



McHenry County
Staff Plat Review - Public Meeting
MINUTES

June 18, 2025, 8:30 AM
County Board Conference Room
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Adam Wallen, Steve Gardner, Stoyan Kolev, Anna Kurtzman, Kristin Chapman

Also present is Whitman Ritchie, intern at Planning and Development Department.

1. CALL TO ORDER

Meeting called to order at: 8:32am by Adam Wallen

2. PUBLIC COMMENT

None.

3. DRAFT MINUTES FOR APPROVAL

3.1 Minutes from May 21, 2025 SPRC

Mover: Stoyan Kolev

Second: Steve Gardner

Motion to approve minutes from May 21, 2025

Approved by Voice

4. SITE PLAN REVIEW

4.1 Z25-0049 - Bregan Prop LLC - Dorr Twp

Present was property owner Brent Hollenberg and Chris Bedore, of the Crystal Lake Fire Department.

DIVISION OF TRANSPORTATION - Ray Beets

Due to technical difficulties, Mr. Beets was unable to join the meeting via Teams to give his comments.

Mr. Wallen said a right of way dedication is required. Also needed is a permit for access.

BUILDING DIVISION - Steve Gardner

Mr. Gardner reviewed his comments.

PLANNING DIVISION - Anna Kurtzman

Ms. Kurtzman said since he is asking for a variance for the parking he should demonstrate he needs the variance by coming up with a parking plan. The parking plan should show how many parking spaces the area can hold. Ms. Kurtzman went on to explain the zoning regulations require a minimum of two (2)

parking spaces per dwelling unit plus two (2) for his six (6) unit property. The Applicant confirmed that he will not need the variance after it was confirmed he could use the garage for two (2) additional parking spots.

HEALTH DIVISION - Kristin Chapman

Ms. Chapman said the following updates are needed to the site plan: label the existing well for non potable use, show the proposed potable well, note that the existing septic field is to be abandoned, label future septic system replacement area, label the proposed seepage field and outline it's boundary.

Ms. Chapman said the septic can only support a maximum of twelve (12) people per day. She also said a water meter will be required to be installed to monitor and record water usage daily and he should keep the records for two (2) years for department review.

Ms. Chapman recommends Planning and Development request the following conditions: literature indicating proper care for the private sewage disposal system should be conspicuously posted or distributed stating only toilet paper should be flushed and not putting anything down the drain that could mess up the septic system and that the potable well has routine water sampling.

WATER RESOURCES - Stoyan Kolev

No comments.

CRYSTAL LAKE FIRE DEPARTMENT - Chief Chris Bedore

No comments.

Mr. Wallen summarized the needed changes: marking out the parking spots, labeling the location of the new well, the existing well, the abandoned septic system, the secondary replacement area, and label the existing seepage boundary and a change to the narrative stating the maximum occupancy of twelve (12).

Mover: Anna Kurtzman

Second: Stoyan Kolev

Motion to approve the site plan with the changes described for administrative review

Approved by Voice

5. SUBDIVISION REVIEW

5.1 S25-0002 -- Plat of Consolation -- Lots 10 and 11 Wildwood Subdivision

Present was Eric Sebert, property owner. It was mentioned that his engineer, Adam Cushman, submitted a plat of consolidation addressing all written comments. Ms. Kurtzman confirmed receipt but as it was submitted a day before this meeting, there was not enough time for all divisions to review and confirm all comments were addressed.

BUILDING DIVISION - Steve Gardner

Mr. Gardner reviewed his comments.

ENVIRONMENTAL HEALTH - Kristin Chapman

Ms. Chapman said she did have time to review the new plat of consolidation and it did address all of her comments.

WATER RESOURCES - Stoyan Kolev

Mr. Kolev reviewed his comments.

Applicant confirmed the driveway is coming off of the cul-de-sac.

PLANNING DIVISION - Anna Kurtzman

Ms. Kurtzman mentioned there are numerous certificates that need to be added or modified and referred the Applicant to her comments for the complete list.

Mr. Wallen summarized to update the plat with the certificates as outlined in the planning comments.

Mover: Anna Kurtzman

Second: Stoyan Kolev

Motion to approve the plan pending administrative review and confirmation of the comments provided by Environmental Health and the Certificates and comments provided by Planning

Approved by Voice

6. STATUS UPDATE

None.

7. MEMBERS' COMMENTS

Ms. Kurtzman addressed the technical problems she has been encountering for these meetings. She said she sets up an hour in advance to make sure these meetings run properly and for this meeting, she and Greg Schoen tried 3 different laptops to access Teams to no avail. She suggested making these meetings in-person only unless we can find a solution to this. Mr. Wallen said he will talk to Mr. Schoen to try and determine the cause of this problem and try to find a solution.

Mr. Wallen said the Planning and Development intern, Mr. Ritchie, will work with Ms. Kim Scharlow on updating the conditional use permit application on SmartGov. Mr. Wallen will send an email out to the divisions asking for what they want to see updated.

Mr. Gardner mentioned fire departments/districts are asking for more access on solar farms. Mr. Wallen said since solar farms do not come through Staff Plat that would be done during the permitting stage. He said if the fire departments/districts need more access they should document that so their comments can be represented to the ZBA.

8. ADJOURNMENT

Mover: Anna Kurtzman

Second: Steve Gardner

To adjourn the meeting at 9:14am

Approved by Voice