

# CITY OF WASHINGTON, ILLINOIS

## Planning and Zoning Commission Meeting

Wednesday, October 1, 2025, at 6:30 P.M.  
At Five Points - 360 N. Wilmor Road, Washington

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**Call to Order** Chairman Burdette called the regular meeting of the City of Washington Planning and Zoning Commission to order at 6:30 p.m. A quorum was established.

**Roll Call** *Present:* Commissioners Brecklin, Burdette, Collins, Milot, Reeder, Scott  
*Absent:* Commissioner Shelton  
*Also present:* P&D Director Oliphant, Building Zoning Coordinator Boyer and City Clerk Brod

**Approve Minutes** *Commissioner Collins motioned and Scott seconded to approve the minutes of the September 3, 2025 meeting. Motioned passed by voice vote.*

**Public Comments** None provided.

**Public Hearing** At 6:31 p.m., Commissioner Burdette opened the public hearing to consider a proposed variance request of Olson Drake on behalf of Deborah Hess-Brown to allow an accessory structure to be constructed at 207 S. Market Street less than 10' from an adjacent structure.  
*Olson Drake on behalf of Deborah Hess-Brown to allow an accessory structure at 207 S. Market St less than 10' from an adjacent structure* Mr. Boyer explained that this is a 3.75-foot separation variance. The proposed garage is five feet from the property line but the neighbor is 1.25 feet from the property line creating only a 6.25-foot separation. R-1 zoning requires ten feet of separation. The existing stall will be demolished and new structure will use same footprint. Staff recommends approval with the requirement of a firewall. The petitioner explained that it is currently a tight squeeze and setting it back further would create a hardship.

At 6:34 p.m., Commissioner Burdette closed the public hearing.  
*Commissioner Scott motioned to accept the requests; Commissioner Reeder seconded.*  
Commissioner noted the hardship was created by neighbor. Commissioner Reeder confirmed that this would not put the structure too close to the primary structure on neighbor's property. Mr. Oliphant shared that they could not find a record on the garage structure when it was originally built. Commissioner Milot favors the addition of a firewall. Commissioner Scott clarified that the firewall would be included in the motion to approve.

On roll call the vote was:

6 Ayes: Brecklin, Burdette, Collins, Milot, Reeder, Scott

0 Nays:

Motion carried.

**New Business** No new business was presented.

**Comm'r/Staff Comments** Mr. Oliphant shared that there will be a November meeting. Commissioner Scott asked about remote attendance which can be reviewed by the City Attorney, so long as it follows state statute which is used by Council. Commissioner Scott will be working remotely in November. Commissioner Brecklin shared that he was on the Building and Planning Committee. Mr. Oliphant explained that the commissions were consolidated around ten years ago. Commissioner Brecklin feels they should review new construction, and zoning approvals should be done by City staff. Mr. Oliphant explained that regarding new construction, staff approves items that are within the appropriate zoning. This commission reviews rezoning, special uses, variances, preliminary plats, and zoning and subdivision code text amendments. Commissioner Scott shared that he was on the previous board as well. Commissioner Collins would like to receive monthly updates from the EDC on items that might come to them. Commissioner Milot feels that knowing about developments may help them with their job of planning. Commissioner Scott feels the PZC can be more involved with the overall city plans which now go straight to Council. Commissioner Burdette noted that PZC was involved with the overall comprehensive plan. Commissioner Scott feels if PZC is responsible for planning, then they need input to see if it meets the overall plan and they should recommend items to the city. Mr. Oliphant clarified that the City has not received an

application regarding the barbershop next to Subway or the house behind it and the majority of the properties on BUS24 are zoned commercial even though some are residential. Mr. Boyer noted the property has two different uses on the same parcel. If he started before the permitting process began, he can continue. He recommended the owner develop a plan and bring it to the board. Commissioner Collins doesn't see sense in attending five-minute meetings once a month to only discuss variances. It was noted that most variances occur on the east side of town and hardships can be hard to find. Mr. Oliphant clarified that the PZC can bring suggestions and amendments forward. Commissioner Scott suggested reviewing the zoning portion of city code. Commissioner Burdette noted the majority of zoning issues are single cases. Commissioner Reeder noted the Trails Edge case was brought to them but they were told to not vote against it. Commissioner Collins suggested a subcommittee be considered to review code. Commissioner Burdette wonders if that direction needs to come from Council. Mr. Oliphant shared that staff can help but a deep dive into code revisions would be more than what most cities can do. Commissioner Collins clarified that he wants to make sure that the PZC is addressing planning as well as zoning duties.

**Adjournment** At 6:54 p.m. Commissioner Scott motioned to adjourn; Commissioner Reeder seconded.  
Motion carried by voice vote.

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Valeri L. Brod, City Clerk