

# DRAFT

**PLANNING AND ZONING COMMITTEE  
MEETING MINUTES  
September 28, 2011**

The Planning and Zoning Committee of the DeKalb County Board met on September 28, 2011 at 7:00 p.m. in the Conference Room East located in the DeKalb County Administration Building. In attendance were Committee Members Ken Andersen, Dan Cribben, Ruth Anne Tobias, John Emerson, John Hulseberg, Pat Vary, and Jeff Whelan. Also in attendance were Roger Craigmile, and staff members Paul Miller and Rebecca Von Drasek.

Ken Andersen, Planning and Zoning Committee Chairman, called the meeting to order and noted that all members were present.

### **APPROVAL OF AGENDA**

Mr. Andersen noted that the applicant from Charter Communications was absent. He suggested postponing the Public Hearing till the end of the meeting.

*Mr. Whelan moved to approve the amended agenda, seconded by Ms. Vary, and the motion carried unanimously.*

### **APPROVAL OF MINUTES**

*Mr. Emerson moved to approve the minutes of the August 24, 2011 meeting of the Planning and Zoning Committee, seconded by Mr. Hulseberg, and the motion carried unanimously.*

### **DISCUSSION ITEM**

Mr. Miller explained that the Committee packets included the draft FY 12 Planning, Zoning and Building Department budget as submitted for review and approval by the County Board. He stated that the Department directors oversee the Commodities and Services section of the Departmental Budget but that Salaries and Benefits numbers are given by the Finance Department. He noted that, as with last year, no money is being set aside for staff requesting mileage reimbursement. Books and subscriptions have also been removed from the budget. He also pointed out the decrease in the amounts budgeted for Public Notices, Hearings, office supplies, vehicle maintenance, and postage. He invited the Committee to comment on the draft budget, and provide any feedback and direction to staff.

Mr. Hulseberg inquired if the funding for a new Department vehicle was included in the FY 12 budget. Mr. Miller responded that the Contribution to Asset Replacement is set up to fund vehicle replacement, and occurs automatically without being requested by the Department budget. He informed the Committee that the County Board had decided in FY 11 not to purchase a new vehicle with the funds, although the contribution was still made to the fund. The money for a replacement truck is in the fund. He explained that the annual contributions are intended to make vehicle purchases systematic rather than a one-time big ticket item.

Mr. Miller further pointed out that the Planning and Zoning Department has routinely operated under budget, attributing the savings to staff's attention to detail and frugal fiscal decisions. He shared, however, that the requested amounts in the proposed budget were in keeping with the requested reductions by the Finance Department and the appropriate amounts to continue to offer an adequate level of service to the citizens of DeKalb County.

Ms. Vary inquired what the "Schools of Instruction" expenditures covered. Mr. Miller responded that the Building Inspector and the Planning Director maintain professional certifications by attending courses for continuing education requirements.

Ms. Vary asked if the \$500 revenues adopted for the temporary signage in FY 11 were realistic considering only \$20 had been generated. She also noted that the re-inspection fees were short of the projected \$500. Mr. Miller responded that the Fall elections generate the majority revenues for signage and that the amounts listed are only the first six months of the year which would not include sweet corn or pumpkin sale signs. Staff noted that the re-inspections fees also only included the first six months of the year.

The Committee briefly discussed the recent federal requirements regarding campaign signage. Mr. Miller noted that the signage is still required to meet setbacks and must be placed on private property. He noted however that there is no longer restrictions as to how long the signage may be in place.

The Committee also briefly mentioned that appeals had been filed on the proposed budget and would be discussed by the Committee at the October 26, 2011 meeting.

Mr. Andersen inquired as to how the County generates revenues from Zoning Actions. Mr. Miller explained that the applicant for a Zoning Action generally incurs the cost of staff time, postage, publication in the newspaper, and the hearing officer's fees. He explained further the three tier option for billing for staff time devoted to zoning requests is a tiered system which has potential rates of \$100, \$500, and \$1,000. Mr. Miller noted that the intent is that the individual interested in a unique request pay the majority of the costs for their request.

The Committee discussed the process for collecting violation fees and fines.

Mr. Andersen encouraged Committee members to discuss budget questions with Mr. Miller in advance of the October 26, 2011 meeting.

## **MONTHLY REPORT**

The Committee asked a few clarifying questions regarding the monthly report. Mr. Miller expressed his intent to present the digitization of the 4.02.D.2 splits within the GIS system to the Committee in October.

Mr. Miller also noted that the Evergreen Project may receive 100% funding through IEMA, with the mitigation project to be administered locally in FY 11.

## **PUBLIC COMMENTS**

Mr. Andersen asked the public present if they had any comments for the Committee. No comments were offered.

## **PUBLIC HEARING**

Mr. Andersen observed that the applicant from Charter Communications was still absent. The Committee agreed to re-publish the Public Hearing following confirmation from the applicant that they intend to move forward with the project.

## **ADJOURNMENT**

The Planning and Zoning Committee is next scheduled to meet October 26, 2011 at 7:00 p.m. in the Conference Room East.

*Ms. Vary moved to adjourn, seconded by Mr. Whelan, and the motion carried unanimously.*

**Respectfully submitted,**

**Ken Andersen**  
**Planning and Zoning Committee Chairman**

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