

**SUBDIVISION/ZONING
COMMITTEE MEETING MINUTES**

County Board Conference Room
810 Fairfax Street
Carlyle, IL 62231

January 15, 2020 – 4:30 p.m.

Craig Taylor, Chairman

1. CALL TO ORDER

The meeting was called to order at 4:30 pm by Zoning Committee Chairman, Craig Taylor.

2. ROLL CALL OF MEMBERS

The roll call showed members Nelson Heinzmann, Craig Taylor. Bryan Wessel was absent. Also present, Zoning Administrator, Jami Staser and Homer Rakers, Vice Chairman of County Board.

3. APPROVAL OF MINUTES

Motion – Heinzmann made a motion to approve the December 12, 2019 Zoning Subdivision Committee Meeting minutes. Taylor seconded the motion. All in favor. Motion Carried.

4. NEW BUSINESS

a. Dennis Holtmann's First Subdivision – Lookingglass Township – Final Plat – Dennis & Cynthia Holtmann

Dennis Holmann's First Subdivision was discussed by the committee. Staser explained this is a one lot family split to allow the daughter to build next to the parents. The one lot consists of 1.53 acres and will not create any new roads. The proposed lot is located directly on Winter Rd in Lookingglass Township. The Health Department, County Engineer, Addressing and Zoning have all reviewed and approved this subdivision as it is in compliance with current ordinances. Heinzmann made a motion to approve the subdivision. Taylor seconded the motion. Motion Carried.

b. Haas Acres – Sugarcreek Township – Final Plat – Dave Jacober, Steve Jacober and Mary Hoelting

Haas Acres was discussed by the committee. Abacus Professional Services created the final plat in preparation for a land auction of the entire 165 acres. Currently, the only access to the 165 acres is at the southwest corner, which is the end of Clinton County Line Road. The family plans to sell the property in several tracts. This proposed plat would give access to the back acreage of the 165 acres. The plat has been reviewed by the Health Department, County Engineer, Addressing and Zoning and is in compliance with current ordinance. Heinzmann made a motion to approve. Taylor seconded the motion. Motion Carried.

Staser informed the board she has begun training with the Addressing Coordinator, Jay Donnelly. The GIS map with Addressing layer has been installed on her computer and the addressing email has been added to her outlook account. She will continue to learn the work flow of the Addressing Department and will be ready to begin processing paperwork by the end of the month. The Enterprise Zone was also discussed. The Zoning Office has the enterprise zone layer on the current GIS system. Staser said the current process includes the Zoning Office reviewing properties and alerting property owners they are located in the Enterprise Zone. The next step was to send them to the Enterprise Administrator, Jay Donnelly to inform the property owner of the process and assist them with the paperwork. The committee discussed Staser taking over the duties of the Enterprise Administrator once Donnelly leaves since she is already familiar with the Enterprise Zone. Staser described the layout of her office which is a combined office of Zoning, Addressing, Enterprise Zone and Public Defender. Staser said all offices and material will remain therefore they will still need the space when Donnelly leaves. Staser said she has also conversed with the Public Defender who agrees keeping the space would help his office as well. Staser explained keeping the space would also allow the Public Defender room for an attorney/client area for his appointments and would allow all addressing and enterprise zone information to stay put in the office.

5. PUBLIC COMMENT

6. ADJOURN

Heinzmann made a motion to adjourn. Taylor seconded the motion. Roll call showed all in favor. Motion Carried.