set aside for the handicapped shall be provided in accordance with the standards of the Illinois Capitol Development Board, as set forth in "Accessibility Standards, Illustrated", as may be amended from time to time.

G. Design:

(1) Surface:

- (a) **Material** – All off-street parking areas shall be improved with a hard surfaced, all-weather dustless material as approved by the Village. Semi-pervious materials such as grass-crete and brick pavers may also be used.
- (b) **Striping** – The surface of a parking lot containing four (4) or more spaces shall be striped to clearly define spaces and drive aisles. Proposed striping shall be subject to approval by the Village Engineer.

- (2) **Curbing** – All off-street parking facilities consisting of twelve (12) or more spaces, shall be improved with curbing, as approved by the Village Engineer.

- (3) **Lighting** – Required submittals and standards for parking lot lighting are included in Article IV, Section 4.6, **GENERAL PROVISIONS FOR ALL NON-RESIDENTIAL USES**, of this Zoning Ordinance:

- (a) Parking lot lighting shall be required for lots with more than twelve (12) spaces which are used at night.

- (b) Lighting shall be extinguished one-half hour after the close of business, except as may otherwise be permitted or required by the Village Board.

(4) **Screening and Landscaping:**

- (a) Screening of required off-street parking and off-street loading spaces shall be provided according to standards set forth in Article IV, Section 4.6, **GENERAL PROVISIONS FOR ALL NON-RESIDENTIAL USES** of this Zoning Ordinance.
- (b) Unless otherwise approved by the Village Board, an area equal to not less than one (1) 9' x 18' space for every twenty-five (25) parking spaces, shall be set aside for a landscaped island, or a landscaped area between the parking lot and the building it serves, to create visual relief and soften the expanse of pavement:
 - (i) All interior landscaped islands shall be curbed to prevent the destruction of such areas by vehicles. The island may have at most two breaks, as approved by the Village Engineer, in the curb to serve as a stormwater management system for the parking lot. (Am. Ord. 946, passed 6-1-2015)
 - (ii) An area between two (2) and five (5) feet above ground shall be kept clear of plant growth, except for tree trunks, in order to assure that pedestrians and automobiles will be visible to a motorist at all times.
 - (iii) Interior landscaping shall include, at a minimum, one deciduous street tree for each twenty-five (25) parking spaces. Trees shall be not less than three (3) inches in caliper, as measured twelve (12) inches above grade, when installed.
 - (iv) All landscaping shall be permanently maintained in good condition with at least the same quality of landscaping as initially installed.

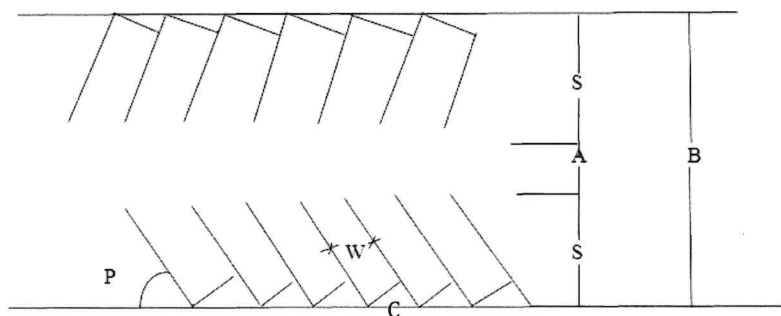
(5) **Access Control and Signage:**

- (a) There shall be no more than one (1) entrance and one (1) exit or one (1) combined entrance and exit along any street unless additional entrance/exit is approved by the Village Board.
 - (i) One-way driveways shall be clearly marked with appropriate entrance and exit signs.
 - (ii) If, in the opinion of the Village Engineer, traffic in the vicinity of the site warrants the restriction of turning movements or access to and from a parking facility, signs or driveway modifications necessary to accomplish said restrictions shall be provided.

(6) **Repair and Service:**

- (a) No motor vehicle work or service of any kind shall be permitted within any off-street parking facility that is four (4) or more spaces in size.
- (b) No gasoline or motor oil shall be sold in any accessory off-street parking facility.

6.4 OFF-STREET PARKING CHART:



NOTES: These standards are for a 9'x 18' parking space

Parking Aisle	Curb Length	Stall Depth	Stall Width	Aisle Width	Bay Width
P	C	S	W	A	B
90°	9.0'	18.0'	9.0'	24.0'	60.0'
60°	10.4'	20.0'	9.0'	16.0'	56.0'
45°	12.7'	19.1'	9.0'	12.0'	50.2'
0° ¹	24.0'	24.0'	9.0'	12.0'	

¹Parallel parking. Assumes one-way traffic flow.

6.5 SCHEDULE OF OFF-STREET PARKING REQUIREMENTS:

Accessory off-street parking spaces shall be provided as required for the following uses:

Use	Parking Standards
Residential:	
Assisted Living Facility	.25 per bed plus 2 per 1,000 sq. ft. of office area
Congregate Care Housing	1 space per each 2 bedroom, plus spaces for accessory uses according to this Ordinance
Group Housing:	.25 per bed plus 2 per 1,000 sq. ft. of office area
Independent Living Facility	1.5 spaces per dwelling unit
Single-Family Residential	2 spaces per dwelling unit
Townhomes, Two-Family Dwellings and Multiplexes (Am. Ord. 2016-3, passed 3-7-2016)	2 spaces per dwelling unit, plus 0.25 spaces per dwelling unit for visitor parking

Use	Parking Standards
Apartments (Am. Ord. 2016-3, passed 3-7-2016)	2 spaces per dwelling unit, plus 0.25 spaces per dwelling unit for visitor parking
Retail and Service Use:	
Banks and Financial Institutions	3 spaces per 1000 square feet of floor area, plus 4 stacking spaces for each drive-up window provided
Bed and Breakfast	1 space per sleeping room, plus 2 spaces for the permanent residents
Convenience Food Store (Am. Ord. 2016-3, passed 3-7-2016)	1 space per 300 square feet of floor area
Child Care Center (Am. Ord. 2016-3, passed 3-7-2016)	1 space per employee plus 1 space per 6 children at maximum capacity
Delicatessen	6 spaces per 1000 square feet of floor area
Dry Cleaner	2 spaces per 1000 sq. ft.
Farm and Garden Supply/Nursery Retail Sales	4 spaces per 1000 square feet of floor area, 1 space per each 1,000 square feet of outdoor sales area
Funeral Home (Am. Ord. 2016-3, passed 3-7-2016)	10 spaces for each area where a funeral or wake may take place, 1 space per employee, plus 1 space per vehicle owned, leased or rented
Furniture Store	1 space per 1000 square feet of floor area
Grocery Store	5 spaces per 1000 square feet of floor area
Hair Salon (Am. Ord. 2016-3, passed 3-7-2016)	2 spaces per chair
Hotels/Motels	1 space per room, 1 space per employee, plus additional spaces for accessory uses as required by this Ordinance
Kennel	1 space per 400 square feet of floor area, but no fewer than four spaces
Laundromat	1 space per two washing machines
Home Improvement Store/Lumber Yard	3 spaces per 1000 square feet of floor area, plus 1 space per 3000 square feet of outdoor sales area
Mobile Home Dealers	5 spaces per 1,000 square feet of floor area, plus 1 space per each 2,000 square feet of outdoor sales area
Contractor's Service Establishment	4 spaces per 1000 square feet of floor area
Printing and Publishing	3 spaces per 1000 square feet of floor area
Private Club and Lodge (Am. Ord. 2016-3, passed 3-7-2016)	1 space per 3 person capacity
Produce Stand	5 spaces for each stand
Restaurant, Fast Food (Am. Ord. 2016-3, passed 3-7-2016)	1 space per 3 person capacity, plus 6 stacking spaces for each drive-up window through which food and/or drink is dispensed

Use	Parking Standards
Restaurant, Sit-Down/Family (Am. Ord. 2016-3, passed 3-7-2016)	1 space per 3 person capacity
Restaurant, with live entertainment and dancing (Am. Ord. 2016-3, passed 3-7-2016)	1 space per 2 person capacity
Retail Store	4 spaces per 1000 square feet of floor area
Veterinary Clinic and Animal Hospital (Am. Ord. 2016-3, passed 3-7-2016)	1 space per 400 square feet of floor area
Offices:	
Office (Business, Professional and Governmental) (Am. Ord. 2016-3, passed 3-7-2016)	3 spaces per 1000 square feet of floor area
Medical Office/Clinic (Am. Ord. 2016-3, passed 3-7-2016)	1 space per 250 square feet of floor area
Automotive/Service:	
Car Wash (manual)	1 space per employee, plus 4 stacking spaces per washing bay (includes bay)
Car Wash (automatic)	1 space per each employee, plus stacking spaces equal to 5 times the capacity of the washing bays
Motor Vehicle Repair and/or Service (Am. Ord. 2016-3, passed 3-7-2016)	2 per service bay, plus 2 per 1000 square feet office and public waiting area, plus 1 space per vehicle owned, leased, or rented
Motor Vehicle Sales and/or Service	2.5 spaces per each 1,000 square feet of floor area, plus 1 space per each 2,000 square feet of outdoor sales area
Oil Change Shop	3 spaces per service bay, excluding service bay
Service Station (full service)	1 space per each gasoline service bay (not including the bay), 2 spaces per repair service bay (not including the bay), 1 space per employee, plus 1 space per vehicle owned or leased
Gas Station (self-serve)	3 spaces per 1000 square feet of floor area devoted to retail sales
Religious/Institutional:	
Cemetery	4 spaces per 1,000 sq. ft. of office and/or chapel space
College or University	1 space per each employee, plus 1 space per each 4 students
Church or Synagogue	1 space per each 4 seats, or 1 space per each 90 lineal inches seating capacity in main chapel or auditorium, based on design capacity
Convalescent Center	1 space per each 4 beds, plus 1 space per employee
Elementary School	1 space per each faculty member and other fulltime employee; plus 1 space per each 2 classrooms for visitors;

Use	Parking Standards
High School	1 space per each fulltime employee, plus one space per each 7 students, based on design capacity
Hospital	1 space per each 2 beds
Library	1 space per 300 square feet of floor area
Police or Fire Station	1.5 spaces per each employee
Post Office	4 spaces per 1000 square feet of floor area, plus 1 space per each 3 employees
Religious Retreat	1 space per 5 residents plus 1 space per non-resident employee, plus visitor parking as recommended by the Village Board
Trade School	1 space per each 2 students, plus 1 space per each two employees
Recreational/Civic:	
Art Gallery	2 spaces per 1000 square feet of floor area
Auditorium/Assembly Hall	1 space for each four seats or 1 space per each 50 square feet of floor area, where there is no fixed seating
Ball Field	20 per playing field
Billiard/Pool Hall	5 spaces per 1000 square feet of floor area
Bowling Alley	5 spaces per lane, plus additional spaces for accessory uses as required by this Ordinance
Community Center	4 spaces per 1000 square feet of floor area, plus 1 space per employee
Game Rooms	5 spaces per 1000 square feet of floor area
Golf Course (Am. Ord. 2016-3, passed 3-7-2016)	4 spaces per hole, plus 1 space per employee, plus any additional spaces for accessory uses as required by this Ordinance
Golf Driving Range	2 parking spaces per tee, plus one parking space per employee, plus additional parking for accessory uses as required by this Ordinance
Government Building	4 spaces per 1000 square feet of floor area used by the public
Gymnasium/Health Club	4 spaces per each 1000 square feet of floor area
Indoor or Outdoor Racquet Court	3 spaces per court, plus one space per 200 square feet of office or retail floor area
Miniature Golf Course	2 spaces per hole, plus 5 spaces per 1000 square feet of floor area
Museum (Am. Ord. 2016-3, passed 3-7-2016)	1 spaces per 500 square feet of floor area
Riding Academies and Stables	1 spaces per each horse stall
Swimming Pool (Am. Ord. 2016-3, passed 3-7-2016)	1 space per 3 person capacity
Skating Rink	5 spaces per each 1000 square feet of floor area
Theater (indoor)	1 space per each 4 seats
Light Industrial:	
Light Industrial	1 space per each 1000 square feet of floor area
Research and Development Facility	2 spaces per 1000 square feet of floor area
Self-Storage Facility	4 spaces per 1000 square feet of floor area devoted to office space, 1 space per employee, 2 spaces per each resident manager, plus 1 space per each 50 storage units
Warehouse	1 space per each 2000 square feet of floor area

Use	Parking Standards
Other:	
Mixed Use Building (Ord. 945, passed 6-1-2015)	Every use type must comply with the parking standards for the specific use listed within this table. If a use is unknown at the time of development a minimum of 4 spaces per 1000 square feet of floor area shall be required and a site should be able to demonstrate the ability to locate additional parking on the site should a future use need it to comply with the parking standards.

6.6 OFF-STREET LOADING:

Every building which requires the receipt or distribution of materials or merchandise by trucks or similar vehicles, shall be required to have off-street loading zones in accordance with requirements of this Ordinance

- A. **Location of Off-Street Loading Facilities** – All required off-street loading facilities which serve a building, structure, or use of land erected, established, altered, enlarged or intensified after the effective date of this Ordinance shall be located on the same lot as the building, structure or use of land to be served, unless established in accordance with the following provisions:
- (1) **Central Loading Facilities** – Central loading facilities, which serve more than one lot, may be established in accordance with the following requirements:
 - (a) Each lot to be served shall have direct access to the central loading facility without crossing streets or alleys.
 - (b) The total number of off-street loading zones provided is not less than the sum of the separate requirements for each use as specified below, in the Schedule of Off-Street Loading Requirements, Section 6.7 of this Ordinance.
 - (c) Each lot to be served shall be no more than five hundred (500) feet from the central loading facility.
 - (2) **Control of Central Loading Facilities** – Whenever the required off-street loading is collectively provided in central loading areas, written covenants and easements running with the land assuring the retention, maintenance, and use of said central loading facility shall be executed by the parties concerned. Such covenants and easements shall be reviewed by the Zoning Official and Village Attorney, approved as to content and form by the Village Board, and filed in the Office of the Recorder of Deeds of Macon County, Illinois. (Am. Ord. 946, passed 6-1-2015)
- B. **Yard Requirements** – Required loading areas shall not be located in a required minimum yard.
- C. **Floor Area** – For the purpose of determining off-street loading requirements, floor area shall be calculated as described in Section 6.3 D. (Am. Ord. 946, passed 6-1-2015)
- D. **Computation:**

- (1) The total number of off-street loading spaces required for any building, structure or use shall be based upon standards set forth in the Schedule of Off-Street Loading Requirements, Section 6.7, below. (Am. Ord. 946, passed 6-1-2015)
- (2) If, in determining the number of off-street loading zones required, the computation results in a requirement of a fractional zone, any fraction of less than one-half ($\frac{1}{2}$) may be disregarded, while a fraction of one-half ($\frac{1}{2}$) or more shall be counted as one (1) loading area.
- (3) If a particular use is not listed in the Schedule of Off-Street Loading Requirements, the Zoning Official shall determine the loading requirements of said use by assigning the same loading facility requirements as another use which is deemed to be similar in nature to, and compatible with, said unlisted use. (Am. Ord. 946, passed 6-1-2015)

E. Design:

- (1) **Surfacing** – Loading areas shall be striped to clearly define these areas, and discourage automobile parking. Proposed striping shall be subject to approval by the Village Engineer.
- (2) **Curbing** – All loading areas shall be improved with concrete curbing, as approved by the Village Engineer.
- (3) **Screening:**
 - (a) Landscape screening shall be provided for all unenclosed loading areas that are adjacent to residential or institutional use, or are visible from a public right-of-way according to standards set forth in Article IV, Section 4.6, **GENERAL PROVISIONS FOR ALL NON-RESIDENTIAL USES** of this Ordinance.
 - (b) Landscaping shall be permanently maintained in good condition with at least the same quality of landscaping as initially installed.

6.7 SCHEDULE OF OFF-STREET LOADING REQUIREMENTS:

Off-Street loading berths shall be provided on the basis of gross floor area in accordance with the following table. Loading zones/berths shall be signed and striped to discourage automobile parking.

<u>Use</u>	<u>Gross Floor Area In Square Feet</u>	<u>Required Number and Minimum Horizontal Dimensions of Berths</u>
Hospitals, sanitariums, nursing homes, assisted living	10,000 to 100,000 For each additional 100,000 or fraction thereof	1 (12' x 60') 1 additional (12' x 60')
Auditoriums, bowling alleys, and civic buildings	100,000 to 200,000 For each additional 100,000 or fraction thereof	1 (12' x 60') 1 additional (12' x 60')

Hotels, clubs and lodges when containing any of the following: retail shops, convention halls, auditoriums, exhibition hall, or business or professional offices	10,000 to 20,000	1 (12' x 60')
	20,000 to 150,000	2 (12' x 60')
	For each additional 150,000 or fraction thereof	1 additional (12' x 60')
Retail/wholesale stores and service uses	less than 10,000	0
	10,000 to 25,000	1 (12' x 60')
	25,000 to 40,000	2 (12' x 60')
	40,000 to 100,000	3 (12' x 60')
	For each additional 150,000 or fraction thereof	1 additional (12' x 60')
<u>Use</u>	<u>Required Number and Gross Floor Area In Square Feet</u>	<u>Minimum Horizontal Dimensions of Berths</u>
Establishments dispensing food or beverages for consumption on the premises	5,000 to 10,000	1 (10'x25')
	10,000 to 25,000	1 (12' x 60')
	25,000 to 40,000	2 (12' x 60')
	40,000 to 100,000	3 (12' x 60')
	For each additional 100,000 or fraction thereof	1 additional (12' x 60')
Offices – business, Professional, and governmental	100,000 to 200,000	1 (12' x 60')
	For each additional 100,000 or fraction thereof	1 additional (12' x 60')
Industrial uses	5,000 to 40,000	1 (10'x25')
	40,000 to 100,000	2 (12' x 60')
	For each additional 100,000 or fraction thereof	1 additional (12' x 60')

6.8 CARGO STORAGE CONTAINER REGULATIONS:

- A. **Properties in Residential and Business Districts.** Except for sites under construction, the placement of cargo containers on residentially zoned property shall be prohibited.
- B. **Properties in Agricultural, Commercial, or Office-Research Districts.** The placement of cargo containers in Agricultural, Commercial, and Office-Research Districts (AG, C-1, C-2, OR similar uses within a PD) shall be restricted to designated off-street loading facilities meeting the provisions enumerated in Section 6.6. Cargo containers may not occupy a required loading berth. Where cargo containers are to be placed, pavement marking or a change in pavement shall be provided to clearly indicate the extent of the off-street loading facility. In no instance shall cargo containers be placed in front of the front wall of a principal building.

- C. **Properties in the Industrial Districts.** The placement of cargo containers within the I-1 and I-2 Districts shall be restricted to:
 - (1) A concrete or asphalt surfaced area and within the buildable area of the lot; or
 - (2) Designated off-street loading facilities.
- D. **Sites under Construction.** For properties in which there is an active building permit issued by the Village for a multiple-family or non-residential development, cargo containers may be placed on a property provided that they are setback at least ten (10) feet from all property lines. Cargo containers used for construction purposes must be immediately removed upon completion of the construction project.

6.9 DRIVE-THRU FACILITIES:

Where permitted, drive-thru facilities shall be subject to the following:

- A. Speakers at a drive-thru shall not be audible from adjacent residential uses;
- B. No drive-thru aisles shall exit directly into a public right-of-way. Aisles shall be integrated with the on-site circulation;
- C. Drive-thru facilities shall be architecturally compatible with nearby structures;
- D. Drive-thru facilities shall provide stacking areas designed to allow for at least four (4) stacking spaces per location where transactions are made unless a greater requirement for stacking spaces is listed in Section 6.5; (Am. Ord. 946, passed 6-1-2015)
- E. Drive-thru facilities may only have two locations where transactions are made, excluding banks, which may have four locations unless otherwise determined by the Planning and Zoning Commission;
- F. Stacking space shall be provided behind each location where the transactions are made without obstructing a public street or common drive aisle used by other businesses;
- G. Stacking spaces shall measure ten (10) by twenty (20) feet.

ARTICLE VII

SIGNS

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7.1 GENERAL PROVISIONS:

- A. **Applicability** – The regulations set forth in this Article shall apply to and govern signs in all zoning districts in the Village of Forsyth. No sign shall be erected, repaired, altered, relocated or maintained except in conformance with this article unless the sign is otherwise specifically regulated by special use provision or provisions relating to variances.
- B. **Purpose** – The purpose of these regulations are to:
- (1) Encourage the effective use of signs as a means of identification for businesses and organizations in the Village of Forsyth.
 - (2) Regulate signs to support and complement land use and community aesthetic objectives set forth in the Comprehensive Plan and this Ordinance.
 - (3) Ensure that all signs within the Village of Forsyth are compatible with existing land uses and buildings within the general vicinity of the sign and the community as a whole, with regard to size, location, color, construction, materials, and manner of display.
 - (4) Permit such signs that do not confuse, mislead, inhibit traffic safety, or otherwise endanger the public health, safety, morals, or general welfare of the Village of Forsyth.
- C. **Off-Site** – It is the intent of this Article to prohibit all off-site advertising.

7.2 DEFINITIONS:

The following words, terms and phrases used in this Article shall be defined according to the following:

Abandoned

Sign: A sign which no longer directs attention to or advertises any person, business, lessor, owner, product, idea, place, activity, institution, or service which is conducted or available.

Advertising

Message: The words on a sign describing products or services being offered or available to the public.