

DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street • Room 203

Yorkville, IL • 60560

Office Hours: Monday – Friday 8:00 AM – 4:30 PM

(630) 553-4141

Fax (630) 553-4179

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act (“FOIA”) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND ABOUT THE KENDALL COUNTY PLANNING, BUILDING & ZONING DEPARTMENT

PURPOSE: The Planning, Building & Zoning Department is responsible for the administration and enforcement of the County’s ordinances and codes regulating the development of land in the unincorporated areas of the County and the incorporated villages of Millbrook and Plattville. The ordinances and codes establish minimum life, safety, and health requirements to protect the health safety and welfare of the general public. Overall responsibilities include:

- Administration and enforcement of the County’s codes and ordinances regulating the construction of new buildings, subdivisions, floodplain management, stormwater management, soil erosion control and the development of land in general.
- Review and make recommendations on ordinance changes.
- Respond to complaints from citizens, elected officials and other local agencies and staff involving violations of the ordinances the department is responsible for administering.
- Review plans, conduct inspections and issue permits for all new construction under the county's jurisdiction.
- Assign addresses for all unincorporated properties.
- Registration of available Agricultural Allocations for single family building permits for agriculturally zoned parcels meeting certain acreage requirements.
- Administer and maintain records concerning mobile home permits, conditional and special uses.
- Administer land cash ordinances for school and Forest Preserve / Park donations.
- Maintenance of files and data related to permits, zoning and subdivision petitions, hearings and general statistical information.
- Maintenance, update and implementation of the County’s Land Resource Management Plan.
- The collection of fees related to applications for zoning, subdivision and building permit approvals.

OFFICE: The Planning, Building and Zoning Department (PBZ) is comprised of two full-time and two part-time employees and receives additional assistance from three outside consultants. A block diagram of the department’s organization chart is attached as Exhibit 1. PBZ has one (1) office located at 111 West Fox Street, Room 203, Yorkville, IL 60560.

BUDGET: The total operating Budget for the Kendall County Planning building & Zoning Department for Fiscal Year 2018 is \$215,596.

BOARDS: The Kendall County Planning Building & Zoning Department reports to the County Board and the Planning, Building and Zoning (PBZ) Committee of the County Board. In addition the department provides staff support to the following advisory committees which also report to the Board:

PBZ Committee, Zoning Board of Appeals, Special Use Hearing Officer, Regional Planning Commission, Comprehensive Land Plan and Ordinance Committee, Historic Preservation Committee, Stormwater Planning Committee, Stormwater Management Oversight Committee, Stormwater Technical Advisory Committee and the Zoning, Platting Advisory Committee. A listing of committees and committee members is attached as Exhibit 2.

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM
THE PLANNING, BUILDING & ZONING DEPARTMENT**

FOIA REQUESTS: Any person may obtain public records for inspection or copying by submitting a completed Public Records Request form (Exhibit 3) or a written request to any of the below designated FOIA Officers for the Planning, Building & Zoning Department. The Planning, Building & Zoning Department will respond to all FOIA requests in accordance with the procedures set forth in FOIA and all other applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to the Kendall Planning, Building & Zoning Department should be given to the following State certified FOIA Officer:

Matthew H. Asselmeier, PBZ FOIA Officer

Kendall County Planning, Building & Zoning Department Room 203
111 W. Fox Street
Yorkville, Illinois 60560
Telephone: (630) 553-4139
Facsimile: (630) 553-4179
E-mail: foiapbz@co.kendall.il.us

COPY COSTS: Except when a fee is otherwise fixed by statute, the Planning, Building & Zoning Department will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	50 cents per page for the first 500 pages and 45 cents per page thereafter
Black and White 24" x 36"	\$1.00 a page
Color 24" x 36" and other oversized copies	The actual cost charged to County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

EXHIBIT 1
Organizational Chart
Kendall County Planning Building and Zoning Department

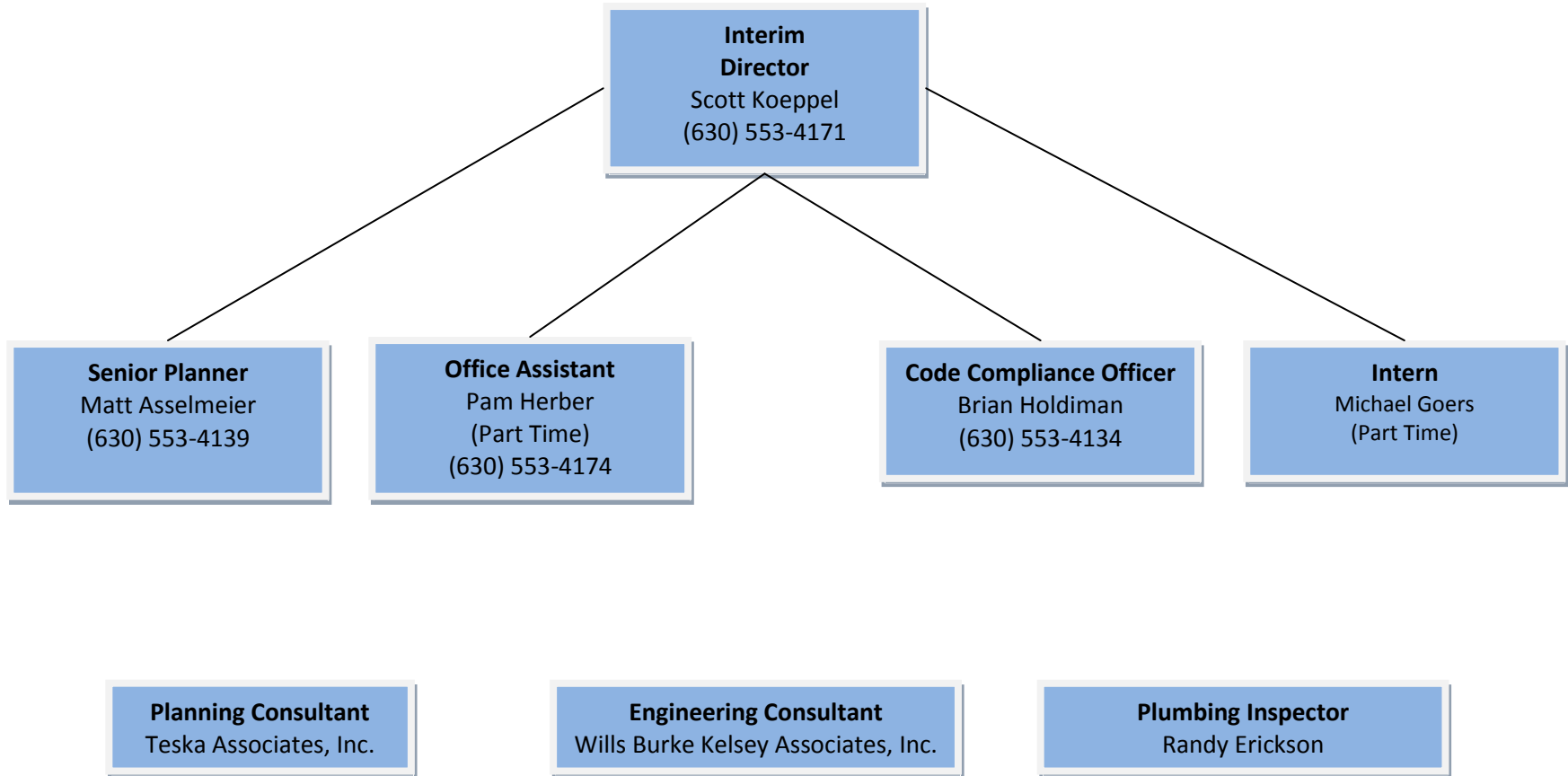


EXHIBIT 2

PLANNING, BUILDING & ZONING DEPARTMENT – BOARDS & COMMITTEES

COMPREHENSIVE LAND PLAN AND ORDINANCE COMMITTEE

Larry Nelson (Committee Chair)
 Bill Ashton (Regional Planning Commission Chair)
 Randy Mohr (Zoning Board of Appeals Chair)
 Megan Andrews (Soil and Water Conservation Dist)
 John Shaw
 Jeff Wehrli
 Scott Gryder (County Board Chair)
 Bob Davidson (PBZ Chair)

ZONING, PLATTING ADVISORY COMMITTEE

Bob Davidson (County Board)
 Megan Andrews (Soil and Water Conversation Dist.)
 Aaron Rybski (Environmental Health)
 Fran Klaas (County Hwy. Engineer)
 Deputy Comdr. Jason Langston (Kendall Co. Sheriff's Office)
 David Guritz (Kendall County Forest Preserve)
 Greg Chismark, (County Engineering Consultant)
 Matt Asselmeier (PBZ Senior Planner)
 Brian Holdiman, (PBZ Code Compliance Officer)
 Don Clayton (GIS)

REGIONAL PLANNING COMMISSION

Ruben Rodriquez	Bristol TWP
Bill Ashton (Chair)	Lisbon TWP
Larry Nelson (Secretary)	Little Rock TWP
John Shaw	Kendall TWP
VACANT	Big Grove
Claire Wilson	Seward TWP
Angela Zubko	Oswego TWP
Roger Bledsoe	Na-Au-Say TWP
Budd Wormley (Vice-Chair)	Fox TWP
Tom Casey	Seward TWP

ZONING BOARD OF APPEALS

Randy Mohr (Chair)	Bristol TWP
Tom LeCuyer	Little Rock TWP
Scott Cherry	Na-Au-Say TWP
Karen Clementi	Oswego TWP
Richard Thompson	Big Grove TWP
Dick Whitfield	Fox TWP
VACANT	

PLANNING, BUILDING & ZONING COMMITTEE

Bob Davidson (Chair)
 Lynn Cullick
 Judy Gilmour
 Scott Gryder
 Matt Kellogg (Vice-Chair)

HISTORIC PRESERVATION COMMISSION

Kristine Heiman (Chair)
 Melissa Maye
 Jeff Wehrli (Vice-Chair)
 Elizabeth Flowers
 VACANT

COUNTY BOARD/ STORMWATER MANAGEMENT OVERSIGHT COMMITTEE

Scott Gryder (Chair)
 Lynn Cullick (Vice-Chair)
 Bob Davidson
 Elizabeth Flowers
 Tony Giles
 Judy Gilmour
 Audra Hendrix
 Matt Kellogg
 Matthew Prochaska
 John Purcell

SPECIAL USE HEARING OFFICER

Walter "Wally" Werderich (Chair/Hearing Officer)

STORMWATER PLANNING COMMITTEE (Voting Members)

County	Municipal
Matthew Prochaska - Dist.1	Bob Hausler (Vice Chair) - Plano (Dist. 1)
Scott Gryder (Chair) - Dist. 2	Bob Nordengren - Newark – (Dist. 1)
Judy Gilmour - Dist. 1	Gary Golinski - Yorkville – (Dist. 1)
Lynn Cullick - Dist. 2	Jennifer Hughes - Oswego – (Dist. 2)
John Purcell - Dist. 1	Brian Murphy - Plainfield – (Dist. 2)

(Ex-Officio Members)

County	Municipal
Larry Nelson – Plan Commission	None

STORMWATER TECHNICAL ADVISORY COMMITTEE (Voting Members)

County	Municipal
County Engineer Rep.	City of Plano Rep.
Soil & Water Conservation Dist. Rep.	Newark Rep.
Planning Commission Rep.	Yorkville Rep.
Township Rep.	Oswego Village Rep.
Farm Bureau Rep.	Plainfield Rep

(Ex-Officio Members-Group)

SMPC Chair
 Developer Rep.
 Geosyntec Rep.

Exhibit 3

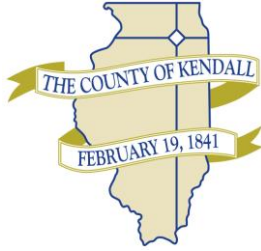
CATEGORIES OF RECORDS MAINTAINED BY THE KENDALL COUNTY PLANNING, BUILDING & ZONING DEPARTMENT THAT MAY BE PRODUCED PURSUANT TO ILLINOIS FREEDOM OF INFORMATION REQUESTS

The following categories of records under the possession and control of The Kendall County Planning, Building & Zoning Department may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act:

- Organizational chart for the Kendall County Planning, Building and Zoning Department
- Building Permit Files, inspection reports and records
- Department Budget information, expenditures and invoices
- FOIA requests/responses
- Zoning and Subdivision Petition Files
- Violation Case files
- Approved Minutes of Board and Committee Meetings (for committees and boards to which the department provides staff support)
- Employee names, titles, salaries, employment dates, personnel files
- Petition and permit tracking reports
- Employment information including postings for prior job openings
- Ordinances and Resolutions approving zoning requests, subdivision plats, plan and ordinance updates
- Monthly Permit Summaries – Prior Years
- Monthly Revenue Summaries – Prior Years
- Membership list for advisory and decision making Boards and Committees the Department serves

The following may be immediately produced or inspected upon request pursuant to the Illinois Freedom of Information Act:

- Organizational chart for the Kendall County Planning, Building and Zoning Department
- Employee names, titles, salaries, employment dates
- Flood Plain Maps
- Approved Minutes of Board and Committee Meetings – Current Year (for advisory committees the department serves as staff to)
- Board & Committee Meeting Packets – Current Year (for advisory committees the department serves as staff to)
- Zoning Ordinance
- Subdivision Control Ordinance
- Soil Erosion & Sedimentation Control Ordinance
- Stormwater Ordinance
- Floodplain Ordinance
- Land Cash Ordinance
- Land Resource Management Plan and Related Supplemental Plans
- Building Code
- Monthly Permit Summaries - Current Year
- Monthly Revenue Summaries - Current Year
- Department Annual Reports (2002 – Present)
- Membership list for advisory and decision making Boards and Committees the Department serves



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REQUEST FOR PUBLIC RECORDS

NAME:

ADDRESS:

TELEPHONE NO.:

E-MAIL ADDRESS:

DATE OF REQUEST:

In the space below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible.

Do you wish to inspect or receive a copy of the requested records?

Inspect _____ Copy _____ Both _____

Do you wish to receive the requested records in hard copy or electronic form, if available?

Hard Copy _____ Electronic Form, if available _____

Is your request made for a commercial purpose as defined by the Freedom of Information Act (i.e., do you intend to sell the requested records or use the records in advertisement)?

Yes _____ No _____

Signature of Requestor

Date

FOR OFFICE USE ONLY

Date and Time of Receipt _____

How Request Was Sent _____

FOIA Officer's Initials _____

Date and Time of Response _____