

# Lake County Illinois

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



## **Minutes Report - Final**

**Wednesday, December 6, 2017**

**11:00 AM**

**Assembly Room, 10th Floor**

**Planning, Building and Zoning Committee**

**1. Call to Order**

*Chair Weber called the meeting to order at 11:00 a.m.*

**Present** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen,  
Member Werfel and Member Wilke

**Absent** 1 - Member Mathias

*Others present:*

*Anita Patel, Planning, Building and Development  
Brittany Sloan, Planning, Building and Development  
Ben Gilbertson, Finance and Administrative Services  
Mike Wheeler, Finance and Administrative Services  
Dakisha Wesley, Assistant County Administrator  
Paul Fetherston, Assistant County Administrator  
Donna Jo Maki, County Administrator's Office  
Matt Meyers, Planning, Building and Development  
Eric Waggoner, Planning Building and Development  
Mike Warner, Stormwater Management Commission  
Amy McEwan, Deputy County Administrator  
Craig Taylor, County Board Member  
Sandy Hart, County Board Member  
Barry Burton, County Administrator  
Heidie Hernandez, County Board Office*

**2. Pledge of Allegiance**

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

*Chair Weber noted there is a quorum present and Member Bartels will be participating electronically due to illness.*

**3. Approval of Minutes**

**3.1 17-1351**

*Minutes from June 7, 2017.*

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

**Aye:** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen,  
Member Werfel and Member Wilke

**Absent:** 1 - 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 made no remarks.*

7. Old Business

*There was no old business to conduct.*

8. New Business

**STORMWATER MANAGEMENT COMMISSION**

8.1 [17-1345](#)

Joint committee action authorizing the Stormwater Management Commission (SMC), submittal of grant applications to the Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) Programs.

- The PDM and FMA grant funds being requested are from FEMA, administered through the Illinois Emergency Management Agency (IEMA).
- SMC has managed and operated a voluntary floodplain property buyout program for over 20 years as a core mission flood mitigation practice.
- The SMC role will be to act as grant coordinator on behalf of the local government partners.
- The local match, to be supplied for the grants, is in accordance with the SMC Comprehensive Plan.
- If the two grants are approved, they will be brought back to the Lake County Board for acceptance and allocation of the necessary funds.

*Stormwater Management Director Mike Warner reported on the request to submit grant applications to the FEMA - PDM and the FMA programs for the floodplain property buyout program. Discussion ensued on factors that determine grant approval including having flood insurance, positive benefit cost ratio and the amount of flood claims made to FEMA.*

**A motion was made by Member Pedersen, seconded by Member Martini, that this committee action item be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Werfel and Member Wilke

**Absent:** 1 - Member Mathias

**PLANNING, BUILDING AND DEVELOPMENT**

8.2 [17-1321](#)

Resolution authorizing Recertification for Lake County Stormwater Management Commission (SMC) Community Certification Program.

- The Lake County SMC certifies communities in Lake County to enforce the Watershed Development Ordinance (WDO) requirements for floodplains, stormwater management systems and wetlands. Community certification is a pre-requisite for participation in the National Flood Insurance Program.
- Lake County (unincorporated) is currently a certified community and, as such, is responsible for ensuring compliance with the WDO.
- Planning, Building, and Development has received its five-year recertification notice from the SMC and, consequently, has prepared the requisite application forms for County Board approval.

*Planning, Building and Development Department Deputy Director Matt Meyers reported on the recertification of the Community Certification Program. As County's local enforcement agency, the Department has received its five-year recertification under the*

*program.*

**A motion was made by Member Pedersen, seconded by Member Werfel, that this resolution be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.**

**Aye:** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Werfel and Member Wilke

**Absent:** 1 - Member Mathias

**9. Executive Session**

*There was no executive session.*

**10. Director's Report**

**10.1 [17-1352](#)**

Presentation introducing the process of analysis conducted to review fees in the Planning, Building, and Development Department.

*Planning, Building and Development Director Eric Waggoner on the Department's fee schedule.*

*Mr. Waggoner noted that the Department has undertaken a fee increase analysis only after identifying opportunities to reduce its cost of service. In selecting fee categories for potential increase, staff has conducted a market analysis on area jurisdictions' fees for comparison. Staff will continue its discussion with the Committee at upcoming meetings.*  
**This matter was discussed**

**11. County Administrator's Report**

**11.1 [17-1330](#)**

Presentation of recommended Lake County fiscal year 2018 State and Federal Legislative Program.

*Paul Fetherston, Assistant County Administrator and Ben Gilbertson of Finance and Administrative Services presented on the draft legislative agenda that will be presented to the Ad Hoc Legislative Committee for recommendation to move to the Financial and Administrative Committee for a County Board approval on December 14. Mr. Fetherston explained that recommendations for changes will be proposed to the Ad Hoc Legislative Committee for approval. He also reviewed other changes requested by other committees.*

**12. Members' Remarks**

*Member Martini inquired on why the meetings are scheduled closely together. County Administrator Barry Burton explained that normally the Ad Hoc Legislative Committee meetings are scheduled on committee days when the Planning, Building and Zoning Committee does not meet, however, due to the legislative agenda submittal deadline and member availability there is a time crunch.*

**13. Adjournment**

*Meeting ended at 11:56 a.m.*

**A motion was made by Member Martini, seconded by Member Pedersen, to adjourn.**

**The motion carried unanimously.**

**Aye:** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen,  
Member Werfel and Member Wilke

**Absent:** 1 - Member Mathias

**Next Meeting: January 10, 2018**

*Minutes prepared by Heidie Hernandez.*

*Respectfully submitted,*

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*Chair*

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*Vice-Chair*

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*Planning, Building & Zoning Committee*