

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 Review Guidelines, 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 12 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. Seven primary consultants provide planning, architectural, building plan review, grading, engineering, traffic 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 2006 calendar year, the Department coordinated the review of various projects in addition to its daily activities. The following are some highlights for the 2006 calendar year.

- **Daily Activities.** In 2006, more than 4,631 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 6,840 building, elevator, fire, site and other inspections were conducted, and a total of 1,042 permits of all types were issued in 2006. In addition, the Department coordinated the review of 94 requests, predominantly related to zoning and/or development projects that were ultimately reviewed by the Village Board.
- **Staff/Consultants.** A new part-time planner (replacing a planning intern) was hired in 2006. The Department also began using a second engineering consultant to assist with the review of zoning applications. These changes have helped the Department process zoning applications faster and have enabled staff to work on other projects such as a downtown parking map, a brochure summarizing the Village's outdoor display and special event regulations, a brochure of how to open a business in Glen Ellyn and an Adult Use Ordinance.
- **Floor Plan.** In 2006, the Department was remodeled and expanded into the former kitchen/lounge space on the second floor. The change has created more space in the

department and more efficient workspaces for staff. It also allowed the Department to reorganize its files and provide an area for large plan reviews, a small meeting room, small storage room, filing room and cubicles for staff.

- **Update of Design Guidelines.** In September of 2006, the Village Board adopted new Appearance Review Guidelines for commercial, institutional and multi-family developments in the Village. The Guidelines replaced the Appearance Guide and Criteria adopted in 1989. The Village's Planning and Architectural Consultant played an integral role in working with the Design Guideline Review Committee in the creation of the Guidelines. The new Appearance Review Guidelines are more specific, contain pictures that illustrate the intent of the guidelines and contain guidelines specific to multi-family and attached single-family developments, the Five Corners area and institutional developments, all of which did not previously exist. The new Guidelines should provide better direction to petitioners about the Village's desired appearance of development projects and assist the Architectural Review Commission in reviewing applications for conformance with the desired community character.
- **Zoning Code Text Amendments.** The Plan Commission held four public hearings in 2006 to consider a variety of Zoning Code Text Amendments that affect the regulations related to such things as building height, building setbacks, lot coverage ratio, drive-thru establishments, parking lots, permitted and special uses, and review processes. These amendments were approved by the Village Board in early 2007.

In 2006, the Village also created a new R2B Residential zoning district. This new zoning district mirrors the lot area and lot width required in the DuPage County R4 district and is anticipated to be applied to several unincorporated neighborhoods as they are annexed to Glen Ellyn.

- **Sign Code Amendments.** In response to a request by the downtown merchants, the Village amended the Sign Code to accommodate the display of balloons and special event signs in the downtown. The balloon amendment is in effect for a trial period of one year.
- **Scanning.** In 2006, 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. Since they began in the Summer of 2002, they have prepared 473 development files and 6,252 building files for scanning. All of the Department's closed building files are now scanned in the document imaging system. In addition, 20,657 building permit application forms and more than 75 combined years of minutes from either the Zoning Board of Appeals, Architectural Review Commission or Plan Commission were directly scanned and indexed into the document imaging system by our temporary seasonal employees. Countless other files, including other development files, street files and annexation files still need to be purged and prepared for scanning, followed by disposal of the paper files.

- **Refunds.** In January of 2006, the Department began implementing a process to refund deposits to applicants whose projects had been completed. Deposits are required prior to issuing a building permit for items such as grading, sidewalks and street trees to ensure that the project is constructed in accordance with the approved plans and that the Village has funds to repair or replace public property that may be damaged during construction. Numerous applicants failed to request that these deposits be refunded. As a result, over the last several years, the amount of these deposits grew to more than \$3.17 million dollars. Since, January of 2006 the Department has refunded deposits for approximately 100 permits, which has totaled more than \$1.4 million. This project will continue into the 2007-2008 budget year.

PETITIONS REVIEWED

In 2006, the Department coordinated the review of 94 petitions, which resulted in 65 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)					
	2002	2003	2004	2005	2006
Annexations ¹	3	9	3	1	6
Annexation and/or Recapture Agreements ¹	6	9	7	7	3
Exterior Appearance Review	13	7	10	6	4
Planned Unit Developments	1	4	5	2	8
Plats of Vacation	2	1	3	5	5
Sign Variations	6	4	5	3	5
Special Use Permits	4	2	7	6	7
Subdivisions	3	7	10	8	12 ²
Variations	26	23	40	25	25 ³
Stormwater Variations	-	3	2	1	3
Zoning Map Amendments	-	4	5	-	4
Zoning Text Amendments	2	1	1	1	1
Miscellaneous	6	8	8	9	11 ⁴
TOTAL	72	82	106	74	94

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

² Includes the Enclave Subdivision, the Hill Avenue Subdivision, the Whalen Subdivision, the Busch Estates Subdivision, the Eastern Estates Subdivision, the Kingsbrook Glen Townhomes, the Courtyards of Glen Ellyn, Georgetown by the River, Danby Crossing, Glen Ellyn Crossing, the DuPage Medical Group and the Maple Wood Estates Townhomes.

³ Of these projects, 22 were reviewed by the ZBA and 3 were reviewed by the Plan Commission.

⁴ Includes the adoption of the Appearance Review Guidelines, Ordinances to allow the use of an additional engineering consultant, Sign Code Amendments related to balloons and special event signage, a utility connection Ordinance, the approval of various subdivision variations and other miscellaneous Ordinances.

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)					
	2002	2003	2004	2005	2006
Total Building Permits ¹					
Number	997	1,027	1,081	1,024	1,042
Estimated millions \$ ²	\$51.7	\$55.8	\$44.6	\$60.2	\$77.9
Single Family Residences					
New Construction	77	74	57	63	50
Estimated millions \$	\$23.5	\$29.0	\$22.9	\$30.1	\$24.5
Alterations/Additions	191	203	162	159	156
Estimated millions \$	\$10.8	\$12.6	\$9.0	\$13	\$9.9
Multiple Family Residences					
Number of Buildings	1	0	0	3	7
Number of Units	29	0	0	51	20
Estimated millions \$	\$1.3	0	0	\$4.8	\$6.1
Alterations/Additions	0	0	1	2	24
Estimated millions \$	0	0	\$.010	\$0.9	\$0.4
Detached Garages (by themselves)	-	-	-	-	26
New Commercial					
New Construction	4	4	1	4	10
Estimated millions \$	\$2.4	\$4.3	\$1.1	\$2.9	\$31.9
Alterations/Additions	47	42	76	29	33
Estimated millions \$	\$10.4	\$7.3	\$6.2	\$5.2	\$3.9
Demolition Permits Issued	62	77	57	50	46
Demolitions Permits Applied For	60	72	64	63	44
Counter Customer Contacts	4,216	4,144	4,822	4,897	4,631
Inspections					
Building	3,126	2,941	2,607	2,669	3,400
Fire	1,606	638	2,147	1,479	1,537
Elevator	218	234	234	240	250
Site	1,819	1,663	2,167	1,698	1,417
Complaints/Referrals	-	-	298	297	196
TOTAL	6,769	5,476	8,048	6,384	6,840

¹ Represents all types of permits, including 736 miscellaneous 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.

2006 PROJECT SUMMARY

Throughout the 2006 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 2006.

- **Residential.** Permits were issued for the construction of 50 new single-family residences and 156 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 Hill Avenue Subdivision, the Whalen Subdivision, the Busch Estates Subdivision and the Eastern Estates Subdivision. Together these subdivisions are expected to create a total of 10 new single-family home lots in the Village and 36 new single-family 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. Construction of the project began in the same year. Final subdivision approval was also granted for the Maple Wood Estates Subdivision, which consists of 29 townhomes and will be located in unincorporated DuPage County generally northeast of Park Boulevard and Butterfield Road.

Preliminary PUD approval was also granted in 2006 for the Courtyards of Glen Ellyn, a 24-unit townhouse development to be located at the northeast corner of Pennsylvania Avenue and Kenilworth Avenue and Georgetown by the River, a 48-unit condominium development to be located at 440 and 450 Swift Road, which will be annexed to the Village.

In 2006, construction also continued 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. Both of these projects should be completed in 2007.

- **Commercial.** Two new shopping centers, the Danby Crossing Shopping Center and the Glen Ellyn Crossing Shopping Center to be located at the northwest and southwest corners of Roosevelt Road and Nicoll Way/Avenue, respectively, were approved. Together these projects will add more than 54,000 square feet of new commercial space to the Village. Construction of both projects began in 2006 and are anticipated to be completed in the 2007 calendar year.

In 2006 the Village Board also approved a request by the DuPage Medical Group to demolish the existing Glen Ellyn Clinic building at 454 Pennsylvania Avenue and construct a new 92,000 square foot medical building on Pennsylvania Avenue west of the SBC building. Construction of the new medical building began in the fall of 2006. It is anticipated that the project will be completed in 2008.

In addition, a new NAPA Auto Parts store was approved at 40 Baker Hill Drive and 33 building permits were issued for additions or alterations to existing nonresidential buildings.

- **Annexations and Pre-Annexation Agreements.** The Village annexed a total 19 properties including the northern 10.91 acres of Churchill Park, 12 surrounded properties, the site of the Hill Avenue Subdivision (which was subsequently subdivided into 6 lots) and several other single-family home properties. The Village also entered into pre-annexation agreements for the Busch Estates Subdivision (4 lots) and the Eastern Estates Subdivision (3 lots). Both of these subdivisions are located generally north of Ackerman Park.
- **Miscellaneous Improvements.** Approximately 736 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 46 demolition permits were issued in 2006, 45 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. Over the last ten years, approximately 7% of the Village’s single-family homes have been demolished. The commercial building that was razed was the vacant former Minnesota Fats building previously located at the northwest corner of Roosevelt Road and Nicoll Avenue. This building was demolished to make way for the Danby Crossing shopping center.

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 2006, a total of 92% of the respondents gave the Department an overall score of 4 or 5. Following is a summary of the Citizen Evaluation Form results from 2002 to 2006.

Citizen Evaluation Form Results 2002-2006

	2002	2003	2004	2005	2006
Number Returned	116	167	141	74	54
Percent Returned	12%	16%	13%	10%	-
Percent 4 or 5	91%	91%	94%	94%	92%
Percent 3 or less	9%	9%	6%	6%	8%

The reduction in the number of surveys returned in 2005 and 2006 is a result of turnover in the building permit clerk positions and subsequent lack of unawareness that the surveys were to be distributed with all issued permits. For this same reason, we do not have information about the number of survey cards that were distributed in 2006. All of the building permit clerk positions

are now filled and all of the clerks are aware that these surveys are to be distributed with all building permits.

UPCOMING PROJECTS:

In addition to the Department's daily activities, the Department plans to work on the following projects during the 2007-2008 budget year:

- **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, enable the Village to more easily track the number and type of permits issued and help to better coordinate permit reviews by different Departments. The Planning and Development Department plans to go live with some over the counter permits in the 2007/08 fiscal year.
- **Scanning.** Although the Department has made great progress preparing documents for scanning by an outside company and also scanning materials into the document imaging system in-house, 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. It will also be necessary to keep up with new files as they are generated. Therefore, this will be an ongoing project that the Department will continue to work on.
- **Development Projects.** The following development projects are among some the projects that we anticipate may be coming forward for Village Board consideration during the 2007/08 fiscal year:
 - A. **College of DuPage.** In 2007, the Village is expected to review a more than \$280 million master facilities development plan for the College of DuPage. This project includes the demolition of a number of "temporary" buildings, the construction of several new buildings, the reconfiguration and reconstruction of the College's parking lots and the reconfiguration of their internal campus roadway system. In association with the project, it is also anticipated that the Village will create a new community college zoning district and enter into an intergovernmental agreement with the College of DuPage, which will set forth the development and building permit review processes for the build-out of this master plan.
 - B. **Townhouse and Condominium Projects.** Construction of "The Mews of In-Town Glen Ellyn" located at 460-476 Pennsylvania Avenue, the Waters Edge development located east of Panfish Park and the Kingsbrook Glen Townhouse development located at the southwest corner of Taft Avenue and Nicoll Way will continue and most likely be completed in the 2007/08 fiscal year.

It is anticipated that final review of both the Courtyards of Glen Ellyn, a 24 unit townhouse development to be located at the northeast corner of Kenilworth Avenue and Pennsylvania Avenue and Georgetown by the River, a 48 unit condominium development at 440 and 450 Swift Road, will occur in early 2007 and that construction of these projects will begin in the same year.

In the 2007/08 fiscal year it also is anticipated that the Village will review applications for two new townhouse projects on Duane Street, one at 350 Duane Street and the other at 460-482 Duane Street. Combined, these two projects could add about 40 new townhouse units to the Village.

- C. Single-Family Home Subdivisions. Several new single-family home subdivisions are anticipated to be reviewed by the Village Board in 2007 including the Goodrich Court Subdivision, a 5-lot subdivision proposed generally southeast of First Street and the unimproved Goodrich Court right-of-way and immediately north of the Great Western Trail; Cozzi's Sunnybrook Road Subdivision, a 5-lot subdivision located on the east side of Sunnybrook Road south of Sheehan Avenue, the Brookhaven Subdivision, a 9 lot subdivision located on the west side of Sheehan Road between Sheehan Avenue and Bemis Road; the Glencrest Subdivision, an approximately 25-lot subdivision located at the northwest corner of Route 53 and Sheehan Avenue; and Phase I of the Deer Glen II subdivision, which will be comprised of 11 lots located north of the Village Limits between Glenrise Avenue and Eastern Avenue.
- D. Annexation. In 2007, staff plans to continue annexation discussions with the property owners in the four block area northeast of Five Corners as well as the property owners northwest of Five Corners which is generally located east Bloomingdale Road, south of the Great Western Trail, west of Newton Avenue and includes the properties located along both sides of St. Charles Road

It also anticipated that the Village will enter into annexation agreements and annex, the Goodrich Court Subdivision, Cozzi's Sunnybrook Road Subdivision, the Brookhaven Subdivision and Georgetown by the River. Internal discussions are also ongoing regarding the potential annexation of several areas that are either wholly or partially surrounded by the Village limits.