CALL TO ORDER
The meeting was called to order by Chairman Scott Gryder at 6:31 p.m.

ROLL CALL
Present: Lynn Cullick, Vice-Chair Judy Gilmour, Chairman Scott Gryder and Jeff Wehrli
Absent: Bob Davidson
Also present: Jeff Wilkins: County Administrator; Brain Holdiman, County Code Official; Mike Hoffman: Teska Consultant; Kevin Heap, Petitioner
In the audience: None

APPROVAL OF AGENDA
Lynn Cullick made a motion to approve the agenda as written, Judy Gilmour seconded the motion. Approved 4-0.

APPROVAL OF MINUTES
Judy Gilmour made a motion to approve the minutes from May 11, 2015 with amendment to correct minor spelling errors. Lynn Cullick seconded the motion. Approved 4-0.

EXPENDITURE REPORT
Judy Gilmour moved to send the expenditure reports of $815.00 to the Finance Committee. Lynn Cullick seconded. Approved 4-0.

PUBLIC COMMENT: None

PETITIONS-
1. 15-08 Gary and Linda Heap
Request A-1 Special Use
Location 4819 Route 52, Minooka (northeast corner of Route 52 and Grove Road)
Purpose Request and A-1 Special Use to operate a fall festival, corn maze, bakery, farm market and similar activities.

Mr. Hoffman explained that the special use was for not only current operations but possible future operations. The project received positive recommendations from the township, Regional Planning Commission Zoning Platting and Advisory Committee, and Special Use Hearing Officer. All issues had been resolved, including an additional access point. Parking is in an alfalfa field and handicap parking. Mr. Hoffman recommended approval.

Ms. Gilmour asked for a clarification on the number of people as there seemed to be a conflict. Mr. Hoffman clarified that the initial assessment was taking into account only the pole barns, not the additional activities on the property. After speaking to the petitioners, staff reevaluated their number recommendations.

Mr. Gryder asked about flow of traffic on Route 52. Mr. Hoffman stated that staff foresees no problems.
Mr. Wehrli asked the petitioner, Mr. Heap, if he was comfortable with the recommendations. Mr. Heap stated he was.

Mr. Wilkins asked for a clarification on the noise ordinance. He pointed out that the wording stated it would comply with County noise ordinance but that ordinance only applied to residential area. Consensus was to reword the recommendation to be in line with County noise ordinance. Lynn Cullick made a motion to send the petition to the County Board with those changes. Judy Gilmour seconded. **Approved 4-0.**

2. **15-11 Strong Tower of Refuge Ministries**  
   Request Waiver of Application Fee for a Special Use  
   Location 81 Boulder Hill Pass  
   Purpose Special Use to operate a place of worship within a B-3 District

Mr. Holdiman stated that Strong Tower of Refuge Ministries were looking to locate in Boulder Market at Route 25 and Boulder Hill Pass. He explained they do outreach and workshops. The petitioner is looking for a waiver of Special Use Permit and Change of Occupancy fees: $1,155 and $200, respectively. He stated that Section 10 of the Kendall County Building Code gives the Planning, Building and Zoning Committee the ability to waive these fees.

Mr. Wehrli asked if they were located in Montgomery and just moving. Mr. Holdiman confirmed and clarified the location of the petitioner.

Mr. Wilkins stated that with the small size of the church that it would not be detrimental to the County to waive the fees.

Jeff Wehrli made the motion to approve. Lynn Cullick seconded. **Approved 4-0.**

3. **14-37 Home Occupations- Landscape Businesses**  
   Request Text Amendment  
   Purpose Text Amendment to not allow landscape businesses as home occupations

Mr. Hoffman stated that staff had come up with further options after the County Board asked for more consideration. Mr. Hoffman explained that the text amendment was created to define landscape business in the code as it was neither allowed nor barred as a home occupation currently. Staff that they wanted to the code to be clear to both residents and staff. He explained the two options presented: first, a similar option to the previously drafted amendment where landscape and lawncare business were defined with lawncare being allowed in residential while landscape would not. The second option was a simpler version of the first that would allow a landscape business provided it met the qualifications for home occupations. He stated that in option two there would no need to distinguish between landscape and lawncare but added that equipment stored on an unscreened trailer must be securely covered.

Mr. Wehrli stated that a landscape company would not meet the criteria of a home occupation and if restricted in B-3 zoning that it would actually reduce areas to have the business.

Mr. Wilkins stated that the code in 4.07 (e) for home occupation only restricted employees on site, not total. Mr. Wilkins stated that home occupations restrict employees due to parking and materials disturbing neighbors and traffic flow.
Mr. Wehrli agreed with Ms. Gilmour that the County Board also had questions on screening of the trailers. After further review by the Committee and clarification from staff, the Committee felt that they had already sufficiently addressed the issue.

Mr. Wehrli asked Mr. Holdiman if defining landscape versus lawncare would make enforcement more difficult. Mr. Holdiman stated it would not.

Jeff Wehrli motioned to send option 1, the original motion, with the addition of compliance with 11.05 (a), to the County Board. Lynn Cullick seconded. Approved 4-0.

NEW BUSINESS/OLD BUSINESS

1. Staffing - Mr. Wilkins stated that with the recent vacancy in Planning, Building, and Zoning, staff has undertaken additional duties to share the burden and maintain customer service. In FY08 Planning, Building and Zoning budget was $485,259 with a staff of seven. Current budget allocation is $229,212 with a staff of 3, one of which is the vacancy. While the current two staff members and Administrative Services staff has shared the burden to maintain performance and customer service levels, a long term solution is needed. He presented two options: first, continue operations with two staff members but add a consulting firm at 18 hours per week. This option would be approximately $15,000 less than the second option of replacing the senior planner; however, there would be a loss of flexibility, and outreach both regionally and within the County; increased staff stress; and less consistent customer service. Also, the cost savings only apply if consultant time remains near 18 hours a week. An increase in projects would quickly reduce the savings and possibly increase expenditures. The second option of replacing the senior would be cost neutral, and would employ a consultant at only 2-5 hours per week. It would be also less the detriments presented in the first option.

Mr. Gryder stated that it appeared that any further cuts to personal would be detrimental, even including a consulting firm. He also stated that an employee gives a value added with increased relationships and institutional knowledge. He posed the question on not only on the position of the senior planner but also reexamining hiring a Planning, Building and Zoning Director position filled that Mr. Wilkins currently serves as interim. He asked for thoughts on the matter, starting with Mr. Wilkins and his recommendation, who stated he was recommending option two. Mr. Wehrli stated that if staff was comfortable with only adding a senior planner that he was also and possibly examining adding a Director in the future. Mr. Hoffman also recommended adding additional staff, as did Mr. Holdiman. Ms. Cullick agreed with adding a senior planner, as did Ms. Gilmour. Ms. Gilmour stated that municipality and township participation was important to the County.

UPDATE ON HISTORIC PRESERVATION- Mr. Wehrli stated they met with Millbrook about the options of the Millbrook Bridge. There are some funding options if the County has the right-of-way. However, there is some confusion on who originally owned certain areas of the property. Currently the County has an outside consultant trying to clarify the exact ownership.

UPDATE ON CMAP LAND USE COMMITTEE MEETING- Mr. Hoffman stated that there was a general inquiry at the meeting of when Kendall County was going to appoint another representative, but otherwise no information of significance.

PROJECT STATUS REPORT- Reviewed
PERMIT REPORT- Reviewed
REVENUE REPORT- Reviewed
CORRESPONDENCE – None

6.8.15 PBZ Meeting Minutes
EXECUTIVE SESSION- None

ADJOURNMENT- Next meeting will be on June 8, 2015
Lynn Cullick made a motion to adjourn the meeting. Jeff Wehrli seconded the motion. Approved 4-0. Chairman Gryder adjourned the meeting at 7:32 p.m.

Respectfully Submitted,
Andrez P. Beltran
Economic Development and Special Projects Coordinator