

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

MINUTES OF THURSDAY, NOVEMBER 3, 2011

Vice Chairman Donner called the Planning and Development Committee meeting to order at 8:31 a.m. The following members were present: Tina Hill, Chairman; Mary Donner; Sue Draffkorn; Jim Heisler; Marc Munaretto and Ersel Schuster. Randy Donley was absent. Also in attendance: Peter Austin, County Administrator; Ken Koehler, County Board Chairman; Dennis Sandquist, Matt Hansel, Sarah Ciampi and Maryanne Wanaski, Planning and Development; 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: None.

Chairman Hill stated that previous minutes have been transcribed almost verbatim, pursuant to previous requests of committee members. She does not believe that minutes should be verbatim, but should contain a brief summary of what was discussed during the meetings, along with all votes taken. If a member requests a specific statement to be verbatim in the minutes, that will be acceptable. Several committee members agreed, and also mentioned that the audio tape of the meeting may be reviewed if needed.

PUBLIC COMMENT: None.

PRESENTATIONS: None.

SUBDIVISIONS: None.

OLD BUSINESS:

Request from the Village of Trout Valley for an Intergovernmental Agreement for Building Permitting Services: Mr. Sandquist reported that Village representatives were at the prior P&D meeting and requested the County provide building permit and inspection services for the Village. They also requested that the State's Attorney prosecute violations of building codes. P&D has the capacity to handle their building permits. The Village would adopt the County's ordinance and fee schedules. The enforcement of code violations would involve the State's Attorney's Office, as well as the P&D Department. The committee previously requested that Trout Valley's request be sent to the State's Attorney for an opinion. Mr. Sandquist has received direction from the State's Attorney stating that their office neither has the desire, nor the capacity, to assume the responsibility of enforcing the Village of Trout Valley's code violations. He questioned whether or not the committee wants P&D to proceed with just the permit building plan review and inspection services with an agreement that states if there are code violations, Village representatives will be notified and the Village will need to proceed with the code violations and enforcement. Mr. Munaretto mentioned that the Village of Trout Valley should be capable of enforcing ordinances adopted by their Village. He encourages the incremental utilization of the County's staff to assist municipalities like Trout Valley who can't afford to have their own staff, and he agrees that the County should assist the Village with their plan reviews, but he does not support having the County prosecute code violations on their behalf. Mr. Heisler, Ms. Draffkorn and Chairman Hill agree with Mr. Munaretto's statement. Ms. Schuster disagrees and stated that organizations incorporate for specific reasons, among which would be to get out of the County's control. These are very important decisions with serious consequences to those municipal corporations and it is their business. The consensus of the majority of the committee was to assist the Village of Trout Valley with their building permits and inspections, but any code violations will be handled by the Village of Trout Valley.

NEW BUSINESS:

Chairman Hill requested that Item No. 6.05 be discussed later in the meeting and that any reports to the committee be heard next.

REPORTS TO COMMITTEE:

Community Metropolitan Agency for Planning (CMAP): None.

Community Development Block Grant (CDBG) Commission: Ms. Draffkorn mentioned that their next meeting will be in two weeks and the CDBG by-laws will be brought forward at that time. Any changes to the by-laws will be completed before they are presented to the County Board on December 6, 2011.

Historic Preservation Commission: None.

Housing Commission: Ms. Draffkorn mentioned that Commission members will be attending the "People In Need" forum held in January, 2012. They will assist in educating people about fair housing and what the County has to offer for housing options and grants.

NEW BUSINESS (continued):

Chairman Hill requested that Item No. 6.10 be heard next.

Resolution Authorizing Acceptance of a Technical Assistance Grant from the Chicago Metropolitan Agency for Planning, a Contract with Camiros, LTD for Developing a Neighborhood Subarea Plan, and an Emergency Appropriation to the FY2011 Planning and Development Budget: Ms. Draffkorn made a motion, seconded by Ms. Donner, to recommend the County Board approve the above resolution as presented. Mr. Sandquist mentioned that the Chicago Metropolitan Agency for Planning (CMAP) previously agreed to provide the County with technical assistance in the form of staff support to develop a subarea plan for small-lot residences located along the Fox River and Wonder Lake. However, CMAP has requested the County to consider accepting a Technical Assistance Grant in the amount of \$80,000 instead of staff support which will allow the County to retain a private consultant to develop the subarea plan. The waterfront neighborhood plan is related to the Unified Development Ordinance (UDO) which Camiros LTD of Chicago is preparing on behalf of the County. The use of the same consultant to develop both the UDO and the subarea plan will ensure consistency for both. The Purchasing Director stated that the County may enter into a contract extension with Camiros LTD to develop the subarea plan for waterfront neighborhoods. Mr. Munaretto mentioned that the materials provided by Camiros for their scope of work proposes as follows: "the scope of the study and plan should be larger than the three development areas suggested initially. It should provide useful guidance for addressing land use and regulatory issues in all areas of the county having small lots." He stated that this is not a small lot issue, but an issue focused on the geography of bodies of water. Mr. Sandquist will have Camiros revise their proposal to say that all areas of the County with small lots adjacent to the Fox River and Wonder Lake will be a part of the subarea plan for waterfront neighborhoods. Mr. Sandquist mentioned that Camiros inquired if one or two members of the P&D Committee would closely work with them on the planning process of this project. Ms. Draffkorn volunteered to work with Camiros on this project. The motion carried with all members present voting aye on a roll call vote (Donner, Draffkorn, Heisler, Munaretto, Schuster and Hill).

Chairman Hill requested that the two interviews associated with Item No. 6.05 be next on the agenda.

McHenry County Housing Commission Interviews:

Members interviewed Ryan Anderson and Thomas Johnson for consideration for appointment to the McHenry County Housing Commission. Committee members entered into a discussion regarding the appointment of Ryan Anderson and Thomas Johnson for the Housing Commission. Ms. Ciampi mentioned that both gentlemen, if appointed, would be considered general public and could be voting members. There are currently two vacant voting member positions on the Housing Commission. Ms. Schuster made a motion, seconded by Mr. Heisler, to appoint Ryan Anderson as a general public voting member of the Housing Commission with a term to expire on April 30, 2013, and to appoint Thomas Johnson as a general public voting member of the Housing Commission with a term to expire on April 30, 2013. Ryan Anderson's appointment will replace the appointment previously held by Brent Burns, and Thomas Johnson's appointment will replace the appointment previously held by Rose Toole. The motion carried with all members present voting aye on a roll call vote (Donner, Draffkorn, Heisler, Munaretto, Schuster and Hill).

Chairman Hill requested that Item No. 6.15 be heard next.

Resolution Authorizing Approval of the McHenry County 2012 Annual Action Plan for HUD Programming: Mr. Munaretto made a motion, seconded by Ms. Draffkorn, to recommend the County Board approve the above resolution as presented. Ms. Wanaski mentioned that HUD requires the County to submit an Annual Action Plan setting forth its goals and

objectives for spending HUD grant funds as applied to the CDBG and HOME programs, along with other special grants awarded to them. The 2012 Annual Action Plan has been through two periods of public comment, along with a public hearing. There are several priorities mentioned in the Plan. They plan to continue their support of the infrastructure projects in Union, Illinois which will be the second phase of their three-phase water issue. They plan to continue to assist McCullom Lake with their drainage issue. There are plans to accomplish major repairs at Pioneer Center at the McHenry County Community of Homes Tower View Apartments. When applications are received, they are ranked and are funded according to their needs. They have already made their spend-down ratio. With all of the funding requests and proposals, Ms. Schuster mentioned that it looks as though every penny that comes from CDBG, HOME and all the other grants will be going toward the programs listed, unless there are funds found elsewhere. Ms. Wanaski mentioned that they cannot fund all of the projects completely each year. They are doing several projects in three phases in order to be able to have the projects finished. Several projects are minimal in dollar amounts compared to major flooding water issues. In the past they have received \$1.2 million in funding, and Ms. Wanaski mentioned that they are estimating receiving approximately \$880,000 this year. They also “sweep” all of the money from all of the projects that come under budget; they “sweep” the money from the projects that have not spent their money within the allotted timeframe; and they “sweep” the money from the leftover administration dollars which brings in another \$50,000 to \$80,000 which is applied to fund smaller projects. Ms. Wanaski mentioned that they were able to fund all of the contingencies from this year, except for a project in Harvard which was a \$240,000 request. Ms. Schuster questioned if other agencies, which have not been funded through these programs before, apply for grant funds. Ms. Wanaski stated that they do receive new requests. They cannot fund every municipality; the municipalities have to be low income or shown that the area that it is servicing is at 50% low to moderate income. Ms. Schuster noted that the Action Plan does not have any dollar amounts listed for the proposed projects. The motion carried with five members present voting aye on a roll call vote (Donner, Draffkorn, Heisler, Munaretto and Hill) and one nay (Schuster).

MISCELLANEOUS: Ms. Wanaski reported that the CDBG is funding a drainage project for the Village of McCullom Lake and recently an employee of the excavating contractor was injured while working on this project. She reported that the construction worker is recovering from his injuries.

EXECUTIVE SESSION: None.

ADJOURNMENT: Noting no further business, Ms. Schuster made a motion, seconded by Ms. Draffkorn, to adjourn the meeting at 9:10 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION/APPROVAL:

Appointment of Ryan Anderson and Thomas Johnson to the McHenry County Historic Preservation Commission
Resolution Authorizing Acceptance of a Technical Assistance Grant from the Chicago Metropolitan Agency for Planning, a Contract with Camiros, LTD for Developing a Neighborhood Subarea Plan, and an Emergency Appropriation to the FY2011 Planning and Development Budget
Resolution Authorizing Approval of the McHenry County 2012 Annual Action Plan for HUD Programming

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