

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

MINUTES OF THURSDAY, AUGUST 4, 2011

Chairman Hill called the Planning and Development Committee meeting to order at 8:32 a.m. The following members were present: Tina Hill, Chairman; Mary Donner; Randy Donley; Jim Heisler; Sue Draffkorn; Marc Munaretto and Ersel Schuster. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Dennis Sandquist, Matt Hansel, Darrell Moore, Cory Horton, Maryanne Wanaski and Cassandra McKinney, Planning and Development; Mary McCann and Diane Evertsen, County Board; and interested public.

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

MINUTE APPROVAL:

Committee members reviewed the Planning and Development Committee minutes of July 21, 2011. Ms. Donner made a motion, seconded by Ms. Schuster, to approve the minutes. The minutes were approved with a unanimous voice vote of all ayes.

PUBLIC COMMENT: Jude Schmidt of Jude Schmidt Custom Construction in Marengo, Illinois joined committee members and provided his comments concerning the current building permit process. He provided members with a copy of his correspondence addressed to the McHenry County Building Committee dated August 4, 2011. He stated that on April 26, 2011 he began the process to obtain a new building permit. On May 5, 2011 he applied for a septic permit and it was issued on May 11, 2011. He applied for a building permit on May 12, 2011. On July 1, 2011 the Planning and Development (P&D) Department sent a letter stating he applied for a permit on June 22, 2011 which is not the date he applied for the permit. He mentioned that all correspondence is sent to the homeowner and a copy is never sent to the builder. His homeowner is out of town and he has to wait until they return in order to read any correspondence sent to them from P&D. On July 6, 2011 he called the stormwater division and was told to call back on July 13, 2011. County Board member Mary McCann sent him an email on July 8, 2011 informing him that the County is four to five weeks behind in reviewing stormwater plans. On July 27<sup>th</sup> P&D received the plans back from the stormwater department. It is now August 4, 2011 and he still does not have a permit. It has been 100 days since he first started the process. He questioned why all of the P&D Departments cannot review the permits at the same time. The current process requires each department (zoning, stormwater and building department) to review the plans in sequential order and then they send one master letter to the owner. He asked if the process could be shortened because it is taking too long to receive permits.

Mr. Donley stated that he asked Mr. Schmidt to attend today's meeting and address the committee concerning this matter. He stated that Mr. Schmidt is not complaining about individuals in the P&D Department, but rather that his complaints are about the process. There are currently very few applications for building permits and he questioned as to what is wrong with the current process and it may need to be amended. Staff will work directly with Mr. Schmidt concerning his permits. Mr. Sandquist stated that the process for permits is as follows: zoning, stormwater, and then to the building department. If one of the divisions is backed up, which stormwater currently is, then the other divisions should pull the file and do their reviews out of order. This did not happen with Mr. Schmidt's permit process. The stormwater division is backed up because they are trying to keep up with the permits they are receiving and conduct thorough reviews of all projects. There are an increasing number of projects that have re-submittal requirements which require another review of those particular projects. Mr. Horton mentioned that the stormwater division reviews all of the McHenry County Department of Transportation projects which are added burdens on the stormwater division. Mr. Hansel stated that the stormwater division is backed up because of staffing issues. There are four staff members available to do initial zoning reviews, but the stormwater division only has 1.5 staff to handle the same volume as the zoning and building divisions in terms of permit reviews. There is not enough staff in the stormwater division to expedite their processing of permits. Chairman Hill mentioned that Ms. McCann spoke with Ms. Yensen, Mr. Sandquist and her concerning the staffing issues in the P&D Department. They feel that additional staffing requests should be presented as supplemental requests and go through the budget process. Mr. Munaretto mentioned that he is not entirely convinced that staffing is the issue, nor entirely convinced that the problem may run deeper with respect to the ordinance itself. He mentioned that they may want to

outsource this which would allow assistant with the work load and the position would not have to be funded 100% of the time. It was suggested that in the future, part of the permit process would be to send correspondence to the contractor, as well as to the applicant/owner.

PRESENTATIONS: None.

SUBDIVISIONS: None.

OLD BUSINESS: None.

NEW BUSINESS:

*FY11-12 Budget Reviews:*

*Planning and Development, CDBG and Zoning Board of Appeals:* Mr. Sarbaugh, Mr. Austin and Mr. Sandquist joined committee members for presentation of the budgets for Planning and Development, CDBG and the Zoning Board of Appeals. Mr. Donley mentioned that he and several committee members were questioning why they are not provided with the proposed budgets before the meeting. Mr. Sarbaugh stated that because of time constraints, it is difficult to provide proposed budgets in advance of committee meetings. This budget is the same as the previous year's budget, except for the supplemental requests. Mr. Sandquist mentioned that projected revenues for the FY12 budget are decreased from what was projected for this year. He requested direction from the Committee whether or not the Department's fee schedule should be reviewed. The last time it was reviewed was in 2009. Also noted is the fact that numerous permits are issued for other governmental agencies of which no fee is charged. To his knowledge, they are the only County agency within a five-county region that does not charge other public agencies for permit reviews. The Health Department charges other public agencies for permits. Mr. Munaretto mentioned that he does not know why units of government are not charged for permit reviews. If there are costs incurred on behalf of a project, the costs should be reimbursed. He stated that not charging units of government for permit reviews should be stopped. Mr. Horton stated that in the past six months, P&D's revenue would have been 48% higher if they would have charged units of government for permit reviews. Currently there is a large percentage of government permits compared to private permits because the number of private permits has decreased. Approximately one-third of the government permits they are reviewing are for the County. Chairman Hill requested that this matter be placed on a future agenda for the committee's review. Mr. Sandquist mentioned that their budget request is \$9,800 less than their approved FY2010 budget. They have been able to decrease the non-personnel portions of their budget. Their personnel budget continues to reflect five frozen positions which remain frozen for next year, with the exception of one which they hope to unfreeze and reclassify the position to help address their stormwater division backlog.

Mr. Sandquist provided the budget for the Community Development Block Grant (CDBG) for review. He informed members that they are anticipating \$1.6 million in HUD grants for next year. The budget depicts the utilization of fund balances which brings CDBG's accounting in line with the County's budget process and accounting system. The budget shows program income which is the sale of the remaining NSP homes that will occur next year. Anticipated expenditures for the grant programs are outlined in the budget. In summary, the budget is \$382,000 less in spending for the programs which is due in part to the decrease in the amount of grant monies received for CDBG and HOME projects.

The remainder of the budget is comprised of supplemental requests for the committee to consider. Committee members were informed that all supplemental requests are listed in order to show the County Board Members all of the requests that are being brought forward. It was the consensus of the committee members to place the FY11-12 budget reviews, including supplemental requests, for Planning and Development, CDBG and the Zoning Board of Appeals on the next Planning and Development Committee agenda for further discussion and review.

Chairman Hill requested that Item No. 6.3 be heard next.

Resolution Authorizing Reclassification of Position #010-0028-07 and Position #010-0012-05 in the Planning and Development Department: Mr. Sandquist mentioned that a long-term employee has recently retired and they are requesting the reclassification of two positions to better manage the needs of their department. The reclassification of both of these positions would create a cost savings for the FY2011 budget in the amount of \$6,555. Ms. Donner made a motion, seconded by Ms. Draffkorn, to recommend the County Board approve the above resolution as presented. The motion carried on a roll call vote of all ayes (Donley, Donner, Draffkorn, Heisler, Munaretto, Schuster and Hill).

Resolution Recognizing McHenry County's Class III Groundwater Designated Areas for Protection from Contamination to be Incorporated into the Sensitive Aquifer Recharge Area Overlay Map: Ms. Schuster made a motion, seconded by Ms. Donner, to recommend the County Board approve the above resolution as presented.

Mr. Sandquist and Ms. McKinney joined committee members to discuss the resolution. There are currently four areas that have been designated by the Illinois Pollution Control Board as Class III Groundwater which are the Parker Fen, the Boone Creek Fen, Elizabeth Lake, and the Lake in the Hills Fen. Three additional areas are currently under review and may be designated Class III Groundwater which are the Gladstone Fen, the Spring Grove Fen and the Cotton Creek Marsh. The resolution requests that the four Class III Groundwater areas be used as an overlay district. The areas will be mapped and will be an overlay to the SARA map to ensure proper protections are considered when zoning or conditional use changes are proposed. A map showing the overlay districts was presented to the members. The four areas are already designated by the Illinois Pollution Control Board as Class III Groundwater. The Natural and Environmental Resources Committee recommends that the County Board endorse the Class III Groundwater overlay district. The motion carried on a voice vote of all ayes (Donley, Donner, Draffkorn, Heisler, Munaretto, Schuster and Hill).

REPORTS TO COMMITTEE:

*Chicago Metropolitan Agency for Planning:* Mr. Sandquist reported that beginning next year CMAP has committed to provide technical assistance to do a small area plan along several waterfront communities. CMAP has contacted his department asking instead of providing technical assistance, could they provide a grant which would allow P&D to hire a consultant to do the project. CMAP is not backing out of what they previously agreed to with P&D, but considering man hours and finances, this option may be a better fit for the County. If their offer of a grant is accepted, would the contract procedure be to for the P&D Department to have an RFP process or a CMAP RFP process. Camiros, who is doing the UDO, could also provide the technical assistance. Mr. Munaretto mentioned that it is an attractive idea having control over the process internally, as long as the dollars match the County's costs. Mr. Sandquist does not know how much money CMAP may provide for this project. It was the consensus of the committee to direct Mr. Sandquist to pursue this option with CMAP.

*Community Development Block Grant (CDBG) Commission:* Ms. Wanaski reported that they have sold or rented 10 out of the 15 houses in this program. This week they anticipate receiving an offer on one of the Harvard homes. Two homes are still under construction. They are moving along much faster than originally anticipated. Ms. Schuster requested information be provided to the committee members that includes the following information: the initial cost of the purchase; expenses incurred; and the amount that the property was sold for. Ms. Wanaski will provide this information to them, and will also include the subsidy to the purchase price.

*Historic Preservation Commission:* Mr. Sandquist mentioned that there is one vacancy on the Commission. Two candidates were interviewed during yesterday's meeting and another interview will be conducted at their next meeting. After the interviews, the Commission will submit their recommendation to this committee. It was the consensus of the committee that they will not conduct an interview of the candidate recommended by the Commission.

*Housing Commission:* None.

MISCELLANEOUS:

Mr. Donley inquired if the P&D Department could assist Jude Schmidt expedite the process in order for him to be able to obtain his permit. Mr. Hansel mentioned that his permit should be issued shortly.

Mr. Donley questioned why five-gallon bottled water and bottled water machines are in the Administration Building. He asked if a filtration system for the entire building could be an alternative. A filtration system may be less expensive than purchasing bottled water. This matter will be brought to the Management Services Committee's attention for review.

EXECUTIVE SESSION: None.

ADJOURNMENT: Noting no further business, Mr. Donley made a motion, seconded by Mary Donner, to adjourn the meeting at 9:42 a.m. The motion carried with a unanimous voice vote.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution Recognizing McHenry County's Class III Groundwater Designated Areas for Protection from Contamination to be Incorporated into the Sensitive Aquifer Recharge Area Overlay Map  
Resolution Authorizing Reclassification of Position #010-0028-07 and Position #010-0012-05 in the Planning & Development Department

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