

Brad Criner

Administrator

Bond County Building & Zoning Department

4.2.21

March Report

Processed nine permits, three complaints and eleven miscellaneous inquiries. Conducted seven field inspections at various locations throughout the county. Revenues totaled \$2,771 for March, \$3,441 year to date. Expenses were \$194.68 that included postage for certified letters, office supplies & code compliance reference material. A complete break-down is located in table 1 on page 3 of this report.

The majority of time was spent in the office organizing, reviewing ordinance material, fielding applicant questions and processing permits. Field inspections included a house on Governor Bond Lake, two complaint investigations, a roof mounted solar installation final inspection, beauty shop final inspection & modular home footing inspection. Worked with Meg on some minor changes to the web-page.

Processed a variance request for the zoning board to review, posted in the paper and sent certified letters to all contingent landowners. The zoning board will be meeting on April 13 at 7 p.m. Agenda will be posted at the courthouse on Friday, April 9 in accordance with the zoning ordinance. At present, the board

will be reviewing one variance, two general inquiries and three complaints. Agenda will be updated with new business items through 4.8.21.

Started reviewing the permit and zoning process. At present, all documentation is being input manually on multiple paper forms and stored in filing cabinets. Began the process of recreating reports on word docs, automating data entry onto electronic forms and created an Excel tracking sheet for permits and complaints. Beginning with the month of March, files are being kept both electronically and in paper form.

Spoke with three development software companies; Dude Solutions, IWORQ & Cloud Permit. All three offer similar on-line subscription services that include a core database (populated by ESRI which is the same software used by the assessor's office), on-line portal with admin and customer access plus a mobile ap for field inspections and remote access to information. This type of software would allow Bond County to have on-line zoning software (creation, searchable and easily updated), e-applications, permit tracking and will be integrated into the GIS mapping software currently used by the county. Estimating a preliminary budget of \$15k-\$20k for set-up (one vendor is claiming no set-up charges) with a yearly subscription cost between \$7k-\$15k (appears this will be based on the number of permits processed/year~ 50-100). All three vendors are scheduled to demo their products via zoom on May 4,5 & 6, respectively. Anyone, including zoning board members, wishing to attend these

presentations are welcome. Complete proposals and budget will be assembled for your review and consideration.

Table 1

Permits	Dwelling	Addition	Repair	Modular home	Detached bldg	Sola	Towe	Total
March	1	3	1	1	2	1		9
YTD	1	3	2	2	3	1		12
Complaints	Abandon property	Easement dispute	Noise					Total
March	1	1	1					3
YTD								-
Misc.	Ap request	Compliance Inquiries	Final zoning Compliance	Field Inspections				Total
March	7	3	2	7				19
YTD								-
Fees	Variance	Special Use	Building	Zoning				Total
March	\$ 250	\$ 100	\$ 1,821	\$ 600				\$ 2,771
YTD	\$ 250	\$ 100	\$ 2,341	\$ 750				\$ 3,441
Expenses	Office supplies	Postage	Reference Material				Total	
March	\$ 118.36	\$ 35.00	\$ 41.32				\$ 194.68	
YTD								
Hours	Date Range	Office hours	Field hours				Total Hours	
March	3.8-31.21	90.5	8				98.5	
YTD								