

## LAND USE COMMITTEE MINUTES

**DATE OF MEETING:** January 9, 2017 at 5:30 p.m.

**MEMBERS PRESENT:** Camille Redman, Jay Wickenhauser, Melonie Tilley, Randy Perring and Sue Whitted- Chair. Also present -- Angela Sarver, Zoning Administrator and Dee Rentmeister, County Administrator

**MEMBERS ABSENT:** None

### **SUMMARY OF DISCUSSION:**

- Motion by Tilley, 2<sup>nd</sup> by Perring to approve the claims. Voice vote, motion carried.
- Motion by Redman, 2<sup>nd</sup> by Wickenhauser to approve The September 2016 minutes. Voice vote, motion carried.
- Dave Bryant and Ron Welk from Clinton Landfill were present to go over the monthly reports. Received a notice of violation on December 21, 2016 concerning an incident that occurred in August. Will keep the county informed on the ongoing process concerning the violation.
- Chris Coulter was also present from Clinton Landfill and he gave the committee an update concerning various activities that they are involved in and updates at the Clinton facility.
  - Mr. Coulter spoke about a recent project that brought in 30,000+ tons of non hazardous materials into the chemical waste unit.
  - Added four new municipalities to the garbage disposal business which in turn will increase the volume being brought to the local landfill.
  - Update on the recycling part of the business at Clinton Landfill.
  - Committed to the local YMCA and also made a contribution to DCDC in the amount of \$5000.
  - Working on an electronic recycling collection for DeWitt County at the request of Terry Ferguson.
- Monthly zoning reports submitted and reviewed. Angie reported of a violation on Middle creek Road involving the running of a junkyard and disposal of junk vehicles. Working with the sheriff's department and keeping on top of the situation.
- Angie indicated that three items will be before the full board this month for action – rezoning request, an appeal and an appointment to the ZBA.
- Discussion on revising the comprehensive plan. Obtained one estimate from Champaign County Regional Planning Commission. There is no money available in this years' budget. Committee asked Angie to obtain other estimates.
- Motion by Tilley, 2<sup>nd</sup> by Perring to adjourn at 6:30 p.m. Voice vote, motion carried.

### **COMMITTEE ACTION:**

- Approve claims.
- Approve September 2016 minutes.

### **RECOMMENDATIONS TO THE FULL BOARD:**

None

**AGENDA FOR THE  
DEWITT COUNTY BOARD**

Finance Committee       Land Use Committee       Property Committee  
 Public Safety Committee       Road & Bridge Committee       CenCom

Date and Time of Meeting: January 9, 2017 at 5:30 p.m. County Board Room

1. Call Meeting to Order
2. Roll Call
3. Persons Wishing to Address the Committee (If requesting action, also list below in section 3)
4. Items for Discussion and Possible Action
  - A. Approve Claims
  - B. Approve last month's minutes
5. Items for Discussion Only (No Action Requested)
  - A. Clinton Landfill Quarterly Report
  - B. Zoning Report
    1. Petitioner Appealing Zoning Board's Decision on a Variance (V-315-2016).
    2. Report on County's Comprehensive Plan
  - C. Mileage Report
6. Executive Session:
7. Recommendations:

Posted: January 5, 2017 at 1:30PM by: Angie Sarver, Zoning Administrator

**PERMITS ISSUED 12/1/2016 THRU 12/31/16**

Permit #	Date	Fee	Est. Cost of Construction	Issued For	Location
7034	12/8/2016	\$100.00	\$250,000.00	Single Family Residence	Clintonia - S
7035	12/15/2016	\$40.00	\$2,500.00	Storage Shed	Texas
7036	12/30/2016	\$40.00	\$3,500.00	Room Addition(Storage)	Waynesville
		\$180.00		Permit Fees	
			\$256,000.00	Estimated Construction Cost	

35 Inspections for the Month

2 Staking, 3 Foundation, 9 Enclosure and 19 Finals, 1 Nuisance Violations, 1 Building/2

3 new permits came in and issued

169 miles

Year-To-Date	Total Permits	Dec. Permits	Total New Residences	Multi-Family
2014	117	3	21	-
2015	129	11	23	1
2016	130	3	11	0

# DeWitt County Land Use Committee Meeting

January 9, 2017

## Clinton Landfill Report

1. Landfill Operations Report
  - a. Volume report
  - b. Current non-construction activities
  - c. Construction activities
2. Permitting Activities
  - a. IEPA Bureau of Land Permits
  - b. IEPA Bureau of Air Permits
3. Compliance Report
  - a. Recent inspections – December 21, 2016 Notice of Violation
4. Other

**Summary of Clinton Landfill No. 3 2015/2016 Volumes and Host Fee  
Payments**

**January 9, 2017 DeWitt County Land Use Committee Meeting**

Final Third Quarter 2015 Receipts:	90,319.27 tons	
Final Third Quarter 2015 Host Fee Payment:	\$212,934.52	
Final Fourth Quarter 2015 Receipts:	92,856.11 tons	
Final Fourth Quarter 2015 Host Fee Payment:	\$216,407.34	
Final First Quarter 2016 Receipts:	79,504.32 tons	
Final First Quarter 2016 Host Fee Payment:	\$183,924.56	
Final Second Quarter 2016 Receipts:	82,382.83 tons	
Final Second Quarter 2016 Host Fee Payment:	\$193,749.38	
Final Third Quarter 2016 Receipts:	86,288.16 tons	
Final Third Quarter 2016 Host Fee Payment:	\$207,051.45	
October 2016 Receipts:	34,553 tons	
November 2016 Receipts:	39,575 tons	
December 2016 Receipts:	35,380 tons	<i>(estimated)</i>

Next fee payment due January 20<sup>th</sup> for 4<sup>th</sup> Quarter Host Fees

**IEPA BUREAU OF LAND PERMIT APPLICATION SUMMARY**  
**Clinton Landfill Nos. 1, 2 and 3**  
**As of January 4, 2017**

FACILITY	LOG NO.	DESCRIPTION	RECEIVED DATE	IEPA DECISION DUE DATE
Clinton Landfill No. 1	2016-479	Proposes well G413 to be an updient well and includes the annual Corrective Action report.	11/17/16	1/30/17
Clinton Landfill No. 1	2016-525	Proposes intrawell background values for G408	12/6/16	3/6/17
Clinton Landfill No. 2	2016-383	Periodic gas probe assessment report concluding that significant landfill gas is not present and the system is adequately controlling gas.	8/29/16	1/21/17
Clinton Landfill No. 2	2016-388	Request to change groundwater monitoring to semi-annual frequency as is allowed five years after closure and certain criteria are met.	9/1/16	1/31/17
Clinton Landfill No. 2	2016-524	Improvements to the leachate recirculation system, such as adding additional pipes, improving connection details, etc.	12/2/16	3/2/17
Clinton Landfill No. 3	2016-503	Five-year permit renewal application	11/14/16	2/12/17
Clinton Landfill No. 3	2016-536	Required landfill gas assessment report for certain perimeter monitoring devices.	12/19/16	3/19/16

**IEPA BUREAU OF AIR PERMIT APPLICATION SUMMARY**

**Clinton Landfill Nos. 1, 2 and 3**

**As of January 4, 2017**

DESCRIPTION	APPLICATION DATE	IEPA DECISION DUE DATE
None at this time	N/A	N/A

## GENERAL APPROACH

CCRPC staff will work with the DeWitt County Board and the DeWitt County Comprehensive Plan Steering Committee to define specific subjects of priority concern while addressing the basic components of a comprehensive plan. The work would be completed in about 18 months, followed by draft and final approval in months 19 and 20.

The proposed Scope of Services will cover the following major tasks:

- **Project Administration/Public Participation**  
This aspect would include at least one public hearing, bimonthly steering committee meetings and two county board meetings for approving the draft and final documents. However, the board will have to decide if they would like to expand the scope of public participation to include more public meetings or different public engagement methods/events.
- **Data Collection/Mapping**  
The most recent demographic, economic, environmental and other relevant background information will be gathered from local and published sources. Various data maps will be developed using ArcGIS software. The board will need to decide the scope of the themes to be covered in the existing conditions.
- **Plan Creation**  
A plan including existing and future conditions; issues, forces, values, and desires; goals and objectives; land use policy statements and an implementation plan will be created.

The exact scope of services will be defined more precisely by the service contract.

The Scope of Work provided below describes in general terms the minimum services to be delivered under this contract. It is based on an understanding that DeWitt County will:

1. Arrange for meeting space and room setup for all DeWitt County Comprehensive Plan Steering Committee meetings, one public hearing (exact number to be determined), and two County Board meetings;
2. Coordinate meeting times/dates with all parties;
3. Publish all required public notices; and
4. Prepare and maintain minutes of all DeWitt County Comprehensive Plan Steering Committee meetings.

## SCOPE OF SERVICES

### 1. Website Creation

CCRPC will create a project website housed on the CCRPC server. At minimum, the site will include information about the project, news, meetings and public participation opportunities, and relevant documents and maps.

### 2. DeWitt County Comprehensive Plan Steering Committee Meeting #1

CCRPC will introduce the topic, review committee member responsibilities and the planning process, anticipated products, and discuss future meeting dates.



### **3. Existing Conditions Data Collection and Mapping**

The board will determine which existing conditions CCRPC staff will document for the plan, which could include, but are not limited to, the following:

- generalized land use
- natural resources, natural hazards, and environmentally sensitive areas
- public services
- utilities
- transportation
- jurisdictional boundaries
- demographic, employment and economic data
- institutions
- open spaces
- recreational places of interest
- soils
- agriculture infrastructure
- agricultural productivity
- septic system suitability
- historic growth patterns
- converted farmland (if aeriels are available)

CCRPC will conduct interviews with key stakeholders in the county to confirm, clarify, and develop elements of the Existing Conditions report and future tasks in the planning process. CCRPC staff will create maps of existing conditions information.

### **4. Plans and Policies Review**

CCRPC staff, with the assistance of the DeWitt County staff and DeWitt County Comprehensive Plan Steering Committee, will collect, review, and summarize all current available land use, transportation, development, and comprehensive plans in DeWitt County.

### **5. Population and Employment Projections**

CCRPC staff will solicit growth estimates from a variety of sources to determine anticipated land area demand over a long-term time horizon. Projections will be completed for both population and employment, likely for a 20-year time period.

### **6. DeWitt County Comprehensive Plan Steering Committee Meeting #2**

CCRPC staff will update the committee on existing conditions work, resolve any questions regarding maps and data, and seek input as necessary on next steps.

### **7. Existing Conditions Report**

CCRPC staff will create an existing conditions report that provides text, graphics, and maps, as relevant, for the themes selected in Task 3. This report will become part of the final Plan document.

### **8. DeWitt County Comprehensive Plan Steering Committee Meeting #3 (Workshop format)**

CCRPC staff will conduct a part-day workshop with the DeWitt County Comprehensive Plan Steering Committee Meeting to review the Existing Conditions report, take any recommended comments on it, and discuss Issues, Forces, Values and Desires they perceive for DeWitt County.

### **9. Issues, Forces, Goals, and Principles creation**

CCRPC staff will take the input from Meeting #3 to create draft Issues & Forces and Goals & Principles for the Plan. CCRPC will create an Issues and Forces map as they pertain to land use and related themes. These will guide policy formation later in the process.

**10. DeWitt County Comprehensive Plan Steering Committee Meeting #4**

CCRPC staff will gather committee input on policy statements in anticipation of creating the Policy Statements section of the Plan.

**11. Land Use and Development Policy Statements creation**

CCRPC staff will create land use and development policies for DeWitt County using all previous data and information collected.

**12. DeWitt County Comprehensive Plan Steering Committee Meeting #5**

CCRPC staff will review the written Policy Statements with the committee.

**13. Future Conditions text and mapping**

CCRPC staff will map proposed future land use conditions based on all inputs received and provide supporting text and graphics to further detail the ideas in the map.

**14. DeWitt County Comprehensive Plan Steering Committee Meeting #6**

CCRPC staff will present the Future Conditions section of the Plan and seek comment from the committee.

**15. Implementation Plan**

Based on the Goals, Principles, Policies, and Future Conditions, CCRPC staff will create an implementation plan that identifies benchmarks to be completed for successful plan implementation as well as discussion points for further evaluation.

**16. Draft Document completion**

CCRPC staff will complete the draft final document that includes Existing Conditions, Issues and Forces, Goals and Principles, population and employment forecasts and anticipated future land use acreage needs, policy statements, Future Conditions, and the Implementation Plan.

**17. DeWitt County Comprehensive Plan Steering Committee Meeting #7**

CCRPC staff will provide the draft final document to the committee and discuss any recommended revisions with them. It is anticipated that the committee will approve the draft document at this meeting in order for the document to be presented for review by the County Board and the general public.

**18. County Board Draft Approval**

CCRPC staff will present the final draft to the DeWitt County Board for their approval. CCRPC staff will provide hard copies of the document to each County Board member, clerical staff, and legal counsel at this time.

**19. Public Hearing**

CCRPC staff will present the draft final DeWitt County Land Use Plan to the public during a public hearing, including any changes requested by the County Board during their review of the draft document.

**20. Revisions/Document Finalization**

CCRPC staff will confer with DeWitt County Board and DeWitt County Comprehensive Plan Steering Committee members regarding input received, make revisions as needed, and finalize the document for County Board approval.

**21. County Board Final Approval**

CCRPC staff will seek approval from the DeWitt County Board for the final document, which completes the planning process. CCRPC staff will provide hard copies of the document to each County Board member, clerical staff, and legal counsel at this time. In addition, CCRPC staff will provide CDs for these persons, and a large printed map of both Existing Land Use and Future Land Use.

## 22. Plan Brochure Creation

CCRPC staff will create a brochure providing an executive summary of the plan and future land use map, at minimum (as space allows, other elements may be added). CCRPC will have at least 100 copies of the brochure printed for DeWitt County.

### COST

We propose to perform the work described above on a time and materials basis with total charges not to exceed the costs set out below. Costs listed are valid through December 31, 2016.

Personnel (including fringe benefits and indirect charges): 1,695 hours	\$88,050
Commodities and services including travel:	\$ 4,950
Website creation and maintenance	\$ 2,000
<b>Total not to exceed amount:</b>	<b>\$95,000</b>

### DELIVERABLES

At the completion of the project CCRPC staff will deliver the following to the County:

- All final documents will be provided in electronic format suitable for reproduction by DeWitt County
- 30 paper copies of the draft final document
- 30 paper copies of the final document
- 30 CDs of the final document
- 1 large Existing Land Use map (no larger than 40" wide)
- 1 large Future Land Use map (no larger than 40" wide)
- 100 copies of the Plan in brochure format (or more as printing cost allows)
- Newly created GIS layers available for use by DeWitt County