

COMMUNITY DEVELOPMENT MEETING

May 14, 2020

COMMITTEE: MR. KIMES, MR. MCKINNON, MS. MORGAN

GUESTS: Attorney Gaziano, Dick Medearis, Carrie Parent, Sally Bennett,

1. MR. KIMES called the meeting to order at 5:04 PM (in the recording it was stated as the month of November – no one objected or corrected)
2. CONFLICT OF INTEREST – NONE
3. PUBLIC COMMENT – NONE
4. PERMIT FEES –

MR. MCKINNON presented an analysis of fees as compared to local communities. Utilizing Byron and Machesney Park and Loves Park who were parallel in the break out of their fees.

(Mr. Medearis unable to see the worksheet presented, as he is accessing via phone)

He stated nothing changed dramatically on new construction. New Construction and additions combined, utilizing four categories: Building Official, and Building Inspector (one in the same today), Village, Building Total, and typical Electrical and Plumbing inspections. Mike explained the fee breakouts based on various examples for residential and commercial construction types, such as new, additions or remodels.

Mr. Medearis commented and recommended a step or graduated fee for commercial building permits, such as with Win-Bur-Sew for their fire plan reviews.

MR. MCKINNON briefly spoke of the suggested residential and commercial roofing permit fees.

HVAC – was also discussed, and the inability to monitor emergency situations for replacements for example - water heaters.

Swimming pools, fences, and out-buildings or sheds and variations and applicable inspections and fees.

Sidewalks/Driveways – to make sure they are compliant.

Trees in right-of-way as well were discussed.

Solar Installations – Electrical primary inspector. Building Official prepares permit, and fees recommended, which are consistent with Byron's fees.

Demolition permit recommendation is to include a damage deposit, which is similar to Byron, IL.

Discussion was continued on the topic of sidewalks regarding responsibility, and applicable codes.

MR. MCKINNON discussed the need to review sidewalk ordinances.

Discussion moved to the process of roofing permits and how to be more efficient.

DICK MEDEARIS made suggestion for the increase of roofing permit fees, and the payment to in a different time line for administrative work performed, specifically in the case of a permit that is written but never processed by the contractor referring to the time it takes him to complete a submitted application for permit, then it does not materialize in payment.

MR. MCKINNON, answered Mr. Medearis and the justification for when the inspector is paid for the work.

MS. MORGAN came back to the spreadsheet and the tracking of time and effort by all involved.

MR. MCKINNON addressed the fact that COVID19 has complicated the process. MR. MCKINNON also reviewed the calculations used to determine the new breakout of the fees to the Village and to the Building Official. MR. MCKINNON reiterated the point, his intent was to be comparable to similar communities, and to be equitable for all involved (the village and the building official).

MS. MORGAN asked who the Building Official reports to. MR. MCKINNON stated the Building Official reports to the Community Development Committee. Discussion also of reasonable time involved for processing and performing the inspections.

Feedback is requested by the Committee of the Whole Meeting, in order to present and get other trustee input. Recommendation to increase permit fees, possibly July. MR. MCKINNON asked about the guidelines for changing the fees and properly informing the community of the increase.

MR. KIMES stated we have to cover costs and fairly compensate employees as well.

Carrie informed the committee that the cost to mail the permits to the contractors is greater than .55 each. Additionally, she commented about the time consuming handwritten process, and the redundancy of tasks in tracking the permits.

MR. MCKINNON recommended some changes, such as eliminating the costs sheet, as well as a change to the PERMIT APPLICATION to capture the information in one document. Thus eliminating re-writing the same information in several forms.

MR. KIMES asked if a motion was needed to make these changes.

Attorney Gaziano advised the committee to bring it to the board to be discussed regarding the changes to the administrative process and policy decisions. MR. MCKINNON stated he would make the motion to edit the forms for the simplicity of the roofing permits based on the discussion, by eliminating the receipt, capturing the information on the yellow cost sheet, and incorporated into the application. To implement sooner rather than later. Motion seconded by MS. MORGAN. Motion carried on voice vote to go to PRES. EUBANK for discussion.

Attorney Gaziano reported on the Highland's complaint is going to PRES. EUBANK for review, and I then to be served on the registered agent, and served on the previous registered agent who is out of the country.

5. NEW BUSINESS:

Complaints regarding Doug's at the corners. Atty. Gaziano stated that is regulated by the county. She also informed that committee that the appraisals have been received for the two Whitehead properties.

MR. MCKINNON made the motion to adjourn, seconded by MS. MORGAN. Meeting adjourned at 6:36 PM.

APPROVED APRIL 28, 2021

Don Kimes,
Chairman, Community Development