

PLANNING AND DEVELOPMENT COMMITTEE
McHenry County Government Center – Administration Building
667 Ware Road – Conference Room A
Woodstock, IL 60098

MINUTES OF THURSDAY, JANUARY 19, 2012

Chairman Hill called the Planning and Development Committee meeting to order at 8:31 a.m. The following members were present: Randy Donley; Mary Donner; Jim Heisler; Tina Hill; Marc Munaretto and Ersel Schuster. Sue Draffkorn was absent. Also in attendance: Dennis Sandquist, Matt Hansel, Darrell Moore, Sarah Ciampi and Sean Foley, Planning and Development.

	Tina Hill, Chairman	
Randy Donley		Mary L. Donner
Sue Draffkorn		Jim Heisler
Marc Munaretto		Ersel Schuster

MINUTE APPROVAL: Mr. Munaretto made a motion, seconded by Mr. Heisler, to approve the minutes from January 5, 2012. Ms. Schuster requested that a correction be made on page three of the minutes under the "Housing Commission" section. It was suggested that "Housing Commission's" be inserted before "Legislative Committee" on the second line. The minutes were approved, with this correction, with a unanimous voice vote of all ayes.

PUBLIC COMMENT: None.

PRESENTATIONS: None.

SUBDIVISIONS: None.

OLD BUSINESS: None.

NEW BUSINESS:

Interview for Appointment to the McHenry County Zoning Board of Appeals: Committee members interviewed Tom Harding for consideration for appointment to the McHenry County Zoning Board of Appeals (ZBA). Chairman Hill stated that there is another applicant for this position who will be interviewed at the P&D meeting on February 2, 2012 and the Committee's recommendation for an appointment to the ZBA will be deferred until that time.

Interviews for Appointment to the McHenry County Community Development Block Grant (CDBG): Committee members interviewed William Swenson for consideration for appointment to the McHenry County Community Development Block Grant (CDBG).

Mr. Donley left the meeting at 8:50 a.m.

Chairman Hill stated that further interviews for the CDBG Commission will be conducted later in the meeting. Members have received notification that Mr. Martens will be arriving late due to traffic.

Mr. Sandquist, Ms. Ciampi and members discussed several interpretations of the new CDBG By-Laws. Mr. Sandquist mentioned that the new By-Laws state that the CDBG Commission will be comprised of one member of the McHenry County Board, and at least one representative from each of the County Board districts which includes representation from several categories. He has been working under the assumption that the list of categories is suggested and recommended, but not restrictive to the categories listed. He is under the assumption that if someone does not meet one of the categories listed, they can be appointed to the Commission. He suggested that the word "may" be included in the CDBG By-Laws in Section III under "Membership", #2 as follows: "At least one at large delegate from each of the County Board districts based upon place of residence, which **may** include....." It was the consensus of the committee members to add the word "may" to the CDBG By-Laws as stated above, and that the categories listed are not intended to be restrictive.

Chairman Hill mentioned that additional interviews from applicants for the CDBG Commission will be held during the February 2, 2012 P&D meeting and the Committee's recommendations for appointments to the CDBG Commission will be deferred until that time.

Mr. Sandquist will work with staff to amend the verbiage on the County's website for the posting of the openings on the CDBG Commission to include the word "may" as discussed above, and to include verbiage to clarify that the positions are open to constituents who do not meet the categories listed.

Appointments to the McHenry County Historic Preservation Commission: Committee members entered into a discussion regarding the appointment of Patricia Doornbosch, David R. Gervais and William Holderfield to the McHenry County Historic Preservation Commission. Chairman Hill mentioned that in the past, the Historic Preservation Commission has conducted the interviews for applicants to the Commission and provided their recommendations to this Committee. Mr. Munaretto made a motion, seconded by Mr. Heisler, to recommend the appointment of Patricia Doornbosch (term expires November 26, 2016), David R. Gervais (term expires November 26, 2016), and William Holderfield (term expires November 30, 2013) to the McHenry County Historic Preservation Commission. The motion carried with all members present voting aye on a roll call vote (Donner, Heisler, Munaretto, Schuster and Hill).

Chairman Hill requested that Item No. 7.15 be discussed next.

REPORTS TO COMMITTEE:

Historic Preservation Commission (HPC): Mr. Foley stated that the officer elections for the HPC have been completed and community assignments have been completed. The officers for this year are Nick Chirikos-Chairman, Bruce Randall-Secretary, and Steven Greeley-Vice-Chairman. The HPC has selected three landmark photographs to be additions to the hallway in the Administration Building, those being the Chunn's Burying Grounds, the Barber Cemetery, and the Trout Valley Stonegate Entrance.

Mr. Donley returned to the meeting at 9:01 a.m.

Concerning the Victory Garden, the 2012 program was discussed at the HPC meeting and Lori Selpien is formulating a plan for the coming season, including expanding the garden, along with trying to obtain student volunteers for the program. Nick Chirikos is also involved in this program. Mr. Sandquist stated that there is still interest in continuing the Victory Garden, but the HPC understands that there needs to be a larger community effort in order for this project to continue. The Commission is also conducting a Rural Intensive Survey for Hebron Township. The Commission met twice last year (October and November 2011) and the next scheduled meeting is Friday, January 20, 2012. The HPC is conducting an annual report which is being compiled. Mr. Foley mentioned that Chairman Chirikos would like to present the annual report to the full County Board at a future meeting.

Chairman Hill stated that she met last week with Terri Legare with the Lakeside Legacy and discussed the Dole Mansion located in Crystal Lake. Lakeside Legacy's board is not interested in going through the State of Illinois to have the Dole Mansion be designated a historical site, but they are interested in possibly having the Dole Mansion become a County historical site. Chairman Hill requested Ms. Legare contact Mr. Foley directly in order to obtain more information concerning the County's HPC.

Mr. Heisler questioned if the HPC has considered using Scouts to assist with the Victory Garden.

Community Metropolitan Agency for Planning (CMAP): None.

Community Development Block Grant (CDBG) Commission: None.

NEW BUSINESS (continued):

Interviews for Appointment to the McHenry County Community Development Block Grant (CDBG): Committee members interviewed Craig Adams, Cathryn Perfetti, and Robert Martens for consideration for appointment to the McHenry County Community Development Block Grant. Chairman Hill stated that there will be additional interviews for the CDBG Commission conducted at the February 2, 2012 P&D meeting and all recommendations for appointments to the Commission will be deferred until a later date.

Mr. Heisler questioned if the committee should consider if the CDBG should have representation from the manufacturing industry. Mr. Munaretto mentioned that the manufacturing industry does not receive funds from the CDBG. Mr. Sandquist mentioned that there is a category for economic development and a few agencies did talk to the Community Development Division about what the agencies could do under the economic category. Ms. Ciampi mentioned that a CDBG pre-

application meeting was held yesterday and another meeting is scheduled for today. Two agencies attended yesterday's meeting to learn about potential economic development. Economic development goals are addressed in the 2011 and 2012 CDBG Action Plan. Staff outlined examples of eligible economic development activities, and referenced that several years ago the County had a revolving loan fund which was funded in portion with grant funds similar in scope to eligible activities. Mr. Munaretto mentioned that at one time the original source of funds of the revolving loan fund came from a federal source that was connected with the Urban Development Grant Program. Mr. Sandquist mentioned that representation from manufacturing or business would not be precluded. It is in the Action Plan and it is something that could be funded if a proposal was received. Ms. Schuster questioned if the Housing Department is overseeing the revolving loan fund money. Staff said no, and stated that they were using the revolving loan fund as an example. Mr. Munaretto mentioned that people can participate in the CDBG program in business and industry through the economic development component.

REPORTS TO COMMITTEE (continued):

Housing Commission: Mr. Sandquist stated that the Housing Commission (HC) had a meeting earlier this week. The HC discussed projects currently in progress, specifically the review of the underwriting procedures for HOME grant applications, along with the Analysis of Impediment Study. They also discussed locations for their meetings. Ms. Ciampi informed members that the County does not currently have an official underwriting process whereby when an application is received, it is either accepted or rejected based on criteria. It currently uses review guidelines. Staff has been working on guidelines for evaluations based on similar categories and similar types of applications. Staff is trying to move this a step forward and use actual market conditions that are prevalent in this region of the state. The ultimate goal, in the next couple of years, is to have the County officially adopt an underwriting criteria that would have to be met for HOME applications, much like other entities do, and also mentioned that now that the HOME application has been in place at its current status for a few rounds now, they are fine tuning certain questions and items for clarification to ensure that the correct information is received from the applicants with the initial application. Chairman Hill mentioned that there have been a few rounds of HOME applications without the underwriting status criteria. She questioned if any applications would have been rejected based on not meeting some of the underwriting criteria. Staff mentioned that a couple projects that have come through may have. Examples of criteria would be certain pro-forma ratios that are required up front, and certain vacancy rates. Pro-formas are the documents staff uses to assess the cash flow of a project through its period of affordability in relation to a debt. Bravo's original pro-forma did not include vacancy rates that were realistic. There was also some concern about discrepancy in numbers that were presented. There was a \$90,000 flux which when considering providing approximately \$300,000 to the project is a large percentage. There was also some concern about gap analysis and actual funding. One of the criteria staff is trying to establish, which is part of HUD's gap analysis guidance used by staff in subsidy layering, is that the applicant would either have to know its funding, have committed funding, or define the funding it intends to apply for and at what thresholds. Those items are to be built into the construction financing and the permanent financing when projects are put through. This is something that the HC has not had with a couple of applications that have come forward. Mr. Sandquist mentioned that with guidelines, staff did the pro-forma and the analysis was brought to the Housing Commission with the staff recommendation that the application does not meet the guidelines and it should not be funded. The Housing Commission made recommendations to fund the projects, or that the project be funded on a contingency basis. The proposal process that is going on is to formalize those from guidelines to requirements that would say if they do not meet the guidelines and standards, the Housing Commission will not provide funding for the project and the applicants would need to reapply.

Concerning the Analysis of Impediments to Fair Housing Choice, Ms. Ciampi mentioned that staff has started to work on the report with the consultant and staff has provided the consultant with documentation. Committee members were previously provided with a survey of demographic information. Staff will report their findings of this survey to the consultant. The consultant uses this information in determining the decision-making body for the County, and the demographic make-up of it, and they judge that in accordance with the Fair Housing Guide provided by HUD. The next steps for staff are to work in conjunction with the consultants to identify stakeholders in the County. The consultant will conduct stakeholder interviews and will send out questionnaires in relation to each type of entity they are looking at. The consultant is currently reviewing County zoning ordinances and they have received the draft UDO documentation. The consultants will look at several municipalities in the County and make assessment of their zoning ordinances. Staff is in the process of working with the State's Attorney's Office, the Housing Authority and Prairie State Legal Services to determine any fair housing complaints or litigation that has been reported in the County.

Mr. Sandquist stated that the Housing Commission discussed meeting locations and they agreed to hold their general meetings in the Planning & Development conference room, but when there are application review meetings and when applicants provide presentations, those meetings will be held in Conference Room A at the Administration Building.

MISCELLANEOUS: Ms. Schuster questioned if a draft of the Unified Development Ordinance (UDO) has been received by staff. Mr. Sandquist mentioned that staff is in receipt of the first draft of the UDO from Camiros which consists of 365 pages. The first staff meeting to review the UDO is scheduled for next Thursday. Staff will be working with Camiros on the UDO through January, 2012 and it is hopeful that staff will present a draft version of the UDO to this Committee in March. The UDO staff committee is comprised of Mr. Sandquist, Mr. Moore, Mr. Hansel, Ms. McKinney, Mr. Horton (Planning & Development), Ms. Nomm (Health Department), Mr. Dittrich (Transportation Division), and Ms. Rein (State's Attorney's Office).

Mr. Heisler commented on the current roadway construction on Rakow Road and the impact on businesses from the disruption of traffic flow during the construction in this area of the County. The construction is anticipated to continue through November, 2012. He has asked both McDOT and the Crystal Lake City Council to assist the affected merchants during roadway construction with some type of compensation or dispensation concerning signage. The Crystal Lake City Council informed him that he would be able to place a banner/sign at his place of business located on Rakow Road, but he would have to re-apply for a sign permit every 29 days and pay a new application fee each time. He questioned if there could be certain regulations, including signage, that could be set aside for a certain period of time during roadway construction to assist businesses affected by the construction. It was mentioned that in the future, it is hopeful that there will be project costs that are built in when there are businesses that are impacted by road construction. Ms. Schuster mentioned that through the pre-construction work, this should be addressed because this is a detriment to businesses.

EXECUTIVE SESSION: None.

ADJOURNMENT: Noting no further business, Ms. Donner made a motion, seconded by Mr. Heisler, to adjourn the meeting at 9:45 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION/APPROVAL:

Recommend the appointments of Patricia Doornbosch, David Gervais and William Holderfield to the McHenry County Historic Preservation Commission

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