

*Note: These minutes are not official until approved by the Planning and 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  
(October 23, 2013)**

The Planning and Zoning Committee of the DeKalb County Board met on October 23, 2013 at 7:00 p.m. in the Conference Room East located in the DeKalb County Administration Building. In attendance were Committee Members Charles Foster, Dan Cribben, Anita Jo Turner, and Frank O'Barski. Also in attendance were County Board member Anthony Cvek, Greg Millburg of the DeKalb County Farm Bureau, Roger Craigmile, and County staff members Paul Miller, Gary Hanson, Pete Stefan, and Rebecca Von Drasek.

Ms. Turner, Planning and Zoning Committee Chairman, called the meeting to order and noted that members John Emerson, Julia Fauci, and Paul Stoddard were absent.

**APPROVAL OF AGENDA**

Ms. Turner recognized County Board Member, Anthony Cvek. Mr. Cvek noted that after meeting with staff he has withdrawn his appeals to the proposed FY 2014 budget for the Planning, Zoning and Building Department.

*Mr. O'Barski moved to approve the amended agenda, seconded by Mr. Foster, and the motion carried unanimously.*

**APPROVAL OF MINUTES**

*Mr. O'Barski moved to approve the minutes of the September 25, 2013 meeting of the Planning and Zoning Committee, seconded by Mr. Cribben, and the motion carried unanimously.*

**SITE DEVELOPMENT PERMIT FEES**

Mr. Miller reported to the Committee that the fees for various applications, including zoning, building permitting, and grading, were discussed at the February 27, April 24 and June 26, 2013 meetings. Committee member Dan Cribben requested staff to track the amount of time devoted to processing grading, Site Development Permit applications, with the goal of evaluating whether the degree to which the fees collected cover actual costs. Assistant Planner Rebecca Von Drasek tracked staff time devoted to two permits, one in which the requirement for a full permit was waived, and the other where the permit was issued and tracked to completion. Mr. Miller concluded that the fees were less than the full costs associated with processing the permits, but not significantly so for the two permits that had been tracked. He noted, however, that some Site Development Permits

takes months and even years to be resolved. These entail much higher costs than are covered by the fees.

### **HEARING OFFICER REIMBURSEMENT**

Mr. Miller explained that DeKalb County uses appointed Hearing Officers to conduct and produce findings on zoning matters, including Special Uses, Variations, zone changes, planned developments, Text Amendments, and Appeals. The Hearing Officers are reimbursed for their time at a rate of \$350 for the first hour of a hearing, and \$50 for each additional half-hour, for most hearings. The reimbursement for Variations is \$250 for the first hour and \$50 for each subsequent half-hour. Mr. Miller asked the Committee if it should increase the reimbursement for the initial hour by \$100.

Mr. Cribben asked staff to contact Dale Clark and inform him of the proposed change. Mr. Miller agreed to do so.

Mr. Miller noted that, because three of the Committee members were not in attendance, perhaps the Committee would choose to hold this topic over to the next meeting.

*Mr. Foster motioned for the item to be tabled to the December meeting of the Planning and Zoning Committee, seconded by Mr. O'Barski and the motion carried unanimously.*

### **EVERGREEN VILLAGE MITIGATION PROJECT**

Mr. Miller informed the Committee that the required Public Information Meeting was held on October 15, 2013. He estimated 80 individuals attended. Mr. Miller highlighted that both a representative from IEMA and from Land Acquisitions (the consultant retain by the County) made brief presentations informing the residents of their rights under the Uniform Relocation Act. He explained that feedback on the meeting has been positive. Mr. Miller also noted that the appraisals of the three vacant properties that are part of the mitigation project have been received and approved by the State. The County will be sending a formal offer letter for purchase the park properties to the park owner this week.

### **ADJOURNMENT**

The Planning and Zoning Committee is next scheduled to meet Tuesday, December 3, 2013 at 7:00 p.m. in the Conference Room East.

*Mr. O'Barski moved to adjourn, seconded by Mr. Cribben, and the motion carried unanimously.*

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**Respectfully submitted,**

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**Anita Jo Turner**  
**Planning and Zoning Committee Chairman**

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