

DEPARTMENT OF PLANNING AND DEVELOPMENT

DEPARTMENT OVERVIEW

The Department of Planning and Development administers codes associated with building development and building safety. The Department is responsible for coordinating, reviewing and monitoring private and public developments, primarily through the interpretation and administration of the Zoning Code, Building Code, Electric Code, Plumbing Code, Subdivision regulations, Grading and Stormwater regulations, Appearance Guide and Criteria and Sign Code.

DEPARTMENT RESPONSIBILITIES

The Department provides direct staff support to the Plan Commission, Zoning Board of Appeals, Architectural Review Commission, Electrical Commission and Building Board of Appeals. The Department's responsibilities extend to participation in the Glen Ellyn Economic Development Corporation and Glen Ellyn Chamber of Commerce. With 9.5 full-time equivalent employees, the Department coordinates the review and analysis for all development projects, maintains land use and building records, issues building permits, provides building inspections, enforces Codes, conducts fire safety inspections, assigns building plan fees and deposits, monitors various developer escrow accounts, and assists in the preparation of planning policies. Five primary consultants provide planning, building plan review, grading, engineering, and legal expertise and assistance on special projects. The employees, consultants, and volunteer Boards and Commissions provide recommendations to assist the Village Board in making decisions about proposed building developments and Village Codes.

HIGHLIGHTS

During the 2004 calendar year, the Department coordinated the review of various projects in addition to its daily activities. The following are some highlights for the 2004 calendar year.

- **Daily Activities.** In 2004, more than 4,820 customers appeared at the Planning and Development Department counter, or an average of about 20 customers per day. This number does not include other interactions such as building inspections, meetings, telephone calls, and letters in response to other questions and requests. A total of 8,048 building, elevator, fire, site and other inspections were conducted, and a total of 1,081 permits of all types were issued in 2004. In addition, the Department coordinated the review of 106 land use petitions, predominantly related to zoning and/or development projects, that were ultimately acted upon by the Village Board.
- **New Director.** Former Planning and Development Director, Richard Dunn retired in January of 2004 after serving as the Department Director for more than 13 years. A new Director started in March of 2004 and has spearheaded a number of new projects including the implementation of a document scanning system and the establishment of a periodic Builder's Forum.
- **Arboretum Estates East.** In 2004, the Department played an integral role in the preparation and execution of 39 annexation agreements with property owners in the Arboretum Estates East subdivision located north east of Park Boulevard and Butterfield Road. This project

included the creation of a new Residential Estate zoning district for this unique, large-lot area, and the installation of a new Village watermain in the subdivision.

- **Update of Subdivision Regulations.** In late 2004, the Plan Commission reviewed a proposed comprehensive update of the Subdivision Regulations Ordinance which the Village Board subsequently adopted in February, 2005.
- **Scanning.** With the assistance of the Information Technology Manager, the Department made significant progress developing and implementing a new process to scan documents into the computerized document imaging system. This system allows easy viewing and retrieval of the Department's files in a digital format – and disposal of the paper files. This effort involved, and continues to involve, the organization and purging of the Department's numerous files to get them ready for scanning. Two seasonal employees have provided valuable assistance with this project. As of mid January 2005, 22 boxes of files have been scanned into the system. An additional 12 boxes have been prepared for scanning and are ready to be sent to the scanning company. Countless other files still need be purged and prepared for scanning.
- **Builders Forums.** In June and December of 2004, the Department held its first ever "Builders Forums". A total of 59 invitations were sent out to builders, contractors and architects that are regularly involved with building projects in the Village. The purpose of these forums was to solicit input on the Village's Codes, Ordinances and processes related to building and zoning issues. A total of 17 people attended the June 2004 forum and 8 people attended the December 2004 forum. The Department received a total of 45 suggestions from these meetings, which it is in the process of following up on. At the December 2004 forum, it was decided that these Builders Forums would continue to be held on an annual basis or as-needed.
- **Retailer Meetings.** In May and June of 2004, groups of two Village Trustees and the Planning and Development Director met with a total of 18 downtown business owners spread over 5 separate small-group meetings. At these meetings, the merchants provided feedback in regard to things they felt the Village, Chamber of Commerce and Economic Development Corporation could do to help support businesses in Glen Ellyn. The Department is leading the effort to follow-up on these suggestions.

PETITIONS REVIEWED

In 2004, the Department coordinated the review of 106 land use petitions, of which resulted in 70 Ordinances that were acted on by the Village Board. This does not include other inquires or petitions that may have been withdrawn prior to reaching the Village Board. The table below indicates the type and number of petitions acted on by the Village Board over the past 5 years.

PLANNING AND DEVELOPMENT DEPARTMENT					
Petitions considered by the Village Board					
(Calendar Year)					
	2000	2001	2002	2003	2004
Annexations ¹	2	3	3	9	3
Annexation and Recapture Agreements	5	5	6	9	7 ²
Exterior Appearance Review	7	19	13	7	10
Planned Unit Developments	1	2	1	4	5
Plats of Vacation	1	3	2	1	3
Sign Variations	4	9	6	4	5
Special Use Permits	4	9	4	2	7
Subdivisions	3	4	3	7	10 ³
Variations	31	31	26	23	40 ⁴
Stormwater Variations	-	1	-	3	2
Zoning Map Amendments	3	2	-	4	5
Zoning Text Amendments	1	3	2	1	1
Miscellaneous	8	3	6	8	8 ⁵
TOTAL	70	93	72	82	106

¹ Number of total Ordinances approved, some of which include multiple properties.

² Number of total Ordinances approved some of which include multiple properties, including a total of 39 annexation agreements entered into with property owners in the Arboretum Estates East Subdivision.

³ Includes the Western Oaks Subdivision, Waters Edge and Waters Edge 2 subdivisions, Pat Rouille Subdivision, McMasters South Ellyn Subdivision and 5 Plats of Resubdivision/Consolidation associated with various nonresidential projects.

⁴ Of these projects, 31 were reviewed by the ZBA and 9 were reviewed by the Plan Commission.

⁵ Includes the acceptance of 2 property dedications, an agreement related to the Glen Ellyn Evangelical Covenant Church for the construction of a storm sewer, an agreement related to the construction of a regional stormwater facility in Ackerman Park, the designation of 602 Prairie Avenue as a historical landmark and the approval of 3 subdivision variations.

BUILDING PERMIT ACTIVITY

The following table summarizes building permit activity for the past 5 years. The assistance to the customers provided by the staff is related to the number of development reviews and building permits that pass through the Planning and Development Department each year.

PLANNING AND DEVELOPMENT DEPARTMENT					
Building Permit Activity					
(Calendar Year)					
	2000	2001	2002	2003	2004
Total Building Permits ¹					
Number	885	892	997	1027	1081
Estimated millions \$	\$38.1	\$36.4	\$51.7	\$55.8	\$44.6
Single Family Residences					
New Construction	56	60	77	74	57
Estimated millions \$	\$19.2	\$19.9	\$23.5	\$29.0	\$22.9
Alterations/Additions	149	149	191	203	162
Estimated millions \$	\$9.0	\$8.5	\$10.8	\$12.6	\$9.0
Multiple Family Residence					
Number of Buildings	2	0	1	0	0
Number of Units	12	0	29	0	0
Estimated millions \$	\$1.1	0	\$1.3	0	0
Alterations/Additions	2	0	0	0	1
Estimated millions \$	\$.002	0	0	0	\$.010
New Commercial					
New Construction	1	1	4	4	1
Estimated millions \$	\$1.2	\$.425	\$2.4	\$4.3	\$1.1
Alterations/Additions	35	36	47	42	76
Estimated millions \$	\$4.3	\$5.2	\$10.4	\$7.3	\$6.2
Demolition Permits	50	56	62	77	57
Counter Customer Contacts	3500	4008	4216	4144	4822
Inspections					
Building	2649	2930	3126	2941	2607
Fire	2467	1348	1606	638	2147
Elevator	206	212	218	234	234
Site	-	534 ²	1819	1663	2167
Complaints/Referrals	-	-	-	-	298
TOTAL	5322	5024	6769	5476	8048

¹Includes misc. permits not listed in the table, such as fence permits.

²June – December 2001 total

2004 PROJECT SUMMARY

Throughout the 2004 calendar year, the Department coordinated the review of numerous development projects, issued a number of building permits and conducted a variety of inspections. Below is a brief summary of the projects that were reviewed and/or approved in 2004.

- **Residential.** Permits were issued for the construction of 57 new single-family residences and 162 additions or alterations to single-family homes. A total of 4 new single-family home subdivisions were approved including the Water's Edge Subdivision, Water's Edge 2 Subdivision, the Western Oaks Subdivision and the Pat Rouille Subdivision (602 Prairie). Together these subdivisions created a total of 16 new single-family home lots.

In January of 2004, the Village Board granted Final Planned Unit Development (PUD) approval of a 25-unit townhouse and 5-single family home development known as Waters Edge to be located east of Panfish Park. In May of 2004, the Village granted Final PUD approval of a 24-unit townhouse and 8-condominium unit development known as The Mews of In-Town Glen Ellyn to be located at 460-476 Pennsylvania Avenue.

In December of 2004, the Village Board granted Preliminary PUD approval for a 24-unit townhouse development known as Kingsbrook Glen to be located at the southwest corner of Taft Avenue and Nicoll Way, immediately north of the Waters Edge development.

- **Commercial.** One building permit for the construction of a new nonresidential building was issued in 2004 for National City Bank located at 524 Roosevelt Road. In addition, 76 building permits were issued for additions or alterations to existing commercial buildings.
- **Annexations and Annexation Agreements.** In 2004, the Village annexed a total of 6 properties and entered into Annexation Agreements for 44 properties including annexation agreements with 39 property owners in the Arboretum Estates East Subdivision.
- **Miscellaneous Improvements.** Approximately 749 building permits were issued for miscellaneous improvements to residential and commercial properties including, but not limited to, driveway approaches, signs, sheds, decks, pools, fences, garages, sewer, water and plumbing projects.
- **Demolitions.** A total of 57 demolition permits were issued in 2004, 54 of which were for single-family residences. The number of residences razed is less than 1% of the approximately 7,000 single-family housing units in the Village. The 3 commercial buildings that were razed included an apartment building and an office building located on the site of the future Mews of In-Town Glen Ellyn and a recording studio located at 900 Western Avenue, to allow for the development of the Western Oaks subdivision.

CITIZEN EVALUATION

The Department of Planning and Development distributes Citizen Evaluation Forms for each building permit that is issued. The cards are intended to seek feedback regarding the quality of services provided by the Department and asks recipients to rank their satisfaction with the Department on a scale of 1-5, with 5 being the highest. In 2004, approximately 1100 Citizen

Evaluation Forms were distributed and 141 or 13% of the forms were returned. A total of 94% of the respondents gave the Department an overall score of 4 or 5. Following is a summary of the Citizen Evaluation Form results from 2000 to 2004.

**Citizen Evaluation Form Results
2000-2004**

	2000	2001	2002	2003	2004
Number Returned	100	119	116	167	141
Percent Returned	11%	13%	12%	16%	13%
Percent 4 or 5	-	91%	91%	91%	94%
Percent 3 or less	-	9%	9%	9%	6%

UPCOMING PROJECTS:

In addition to the Department's daily activities, the Department plans to work on the following projects during the 2005-2006 budget year:

- **Floor Plan Modifications.** The Department plans to begin construction of modifications to the Department's floor plan by expanding the Department into the former kitchen/lounge space on the second floor of the Civic Center. Some of the purposes of the modifications are to provide an area for large plan reviews, provide a desk for each Department staff member, provide a small meeting room and to provide a small storage room to be used for temporary storage of files awaiting preparation for scanning or pickup by the scanning company.
- **Building Permit Software.** The Department will continue to work with a consultant to complete the design and begin implementation of building permit software purchased by the Village in 2003. The software will reduce the amount of paperwork processed by the Department and enable the Village to more easily track the number and type of permits issued.
- **Update of Design Guidelines.** In 2005, the Department plans to begin working on an update of the Appearance Guide and Criteria adopted in 1989. It is anticipated that this update will be completed in the 2005-2006 budget year. The update is intended to modify the Guidelines to be compatible with the current character the Village is trying to achieve and better communicate the building design, materials and colors preferred by the Village for new commercial, multi-family and mixed use developments.
- **Scanning Continuation.** Although the Department has made great progress in 2004 setting up and implementing a new scanning system, it is anticipated that it will take several years to complete this project and get all of the Department's historical files entered into the system. Therefore, this will be an ongoing project that the Department will continue to work on throughout and after the 2005-2006 budget year.
- **Development Projects.** The following development projects are among some the projects that we anticipate may be coming forward for Village Board consideration during the 2005-2006 budget year:

A. College of DuPage. In 2005, the Village will review a more than \$280 million master facilities development plan for the College of DuPage. This project includes the relocation of the College's main facilities to the east side of Lambert Road, the demolition of a number of "temporary" buildings on the campus and the construction of several new buildings. In association with the project, it is anticipated that the Village will create a new community college zoning district and enter into an intergovernmental agreement with the College of DuPage, which sets forth the development and building permit review processes for the build-out of this master plan.

B. Townhouse Projects. It is anticipated that construction of 2 townhome projects will begin in 2005, including the 24-unit townhouse and 8-unit condominium development known as "The Mews of In-Town Glen Ellyn" located at 460-476 Pennsylvania Avenue and the Waters Edge development to be located east of Panfish Park and consisting of 25 townhouse units and 5 single-family homes.

In addition, it is anticipated that the Village Board will consider an application for Final PUD approval of the 24-unit Kingsbrook Glen Townhouse Development proposed at the southwest corner of Taft Avenue and Nicoll Way.

C. Northwest and Southwest Corners of Roosevelt Road and Nicoll Avenue/Way. Applications for Preliminary PUD approval of 2 separate commercial developments proposed at the northwest and southwest corners of Roosevelt Road and Nicoll Avenue/Way will be reviewed in 2005. It is estimated that these projects will add more than 50,000 square feet of retail, bank and/or restaurant space to the Village.

D. Subdivisions. Several subdivisions are anticipated to be reviewed by the Village Board including an approximately 28-lot subdivision in unincorporated DuPage County located between ComEd and I-355 known as the Enclave, a 3-lot subdivision at the northwest corner of Geneva Road and Highland Avenue and a 3-lot subdivision on Cumnor Avenue (East Hill Avenue).