

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

Minutes of Thursday, February 18, 2010

Tina Hill, Chairman

Randy Donley  
Sue Draffkorn  
Lyn Orphal

Mary L. Donner  
Marc Munaretto  
Ersel Schuster

Chairman Hill called the Planning and Development Committee meeting to order at 8:32 am. The following members were present: Tina Hill; Randy Donley; Mary Donner; Sue Draffkorn; Marc Munaretto; and Ersel Schuster. Lyn Orphal was absent. Also in attendance: Planning and Development Department staff members; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator - Finance; interested public; and press.

MINUTE APPROVAL: Ms. Donner made a motion, seconded by Ms. Schuster, to recommend approval of the November 13, 2009 and January 28, 2010 minutes of the Planning and Development Committee. Ms. Schuster asked that typos in the November 13, 2009 be corrected. The minutes were approved with corrections with all members voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATIONS: None

SUBDIVISIONS: None

OLD BUSINESS:

*Fee Schedule Discussion:* Ms. Sandquist stated in response to previous Committee direction, staff had analyzed departmental expenses versus departmental revenues based on 2009 year end data. Time estimates were used to allocate each staff member's salary to each activity and contractual services and commodity costs were divided into ten categories. The direct expenses for each activity were compared to the revenue generated by the activity. It was also noted that administrative activities that are done to promote the interest of all County residents are funded through tax revenues. Expenses for building permits, stormwater permits, zoning and subdivision process should be covered by the fees covered for these services. The study conducted indicated that inspection fees covered only 78% of the departmental costs to provide the services. Building fees exceeded the costs of providing the services by 24%; while stormwater fees covered only 49% of the cost of providing those services and the zoning fees only covered 41% of the cost of providing services. Building permit fines helped to off-set costs of building code enforcement activities. There are no penalty fees for after-the-fact stormwater permits or zoning approvals. Recommendations included phasing in an increase in stormwater and zoning fees; implementing new fees for several services that are currently provided without charge; and implementing a penalty fee for after-the-fact stormwater permits and zoning applications. Members commented that the study conducted and information provided was well presented. Mr. Munaretto noted that stormwater permits were for properties over 5,000 square feet and those under 5,000 square feet would not need such a permit. He also noted that the study maybe somewhat skewed since this was not a busy year for permit applications. Mr. Austin stated that the FY 2010 budget for P&D was increased by 5% to take into consideration the increase in fees. After discussion, Committee asked that staff prepare a proposed fee schedule and ordinance for consideration at a future P&D Committee meeting.

*Sign Ordinance Discussion:* Mr. Donley began the discussion by reviewing his past comments on temporary signs. He stated that permits should be required for all signs, including temporary signs. He stated he felt the current permit requirements for signs were flawed and to address this issue all signs should need a permit. He noted that anyone could claim their sign was temporary and did not need a permit. He stated that people do know about the permit process and to claim they are unaware of permit requirements was just an excuse. If all signs needed a

Approved: 3/4/10

permit there would be no misunderstanding or confusion. Mr. Donley stated that a temporary sign permit could be issued at no or very little cost to the applicant. Mr. Munaretto stated that a permit is already required for certain temporary signs if the sign is not an exempted sign. Mr. Hansel noted that any sign issued a permit has no time regulations. He stated that the Committee may want to restrict the size of a temporary sign and noted that there are temporary signs that are of a more permanent nature – such as a business running a perpetual sale. He stated that current language in the sign ordinance was written by the State’s Attorney. He also noted that no signs are allowed in right-of-ways, but this is difficult to enforce since it becomes an issue of who is the enforcement entity for the specific location. It was noted that at times signs in violation are removed by the McHenry County Department of Transportation, McHenry County Conservation District and various municipalities. Members were asked if they would like to see a more restrictive sign ordinance. Three members (Munaretto, Donner and Draffkorn) did not support more restrictions. Mr. Munaretto suggested researching the possibility of entering into intergovernmental reciprocal agreements that would empower the County, State and municipalities to remove signs in right-of-ways. Ms. Schuster stated that a temporary sign must be removed within 30 days after the event. She felt this was too long a time period. It was also noted that some municipalities regulate political signs by charging a deposit fee which is returned if the sign is properly picked up within 30 days after the election. Ms. Donner also noted that having several of the same signs in one long row is annoying and suggested regulating the number of signs in a single location. It was noted that regulating the number of signs would be possible, but it would apply to any and all signs. Mr. Donley commented that regulations are getting weaker and weaker, noting that there are too many loop holes. After discussion, the Committee directed staff to work with the State’s Attorney for proper wording to the ordinance that would address concerns discussed for temporary signs for consideration at a future meeting.

*Credit Card Acceptance Discussion:* In response to the Committee’s request, Mr. Sandquist reported that staff had reviewed various credit card processing systems currently utilized by various County Agencies. It was determined that none of the current systems could be expanded to include the P&D Department based on the County’s current IT data security and Purchasing requirements. He stated he would like to move forward with the RFQ process, but would need to formalize this process by having the County Board’s support for the Department to accept credit card payments. To do this, a public hearing could be set during the March 4, 2010 Committee meeting. After the Public Hearing portion of the meeting, the Committee would consider a Resolution and if approved said resolution would move to the County Board for consideration on March 16<sup>th</sup>. The Committee directed staff to provide the public notice and prepare a resolution for consideration at the next meeting.

*Future Land use Map potential revision areas:* The Committee reviewed a proposed revised 2030 Future Land Use map which staff was directed to draft from previous comments from the Committee to more closely match the population projection. Mr. Sandquist asked the Committee if they would like this revised map and memorandum put on the website for public view. Mr. Munaretto commented that this was a waste of time, noting that the population would never match the map. Ms. Schuster stated the map could be confusing for the public. Members agreed and directed that the map not be posted. They noted the information would not be lost and it would be factored in when all public information is gathered.

**NEW BUSINESS:**

*Resolution for allocation of CDBG Funds:* Mr. Munaretto made a motion, seconded by Ms. Draffkorn, to recommend the County Board approve a Resolution for the allocation of CDBG Funds. On a roll call vote, the motion carried with all members present voting aye (Donley, Donner, Draffkorn, Munaretto, Schuster and Hill).

*Appointment of CDBG Commissioner:* Ms. Draffkorn made a motion, seconded by Mr. Donley, to recommend the appointment of Mark Ruda to the Community Development Block Grant Commission for a term to expire February 1, 2012. On a roll call vote, the motion carried with all members present voting aye (Donley, Donner, Draffkorn, Munaretto, Schuster and Hill).

*Fee Waiver:* Mr. Sandquist reported that a letter requesting a waiver of the double fees for work that was done without permit was recently received. The requester would like \$74.00 waived due to economic hardship. Mr. Sandquist stated that the department has no authority to waive a fee and such a request requires approval of the

full County Board. Members discussed this request and suggested that perhaps a policy for the waiver of fee requests should be researched. Mr. Donley did not support waiving any fees. Mr. Munaretto suggested that such requests should be handled by a Board member from the District where the requester resides and perhaps that member could help find assistance. After discussion, members directed staff to draft a proposed resolution to authorize the waiver request for consideration at the next meeting.

*Public Review Meeting Process:* A schedule for public review meetings was presented. Members were encouraged to attend all meetings if possible. The format for all the meetings was reviewed. An overview presentation will be provided every 30 minutes. Following the presentation, participants will have an opportunity to review the Plan and engage in discussions. Various exhibits will be displayed. Participants will have an opportunity to record their comments through various methods.

REPORTS TO COMMITTEE, AS APPLICABLE:

*Chicago Metropolitan Agency for Planning:* Members commented that the recent presentation by CMAP on the Regional Water Supply Plan to the County Board was well done and interesting.

*Community Development Block Grant Commission:* The Commission is on track with their work.

*Historic Preservation Commission:* Nothing to report at this time.

*Code Enforcement Report (January):* Members reviewed the January report. It was noted that some of the non-compliance issue could be people who may not have called for a final inspection or they may have requested extensions. Members asked that this update be provided on a quarterly basis rather than monthly. Members also asked if there was a way to track the length of violations and include addresses for the property. It was noted that the current system is unable to track the number of days for violations and it would be very cumbersome to include addresses on this report. Staff will continue to try to narrow the scope of the report.

MISCELLANEOUS: Faith Taylor addressed the Committee and introduced Bonnie Lester and Kim Gugino-Wollos from the ICF. She stated a special needs assessment is being conducted by HUD to gather demographic information on the county regarding foreclosures. Ms. Lester stated that the statute for the HUD NSP program has a time frame for the spending of funds. McHenry County has been awarded 3.5 million dollars for this program and she is here to find out what the County would like to see done to move the project forward. Mr. Munaretto noted that Corporation for Affordable Housing in McHenry County (CAHMCO) currently is running a program to rehabilitate vacant homes and commented that the 3.5 million does not go far enough and questioned how the County could get more funding. Ms. Lester responded that this is the initial round of funding and there is a question on what is next. She stated if Congress sees results it is possible that more funding would become available. The program is designed to regenerate funds from the sale of rehabilitated homes and has a four year time limit to recoup the money. Funds are to be used to purchase abandoned or foreclosed homes which can be rehabbed and the sold to meet the needs of low income families. The key is to leverage the funds. Ms. Lester suggested perhaps working with the lending community to get behind this program. It was noted that currently the lending community is restricted in lending to low income people and this is a problem. An option that could address this would be to self-funding program. Ms. Taylor reviewed the problems with renting the rehabilitated homes, noting that the overhead costs do not make rental property affordable with the high mortgage taxes. Ms. Schuster stated this issue may be more appropriately addressed by municipal government as they are closer to the individuals. Ms. Lester noted that the program is not designed to prevent future foreclosures but is met to address vacant and blighted homes. Ms. Taylor noted that there are no blighted areas in the County but there are a growing number of vacant homes. Currently CAHMCO is rehabbing four homes. Ms. Lester stated that once the demographic information is gathered an assessment report is drafted that will identify any areas that could benefit from Technical Assistance Training, the training is funded through HUD under NSP. Mr. Donley left the meeting at 10:24 am. Ms. Wanaski noted that when this program goes away, the County would still need to monitor the program. This is an unfunded mandate and currently the CDBG staff would do the monitoring and reporting. This monitoring would be ongoing for several years. Ms. Donner left at 10:30am. Members questioned why this responsibility would fall on the County as it is more of a HUD issue. Ms. Lester stated as part of the HUD Home program the County is required to providing monitoring and reporting even if no funds are available. If the money disappeared and if the County did not continue to provide monitoring, the County would need to repay funds. Ms. Lester stated the

unfunded mandate is a reality of the program. She asked that members contact her if they have any additional suggestions or questions.

EXECUTIVE SESSION: None

ADJOURNMENT

Ms. Schuster made a motion, seconded by Ms. Draffkorn, to adjourn at 10:35 a.m. The motion carried with a unanimous voice vote.

\* \* \* \* \*

**RECOMMENDED FOR BOARD ACTION:**

Resolution for allocation of CDBG funds  
Appointment of CDBG Commissioner – Mark Ruda

:bjt