

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Meeting Minutes

Tuesday, May 6, 2014

8:30 AM

Assembly Room

Planning, Building and Zoning Committee

1. **CALL TO ORDER**

Chairman Thomson Carter called the meeting to order at 8:34 a.m.

Present 7 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen, Member Taylor and Member Wilke

Others present:

Steve Carlson - County Board Member

Barry Burton - County Administrator

Amy McEwan - Deputy County Administrator

Eric Waggoner- Director Planning, Building and Development Department

Steve Crivello - Planning, Building and Development Department

Matt Meyers - Planning, Building and Development Department

Ashley Lucas - County Administrator's Office

Kevin Kerrigan - LC Department of Transportation / County Administrator's Office

Brittany Albrecht-Sloan - Planning, Building and Development Department

Patrice Sutton-Burger - Finance and Administrative Services

Terry Kuss - Planning, Building and Development Department

2. **PLEDGE OF ALLEGIANCE**

Chair Thompson Carter requested Amy McEwan to lead the group in the Pledge of Allegiance. The Pledge of Allegiance was recited.

Present 7 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen, Member Taylor and Member Wilke

3. **APPROVAL OF MINUTES**

3.1 **14-0060**

Minutes from April 1, 2014.

The minutes from April 1, 2014 were circulated to the PB&Z Committee for the Member's signatures.

A motion was made by Member Hewitt, seconded by Member Pedersen, that this minutes be approved. The motion carried by the following vote:

Aye: 7 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen, Member Taylor and Member Wilke

4. **ADDED TO AGENDA**

There were no items added to the agenda.

5. **PUBLIC COMMENT**

There was no public comment.

6. **OLD BUSINESS**

There was no old business to conduct.

7. NEW BUSINESS

PERMITS AND ENFORCEMENT

7.1 [14-0436](#)

Joint resolution to approve an Intergovernmental Agreement with the Village of Round Lake Beach for the Lake County Department of Planning, Building, and Development to provide plan review and inspection services in building, fire, and safety codes for the Village.

Matt Meyers presented to the Committee the results of the pilot program with respect to the Intergovernmental Agreement.

A motion was made by Member Wilke, seconded by Member Weber, that this resolution be approved and referred on to Financial and Administrative Committee.

The motion carried by the following vote:

Aye: 7 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen, Member Taylor and Member Wilke

DIRECTOR'S REPORT

Director Eric Waggoner gave an overview of a recent increase in permitting activity. Due to the increased activity, the Committee expressed an interest in obtaining customer feedback on the permit experience. It was noted that, although the integrated permitting consultant conducted a customer survey in 2013 with positive results, the current increased level of activity will accommodate a bigger survey sample. Staff will research options and bring an action plan back to the Committee.

Mr. Waggoner introduced Matthew Meyers and Ashley Lucas to present the department's research on nuisance abatement under administrative adjudication and to seek the Committee's direction on development of an abatement program for hazardous dilapidated vehicles and junk and debris. Staff first led the Committee through a scenario-based exercise in identifying circumstances involving hazardous dilapidated vehicle and junk and debris violations. Following the scenario-based exercise, the Committee discussed the appropriateness of an abatement program for such violations. It was agreed to proceed with nuisance ordinance amendments for the Committee's review later this summer, with the expectation that (1) abatement would be utilized as a last resort after all reasonable attempts to gain compliance had failed, and (2) the Department will also develop an administrative policy giving enforcement staff clear guidance in identifying violations and determining when to elevate an enforcement action to the abatement stage. It was noted that the Department's current abatement program for demolitions and board-ups has sufficient funds available for some junk and debris removal later this year, and that costs incurred in vehicle towing of hazardous dilapidated vehicles are assumed by the towing companies contracted by the Sheriff's Office. Chair Thomson Carter asked staff to provide the Committee a status report on fines collected through Administrative Adjudication at a subsequent meeting.

8. EXECUTIVE SESSION

There was no executive session.

9. COUNTY ADMINISTRATOR'S REPORT

There was no County Administrator's report.

10. ADJOURNMENT

A motion was made by Member Hart, seconded by Member Hewitt, that the meeting be adjourned at 9:36 a.m. The motion was carried by the following vote:

Aye: 7 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen, Member Taylor and Member Wilke

Minutes prepared by Terry Kuss.

Respectfully submitted,

Chair

Vice-Chair

Planning, Building & Zoning Committee