

Community Development Meeting
September 8, 2021

Mr. Kimes called the meeting to order at 6:00 p.m.

Trustees Present: Mr. Kimes was present at the Village Hall. Mr. McKinnon and Mr. Pearson were present remotely.

Guests: Casper Manheim, Kellie Symonds, Atty. Gaziano, and Sally Bennett, Adam LeFevre

Mr. Kimes stated the Executive Orders by Gov. Pritzker allowing for remote meetings.

Motion to approve the minutes with corrections of August 2, 2021 was made by Mr. McKinnon, and seconded by Mr. Pearson. Motion passed on roll call vote of those present.

There was not conflict of interest noted.

There was no Public Comment requested.

The Code Enforcement Officer's report was presented by Mr. Manheim. He stated that residents have been responsive to the letters sent and are addressing the violations promptly. There was a complaint regarding the offensive odor of a pony which is being kept in a resident's backyard. A letter was sent regarding the matter of the offensive odor, and we have not received any more complaints. There is not an ordinance in place that is clear on having such animals on the property. It was suggested that this should be brought to the board for discussion. The property at 208 E Cunningham has been notified of dead trees however the property owner is deceased, and the responsible party does not live in the area.

Under New Business Mr. McKinnon shared a complaint that he received from a resident about someone mowing their lawn at 6:30 a.m. in the morning. He asked Mr. Manheim what other communities have in place regarding restrictions regarding mowing. Mr. Manheim stated that they did not have anything specifically for mowing. Mr. McKinnon stated that the origin of the Noise Ordinance was related to noisy vehicles. He stated no action is needed at this time, but was just inquiring.

Mr. Manheim then reviewed the proposed Building Permit Applications and other

forms with the committee. Atty. Gaziano asked Mr. Manheim how other communities respond to incomplete forms. He stated that the application is on hold until it is complete. He also stated that if a construction or project is started without an approved permit fee is doubled.

Atty. Gaziano stated that the recapture fees should be changed to Village of Winnebago -owner (Formerly Mantle Development Group) for residential and commercial properties subject to the recapture.

Mr. Manheim reviewed the Inspection Requirements and General Permit Application form, which is the required inspections for the project permitted. Atty. Gaziano suggested adding the comment "it is your responsibility to call for inspections".

Mr. Manheim reviewed the inspection form completed by the inspector and that these are submitted to the Village office to file.

It was suggested by Atty. Gaziano to add "Permit" to reference the permit number on the form.

Mr. Manheim reiterated the suggestion to discontinue the requirement to permit water heaters, and HVAC when they are needed. He stated that it is difficult to get into the homes to final the inspections, and that there are many permit applications that remain incomplete.

Mr. Manheim made the recommendation to the committee to permit shed and accessory structures. Currently if these structures are less than 120 square feet, they do not require a permit, and the homeowner self regulates the proper setbacks and distance from other structures. Atty. Gaziano clarified that this would also apply to accessory structures such as a pergola.

Atty. Gaziano addressed the schedule of permit fees which was part of the packet prepared for the committee, and the current Ord #2020-08 (Ordinance Establishing Building Permit and Inspections Fees) and goes hand-in-hand with the forms. She stated that the schedule of fees should be addressed since the forms reference the suggested fees and should coincide with the forms.

Mr. Kimes stated that the previous comments were related to item #11-Building Permit and Inspection Fees, and #12-Building Permit Application and other related forms on the agenda. Mr. Kimes asked Atty. Gaziano if she will prepare the needed ordinances or revisions to adopt the schedule of fees and to adopt related forms and will include the proposed forms as exhibits.

Mr. McKinnon made the motion to adopt the forms as drafted and to direct our attorney to revise the existing ordinances or create a new ordinance as required to address the forms and fees, second by Mr. Pearson. There was not additional discussion. Motion approved by roll call vote.

Atty. Gaziano clarified the removal of the HVAC and water heater from the fee schedule, and there would be no permit fee. He suggested checking with the Village of Pecatonica regarding their ordinance regarding demolitions. Mr. Manheim stated that it provides a checklist when demolishing properties.

Mr. McKinnon lost remote connection to the meeting.

Mr. Kimes stated he would like to get with Sally Bennett regarding the village hall remodel.

Mr. Kimes stated that an inspection was completed by Blaine Kurth of the Illinois Municipal League Risk Management. Mr. Kurth provided an inspection report on September 7, in his email he stated the recommended safety updates needed to the playground equipment. Mr. Kimes asked Sally Bennett if she knew of any grants to be used. Sally Bennett stated that the \$100,000 of the CURE Grant money remains in the budget this year. She also added that video gaming is doing well and we are projected to see a revenue of \$50,000. Mr. Eubank had information on a grant related to park and recreation.

Mr. McKinnon, returned to the meeting after losing connection.

The Fourth of July Committee update included the payment of the advertising, but no final was available for the committee.

No report has been provided from Keep Northern Illinois Beautiful of the Medication Collection Drive held earlier this year. Mrs. Symonds called to get a report; however they did not have that information.

There was no reason for an Executive Session.

Motion to adjourn was made by Mr. Pearson, seconded by Mr. McKinnon. Motion passed on roll call vote.

Meeting adjourned at 7:09 pm.



Kellie Symonds, Deputy Clerk

Approved: October 06, 2021