

DEPARTMENT OF PLANNING AND DEVELOPMENT

DEPARTMENT OVERVIEW

The Department of Planning and Development administers codes associated with land development and structure 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 Code, Stormwater Ordinance, Appearance Guide and Criteria, and the 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 11 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 fees and deposits, monitors various escrow accounts, and assists in the preparation of planning policies. Five primary consultants provide planning, building plan review, grading, engineering, and legal expertise as well as assistance on special projects. The employees, consultants, and volunteer Boards and Commissions also provide recommendations to assist the Village Board in making decisions about developments and Village Codes.

HIGHLIGHTS

During the 2005 calendar year, the Department coordinated the review of various projects in addition to its daily activities. The following are some highlights for the 2005 calendar year.

- **Daily Activities.** In 2005, more than 4,897 customers appeared at the Planning and Development Department counter. This number does not include other interactions such as inspections, meetings, telephone calls, and letters in response to other questions and requests. A total of 6,384 building, elevator, fire, site and other inspections were conducted, and a total of 1,024 permits of all types were issued in 2005. In addition, the Department coordinated the review of 74 petitions, predominantly related to zoning and/or development projects, that were ultimately reviewed by the Village Board.
- **Staff.** A full-time building inspector (replacing a part-time building inspector), an additional part-time building permit clerk and a new part-time planning intern were hired in 2005. This staff has helped the Department improve its customer service by increasing responsiveness to inquiries, enabling the Village to schedule a greater number of inspections and allowing staff to work on other priority projects such as a backlog of building and development deposits.
- **Update of Subdivision Regulations.** Staff worked with the Plan Commission to develop an updated Subdivision Regulations Code. This new Code was adopted by the Village Board in

February of 2005 and replaced Subdivision Regulations Ordinance 2479, originally adopted in 1979.

- **Builders Forums.** The Department held two builders forums in 2005. The purpose of these forums is to solicit input from the building community about the Village's Codes, Ordinances and processes and to provide information to builders about upcoming Code or process changes. One of the main topics discussed at these forums related to proposed changes to the Village's demolition procedures.
- **Scanning.** In 2005, the Department continued to make significant progress scanning documents into the computerized document imaging and retrieval system. This system allows easy viewing and retrieval of the Department's files and involves the organization and purging of the Department's files to get them ready for scanning. Temporary seasonal employees have provided valuable assistance with this project. Between mid-January 2005 and mid-January 2006, 29 boxes of files were scanned into the system. An additional 8 boxes are ready to be sent to the scanning company. In addition, more than 175 building permit booklets, 2 boxes of pre-1970 index card size permits, 57 pages of closed escrow files and a total of 25 years of minutes from either the Zoning Board of Appeals, ARC or Plan Commission were directly scanned and indexed into the document imaging system by our temporary seasonal employees. In addition, 7,000 building permits, which were scanned 2 years ago, were indexed and imported into the system. Countless other files still need to be purged and prepared for scanning, followed by disposal of the paper files.
- **Inspections.** The Department changed how it schedules inspections by instituting morning and afternoon time blocks. This has allowed the inspectors to review the scheduled inspections for a given time block and divide them up by location and personal knowledge or history of a given project. This change has enabled the inspectors to use their time more efficiently.
- **Code Enforcement.** A new process was established for following up on code enforcement issues, including the creation of detailed written procedures, preparation of code enforcement form letters and training staff on the issuance of citations.

PETITIONS REVIEWED

In 2005, the Department coordinated the review of 74 petitions, which resulted in 56 Ordinances that were acted on by the Village Board. This does not include other inquiries 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)					
	2001	2002	2003	2004	2005
Annexations ¹	3	3	9	3	1
Annexation and Recapture Agreements ¹	5	6	9	7	7
Exterior Appearance Review	19	13	7	10	6
Planned Unit Developments	2	1	4	5	2
Plats of Vacation	3	2	1	3	5
Sign Variations	9	6	4	5	3
Special Use Permits	9	4	2	7	6
Subdivisions	4	3	7	10	8 ²
Variations	31	26	23	40	25 ³
Stormwater Variations	1	-	3	2	1
Zoning Map Amendments	2	-	4	5	-
Zoning Text Amendments	3	2	1	1	1
Miscellaneous	3	6	8	8	9 ⁴
TOTAL	93	72	82	106	74

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

² Includes the Enclave Subdivision, the Stacy's Corner Subdivision, the Grandview Estates Subdivision, the Wiegel Subdivision, the Hill Avenue Subdivision and 3 subdivisions associated with various nonresidential projects.

³ Of these projects, 23 were reviewed by the ZBA and 2 were reviewed by the Plan Commission.

⁴ Includes the adoption of a new Subdivision Code, an amendment to the Subdivision Code, the repeal of an Ordinance for 468 Duane Street and 6 subdivision variations.

BUILDING PERMIT ACTIVITY

The following table summarizes building permit activity for the past 5 calendar 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)					
	2001	2002	2003	2004	2005
Total Building Permits ¹					
Number	892	997	1027	1081	1024
Estimated millions \$ ²	\$36.4	\$51.7	\$55.8	\$44.6	\$60.2
Single Family Residences					
New Construction	60	77	74	57	63
Estimated millions \$	\$19.9	\$23.5	\$29.0	\$22.9	\$30.1
Alterations/Additions	149	191	203	162	159
Estimated millions \$	\$8.5	\$10.8	\$12.6	\$9.0	\$13
Multiple Family Residence					
Number of Buildings	0	1	0	0	3
Number of Units	0	29	0	0	51
Estimated millions \$	0	\$1.3	0	0	\$4.8
Alterations/Additions	0	0	0	1	2
Estimated millions \$	0	0	0	\$.010	\$0.9
New Commercial					
New Construction	1	4	4	1	4
Estimated millions \$	\$.425	\$2.4	\$4.3	\$1.1	\$2.9
Alterations/Additions	36	47	42	76	29
Estimated millions \$	\$5.2	\$10.4	\$7.3	\$6.2	\$5.2
Demolition Permits Issued	56	62	77	57	50
Demolitions Permits Applied For	67	60	72	64	63
Counter Customer Contacts	4008	4216	4144	4822	4897
Inspections					
Building	2930	3126	2941	2607	2669
Fire	1348	1606	638	2147	1479
Elevator	212	218	234	234	240
Site	534 ³	1819	1663	2167	1698
Complaints/Referrals	-	-	-	298	297
TOTAL	5024	6769	5476	8048	6384

¹ Represents all types of permits, including 722 miscellaneous improvement permits, such as fences, which are not separately listed in this chart.

² "Estimated millions \$" is the total of construction costs submitted by the applicant on the permit application.

³ June – December 2001 total.

2005 PROJECT SUMMARY

Throughout the 2005 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 2005.

- **Residential.** Permits were issued for the construction of 63 new single-family residences and 159 additions or alterations to single-family homes. A total of 5 new single-family home subdivisions received either preliminary or final approval including the Enclave Subdivision, the Stacy's Corner Subdivision, the Grandview Estates Subdivision, the Hill Avenue Subdivision and the Wiegel Subdivision. Together these subdivisions are expected to create a total of 13 new single-family home lots in Glen Ellyn and 33 new single home lots in unincorporated DuPage County.

In January, 2006, the Village Board granted Final PUD and Final Subdivision approval for a 24-unit townhouse development known as Kingsbrook Glen, which is to be located at the southwest corner of Taft Avenue and Nicoll Way.

In 2005, construction began on the Waters Edge development and The Mews of In-Town Glen Ellyn. The Waters Edge development is made up of 25 townhouse units and 5 single-family home lots. It is located east of Panfish Park. The Mews of In-Town Glen Ellyn is located at 460-476 Pennsylvania Avenue and consists of 24 townhomes and 8 condominium units.

- **Commercial.** The construction of one new commercial building, the Glen Ellyn Retail Building at 376 Roosevelt Road, began in 2005. In addition, 29 building permits were issued for additions or alterations to existing nonresidential buildings, including such projects as the Community Bank of Wheaton/Glen Ellyn at 357 Roosevelt Road, the Parkview Community Church at 764 St. Charles Road, the Glen Ellyn Evangelical Covenant Church at 277 Hawthorne Boulevard and The Maude Design Studio at 475 Duane Street.

In September of 2005, the Village granted preliminary approval of a 23,500 square foot commercial development to be located at the southwest corner of Roosevelt Road and Nicoll Way, and a 31,000 square foot commercial development to be located at the northwest corner of Roosevelt Road and Nicoll Avenue. Final approval for both developments will be considered in 2006.

- **Annexations and Annexation Agreements.** In 2005, the Village annexed a 4-lot subdivision located at the northwest corner of St. Charles Road and Forest Avenue known as the Grandview Estates subdivision. In February, 2006 the Village involuntarily annexed an additional 12, full or partial residential properties that are completely surrounded by Village boundaries.

In 2005, the Village also entered into annexation agreements with a number of properties located in unincorporated DuPage County, including 1S514 Route 53, 22W320 Butterfield

Road, 1N166 Stacy Court, and the Enclave Subdivision located east of Swift Road and Commonwealth Edison.

- **Miscellaneous Improvements.** Approximately 722 building permits were issued for miscellaneous improvements to residential and commercial properties including, but not limited to driveway approaches, signs, sheds, decks, pools, fences, sewer, water and plumbing projects.
- **Demolitions.** A total of 50 demolition permits were issued in 2005, 47 of which were for single-family residences. The number of residences razed is less than 1% of the approximately 7,000 detached single-family housing units in the Village. The 3 commercial buildings that were razed include the Holsum Bread Building and Rose’s Used Car Dealership which were razed to make room for a commercial development at the southwest corner of Roosevelt Road and Nicoll Way, and the Sign Identity building formerly located at 361 Roosevelt Road, which was demolished to make room for the expansion of the Community Bank of Wheaton/Glen Ellyn.

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 2005, approximately 776 Citizen Evaluation Forms were distributed, and 74 or 10% 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 2001 to 2005.

**Citizen Evaluation Form Results
2001-2005**

	2001	2002	2003	2004	2005
Number Returned	119	116	167	141	74
Percent Returned	13%	12%	16%	13%	10%
Percent 4 or 5	91%	91%	91%	94%	94%
Percent 3 or less	9%	9%	9%	6%	6%

UPCOMING PROJECTS:

In addition to the Department's daily activities, the Department plans to work on the following projects during the 2006-2007 budget year:

- **Floor Plan Modifications.** The Department plans to begin construction of modifications to its office floor plan by expanding into the adjacent kitchen/lounge space on the second floor. Purposes of the modifications are to make room for the additional staff hired in 2005, improve “way-finding” to the Department for customers, provide an area for large plan reviews, provide a small meeting room, and to provide a small storage room to be used for

temporary storage of ARC building materials and 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.
- **Five Corners Entryway and Streetscape Plan.** It is anticipated that construction of the Five Corners Streetscape Improvements developed in cooperation with the Village Board, Architectural Review Commission, Public Works Department and Planning Consultant, Pete Pointer, will begin in 2006.
- **Update of Design Guidelines.** In early 2006, 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 2006-2007 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.** Although the Department has made great progress preparing documents for scanning and scanning materials into the document imaging system, it is anticipated that it will take several more 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 2006-2007 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 2006-2007 budget year:
 - A. **College of DuPage.** In 2006, the Village is expected to review a more than \$280 million master facilities development plan for the College of DuPage. This project includes the relocation of some of the College's 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 possible that the Village might 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. **Glen Ellyn Clinic.** The DuPage Medical Group is proposing to demolish the existing 71,100 square foot Glen Ellyn Clinic building and construct a new 90,900 square foot clinic in its place.
 - C. **Townhouse and Condominium Projects.** Construction of "The Mews of In-Town Glen Ellyn" located at 460-476 Pennsylvania Avenue and the Waters Edge

development located east of Panfish Park will continue throughout the 2006-2007 budget year. It is also anticipated that construction of the 24-unit Kingsbrook Glen Townhouse Development will begin in 2006.

The Village Board is expected to consider a new 30-unit townhouse development in 2006 known as Maple Wood Estates. This development would be located northeast of Park Boulevard and Butterfield Road in unincorporated DuPage County. The annexation and development of a 48-unit condominium development known as Georgetown by the River is also anticipated to be reviewed by the Village Board in 2006. This proposed condominium development is located directly north of Commonwealth Edison on property known as 440 and 450 Swift Road.

- D. Northwest and Southwest Corners of Roosevelt Road and Nicoll Avenue/Way. Applications for Final approval of 2 separate commercial developments proposed at the northwest and southwest corners of Roosevelt Road and Nicoll Avenue/Way will be reviewed in 2006. Construction of these projects is also anticipated to begin in 2006. It is estimated that these projects will add more than 54,500 square feet of retail, bank or restaurant space to the Village.
- E. Single-Family Home Subdivisions. Several subdivisions are anticipated to be reviewed by the Village Board including final subdivision reviews for the Enclave subdivision, located east of Commonwealth Edison and west of I355, and the Hill Avenue subdivision, located on the north side of Hill Avenue between Cumnor Avenue and Golf Avenue as well as the following minor subdivisions, the Whalen Subdivision, a 4 lot subdivision at 284 Maple Street; Webb's Glen Oak Resubdivision, a 3-lot subdivision northwest of Cumnor Avenue and Hill Avenue; and the Busch and Eastern Estates Subdivision, 2 minor subdivisions in unincorporated DuPage County consisting of a total of 7 lots.
- F. Annexation. In 2006, staff plans to continue annexation discussions with the property owners in the four block area northeast of Five Corners.