CALL TO ORDER

ROLL CALL: Lynn Cullick, Bob Davidson, Scott Gryder (Chair), Judy Gilmour (Vice-Chair) and Jeff Wehrli

APPROVAL OF AGENDA

APPROVAL OF MINUTES: Approval of minutes from the April 13, 2015 meeting

EXPENDITURE REPORT- (handed out at meeting) Approval to forward the claims to the Finance Committee in an amount not to exceed $20,000

PUBLIC COMMENT

PETITIONS
1. **14-40 Subdivision Control Regulations- Letters of Credit**
Request: Text Amendment
Purpose: Text Amendment to also allow cash bond, irrevocable letter of credit, surety bond, or letter of commitment.

2. **14-37 Home Occupations- Landscape Businesses**
Request: Text Amendment
Purpose: Text Amendment to not allow landscape businesses as home occupations

NEW BUSINESS/OLD BUSINESS
Tanglewood Trails- Update from SAO
Statute requirements for zoning processes
Discussion on bringing back R-2 and R-3 zoning
Camelot Farms Plat Extension for 1 year: Petition 08-18

UPDATE ON HISTORIC PRESERVATION

UPDATE ON CMAP LAND USE COMMITTEE MEETING

PROJECT STATUS REPORT
PERMIT REPORT
REVENUE REPORT
CORRESPONDENCE
EXECUTIVE SESSION

ADJOURNMENT - Next meeting on June 8, 2015
CALL TO ORDER
The meeting was called to order by Chairman Scott Gryder at 6:30 p.m.

ROLL CALL
Present: Lynn Cullick, Bob Davidson, Vice-Chair Judy Gilmour, Chairman Scott Gryder and Jeff Wehrli
Absent: None
Also present: Planning & Zoning Manager: Angela Zubko & Code Enforcement Officer Brian Holdiman
In the audience: Attorney Daniel Kramer, Peter & Laurie Pasteris, Candice Hadley & Leigh Anne Scoughton

APPROVAL OF AGENDA
Lynn Cullick made a motion to approve the agenda as written, Judy Gilmour seconded the motion. All agreed and the motion was approved.

APPROVAL OF MINUTES
Jeff Wehrli made a motion to approve the minutes from March 9, 2015. Judy Gilmour seconded the motion. All agreed and the minutes were approved.

EXPENDITURE REPORT (handed out at meeting)
Bob Davidson made a motion to approve the expenditure report in the amount of $16,800.75 and forward it onto the Finance Committee, Judy Gilmour seconded the motion. With a roll call vote all in attendance agreed and the motion was approved.

PUBLIC COMMENT- None

PETITIONS-
#15-02 Peter & Laurie Pasteris
Planner Zubko stated Peter & Laurie Pasteris are requesting approval of an A-1 special use permit to operate a low use banquet hall on their property for special events. The applicants do live in the house on the property. The property is located at 1998 Johnson Road and is on the south side of Johnson Road, 1 mile east of Schlapp Road and 1.45 miles west of Ridge Road. There is a trail proposed along the south side of the roadway and Planner Zubko suggests contacting Plainfield for a dedication request. According to the Zoning Ordinance a banquet hall can be operated if 7 conditions are met which are listed in the report. The petitioners meet them all except number one, that the facility shall have direct access to a road designated as an arterial roadway or major collector road as identified in the Land Resource Management Plan. Johnson Road is designated as a minor collector roadway therefore they received permission from the township highway commissioner to use the roadway. On the site plan the petitioner has shown where they would like to construct a concrete pad to keep up a tent from May to November 15th at the size of 40' x 80' and also a barn with future bathrooms. The petitioner has stated the guest will park in the hayfield even if a crop is in. The property currently has an access point off of Johnson Road which is the same access they propose to use for the special events. Staff
would recommend approval and the following conditions be placed on the special use, if approved:

1. The principal use of the property is for residential purposes and/or farming.
2. A maximum of 200 persons at any one time
3. All events must be catered unless approved by the Health Department.
4. Compliance with applicable building codes and Americans with Disabilities Act accessibility provisions and securing of the required permits associated with any proposed remodeling, alteration, construction or expansion of existing and proposed structures on the premises.
5. Retail sales are permitted as long as the retail sales will be ancillary to the main operation.
6. The noise regulations are as follows:
   Day Hours: No person shall cause or allow the emission of sound during daytime hours (7:00 A.M. to 10:00 P.M.) from any noise source to any receiving residential land which exceeds sixty five (65) 60 dBA when measured at any point within such receiving residential land, provided; however, that point of measurement shall be on the property line of the complainant.
   Night Hours: No person shall cause or allow the emission of sound during nighttime hours (10:00 P.M. to 7:00 A.M.) from any noise source to any receiving residential land which exceeds fifty five (55) dBA when measured at any point within such receiving residential land provided; however, that point of measurement shall be on the property line of the complainant.

**EXEMPTION:** Powered Equipment: Powered equipment, such as lawn mowers, small lawn and garden tools, riding tractors, and snow removal equipment which is necessary for the maintenance of property is exempted from the noise regulations between the hours of seven o’clock (7:00) A.M. and ten o’clock (10:00) P.M.

7. Porta Johns (and other temporary bathroom facilities) need to be removed within 2 business days after each event.
8. Events can run from May 1st through November 15th and the temporary tent can be erect from May 1st through November 15th.
9. Entities having jurisdiction may inspect the property annually including but not limited to the Planning, Building Zoning Department, Health Department, sheriff’s office and fire protection district in order to ensure that conditions of the special use permit are still being met and that the permit is still applicable for the operation.

Planner Zubko would also like to note this is in NaAuSay Township so this is a dry township so alcohol cannot be sold on the premises which the petitioner is aware of.

The ZPAC Committee had some concerns which all were addressed by additional conditions. The Plan Commission recommended approval as well and agreed with the petitioner this will be a low impact use. There was no audience members that spoke and there was one letter that was read in opposition that is in the packet tonight. At the special use hearing officer meeting it was discussed if the weather is bad they do have alternative locations to park like a nearby church and shuttle the guests over if needed. The Hearing Officer made a favorable recommendation with staff’s suggested conditions.

Attorney Daniel Kramer introduced himself and his clients. He did publish for the township meeting and there were not objectors and they approved it. He stated in the terms of the opposition letter they received it the night of the Plan Commission and it was signed by a trust at Old Second Bank, the petitioners have talked to the owners of the land and they did not have any opposition so they feel it was someone else that is part of the trust, however they did respond to the letter and have not heard back. He stated a banquet facility sounds large but this will be low use and will be using a tent.
With no further discussion Lynn Cullick made a motion, seconded by Jeff Wehrli to recommend approval of the special use with staff’s nine conditions and forward the petition onto the full County Board.

Attorney Kramer discussed parking in the hay and how people will not get stuck but just in case of a flood rain they have already made arrangements to park and shuttle people in, there would be no parking on Johnson Road.

Mr. Bob Davidson asked about the porta-potties to be removed after each event. Mr. Kramer stated they will be using a trailer to pick up. He also asked about the limit of guests. Planner Zubko stated the petitioner requested it. Mr. Davidson would like to see a little leeway on the limit.

Ms. Gilmour asked how many cars are expected. Mr. Pasteris stated typically everyone comes with someone so for 200 person limit probably a maximum of about 150 cars. Their property can easily accommodate more.

Lynn Cullick made a motion to change the amount of people to a 10 percent tolerance on the number of people. Jeff Wehrli seconded the motion. With no further discussion, with a roll call vote, all were in favor and this will be forwarded.

#15-03 Candice Hadley
Planner Zubko went over her written report stating that the owner, Candice Hadley (who is present) is requesting approval to landmark her home at 1542 Plainfield Road, Oswego, IL. The home was built in 1865 and was owned by Gilbert & Mary Ann (Cass) Gaylord. The owner’s justification on why this house shall be landmarked is that the Gilbert Gaylord House is an extremely well-preserved example of Italianate architecture. The main structure is virtually unchanged and over the past two decades, the current owner has painstakingly restored the front porch, preserved the brackets under the eaves, had the brick tuck-pointed and installed copper gutters. The east side addition was built in 2007 in a manner similar in style and materials to the original, without detracting from the original structure’s historic integrity. There are no other brick Italianates in Oswego or the surrounding township that compare to this structure. Additionally, the structure is eligible for listing in the National Register of Historic Places. The house qualifies for “Criterion C for architecture as a good representative example of an asymmetrical Italianate residence.” The structure also has been recognized as a Property of the Season by the Oswego Historic Commission and has been named an Oswego Township Heritage Place. She also stated there are the architectural details and description of the additions over the years. Also under the historical narrative she gave us the background of the house, how it was used and who lived there. Planner Zubko stated the Historic Preservation Commission went over whether the nominated landmark does or does not meet the criteria for designation as provided for in Article III, Section 4 of the Kendall County Historic Preservation Ordinance. The report contains 4 criteria which the Commission approved the following information:

1. An explanation of the significance or lack of significance of the nominated landmark as it relates to the criteria for designation;
   - It has character, interest, or value which is part of the development, heritage, or cultural characteristics of a local community, the County, the State of Illinois or the Nation;
   - It embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials;
   - It embodies elements of design, detailing, materials, or craftsmanship that render it architecturally significant;
   - It has a unique location or singular physical characteristics that make it an established or familiar visual feature;

413.15 PBZ Meeting Minutes
✓ It is a particularly fine or unique example of a utilitarian structure with a high level of integrity or architectural significance;
✓ It is suitable for preservation or restoration;
✓ It is an exceptional example of an historic or vernacular style or type or one of few remaining in the County.

2. A description of the integrity or lack of integrity of the nominated landmark;
The home was built in 1865. The original main floor has four rooms: formal front parlor, family room (converted in early 1970's from two smaller rooms), dining room and kitchen. The original pine plank flooring is still intact in all rooms except the kitchen; as is all original woodwork and some doors.
• There is a staircase with the original curved banister inside the double doors (with a curved wall underneath). Another curved wall in the hallway is hidden behind a door that decades ago was installed for access to a half bath.
• The formal front parlor, currently a wheelchair accessible bedroom, has original crown molding.
• The dining room features a stone mantle fireplace recently installed to replace a circa 1970's inappropriate brick "Colonial" fireplace. A door leading to a "silverware closet" under the stairs has been walled over (decades ago a large radiator was installed in that space to heat the main hallway).
• The narrow staircase leading to the basement is still intact under the floor of the pantry.

The second floor of the original structure originally included five rooms, three bedrooms, a billiard room and probably a maid’s room. Currently there are four bedrooms, one bathroom (top of main stairs) and the maid’s room is now a master bath. There also is a rear staircase from the dining room (next to the fireplace) leading up to a small hallway to the master bath, bedroom and attic stairway.

The basement level originally included four rooms with access via the narrow kitchens staircase and an exterior cellar entrance.

The north-facing stately brick home resides on 5.27 acres in a rural setting, four miles southeast of Oswego. A 100+ year old barn, corn crib, hog house, machine shed and chicken coop remain on the property, in addition to a front yard with large maples along the curved brick drive, a field, two fenced horse pastures, gardens and an orchard.

3. A map showing the location of the nominated landmark.
4. In the case of a nominated landmark found to meet the criteria for designation, the report shall include a description of the significant exterior architectural features of the nominated landmark that should be protected.

The Italianate Gaylord two-story brick residence is a gabled ell sitting on a cut limestone, raised foundation. Tall, arched windows are delineated with cut stone sills and corbelled lintels; broad eaves are supported with massive, incised brackets. There are two front entrances; one with double doors. Ornate porches adorn the front and rear facades.

The historic preservation commission held a public hearing on March 19th in which only the petitioners were present and the Commission recommended approval. Staff recommends approval.

Jeff Wehrli made a motion to recommend approval of the historic landmark and forward the petition onto the fill County Board. Lynn Cullick seconded the motion.

Mr. Jeff Wehrli thanked the petitioners. Ms. Hadley introduced herself and excited.

With no further discussion, with a roll call vote, all were in favor and this will be forwarded.

**NEW BUSINESS/OLD BUSINESS**

1. Building Permit Extension Requests- Brian Holdiman stated the building code allows for building permit extension. The first one is Skoropad for a storage building; they’re seeking an extension for family issues and funds. Mr. Holdiman requests a one year extension. The second one is the Schnell family in which they’re demolishing a home trying to recycle as much as they can. Mr. Holdiman also requests a one year extension. Mr. Gryder asked about the structures and safety. Mr. Davidson asked if these people are physically working on these projects. Mr. Holdiman stated the Schell is but the Skoropad currently does not have the fund but plan on doing it soon. Jeff Wehrli made a motion to make a one year extension for permits 03-2011-150 & 14-2011-068. Judy Gilmour seconded the motion. All were in favor and they will be extended. Mr. Holdiman stated there is one more to discuss of a house at 45 Cheyenne Court. We’ve been approached by neighbors over the years, the permit was issued in 2008 and not complete. The exterior siding is not complete and that’s why we’re getting calls from the neighbors. Unfortunately the owner has lost his job and does not have the funds but wanted to bring it to the PBZ committee’s attention in case they get complaints. Mr. Wehrli asked if there are any grant opportunities for the owners.

2. Approval of an $85,000 payment from MB Financial Bank, The First National Bank of Ottawa and/or BCB Development IV, LLC for the construction costs necessary to close out Tanglewood Trails Subdivision and the approval to negotiate a contract in regard to the same with the above parties and the Tanglewood Trails Homeowners Association- Planner Zubko stated as we discussed last November I was working with the bank to finish up the public improvements and the County was working on a punchlist for the bank. The punchlist is completed and an agreed amount has been decided upon. Mr. Gryder stated this has been discussed with Mr. Wilkins, the SAO, the highway department and the banks. Mr. Wehrli asked about where we came up with the $85,000. Planner Zubko explained the contingent money, review money and bike trail amounts. Mr. Davidson asked a few questions on the bike path. Lynn Cullick made a motion of an approval of an $85,000 payment from MB Financial Bank, The First National Bank of Ottawa and/or BCB Development IV, LLC for the construction costs necessary to close out Tanglewood Trails Subdivision and the approval to negotiate a contract in regard to the same with the above parties and the Tanglewood Trails Homeowners Association. Jeff Wehrli seconded the motion. With a roll call vote, 4 approved and Mr. Davidson abstained.
3. Regional Plan Commission and Zoning Board of Appeals vacancies discussion- Planner Zubko stated the Plan Commission is and has been short 3 members for quite some time and sometimes it's hard to get a quorum and also with the fact she has been receiving numerous complaints on how long the process takes she wanted to see what the thoughts are to combine the two committees. She also handed out a memo dated May 19, 2010 which goes through what the statutes require us to do and it also goes over our old zoning process. Our process is much quicker in that it takes 2-3 months but there are still a series of 5 meetings the petitioner must attend. The Committee would like to read over that memo. Mr. Ashton asked about appeals and where they go. Ms. Gilmour doesn’t know if eliminating any would help but would like to look at the memo. Mr. Davidson thinks rezoning needs to be within a certain amount of days and suggests trying it out for a timeframe possibly. The Committee will continue this. If anything is disbanded it would be hard to get people back.

4. Discussion on bringing back R-2 and R-3 zoning- Planner Zubko stated she would like to bring back the R-2 and R-3 districts to allow people to rezone smaller lots to build a home. This was discussed at the Plan Commission and they support the idea but would only like to allow R-2 and R-3 subdivisions for a certain amount of contiguous lots. It was also discussed they were deleted in the first place to promote RPD’s and that most likely not many people will be able to make 1 acre work for a septic but it’s possible. Mr. Davidson stated the new code is more restrict and it’s harder to make it work. Mr. Davidson briefly went over how all subdivisions need curtain drains. Mr. Wehrli stated when this got deleted there were subdivisions all over and we were trying to have the developers save the natural features and have open space. Mr. Wehrli would like to tighten this down for a good fit of contiguous lots. Mr. Davidson sees issues with the PUD’s and give everyone grades on the engineering plans and you can’t disturb the septic area at all. It's hard to get the distances to the well and the septic and someone wants to put a pool or shed and it just does not work. Larger parcels might become weed fields. There was some discussion on the fire protection district where the homes are too far apart but there are a lot. Mr. Davidson likes this idea. Mr. Gryder would like more time. Planner Zubko will bring this back to PBZ next month with some suggestions.

**UPDATE ON HISTORIC PRESERVATION:** Planner Zubko stated she has nothing else to discuss as the landmark was already discussed.

**UPDATE ON CMAP LAND USE COMMITTEE MEETING:** Planner Zubko stated the land use committee meets this Wednesday.

**PROJECT STATUS REPORT**– Reviewed
**PERMIT REPORT**– Reviewed
**REVENUE REPORT**– Reviewed
**CORRESPONDENCE** – None
**EXECUTIVE SESSION**– None

**ADJOURNMENT**- Next meeting will be on May 11, 2015
Lynn Cullick made a motion to adjourn the meeting. Jeff Wehrli seconded the motion. All agreed. Chairman Gryder adjourned the meeting at 7:29 p.m.

Respectfully Submitted,
Angela L. Zubko
Planning & Zoning Manager

413.15 PBZ Meeting Minutes
To: PBZ
Date: April 28, 2015
Re: Text Amendment – Subdivision Regulations- Bonds (Petition 14-40)

In trying to clean up some items the PBZ Department discovered in our revisions to the subdivision control regulations in 2011 we changed the language to only allow letters of credit. Per the County Code (55 ILCS 5/5-1123 and 55 ILCS 5/5-1041) as well as the Public Construction Bond Act (30 ILCS 550/3) we must accept bonds as well as letters of credit. This language will clean this item up for future subdivisions.

SECTION 10.00 – REQUIRED LAND IMPROVEMENTS
PROCEDURE

B. Construction Surety

1. Prior to the start of any work, the subdivider shall post with the Clerk of the County of Kendall, a non-revocable letter of credit—a cash bond, irrevocable letter of credit, surety bond, or letter of commitment issued by a bank, savings and loan association, surety, or insurance company, deemed acceptable to the State’s Attorney of Kendall County in an amount equal to 125% of the full costs of the required improvements as estimated by a Registered Professional Engineer and approved by the Plat Officer or 110% of the full costs of the required improvements provided in line item format in a construction contract entered into between the subdivider and a contractor or contractors licensed in the State of Illinois. Such line item contract shall be approved by the Plat Officer.

D. As-Built Plans:

1. Stormwater Management Facilities: After completion of stormwater management facilities and prior to acceptance of said improvements (excepting final landscaping and short-term maintenance) the subdivider shall make or cause to be made, a detailed one foot contour topographic survey and engineering plans of said facilities to verify final dimensions and volumes required under the approved engineering plans and calculations have been provided. A comparison table of approved versus as-built volumes for each foot of detention volume elevation shall be provided. The presentation of these plans shall be a condition of final acceptance of the improvements, and release of the
Letter of Credit cash escrow, cash bond, irrevocable letter of credit, surety bond, or letter of commitment assuring their completion.

2. Infrastructure Improvements: After completion of all public improvements, and prior to final acceptance of said improvements, the subdivider shall make, or cause to be made, engineering plans showing the actual location, size, and elevation of all structures and associated piping invert; culvert location, size, and invert elevations; ditch line location and grade at maximum 100 foot intervals; vertical and horizontal alignment of roadway centerlines; street lighting locations and electrical cable routing; and electric, gas, telephone and other private utility locations and routing. The presentation of these plans shall be a condition of final acceptance of the improvements, and release of the Letter of Credit cash escrow, cash bond, irrevocable letter of credit, surety bond, or letter of commitment assuring their completion. The as-built plans shall be filed with the Plat Officer.

G. Maintenance Guarantee
Upon completion of the improvements acceptance thereof by all relevant authorities the improvements shall thereafter be maintained by the appropriate corporate authorities, providing however, for a period of 12 months following the acceptance as above provided the subdivider shall be responsible for the continued condition of said improvements as accepted. In the event failure occurs in the improvements the subdivider shall restore the improvements to the criteria specified in this Ordinance. To assure responsibility the subdivider shall, prior to acceptance of the improvements as outlined in Section 10.00.F of this ordinance, deposit with the Clerk of the County of Kendall a cash escrow, or maintenance letter of credit irrevocable letter of credit, surety bond, or letter of commitment acceptable to the State’s Attorney’s office of Kendall County in an amount not less than ten percent (10%) of the total cost of all improvements, which deposit may be used by the County to restore the improvements in the event such are not addressed by the subdivider within 12 months following acceptance of the improvements by all relevant authorities. Upon receipt of said maintenance surety, the Plat Officer shall be authorized to return the original financial surety(ies) posted to guarantee the satisfactory completion of the required improvements to the developer or issuing financial institution.

Please review and provide Staff with comments during the meeting. Should you have any questions prior to the meeting, please contact me at 630-553-4139.

Attachments:
1. ZPAC Meeting minutes on 1.6.15
2. RPC Meeting minutes on 1.26.15
3. ZBA Meeting minutes on 4.27.15
To:        RPC 
Date:  April 28, 2015  
Re:        Text Amendment – Home Occupations (Petition 14-37) 

Within the last year the PBZ Department has had a lot of issues with regards to landscape businesses and if they qualify for home occupations. Also we have had a LOT of people wanting to do it as a home occupation. Staff is of the opinion they should not qualify due to the type of equipment they use and we’ve had issues in the past trying to prove there are employees and the amount of employees. Staff proposed to specify that landscape businesses cannot be home occupations.

**LANDSCAPE BUSINESS.** Offers products and services to clients that involve planting and caring for trees, shrubs, flowers, ground covers and grass. Some offer design and implementation services for sidewalks, walkways, decks, retaining walls, patios, lighting and other external design elements outside of a building. There are two types of landscape businesses: lawn care only and all others.

**LANDSCAPE BUSINESS- LAWN CARE ONLY.** A landscape business run by only one or two employees and only maintains yards with no large equipment, i.e. only mowers, weed wackers and trimmers. All equipment must be stored indoors, no materials brought to the property it is run out of and no goods for sale.

**HOME OCCUPATION.** Any occupation or profession engaged in by an occupant of a dwelling unit as a use which is clearly incidental and secondary to the use of the dwelling as a residence.

**HOME OCCUPATION - AGRICULTURAL.** A home occupation in an agricultural zoning district. Tearooms, restaurants, eating and/or drinking establishments, animal hospitals or kennels, clinics, general retail and wholesale, landscape business (not including lawn care only), stables, undertaking establishments and funeral parlors shall not be deemed to be "home occupation". *(Amended 04/18/2000)*

**HOME OCCUPATION- RESIDENTIAL** A home occupation in a residential zoning district. Tearooms, restaurants, eating and/or drinking establishments, animal hospitals or kennels, clinics, general retail and wholesale, stables, landscape business (not including lawn care only), undertaking establishments and funeral parlors shall not be deemed to be a "home occupation".

Wording for a special use in the A-1 Agricultural District, B-3 Business District and M-1 and M-2 Manufacturing districts:
Landscaping business, provided that:

a. All vehicles, equipment and materials associated with a landscaping business shall be stored entirely within an enclosed structure, unless otherwise permitted under the terms of this Special Use Permit.

b. The business shall be located on, and have direct access to, a State, County or Collector Highway as identified in the County’s LRMP, having an all-weather surface, designed to accommodate loads of at least 73,280 lbs, unless otherwise approved in writing by the agency having jurisdiction over said Highway. Such approvals shall establish limitations as to the number of employees and types of vehicles coming to and from the site that are engaged in the operation of the use (including delivery vehicles). These restrictions shall be included as controlling conditions of the Special Use. (Amended 7/17/2007)

c. No landscape waste generated off the property can be burned on this site.

For reference:

4.06 HOME OCCUPATION- AGRICULTURAL provided:

a. It is conducted entirely within the dwelling or permitted accessory building by a member or members of the family residing in the dwelling and when such home occupation is clearly incidental and secondary to the use of the dwelling as a residence.

b. A maximum sign of 8 square feet will be permitted but must meet setback requirements in section 11 of the Zoning Ordinance and be unlit.

c. No article shall be sold or offered for sale on the premises except as is produced by the occupation on the premises except that items incidental to the home occupation may be sold, i.e., hair products may be sold at a salon.

d. No person shall be employed on site other than members of the family residing on the premises and two persons outside the family, providing that additional persons outside of the family may be permitted by the Zoning Board of Appeals pursuant to an application for special use filed in accordance with the provisions of this ordinance.

e. The number of off-street parking spaces for that use is provided as required by the Off-Street Parking, Loading, and Landscape Requirements of this Ordinance.

f. No mechanical equipment is used which may generate obnoxious fumes, excessive noise or other such related nuisances. No offensive noise, vibration, smoke, dust, odors, heat, glare, or electrical disturbance shall be produced which is perceivable at or beyond the lot lines.

4.07 HOME OCCUPATION- RESIDENTIAL provided:

a. It is conducted entirely within the dwelling by a member or members of the family residing in the dwelling and when such home occupation is clearly incidental and secondary to the use of the dwelling as a residence.
b. There are no signs, display or activity that will indicate from the exterior of the dwelling that it is being used for any use other than a dwelling except as allowed by the sign regulations for the district in which such "home occupation" is located.

c. No article shall be sold or offered for sale on the premises except as is produced by the occupation on the premises, except that items incidental to the home occupation may be sold, i.e., hair care products sold at a salon.

d. No more than ten (10) vehicle trips by either customers, delivery persons or employees may be made throughout a day to and from the home occupation.

e. No person shall be employed on site other than members of the family residing on the premises and one person outside the family in all residential districts.

f. The number of off-street parking spaces for that use is provided as required by the Off-Street Parking, Loading, and Landscape Requirements of this Ordinance.

g. No mechanical equipment is used which may generate obnoxious fumes, excessive noise or other such related nuisances. No offensive noise, vibration, smoke, dust, odors, heat, glare, or electrical disturbance shall be produced which is perceivable at or beyond the lot lines.

h. Instruction in music, crafts and dance shall be limited to one student at a time with a maximum of eight per day. To exceed this limit requires a variance.

i. Salons shall be limited to one chair or nail table, commonly referred to as a station.

Please review and provide Staff with comments during the meeting. Should you have any questions prior to the meeting, please contact me at 630-553-4139.

Attachments:
1. ZPAC Meeting minutes on 11.3.14
2. RPC Meeting minutes on 12.3.14
3. RPC Meeting minutes on 1.26.15
4. ZBA Meeting minutes on 4.27.15
To:        Ad-Hoc Zoning Committee
From:      Jerry A. Dudgeon, Director
Date:      May 19, 2010
Re:        Zoning Process – Preliminary Thoughts and Ideas

Different committees, attorneys and Board members have mentioned that in their opinion the county’s current zoning petition process is too long and should be shortened. In general the petitions we handle include zoning map amendments (re zoning cases), zoning text amendments, variances, subdivision plats, new requests for Special Use approvals and Conditional Uses for A-1 single family building permits. With the exception of variance requests, most of these petitions take 4-6 months to process with 2 separate publications to the surrounding property owners and 2 separate publications within the newspaper. Most municipalities and other surrounding Counties take 3-4 months.

Last month we presented some preliminary information related to our processes for zoning map amendments (re zoning cases), zoning text amendments, variances, requests for Special Uses and major amendments to Special Uses and provided verbal comments on the Conditional Uses for A-1 single family building permits to the PBZ Committee. We will bring our ideas for the subdivision review process back as a separate item in conjunction with our ideas for updating the subdivision regulations. Based on the material presented, the committee asked us to re-organize the information to make it specific to each of the processes presented for discussion. After receiving the information, the Committee directed us to send the materials to Ad-Hoc for review and comment. The following represents our attempt to reorganize the information for each petition type showing the steps involved in our current process, the minimum steps required per the state statutes and possible options for revising our current processes.

**ZONING MAP AMENDMENTS (re zoning requests):**

Under our current process, PBZ staff typically holds a pre-application meeting with prospective applicants to supply them with initial feedback concerning their request and to preliminarily identify key issues they will need to address in order for us to support the requested action; to inform them of the steps in the process and their various obligations and responsibilities; and to provide them with information regarding all of the information they will need to supply as part of their application packet.

Once the application is received and has been determined to be complete, the matter is scheduled for review by the ZPAC committee. ZPAC is comprised of staff representatives from PBZ, County Highway, the Sheriff’s office, Health Department, Fire Protection Districts, Soil and Water Conservation District, PBZ Chair, Forest Preserve staff and our engineer if needed. Review comments from this group are used to provide the applicant with direction on how the proposal may need to be revised in order to comply with the county’s various rules and regulations and serves to identify issues that the applicant will need to address before
proceeding to, review, hearing and recommendation by the County’s other standing committee’s leading up to final action by the County Board.

The next step in the process is review by the Regional Plan Commission. The Plan Commission By-laws require any matters going to them for review be noticed in a paper of general circulation along with notices to surrounding property owners. The notices must be sent and published not more than 30 days nor less than 15 days prior to the meeting. As previously mentioned, it is our understanding this step was added in an effort to allow members of the public to learn about development proposals in advance of the formal public hearings conducted by the ZBA. We also request that the applicant solicit information from the plan commission of the township on which the property is located (if one exists) and any municipality within 1.5 miles of the proposed project. This allows for staff and Plan Commission to be alerted early on in the process to any possible objections that might be filed.

Following review and recommendation by the Plan Commission, the matter is then forwarded to the ZBA for review and conduct of the formal public hearing as required by the state statutes and conduct of the findings of fact. Again, notices must be sent and published not more than 30 days nor less than 15 days prior to the meeting. After hearing the matter and listening to all public testimony supplied, the ZBA is required to provide its findings of fact and to supply a recommendation on each of these matters to the County Board for final action.

Following the hearing, the matter is forwarded to the PBZ Committee who reviews the recommendations received from KCRPC and the ZBA and may either forward the recommendation as received to the full County Board for action or may recommend approval with modifications. The PBZ meeting typically occurs two weeks after the ZBA hearing.

After review by PBZ, the recommendation is forwarded on to the full County Board for approval the week following the PBZ meeting. If the Board recommends approval, an ordinance rezoning the property is adopted and placed on file with the County Clerk. If the Board approves the recommendation, an ordinance granting the request is adopted.

The following flow chart lays out the various steps in the review of a map amendment under our current process:

**CURRENT KENDALL COUNTY PROCESS**

```
Pre-App Meeting ➔ Submit Application JANUARY ➔ ZPAC Meeting FEBRUARY ➔ Plan Commission MARCH ➔ ZBA Meeting APRIL ➔ PBZ Meeting MAY ➔ County Board MAY
```

1.5 Mile jurisdictional review

**MINIMUM STATUTORY PROCESS**

In developing preliminary ideas for streamlining our current process, staff reviewed the state statutes to verify the minimum statutory requirements. The statutes currently provide that the County Board may establish a Zoning Board of Appeals consisting of not less than five (5) members or not more than seven (7) members. By statute, all requests for map amendments require a public hearing to be conducted by the ZBA before the County Board can take action. The ZBA is required to conduct the formal public hearing, listen to all testimony and makes a formal finding of fact and recommendation which are then forwarded to the full County Board for
action. Per the statutes notice of the hearing must be published in a paper of general circulation at least 15 days prior to the hearing. The hearing shall be conducted in the township or road district of the affected property or at the County Courthouse or other county building having adequate facilities. After hearing the matter and listening to all public testimony supplied, the ZBA is required to provide its findings of fact and to supply a recommendation to the County Board for final action.

After the ZBA makes its findings of fact, their recommendation is forwarded to the County Board for action. The Board can approve the request by a simple majority vote if no objection has been filed. If approved, an ordinance rezoning the property is adopted by the Board and placed on file with the County Clerk. In counties such as Kendall that have a population of less than 600,000, a township which has an active plan commission can file a written objection to the proposed map amendment up to 30 days following the hearing. In addition, any municipality within 1.5 miles of the property seeking a map amendment may also file an objection as can the owners of property touching or directly across the street from the property that is the subject of a map amendment. If 20% of the adjoining/surrounding owners file a written objection, or the township or municipality file and objection, ¾ of the County Board must vote in the affirmative to approve the request. Therefore under the Statutory process the steps involved in a zoning map amendment would follow the following timeline:

In addition to looking at the statues, staff contacted three other counties (Kane, Will & McHenry) to get a sense of how our process compares. McHenry follows the statutory process depicted above. Our closest neighbors, Will and Kane, have processes that involve a staff review step similar to our ZPAC. Kane’s staff group currently meets on a weekly basis at which time applicants can present their proposals for review and comment prior to making their formal submittal. Following staff review, the petitioner submits revisions addressing the comments received and makes a formal submission of their application. If the requested map amendment is consistent with the County Land Resource Management Plan (LRMP), the application is forwarded directly to the ZBA for hearing review and recommendation. If it does not comply, it must first go through their Plan Commission for review and recommendation before proceeding to ZBA. After review and recommendation the matter is forwarded to their development committee for review before being forwarded to the Board for action. Their Development Committee is similar to our PBZ. As a result, the flow chart for their system would be as follows:

**KANE COUNTY MAP AMENDMENT PROCESS:**  
For requests in compliance with the LRMP

<table>
<thead>
<tr>
<th>Pre-App Meeting w/staff</th>
<th>Submit Application JANUARY</th>
<th>ZBA Hearing FEBRUARY</th>
<th>Developmen t Committee MARCH</th>
<th>County Board MARCH/APRIL</th>
</tr>
</thead>
</table>

For requests NOT in compliance with the LRMP

| Pre-App Meeting w/staff | Submit Application JANUARY | Plan Commission FEBRUARY | ZBA Hearing MARCH | Development Committee APRIL | County Board APRIL/MAY |
In comparison, Will County conducts pre-application meetings every Monday and Thursday afternoon. Following staff review, the petitioner submits revisions addressing the comments received and makes a formal submission of their application at which time the petition is scheduled for review and hearing by their Planning and Zoning Commission. The group was created by combining their Plan commission and Zoning Board of Appeals into a single committee. The meeting is held approximately ten weeks (10) after the filing of the application.

After review by the Planning and Zoning Commission their recommendation is forwarded to the land Use Planning, Zoning & Development Committee which meets every second and fourth Tuesday of each month. This group is similar to our PBZ Committee. Their recommendation is then sent to the County Board for action. Their meetings are held the third Thursday of each month. If we adopted a similar scenario, the time line for a Zoning Map amendment would be as follows:

**WILL COUNTY MAP AMENDMENT PROCESS:**

| Pre-App Meeting | Submit Application Early – Mid JANUARY | ZBA Hearing Mid MARCH Early APRIL | Development Committee Mid-Late APRIL | County Board Late MAY |

Based on our review of the statutes and the processes employed by the counties we researched, we developed some preliminary ideas for streamlining our current process. One idea we developed would be to consider having weekly or bi-weekly meetings if needed with our existing ZPAC members and petitioners. This might allow applications to be submitted more frequently and could aid in scheduling cases in a more efficient manner. Another option would be to set use ZPAC as a pre-application meeting before an application is formally submitted. This might help those petitioners with limited means to decide after meeting with staff if it is worth their while to take the project through the process and incur the expense of formally submitting something. This also gives the petitioner the chance to meet the proper staff in case there are any questions to a particular department. The only issue we can see if we were to use ZPAC as a pre-application review committee is what type of fee might need to be charged to cover the cost of those instances in which input from our consulting engineer is required.

Another suggestion staff has and is impartial to either way would be to combine the Plan Commission and Zoning Board of Appeals into one group as they did in Will County. Combining these groups would be consistent with some municipalities; the approach used in Will County would eliminate a month from the current process. The only issue with this concept is what, if any, restructuring of the two groups might be required. We currently have 10 Plan Commission members who are voluntary and 7 Zoning Board of Appeals members who have a per diem. By State Statute the Zoning Board of Appeals can only consist of up to 7 members who must reside in separate townships. We would need to research further how such a combined group would need to operate and what potential membership issues might arise given the statutes which limit the ZBA to 7 members.

Another option might be to require review by the Plan Commission only in those situations where an application is found to be in conflict with the LRMP as is done in Kane County. Separating the responsibilities of the two groups might also free up the Plan Commission to work on other planning issues and topics in addition to their primary responsibility under the statutes of creating and updating the County LRMP. If either of these options were pursued the process could be shortened by roughly one two months to the following:
POTENTIAL REVISED KENDALL COUNTY PROCESS

Submit Application JANUARY → ZBA or Combined ZBA/Plan Commission FEBRUARY → PBZ Meeting MARCH → County Board MARCH

Township Meeting → 1.5 Mile Jurisdictional Review

Staff does feel it is still important to have the Planning, Building and Zoning Committee (PBZ) as a step in the process. The PBZ Committee does not slow down the process as it is one week before the County Board meeting and half the County Board is in attendance to ask important questions on behalf of the Kendall County citizens. As noted, both Will and Kane utilize their development committee’s in the same manner.

ZONING TEXT AMENDMENTS:

MINIMUM STATUTORY PROCESS

Under the statutes, zoning text amendments are generally processed in the same manner as a zoning map amendment. The statutes currently provide that the amendment be reviewed by the Zoning Board of Appeals. All requests for map amendments require a public hearing to be conducted by the ZBA before the County Board can take action. The ZBA is required to conduct the formal public hearing, listen to all testimony and make formal findings of fact and recommendation which are then forwarded to the full County Board for action. Per the statutes notice of the hearing must be published in a paper of general circulation at least 15 days prior to the hearing. After hearing the matter and listening to all public testimony supplied, the ZBA is required to provide its findings of fact and to supply a recommendation to the County Board for final action.

After the ZBA makes its findings of fact, their recommendation is forwarded to the County Board for action. The Board can approve the request by a simple majority vote unless written protests against the proposed text amendment are signed by 5% of the land owners of the county. In addition, in counties such as Kendall that have a population of less than 600,000, any township which has an active plan commission can file a written objection to the proposed text amendment up to 30 days following the hearing. Any municipality, who’s nearest adjacent limits touch upon a district that is the subject of a text amendment, may also file an objection adopted by resolution of the corporate authorities. When any of these objections are filed, the amendment can only be approved if ¾ of the County Board vote in the affirmative to approve the text amendment. If approved, an ordinance approving the amendment is adopted by the Board and placed on file with the County Clerk. Therefore under the Statutory process the steps involved in a zoning text amendment would follow the following timeline:

Develop Draft Amendment → Publish/Send Notices 15 Days Prior JANUARY/FEBRUARY → ZBA Meeting FEBRUARY → County Board Meeting MARCH
CURRENT KENDALL PROCESS

Although not required by statute or the County Zoning ordinance, the PBZ Committee has generally required the AD-Hoc Zoning Committee to work with staff to develop a draft amendment as the first step before sending a text amendment through the formal review process. That part of the process can take from one to several months depending upon the complexity of the issue. As a result our current process includes the following steps:

- Input and review by Ad-Hoc
- ZPAC Meeting JANUARY
- Plan Commission FEBRUARY
- ZBA Meeting MARCH
- PBZ Meeting APRIL
- County Board APRIL
- Township Meeting
- 1.5 Mile jurisdictional Review

KANE COUNTY TEXT AMENDMENT PROCESS:

The Kane County process includes the following steps:

- Prepare Draft Amendment
- Pre-App Meeting w/staff JANUARY
- ZBA Hearing FEBRUARY
- Development Committee MARCH
- County Board MARCH/APRIL

WILL COUNTY TEXT AMENDMENT PROCESS:

The Will County process includes the following steps:

- Prepare Draft Amendment
- Pre-App Meeting w/staff JANUARY
- ZBA Hearing Mid-MARCH
- Development Committee Mid-Late APRIL
- County Board Late MAY

POTENTIAL REVISED KENDALL COUNTY PROCESS

If we were to simplify the current process to follow the minimum statutory requirements, the timeline for text amendments could be streamlined as follows:

- Input and review by Ad-Hoc
- ZPAC Review JANUARY
- ZBA or combined ZBA/Plan Commission FEBRUARY
- PBZ Meeting MARCH
- County Board MARCH
- Township Meeting
- 1.5 Mile jurisdictional review
**SPECIAL USES:**
The steps involved under our process for the reviewing Special Use applications is identical to the process we follow for the processing of our zoning map amendments with one exception. Under our process, the County Board has chosen to establish a Hearing Officer to act in place of the ZBA in holding the required public hearing and findings of fact as allowed under the statutes. The same notification requirements also apply. As a result, our process involves the following steps:

**CURRENT KENDALL COUNTY PROCESS**

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-App Meeting</td>
<td>January</td>
</tr>
<tr>
<td>Submit Application</td>
<td>JANUARY</td>
</tr>
<tr>
<td>ZPAC Meeting</td>
<td>FEBRUARY</td>
</tr>
<tr>
<td>Plan Commission</td>
<td>MARCH</td>
</tr>
<tr>
<td>Hearing Officer</td>
<td>APRIL</td>
</tr>
<tr>
<td>PBZ Meeting</td>
<td>MAY</td>
</tr>
<tr>
<td>County Board</td>
<td>MAY</td>
</tr>
</tbody>
</table>

**MINIMUM STATUTORY PROCESS**

Under the statutes, Special Uses are processed in generally the same manner as a zoning map amendment and require a public hearing before the ZBA or a Hearing Officer prior to any action by the County Board. The notification requirements for Special Uses differ slightly from those required for map amendments and include the following. Notice must be published in a newspaper published in the township or road district in which the property is located or, if there is no paper published in that township, in a paper of general circulation within the county. Notice must also be given to surrounding property owners of the date time and location of the hearing and notice must also be sent to any municipality located within 1.5 miles of the proposed property. The notices must be published and sent at least 15 days prior to the hearing.

The ZBA or Hearing Officer shall make a recommendation and finding of fact to the Board as to whether the Board should deny, grant approval or grant approval subject to conditions. The Board may adopt the Special Use by Ordinance without further hearing or may refer it back to the ZBA for further consideration. The statutes also allow the Board to delegate it’s authority by ordinance to the ZBA to grant approval of a Special Use if it so desires. If so delegated the ZBA must issue a written finding of fact and final approval.

Therefore under the statutory process the steps involved in a zoning text amendment could follow one of the following timelines:

**Board Approval Required**

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop Draft Amendment</td>
<td></td>
</tr>
<tr>
<td>Publish/Send Notices</td>
<td>15 Days Prior</td>
</tr>
<tr>
<td>ZBA or Hearing Officer</td>
<td>FEBRUARY</td>
</tr>
<tr>
<td>County Board Meeting</td>
<td>MARCH</td>
</tr>
</tbody>
</table>

Approval Power Delegated to ZBA
KANE COUNTY SPECIAL USE PROCESS:
For comparison, Kane uses the following processes depending upon the circumstances:

For Special Use requests in compliance with the LRMP

Pre-App Meeting w/staff → Submit Application JANUARY → ZBA Hearing FEBRUARY → Developmen t Committee MARCH → County Board MARCH/APRIL

For Special Use requests NOT in compliance with the LRMP

Pre-App Meeting w/staff → Submit Application JANUARY → Plan Commission FEBRUARY → ZBA Hearing MARCH → Development Committee APRIL → County Board APRIL/MAY

WILL COUNTY SPECIAL USE PROCESS:
Will uses the following process:

Pre-App Meeting → Submit Application Early – Mid JANUARY → ZBA Hearing Mid MARCH Early APRIL → Development Committee Mid-Late APRIL → County Board Late MAY

POTENTIAL REVISED KENDALL COUNTY PROCESS
If we were to simplify the current process to follow the minimum statutory requirements, the time line for text amendments could be streamlined as follows:

ZPAC Pre-application review → Submit Application JANUARY → ZBA or combined ZBA/Plan Commission FEBRUARY → PBZ Meeting MARCH → County Board MARCH

Township Meeting → 1.5 Mile jurisdictional review

OR (Approval Power Delegated to ZBA):

ZPAC Pre-application review → Submit Application JANUARY → ZBA or combined ZBA/Plan Commission FEBRUARY
VARianCE REQUESTS:
MINIMUM STATUTORY PROCESS
Under the statutes, variances involving a deviation that is 10% or greater than the minimum established standards set forth in the zoning regulations require a public hearing before the ZBA. Notice of the date, time and location of the hearing must be published in a newspaper published in the township or road district in which the property is located or, if there is no paper published in that township, in a paper of general circulation within the county. The notices must be published at least 15 days prior to the hearing.

The ZBA shall make a recommendation and finding of fact to the Board as to whether the Board grant or deny the request. The Board may adopt an ordinance granting the variance without further hearing or may refer it back to the ZBA for further consideration. If a variance fails to receive the approval of the ZBA, the Board can not adopt an ordinance granting the variance unless it receives an affirmative vote to approve from ¾ of the members of the Board. In addition, in counties such as Kendall that have a population of less than 600,000, any township which has an active plan commission can file a written objection to a variance involving property within such township within 15 days following the hearing. If such an objection is filed, the Board can not adopt an ordinance granting the variance unless it receives an affirmative vote to approve from ¾ of the members of the Board.

The statutes also provides that the ZBA can have the final authority for granting a variance in which case no action by the Board is needed and no ordinance granting the variance is needed. Therefore under the statutory process the steps involved in processing a variance request could follow one of the following timelines:

<table>
<thead>
<tr>
<th>Board Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-App Meeting w/staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Power Delegated to ZBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-App Meeting w/staff</td>
</tr>
</tbody>
</table>

Our current process follows the second option. In addition, we also handle variances involving less than a 10% deviation from the standards through an administrative process established under the statutes. Under that process, the Zoning Administrator is authorized to grant a variance involving less than a 10% deviation from a standard within 15 to 21 days if no objection is received from a surrounding property owner. As such, we believe our current system for processing variances is relatively streamlined and are not recommending any changes at this time. While we do believe it would be beneficial to have the Board adopt an ordinance that memorializes the variances granted to individual properties, we believe we could leave the process the same as it is now but require the execution of a formal document summarizing the
findings of fact by the ZBA for possible recording against the property or utilize GIS to identify and track the variances granted.

A-1 SINGLE-FAMILY BUILDING PERMIT CONDITIONAL USE:
The last of the zoning processes we discussed last month is the A-1 Conditional Use for single-family building permits. Although the ordinance sets specific standards that must be met in order to grant such a conditional use, it is the only conditional use that currently requires review and approval by our various Boards and committees in addition to the approval of an ordinance by the Board. All of our other Conditional Uses allow for approval administratively if the specified conditions can be met. Under or current process, requests for a single-family building permit as a conditional use in the A-1 must demonstrate that they meet at least one of the following four conditions in order to be granted:

1. Existing woodland coverage of a substantial portion of the site containing trees in excess of 6” in diameter measured at breast height;
2. Soils which have a land evaluation ranking from the Kendall County Soil & Water Conservation District of seventy-five (75) or less;
3. Excessive slopes;
4. Other physical features which serve as barriers to farm operations such as streams, rock outcroppings and property configuration in relationship to wetlands, flood-prone areas or buildings.

The ordinance further stipulates that:
- Each such dwelling shall be located on a zoning lot that meets the standards of single-family residential lots, one hundred and thirty thousand (130,000) sq. ft. minimum.
- Septic suitability is approved by the Health Department.
- It is the intent to limit such usage, and if, in the judgment of the County Board, contiguous parcels requesting approval hereunder represent an unwarranted expansion of this usage, then denial is warranted.

Our Current process for review and approval includes the following steps:

**CURRENT KENDALL COUNTY PROCESS**

<table>
<thead>
<tr>
<th>Pre-App Meeting</th>
<th>Submit Application</th>
<th>ZPAC Meeting</th>
<th>Plan Commission</th>
<th>ZBA Meeting</th>
<th>PBZ Meeting</th>
<th>County Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>FEBRUARY</td>
<td>MARCH</td>
<td>APRIL</td>
<td>MAY</td>
<td>MAY</td>
<td>MAY</td>
</tr>
</tbody>
</table>

Our suggestion for shortening this process would be to allow the Zoning Administrator to review the evidence presented to determine if the request met the standards. If so, the Zoning Administrator could simply approve and document it, or in the alternative, could refer the matter to PBZ and the Board for adoption of an ordinance so these could be added to the zoning map as is currently done. In instances where the Zoning Administrator questioned whether the request conclusively met the intent of the ordinance based on the evidence supplied or questioned whether it constituted an “unwarranted expansion of this usage”, he could refer the
matter to PBZ and the Board for input. Similarly, in the event he denied a request and the applicant wished to appeal his decision, the matter could be referred to PBZ and the Board for a determination. If such an approach were adopted, the process could follow either of the following processes:

**POTENTIAL REVISED KENDALL COUNTY PROCESS**

```
Pre-App Meeting → Submit Application JANUARY → Zoning Administrator approval JANUARY

Or:

Pre-App Meeting → Submit Application JANUARY → PBZ Meeting FEBRUARY → County Board FEBRUARY
```

At this time we are presenting this information to the Committee for preliminary feedback to see if you believe any of these options have merit. If the Committee thinks the process should be revised, they should provide a recommendation to the PBZ Committee as to which of the options presented they prefer and have staff begin developing the necessary amendments for review and recommendation by the various committees as required under our current process. If the Committee believes no changes are needed at this time, they should recommend to the PBZ Committee to maintain the status quo.
June 2, 2009

Mr. Jerry Dudgeon
Director
Kendall County Planning, Building & Zoning
111 West Fox Street, Room 316
Yorkville, IL 60560-1498

Re: Camelot Farm Subdivision, Na-Au-Say Township, Kendall County, Illinois

Dear Jerry,

Thank you for taking the time to talk to me the other day regarding the subdivision of Camelot Farm. As you know, as part of the overall plan, we would like to sell the large dairy barn home with approximately 1.4 acres of land and retain the 16.5 acre horse farm. Once the large home has been sold, assuming the new home owners want to move in within a short period of time, we will temporarily move into the existing grey ranch home while we proceed with the construction of the new primary residence on the horse farm. Once the new primary residence on the horse farm has been completed, we can move into that home and demolish the existing grey ranch home and recapture all the green space that is between the two homes. The net effect is no change in total residential units and a much more attractive property from the street.

On Friday, I picked up the plat with most of the signatures required for the subdivision. I believe that the only thing left to do is to record the plat with the County Recorder. You indicated that the normal process is to record the plat within six months or so of the county approval for the subdivision. You also indicated that given that we have just received all the signatures, a reasonable period of time to record would be granted.

We are asking for an extension to be granted to us to delay the recording of the subdivision until June 1, 2010, approximately one year, which is intended to provide us a reasonable amount of time to effect the sale of the large dairy barn home. There are good reasons to delay the recording of the subdivision until closing, if possible. Currently, the farm is owned as our primary residence by Tenants of the Entirety. A subdivision would nullify this legal protection. It is also our understanding that our liability insurance rates would go up significantly if we are no longer residents of the agricultural portion of the property.

As we discussed, the delay in recording would have no physical impact on the county, the property or our neighbors and would only assist us in properly sequencing the sale and final development of the approved changes.

Thank you in advance for your assistance in this regard. If you have any comments, questions or concerns, please feel free to call, email or write.

Respectfully submitted,

[Signature]

Massimo Bianchini and Susan Kovalik
PBZ Projects and Activities-5.11.15

Active Zoning Petitions
14-34 Robert Steward (A-1 Conditional Use)
14-37 Landscape Business' not a home occupation (Text Amendment)
14-40 Subdivision Control Ordinance (Text Amendment)
15-05 LRMP Update- density, trails & transportation corridor

Active Stormwater Permits- 15 active

Subdivisions
Subdivisions still open:
   Highpoint Meadows- For Sale
   Schaefer Glen- For Sale
   Light Road Industrial park- Lots for sale, need to write letter to new owners
   High Grove- Sold some property to the Park District, coming in to rezone soon
   Tanglewood Trails- Close to accepting money to finish subdivision

Projects outside the office
Communities of Excellence Program (Wauponsee class) (Not till Summer)
NWPA Planning Committee
NWPA TAC Committee
Kane/Kendall Bike & Pedestrian Plan
County Director Meetings (CMAP)
Land Use Committee Meeting (CMAP)
Big Rock Creek Watershed Meeting
Fox River Trail Signage Plan

Other Projects in the office
Investigate floodplain/zoning issues- McKanna Road Bridge issue (Anto's), Anderson
Tree Farm
Stormwater mapping in the field- completed 53 subdivisions so far (Finished Little Rock
   Township)
Working on the windshield Survey for Historic Preservation
Continue improving the GIS website with regards to information on zoning, permits, etc.
Work with mapping to convert hard copy allocation maps into an Ag Allocation layer in
   GIS
Convert information from pre 1993 permit cards into an excel database to create
   searchable system of old permit records by PIN or permit number.
Mobile Home Permits- 5 active
Cleaning up office with regards to getting old files scanned- All petitions are scanned, up
   to 2008 in building permits
FOIA's
Keep track of escrow accounts
Update website- minutes, applications and ordinances
Normal day-to-day things- phone calls, people with questions, organizing, scheduling, posting, etc.

A weekly log sheet showing what I’ve done for that week is available upon request and submitted to Mr. Wilkins

Night meeting hours attended in 2015 so far: 27.00 hours (15 Meetings)
Night meeting hours attended in 2014: 129.00 hours (74 Meetings)
Night meeting hours attended in 2013: 121.75 Hours (70 Meetings)
Night meeting hours attended in 2012: 111.00 Hours (67 Meetings) John no longer part of PBZ
Night meeting hours attended in 2011: 98.5 Hours (56 Meetings)
Night meeting hours attended in 2010: 77.50 Hours (37 Meetings) Jerry let go July 2010
Night meeting hours attended in 2009: 51.75 Hours (36 Meetings)
Night meeting hours attended in 2008: 53.5 Hours (27 Meetings)
<table>
<thead>
<tr>
<th>Permit Category</th>
<th>Count</th>
<th>Estimated Cost</th>
<th>Permit Fees</th>
<th>Land Cash</th>
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<tbody>
<tr>
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<td>2</td>
<td>$1,020,000</td>
<td>$5,063</td>
<td>$3,163</td>
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<td>Accessory Buildings</td>
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<td>$0</td>
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<td>Signs</td>
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<tr>
<td>Generator</td>
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<p>|               | 27    | $2,679,017     | $9,341      | $3,163    |</p>
<table>
<thead>
<tr>
<th>Permit Category</th>
<th>Total</th>
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<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
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Copyright (C) 1997-2015 DEVNET Incorporated ssmith
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