

Building and Zoning Department Administrative Report

October 13th through November 11th

On Tuesday, October 13th new staff members were put in place at the Village's Building and Zoning Department. On Tuesday, October 20th, David Geary, Joe Schwarz, Tomm Smithe, and Charlie Buschick were sworn into their respective new roles within the Department. Deb Ogorzaly relocated her Economic Development office to the Building and Zoning office to assume the new responsibilities required to assist with the daily operations of issuing building permits, conducting inspections, and reviewing zoning applications.



To date (since the re-organization) the following tasks have been accomplished by the team:

- 68 Building Permits were issued: 52 for routine installation/repair permits (resulting in revenue of approximately \$8,000); and 16 for new single family homes (resulting in revenue of approximately \$183,000) for a total revenue of approximately \$191,000.
- 23 Real Estate Transfer Inspections were scheduled and conducted
- Over 100 on-going building inspections were scheduled and performed
- Three major projects were reviewed and are in-process including:
 - the final approvals for a Dairy Queen at the corner of 176 and Main St.
 - a new addition to the Wauconda Township building
 - the demolition and new construction of a single family home on Madison Ave.

Numerous resident inquires were received and operational procedures were evaluated and streamlined. Because of the recent loss of staff, the permitting process for several types of projects has been consolidated. Building and Zoning and Public Works will collaborate on permitting so that the process is handled in 'one stop' for the resident or contractor. While this change was necessitated by the loss of staff, this new process will ultimately result in improved customer service.

Zoning Administration

Two new zoning appeal applications were processed:

- New business zoning on corner of Maple Ave. and 176
- New annexation for Wauconda Boat on Route 12.

Rolf Campbell and Associates, Inc. (RCCA) staff worked with the Building Department on various zoning questions related to current applications for building permits. Current applications include: a driveway expansion into a side yard; a proposed personal training facility; the proposed expansion of the Wauconda Township garage facility; a proposed ice/cream/restaurant facility; and a single family home tear down and reconstruction. RCCA met with Joe Schwarz and a representative from the Township to review various zoning issues. RCCA staff met with David Geary and Building Department staff regarding zoning fees. A meeting was also held with the Village Attorney regarding the Zoning Board of Appeals meeting procedures, agenda posting and the next proposed meeting. Various follow up meetings, phone calls and emails were also conducted for continued coordination.