

PLANNING AND DEVELOPMENT DEPARTMENT

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 12.25 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 plan review, architectural, landscaping, wetland, building, grading, engineering, traffic and legal expertise as well as assistance on special projects. Other consultants provide inspection services for elevators, plumbing and landscaping. 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 2008 calendar year, the Department coordinated the review of various projects in addition to its daily activities. The following are some highlights for the 2008 calendar year.

- **Daily Activities.** In 2008, more than 3,691 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 7,003 building, elevator, fire, site and other inspections were conducted, and a total of 842 permits of all types were issued in 2008. In addition, the Department coordinated the review of 80 requests, predominantly related to zoning and/or development projects that were ultimately acted on by the Village Board.
- **Downtown Strategic Plan.** In February of 2008, the Village Board hired a consulting team led by Town Builder Studios (TBS) to complete a Strategic Plan for the downtown. The plan will provide a vision for the future of the downtown and contain specific recommendations on how to implement the plan. A wide range of public input was solicited throughout the process through such methods as interviews with numerous groups and individuals, a town

hall meeting, a design studio, two public open houses and various surveys. The TBS team has been working with Village staff and a Downtown Advisory Committee to prepare its recommendations. At this time it is anticipated that a strategic plan for the downtown will be adopted in the second half of 2009.

- **Northside Regional Stormwater Facility.** In 2008, the Department spent considerable time working on and responding to questions from the public about a project to construct a regional stormwater detention basin in Ackerman Park. Due to the amount of public opposition to the project, the Village has hired a consultant to evaluate alternate sites in the watershed for the detention facility.
- **Ben Franklin Stormwater Project.** Throughout the 2008 calendar year, Planning and Development Department and Public Works staff worked with School District 41 to negotiate the expansion of a District 41 parking lot expansion project at Benjamin Franklin Elementary School to include additional stormwater storage volume to help mitigate stormwater problems in the surrounding area. The engineering of the project has been approved and it is anticipated that the Village Board will act on an intergovernmental agreement in early 2009 to accommodate the project. The School District plans to commence construction in April of 2009 and to complete the project by August of 2009.
- **MUNIS.** In January of 2008, the Department began using MUNIS to process building permit applications. In order to accommodate the use of this system for the Department's purpose, considerable information has been entered into the MUNIS database over the last few years. In 2008, these efforts included the expansion of the property and contact databases already in the system and the creation of a number of templates for reports, letters and permits. 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. Further MUNIS enhancements are planned for the 2009-2010 budget year.
- **Scanning.** In 2008, the Department continued to make significant progress scanning documents into a 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 839 development files (218 files in 2008) and 8,691 building files (1,393 files in 2008) for scanning. Almost all of the Department's closed building files are now scanned in the document imaging system. In addition, 27,604 building permit application forms, several trays of microfiche 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. In 2008, significant progress was also made scanning and indexing the Department's street files and all of the Department's street files are now in the document imaging system. However, a number of other files including 97 boxes of Commission files,

countless rolled plans and more than half of the Department's microfiche still need to be prepared for scanning. In addition, all of the Department's historic annexation and fire inspection files still need to be purged and prepared for scanning.

- **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 1500 such deposits. This project is now all but complete with 99.2% of all such refunds having been returned and only 13 projects and \$19,461 in refunds left to research and ultimately return.

- **Code Enforcement.** The Planning and Development Department began issuing citations in 2004. To date the Department as issued a total of 103 citations, with 33 citations being issued in 2008. Of the 33 cases, that appeared on the court docket in 2008, 27 are currently closed and 5 cases are still pending. The fines that were issued in 2008, ranged from \$75 to \$500 with a total fine assessment of \$4,625.

PETITIONS REVIEWED

In 2008, the Department coordinated the review of 80 petitions, which resulted in 53 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 or that have not yet been acted on by 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)					
	2004	2005	2006	2007	2008
Annexations ¹	3	1	6	4	0
Annexation and/or Recapture	7	7	3	0	1
Exterior Appearance Review	10	6	4	9	11
Planned Unit Developments	5	2	8	5	6
Right-of-Way Vacations	3	5	5	2	0
Sign Variations	5	3	5	9	7
Special Use Permits	7	6	7	10	15
Subdivisions	10	8	12	3	4
Stormwater Variations	2	1	3	0	2
Zoning Map Amendments	5	-	4	1	1
Zoning Text Amendments	1	1	1	4	1
Zoning Variations	40	25	25	21	21 ²
Miscellaneous	8	9	11	13	11 ³
TOTAL	106	74	94	81	80

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

² Of these projects, 17 were reviewed by the ZBA and 4 were reviewed by the Plan Commission.

³ Includes Ordinances giving the Planning and Development Director the authority to allow pre-existing businesses to remain as nonconforming Special Uses, the adoption a new County Stormwater Ordinance with local amendments, the approval of an intergovernmental agreement with Metra for the repair of the train station retaining wall, the adoption of the 2008 National Electrical Code with local amendments, the approval of a contract with Town Builders Studio for the development of a Downtown Strategic Plan 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 partially 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)					
	2004	2005	2006	2007	2008
Total Building Permits ¹					
Number	1,081	1,024	1,042	1,097	842
Estimated millions \$ ²	\$44.6	\$60.2	\$77.9	\$92.7	\$54.1
Single Family Residences					
New Construction	57	63	50	32	10
Estimated millions \$	\$22.9	\$30.1	\$24.5	\$21.2	\$6.2
Alterations/Additions	162	159	156	165	129
Estimated millions \$	\$9.0	\$13	\$9.9	\$11.8	\$6.0
Multiple Family Residences					
Number of Buildings	0	3	7	9	1
Number of Units	0	51	20	17	4
Estimated millions \$	0	\$4.8	\$6.1	\$6.2	\$1.25
Alterations/Additions	1	2	24	26	-
Estimated millions \$	\$.010	\$0.9	\$0.4	\$0.7	-
Detached Garages (by themselves)	-	-	26	43	18
New Commercial					
New Construction	1	4	10	11	2
Estimated millions \$	\$1.1	\$2.9	\$31.9	\$31.3	\$16
Alterations/Additions	76	29	33	65	39
Estimated millions \$	\$6.2	\$5.2	\$3.9	\$9.9	\$6.8
Demolition Permits Issued	57	50	46	30	25
Demolitions Permits Applied For	64	63	44	46	29
Counter Customer Contacts	4,822	4,897	4,631	4,718	3,691
Inspections					
Building	2,607	2,669	3,400	3,738	2,891
Fire	2,147	1,479	1,537	1,247	2,748
Elevator	234	240	250	256	250
Site	2,167	1,698	1,417	1,600	884
Complaints/Referrals	298	297	196	218	230
TOTAL	8,048	6,384	6,840	7,059	7,003

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.

2008 PROJECT SUMMARY

Throughout the 2008 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 2008.

Residential. Permits were issued for the construction of 10 new single-family residences and 129 additions or alterations to single-family homes.

Two new single-family residential subdivisions were approved in 2008 including, the Goers subdivision, a 5-lot subdivision at 105 Parkside Avenue and the Deer Glen II Subdivision, an 11-lot subdivision located in unincorporated DuPage County generally east of Glenrise Avenue, west of Deer Glen Court, south of Second Street and north of First Street. A new 6-unit workforce apartment development known as the Brandon Court Apartments to be located behind 22 and 28 Greenwood Street was also approved. In addition, the Village Board granted preliminary approval for a 20-unit townhouse development proposed by Irongate Land Development at 350 Duane Street. However, the applicant does not currently plan to proceed with this project.

In 2008, construction also continued on a number of townhome and multi-family developments including:

- Kingsbrook Glen, a 24-unit townhouse development located at the southwest corner of Taft Avenue and Nicoll Way.
- The Mews of In-Town Glen Ellyn, a 24-unit townhouse and 8 condominium unit development located on Pennsylvania Avenue between Main Street and Prospect Avenue.
- The Courtyards of Glen Ellyn, a 24-unit townhouse development located at the northeast corner of Pennsylvania Avenue and Kenilworth Avenue.
- Georgetown by the River, a 48-unit condominium development located at 440 and 450 Swift Road.

Construction of a 25-unit townhouse development known as Waters Edge and located east of Panfish Park was also completed.

Commercial. In 2008, the Village Board approved a number of commercial projects, including the renovation of the Market Plaza Shopping Center on Roosevelt Road, the relocation of Superior Ambulance into the existing building at 10 N. Park Boulevard, an addition to the Grace Lutheran Church located at 493 Forest Avenue and an addition to US Bank located at 453 Forest Avenue.

Construction of a number of commercial projects were also completed in 2008 including:

- The Danby Crossing Shopping Center a new 30,700 square foot shopping center located at the northwest corner of Roosevelt Road and Nicoll Avenue.

- A new 92,000 square foot medical building for the DuPage Medical Group at 430 Pennsylvania Avenue.
- The renovation on the Spillman Wotyła Insurance Company building at 568 Pennsylvania Avenue which was damaged by fire and construction of a new second story addition on the building.
- Renovation of the existing building at 552 Roosevelt Road to accommodate a new Potbelly Sandwich Works restaurant.
- The renovation of the Glen Ellyn Plaza Shopping Center located at 430-440 Roosevelt Road.
- The renovation of the former Holiday Inn hotel located at the northwest corner of Roosevelt Road and Finley Road. The hotel reopened in 2008 as a Crowne Plaza hotel.

Throughout 2008, construction of 40,468 square-foot, three-story medical office building for the Central DuPage Hospital at 885 Roosevelt Road, next to Health Track also continued. The facility was completed in 2009.

During the 2008 calendar year 39 building permits were also issued for additions or alterations to existing nonresidential buildings.

Recreational. In 2008, the Village Board approved two significant projects for the Glen Ellyn Park District, including the construction of a new 88,845 square foot indoor sports complex at Ackerman Park and improvements to Village Green Park including three new baseball fields, two tennis courts, a basketball court, a soccer field, walking paths, a new playground, a new concession building and two new picnic shelters. Construction of both projects is now underway.

College of DuPage. In 2008, work continued on a more than \$280 million 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.

Miscellaneous Improvements. Approximately 618 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 25 demolition permits were issued in 2008, 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.

FY09/10 GOALS AND OBJECTIVES

In addition to its daily activities, the Department plans to work on the following projects during the 2009-2010 budget year:

- **Downtown Plan.** It is anticipated that the Village Board will approve a strategic plan for the downtown in early 2009. The Plan is intended to be a long range guide for the future of the downtown with an implementation time span of 20 years. During the 2009-2010 budget year, the Planning and Development Department plans to begin implementing some of the recommendations in the Plan. Some of the projects that we anticipate beginning work on in the 2009-2010 budget year include Code updates, discussions with the property owners regarding potential property assemblage and working with other Village Departments to commence engineering plans on select projects.
- **Alternative Plans for Northside Regional Stormwater Facility.** The Department will continue to work with a consultant to evaluate alternative locations for a regional stormwater facility on the north side of the Village to provide detention for those commercial properties at Stacy's Corners located north of St. Charles Road.
- **Sign Code Update.** In 2009, 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 2009-2010 fiscal year:
 - A. **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 Main Street and Prospect Avenue.
 - B. **Taco Bell/KFC, 370 Roosevelt Road.** The demolition of the existing Taco Bell restaurant at 370 Roosevelt Road and the construction of a new Taco Bell/KFC on the site.
 - C. **Park Town Center.** Potential amended application for approval of a commercial development on approximately 4 acres of property located at 2S678 Park Boulevard between Abruzzo Lane and Butterfield Road in unincorporated DuPage County. We

anticipate that the property will be annexed to Glen Ellyn in 2009, even if a development is not approved on the site.

D. Annexations.

- a. Neighborhood Annexations. In 2009, staff would like 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. Staff would also like to work to annex a number of properties in the vicinity of Marston Avenue and Swift Road that have valid annexation agreements with the Village and which are now contiguous to the corporate limits.
- b. Glenbard South. The Department plans to continue to work with School District 87 to annex a portion of the Glenbard South property located adjacent to Park Boulevard.

Internal discussions are also ongoing regarding the potential annexation of other properties or areas that are either wholly or partially surrounded by the Village limits or that are adjacent to the Village limits.