

**PLANNING AND DEVELOPMENT COMMITTEE**  
**McHenry County Government Center – Administration Building**  
**667 Ware Road – Conference Room A**  
**Woodstock, IL 60998**

Minutes of Thursday, May 18, 2006

Ann Gilman, Chairman

Marie Chmiel	Jim Heisler
Peter Merkel	Marc Munaretto
Virginia Peschke	Barbara Wheeler

Chairman Gilman called the Planning and Development Committee meeting to order at 8:15 a.m. The following members were present: Ann Gilman; Marie Chmiel; James Heisler; Virginia Peschke; Barbara Wheeler; and Pete Merkel. Absent: Marc Munaretto. Also in attendance: Planning and Development Department staff members; Peter Austin, County Administrator; interested public; and press.

MINUTE APPROVAL

Mr. Heisler made a motion, seconded by Ms. Chmiel, to approve the regular session minutes of the Planning and Development Committee meeting of May 4, 2006. Ms. Chmiel asked that the minutes be amended on page 2, in the second paragraph to indicate that the first bullet point refers to the Job Description; and the third bullet point should be under "Regular Meetings" not "Membership." The minutes were approved as amended with a unanimous voice vote.

PUBLIC PARTICIPATION

Mr. Marc Winnig addressed the committee and distributed a letter opposing the re-zoning and conditional use petition of Mr. Pease. After hearing Mr. Winnig comments, Chairman Gilman stated that Mr. Winnig should present his concerns during the hearing held by the Zoning Board of Appeals for this petition.

PRESENTATION

None.

Chairman Gilman noted that Dr. McTague was here to be interviewed for appointment to the MCCD Board and asked that this item be moved up on the agenda so the interview can be conducted at this time. Dr. McTague joined the Committee. He stated he enjoys the outdoors and felt involvement in the MCCD would be an area of interest to him. Ms. Wheeler asked if he was currently running for a seat on the County Board. Dr. McTague noted that he is running for this position and he is currently a precinct committeeman. Chairman Gilman pointed out that he could be a volunteer, but he could not take an appointed position while holding either one of those positions. She asked Dr. McTague if he was still interested in moving forward with the interview. Dr. McTague stated he would like to do volunteer work and not be considered for appointment to the MCCD Board at this time. Ms. Wheeler stated she would give his name to the MCCD volunteer coordinator.

SUBDIVISIONS

*Harmony Stone – Tentative Plat:* Ms. Ehardt provided a summary of the tentative plat for Harmony Stone. The developer proposes to divide approximately 95 acres into 57 lots in accordance with E-1 zoning. The site has an elevation difference of 40 feet. An existing stub road will be extended to provide frontage for several of the lots. The Coral Township Highway Commissioner is in agreement with the proposal and has affixed his signature. School Districts #18 and #154 will accept cash in lieu of land. All platting requirements have been met. The Planning Commission Chairman of the Village of Hampshire has signed the plat as required by ordinance. There are no pipelines. Ms. Chmiel made a motion, seconded by Ms. Wheeler, to accept the Tentative Plat for Harmony Stone, authorizing the Committee Chairman to sign said Plat to allow the project to proceed. Mr. Merkel asked if a de-accelerator lane into the subdivision was being considered and questioned curb cuts to the south on Hampshire Road. Ms. Ehardt stated that the Division of Transportation addresses these issues. The motion carried with all members present voting aye.

*Trent Subdivision – Tentative Plat:* Ms. Ehardt reviewed this tentative plat noting that it proposes to divide 4 acres into 4 lots with R-1 zoning. An elevation difference of 12 feet exists across the site. A Stormwater detention area

Approved: 6/1/06

will be located at the south end of the property. Entrance to the subdivision will be off of Terra Cotta Road; the Nunda Township Road Commissioner has accepted the tentative plat and has signed accordingly. School Districts #46 and #155 will accept cash in lieu of land. All platting requirements have been met. The City of Crystal Lake has given written approval of the tentative plat, but has not signed the plat noting that they do not as a matter of practice sign tentative plats (although this is a requirements of the County Ordinance). Mr. Heisler stated that the area west of this site has been known to flood extensively and asked if this might add to those problems. Ms. Ehardt responded that this should not be an added problem since there will be no release of water from proposed detention area. She reported that the proposal meets all technicalities of the Stormwater Ordinance. Mr. Heisler asked who would be responsible if flooding does occur. Ms. Ehardt responded that it would be the engineer. Ms. Chmiel made a motion, seconded by Ms. Wheeler, to accept the Tentative Plat for Trent Subdivision and authorize the Committee Chairman to sign said plat.

Chairman Gilman noted that the County Board would probably like to have information on legalities and possible ramifications if they approve a subdivision plat that has not been signed by the municipality that is within the 1.5 mile radius. Ms. Ehardt stated that a list of training session items for County Board members has been drafted for consideration later in the meeting and this issue could be added.

#### OLD BUSINESS

*McHenry County Conservation District Appointment:* Chairman Gilman provided a summary to the interviews held at the last meeting for an appointment to the MCCD Board. In response to concerns raised regarding a possible conflict with applicant Nancy Williamson and her employment with the Illinois Department of Natural Resources, Chairman Gilman stated she had contacted her employer and it was their attorney's opinion that this would not present a conflict. Ms. Wheeler made a motion, seconded by Ms. Peschke, to recommend the County Board approve the appointment of Nancy Williamson to the MCCD for a term to expire June 30, 2011. Ms. Chmiel supported the motion noting that Ms. Williamson appears to be highly qualified. She also suggested that Mr. Jeffrey Keck be contacted to see if he would interested in serving on the Planning Commission or if he could be considered for appointment to the MCCD next year. Chairman Gilman agreed with Ms. Chmiel's comments, noting that currently there are two attorneys on the MCCD Board. On a voice vote, the motion carried with all members present voting aye. Mr. Heisler asked that letters be sent thanking all applicants.

*Land Use/Transportation Plan Update Timeline:* The Committee reviewed a draft of a timeline for the Land Use / Transportation Plan. Meetings with staff, the Plan Commission and special focus groups will begin the process followed by a Countywide meeting to get general public input regarding goals and objectives. Groundwater resource issues will be integrated into the Plan. County Board Chairman Koehler stated he has a video of the recent summit. He also reported that McCog wants to be a major player in groundwater issues. He noted that three main players are missing from this group and those are Cary, Algonquin and Crystal Lake. Ms. Chmiel commented that McCog would be a good forum to present findings.

*Planning Commission – Member Job Description and Bylaws - Resolution:* Ms. Ehardt distributed a State's Attorney's opinion on the Job Description and Bylaws (as attached hereto and made part hereof). The Committee reviewed the points raised by the State's Attorney and agreed with all recommendations. The Committee asked that the documents be amended to reflect the recommendations of the State's Attorney. Ms. Wheeler made a motion, seconded by Mr. Merkel, to recommend the County Board approve a Resolution authorizing acceptance of the bylaws and job description of the McHenry County Planning Commission with those changes made by the State's Attorney. Ms. Peschke stated she still objected to the ex-officio member not being able to vote. Ms. Chmiel asked if the minutes of the Planning Commission are filed with the County Clerk. Ms. Ehardt stated they have never been formally filed with the County Clerk. On a voice vote, the motion passed with Ms. Peschke voting nay and all others voting aye.

*Land Use/Transportation Plan Timeline (continued discussion):* Ms. Ehardt stated that the process should take from 18 to 24 months. Ms. Peschke raised concerns with the use of special "focus" groups and felt special

"interest" groups would be better. Ms. Ehardt stated that "focus" was used since there may be objections to "interest" groups. Chairman Gilman stated she prefers Special Focus Groups since the idea is to focus on a special area or task. Ms. Ehardt then reviewed the timeline for collecting data, preparation of final maps / reports, analysis of reports and maps, etc. Public meetings will be held at the four quadrant areas with a final Public meeting at the end of the process. Staff will set-up a website which will be updated as the process moves forward. Ms. Peschke asked that a flow chart with the time schedule be included on the website. Ms. Wheeler suggested information be available through radio announcements and ads placed in local papers. Ms. Ehardt also stated that staff would be available to make presentations to any group wanting such a presentation. She stated that once the County Board accepts the bylaws and job description for the Planning Commission, an ad will be placed for acceptance of Planning Commission applications for appointments, after which interviews of candidates will be conducted. Ms. Chmiel asked that the application be amended to include a request for more background information, work history, education, etc. She felt the current application did not provide enough input. She also suggested having a list of questions that can be asked of each candidate during the interviews – such questions could be given to the applicant prior to the interview. Members also suggested setting the meeting dates / times of the Planning Commission prior to the request for applications so candidates would know if they would be able to attend the meetings. Ms. Chmiel emphasized the need for the meetings to follow an agenda and suggested a specific time of 7 p.m. to 9 p.m. for said meetings. Ms. Wheeler suggested interviews be separated by Districts and that references be contacted. A copy of the application will be available at the next meeting. Chairman Gilman commented that a lot of work has already been done on the two previous land use plans which can be incorporated into the new plan.

Ms. Peschke left the meeting at 9:35 a.m.

*County Board Training Sessions:* Ms. Ehardt reviewed a list of proposed items for County Board training sessions. Chairman Gilman stated that these sessions should be done during morning County Board meetings so that all members would be available. Chairman Gilman asked that the Land Use Planning Process and Planning vs. Zoning be the first training session subjects; the second would be legal issues, followed by ZBA / HO Roles vs. County Board. She asked that Mr. Kelly be invited to the session on ZBA roles vs. County Board and Ms. Connor should be invited to the session on Land Use Planning. Ms. Ehardt stated she would add a training session on the 1.5 mile municipality issue for subdivision plats. Members felt that a handbook could be developed from these training sessions which could be used by future County Board members. Ms. Ehardt noted that there are many other issues and items that could be added to training sessions in the future. All training session will be no longer than 30 minutes.

#### NEW BUSINESS

*Reclassification of Position 010-7-017-05:* Ms. Chmiel made a motion, seconded by Mr. Merkel, to recommend the County Board approve a Resolution authorizing a position reclassification in the Planning and Development Department. The motion carried with all members present voting aye.

#### REPORTS

*Stormwater* – Will meet on May 31st

*NIPC* – A water resources meeting was held yesterday. NIPC is revising the RFP process and working to scale back staff time

*MCCD* – Will meet this evening. An individual from Lake County has been hired as Director. John Kremer will continue as Director of Operations. A formalized process and plan will be developed from the recent water summit. Ms. Chmiel stated she would like a better understanding of how water resources will be transported to areas of need and the potential ramifications. It was suggested that a recap of the summit meeting be provided at the next P & D meeting.

*Planning Commission* – No additional report

*Imagine McHenry County* – A meeting is scheduled for May 20<sup>th</sup>.

MISCELLANEOUS: None

EXECUTIVE SESSION:  
None

ADJOURNMENT

Mr. Merkel made a motion, seconded by Ms. Chmiel, to adjourn at 10:15 a.m. The motion carried with a unanimous voice vote.

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**RECOMMENDED FOR BOARD ACTION:**

Resolution authorizing acceptance of the Planning Commission Member Job Description and the By-Laws of said Commission

Resolution authorizing the appointment of Nancy Williamson to the McHenry County Conservation District Board

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