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 October 5, 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

NEW BUSINESS
1. Well and Septic Site Evaluation Process as proposed by Health Department
2. Amendment to the Kendall County Historic Preservation Ordinance to reduce the minimum required number of commissioners from nine to seven
3. PBZ Fee Structure
4. 2016 PBZ Meeting Schedule
5. Intergovernmental Agreement between the Village of Plattville and County of Kendall

OLD BUSINESS
1. Schaefer Woods South Homeowners Association – Beaver Dam Issue
2. Intergovernmental Agreement between Village of Millbrook and County of Kendall
3. Tanglewood Trails Subdivision public improvements Update

UPDATE ON HISTORIC PRESERVATION

UPDATE ON CMAP LAND USE COMMITTEE MEETING

PROJECT STATUS REPORT
PERMIT REPORT
REVENUE REPORT
CORRESPONDENCE
EXECUTIVE SESSION

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

ROLL CALL
Present: Lynn Cullick, Vice-Chair Judy Gilmour, Chairman Scott Gryder Jeff Wehrli, and Bob Davidson (arrived at 6:32 p.m.)
Absent:
Also present: Jeff Wilkins: County Administrator; John Sterrett: Senior Planner; Denise Kasper: Secretary, Ada Flores: Vice President, and Jeff Martin of Schaefer Woods South Homeowners Association Board of Directors.

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 September 14, 2015. Lynn Cullick seconded the motion. Approved 4-0.

EXPENDITURE REPORT - None

PUBLIC COMMENT

Schaefer Woods South Homeowners Association

Ms. Kasper stated that she was a representative of the Schaefer Woods South Homeowners Association. Recently, an adjacent stream had become blocked and was causing a flooding. She continued that they had reached out to the Illinois Department of Natural Resources, the Health and Human Services Department, the Farm Bureau and the Road Commissioner, but due to monetary and jurisdictional issues they could not help. Ms. Kasper showed video of the blockage in the stream.

The Committee agreed with Ms. Kasper, and stated they would investigate the issue of who was responsible for the property. However, as there was no code to enforce, it would most likely be a civil issue. The Committee promised to facilitate the meeting with the Homeowners Association with the party responsible for the stream and keeping it clear.

PETITIONS

1. 15-05 LRMP Amendment – Kendall County
   Request: Amend the Kendall County LRMP to provide an updated Multi-use Trail Plan and amend the future Land Use Plan within Little Rock Township along Creek Road between Frazier and Little Rock Road
   Location: Kendall County

10.5.15 PBZ Meeting Minutes
Purpose: To update and provide additional detail on Kendall County Multi-use Trail Plan and to reflect commercial development potential within Little Rock Township

Mr. Sterrett stated that the two changes to the Trail Plan: the differentiation between if a path was built or proposed, and what government agency the paths belonged to. He continued that the plan was important for reviewing development proposals, and for grant funding. In addition, the plan was to be renamed the Multi-use Plan to more accurately reflect its purpose.

Mr. Sterrett continued that the change to the Future Land Use Plan was to change the area along Creek Road between Frazier and Little Rock Road to Commercial. The Committee asked how the amendment fit with Plano’s planning. Mr. Sterrett stated that it was consistent with their plans.

Motion made by Jeff Wehrli, seconded by Lynn Cullick. Approved 5-0.

NEW BUSINESS/OLD BUSINESS

1. Well and Septic Site Evaluation Process as proposed by Health Department – This item was tabled until a future meetings.
2. Intergovernmental Agreement between Village of Millbrook and County of Kendall – Chairman Gryder stated that Mr. Sterrett has examined the agreement and found areas for improvement, but with the timeline the agreement needs voted upon and can be examined next year. Mr. Sterrett added that while he could examine the fees, he would not be able to get estimates in the timeline. Mr. Wehrli stated that part of the agreement deals with cellular towers which the municipalities can enforce, but possibly not the County. He continued to say that Millbrook should look into the matter. Lynn Cullick made a motion to approve, Bob Davidson seconded. Approved 5-0.
3. Tanglewood Trails subdivision public improvements Update – Mr. Wilkins stated that the agreed upon amount had been paid to help finish improvements. He continued to say that he had been meeting with Doug Westphall, the Road Commissioner, and Fran Klaas, County Engineer, to discuss the improvements needed to be made. Mr. Davidson asked how the partnership worked. Mr. Wilkins stated they would work together on building the priority list of projects, and the funds would be disbursed to the Road Commissioner to complete. Ultimately, the funds are County funds.
4. Kendall/Na-Au-Say One Acre Minimum Request – Waiting on Township response – There was no update for this agenda item.

UPDATE ON HISTORIC PRESERVATION- Mr. Wehrli stated that on September 30 the Historic Preservation Commission held a Workshop. Mr. Sterrett added that representatives from Oswego, Plainfield, and the County were there along with a representative from Landmarks Illinois as a guest speaker. The discussion focused on engaging and educating the community. Mr. Wehrli added that the best way to get momentum is to start designating landmarks.

UPDATE ON CMAP LAND USE COMMITTEE MEETING-None

PROJECT STATUS REPORT–Reviewed.

PERMIT REPORT–Reviewed
REVENUE REPORT–Mr. Wilkins stated that they were slightly under this year compared to previous years.
CORRESPONDENCE – None
EXECUTIVE SESSION- None

10.5.15 PBZ Meeting Minutes
ADJOURNMENT- Next meeting will be on November 9, 2015
Bob Davidson made a motion to adjourn the meeting. Lynn Cullick seconded the motion. Approved 5-0. Chairman Gryder adjourned the meeting at 7:33 p.m.

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

To: PBZ Committee  
From: John Sterrett, Senior Planner  
Date: November 4, 2015  
Re: Amendment to the Kendall County Historic Preservation Ordinance

Over the last several months, the Historic Preservation Commission has discussed potential changes to the Historic Preservation Ordinance to address vacancies and recent quorum issues. These discussions have included a potential change to the quorum requirements and a possible reduction in the minimum number of members required to serve on the Commission. The current membership of the Commission consists of six active members with three vacancies. Among these vacancies is the ‘architect and/or engineer’ category with the other two as those who ‘demonstrate an interest in archaeology, architecture or preservation’. With the current minimum required number of commissioners at nine, a total of five commissioners must be present to establish a quorum.

Staff has drafted the attached revisions to the Ordinance to reduce the minimum required number of commissioners from nine to seven and reducing the minimum amount of commissioners required to be present for a quorum from five to four. Please review the attached proposed revisions and provide comments during the November 9th meeting. Should you have any questions prior to the meeting, please contact me at 630-553-4139.

JHS

Attachments:
1. Proposed HPC Ordinance Revisions
THE HISTORIC PRESERVATION COMMISSION

1. ORGANIZATION

A) Appointment. The Kendall County Board shall by ordinance appoint members to the Kendall County Preservation Commission from names submitted by the County Board Chair.

B) Composition. The Preservation Commission shall consist of nine (9) members. All members shall be residents of Kendall County. The County Board Chair shall nominate to the Preservation Commission at least one (1) attorney, one (1) historian or architectural historian, one (1) architect/engineer, and one (1) real estate professional knowledgeable in historic preservation; the other members shall be persons with a demonstrated interest in archaeology, Kendall County history, architecture, engineering, preservation and/or the preservation of community character. Commission vacancies shall be posted in a newspaper of general circulation within the county and on the county internet website. Included in the nine (9) voting members, the County Board may appoint one of their members or staff to serve as a voting member of the Commission and liaison to the County Board.

C) Terms. Terms of the initial members shall be staggered so that three serve for one year; three for two years; and three for three years. Successors to initial members shall serve for three year terms. All ex officio members shall serve the term of their elected or appointed office. All members shall serve until their successors are appointed. Vacancies shall be filled by the Kendall County Board from names submitted by the County Board Chair.

D) Officers. Officers shall consist of a Chair, Vice-Chair and a Secretary elected by the Preservation Commission. The Chair shall preside over meetings. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. If both the Chair and the Vice-Chair are absent, a temporary Chair shall be elected by those present. The Chair, Vice-Chair and secretary shall serve a term of one (1) year and shall be eligible for re-election. No member shall serve as an officer in the same capacity for more than three (3) consecutive years. Once the member has served in the same capacity for three (3) years a one (1) year hiatus from that office must be followed. The Chair shall ensure that the following duties are performed:

i) That minutes are taken of each Preservation Commission meeting;

ii) That copies of the minutes, reports, and decisions of the Preservation Commission be published and distributed to the members of the Preservation Commission.
iii) The Kendall County Board Chair is advised of vacancies on the Preservation Commission and expiring terms of members; and

iv) That there be prepared and submitted to the Kendall County Board a complete record of the proceedings before the Preservation Commission on any matters requiring County Board consideration. The Kendall County Planning, Building & Zoning Department shall be the official keeper of the records.

E) **Rules and Procedures.** The Historic Preservation Commission shall have the authority to develop and adopt rules and procedures necessary to carry out its functions under the provisions of this Ordinance.

F) **Meetings.** Meetings of the Preservation Commission shall be held no less than monthly, except in those months when no business is pending, and shall be held at such times and places within the County as the Commission shall decide. Special meetings may be called by the Chair or by the consent of three (3) members. All meetings of the Commission shall be open to the public, shall follow all provisions of the Open Meetings Act and shall adhere to Robert’s Rules of Order. The Commission shall keep minutes of its proceedings, showing a vote of each member upon every question, or if absent or failing to vote, and shall also keep records of its official actions. Such minutes and records shall be open to the public for inspection at offices of the Kendall County Planning, Building & Zoning Department.

G) **Quorum.** A quorum shall consist of five (§ 4) members. The transaction of business shall be made by a majority vote of those members in attendance while a quorum is present, except that the adoption, modification or rescission of any rule or part thereof shall require the affirmative vote of five (5) members.

H) **Compensation.** The members shall serve without compensation, but they shall be reimbursed for their expenses necessarily incurred in the performance of their duties as such and approved by the Director of the Planning, Building & Zoning Department, and if funds are available in the Historic Preservation Commission’s reserves.

I) **Annual Report.** The Commission shall submit an annual report of its activities to the Kendall County Board.
## SECTION 10 – FEES

The following fee schedule shall be applicable to the Kendall County Building Code.  
**Please Note: a $50.00 Zoning Certificate is required on ALL building permits.**

1. **Single Family Residential Construction**  
   - Fee: $1,800.00

2. **Accessory Structures**  
   - ≤ 120 square feet  
     - Fee: $50.00 Zoning Certificate
   - 121-599 square feet  
     - Fee: $150.00 – Plumbing $150.00/Insp
   - ≥ 600 square feet (residential)  
     - Fee: $50.00/inspection – Plumbing $150.00/Insp
     - + $0.08/sq.ft. for plan review
   - ≥ 600 square feet (commercial)  
     - Fee: $75.00/inspection – Plumbing $150.00/Insp
     - + $0.08/sq.ft. for plan review

3. **Signs**  
   - Non-illuminated  
     - Fee: $100.00 + $1.00 per square foot
   - Illuminated  
     - Fee: $150.00 + $1.00 per square foot
   - Temporary  
     - Fee: $50.00 Zoning Certificate

4. **Deck**  
   - Fee: $150.00

5. **Swimming Pool**  
   - Fee: $150.00

6. **Demolition**  
   - Fee: $100.00

7. **Communication Tower**  
   - Fee: $1,000.00

8. **Moving or raising a structure**  
   - Fee: $100.00

9. **Service Upgrades**  
   - Fee: $100.00

10. **Driveway**  
    - Fee: $150.00

11. **Patios – New & Enlarging (R-5, R-6, R-7 Only)**  
    - Fee: $50.00 Zoning Certificate

12. **Re-inspection Fee**  
    - Residential  
      - Fee: $50.00
    - Commercial  
      - Fee: $75.00
    - Plumbing  
      - Fee: $150.00

13. **Residential/Agricultural**  
    - Addition  
      - Fee: $50.00/inspection
    - Remodeling  
      - Fee: $50.00/inspection
    - Plumbing  
      - Fee: $150.00/inspection

.
Electrical $50.00/inspection
Miscellaneous $50.00/inspection

14. Permits other than Residential /Agricultural $.08/sq.ft. for plan review
   Addition $75.00/inspection
   Remodeling $75.00/inspection
   Plumbing $150.00/inspection
   Electrical $75.00/inspection
   Miscellaneous $75.00/inspection

15. Change of Occupancy $150.00
16. Certificate of Occupancy $150.00
17. Zoning Certificate – **REQUIRED ON ALL PERMITS** $50.00

**Notes to the Fee Schedule**
The permit fees for an attached garage, deck, or a driveway and similar appurtenances constructed in conjunction with the construction of the house are included in the permit fee for the house.
The permit fee for a driveway constructed in conjunction with the construction of a garage is included in the permit fee for the garage.

**Zoning Certificate Required**
A zoning certificate shall be approved before a building permit may be issued and requires the payment of a separate fee.

**Address Required**
The fee for assigning an address to a property shall be $50.00.

**Time of Payment**
All permit fees shall be due and payable prior to the beginning of construction. All re-inspection fees shall be due and payable prior to each inspection.

**Additional Review Fees**
In addition to the fees set forth in this Ordinance, all applicants seeking the approval of a building permit shall reimburse Kendall County for all reasonable costs incurred as a result of the review of the application by a legal, engineering or other special consultant. The applicant shall provide a deposit to cover the estimated consulting and review fees. Payment of the additional review fees shall be made prior to the issuance of the certificate of occupancy, EXCEPT, when the payment is fully and completely secured by a deposit, the actual payment may occur after the issuance of the certificate of occupancy.
## ZONING APPLICATION FEES

### MAP AMENDMENTS

| Any amount of acreage | $500.00 |

### SPECIAL USE PERMITS, PLANNED UNIT DEVELOPMENTS/ RESIDENTIAL PLANNED DEVELOPMENTS AND MAJOR AMENDMENTS TO SPECIAL USES

The following fees include a processing fee, a fee for recording the special use in the recorder’s office for 10 pages and a cost for a Hearing Officer at a rate of $350.00 for the first hour and $100.00 for each additional hour shall be imposed on ALL Special Uses.

| All acreage zoned as A-1 | $1,155 |
| All Other Zoning Districts |  |
| 0.0-5.00 acres | $1,155 |
| 5.01-10.00 acres | $1,905 |
| 10.01-50.00 acres | $2,255 + $50/acre or part thereof over 10 acres |
| 50.01-100.00 acres | $4,755 + $35/acre or part thereof over 50 acres |
| 100.01-500.00 acres | $6,505 + $20/acre or part thereof over 100 acres |
| 500.01+ acres | $14,505 + $15/acre or part thereof over 500 acres |

### MINOR AMENDMENT TO SPECIAL USE

(includes a processing fee and a fee for recording the minor amendment to the special use in the recorder’s office)

| Any amount of acreage | $150.00 |

### VARIANCE

(includes a processing fee and a fee for recording the variance in the recorder’s office)

As part of Special Use: $100
Not part of Special Use: $425 for first Variance Request of petition and $50 for each additional request to be included in the same petition.

### ADMINISTRATIVE VARIANCE

(includes a processing fee and a fee for recording the minor amendment to the special use in the recorder’s office)

| Any amount of acreage | $150.00 |

### PRELIMINARY PLAT

- Residential: $1,000.00 + $50.00/acre or part of an acre
- Other: $1,000.00 + $100.00/acre or part of an acre

### FINAL PLAT

| All Final Plats | $50.00/acre or part of an acre ($500.00 minimum) |
OTHER PLAT (Vacation, Dedication, etc.)
All Other Plat Actions $50.00/acre or part of an acre ($500.00 minimum)

ADMINISTRATIVE APPEAL $1,000.00

TEXT AMENDMENT $500.00

SITE PLAN REVIEW $375.00

A-1 CONDITIONAL USE $100.00

***No waiver and no refund shall be made for any fee paid pursuant to this Ordinance without the approval of the Planning Building and Zoning Committee of the County Board***

**All fees for actions or activities by Kendall County or the Kendall County Forest Preserve District are hereby waived and all fees for non-profit organizations shall be charged half of the normal fees for zoning petitions; provided they show proof of non-profit status and that the permit be used only by the organizations itself***

1In the event that ruling by the Zoning Board of Appeals favors the appealing party, the submitted fee for an administrative appeal shall be refunded to the applicant.

ZONING FEES ESTABLISHED BY KENDALL COUNTY ORDINANCE EFFECTIVE 9/18/12
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\[
\text{Total School Contribution} = \frac{0.034}{0.020} \times \frac{0.041}{0.027} \times \frac{0.143}{0.021} = 80.46
\]

\[
\text{High School (1 unit):} \quad \text{School Type} \times \text{School Capacity by Grade} \times \text{School Type} \times \text{Fair Market Value} =
\]

\[
\text{School Donation:}
\]

\[
\frac{51,465.96}{2,272.860} \times 2,017 \times \frac{0.010}{0.017} = 1,000 \text{ population} \times \frac{1.0}{1.0} \times \text{Contribution per Unit}
\]

\[
\text{Forest Preserve/Park Donation:}
\]

\[
\text{Unit Type: Two-Bedroom Single-Family Detached Unit}
\]

Land Cash Donation Calculation Sheet - (2014)
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<tr>
<td>$454.69 x 0.034 (1 unit)</td>
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<tr>
<td>Middle School</td>
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<td>$235.48 x 0.027 (1 unit)</td>
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<tr>
<td>$64.40 x 0.021 (1 unit)</td>
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School Donation:

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Land Cash Donation Calculation Sheet - (2014)
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<td>High School</td>
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<td>(1 unit)</td>
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<tr>
<td>Middle School</td>
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<td>(1 unit)</td>
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<tr>
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\[
\text{Total School Contribution} = \frac{\text{High School \$2,333.69}}{889.60 \times 0.034} \times (0.360) \times (1 \text{ unit})
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\[
\text{Total School Contribution} = \frac{\text{Middle School \$361.07}}{772.680 \times 0.027} \times (0.184) \times (1 \text{ unit})
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\[
\text{Total School Contribution} = \frac{\text{Elementary \$982.92}}{772.680 \times 0.021} \times (0.644) \times (1 \text{ unit})
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School Donation:

\[
\text{School Donation} = \frac{\$2,735.68}{772.680 \times 0.010} \times (3.746) \times (1.0) \times (0.001 \text{ population per unit}) \times (3.746) \times (1.0) \times (10.0 \text{ acres})
\]

Forest Preserve/Park Donation:

Unit Type: Four-Bedroom Single-Family Detached Unit

Land Cash Donation Calculation Sheet - (2014)
TABLE 5 (Page 4 of 4)

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School Donation:

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<td>(0.010) x (0.770)</td>
<td>Land Cash Donation Calculation Sheet (2014)</td>
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Miscellaneous Fees

Mobile Home Renewal Permit - $50/annually

Stormwater Management Permit Processing Fee - $50

Stormwater Management Permit Deposit for Review - $1,200 or 2% of total estimated cost of work to be performed, whichever is greater

Off-Site Roadway - $1,000 – Fee is established by individual Planned Unit Development agreements, not by County Ordinance.
2016 PBZ Department Meetings

ZPAC – Meets the 1st Tuesday of each month at 9:00am
January 5th
February 2nd
March 1st
April 5th
May 3rd
June 7th
July 5th
August 2nd
September 6th
October 4th
November 1st
December 3rd

Zoning Ad-Hoc – Meets the 4th Wednesday of each month at 5:00pm
January 27th
February 24th
March 23rd
April 27th
May 25th
June 22nd
July 27th
August 24th
September 28th
October 26th
November 30th

Regional Plan Commission – Meets the 4th Wednesday of each month at 7:00pm
January 27th
February 24th
March 23rd
April 27th
May 25th
June 22nd
July 27th
August 24th
September 28th
October 26th
November 30th

ZBA/Special Use Hearing – Meets the Monday one week before PBZ at 7:00pm (except when that day falls on a Holiday)
February 1st
February 29th
March 28th
May 2nd
May 31st
June 27th
August 1st
August 29th
October 3rd
October 31st
December 5th

PBZ – Meets 2nd Monday of each month at 6:30pm
January 11th
February 8th
March 7th
April 11th
May 9th
June 13th
July 11th
August 8th
September 12th
October 11th
November 7th
December 12th

Historic Preservation Commission – Meets the 3rd Wednesday of each month at 7:00pm
January 20th
February 17th
March 16th
April 20th
May 18th
June 15th
July 20th
August 17th
September 21st
October 19th
November 16th
December 21st
To: PBZ Committee  
From: John H. Sterrett, Senior Planner  
Date: November 2, 2015  
Re: PBZ Monthly Report

Zoning Petitions

Active

Petition 15-17  
Kevin Calder  
9923 Walker Road  
A-1 Special Use – Landscaping Business  
Status: Under review – ZPAC on December 1, 2015

Petition 15-16  
Historic Preservation Ordinance  
Amendment to Ordinance to reduce the minimum amount of required commissioners  
Status: PBZ Committee on November 9, 2015

Petition 15-15  
Peter & Mary Bielby  
8573 Fox River Drive – Fox Township  
Variance for Separation Distance of Dog Kennel  
Status: ZBA Hearing on November 2, 2015

Petition 15-14  
Fox Metro Water Reclamation District  
682 Route 31 – Oswego Township  
Site Plan Review for expansion of wastewater facilities  
Status: Fox Metro’s engineer is working on Stormwater Management permit

Petition 15-01  
Nancy Austin  
East side of Ashley Rd, 300’ south of Plattville Rd – Lisbon Township  
Rezone A-1 to R-1 and annex into Village of Plattville  
Status: Rezoning and Annexation need approval from Village

Completed

Petition 15-05  
LRMP Amendment  
Amendment to Future Land Use Plan of Little Rock Twp. and Multi-Use Trail Plan  
Status: Approved by County Board on October 20, 2015
Other Agreements/Resolutions/Ordinances

Active
Intergovernmental Agreement between the Village of Plattville and County of Kendall
Status: Sent to Village President June McCord for execution – October 13, 2005

Completed
Intergovernmental Agreement between the Village of Millbrook and County of Kendall
Status: Approved by County Board on October 20, 2015

FOIA Requests – 7 Freedom of Information requests were received and responded to

Stormwater Management
1 Stormwater Management Permit was received in October
17 Active Permits

Mobile Home Permits
5 Active – Notification for Renewal to be sent in November
<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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