

## **MEMORANDUM**

**TO:** David A. Hulseberg, Village Manager

**FROM:** William J. Heniff, AICP, Community Development Director

**DATE:** September 3, 2009

**SUBJECT:** **Amendments to Title 3, Chapter 32 and Title 15, Chapter 150 of the Village Code**

With the shift of roles and responsibilities of the building staff to the Department of Community Development, staff has completed a review of Chapters 32 and 150 of the Village Code. Attached for Village Board consideration are proposed amendments to the Village Code to memorialize the changes in responsibility. The proposed amendments primarily consist of the following:

1. Changes to relevant code sections designating and/or including the Community Development Director as the responsible entity for implementation of code provisions;
2. Consistency amendments that designate the building review process to be undertaken by “the Building Division” of the Community Development Department; and
3. Minor edits for grammatical consistency or clarity.

### **RECOMMENDATION**

Attached is an ordinance approving amendments to Title 3, Chapter 32 and Title 15, Chapter 150 of the Village Code for Village board consideration.