



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 12, 2026

TOPIC Coordination of Planning, Zoning, and Building Permitting Services

BACKGROUND BRIEF:

On December 8, Council directed the Village Manager to set up a meeting with the Township Building Official, Village Planner, and three Council Members to review the current Building Permit and Inspections Services Agreement to determine if the agreement is still applicable, whether the agreement is being followed, and what can be done to improve the service provided to Village customers and report back to Council with recommendations.

A meeting with the Township was held on December 18. After that meeting, the Village's committee made the following findings and recommendations:

1. The current provisions of the April 15, 2024, agreement are not being completely followed. The Township Building Department has made recommendations on specific changes to the process outlined in the agreement to improve communication and coordination of permit reviews. Administration will propose a revised interlocal agreement to the Township Building Department and Village Council based on the recommended revisions.
2. The Township Building Department intends to migrate from the current BS&A.NET system to the cloud system in March 2026, which will provide online access to the Township's building permits and code enforcement system. The Township will not charge for the Village's read-only access to the Township's system and will not limit the number of Village Administration users.
3. Village Administration will implement process changes as recommended by the Township Building Department and approved by Council under a revised interlocal agreement after the Township's migration to the BS&A cloud software.
4. Village Administration will review the efficiency and effectiveness of the revised permitting process within six months of the Township's migration to the BS&A cloud software and make further recommendations to Village Council as to whether to continue with the Township's building and permitting services agreement or to transition to in-house services.

SUMMARY OF PREVIOUS COUNCIL ACTION:

12/08/2025 – Council directed the Village Manager to set up a meeting with the Township Building Official, Village Planner, Village Manager, and three Council Members to review the current services agreement with the Township to determine if it is still applicable, is the agreement still being followed,

and what can be done to improve the service provided to Village customers, with a report back to Council with any recommendations at the January 12, 2026, regular Village Council meeting. Council appointed President Rutt, President Pro Tem Ford, and Council Member Lamb to the Committee.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To accept the findings and recommendations of the Building Services Review Ad Hoc Committee as follows:

1. The current provisions of the April 15, 2024, agreement are not being completely followed. The Township Building Department has made recommendations on specific changes to the process outlined in the agreement to improve communication and coordination of permit reviews. Administration will propose a revised interlocal agreement to the Township Building Department and Village Council based on the recommended revisions.
2. The Township Building Department intends to migrate from the current BS&A.NET system to the cloud system in March 2026, which will provide online access to the Township's building permits and code enforcement system. The Township will not charge for the Village's read-only access to the Township's system and will not limit the number of Village Administration users.
3. Village Administration will implement process changes as recommended by the Township Building Department and approved by Council under a revised interlocal agreement after the Township's migration to the BS&A cloud software.
4. Village Administration will review the efficiency and effectiveness of the revised permitting process within six months of the Township's migration to the BS&A cloud software and make further recommendations to Village Council as to whether to continue with the Township's building and permitting services agreement or to transition to in-house services.