



City Council Regular Meeting Agenda Memo

Crest Hill, IL

Meeting Date:	May 5, 2025
Name:	Patrick Ainsworth, AICP, Community and Economic Development Director Don Seeman, Building Commissioner
Department:	Community Development Department
Topic:	Motion to Deny Request for Penalty Permit Fee Waiver Request for 20635 Renwick Road

Purpose of Memo

This memorandum has been prepared as there is a request submitted from SD BASE CORP II LLC to reduce the penalty permit fee tied to 20635 Renwick Road. Work was completed without first obtaining a building permit from the City of Crest Hill.

Background

On March 11, 2025, it was observed that a wall was installed without obtaining a permit. Specifically, the former opening between 20633 and 20635 Renwick Road was closed off with a wall (see attached photo). A letter from Community Development was sent out on March 11, 2025, noting a violation of Ordinance 15.05.020, Issuance of Building Permits.

On March 18, 2025, a permit application was submitted for this work with a scope of work. Total cost of construction was \$4,000.00 and a permit fee came to \$1,400.00 with the penalty fee applied. Without the penalty, this permit would have been \$350.00.

A timeline of events related to 20635 Renwick Road is provided below to provide more context:

- 3/11/25 Warning letter sent giving seven days to comply
- 3/17/25 Permit applied for the scope of work
- 3/18/25 Violation marked as "resolved" due to application form
- 3/20/25 Received scope of work
- 3/26/25 Permit scope of work approved
- 4/15/25 Contractor registered with the city
- 4/16/25 Permit approved and awaiting payment

At the April 28, 2025 City Council Workshop Session, the Crest Hill City Council discussed the matter at hand and took a verbal, non-binding vote to DENY the request to reduce the penalty permit fee associated with 20635 Renwick Road.

Staff Recommendation

Staff's recommendation is to deny the request to reduce the penalty fee.

Attachments:

Exhibit A: Photo of Work Done Without a Permit

Exhibit B: Letter Dated April 21, 2025 from Roger Chavez, Property Manager for SD BASE CORP II LLC

EXHIBIT A



The wall on the left was closed off with a building permit.

