



City Council Work Session

Crest Hill, IL

April 28, 2025

7:15 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

- [1.](#) Penalty Permit Fee Waiver Request for 20635 Renwick Road
- [2.](#) Civil Service Commission Appointment-Tom Hunter
- [3.](#) Police Pension Board Appointment-Glen Conklin
4. Public Comments
5. Mayor's Updates
6. Committee/Liaison Updates
7. City Administrator Updates
8. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity
9. 5ILCS 120/2 (c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probate or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.



City Council Work Session Agenda Memo

Crest Hill, IL

Meeting Date:	April 28, 2025
Name:	Don Seeman, Building Commissioner
Department:	Community Development Department
Topic:	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

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.



April 21, 2025

SD Base Corp II LLC

1296 Rickert Dr.
Naperville, IL 60540

Mayor Raymond R. Soliman and Members of the City Council

C/O City Clerk's Office
City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60403Dear

Subject: Request for Consideration to Reduce or Waive Penalty Fees 20635 Renwick Rd.

Dear Mayor Soliman and Members of the City Council,

I hope this letter finds you well. I am writing to formally request that the City Council consider reducing or waiving the penalty fees assessed due to a wall that was put up in a commercial space located 20653 Renwick Rd. We were unaware that a permit was required to reinstall a wall that did not involve any electrical work. As such, we proceeded with the work without obtaining the necessary permit.

We understand the importance of following city regulations and sincerely apologize for the oversight. We are now aware of the permitting process and will ensure compliance moving forward. We are being charged three times the normal permit fee due to the work being completed prior to the permit being issued.

Given the circumstances and the honest misunderstanding, we kindly ask if there is any way the city might consider reducing or waiving the additional penalty fees. Any assistance or flexibility you can offer in this matter would be greatly appreciated.

I understand that only the City Council has the authority to make decisions regarding the reduction or waiver of such fees. Therefore, I respectfully ask that this matter be placed on the agenda for review at an upcoming City Council meeting.

I am committed to resolving this issue in good faith.

Thank you for your time, understanding, and service to the City of Crest Hill.

Sincerely,

Roger Chavez
Property Manager
SD BASE CORP II LLC

**Agenda Memo**

Crest Hill, IL

Meeting Date: April 28, 2025
Submitter: Mayor Raymond R. Soliman *RS*
Department: Mayor's Office
Agenda Item: Civil Service Commission Appointment-Tom Hunter

Summary: I am recommending Mr. Tom Hunter be appointment to the civil service commission. Tom has a strong administrative background which would be an asset to this board. This would be a one-year appointment expiring May 1, 2026.

Recommended Council Action: Approval

Financial Impact:**Funding Source:****Budgeted Amount:****Cost:****Attachments:**

**Agenda Memo****Crest Hill, IL**

Meeting Date: April 28, 2025
Submitter: Mayor Raymond R. Soliman RS
Department: Mayor's Office
Agenda Item: Police Pension Board Appointment-Glen Conklin

Summary: I am recommending Mr. Glen Conklin be appointed to the Police Pension Board. Glen has institutional knowledge that would be an asset to this board. This would be a two-year term expiring May 1, 2027.

Recommended Council Action: Approval

Financial Impact:**Funding Source:****Budgeted Amount:****Cost:****Attachments:**