



DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street • Room 203

Yorkville, IL • 60560

Office Hours: Monday – Friday 8:00 AM – 4:30 PM

(630) 553-4141

Fax (630) 553-4179

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act (“FOIA”) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND ABOUT THE KENDALL COUNTY PLANNING, BUILDING & ZONING DEPARTMENT

PURPOSE: The Planning, Building & Zoning Department is responsible for the administration and enforcement of the County’s ordinances and codes regulating the development of land in the unincorporated areas of the County and the incorporated villages of Millbrook and Plattville. The ordinances and codes establish minimum life, safety, and health requirements to protect the health safety and welfare of the general public. Overall responsibilities include:

- Administration and enforcement of the County’s codes and ordinances regulating the construction of new buildings, subdivisions, floodplain management, stormwater management, soil erosion control and the development of land in general.
- Review and make recommendations on ordinance changes.
- Respond to complaints from citizens, elected officials and other local agencies and staff involving violations of the ordinances the department is responsible for administering.
- Review plans, conduct inspections and issue permits for all new construction under the county's jurisdiction.
- Assign addresses for all unincorporated properties.
- Registration of available Agricultural Allocations for single family building permits for agriculturally zoned parcels meeting certain acreage requirements.
- Administer and maintain records concerning mobile home permits, conditional and special uses.
- Administer land cash ordinances for school and Forest Preserve / Park donations.
- Maintenance of files and data related to permits, zoning and subdivision petitions, hearings and general statistical information.
- Maintenance, update and implementation of the County’s Land Resource Management Plan.
- The collection of fees related to applications for zoning, subdivision and building permit approvals.
- Provides staff support for Kendall County’s economic development activities.

OFFICE: The Planning, Building and Zoning Department (PBZ) operates under the direction of the County Administrator and is comprised of three full-time and three part-time employees with a varied number of interns and receives additional assistance from four outside consultants. A block diagram of the department’s organization chart is attached as Exhibit 1. PBZ has one (1) office located at 111 West Fox Street, Room 203, Yorkville, IL 60560.

BUDGET: The total operating Budget for the Kendall County Planning, Building & Zoning Department for Fiscal Year 2024 is \$282,386.64. The total operating Budget for Economic Development for Fiscal Year 2024 is \$179,830.

BOARDS: The Kendall County Planning Building & Zoning Department reports to the County Board and the Planning, Building and Zoning (PBZ) Committee of the County Board. In addition, the Department provides staff support to the following advisory committees which also report to the Board:

PBZ Committee, Zoning Board of Appeals, Regional Planning Commission, Comprehensive Land Plan and Ordinance Committee, Historic Preservation Committee, Stormwater Planning Committee, Stormwater Management Oversight Committee, Stormwater Technical Advisory Committee, Zoning and Platting Advisory Committee, and Economic Development and Administration. A listing of committees and committee members is attached as Exhibit 2.

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM
THE PLANNING, BUILDING & ZONING DEPARTMENT**

FOIA REQUESTS: Any person may obtain public records for inspection or copying by submitting a written request to any of the below designated FOIA Officers for the Planning, Building & Zoning Department. An electronic records request can be submitted through the Kendall County Public Records Portal, https://kendallcountyil.govqa.us/WEBAPP/_rs/supporthome.aspx. The Planning, Building & Zoning Department will respond to all FOIA requests in accordance with the procedures set forth in FOIA and all other applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to the Kendall Planning, Building & Zoning Department should be given to the following State certified FOIA Officer:

Matthew H. Asselmeier, PBZ FOIA Officer

Pam Herber, PBZ Deputy FOIA Officer

Kendall County Planning, Building & Zoning Department Room 203

111 W. Fox Street

Yorkville, Illinois 60560

Telephone: (630) 553-4139

COPY COSTS: Except when a fee is otherwise fixed by statute, the Planning, Building & Zoning Department will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	50 cents per page for the first 500 pages and 45 cents per page thereafter
Black and White 24" x 36"	\$1.00 a page
Color 24" x 36" and other oversized copies	The actual cost charged to County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

EXHIBIT 1
Organizational Chart
Kendall County Planning Building and Zoning Department

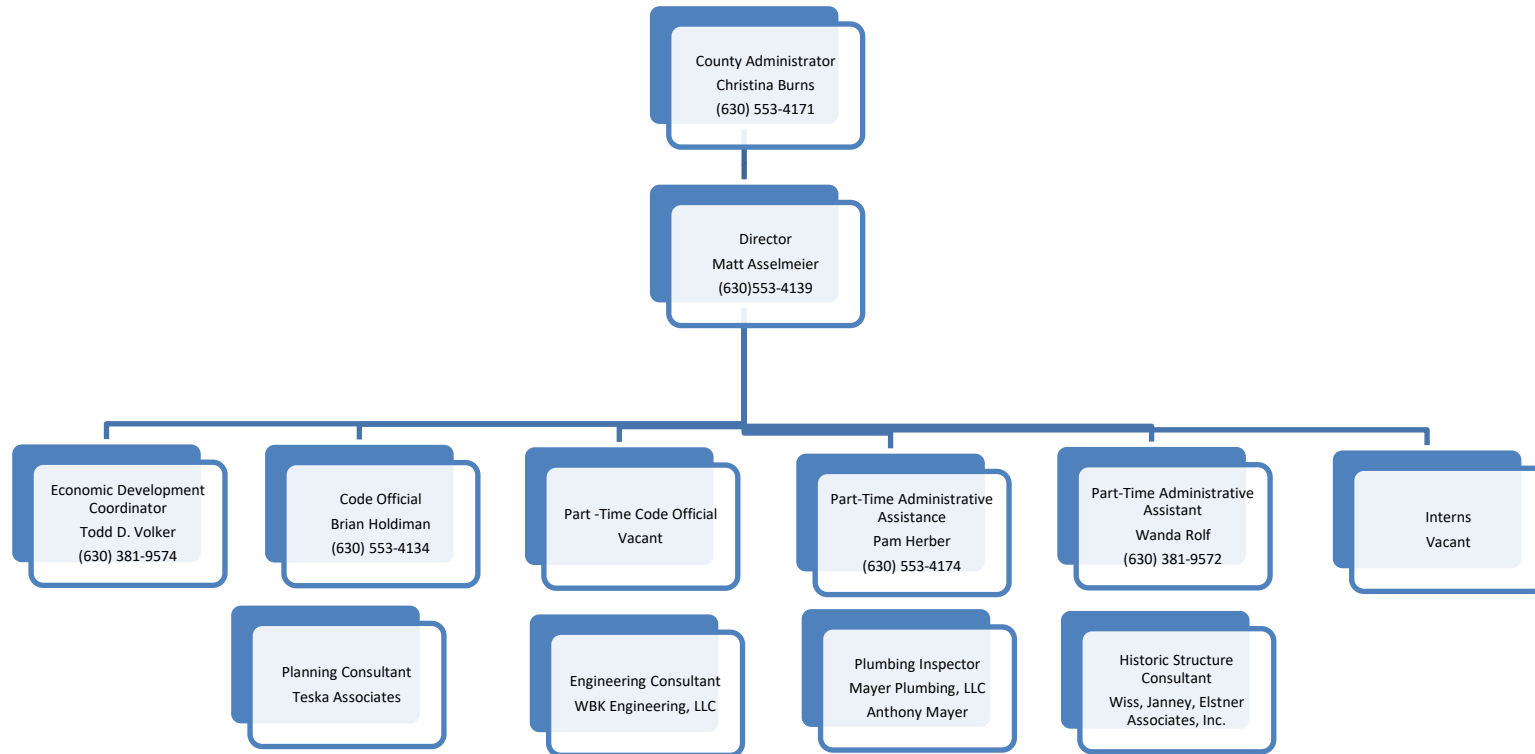


EXHIBIT 2

PLANNING, BUILDING & ZONING DEPARTMENT – BOARDS & COMMITTEES

**COMPREHENSIVE LAND PLAN AND
ORDINANCE COMMITTEE**

Vacant (Committee Chair)
 Bill Ashton (Regional Planning Commission Chair)
 Randy Mohr (Zoning Board of Appeals Chair)
 Alyse Olson (Soil and Water Conservation Dist.)
 Jeff Wehrli
 Matt Kellogg (County Board Chair)
 Seth Wormley (PBZ Chair)
 Matthew Prochaska
 Scott Gengler (Past PBZ Chair)

**ZONING, PLATTING
ADVISORY COMMITTEE**

Seth Wormley (County Board)
 Alyse Olson (Soil and Water Conversation Dist.)
 Aaron Rybski (Environmental Health)
 Fran Klaas (County Hwy. Engineer)
 Comdr. Jason Langston (Kendall Co. Sheriff’s Office)
 David Guritz (Kendall County Forest Preserve)
 Greg Chismark (County Engineering Consultant)
 Matt Asselmeier (PBZ Senior Planner)
 Brian Holdiman (PBZ Code Compliance Officer)
 Meagan Briganti (GIS)

**REGIONAL PLANNING
COMMISSION**

Ruben Rodriguez (Vice Chair) Bristol TWP
 Bill Ashton (Chair) Lisbon TWP
 Karin McCarthy Lange (Secretary) Oswego TWP
 Bob Stewart Kendall TWP
 Dave Hamman Big Grove TWP
 Claire Wilson Seward TWP
 Keith Landovitz Little Rock TWP
 Eric Bernacki Na-Au-Say TWP
 Seth Wormley Fox TWP
 Tom Casey Seward TWP

ZONING BOARD OF APPEALS

Randy Mohr (Chair)	Bristol TWP
Tom LeCuyer (Vice-Chair)	Little Rock TWP
Scott Cherry	Na-Au-Say TWP
Jillian Prodehl	Seward TWP
Richard Thompson	Big Grove TWP
Dick Whitfield	Fox TWP
Cliff Fox	Kendall TWP

**PLANNING, BUILDING &
ZONING COMMITTEE**

Elizabeth Flowers
 Dan Koukol
 Ruben Rodriguez (Vice-Chair)
 Brooke Shanley
 Seth Wormley (Chairman)

**HISTORIC PRESERVATION
COMMISSION**

Kristine Heiman (Secretary)
 Jeff Wehrli (Chair)
 Elizabeth Flowers
 Eric Bernacki
 Marty Shanahan (Vice-Chair)

**COUNTY BOARD/
STORMWATER
MANAGEMENT
OVERSIGHT
COMMITTEE**

Matt Kellogg (Chair)
 Zach Bachman
 Brian DeBolt
 Elizabeth Flowers
 Scott Gengler (Vice-Chair)
 Dan Koukol
 Jason Peterson
 Brooke Shanley
 Ruben Rodriguez
 Seth Wormley

**STORMWATER PLANNING COMMITTEE
(Voting Members)**

County	Municipal
Vacant - Dist.1	Vacant - (Dist. 1)
Vacant - Dist. 2	Vacant - (Dist. 1)
Vacant - Dist. 1	Vacant - (Dist. 1)
Vacant - Dist. 2	Vacant - (Dist. 2)
Vacant - Dist. 1	Vacant - (Dist. 2)
Vacant - Dist. 2	Vacant - (Dist. 2)

(Ex-Officio Members)

County
 Vacant – Plan Commission

**STORMWATER TECHNICAL ADVISORY COMMITTEE
(Voting Members)**

County
County Engineer Rep.
Soil & Water Conservation Dist. Rep.
Planning Commission Rep.
Township Rep.
Farm Bureau Rep.

Municipal
 None

(Ex-Officio Members-Group)

SMPC Chair
 Developer Rep.
 Geosyntec Rep.

**ECON DEVELOPMENT
AND ADMINISTRATION**

Elizabeth Flowers (Chair)
 Scott Gengler
 Dan Koukol (Vice-Chair)
 Brooke Shanley
 Seth Wormley

Exhibit 3

CATEGORIES OF RECORDS MAINTAINED BY THE KENDALL COUNTY PLANNING, BUILDING & ZONING DEPARTMENT THAT MAY BE PRODUCED PURSUANT TO ILLINOIS FREEDOM OF INFORMATION REQUESTS

The following categories of records under the possession and control of The Kendall County Planning, Building & Zoning Department may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act:

- Organizational chart for the Kendall County Planning, Building and Zoning Department
- Building Permit Files, inspection reports and records
- Department Budget information, expenditures and invoices
- FOIA requests/responses
- Zoning and Subdivision Petition Files
- Violation Case files
- Approved Minutes of Board and Committee Meetings (for committees and boards to which the department provides staff support)
- Employee names, titles, salaries, employment dates, personnel files
- Petition and permit tracking reports
- Employment information including postings for prior job openings
- Ordinances and Resolutions approving zoning requests, subdivision plats, plan and ordinance updates
- Monthly Permit Summaries – Prior Years
- Monthly Revenue Summaries – Prior Years
- Membership list for advisory and decision making Boards and Committees the Department serves

The following may be immediately produced or inspected upon request pursuant to the Illinois Freedom of Information Act:

- Organizational chart for the Kendall County Planning, Building and Zoning Department
- Employee names, titles, salaries, employment dates
- Flood Plain Maps
- Approved Minutes of Board and Committee Meetings – Current Year (for advisory committees the department serves as staff to)
- Board & Committee Meeting Packets – Current Year (for advisory committees the department serves as staff to)
- Zoning Ordinance
- Subdivision Control Ordinance
- Soil Erosion & Sedimentation Control Ordinance
- Stormwater Ordinance
- Floodplain Ordinance
- Land Cash Ordinance
- Land Resource Management Plan and Related Supplemental Plans
- Building Code
- Monthly Permit Summaries - Current Year
- Monthly Revenue Summaries - Current Year
- Department Annual Reports (2002 – Present)
- Membership list for advisory and decision making Boards and Committees the Department serves