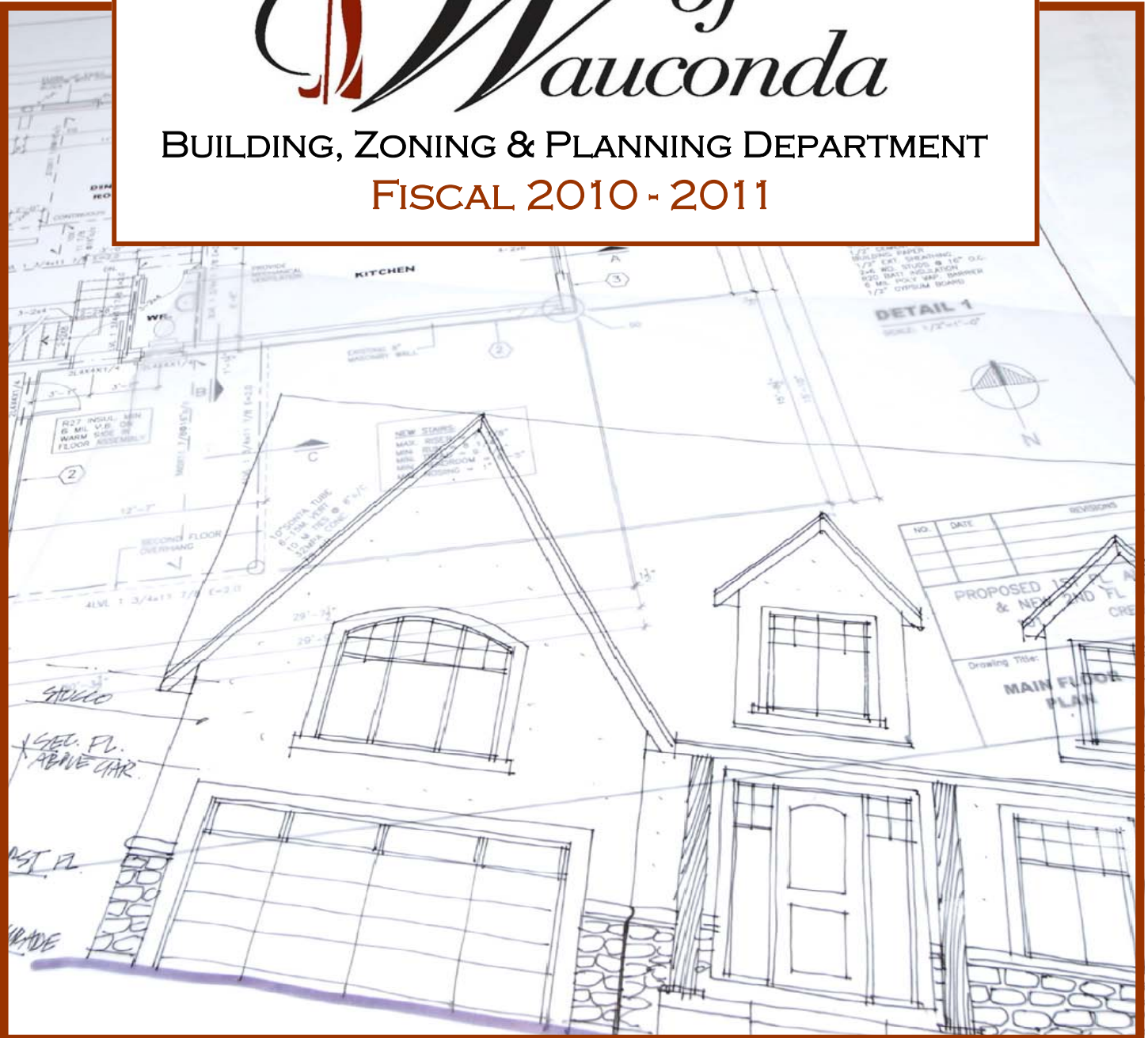




## ANNUAL REPORT

# Village of Sauconda

BUILDING, ZONING & PLANNING DEPARTMENT  
FISCAL 2010 - 2011



# BUILDING, ZONING & PLANNING STAFF ORGANIZATION 2010 - 2011



*Joseph Schwarz  
Building Commissioner &  
Fire District Division Chief*



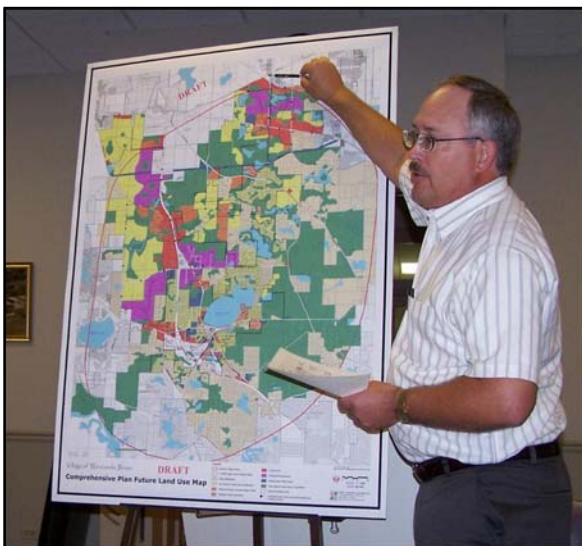
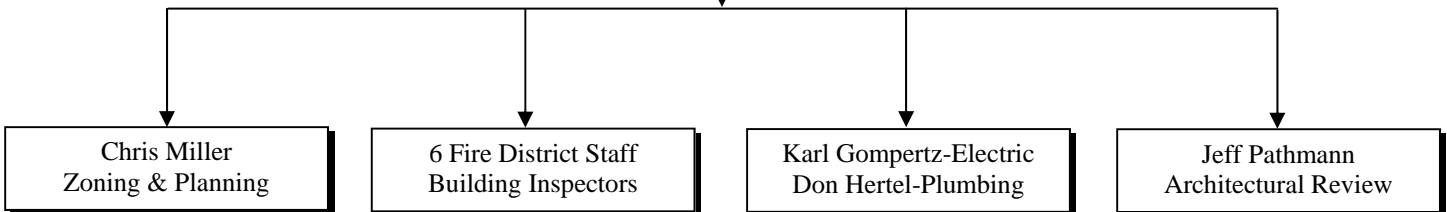
*David Geary  
Director of Public Works, Building, Zoning & Planning*



*Deb Ogorzaly  
Ec. Development Coordinator &  
Permit & Escrow Administrator*

Joseph Schwarz  
Building Commissioner

Debra Ogorzaly  
Permits & Escrow



*Chris Miller, Zoning Administrative Consultant*



*Inspector Scott Gashler*



*Jeff Pathmann, Architect*

## OVERVIEW OF THE BUILDING , ZONING & PLANNING DEPARTMENT

The Village's Building , Zoning and Planning 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, and the Residential Dwelling Inspection program.

New developments, annexations, and property rezoning to encourage economic development is guided and coordinated by the department with the participation of the Public Works Department, legal guidance from Rudy Magna and engineering input from Robert Devery.



*Rudy Magna  
Village Attorney*

## ORGANIZATION

Since October of 2009 the Building, Zoning and Planning Department, has been under the guidance of Public Works Director David Geary. The staff is comprised of one full time permit and escrow coordinator, Deb Ogorzaly, who works in conjunction with contracted Wauconda Fire District personnel, licensed architect, plumbing, and electrical contractors, and a zoning consultant. This new organization has been highly effective and efficient.

The day to day operations are under the direction of Building Commissioner Joseph Schwarz who is also Fire District Division Chief. Joe takes the lead with all department inquires, reviews submitted permit requests, performs site visits when needed, and forwards structural projects for review to our architect consultant, Jeff Pathmann. All review fees are added to the permit.

Six Fire District personnel with prior construction backgrounds serve as building inspectors on a daily rotation basis. They perform all progress and final construction inspections plus the residential dwelling inspections. Any project that includes plumbing or electric is inspected by a licensed contractor. The current plumbing inspector is Don Hertel and the electrical inspector is Karl Gompertz. Fees for their inspections are collected on the permit and placed into an escrow account. They are paid from the escrow account when the inspection is completed. An administrative fee is included in the permit fee. This process places no financial burden for staffing on the department.

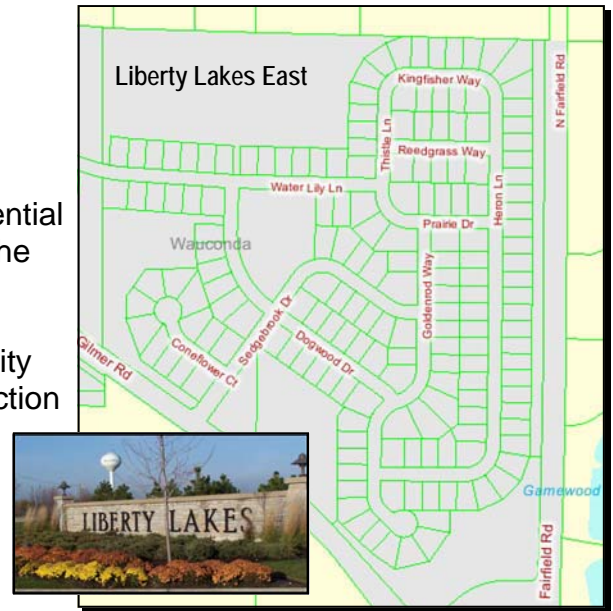
Zoning Administrative Consultant, Chris Miller, is contracted part time through Rolf Campbell & Associates. He reviews site plans, confirms zoning compliance for building projects and new business locations, and reviews and approves all sign permits. In addition, Chris consults with developers and guides them through the annexation and zoning process when needed. He is responsible for processing applications with the Village Plan Commission and provides valuable planning and compliance input to assist them in their decision making.



*Joe and Chris worked with the owners of Lake County Water Sports*

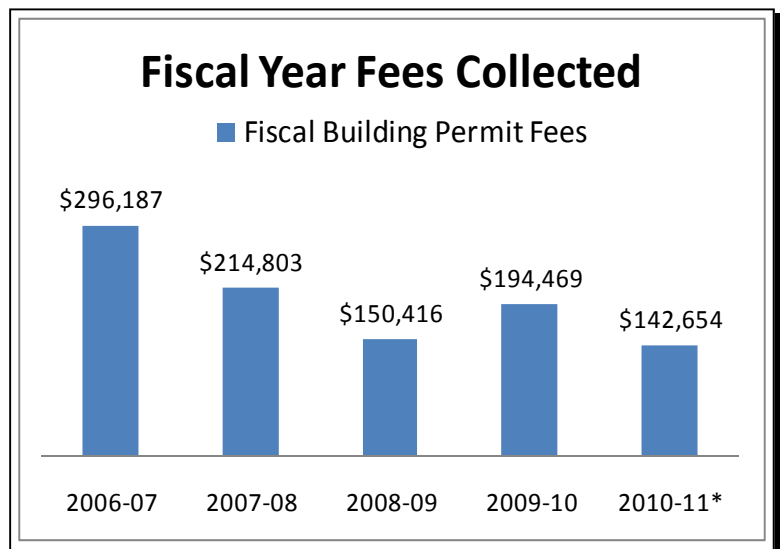
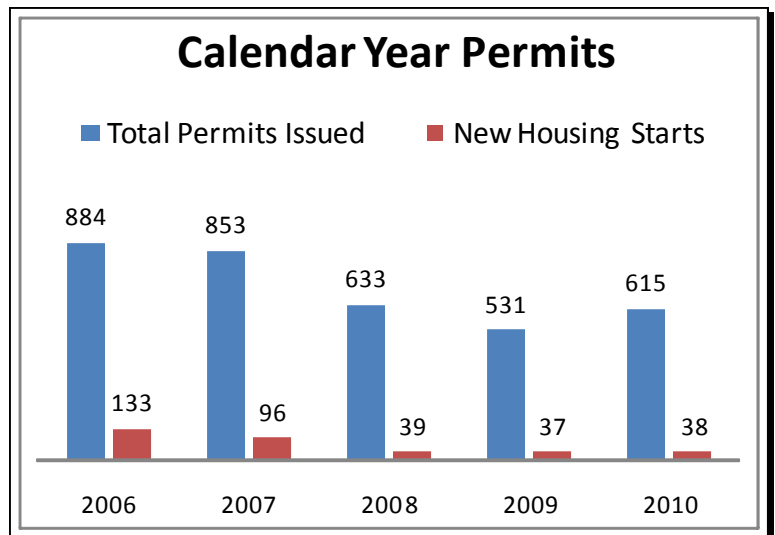
## PERMITS & INSPECTIONS

Despite the lagging economy, the number of Village residential and commercial building projects increased by 16% over the preceding calendar year. Home improvement projects including interior alterations, decks, patios, roofing, siding, windows, fences, and basement build-outs were the majority of residential permits with new single family home construction maintaining a 3-year average of 37. The majority of the housing starts were in Liberty Lakes East. There are approximately 74 open lots remaining in this active residential development of 174 parcels.



Several thriving businesses spent considerable dollars to expand or upgrade their existing Wauconda facilities. During the last quarter of the fiscal year the Douglas Glenn project moved forward with their senior housing project, and Synergy Flavors initiated large expansion plans that included the purchase of an exiting building in the industrial park and a proposed new adjoining facility on the Denmark property.

Calendar Year 2010 Statistics	
Building Permit Fees	\$135,083
New Permits Issued	615
New Housing Starts	38
Building Inspections	1,310
Plumbing Inspections	192
Electric Inspections	270
Real Estate Sale Transfers	144
Real Estate Rental Transfers	122
Real Estate Inspections	401



\* year to date 4/27/2011

Over 1300 inspections were performed on existing commercial and residential projects. A wide range of inspections require diverse knowledge on the part of our inspectors. From post hole inspections prior to fence installation, to base inspections for patios and driveways, to insulation and rough framing inspections for new construction, the department ensures building code requirements are met on all size projects. In addition to the new permit inspections performed in 2010, the inspectors completed over 250 inspections of open permits that were not completed when the department was reformatted in October of 2009.

Plumbing and electrical inspections performed by our licensed contractors generated \$20,050 in administration fees in Fiscal year 2011 and \$17,400 in fiscal year 2010.

### INSPECTOR TRAINING PROGRAM

Commissioner Schwarz completed his Multi-Discipline Residential Inspector Certification education with B&F Technical Code Services along with inspector Buschick who continued the Single-Discipline course. An ongoing Inspector Training program was initiated by Joe with the creation of a monthly “Clip Board Review” of pertinent topics. The department also maintains a library of the current code books we observe for reference and education.

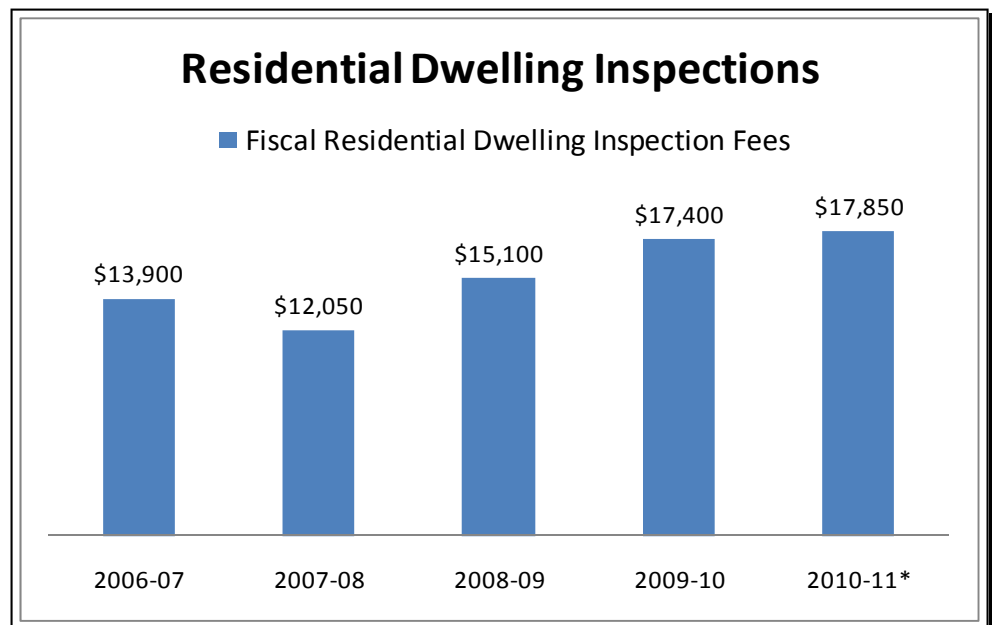


### RESIDENTIAL DWELLING INSPECTIONS

The Village requires a residential dwelling inspections prior to any sale or rental transfer. The extensive inspection check list ensures Property Maintenance Code and safety requirements such as carbon monoxide and smoke detectors are met. Adherence to property maintenance code helps to maintain our neighbourhood property values. Program compliance was increased by the inter-department cooperation of Public Works who require the submittal of the issued Certificate of Compliance from new residents and tenants when they open their sewer and water bill account. Revenues from the \$75 inspection fee remain strong. Inspection fees shown below are not included in the stated permit fees.



*Hard-wired Smoke Detector*



## ESCROW ACCOUNTS

The procedures for escrow accounts were revised and streamlined. A full accounting of existing escrows were reviewed by Debra Ogorzaly and David Geary for accuracy and dormancy or activity. After review, 18 zero balance accounts were closed and 17 dormant accounts with balances were refunded. This process reduced Village liability and reconciled all existing open accounts. Debra works in collaboration with Zoning Administrator Chris Miller to set up opening balances for new accounts and to maintain an appropriate balance until the conclusion of the project.

## BUILDING COMMISSIONER

The following are a sampling of meetings, reviews and inspections conducted by Commissioner Joe Schwarz this fiscal period:

- Construction meetings with Pathmann for Slyce
- IDOT permit & site review for Dairy Queen
- Homer Tree Annexation reviews and site visits
- Signage for Lake County Water Sports
- Small Town Brewery plan review
- Legion Court annexation and ordinance review
- State Farm rezoning and construction review
- Relationship Center plan review
- Code Enforcement Review
- Sign Ordinance review
- SMC update meetings
- Pier Ordinance review
- Business Registration analysis
- Review amendments to Building Code
- Review proposed plans for former Tom's Tap
- Douglas Glenn development review & meetings
- Lakeview Villa HOA, Lakepoint HOA & Maimans HOA Shoreline Restorations



## PERMIT & ESCROW ADMINISTRATOR

The following are miscellaneous items completed by Debra Ogorzaly this fiscal period:

- Compiled list of Wauconda businesses from multiple sources. Used to populate the Shop Wauconda segment of the Village website
- Prepared detailed written procedures for processing permits and inspections
- Created Inspector Training "Clip Board Reviews"
- Created and posted to the Village website informational brochures and flyers
- Joined Association of Building Coordinators and attended bi-monthly meetings
- Prepared Home Owners Association contact list plus permit requirements for each
- Reorganized archive room and logged data into computer for easy reference.
- Initiated meeting with Lake County GIS Department to correct 764 property identification numbers with invalid addresses.
- Created new applications for fee and no-fee sign permits after new ordinance was adopted.
- Prepared literature, display boards, and created banner for Village Expo booth.
- Prepared mailing from the Mayor to businesses & contacts requesting fireworks donations
- Organized and managed the first annual Fireworks Fund Golf Outing held May 2010. Organized 2011 outing and emailed invitation to the second annual golf outing on May 25, 2011
- Photo inventoried and identified Main Street building façades
- Formatted Emerald Ash Borer brochure



## ZONING AND PLANNING



Chris Miller from Rolf C. Campbell & Associates (RCCA), provided Village Staff with zoning administrative assistance including numerous phone calls, emails and assistance answering Village residents, property owners and business owner requests on matters of zoning, sign ordinance, zoning procedures, development review procedure, subdivision procedures, land use planning, annexation procedure. Chris also met with a number of potential new businesses and potential expansion of existing businesses to review zoning requirements for locating a business in the Village and to offer support where possible. Chris met a range of potential interests that may consider annexation

to the Village and offered support where possible. Chris served as Village liaison at public meetings conducted by IDOT and LCDOT for long range highway programs for roadways within the Village and within the Village Planning Area. Chris attended Village Board Meetings as needed to present recommendations approved by the Plan Commission and to review zoning and planning matters referred by the Village Board to the Plan Commission.

## STRATEGIC PLANNING GOALS

Chris Miller assisted in completing and/or the development of the following Strategic Planning Goals & Tasks:

- Conducted a Workshop with Village Trustees to Review the Village Comprehensive Plan adopted in 2007
- Assisted with development of a Downtown/Main Street Building Façade Inventory
- Assisted in establishing a Bicycle Technical Committee
- Assisted the Bicycle Technical Committee with development of a Bicycle Plan and Map identifying Potential Bicycle Routes within and outside the Village and within 1.5 miles of the Village Limits
- Prepared draft amendments to the Village Comprehensive Plan for adoption of the Bicycle Plan recommended by the Bicycle Technical Committee
- Prepared potential Gateway Sign plan with cost estimates for potential signs along Route 176 and Rt. 12
- Developed a list and priorities of Zoning Ordinance which may need updating and may provide better clarity, ease of use and general update of standards to aid in attracting business and development to the Village
- Prepared Zoning Administrative Procedures for zoning applications including flow charts for Zoning Applications and the Development Review Process
- Conducted preliminary review of a South Route 12 Sub-area for possible adoption and inclusion into the Village Comprehensive Plan
- Assisted with preparation of a Draft Annexation Policy to serve as a tool for use by the Administration in determining areas of possible annexations including developing maps and identification of potential properties for possible annexation.



## PLAN COMMISSION/ZONING BOARD OF APPEALS (PC/ZBA)



Chris Miller provided Zoning Administrative assistance to the Village Plan Commission and Zoning Board of Appeals. In FY10-11 seven (7) public meetings were scheduled before the PC/ZBA. Three of the meetings included four Public Hearings with public notice published in the local newspaper and coordination to post property when required. One hearing consisted of a continued public hearing from FY09-10 for a proposed Dance Hall Conditional Use Permit. The second public hearing included Zoning Text Amendments, Rezoning and a Conditional Use Permit for the Douglas Glen Senior Development. The third public hearing included zoning text amendments related to adoption of a Wind Energy System Ordinance and a Solar Energy System Ordinance; and, the fourth public hearing was to consider an Amendment to the Village Comprehensive Plan to adopt a Bicycle Plan and Bicycle Plan Map for the Village. Chris also assisted the PC/ZBA in the preparation of draft Findings of Fact and coordinated with the Village Attorney. These additional meetings held by the PC/ZBA included approval of Findings of Fact related to the referenced public hearings and/or PC/ZBA workshops for the text amendments and Comprehensive Plan Amendments.

**PLANNING AND ZONING SPECIAL PROJECTS**

Chris Miller, RCCA, provided special assistance to the Village for the following:

- Review of 3-Alternative Design Concepts proposed for the Fairfield Road & Route 176 Interchange
- Planning review of the Illinois Department of Transportation (IDOT) Strategic Regional Arterial (SRA) Study for Route 176 west of Route 12
- Planning review for IDOT's Phase I Study of a proposed traffic signal for Brown Street at Rte 176
- Preparation of a draft Wind and Solar Energy System Ordinance for public review and adoption into the Village Zoning Ordinance
- Review of U.S. Census Map and reconcile map to current Village limits and conditions
- Review and draft Amendments to the Sign Ordinance
- Assisted with researching and beginning the process of assigning property addresses within the Village where either no address or a County address exists
- Coordinated the annual update to the Official Village Zoning Map
- Assisted in the process of reviewing the Zoning Permitted Use Tables to address current conditions and expand the uses to attract additional business.



**Plan Commission & Zoning Board of Appeals**



*Steve Madsen, President*



*Ernest Kosty*



*David Jakubek*



*Matthew Kurland*



*Rob Fosness*



*Frank Lahrman*



*Dave Wanshek*

*The Plan Commission is appointed by the Mayor with the advice and consent of the Board of Trustees.*