

MINUTES OF THE PLANNING AND ZONING BOARD HELD APRIL 27, 2017

Chairman Llewellyn called the meeting to order at 6:01 p.m.

Present: Chairman Llewellyn, Member Ricci, Member Lehning and Member St. Clair.

Absent: Member Douthit (unexcused)

Also Present: Town Planner Harowski and Administrative Assistant II Burke

NEW BUSINESS

Discussion: Comprehensive Plan Amendment

A. Chapter 4: Public Facilities.

Town Planner Harowski said the Public Facilities Element covers five basic services including sanitary sewer, potable water, solid waste, storm water drainage and aquifer recharge. His analysis will review changes impacting each of these services occurring since 2010 and review potential amendments to the goals, objectives and policies. To the extent that the demand for these services is population driven, total demand for the planning period will be less than the demand levels projected in 2010 due to lower population growth. Projections to 2025 are very similar to the 2010 numbers and no change in the magnitude of service demand is anticipated. (Refer to the Future Land Use Element report for the details on the revised population.) The basic land use structure of the Town has also remained essentially the same since 2010 so the area of geographic impact for these services remains the same as well.

Member Lehning asked what the cost was to hookup to Town Sewer. **Town Planner Harowski** said he didn't know the exact figures. **Member St. Clair** said at the previous Town Council Meeting the Town Council said the fees would be unknown until discussing it with the Town Engineer.

Les Deatherage, 213 E Laurel Ave, asked if residents or businesses would be forced to connect to sewer once it is available. **Town Planner Harowski** said he was unaware of the stipulations regarding connection requirements but would let Mr. Deatherage know as soon as possible.

Town Planner Harowski recommended that the following objectives and policies be revised or deleted. Policy 1.2.6 requires interlocal agreements of sewer service provision which is accomplished by the current agreement with the Central Lake Development District (CDD). This policy should be deleted or revised to reflect the current status. Policies 1.8.3 and 1.8.4 provide specifics regarding water system storage capacity and system delivery pressures. If the Town is compliant with these requirements, the policies could be modified. It is unusual to have this level of system specification in the Comprehensive Plan, and the Town may want to consider a more general statement about the water system operating characteristics.

Policy 1.13.1 cites a water supply work plan. The work plan needs to be evaluated to determine if it is still valid in all aspects; and then the policy needs to be modified accordingly. The work plan components might be better addressed as elements of the Capital Improvements Plan since the Town is within the last five years of the proposed water work plan. Objective 1.14 requires the evaluation of the water work plan to be done as part of this evaluation and appraisal. Since that step is being addressed, the objective and supporting policies may be deleted as accomplished. Policy 2.1.1 calls for a Town Center Storm Water Master Plan to be completed by 2010. This plan may need to be rescheduled.

B. Chapters 5, 7, 8 & 9: Conservation Element, Intergovernmental Coordination Element, Capital Improvement Element and Concurrency Management.

Town Planner Harowski said the Conservation Element includes a summary of resources within the Town including lakes and streams, groundwater, mineral resources, soils, vegetation and environmentally sensitive land area. The element includes a review of flood plain areas and topography. The flood plain maps have undergone updates by the Federal Emergency Management Agency (FEMA) and need to be reviewed to verify the maps in the plan are current. The other maps showing soils and topography remain current. He said no changes are needed to this policy.

Town Planner Harowski said the Intergovernmental Coordination Element is a “process” element which specifies how the Town will interact and coordinate with other local governments and agencies having an interest in the outcomes from the Town’s planning activities. Its purpose is to identify and resolve incompatible goals, objectives, policies and development proposed in local government comprehensive plans and to determine and respond to the needs for coordination processes and procedures with adjacent local governments, and regional and state agencies. There are some policies, such as coordination on campus master plans, that were required by state rules but are not active because no plans have come forward. There are some policies which include performance dates which need to be updated. These include: Policy 1.1.4 regarding annexation. This agreement was completed. And has recently been updated. Policy 1.5.10 regarding utility service area agreements. The referenced communities have agreed upon the specified service areas. Policy 1.7.1 regarding mutual review of project information and concurrency assessment with Lake County. Policy 1.8.1 regarding an informal mediation process which was to be in place by 2012.

Town Planner Harowski said the Capital Improvements Element (CIE) is essentially a process element that draws on the other elements in the plan to identify the community standards expressed as levels of service, compares the adopted LOS to the existing and short term development conditions, and identifies any capital improvements needed to meet the adopted standards. A key component of the CIE is the capital improvements schedule, which is a five-year plan for proposed capital projects. The capital projects schedule is required to be updated on an annual basis, and the Town has been complying with this requirement.

Town Planner Harowski stated that Concurrency is the process of determining whether there is or will be sufficient service capacity available to meet the needs of a new development at the time the service impacts from that development occur. Concurrency can be met by demonstrating that the Town has the capacity to serve a project or through the identification of planned improvements included in the capital improvements schedule will have the capacity to provide services at or before the time those services will be required.

Town Planner Harowski said no changes other than minor reference edits are required to this section of the Comprehensive Plan.

Town Planner Harowski said that he would recommend inviting the Parks & Recreation Advisory Board to attend the May 25, 2017 Planning & Zoning Board Meeting as Chapter 6: Recreation and Open Space Element would be discussed.

OLD BUSINESS - None

PUBLIC COMMENTS - None

Chairman Llewellyn

ATTEST:

Dairian Burke
Administrative Assistant II