MINUTES – UNOFFICIAL UNTIL APPROVED KENDALL COUNTY

ZONING BOARD OF APPEALS MEETING

110 WEST MADISON STREET, COURT ROOM YORKVILLE, IL 60560 June 2, 2025 – 7:00 p.m.

CALL TO ORDER

Chairman Randy Mohr called the Zoning Board of Appeals meeting to order at 7:00 p.m.

ROLL CALL:

Members Present: Tom LeCuyer, Cliff Fox, Randy Mohr, Dick Thompson, Jillian Prodehl, and Dick

Whitfield

Members Absent: Scott Cherry

Staff Present: Matthew Asselmeier, AICP, CFM, Director and Wanda Rolf, Office Assistant

Others Present: Dan Gorman

PETITIONS:

The Zoning Board of Appeals started their review of Petition 25-06 and opened a public hearing at 7:04 p.m.

Petition 25 – 06 – Kendall County Zoning Administrator

Request: Text Amendments to Sections 30-37, 30-76, 30-98, 30-135, 36-2, 36-35, 36-36, 36-42(c),

36-112, 36-125(c), 36-154(c), 36-155(c), 36-182(2)(d), 36-183(b), and 36-184 of the Kendall County Code by Abolishing the Zoning and Platting Advisory Committee (ZPAC) as a Formal Committee of the County and Transferring the Duties of ZPAC to County

Staff Members

Purpose: Petitioner Would Like to Transfer the Duties of ZPAC to County Staff Members

Mr. Asselmeier summarized the request.

In an effort to reduce the number of physical meetings required as part of the development and zoning processes, Staff has been asked to prepare a proposal which would abolish ZPAC as a formal committee of the County and transfer the duties of ZPAC to various Staff members.

A few items to note:

- 1. The present members of ZPAC and their successors in their respective positions would still receive notification of Petitions and would be allowed to submit comments on the Petitions in the timeframes stated in this proposed text amendment.
- 2. Since ZPAC would no longer be a formal committee, the Open Meetings Act would no longer

- apply to the correspondence and gatherings of former ZPAC members as they relate to Planning, Building and Zoning matters.
- 3. The Planning, Building and Zoning Committee probably would amend the application approval timeline to account for ZPAC not meeting. In such a case, the application deadline for map amendments, text amendments, special use permits, and major amendments to special use permits would be no later than thirty (30) days prior to the Zoning Board of Appeals hearing. For site plan reviews, no specific deadline would exist. For applications for plats of vacations, the deadline would effectively remain unchanged at three (3) weeks prior to the Planning, Building and Zoning Committee meeting.

The redlined proposal is as follows:

Subdivision Code

Section 30-37 Administration; organization

Eight (8) Seven (7) offices in the County are concerned with the administration of this chapter. For the purposes of clarity these offices along with their pertinent functions are listed below:

- (1) The Plat Officer. There is hereby created the Plat Officer who shall exercise the authority and have the responsibility provided in this chapter. The Plat Officer shall administer the provisions of this chapter and, in addition thereto, and in furtherance of said authority, shall:
- a. Maintain permanent and current records of this chapter, including amendments thereto.
- b. Receive and file all preliminary and final plats.
- c. Forward copies of the preliminary plat to other appropriate agencies for their recommendations and report.
- d. Receive and file all final plats and check their compliance with the preliminary plat.
- e. Make all other determinations required of the Plat Officer by the regulations herein.
- f. Discourage the subdividing of lands that are far in advance of the needs of the development of the County; or which, by their locations, cannot be efficiently served by public utilities, fire protection, or other community services; or which are located in areas subject to flooding, or are topographically unsuitable for development; or which, for any other reason, are being unwisely or prematurely subdivided.
- (2) Township Highway Commissioner and County Engineer. The Township Highway Commissioner and County Engineer shall review with Plat Officer all preliminary subdivision plans and make determinations concerning street and drainage design standards and engineering specifications as stipulated herein.

- (3) Planning, Building, and Zoning Committee (PBZC). The Planning, Building, and Zoning Committee shall review the preliminary plat and final plat and exercise the authority and have the responsibilities provided in this chapter.
- (4) Kendall County Regional Plan Commission (KCRPC). The Kendall County Regional Plan Commission shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (5) County Soil and Water Conservation District. The County Soil and Water Conservation District shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (6) County Health Department. The County Health Department shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (7) Zoning and Platting Advisory Committee (ZPAC). The Zoning and Platting Advisory Committee shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (8) (7) Sanitary and/or water reclamation districts. Sanitary and/or water reclamation districts shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.

Section 30-76 Preliminary Plat Procedure

The procedure for preliminary plats shall be as follows:

- (1) The applicant shall prepare a preliminary plat, which shall include all of the property to be subdivided, properties that are adjacent and considered to be contiguous to the proposed subdivision, together with improvement plans and other supplementary material as specified.
- (2) The applicant shall submit to the Plat Officer this preliminary plat accompanied with a completed application for a preliminary plat of subdivision with the appropriate filing fees.
- (3) The application will be placed on the agenda for the next regularly scheduled meeting of the Zoning and Platting Advisory Committee (ZPAC) for review and recommendation.
- (4) (3) At the same time, the The Plat Officer and the County Engineer will collaborate with the subdivider in assembling plans for the design and construction of streets, drainage systems and other such improvements as may be required by ordinance.
- (5) (4) A copy of the application and preliminary plat shall also be submitted, by the applicant, to the plan Commission of the townships in which the proposed subdivision is located and submit to the

nearest municipality, if the corporate limits of the municipality are not more than one and one-half (1½) miles from the property lines of the proposed development.

(6) (5) The application shall be reviewed by **ZPAC** County Staff for compliance with the regulations of this chapter and all other ordinances of the County during a regularly scheduled meeting within thirty (30) days of the date of the submittal of the completed application of the preliminary plat.

(7) (6) Following a recommendation by ZPAC review by County Staff, the application shall be placed on the agenda of the next regularly scheduled meeting of the Kendall County Regional Plan Commission (KCRPC).

(8) (7) The application shall be reviewed by KCRPC for compliance with the regulations of this chapter and all other ordinances of the County within thirty (30) days of the recommendation made by ZPAC receipt of comments from County Staff, provided that all necessary revisions and/or supplemental information requested by ZPAC County Staff has been supplied to the Plat Officer.

(8) KCRPC, within a reasonable time after the first discussion of the proposal, shall:

a. Recommend approval or disapproval of the proposed preliminary subdivision plat and record in the official minutes its recommendation, which may include the recommendations of the County Engineer, the County Engineering Consultant, other affected agencies and/or the Plat Officer.

b. If KCRPC finds that changes, additions or corrections are required on the preliminary plat prior to a recommendation being made by KCRPC, KCRPC shall so advise the applicant. The applicant may resubmit the preliminary plat with revisions for its consideration at the next available regular meeting of KCRPC.

(10) (9) Upon recommended approval of the preliminary plat by KCRPC, an application for the final plat of subdivision shall be filed within one (1) year, unless otherwise extended per the provisions of this chapter per Section 30-98.

(11) (10) The following qualifications shall govern approval of the preliminary plat:

a. Approval of a preliminary plat by KCRPC is tentative only, involving merely the general acceptability of the layout as submitted. Final approval of the preliminary plat shall be granted by the County Board at the time of final plat approval. An applicant may seek approval from KCRPC of the preliminary plat simultaneously with the final plat and/or rezoning petition at the applicant's choosing.

b. KCRPC shall require such changes or revisions as are deemed necessary in the interest of the needs of the County.

c. Approval of the preliminary plat shall be effective for a maximum period of one (1) year, unless upon application of the developer, KCRPC grants an extension. The application for said extension shall not require the submittal of additional copies of the plan of subdivision.

(12) (11) The final approval of the preliminary plat is contingent upon payment of all fees for review and approval in accordance with Section 30-39.

Section 30-78 Other Plat (vacation, dedication, etc.) procedure

(e) Upon receiving the complete application and review by the PBZ (Planning, Building and Zoning) staff for compliance with the regulations of this section and all other ordinances of the County the item will be placed on the agenda for the next regularly scheduled meeting of the Zoning, Platting and Advisory Committee (ZPAC) forwarded to appropriate departments for review and recommendation to the Planning, Building and Zoning Committee (PBZC) of the County Board. After the ZPAC meeting review by appropriate departments, this item will be placed on the agenda for the next regularly scheduled meeting of the PBZ for review and recommendation to the full County Board.

(f) Upon completion of the review by the PBZC a recommendation shall be made and the minutes of the **ZPAC** and PBZC meeting containing such recommendations shall be submitted to the full County Board.

Section 30-98 Generally (Final Plats)

- (d) Accompanying the copy of the application for approval of the final plat shall be four (4) three (3) copies of the final engineering plans and specifications prepared, stamped, and signed by a State-registered professional engineer. Such plans and specifications shall be prepared as specified, and shall be submitted to the Plat Officer within one (1) year after approval of the preliminary plat; otherwise such approval shall become null and void unless application for an extension of time is made to and granted by KCRPC. Such extensions will not require an additional copy of the plat. Engineering plans and specifications must comply with all County ordinances in addition to the design standards in Article IV of this chapter and the improvement standards in Article V of this chapter. Following approval of the final engineering plans, the applicant shall supply the County with a copy of the approved final version in electronic CAD format, NAD 1983 State Plane Illinois East projected coordinate system, as required by the County.
- (f) The application will be placed on the agenda of the next Zoning and Platting Advisory Committee (ZPAC) meeting forwarded to other appropriate departments for review and comment.
- (g) The application shall be reviewed by **ZPAC** County Staff within thirty (30) days of the date of the complete original submission of the final plat. A recommendation shall be made by **ZPAC** and the minutes of **ZPAC** meeting containing such a recommendation Comments from County Staff shall be submitted to KCRPC for review and recommendation.

- (h) Following a recommendation by ZPAC comments from County Staff, the application shall be placed on the agenda for the next regular meeting of KCRPC.
- (i) The application shall be reviewed by KCRPC within sixty (60) days of **ZPAC recommendation** receipt of **comments from County Staff by the Plat Officer** provided any necessary revisions or supplemental information requested by **ZPAC**-County Staff have been supplied prior to KCRPC meeting.

Section 30-135 Blocks

(c) Pedestrian crosswalks not less than ten (10) feet wide shall be required where deemed necessary by the **Zoning and Platting Advisory Committee County Staff** to provide for pedestrian circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities.

Zoning Code

Section 36-2 Definitions

Zoning and Platting Advisory Committee (ZPAC) means an informal, strictly advisory committee and not a County Board committee comprised primarily of County staff and advisors. Membership includes, but is not limited to, representatives from the County PBZ Department, the Highway Department, the Health Department, the Sheriff's Department, Forest Preserve District, Soil and Water Conservation District, and the County Engineer or consultants. The PBZ Chairman or designee, as needed, from the Planning, Building and Zoning (PBZ) Committee shall serve on ZPAC.

Section 36-35 (b) Zoning Administrator Powers and Duties

(5) Receive, file and forward applications for zoning map and text amendments, special uses, variances, planned developments and other matters which under this chapter require referral to the Regional Planning Commission, the ZBA, the ZPAC, the PBZ Committee, or the full County Board.

Section 36-36 County Regional Planning Commission Duties

(1) To receive from the Zoning Administrator copies of all applications for amendments and special use permits along with the Committee report from the ZPAC and report thereon with its recommendations comments and recommendations of other appropriate departments.

Section 36-42 (c) Amendments

(2) A copy of such application shall thereafter be forwarded to **the ZPAC**—County Staff, the Regional Planning Commission and to the County ZBA with a request to hold a public hearing and submit to the County Board a report of its findings and recommendations.

Section 36-112 (Processing Special Use and Planned Developments)

- a) An application for a special use shall be filed with the Zoning Administrator.
- (b) A copy of such application shall be forwarded to the ZPAC for review, comment, and recommendation.
- (c) (b) A copy of such application and the Committee report from the ZPAC shall thereafter be forwarded to the Regional Planning Commission for review, comment, and recommendation.
- (d) (c) A copy of such application and the reports report from the ZPAC and Regional Planning Commission shall thereafter be forwarded to the ZBA with a request to hold a public hearing and submit to the County Board a report of its findings and recommendations.
- (e) (d) The recommendation and findings of the ZBA shall be forwarded to the PBZ Committee of the County Board for review and recommendation prior to final action by the County Board.

Section 36-125 (c) Planned Developments

- (2) The applicant shall request a concept review of the planned development/special use, by letter addressed to the Secretary of the Regional Planning Commission, to be placed on the agenda of ZPAC reviewed by County Staff and the next regular meeting of the Regional Planning Commission for a preliminary discussion and concept review of the proposed planned development at such meeting, which may be continued from time to time. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the Regional Planning Commission with the proposed development, which shall include, but not necessarily be limited to, the following:
- a. A tentative sketch plan, which may be in freehand sketch form, showing the location and extent of the types of land uses proposed.
- b. The existing topography at five (5) foot contour intervals which may be taken from USGS information.
- c. Existing streets surrounding the subject property.
- d. Existing utilities, including storm drainage facilities.
- e. The following shall be provided by either graphic exhibits or written statement:
- 1. The density of commercial uses, including maximum lot coverage and building height.
- 2. The off-street parking and other service facilities proposed.
- 3. The exception or variations to the County zoning or subdivision requirements being requested as part of the planned development application.

(4)

a. The formal petition for a planned development shall be filed with the Zoning Administrator. The Zoning Administrator or deputies shall be responsible for distributing the complete application to the following at the appropriate time:

1.ZPAC.

- **2.1.** Members of the Regional Planning Commission.
- 3. 2. ZBA.
- 4. 3. The County Board.

Section 36-154 (c) Preliminary Site Plan/Plat Approval

- (1) The applicant shall request the preliminary plan/plat approval in addition to a petition for a zoning map amendment, by letter addressed to the PBZ or designee, to be placed on the agenda of the next regular meeting of the ZPAC for a preliminary discussion of the proposed planned development. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the ZPAC with the proposed development.
- (4) The petition shall be reviewed by the ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plan, and a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The director or staff shall submit minutes of the ZPAC meeting applicable documents containing such recommendation shall be submitted to the Regional Planning Commission for review and recommendation, along with any written correspondence received from any municipality or township.
- (5) The petition shall be heard by the Regional Planning Commission within sixty (60) days of the ZPAC meeting receipt of comments from County Staff provided any necessary revisions or supplemental information requested by ZPAC have County Staff have been supplied at least thirty (30) days in advance of the Regional Planning Commission meeting. Upon completion of their review of the preliminary plan or plat, a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the Regional Planning Commission meeting containing such recommendation shall be submitted to the ZBA, along with any written correspondence received from any municipality or township.

Section 36-155 (c) Final Plat Approval

(4) The petition will be placed on the agenda of the next regular meeting of the ZPAC for a preliminary discussion of the proposed planned development. The applicant shall present such exhibits and

written information as may be necessary to fully acquaint the ZPAC with the final plat for the proposed development. forwarded to other appropriate departments for review and comment.

- (5) The petition shall be reviewed by the ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plan, and a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the ZPAC meeting comments of County Staff containing such recommendation shall be submitted to the Regional Planning Commission for review and recommendation, along with any written correspondence received from any municipality or township.
- (6) The petition shall be reviewed by the Regional Planning Commission within sixty (60) days of the date of the ZPAC meeting receipt of comments from County Staff by the Plat Officer provided any necessary revisions or supplemental information requested by ZPAC have. County Staff has been supplied at least thirty (30) days in advance the Regional Planning Commission meeting. Upon completion of their review of the final plat, a recommendation shall be made, accompanied by such plats, exhibits and agreements as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the Regional Planning Commission meeting containing such recommendation shall be submitted to the PBZ Committee of the County Board for review and recommendation to the County Board.

Section 36-182 (2) (d) Site Design Standards

Traffic studies may be required by the **ZPAC** County Staff or the PBZ Committee. Such traffic studies should address:

- 1. Projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
- 2. Projected traffic flow patterns, including vehicular movements at all major intersections likely to be affected by the proposed use of the site.

Existing and proposed daily and peak hour traffic levels as well as road capacity levels shall also be provided.

Section 36-183 (b) Filing (for Site Plan Approval)

- (b) *Filing.* Petitions for site plan review shall be filed in writing with the Zoning Administrator and shall be accompanied by such documents and information as the **ZPAC** County Staff or the PBZ Committee may require. Such documents and information shall include, but are not limited to, the following:
- (1) Completed petition for site plan review in a format developed by the County;

- (2) Application fee;
- (3) Generalized location map;
- (4) Plats and drawings depicting compliance with the aforementioned site design standards.

Section 36-184 Procedure (Site Plan Approval)

A written application for site plan review shall be submitted to the PBZ Department, which will schedule the item for review. Consultation with the appropriate County staff and consultants is encouraged throughout this process to ensure a minimum delay. If requested by the applicant, the County will review applications for site plan review concurrently with separate requests for rezoning or platting. The review process will include the following:

(1) ZPAC. Zoning Administrator. One (1) copy of the complete application, along with eight (8) three (3) copies of the site plan, shall be submitted by the property owner or certified agent to the Zoning Administrator. at least fourteen (14) days prior to the ZPAC meeting. The purpose of the ZPAC meeting will be to evaluate the completeness of the application and to provide the applicant with feedback/input on the proposed site plan. Prior to the ZPAC meeting, the Zoning Administrator shall distribute copies of the site plan to Committee members. After discussion on a proposed site plan, the ZPAC may approve, deny, or approve with modifications, or request that the applicant revise the plan and return to a future ZPAC meeting for further review. Upon submittal of a complete application, the Zoning Administrator shall forward the application and other relevant material to appropriate departments for review and comment. The appropriate departments will be given fourteen (14) days from the date that the Zoning Administrator submitted documents to them to submit comments to the Zoning Administrator. If all applicable regulations have been addressed, the Zoning Administrator shall approve the site plan. If changes are required to bring the site plan into compliance, the Zoning Administrator shall inform the applicant of the required changes and give the applicant an opportunity to amend the site plan. If the applicant fails to bring the site plan into compliance with applicable regulations, the site plan application will be denied.

(2) *PBZ Committee*. Site plan decisions by **ZPAC** the **Zoning Administrator** may be appealed to the PBZ Committee.

Information was sent to the Townships on April 23, 2025. To date, no comments have been received.

ZPAC reviewed the proposal at their meeting on May 6, 2025. Discussion occurred regarding the process of reviewing applications, if the proposal was approved. The overall opinion was the proposal would improve efficiency for the various reviewing departments. Petition information would still be emailed. The earliest the proposal could be approved by the County Board is July 15, 2025. There could still be ZPAC meetings in June, July, and August. ZPAC recommended approval of the proposal by a vote

of seven (7) in favor and zero (0) in opposition with three (3) members absent. The minutes of the meeting were provided.

The Kendall County Regional Planning Commission reviewed the proposal at their meeting on May 28, 2025. Discussion occurred regarding the importance of maximizing County Staff's time by having one (1) less meeting. Some of the recent ZPAC meetings have been under ten (10) minutes. The Kendall County Regional Planning Commission recommended approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition with three (3) members absent. The minutes of the meeting were provided.

Member Whitfield made a motion, seconded by Member Thompson, to recommend approval of the text amendments.

The votes were as follows:

Ayes (6): Whitfield, Fox, LeCuyer, Mohr, Prodehl, and Thompson

Nays (0): None Abstain (0): None Absent (1): Cherry

The motion carried.

The townships will be notified of the results of the hearing.

The proposal goes to the Kendall County Planning, Building and Zoning Committee on July 7, 2025, at 6:30 p.m. at the Historic Courthouse.

The Zoning Board of Appeals completed their review of Petitions 25-06 and adjourned the public hearing at 7:07 p.m.

PUBLIC COMMENTS

Mr. Asselmeier reported that Petition 25-04 will be only Petition on the agenda for the June 30, 2025, hearing.

Chairman asked if the United City of Yorkville will annex the property involved with Petition 25-04. Mr. Asselmeier stated that the project is still being reviewed by the United City of Yorkville.

ADJOURNMENT OF THE ZONING BOARD OF APPEALS

Member LeCuyer made a motion, seconded by Member Thompson, to adjourn.

With a voice vote of six (6) ayes, the motion carried.

The Zoning Board of Appeals meeting adjourned at 7:15 p.m.

Respectfully submitted by, Matthew H. Asselmeier Director of Planning, Building and Zoning

Exhibits

- 1. Memo on Petition 25-06 Dated May 29, 2025
- 2. Certificate of Publication for Petition 25-06 (Not Included with Report but on file in Planning, Building and Zoning Office)



DEPARTMENT OF PLANNING, BUILDING & ZONING

807 West John Street • Yorkville, IL • 60560 (630) 553-4141 Fax (630) 553-4179

MEMORANDUM

To: Kendall County Zoning Board of Appeals From: Matthew H. Asselmeier, AICP, CFM, Director

Date: May 29, 2025

Re: Proposed Text Amendment Related to Review of Petitions by ZPAC (Petition 25-06)

In an effort to reduce the number of physical meetings required as part of the development and zoning processes, Staff has been asked to prepare a proposal which would abolish ZPAC as a formal committee of the County and transfer the duties of ZPAC to various Staff members.

A few items to note:

- 1. The present members of ZPAC and their successors in their respective positions would still receive notification of Petitions and would be allowed to submit comments on the Petitions in the timeframes stated in this proposed text amendment.
- 2. Since ZPAC would no longer be a formal committee, the Open Meetings Act would no longer apply to the correspondence and gatherings of former ZPAC members as they relate to Planning, Building and Zoning matters.
- 3. The Planning, Building and Zoning Committee probably would amend the application approval timeline to account for ZPAC not meeting. In such a case, the application deadline for map amendments, text amendments, special use permits, and major amendments to special use permits would be no later than thirty (30) days prior to the Zoning Board of Appeals hearing. For site plan reviews, no specific deadline would exist. For applications for plats of vacations, the deadline would effectively remain unchanged at three (3) weeks prior to the Planning, Building and Zoning Committee meeting.

The redlined proposal is attached.

Information was sent to the Townships on April 23, 2025.

ZPAC reviewed the proposal at their meeting on May 6, 2025. Discussion occurred regarding the process of reviewing applications, if the proposal was approved. The overall opinion was the proposal would improve efficiency for the various reviewing departments. Petition information would still be emailed. The earliest the proposal could be approved by the County Board is July 15, 2025. There could still be ZPAC meetings in June, July, and August. ZPAC recommended approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition with three (3) members absent. The minutes of the meeting are attached.

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If you have any questions regarding this memo, please let me know.

Encs.: Redlined Proposal
May 6, 2025, ZPAC Meeting Minutes (This Petition Only)
May 28, 2025, Kendall County Regional Planning Commission Minutes (This Petition Only)

ZPAC Amendments Version 2

Subdivision Code

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- e. Make all other determinations required of the Plat Officer by the regulations herein.
- f. Discourage the subdividing of lands that are far in advance of the needs of the development of the County; or which, by their locations, cannot be efficiently served by public utilities, fire protection, or other community services; or which are located in areas subject to flooding, or are topographically unsuitable for development; or which, for any other reason, are being unwisely or prematurely subdivided.
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- (4) (3) At the same time, the The Plat Officer and the County Engineer will collaborate with the subdivider in assembling plans for the design and construction of streets, drainage systems and other such improvements as may be required by ordinance.
- (5) (4) A copy of the application and preliminary plat shall also be submitted, by the applicant, to the plan Commission of the townships in which the proposed subdivision is located and submit to the nearest municipality, if the corporate limits of the municipality are not more than one and one-half (1½) miles from the property lines of the proposed development.
- (6) (5) The application shall be reviewed by ZPAC County Staff for compliance with the regulations of this chapter and all other ordinances of the County during a regularly

scheduled meeting within thirty (30) days of the date of the submittal of the completed application of the preliminary plat.

(7) (6) Following a recommendation by ZPAC review by County Staff, the application shall be placed on the agenda of the next regularly scheduled meeting of the Kendall County Regional Plan Commission (KCRPC).

(8) (7) The application shall be reviewed by KCRPC for compliance with the regulations of this chapter and all other ordinances of the County within thirty (30) days of the recommendation made by ZPAC receipt of comments from County Staff, provided that all necessary revisions and/or supplemental information requested by ZPAC County Staff has been supplied to the Plat Officer.

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(11) The following qualifications shall govern approval of the preliminary plat:

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c. Approval of the preliminary plat shall be effective for a maximum period of one (1) year, unless upon application of the developer, KCRPC grants an extension. The application for said extension shall not require the submittal of additional copies of the plan of subdivision.

(12) (11) The final approval of the preliminary plat is contingent upon payment of all fees for review and approval in accordance with <u>Section 30-39</u>.

Section 30-78 Other Plat (vacation, dedication, etc.) procedure

- (e) Upon receiving the complete application and review by the PBZ (Planning, Building and Zoning) staff for compliance with the regulations of this section and all other ordinances of the County the item will be placed on the agenda for the next regularly scheduled meeting of the Zoning, Platting and Advisory Committee (ZPAC) forwarded to appropriate departments for review and recommendation to the Planning, Building and Zoning Committee (PBZC) of the County Board. After the ZPAC meeting review by appropriate departments, this item will be placed on the agenda for the next regularly scheduled meeting of the PBZ for review and recommendation to the full County Board.
- (f) Upon completion of the review by the PBZC a recommendation shall be made and the minutes of the ZPAC and PBZC meeting containing such recommendations shall be submitted to the full County Board.

Section 30-98 Generally (Final Plats)

- (d) Accompanying the copy of the application for approval of the final plat shall be four (4) three (3) copies of the final engineering plans and specifications prepared, stamped, and signed by a State-registered professional engineer. Such plans and specifications shall be prepared as specified, and shall be submitted to the Plat Officer within one (1) year after approval of the preliminary plat; otherwise such approval shall become null and void unless application for an extension of time is made to and granted by KCRPC. Such extensions will not require an additional copy of the plat. Engineering plans and specifications must comply with all County ordinances in addition to the design standards in Article IV of this chapter and the improvement standards in Article V of this chapter. Following approval of the final engineering plans, the applicant shall supply the County with a copy of the approved final version in electronic CAD format, NAD 1983 State Plane Illinois East projected coordinate system, as required by the County.
- (f) The application will be placed on the agenda of the next Zoning and Platting Advisory Committee (ZPAC) meeting forwarded to other appropriate departments for review and comment.
- (g) The application shall be reviewed by ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plat. A recommendation shall be made by ZPAC and the minutes of ZPAC meeting containing such a recommendation Comments from County Staff shall be submitted to KCRPC for review and recommendation.

- (h) Following a recommendation by ZPAC comments from County Staff, the application shall be placed on the agenda for the next regular meeting of KCRPC.
- (i) The application shall be reviewed by KCRPC within sixty (60) days of ZPAC recommendation receipt of comments from County Staff by the Plat Officer provided any necessary revisions or supplemental information requested by ZPAC County Staff have been supplied prior to KCRPC meeting.

Section 30-135 Blocks

(c) Pedestrian crosswalks not less than ten (10) feet wide shall be required where deemed necessary by the Zoning and Platting Advisory Committee County Staff to provide for pedestrian circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities.

Zoning Code

Section 36-2 Definitions

Zoning.and.Platting.Advisory.Committee.(ZPAC) means an informal, strictly advisory committee and not a County Board committee comprised primarily of County staff and advisors. Membership includes, but is not limited to, representatives from the County PBZ Department, the Highway Department, the Health Department, the Sheriff's Department, Forest Preserve District, Soil and Water Conservation District, and the County Engineer or consultants. The PBZ Chairman or designee, as needed, from the Planning, Building and Zoning (PBZ) Committee shall serve on ZPAC.

Section 36-35 (b) Zoning Administrator Powers and Duties

(5) Receive, file and forward applications for zoning map and text amendments, special uses, variances, planned developments and other matters which under this chapter require referral to the Regional Planning Commission, the ZBA, the ZPAC, the PBZ Committee, or the full County Board.

Section 36-36 County Regional Planning Commission Duties

(1) To receive from the Zoning Administrator copies of all applications for amendments and special use permits along with the Committee report from the ZPAC and report thereon with its recommendations comments and recommendations of other appropriate departments.

Section 36-42 (c) Amendments

(2) A copy of such application shall thereafter be forwarded to the ZPAC County Staff, the Regional Planning Commission and to the County ZBA with a request to hold a public hearing and submit to the County Board a report of its findings and recommendations.

Section 36-112 (Processing Special Use and Planned Developments)

- a) An application for a special use shall be filed with the Zoning Administrator.
- (b) A copy of such application shall be forwarded to the ZPAC for review, comment, and recommendation.
- (c) (b) A copy of such application and the Committee report from the ZPAC shall thereafter be forwarded to the Regional Planning Commission for review, comment, and recommendation.
- (d) (c) A copy of such application and the reports report from the ZPAC and Regional Planning Commission shall thereafter be forwarded to the ZBA with a request to hold a public hearing and submit to the County Board a report of its findings and recommendations.
- (e) (d) The recommendation and findings of the ZBA shall be forwarded to the PBZ Committee of the County Board for review and recommendation prior to final action by the County Board.

Section 36-125 (c) Planned Developments

- (2) The applicant shall request a concept review of the planned development/special use, by letter addressed to the Secretary of the Regional Planning Commission, to be placed on the agenda of ZPAC reviewed by County Staff and the next regular meeting of the Regional Planning Commission for a preliminary discussion and concept review of the proposed planned development at such meeting, which may be continued from time to time. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the Regional Planning Commission with the proposed development, which shall include, but not necessarily be limited to, the following:
- a. A tentative sketch plan, which may be in freehand sketch form, showing the location and extent of the types of land uses proposed.
- b. The existing topography at five (5) foot contour intervals which may be taken from USGS information.
- c. Existing streets surrounding the subject property.
- d. Existing utilities, including storm drainage facilities.

- e. The following shall be provided by either graphic exhibits or written statement:
- 1. The density of commercial uses, including maximum lot coverage and building height.
- 2. The off-street parking and other service facilities proposed.
- 3. The exception or variations to the County zoning or subdivision requirements being requested as part of the planned development application.

(4)

a. The formal petition for a planned development shall be filed with the Zoning Administrator. The Zoning Administrator or deputies shall be responsible for distributing the complete application to the following at the appropriate time:

1.ZPAC.

- 2. 1. Members of the Regional Planning Commission.
- 3. 2. ZBA.
- 4. 3. The County Board.

Section 36-154 (c) Preliminary Site Plan/Plat Approval

- (1) The applicant shall request the preliminary plan/plat approval in addition to a petition for a zoning map amendment, by letter addressed to the PBZ or designee, to be placed on the agenda of the next regular meeting of the ZPAC for a preliminary discussion of the proposed planned development. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the ZPAC with the proposed development.
- (4) The petition shall be reviewed by the ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plan, and a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The director or staff shall submit minutes of the ZPAC meeting applicable documents containing such recommendation shall be submitted to the Regional Planning Commission for review and recommendation, along with any written correspondence received from any municipality or township.
- (5) The petition shall be heard by the Regional Planning Commission within sixty (60) days of the ZPAC meeting receipt of comments from County Staff provided any necessary revisions or supplemental information requested by ZPAC have County Staff have been supplied at least thirty (30) days in advance of the Regional Planning Commission meeting.

Upon completion of their review of the preliminary plan or plat, a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the Regional Planning Commission meeting containing such recommendation shall be submitted to the ZBA, along with any written correspondence received from any municipality or township.

Section 36-155 (c) Final Plat Approval

- (4) The petition will be placed on the agenda of the next regular meeting of the ZPAC for a preliminary discussion of the proposed planned development. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the ZPAC with the final plat for the proposed development. forwarded to other appropriate departments for review and comment.
- (5) The petition shall be reviewed by the ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plan, and a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the ZPAC meeting comments of County Staff containing such recommendation shall be submitted to the Regional Planning Commission for review and recommendation, along with any written correspondence received from any municipality or township.
- (6) The petition shall be reviewed by the Regional Planning Commission within sixty (60) days of the date of the ZPAC meeting receipt of comments from County Staff by the Plat Officer provided any necessary revisions or supplemental information requested by ZPAC have—County Staff has been supplied at least thirty (30) days in advance the Regional Planning Commission meeting. Upon completion of their review of the final plat, a recommendation shall be made, accompanied by such plats, exhibits and agreements as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the Regional Planning Commission meeting containing such recommendation shall be submitted to the PBZ Committee of the County Board for review and recommendation to the County Board.

Section 36-182 (2) (d) Site Design Standards

Traffic studies may be required by the ZPAC County Staff or the PBZ Committee. Such traffic studies should address:

1. Projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;

2. Projected traffic flow patterns, including vehicular movements at all major intersections likely to be affected by the proposed use of the site.

Existing and proposed daily and peak hour traffic levels as well as road capacity levels shall also be provided.

Section 36-183 (b) Filing (for Site Plan Approval)

- (b). Filing; Petitions for site plan review shall be filed in writing with the Zoning Administrator and shall be accompanied by such documents and information as the ZPAC County Staff or the PBZ Committee may require. Such documents and information shall include, but are not limited to, the following:
- (1) Completed petition for site plan review in a format developed by the County;
- (2) Application fee;
- (3) Generalized location map;
- (4) Plats and drawings depicting compliance with the aforementioned site design standards.

Section 36-184 Procedure (Site Plan Approval)

A written application for site plan review shall be submitted to the PBZ Department, which will schedule the item for review. Consultation with the appropriate County staff and consultants is encouraged throughout this process to ensure a minimum delay. If requested by the applicant, the County will review applications for site plan review concurrently with separate requests for rezoning or platting. The review process will include the following:

(1) ZPAC; Zoning Administrator. One (1) copy of the complete application, along with eight (8) three (3) copies of the site plan, shall be submitted by the property owner or certified agent to the Zoning Administrator. at least fourteen (14) days prior to the ZPAC meeting. The purpose of the ZPAC meeting will be to evaluate the completeness of the application and to provide the applicant with feedback/input on the proposed site plan. Prior to the ZPAC meeting, the Zoning Administrator shall distribute copies of the site plan to Committee members. After discussion on a proposed site plan, the ZPAC may approve, deny, or approve with modifications, or request that the applicant revise the plan and return to a future ZPAC meeting for further review. Upon submittal of a complete application, the Zoning Administrator shall forward the application and other relevant material to appropriate departments for review and comment. The appropriate departments will be given fourteen (14) days from the date that the Zoning Administrator submitted documents to them to submit comments to the Zoning Administrator. If all applicable regulations have been addressed, the Zoning

Administrator shall approve the site plan. If changes are required to bring the site plan into compliance, the Zoning Administrator shall inform the applicant of the required changes and give the applicant an opportunity to amend the site plan. If the applicant fails to bring the site plan into compliance with applicable regulations, the site plan application will be denied.

(2) PBZ. Committee; Site plan decisions by ZPAC the Zoning Administrator may be appealed to the PBZ Committee.

ZONING, PLATTING & ADVISORY COMMITTEE (ZPAC) May 6, 2025 – Unapproved Meeting Minutes

PBZ Chairman Seth Wormley called the meeting to order at 9:00 a.m.

Present:

Matt Asselmeier – PBZ Department
David Guritz – Forest Preserve
Brian Holdiman – PBZ Department
Fran Klaas – Highway Department
Alyse Olson – Soil and Water Conservation District
Aaron Rybski – Health Department
Seth Wormley – PBZ Committee Chair

Absent:

Meagan Briganti – GIS Department Greg Chismark – WBK Engineering, LLC Commander Jason Langston – Sheriff's Department

Audience:

Dan Gorman

PETITIONS

Petition 25-06 Kendall County Zoning Administrator

Mr. Asselmeier summarized the request.

In an effort to reduce the number of physical meetings required as part of the development and zoning processes, Staff has been asked to prepare a proposal which would abolish ZPAC as a formal committee of the County and transfer the duties of ZPAC to various Staff members.

A few items to note:

- 1. The present members of ZPAC and their successors in their respective positions would still receive notification of Petitions and would be allowed to submit comments on the Petitions in the timeframes stated in this proposed text amendment.
- 2. Since ZPAC would no longer be a formal committee, the Open Meetings Act would no longer apply to the correspondence and gatherings of former ZPAC members as they relate to Planning, Building and Zoning matters.
- 3. The Planning, Building and Zoning Committee probably would amend the application approval timeline to account for ZPAC not meeting. In such a case, the application deadline for map amendments, text amendments, special use permits, and major amendments to special use permits would be no later than thirty (30) days prior to the Zoning Board of Appeals hearing. For site plan reviews, no specific deadline would exist. For applications for plats of vacations, the deadline would effectively remain unchanged at three (3) weeks prior to the Planning, Building and Zoning Committee meeting.

The redlined proposal is as follows:

Subdivision Code

Section 30-37 Administration; organization

Eight (8) Seven (7) offices in the County are concerned with the administration of this chapter. For the purposes of clarity these offices along with their pertinent functions are listed below:

- (1) *The Plat Officer.* There is hereby created the Plat Officer who shall exercise the authority and have the responsibility provided in this chapter. The Plat Officer shall administer the provisions of this chapter and, in addition thereto, and in furtherance of said authority, shall:
- a. Maintain permanent and current records of this chapter, including amendments thereto.
- b. Receive and file all preliminary and final plats.
- c. Forward copies of the preliminary plat to other appropriate agencies for their recommendations and report.

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- d. Receive and file all final plats and check their compliance with the preliminary plat.
- e. Make all other determinations required of the Plat Officer by the regulations herein.
- f. Discourage the subdividing of lands that are far in advance of the needs of the development of the County; or which, by their locations, cannot be efficiently served by public utilities, fire protection, or other community services; or which are located in areas subject to flooding, or are topographically unsuitable for development; or which, for any other reason, are being unwisely or prematurely subdivided.
- (2) Township Highway Commissioner and County Engineer. The Township Highway Commissioner and County Engineer shall review with Plat Officer all preliminary subdivision plans and make determinations concerning street and drainage design standards and engineering specifications as stipulated herein.
- (3) *Planning, Building, and Zoning Committee (PBZC).* The Planning, Building, and Zoning Committee shall review the preliminary plat and final plat and exercise the authority and have the responsibilities provided in this chapter.
- (4) Kendall County Regional Plan Commission (KCRPC). The Kendall County Regional Plan Commission shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (5) County Soil and Water Conservation District. The County Soil and Water Conservation District shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (6) County Health Department. The County Health Department shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (7) Zoning and Platting Advisory Committee (ZPAC). The Zoning and Platting Advisory Committee shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (8) (7) Sanitary and/or water reclamation districts. Sanitary and/or water reclamation districts shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.

Section 30-76 Preliminary Plat Procedure

The procedure for preliminary plats shall be as follows:

- (1) The applicant shall prepare a preliminary plat, which shall include all of the property to be subdivided, properties that are adjacent and considered to be contiguous to the proposed subdivision, together with improvement plans and other supplementary material as specified.
- (2) The applicant shall submit to the Plat Officer this preliminary plat accompanied with a completed application for a preliminary plat of subdivision with the appropriate filing fees.
- (3) The application will be placed on the agenda for the next regularly scheduled meeting of the Zoning and Platting Advisory Committee (ZPAC) for review and recommendation.
- (4) (3) At the same time, the The Plat Officer and the County Engineer will collaborate with the subdivider in assembling plans for the design and construction of streets, drainage systems and other such improvements as may be required by ordinance.
- (5) (4) A copy of the application and preliminary plat shall also be submitted, by the applicant, to the plan Commission of the townships in which the proposed subdivision is located and submit to the nearest municipality, if the corporate limits of the municipality are not more than one and one-half ($1\frac{1}{2}$) miles from the property lines of the proposed development.
- (6) (5) The application shall be reviewed by **ZPAC** County Staff for compliance with the regulations of this chapter and all other ordinances of the County during a regularly scheduled meeting within thirty (30) days of the date of the submittal of the completed application of the preliminary plat.
- (7) (6) Following a recommendation by ZPAC review by County Staff, the application shall be placed on the agenda of the next regularly scheduled meeting of the Kendall County Regional Plan Commission (KCRPC).
- (8) (7) The application shall be reviewed by KCRPC for compliance with the regulations of this chapter and all other ordinances of the County within thirty (30) days of the recommendation made by ZPAC receipt of comments from

County Staff, provided that all necessary revisions and/or supplemental information requested by **ZPAC County Staff** has been supplied to the Plat Officer.

- (8) KCRPC, within a reasonable time after the first discussion of the proposal, shall:
- a. Recommend approval or disapproval of the proposed preliminary subdivision plat and record in the official minutes its recommendation, which may include the recommendations of the County Engineer, the County Engineering Consultant, other affected agencies and/or the Plat Officer.
- b. If KCRPC finds that changes, additions or corrections are required on the preliminary plat prior to a recommendation being made by KCRPC, KCRPC shall so advise the applicant. The applicant may resubmit the preliminary plat with revisions for its consideration at the next available regular meeting of KCRPC.
- (10) (9) Upon recommended approval of the preliminary plat by KCRPC, an application for the final plat of subdivision shall be filed within one (1) year, unless otherwise extended per the provisions of this chapter per Section 30-98.
- (11) (10) The following qualifications shall govern approval of the preliminary plat:
- a. Approval of a preliminary plat by KCRPC is tentative only, involving merely the general acceptability of the layout as submitted. Final approval of the preliminary plat shall be granted by the County Board at the time of final plat approval. An applicant may seek approval from KCRPC of the preliminary plat simultaneously with the final plat and/or rezoning petition at the applicant's choosing.
- b. KCRPC shall require such changes or revisions as are deemed necessary in the interest of the needs of the County.
- c. Approval of the preliminary plat shall be effective for a maximum period of one (1) year, unless upon application of the developer, KCRPC grants an extension. The application for said extension shall not require the submittal of additional copies of the plan of subdivision.
- (12) (11) The final approval of the preliminary plat is contingent upon payment of all fees for review and approval in accordance with Section 30-39.

Section 30-78 Other Plat (vacation, dedication, etc.) procedure

- (e) Upon receiving the complete application and review by the PBZ (Planning, Building and Zoning) staff for compliance with the regulations of this section and all other ordinances of the County the item will be placed on the agenda for the next regularly scheduled meeting of the Zoning, Platting and Advisory Committee (ZPAC) forwarded to appropriate departments or review and recommendation to the Planning, Building and Zoning Committee (PBZC) of the County Board. After the ZPAC meeting review by appropriate departments, this item will be placed on the agenda for the next regularly scheduled meeting of the PBZ for review and recommendation to the full County Board.
- (f) Upon completion of the review by the PBZC a recommendation shall be made and the minutes of the **ZPAC** and PBZC meeting containing such recommendations shall be submitted to the full County Board.

Section 30-98 Generally (Final Plats)

- (d) Accompanying the copy of the application for approval of the final plat shall be **four (4) three (3)** copies of the final engineering plans and specifications prepared, stamped, and signed by a State-registered professional engineer. Such plans and specifications shall be prepared as specified, and shall be submitted to the Plat Officer within one (1) year after approval of the preliminary plat; otherwise such approval shall become null and void unless application for an extension of time is made to and granted by KCRPC. Such extensions will not require an additional copy of the plat. Engineering plans and specifications must comply with all County ordinances in addition to the design standards in Article IV of this chapter and the improvement standards in Article V of this chapter. Following approval of the final engineering plans, the applicant shall supply the County with a copy of the approved final version in electronic CAD format, NAD 1983 State Plane Illinois East projected coordinate system, as required by the County.
- (f) The application will be placed on the agenda of the next Zoning and Platting Advisory Committee (ZPAC) meeting forwarded to other appropriate departments for review and comment.
- (g) The application shall be reviewed by **ZPAC** County Staff within thirty (30) days of the date of the complete original submission of the final plat. A recommendation shall be made by **ZPAC** and the minutes of **ZPAC** meeting containing such a recommendation Comments from County Staff shall be submitted to KCRPC for review and recommendation.
- (h) Following a recommendation by ZPAC comments from County Staff, the application shall be placed on the agenda for the next regular meeting of KCRPC.

(i) The application shall be reviewed by KCRPC within sixty (60) days of **ZPAC** recommendation receipt of comments from County Staff by the Plat Officer provided any necessary revisions or supplemental information requested by **ZPAC** County Staff have been supplied prior to KCRPC meeting.

Section 30-135 Blocks

(c) Pedestrian crosswalks not less than ten (10) feet wide shall be required where deemed necessary by the **Zoning** and **Platting Advisory Committee County Staff** to provide for pedestrian circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities.

Zoning Code Section 36-2 Definitions

Zoning and Platting Advisory Committee (ZPAC) means an informal, strictly advisory committee and not a County Board committee comprised primarily of County staff and advisors. Membership includes, but is not limited to, representatives from the County PBZ Department, the Highway Department, the Health Department, the Sheriff's Department, Forest Preserve District, Soil and Water Conservation District, and the County Engineer or consultants. The PBZ Chairman or designee, as needed, from the Planning, Building and Zoning (PBZ) Committee shall serve on ZPAC.

Section 36-35 (b) Zoning Administrator Powers and Duties

(5) Receive, file and forward applications for zoning map and text amendments, special uses, variances, planned developments and other matters which under this chapter require referral to the Regional Planning Commission, the ZBA, the ZPAC, the PBZ Committee, or the full County Board.

Section 36-36 County Regional Planning Commission Duties

(1) To receive from the Zoning Administrator copies of all applications for amendments and special use permits along with the Committee report from the ZPAC and report thereon with its recommendations comments and recommendations of other appropriate departments.

Section 36-42 (c) Amendments

(2) A copy of such application shall thereafter be forwarded to the ZPAC County Staff, the Regional Planning Commission and to the County ZBA with a request to hold a public hearing and submit to the County Board a report of its findings and recommendations.

Section 36-112 (Processing Special Use and Planned Developments)

a) An application for a special use shall be filed with the Zoning Administrator.

(b) A copy of such application shall be forwarded to the ZPAC for review, comment, and recommendation.

- (c) (b) A copy of such application and the Committee report from the ZPAC shall thereafter be forwarded to the Regional Planning Commission for review, comment, and recommendation.
- (d) (c) A copy of such application and the reports report from the ZPAC and Regional Planning Commission shall thereafter be forwarded to the ZBA with a request to hold a public hearing and submit to the County Board a report of its findings and recommendations.
- (e) (d) The recommendation and findings of the ZBA shall be forwarded to the PBZ Committee of the County Board for review and recommendation prior to final action by the County Board.

Section 36-125 (c) Planned Developments

- (2) The applicant shall request a concept review of the planned development/special use, by letter addressed to the Secretary of the Regional Planning Commission, to be placed on the agenda of ZPAC reviewed by County Staff and the next regular meeting of the Regional Planning Commission for a preliminary discussion and concept review of the proposed planned development at such meeting, which may be continued from time to time. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the Regional Planning Commission with the proposed development, which shall include, but not necessarily be limited to, the following:
- a. A tentative sketch plan, which may be in freehand sketch form, showing the location and extent of the types of land uses proposed.
- b. The existing topography at five (5) foot contour intervals which may be taken from USGS information.
- c. Existing streets surrounding the subject property.
- d. Existing utilities, including storm drainage facilities.

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- e. The following shall be provided by either graphic exhibits or written statement:
- 1. The density of commercial uses, including maximum lot coverage and building height.
- 2. The off-street parking and other service facilities proposed.
- 3. The exception or variations to the County zoning or subdivision requirements being requested as part of the planned development application.

(4)

- a. The formal petition for a planned development shall be filed with the Zoning Administrator. The Zoning Administrator or deputies shall be responsible for distributing the complete application to the following at the appropriate time:

 1.ZPAC.
- 2. 1. Members of the Regional Planning Commission.
- 3- 2. ZBA.
- 4. 3. The County Board.

Section 36-154 (c) Preliminary Site Plan/Plat Approval

- (1) The applicant shall request the preliminary plan/plat approval in addition to a petition for a zoning map amendment, by letter addressed to the PBZ or designee, to be placed on the agenda of the next regular meeting of the ZPAC for a preliminary discussion of the proposed planned development. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the ZPAC with the proposed development.
- (4) The petition shall be reviewed by the ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plan, and a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The director or staff shall submit minutes of the ZPAC meeting applicable documents containing such recommendation shall be submitted to the Regional Planning Commission for review and recommendation, along with any written correspondence received from any municipality or township.
- (5) The petition shall be heard by the Regional Planning Commission within sixty (60) days of the ZPAC meeting receipt of comments from County Staff provided any necessary revisions or supplemental information requested by ZPAC have County Staff has been supplied at least thirty (30) days in advance the Regional Planning Commission meeting. Upon completion of their review of the preliminary plan or plat, a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the Regional Planning Commission meeting containing such recommendation shall be submitted to the ZBA, along with any written correspondence received from any municipality or township.

Section 36-155 (c) Final Plat Approval

- (4) The petition will be placed on the agenda of the next regular meeting of the ZPAC for a preliminary discussion of the proposed planned development. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the ZPAC with the final plat for the proposed development. forwarded to other appropriate departments for review and comment.
- (5) The petition shall be reviewed by the ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plan, and a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the ZPAC meeting comments of County Staff containing such recommendation shall be submitted to the Regional Planning Commission for review and recommendation, along with any written correspondence received from any municipality or township.
- (6) The petition shall be reviewed by the Regional Planning Commission within sixty (60) days of the date of the ZPAC meeting receipt of comments from County Staff by the Plat Officer provided any necessary revisions or supplemental information requested by ZPAC have. County Staff has been supplied at least thirty (30) days in advance the Regional Planning Commission meeting. Upon completion of their review of the final plat, a recommendation shall be made, accompanied by such plats, exhibits and agreements as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the Regional Planning Commission meeting containing such recommendation shall be submitted to the PBZ Committee of the County Board for review and recommendation to the County Board.

Traffic studies may be required by the **ZPAC** County Staff or the PBZ Committee. Such traffic studies should address:

- 1. Projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
- 2. Projected traffic flow patterns, including vehicular movements at all major intersections likely to be affected by the proposed use of the site.

Existing and proposed daily and peak hour traffic levels as well as road capacity levels shall also be provided.

Section 36-183 (b) Filing (for Site Plan Approval)

- (b) *Filing*. Petitions for site plan review shall be filed in writing with the Zoning Administrator and shall be accompanied by such documents and information as the **ZPAC** County Staff or the PBZ Committee may require. Such documents and information shall include, but are not limited to, the following:
- (1) Completed petition for site plan review in a format developed by the County;
- (2) Application fee;
- (3) Generalized location map;
- (4) Plats and drawings depicting compliance with the aforementioned site design standards.

Section 36-184 Procedure (Site Plan Approval)

A written application for site plan review shall be submitted to the PBZ Department, which will schedule the item for review. Consultation with the appropriate County staff and consultants is encouraged throughout this process to ensure a minimum delay. If requested by the applicant, the County will review applications for site plan review concurrently with separate requests for rezoning or platting. The review process will include the following:

- (1) ZPAC. Zoning Administrator. One (1) copy of the complete application, along with eight (8) three (3) copies of the site plan, shall be submitted by the property owner or certified agent to the Zoning Administrator at least fourteen (14) days prior to the ZPAC meeting. The purpose of the ZPAC meeting will be to evaluate the completeness of the application and to provide the applicant with feedback/input on the proposed site plan. Prior to the ZPAC meeting, the Zoning Administrator shall distribute copies of the site plan to Committee members. After discussion on a proposed site plan, the ZPAC may approve, deny, or approve with modifications, or request that the applicant revise the plan and return to a future ZPAC meeting for further review. Upon submittal of a complete application, the Zoning Administrator shall forward the application and other relevant material to appropriate departments for review and comment. The appropriate departments will be given fourteen (14) days from the date that the Zoning Administrator submitted documents to them to submit comments to the Zoning Administrator. If all applicable regulations have been addressed, the Zoning Administrator shall approve the site plan. If changes are required to bring the site plan into compliance, the Zoning Administrator shall inform the applicant of the required changes and give the applicant an opportunity to amend the site plan. If the applicant fails to bring the site plan into compliance with applicable regulations, the site plan application will be denied.
- (2) PBZ Committee. Site plan decisions by ZPAC the Zoning Administrator may be appealed to the PBZ Committee.

Information was sent to the Townships on April 23, 2025.

Mr. Asselmeier outlined the process for reviewing applications, if this proposal was approved.

Chairman Wormley felt that the proposal created more efficiencies of County employees' and related agencies' time.

Mr. Klaas felt that Departments could still provide necessary review without officially meeting. Group emails could occur because ZPAC would no longer be an official committee of the County.

Discussion occurred regarding the lack of rural subdivision applications and concerns related to platting could be addressed by email correspondence.

Applicants for special use permit, major amendments to special use permits, map amendments and text amendments would be saved two (2) weeks, but there would be less time for applicants to resolve issues, if any issues arose with a given application.

Mr. Rybski asked if the Petitioners' information will be emailed to ZPAC members. Mr. Asselmeier responded yes.

Mr. Asselmeier noted that the earliest the proposal could be approved by the County Board is July 15, 2025. There could still be ZPAC meetings in June, July, and August.

Mr. Guritz made a motion, seconded by Mr. Klaas, to recommend approval of the proposal to the Kendall County Regional Planning Commission.

The votes were follows:

Ayes (7): Asselmeier, Guritz, Holdiman, Klaas, Olson, Rybski, and Wormley

Nays (0): None Abstain (0): None

Absent (3): Briganti, Chismark, and Langston

The motion passed.

The proposal goes to the Kendall County Regional Planning Commission on May 28, 2025.

PUBLIC COMMENT

None

ADJOURNMENT

Mr. Holdiman made a motion, seconded by Mr. Guritz, to adjourn.

With a voice vote of seven (7) ayes, the motion carried.

The ZPAC, at 9:41 a.m., adjourned.

Respectfully Submitted, Matthew H. Asselmeier, AICP, CFM Director

Enc.



KENDALL COUNTY ZONING & PLATTING ADVISORY COMMITTEE MAY 6, 2025

IF YOU WOULD LIKE TO BE CONTACTED ON FUTURE MEETINGS REGARDING THIS TOPIC, PLEASE PROVIDE YOUR ADDRESS OR EMAIL ADDRESS

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KENDALL COUNTY REGIONAL PLANNING COMMISSION

Kendall County Historic Court House Court Room 110 W. Madison Street, Yorkville, Illinois

Unapproved - Meeting Minutes of May 28, 2025 - 7:00 p.m.

Chairman Keith Landovitz called the meeting to order at 7:01 p.m.

ROLL CALL

Members Present: Bill Ashton, Eric Bernacki (Arrived at 7:03 p.m.), Keith Landovitz, Karin McCarthy-Lange,

Ruben Rodriguez, Bob Stewart, and Seth Wormley

Members Absent: Tom Casey, Dave Hamman, and Claire Wilson

Staff Present: Matthew H. Asselmeier, Director, and Wanda A. Rolf, Office Assistant

Others Present: Dan Gorman, Doug Winsor, and Annette Wolf

PETITIONS

Petition 25-06 Kendall Zoning Administrator

Mr. Asselmeier summarized the request.

In an effort to reduce the number of physical meetings required as part of the development and zoning processes, Staff has been asked to prepare a proposal which would abolish ZPAC as a formal committee of the County and transfer the duties of ZPAC to various Staff members.

A few items to note:

- 1. The present members of ZPAC and their successors in their respective positions would still receive notification of Petitions and would be allowed to submit comments on the Petitions in the timeframes stated in this proposed text amendment.
- 2. Since ZPAC would no longer be a formal committee, the Open Meetings Act would no longer apply to the correspondence and gatherings of former ZPAC members as they relate to Planning, Building and Zoning matters.
- 3. The Planning, Building and Zoning Committee probably would amend the application approval timeline to account for ZPAC not meeting. In such a case, the application deadline for map amendments, text amendments, special use permits, and major amendments to special use permits would be no later than thirty (30) days prior to the Zoning Board of Appeals hearing. For site plan reviews, no specific deadline would exist. For applications for plats of vacations, the deadline would effectively remain unchanged at three (3) weeks prior to the Planning, Building and Zoning Committee meeting.

The redlined proposal is as follows:

Subdivision Code

Section 30-37 Administration; organization

- Eight (8) Seven (7) offices in the County are concerned with the administration of this chapter. For the purposes of clarity these offices along with their pertinent functions are listed below:
- (1) *The Plat Officer*. There is hereby created the Plat Officer who shall exercise the authority and have the responsibility provided in this chapter. The Plat Officer shall administer the provisions of this chapter and, in addition thereto, and in furtherance of said authority, shall:
- a. Maintain permanent and current records of this chapter, including amendments thereto.
- b. Receive and file all preliminary and final plats.
- c. Forward copies of the preliminary plat to other appropriate agencies for their recommendations and report.
- d. Receive and file all final plats and check their compliance with the preliminary plat.
- e. Make all other determinations required of the Plat Officer by the regulations herein.
- f. Discourage the subdividing of lands that are far in advance of the needs of the development of the County; or which, by their locations, cannot be efficiently served by public utilities, fire protection, or other community services; or which are located in areas subject to flooding, or are topographically unsuitable for development; or which, for any other reason, are being unwisely or prematurely subdivided.
- (2) Township Highway Commissioner and County Engineer. The Township Highway Commissioner and County Engineer shall review with Plat Officer all preliminary subdivision plans and make determinations concerning street and drainage design standards and engineering specifications as stipulated herein.
- (3) *Planning, Building, and Zoning Committee (PBZC)*. The Planning, Building, and Zoning Committee shall review the preliminary plat and final plat and exercise the authority and have the responsibilities provided in this chapter.
- (4) Kendall County Regional Plan Commission (KCRPC). The Kendall County Regional Plan Commission shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (5) *County Soil and Water Conservation District*. The County Soil and Water Conservation District shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (6) County Health Department. The County Health Department shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (7) Zoning and Platting Advisory Committee (ZPAC). The Zoning and Platting Advisory Committee shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.
- (8) (7) Sanitary and/or water reclamation districts. Sanitary and/or water reclamation districts shall review the preliminary plat and exercise the authority and have the responsibilities provided in this chapter.

Section 30-76 Preliminary Plat Procedure

The procedure for preliminary plats shall be as follows:

- (1) The applicant shall prepare a preliminary plat, which shall include all of the property to be subdivided, properties that are adjacent and considered to be contiguous to the proposed subdivision, together with improvement plans and other supplementary material as specified.
- (2) The applicant shall submit to the Plat Officer this preliminary plat accompanied with a completed application for a preliminary plat of subdivision with the appropriate filing fees.
- (3) The application will be placed on the agenda for the next regularly scheduled meeting of the Zoning and Platting Advisory Committee (ZPAC) for review and recommendation.
- (4) (3) At the same time, the The Plat Officer and the County Engineer will collaborate with the subdivider in assembling plans for the design and construction of streets, drainage systems and other such improvements as may be required by ordinance.
- (5) (4) A copy of the application and preliminary plat shall also be submitted, by the applicant, to the plan Commission of the townships in which the proposed subdivision is located and submit to the nearest municipality, if the corporate limits of the municipality are not more than one and one-half (1½) miles from the property lines of the proposed development.
- (6) (5) The application shall be reviewed by **ZPAC** County Staff for compliance with the regulations of this chapter and all other ordinances of the County during a regularly scheduled meeting within thirty (30) days of the date of the submittal of the completed application of the preliminary plat.
- (7) (6) Following a recommendation by ZPAC review by County Staff, the application shall be placed on the agenda of the next regularly scheduled meeting of the Kendall County Regional Plan Commission (KCRPC).
- (8) (7) The application shall be reviewed by KCRPC for compliance with the regulations of this chapter and all other ordinances of the County within thirty (30) days of the recommendation made by ZPAC receipt of comments from County Staff, provided that all necessary revisions and/or supplemental information requested by ZPAC County Staff has been supplied to the Plat Officer.
- (9) (8) KCRPC, within a reasonable time after the first discussion of the proposal, shall:
- a. Recommend approval or disapproval of the proposed preliminary subdivision plat and record in the official minutes its recommendation, which may include the recommendations of the County Engineer, the County Engineering Consultant, other affected agencies and/or the Plat Officer.
- b. If KCRPC finds that changes, additions or corrections are required on the preliminary plat prior to a recommendation being made by KCRPC, KCRPC shall so advise the applicant. The applicant may resubmit the preliminary plat with revisions for its consideration at the next available regular meeting of KCRPC.
- (10) (9) Upon recommended approval of the preliminary plat by KCRPC, an application for the final plat of subdivision shall be filed within one (1) year, unless otherwise extended per the provisions of this chapter per Section 30-98.
- (11) (10) The following qualifications shall govern approval of the preliminary plat:
- a. Approval of a preliminary plat by KCRPC is tentative only, involving merely the general acceptability of the layout as submitted. Final approval of the preliminary plat shall be granted by the County Board at the time of KCRPC Meeting Minutes 5.28.25

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final plat approval. An applicant may seek approval from KCRPC of the preliminary plat simultaneously with the final plat and/or rezoning petition at the applicant's choosing.

- b. KCRPC shall require such changes or revisions as are deemed necessary in the interest of the needs of the County.
- c. Approval of the preliminary plat shall be effective for a maximum period of one (1) year, unless upon application of the developer, KCRPC grants an extension. The application for said extension shall not require the submittal of additional copies of the plan of subdivision.
- (12) (11) The final approval of the preliminary plat is contingent upon payment of all fees for review and approval in accordance with <u>Section 30-39</u>.

Section 30-78 Other Plat (vacation, dedication, etc.) procedure

- (e) Upon receiving the complete application and review by the PBZ (Planning, Building and Zoning) staff for compliance with the regulations of this section and all other ordinances of the County the item will be placed on the agenda for the next regularly scheduled meeting of the Zoning, Platting and Advisory Committee (ZPAC) forwarded to appropriate departments for review and recommendation to the Planning, Building and Zoning Committee (PBZC) of the County Board. After the ZPAC meeting review by appropriate departments, this item will be placed on the agenda for the next regularly scheduled meeting of the PBZ for review and recommendation to the full County Board.
- (f) Upon completion of the review by the PBZC a recommendation shall be made and the minutes of the **ZPAC** and PBZC meeting containing such recommendations shall be submitted to the full County Board.

Section 30-98 Generally (Final Plats)

- (d) Accompanying the copy of the application for approval of the final plat shall be four (4) three (3) copies of the final engineering plans and specifications prepared, stamped, and signed by a State-registered professional engineer. Such plans and specifications shall be prepared as specified, and shall be submitted to the Plat Officer within one (1) year after approval of the preliminary plat; otherwise such approval shall become null and void unless application for an extension of time is made to and granted by KCRPC. Such extensions will not require an additional copy of the plat. Engineering plans and specifications must comply with all County ordinances in addition to the design standards in Article IV of this chapter and the improvement standards in Article V of this chapter. Following approval of the final engineering plans, the applicant shall supply the County with a copy of the approved final version in electronic CAD format, NAD 1983 State Plane Illinois East projected coordinate system, as required by the County.
- (f) The application will be placed on the agenda of the next Zoning and Platting Advisory Committee (ZPAC) meeting forwarded to other appropriate departments for review and comment.
- (g) The application shall be reviewed by **ZPAC** County Staff within thirty (30) days of the date of the complete original submission of the final plat. A recommendation shall be made by **ZPAC** and the minutes of **ZPAC** meeting containing such a recommendation Comments from County Staff shall be submitted to KCRPC for review and recommendation.

- (h) Following a recommendation by ZPAC comments from County Staff, the application shall be placed on the agenda for the next regular meeting of KCRPC.
- (i) The application shall be reviewed by KCRPC within sixty (60) days of **ZPAC recommendation** receipt of comments from County Staff by the Plat Officer provided any necessary revisions or supplemental information requested by **ZPAC County Staff** have been supplied prior to KCRPC meeting.

Section 30-135 Blocks

(c) Pedestrian crosswalks not less than ten (10) feet wide shall be required where deemed necessary by the **Zoning and Platting Advisory Committee County Staff** to provide for pedestrian circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities.

Zoning Code

Section 36-2 Definitions

Zoning and Platting Advisory Committee (ZPAC) means an informal, strictly advisory committee and not a County Board committee comprised primarily of County staff and advisors. Membership includes, but is not limited to, representatives from the County PBZ Department, the Highway Department, the Health Department, the Sheriff's Department, Forest Preserve District, Soil and Water Conservation District, and the County Engineer or consultants. The PBZ Chairman or designee, as needed, from the Planning, Building and Zoning (PBZ) Committee shall serve on ZPAC.

Section 36-35 (b) Zoning Administrator Powers and Duties

(5) Receive, file and forward applications for zoning map and text amendments, special uses, variances, planned developments and other matters which under this chapter require referral to the Regional Planning Commission, the ZBA, the ZPAC, the PBZ Committee, or the full County Board.

Section 36-36 County Regional Planning Commission Duties

(1) To receive from the Zoning Administrator copies of all applications for amendments and special use permits along with the Committee report from the ZPAC and report thereon with its recommendations comments and recommendations of other appropriate departments.

Section 36-42 (c) Amendments

(2) A copy of such application shall thereafter be forwarded to the ZPAC-County Staff, the Regional Planning Commission and to the County ZBA with a request to hold a public hearing and submit to the County Board a report of its findings and recommendations.

Section 36-112 (Processing Special Use and Planned Developments)

- a) An application for a special use shall be filed with the Zoning Administrator.
- (b) A copy of such application shall be forwarded to the ZPAC for review, comment, and recommendation.

- (e) (b) A copy of such application and the Committee report from the ZPAC shall thereafter be forwarded to the Regional Planning Commission for review, comment, and recommendation.
- (d) (c) A copy of such application and the reports report from the ZPAC and Regional Planning Commission shall thereafter be forwarded to the ZBA with a request to hold a public hearing and submit to the County Board a report of its findings and recommendations.
- (e) (d) The recommendation and findings of the ZBA shall be forwarded to the PBZ Committee of the County Board for review and recommendation prior to final action by the County Board.

Section 36-125 (c) Planned Developments

- (2) The applicant shall request a concept review of the planned development/special use, by letter addressed to the Secretary of the Regional Planning Commission, to be placed on the agenda of ZPAC reviewed by County Staff and the next regular meeting of the Regional Planning Commission for a preliminary discussion and concept review of the proposed planned development at such meeting, which may be continued from time to time. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the Regional Planning Commission with the proposed development, which shall include, but not necessarily be limited to, the following:
- a. A tentative sketch plan, which may be in freehand sketch form, showing the location and extent of the types of land uses proposed.
- b. The existing topography at five (5) foot contour intervals which may be taken from USGS information.
- c. Existing streets surrounding the subject property.
- d. Existing utilities, including storm drainage facilities.
- e. The following shall be provided by either graphic exhibits or written statement:
- 1. The density of commercial uses, including maximum lot coverage and building height.
- 2. The off-street parking and other service facilities proposed.
- 3. The exception or variations to the County zoning or subdivision requirements being requested as part of the planned development application.

(4)

a. The formal petition for a planned development shall be filed with the Zoning Administrator. The Zoning Administrator or deputies shall be responsible for distributing the complete application to the following at the appropriate time:

1.ZPAC.

- **2.1.** Members of the Regional Planning Commission.
- 3. 2. ZBA.
- 4. 3. The County Board.

Section 36-154 (c) Preliminary Site Plan/Plat Approval

- (1) The applicant shall request the preliminary plan/plat approval in addition to a petition for a zoning map amendment, by letter addressed to the PBZ or designee, to be placed on the agenda of the next regular meeting of the ZPAC for a preliminary discussion of the proposed planned development. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the ZPAC with the proposed development.
- (4) The petition shall be reviewed by the ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plan, and a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The director or staff shall submit minutes of the ZPAC meeting applicable documents containing such recommendation shall be submitted to the Regional Planning Commission for review and recommendation, along with any written correspondence received from any municipality or township.
- (5) The petition shall be heard by the Regional Planning Commission within sixty (60) days of the ZPAC meeting receipt of comments from County Staff provided any necessary revisions or supplemental information requested by ZPAC have County Staff have been supplied at least thirty (30) days in advance of the Regional Planning Commission meeting. Upon completion of their review of the preliminary plan or plat, a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the Regional Planning Commission meeting containing such recommendation shall be submitted to the ZBA, along with any written correspondence received from any municipality or township.

Section 36-155 (c) Final Plat Approval

- (4) The petition will be placed on the agenda of the next regular meeting of the ZPAC for a preliminary discussion of the proposed planned development. The applicant shall present such exhibits and written information as may be necessary to fully acquaint the ZPAC with the final plat for the proposed development, forwarded to other appropriate departments for review and comment.
- (5) The petition shall be reviewed by the ZPAC County Staff within thirty (30) days of the date of the complete original submission of the final plan, and a recommendation shall be made, accompanied by such plats, exhibits and supporting documents as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested changes therein. The minutes of the ZPAC meeting comments of County Staff containing such recommendation shall be submitted to the Regional Planning Commission for review and recommendation, along with any written correspondence received from any municipality or township.
- (6) The petition shall be reviewed by the Regional Planning Commission within sixty (60) days of the date of the ZPAC meeting receipt of comments from County Staff by the Plat Officer provided any necessary revisions or supplemental information requested by ZPAC have County Staff has been supplied at least thirty (30) days in advance the Regional Planning Commission meeting. Upon completion of their review of the final plat, a recommendation shall be made, accompanied by such plats, exhibits and agreements as shall have been presented by the petitioner, each identified for reference by letter or number, together with any suggested KCRPC Meeting Minutes 5.28.25

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changes therein. The minutes of the Regional Planning Commission meeting containing such recommendation shall be submitted to the PBZ Committee of the County Board for review and recommendation to the County Board.

Traffic studies may be required by the **ZPAC** County Staff or the PBZ Committee. Such traffic studies should address:

- 1. Projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;
- 2. Projected traffic flow patterns, including vehicular movements at all major intersections likely to be affected by the proposed use of the site.

Existing and proposed daily and peak hour traffic levels as well as road capacity levels shall also be provided.

- (b) *Filing*. Petitions for site plan review shall be filed in writing with the Zoning Administrator and shall be accompanied by such documents and information as the **ZPAC** County Staff or the PBZ Committee may require. Such documents and information shall include, but are not limited to, the following:
- (1) Completed petition for site plan review in a format developed by the County;
- (2) Application fee;
- (3) Generalized location map;
- (4) Plats and drawings depicting compliance with the aforementioned site design standards.

Section 36-184 Procedure (Site Plan Approval)

A written application for site plan review shall be submitted to the PBZ Department, which will schedule the item for review. Consultation with the appropriate County staff and consultants is encouraged throughout this process to ensure a minimum delay. If requested by the applicant, the County will review applications for site plan review concurrently with separate requests for rezoning or platting. The review process will include the following:

(1) ZPAC. Zoning Administrator. One (1) copy of the complete application, along with eight (8) three (3) copies of the site plan, shall be submitted by the property owner or certified agent to the Zoning Administrator. at least fourteen (14) days prior to the ZPAC meeting. The purpose of the ZPAC meeting will be to evaluate the completeness of the application and to provide the applicant with feedback/input on the proposed site plan. Prior to the ZPAC meeting, the Zoning Administrator shall distribute copies of the site plan to Committee members. After discussion on a proposed site plan, the ZPAC may approve, deny, or approve with modifications, or request that the applicant revise the plan and return to a future ZPAC meeting for further review. Upon submittal of a complete application, the Zoning Administrator shall forward the application and other relevant material to appropriate departments for review and comment. The appropriate departments will be given fourteen (14) days from the date that

the Zoning Administrator submitted documents to them to submit comments to the Zoning Administrator. If all applicable regulations have been addressed, the Zoning Administrator shall approve the site plan. If changes are required to bring the site plan into compliance, the Zoning Administrator shall inform the applicant of the required changes and give the applicant an opportunity to amend the site plan. If the applicant fails to bring the site plan into compliance with applicable regulations, the site plan application will be denied.

(2) *PBZ Committee*. Site plan decisions by **ZPAC** the **Zoning Administrator** may be appealed to the PBZ Committee.

Information was sent to the Townships on April 23, 2025. No comments were received.

ZPAC reviewed the proposal at their meeting on May 6, 2025. Discussion occurred regarding the process of reviewing applications, if the proposal was approved. The overall opinion was the proposal would improve efficiency for the various reviewing departments. Petition information would still be emailed. The earliest the proposal could be approved by the County Board is July 15, 2025. There could still be ZPAC meetings in June, July, and August. ZPAC recommended approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition with three (3) members absent. The minutes of the meeting were provided.

Member Wormley noted the importance of maximizing County Staff's time by having one (1) less meeting. Some of the recent ZPAC meetings have been under ten (10) minutes.

Member Stewart made a motion, seconded by Member Rodriguez, to recommend approval of the text amendment.

The votes were as follows:

Ayes (7): Ashton, Bernacki, Landovitz, McCarthy-Lange, Rodriguez, Stewart, and Wormley

Nays (0): None Absent (0): None

Abstain (3): Casey, Hamman, and Wilson

The motion carried.

The proposal goes to the Kendall County Zoning Board of Appeals on June 2, 2025.

CITIZENS TO BE HEARD/PUBLIC COMMENT

Member Ashton thanked the people that made positive comments amount his tenure as Regional Planning Commission Chairman; he was very appreciative.

OTHER BUSINESS/ANNOUNCEMENTS

Mr. Asselmeier reported that Petition 25-04 will be only Petition on the agenda.

ADJOURNMENT

Member McCarthy-Lange made a motion, seconded by Member Bernacki, to adjourn. With a voice vote of seven (7) ayes, the motion carried.

The Kendall County Regional Planning Commission meeting adjourned at 8:33 p.m.

Respectfully submitted by, Matthew H. Asselmeier, AICP, CFM, Director

Encs.

KENDALL COUNTY REGIONAL PLANNING COMMISSION MAY 28, 2025

IF YOU WOULD LIKE TO BE CONTACTED ON FUTURE MEETINGS REGARDING THIS TOPIC, PLEASE PROVIDE YOUR ADDRESS OR EMAIL ADDRESS

| NAME | ADDRESS (OPTIONAL) | EMAIL ADDRESS (OPTIONAL) | |
|--------------|-----------------------|-----------------------------|--|
| Dan Gorman | | | |
| Doug Winsor | | | |
| Annette Wolf | | | |
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