

**MINUTES**  
**CONSERVATION, PLANNING, AND ZONING COMMITTEE**  
**WOODFORD COUNTY, ILLINOIS**  
**TUESDAY, June 26, 2018**  
**6:00 P.M.**  
**SPECIAL JOINT MEETING WITH ZONING BOARD OF APPEALS**  
**The C. P. & Z. Meeting will begin when the ZBA calls for petition 2018-15-A**

1. Call to Order:

Acting Chairman Parsons called the meeting to order at 6:23 pm.

2. Roll Call: Doug Huser, Blake Parsons, and Bryant Kempf were present. Duane Kingdon and Andy Rokey were Excused.

3. Public Input:

4. Unfinished Business:

Zoning ordinance changes relating to the subdivision code – definitions, construction and use.

Changes to the Special use conditions and the fee schedule relating to court reporter fees and requirements.

Ms. Holmes discussed that for special uses needing a road agreement that the road authority would bring the necessity for the road agreement to the ZBA, the ZBA would not define the terms of that agreement. Mr. Huser noted that the intent is for the ZBA to stipulate that there be a road agreement but not necessary dictate the terms, which would be determined by the road authority. The members discussed that they would like to use similar language to the Wind Farm section of the ordinance. Ms. Holmes recommended “All Special Uses shall be evaluated by the Road Authority to determine the necessity of a Road agreement. Said road agreement shall be in place prior to commencing the special use”. Motion to change the verbiage made by Huser, seconded by Kempf. *Motion Carried.*

Mr. Huser presented the next change, the addition of verbiage in 24-1200:

24-1200 Fee and Schedule

F. Special Use requests for Wind Energy Systems, Solar Energy Systems and Gravel Pits shall have a Court Reporter, arranged by the Zoning Office, in attendance at the Hearing. The applicant shall pay the actual cost of the Court Reporter.

Mr. Huser discussed that since the fees are lowered for Special Use applications, when petitions that tend to be contentious a court reporter should be used. Mr. Parsons noted that this change would allow the county to pass the cost of a court reporter to the petitioner. Ms. Gauger asked what would happen if other petitions are contentious how we would cover having a court reporter in those other instances. Ms. Jording discussed that the States Attorney indicated that they should have a finite list for what kind of petitions need a court reporter, if the decision is made by an individual it could lead to questions of fairness. Ms. Jording also indicated that if the Zoning office, County Board or ZBA felt a court reporter was necessary in other instances then the county could cover the cost. Ms. Holmes discussed that the secretary already has a lot to do during the hearing. Ms. Jording noted that the recorder could quit working or not pick up a statement. Mr. Parsons discussed that transcripts could be used in the future in the event of litigation or issues with the special use. It was discussed who would pay for the cost of the transcript if one was needed. Mr. Smith asked if the secretary would still take the minutes of the meeting. Mr. Parsons indicated that would still be in the secretary’s duties. Ms. Holmes recommended adding the phrase “Cost of digital or printed transcripts shall be bore by the requestor”. Motion to change the verbiage made by Huser, seconded by Kempf. *Motion Carried.*

Mr. Huser presented the language to change the definition of access. Mr. Huser discussed the reasoning behind the determination for the direct abutment, he discussed that the changes are an attempt to clean up the flag lots in the county and streamline the entrances and access issues. Mr. Huser discussed that Highway and Zoning had information duplicated in the subdivision code, they are removing those duplicated issues so there are not two offices with jurisdiction over the same information, he also noted that the 4 parcels on a shared drive restriction is being removed from both regulations. Mr. Huser discussed that the new definitions are designed to reduce the number of individual entrances to the public roads. He noted that when private road or street is utilized a road agreement would be required and recorded so there are standards in place. Mrs. Jording noted that having the road agreement in place from the plat process lets everyone understand before purchasing a lot or home what road maintenance requirements exist. Mr. Holmes discussed that she has seen instances where the rules have been ignored and there are 5-6 homes on a drive.

ACCESS

PRIVATE LANE – an un-named residential access for one Tract that is 20 ft. in width and has not been dedicated to the public, typically constructed in the typical manner of a gravel driveway, but may be further improved as desired.

SHARED-PRIVATE LANE – an un-named residential access for the benefit of two Tracts that has not been dedicated to the public, typically constructed in the typical manner of a gravel driveway, but may be further improved as desired. Each tract must have 20 ft. direct abutment to a public or private road or street.

PRIVATE ROAD OR STREET – a named residential access 60 ft. in width, with the required turn around if necessary, that has not been dedicated to the public, typically constructed in the typical manner of a gravel driveway, but may be further improved as desired. Must have a Road Maintenance agreement recorded during the subdivision process.

Ms. Holmes recommended that the definition verbiage be changes to read "...constructed in a manner typical of a gravel driveway"...

Motion to change the verbiage made by Huser, seconded by Kempf. *Motion Carried.*

Ms. Holmes recommended that the definition of "Lot" be used as the definition of "Tract" with the addition of the multiple tax ID's sentence.

Mr. Burditt asked to make a statement. Mr. Smith swore in Mr. Burditt.

Mr. Burditt stated he would like the ZBA to consider that they are removing the limit on the number of houses on a private road, he feels there should be some limit. Mr. Huser stated that the landowners will limit it to what they would like to see and maintain the road as they see fit.

Mr. Burditt stated that the glossary of terms already includes the definition of road, it may need to be changed. Mr. Burditt also discussed that in section 19 Planned Unit Development discussed roadways and may contradict the proposed language. He recommends that they review these items.

Mr. Huser noted that the Planned Unit Development is an entirely separate thing that they are not reviewing that at this time.

Mr. Smith agreed.

Mr. Huser stated the comprehensive plan recommends finding alternate ways to fund roads and this accomplishes that recommendation.

Ms. Holmes stated that the 10 acres was changed to 6 acres. Mr. Smith asked if everyone understood. Mr. Holmes asked about the last sentence, indicating it was confusing.

4-1200. Construction and Use

E. No structure shall be constructed or erected on a lot or tract of land or moved to a lot or tract of land which does not abut a Public or Private Road. Each Tract shall have a minimum of 20 ft. direct abutment of access to a Public or Private Road. A minimum of twenty (20) foot of road frontage for each lot or parcel less than Six (6) acres and sixty (60) foot for each lot or parcel Six (6) acres or more shall be provided for any lot created.

Mrs. Holmes recommended changing the last sentence read "A minimum of twenty (20) foot of road frontage for each lot or parcel less than Six (6) acres and sixty (60) foot for each lot or parcel *that is* Six (6) acres or more *in size* shall be provided for any lot created."

Motion to change the verbiage made by Huser, seconded by Kempf. *Motion Carried.*

TRACT- a legally described, single piece of property as described on a Deed or Plat, may consist of multiple Parcel Identification Numbers (PIN) for tax purposes.

Ms. Holmes again recommended that the definition of "Lot" be utilized in the description of "tract" with the inclusion of the "may consist of multiple Parcel Identification Numbers (PIN) for tax purposes."

Ms. Holmes recommended the definition of "tract" read as "TRACT – A parcel of land legally described or subdivided as a distinct portion or piece of land to be separately owned, used or developed, may consist of multiple Parcel Identification Numbers (PIN) for tax purposes."

Motion to change the verbiage made by Huser, seconded by Kempf. *Motion Carried.*

5. Adjournment:

Motion to Adjourn at 7:44 pm made by Kempf, seconded by Huser. *Motion Carried.*

\_\_\_\_\_  
Lisa Jording, Secretary

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Blake Parsons, Acting Chairman

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Date