



CHAMPAIGN COUNTY BOARD ENVIRONMENT and LAND USE COMMITTEE (ELUC) AGENDA

County of Champaign, Urbana, Illinois

Thursday, June 5, 2014 - 6:30 p.m.

Lyle Shields Meeting Room

Brookens Administrative Center, 1776 E. Washington St., Urbana

Committee Members:

Ralph Langenheim – Chair

Aaron Esry – Vice-Chair

Astrid Berkson

Stan Harper

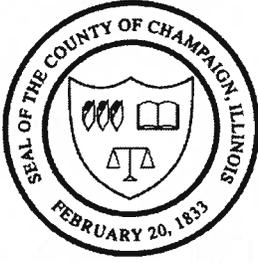
Alan Kurtz

Pattsi Petrie

Jon Schroeder

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**Champaign County Board
Environment and Land Use Committee (ELUC)
County of Champaign, Urbana, Illinois**

MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Thursday, May 8, 2014
TIME: 6:30 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

Committee Members

Present	Absent
Ralph Langenheim (Chair)	
Aaron Esry (Vice Chair)	
Astrid Berkson	
Stan Harper	
Alan Kurtz	
Pattsi Petrie	
	Jon Schroeder

County Staff: Deb Busey (County Administrator), John Hall (Director of Planning & Zoning), Beth Brunk (Recording Secretary)

Others Present: Andrew Levy (Regional Planning Commission)

MINUTES

I. Call to Order

Committee Chair Langenheim called the meeting to order at 6:30 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Minutes

A. ELUC Committee meeting – April 10, 2014

MOTION by Ms. Petrie to approve the minutes of the April 10, 2014 ELUC meeting as distributed; seconded by Ms. Berkson. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Agenda

MOTION by Ms. Berkson to approve the agenda as distributed; seconded by Mr. Esry. Upon vote, the **MOTION CARRIED** unanimously.

V. Public Participation

None

1 **VI. Communications**

2 None

3
4 **VII. Items Provided for Information Only**

5 A. *Alternative Staffing for the Vacant Associate Planner position for the remainder of FY2014*

6
7 Mr. Hall updated the Committee on the Associate Planner position which has been vacant since
8 11/15/13. Mr. Hall talked to the County Administrator about reevaluating the position to a higher
9 pay scale. Due to an unforeseen change in the Champaign County Regional Planning Commission
10 (CCRPC) workload, Susan Chavarria, a planner, would be available to spend 20 hours/week in the
11 Planning & Zoning office for the rest of the fiscal year. Mr. Hall felt that this was a great
12 opportunity to get an experienced planner and benefit CCRPC as well. Ms. Busey noted that Mr.
13 Hall will be operating within his budget with this arrangement.

14
15 **VIII. Items to be Approved by ELUC**

16 Recreation & Entertainment Licenses:

17 A. *Champaign County Fair, Champaign County Fairgrounds – 1302 North Coler Avenue, Urbana, IL –*
18 *July 18-26, 2014*

19
20 **MOTION** by Mr. Kurtz to approve the Recreation and Entertainment license for the Champaign
21 County Fair; seconded by Mr. Esry. Upon vote, the **MOTION CARRIED** unanimously.

22
23 B. *Eastern Illinois A.B.A.T.E., Inc. for live bands, Rolling Hills Campgrounds – 3151-A CR 2800E,*
24 *Penfield, IL – June 6-7, 2014*

25
26 **MOTION** by Mr. Esry to approve the Recreation and Entertainment license for Eastern Illinois
27 A.B.A.T.E., Inc.; seconded by Mr. Harper. Upon vote, the **MOTION CARRIED** unanimously.

28
29 C. *Hammerdown Truck & Tractor Pull, Champaign County Fairgrounds – 1302 North Coler Avenue,*
30 *Urbana, IL – June 6-7, 2014*

31
32 **MOTION** by Mr. Harper to approve the Recreation and Entertainment license for Hammerdown Truck
33 & Tractor Pull; seconded by Ms. Berkson. Upon vote, the **MOTION CARRIED** unanimously.

34
35 Ms. Petrie inquired about the timing to submit an application. Mr. Hall thought it was 20-30 days
36 prior to the event and must fit into the ELUC schedule.

37
38 **IX. Items to be Approved by ELUC for Recommendation to the County Board**

39 A. *Annual Facility Inspection Report for the National Pollutant Discharge Elimination System (NPDES)*
40 *Municipal Separate Storm Sewer System (MS4) Storm Water Discharge Permit with the Illinois*
41 *Environmental Protection Agency (IEPA) for the period 4/1/13 – 3/31/14*

42
43 **MOTION** by Mr. Kurtz to recommend approval of the Annual Facility Inspection Report for the National
44 Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Storm Water Discharge
45 Permit for 4/1/13 – 3/31/14; seconded by Ms. Berkson.

46
47 Mr. Hall stated that the County is making progress to comply with the Illinois Environmental
48 Protection Agency NPDES Storm Water Program. The main accomplishment identified in the annual
49 inspection report is the Storm Water Management and Erosion Control draft ordinance approved by
50 ELUC. The case is now at the Zoning Board of Appeals and should be back to the County Board for
51 final approval by fiscal year-end.

52
53 Ms. Petrie asked if there could be timelines as to when the proposed milestones would be complete.
54 Mr. Levy responded that Attachment D outlined the proposed NPDES permit activities for the

1 coming year. Looking at all the actions for the year, Ms. Petrie inquired if all these goals were
2 realistic. Mr. Levy replied that the permit is structured in 1-year milestones for 5 years. Staff
3 expects to complete all the actions in the first year milestone indicated in Attachment D.
4

5 Upon vote, the **MOTION CARRIED** unanimously.
6

7 **X. Monthly Reports**

8 A. March 2014
9

10 **MOTION** by Mr. Esry to receive and place on file the Planning & Zoning Monthly Reports for March 2014;
11 seconded by Mr. Kurtz.
12

13 Ms. Petrie wondered which of the zoning use permits converted 3 acres of best prime farmland. Mr.
14 Hall responded that it would be one of the four new single-family residences.
15

16 Upon vote, the **MOTION CARRIED** unanimously.
17

18 **XI. Other Business**

19 None
20

21 **XII. Chair's Report**

22 None
23

24 **XIII. Designation of Items to be Placed on the Consent Agenda**

25 IX. A
26

27 **XIV. Adjournment**

28 **MOTION** by Mr. Kurtz to adjourn; seconded by Mr. Harper. Upon vote, the **MOTION CARRIED** unanimously.
29 There being no further business, Mr. Langenheim adjourned the meeting at 6:48 p.m.



Date: May 27, 2014

To: ELUC Members

From: Susan Chavarria, Regional Planning Manager

Regarding: Status Update for FY 2014 County Planning Contract

Action Requested: For information only

Champaign County has an annually renewed contract with Champaign County Regional Planning Commission for planning and technical services. In anticipation of requesting renewal for next year's contract, CCRPC staff provides the following status report for the current FY14 contract. As can be seen in the table, we are approximately 38% complete with the work plan as of May 23rd.

Task	Hours			
	Allocated	Complete	Remaining	% Complete
LRMP Implementation	695	330	365	47%
Redirect LRMP to Gifford	100	0	100	0%
Redirect LRMP to Hazard Mitigation Plan	260	0	260	0%
Recycling Events Coordination	150	96	54	64%
Planning Services Requests	100	58*	42	58%
Administration	20	20	0	100%
Total	1325	504	821	38%

*43 hours used to date in Gifford, 15 in Wilber Heights

Status of LRMP Implementation tasks can be found on the following page. Of the 10 items in the FY14 work plan, eight have been initiated and six are complete.

LRMP Work Plan Status as of May 23, 2014

Work Plan ID	Priority Item	LRMP Work Plan Task	Hours Allocated	Hours Used	Staff Work Status
2014-1	various	Monitor and pursue potential funding opportunities to achieve provisions of GOPs.	50	0	In progress
2014-2	1.2.1	Prepare a report that informs County Board members of trends or new development with regard to land resource management conditions within the County each year.	30	30	Complete
2014-3	1.3.1	Based on the annually prepared report of trends and new developments, provide a recommendation to ELUC regarding minor LRMP map changes each year. Provide public notice of LRMP changes and invite public input regarding proposed changes.	30	30	Complete
2014-4	2.1.1	Review municipal limits and contiguous urban growth area boundaries with municipal representatives on a regular basis in order to update LRMP Future Land Use Map and Land Management Area Map boundaries. Complete review and revisions to LRMP maps in time for preparation of the annual report to be provided to the County Board each January.	30	30	Complete
2014-5	7.2.4b	Participate in the Greenways and Trails Committees that are coordinated by CCRPC.	5	5	Complete
2014-6	8.4.5a	Complete required annual update reports revisions for the Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Management Program.	30	30	Complete
2014-7	8.1.9 8.4.1b	8.1.9 - Monitor IEPA annual reports and available data from IEPA and the MAC to identify contaminated land or groundwater areas requiring remediation in Champaign County. Submit proposal regarding Champaign County action or response for ELUC review and County Board adoption. 8.4.1b - Maintain an inventory of local and regional watershed plans to provide to the CCDPZ for review of applicable recommendations of local and regional watershed plans in discretionary review of new development.	30	0	Not started
2014-8	8.4.5a	Complete the public input and approval process of required revisions for the Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Management Program.	90	90	In progress
2014-9	6.1.1c	Amend the Champaign County Zoning Ordinance to reflect the requirements of the Champaign County Health Ordinance, and vice versa as they pertain to Policy 6.1.1: The County will establish minimum lot location and dimension requirements for all new rural residential development that provide ample and appropriate areas for onsite wastewater and septic systems.	200	90	In progress

Work Plan ID	Priority Item	LRMP Work Plan Task	Hours Allocated	Hours Used	Staff Work Status
2014-10		Reallocated to Gifford and County Hazard Mitigation Plan	20	-	-
2014-11		Reallocated to Gifford and County Hazard Mitigation Plan	20	-	-
2014-12		Reallocated to Gifford and County Hazard Mitigation Plan	120	-	-
2014-13		Reallocated to Gifford and County Hazard Mitigation Plan	80	-	-
2014-14		Reallocated to Gifford and County Hazard Mitigation Plan	120	-	-
2014-15	8.4.2b	Amend relevant Champaign County ordinances to include provisions of Policy 8.4.2: The County will require stormwater management designs and practices that provide effective site drainage, protect downstream drainage patterns, minimize impacts on adjacent properties and provide for stream flows that support healthy aquatic ecosystems.	200	0	Not started
Total			1,055	330	



Date: May 27, 2014

To: ELUC Members

From: Susan Chavarria, Regional Planning Manager

Regarding: Proposed FY15 County Planning Contract Work Plan

Action Requested: For information only

Background

Champaign County has an annually renewable contract with Champaign County Regional Planning Commission for planning and technical services. The \$74,790 proposed contract amount for FY15 includes a 2% increase provisionally approved by Deb Busey.

Attachment A is the proposed FY15 General Work Plan. It includes 1,240 hours and focuses on implementing the LRMP, assistance to unincorporated subdivisions in Champaign County, recycling coordination, and general planning services requests.

Attachment B contains the proposed LRMP Implementation Work Plan. The proposed work plan was completed in coordination with John Hall, Zoning Director. As per the request of County Board members, cost and time estimates are provided for each proposed task. It should be noted that estimates do not necessarily include sufficient time for County Board discussion and approval processes and are our best estimate at staff time for completing these tasks.

Next Steps

CCRPC staff would appreciate your input and finalization of the county planning contract work plan, including the LRMP implementation work tasks that will take us through December 2015. We will return in August to request approval of the work plan once your input has been received.



Attachment A
Proposed County Planning Contract for FY15
January 1, 2015 through December 31, 2015

	<u>Hours</u>	<u>Cost</u>
LRMP Implementation	785	\$43,350
Working with the County Board and staff, priority implementation items will be identified that CCRPC planners can implement given available time and resources.		
Assistance to Gifford – grant research, planning, technical services	100	\$6,960
Assistance to Wilber Heights and Dobbins Downs – grant research, writing, technical services, income surveys	80	\$5,568
Recycling Events Coordination	150	\$8,398
Countywide recycling collection initiatives in coordination with local entities have been spearheaded through the County contract for the last couple of years. Current challenges include seeking means to accommodate the ongoing need for household hazardous waste collection.		
<i>Typical activities: recycling events coordination and other initiatives intended to maximize awareness regarding materials management reduce, re-use or recycling opportunities in Champaign County.</i>		
General Planning Services Requests	100	\$6,960
County Board and/or County departments may solicit research for funding sources, grant writing assistance, data analyses, and reports on topics of common interest to the Board or County administration.		
<i>Typical activities: 2007 Hazard Mitigation Plan grant application, search for county facilities improvement funding, residential TIF research, Wilber Heights facilitation.</i>		
Administration (budgeting, work plan, project management)	25	\$1,740
Non-staff expenses (supplies, services, capital outlay)		\$1,814
<i>Typical expenses: printing finished documents, purchasing research materials, office supplies, yearly subscriptions/ memberships, etc.</i>		
Total	1,240	\$74,790



Attachment B Proposed LRMP Work Plan Items for FY15

Overview

The following table provides an overview of the FY15 LRMP Implementation work plan. More specific information on the implementation items is available on subsequent pages. Items 15-1 through 15-6 are annual update items that have been ongoing. Item 15-7 is continuing the work started in FY14 to bring the County into compliance with NPDES regulations. Items 15-8 through 15-12 were in the FY14 contract, but postponed to reallocate funds for Gifford assistance and the County Hazard Mitigation Plan Update. The only item not previously approved by the County Board is 15-13.

Work Plan ID	Priority Item	LRMP Objective/Priority Item	Hours	Cost
15-1	various	Monitor and pursue potential funding opportunities to achieve provisions of GOPs.	50	\$2,800
15-2	1.2.1	Prepare a report that informs County Board members of trends or new development with regard to land resource management conditions within the County each year.	30	\$1,680
15-3	1.3.1	Based on the annually prepared report of trends and new developments, provide a recommendation to ELUC regarding minor LRMP map changes each year. Provide public notice of LRMP changes and invite public input regarding proposed changes.	30	\$1,680
15-4	2.1.1	Review municipal limits and contiguous urban growth area boundaries with municipal representatives on a regular basis in order to update LRMP Future Land Use Map and Land Management Area Map boundaries. Complete review and revisions to LRMP maps in time for preparation of the annual report to be provided to the County Board each January.	30	\$1,680
15-5	7.2.4b	Participate in the Greenways and Trails Committees that are coordinated by CCRPC.	5	\$280
15-6	8.4.5a	Complete required annual update reports revisions for the Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Management Program.	30	\$1,590
15-7	8.4.5b	Administer the provisions of the updated Phase II NPDES Storm Water Management Program.	170	\$9,000
15-8	5.1.1c	Amend Champaign County Zoning Ordinance to include provisions of Policy 5.1.1: The County will encourage new urban development to occur within the boundaries of incorporated municipalities.	20	\$1,120
15-9	5.2.1b	Amend relevant Champaign County ordinances to include provisions of Policy 5.2.1: The County will encourage the reuse and redevelopment of older and vacant properties within urban land when feasible.	20	\$1,120
15-10	5.3.1c 5.3.2c	5.3.1c: Amend relevant Champaign County ordinances to include provisions of Policy 5.3.1: The County will: a. require that proposed new urban development in unincorporated areas is sufficiently served by available public services and without undue public expense; and b. encourage, when possible, other jurisdictions to require that proposed new urban development is sufficiently served by available public services and without undue public expense.	120	\$6,720

		5.3.2c: Amend relevant Champaign County ordinances to include provisions of Policy 5.3.2: The County will: a. require that proposed new urban development, with proposed improvements, will be adequately served by public infrastructure, and that related needed improvements to public infrastructure are made without undue public expense; and b. encourage, when possible, other jurisdictions to require that proposed new urban development, with proposed improvements, will be adequately served by public infrastructure, and that related needed improvements to public infrastructure are made without undue public expense.		
15-11	4.3.4c	Amend Champaign County Zoning Ordinance to include provisions of Policy 4.3.4: The County may authorize a discretionary review development provided that existing public infrastructure, together with proposed improvements, is adequate to support the proposed development effectively and safely without undue public expense.	80	\$4,480
15-12	8.3.1	Amend Champaign County Zoning Ordinance to include provisions of Policy 8.3.1: The County will allow expansion or establishment of underground mineral and energy resource extraction operations only if: a) the operation poses no significant adverse impact to existing land uses; b) the operation creates no significant adverse impact to surface water quality or other natural resources; and c) provisions are made to fully reclaim the site for a beneficial use.	120	\$6,720
15-13	1.1b	Amend relevant Champaign County ordinances to include provisions of Objective 1.1: Champaign County will consult the LRMP that formally establishes County land resource management policies and serves as an important source of guidance for the making of County land resource management decisions.	80	\$4,480
Total			785	\$43,350

ANNUAL MONITORING TASKS

1. Monitor and pursue potential funding opportunities to achieve provisions of GOPs.

Estimated planner hours to implement: 50
Estimated cost to implement: \$2,800

Description: Research funding sources and respond to one grant opportunity. If more funding applications become available, each is unique and will consume a unique amount of time by the county planner; grant applications will require approval by the County Board.

Estimated hours to administer once implemented: Unknown
Estimated cost to administer: A portion of an awarded grant is usually set aside for administration
Resources needed to administer: Potential budget amendment and setting up account. This is a permanent item in the work plan.

Significance: There are about a dozen themes in the LRMP for which there is a need to search for funding opportunities related to local foods, greenways and trails, public infrastructure, historic/scenic/cultural amenities, animal habitats, groundwater, drainage improvements, environmental stewardship, educational programs and sustainability. There are no current county staff resources to consistently monitor such funding opportunities.

2. Priority Item 1.2.1 - Prepare a report that informs County Board members of trends or new development with regard to land resource management conditions within the County each year.

Estimated planner hours to implement: 30
Estimated cost to implement: \$1,680

Description: Conduct key person interviews with county and municipal agencies and prepare the report.
Estimated hours to administer once implemented: None
Estimated cost to administer: None
Resources needed to administer: None

Significance: This task gives the most up to date information available on best practices, new trends in development that could impact our rural areas, and new initiatives taking place amongst development related agencies in Champaign County. The LRMP action items can be better prioritized and implemented with this information.

3. Priority Item 1.3.1 - Based on the annually prepared report of trends and new developments, provide a recommendation to ELUC regarding minor LRMP map changes each year. Provide public notice of LRMP changes and invite public input regarding proposed changes.

Estimated planner hours to implement: 30
Estimated cost to implement: \$1,680
Description: Revise LRMP maps for approval by County Board.

Estimated hours to administer once implemented: None
Estimated cost to administer: None
Resources needed to administer: None. This is a permanent item in the work plan.

Significance: This update highlights changes which may impact decisions made at the County level.

4. Priority Item 2.1.1 - Review municipal limits and contiguous urban growth area boundaries with municipal representatives on a regular basis in order to update LRMP Future Land Use Map and Land Management Area Map boundaries. Complete review and revisions to LRMP maps in time for preparation of the annual report to be provided to the County Board each January.

Estimated planner hours to implement: 30

Estimated cost to implement: \$1,680

Description: Collect data from area municipalities, county clerk, and others to establish most recent boundaries. Update maps and present to County Board for approval.

Estimated hours to administer once implemented: None

Estimated cost to administer: None

Resources needed to administer: None. This is a permanent item in the work plan.

Significance: This update highlights changes to corporate limits and other boundaries which may impact decisions made at the County level, especially regarding zoning cases.

5. Priority Item 7.2.4b - Participate in the Greenways and Trails Committees that are coordinated by CCRPC.

Estimated planner hours to implement: 5

Estimated cost to implement: \$280

Description: Attend meetings and serve as a County representative for Greenways and Trails planning and implementation.

Estimated hours to administer once implemented: None

Estimated cost to administer: None

Resources needed to administer: None. This is a permanent item in the County Planner work plan.

Significance: The Greenways and Trails plan includes the Forest Preserve Districts and potential bicycle and pedestrian linkages to those areas. Land use planning and zoning cases could be impacted by the plan.

6. Priority Item 8.4.5a – Complete required annual update reports revisions for the Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Management Program.

Estimated planner hours to implement: 30

Estimated cost to implement: \$1,590

Description: Illinois EPA requires annual reporting on NPDES.

Estimated hours to administer once implemented: None

Estimated cost to administer: None

Resources needed to administer: None. This is a permanent item in the County Planner work plan.

Significance: County-level annual reporting is required statewide for NPDES.

NEW TASKS

7. Priority Item 8.4.5b – Administer the provisions of the updated Phase II NPDES Storm Water Management Program.

Estimated planner hours to implement: 170

Estimated cost to implement: \$9,000

Description: Illinois EPA has various requirements with which the County must maintain compliance.

Estimated hours to administer once implemented: None

Estimated cost to administer: None

Resources needed to administer: None. This is a permanent item in the County Planner work plan.

Significance: Compliance is required for the statewide NPDES.

8. Priority Item 5.1.1c: Amend Champaign County Zoning Ordinance to include provisions of Policy 5.1.1: *The County will encourage new urban development to occur within the boundaries of incorporated municipalities.*

Estimated planner hours to implement: 20

Estimated cost to implement: \$1,120

Description: Identify potential incentives and information that might encourage such development; provide report to Zoning. Ordinance writing would depend on findings and would occur another year.

Estimated hours to administer once implemented: None

Estimated cost to administer: None

Resources needed to administer: None

Significance: The adopted LRMP prioritizes limiting urban impacts on our soil and agricultural resources. This work item will allow the Zoning Department to encourage urban rather than rural development in its zoning cases.

9. Priority Item 5.2.1b: Amend relevant Champaign County ordinances to include provisions of Policy 5.2.1: *The County will encourage the reuse and redevelopment of older and vacant properties within urban land when feasible.*

Estimated planner hours to implement: 20

Estimated cost to implement: \$1,120

Description: Identify potential incentives and information that might encourage such development; provide report to Zoning. Ordinance writing would depend on findings and would occur another year.

Estimated hours to administer once implemented: None

Estimated cost to administer: None

Resources needed to administer: None

Significance: The adopted LRMP prioritizes limiting urban impacts on our soil and agricultural resources. This work item will provide the background research necessary for the Zoning Department to decide how to amend the zoning ordinance regarding development on brownfield and greenfield sites.

- 10. Priority Item 5.3.1c: Amend relevant Champaign County ordinances to include provisions of Policy 5.3.1: *The County will: a. require that proposed new urban development in unincorporated areas is sufficiently served by available public services and without undue public expense; and b. encourage, when possible, other jurisdictions to require that proposed new urban development is sufficiently served by available public services and without undue public expense.***

Priority Item 5.3.2c: Amend relevant Champaign County ordinances to include provisions of Policy 5.3.2: *The County will: a. require that proposed new urban development, with proposed improvements, will be adequately served by public infrastructure, and that related needed improvements to public infrastructure are made without undue public expense; and b. encourage, when possible, other jurisdictions to require that proposed new urban development, with proposed improvements, will be adequately served by public infrastructure, and that related needed improvements to public infrastructure are made without undue public expense.*

Estimated planner hours to implement: 120
Estimated cost to implement: \$6,720

Description: Research “undue public expense” and case studies. Draft ordinance and submit for approval. This task includes drafting and revision hours, but does not include any approval meetings with the County Board, Committees, or ZBA.

Estimated hours to administer once implemented: None
Estimated cost to administer: None
Resources needed to administer: None

Significance: Larger developments and developments which could substantially impact local budgets because they need infrastructure should be considered in light of potential public costs for that infrastructure. This research will help determine who assumes the financial burden for such infrastructure and services.

- 11. Priority Item 4.3.4c: Amend Champaign County Zoning Ordinance to include provisions of Policy 4.3.4: *The County may authorize a discretionary review development provided that existing public infrastructure, together with proposed improvements, is adequate to support the proposed development effectively and safely without undue public expense.***

Estimated planner hours to implement: 80
Estimated cost to implement: \$4,480

Description: Draft an ordinance which requires a Traffic Impact Analysis to be completed for discretionary review developments.

Estimated hours to administer once implemented: Case-by-case basis
Estimated cost to administer: None
Resources needed to administer: None

Significance: There have been concerns that requests for Traffic Impact Analyses by the Zoning Department need to be consistently applied for zoning cases. This amendment would outline when they would be required and who would be responsible for their costs.

12. Priority Item 8.3.1: Amend Champaign County Zoning Ordinance to include provisions of Policy 8.3.1: *The County will allow expansion or establishment of underground mineral and energy resource extraction operations only if: a) the operation poses no significant adverse impact to existing land uses; b) the operation creates no significant adverse impact to surface water quality or other natural resources; and c) provisions are made to fully reclaim the site for a beneficial use.*

Estimated planner hours to implement: 120

Estimated cost to implement: \$6,720

Description: Draft ordinance language and submit for approval. This task includes drafting and revision hours, but does not include any approval meetings with the County Board, Committees, or ZBA.

Estimated hours to administer once implemented: None

Estimated cost to administer: None

Resources needed to administer: None

Significance: In light of nearby mineral extraction developments, such an amendment would help protect our County's natural resources more than our existing ordinance does.

13. Priority Item 1.1b: Amend relevant Champaign County ordinances to include provisions of Objective 1.1: *Champaign County will consult the LRMP that formally establishes County land resource management policies and serves as an important source of guidance for the making of County land resource management decisions.*

Estimated planner hours to implement: 80

Estimated cost to implement: \$4,480

Description: Draft ordinance language and submit for approval. This task includes drafting and revision hours, but does not include any approval meetings with the County Board, Committees, or ZBA.

Estimated hours to administer once implemented: None

Estimated cost to administer: None

Resources needed to administer: None

Significance: This amendment seeks to better align the policies in the LRMP with County Ordinances.

MONTHLY REPORT for APRIL 2014¹

Zoning Cases

The distribution of cases filed, completed, and pending is detailed in Table 1. Three zoning cases were filed in April and six zoning cases were filed in April 2013. The average number of cases filed in April in the preceding five years was 4.0.

One ZBA meeting was held in April and no cases were finalized. Two ZBA meetings were held in April 2013 and seven cases were finalized. The average number of cases finalized in April in the preceding five years was 2.0.

By the end of April there were 13 cases pending. By the end of April 2013 there were 14 cases pending.

**Brookens Administrative
Center**
1776 E. Washington Street
Urbana, Illinois 61802

(217) 384-3708
zoningdept@co.champaign.il.us
www.co.champaign.il.us/zoning

Table 1. Zoning Case Activity in April 2014 & April 2013

Type of Case	April 2014 1 ZBA meeting		April 2013 2 ZBA meetings	
	Cases Filed	Cases Completed	Cases Filed	Cases Completed
Variance	1	0	1	3
SFHA Variance	0	0	0	0
Special Use	2	0	0	2 [†]
Map Amendment	0	0	0	0
Text Amendment	0	0	0	2
Change of Non-conforming Use	0	0	0	0
Administrative Variance	0	0	0	0
Interpretation / Appeal	0	0	0	0
TOTALS	3	0	1	7
Total cases filed (fiscal year)	11 cases		15 cases	
Total cases completed (fiscal year)	4 cases		17 cases [†]	
Case pending*	13 cases		14 cases	
* Cases pending includes all cases continued and new cases filed but not decided				
† One Special Use was withdrawn in April 2013 and is included in Cases Completed				

¹ Note that approved absences, sick days, and the loss of the Associate Planner resulted in an average staffing level of 68% or the equivalent of 3.4 staff members (of the 5 authorized) present for each of the 21 work days in April.

Subdivisions

There was no County subdivision application, review, or recording in April. No municipal subdivision was reviewed for compliance with County zoning in April, either.

Zoning Use Permits

A detailed breakdown of permitting activity appears in Table 2. A list of all Zoning Use Permits issued for the month is at Appendix A. Permitting activity in April can be summarized as follows:

- 15 permits for 10 structures were approved in April compared to 11 permits for 9 structures in April 2013. The five-year average for permits in April in the preceding five years is 19.6.
- 16 months out of the last 43 months have equaled or exceeded the five-year average for number of permits (including April 2014, November 2013, August 2013, July 2013, May 2013, December 2012, October 2012, September 2012, May 2012, April 2012, January 2012, December 2011, August 2011, February 2011, January 2011, September 2010).
- 4.1 days was the average turnaround (review) time for complete initial residential permit applications in April.
- \$1,403,200 was the reported value for the permits in April compared to a total of \$1,146,000 in April 2013. The five-year average reported value for authorized construction in April is \$2,751,084.
- 23 months in the last 60 months have equaled or exceeded the five-year average for reported value of construction (including April 2014, February 2014, November 2013, September 2013, August 2013, July 2013, June 2013, February 2013, January 2013, November 2012, August 2012, September 2012, May 2012, April 2012, February 2012, January 2012, December 2011, November 2011, August 2011, June 2011, April 2011, August and May 2010).
- \$4,129 in fees were collected in April compared to a total of \$3,143 in April 2013. The five-year average for fees collected in April is \$5,677.
- 15 months in the last 60 months have equaled or exceeded the five-year average for collected permit fees (including April 2014, February 2014, August 2013, July 2013, February 2013, January 2013, October 2012, September 2012, May 2012, April 2012, February 2012, January 2012, December 2011, June 2011, and August 2010).
- There were also 8 lot split inquiries and 211 other zoning inquiries in April.
- Three rural addresses were assigned in April and notification was provided to other relevant County Departments, service providers, and Postmaster.
- Minutes were completed for one ZBA meeting

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Table 2. Zoning Use Permits Approved in April 2014

PERMITS	CURRENT MONTH			FISCAL YEAR TO DATE		
	#	Total Fee	\$ Value	#	Total Fee	\$ Value
AGRICULTURAL:						
Residential				3	0	645,000
Other				2	0	184,000
SINGLE FAMILY Resid.:						
New - Site Built	3	1,542	960,000	8	3,863	2,558,000
Manufactured				2	333	293,862
Additions	2	242	135,000	4	388	192,000
Accessory to Resid.	4	2,069	263,200	9	4,230	384,700
TWO-FAMILY Residential						
Average turn-around time for permit approval			4.14 days			
MULTI - FAMILY Residential						
HOME OCCUPATION:						
Rural	1	33	0	1	33	0
Neighborhood	3	0	0	7	0	0
COMMERCIAL: New				1	3,974	390,000
Other	1	145	45,000	3	597	81,000
INDUSTRIAL: New						
Other						
OTHER USES: New						
Other						
SIGNS				2	425	40,755
TOWERS (Incl. Acc. Bldg.)						
OTHER PERMITS	1	98	0	1	98	0
TOTAL APPROVED	15/10	\$4,129	\$1,403,200	43/34	\$13,941	\$4,769,317

* 15 permits were issued for 10 structures in April 2014; 11 permits will require inspection and Compl. Certif.

◇ 43 permits have been issued for 34 structures since December 1, 2013 (FY2014)

NOTE: Home occupations and other permits (change of use, temporary use) total 9 since December 1, 2013, (this number is not included in the total # of structures).

There were 18 Zoning Use Permit Apps. *received* in April 2014 and 7 were *approved*.

5 Zoning Use Permit App.s *approved* in April 2014 were *received* in prior months.

Zoning Use Permits (continued)

- In the absence of an Associate Planner, miscellaneous activities for Permitting staff in April included assisting applicants for new zoning cases and assisting the Director with preparation of memoranda for Zoning Cases.

Conversion of Best Prime Farmland

Table 3 summarizes conversion of Best Prime Farmland as a result of any County zoning approval so far in FY2014.

Table 3. Best Prime Farmland Conversion

	April 2014	FY 2014 to date
Zoning Cases authorizing a new principal use on Best Prime Farmland that was previously used for agriculture	0.0 acres	0.00 acres
Subdivision Plat Approvals authorizing new Best Prime Farmland lots smaller than 35 acres:		
Outside of Municipal ETJ areas ¹	0.0 acre	0.0 acre
Within Municipal ETJ areas ²	0.0 acre	0.0 acre
Zoning Use Permits authorizing new non-agriculture uses on lots that were not previously authorized in either a zoning case or a subdivision plat approval.	0.0 acres	4.71 acres
Agricultural Courtesy Permits	0.0 acre	0.0 acre
TOTAL	0.0 acres	4.71 acres
NOTES		
1. Plat approvals by the County Board.		
2. Municipal plat approvals.		

Zoning Compliance Inspections

- 10 zoning compliance inspection were made in April for a total of 54 compliance inspections so far in FY2014.
- 16 zoning compliance certificates were issued in April for a total of 46 compliance certificates so far in FY2014. The FY2014 budget anticipated a total of 246 compliance inspections for an average of 4.7 inspections per week.

Zoning and Nuisance Enforcement

Table 4 contains the detailed breakdown of enforcement activity for April 2014 and can be summarized as follows:

- 8 new complaints were received in April compared to 4 new complaints in April 2013. One complaint was referred to another agency in April and no complaints were referred to another agency in April 2013.
- 54 enforcement inspections were conducted in April compared to 43 in April 2013. 11 of the April 2014 inspections were for new complaints received in April 2014.
- 3 contacts were made prior to written notification in April and none were made in April 2013.
- 57 initial investigation inquiries were made in April for an average of 14.3 per week in April and 3.9 per week for the fiscal year. The FY2014 budget anticipates an average of 9.6 initial investigation inquiries per week.
- 5 First Notices and No Final Notice were issued in April compared to no First Notice and 1 Final Notice in April 2013. The FY2014 budget anticipates a total of 32 First Notices.
- No cases were referred to the State's Attorney in April and 2 cases were referred in April 2013.
- 8 cases were resolved in April (2 of the resolved cases were received in April) and 7 cases were resolved in April 2013.
- 405 cases remain open at the end of April compared to 436 open cases at the end of April 2013.
- Miscellaneous activities for Enforcement staff in April included answering phones and helping customers in the absence of Zoning Technicians; helping with calls regarding Floodplain Development; assisting the Zoning Administrator with a Zoning Compliance Inspection and preparation of the Zoning Compliance Certificate on a long standing violation that had been corrected; and continued coordination with the State's Attorney and consultants regarding the court ordered inspection at one enforcement case property.

APPENDICES

A Zoning Use Permit Activity in April 2014

B Zoning Compliance Certificates Authorized in April 2014

Table 3. Enforcement Activity During April 2014

	FY2013 TOTALS ¹	Dec. 2013	Jan. 2014	Feb. 2014	March 2014	April 2014	May 2014	June 2014	July 2014	Aug. 2014	Sep. 2014	Oct. 2014	Nov. 2014	Dec. 2014	TOTALS ¹ FY2014
Complaints Received	61	1	2	1	3	8									15
Initial Complaints Referred to Others	5	0	0	1	1	1									3
Inspections	484	2	8	8	10	54 ⁴									82 ⁵
Phone Contact Prior to Notice	5	0	0	1	0	3									4
First Notices Issued	28	0	3	0	0	5									8
Final Notices Issued	7	0	0	0	0	0									0
Referrals to State's Attorney	4	0	0	0	0	0									0
Cases Resolved ²	99	3	0	1	0	8 ⁶									12 ⁷
Open Cases ³	402	400	402	402	405	405									405 ⁸

Notes

1. Total includes cases from previous years.
2. Resolved cases are cases that have been inspected, notice given, and violation is gone, or inspection has occurred and no violation has been found to occur on the property.
3. Open Cases are unresolved cases and includes any case referred to the State's Attorney or new complaints not yet investigated.
4. 11 inspections of the 54 performed were for the 8 complaints received in April, 2014.
5. 25 inspections of the 82 inspections performed in 2014 were for complaints received in 2014.
6. 2 of the resolved cases for April, 2014, were for complaints received in April, 2014.
7. 3 of the 12 cases resolved in FY 2014 were for complaints that were also received in FY 2014.
8. Total open cases include 28 cases that have been referred to the State's Attorney, some of which were referred as early as 2001.

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APPENDIX A. ZONING USE PERMITS ACTIVITY DURING APRIL, 2014

Permit Number	Zoning District; Property Description; Address; PIN	Owner Name	Date Applied, Date Approved	Project (Related Zoning Case)
79-14-01 B-5	Lots 4 & 5 of a Sub. of the S ½ of the SE ¼ of Section 7, St. Joseph Township; 1868 CR 1600N, Urbana, Illinois PIN: 28-22-07-451-009	Dave Costley	03/20/14 04/03/14	Construct an addition to an existing single family home
83-14-01 RHO AG-1	The S 890' of the E 489.44' of the SE ¼ of the SE ¼ of Section 6, Colfax Township; 1113 CR 100E, White Heath, Illinois PIN: 05-25-06-400-003	Jamie Gerardi	03/24/14 04/11/14	Establish a Rural Home Occupation, J & S. Farm
83-14-02 AG-1	The S 890' of the E 489.44' of the SE ¼ of the SE ¼ of Section 6, Colfax Township; 1113 CR 100E, White Heath, Illinois PIN: 05-25-06-400-003	Jamie Gerardi	03/24/14 04/11/14	Construct a horse stable and riding/training arena
87-14-01 R-2	Lot 289, Scottswood 6 th Subdivision, Section 15, Urbana Township; 707 MacArthur Court, Urbana, Illinois PIN: 30-21-15-252-011	Forman and Freddie Mae Pursley	03/28/14 04/21/14	Construct an addition to an existing single family home
90-14-01 R-2	A tract of land located in the E ½ of the NE ¼ of Section 15, Urbana Township; 2509 E. Main Street, Urbana, IL PIN: 30-21-15-132-032	Tim Gibbs & Connie Ger	03/31/14 04/11/14	Construct a second story addition to an existing single family home
94-14-11 R-1	Lot 40, Rolling Acres 4 th Subdivision, Section 34, Champaign Township; 3703 Valkar Lane, Champaign, IL PIN: 03-20-34-104-009	Joseph Eisenmenger	04/04/14 04/14/14	Construct a detached garage
98-14-01	A five acre tract of land located in the SW ¼ of the SW ¼ of Section 17, East Bend Township; 3310 CR 700E, Fisher, Illinois PIN: 10-02-17-300-014	Phillip and Teresa Campbell	04/08/14 04/14/14	Construct a single family home with attached garage and detached garage

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APPENDIX A. ZONING USE PERMITS ACTIVITY DURING APRIL, 2014

Permit Number	Zoning District; Property Description; Address; PIN	Owner Name	Date Applied, Date Approved	Project (Related Zoning Case)
*101-14-01	Issued in May	Bill Negangard		
*101-04-02	Under review	Urbana Country Club		
101-14-03 R-1	A five acre tract of land located in the SE ¼ of Section 2, Compromise Township, immediately to the West of Leischner 2 nd Addition to the Village of Gifford; 1 Huls Place, Gifford, Illinois PIN: 06-10-02-426-011	Travis Huls	04/11/14 04/14/14	Construct a single family home with attached garage Tornado Rebuild
101-14-04 AG-2	A tract of land located in the SW Corner of the SE ¼ of the SE ¼ of Section 26, Somer Township; Address to be assigned PIN: Pt. of 25-15-26-400-003	Evan and Jessica Barnhart	04/11/14 04/14/14	Construct a single family home with attached garage
104-14-01 AG-2/ AG-1	A tract of land located in the NE Corner of the E ½ of the NE ¼ of Section 8, Harwood Township; 1995 CR 3500N, Ludlow, Illinois PIN: 11-04-08-200-005	Michael S. Moynihan	04/14/14 04/21/14	Construct a detached garage and authorize a previously constructed detached shed
104-14-02 CR	A tract of land consisting of 60 acres located in the NE ¼ of the SE ¼ of Section 28, Kerr Township; 3151A CR 2800N, Penfield, Illinois PIN: 13-06-28-400-002	Eastern Illinois ABATE/ Rolling Hills Campground	04/14/14 04/28/14	Establish a Temporary Use for June 6, 7 and 9, 2014, for Summer Boogie
104-14-03 FP CR	Lot 2, Guzebeck Granja Subdivision, Section 2, Urbana Township; 3207 E. Airport Road, Urbana, IL PIN: 30-21-02-101-009	Guadalupe Guzman	04/14/14 04/28/14	Construct a detached garage

*received and reviewed, however, not approved during reporting month

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APPENDIX A. ZONING USE PERMITS ACTIVITY DURING APRIL, 2014

Permit Number	Zoning District; Property Description; Address; PIN	Owner Name	Date Applied, Date Approved	Project (Related Zoning Case)
*105-14-01 FP	Issued in May	Jeffrey Hallett/ Jacob Myers		
*113-14-01	Issued in May	Rich & Kim Osborne		
*113-14-02	Issued in May	Richard Zellers		
*115-14-01	Under review	Rick Ehmen		
*115-14-02	Under review	David Borchers		
*118-14-01	Under review	Kevin Wolken		
*119-14-01	Under review	Tim Frerichs		
*120-14-01	Under review	Golden Rule Trucking Inc.		
*120-14-02	Under review	Melissa Marriott		

*received and reviewed, however, not approved during reporting month

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**APPENDIX B. ZONING COMPLIANCE CERTIFICATES ISSUED DURING APRIL
2014**

Date	Permit Number	Property Description; Address; PIN	Project (Related Zoning Case)
04/01/14	260-13-01	Lot 2 of a Replat of Lots 1 and 2 of Aero Place Subdivision, Section 24, Urbana Township; 1793 Aero Place, Urbana, Illinois PIN: 30-21-24-201-011	A detached accessory structure (hangar)
04/01/14	10-14-01	A tract of land located in the South ½ of the NW ¼ of Section 29, Raymond Township; 163 County Road 1900E, Longview, Illinois PIN: 21-34-29-100-004	An in-door riding arena for personal use
04/01/14	246-13-01	Lot 9, Sandwell 3 rd Subdivision, Section 33, Philo Township; 1473 Mauries Way, Tolono, Illinois PIN: 19-27-33-451-007	A detached garage
04/01/14	275-12-01	Lot 3, Thornhill Subdivision, Section 29, Somer Township; 4901 Willow Road, Urbana, Illinois PIN: 25-15-29-226-003	A manufactured home with attached garage
04/01/14	218-86-02	Lot 51, Rolling Hills Subdivision, Section 12, Mahomet Township; 51 Pheasant Ridge Road, Mahomet, IL PIN: 15-13-12-130-001	A manufactured home with detached garage
04/01/14	331-13-01	Lot 5 of Jesse Prather Estate Subdivision, Section 23, Urbana Township; 3808 E. Windsor Road, Urbana, Illinois PIN: 30-21-23-400-014	A detached garage
04/01/14	303-13-01	A tract of land comprising 36.39 acres located in the SW ¼ of the SW ¼ of Section 3, Philo Township; 1102 CR 1500E, Urbana, Illinois PIN: 19-27-03-300-011	A sunroom addition to an existing single family home
04/02/14	263-13-01	A tract of land located in the NW Corner of the S ½ of Section 27, Crittenden Township; 1572 CR 100N, Villa Grove, Illinois PIN: 08-33-27-400-003 & pt. of 008	A garage addition to an existing single family home
04/04/14	198-13-01	Lot 509 of Timberview 14 th and the North 180' of the South 308' of the East 10' of Lots 76, 77, and 78 in Timberview 8 th Subdivision, Section 16, Mahomet Township; 103 Sharon Drive, Mahomet, Illinois PIN: 15-13-16-103-030	An above ground swimming pool

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APPENDIX B. ZONING COMPLIANCE CERTIFICATES ISSUED DURING APRIL 2014

Date	Permit Number	Property Description; Address; PIN	Project (Related Zoning Case)
04/04/14	70-14-01	Two tracts of land comprising 7.686 acres located in the S ½ of the SE ¼ of Section 35 and the S ½ of the SW ¼ of Section 36, Crittenden Township; 1694 CR 0N, Villa Grove, Illinois PIN: 08-33-35-400-014 & -36-300-004	A detached storage shed for agriculture use
04/09/14	52-12-01	Lot 12, Denhart's 2 nd Subdivision, Section 13, St. Joseph Township; 1408 Peters Drive, St. Joseph, Illinois PIN: 28-22-13-176-002	A detached storage shed
04/09/14	342-12-02	Lot 14, Denhart's 2 nd Subdivision, Section 13, St. Joseph Township; 1414 Peters Drive, St. Joseph, Illinois PIN: 28-22-13-176-004	A detached storage shed
04/09/14	163-13-01	Lot 18, Woodard's Heather Hills 2 nd Subdivision, Section 2, St. Joseph Township; 2219 Morningside Drive, St. Joseph, Illinois PIN: 28-22-02-351-010	An addition to an existing single family home
04/23/14	266-08-01	Lot 27 of Deer Ridge (Ingram's 3 rd) Subdivision, Section 30, Ogden Township; 2545 County Road 1375N, Ogden, Illinois PIN: 17-24-30-176-005	A detached garage, an in-ground swimming pool, a pool house and a play house – with conditions.
04/23/14	310-09-03	Lot 27 of Deer Ridge (Ingram's 3 rd) Subdivision, Section 30, Ogden Township; 2545 County Road 1375N, Ogden, Illinois PIN: 17-24-30-176-005	An addition to an existing detached garage – with condition
04/23/14	251-10-01	Lot 27 of Deer Ridge (Ingram's 3 rd) Subdivision, Section 30, Ogden Township; 2545 County Road 1375N, Ogden, Illinois PIN: 17-24-30-176-005	An addition to an existing single family home