

# Lake County Illinois

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



## Meeting Minutes - Final

Wednesday, April 4, 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** 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Werfel and Member Mathias

**Absent** 1 - Member Wilke

*Others Present:*

*Krista Braun, Planning, Building and Development*

*Timothy Koertgens, Lake County Resident*

*Michelle Koertgens, Lake County Resident*

*Adam Kingsley, Attorney for the Koertgens*

*Chris Kopka, Human Resources*

*Hannah Mulroy, Planning, Building and Development*

*Brittany Sloan, Planning, Building and Development*

*Mike Warner, Stormwater Management*

*Ben Gilbertson, Finance and Administrative Services*

*Lisle Stalter, State's Attorney's Office*

*Anita Patel, Planning, Building and Development*

*Steve Carlson, County Board Member*

*Eric Waggoner, Planning, Building and Development*

*Amy McEwan, Deputy County Administrator*

*Craig Taylor, County Board Member*

*Heidie Hernandez, County Board Office*

**2. Pledge of Allegiance**

*Member Werfel led the Pledge of Allegiance.*

**3. Approval of Minutes**

**3.1 [18-0393](#)**

Minutes from December 6, 2017.

**A motion was made by Member Bartels, seconded by Member Martini, 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 Mathias

**Absent:** 1 - Member Wilke

**4. Addenda to the Agenda**

*There were no items added to the agenda.*

**5. Public Comment**

*There were no comments provided by the public.*

6. **Chairman's Remarks**

*There were no remarks made by the Chairman.*

7. **Old Business**

*There was no old business to conduct.*

8. **New Business**

**PLANNING, BUILDING AND DEVELOPMENT**

8.1 **18-0370**

Joint resolution approving a renewal Intergovernmental Agreement with the Village of Hainesville (Village) for the Lake County Planning, Building and Development Department (Department) to provide plan review and inspection services in building, fire, and safety codes for the Village.

*Planning, Building and Development Director Eric Waggoner reported that this Intergovernmental Agreement has been in place since 2014 and this is a request to renew it. This agreement will continue to provide plan review and inspection services for the Village. Changes include a slight increase in hours from 63 to 67 and the Village has no objections to the modifications. This proposed renewal will be for two years.*

*Member Bartels commended the Planning, Building and Development Department on their efforts to share services through intergovernmental agreements. Mr. Waggoner responded and thanked Member Werfel for his participation in this Intergovernmental Agreement.*

**A motion was made by Member Werfel, seconded by Member Bartels, 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 Mathias

**Absent:** 1 - Member Wilke

8.2 **18-0400**

Joint resolution authorizing the vacation of an unimproved portion of Belden Avenue located north of 27573 W. Lake Shore Drive, Spring Grove, Illinois, in the J.L. Shaw's Second Subdivision on Fox Lake and south of 38257 N. Dawn Circle, Spring Grove, Illinois, in the Lotus Woods Subdivision. Vacation request by Timothy and Michelle Koertgen and Connie Fulton, record owners.

*Brittany Sloan and Krista Braun of Planning, Building and Development presented. Ms. Sloan provided the process to a street vacation and Ms. Braun provided details on this application. It was noted that the Board of Vacations recommends approval of this street vacation.*

*Discussion occurred regarding the cost of the property. Timothy and Michelle Koertgen*

*provided a public comment thanking the committee and staff for their help with this process.*

**A motion was made by Member Pedersen, seconded by Member Werfel, that this item be approved and referred on to the Financial and Administrative Committee. The motion carried unanimously.**

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

**Absent:** 1 - Member Wilke

**A motion was made by Member Pedersen, seconded by Member Mathias, to amend the agenda to move item 8.5 after 8.2. The motion carried unanimously.**

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

**Absent:** 1 - Member Wilke

#### **STORMWATER MANAGEMENT COMMISSION**

##### **8.5 [18-0392](#)**

Joint resolution authorizing an agreement with the North Branch Chicago River Watershed Workgroup (NBWW) and administrative fund creation.

*Stormwater Management Commission Director Mike Warner presented on the NBWW and administrative fund creation to improve water quality in the North Branch Chicago River. Discussion ensued.*

**A motion was made by Member Martini, seconded by Member Mathias, 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 Mathias

**Absent:** 1 - Member Wilke

##### **8.3 [18-0394](#)**

Continued discussion of Land Development Fee Schedule.

*Brittany Sloan of Planning, Building and Development discussed the proposed fee schedule and the methodology used. Ms. Sloan reviewed the current fee structure for street vacations and reported that it is recommended to adjust the fee. Changes to the street vacation fees included removing the price to purchase and instead increase the application fee from \$1,000 to \$2,150 to recover the cost of staff time. This adjustment benefits the customer by making street vacations more affordable, which will generate more applications, and in turn increase tax revenue and decrease maintenance complaints and liability for the County.*

*Ms. Sloan provided details on the early assistance services provided. The Land Team recommends keeping the residential project early assistance letter at no cost and to*

*charge a \$250 fee for non-residential or subdivision early assistance meetings and letters. The benefits of charging a fee for this service will encourage formulation of meaningful project proposals, the fee will serve as a screening tool and will allow the County to properly respond to a fully formulated proposal. Ms. Sloan also noted that the fee will be credited toward future permits.*

**This item was discussed.**

**8.4 [18-0402](#)**

Continued discussion of the Unified Development Ordinance (UDO) text amendments and other substantive and miscellaneous housekeeping.

**A motion was made by Member Bartels, seconded by Member Mathias, that this item be postponed. Motion carried by voice vote.**

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

**Absent:** 1 - Member Wilke

**9. Executive Session**

*There was no Executive Session.*

**10. Director's Report**

*There was no Director's Report.*

**11. County Administrator's Report**

*There was no report provided by the County Administrator.*

**12. Members' Remarks**

*There were no remarks provided by the members.*

**13. Adjournment**

*Meeting adjourned at 11:54 a.m.*

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

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

**Absent:** 1 - Member Wilke

**Next Meeting: May 2, 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*