



2009-2010 Annual Report

**BUILDING AND ZONING  
DEPARTMENT**

*Village  
of  
Nauconda*



## Overview of the Building and Zoning Department

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The Village's Building and Zoning Department is responsible for administering, interpreting and enforcing all state adopted building codes including the International Building, Residential, Plumbing, Mechanical, Electrical Codes and all Village Ordinances, policies, rules and regulations for building construction in the Village.

The Building Department processes permit applications, performs plan checks, and conducts inspections for all commercial, industrial and residential structures in the Village. In addition to building inspections, the Department is also responsible for administering the Zoning Ordinance, Subdivision Ordinance and associated documents.

### **Organization**

In mid-October 2009, in an effort to reduce expenses and better control costs, the Village implemented major re-organizational changes in the Building and Zoning Department. First, the Director of Public Works was assigned the additional responsibility of serving as the Director of Building and Zoning. Also at that time, the Village began a new contract with the Wauconda Fire District to handle building permits and inspection services. As such, Fire District personnel have taken over routine day-to-day operations of building and safety inspections such as home building and remodeling; pool, fencing and deck installations; real estate transfers and other reviews that are required by ordinance to protect resident safety. By implementing this change, departmental operational expenses were greatly reduced during this period of slow development and extraordinary financial challenges. While this type of arrangement is not commonplace among neighboring Village governments, contracting with the Fire District for these services is working very well for the Village at this time.

Also in mid-October, Village Planners, Rolf C. Campbell and Associates (RCCA), expanded their role in addressing Village zoning issues and annexation requests. RCCA staff work closely with the Village Administrator, Village Board and Mayor to address issues related to zoning and ordinance review.

### **Staff**

Director of Building and Zoning:

David R. Geary

Building Commissioner:

Joseph E. Schwarz

Inspectors:

Charlie Buschick

Tomm Smithe, Jr.

Economic Development Coordinator

(including Building and Zoning

Administrative Support):

Debra Ogorzaly



# **Building and Zoning Department Annual Report 2009-2010**

## **Building Permit Totals**

By Village of Wauconda Ordinance, a Building Permit is required for all new construction, and for alterations, replacements, or repairs on existing structures within the Village such as, but not limited to:

- additions and basements
- decks, patios and porches
- demolitions
- driveways, parking lots and sidewalks
- electrical or plumbing upgrades
- fences, seawalls and piers/docks
- fireplaces
- furnaces, water heaters and permanent emergency back-up systems
- garages and sheds
- gazebos, screen rooms and pergolas
- kitchen/bath remodels (involving structural or utility changes)
- roofing, gutters, downspouts, siding, fascia, windows and doors
- signs and flagpoles
- swimming pools and hot tubs

During the year, a total of 583 building permits were issued. 51 of these permits were issued for new single family homes. Total revenue received for building permits was just over \$215,000.



**New home construction continues in the Liberty Lakes Subdivision in the Village of Wauconda**

Notable new construction:

- Multiple single family homes in the Liberty Lakes Subdivision/Development
- Dairy Queen at the corner of 176 and Main St. Village staff worked with the Illinois Department of Transportation to expedite the local review process to allow this business to begin construction.
- Wauconda Township building addition to house the Wauconda Area Food Pantry



### **Residential Dwelling Inspection Program**

Wauconda Municipal Code requires a dwelling inspection prior to the sale of any residential home, or change of rental occupancy. During the 2009/2010 year, 162 residential real estate transfer and 74 rental transfer permits were issued, and inspections performed. During inspection, a variety of items on the property are checked for compliance. Some of the items included are:

- garages and sheds in good condition
- decks/patios/porches in good condition with handrails properly installed
- driveways/sidewalks/stairs free of hazards
- windows and doors in good, operable condition
- smoke and carbon monoxide detectors installed and working properly
- electrical and plumbing elements in good condition.

### **Permitting Process Update**

After the Department reorganization, the permitting process for several types of projects were consolidated. The Building and Zoning and Public Works Departments began collaborating on permitting so that the process is handled in 'one stop' for the resident or contractor. This new process has improved customer service and communication between Departments.

### **Permitting Software Upgrade**

In the past, building permit data was entered into the old Village computer mainframe. During this period, Building Department personnel prepared to transition building permit filings to the Springbrook software, which currently houses all the financial data for the Village. This upgrade will be completed next year and will streamline accounting and auditing for Building Department functions within the Village.

### **Creation of New Flyers and Forms**

An updated building permit informational brochure was created for general disbursement, web posting, and distribution at public events. New worksheets were developed for calculating new construction building permit fees, public works utility fees, and impact fees. The new forms eliminate errors in addition and reduce the possibility of omissions as well as clarify charges and show calculations in greater detail. Real estate transfer inspection forms were updated. The new redesigned forms are easier for both inspector and owner to utilize. The Village "Summary of Fees" document was reformatted and updated with revised fees and additional listings. A "Sign Permit Application & Notice" and flyers for several specific project types were created to include the latest information regarding permitting and notification. Research was conducted and a packet created to have available to present to property owners inquiring about future

annexation into the Village. This packet includes maps, existing zoning areas, assessment, unincorporated tax rates, and the estimated change in property tax if annexed.

### **New Procedures for Electrical and Plumbing Inspections**

The electrical and plumbing inspection process at our largest residential development, Liberty Lakes, was reviewed and a new procedure put in place. Each new home requires three inspections (underground, rough and final). Past procedure utilized our building inspectors for all final inspections. Going forward, all final inspections will be performed by our contracted licensed electrician and plumber. The developer was informed of the new procedure and had no objection to the added fees that will be passed on to each new permitted lot.

### **2009 International Energy Code**

The State of Illinois adopted the 2009 International Energy Code for use by municipalities. The 2009 Energy Code can be amended if the municipality had adopted the 2006 Energy Code prior to May 15<sup>th</sup> 2009 as the Village did.

### **Escrow Accounts**

The Building Department assumed responsibilities for maintaining escrow accounts for the Village. Tasks include creating accounts, monitoring, requesting additional funding, and authorizing timely bill payment.

### **Building and Zoning Department Activity**

Department staff members were also involved in:

- Rezoning requests for several properties
- ‘Change of use’ issues for existing commercial properties
- Inquiries about potential opening of special businesses (ie: a gun range facility, dog shelter, metal recycling center, youth sporting facility, etc.)
- Working with several properties to clear debris on their grounds and secure abandoned buildings
- Working with other Departments to share responsibility and duties for addressing code violations

### **Zoning Division Activities**

Rolf C. Campbell and Associates (RCCA) staff works with Building Department and other Village staff on various zoning issues within the Village. During this year, staff worked on inquiries including:

- Wauconda Care Center, easement and property ownership issues
- Legion Court, easement and zoning issues
- Homer Tree Service, annexation and rezoning
- Lake Napa Suwe, final plat
- 421 and 461 Liberty Street, change of use requests

**Planning Division Activities**

RCCA staff met with Village staff to review and discuss population and employment projections for the Village in the year 2040. This information, as well as projections for the year 2030 was required to be submitted for the IDNR Lake Michigan water pre-hearings. Planning reviews were also conducted for a Lake County proposed intersection improvement.

**Public Outreach - Wauconda Chamber EXPO**

In February, the Building and Zoning Department participated in the annual Wauconda Area Chamber of Commerce Business Expo. Attendance for the two day event was over 1,900 – allowing staff to answer resident questions about Department activities and upcoming projects.