

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Tuesday, October 4, 2016**

**9:00 AM**

**Assembly Room, 10th Floor**

**Planning, Building and Zoning Committee**

## 1.0 Call to Order

*The meeting was called to order at 9:01.*

**Present** 6 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart and Member Pedersen

**Absent** 1 - Member Sauer

*Others present:*

*Barry Burton - County Administrator  
Amy McEwan - Deputy County Administrator  
Eric Waggoner - Planning, Building and Development Department  
Steve Crivello - Planning, Building and Development Department  
Matt Meyers - Planning Building and Development Department  
Eric Tooke - Planning Building and Development Department  
Brittany Sloan - Planning Building and Development Department  
Pat Tierney - Planning Building and Development Department  
Bob Springer - Planning Building and Development Department  
Anita Patel - Planning Building and Development Department  
Terry Kuss - Planning, Building and Development Department  
Brian Frank - Planning, Building and Development Department  
Robert Springer - Planning, Building and Development Department  
Joe Meyers - Division of Transportation  
Larry Mackey - Environmental Health  
Ben Gilbertson - County Administrator's Office  
Adlil Issakoo - County Administrator's Office  
Farrah Watson - Finance and Administrative Services  
Gary Gordon - Finance and Administrative Services*

## 2.0 Pledge of Allegiance

*Member Petersen led the group in the Pledge of Allegiance.*

## 3.0 Approval of Minutes

### 3.1 [16-0921](#)

Minutes from August 30, 2016.

**A motion was made by Member Bartels, seconded by Member Pedersen, that the minutes be approved. Motion carried by the following vote:**

**Aye:** 6 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart and Member Pedersen

**Absent:** 1 - Member Sauer

## 4.0 Added to Agenda

*There were no items added to the agenda.*

## 5.0 Public Comment

*There was no public comment.*

**6.0 New Business**

**Joint Committee Item**

**6.1 [16-0919](#)**

Joint resolution authorizing an agreement with RequordIT of Chicago, Illinois, to provide software and professional services for integration between Tyler's EnerGov Land Management System and Hyland's OnBase Document Management System in an amount of \$99,785.

*Matt Meyers presented the proposal of the contract with RequordIT of Chicago, Illinois, to provide software and professional services for integration between Tyler's EnerGov Land Management System and Hyland's OnBase Document Management System. The Tyler system will be used by all land departments and the documents will be stored in on-base. The software that is needed will allow the two programs to communicate. The contract is an anticipated expense and the new Land Management software project is still on budget and on schedule for implementation.*

*Barry Burton noted that area municipalities have been kept abreast of the project and have varying degrees of interest. Staff will continue to keep them updated on project status and work with any communities who choose to move forward.*

**A motion was made by Member Hart, seconded by Member Bartels, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by the following vote:**

**Aye:** 6 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart and Member Pedersen

**Absent:** 1 - Member Sauer

## Subdivisions

### 6.2 [16-0920](#)

Final Plat Approval for the Vista Ridge Subdivision, Warren Township - District 07

*Eric Tooke presented the final plat for the Vista Ridge Subdivision. Staff recommends approval of the final plat.*

*Chairman Weber stated that he appreciated the developer addressing the concerns raised. Member Carlson commended the staff and DR Horton for the project improvements made since the preliminary plat stage, especially in the area of traffic control/access.*

**A motion was made by Member Carlson, seconded by Member Wilke, that this committee action item be approved. Motion carried by the following vote:**

**Aye:** 6 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart and Member Pedersen

**Absent:** 1 - Member Sauer

### 7.0 County Administrator's Report

*There is no County Administrator's Report.*

### 8.0 Director's Report

*Eric Waggoner commended Eric Tooke for his success in project managing the Vista Ridge project (his first major subdivision) and thanked DR Horton for their professional approach.*

### 8.1 [16-0907](#)

PB&D Annual Report - Enforcement Programs

*Mr. Waggoner gave a brief introduction to the committee of PB&D's enforcement program and an overview of how the overall departmental programs have been going.*

*Matt Meyers acknowledged Bob Springer for his oversight of Code Enforcement including the Administrative Adjudication program.*

*Anita Patel presented the overall state of PB&D's innovation culture and how this culture has improved customer service, better agency collaboration, and cohesive permitting processes with other agencies.*

*Member Hart commented about the efficiencies the department is putting into place and encouraged this model to be used throughout other agencies in Lake County. Amy McEwen responded that other departments are progressing in this area, for example the collaboration between PB&D and the Health Department on permitting. Ms. McEwan also noted that to facilitate more system-wide improvements, a "Land Team" (consisting of all the land-related departments on the Libertyville campus) has been created to explore inter-departmental efficiencies. The Committee will be kept informed on the status of those efforts.*

**9.0 Adjournment**

*The meeting was adjourned at 10:03 a.m.*

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

**Aye:** 6 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart and Member Pedersen

**Absent:** 1 - Member Sauer

*Meeting minutes prepared by Terry Kuss.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Planning, Building and Zoning Committee*