

MINUTES
CONSERVATION, PLANNING, AND ZONING COMMITTEE
WOODFORD COUNTY, ILLINOIS
Monday, July 11, 2022
5:30 P.M.

1. Call to Order:

Mr. Parsons called the meeting to order at 6:05 p.m.

2. Roll Call: Blake Parsons, Dave Meinhold, Don Tolan, and Ansel Burditt were present.
Bill Cardin was excused.

3. Approval of Monthly claims:

Mr. Burditt made the motion to approve the monthly claims, seconded by Tolan. *Motion Carried.*

4. Approval of July 11, 2022 minutes:

Mr. Burditt made the motion to approve the minutes, seconded by Meinhold. *Motion Carried.*

5. Public Input: None

6. Unfinished Business: None

7. New Business:

a) Bidding for document scanning – ARPA funds – info only

Ms. Jording explained that she is bidding the digitization of the zoning records, this is planned to be submitted as an ARPA funding request. The primary purpose of scanning the records is preservation and regaining usable space going forward. She noted that there are approximately 18,000 permit files dating back to 1962, all files older than 7 years may be destroyed once they are scanned, this will free up a significant amount of space going forward. Budgeting was discussed as well as concerns about continuing costs associated with the project. One of the bids has an annual fee associated with the project. She also noted that a third company will be coming in to bid this week. The committee briefly reviewed the quotes, this will be discussed further in the Zoning Office budget presentation next month.

b) ZBA Member training – Discussion

Mr. Parsons discussed his desire to establish standard training for Zoning Board of Appeals members. He feels this will improve the running of the ZBA and assist the members in having a better understanding of their roles and responsibilities. The committee discussed several possibilities and determined the best course of action would be to add a training only meeting annually to the routine Zoning Board schedule to have a set date. This would then be a standard paid meeting date that is pre-scheduled. The Assistant States Attorney and the Zoning Administrator providing the training. Ms. Jording noted that she will discuss the idea with he ASA and check the By-Laws to verify there is nothing setting hearing dates.

8. Planning and Zoning Issues:

a) Review of Peaceful Meadows Subdivision Plat

The Committee reviewed the Peaceful Meadows Subdivision Plat, it was discussed that the reasoning for this division is that the owners plan to move their existing home from right next to St Rt 117 onto this new parcel. Ms. Jording noted that she has spoken to IDOT about it as they did have some concerns over the number of parcels accessing off the entrance. She noted there were no other concerns over the parcel and that the owners have not expressed any intent to further divide the property.

Motion to approve and send to the County Board made by Burditt, seconded by Tolan. *Motion Carried.*

9. Executive session (if necessary) None

10. Adjournment

Motion to adjourn made by Burditt at 7:08 pm, seconded by Meinhold. *Motion Carried.*

Lisa Jording, Secretary

Blake Parsons, Chairman

Date