

Members Present

Mr. Olthoff, Mr. Stauffenberg, Ms. Schmidt, Mr. Hess, Mr. James, Mr. Whitten, Mr. Scholl, Ms. McBride and Mr. Washington.

Members Absent

Mr. Marcotte, Mr. Tholen and Mr. Tripp.

In Attendance

Mr. Bossert, Mr. Liehr, Mr. Yates, Ms. Bernard, Mr. Nicholas, Delbert Skimerhorn, Mike Van Mill, Michelle Sadler, John Bevis, Rich Howell, Grace Seggebruch, Rick Einfeldt and Bob Hart.

1. Call to Order

The meeting was called to order by the Chairman, Mr. Olthoff, at 9:00 a.m. Quorum present.

2. Public Comment

None.

3. Approval of Minutes

There were no minutes to approve.

4. Transportation

• **6000 N Road Intergovernmental Agreement with Village of Bourbonnais**

Mr. Van Mill advised that they are asking the County to enter into an Intergovernmental Agreement for the provision of a 6000 N. Road interchange economic development study between the Village of Bourbonnais and the County of Kankakee. They are trying to look at the land uses between the municipalities. Now that they have boundary agreements in place and they know that the jurisdiction for the development around the interchange is going to be with the Village of Bourbonnais this agreement is simply with the Village of Bourbonnais because they have the land use controls within the majority of the area which will be impacted. However, they are still working with the municipalities on the tri-village plan.

A motion to approve the "6000 N Road Intergovernmental Agreement with the Village of Bourbonnais" was made by Mr. Whitten and seconded by Mr. Washington. Motion carried by a roll call vote of 9 ayes and 1 nay (Ms. Schmidt).

5. Subdivision

• **Highview Subdivision – Release of Letter of Credit**

Mr. Skimerhorn said this subdivision, located just north of St. George Road at the intersection of St. George Road and Route 1 in Ganer Township, has passed its final inspection on the 16th of December and they are asking that their Letter of Credit be released.

A motion for the "Release of Letter of Credit for Highview Subdivision" was made by Mr. Whitten and seconded by Mr. Washington. Motion carried.

• **Fairway Oaks Subdivision – Release of Letter of Credit**

Mr. Skimerhorn said Fairway Oaks Subdivision, which is located in Diversatech Grove just south of

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Diversatech Grove drive and Bernard Road also passed its final inspection and they are requesting that their Letter of Credit be released.

A motion for the "Release of Letter of Credit for Fairway Oaks Subdivision" was made by Mr. Washington and seconded by Mr. Stauffenberg. Motion carried.

6. Zoning

- **ZBA Case #08-14; request for a Variance to Section 121-397.1 (Signs) in R1 District, on a parcel generally situated in Section 07 of Ganeer Township. The petitioner is Jeffrey S. Bennett, property owner and applicant.**

Mr. Skimerhorn said that this zoning case is a variance request to allow a commercial style sign in the R1 District. The property is located in hamlet of St. George. The sign was built without a permit. There are five (5) variances being asked for:

- (1) Maximum height of twenty (20) feet;
- (2) Set back off St. George Road of ten (10) feet;
- (3) Sign area of sixty-four (64) square feet;
- (4) Allow for the sign to be illuminated; and
- (5) Minimum elevation of at least twelve (12) feet.

The Zoning Board voted 6 to 1 to approve the variances. There were no objectors present.

A motion to approve the Variance was made by Mr. Hess and seconded by Mr. Scholl. Motion carried.

7. Planning

- **Kankakee County Guide to Development**

Information was distributed.

Mr. Skimerhorn said over the past few months the Planning Department staff put together this guide. It's pretty comprehensive and it is distributed to developers and citizens to explain the various processes for developing in Kankakee County.

This is for informational purposes.

- **Greenways and Trail Contract**

Mr. Van Mill referred to a letter dated November 25, 2008 in the Committee's packet. He advised that the Planning Department applied for a grant to update their Greenways and Trails plan. They received an award for \$10,000 and their office will provide in-kind services to the total of \$5,000. The total project cost will be \$15,000. They have to have a final draft done by June. Their idea here is that their Greenways and Trail plan was adopted in 1999 and has not been updated since then and since that time, they have had a number of developments and subdivisions approved throughout the County. They have had a number of communities that update their comprehensive plan with Greenways and Trails incorporated in them and it was their opinion that this is a good time for them to evaluate where they are with their Greenways and Trails program and also incorporate the plans the other municipalities have put in place.

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A motion to approve the "Greenways and Trail Contract" was made by Mr. Whitten by Mr. James. Motion carried by a roll call vote of 10 ayes and 0 nays.

- **Planning Department Job Descriptions**

Mr. Van Mill said in the Committee's packet is a proposed job description in which he prepared with the Human Resource Director, Lynn Mackin, for the position of Office Manager that will assist in the Economic Development side of their responsibilities. Currently, they are using a part-time person who is about to go on to a different direction. They are looking for someone full-time and will be able to be involved on a full time basis. The position is already budgeted.

A motion to approve the position of Office Manager for Economic Development was made by Mr. Stauffenberg and seconded by Mr. Washington. Motion carried by a roll call vote of 9 ayes and 1 nay (Ms. Schmidt).

8. Economic Alliance

- **2009 Service Agreement**

Mr. Van Mill said in the Committee's packet was an updated service agreement with the Economic Alliance that outlines the activities that would occur and the commitments that both the EDA and the County Board are expected to follow. He said they decided to update this after a year of operations in order to clarify and tweak any issues with regard to this service agreement. The State's Attorney's office is the one that drafted this and there were two (2) areas in which Mr. Van Mill had asked for them to review:

- (1) With regard to County employees in Section II. There are two (2) job descriptions now – the Planning Director and the Economic Development Manager. Right now the Economic Development Manager is vacant and there may other direction they need to go with employment in that area that may not be at that level but may be at a lower level. In discussing with the State's Attorney's office, Mr. Van Mill asked them to include there would be other County employees not specifically just the Economic Development Manger, but an Office Manager for Economic Development purposes and maybe some other technical positions as they go forward as they deem necessary and approved by the County Board.
- (2) The other issue, is the first full paragraph on page 2, with the State's Attorney's office has to do with the expenses that are incurred with the County funds. When they discuss the idea of reimbursement basis that they were going to use the County's claim process to take care any expense that would be charged for the funds the County provides.

For 2009 the EDA is expecting to be able to do a cost share of \$40,000 into the program.

A motion to approve and send to the County Board was made by Mr. Whitten and seconded by Mr. Washington. Motion carried by a roll call vote of 9 ayes and 1 nay (Ms. Schmidt).

Mr. James asked if this had to be decided on today because he had just received this information and wanted to schedule this issue to the next meeting. Ms. Schmidt agreed with Mr. James.

Mr. Olthoff said we are beginning a new year and should be approved at the next Board meeting and at that meeting he could register any concerns he would have.

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A motion to postpone this issue until the next Planning and Zoning meeting was made by Ms. Schmidt and seconded by Mr. James. Motion failed.

9. Other

• Delegation Agreement

Mr. Olthoff advised that he had a meeting with the EPA in December. He met with Mr. Walters and discussing our Delegation Agreement with him and with their requirements that they are making stipulations that they would want a stand alone department and with that in mind, it would take more funds to have that, so, he suggested that in our request for a grant, put those additional funds in. That has to be done by March 1st. We will be making that out and the goal with the stand alone department and the Administrative Assistant that it would take, we would look at the total bill for this would come to \$150,000 to \$160,000 which would get a grant to the County of \$100,000 to \$110,000. Mr. Olthoff said if it's \$150,000 to \$160,000 we would get \$100,000 to \$110,000 – looks like our portion would be around \$50,000 and with the other arrangement, it was around \$36,000 to \$40,000.

A motion to accept the offer from the State of Illinois and we make a new department and a new grant request for the IEPA Delegation Agreement was made by Ms. Schmidt and seconded by Mr. Scholl. Motion carried by a roll call vote of 8 ayes and 2 nays (Messrs. James and Whitten).

Mr. Bossert said for clarification, the County's portion of the grant funding can be in-kind, so office space, advisory and details would be handled by the Planning Department, and our share is not necessarily all cash.

Mr. James said that he wanted to know what portion we're going to have the authority to control and what portion we're not.

Mr. Olthoff said that he believes if we inspect and we find a problem that we write the letter and if it is not solved, then they would do the enforcement.

Mr. Olthoff said what the Committee voted on was to make the application.

Mr. Van Mill said what you do is apply for the grant and if they give you an award letter, that's only the next time you will see it.

10. Old/New Business

None.

11. Adjournment

A motion to adjourn the meeting at 9:45 a.m. was made by Mr. Stauffenberg and seconded by Mr. Hess. Motion carried.

William Olthoff, Chairman

Chris Richardson
Administrative Assistant

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