Planning and Development Committee
Meeting Minutes for July 11, 2019

Members Present:
Mick Madison, Chairman
Phillip Chapman
Dalton Gray
David Michael
Nick Petrillo
Robert Pollard

Members Absent:
Larry Trucano
Ray Wesley

Others Present:
Matt Brandmeyer
Noelle Maxey
Chris Doucleff
Mary Vandevord

Call of Meeting to Order and Roll Call:
Chairman Madison called the regular meeting of the Planning and Development Committee to order at 5:00 p.m. and conducted roll call.

Approval of Minutes:
Chairman Madison asked the committee if any changes need to be made for the June 6 minutes. Chairman Madison approved the minutes.

Zoning Petitions and Subdivision Overview:
Mr. Brandmeyer introduced Resolution Z18-0055, petition of Kirk Chapman, owner of record, requesting a zoning map amendment to rezone seven acres from “R-2” Single-Family Residential District to “M-1” Limited Manufacturing District to operate a trucking business. Mr. Brandmeyer stated the Zoning Board of Appeals (ZBA) unanimously denied this request, and there were issues with the property that had to be addressed before the ZBA could vote on the resolution. Mr. Chapman has never provided more information stating the issues had been fixed in the past year since he had applied, despite Planning & Development staff reaching out to him on numerous occasions.

Mr. Brandmeyer introduced Resolution Z19-0019, petition of Charles Howland, owner of record, requesting a Special Use Permit (SUP) in order to continue the placement of a single-wide manufactured home on site for the occupancy of Brittany and Nathan Hutchinson and family for a period not to exceed five (5) years. Mr. Brandmeyer stated the application was not eligible for administrative review due to a change in occupancy. There have been no zoning violations on the property and the ZBA unanimously voted for approval. A discussion ensued about the entrance to the manufactured home, the characteristics of the surrounding properties in the neighborhood, and the future of the property.

Mr. Brandmeyer introduced Resolution Z19-0030, petition of James Penn, applicant, on behalf of Penn Builders, LLC, owner of record, requesting a zoning map amendment to rezone a tract of land from “R-4” Single-Family Residential District to “B-5” Planned Business District in order to have a contractors business. Mr. Brandmeyer noted that there are a mix of land uses along this stretch of road, including residences and other businesses. Mr. Brandmeyer stated that the applicants are wanting to tear down the existing home in order to construct a contractor office. He pointed out that the proposed office looks like a home and there will not be any kind of outdoor storage on the property. The ZBA unanimously voted for approval. A discussion
ensued about how Penn Builders was using the home prior to submitting this resolution, how the rezoning would fit into the comprehensive plan, and what exactly will be taking place on the property.

Mr. Brandmeyer introduced Resolution Z19-0031, petition of Derrick and Jamie Ramert, owners of record, requesting a variance to construct an accessory structure that will be 10 feet from a private roadway easement instead of the required 50 feet. Mr. Brandmeyer stated staff recommended approval for this resolution, and the ZBA unanimously voted for approval. Mr. Brandmeyer noted that Planning & Development might create a text amendment decreasing the required setback for this type of variance, as the Department gets these kinds of requests fairly often, and they have all been approved. A discussion ensued about the placement of the accessory structure in relation to other structures on the property, property lines, and the private roadway easement.

Mr. Brandmeyer introduced Resolution Z19-0032, petition of Rick Walter, owner of record, requesting a variance in order to construct and accessory structure that will be located in the front yard setback area. Mr. Brandmeyer stated that a neighbor from a few streets over from Mr. Walter’s property came out in opposition during the ZBA meeting, but the ZBA unanimously voted for approval.

Mr. Brandmeyer introduced Resolution Z19-0033, petition of Joe Dineff, owner of record, requesting a variance in order to construct an accessory structure that will be 20 feet from a private roadway easement instead of the required 50 feet. Mr. Brandmeyer noted the hardship of electrical wires running through the property and densely wooded areas on the property that Mr. Dineff included in his narrative statement. Mr. Brandmeyer stated there was no opposition, and the ZBA unanimously voted for approval. Chairman Madison stated he believed trees on the property could be cut down to meet the setback requirements, but since the property is fairly remote, there is no reason to deny the resolution. A discussion ensued regarding the proposed location of the accessory structure and the given hardships.

Mr. Brandmeyer introduced Noll Subdivision – Minor Plat, a two lot subdivision including one 2.75 acre lot, one 8.0 acre lot, and a private roadway easement.

Mr. Brandmeyer led a discussion about the Resolution Support for the Cahokia Mounds Mississippian Cultural National Historical Park and the Purchase Request Authorizing a Contract with HeartLands Conservancy for Cahokia Mounds Mississippian Culture Integration into the National Park Service. Mr. Brandmeyer stated Representative Bost is ready to submit the bill to elevate the Cahokia Mounds to National Historical Park status. Mr. Brandmeyer stated the Support Resolution would go to the next County Board meeting if voted on during the meeting, and the Purchase Request had been approved by the Finance Committee the previous day.

Pre-Application Presentation:
None.

Citizens Wishing to Address the Committee:
None.

Unfinished Business:
None.

New Business:
Chairman Madison brought the Resolution Support for the Cahokia Mounds Mississippian Cultural National Historical Park and the Purchase Request Authorizing a Contract with HeartLands Conservancy for Cahokia Mounds Mississippian Culture Integration into the National Park Service in to be voted on together. A discussion ensued regarding the contribution of St. Clair County to the project and the economic benefits of Cahokia Mounds becoming a National Historical Park. Mr. Chapman made a motion for approval. Seconded by Mr. Petrillo. Roll-call vote. All ayes. Motions approved.

Mr. Michael made a motion to approved Noll Subdivision – Minor Plat. Seconded by Mr. Pollard. Roll-call vote. All ayes. Motion approved.

Mr. Brandmeyer stated the Refund Request of Z19-0029 to Darryl Slater was for the zoning hearing fee for a Special Use Permit (SUP) that ended up not being needed for the petition. Mr. Petrillo made a motion to approve the Refund Request. Seconded by Mr. Michael. Roll-call vote. All ayes. Motion approved.

Mr. Pollard made a motion to approve the Purchase Order Report. Seconded by Mr. Gray. Roll-call vote. All ayes. Motion approved.

**Administrator’s Report:**
Mr. Brandmeyer discussed a text amendment for the Madison County Zoning Ordinance that Planning & Development staff are working on. Chairman Madison asked how long the Committee will have to look over the amendments before the meeting. Mr. Brandmeyer stated the amendments will not go to the ZBA until late August, and there will be a draft available a week before the ZBA meeting.

Mr. Brandmeyer discussed updates to the Mobile Home Park Ordinance that he has been working with the Public Safety Committee to create, including requiring an occupancy permit based on an inspection of life-safety equipment before any new occupants move in. Mr. Brandmeyer noted this would not apply to mobile homes or rentals outside the mobile home parks. Mr. Michael asked what fund the occupancy permit fees go to. Mr. Brandmeyer responded that it will go into the general fund, but a new fund might be created. Chairman Madison asked if applicants would have to pay the occupancy permit fee on top of paying for a zoning hearing for a Special Use Permit (SUP), to which Mr. Brandmeyer responded that SUPs are not required to live in a mobile home park.

Mr. Brandmeyer discussed updates on the status of the Economic Development program, including a timeline of a proposal and a website and the importance of having such a program in place.

**Adjournment:**
Mr. Gray made a motion to adjourn the meeting. Seconded by Mr. Pollard. Voice-vote. All ayes. Motion approved.

Meeting adjourned.