



COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
COUNTY OFFICE BUILDING
County Board Room 210
Thursday, April 12, 2018 at 4:00 PM
AGENDA

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call: Scott Gryder, Lynn Cullick, Judy Gilmour, Matt Kellogg, Audra Hendrix, Matthew Prochaska, John Purcell, Bob Davidson, Elizabeth Flowers, Tony Giles**
3. **Approval of Agenda**
4. **Committee Business**

From Admin HR Committee:

Discussion and Approval of Property, Liability, and Workers Compensation Insurance Broker RFQ

Discussion and Approval of Property, Liability, and Workers Compensation Insurance Broker RFQ Calendar

From PBZ Committee:

Amended Petition 17-29 Kendall County Planning, Building and Zoning Committee Request: Text Amendment to Section 13.08.H of the Kendall County Zoning Ordinance by Increasing the Notification Requirements for Applications for Special Use Permits on A-1 Zoned Property and Clarifying Notification Requirements for Special Use Permits on Properties not Zoned A-1 Agricultural

Purpose: Amended Text Amendment Increases Notification Requirement from Five Hundred Feet (500') to Seven Hundred Fifty Feet (750') Instead of One Thousand Feet (1,000) and Two Thousand Six Hundred Feet (2,600') as Previously Proposed for Applications for Special Use Permits on Properties Zoned A-1 and Clarifying that Only Adjoining Properties must be Notified on Special Use Permit Applications for Properties not Zoned A-1

Recommendation on Senior Planner Job Description

5. **Public Comment**
6. **Questions from the Media**
7. **Chairman's Report**
8. **Review Board Action Items**
9. **Executive Session**
10. **Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Department at 630- 553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, March 15, 2018

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order by County Board Chair Scott Gryder at 4:00p.m., who led the committee in the Pledge of Allegiance to the American Flag.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Scott Gryder	Here		
Lynn Cullick		4:03p.m.	
Bob Davidson	Yes		
Elizabeth Flowers	ABSENT		
Tony Giles	ABSENT		
Judy Gilmour	Here		
Audra Hendrix	Here		
Matt Kellogg	Here		
Matthew Prochaska	Here		
John Purcell	ABSENT		

Others present: Matt Asselmeier, Latreese Caldwell, Leslie Johnson, Scott Koeppel, Jacquie Purcell, Jim Smiley, Dr. Amaal Tokars, Eric Weis

APPROVAL OF AGENDA – Motion made by Member Hendrix, second by Member Prochaska to approve the agenda. With six members voting aye, the agenda was approved.

COMMITTEE BUSINESS

From State's Attorney's Office:

Discussion and Recommendation on Potential Opioid Litigation – SA Weis stated that this item was presented by Myers & Flowers at the February Committee of the Whole meeting. Discussion on the litigation, the statistics of opioid overdose deaths, the best uses for any settlement that might be received, the opioid impact on the County, First Responders, the Court systems, families, schools and all cultures and communities throughout the United States.

Michael Lenert from Myers & Flowers provided additional information on attorney's fees, any risk to County citizens, the contingent contract between Myers & Flowers and the County, and the uniform twenty-five percent assessed to each county choosing to be involved in the litigation.

Roll Call: Member Kellogg – yes, Member Cullick – yes, Member Davidson – yes, Member Gilmour – yes, Member Prochaska – yes, Member Hendrix – yes, Member Gryder – yes.

With seven members voting aye, there was consensus to join the litigation being pursued by Myers & Flowers, and forward the item to the April 3, 2018 County Board meeting for formal approval, and approval for Myers & Flowers to file the suit on behalf of Kendall County.

From the Finance Committee:

Acceptance of Audited FY 2016-2017 Financial Statements and Reports by WIPFLI – Matt Schiller and Sarah McKinney from WIPFLI reviewed the audit findings, and explained the overall audit process with the committee.

From Admin HR Committee:

Discussion of RFQ Timeline for Health Insurance Broker – Member Cullick reported that the Admin HR Committee reviewed several examples presented from other Counties, and compiled this RFQ based on those examples, its expectations, the scope of services and needs of the county. Discussion on the timeline, how long the Board would like the RFQ to be out for bid, where the RFQ should be posted, and if the Board would like Broker presentations at a Committee of the Whole or at a County Board meeting. **There was consensus by the Board to conduct presentations on May 8, 2018 at a Special Admin HR/COW meeting, and at the regular COW meeting on May 10, 2018.**

Approval of RFQ for Health Insurance Broker – Discussion on the proposed RFQ and the specific expectations and needs of the County. It was decided to have a Special COW/Admin HR meeting on April 24 and May 8, 2018 to review responses and conduct interviews. There will also be regular Admin HR meetings on April 18 and May 7, 2018.

From the PBZ Committee: Amended Petition 17-29 Committee

Request: Text Amendment to Section 13.08.H of the Kendall County Zoning Ordinance by Increasing the Notification Requirements for Applications for Special Use Permits on A-1 Agricultural Zoned Property and Clarifying Notification Requirements for Special Use Permits on Properties not Zoned A-1 Agricultural

Purpose: Text Amendment Increases Notification Requirement from Five Hundred Feet (500') to One Thousand Feet (1,000') Instead of Two Thousand Six Hundred Feet (2,600') as Originally Proposed for Applications for Special Use Permits on Properties Zoned A-1 and Clarifying that Only Adjoining Properties must be Notified on Special Use Permit Applications for Properties not Zoned A

There was consensus by a 5-2 vote to return this item to the Planning, Building and Zoning Committee to come up with a more hybrid solution or something that is more precise on the impact on the citizens. **With all members present in agreement, the motion passed by a 7-0 vote.**

From Facilities Management Committee:

Discussion of Public Safety Center HVAC Equipment and Installation Purchase from Trane using U.S. Communities Purchasing Program – Ed Harding from Trane provided additional information on the proposed project, the key members of the US Communities and Trane teams, and the potential savings of \$20,000 to the County by using an air cool chiller system. Discussion on the specifications, changed specifications, the process for

build-out, generator testing, and the expected life of the system.

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA – None

CHAIRMAN'S REPORT – Chairman Gryder reminded Board members that speaking out at committee meetings when you are not a member of that specific committee is an Open Meetings Act violation. Mr. Gryder stated that all Board members are welcome to attend other committee meetings, but that they are not to participate in any capacity unless they have been appointed to serve on the committee to form a quorum to conduct committee business.

REVIEW BOARD ACTION ITEMS – Chair Gryder asked the committee to review the agenda for any updates or changes.

ITEMS FOR March 21, 2018 COUNTY BOARD AGENDA

Approval of County participation in the Potential Opioid Litigation, and for Myers & Flowers to file the suit on behalf of Kendall County

EXECUTIVE SESSION – Member Cullick made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2, second by Member Gilmour.

Roll Call: Member Davidson – no, Member Hendrix - yes, Member Cullick – yes, Member Gilmour – yes, Member – Kellogg - yes, Member Prochaska – yes, Member Gryder - yes.

With six members present voting aye, the committee entered into Executive Session at 7:05p.m.

Committee Members Absent: Elizabeth Flowers, Tony Giles, John Purcell

Others Present: Leslie Johnson

Date of Executive Session	Retained	Released
September 15, 2005		X
November 10, 2011		X
December 11, 2014	X	
January 15, 2015	X	
June 11, 2015	X	
August 13, 2015	X	
September 10, 2015	X	
December 10, 2015	X	
January 14, 2016	X	
March 10, 2016	X	
April 14, 2016	X	
July 14, 2016	X	
September 15, 2016	X	

October 13, 2016	X	
December 15, 2016	X	
January 12, 2017	X	
April 13, 2017	X	
May 11, 2017	X	
July 13, 2017		X
August 10, 2017	X	
September 14, 2017	X	
November 8, 2017	X	
November 16, 2017	X	
December 14, 2017	X	
April 11, 2013 Minutes Review		X
October 13, 2016 Minutes Review		X
March 15, 2018 Minutes Review		X

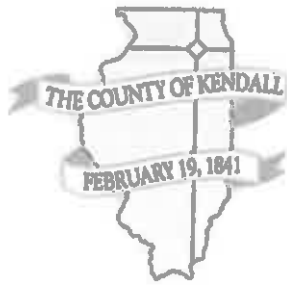
With all in agreement, the committee reconvened in Open Session at 7:15p.m.

ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 7:17p.m., Member Cullick seconded the motion. The motion was unanimously approved by a 7-0 voice vote.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

2018 Insurance Broker RFQ Calendar P-L-WC			
Date	Item	Meeting	Time
3/27/2018	Review RFQ	Committee	17:30
4/12/2018	Review RFQ	COW	16:00
4/17/2018	Approve RFQ	Full Board	9:00
4/18/2018	Start Accepting Responses	Staff	12:00
5/15/2018	End Responses	Staff	16:00
5/16/2018	Review Responses	COW	16:00
6/12/2018	Interviews	COW	17:15
6/14/2018	Interviews (2)	COW	17:30
6/19/2018	Award Winner	Full Board	9:00



Kendall County, Illinois

REQUEST FOR QUALIFICATIONS

Insurance Brokerage Services

Property, Liability, and Workers Compensation

April 2018

This Request for Qualifications ("RFQ") is for the purpose of evaluating the qualifications of a qualified firm to provide Insurance Brokerage services. Kendall County may, but is not required to, enter into a professional working relationship with a qualified firm as a result of this RFQ.

GENERAL REQUIREMENTS:

Proposers are to submit 1 original proposal and (11) Copies. Firms may be notified that they have been selected for further evaluation. Selected Proposer interviews will be scheduled on June ?? and ?? 2018. Interview attendance is required.

SUBMISSION LOCATION:

Kendall County Administration
111 W. Fox St
Yorkville, IL 60560

SUBMISSION DATE:

Date 2018 by 4:00 p.m. (TBD)
Responses received after the time specified will not be opened.

CONTACT QUESTIONS:

Submit questions via email to: Kendall County Administration, attention Scott Koeppel, County Administrator, at skoeppel@co.kendall.il.us Questions are required no less than three (3) business days prior to the RFQ opening date. Absolutely no informal communication shall occur regarding this RFQ, including requests for information or speculation between Proposers or any of their individual members and any Kendall County elected official or employee. All questions will be answered with a copy of the question and answer to each Proposer that the County is aware of and may be answered by addendum.

CONTENTS:

The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- Notice of RFQ
- General Terms and Conditions
- Project Overview
- Submission Requirements
- References

GENERAL TERMS AND CONDITIONS

1. **Negotiations:**
Kendall County reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. Nothing in this RFQ is intended as a contract or as any kind of promise or commitment to enter into an agreement.
2. **Confidentiality:**
RFQs and responses thereto are subject to the Illinois Freedom of Information Act ("FOIA").
3. **Reserved Rights:**
Kendall County reserves the right, at any time and for any reason, to cancel this RFQ, or any portion thereof, or to reject any or all RFQs. The County reserves the right to waive any immaterial defect in any RFQ. The County may seek clarification from a Proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.
4. **Incurred Costs:**
Kendall County will not be liable for any costs incurred by respondents in replying to this RFQ.
5. **Award:**
The Human Resources and Administration Committee of the Kendall County Board will review all of the proposals and make a recommendation to the full County Board for final approval.
6. **Discussion of RFQ:**
Kendall County may conduct discussions with any Proposer who submits a response to this RFQ. During the course of such discussions, the County shall not disclose any information derived from one Proposer to any other Proposer.
7. **Time and Effort:**
Time is of the essence. The Proposer shall be able to devote sufficient resources to Kendall County.
8. **Responsibility and Default:**
The Proposer shall be required to assume responsibility for all items listed in this RFQ. The successful Proposer shall be considered the sole point of contact with Kendall County for purposes of this agreement.
9. **Interpretations or Correction of Request for Qualifications:**
Proposer shall promptly notify Kendall County of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ. Interpretation, correction and changes to the RFQ will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
10. **Addenda:**
Addenda are written instruments issued by the County prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each Proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such Proposer has received and understands fully the contents of the addenda.
11. **Federal, State, and Local Laws:**
Proposer shall follow all Federal, State, and Local laws.
12. **Insurance: *Please submit certificate with your proposal***
The Proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the County with evidence of credible insurance. Insurance in the following types and amounts is necessary:
 - Professional Liability to include, but not be limited to, coverage for Errors and Omissions to

respond to claims for loss therefrom:

- o General Aggregate Limit \$1,000,000
- o Each Occurrence Limit \$ 500,000

Proposer agrees that with respect to the above required insurance, Kendall County shall:

- o Be named as additional insured by endorsement as their interest may appear;
- o Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- o Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of any working relationship and thereafter with certificates evidencing renewals or replacement of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

13. Change in Status:

The Proposer shall notify Kendall County immediately of any changes in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Kendall County shall have the option to terminate any professional working relationship with the Proposer immediately on written notice based on any such change in status.

14. Precedence:

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Kendall County Request for Qualifications; and the Proposers Response to RFQ.

15. Submittal and Evaluation Factors:

The most promising responses as determined by Kendall County will be evaluated in detail. Additional information may be sought from Proposer(s). Proposers may be asked to present and explain their proposals. The key person to be assigned to this project must be present at this interview. The County reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the County. The County reserves the right to reject any or all proposals and is not and shall not be bound to select one or more Proposer to provide services to the County.

The County also reserves the right to exercise its discretion and be the sole judge of all proposals.

Criteria includes but is not limited to the following:

1. Understanding of the work required as evidenced by the proposal and the ability of the Broker to commence work in a timely manner. Completeness of proposal will be critical.
2. The qualifications of the company;
3. The scope of the services offered;
4. Ability to work with and relationship with and access to major health insurance carriers;
5. Completeness and responsiveness to the requirements of the RFQ;
6. Experience, qualifications and competency in providing insurance agency /Brokerage and consulting services to units of local government in the State of Illinois;
7. Experience of the individual and/or team that will be assigned to the County;
8. Experience in evaluating operations and making recommendations that are feasible;
9. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted;

10. Good service and good value shall weigh heavily in the selection process.
11. Experience with governmental insurance pools.
12. Firm compensation assessment.

PROJECT OVERVIEW

1. Intent:

Kendall County may enter into a service agreement with a qualified firm to provide Property, Liability, and Workers Compensation Insurance Brokerage services for Kendall County.

2. Background:

Kendall County (population of approximately 124,000) employs over 320 employees. Kendall County is seeking Property, Liability, and Workers Compensation Insurance.

3. Project Scope of Services:

The purpose of this Request for Qualifications ("RFQ") is to select a Firm qualified to represent the insurance interests of the County. As this is an Agent/Broker RFQ, insurance/risk management consultants and carriers will not be considered. The selected Firm is expected to provide qualified and expert professional services, including but not limited to:

- a. Once a month (or as requested), review the County's current insurance program in person and provide reports to the Human Resources and Administration Committee or other committees as assigned by the Kendall County Board.
- b. Annual recommendations concerning changes in terms, conditions and limits of coverage; based on best industry practices, the need for ancillary insurance services, additional coverage and modifications, updating or upgrading of existing coverage (s).
- c. Upon approval by the County, annual marketing of County's property, liability, and workers compensation insurance program, including, a negotiation of carrier contract extension or change (s). This service will include comprehensive assistance and guidance in completing the insurance application process in a timely fashion.
- d. Solicitation of proposals from qualified insurance carriers on an annual or as needed basis who are experienced and familiar with units of local government in Illinois.
- e. Development of bid specifications to be submitted to the insurance marketplace for which proposals are sought.
- f. Evaluation of proposals submitted by insurance carriers relative to compliance with insurance specifications, cost and ability of each carrier to perform as required including relative solvency.
- g. Detailed report of solicited policy renewal options available to the County.
- h. Examination and approval of issued policies and bonds for conformance with the County's specifications and the carrier's proposal.
- i. Provision of an annual stewardship report, including insurance schedule, policy summaries, review of past year's activities and outlook for coming year's market conditions.
- j. Assistance to the County in drafting insurance specifications for contracts and agreements as requested (Example – service providers).
- k. Advice to the County on new developments in the field of insurance.
- l. The selected broker/consultant will be expected to work in partnership with the County staff to perform the following services:
 - Provide recommendation for the proposed benefit components, specifically in the area of design, funding, cost and administration.
 - Conduct renewal negotiations with the carrier(s) and vendors and prepare a complete and detailed accounting of all claim costs, provider access fees, administrative expenses, risk charges, etc.
 - Provide general problem solving throughout the plan year.
 - Promptly assist staff with the resolution claim issues.
 - Any other duties critical to the proper formation of a property, liability, and workers compensation plan and its optimal operation and participation.

4. Submission Requirements:

Section 1.0 – Executive Summary

Provide a brief summary which describes and highlights your firm’s experience, qualifications, and expertise and why your team would be the best brokerage choice for the Kendall County. Please state your firm’s business organization type (sole proprietor, partnership, corporation, etc.).

Section 2.0 – Relevant Experience

Provide a detailed description for other clients you currently serve. Emphasis should be placed on work completed within the last five years by the specific personnel being proposed to work on this project. Provide Proposer’s experience with governmental insurance pools.

Section 3.0 – Project Design and Management Team

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed team for brokerage services.

Section 4.0 – Compensation and Term

Provide desired contract length and Proposer compensation for broker services.

Section 5.0 – Firm Differentiation

This section represents one of the most important sections for the selection of the short listed firms. Please respond to the individual questions carefully and succinctly.

Team Leadership

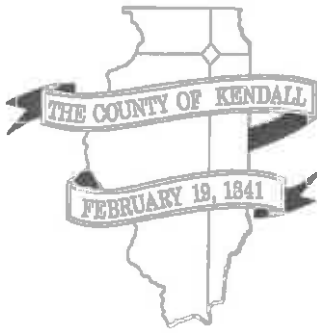
- Who on your team will provide consistent day-to-day service to the County of Kendall?
- What are your expectations for performance of this individual with regard to providing Kendall County with high quality insurance brokerage services?
- List and rank ten (10) key attributes or abilities this firm possesses that Kendall County is seeking.

Budget

How does your firm maximize and maintain the lowest possible insurance quotes for your clients? Cite examples of specific things that you have done with your other clients to meet this objective.

Section 6.0 – References

Provide three (3) company references and three (3) references for the proposed primary insurance broker. Local government references are preferred.



**DEPARTMENT OF PLANNING, BUILDING &
ZONING 111 West Fox Street • Room 204
Yorkville, IL • 60560
(630) 553-4141 Fax (630) 553-4179**

MEMORANDUM

To: County Board
From: Matthew H. Asselmeler, AICP, Senior Planner
Date: April 11, 2018
Re: Amended Petition 17-29 – Proposed Text Amendments to Section 13.08.H of the Kendall County Zoning Ordinance Increasing the Notification Requirements for Applications for Special Use Permits on the A-1 Agricultural Zoned Property and Clarifying Notification Requirements for Special Use Permits on Properties not Zoned A-1 Agricultural

At the March 15th Committee of the Whole meeting, the Committee referred Petition 17-29 pertaining to increasing the notification distance for applications for special use permits on A-1 zoned property to one thousand feet (1,000') and requiring that only adjacent property owners be notified of special use applications on properties not zoned A-1 to the Planning, Building and Zoning Committee.

It was Staff's interpretation that the Committee of the Whole would like further review of the notification requirements of specific A-1 special uses. On October 24, 2017, Staff prepared the attached memo regarding requiring some special uses to have a larger notification area than other special uses in the A-1 Zoning District.

Also, attached please find the current list of A-1 special use permits. The maps of specific case studies used for previous meetings are also attached.

The Planning, Building and Zoning Committee reviewed this request at their meeting on April 9th. Discussion occurred regarding creating a new zoning district. Concerns were raised that having different notification requirements for different special use permits could be considered arbitrary. The Committee unanimously voted to amend the proposal from a one thousand foot (1,000') notification requirement to a seven hundred fifty foot (750') notification requirement for special use permit requests on properties zoned A-1.

The current practice of Kendall County is to require notification of all property owners within five hundred (500') feet of requests for special use permits on properties zoned A-1 and that adjacent property owners are notified of applications for special use permits on properties not zoned A-1. This requirement is not listed in the Kendall County Zoning Ordinance.

On September 11, 2017, the Planning, Building and Zoning Committee originally proposed increasing the notification requirement to two thousand, six hundred feet (2,600). When ZPAC reviewed the original proposal, they requested the Planning, Building and Zoning Committee to amend their proposal. The Planning, Building and Zoning Committee amended the proposal to the proposed one thousand foot (1,000') notification requirement.

ZPAC reviewed the revised proposal on December 5th. The Kendall County Regional Planning Commission reviewed the proposal on January 24th. The Kendall County Zoning Board of Appeals held the public hearing on this proposal on January 29th. All of the advisory board unanimously recommended setting the notification requirement at five hundred feet (500') for special use permits on A-1 zoned property and only adjoining property owners be notified of special use permit applications on non-A-1 zoned property. The record of decision from this hearing and the minutes of all of the advisory committees can be found at https://www.co.kendall.il.us/wp-content/uploads/Petition_17-29.pdf.

The reasons for the recommendation were:

1. A one thousand foot (1,000') requirement was larger than neighboring counties (ZPAC).
2. The cost of Six Dollars and Seventy-Four Cents (\$6.74) to do the mailings to more people would be a burden to petitioners (ZPAC, RPC, ZBA).
3. The added time for the applicant to mail the notices (ZPAC).
4. The added time for Staff to process the additional green cards (ZPAC).
5. No method exists to notify everyone that thinks they should be notified (ZPAC)
6. Anyone could attend the hearing and the testimony of the person that received notice has equal weight as a person that did not receive the notice (ZBA).
7. Neighbors tell neighbors; social media allows neighbors to communicate and mailing the notice is not the only way neighbors find out about hearings (ZBA).

One member of the ZBA favored the proposal in agricultural areas, but did not see how the Department could separate an A-1 zoned area near residential use with an A-1 zoned property in the middle of agricultural lands.

This amended proposal was mailed to each township on December 5th and each township was notified of the recommendation of the Kendall County Zoning Board of Appeals on January 30th. No township filed a formal objection or submitted any comments on the proposal.

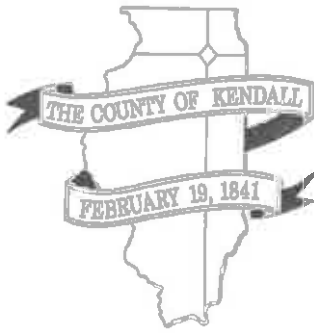
The Planning, Building and Zoning Committee reviewed this proposal on March 11th. The PBZ Committee, by a vote of 3-2, approved forwarding the proposal to the Committee of the Whole.

This proposal applies on only special use permit applications, major amendments to special use permits, and non-owner initiated special use revocations.

If you have any questions prior to the meeting on this topic, please let me know.

MHA

ENC: October 24, 2017 Memo
List of Active A-1 Special Uses
Proposed Ordinance
Map Amendments



DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street • Room 204

Yorkville, IL • 60560

(630) 553-4141

Fax (630) 553-4179

MEMORANDUM

To: PBZ Committee
From: Matthew H. Asselmeier, AICP, Senior Planner
Date: October 24, 2017
Re: Distance Notification Requirements for Applications for Special Uses In A-1 Zoned Areas

At the September Planning, Building and Zoning Committee meeting, Staff was requested to create a list of special uses in the A-1 District requiring greater notification. Below please find Staff's suggestions for Increased notification (i.e. 2,600 feet). The reasons for increased notification are included in parentheses. Uses shown in bold currently do not have any special use permits issued.

1. Airports and Hellports (Noise, Light and Vibrations)
2. **Animal Feed Preparation, Grinding and Mixing** (Noise, Smells and Vibrations)
3. Athletic Fields with Lights (Noise and Light)
4. **Banquet Halls** (Noise)
5. Cemeteries, Including Crematoriums and Mausoleums (Smells and Groundwater Concerns)
6. Child Daycare Facilities (Noise)
7. Communication Uses (Visual)
8. Composting of Landscape Waste and Food (Smells and Visual)
9. **Correctional Facilities** (Noise, Lights and General Safety)
10. Fertilizer Seed and Sales, Including Bulk Storage and Mixing (Smells and General Safety)
11. Grain Storage When Not Accessory to the Pursuit of Agriculture (Noise and Smells)
12. **Kendall County Sheriff's Office Shooting Range** (Noise, Lights, Vibrations and General Safety)
13. Kennels (Noise and Smells)
14. Landscaping Business (Noise and Visual)
15. Outdoor Commercial Sporting Activities Including Swimming Facilities and Motocross Sports (Noise, Lights and Vibrations)
16. Outdoor Target Practice and Shooting (Noise, Lights, Vibrations and General Safety)
17. Paintball Facilities (Noise and Light)
18. Performing Arts Centers (Noise and Light)
19. **Public or Private Telecommunication Hubs, Filtration Plants, Sewage Treatment Plants, Electric Sub-Stations and Similar Uses** (Noise, Smells and Visual)
20. Recreational Camps and Recreation Vehicle Parks (Noise and Lights)
21. Small Poultry and Small Animal Processing Plants (Noise, Smells and Lights)
22. Storage Facilities for Motor Vehicles, Boats, Trailers and Other Recreational Vehicles (Lights and Visual)
23. Telecommunication Stations (Visual)
24. **Wind Farm, Commercial** (Noise and Visual)

Staff suggests that the following uses not be required to have increased notification. Uses shown in bold currently do not have any special use permits issued.

1. **Adult Day Care or Respite Care**
2. **Agency Licensed Family Residential Care Homes – Transitional Halfway House**
3. **Agency Licensed Group Residential Care Home – Permanent**
4. Agricultural Implement Sales and Service
5. **Auction Facilities**
6. **Bait Shop with Items Not Produced on the Property**
7. Bed and Breakfast Establishments
8. Cleanup and Restoration Services
9. Golf Courses, Club Houses, Country Clubs and Membership Riding Clubs
10. Governmental Buildings and Facilities
11. **Group Homes (The 1 Group Home is Requesting Revocation of Special Use Permit)**
12. **Halfway House**
13. **Hospice**
14. **Indoor Target Practice**
15. Micro Distillery
16. **Nano Brewery (Nano Brewery is Part of Another Special Use)**
17. Office of Professional Services
18. Parks
19. **Philanthropic Institutions and Institutions Supported by Charity**
20. Places of Worship
21. **Private Clubs or Lodges Not Including Gun Clubs or Regulated Uses**
22. Production and Sale of Ciders, Jams, Jellies and Similar Uses
23. Retail or Wholesale Yards for Agricultural Products Not Grown on the Premises
24. **Retail or Wholesale Sale of Pottery, Art and Home Décor in a Tea Room or Sit-Down Food Sale Area**
25. Riding Stables and Other Horse Related Uses
26. **Service Clubs**
27. **Veterinary Establishments**

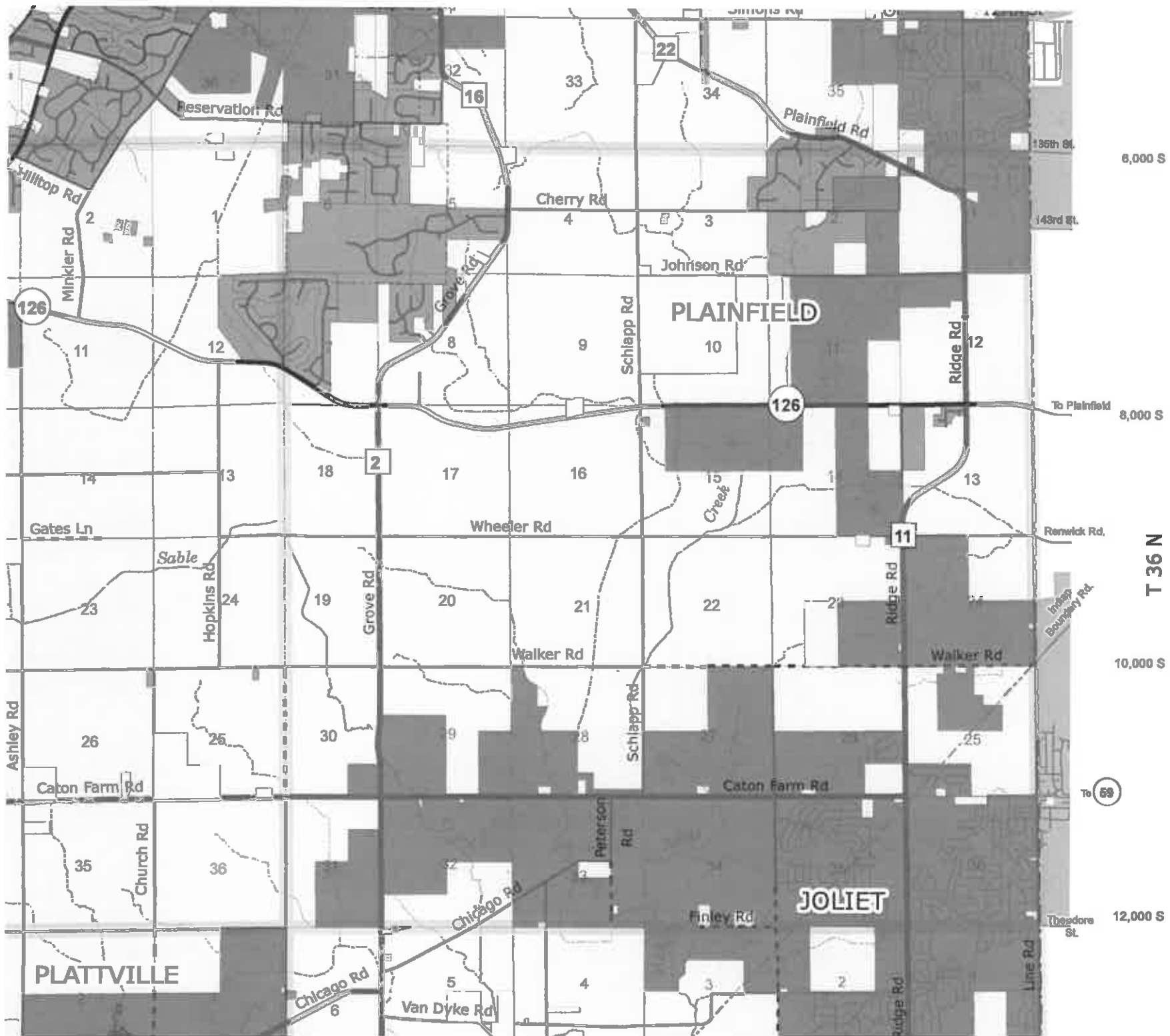
Member Kellogg also suggested a larger notification distance for Ready-Mix Cement Plants, Gravel Mining and Sanitary Landfill. These uses are no longer special uses in the A-1 District. The locations of these existing uses are considered lawfully non-conforming.

The A-1 Zoning Map is attached for your reference.

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

MHA

ENC: A-1 Zoning Map



6,000 S

143rd St.

To Plainfield 8,000 S

Renwick Rd. T 36 N

10,000 S

To 69

Theodore St. 12,000 S

PLAINFIELD

JOLIET

PLATTVILLE

126

126

11

69

16

22

2

Schiapp Rd

Ridge Rd

Line Rd

Ashey Rd

Reservation Rd

Cherry Rd

Johnson Rd

Grove Rd

Plainfield Rd

Gates Ln

Wheeler Rd

Sable

Hopkins Rd

Grove Rd

Creek

Independence Boundary Rd.

Walker Rd

Walker Rd

Caton Farm Rd

Caton Farm Rd

Church Rd

Patterson Rd

Chicago Rd

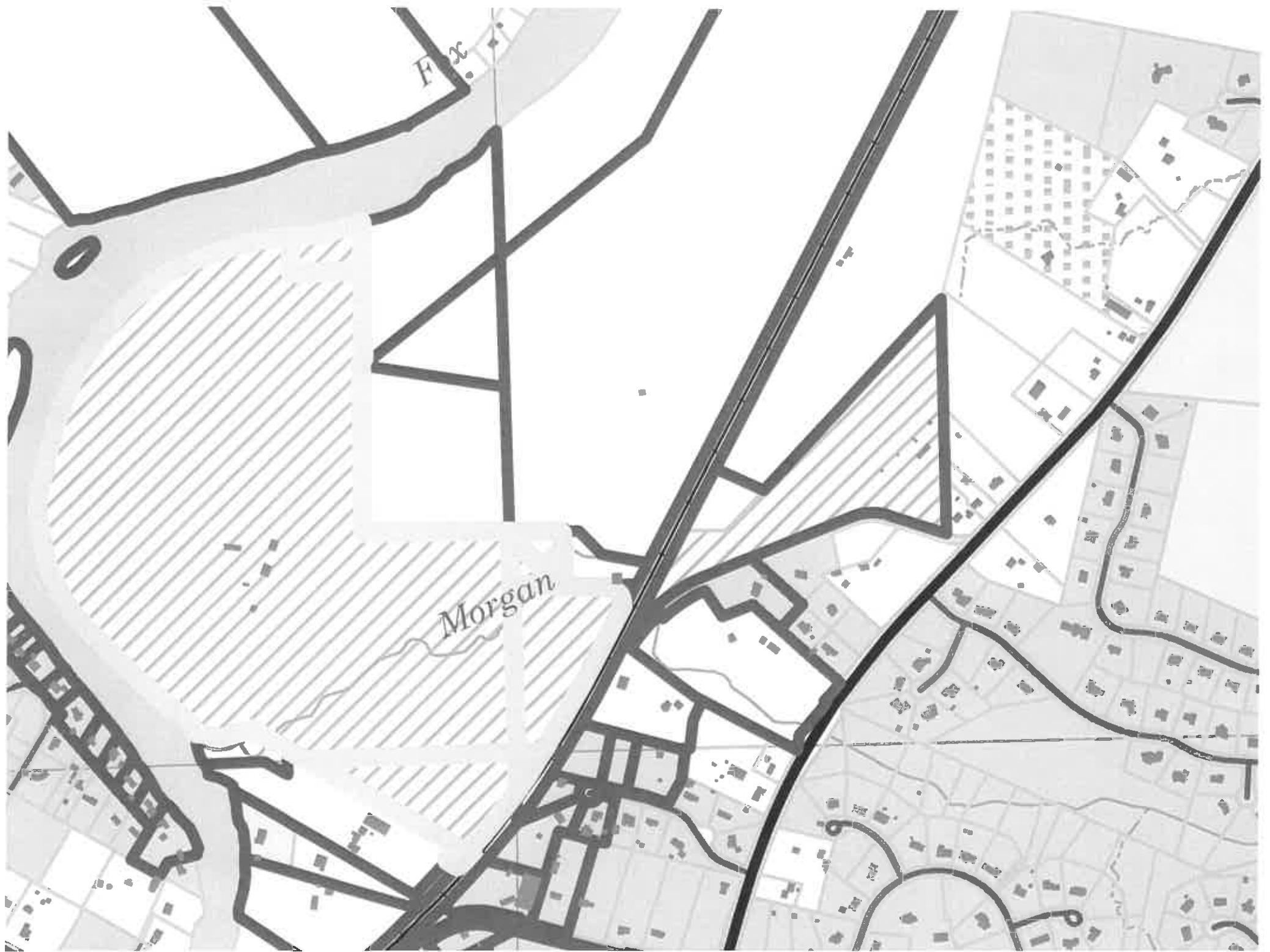
Finley Rd

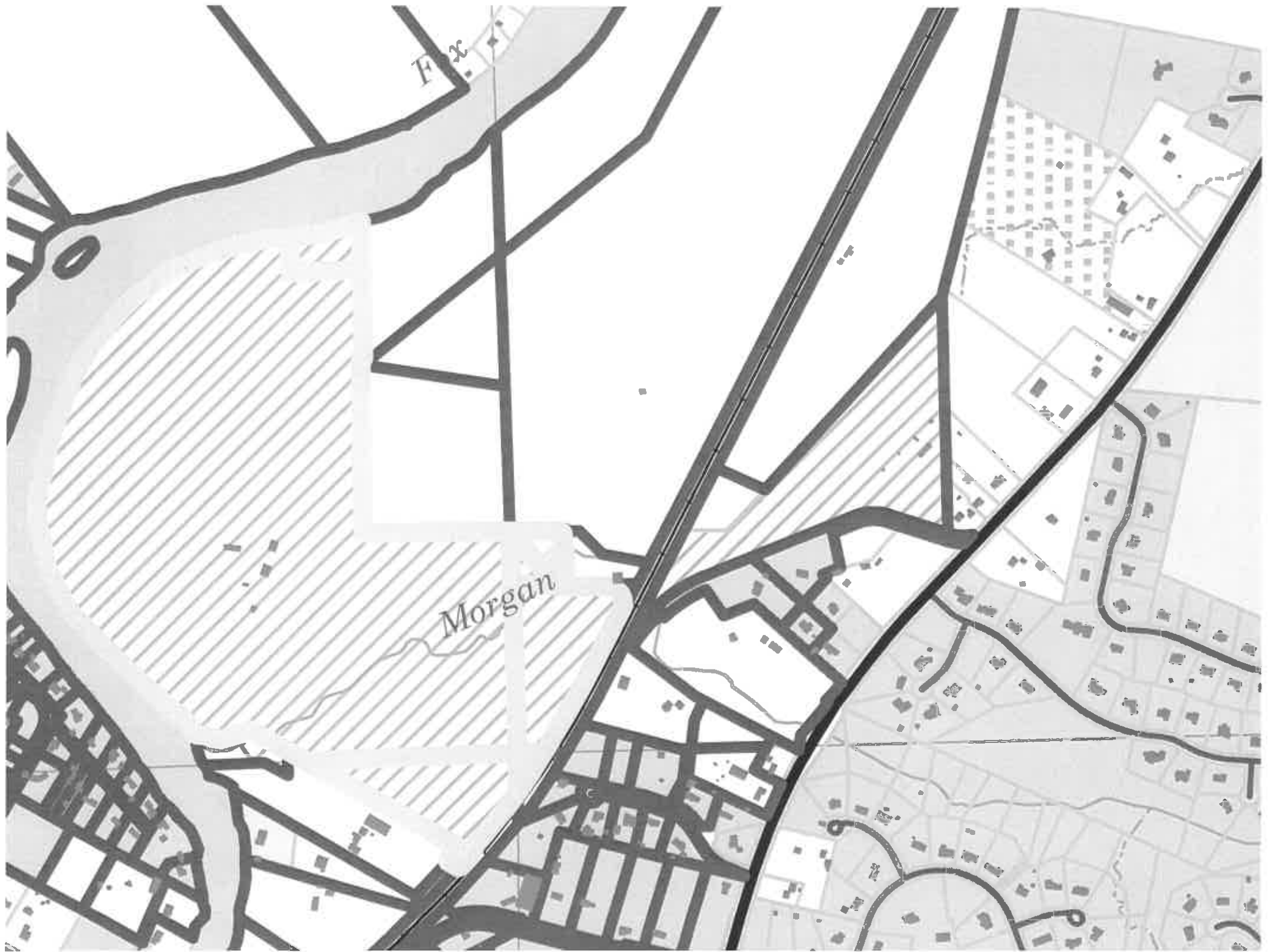
Chicago Rd

Van Dyke Rd

Ridge Rd

# of them	Type of Special Use
0	Adult Day Care or Respite Care
0	Agency Licensed Family Residential Care Home - Transitional Halfway House
0	Agency Licensed Group Residential Care Home- Permanent
8	Agricultural Implement Sales and Service
8	Airports and Heliports (Public and Private) Including Aircraft Hangars, Tie Downs and Aircraft Service and Repair
0	Animal Feed, Preparation, Grinding, Mixing and Storage
1	Athletic Field with Lights
0	Auction Facility
0	Bait Shop with Items Not Produced on the Property
5	Banquet Halls
2	Bed and Breakfast Establishments
4	Cemeteries, Including Crematoriums and Mausoleums
2	Child Day Care Facilities
1	Clean Up and Restoration Services
3	Communication Use
1	Composting of Landscape Waste and Food Waste
0	Correctional Facilities
3	Fertilizer and Seed Sales, Including Bulk Storage and Mixing
1	Golf Courses, Club Houses, Country Clubs, and Membership Riding Clubs
3	Governmental Buildings and Facilities
3	Grain Storage, When Not Accessory to the Pursuit of Agriculture.
0	Group Homes
0	Halfway House
0	Hospices
0	Indoor Target Practice
0	Kendall County Sheriff's Office Shooting Range
5	Kennels
9	Landscape Business
2	Micro Distillery
0	Nano Breweries
1	Offices of Architects, Brokers, Engineers, Insurance Agents, Lawyers, Real Estate Agents, Planners and Other Professionals, Medical and Dental Practitioners, Clergy, Scientists, Sales Representatives or Manufacturing Representatives
2	Outdoor Commercial Sporting Activities Including but not limited to Swimming Facilities and Motorcross Sports.
3	Outdoor Target Practice or Shooting
1	Pasture Facilities
1	Parks
1	Perforating Arts Center
0	Philanthropic Institutions and Institutions Supported by Charity
12	Places of Worship
0	Public or Private Utilities and Service uses: Telecommunication Hubs, Filtration Plant, Sewage Treatment Plant, Electric Substations and Similar Uses
0	Private Clubs or Lodges Not Including Indoor or Outdoor Gun Clubs and Regulated Uses
1	Production and Sale of Brewed Cider, Hard Cider, Wine, Juice, Wine Juice, Jellys, Pies, Pickles, Honey, Sausages and Similar Items Utilizing Crops Grown on the Same Property or in Combination with Crops Grown Off-Site Where Such Production Takes Place on the Premises.
5	Recreational Camps and Recreational Vehicle Parks
9	Retail or Wholesale Sales Yards for Agricultural Products That Are Not Grown on the Premises
0	Retail or Wholesale Sale of Pottery, Art, or Home Décor Products, Alone or Together with the Operation of a Tea room, Sit-Down Food Sale Area for Food Sales On-Premises Incidental to the Operation of the Primary Retail Sales Use
10	Riding Stables and Other Horse Related Uses
0	Service Clubs
2	Small Poultry & Small Animal Processing Plant
4	Storage Facilities for Motor Vehicles, Boats, Trailers, and Other Recreational Vehicles
6	Telecommunications Stations
1	Veterinary establishments
0	Wind Farms, Commercial
2	Auto, Truck and Tractor Repair
2	Ag Labor Housing
3	Watchman's Quarters
2	Residential Use
1	Electromagnetic Compatibility Testing
1	Training Facility for AT&T
1	Farmers Market, Winery, Bakery and Corn Mill
1	For Profit Business
2	Gas Distribution Facility
1	Manufacture of Plaster or Cement Blocks
1	Ready-Mix Cement Plant
3	Private School
1	Truck Driving School
1	Radio Testing Facility
3	Gravel Mining
1	Milk Blending
1	Industrial Uses
1	Welding
1	Museum (Farmworth House)
1	Sanitary Landfill
6	Unknown
154	Total
	Updated 1/26/18

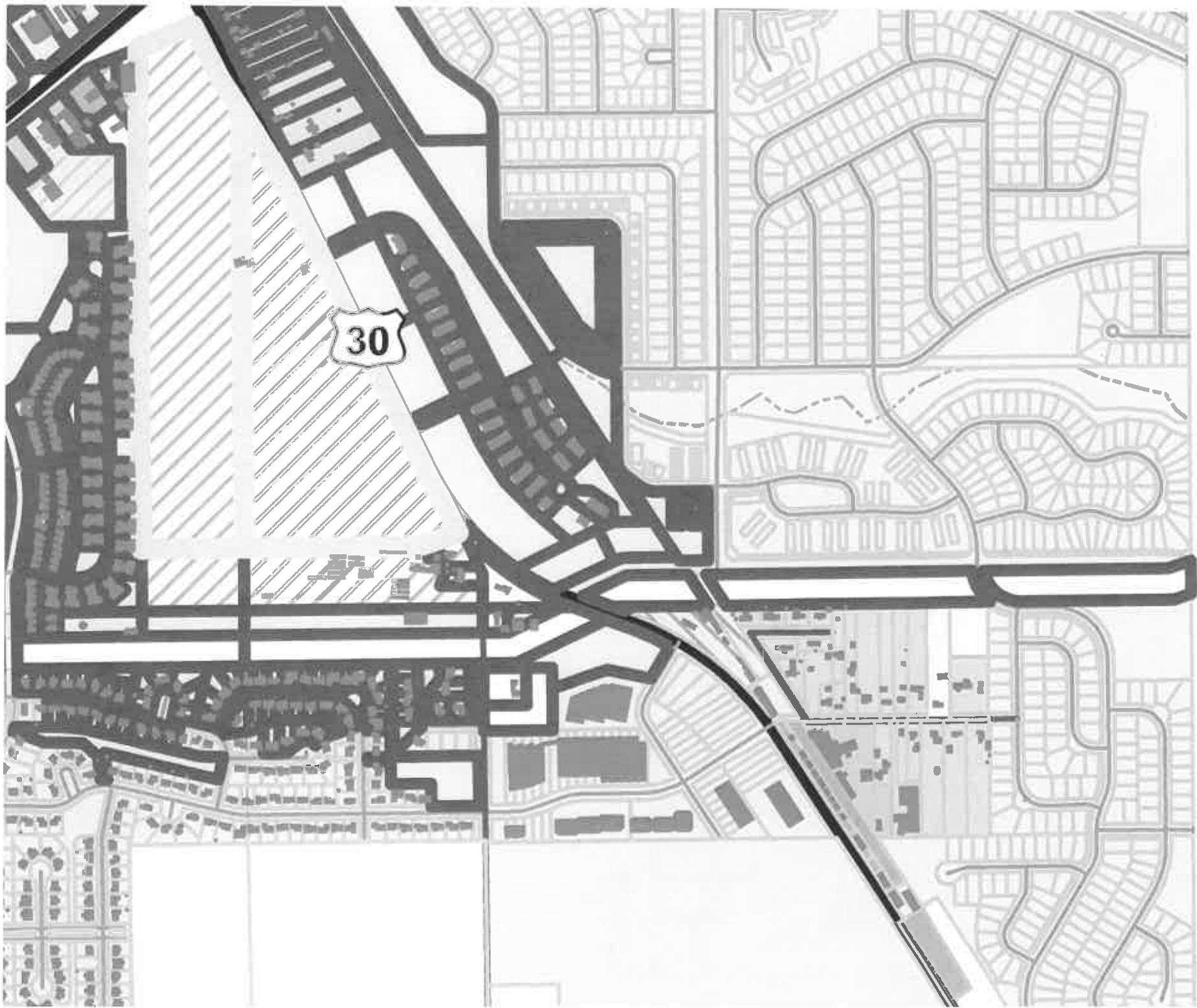






Morgan







ORDINANCE # 2018-_____

TEXT AMENDMENT TO SECTION 13.08.H OF THE KENDALL COUNTY ZONING ORDINANCE INCREASING THE NOTIFICATION REQUIREMENTS FOR APPLICATIONS FOR SPECIAL USE PERMITS ON PROPERTIES ZONED A-1 AGRICULTURAL DISTRICT

WHEREAS, Kendall County historically required that property owners seeking applications for special use permits on A-1 Agricultural zoned properties notify neighboring property owners within five hundred feet (500') of the property subject to the special use application by certified mail return receipt within at least fifteen (15) days prior to the public hearing; and

WHEREAS, the Kendall County Planning, Building and Zoning Committee requested a text amendment to Section 13.08.H of the Kendall County Zoning Ordinance related to the notification of neighboring property owners in cases of special use permit applications on A-1 Agricultural zoned properties; and

WHEREAS, the Kendall County Board amends this ordinance from time to time in the public interest; and

WHEREAS, 55 ILCS 5/5-12009.5 defines the notification requirements for hearings on special use applications; and

WHEREAS, the Kendall County Board adopted Ordinance 2011-01 on January 18, 2011 setting the notification requirement at five hundred (500') feet in cases of map amendment and text amendment applications on A-1 Agricultural zoned property;

WHEREAS, the current language of Section 13.08.H of the Kendall County Zoning Ordinance does not specifically state a notification requirement for applications for special use permits; and

WHEREAS, all administrative procedures required prior to passing text amendments to the Kendall County Zoning Ordinance have been followed, including holding a public hearing, before the Kendall County Zoning Board of Appeals, which occurred on January 29, 2018; and

NOW, THEREFORE, BE IT ORDAINED, the Kendall County Board hereby amends Section 13.08.H of the Kendall County Zoning Ordinance as provided:

I. Recitals: The recitals set forth above are incorporated as if fully set forth herein.

II. Amended Text: The second paragraph of Section 13.08.H is hereby deleted and replaced with the following:

“In addition to any other notice required by this Section, the Zoning Board of Appeals must give at least fifteen (15) days notice before the hearing to any municipality whose boundaries are within 1-1/2 miles of any part of the property proposed as a special use. If the property is zoned A-1, the applicant shall provide notice of the public hearing at least fifteen (15) days prior to the hearing date by certified mail return receipt requested to the property owner of record for all parcels within seven hundred fifty feet (750’), excluding road right-of-way, of the parcel subject to the special use permit application. For all other zoning categories, only adjacent properties must be notified via certified mail return receipt requested. The petitioner or applicant must pay the costs of the publication of the notices required by this Section.”

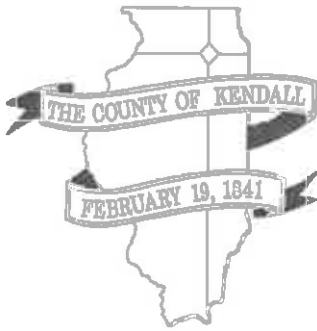
III. Any completed application for a special use permit, major amendment to a special use permit, or non-owner initiated special use permit revocation lawfully submitted prior to the adoption of this ordinance shall follow the rules and procedures for notification of public hearings in place on the date the application was submitted.

IN WITNESS OF, this amendment to the Zoning Ordinance has been enacted by a majority vote of the Kendall County Board this 17th day of April, 2018.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Scott R. Gryder



DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street • Room 204

Yorkville, IL • 60560

(630) 553-4141

Fax (630) 553-4179

MEMORANDUM

To: County Board
From: Matthew H. Asselmeler, AICP, Senior Planner
Date: April 11, 2018
Re: Proposed Changes to Senior Planner Job Description

At their meeting on April 9th, the Planning, Building and Zoning Committee recommended the following changes to the job description of the Senior Planner:

1. The Senior Planner will also serve as the Zoning Administrator.
2. The Senior Planner will be supervised by the County Administrator.
3. The Senior Planner will have the responsibilities of the Zoning Administrator.
4. The Senior Planner will have the responsibilities of the Plat Officer.
5. The Senior Planner will supervise part-time Planning, Building and Zoning Department Staff.

A redlined and clean copy of the proposed job description are attached for your consideration.

If you have any questions, please let me know.

MHA

Enc: Redlined Copy of Proposed Senior Planner Job Description
Clean Copy of Proposed Senior Planner Job Description

Kendall County Job Description

TITLE: Senior Planner/Zoning Administrator
DEPARTMENT: Planning Building and Zoning
SUPERVISED BY: ~~Interim Director of Planning, Building and Zoning~~ County Administrator
FLSA STATUS: Exempt
APPROVED: 09/15/2015

I. Position Summary:

Under general direction of the ~~Interim Director of Planning, Building and Zoning~~ County Administrator, performs work of considerable difficulty related to the management and general operations of the Kendall County Planning, Building and Zoning Department; and develops, administers and coordinates processes related to land use development and planning to ensure orderly development, redevelopment and growth in the unincorporated areas of Kendall County.

II. Essential Duties and Responsibilities:

- A. The primary duty is the performance of office or non-manual work directly related to the management or general operations of the Kendall County Planning, Building and Zoning Department, which includes the exercise of discretion and independent judgment with respect to matters of significance.
- B. Serves as project manager for all petitions for variances, rezoning, special uses, subdivision plat approval, and Planned Unit Developments in the unincorporated areas of Kendall County by performing various duties including, but not limited to:
1. In-depth application and plan review to confirm that all petitions, plans drawings and supporting documents are complete and compliant with all applicable codes, statutes and ordinances;
 2. Coordinates with applicants to obtain additional information and project changes;
 3. Schedules and conducts pre-application meetings for zoning, subdivision and development applications;
 4. Prepare legal notices and post the same on relevant property sites;
 5. Conduct all necessary background research;
 6. Prepare staff reports;
 7. Prepares correspondence and coordinates review of site development permits and engineering plans and petitions with other staff and outside review agencies;
 8. Prepares reports and recommendations to various boards and committees involved in the development review process and oversees preparation of informational handouts and packets for distribution to the various boards and committees;
 9. Provides recommendations to the applicable committees, commissions and County Board related to the applications and plans;
 10. Manages and schedules petitions for required hearings and review by the various committees, commissions and boards involved in the review process; and
 11. Prepares draft ordinances and resolutions for review by the applicable committees, commissions and boards.
- C. Serves as Kendall County's liaison and works with outside agencies and consultants in the development of long range plans and development reviews, updating and administering codes related to land regulation and development, and the County's Land Resource Management and Transportation Plans.
- D. Assists Kendall County's consultants in the preparation of specialized planning studies and reports.

Kendall County Job Description

- E. Provides staff support to a variety of committees, commissions and Boards; attends and makes presentations to various commissions and boards such as the Kendall County ZPAC, Plan Commission, and Zoning Board of Appeals.
- F. Serves as Kendall County Zoning Administrator (responsibilities outlined in Kendall County Zoning Ordinance).
- G. Serves as the Plat Officer for Kendall County (responsibilities outlined in the Kendall County Subdivision Control Ordinance).
- H. Supervise part-time Planning, Building, and Zoning staff.
 - 1. Conducts regular performance evaluations for part-time positions.
 - 2. Conducts interviews for part-time Planning, Building, and Zoning Department positions.
 - 3. Approve time off requests and time sheets.
 - 4. Makes recommendations to the County Administrator with regard to discipline, hiring and firing for all part-time employees assigned to the Planning, Building, and Zoning Department, which recommendations are given particular weight by the County Administrator.
- F.I. Interprets and applies Federal and State statutes, regulations and rules to ensure that the public and private projects are in compliance with the same.
- G.J. Interprets, applies, and enforces provisions of applicable Kendall County ordinances related to development, zoning, subdivision, soil erosion, storm water management, floodplain and nuisance.
- H.K. Interacts and communicates with a variety of individuals and groups who contact the Kendall County Planning, Building and Zoning Department for the purpose of obtaining or providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
- H.L. Oversees the maintenance of petition records, allocation registration reviews, and data base development etc.
- J.M. Performs zoning compliance review of building permits as requested by Planning, Building and Zoning Department staff and provides recommendations regarding the same.
- K.N. Operates Kendall County vehicle and safety equipment.
- L.O. Makes recommendations for improving processes and procedures of the department.
- M.P. Assist staff, consultants and others with Kendall County ordinance enforcement and compliance by performing duties including, but not limited to, investigating alleged ordinance violations and complaints received by the Kendall County Planning, Building and Zoning Department; determining whether ordinance violations exist; and providing testimony and administrative support necessary for the prosecution of ordinance violations.
- N.Q. Authorize reduction and release of bonds, letters of credit and other security for public improvements and land cash contributions.
- O.R. Calculates school and park/forest preserve land cash contributions, and recommends fee adjustments.
- P.S. Maintains escrow accounts for site development permits.
- Q.T. Serve as alternate Program Compliance Oversight Monitor (PCOM) for the County's Kendall Area Transit program.
- R.U. As needed, assist Kendall County Liquor Control Commissioner with processing and maintaining new liquor licenses for unincorporated portions of the County as well as renewal license applications.
- S.V. Adheres to all work and safety policies and procedures.
- T.W. Attends conferences, seminars, training and various Kendall County meetings.
- U.X. Maintains regular attendance and punctuality.

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Kendall County Job Description

V.Y. ___ Other duties as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents, plans, statutes, regulations and ordinances.
- Ability to prepare documents, presentations, reports and correspondence.
- Ability to communicate effectively both orally and in writing with the public, employees, consultants, developers, attorneys, and elected officials.
- Requires good knowledge of the English language, spelling and grammar.

B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and interpret Blueprints, plats of survey, and similar documents and drawings.

D. CERTIFICATES, LICENSES, REGISTRATIONS:

- A current and valid driver's license.
- AICP designation preferred.
- Any and all certificates and registrations as required for the specific duties performed.

E. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organizational skills.
- Computer knowledge of MS Word, Excel, Outlook, Access, Power Point.
- Basic knowledge of engineering and construction practices and GIS systems.
- Ability to multi-task and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Ability to listen, understand information and ideas and work effectively with County personnel, local elected officials, and local economic development officials.
- Understanding of all applicable statutes, regulations and ordinances as well as zoning and subdivision administration.

F. EDUCATION AND EXPERIENCE:

- Bachelor's Degree required with preference for degree from an accredited college or university in Land Use Planning, Urban Planning, Landscape Architecture or Public Policy. AICP designation may substitute for Bachelor's Degree requirement.
- Master's Degree in planning, public policy or public administration preferred.

Kendall County Job Description

- Minimum of three years experience in Planning and Zoning field.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for hours in meetings or office;
- Occasionally lift and/or move up to 50 pounds;
- Stand and walk on uneven ground at development sites;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb and balance at development sites;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception and distance vision; and
- Travel independently to development sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside and outside environmental conditions.
- Will be exposed to occasional driving and onsite construction conditions.
- The noise level in the work environment varies from quiet to noisy outside.
- The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- Employee may be exposed to stressful situations while working with elected officials, consultants, attorneys, applicants, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee