KENDALL COUNTY BOARD
Committee of the Whole

Thursday, February 14, 2013 at 4:00 PM
COUNTY OFFICE BUILDING
County Board Room 209

AGENDA

1. Call to Order

2. Roll Call

3. Items of Business
   
   A. Historic Preservation Commission Presentation – Whitney French
   
   B. Planning, Building & Zoning – Angela Zubko

   Petition 13-01 Granting an amendment to the Zoning Ordinance to allow a Kendall County Government Agency and other law enforcement shooting range

   Petition 13-03 Granting an amendment to the Subdivision Control Ordinance to have a Zoning Process for Other Plats (Vacation, Dedication, etc.)

   Petition 13-04 Granting an amendment to the Zoning Ordinance to add a definition for a micro/craft distillery and allow Micro/Craft Distilleries as a special use in the A-1 Agricultural and B-3 Business District and as a permitted use in the M-1 and M-2 Manufacturing Districts

   C. Approval of GIS 2013 Aerial Flight Photography Services

   D. Approval of purchase of additional license for Environmental Health to continue using the GIS Editing Software

4. Old Business

5. Review Board Action Items

6. Executive Session

7. Public Comment

8. Adjournment
Kendall County, Illinois
Committee of the Whole

Thursday, January 10, 2013 ~ 4:00 p.m.
County Office Building
Board Room 209-210
Meeting Minutes

Call to Order
The Committee of the Whole met at 4:10 p.m. and was called to order by Chairman John Shaw. Mr. Shaw led the committee in the Pledge of Allegiance.

Roll Call
Members Present: Amy Cesich, Lynn Cullick, Elizabeth Flowers, Judy Gilmour, Scott Gryder, Dan Koukol, Matt Prochaska, John Purcell, John Shaw and Jeff Wehrli

Others Present: Jill Ferko, Leslie Johnson, Tawnya Mack, Jim Smiley, Mike Sullivan, Tom Thomas, Amaal Tokars, Eric Weis, Jeff Wilkins and Angela Zubko

Other Items of Business
FY 2012 Audit Presentation – Tawnya Mack reviewed the FY 2012 Audit Report, past and current year findings and the auditor’s recommendations for strengthening areas that need improvement. Ms. Mack also answered questions, and clarified several items for new Board members.

Northwest Water Planning Area Alliance (NWPA) Executive Board Meeting – Angela Zubko briefed the committee on the purpose of the NWPA and the various projects and topics discussed by the NWPA. John Purcell requested that Pete Wallers from EEI Engineering provide a presentation on wells and water levels at a future COW meeting. Ms. Zubko will coordinate that presentation with Mr. Wallers.

Route 47 Funding – Mike Sullivan, Kendall’s Liaison to the Kane-Kendall Council of Mayors discussed the demise of funding for the Prairie Parkway in October of 2012, and how IDOT has reprogrammed funding for the Prairie Parkway to improvements on Route 47 from Morris, IL to Caton Farm Road in Kendall County. There have been discussions about the possibility of using these funds to improve areas of Route 47 further north to address the more immediate needs of the increased traffic. Mr. Sullivan said that Fran Klaas, KC Engineer, provided AADT maps from IDOT, which show the average daily traffic south of Route 52 at about 5000 per day, compared to AADT’s north of Yorkville that range from 15,000 to 20,000 per day. Mr. Sullivan said that Sugar Grove is trying to garner some of the Prairie Parkway funds to complete a full interchange at Route 47 and I-88, as well as improve Route 47 in the Route 30/Jericho Road area, which is a significant traffic bottleneck.

Jeff Wehrli and Dan Koukol said they would need to have more information and Statistical reports before making any type of decision. Mr. Shaw conducted a voice vote of Board members to continue discussion at the County Board meeting on January 15, 2013. All members voted aye.

Old Business
None
Kendall County, Illinois
Committee of the Whole

Review Board Action Items
- FY 2012 Audit Presentation, Findings and Recommendations
- Route 47 Funding/Corridor Still Protected – Mike Sullivan

Executive Session
None

Public Comment
None

Adjournment
Ms. Cullick moved to adjourn. The motion was seconded by Mr. Koukol. There being no objection, the Committee of the Whole, at 5:17 p.m. adjourned.

Valarie A. McClain
Recording Secretary
To: COW

From: Angela L. Zubko, Senior Planner

Date: February 13, 2013

Re: Text Amendment – Kendall County Government Agency and other law enforcement shooting range as a Special use in the M-2 or M-3 District (Petition 13-01)

The Sheriff’s Office would like to put in an outdoor shooting range at Central Limestone. The petition first started off with using the same definition of an outdoor commercial sporting activity from the A-1 Agricultural district with conditions and now has morphed into a Kendall County Government Agency and other law enforcement shooting range in an M-2 or M-3 District as a special use with conditions to be set and approved by the County Board. The reasoning is the Plan Commission felt guns and ranges should be discussed more thoroughly at ad-hoc but this will keep the petition going for the Sheriff’s office. With those changes staff suggests putting the following language in the M-2 and M-3 district as a special use:

Section 10.02.C and 10.03.C.- M-2 & M-3 Special uses

Kendall County Government Agency and other law enforcement shooting range with conditions to be set and approved by the County Board.
To: COW  
Date: February 13, 2013  
Re: Subdivision Control Ordinance – Recommendation to add a process for Other Plats to go through the entitlement process—Petition 13-03

Back on January 18, 2011 County Board approved changes to the review process in the Zoning Ordinance and on March 15, 2011 County Board approved changes to the subdivision control ordinance including the preliminary and final plat process. During those changes a process for Other plats (Vacation, Dedication, etc.) was never created in the Subdivision Control Ordinance. Therefore staff would like to create a section for that process.

Red are changes after the ZPAC Meeting  
Blue are the changes after the RPC Meeting

SECTION 7.06 OTHER PLAT (VACATION, DEDICATION, ETC.) PROCEDURE

A. The applicant shall prepare a plat, which shall include all of the property to be vacated or dedicate. County and Township roadways are exempt from this process as there is a separate process for those.

B. The applicant shall submit to the Plat Officer the Plat accompanied with a completed application for an Other Plat (Vacation, Dedication, Etc.) with the appropriate filing fees.

C. Plats must be prepared by a registered surveyor or engineer and must include all requirements below:

Title  
Scale of Drawing  
“North Arrow” showing north at top of the drawing  
Location Map  
Date of drawing (as well as dates of any and all revisions)  
Names of Developer/Owner  
Names of Designer/Surveyor  
All existing structures on the property and all structures on adjacent properties within 100’ of property line  
Utilities on the property and adjacent properties  
Existing easements (location, width and purpose)  
Existing streets and other rights-of-way  
Topography at 1 or 2 foot contours  
Wooded areas (if present)  
Natural drainage to, from and on the property
Base Flood Elevation (if present on the property)
Wetlands (if present on the property)

D. If there are utilities already existing in the easement (any type of easement: drainage, utility, etc.) the owner of the easement must provide for relocation, if necessary, and must supply the Plat Officer with a relocation plan.

E. Upon receiving the complete application and reviewed by the PBZ (Planning, Building & Zoning) staff for compliance with the regulations of this Ordinance and all other ordinances of the County the item will be placed on the agenda for the next regularly scheduled meeting of the Zoning, Platting and Advisory Committee (ZPAC) for review and recommendation to the Planning, Building & Zoning Committee (PBZC) of the County Board. After the ZPAC meeting this item will be placed on the agenda for the next regularly scheduled meeting of the PBZ for review and recommendation to the full County Board.

F. Upon completion of the review by the PBZC a recommendation shall be made and the minutes of the ZPAC & PBZC meeting containing such recommendation shall be submitted to the full County Board.

G. The County Board shall review the plat within thirty (30) days of the recommendation made by the PBZC. Action shall be taken by the County Board within a reasonable time and the applicant and the County Board may mutually agree to extend the County Board’s consideration of said plat.

H. Upon approval of the plat by the County Board, the application shall record the plat with the County Recorder within six (6) months. If the plat has not been recorded within this amount of time, the approval shall become null & void unless an extension to the recording of the plat has been granted by the County. Such a request shall be made in writing and submitted to the Plat Officer who will then forward the request to the PBZC for review and recommendation to the full County Board.
To: COW  
Date: February 13, 2013  
Re: Text Amendment – Micro Distillery (Petition 13-04)

This petition relates to Petition 13.05 for Three Angels Brewing LLC which plans to be on the March 4th County Board agenda. They would like to amend their special use to also allow micro distilling. Kendall County does not have this category in the Zoning Ordinance so staff would like to create a definition in Section 3 and also allow it as a special use in the A-1 & B-3 District and have it as a permitted use in the M-1 and M-2 Districts.

Red are changes after ZPAC , Blue are changes after RPC, Purple are changes after ZBA

SECTION 3.02 DEFINITIONS
MICRO DISTILLERY or CRAFT DISTILLERY: A facility that produces alcoholic beverages in quantities not to exceed five fifteen thousand (15,000) gallons per year and includes an accessory tasting room. A tasting room allows customers to taste samples of products manufactured on site and purchase related sales items. Sales of alcohols manufactured outside the facility are prohibited. If state law changes the quantities the definition should reflect those changes.

SECTION 7.01.C - A-1 Agricultural District Special Uses, SECTION 9.04.C - B-3 Highway Business District Special uses, SECTION 10.01.B M-1 Limited Manufacturing Districts Permitted Uses & SECTION 10.02.B M-2 Heavy Industrial District Permitted Uses

Micro Distillery subject to the following conditions:
  a. If zoned A-1 Agricultural the facility shall have direct access to a road designated as a major collector (or higher) on the County Land Resource Management Plan.
  b. Locally grown inputs shall be used to the greatest extent possible, with production utilizing crops grown on the same property or in combination with crops grown off site.
  c. The number of hours permitted to operate shall be on the approving ordinance.
  d. Parking shall be in accordance with Section 11 of the Zoning Ordinance including lighting.
  e. All applicable Federal (including the Alcohol and Tobacco Tax and Trade Bureau), State (including the Illinois Liquor Control Commission), and County rules and regulations shall apply.
  f. Shall contact & meet all requirements of the Kendall County Health Department.
  g. A waste management plan should be submitted to the Kendall County Health Department.
Kendall County Historic Preservation Commission:
Kendall County Board Orientation

February 14, 2013
Content Overview

- Why we are here and what are our powers?
- How do we do what we do?
- Where to get further information
Why we are here and what are our powers?

The Kendall County Historic Preservation Ordinance outlines the QUALIFICATIONS of those serving on the Historic Preservation Commission (HPC):

- Demonstrated specific interest and/or professional expertise in related fields
- 9 county residents approved by the County Board
- 3 year terms
Why we are here and what are our powers?

To identify, designate, protect, preserve and encourage the restoration, rehabilitation and adaptation for continued use of those properties and structures which represent or reflect their historic, cultural, artistic, social, economic, ethnic or political heritage of the USA, State and County or which represent an architectural or engineering type inherently valuable for the study, style, period, craftsmanship, method of construction or use of indigenous materials.
Why we are here and what are our powers?

The Kendall County Historic Preservation Ordinance outlines the 24 POWERS and DUTIES of the HPC, among them:

- Survey
- Landmark
- Assist in the collection of data for the Register of Historic Properties
- Inform and Educate Citizens about Kendall County’s History
- Advise and Assist Owners of Historic Structures
How do we do what we do?

Definitions:

- Architectural or Archeological Significance
- Certificate of Appropriateness
- Exterior Architectural Appearance
- Historic Significance
- Landmark
- Survey
How do we do what we do?

Tools:
- Landmark Nomination Application (2009)
- Style Guide to Kendall County Residential Architecture (2010)
- Intergovernmental agreement (2013)
- Windshield Reconnaissance Survey (3 Eastern Townships Complete – additional ongoing)
- Educational outreach (ongoing)
How do we do what we do?

Procedures:

- Historic Landmark Nomination & Designation
- Historic District Nomination & Designation
- Certificate of Appropriateness
- Certificate of Economic Hardship
- Demolition by Neglect
How do we do what we do?

Landmark Nomination & Designation

- Any county Property Owner or the HPC may nominate a property
- Owner consent required
- One or more public hearings must be conducted within specified timeframe
- Property must possess historic and/or architectural significance, sufficient integrity to convey that significance and meet one or more of the criteria outlined in the ordinance.
- Designated by Ordinance of the County Board.
Historic Districts

- Anyone from the public or the HPC may nominate a historic district
- Owner Consent – 100% of property owners must consent within proposed boundaries of a Historic District
- One or more public hearings must be conducted within specified timeframe
- Historic District must possess historic and/or architectural significance, sufficient integrity to convey that significance and meet one or more of the criteria outlined in the ordinance.
- Designated by Ordinance of the County Board.
Evaluation Criteria for Historic Landmarks

“A landmark nomination will be evaluated on its historic and/or architectural **significance**, the **integrity** of its design, workmanship, materials, location, setting, and feeling and to the extent to which it meets one or more of the following criteria:”
Evaluation Criteria for Historic Landmarks

a) Has character, interest, or value which is part of the development, heritage, or cultural character of the community, county, state, or nation;

b) Is the site of a significant local, county, state, or national event;

c) Is identified with a person who significantly contributed to the development of the community, county, state, or nation;

d) Embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials;

e) Is identified with the work of a master builder, designer, architect, or landscape architect whose work has influenced the development of the area, the county, the state or the nation;

f) Embodies elements of design, detailing, materials, or craftsmanship that are of architectural significance;
Evaluation Criteria for Historic Landmarks continued

g) Embodies design elements that make it structurally or architecturally innovative;

h) Has a unique location or physical characteristics that make it a familiar visual feature of the community;

i) Is a particularly fine or unique example of a utilitarian structure with a high level of integrity or architectural significance;

j) Is suitable for preservation or restoration;

k) Is included in the Illinois or National Register of Historic Places; or, Illinois Register of Historic Places

l) Has yielded, or is likely to yield information important to prehistory, history, or other areas of archaeological significance.

m) It is an exceptional example of an historic or vernacular style or type or one of few remaining in the county
Historic Landmark Nomination & Designation

- The role and limitations of surveys
  - Surveys are not comprehensive
  - “Snapshot in time”
  - Our current survey is a reconnaissance survey
  - Survey data is added to the county GIS on the Preservation designated layers
  - Research will be required to confirm properties suspected of being significant
Certificate of Appropriateness

- Required for landmarked properties and properties within Historic Districts.
- **No review for ordinary maintenance or repair.**
- Alterations to properties within the boundaries of an historic district that require a permit for minor or major work that could affect the EXTERIOR architectural appearance of the property would need a Certificate of Appropriateness (COA).
Certificate of Appropriateness (COA) Process

Pre-Application Meeting
- Planning Staff reviews COA Application, provides advice

Application
- Complete applications are forwarded to the Historic Preservation Commission within 10 days

HPC Review
- Review COA within 21 days to determine if applicable criteria are met
- If not, HPC makes suggestions
- Will recommend approval or denial of COA*

County Board Consideration
- County Board will approve or deny COA or can approve a Certificate of Economic Hardship

* If the HPC recommends denial of the COA due to lack of compliance with the County’s review guidelines and/or the Secretary of the Interior’s Standards for Rehabilitation, the owner can apply for a Certificate of Economic Hardship (COEH). This can occur when such property, in its current state, cannot be put to a reasonably beneficial use or the owner cannot obtain a reasonable economic return thereon without the proposed alteration, construction, relocation, removal, or demolition.
Future Preservation Plan

• The Historic Preservation Commission shall prepare a “Historic Landmark and District Preservation Plan”

• The Preservation Plan shall be presented to the Kendall County Planning Building and Zoning Department for possible inclusion in the Kendall County Land Resource Management Plan.
The Commission would like to re-vamp the website this year to have its own link & more information.

The Kendall County Historic Preservation Commission meets every month on the third Wednesday of the month at 7:00 p.m. to 8:30 p.m. The Commission is made up of nine county residents appointed by the county board to serve three year terms. They serve without compensation. The commission, which was appointed upon the adoption of the Kendall County Historic Preservation Ordinance in May, 2006, acts in an advisory capacity to the county board. Presently, it is conducting a reconnaissance survey of all rural structures built prior to World War II.

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Guidelines for preservation, restoration, rehabilitation and maintenance.

County Highway 1939 Aerial

Member List

Archive meetings
HPC 2013 Goals

1. Develop a five year Historic Preservation Plan
2. Continue to perform a reconnaissance survey and link preliminary data to the County’s GIS and identify structures with highest potential significance for possible landmark nomination (2013 Goal to Complete Bristol Township)
3. Nominate and secure County Board support for 2 landmark designations
4. Apply for Certified Local Government status for Kendall County to provide an opportunity for sub grants for owners of historic properties and potential tax benefits for owners of commercial landmarks.
5. Continually enhance the commission’s understanding of historic preservation and educate the public and private county citizens about the economic advantage, quality of life and community character enrichments offered through preservation by participating in a minimum of two countywide events in 2013.
6. Develop and be prepared to execute an intergovernmental agreement with a community that contains potentially significant historic properties or districts which does not currently have an historic preservation commission or methodology for recognizing their significant structures
HPC 2013 Goals

1. Develop a five year Historic Preservation Plan
2. Continue reconnaissance survey, GIS link and identification of structures with highest potential significance (2013 Goal to Complete Bristol Township)
3. Nominate and secure County Board support for 2 landmark designations
4. Align activities to qualify for Certified Local Government status for Kendall County Historic Preservation Commission
5. Maintain constant enhancements to Commissions understanding and external Education and Outreach by participating in a minimum of two countywide events in 2013.
6. Develop and be prepared to execute an intergovernmental agreement with a Kendall County community.
Thank you for your time.