

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 2.40.010 (REFERENCE; DUTIES GENERALLY), 2.40.020 (SALARY), 2.40.030 (OFFICE CREATED; APPOINTMENT), 2.40.040 (QUALIFICATIONS FOR APPOINTMENT), AND 2.40.050 (DUTIES) OF CHAPTER 2.40 (BUILDING COMMISSIONER; ZONING OFFICER) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE CITY OF CREST HILL CODE OF ORDINANCES

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens, and to amend those ordinances from time to time as it sees fit; and

WHEREAS, the City Council previously created the Office of Building Commissioner and Zoning Officer, with specific sections outlining the duties generally, salary, appointment process and qualifications and specific duties, all of which are codified in Chapter 2.40 of the City of Crest Hill Code of Ordinances; and

WHEREAS, on June 3, 2019, by passage of Ordinance 1811, the City Council created the office of Community Development Director; and

WHEREAS, the Building Commissioner; Zoning Officer position is currently reporting to and being supervised by the Director of Public Works; and

WHEREAS, it was the intent of the City Council when creating the Office of Economic Development Director that the Building Commissioner; Zoning Officer, as well as employees of the Building Department, including staff and the Building Inspectors, be supervised and report to the Economic Development Director; and

WHEREAS, the City Council now desires to amend certain sections of the Crest Hill Code of Ordinances to reflect that intent and to bring the Code in line with the City's current organizational structure and practice; and

WHEREAS, the City Council has determined to amend Chapter 2.40, specifically Sections 2.40.010 (Reference; Duties generally), 2.40.020 (Salary), 2.40.030 (Office Created; Appointment), 2.40.040 (Qualifications for Appointment), and 2.40.050 (Duties) of Chapter 2.40 to be consistent with the amendments to Sections 2.50.010 and 2.50.030 of Chapter 2.50 which are also being approved by separate Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY

OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The City Council hereby finds that all the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: Title 2 (Administration and Personnel), Chapter 2.4 (Building Commissioner; Zoning Officer) Sections 2.40.010 (Reference; Duties Generally), 2.40.020 (Salary), 2.40.030 (Office Created; Appointment), 2.40.040 (Qualifications for Appointment), and 2.40.050 (Duties) are hereby repealed in their entirety and replaced, as follows:

CHAPTER 2.40: BUILDING COMMISSIONER

Section

2.40.010 Duties Generally
2.40.020 Salary
2.40.030 Office Created; Appointment
2.40.040 Qualifications for Appointment
2.40.050 Duties

2.40.010 DUTIES GENERALLY.

The Building Commissioner shall have such duties as are provided by this code, including but not limited to, this chapter and Chapters 2.44, 2.48, and 2.80.

2.40.020 SALARY.

The salary for the Building Commissioner shall be as determined by the City Council.

2.40.030 OFFICE CREATED; APPOINTMENT.

There is created the Office of Building Commissioner. The Office of Building Commissioner shall be by the appointment of the Mayor with the majority consent of the City Council. The Building Commissioner shall report to and take direction from the Director of Community and Economic Development or his or her designee.

2.40.040 QUALIFICATIONS FOR APPOINTMENT.

To occupy the Office of Building Commissioner, the person appointed shall have at least ten years of experience in any one or more of the three following occupations:

- (A) Architectural or structural design in a recognized professional office;

- (B) Field superintendence of construction projects for one or more reputable contractors;
- (C) Field superintendence and inspection for a recognized professional architect or structural engineer.
- (D) In the alternative, the City Council may consider as qualified to hold the office of Building Commissioner a candidate who has had at least two years of experience as a Building Commissioner, Deputy Building Commissioner, or Interim Building Commissioner with any municipality within a space of ten years before his permanent appointment with the city.

2.40.050 DUTIES.

The Building Commissioner shall have the following duties:

- (A) Act in the official capacity as the “Building Official” and “Fire Code Official” under the building and fire related codes adopted by the city and oversee the interpretation, administration, and enforcement of those codes;
- (B) Counsel the public on all matters of building code requirements, building permit processes, code enforcement actions, and the like;
- (C) Supervise the review of all applications for building permits as to adequacy and compliance with all ordinances, and issue permits;
- (D) Have conducted building inspections of general architectural nature and supervise full and part-time Building Inspectors, Plumbing Inspectors, Electrical Inspectors, and the work of outside consultants and independent contractors the City contracts with to perform building plan reviews and provide building, electrical, and plumbing inspections;
- (E) Coordinate the review of commercial building permit applications with the overlapping Fire Protection Districts that serve the City;
- (F) Make up and keep master lists of architectural and mechanical building inspections;

- (G) Meet with and discuss various building and code enforcement matters with committees of the City Council who are designated to study these matters;
- (H) Have periodic tours of the city conducted to observe (as much as possible) the general character of building activity and note the display of permits (also a duty of the police);
- (I) Oversee the preparation and issuance of building and occupancy permits;
- (J) Oversee the City's Code enforcement activities including the administration and enforcement of the Housing Code, Electrical Code, Sign Code, Fire Code and other miscellaneous provisions of the City Code of Ordinances;
- (K) Attend and provide testimony at City Administrative Adjudication Code Hearings;
- (L) Oversee the employment of and duties of a sign inspector; supervise the employment of and duties of the Building Inspector;
- (M) Attend public meetings of the city Plan Commission and directed by the City Administrator or Community and Economic Development Director.

SECTION 3: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

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SECTION 5: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 6: That this Ordinance shall be in full force and effect from and after the end

of the current fiscal year as provided by law.

PASSED THIS 4TH DAY OF NOVEMBER, 2024.

| | Aye | Nay | Absent | Abstain |
|-----------------------------|-------|-------|--------|---------|
| Alderwoman Jennifer Methvin | _____ | _____ | _____ | _____ |
| Alderman Scott Dyke | _____ | _____ | _____ | _____ |
| Alderwoman Claudia Gazal | _____ | _____ | _____ | _____ |
| Alderman Darrell Jefferson | _____ | _____ | _____ | _____ |
| Alderperson Tina Oberlin | _____ | _____ | _____ | _____ |
| Alderman Mark Cipiti | _____ | _____ | _____ | _____ |
| Alderman Nate Albert | _____ | _____ | _____ | _____ |
| Alderman Joe Kubal | _____ | _____ | _____ | _____ |
| Mayor Raymond R. Soliman | _____ | _____ | _____ | _____ |

Christine Vershay-Hall, City Clerk

APPROVED THIS 4TH DAY OF NOVEMBER, 2024.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk