



# Lee County Properties, Planning, and Zoning Committee Meeting Minutes

Lee County, Illinois

Aug 16, 2022 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E 2nd St, Dixon, IL 61021

## I. Call to Order

Meeting was called to order at 9:02 a.m., by Chair Tom Wilson.

## II. Committee Member Roll Call: Chair Tom Wilson, Vice Chair Dave Bally, Bill Palen, Marvin Williams, Rick Humphrey, and Jack Skrogstad

Jack Skrogstad attended the meeting via Zoom video conferencing. All other members were present in person.

## III. Meeting Attendees and Visitors

Wendy Ryerson (Administrator), Greg Saunders (Maintenance Supervisor), Greg Gates (LOTS), Dee Duffy (Zoning Administrator), Alice Henkel (Renewable Energy Coordinator), and Becky Brenner were all present in person.

## IV. Approval of the Minutes from the Previous Meeting - (July 12, 2022)

Minutes from the July 12, 2022, Lee County Properties, Planning, and Zoning Committee Meeting were approved as presented without modification.

## V. Review of monthly claims report

The committee was directed to the resource folder in OnBoard to review a copy of the claims report from the Treasurer's Office detailing all of the claims paid from July 8, 2022 - August 11, 2022, from Animal Control, LOTS, Maintenance, Zoning, and Planning. A full report with all claims paid from all committees will be included in the County Board agenda packet.

## VI. Administrator and Department Head Reports

Greg Saunders reported that the contract for the new elevator in the New Courts Building had been signed and approved and scheduling for installation by the company and subs has started.

### A. Zoning Department Report

Dee Duffy submitted a comprehensive and detailed report to the committee that will be included in the August County Board agenda packet.

B. LOTS

Greg Gates submitted a comprehensive and detailed report to the committee that will be included in the August County Board agenda packet.

VII. Petitions Going to the Zoning Board of Appeals

A. Petition 22-P-1595 - Meadow Solar (Petition for a Community Solar Farm)

The committee discussed this topic in length because the property listed in the petition is currently under a three (3) year lease agreement. Concern was expressed because the solar company was petitioning three years in advance of the projected construction start date. Alice Henkel explained that she had spoke with the attorney, and no construction will be started until the lease has expired. Alice went on to explain that petitioning three years prior to the construction date was not an uncommon practice on a special use renewable project.

**Motion** to send petition 22-P-1595 to the Executive Committee for inclusion on the County Board agenda. **Moved** by Dave Bally. **Second** by Marvin Williams. **Motion** passed 3 in favor, 2 opposed.

VIII. Petitions Going to the Planning Commission

A. Petition 22-PC-68, Text amendment to the draft ordinance regulating the development of Wind Energy Conversion Systems

This petition was placed on the agenda for a placeholder for potential action coming out of the Renewable Energy Committee. The petition is still being reviewed and revised by the Renewable Energy Committee. No action can be taken at this time.

B. Petition 22-PC-69, Text amendment to the draft ordinance regulating the development of Solar Energy Systems

This petition was placed on the agenda for a placeholder for potential action coming out of the Renewable Energy Committee. The petition is still being reviewed and revised by the Renewable Energy Committee. No action can be taken at this time.

IX. Petitions Coming from the Zoning Board of Appeals - None

There were no petitions coming from the Zoning Board of Appeals in August.

X. Petitions Coming from the Planning Commission

- A. Petition 22-PC-67, Text amendment regulating the development of private pipelines

**Motion** to move Petition 22-PC-67 to the Executive Committee for inclusion on the County Board agenda. **Moved** by Dave Bally. **Second** by Bill Palen. **Motion** passed 4 in favor, 1 abstained.

- XI. Renewable Energy Committee Updates - Board Member Chris Norberg / Alice Henkel  
Alice Henkel walked the committee through her Renewable Energy Committee Report. Highlights are as follows:

- On July 21, 2022, the County Board sent the proposed Pipeline Ordinance to the Regional Planning Commission for a public hearing on August 1, 2022. The only member of the public that attended was Danelle Burrs from the Lee County Farm Bureau. She presented some minor corrections and suggestions on behalf of the Farm Bureau. The Farm Bureau is most concerned with the enforcement of the AIMA (Agricultural Impact Mitigation Agreement). Alice will be reviewing the Ordinance prior to the County Board meeting to make sure enforcement is accomplished.
- On July 21, 2022, the County Board sent the revised Wind and Solar Ordinances back to the Renewable Energy Committee for further discussion.
- The Renewable Energy Committee met on August 8th and 15th, but the Ordinances were not motioned back to the Properties Committee for action.
- The Renewable Energy Committee will be meeting again on September 2, 2022, at 9:00 a.m. for further discussion on the Wind and Solar Ordinances.

- XII. Zoning Procedures, Restructuring, and Enforcement Updates - Board Member Jack Skrogstad

- A. Zoning Violation - Proposed Internal Process (Informational Only)

Jack Skrogstad walked the committee through the proposed Zoning Violation process. The document is an internal process so no action is being requested.

Highlights include:

- Step 1 of the process is the Discovery of a Zoning Violation initiated by a citizen's complaint.
- Step 2 of the process involves Investigating the Validity of the complaint.
- Step 3 of the process involves Determining the Level of Priority based on the Zoning Ordinance's purpose of "promoting the public health, safety, and welfare of its citizens".
- Step 4 of the process involves the Informal Written Notification to the Property Owner. Any informal notification sent to the owner of the

property will also be sent to the Board Members living in the district of the violation.

- Step 5 of the process is the Initiation of a Formal Complaint and all County Board Members are contacted.
- Step 6 of the process would be a Zoning Board of Appeals Hearing
- Step 7 of the process would be Imposing a Penalty to the land owner
- Step 8 of the process would include Potential Prosecution by the State's Attorney.
- The process is geared to handle major violations and minor violation in a systematic and detailed process.
- A Board designated Advisory Committee has been suggested and would include a Board Member liaison to Zoning/Planning, Lee County Administrator Wendy Ryerson, Zoning Administrator Dee Duffy, and the Assistant Zoning Administrator.

Tom Wilson explained that the objective of the program is to get individuals into compliance with the Zoning Office and expressed his appreciation to Jack for his help in developing the process.

### XIII. Old Business

There were no agenda items under Old Business.

### XIV. New Business

#### A. Maintenance Work Order Approval Process

Wendy Ryerson explained that she worked with Tom Wilson and Greg Saunders to create a work order request form for any projects being requested by Department Heads from the Maintenance Department. The request is to be filled out by the Department Head and sent to the Greg Saunders to breakdown the scope of work and cost to complete the project. If the cost to complete the project is greater than \$1,500, the request will be forwarded to the Properties Committee for approval. This form should not be used for typical day to day maintenance and will begin implementation on September 1, 2022.

#### B. Reagan Mass Transit District

##### 1. RES Authorizing Creation of Reagan Mass Transit District

Wendy Ryerson walked the committee through the resolution Authorizing the Creation of the Reagan Mass Transit District. LOTS is looking to create

a Mass Transit District and this resolution would initiate the process and sets up the board of individuals that will be making the decisions.

2. Memorandum of Understanding for Creation of Reagan Mass Transit District

Wendy Ryerson explained that this memorandum of understanding is the transitional document that will move the process from point A to point B. The resolution mentioned above will create the Reagan Mass Transit District, but there is an incredible amount of work that needs to be done to make sure that everything that needs to be transferred from Lee County to the Reagan Mass Transit District is transferred or leased correctly.

C. Wind Energy Moratorium - Extension

Tom Wilson explained that the Wind, Solar and Battery Storage Moratoriums on the agenda are set to expire on September 1, 2022. Because the ordinances are still in the revision stages, the resolutions attached are necessary to push the expiration dates to November 30, 2022.

**Motion** to move the Wind Energy Moratorium to the Executive Committee for inclusion on the County Board agenda. **Moved** by Bill Palen. **Second** by Dave Bally. **Motion** passed unanimously by voice vote.

D. Solar Energy Moratorium - Extension

**Motion** to move the Solar Energy Moratorium to the Executive Committee for inclusion on the County Board agenda. **Moved** by Dave Bally. **Second** by Marvin Williams. **Motion** passed unanimously by voice vote.

E. Battery Storage System Moratorium - Extension

**Motion** to move the Battery Storage System Moratorium to the Executive Committee for inclusion on the County Board agenda. **Moved** by Bill Palen. **Second** by Dave Bally. **Motion** passed unanimously by voice vote.

XV. Appointments

A. Reagan Mass Transit District - Jeremy Englund

**Motion** to move the resolution appointment of Jeremy Englund to the Reagan Mass Transit District to the Executive Committee for inclusion on the County Board agenda. **Moved** by Dave Bally. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

B. Reagan Mass Transit District - Aaqil Khan

**Motion** to move the resolution appointment of Aaqil Khan to the Reagan Mass Transit District to the Executive Committee for inclusion on the County Board agenda. **Moved** by Dave Bally. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

C. Reagan Mass Transit District - Mary Oros

**Motion** to move the resolution appointment of Mary Oros to the Reagan Mass Transit District to the Executive Committee for inclusion on the County Board agenda. **Moved** by Dave Bally. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

XVI. Executive Session

There was no request for an executive session.

XVII. Adjournment

**Motion** to adjourn at 9:36 a.m. **Moved** by Marin Williams. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

The next scheduled meeting of the Lee County Properties, Planning, and Zoning Committee Committee is 9:00 a.m., on September 13, 2022