

**Planning and Development Committee
Meeting Minutes for March 2, 2017**

Members Present:

Brad Maxwell, Chairman
Robert Pollard
Larry Trucano
David Michael
Philip Chapman
Mick Madison
Ray Wesley

Members Absent:

Nick Petrillo

Others Present:

Matt Brandmeyer
Andi Yancey
Breana Lamb
Chris Doucleff
Scott Cousins

Call of Meeting to Order and Roll Call:

Chairman Brad Maxwell called the regular meeting of the Planning and Development Committee to order at 5:00 p.m.

Approval of Minutes:

Mr. Madison made a motion to approve the minutes from February 2, 2017. Seconded by Mr. Michael. Voice vote. All ayes. Motion approved.

Zoning Petitions and Subdivision Overview:

Mr. Brandmeyer introduced Rives Subdivision, a two (2) lot minor subdivision located in Pin Oak Township. The parent lot is approximately 5.55 acres in size with the proposed lots being 3.55 and 2 acres in size. Mr. Brandmeyer explained that subdivision request meets all minimum zoning and subdivision requirements and that there are not any drainage or private sewage concerns.

Mr. Brandmeyer introduced Plocher Family Farms 3rd Subdivision, a two (2) lot minor subdivision located in Saline Township. The parent lot is approximately 6.8 acres with the proposed lots being 3.29 and 3.31 acres in size. Mr. Brandmeyer explained that the subdivision meets all minimum zoning and subdivision requirements and that and that there are not any drainage or private sewage concerns.

Mr. Madison asked Chairman Maxwell, Mr. Michael, and Mr. Brandmeyer if they had any issues with the subdivision requests. Chairman Maxwell, Mr. Michael, and Mr. Brandmeyer all stated that they did not have any issues with the proposed subdivisions.

Citizens Wishing to Address the Committee:

None.

Unfinished Business:

Resolution Z16-0079, petition of Arbon Hairston and Denise Lutes, requesting a variance in order to construct a fence in the front yard setback that will vary in height between five (5) and eight (8) feet instead of the allowable four (4) feet. Chairman Maxwell stated that the resolution is still being reviewed by the court system and was continued until May 24th, 2017. Chairman Maxwell asked for discussion on this resolution. Mr. Chapman asked if it would be appropriate to postpone the resolution until after the litigation was completed. Chairman Maxwell agreed and stated that it would be postponed

until the first meeting in June. Mr. Chapman made a motion to postpone Resolution Z16-0079 until the June 1st Planning and Development Committee meeting. Seconded by Mr. Wesley. Voice vote. All ayes. Motion approved.

New Business:

Mr. Michael made a motion to approve Rives Subdivision– Two Lot Minor Subdivision Plat. Seconded by Mr. Madison. Voice vote. All ayes. Motion approved.

Mick Madison made a motion to approve the Plocher Family Farms 3rd Subdivision– Two Lot Minor Subdivision Plat. Seconded by Mr. Chapman. Voice vote. All ayes. Motion approved.

Mr. Madison asked if the property owner at 8301 Fairway Blvd. in Collinsville had been directly contacted about demolishing the residence and if they ever responded. Mr. Doucleff stated that the inspectors went out to the property on multiple occasions and letters were sent to the owner stating that Planning & Development was requesting to demolish the burned house as it is unsafe and unfit for occupation. Mr. Madison asked how long the property had been that way. Mr. Doucleff stated it had been that way since April 2016. Mr. Madison asked if the property owners had any plans to repair the house. Mr. Doucleff stated that was not the case.

Chairman Maxwell opened up for discussion and asked if there were any addition questions for the request.

Mr. Madison made a motion to approve the Resolution Authorizing the Emergency Demolition of an Unsafe Structure – 8301 Fairway Blvd. Collinsville. Seconded by Mr. Chapman. Roll call vote. All ayes. Motion approved.

Chairman Maxwell opened up discussion on the Resolution Amending FY2017 Host Fee Admin Budget and Purchase Request for 2017 Ford Explorer. Mr. Brandmeyer stated that Planning & Development is moving to a different system for inspectors. Currently, inspectors drive their personal vehicles and are reimbursed for their mileage, which ends up costing more than providing inspectors with county vehicles. Mr. Brandmeyer explained that the department had four (4) vehicles available to inspectors, and that three used passenger vehicles (3) were recently added to the P&D fleet from the Probation and Sheriff Departments. The used vehicles required repairs, which Planning & Development covered. There is now a request for another 4-wheel-drive vehicle, which would provide a total of eight (8) vehicles for the department. Mr. Brandmeyer is projecting that the current mileage bill will be cut in half, saving \$15,000 per year. Mr. Brandmeyer stated that the department pays \$0.54 per mile for approximately 65,000 miles per year, which amounts to an expenditure of about \$35,000 per year on mileage. A discussion ensued about mileage within the department.

Chairman Maxwell asked why the Explorer cannot be purchased in Madison County. Mr. Brandmeyer stated that the department does not have a choice in the matter as it is a state bid, which requires that the department purchases from the state selected vendor. Mr. Chapman asked if a 4-wheel-drive is necessary. Mr. Brandmeyer stated there is not much difference in the contracts for a truck and a passenger car, explaining that there are also safety concerns for inspectors having to visit landfills and new developments - it is often necessary to have 4-wheel-drive.

Mr. Wesley inquired if they are fleet vehicles or if they are assigned to inspectors. Mr. Brandmeyer stated they are working on determining a schedule, but they have recommended that they switch vehicles every week. They are leaving it up to the inspectors for now but, if needed, they will be assigned. Mr. Brandmeyer indicated that the inspectors will not take the vehicles to their residence and they are not allowed to smoke in them.

Mr. Wesley asked if we looked at any other surplus vehicles to add to the fleet instead of a new 4-wheel-drive. Mr. Brandmeyer stated the 4-wheel-drive component is the leading factor, and that the other component is that the Solid Waste Enforcement Grant reimburses the department for a vehicle purchase.

Mr. Brandmeyer stated that the vehicles will be rotated out as they become available, explaining that some of the vehicles the department currently has, including the ones that were just repaired, may only last a year or so.

Mr. Michael asked about the amendment of the budget. Mr. Brandmeyer stated that the vehicle wasn't budgeted this year and that it is unlikely that there will be enough savings to account for the cost, so, rather than doing a transfer at the end of the year, the budget amendment is the new process. Mr. Wesley stated since the car will be reimbursed once it is purchased, he wanted to know how that would affect the budget. Mr. Brandmeyer stated that the state is two quarters behind on payments and that the revenues are not one to one as they come in. Matt clarified by saying that it would be

more of a reimbursement since the department can amortize the vehicle for the next 5 years. A discussion ensued on how the reimbursement affects the budget.

Mr. Madison made a motion to approve the Resolution Amending FY2017 Host Fee Admin Budget and Purchase Request for 2017 Ford Explorer. Seconded by Mr. Wesley. Roll call vote. All ayes. Motion approved.

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

Administrator's Report:

Mr. Brandmeyer stated that the two items on the agenda - transparency audit and building permit fee review – are not ready for discussion but will be for the March 16 meeting. Mr. Brandmeyer stated that the transparency audit is to review the website to determine what information should be on the website. Mr. Brandmeyer continued to provide an overview of what will be discussed in regard to the transparency audit and building permit review.

Mr. Brandmeyer stated that there are several items that need to be addressed in our zoning ordinance update, such as the definition for single-family dwelling which is part of the issue with the post-frame construction residences. Mr. Brandmeyer stated that he met with Trent Long, who attended the previous meeting, to discuss the specs of the post-frame construction residences. A discussion ensued about post-frame construction for residences.

Mr. Brandmeyer stated that the non-conforming section does not mention anything about the grandfathering of uses. The issue is that structures and uses that were started before the zoning ordinance was adopted are not considered grandfathered. Mr. Brandmeyer stated Planning & Development would like to look into amending the zoning ordinance to address grandfathered uses. Mr. Brandmeyer continued to discuss grandfathering.

Mr. Brandmeyer stated that there are a lot of requests to have mowing and landscaping businesses within Agriculture Districts and would like to look into have it as a special use in Agriculture Districts with specific requirements that would need to be met. Mr. Brandmeyer can schedule the zoning hearing for the text amendment could go to Zoning Board of Appeals at the end of March and it would come back to Planning & Development Committee by April.

Adjournment:

Ray Wesley made a motion to adjourn the meeting. Seconded by Mick Madison. Voice vote. All ayes. Motion approved.

Meeting adjourned.