

DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street • Room 316

Yorkville, IL • 60560

Office Hours: Monday – Friday 8:00 AM – 4:30 PM

(630) 553-4141

Fax (630) 553-4179

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act (“FOIA”) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND ABOUT THE KENDALL COUNTY PLANNING, BUILDING & ZONING DEPARTMENT

- PURPOSE:** The Planning, Building & Zoning Department is responsible for the administration and enforcement of the County’s ordinances and codes regulating the development of land in the unincorporated areas of the County and the incorporated villages of Millbrook and Plattville. The ordinances and codes establish minimum life, safety, and health requirements to protect the health safety and welfare of the general public. Overall responsibilities include:
- Administration and enforcement of the County’s codes and ordinances regulating the construction of new buildings, subdivisions, floodplain management, stormwater management, soil erosion control and the development of land in general.
 - Review and make recommendations on ordinance changes.
 - Respond to complaints from citizens, elected officials and other local agencies and staff involving violations of the ordinances the department is responsible for administering.
 - Review plans, conduct inspections and issue permits for all new construction under the county's jurisdiction.
 - Assign addresses for all unincorporated properties.
 - Registration of available Agricultural Allocations for single family building permits for agriculturally zoned parcels meeting certain acreage requirements.
 - Administer and maintain records concerning mobile home permits, conditional and special uses.
 - Administer land cash ordinances for school and Forest Preserve / Park donations.
 - Maintenance of files and data related to permits, zoning and subdivision petitions, hearings and general statistical information.
 - Maintenance, update and implementation of the County’s Land Resource Management Plan.
 - The collection of fees related to applications for zoning, subdivision and building permit approvals.

OFFICE: The Planning, Building and Zoning Department (PBZ) is comprised of six full-time and two part time employees and receives additional assistance from two outside consultants. A block diagram of the department’s organization chart is attached as Exhibit 1.

BUDGET: The total operating Budget for the Kendall County Planning building & Zoning Department for Fiscal Year 2010 is \$461,305.

BOARDS: The Kendall County Planning Building & Zoning Department reports to the County Board and the PBZ Committee of the County Board. In addition the department provides staff support to the following advisory committees which also report to the Board: Ad-Hoc Zoning Committee; PBZ Hearing Officer; Regional Planning Commission; Zoning Board of Appeals; PBZ Committee; Historic Preservation Committee; Stormwater Planning Committee; Stormwater Technical Advisory Committee; Zoning, Platting Advisory Committee. A listing of committees and committee members is attached as Exhibit 2.

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM
THE PLANNING, BUILDING & ZONING DEPARTMENT**

FOIA REQUESTS: Any person may obtain public records for inspection or copying by submitting a completed Public Records Request form (Exhibit 3) or a written request to any of the below designated FOIA Officers for the Planning, Building & Zoning Department. The Planning, Building & Zoning Department will respond to all FOIA requests in accordance with the procedures set forth in FOIA and all other applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to the Kendall Planning, Building & Zoning Department should be given to one of the following FOIA Officers:

Pam Thibault, Office Assistant
John Sterrett, Associate Planner
Kendall County Planning, Building & Zoning Department
Room 316
111 W. Fox Street
Yorkville, Illinois 60560
Telephone: (630) 553-4141
Facsimile: (630) 553-4179
E-mail: foiapbz@co.kendall.il.us

COPY COSTS: Except when a fee is otherwise fixed by statute, the Planning, Building & Zoning Department will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	50 cents per page for the first 500 pages and 45 cents per page thereafter
Black and White 24" x 36"	\$1.00 a page
Color 24" x 36" and other oversized copies	The actual cost charged to County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

EXHIBIT 1

Organizational Chart Kendall County Planning Building and Zoning Department

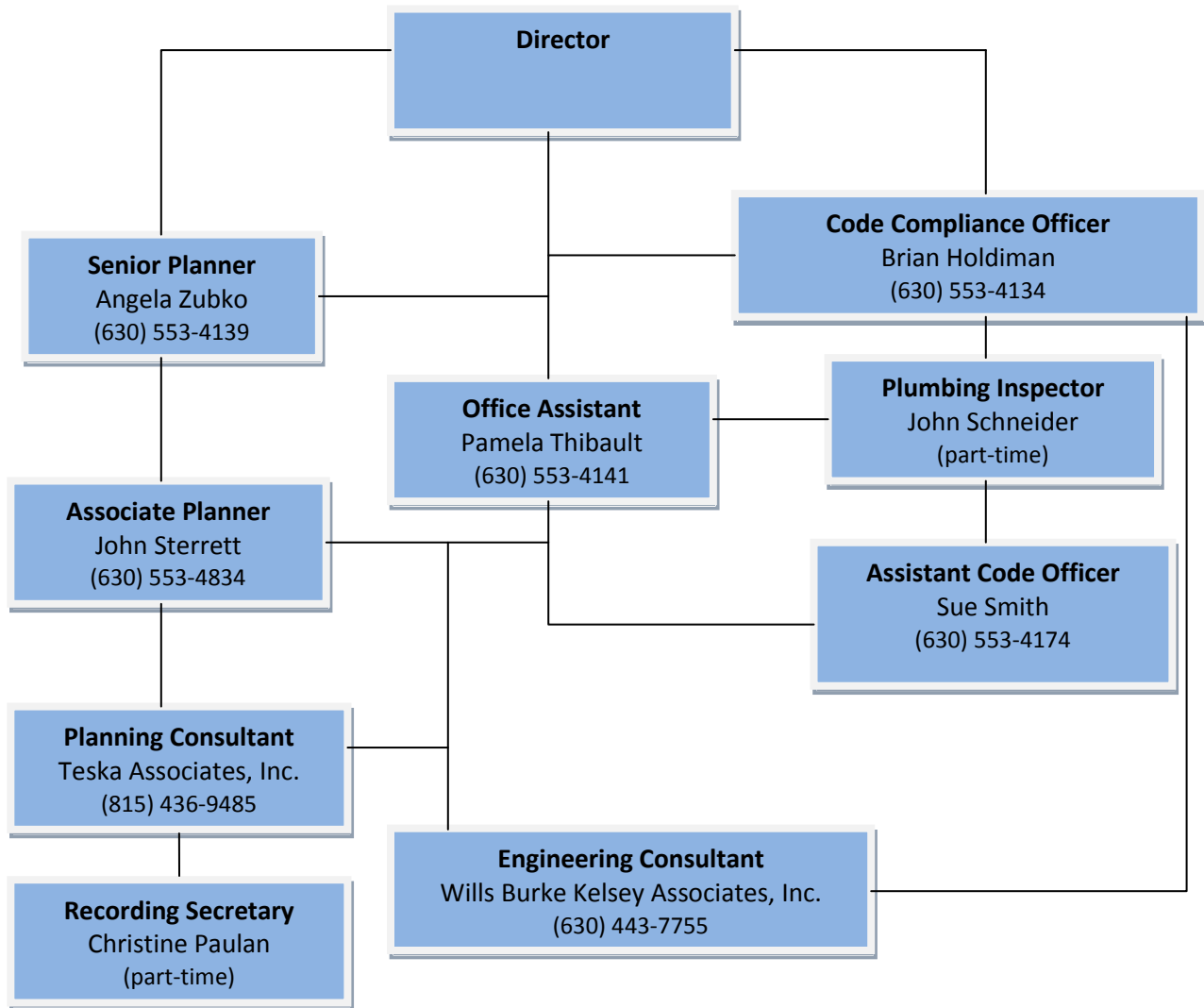


EXHIBIT 2

PLANNING, BUILDING & ZONING DEPARTMENT – BOARDS & COMMITTEES

AD HOC ZONING COMMITTEE

Larry Nelson (Chair)
 Mike Hoffman (Consultant- Teska Associates)
 Megan Andrews
 Bill Ashton
 John Church
 William Ford
 Nancy Martin
 Randy Mohr
 Jim Reinert
 John Shaw
 Jeff Wehrli
 Anne Vickery

ZONING BOARD of APPEALS

William Ford (Chair/Hearing Officer)
 Willa Bretthauer
 Scott Cherry
 Scott Cryder
 Donna McKay
 Jim Reinert
 Vacancy

STORMWATER PLANNING COMMITTEE

(Voting Members)

County	Municipal
Jeff Wehrli (Chair) - Dist.2	Bob Hausler (Vice Chair) - Plano (Dist. 1)
Anne Vickery - Dist. 2	Bob Nordengren - Newark – (Dist. 1)
Nancy Martin - Dist. 1	Valerie Burd - Yorkville – (Dist. 1)
John Shaw - Dist. 1	Jerry Weaver - Oswego – (Dist. 2)
Bob Davidson - Dist. 1	Brian Murphy - Plainfield – (Dist. 2)

(Ex-Officio Members)

County	Municipal
Larry Nelson – Plan Commission	(Appointments Pending)

ZONING, PLATTING ADVISORY COMMITTEE

Nancy Martin (County Board)
 Megan Andrews (Soil and Water Conversation Dist.)
 Steve Curatti (Environmental Health)
 Fran Klaas (County Hwy. Engineer)
 Comdr. Phil Smith (Kendall County Sheriff’s Office)
 Jason Pettit (Kendall County Forest Preserve)
 Greg Chismark, (County Engineering Consultant)
 Jerry Dudgeon (PBZ Director)
 Angela Zubko (PBZ Senior Planner)
 John Sterrett (PBZ Associate Planner)
 Brain Holdiman, (PBZ Code Compliance Officer)

PLANNING, BUILDING & ZONING COMMITTEE

Lisbon TWP	Nancy Martin (Chair)
Bristol Twp	Jeff Wehrli
Na-Au-Say TWP	John Purcell
Seward TWP	Elizabeth Flowers
Kendall TWP	John Shaw
Oswego TWP	Bob Davidson (Alternate)
(To be determined)	

REGIONAL PLANNING COMMISSION

Randy Mohr (Chair)	Bristol TWP
Bill Ashton (Vice-Chair)	Lisbon TWP
Larry Nelson (Secretary)	Little Rock TWP
Walter "Wally" Werderich	Kendall TWP
Terry Larson	Big Grove
Claire Wilson	Seward TWP
William Lavine	Oswego TWP
Tim Sidles	Na-Au-Say TWP
Bud Wormley	Fox TWP
Tom Casey	Seward TWP

HISTORIC PRESERVATION COMMITTEE

Stephanie Todd (Chair)
 Victoria Coveny
 Fred Dickson
 Whitney French
 Michael Garrigan
 Leah Huey
 Richard Scheffrahn
 Paul Vecchiet
 Jeff Wehrli

COUNTY BOARD

Anne Vickery (Chair)
 Bob Davidson
 Elizabeth Flowers
 Jessie Hafenrichter
 Nancy Martin
 Pam Paar
 Suzanne Petrella
 John Purcell
 John Shaw
 Jeff Wehrli

STORMWATER TECHNICAL ADVISORY COMMITTEE

(Voting Members)

County	Municipal
Fran Klaas – County Engineer	John Mc Ginnis – Plano
Megan Andrews – Soil & Water	Bill Dunn – Newark Consult. Engineer
Larry Nelson – Plan Commission	Joe Wywrot – Yorkville Engineer
Gary Grosskopf – Oswego Twp. Hwy.	Steve Bicking – Oswego Consult. Eng.
Dan Riedy – Farm Bureau	Doug Kissel – Plainfield Engineer

(Ex-Officio Members-Group)

Jeff Wehrli – SMPC Chair
 Eric McTaggart- NRCS
 Matt Blocker - Developer
 Matt Bardol – Engineering/Natural Resources
 Andrea Cline – Conservation Foundation

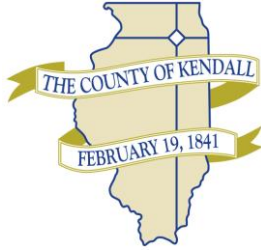
**CATEGORIES OF RECORDS MAINTAINED BY
THE KENDALL COUNTY PLANNING, BUILDING & ZONING DEPARTMENT
THAT MAY BE PRODUCED PURSUANT TO
ILLINOIS FREEDOM OF INFORMATION REQUESTS**

The following categories of records under the possession and control of The Kendall County Planning, Building & Zoning Department may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act:

- Organizational chart for the Kendall County Planning, Building and Zoning Department
- Building Permit Files, inspection reports and records
- Department Budget information, expenditures and invoices
- FOIA requests/responses
- Zoning and Subdivision Petition Files
- Violation Case files
- Approved Minutes of Board and Committee Meetings (for committees and boards to which the department provides staff support)
- Employee names, titles, salaries, employment dates, personnel files
- Petition and permit tracking reports
- Employment information including postings for prior job openings
- Ordinances and Resolutions approving zoning requests, subdivision plats, plan and ordinance updates
- Monthly Permit Summaries – Prior Years
- Monthly Revenue Summaries – Prior Years
- Membership list for advisory and decision making Boards and Committees the Department serves

The following may be immediately produced or inspected upon request pursuant to the Illinois Freedom of Information Act:

- Organizational chart for the Kendall County Planning, Building and Zoning Department
- Employee names, titles, salaries, employment dates
- Flood Plain Maps
- Approved Minutes of Board and Committee Meetings – Current Year (for advisory committees the department serves as staff to)
- Board & Committee Meeting Packets – Current Year (for advisory committees the department serves as staff to)
- Zoning Ordinance
- Subdivision Control Ordinance
- Soil Erosion & Sedimentation Control Ordinance
- Stormwater Ordinance
- Floodplain Ordinance
- Land Cash Ordinance
- Land Resource Management Plan and Related Supplemental Plans
- Building Code
- Monthly Permit Summaries - Current Year
- Monthly Revenue Summaries - Current Year
- Department Annual Reports (2002 – Present)
- Membership list for advisory and decision making Boards and Committees the Department serves



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REQUEST FOR PUBLIC RECORDS

NAME:

ADDRESS:

TELEPHONE NO.:

E-MAIL ADDRESS:

DATE OF REQUEST:

In the space below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible.

Do you wish to inspect or receive a copy of the requested records?

Inspect _____ Copy _____ Both _____

Do you wish to receive the requested records in hard copy or electronic form, if available?

Hard Copy _____ Electronic Form, if available _____

Is your request made for a commercial purpose as defined by the Freedom of Information Act (i.e., do you intend to sell the requested records or use the records in advertisement)?

Yes _____ No _____

Signature of Requestor

Date

FOR OFFICE USE ONLY

Date and Time of Receipt _____

How Request Was Sent _____

FOIA Officer's Initials _____

Date and Time of Response _____