



541 DeKalb Avenue
Sycamore, Illinois 60178
Main Phone: 815-895-4434

To: Michael Hall, City Manager
From: John Sauter, Director of Community Development
Date: September 26, 2022
RE: City Council 5-Year Plan Workshop – Community Development Department

Michael,

The Community Development Department recommends the following 5-year plan for consideration:

CURRENT PERSONNEL

Below is a brief summary of current Community Development Staff:

Community Development Director: Coordinates all functions of the Community Development Department, including the enforcement of all locally-adopted building and zoning codes, and acts as the City Zoning Officer and Plat Officer.

Electrical/Building Inspector: Performs technical construction and other inspection work, interprets and enforces structural, mechanical, electrical, and related codes and regulations and reviews permit submittals and issues permits.

Plumbing/Building Inspector: Performs technical construction and other inspection work, interprets and enforces structural, mechanical, plumbing, and related codes and regulations and reviews permit submittals and issues permits.

Administrative Assistant: Reviews building permit applications and documents for completeness, processes various permits, schedules inspections, prepares departmental reports and correspondence and performs various clerical, secretarial and administrative support duties.

Part-Time Ordinance Officer: Performs property maintenance inspections in order to ensure compliance with all local codes and ordinances.

3-5 YEAR POTENTIAL PERSONNEL NEEDS

HVAC / Building Inspector: Presently, the Community Development Department is adequately staffed and there are no immediate staffing needs. However, the table below shows that the number of permits issued and plan reviews performed each year is trending upward. Should this trend continue, it may be necessary to hire a third building inspector to provide adequate service to our customers. When and if this time ever comes, an inspector with a heating, ventilation and air conditioning (HVAC) background would be preferred as it would provide experienced inspection personnel in all four of the building disciplines. (Plumbing, Electrical, HVAC & Structural)

YEAR	NUMBER OF PERMITS ISSUED	RESIDENTIAL, COMMERCIAL & INDUSTRIAL PLAN REVIEWS	*OTHER PLAN REVIEWS	VALUATION	MAJOR PROJECTS
2010	320	102	218	\$24,045,087	
2011	325	124	201	\$22,320,525	
2012	373	144	229	\$18,579,666	
2013	362	139	223	\$21,900,770	
2014	355	141	214	\$21,495,998	
2015	409	172	237	\$40,108,540	
2016	429	192	237	\$52,987,177	DeKalb Co. Courthouse Addition
2017	399	181	218	\$71,601,717	NWM Health & Wellness Center
2018	439	181	258	\$27,457,534	
2019	493	180	313	\$63,171,187	Meijer & WWTP Project
2020	536	158	378	\$46,452,983	NICOR Building
2021	533	173	360	\$29,007,551	
2022	404 / 526	134	392	\$30,128,324	122 permits issued for Lead Service Program
*Other includes residential and industrial remodels, fences, sheds, pools/spas, water and sewer repair/replacement					

To reiterate, this not an immediate personnel need and would be evaluated only when and if the needs arises.

Thank you for your consideration.

Regards,

John Sauter
 Director of Community Development
 City of Sycamore