

Note: These minutes are not official until approved by the Planning & Zoning Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

Planning and Zoning Committee Minutes
(July 26, 2017)

The Planning and Zoning Committee of the DeKalb County Board met July 26, 2017 at 6:30 p.m. in the DeKalb County Administrative Building, Conference Room - East, in Sycamore, Illinois. In attendance were Committee Members: Kevin Bunge, Dan Cribben, Steve Faivre, Tracy Jones, Mark Pietrowski, Craig Roman, and Suzanne Willis. Also in attendance were: several members of the public; Greg Milburg, of the DeKalb County Farm Bureau; Jamie Walter, representing Whiskey Acres; Chris Walker, of The Solar Foundation; Brad Belanger; County Board Members: Robert Brown, John Frieders, Tim Hughes, and Roy Plote; and, Community Development Department staff: Derek Hiland and Marcellus Anderson.

Mr. Faivre, Planning and Zoning Chairman, called the meeting to order.

APPROVAL OF AGENDA

Mr. Roman moved to approve the agenda, seconded by Ms. Willis, and the motion carried unanimously.

APPROVAL OF MINUTES

Ms. Willis moved to approve the minutes of the May 24, 2017 meeting, seconded by Mr. Jones, and the motion carried unanimously.

Mr. Roman moved to approve the minutes of the June 14, 2017 special meeting, seconded by Mr. Cribben, and the motion carried unanimously.

PUBLIC COMMENTS

Jamie Walter, of Whiskey Acres, requested an opportunity to respond to the recommendations presented by the Hearing Officer regarding petition AF-17-9. Mr. Faivre responded that he would be able to respond once the petition was brought up for discussion later in the meeting.

Brad Belanger, of South Grove Township, informed the Committee that EDF had sent out a flyer indicating that they looked forward to working with the County Board in crafting the proposed Sustainable Energy Ordinance, and Mr. Belanger expressed his concern that the new ordinance may possibly be industry driven.

NEW BUSINESS – VARIATION - EMMERSON

Mr. Hiland related that Stana Emmerson, representing her mother, Gina Nikolayevich, had applied for a Variation on the property located at 35495 Myelle Road, Kingston, in Kingston Township. The request was

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to waive the restriction of Section 8.03.C.3.a of the DeKalb County Zoning Ordinance that allows a legal, nonconforming residence which is damaged to any extent, to be replaced or repaired provided an application for a Building Permit is made within 180 days of the date of the damage. The house was damaged by a fire on January 21, 2015. The petitioners acquired the property several months later and were unaware of the 180 day limit until after it had expired. Mr. Hiland reported that the Hearing Officer reviewed the matter on June 1, 2017, and had recommended approval of the request.

Mr. Jones moved to recommend approval of the request to waive the 180 day restriction, seconded by Mr. Cribben, and the motion carried unanimously.

NEW BUSINESS – SPECIAL USE PERMIT - WATSONS

Mr. Hiland informed the Committee that Jason and Joni Watson had submitted an application for a Special Use permit for a large-scale agritainment use in the form of a seasonal pumpkin stand to be located on their property at 31853 Glidden Road, Kingston, in Kingston Township. He noted that a public hearing was held on July 13, 2017, with the Hearing Officer recommending approval with conditions.

Mr. Pietrowski moved to recommend approval (with conditions) of the Special Use application for the operation of a large-scale agritainment use, seconded by Ms. Willis.

Ms. Willis inquired about several items of information that staff had requested during the public hearing, and staff responded that the Watsons had provided staff with a packet containing the requested information prior to the Committee meeting. The Watsons also provided an oral summary of the information in the packet.

Mr. Jones asked the Watsons whether they had any issues with any of the proposed conditions of approval. The Watsons responded that they did not.

The motion to recommend approval with conditions of the Special Use Permit was carried unanimously.

NEW BUSINESS – SPECIAL USE PERMIT – WHISKEY ACRES

Mr. Hiland informed the Committee that Jamie Walter, representing Integrated Farms, LLC dba Whiskey Acres Distilling Company, applied for a Special Use Permit for a large-scale agritainment use in the form of a large event venue designed around the Whiskey Acres Distilling Company brand. The petition indicated that the event venue would make use of an existing structure, an existing patio area, the outside areas, and proposed to construct a 4,000 square foot Visitor's Center, and a parking area. He also noted that a variation had been sought from the required minimum setback from a right-of-way for the proposed Visitor's Center to be built as part of the venue. Mr. Hiland informed the Committee that a public hearing was held on July 13, 2017, and that the Hearing Officer had recommended approval of the Special Use with a number of Conditions.

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Mr. Jones motioned to recommend approval of the Special Use with conditions, seconded by Ms. Willis.

The Committee conducted a thorough review the Hearing Officer's Findings of Fact and Recommendation. During this review, Mr. Walter was allowed to respond to the individual conditions and ask for changes to the proposed conditions. The following points summarize the amendments to the motion made during this discussion:

- There was a question regarding the inclusion of an existing building, the "tasting room", as part of the Special Use. After much discussion, it was determined that the tasting room would stay as part of the Special Use, but that Mr. Hiland would explore various options regarding it, and if he could not find a satisfactory option, an amendment to the recommendation would be made to remove it at the County Board meeting.
- *Mr. Jones motioned to amend proposed condition five (5) to say "The hours of operation will be from 9:00 a.m. to 9:00 p.m., Sunday through Thursday, and 9:00 a.m. to 11:00 p.m., Friday and Saturday." This was seconded by Mr. Cribben, and the motion carried unanimously.*
- *Ms. Willis motioned to amend proposed condition six (6) to say "That the petitioner be allowed to sell branded or unbranded "SWAG" items in the gift shop." This was seconded by Mr. Jones, and the motion carried unanimously.*
- *Ms. Willis motioned to amend proposed condition seven (7) to say "The venue must follow Illinois State Law regarding operation as a "Class 9. Craft Distiller." And, the on-site consumption of pre-packaged spirits is prohibited." Seconded by Mr. Cribben, and the motion carried unanimously.*
- *Mr. Jones motioned to amend proposed condition eight (8) to say "That the petitioner be allowed to offer pre-packaged food items to customers, and may host events where food would be provided by licensed caterers." Seconded by Mr. Pietrowski, and the motion carried unanimously.*
- Mr. Frieders voiced a concern that the operation of the event venue may have an adverse impact on the operations of the surrounding agricultural operations and vice-versa, in particular, large outdoor events like weddings. Mr. Walter responded by explaining the methods he would employ to prevent any adverse impacts.

The Committee voted to recommend approval of the amended motion, and the motion carried unanimously.

TRANSFER OF LAND – SYCAMORE FOREST PRESERVE

Mr. Hiland reported that staff had been working with FEMA / IEMA for the past few months to close out the Hazard Mitigation Grant received for the Evergreen Village project with the anticipation of transferring ownership to the Forest Preserve once the grant is completed and closed out. Mr. Hiland informed the Committee that he was informed that there was a good chance that the State will soon sign off on the project. Mr. Hiland requested that the Committee make a recommendation to the full County Board that conditioned upon closing out the Hazard Mitigation Grant, the County Board shall transfer ownership to the DeKalb County Forest Preserve.

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Mr. Pietrowski moved to recommend approval of the proposal, seconded by Mr. Roman, and the motion carried unanimously.

OTHER BUSINESS – PROPOSED TEXT AMENDMENTS

Mr. Hiland explained that the Committee was requested to review three (3) proposed text amendments and to direct staff as to whether an application for a text amendment to amend the regulations of DeKalb County should be initiated. The three (3) amendments would include: allow for the production and sale of beer and spirits from crops grown on the same property, and the onsite consumption; allow for attached, private solar energy systems; and, allow for off-premise governmental signs. Mr. Hiland explained the nature and purpose of each amendment.

The Committee briefly discussed the amendments, and directed staff to initiate the application for the text amendments.

OTHER BUSINESS – OFFICE REORGANIZATION

Mr. Hiland informed the Committee of the recent reorganization of the Community Development Department, elaborating on the name change from “Planning, Zoning, and Building Department”, staffing changes, and the incorporation of Economic Development activities to the department, including the hiring of Jolene Willis as the new Economic Development Coordinator (position description attached). He finished by requesting that the Committee move to provide affirmation of the actions taken thus far.

Mr. Pietrowski moved to affirm that the Committee approves of the reorganization, seconded by Ms. Willis, and the motion carried unanimously.

OLD BUSINESS – SOLAR WORKSHOP

Mr. Faivre noted that the Committee had asked that workshops be arranged to develop regulations to govern sustainable energy. In particular, he asked what the status was for setting up a workshop to address solar energy regulation. Mr. Hiland responded that he had been given to understand that the proposed workshop would discuss both wind and solar energy systems. Additionally, he noted that he had previously been instructed to arrange for members of the Boone County Board to attend the proposed workshop. He explained the difficulties he had experienced in attempting to do so.

The Committee voiced their desire that solar and wind have their own separate workshops, but that the final products of these workshops would be combined into one sustainable energy ordinance. To that end, they directed Mr. Hiland to arrange for a solar workshop first, and to continue in his efforts to work with Boone County.

Mr. Hiland said that he would attempt to arrange for a solar workshop in August.

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ADJOURNMENT

Mr. Jones motioned to adjourn, seconded by Ms. Willis, and the motion carried unanimously.

Respectfully submitted,

Steve Faivre
Chairman, Planning and Zoning Committee

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DEKALB COUNTY JOB DESCRIPTION

DATE APPROVED: March 2, 2017

POSITION TITLE: Economic Development Coordinator

GROUP: Community Development Department

REPORTS TO: Director of Community Development

FLSA STATUS: Non-Exempt

HIRING RANGE: \$19.15 to \$21.06 / Hour

JOB SUMMARY:

The Economic Development Coordinator performs a variety of professional and confidential duties by providing staff support to the Director of Community Development, Economic Development Committee (EDC), DeKalb County Business Incubator, and to other boards, commissions and civic organizations; The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the department.

POSITION CONTEXT:

Professional level support to the Department Director through economic development and development planning, marketing and research work in implementing the County's Economic Development Strategic Plan. General responsibilities include marketing, coordinating and implementing projects and programs that support commercial, office and industrial development; incubator management; business attraction; business retention; small business development initiatives; and other economic development, redevelopment or capital improvement programs or projects. This position is an entry-level position under the direct supervision of the Director of Community Development. The position is required to work up to a forty (40) hour workweek which may include evenings, weekends, and odd hours. Occasional travel may be required. The Economic Development Coordinator works in an office environment with some field work. This position routinely handles highly sensitive and/or confidential information, and will represent the Director and/or County in a variety of capacities. This position is covered by the rules and regulations found in the DeKalb County Code and County policies.

EXAMPLES OF MAJOR RESPONSIBILITIES AND DUTIES:

- *Staff Support:* Prepares back up materials for the Economic Development Committee and County Board, analytical reports/studies, and confidential correspondence on related projects; coordinate and create development marketing materials; maintains all economic development marketing materials; and, coordinates special projects under the direction of the Director of Community Development; serves as support staff to the Economic Development Committee and DeKalb County Business Incubator.
- *Community Support/Service:* Coordinates business retention program; may serve as liaison with public, private and non-profit organizations for business attraction, creation and expansion activities including local Chambers of Commerce, Convention and Visitor's Bureaus; works with developers, realtors and prospective investors.
- Coordinates projects and marketing strategies by working with county staff and community leaders, determining needs, analyzing trends, scheduling and coordinating meetings, implementing strategies, preparing and submitting reports, and developing solutions and strategy analysis.
- Builds and maintains community relationships by representing the county as liaison for the department, reporting and/or presenting to the community groups, and serving on various committees.
- Conducts research and explore grant opportunities to identify emerging needs, trends, and services related to assigned area of offerings.
- Assists in site analysis by preparing information packets, working with DeKalb County Economic Development Corporation (DCEDC), developers, realtors and area landowners, researching properties and businesses, and participating in facilitation of prospect tours.
- Promote DeKalb County as a place to grow your business through the County's Enterprise Zone, the Business Incubator and/or the many opportunities located throughout DeKalb County. Manage the Business Incubator, including recruitment of tenants and coordinating training seminars.
- Designs and implements marketing and/outreach materials to ensure public exposure to program offerings through print publication design, web site editing, social media, e-newsletters, direct mail and other applicable mediums.
- Coordinates meeting opportunities through prospect analysis and contact strategies in preparation of trade show and targeted market visits to market available DeKalb County properties.
- Maintains a list of the appropriate contacts who can provide details on utilities, taxes, zoning, transportation, community services, etc.
- Conducts regular site visits to the county businesses and industries to develop public-private sector partnerships, compile data resulting from visits, logs all relevant data, and reports annually on trends with recommendations as to programs or policies to assist in business support.
- Assists with general office duties as needed.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of county government functions and organization;
- Efficient use of computer programs including: word processing, spreadsheets, and publishing programs;
- Working knowledge of the principle practices and theories of marketing, public administration, community/economic development;
- Knowledge and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level;
- Knowledge of local, regional and area market conditions relative to economic development potential and opportunities;
- Knowledge of business planning and market analysis, economic and business promotion;
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level;
- Knowledge and understanding of relevant municipal legislation, bylaws, policies and procedures;
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public;
- Knowledge of social media protocols and web applications;
- Ability to collect, develop, analyze and provide reports;
- Ability to communicate clearly in oral and written form;
- Ability to work with the general public, developers, boards and commissions, and with civic organizations;
- Ability to work as a team leader, team member or independently;
- Ability to maintain highly confidential and sensitive information and materials;
- Ability to plan and complete projects within established deadlines and commitments; and
- Ability to work with minimal supervision.

EQUIPMENT USED:

General office equipment including personal computers.

MINIMUM QUALIFICATIONS REQUIRED:

Education: Bachelor's degree from an accredited 4-year college/university or extensive experience in related field may be substituted.

Experience: Preference given to one to three years professional experience in a comparable role having a marketing, public administration, planning, economic development or business administration function.