

KENDALL COUNTY PLANNING, BUILDING & ZONING COMMITTEE
Kendall County Historic Court House
Court Room
110 W. Madison Street, Yorkville, Illinois
6:30 p.m.
Meeting Minutes of April 7, 2025

CALL TO ORDER

The meeting was called to order by Chairman Wormley at 6:32 p.m.

ROLL CALL

Committee Members Present: Brian DeBolt, Dan Koukol, Ruben Rodriguez, and Seth Wormley

Committee Members Absent: Elizabeth Flowers

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

APPROVAL OF AGENDA

Member Koukol made a motion, seconded by Member DeBolt, to approve the agenda as presented. With a voice vote of four (4) ayes, the motion carried.

APPROVAL OF MINUTES

Member Koukol made a motion, seconded by Member DeBolt, to approve the minutes of the March 10, 2025, meeting. With a voice vote of four (4) ayes, the motion carried.

PUBLIC COMMENT

None

Expenditure Report

Review of Expenditures from March 2025

The Committee reviewed the Expenditure Report.

PETITIONS

None

NEW BUSINESS:

Approval of a Request from James P. Mosher for a Refund of an Unused Building Permit for a Shed at 11 Fox Run Drive (PIN: 04-09-351-004) in the Amount of \$200

Mr. Asselmeier summarized the request.

In November 2022, Mr. Mosher applied for a building permit for an accessory building (shed) at his property at 11 Fox Run Drive. The shed was not constructed and Mr. Mosher does not wish to construct the building. He is requesting a refund of the building permit fee.

Member Koukol made a motion, seconded by Member Rodriguez, to approve the refund as requested.

The votes were as follows:

Yeas (4): Koukol, Rodriguez, Wormley, and DeBolt

Nays (0): None

Abstain (0): None

Absent (1): Flowers

The motion carried.

Approval of a Request from Blake Carrescia for a Refund of an Unused Building Permit for a Guest House at 6192 Dover Court (PIN: 06-02-125-001) in the Amount of \$875.84
Mr. Asselmeier summarized the request.

In February 2025, Mr. Carresica applied for a building permit for an accessory building (guest house) at his property at 6192 Dover Court. The guest house was not constructed and Mr. Carrescia does not wish to construct the building. He is requesting a refund of the building permit fee.

The Planning, Building and Zoning Department performed a site inspection and plan review. The value of those activities have been deducted from the original approximately Eight Hundred Seventy-Five Dollar (\$875) application fee.

Member Koukol made a motion, seconded by Member Rodriguez, to approve the refund as requested.

The votes were as follows:

Yeas (4): Koukol, Rodriguez, Wormley, and DeBolt

Nays (0): None

Abstain (0): None

Absent (1): Flowers

The motion carried.

Approval to Change the May 2025 Planning, Building and Zoning Committee Meeting Date and Time

Mr. Asselmeier stated that he will be off for the May 12, 2025, meeting.

Member Rodriguez asked if there were any petitions on the agenda. Mr. Asselmeier responded that there were no petitions, but there will be the annual stormwater NPDES Report. In addition, if the State of Illinois approves the Certified Local Government Grant, approval of the grant agreement and the consultant agreement to perform the structure survey will be on the agenda.

Discussion occurred regarding having the meeting without Mr. Asselmeier.

Member Koukol suggested sending the NPDES Report directly to the County Board on the May 20, 2025 meeting. The other members agreed.

The next Planning, Building and Zoning Committee meeting will be held on May 21, 2025 at 6:30 p.m.

OLD BUSINESS:

Update on Stormwater Permit at 13039 McKanna Road (PIN: 09-09-100-002) in Seward Township

Mr. Asselmeier stated that the Engineer for the Petitioner was behind in their work and there was no specific date for addressing WBK's comments.

Updates on Amendments to the County-Wide Stormwater Management Ordinance Division of the Kendall County Code; Committee Could Forward the Proposal to the Federal Emergency Management Agency and Illinois Department of Natural Resources

Mr. Asselmeier provided an updated proposal.

In February 2025, the PBZ Committee decided to forward the proposal to the municipalities for review and comment. The Village of Plainfield and the Village of Oswego submitted comments. WBK Engineering submitted responses to the comments of the municipalities, which were provided.

Based on the comments from the municipalities, there were two (2) changes made to the proposal:

1. In the first paragraph of Section 16-278, the following language was added regarding which entities can apply for text amendments to the regulations; this same language is included in the Zoning Ordinance

“ . . . or by a person, firm or corporation having a possessory interest which is specifically enforceable on the land which is subject to the proposed amendment.”

2. In 16-343 (3), the following clarification was added regarding the identification of critical facilities by the Administrator:

**“Upon submittal of stormwater permit applications, identify Critical Facilities
... ”**

Staff recommended that the proposal be forwarded to FEMA and IDNR for review. The County cannot approve the amendments without FEMA's approval. If FEMA approves the proposal, the County will be required to have a public hearing prior to the adoption of amendments.

Member DeBolt made a motion, seconded by Member Rodriguez, to forward the proposal to FEMA.

The votes were as follows:

Yeas (4): DeBolt, Koukol, Rodriguez, and Wormley
Nays (0): None
Abstain (0): None
Absent (1): Flowers

The motion carried.

The proposal will be forwarded to FEMA and IDNR for comment.

Update on Planning, Building and Zoning Department Staffing

Mr. Asselmeier reported that the Department made an offer to a candidate for the Code Enforcement Officer position. Larry Simmons is scheduled to start on April 21, 2025

Mr. Asselmeier reported that the Department interviewed two (2) candidates for the Intern position.

Chairman Wormley asked if the intern positions were paid positions. Mr. Asselmeier stated that they were paid positions.

Chairman Wormley stated that he was pleased that Mr. Asselmeier is hiring interns.

REVIEW VIOLATION REPORT:

The Committee reviewed the report.

REVIEW PRE-VIOLATION REPORT:

The Committee reviewed the report.

UPDATE FROM HISTORIC PRESERVATION COMMISSION:

Recommendation for a Proclamation Declaring May Historic Preservation Month in Kendall County

Mr. Asselmeier stated that the theme this year is "Harnessing the Power of Place."

Mr. Asselmeier stated that the Certified Local Government Grant was approved by the State for unincorporated Na-Au-Say and Seward townships to do historic structure surveys. The County was waiting for the State to send their contract and the consultant to send their contract to perform the work.

The Committee did not issue a recommendation regarding the proclamation.

REVIEW PERMIT REPORT:

The Committee reviewed the report.

REVIEW REVENUE REPORT:

The Committee reviewed the report.

CORRESPONDENCE

None

COMMENTS FROM THE PRESS:

None

EXECUTIVE SESSION

Member Koukol made a motion, seconded by Member DeBolt, to enter into executive session for the purposes of reviewing minutes of meetings lawfully closed under the Illinois Open Meetings Act (5 ILCS 120/2(c)(21)).

The votes were as follows:

Yeas (4): Koukol, DeBolt, Rodriguez, and Wormley

Nays (0): None

Abstain (0): None

Absent (1): Flowers

The motion carried.

The Committee recessed at 6:54 p.m.

The Committee returned from executive session at 6:56 p.m.

NEW BUSINESS

Approval to Release Executive Session Minutes of April 7, 2025

The consensus was to release the minutes of the executive session of April 7, 2025, only.

Member Koukol made a motion, seconded by Member DeBolt, to release the minutes of the executive session of April 7, 2025. With a voice vote of four (4) ayes, the motion carried.

ADJOURNMENT:

Member DeBolt made a motion, seconded by Member Rodriguez, to adjourn. With a voice vote of four (4) ayes, the motion carried.

Chairman Wormley adjourned the meeting at 6:56 p.m.

Minutes prepared by Wanda A. Rolf, Part-Time Office Assistant

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Kendall County Historic Court House
Court Room
110 W. Madison Street, Yorkville, Illinois
6:30 p.m.
Executive Session Minutes of April 7, 2025

CALL TO ORDER

The executive session was called to order by Chairman Seth Wormley at 6:55 p.m.

ROLL CALL

Committee Members Present: Brian DeBolt, Dan Koukol, Ruben Rodriguez (Vice-Chairman), and Seth Wormley (Chairman)

Committee Members Absent: Elizabeth Flowers

Also Present: Matt Asselmeier (Director) and Wanda Rolf (Part-Time Administrative Assistant)

The purpose of this executive session was to review minutes of meetings lawfully closed under the Illinois Open Meetings Act (5 ILCS 120/2(c)(21)).

The Committee reviewed the minutes from the following meetings:

December 19, 2016

August 7, 2017

November 7, 2022

Member Koukol made a motion, seconded by Chairman Wormley, to keep the minutes of December 19, 2016, August 7, 2017, and November 7, 2022, executive sessions confidential for personnel reasons and litigation reasons. With a voice vote of four (4) ayes, the motion carried.

Member DeBolt made a motion, seconded by Member Rodriguez, to adjourn the executive session. With a voice vote of four (4) ayes, the motion carried.

Chairman Wormley adjourned the executive session at 6:56 p.m.

Minutes prepared by Matthew H. Asselmeier, AICP, CFM, Director