

Lake County Illinois

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



Minutes Report

Tuesday, December 3, 2013

8:30 AM

Assembly Room

Planning, Building and Zoning Committee

1. CALL TO ORDER

Vice Chair Weber called the meeting to order at 8:31 a.m.

Vice-Chair Weber stated that he was in receipt of an email received from Chair Bonnie Thomson-Carter on November 27, 2013, 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.

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

CALL TO ORDER

A motion was made by Member Hart, seconded by Member Wilke, to allow Chair Thomson-Carter to participate in the meeting via teleconference. 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

Others present:

*Aaron Lawlor - County Board Chairman
Barry Burton - County Administrator
Amy McEwan - Deputy County Administrator
Gary Gordon - Director Finance and Administration
Eric Waggoner - Director Planning, Building and Development Department
Steve Crivello - Planning, Building and Development Department
Patrice Sutton-Burger - Finance and Administration
Brittany Albrecht-Sloan - Planning, Building and Development Department
Matt Meyers - Planning, Building and Development Department
Ashley Lucas - County Administrator's Office
Pat Tierney - Planning, Building and Development Department
Kimberly Mannette - Information Technology
Megan Krueger - Planning, Building and Development Department*

2. PLEDGE OF ALLEGIANCE

Vice-Chair Weber asked Member Pedersen to lead the group in the Pledge of Allegiance. The Pledge of Allegiance was recited.

3. APPROVAL OF MINUTES

3.1

Minutes from November 5, 2013.

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

A motion was made by Member Wilke, seconded by Member Taylor, that the

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

3.2

Executive Session minutes from November 5, 2013.

The Executive Session Minutes from November 5, 2013, were circulated to the PB&Z Committee for the Members' signatures.

A motion was made by Member Pedersen, seconded by Member Wilke, that the 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

UNIFIED DEVELOPMENT ORDINANCE

7.1

Public hearing on amendments to the Lake County Unified Development Ordinance (UDO).

- On October 1, 2013, staff presented an initial review of proposed text amendments to Article 10 - Subdivisions and Article 11 - School and Park Contributions of the Unified Development Ordinance (UDO).
- Following the review, the Planning, Building and Zoning Committee directed staff to schedule a public hearing for the Committee prior to Committee Action on the text amendments. In accordance with state statute, the Planning, Building and Zoning Committee conducts public hearings for text amendments related to subdivisions and school and park contributions.
- The proposed amendments are designed to delegate subdivision-related decisions to staff to further streamline the process for subdivisions and address internal inconsistencies.
- The attached Exhibit A incorporates the original staff recommended amendments and revisions recommended by the Regional Planning Commission (by a vote of 8 to 0) at its October 15 meeting.

The Planning, Building and Zoning Committee Meeting was opened for the Public Hearing on the proposed amendments to the Lake County Unified Development Ordinance at 8:37 a.m.

A motion was made by Member Hart, seconded by Member Pedersen, to open the regular session of the PB&Z Committee for a public hearing. 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

The Public Hearing on the proposed amendments to the Lake County Unified Development Ordinance was closed at 8:42 a.m. and the Planning, Building and Zoning Committee returned to regular session.

A motion was made by Vice-Chair Thomson-Carter, seconded by Member Hart, to close the Public Hearing and return to regular session of the PB&Z 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

7.2

Ordinance to amend the Lake County Unified Development Ordinance (UDO).

- On October 1, 2013, staff presented an initial review of proposed text amendments to Article 10 - Subdivisions and Article 11 - School and Park Contributions of the Unified Development Ordinance (UDO).
- The proposed amendments are designed to delegate subdivision-related decisions to staff to further streamline the process for subdivisions and address internal inconsistencies.
- The attached Exhibit A incorporates the original staff recommended amendments and revisions recommended by the Regional Planning Commission (by a vote of 8 to 0) at its October 15 meeting.
- In accordance with state statute, the Planning, Building and Zoning Committee conducted a public hearing on text amendments related to subdivisions and school and park contributions on December 3, 2013.

Brittany Albrecht-Sloan provided a brief overview of the amendment process and introduced Pat Tierney who continued with the presentation.

Mr. Tierney discussed each of the proposed changes to the Unified Development Ordinance and explained the rationale behind the changes.

A motion was made by Member Hart, seconded by Member Hewitt, that this committee action item 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

PERMITS AND ENFORCEMENT

7.3

Presentation on Integrated Permitting Phase 4 study results and recommendations.

- In 2010, the County contracted with Horizon Centre to conduct a review of County permitting, and as a result of that review and report, the County initiated its integrated permitting program.
- The implementation of integrated permitting was timed to coincide with the multi-departmental move to the Central Permit Facility.
- In 2013 Horizon Centre was commissioned to conduct a post implementation analysis to evaluate whether the program had achieved its goals; and further, to identify additional opportunities for integration and system improvement.
- Horizon Centre's report has been completed; staff will provide a synopsis of the results of the review and corresponding recommendations for further refinement of the system.

Presented by Eric Waggoner, Director, Planning, Building and Development Department. Mr. Waggoner explained that in spring of 2013, Horizon Centre, Inc. performed a follow up "wellness check" to evaluate how the County's integrated permitting system is working relative to the original design and to gauge the customer's satisfaction since the implementation of integrated permitting in 2010.

Mr. Waggoner noted that the consultant findings indicated a high degree of customer satisfaction with the system compared to surveyed customers' perspective prior to the implementation of the system in 2010. He went on to say that the analysis also pointed out various opportunities to improve the system even further from the customer service standpoint, in order to increase efficiencies and to make the system sustainable in the future, as the economy improves and service levels increase. The necessary improvements include: processing efficiency, staff cross training, and technology improvements. He stated that staff is working with the consultant to develop an implementation plan with the next steps, a timeline and estimated resources to roll out the additional improvements. Staff will also be working on a program to incorporate continuous 3rd party monitoring of the integrated permitting system in order to ensure the system continues to perform as designed.

This matter was presented.

DIRECTOR'S REPORT

Eric Waggoner, Director of the Planning, Building and Development Department stated that Southeast Lake County Shared Services Working Group has continued its collaboration to identify opportunities for local shared services. The group recently participated in a joint bid process for elevator inspection services; several bids were received for inspection fees at a lower cost than is currently provided under participating municipal elevator contracts.

The County's participation in this process marks the first time the Department will contract out inspection services in an area of the County with little unincorporated territory.

Mr. Waggoner went on to update the Committee on the work of the Medical Marijuana Zoning Task Force. The Task Force was assembled to develop operational and locational standards for the eventual siting of medical marijuana dispensaries and cultivation centers allowed in 2014 by state statute. He anticipates the Task Force's completion of model regulations in December; staff intends to introduce corresponding draft regulations to the Committee in January 2014 along with a temporary administrative deferral on applications to be instituted for the duration of the amendment process.

8. EXECUTIVE SESSION

There was no executive session.

9. COUNTY ADMINISTRATOR'S REPORT

Amy McEwan, Deputy County Administrator, announced that there would be Strategic Plan update presented at the next Committee of the Whole meeting. Ms. McEwan went on to say that the County Administrator's Office intends to regularly highlight the status of key projects that result from the Strategic Plan.

10. ADJOURNMENT

Vice-Chair Weber adjourned the meeting at 10:03 a.m.

A motion was made by Chair Thomson-Carter, seconded by Member Pedersen, that the meeting be adjourned. 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

Minutes prepared by Megan Krueger.

Respectfully submitted,

Chair

Vice-Chair

Planning, Building & Zoning Committee