KENDALL COUNTY
REGIONAL PLANNING COMMISSION
111 West Fox Street • Rooms 209 and 210 • Yorkville, IL • 60560
AGENDA

Wednesday, January 22, 2014 – 7:00 p.m.

CALL TO ORDER

ROLL CALL: Bill Ashton (Chair), Tom Casey, Bill Lavine, Larry Nelson, Vern Poppen, Tim Sidles, Claire Wilson, Budd Wormley and two vacancies (Big Grove Township & Kendall Township)

APPROVAL OF AGENDA

APPROVAL OF MINUTES Approval of minutes from the December 4, 2013 meeting

PETITIONS
1. 13-31 Candice Hadley
   Request R-3 Special Use
   Location 1542 Plainfield Road, Oswego
   Purpose Request for a special use to have weddings and special events on site. This use would be considered a unique use: (Uses, not otherwise listed herein, may be granted special use approval if such uses conform to the purpose, goals and objectives of the Residential Zoning Districts as described in Section 8.01.)

REVIEW OF PETITIONS THAT WENT TO COUNTY BOARD
13-26 Green Organics Inc.- Went to County Board on January 21, 2014

CITIZENS TO BE HEARD

NEW BUSINESS

OLD BUSINESS
Review of By-laws and motion to approve the changes to the notification process (will vote on at next meeting)

ADJOURNMENT Next regularly scheduled meeting on Wednesday, February 26, 2014

ANNUAL MEETING ON FEBRUARY 1, 2014 (SATURDAY @9:30AM)
ROLL CALL
Members Present: Chair Bill Ashton, Tom Casey, Bill Lavine, Larry Nelson, Vern Poppen, Claire Wilson and Budd Wormley
Others present: Senior Planner Angela Zubko
Members Absent: Tim Sidles & 2 vacancies (Big Grove & Kendall)
In the Audience: David Gravel, Attorney Gregg Ingemunson, Jessie Sexton & Paul Mitchell

APPROVAL OF AGENDA
Larry Nelson made a motion to approve the agenda as written. Budd Wormley seconded the motion. All were in favor and the agenda was approved.

APPROVAL OF MINUTES
Bill Lavine made a motion to approve the minutes from August 28, 2013. Budd Wormley seconded the motion. All were in favor and the minutes were approved.

PETITIONS
#13-26 Green Organics Inc.
Senior Planner Angela Zubko briefly explained the request of the petitioner, Green Organics Inc. is requesting a major amendment to their special use to continue operation of their regional compost facility at 1270 E. Beecher Road modifying the site plan to eliminate about 10.5 acres, add about 9.5 acres northeast in the City of Yorkville and seek new conditions on property. Nothing on the Kendall County side is changing; the parts that are changing are on the east in the City of Yorkville. The petitioners are going to continue maintaining the existing berms and plantings. The County along with some County Board members did a site visit including Megan Andrews and Planner Zubko to discuss the operation and the proposed changes. The petitioners are on the Bristol Township Plan Commission agenda tonight. Staff has provided the township the information provided including the site plan but to date have not heard back regarding any comments. Planner Zubko is working with the City of Yorkville to make cohesive conditions so they don’t have 2 sets of rules for the same property. Through the City of Yorkville they are amending their annexation agreement as this property is planned to be the Westbury subdivision. There is a stipulation that reads “the existing uses on the
property may continue to operate as non-conforming uses until such time as a final plat is approved for the affected portion of the property. The portion on Kendall County will remain. The city of Yorkville is going to impose a condition on ‘their side’ that states something to the point that once a principal structure is within 1/8th a mile or 660’ the operation must cease. The facility is also regulated through the IEPA and Green Organics, Inc. has a bond with the EPA if for some reason something happens and they shut the doors, the County or City would have no responsibility with any compost left on site. Also to note that Green Organics’ leases the property so have lease agreements with each owner. The facility was initially designed to process 150,000 cubic yards of source-separated landscape materials (brush, leaves, tree trimmings, and grass) into usable organic products such as high-quality soil amendments. The State of IL changed the legislation to allow composting facilities to take up to 10% of their volume in food scraps without changing the compost designation. The State of Illinois in conjunction with the EPA believes that percentage is an allowable amount without having to go through the full citing requirements. So in 2010, the facility was permitted to accept food scraps for composting equaling at most 10% of the total allowed site volume. The petitioner has stated that typically they take fruit and vegetable materials with some breads, they are not allowed to take in truckloads of renderings or meat products, nor do they want to. They currently have not hit the full 10% allowable amount. The food scraps are mixed with the end product but kept in separate windrows.

All incoming materials are shredded, incorporated into windrows and allowed to compost aerobically to form a humus-like product. As part of the request to reconfigure the site they are also seeking to increase the amount of permitted materials to 175,000 cubic yards. The site is generally separated into 4 main areas, a receiving/processing area (for the incoming materials and screening of finished compost); a composting area for the windrows (an organic storage area for leavings and ‘tailings’); and the preliminary and final cure areas for compost storage prior to screening. In addition to the existing basin north of the office trailer, a detention basin is proposed in the southeast corner of the new site area. The property has access from a private drive off Beecher Road by a gate. The gate is closed during non-business hours. There is no new access requested. Upon arrival to the site, all vehicles stop at the office trailer to log in. Collection vehicles then proceed to the receiving area, where they discharge their materials via the tipper or onto the receiving pad. Upon completion of unloading, they exit the receiving area and proceed along the main road and exit the site. Tractor-trailers or other vehicles used to haul finished compost proceed directly to the organics storage area where they are loaded using a front-end loader. When loaded, they log out at the office building and exit via the main road. We are currently discussing host fees and weather the City of Yorkville should be receiving any. The County has been doing all the inspections and received 100% of the host fees since 1993 even though some of the property was annexed in 1998. The report shows the last 5 years and what the County has received and the amount of material collected. As you will notice the host fee has been at $0.70 a ton since 2006. Planners Zubko is of the opinion that the host fees shall be increased to .75 till 2016, then on September 1, 2016 increase to
$0.80 and again in September 1, 2019 to $0.85, and the renewal of the permit would be in 2023. Per the ILEPA permit, Green Organics is permitted to receive incoming materials at the facility between the hours of 7:00 am to 6:00 pm Monday through Saturday. Typically the site is closed by 4:00 pm. There is enough parking and signage that exists. Since the newer sites will be in the City of Yorkville we have asked their engineer to take a look at the proposed engineering instead of the County’s engineer. In the report are all the previous conditions from 2000, 2008 and today’s proposed conditions. Also Marlin Hartman from the County Health Department does go to the site regularly for inspections and has not had any issues.

Staff does recommend approval of the major amendment to their special use with the following conditions:

1. The facility shall comply with the conditions listed in Section 7.01.D.15 (composting of landscape waste and food waste) of the Zoning Ordinance
2. The site plan shall be kept on file as “Exhibit A” attached hereto
3. The facility operator shall maintain plantings on the berm and ditch as shown on “Exhibit B” attached hereto
4. The facility operator shall maintain the gate and landscaping as indicated on “Exhibit C” attached hereto
5. A host fee shall be paid to the County on a monthly basis in accordance with the schedule on “Exhibit D” and weight receipts must be supplied monthly to the Health Department.
6. The facility operator shall maintain a sampling schedule as shown on “Exhibit E” attached hereto
7. The County Solid Waste Coordinator shall maintain a log of complaints received on the facility.
8. This special use Ordinance shall expire on December 1, 2023.
9. A petition for renewal shall be made prior to July 1, 2023.
10. If any Illinois Environmental Protection Agency (IEPA) violations or citations are received they need to be submitted to the County Solid Waste Coordinator within 30 days.
11. On the Yorkville side of the property, if a residential building is constructed with 1/8 of a mile, or 660’ the operation must cease but can continue on the County property which is west of the section line.

Mr. Gravel, the Green Organics Vice-President, stated he just got word that the Bristol Township tabled the petition. He suggested adding a condition about township approval. The next date will be January 8th for the Township Board. He talked about his background and talked a little about the food scraps intake and the end product of Green Organics.

Mr. Nelson asked how much 175,000 cubic yards was in tons. After much discussion it was decided about 1 cubic yard breaks out to about .125 tons of material for landscape compost. Mr. Nelson would like to add the definition of tailings/over either in the special use or definitions of the Zoning Ordinance. Tailings/overs are by-products of the
composting process like larger sticks that didn’t compost the first time around or stones/rocks that are thrown in with the grass clippings.

There was some discussion about the Yorkville proposed conditions and it was decided to make the ordinance clearer. Planner Zubko will remove any conditions with regards to Yorkville. The reason is that the Plan Commission didn’t want any confusion with the conditions when Green Organics should cease operation as it does not need to on the County side unless the County would like to not renew the permit.

Paul Mitchell represents an adjoining property owner to the south and east of this site. He stated this is part of the Westbury tract and this property is a planned park and there is a nearby grade school site. He is of the opinion the development will move closer to this site and there is a 10 year lease term on the County side. He is afraid development will be right up to this site and will be a conflict. The Plan Commission is of the opinion this was there long before housing was planned for the area. The residents will know it exists before they purchase.

There was a brief discussion about odor of the property.

Mr. Poppen asked where a majority of their material comes from. Mr. Gravel stated a majority is from waste haulers from municipalities.

Mr. Nelson would like to hear what the township says. There was some discussion and questions if a fee is paid to the township. Mr. Gravel stated no they do not pay a fee to the township.

With no further suggestions or changes Larry Nelson made a motion, seconded by Claire Wilson to recommend approval and forward the petition onto the Special Use Hearing Officer with staff’s 10 suggested conditions subject to approval by the Bristol Township Board. With a roll call vote all were in favor.

**REVIEW OF PETITIONS THAT WENT TO COUNTY BOARD**
13-17 Maly Poultry Processing Plant- approved 5-3 at the 11.19.13 CB Meeting

**CITIZENS TO BE HEARD**
No more citizens were there to talk

**NEW BUSINESS**
Review and approval of the 2014 scheduled meeting dates- Larry Nelson made a motion to approve the 2014 meeting dates, Bill Lavine seconded the motion. All were in favor.

**OLD BUSINESS**
Planner Zubko stated she forgot to amend the by-laws and put it on this agenda so it
will be on January and February’s agendas for approval with regards to notification.

**ADJOURNMENT**
The next meeting will be on January 22, 2014. Claire Wilson made a motion to adjourn the meeting, Larry Nelson seconded the motion. All were in favor and the meeting was adjourned at 8:08 p.m.

Submitted by,
Angela L. Zubko, Senior Planner
CANDICE HADLEY
R-3 SPECIAL USE FOR A UNIQUE USE to have weddings and
special events on site

SITE INFORMATION

PETITIONERS     Candice Hadley

ADDRESS     1542 Plainfield Road

LOCATION     On the south side of Plainfield Road about 1.1 miles west of Ridge Road

TOWNSHIP     Oswego

PARCEL #     03-35-377-003

SIZE     5 Acres

EXISTING LAND USE     Residential

ZONING     R-3 Special use (Ord. 95-07 for a bed and breakfast)

LRMP

<table>
<thead>
<tr>
<th>Land Use</th>
<th>County: Rural Estate Residential (0.45 d.u./acre); Village of Plainfield: Countryside Residential (1 d.u./acre)</th>
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</thead>
<tbody>
<tr>
<td>Roads</td>
<td>Plainfield Road is a County Roadway and is designated as a major collector road</td>
</tr>
<tr>
<td>Trails</td>
<td>There are no trails shown for this area</td>
</tr>
<tr>
<td>Other</td>
<td>There are no wetlands or floodplain on this property, there is a wetland/pond on the property to the west</td>
</tr>
</tbody>
</table>

REQUESTED ACTION       The petitioner is requesting approval of a R-3 Special use to hold weddings and special events on site. This use would be considered a unique use:

G:\REPORTS\2013\13-31 Candice Hadley (R-3 Special use for Special Events)\RPC 13-31 (1.22.14).docx
Prepared by Angela L. Zubko, Senior Planner
Page 1 of 4
(Uses, not otherwise listed herein, may be granted special use approval if such uses conform to the purpose, goals and objectives of the Residential Zoning Districts as described in Section 8.01.)

APPLICABLE REGULATIONS
§ 7.01.D.10 Agricultural (Banquet Halls)
§ 8.08.B.1 R-3 Residential (Special Use)
§ 13.08 Administration (Special Uses & Planned Unit Developments)

SURROUNDING LAND USE

<table>
<thead>
<tr>
<th>Location</th>
<th>Adjacent Land Use</th>
<th>Adjacent Zoning</th>
<th>LRMP</th>
<th>Zoning within ½ Mile</th>
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<tbody>
<tr>
<td>North</td>
<td>Residential</td>
<td>R-2</td>
<td>Suburban Res.</td>
<td>R-1 &amp; A-1</td>
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<tr>
<td>South</td>
<td>Residential</td>
<td>R-3</td>
<td>Rural Estate Res.</td>
<td>R-3, R-2 &amp; A-1</td>
</tr>
<tr>
<td>East</td>
<td>Residential</td>
<td>R-3</td>
<td>Rural Estate Res.</td>
<td>R-3; A-1; Plainfield</td>
</tr>
<tr>
<td>West</td>
<td>Residential</td>
<td>R-3</td>
<td>Rural Estate Res.</td>
<td>R-3, R-2 &amp; A-1</td>
</tr>
</tbody>
</table>

PHYSICAL DATA

ENDANGERED SPECIES REPORT
The Illinois Natural Heritage Database contains no record of State-listed threatened or endangered species, Illinois Natural Area Inventory sites, dedicated Illinois Nature Preserves, or registered Land and Water reserves in the vicinity of the project location.

NATURAL RESOURCES INVENTORY
An executive summary will be provided since no building will take place

ACTION SUMMARY

TOWNSHIP
(Oswego)
The township Board recommended approval at their December 10, 2013 meeting.

MUNICIPAL
(Village of Plainfield)
The petitioner must contact the Village to do a 1.5 mile review of the proposed project.

ZPAC 12.2.13
The Committee recommended approval but the following was brought up: the speed limit of 55mph, the dangerous curve near the driveway, parking and use of existing outbuildings on the property.

REQUESTED ACTION

GENERAL
The petitioner is requesting approval of a R-3 Special use to hold weddings and special events on site. This use would be considered a unique use: (Uses, not otherwise listed herein, may be granted special use approval if such uses conform to the purpose, goals and objectives of the Residential Zoning Districts as described in Section 8.01.)

No new buildings are proposed so the site will be used as is.

Currently the petitioner has a special use on the property for a bed and breakfast, this special use will stay with the property and the proposed special use will be a separate special use. The reason is that Bed and Breakfats are no longer permitted as a special use in the R-3 Residential District so the use will stay as a legal non-conforming use and would not be altered. The Zoning Ordinance does allow for banquet halls in the A-1 Agricultural district as a special use subject to the
following conditions:

a. 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.
b. The subject parcel must be a minimum of 5 acres.
c. The use of this property shall be in compliance with all applicable ordinances. The banquet facility shall conform to the regulations of the Kendall County Health Department and the Kendall County Liquor Control Ordinance. (Ord. 99-34)
d. Off-street parking, lighting and landscaping shall be provided in accordance with the provisions of Section 11 of the zoning ordinance.
e. All signage shall comply with the provisions of Section 12 of the Kendall County Zoning Ordinance.
f. Retail sales are permitted as long as the retail sales will be ancillary to the main operation.
g. 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) 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.

The petitioner would meet all the requirements in the A-1 District and this property is unique therefore staff feels it falls under a unique use. The petitioner would like to hold catered events and weddings on site for a maximum of 100 guests held from May through October. The petitioner proposes to use a tent for events.

ACCESS/Roadway This road is the jurisdiction of the Kendall County Highway Department and the
access to the site already exists. The property has a moon shaped driveway.

PARKING
There is ample parking available in the field in the northeast corner of the property, as well as on the blacktop behind the home which was expanded to allow school bus turn-around.

HOURS OF OPERATION
The petitioner proposes to most events will take place Friday through Sunday and will be in compliance with the County’s noise ordinance.

HOME INFORMATION
This home is historic and eligible to apply for the National Registry of Historic Places. The house was built in 1865 by Gilbert Gaylord. This also makes the property more unique to use for this type of business.

WASTE
The petitioner has not stated how they will handle garbage/waste yet.

WATER/SEPTIC
The petitioners have stated that portable toilets would be brought on premises for guests to minimize the impact on the septic system. The property currently has two septic systems and fields; and the field on the east side of the home was replaced within the past 10 years.

SIGNAGE
No sign is proposed at this time, if a sign is installed at a later date it must comply with the sign regulations in Section 12 and requires a building permit.

LIGHTING RECOMMENDATION
The petitioner has not discussed any lighting at this time.

[RECOMMENDATION]
Staff is comfortable with this request and recommends approval. If approved, Staff recommends the following conditions be placed on the controlling ordinance approving the R-3 Special Use:

1. The principal use of the property is for residential purposes.
2. A maximum of 100 persons at any one time
3. All events must end at 10pm on weeknights and 11pm on weekends.
4. All events must be catered unless modifications are made to the kitchen and approved by the Health Department.
5. Compliance with applicable building codes and securing of the required permits associated with any proposed remodeling, alteration, construction or expansion of existing and proposed structures on the premises.

Attachments:
1. Information on business
2. Site Plan
3. ZPAC Meeting minutes on 12.2.13
Gaylord House & Gardens

1865 Historic Farm Wedding & Event Venue

The brick Italianate farmhouse at 1542 Plainfield Rd., Oswego, was built in 1865 by Gilbert Gaylord, a prosperous farmer. Owner Candice Hadley and her disabled son Sam Johnson have lived in the home for 20 years. During the past two decades, the home’s historic character has been preserved and enhanced, working closely with architect Michael Lambert from Plainfield who specializes in historic preservation and disability access.

While operations of the bed & breakfast were suspended due to requirement of live-in caregivers for Samuel, now that he is an adult, Candice would like to share the historic home and property with the public for catered events and weddings. Not only would this allow for ongoing preservation of this National Register eligible home, it will also provide employment opportunities for Sam and other young adults with disabilities.

Weddings and other outdoor events (bridal/baby showers, reunions, company parties, retirement parties, etc.) would be limited to no more than 100 attendees and held May-October. It is expected most events would take place Friday-Sunday; in compliance with the county’s noise ordinance any amplified music would cease by 10 pm weeknights; 11 pm weekends. Due to the layout of the out buildings and the location of the tent being in middle of the property, noise impact on neighbors will be minimal.

As the property is accessed via Plainfield Road, increased traffic would not be a concern. Ample parking is available in a field in the northeast corner of the property, as well as on the blacktop behind the home which was expanded to allow school bus turn-around. All food and beverage service will be handled by approved caterers (primary provider will be Upper Crust, Yorkville). We will work with local rental centers for tents, tables, chairs, etc.

Portable toilets would be brought on premise for guests to minimize impact on septic system. The property has two septic systems and fields; and the field on the east side of the home was replaced within the past 10 years (septic tanks are regularly serviced by Bob’s Septic Service.)

Given the current interest in weddings and special events in pastoral settings, and popularity of nearby venues such as Emerson Creek and Ellis House, we believe opening up the Gaylord House to events will be another reason people will consider Kendall County as a weekend destination which will bring further economic benefit to area businesses.

Questions, please call Candice Hadley, 630.554.8989. Thank you.
Planner Angela Zubko called the meeting to order at 9:03 a.m.

Present:
Megan Andrews – Soil & Water Conservation District
Scott Gryder – PBZ Member
Brian Holdiman- Building Inspector
Fran Klaas- County Highway Department
Aaron Rybski – Health Department
Phil Smith – Sheriff’s Office
Angela Zubko – PBZ Senior Planner

Absent:
Greg Chismark – Wills Burke Kelsey
Jason Petit- Forest Preserve

Also present: Candice Hadley (Petitioner) & Leigh Anne Scoughton.

AGENDA
A motion was made by Fran Klaas to approve the agenda, Scott Gryder seconded the motion. All were in favor and the motion carried.

MINUTES
Scott Gryder made a motion, seconded by Fran Klaas, to approve the November 4, 2013 meeting minutes. All were in favor and the motion carried.

PETITIONS
#13-31 Candice Hadley
Senior Planner Angela Zubko explained the request of the petitioner, Candice Hadley, is requesting a special use in the R-3 District to hold weddings and special events on site. This use would be considered a unique use: (Uses, not otherwise listed herein, may be granted special use approval if such uses conform to the purpose, goals and objectives of the Residential Zoning Districts as described in Section 8.01.) The property is located at 1542 Plainfield Road on the south side of Plainfield Road about 1.1 miles west of Ridge Road. Currently the petitioner has a special use on the property for a bed and breakfast, this special use will stay with the property and the proposed special use will be a separate special use. The reason is that Bed and Breakfasts are no longer permitted as a special use in the R-3 Residential District so the use will stay as a legal non-conforming use and would not be altered. The Zoning Ordinance does allow for banquet halls in the A-1 Agricultural district as a special use subject to the following conditions:

a. 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.
b. The subject parcel must be a minimum of 5 acres.
c. The use of this property shall be in compliance with all applicable ordinances. The banquet facility shall conform to the regulations of the Kendall County Health Department and the Kendall County Liquor Control Ordinance. (Ord. 99-34)
d. Off-street parking, lighting and landscaping shall be provided in accordance with the provisions of Section 11 of the zoning ordinance.
e. All signage shall comply with the provisions of Section 12 of the Kendall County Zoning Ordinance.
f. Retail sales are permitted as long as the retail sales will be ancillary to the main operation.
g. The noise regulations are as follows:
   Day Hours: 7:00 A.M. to 10:00 P.M. not to exceed sixty five (65) dBA
   Night Hours: 10:00 P.M. to 7:00 A.M. not to exceed fifty five (55) dBA
This home is historic and eligible to apply for the National Registry of Historic Places. The house was built in 1865 by Gilbert Gaylord. The petitioner would meet all the requirements in the A-1 District and this property is unique therefore staff feels it falls under a unique use. The petitioner would like to hold catered events and weddings on site for a maximum of 100 guests held from May through October. The petitioner proposes to use a tent for events. No new buildings are proposed so the site will be used as is. The petitioner has stated that there is ample parking available in the field in the northeast corner of the property, as well as on the blacktop behind the home which was expanded to allow school bus turnaround. This road is the jurisdiction of the Kendall County Highway Department and the access to the site already exists. The property has a moon shaped driveway. The petitioner proposes to most events will take place Friday through Sunday and will be in compliance with the County’s noise ordinance. The petitioners have stated that portable toilets would be brought on premises for guests to minimize the impact on the septic system. The property currently has two septic systems and fields; and the field on the east side of the home was replaced within the past 10 years. The petitioner must contact the Oswego Township to get on their board meetings and also contact the Village of Plainfield to do a 1.5 mile review of the proposed project.

Staff is comfortable with this request and recommends approval. If approved, Staff recommends the following conditions be placed on the controlling ordinance approving the R-3 Special Use:

1. The principal use of the property is for residential purposes.
2. A maximum of 100 persons at any one time
3. All events must end at 10pm on weeknights and 11pm on weekends.
4. All events must be catered unless modifications are made to the kitchen and approved by the Health Department.
5. Compliance with applicable building codes and securing of the required permits associated with any proposed remodeling, alteration, construction or expansion of existing and proposed structures on the premises.

Candice Hadley stated she has lived there for 20 years today and some of the plans have been modified due to the special needs of her child.

Brian Holdiman asked about the use of the accessory structures? Candice stated she would like to fix up the corn crib in the future possible for staging for the caterers. She would still keep it rustic. Mr. Holdiman asked about the tent, Ms. Hadley stated she would put it up and take it down per event. It would be rental equipment.

Fran Klaas has a concern for parking with regards to weather. Ms. Hadley has stated she has had personal events and have not had any issues with the parking.

Phil Smith is concerned about ingress and egress onto Plainfield Road and concerned about more than 100 guests. Ms. Hadley stated she is aware and possible put a sign warning further up the roadway.

Aaron Rybski stated parking on grass over septic systems would severely damage them so would suggest locating them and possible protect them so people know not to park on top of the septic system. Mr. Rybski also would like them to put some consideration in for expansion of other buildings or catering as that would require some sewage disposal as requirements have changed recently. Additionally he did not think the water would qualify for a non-community water supply and went through sampling requirements if she would qualify. It’s based on amount of people and number of days per year. Mr. Rybski also stating to contact them about catering before any improvements are made to buildings.

Scott Gryder was wondering if she talked to her neighbors yet. Ms. Hadley stated she has talked to a few of the neighbors and will be required to notify them. She does plan on talking to them before the notices go out. The other item is a concern about the roadway and the limit being 55 mph.
With no further comments Phil Smith made a motion, seconded by Scott Gryder to approve the special use and forward the petition onto the Plan Commission meeting in December. All were in favor and the motion carried.

REVIEW OF PETITIONS THAT WENT TO COUNTY BOARD
13-17 Maly Poultry Processing Plant- Passed with a 5 to 3 vote at the 11.19.13 CB meeting

Still in the process:
13-26 Green Organics Inc.- Plan Commission on December 4th

PUBLIC COMMENT- There were no comments.

OLD BUSINESS- None

NEW BUSINESS- None

AJOURNMENT- Next meeting on January 6, 2014
With no further business to discuss Aaron Rybski made a motion, seconded by Scott Gryder to adjourn the meeting at 9:23 a.m. The motion carried.

Submitted by,
Angela L. Zubko
Senior Planner
CONSTITUTION & BY-LAWS
FOR THE
KENDALL COUNTY REGIONAL PLAN COMMISSION

ARTICLE I. AUTHORITY
Illinois Revised Statutes. Regional Planning, An Act to provide for regional planning and for the creation, organization and powers of regional planning commissions. Laws 1929, p. 308, approved June 25, 1929, eff. July 1, 1929.

3001. Commission to prepare plan...commission shall be a fact finding body and shall make such investigations and gather such statistics as it shall deem necessary for the planning and development of said region and shall make a plan of said region to include all matter which it may deem necessary for the development of the region as provided above.

ARTICLE II. ROBERTS RULES OF ORDER, as applicable to informal meetings, shall prevail at all meetings of the Kendall County Regional Plan Commission.

ARTICLE III. COMMISSION MEETINGS

THE REGULAR MEETING of the Commission shall be held on the 4th Wednesday of each month at 7:00 p.m., at the Kendall County Office Building, unless otherwise specified by presiding officer, herein referred to as "Chairman", "Chairwoman" or "Chairperson".

ADJOURNED MEETINGS of the Commission may be held at such time and place as may be fixed in the resolution of adjournment or Notice of Special Meeting. If no other place is fixed in the resolution, the meeting shall be held at the Kendall County Office Building.

SPECIAL MEETINGS of the Commission may be called by the Chairman and held at any time or place fixed in the call.

SPECIAL MEETINGS of the Commission may also be called by the Chairman at the written request of any five or more members of the Commission. If the Chairman shall fail to comply with such a request, the members requesting the meeting have authority to call the meeting by drawing up and signing a notice calling the meeting.

ADJOURNED SPECIAL MEETINGS of the Commission may be held at such time and place as may be fixed in the resolution of adjournment. If no other place is fixed in the resolution, the meeting shall be held at the Kendall County Office Building.

ARTICLE IV. QUORUM
Fifty percent of the members of this Commission shall be necessary to constitute a quorum for the transaction of any business. Each member of the Commission is entitled to one vote, only
Commission members may vote.

The affirmative vote of a majority of the members present constituting the quorum shall be required for the exercise of powers or functions conferred or imposed upon the Commission, but less than a quorum of members may meet and adjourn from time to time until a quorum is present.

ARTICLE V. NOTICE OF MEETINGS

NOTICE OF MEETINGS shall name the time and place and business to be transacted and shall be emailed to each member of the Commission at his appropriate address unless otherwise specified to mail the packet to the appropriate address. Notice shall be sent at least five days in advance, allowing sufficient time to enable him to attend such meetings. Notice of the meeting sent to area media will be in the form of a press release and shall be sent only at the discretion of the Kendall County Regional Plan Commission (KCRPC) Chair.

ARTICLE VI. NOTICE FOR MEETINGS

Section 1. In instances which Kendall County Board is the petitioner, the Planning, Building and Zoning Department shall provide for a notice to surrounding property owners not less than ten (10) days before the regularly scheduled Regional Planning Commission meeting. Said notice shall provide the location of the petition, a brief statement of the nature of the petition, and any other relevant information.

Section 2. In instances in which the property petitioned is located in an Agricultural District, the petitioner shall notify all property owners, as determined by County tax records, within five hundred (500) feet of the overall parent parcel property. Said notice shall be completed not less than ten (10) days before the regularly scheduled Regional Planning Commission meeting. Said notice shall provide the location of the petition, a brief statement of the nature of the petition, and any other relevant information. The petitioner shall provide proof of notification to the Secretary.

Section 3. In all other instances, the petitioner shall provide proof of notification to all adjacent property owners, as determined by County tax records. Said notice shall be completed not less than ten (10) days before the regularly scheduled Regional Planning Commission meeting. Said notice shall provide the location of the petition, a brief statement of the nature of the petition, and any other relevant information. The petitioner shall provide proof of notification to the Secretary.

ARTICLE VII. TERM OF OFFICE

Plan Commission members are advisory to the County Board and appointed by the Board. Terms of Plan Commission Members shall be staggered, and for three year periods, beginning with the first month of the year in which the appointment is made. Members shall serve past their term, until a replacement or reappointment is made by the County Board.
When a vacancy occurs in the last quarter of a year, the Board may choose to make a temporary appointment to be confirmed by a full three year appointment for the candidate, beginning in the first month of the upcoming year.

ARTICLE VIII. COMMISSION OFFICERS AND DUTIES
The following officers shall be members of the Commission: a Chairman, Vice Chairman and Secretary. The following two officers may or may not be members of the Commission but may consist of staff: Recording Secretary and Treasurer.

CHAIRMAN (CHAIRPERSON, CHAIRWOMAN, PRESIDING OFFICER)
* The Chairman shall preside at all meetings of the Commission.
* The Chairman shall have general charge of the business of the Commission.
* The Chairman shall, when authorized by the Commission, execute in its name all contracts and other obligations, with the exception of those dealing with expenditures, which lie within the authority of the Kendall County Board.
* The Chairman shall appoint all committees.
* The Chairman shall have general supervision of the conduct of affairs of the Commission.
* The Chairman shall perform such other duties as are usually exercised by the Chairman of a Commission.

VICE CHAIRMAN
* The responsibility of the Vice Chairman shall be to perform the duties of the Chairman during the absence or disability of the same.

SECRETARY
* The Secretary shall attend all regular and special meetings and be responsible for the Minute book of the Commission.

TREASURER
* The Treasurer shall monitor all fiscal activities of the Commission as allocated by the County Board.
* The Treasurer, with the approval of the Commission, shall authorize payment of expenses for the Commission business to the County Board.
* The Treasurer shall keep a running record of all payments made from the budget allocated by the Board to the Commission, and shall keep the Chairman of the Commission informed as to the current status of budget funds.

The Treasurer may be a staff member of the Planning, Building and Zoning Department by majority vote of the Commission for a 1 year term.

RECORDING SECRETARY
* The Recording Secretary shall attend all regular and special meetings and be responsible for
taking the meeting minutes of the Commission.
* The Recording Secretary shall direct the mailing of all notices of regular and special Meetings as required under these by-laws or as directed by the Chairman.
* The Recording Secretary shall have charge of the office of the Commission and all books, papers and records thereof and shall attend to all correspondence of the Commission.
* The Recording Secretary shall be responsible for keeping track of the terms of office of the various Commission members.

The Recording Secretary should be a staff member of the Planning, Building and Zoning Department or employed by the Planning, Building and Zoning Office.

ARTICLE IX. ELECTION OF OFFICERS

ANNUAL MEETING for the election of officers of the Commission shall be held at the Kendall County Office Building at 7:00 p.m., on the 4th Wednesday in the month of January or the next scheduled meeting.

Any Vacancy in the office of Vice-Chairman, Secretary or Treasurer of the commission may be filled at any regular or Special Meeting after such vacancy occurs. The vacancy will be filled until the end of the vacated term by election from among the members. The office will come up for the regular election process the following January.

If the office of Chairman is vacated during a term, the position will be filled by the Vice-Chairman until the end of that Commission year and the office will come up for the regular January election schedule,

* The Chairman of the Commission shall be elected by the Commission. The term of service of the Chairman shall be one year and the Chairman may be re-elected.
* The Vice Chairman shall be elected by the Commission and the term of service shall be one year.
* The Secretary shall be elected by the Commission and the term of service shall be one year.
* The Treasurer shall be elected by the Commission and the term of service shall be one year.

ARTICLE X. APPOINTMENTS

The Chairman of the Commission shall appoint Committees and Committee Chairman when necessary. In the event that the Chairman, Vice Chairman and Secretary and Treasurer of the Commission should all be absent or unable for any reason to attend to the duties of their office, the remaining members of the Commission may at any Regular Meeting or at any Special Meeting, appoint a Chairman pro-tem, who shall attend to all the duties of such officers until such officers shall return or be able to attend to their duties.

ARTICLE XI. COMMITTEES

Whenever necessary, the Chairman of the Commission shall appoint special committees as necessary.
or as may be authorized by the Commission.

All reports of committees upon which action of the Commission is contemplated shall be submitted in writing to the Commission and signed by the Chairman of the Committee.

ARTICLE XII. QUALIFICATIONS AND CONDUCT OF MEMBERS
All voting members and ex-officio members shall be legal residents of the County of Kendall.

All members of the Kendall County Regional Plan Commission shall be residents of different townships with one member at large so as to reasonably represent the urban and rural areas of the County.

Members who have any personal interest and/or are actively involved with, and have taken a position on the request; or who have ownership, or share of, or financial interest, or equity obligations in connection with the matter presented to the Commission shall disqualify themselves from any discussion, consideration or voting on such matters.

Each Commission member is allowed three (3) unexcused absences during each calendar year. Unexcused absences exceeding three (3) could result in a drop of the member from the Commission.

ARTICLE XIII. ORDER OF BUSINESS

* Roll Call of Members present
* Approval of Agenda
* Approval of Bills
* Approval of Minutes
* Petitions
* Citizens to be Heard
* New business.
* Old Business
* Adjournment

ARTICLE XIV. PETITIONS
All petitions and other matters brought before the Kendall County Regional Plan Commission shall be reviewed and in cases dealing with the Land Resource Management Plan a public hearing shall be conducted. Advisory recommendations of the Commission shall be transmitted to the Zoning Board of Appeals and the Planning, Building and Zoning Committee for consideration.

ARTICLE XV. ADDRESSING THE PLAN COMMISSION
The public is invited by the Planning Commission to speak on items before the Commission. Reasonable time limitations may be imposed by the Chairman.
ARTICLE XVI. AMENDMENT OF BY-LAWS AND RULES OR PROCEDURE
The By-Laws and rules of procedure herein may be amended whenever it is necessary to do so for the best interests of the Commission, providing such amendment is proposed in writing and signed by at least three members. The motion for such amendment shall be made at one meeting and voted upon at the meeting next following; the notice for such meeting shall contain a copy of the proposed amendment.

APPROVED & ADOPTED BY THE KENDALL COUNTY REGIONAL PLAN COMMISSION

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Bill Ashton</td>
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Kendall County Regional Planning Commission
Annual Meeting

Saturday, February 1, 2014
9:30 AM
County Board Room (Rooms 209-210)
111 West Fox Street
Yorkville, IL 60560

REFRESHMENTS WILL BE PROVIDED

Happy New Year! The Kendall County Regional Planning Commission is pleased to announce its annual meeting will take place on Saturday, February 1, 2014 at 9:30am. One of the main objectives of this meeting is to give the public and any other interested parties an opportunity to comment on the County’s existing Land Resource Management Plan (LRMP) and to make suggestions and recommendations on proposed changes or modifications.

The Annual Meeting is also an opportunity for the Planning, Building and Zoning Department (PBZ) staff, townships, communities, nearby counties, fire districts, school districts, park/forest preserves, economic development groups and non-profit organization to share with everyone an overview of the activities and accomplishments during the previous calendar year and goals and objectives for the coming year.

For additional information, please contact Angela Zubko at the Kendall County Planning, Building and Zoning Department at (630) 553-4139 or email at AZubko@co.kendall.il.us. We hope to see you on February 1st!