

Brad Criner

Administrator

Bond County Building & Zoning Department

4.14.21

April Mid-Month Report

Month to date, processed eight applications, one complaint and ten miscellaneous inquiries. Issued four building permits, conducted four field inspections at various locations throughout the county. Month to date revenues totaled \$13,219; \$16,795 year to date. Expenses were \$118.36 for printer ink. A complete break-down is located in table 1 on page 4 of this report.

Sent the State's Attorney a copy of the newly created electronic Corrective Action Order for review and direction. We plan to complete a formal review of the complaint process including investigation, action orders, condemnation of property and penalties for non-compliance. We had three complaints for review at the zoning board meeting held Tuesday, 4.13.21 at the courthouse. Two of the complaints were dismissed as civil matters and the third tabled with the board requesting additional information regarding the deeds for the property, response from the owner and review by the State's Attorney.

The zoning board also took up a variance request by Robert Sifford to build a garage that is less than the minimum set-back required from side lot line. The board tabled the request and asked for clarification concerning the subdivision covenants allowing external buildings. Several inquiries were discussed and direction provided with respect to the ordinance statutes. The meeting ran from 7:00pm-9:00pm and was attended by Carol Lingley, Emily Hartman, Jim Tarasuik, Ron Jarrett and myself. Six citizens also attended and were sworn in at the opening of the meeting.

All building & zoning application forms, letters and notices have been converted to electronic word documents. Working with Emily Hartmann to convert these docs into fillable pdf files. Have requested IT to install Adobe acrobat pro on the office laptop to allow us to manipulate these files. Scott Wight has recommended purchasing this program as a one-time fee of \$450.00 which he states will save the county money vs purchasing a monthly subscription. Scott has requested approval and budget number to complete this transaction.

Scott has also reviewed and made recommendations for updated office equipment. The total budget request is \$4,335.49 and includes the above referenced Adobe Pro program. Laptop and support equipment detail budget is broken down below.

Budget	Description
\$2,150.00	Dell Latitude 5420 Rugged laptop with AT&T WWAN & Outdoor Screen (& built in GPS supported in ThinkGIS)
\$ 420.00	2 x \$210 Dell Dock WD19 (2 = Home and Office)
\$ 250.00	Microsoft Office Standard
\$ 30.00	Wireless keyboard and mouse
\$ 300.00	2 x \$160 24" Monitor
\$ 567.00	stand up computer center
\$ 138.50	monitor mounting arm for above
\$ 29.99	phone ap that show GIS locations/ property lines
\$ 450.00	Adobe Pro DC
<u>\$4,335.49</u>	

Continue to research and hold discussions regarding the permit and zoning process. All inquiries, applications and complaints are now being stored electronically with paper copy back-up. The county does not currently have an approved county zoning map with established districts. There are various large, over-lay plats in the office labeled ‘Zone District Map, Prepared by Southwestern Illinois Planning Commission, Original Data 1991’. Have requested meeting with the county Assessor and State’s Attorney to review these documents.

Working 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 district zoning software (creation, searchable and easily updated), updated district zoning map, 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 & county board members, IT & the State's Attorney 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	Solar	Tower	Special Use	Total
March	1	3	1	1	2	1	9		18
April	1	2					1		4
YTD	2	5	1	1	2	1	10	-	22
Complaints	Abandon property	Easement dispute	Noise						Total
March	1	1							2
April			1						1
YTD	1	1	1	-	-	-	-	-	3
Misc.	Ap request	Special Use	Intial Zone Compliance	Final zoning	Field Inspectio				Total
March	7		3	2	7				19
April	2	2	5	1	4				14
YTD	9	2	8	3	11	-	-	-	33
Fees	Variance	Special Use	Building	Zoning					Total
March	\$ 250	\$ 100	\$ 1,821	\$ 600					\$ 2,771
April		\$ 425	\$ 12,419	\$ 375					\$ 13,219
YTD	\$ 250	\$ 525	\$ 14,240	\$ 975	\$ -	\$ -	\$ -	\$ -	\$ 15,990
Expenses	Office supplies	Postage	Reference Material						Total
March		\$ 35.00	\$ 41.32						\$ 76.32
April	\$ 118.36								\$ 118.36
YTD	\$ 118.36	\$ 35.00	\$ 41.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194.68
Hours	Date Range	Office hours	Field hours						Total Hours
March	3.8-31.21	91	8						99
April	4.1-4.14	59	6						65
YTD	28	150	14	-	-	-	-	-	163