

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, February 7, 2018

10:30 AM

PLEASE NOTE EARLIER START TIME

Assembly Room, 10th Floor

Planning, Building and Zoning Committee

1. **Call to Order**

Chair Weber called the meeting to order at 10:30 a.m.

Present 7 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Werfel, Member Wilke and Member Mathias

Others present:

Ileana Blauer, Planning, Building and Development

Bob Springer, Planning, Building and Development

Krista Braun, Planning, Building and Development

Anita Patel, Planning, Building and Development

Brittany Sloan, Planning, Building and Development

Hannah Mulroy, Planning, Building and Development

Gloria Westphal, Health Department

Gary Gordon, Finance and Administrative Services

Gina Merritt, Lake County Resident

Ben Gilbertson, Finance and Administrative Services

Sandy Hart, County Board Member

Amy McEwan, Deputy County Administrator

Heidie Hernandez, County Board Office

Steve Carlson, County Board Member

Paul Fetherston, Assistant County Administrator

2. **Pledge of Allegiance**

Member Wilke led the Pledge of Allegiance.

3. **Approval of Minutes**

3.1 **[18-0170](#)**

Joint Budget minutes from October 25, 2017.

A motion was made by Member Wilke, seconded by Member Bartels, that the minutes be approved. Motion carried by voice vote.

Aye: 7 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Werfel, Member Wilke and Member Mathias

4. **Addenda to the Agenda**

There were no items added to the agenda.

5. **Public Comment**

There were no comments made by the public.

6. **Chairman's Remarks**

The Chairman provided no remarks.

7. **Old Business**

There was no old business to conduct.

8. **New Business**

PLANNING, BUILDING, AND DEVELOPMENT

8.1 [18-0034](#)

Discussion of Land Development Fee Schedule.

Director of Planning, Building and Development Eric Waggoner provided a brief opening statement explaining the approach being used to developing the fee schedule. The goal is to determine whether the fee covers the cost of service and how they compare to market. Additionally, if a process has been made so efficient a fee decrease will be considered..

Matt Meyers, Brittany Sloan, Bob Springer and Anita Patel of Planning, Building and Development presented.

Ms. Patel reported on program changes and processes for integrated permitting, administrative adjudication, registration program, temporary inspector fund, improved inspection routing, the expansion of intergovernmental agreements, and the Tyler Energov system. She also presented the threshold cost of services compared to revenue and the differences in costs for building permits, zoning related, site development, and Zoning Board of Appeals.

Mr. Springer reported on an analysis that compares several municipal fees to Lake County's fees, for the cost of residential and commercial building. The analysis determines that Lake County's fees are within the median for both types.

Vice Chair Martini requested that residential numbers from McHenry County be included. Mr. Spring noted he will provide that information, however, he doesnt believe accurate fees can be obtained.

Mr. Meyers, reported on the county's current fees, the new fees, and how they compare to market's median for residential, non-residential alteration, non-residential development, and site development non-residential. Discussion ensued.

Ms. Sloan presented on the services that have reduced in cost due to efficiencies.

Mr. Waggoner noted that they will return in April with more information. Chair Weber suggested data from surrounding counties be included. Discussion ensued to include data from other communities including Dupage County and that a map be provided.

discussed

8.2 [18-0133](#)

Continued discussion of Unified Development Ordinance (UDO) text amendments: local food and rural business packet.

Brittany Sloan, Hanna Mulroy and Krista Braun of Planning, Building and Development

presented on the continued discussion for local food, part three, regarding backyard chickens. Ms. Mulroy provided a brief background on the current standards. She noted that there are approximately 20 registrations per year and there have been 41 total code cases from 2014 through 2017.

Ms. Sloan reported on the proposed amendments that include coops to be freestanding or integrated into an accessory structure and shall not exceed eight feet in height. She also provided the number of hens allowed on non-exempt residential properties based on lot size. Vice Chair Martini requested a map that displays the areas of where the code cases occurred. Discussion ensued on the code cases.

Lake County resident Gina Merritt provided public comment on the chicken setback. She thanked the committee for looking into these modifications and provided some data that she collected from other communities. She added that many surrounding communities don't have a required setback or if there was one, it is a shorter setback requirement.

Ms. Brown reviewed the amendments to rural business, rural home occupation and landscape contractor's that allow for business use as an accessory to residential properties.

It was noted that further discussion on the modifications to the unified development ordinance will continue during the next meeting.

discussed

8.3 [18-0134](#)

Planning, Building, and Development's (PB&D) 2017 Year in Review and 2018 PB&D Highlights.

Planning, Building and Development Director Eric Waggoner reported on the services provided by the department and expounded on the department's journey to innovation.

Anita Patel, Matt Meyers and Brittany Sloan of Planning, Building and Development presented on the 2017 year end review.

Mr. Meyers provided an update on the Tyler Energov implementation that brought six departments together using one management system and Lake County's response to the July 2017 flood by conducting damage assessments for individual assistance.

Ms. Sloan reported on the planning services. The land use inventory was completed in 2010, regulatory review process has been initiated and development review projects are underway.

Ms. Patel elaborated on the success of the Fix What Bugs You Program and reported on

the process for continued improvements and efficiencies.

Ms. Sloan highlighted the land team's initiatives that include fast tracking permits by making them available for on-line submission, analyzing options for shared services and other on-going work plan items.

Mr. Meyers discussed the plans for intergovernmental agreements and consultation contracts. Discussion ensued.

presented

9. Executive Session

10. Director's Report

11. County Administrator's Report

11.1 [18-0137](#)

Presentation of fast-track permitting recommendations.

This item was not presented.

This presentation was tabled.

12. Members' Remarks

There were no remarks provided by the members.

13. Adjournment

Meeting ended at 12:25 p.m.

A motion was made by Member Pedersen, seconded by Member Martini, to adjourn. The motion carried unanimously.

Aye: 7 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Werfel, Member Wilke and Member Mathias

Next Meeting: March 7, 2018

Minutes prepared by Heidie Hernandez.

Respectfully submitted,

Chair

Vice-Chair

Planning, Building & Zoning Committee