

RESOLUTION NO. 9677

RESOLUTION APPROVING THE FY2017 COUNTY PLANNING CONTRACT
WORK PLAN

WHEREAS, the Champaign County Board has an annually renewable contract with the Champaign County Regional Planning Commission (hereinafter "RPC") for planning and technical services; and

WHEREAS, the Champaign County Board has been asked to approve a Work Plan for the FY2017 Planning Contract with RPC; and

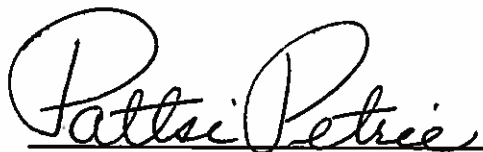
WHEREAS, the Planning Contract's focus in FY2017 will include implementing priority items of the LRMP, general planning services requests, hazard mitigation plan implementation efforts, and coordinated county and local government residential recycling and household hazardous waste collection efforts; and

WHEREAS, the Environment and Land Use Committee recommends to the Board approval of the proposed FY2017 County Planning Contract Work Plan, to consist of one of two work plan options: Attachment A Proposal or Attachment B Alternate Proposal, both attached to this resolution, as follows:

- Attachment A Proposal to be effective if the requested increase to add an additional staff position intended primarily to work on the MS4 storm sewer system map and other related aspects of the MS4 Storm Water Program in the Champaign County Department of Planning and Zoning is not approved for FY2017; or
- Attachment B Alternate Proposal to be effective if the requested increase to add an additional staff position intended primarily to work on the MS4 storm sewer system map and other related aspects of the MS4 Storm Water Program in Champaign County Department of Planning and Zoning is approved for FY2017.

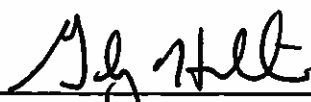
NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the FY2017 County Planning Contract Work Plan with the Regional Planning Commission is hereby approved.

PRESENTED, PASSED, APPROVED AND RECORDED this 18th day of August, AD. 2016.



Patti Petrie, Chair
Champaign County Board

ATTEST:


Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board



PROPOSAL
County Planning Contract for FY17
January 1, 2017 through December 31, 2017

	<u>Hours</u>	<u>Cost</u>
LRMP Implementation		
Working with County Board and staff, priority implementation items will be identified that CCRPC planners can implement given available time and resources.	275	\$17,672
Hazard Mitigation Planning		
Apply for FEMA HMGP, FMA, or PDM grants to implement hazard mitigation actions in unincorporated area (e.g., community safe room). Coordinate annual Hazard Mitigation Planning Team meeting.	110	\$7,069
MS4 Storm Sewer System Mapping		
In coordination with the Department of Planning and Zoning, develop a Storm Sewer System Map of the Champaign County MS4 Jurisdictional Area only (Phase 1 of 2). Data collection and mapping will be required to include all official storm water conveyances such as bona fide storm sewers, roadside ditches, culverts, and the larger open channels within the Champaign County MS4 Jurisdictional Area. Tasks include contacting relevant agencies to obtain information. Field verification work with related GIS locating of relevant drainage features will be required, and mapping of points where the storm sewer system discharges into the receiving streams.	540	\$25,986
Solid Waste/Recycling Events Coordination		
Coordinate countywide recycling collection initiatives and household hazardous waste collection efforts with local entities.	180	\$10,696
Champaign County Area Rural Transit System Coordination		
Coordinate C-CARTS operation, maintaining communication with IDOT regarding C-CARTS. Coordinate quarterly meetings of Rural Transit Advisory Group.	60	\$6,000
Administration (budgeting, work plan, project management)	18	\$1,478
Non-staff expenses (supplies, services, capital outlay)		
Typical expenses: media outreach, field ipad, printing finished documents, purchasing research materials, office supplies, yearly subscriptions/ memberships, etc.		\$4,430
Total	1,183	\$73,330



PROPOSAL
LRMP Work Plan Items for FY17

The following table is an overview of the FY17 LRMP Implementation work plan based on the reallocation of priorities and hours requested by the Department of Planning and Zoning Director to accommodate developing a Champaign County MS4 Storm Sewer System Map (Phase 1 of 2). Specific information regarding LRMP implementation items is available on subsequent pages.

KEY: LRMP Priority Items completed annually

Work Plan ID	Priority Item	LRMP Objective/Priority Item	Hours	Cost
17-1	various	Monitor and pursue potential funding opportunities to achieve provisions of GOPs.	20	\$1,285.20
17-2	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	\$1,927.80
17-3	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. Invite public input regarding proposed changes.	25	\$1,606.50
17-4	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.	25	\$1,606.50
17-5	7.2.4b	Participate in Greenways and Trails Committee coordinated by CCRPC. In coordination with park districts/county forest preserve district, plan area paths and trail connections for the County.	20	\$1,285.20
17-6	8.4.5a	Complete required annual update reports revisions for the Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Management Program.	25	\$1,606.50
17-7	8.4.5b	Administer provisions of updated Phase II NPDES Storm Water Management Program	130	\$8,353.80
Total			275	\$17,671.50

ANNUAL MONITORING TASKS**17-1 Monitor and pursue potential funding opportunities to achieve provisions of GOPs.**

Estimated planner hours to implement: 20
 Estimated cost to implement: \$1,285

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 county planning contract 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.

17-2 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: \$1,928

Description: Prepare the report based on relevant news, resources available from key national and state professional organizations, and contacts with relevant agencies.

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.

17-3 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: 25
 Estimated cost to implement: \$1,607
 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 county planning contract work plan.

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

17-4 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: 25

Estimated cost to implement: \$1,607

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 county planning contract 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.

17-5 Priority Item 7.2.4b - Participate in the Greenways and Trails Committees coordinated by CCRPC.

Estimated planner hours to implement: 20

Estimated cost to implement: \$1,285

Description: Attend meetings and serve as a County representative for Greenways and Trails planning and implementation. In coordination with park districts and county forest preserve districts, plan area paths and trail connections in unincorporated areas.

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 planning contract 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. Planning for path and trail connections will improve pedestrian and biking options within the county. Implementation of the 24.5 mile regional connection between east Urbana and Kickapoo State Park near Danville, Illinois continues.

17-6 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: 25

Estimated cost to implement: \$1,606

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 planning contract work plan.

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

17-7 Priority Item 8.4.5b – Administer provisions of updated Phase II NPDES Storm Water Management Program.

Estimated planner hours to implement: 130

Estimated cost to implement: \$8,354

Description: Meet the ILR40 General NPDES Permit for MS4 requirements for Champaign County specific to Part IV.B.2.d. regarding public involvement and environmental justice on an annual basis, meeting the desired timeline of completion by March 1st annually.

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 planning contract work plan.

Significance: Compliance is required for the statewide NPDES.



ALTERNATE PROPOSAL
County Planning Contract for FY17
 January 1, 2017 through December 31, 2017

	<u>Hours</u>	<u>Cost</u>
LRMP Implementation		
Working with County Board and staff, priority implementation items will be identified that CCRPC planners can implement given available time and resources.	580	\$34,439
Hazard Mitigation Planning		
Apply for FEMA HMGP, FMA, or PDM grants to implement hazard mitigation actions in unincorporated area (e.g., community safe room). Coordinate annual Hazard Mitigation Planning Team meeting.	100	\$6,426
General Planning Services Request		
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.	200	\$12,852
Solid Waste/Recycling Events Coordination		
Coordinate countywide recycling collection initiatives and household hazardous waste collection efforts with local entities.	166	\$9,970
Champaign County Area Rural Transit System Coordination		
Coordinate C-CARTS operation, maintaining communication with IDOT regarding C-CARTS. Coordinate quarterly meetings of Rural Transit Advisory Group.	60	\$6,000
Administration (budgeting, work plan, project management)	18	\$1,478
Non-staff expenses (supplies, services, capital outlay)		
Typical expenses: printing finished documents, purchasing research materials, office supplies, yearly subscriptions/ memberships, etc.		\$2,165
Total	1,124	\$73,330



ALTERNATE PROPOSAL
LRMP Work Plan Items for FY17

The following table is an overview of the FY17 LRMP Implementation work plan. Specific information regarding the implementation items is available on subsequent pages. Priority Items 17-1 through 17-7 are items that have been completed annually. Priority Items 17-8 and 17-9 are new LRMP priority items.

KEY: LRMP Priority Items completed annually

Work Plan ID	Priority Item	LRMP Objective/Priority Item	Hours	Cost
17-1	various	Monitor and pursue potential funding opportunities to achieve provisions of GOPs.	20	\$1,285.20
17-2	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	\$1,927.80
17-3	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	\$1,492.10
17-4	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	\$1,492.10
17-5	7.2.4b	Participate in the Greenways and Trails Committee coordinated by CCRPC. In coordination with park districts/county forest preserve district, plan area paths and trail connections for the County.	15	\$746.05
17-6	8.4.5a	Complete required annual update reports revisions for the Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Management Program.	25	\$1,606.50
17-7	8.4.5b	Administer provisions of updated Phase II NPDES Storm Water Management Program	125	\$8,032.50
17-8	6.4b	Facilitate a comprehensive update of the Champaign County Solid Waste Management Plan.	200	\$11,762.75
17-9	8.9b	Facilitate continued development of a Champaign County Natural Resource Assessment System.	105	\$6,093.75
Total			580	\$34,438.75

ANNUAL MONITORING TASKS**17-1 Monitor and pursue potential funding opportunities to achieve provisions of GOPs.**

Estimated planner hours to implement: 20
 Estimated cost to implement: \$1,285

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 county planning contract 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.

17-2 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: \$1,928

Description: Prepare the report based on relevant news, resources available from key national and state professional organizations, and contacts with relevant agencies.

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.

17-3 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: \$1,492
 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 county planning contract work plan.

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

17-4 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: \$1,492

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 county planning contract 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.

17-5 Priority Item 7.2.4b - Participate in the Greenways and Trails Committees coordinated by CCRPC.

Estimated planner hours to implement: 15

Estimated cost to implement: \$746

Description: Attend meetings and serve as a County representative for Greenways and Trails planning and implementation. In coordination with park districts and county forest preserve districts, plan area paths and trail connections in unincorporated areas.

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 planning contract 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. Planning for path and trail connections will improve pedestrian and biking options within the county. Implementation of the 24.5 mile regional connection between east Urbana and Kickapoo State Park near Danville, Illinois continues.

17-6 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: 25

Estimated cost to implement: \$1,606

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 planning contract work plan.

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

17-7 Priority Item 8.4.5b – Administer provisions of updated Phase II NPDES Storm Water Management Program.

Estimated planner hours to implement: 125

Estimated cost to implement: \$8,032

Description: Meet the ILR40 General NPDES Permit for MS4 requirements for Champaign County specific to Part IV.B.2.d. regarding public involvement and environmental justice on an annual basis, meeting the desired timeline of completion by March 1st annually.

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 planning contract work plan.

Significance: Compliance is required for the statewide NPDES.

NEW OR CONTINUED TASKS**17-8 Priority Item 6.4b. Facilitate a comprehensive update of the Champaign County Solid Waste Management Plan.**

Estimated planner hours to implement: 200

Estimated cost to implement: \$11,763

Description:

LRMP Priority Item 6.4b is "Proceed with ELUC recommendations regarding the preparation of an updated waste management plan for unincorporated Champaign County." The [proposal](#) submitted to ELUC at their November 2015 meeting details the proposed update to the Champaign County Solid Waste Management Plan.

Estimated hours to administer once implemented: allocation of approximately 160 hours/year.

Estimated cost to administer: \$9,000 annually

Resources needed to administer: permanent item in the county planning contract work plan.

Significance: In accordance with the Solid Waste Planning and Recycling Act requirements, the County Board adopted a five-volume Plan in 1991. The Plan contains background regarding solid waste generation and disposal in Champaign County circa 1991, with 46 recommendations for implementing the Plan. Since 1991 the County Board has adopted a series of three five-year updates to the Plan to meet minimum requirements of the Act, with the most recent update adopted in 2012. The five-year updates adopted in 1996 and 2002 included an explanation regarding the lack of support encountered by the Intergovernmental Solid Waste Disposal Association and subsequent dissolution of the ISWDA in 1992, and how this, in turn, hindered implementation of most recommendations made in the 1991 Plan. The focus of the more recent five-year updates in 2007 and 2012 has been to provide current information regarding local government recycling efforts within the county.

The Plan will have potential to serve as a timely and more useful guide to the County Board and staff, if the following components are updated as part of the next required five-year Plan update in 2017:

- existing conditions;
- current solid waste/material management trends;
- local government policies and practices regarding solid waste management;
- Illinois policies and requirements regarding solid waste management; and
- input from the public, local governments, commercial and industrial stakeholders.

17-9 Priority Item 8.9b. Work toward development of a Champaign County Natural Resources Assessment System and submit to ELUC and County Board for review and adoption.

Estimated planner hours to implement: 105

Estimated cost to implement: \$6,094

Description: Objective 8.9 calls for Champaign County to adopt a natural resources specific assessment system that provides a technical framework to numerically rank land parcels based on local resource evaluation and site considerations, including groundwater resources, soil and mineral resources, surface waters, aquatic and riparian ecosystems, natural areas, parks and preserves, known cultural resources, and air quality.

Estimated hours to administer once implemented: Case-by-case basis

Estimated cost to administer: None

Resources needed to administer: None

Significance: A standardized tool to identify, recognize and minimize disturbance to areas with significant natural environmental quality in unincorporated Champaign County will be useful.