

Memo

To: R. McGinnis, Building Commissioner
From: T. Ryan, Deputy Building Commissioner
Date: October 15, 2007
Re: Saturday, October 13, 2007 Plan Review Process presentation minutes

The following people attended the presentation:

Robb McGinnis – Building Commissioner, Village of Hinsdale
Tim Ryan – Deputy Building Commissioner, Village of Hinsdale
Tim Bleuher – Community Development Director, Village of Hinsdale
Dave Cook – Village Administrator, Village of Hinsdale
Mike Woerner – Village President, Village of Hinsdale
Jean Follett – Village Trustee, Village of Hinsdale
Vic Orler – Village Trustee, Village of Hinsdale
Bob Schultz – Village Trustee, Village of Hinsdale
Pierce McCabe – Village resident
Patrick Tracy – General Contractor for 341 S. Elm Street
Joe Byczek – General Contractor, Casey Rooney Development
Richard Olsen – Architect
Dan Bryan – Architect
Linda Ritter – General Contractor, Tiburon Homes

The presentation started at 8:15 with a welcome message stated by Tim Bleuher. Robb McGinnis followed with the introduction of Village Staff present and provided a power point presentation describing the permit process, starting with the necessary paperwork that would constitute a complete application through the various reviews; zoning, building and engineering, and concluding with permit issuance if there were no comments or, if comments were present, the applicant receiving a deficiency letter identifying those areas that need correction. The remainder of the power point presentation contained statistical data comparing the Village of Hinsdale with 11 other communities in regards to permits issued per year, inspections performed per year, lead time for plan review, etc...

At the completion of the power point presentation Robb opened the floor for comments from the audience. Rich Olsen stated that recently there were items requested from his office regarding a single-family residence plan review that were never requested before. Robb stated that TPI, our third party plan reviewer, had recently hired two additional plan reviewers and those items were asked for as a direct result of the new employees. We have received the same concern from other permit applicants and are directing TPI that we do not require some of the new information they were requesting.

Linda Ritter expressed the same concern that Rich did and stated that additional review comments not originally identified on the initial comment letter were also being added by staff

and TPI. Robb stated that he would be in contact with TPI about this matter. He also stated that at times corrections to the initial review could generate new comments specific to the changes.

Dan Bryan stated that in the past, previous staff members would allow items to be red-lined at the counter and receive their permit, under the current staff said drawings could still be red-lined at the counter but would be placed in date order of the resubmittal for staff to review. Dan had no problem with staff reviewing the redlined items, but requested that the review could be looked at sooner. All general contractors and architects present expressed their frustration with waiting for the review to work through the date process. Said general contractors and architects stated that it appeared that additional staff to expedite plan review was needed. Robb stated that he would revisit how resubmittals will be reviewed. Dan continued by stating would it be possible to create a more rapid review for proposed work that were less than \$50,000 construction value. Robb stated that he would consider it.

The remainder of the discussion was primarily directed toward the elected officials regarding the necessity of a zoning code rewrite, not to make it any less restrictive but to make it more user friendly so that hours are not spent trying to decipher the language. Those present also discussed architectural review and Floor Area Ratio.

The presentation adjourned at 9:40am.

This concludes the minutes for the Plan Review Presentation that was given on Saturday, October 13, 2007.

Timothy S. Ryan
Deputy Building Commissioner
Village of Hinsdale