

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, and Building Board of Appeals. The Department's responsibilities extend to participation on the Board's of the Glen Ellyn Economic Development Corporation, the Downtown Alliance and Glen Ellyn Chamber of Commerce. With 12.5 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 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 2007 calendar year, the Department coordinated the review of various projects in addition to its daily activities. The following are some highlights for the 2007 calendar year.

- **Daily Activities.** In 2007, more than 4,781 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 6793 building, elevator, fire, site and other inspections were conducted, and a total of 1097 permits of all types were issued in 2007. In addition, the Department coordinated the review of 81 requests, predominantly related to zoning and/or development projects that were ultimately reviewed by the Village Board.
- **Downtown Strategic Plan.** A Request for Qualifications (RFQ) was issued in the fall of 2007 to solicit qualified teams of consultants to prepare a downtown strategic plan. A total of 17 proposals were received by the submittal deadline. These proposals were reviewed by a Selection Committee and interviews were held by both the Selection Committee and Board of Trustees. The Village Board selected Town Builder Studios to prepare the downtown plan. Village staff will work with the consultant in 2008 to complete the plan.
- **MUNIS.** During the 2007 calendar year, Village staff continued to work with a consultant to set up the MUNIS software initially purchased by the Village in 2003 to allow the

Department to electrically track and issue building permits. The Department went live with MUNIS on January 2, 2008. The software should 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.

- **Community Development Block Grant.** With the assistance of the Public Works Department, the Planning and Development Department prepared a Community Development Block Grant (CDBG) application for the Braeside neighborhood located east of I-355 and north of Roosevelt Road. The scope of proposed work included the lining of sanitary sewers, the replacement of the Surrey Drive water main, new sidewalks, roadway reconstruction, a water main extension and minor improvements to address localized flooding. Staff requested \$710,000 in federal CDBG funds as part of the \$2.1 million total project cost. This was one of the largest grants requested by a municipality in this funding category. The Village was awarded the grant in the full amount requested.
- **Regional Stormwater Agreement.** In September of 2007 the Village Board approved an Intergovernmental Agreement with the Glen Ellyn Park District for the construction of a regional stormwater detention facility in Ackerman Park. The project will include the construction of 2 new soccer fields in Ackerman Park, one of which will also act as a stormwater detention basin and will flood from time to time. To pay for the project, the Village will be acquiring the detention basin on the Five Corners Walgreens site per an annexation agreement for this site and selling it for commercial development.
- **Photo Resource Directory.** With the assistance of Planning Consultant Pete Pointner, the Village created a Photo Resource Directory as a supplement to the Appearance Review Guidelines. This directory provides pictures of projects that exemplify some of the positive design elements encouraged by the Appearance Review Guidelines. It is intended to be used as reference tool by the Architectural Review Commission, Village staff and petitioner's seeking exterior appearance approval.
- **Scanning.** In 2007, 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. A part time Administrative Clerk and temporary seasonal employees have provided valuable assistance with this project. Since they began in the Summer of 2002, they have prepared 621 development files and 7,298 building files for scanning. All of the Department's closed building files are now scanned in the document imaging system. In addition, 27,604 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 have been directly scanned and indexed into the document imaging system. Significant progress has also been made scanning and indexing the Department's street files with more than 5,000 documents being scanned. However, more than half of the street files, countless other files, including other development 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 return a backlog of un-refunded deposits dating back to 1990 to applicants whose building permit 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 \$3.21 million dollars. Since, January of 2006 the Department has refunded 1416 such deposits, which has totaled more than \$3.02 million. This project is now 94% complete and is expected to be completed during the 2008-2009 budget year.

PETITIONS REVIEWED

In 2007, the Department coordinated the review of 81 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. Village staff and consultants attempt to review all submittals within 30 days. 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)					
	2003	2004	2005	2006	2007
Annexations ¹	9	3	1	6	4
Annexation and/or Recapture Agreements ¹	9	7	7	3	0
Exterior Appearance Review	7	10	6	4	9
Planned Unit Developments	4	5	2	8	5
Right-of-Way Vacations	1	3	5	5	2
Sign Variations	4	5	3	5	9
Special Use Permits	2	7	6	7	10
Subdivisions	7	10	8	12 ²	3 ²
Variations	23	40	25	25	21 ³
Stormwater Variations	3	2	1	3	0
Zoning Map Amendments	4	5	-	4	1
Zoning Text Amendments	1	1	1	1	4 ⁴
Miscellaneous	8	8	9	11 ⁴	13 ⁵
TOTAL	82	106	74	94	81

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

² Includes Final Plats of Subdivision for the Courtyards of Glen Ellyn, Georgetown by the River and the College of DuPage.

³ Of these projects, 19 were reviewed by the ZBA and 2 were reviewed by the Plan Commission.

⁴ Includes text amendments related to outdoor displays in the downtown, the creation of a new Community College zoning district, open front porch bonuses and various other amendments in accordance with the required biennial review of the Zoning Code.

⁵ Includes an Intergovernmental Agreement with the College of DuPage, the approval of Architectural and Landscape Guidelines for the College of DuPage, a regional stormwater agreement with the Glen Ellyn Park District, the creation of a Photo Resource Directory, the elimination of the Electrical Commission and other miscellaneous Ordinances.

BUILDING PERMIT ACTIVITY

The Planning and Development Department is now open to the public on Tuesday mornings. Building Division staff and consultants strive to conduct plan reviews within 14 days of submittals. Building inspectors have adjusted their inspectional schedule to take appointments in either the morning or the afternoon, instead of at half hour time intervals. This allows increased efficiency to group inspections by area of the Village. The following table summarizes building permit activity for the past 5 calendar years.

PLANNING AND DEVELOPMENT DEPARTMENT					
Building Permit Activity					
(Calendar Year)					
	2003	2004	2005	2006	2007
Total Building Permits ¹					
Number	1,027	1,081	1,024	1,042	1,097
Estimated millions \$ ²	\$55.8	\$44.6	\$60.2	\$77.9	\$92.7
Single Family Residences					
New Construction	74	57	63	50	32
Estimated millions \$	\$29.0	\$22.9	\$30.1	\$24.5	\$21.2
Alterations/Additions	203	162	159	156	165
Estimated millions \$	\$12.6	\$9.0	\$13	\$9.9	\$11.8
Multiple Family Residences					
Number of Buildings	0	0	3	7	9
Number of Units	0	0	51	20	17
Estimated millions \$	0	0	\$4.8	\$6.1	\$6.2
Alterations/Additions	0	1	2	24	26
Estimated millions \$	0	\$0.10	\$0.9	\$0.4	\$0.7
Detached Garages (by themselves)	-	-	-	26	43
New Commercial					
New Construction	4	1	4	10	11
Estimated millions \$	\$4.3	\$1.1	\$2.9	\$31.9	\$31.3
Alterations/Additions	42	76	29	33	65
Estimated millions \$	\$7.3	\$6.2	\$5.2	\$3.9	\$9.9
Demolition Permits Issued	77	57	50	46	30
Demolitions Permits Applied For	72	64	63	44	46
Counter Customer Contacts	4,144	4,822	4,897	4,631	4,718
Inspections					
Building	2,941	2,607	2,669	3,400	3,738
Fire	638	2,147	1,479	1,537	1,247
Elevator	234	234	240	250	256
Site	1,663	2,167	1,698	1,417	1,600
Complaints/Referrals	-	298	297	196	218
TOTAL	5,476	8,048	6,384	6,840	7,059

¹ Represents all types of permits, including 805 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.

2007 PROJECT SUMMARY

Throughout the 2007 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 2007.

- **Residential.** Permits were issued for the construction of 32 new single-family residences and 165 additions or alterations to single-family homes. No new single-family home subdivisions were approved in 2007.

In 2007, the Village Board granted Final Planned Unit Development and Subdivision approval 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 property was also annexed to the Village. Construction of both projects began in 2007 and is anticipated to be complete by the end of 2008.

In 2007 construction continued on a 24-unit townhouse development known as Kingsbrook Glen. It is estimated that this project will be completed in 2008. Construction of a 25-unit townhouse development known as Waters Edge and located east of Panfish Park was also completed and significant progress was made towards the completion of The Mews of In Town Glen Ellyn, a 24 unit townhouse and 8 condominium unit development located on Pennsylvania Avenue.

- **Commercial.** In 2007, the Village Board approved a number of commercial projects, including the following:
 - ▶ The renovation of the former Holiday Inn hotel located at the northwest corner of Roosevelt Road and Finley Road. The hotel will be reopened as a Crowne Plaza hotel. Renovation began in 2007 and is expected by complete by mid 2008.
 - ▶ The construction of a 40,468 square-foot, three-story medical office building for the Central DuPage Hospital at 885 Roosevelt Road, next to Health Track. Construction of the facility is expected to commence in 2008 and be completed in 2009.
 - ▶ A new Potbelly Sandwich Works restaurant at 552 Roosevelt Road. The restaurant moved into the old Smokehouse restaurant previously located on the site.
 - ▶ The renovation of the Glen Ellyn Plaza Shopping Center located at 430-440 Roosevelt Road, across from McDonald's.
 - ▶ The renovation and construction of a second story addition on the Spillman Wotyla Insurance Company building at 568 Pennsylvania Avenue which was damaged by fire.

In 2007 construction also continued on two new shopping centers, the Danby Crossing Shopping Center and the Glen Ellyn Crossing Shopping Center which are respectively

located at the northwest and southwest corners of Roosevelt Road and Nicoll Way/Avenue. Construction of the Glen Ellyn Crossing Shopping Center was completed in 2007 and construction of the Danby Crossing Shopping Center is expected to be completed in 2008. Together these projects include more than 54,000 square feet of new commercial space.

Construction also continued on the DuPage Medical Group's new 92,000 square medical building on Pennsylvania Avenue. It is anticipated that this project will be completed in 2008.

In addition, construction of a new NAPA Auto Parts store at 40 Baker Hill Drive was also completed and 65 building permits were issued for additions or alterations to existing nonresidential buildings.

- **College of DuPage.** In 2007, the Village approved a more than \$280 Master Facilities Plan for the College of DuPage. The 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 the internal campus roadway system. In association with the project the Department worked with the College of DuPage to create a new Community College zoning district. Department staff also played an instrumental role in developing an Intergovernmental Agreement with the College that sets forth the development and building permit review processes for the build-out of the Master Facilities Plan.
- **Annexations.** The Village annexed a total of 8 properties in 2007 including 5.34 acres of land on which the Georgetown by the River condominium development is located and 7 single-family home lots.
- **Miscellaneous Improvements.** Approximately 805 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 30 demolition permits were issued in 2007, a large majority of which were for single-family homes. The number of residences razed is less than .05% 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.

UPCOMING PROJECTS:

In addition to daily activities, the Department plans to work on the following projects during the 2008-2009 budget year:

- **Downtown Plan.** Throughout the 2008 calendar year, the Department plans to work with a consultant to develop a downtown strategic plan for the Village. The process is expected to include meetings with a downtown advisory committee and at least one public workshop.

The final plan will include recommendations regarding such things as parking, marketing strategies, opportunity sites, code amendments and organizational structure.

- **Sale of Five Corners Walgreens Detention Basin.** The Department will work to establish a process for the sale of the Five Corners Walgreens Detention Basin and subsequently work to sell this property for commercial development. The money from the sale of the property will be used to pay for the construction of a regional stormwater detention facility in Ackerman Park.
- **Sign Code Update.** In 2008, the Department plans to begin working on a comprehensive update to the Village's Sign Code Ordinance.
- **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 (as explained in an earlier section), 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 2008/09 fiscal year:
 - A. Townhomes, 350 Duane Street. Final approval of a 20-unit townhouse development proposed on 1.13 acres of property located on the north side of Duane Street between Lorraine Street and Evergreen Avenue.
 - B. Duane Street Rowhouses, 460-478 Duane Street. A 7-unit townhouse development proposed on .47 acres located on the north side of Duane Street between Glenwood Avenue and Prospect Avenue.
 - C. Park Town Center. The Department expects to receive an application for approval of a retail and condominium development on 3.8 acres located on the west side of Park Boulevard between Ahlstrand Road and Butterfield Road in unincorporated DuPage County. The project is known as Park Town Center. If approved, the property would be annexed to Glen Ellyn.
 - D. Single-Family Home Subdivisions. A handful of new single-family home subdivisions are anticipated to be reviewed by the Village Board in 2008 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 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.
 - E. Annexations. In 2008, staff plans to resume discussions with the property owners in

3 neighborhoods that have expressed interest in annexation to the Village. Those neighborhoods include: 1.) the four block area northeast of Five Corners, 2.) the property owners northwest of Five Corners which are generally located east of Bloomingdale Road, south of the Great Western Trail, west of Newton Avenue and includes the properties located along both sides of St. Charles Road, and 3.) the properties in the vicinity of Cumnor Avenue, Acorn Avenue and Fairway Street.

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