

# Lake County Illinois

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



## Meeting Minutes

Tuesday, April 30, 2013

8:30 AM

Assembly Room

**Planning, Building and Zoning Committee**

**1. CALL TO ORDER**

*Vice-Chair Weber called the meeting to order at 8:30 a.m.*

*Vice-Chair Weber stated that he was in receipt of an email received from Chair Bonnie Thomson-Carter on April 25, 2013, at 9:30 p.m., requesting to participate in the PB&Z Committee meeting via telephone due to a family emergency. As per the County Board rules and the Open Meetings Act, attendance via telephone is permitted for qualifying reasons, including a family or other emergency. It was established that a quorum was physically present at the meeting; consequently, Vice-Chair Weber noted that Chair Thomson-Carter was telephonically present and eligible to vote on matters before the Committee.*

*Others present:*

*Steve Carlson - County Board Member*

*Barry Burton - County Administrator*

*Amy McEwan - Deputy County Administrator*

*Gary Gordon - Director of Finance and Support Services*

*Mike Warner - Executive Director Stormwater Management Commission*

*Eric Waggoner - Director Planning, Building and Development Department*

*Steve Crivello - Planning, Building and Development Department*

*Matt Meyers - Planning, Building and Development Department*

*Brittany Albrecht-Sloan - Planning, Building and Development Department*

*Eric Steffen - Planning, Building and Development*

*Patrice Sutton-Burger - Finance and Administration*

*Sabrina Cotta - Finance and Administration*

*Megan Krueger - Planning, Building and Development Department*

**Present** 6 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen and Member Wilke

**Absent** 1 - Member Taylor

**2. PLEDGE OF ALLEGIANCE**

*Vice-Chair Weber asked Chair Thomson-Carter to lead the group in the Pledge of Allegiance. The Pledge of Allegiance was recited.*

**3. APPROVAL OF MINUTES**

**3.1 13-0447**

*Minutes from February 5, 2013.*

*The Minutes from February 5, 2013, were circulated to the PB&Z Committee for the Members' signatures.*

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

**Aye:** 6 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen and Member Wilke

**Absent:** 1 - Member Taylor

**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**

**7.1 13-0470**

Resolution directing the Lake County Zoning Board of Appeals to conduct a public hearing to consider certain proposed text amendments to the Unified Development Ordinance (UDO) adopting the latest floodplain maps prepared by the Federal Emergency Management Agency (FEMA).

*Presented by Eric Steffen, Planning, Building and Development Department. Mr. Steffen provided a brief history of the National Flood Insurance Program (NFIP), the process for adopting Federal Emergency Management Agency (FEMA) maps, and presented a proposed map for adoption. He explained that to continue the County's membership in the NFIP, the new FEMA maps shall be adopted into the Unified Development Ordinance (UDO) and the Watershed Development Ordinance (WDO) prior to September 18, 2013.*

*With approval of the Committee, the item will be directed to the Lake County Zoning Board of Appeals to conduct a public hearing to consider the proposed text amendments to UDO adopting the latest floodplain maps prepared by FEMA.*

**A motion was made by Vice-Chair Thomson-Carter, seconded by Member Hewitt, that this resolution be approved. The motion carried by the following vote:**

**Aye:** 6 - Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen, Member Taylor and Member Wilke

**Absent:** 1 - Chair Thomson-Carter

**DIRECTOR'S REPORT**

*Eric Waggoner, Director, Planning, Building and Development Department provided background on the Department's current participation in the Southeast Lake County Shared Services Working Group; an intergovernmental group involving County staff and their counterparts among several Lake County municipalities exploring opportunities for shared services.*

*Mr. Matt Meyers, Planning, Building and Development Department, then discussed a proposed agreement with the Village of Round Lake Beach to perform building*

*inspections and plan reviews as a pilot project. This item will be returned to the Committee on May 7, 2013, for action.*

*Mr. Waggoner previewed several agenda items that will be presented to the Committee during the next quarter including a Lake County Local Sustainable Food Systems presentation with the Chicago Metropolitan Agency for Planning (CMAP); proposed local food-related amendments to the Unified Development Ordinance (UDO) including Bee keeping and chicken regulations; and the introduction of new property maintenance initiatives.*

**8. EXECUTIVE SESSION**

*There was no executive session.*

**9. COUNTY ADMINISTRATOR'S REPORT**

**9.1 13-0498**

Presentation on the draft 2014 budget policies.

*Gary Gordon, Director of Finance and Support Services, presented the changes in the 2014 budget preparation policies to the Committee. Mr. Gordon stated that in 2008 when the economy took a downturn the budget policies were modified to include an instruction sheet of specific things to address such as cost reductions and cutbacks. The special instructions are no longer applicable and therefore changes are needed in the annual update of the budget policies. All other changes are either clarification of current practices or language that was previously excluded from the policies.*

*Mr. Gordon stated that the policies will be returned to the Committee for approval at the next meeting.*

**This matter was presented.**

**10. ADJOURNMENT**

*Vice-Chair Weber adjourned the meeting at 9:20 a.m.*

**A motion was made by Member Hart, seconded by Member Pedersen, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 6 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Hewitt, Member Pedersen and Member Wilke

**Absent:** 1 - Member Taylor

*Minutes prepared by Megan Krueger.*

*Respectfully submitted,*

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*Chair*

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*Vice-Chair*

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*Planning, Building & Zoning Committee*