

**VILLAGE OF PEOTONE**  
**BUILDING COMMITTEE MINUTES**  
**Minutes of March 25, 2024**

**CALL TO ORDER, ROLL CALL**

THE BUILDING COMMITTEE MEETING WAS CALLED TO ORDER AT 4:30 PM AT THE MUNICIPAL COMPLEX HALL, 208 E. MAIN STREET, PEOTONE, ILLINOIS, BY THE CHAIR, GARY HUDSON. IN ATTENDANCE WERE TRUSTEE HUDSON, TRUSTEE SANDBERG AND TRUSTEE STRBA. ALSO PRESENT WAS THE VILLAGE ADMINISTRATOR AND THE BUILDING & ZONING COORDINATOR

**MINUTES**

MOTION BY TRUSTEE STRBA, SECONDED BY TRUSTEE SANDBERG TO APPROVE THE BUILDING COMMITTEE MINUTES FROM DECEMBER 5, 2023. ALL VOTING YES; MOTION CARRIED.

**PUBLIC COMMENT**

NONE

**DISCUSS FILLING COMMUNITY DEVELOPMENT DEPARTMENT PART TIME PERMIT CLERK POSITION**

THE ADMINISTRATOR GAVE AN OVERVIEW OF THE DRAFT FOR THE PERMIT CLERK JOB DESCRIPTION AND ITS PURPOSE. THE POSITION GOES ALONG WITH THE TRAJECTORY IN THE COMMUNITY DEVELOPMENT DEPARTMENT AND IS IN THE APPROVED BUDGET. THERE IS THE OPPORTUNITY TO BRING IN SOMEONE WITH EXTENSIVE EXPERIENCE. SAFEBUILT PROVIDED MORE EXTENSIVE SERVICE AND WITH THE SWITCH TO B&F THE VILLAGE NOW HAS MORE FOLLOW UP AND CLERICAL WORK. HAVING THE POSITION FILLED WOULD PROVIDE MORE SUPPORT AND EFFICIENT SERVICES TO THE VILLAGE AND COMMUNITY. IT WOULD BE A STEP TOWARDS INTERNAL STRUCTURE AND NOT NEEDING OUTSIDE CONSULTANTS AS MUCH AND PROVIDE ENHANCED FOLLOW UP. AT THIS TIME, BASED ON THE SIZE OF THE TOWN AND AMOUNT OF ACTIVITY THE COMMITTEE FEELS CURRENT STAFFING SHOULD BE SUFFICIENT AND THAT TIME COULD BE ORGANIZED BETTER AND STREAMLINED TO ELIMINATE SOME PAPERWORK AND THAT THE COST IS NOT JUSTIFIED. THERE WAS DISCUSSION ABOUT SOFTWARE OPTIONS THAT COULD POTENTIALLY HELP THE DEPARTMENT AND ABOUT HIRING A PART TIME CODE ENFORCEMENT OFFICER TO ELEVATE SOME OF THE WORKLOAD.

**REVIEW DRAFT ARCHITECTURAL OVERLAY DISTRICT AND MAKE A RECOMMENDATION TO THE VILLAGE BOARD**

TRUSTEE HUDSON PRESENTED A DRAFT OF THE HISTORICAL OVERLAY DISTRICT. HE HAD DONE RESEARCH AND ALSO HAD A ZOOM MEETING WITH THE PLANNER. THE IDEA WOULD BE TO DEVELOP A PROGRAM THAT WOULD BE PART OF THE VILLAGE CODE. HIS FOCUS WAS TO KEEP PEOTONE, PEOTONE AND NOT MODEL AFTER ANOTHER TOWN OR VILLAGE. HE PRESENTED A CONCEPT AND DESIGN OF STANDARDS. IT WAS DISCUSSED THAT IT IS HARD TO COVER EVERY SITUATION BUT HAVING DESIGN STANDARDS, A CALCULATION WORKSHEET AND REVIEW PROCESS IN PLACE FOR AN OVERLAY DISTRICT WOULD BE HELPFUL, IT WOULD BE PART OF THE VILLAGE CODE, PUBLISHED BY AMERICAN LEGAL IN

VILLAGE ORDINANCE AND AVAILABLE ON THE VILLAGE WEBSITE. THE STREET BOUNDARIES PRESENTED WOULD BE CRAWFORD TO CORNING AND THIRD TO WEST. THERE WAS DISCUSSION ABOUT LIGHTING AND COLOR PALATTES. THE COMMITTEE AGREED THAT THE NEXT STEP WOULD BE TO PRESENT TO THE PLANNING & ZONING COMMISSION TO REVIEW AND APPROVE AND THEN PRESENT TO THE VILLAGE BOARD FOR FINAL APPROVAL.

**GENERAL DISCUSSION**

NONE

**ADJOURNMENT** MOTION BY TRUSTEE SANDBERG, SECONDED BY TRUSTEE STRBA TO ADJOURN THE BUILDING COMMITTEE MEETING AT 5:20 PM. ALL VOTING YES; MOTION CARRIED.