

Brad Criner

Administrator

Bond County Building & Zoning Department

4.28.21

April Month End Report

Month to date, processed eight applications, one complaint and 25 miscellaneous inquiries. Issued eight building permits, conducted nine field inspections at various locations throughout the county. Month to date revenues totaled \$13,597; \$16,368 year to date. Expenses were \$267.40 for printer ink, advertising & mailings. A complete break-down is located in table 1 on page 3 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.

The board approved, at the mid-month meeting, for updated computer software and equipment. Scott Wight has purchased the Adobe Pro program for \$450 and installed on our office laptop. Meg is working on the balance of requested equipment.

Held a conference call with Jamie Staser, Clinton County Zoning Administrator. Clinton County is in the process of updating their residential zoning requirements for existing A-1 districts. CCZA uses GIS w/ ArcNet to update their zoning map. This is the same program used by Bond County Assessor's office. This may be a solution to making amendments to the county zoning map once we have one. Reached out to Georgia concerning this matter. At present, they do not have any additional seats; she is researching the cost of adding another seat.

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 app 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	1	2			9
April	1	2			2		1	2	8
YTD	2	5	1	1	3	2	1	2	17
Complaints	Abandon property	Easement dispute	Noise						Total
March	1	1							2
April			1						1
YTD	1	1	1	-	-	-	-	-	3
Misc.	Ap request	Intial Zone Compliance	Final zoning Compliance	Field Inspections					Total
March	7	3	2	7					19
April	8	7	1	9					25
YTD	15	10	3	16	-	-	-	-	44
Fees	Variance	Special Use	Building	Zoning					Total
March	\$ 250	\$ 100	\$ 1,821	\$ 600					\$ 2,771
April		\$ 425	\$ 12,647	\$ 525					\$ 13,597
YTD	\$ 250	\$ 525	\$ 14,468	\$ 1,125	\$ -	\$ -	\$ -	\$ -	\$ 16,368
Expenses	Office supplies	Postage	Advertising	Reference Material					Total
March		\$ 35.00	\$ 70.00	\$ 41.32					\$ 146.32
April	\$ 141.40	\$ 56.00	\$ 70.00						\$ 267.40
YTD	\$ 141.40	\$ 91.00	\$ 140.00	\$ 41.32	\$ -	\$ -	\$ -	\$ -	\$ 413.72
Hours	Date Range	Office hours	Field hours						Total Hours
March	3.8-31.21	91	8						99
April	4.1-30.21	107	9						116
YTD		28	198	17	-	-	-	-	214