Planner Angela Zubko called the meeting to order at 9:01 a.m.

Present:
Fran Klaas - County Highway Department
Aaron Rybski – Health Department
Phil Smith – Sheriff's Office
Angela Zubko – PBZ Planning & Zoning Manager

Absent:
Megan Andrews – Soil & Water Conservation District
Greg Chismark – Wills Burke Kelsey
Scott Gryder – PBZ Member
Brian Holdiman - Building Inspector
Jason Petit - Forest Preserve

Also present: Petitioner Mark Caldwell

AGENDA
A motion was made by Phil Smith to approve the agenda, Fran Klaas seconded the motion. All were in favor and the motion carried.

MINUTES
Fran Klaas made a motion, seconded by Aaron Rybski, to approve the December 2, 2013 meeting minutes. All were in favor and the motion carried.

PETITIONS
#14-02 Dickson Valley Ministries
Planner Angela Zubko did an overview of the request stating the property is located at 8240 Finnie Road on the north and south side of Finnie Road, 0.8 miles south of Finnie & Rogers Road. The petitioners are seeking approval of a major amendment to an existing Special Use Permit to modify the site plan and expand the special use to pin numbers 04-17-100-002 & 04-17-300-007. The entire property is 160 acres. The grounds are utilized all year long and their current special use is for a camp and retreat center. The center started in 1971, in the report is a lot of history of the property but Planner Zubko will not go over it at this time. Over the years the petitioners have updated their special use and have updated their site plan and conditions. The petitioners are looking to keep the lit sign which was the last amendment in 2002. The property currently has 2 access points off Finnie Road going south, 1 entrance to the Director's Lodge and the other going to the main grounds. The petitioner also has access off Finnie Road going north to an existing Oulund Chalet. The petitioner is proposing one more access point north of Finnie Road to remote camp parking. Staff proposes to line up that entrance with the entrance to the south but will defer to Fran Klaas from the Highway Department on the entrance. Most of the southern property is covered with wetlands and floodway, the area is also referred to as the Sedge Meadow and is a Illinois Natural Area Inventory Site and a Natural Heritage Landmark. The report shows where most of the floodplain exists which is most of the southern property. Through mostly donated funds and volunteer labor, the ministry of Dickson Valley plan to undertake the following projects:
  Development of area with single cabins, housing up to 72 beds
  Year round Programs Lodging, two near front entrance
  Maintaining a lighted sign at the main Finnie Road entrance
  Addition to Directors Lodge/Front office
  Day camp area with open air pavilion and restrooms
  New road at west edge of lake accessing new parking area
  400 seat Chapel pavilion
  Small rustic campsite area only for churches wanting a little more remote setting
3-4 RV spots for volunteers and leaders only 
Structures and storage areas at maintenance shop as needed 
Remodels of current lodges (including but not limited to Whitaker Lodge, Acorn Lodge, Silver Fox Lodge and Dickson Lodge) providing additional housing up to 72 beds 
Reforestation of some of the floodplain areas 
Addition to Chrouser Lodge dining room if needed 

Also in the report were previous conditions placed on the special use and staff proposed to meet with the petitioner to update those conditions before the next meeting. Also in the packet is the site development plan and Mark Caldwell from the Dickson Valley Ministries is in attendance to answer any questions. Staff recommends approval of the requested major amendment to their special use.

Mr. Caldwell introduced himself and stated he’s been with Dickson Valley since 1989. He also stated the projects are a wish list and might not be completed for awhile due to timing and funds.

Mr. Fran Klaas stated he was not too concerned about the entrances lining up due to the lack of traffic on Finnie Road. Mr. Caldwell stated they were trying to offset the entrance to make it a little less noticeable since its parking for remote camping.

Mr. Phil Smith stated they’ve received one police call in the last 3 years and it was for a stolen cell phone. The Sheriff’s office does not have any concerns at this time. Mr. Smith did ask about the RV’s and about of over-night stays. Mr. Caldwell stated they are not looking to be a campground but there are retired volunteers that travel around in RV’s so they are only hoping to have 3-4 spots for volunteers to help. Mr. Caldwell stated there is more growth potential due to group sizes but have gotten into day-camps a lot more recently.

Mr. Aaron Rybski stated to feel free to always contact the health department and work closely work with them. The codes have changed as of October so this could make it a little more complex and cost a little more than normal depending on the type of system. They did discuss if they were a non-community water supply and to contact the State if needed. Mr. Caldwell stated they have already been discussing sharing wells, etc. as they already have a lot of capacity existing on the site. Mr. Caldwell also stated they will be looking into the future for storm water as well.

With no further comments Phil Smith made a motion, seconded by Fran Klaas to approve the special use and forward the petition onto the Plan Commission meeting in February. All were in favor and the motion carried.

### 14-03 Plat of Vacation

Planner Angela Zubko explained that last year we revised the text of the subdivision regulations to have plats of vacation/consolidations come to the ZPAC Committee and then onto the PBZ Committee. The petitioners, Kenneth and Penny Zollinger are looking to consolidate lots 42 and 43 of the Henneberry Woods Subdivision. The petitioner is looking to vacate the east public utility easement on lot 43 and vacate the west public utility easement on lot 42. The 15’ public utility easement on the north will extend across lot 43 and end at 42 as shown on the subdivision plat and the eastern 7.5’ public utility easement on Lot 42 and the western 7.5’ public utility easement of lot 43 will remain. After the granting of the plat of vacation the ultimate goal is to combine the two lots to make one large lot and build a house in the middle of the lots. To apply for the building permit the petitioner will need to get a plat of survey showing both lots combined together and the appropriate easements and setback lines.

Mr. Fran Klaas asked if any utilities exist currently on the property and Planner Zubko stated no utilities exist, the lot is vacant.

With no comments Fran Klaas made a motion, seconded by Aaron Rybski to approve the plat and forward the petition onto the next Planning, Building and Zoning meeting in February. All were in favor and the motion carried.
REVIEW OF PETITIONS THAT WENT TO COUNTY BOARD- None

Still in the process:
13-26 Green Organics Inc.
13-31 Candice Hadley

PUBLIC COMMENT- There were no comments.

OLD BUSINESS- None

NEW BUSINESS- None

AJOURNMENT- Next meeting on March 3, 2014
With no further business to discuss Phil Smith made a motion, seconded by Aaron Rybski to adjourn the meeting at 9:20 a.m. The motion carried.

Submitted by,
Angela L. Zubko
Planning & Zoning Manager