

**Planning and Development Committee  
Meeting Minutes for July 6, 2017**

**Members Present:**

Brad Maxwell, Chairman  
Nick Petrillo  
Larry Trucano  
David Michael  
Phillip Chapman  
Ray Wesley

**Members Absent:**

Mick Madison  
Robert Pollard

**Others Present:**

Matt Brandmeyer  
Andi Yancey  
Breana Lamb  
Chris Doucleff  
Eve Drueke  
Kim Petzing

**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. and conducted roll call.

**Approval of Minutes:**

Mr. Chapman made a motion to approve the minutes from June 15, 2017. Seconded by Mr. Michael. Voice vote. All ayes. Motion approved.

**Zoning Petitions and Subdivision Overview:**

Mrs. Yancey discussed Z17-0033, petition of Phyllis Oster-Benton, owner of record, and Tracy Wallace, occupant of manufactured home, requesting a special use permit in order to continue the placement of a double-wide manufactured home for the occupancy of Tracy Wallace and family for a period not to exceed five years. Mrs. Yancey stated that there was a Special Use Permit issued in 2008 to previous owner Mr. Tucker, for the period of his lifetime and he passed away this year. Phyllis Oster-Benton took over ownership and is renting it out to Tracy Wallace and her family. Mrs. Yancey stated that the Zoning Board of Appeals (ZBA) recommended approval.

Mrs. Yancey introduced Z17-0034, petition of Lynn & David Grotefendt, owners of record, requesting variances in order to create a tract of land (parcel 1) that is 1.22 acres in size instead of the required 2 acres and a tract of land (parcel 2) that is 100 feet wide at the front yard setback instead of the required 150 feet and variances in order for a grain silo to be 5 feet from east property line of parcel 2, a carport to be 12 feet from the east property line of parcel 2, and a pole building to be 5 and 8 feet from the west and north property lines of parcel 1 instead of the required 15 feet. Chairman Maxwell asked if the property was being sold and Mrs. Yancey stated that it is not and that the applicant's son wants to take ownership of the dwelling and does not want the acreage and outbuildings in order to alleviate additional taxes. Mrs. Yancey stated that there was not any opposition and the ZBA recommended approval.

Mrs. Yancey introduced Z17-0035, petition of Allen D. Belt, applicant and owner of 1801 Gilbreath Road, and Ona Mae Witthoft, owner of 1800 Gilbreath Road, requesting a variance in order to create a tract of land that is 25 feet wide at the front yard setback instead of the required 70 feet and variances in order to create a tract of land with 14 feet of road frontage and a tract of land with 25 feet of road frontage instead of the required 40 feet. Mrs. Yancey said that Mr. Belt and Mrs. Witthoft use Gilbreath Road to access their properties and they are wanting to reconfigure the lots

to where they have access to Stonebriar Court and will vacate Gilbreath Road which will ultimately be absorbed into the adjoining lots. Mrs. Yancey stated there was not any opposition and ZBA recommended approval.

Mr. Wesley asked if the roadway is going to be a common roadway and if it will be rock or paved and Mrs. Yancey stated that it is a private roadway and that it will be rock except they are providing a concrete apron where it comes off Stonebriar most likely for subdivision standards. Mrs. Yancey said that they have submitted a maintenance agreement.

Mrs. Yancey discussed Z17-0031, petition of Jeffrey Bartels, owner of record, requesting a variance in order to construct an attached garage addition to an existing home that will be 11 feet from the east property line instead of the required 50 feet. Mrs. Yancey stated there was not any opposition and the ZBA recommended approval.

Mrs. Yancey introduced Holly Ann Gardens Subdivision. The applicants came through Committee with a rezoning in order to change a tract of land from A to B-2 in order to operate a dance studio and they are now completing the subdivision process of splitting off the B-2 acreage. It will be approximately 1.61 acres and the remnant lot will be 12.4 acres and will remain in row cropping.

Chairman Maxwell asked if there was objections to it and Mrs. Yancey stated that there was a gentleman at the zoning hearing asking questions about stormwater drainage.

Mr. Petrillo asked if the remnant lot could potentially become a B-2 and Mrs. Yancey stated that was the case. Mr. Petrillo asked how many homes were next to the development and Mrs. Yancey stated roughly 10 homes and that it is a low-density residential area and the rezoning has already been approved. Chairman Maxwell stated that only 1.61 acres was approved for B-2 and Mrs. Yancey stated that was the case. Mrs. Yancey stated that Keith Fry with Troy is aware of the development and the request is in accordance with their Comprehensive Plan.

Lastly, Mrs. Yancey introduced 8669 Fruit Road Subdivision, which is subdivision plat for Z17-0034. Mrs. Yancey stated it is a minor subdivision and if Committee decides to approve the subdivision, staff request a condition of approval that the plat is not signed until the variance request is approved at County Board.

**Citizens Wishing to Address the Committee:**

None.

**New Business:**

Mr. Wesley made a motion to approve Z17-0033, petition of Phyllis Oster-Benton and Tracy Wallace requesting a special use permit in order to continue the placement of a double-wide manufactured home for the occupancy of Tracy Wallace and family for a period not to exceed five years. Seconded by Mr. Michael.

Mr. Petrillo asked if Tracy Wallace is renting the property and Mrs. Yancey stated that she is the renter. Mr. Petrillo asked how many other manufactured homes are around the property. Mrs. Yancey stated there is one at 532 Wood River Avenue and 653 Wood River Avenue. Mr. Petrillo asked if the surrounding neighborhood received notice and if there was a response. Mrs. Yancey stated that there was not a response, no one was on site for the hearing and there were no phone calls received. Mrs. Wesley asked how long there has been a Special Use Permit and Mrs. Yancey stated that SUP's were issued in 2000 and 2008.

Voice vote. Ayes to the motion: Mr. Trucano, Mr. Michael, Mr. Chapman, Mr. Wesley. Nays to the motion: Mr. Petrillo. Motion approved.

Mr. Chapman made a motion to approve Z17-0034, petition of Lynn & David Grotefendt requesting variances in order to create a tract of land that is 1.22 acres in size and a tract of land (parcel 2) that is 100 feet wide at the front yard setback and variances in order for a grain silo to be 5 feet from east property line of parcel 2, a carport to be 12 feet from the east property line of parcel 2, and a pole building to be 5 and 8 feet from the west and north property lines of parcel 1. Seconded by Mr. Michael. Voice vote. All ayes. Motion approved.

Mr. Wesley made a motion to approve Z17-0035, petition of Allen D. Belt and Ona Mae Witthoft requesting a variance in order to create a tract of land that is 25 feet wide at the front yard setback and variances in order to create a tract

of land with 14 feet of road frontage and a tract of land with 25 feet of road frontage. Seconded by Mr. Chapman. Voice vote. All ayes. Motion approved.

Mr. Trucano made a motion to approve Z17-0031, petition of Jeffrey Bartels requesting a variance in order to construct an attached garage addition to an existing home that will be 11 feet from the east property line. Seconded by Mr. Chapman.

Mr. Petrillo asked if Mr. David Foreman's home is behind the subject properties house and stated that his concern is if there was going to be a conflict with putting a home on the adjacent parcel in the future. Mrs. Yancey stated that she does not think that there will be any development for the adjoining parcel to the right because she has been in contact with the neighbor of the subject property and he indicated the two property owners are talking about doing a property line adjustment to give Mr. Bartels more land.

Voice vote. All ayes. Motion approved.

Mr. Wesley made a motion to approve Holly Ann Gardens Subdivision. Seconded by Mr. Michael. Voice vote. All ayes. Motion approved.

Mr. Wesley made a motion to approve 8669 Fruit Road Subdivision. Seconded by Mr. Chapman. Voice vote. All ayes. Motion approved.

Mr. Brandmeyer stated that Request for Refund for Zoning File Z17-0027 is bring brought before the Committee again because the original document contained the word "resolution" as opposed to "request".

Mr. Chapman made a motion to approve a Request for Refund for Zoning File Z17-0027. Seconded by Mr. Wesley. Roll call vote. All ayes. Motion approved.

Mr. Chapman made a motion to approve a Request for Refund for Building File B17-0484. Seconded by Mr. Michael. Roll call vote. All ayes. Motion approved.

Mr. Wesley asked if the SIUE Internship Contract is in this year's budget or next year's. Mr. Brandmeyer indicated that it is budgeted for this year.

Mr. Petrillo made a motion to approve a Purchase Request for SIUE Internship Contract for Noelle Maxey. Seconded by Mr. Wesley. Roll call vote. All ayes. Motion approved.

Mr. Wesley asked what the aluminum hand-rail purchase was for, and Mr. Brandmeyer stated that it is for Arlington Wetlands, which is owned by the County. Mr. Brandmeyer explained that the wetlands project is something the Planning and Development Department completed many years ago, and the department is required to maintain the wetlands through several grant programs, which led to the hand-rail purchase. Mr. Brandmeyer stated that the expense would be reimbursed through insurance.

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

**Unfinished Business:**

Mr. Wesley asked if Item 12 of the by-laws Meeting Section should say that "no action" shall take place on other business unless the item is explicitly listed on the agenda instead of "no discussion". Mrs. Yancey proposed to change the language to "no other business may be acted upon unless the item is explicitly listed on the agenda".

Mr. Wesley made a motion to approve the Planning & Development Committee By-Laws with the proposed amendment to item 12. Seconded by Mr. Chapman. Voice vote. All ayes. Motion approved.

**Administrator's Report:**

Mr. Brandmeyer stated that the Committee has seen the most hearings that the department has ever had in the past couple of months and that the pace should start to slow down. Mr. Brandmeyer indicated that staff has done a good job with the work since Derek Jackson left the County in January.

Mr. Brandmeyer said that building permits have increased by 35% this year and that new home permits are on the rise as well with 90 new homes year-to-date in comparison to 60 at this time last year. Mr. Chapman asked if the increases are spread out or concentrated in specific areas. Mr. Brandmeyer indicated that they are spread out and, if there are specific areas, it is the 70 corridor, heading east from Edwardsville, Glen Carbon, and Maryville as well as Highland and northeast of Godfrey. Mr. Brandmeyer said that new homes have been increasing since the end of the recession. Mr. Brandmeyer stated that Edwardsville has been doing fewer home permits. Mr. Chapman stated that one might find other areas more lucrative for building because the startup cost is not as expensive. Mr. Michael stated that he attended a Highland City Council meeting, and they were trying to figure out why there is not as much development in Highland. Mr. Michael indicated that the Assistant City Manager stated that the top 5 municipalities for development are Edwardsville, Glen Carbon, Bethalto, Troy and Highland and asked if that is correct. Mr. Brandmeyer stated that it sounds correct.

Mr. Brandmeyer stated he is working on the budget with the Chairman and Doug Hulme and that there are some items that need to be discussed with the Committee. Mr. Brandmeyer stated that he is working through a text amendment with the ZBA and that he is re-writing the entire code. Mr. Brandmeyer stated that he is looking for a code-based solution to prevent the Committee from having to make zoning decisions, such as those that proved controversial in previous meetings. Mr. Brandmeyer stated that the Committee will see an updated version of the zoning code by August and that he wants to update the Subdivision and Stormwater Ordinances once the zoning code is completed.

Mr. Chapman asked what is being deregulated and how will it benefit the county. Mr. Brandmeyer said that the zoning code is currently not understandable by the regular person, and he thinks that half of the zoning code addresses things that will never happen and uses that do not belong. Mr. Brandmeyer stated the change in zoning code should prompt municipalities to re-evaluate their ordinances and address what is strategic and what matters in their municipalities and in the county.

Mr. Brandmeyer stated that the turnaround time for the zoning process is 6 to 8 weeks, which is a lot faster than other municipalities. Mr. Brandmeyer stated the quick turnaround time is what he hopes municipalities take hold of. Building permits are turned around in 24 hours and in some municipalities it can take a week and 2-3 weeks in others. Mr. Chapman asked what the committee can do to enhance the new regulations in municipalities and Mr. Brandmeyer stated that we cannot force them to do anything, but we can lead by example. Mr. Brandmeyer stated that one of the goals should be to have uniform standards throughout the county, which is currently what happens with stormwater as there are 20 different entities that adopted the same ordinance. Chairman Maxwell asked what the turnaround time is for St. Clair or Bond County for building permits. Mr. Brandmeyer stated that he is not certain but that it has been far longer in the other places he has worked.

Mr. Brandmeyer stated that he wanted to point out a few items in regard to the budget explaining that, since 2014, the Planning and Development Department has had break even budgets. The department was able to achieve this after the Milam Landfill was moved into the county because the department receives landfill fees and grants for hosting the landfill. Mr. Brandmeyer said that when he started in 2010, he cut the budget and has not replaced some staff members. Mr. Brandmeyer stated that the department is not frivolous with the budget, and it has been an objective to break-even. Mr. Brandmeyer stated that there will not be any new projects requested for this fiscal year, as it stands.

Mr. Brandmeyer stated that the department receives \$2.2 million a year in landfill fees, and it goes to the solid waste account, which is earmarked for solid waste and environmental projects. Mr. Brandmeyer stated that in fiscal year 2011, there was \$1 million dollars in the account, and there is now \$5 million. Mr. Brandmeyer explained that a reserve fund is maintained in case of a catastrophic event at the landfill. Mr. Brandmeyer stated there was a landfill breach of ground water in St. Clair County that cost \$3 million to mitigate; St. Clair County did not have enough money in their account to

cover the costs. Mr. Brandmeyer stated that there should be a standard for the amount of reserve funds to have in the account.

Mr. Wesley asked if there is state law or something that indicates the amount of money that should be in the account in case of a catastrophic event. Mr. Brandmeyer stated that he was told there should be \$5 million in the account. Mr. Chapman asked who told him that. Mr. Brandmeyer stated Joe Parente provided that figure. Mr. Chapman asked how Mr. Parente came up with the figure, and Mr. Brandmeyer indicated he did not know. Mr. Chapman stated this should be researched in order to determine what the amount should be in order to fix a breach were it to happen. Mr. Brandmeyer stated there is some information to put together, but, without, a scope of the issue it would be hard to determine a number. Mr. Brandmeyer stated that it is important to meet the standard amount. Mr. Wesley said that the Committee should be able to answer the question internally before we are asked externally about the amount in the account. Mr. Brandmeyer stated he will provide the committee with more information and perhaps they could make a decision on the amount later. A discussion ensued on how the landfill money can be spent.

Mr. Brandmeyer stated that if there is a landfill in the county, the state mandates a recycling program and a recycling education program. Mr. Brandmeyer stated that if there is not a recycling program, then the county would not be able to collect the fees. Mr. Brandmeyer stated that the programs have been in place for 27 years and they are retooled every few years. Mr. Brandmeyer said that for many years the focus was on recycling only, and the focus has since shifted to stormwater management and energy efficiency.

Mr. Brandmeyer stated that his directives from the Chairman's office was to remove the word sustainability from the department's programs. Mr. Chapman asked why the word is being removed. Mr. Brandmeyer stated that it leaves out a large demographic of Madison County, and, in an effort to be more inclusive, it has been changed to Resource Management. Mr. Brandmeyer stated that the Chairman asked staff to work with constituents directly and focus more on stewardship and less on collective and regulatory actions.

Mr. Brandmeyer stated that the Resource Management program staff supplies seven roll-off dumpsters for areas around the county for recycling. Chairman Maxwell asked if the roll-off bins are bided out. Mr. Brandmeyer said that the bins were bided out. Mr. Brandmeyer stated that the department provides funding to municipalities through the grant program, organizes recycling efforts for the county buildings, neighborhood clean-ups, and household hazardous waste collections. Mr. Brandmeyer said the county is recognized throughout the region and the state for these efforts, and Kim Petzing is nationally-known for her work. Mr. Brandmeyer stated that not only does Kim do the public outreach for the resource management program, but she will be doing public outreach for stormwater, planning and zoning, and the whole department. Mr. Brandmeyer stated that the department held a household waste collection in New Douglas that had a large turnout of nearly 1,000 homes.

Ms. Drueke stated that there are going to be a lot of changes to the Resource Management Education program. Ms. Drueke stated that her background is in elementary education. Ms. Drueke explained that the face of education has changed, and, in order to stay relevant, the program needs to change their resources so they are providing the community the service that it needs. Ms. Drueke stated she wants to ask teachers what they want instead of telling them what they need. Ms. Drueke stated that she formally and informally spoke with teachers throughout the year to determine what they want from the program and has formulated 3 objectives from the feedback. Ms. Drueke stated that teachers indicated they want educational support inside of classrooms, such as curriculum. Ms. Drueke discussed her plans for providing curriculum to teachers.

Ms. Drueke discussed an outdoor adventure guide that she is creating for Madison County families to use for outdoor education. Ms. Drueke said that Madison County has a lot to offer, and she is creating a clearinghouse to connect Madison County residents to the outdoors because in order to manage and use resources wisely, people must know them. Ms. Drueke stated that the guide will be downloadable and free to residents. Ms. Drueke said that when families engage in these sort of activities together, they tend to spend money in the local economy by staying at lodges or visiting a local bait and tackle store. Ms. Drueke discussed how she will promote these types of activities.

Ms. Druke stated that the third objective is to offer grant money to schools, and give schools the choice of how they would like to spend the money toward environmental projects. Ms. Druke said an example of those projects is to upgrade the school windows to be more energy efficient. Ms. Druke discussed different examples of environmental projects.

Mr. Brandmeyer stated that he wanted to discuss the budget and potential projects in case it was determined that the account had excess money that needs to be spent down. Mr. Brandmeyer said he would like to provide a household hazardous waste and electronics collection to Madison County residents because it is currently not offered, creating a demand that is not being met. Mr. Chapman stated that he would not want to take work away from businesses that do this type of collection, but he thinks it is important to have places for people to drop off hazardous waste. Mr. Wesley stated that there is a program with Philips 66 that happens twice a year that takes chemicals and electronics, and he suggested that the county work in partnership with them. Mr. Brandmeyer stated that they do partner with them. Mr. Brandmeyer stated that he would like to see the focus of electronic waste recycling be on CRT TV's, which businesses do not like to recycle. Mr. Trucano stated that they are thrown out into creeks since no one will take the CRT TV's. Mr. Brandmeyer discussed the potential details for a household hazardous waste clean-up.

Mr. Brandmeyer said that next project would be to potentially change the grant program. Mr. Brandmeyer said that currently, it consists of \$150,000 with 10 grants at \$15,000 each, and, before Mr. Brandmeyer joined the department, they were doing \$500,000 in grants. Mr. Brandmeyer stated that he decreased the budget for grants because the landfill fund was low. Mr. Brandmeyer stated that the total budget for grants could increase, and individual projects could be increased from \$15,000 to \$25,000. Mr. Brandmeyer also mentioned different levels of grants for big projects or small projects. Mr. Brandmeyer stated that thinks the HHW program would be the more impactful project.

Mr. Chapman asked if the money was more prone to be wasted or spent on things of dubious value because it seems like county is able to get along on \$150,000. Mr. Brandmeyer stated that the wetland project was one of the larger projects done before he arrived. Mr. Chapman asked if there are things that are not being done which should be done with the program currently. Mr. Brandmeyer stated that every grant applicant would like more money, but the issue before 2010 was that they were only funding recycling projects. Mr. Brandmeyer stated that, upon reading the state statute, he discovered it pertains to environmental projects as well, which increased the scope to stormwater and other projects.

Mr. Michael asked if the two potential projects would come from the host fee account. Mr. Brandmeyer stated that was the case. Mr. Michael asked if the \$55,000 for the Comprehensive Plan is only budgeted for this fiscal year. Mr. Brandmeyer stated that was the case. Mr. Michael stated that there would be a decrease in the budget by \$55,000. Mr. Brandmeyer stated that was correct. Mr. Michael stated that the budget should be \$55,000 lower. Mr. Brandmeyer stated that it should decrease by more because of the \$150,000 culvert project on State Route 162 that was budgeted for this fiscal year as well. Mr. Brandmeyer stated he does not want to state definitively that there should be a decrease in budget by \$150,000 for the next fiscal year, as other expenses could come up. Mr. Michael stated that, if the HHW happened, it wouldn't even cut into the budget. A budgetary discussion ensued.

**Adjournment:**

Mr. Wesley made a motion to adjourn the meeting. Seconded by Mr. Michael. Voice vote. All ayes. Motion approved. Meeting adjourned.