



## MEMORANDUM

**DATE:** April 14, 2016  
**TO:** President Cauley and the Village Board of Trustees  
**CC:** Kathleen A. Gargano, Village Manager  
**FROM:** Robert McGinnis, Community Development Director/Building Commissioner  
**RE:** **Community Development Department Monthly Report- March 2016**

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In the month of March the department issued 81 permits, including 2 new single family homes and 3 demolition permits. The department conducted 381 inspections and revenue for the month came in at just under \$203,000.

There are approximately 112 applications in house, including 23 single family homes and 19 commercial alterations. There are 35 permits ready to issue at this time, plan review turnaround is running approximately 3-4 weeks, and lead times for inspection requests are running approximately 1-2 days.

The Engineering Division has continued to work with the department in order to complete site inspections, monitor current engineering projects, support efforts to obtain additional state and federal funding, and respond to drainage complaint calls. In total, 79 engineering inspections were performed for the month of March by the division. This does not include any inspection of road program work and is primarily tied to building construction and drainage complaints.

We currently have 30 vacant properties on our registry list. The department continues to pursue owners of vacant and blighted properties to either demolish them and restore the lots or come into compliance with the property maintenance code.

**COMMUNITY DEVELOPMENT MONTHLY REPORT March 2016**

| <b>PERMITS</b>                  | <b>THIS MONTH</b> | <b>THIS MONTH LAST YEAR</b> | <b>FEES</b>          | <b>FY TO DATE</b>     | <b>TOTAL LAST FY TO DATE</b> |
|---------------------------------|-------------------|-----------------------------|----------------------|-----------------------|------------------------------|
| New Single Family Homes         | 2                 | 3                           |                      |                       |                              |
| New Multi Family Homes          | 0                 | 0                           |                      |                       |                              |
| Residential Addns./Alts.        | 20                | 15                          |                      |                       |                              |
| Commercial New                  | 0                 | 0                           |                      |                       |                              |
| Commercial Addns./Alts.         | 4                 | 3                           |                      |                       |                              |
| Miscellaneous                   | 29                | 14                          |                      |                       |                              |
| Demolitions                     | 3                 | 3                           |                      |                       |                              |
| <b>Total Building Permits</b>   | <b>58</b>         | <b>38</b>                   | <b>\$ 170,069.00</b> | <b>\$1,619,523.00</b> | <b>\$ 1,657,099.00</b>       |
| <b>Total Electrical Permits</b> | <b>11</b>         | <b>22</b>                   | <b>\$ 12,021.00</b>  | <b>\$ 148,066.00</b>  | <b>\$ 151,253.00</b>         |
| <b>Total Plumbing Permits</b>   | <b>12</b>         | <b>16</b>                   | <b>\$ 20,688.00</b>  | <b>\$ 249,675.00</b>  | <b>\$ 253,413.00</b>         |
| <b>TOTALS</b>                   | <b>81</b>         | <b>76</b>                   | <b>\$ 202,778.00</b> | <b>\$2,017,264.00</b> | <b>\$ 2,061,765.00</b>       |

|                          |           |  |              |  |  |
|--------------------------|-----------|--|--------------|--|--|
| <b>Citations</b>         |           |  | <b>\$500</b> |  |  |
| <b>Vacant Properties</b> | <b>30</b> |  |              |  |  |

| <b>INSPECTIONS</b>         | <b>THIS MONTH</b> | <b>THIS MONTH LAST YEAR</b> |  |  |  |
|----------------------------|-------------------|-----------------------------|--|--|--|
| Bldg, Elec, HVAC           | 220               | 176                         |  |  |  |
| Plumbing                   | 56                | 41                          |  |  |  |
| Property Maint./Site Mgmt. | 26                | 56                          |  |  |  |
| Engineering                | 79                | 22                          |  |  |  |
| <b>TOTALS</b>              | <b>381</b>        | <b>295</b>                  |  |  |  |

**REMARKS:**