CALL TO ORDER
The meeting was called to order by Chairman Scott Gryder at 6:30 p.m.

ROLL CALL
Committee Members Present: Lynn Cullick, Vice-Chair Judy Gilmour, Chairman Scott Gryder
Jeff Wehrli, and Bob Davidson
Committee Members Absent: None
Also present: Matt Prochaska, County Board Member; Jeff Wilkins, County Administrator; John Sterrett, Senior Planner; Brian Holdiman, Code Official; Aaron Rybski, Todd Drefcinski, and Steve Curatti of the Health Department; and Mike Stymacks

APPROVAL OF AGENDA
Mr. Davidson made a motion, seconded by Ms. Cullick, to approve the agenda as written. With a voice vote of all ayes, the motion carried.

APPROVAL OF MINUTES
Ms. Gilmour made a motion, seconded by Ms. Cullick, to approve the minutes from October 5, 2015. With a voice vote of all ayes, the motion carried.

EXPENDITURE REPORT
Mr. Wehrli made a motion, seconded by Ms. Cullick, to forward the claims to the Finance Committee in the amount of $3,242.29. With a voice vote of all ayes, the motion carried.

PUBLIC COMMENT
Mike Stymacks addressed the committee regarding the discussion that took place at the Public Safety Committee about an ordinance regulating the required distance for discharging a firearm from a dwelling.

NEW BUSINESS
Well and Septic Site Evaluation Process as proposed by Health Department
Aaron Rybski and Todd Drefcinski were present to discuss the Health Department’s well & septic site evaluation process currently taking place and that a fee will now be assessed with this process. Todd Drefcinski described the well and septic site evaluation process and explained that whenever an accessory structure or pool is applied for with the PBZ Department the Health Department performs a site evaluation to determine if the proposed structure will have an impact on the well or septic system and that the requirements of the State plumbing code are complied with. Brian Holdiman explained that the PBZ Department has been coordinating this process with the Health Department in regards to this process since 2013. There are no suggested
changes to the process occurring right now with the exception of the additional fee assessed from the Health Department, which Mr. Rybski stated will be $50. Mr. Curatti stated that the Board of Health has established this fee. The issue of how the fee will be collected still needs to be addressed. The committee discussed the concept of imposing an additional fee. Mr. Drefcinski stated that the number of site evaluations that have occurred over the last year has increased and they are currently performing this service without a fee.

This process also allows for the Health Department to document using the County’s GIS system where the existing well and septic systems are on a property so in the future they are able to determine the location of the systems more efficiently. Mr. Drefcinski explained how J.U.L.I.E is involved in the process when a septic system must be probed. Locating any utility lines before probing a septic system, according to Mr. Drefcinski is important component of the evaluation process so as not to interfere or damage any utilities on site. Less than 15% of site evaluations involve J.U.L.I.E. The PBZ staff will continue to work with the Health Department to determine the logistics of the collection of the fees.

Amendment to the Kendall County Historic Preservation Ordinance to reduce the minimum required number of commissioners from nine to seven

Mr. Wehrli explained that there are currently 3 vacancies on the Historic Preservation Commission and by lowering the minimum required commissioners from nine to seven will require only four members needing to be present to establish a quorum rather than five. This is will address issues that the Commission has had with trying to establish a quorum for meetings.

Bob Davidson made a motion, seconded by Lynn Cullick, to forward the amendment to the Kendall County Historic Preservation Ordinance to the County Board. With a voice vote of all ayes, the motion carried.

PBZ Fee Structure

The current schedule of fees that the PBZ Department implements was distributed to committee members for review. The topic will be discussed further in the next fiscal year.

2016 PBZ Meeting Schedule

Mr. Sterrett distributed the meeting schedule for the PBZ Committee as well as other zoning committees for the 2016.

Intergovernmental Agreement between the Village of Plattville and County of Kendall

Mr. Sterrett provided an update on the IGA with Plattville and that the agreement was sent in October to the Village President for review and execution. Once the signed agreement is received by the PBZ Department it will be placed brought to the PBZ Committee for review and recommendation.

OLD BUSINESS

Schaefer Woods South Homeowners Association – Beaver Dam Issue Update

Mr. Sterrett provided an update on the follow up to the presentation by the Schaefer Woods South HOA from the meeting regarding flooding as a result of a beaver dam on the property to the south of the development. A meeting was organized by PBZ staff to meet with the HOA, the
property owners where the beaver dam is located, and the director of the Forest Preserve to figure out a possible solution to the flooding caused by the dam. During the meeting the HOA and the property owners agreed they would work together to solve this problem including trapping beavers and removing the dam.

**Intergovernmental Agreement between Village of Millbrook and County of Kendall**
Mr. Sterrett stated the signed agreement was forwarded to the Village President.

**Tanglewood Trails Subdivision Public Improvements Update**
The County received two quotes for dirt and vegetation removal work to be performed in the Tanglewood Trails Subdivision. The lowest bid came in for $19,200 from S&K Excavating.

Bob Davidson made a motion, seconded by Jeff Wehrli, to accept the bid by S&K to remove vegetation in Tanglewood Trails.

**UPDATE ON HISTORIC PRESERVATION**
None

**UPDATE ON CMAP LAND USE COMMITTEE MEETING**
Mr. Sterrett stated that there will be a joint committee meeting with the CMAP Land Use Committee and the CMAP Economic Development Committee on December 2\textsuperscript{nd} to discuss the next CMAP Regional Plan.

**PROJECT STATUS REPORT**
The Committee reviewed the project status report.

**PERMIT REPORT**
The Committee reviewed the permit report.

**REVENUE REPORT**
The committee reviewed the revenue report.

**CORRESPONDENCE**
None

**EXECUTIVE SESSION**
None

**ADJOURNMENT**
Lynn Cullick made a motion, seconded by Judy Gilmour, to adjourn the meeting. With a voice vote of all ayes, the motion carried. Chairman Gryder adjourned the meeting at 7:31 p.m.

Respectfully Submitted,
John H. Sterrett
Senior Planner