

## **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 Boards of the Glen Ellyn Economic Development Corporation and the Downtown Alliance. With 11 full-time equivalent employees, the Department coordinates the review and analysis of 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, coordinates license agreements, prepares right-of-way vacations, monitors various escrow accounts, prepares and oversees annexations and annexation agreements, 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 and plumbing. 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 2009 calendar year, the Village saw a decline in building and development as a result of a national economic downturn. As a result, the Department was able to address a number of other necessary special projects in addition to coordinating the review of various building activities. The following are some highlights for the 2009 calendar year.

- **Daily Activities.** In 2009, more than 3,522 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 4,688 building, elevator, fire, site and other inspections were conducted, and a total of 926 permits of all types were issued in 2009. In addition, the Department coordinated the review of 67 requests, predominantly related to zoning and/or development projects, that were ultimately acted on by the Village Board.
- **Downtown Strategic Plan.** In October 2009, the Village Board approved a Downtown Strategic Plan, which provides a vision for the future of Downtown Glen Ellyn. The planning process began in February 2008 when the Village Board hired a consulting team led by Town Builder Studios (TBS) to complete a Strategic Plan for the downtown. Over the next year and

a half, a number of opportunities for public input were provided, including interviews, merchant surveys, a design studio, charette, town hall meetings, presentations, and paper and online public feedback surveys. More than 1,000 contacts with the public, interested parties and meeting participants were recorded during the process. A Downtown Advisory Committee (DAC), composed of volunteer members and representatives from various community organizations, downtown merchants and property owners, was instrumental in the development of the plan. Following the adoption of the plan, work began on the first steps to implement the plan, including a study to develop a new downtown organization. The Plan will assist the Village in its endeavor to achieve a unique, vibrant, attractive and flourishing downtown commercial district.

- **Economic Development Special Service Areas.** In 2009, the Planning and Development and Finance Departments worked to renew six Special Service Area tax districts used to support economic development activities in the Village. The Planning and Development team researched the history of the districts and proposed changes to the boundaries for each SSA. After a public hearing and the required objection period, the Village Board approved the renewal of the SSAs in November 2009. Two of the SSAs were combined into one, resulting in the approval of five economic development Special Service Areas. The renewal of these SSAs will continue to provide vital funding, needed now more than ever, to support economic development activities in Glen Ellyn's commercial areas.
- **Lambert Farms Utility Connections.** In 2009, Department staff followed up on required utility connections in the Lambert Farms Subdivision. In 1997, the Village approved the construction of a water main in this neighborhood. At the time, a large majority of the property owners entered into annexation agreements with the Village that set water main connection fees of \$3,300 per property and required connection by July 1, 2009. Two other properties that were later involuntarily annexed were also required to connect by July 1, 2009 but were required to pay a connection fee of \$13,983 each. All but 10 property owners had connected by the required date. Planning and Development team members corresponded with these property owners, allowing them an additional ninety days to connect. All the properties have submitted building permits to begin the connection process except for one property that is currently vacant. Today, the properties have paid \$26,400 to the Village in connection fees, plus \$2,800 in permit fees. A payment agreement is in process with one of the property owners owing \$13,983.
- **Scanning Update.** During 2009, the Department continued its efforts to digitize records, which began in 2002. As a cost-saving measure, starting in October 2008 all closed files with no large format plans have been scanned in-house. Digital records of the Department's files provide the ability to retain historical records, reduce the amount of physical file space needed, and provide for quicker and more efficient access to important data. Since commencing this project the Department has prepared 839 development files and 8,895 building permit files for scanning. During 2009, an additional 733 building permit files were scanned in-house. To date, the Department has digitized 27,604 building permit application forms, and more than 75 combined years of minutes from the Zoning Board of Appeals, Architectural Review Commission and Plan Commission, including 1,295 pages scanned

during 2009. An additional 1,485 loose pages were scanned in house during 2009. Microfiche files have been scanned in alphabetical order, and as of December 2009 all building permit microfiche up to and including addresses on Pickwick Place has been digitized. This effort will continue as a number of other files, including 97 boxes of Commission files, countless rolled plans, historic annexation records, fire inspection files, and a number of other documents still need to be prepared for scanning.

- **Form Updates.** In 2009, the Department's forms and applications underwent a "spring cleaning." A number of zoning application forms were updated, including the Special Use Permit, Planned Unit Development, Zoning Variation, Zoning Map Amendment and Zoning Code Text Amendment applications and new applications were created for Commission pre-application meetings, Major Subdivisions, Minor Subdivisions and license agreements. In reviewing the new Planning and Development Department web pages, the team also noticed that many of the Department's documents needed revisions or were not the most recent forms available through the Planning and Development Department. Therefore, efforts were undertaken to ensure that the most updated version of each form was available both online and through the Planning and Development office. Throughout these efforts more than a dozen of the Department's forms and applications were added to the website and a variety of building permit handouts at the Department counter were updated.
- **Central Business District Code Changes.** The Village completed a variety of projects in 2009 in order to assist business and property owners in the Central Business District. On August 10, the Village Board approved a Zoning Code text amendment to allow certain non-retail uses in ground-floor rear spaces in the downtown area as these spaces are less desirable for retail businesses because of the limited street visibility. Staff also worked with the EDC to propose a Sign Code amendment to allow retail merchants to display "Open" banners in the Central Business District, which was approved by the Village Board in July. These actions give local business owners additional flexibility and options to enhance their business. The Planning and Development Department continues to seek and evaluate opportunities to meet the needs of downtown business and property owners in order to help Glen Ellyn businesses.
- **Marston, Bemis and Birchbrook Annexation Agreements.** Between 1982 and 1990, the Village entered into a number of annexation agreements with property owners along Marston Avenue, Bemis Road and Birchbrook Court in order to allow these properties to connect to Village water and sewer services. Most of the agreements had a term of 20 years and recently expired. In 2009, the Planning team began the process of researching ownership and contacting the owners of 32 properties in the area with expired or soon-to-expire annexation agreements and requested that they enter into new annexation agreements with the Village. Of the 32 properties, owners of 29 returned completed annexation agreements by the end of 2009, which were approved by the Village Board in January 2010. The Planning team will continue to pursue a resolution with the remaining property owners.

- **Glenbard South Annexation Agreement.** Since 2005, the Planning and Development team worked to negotiate an annexation agreement with School District 87. The agreement calls for the annexation of a 300-foot wide strip of Glenbard South's property located along the west side of Park Boulevard. Annexation of this property will create contiguity with other properties located along the northwest corner of Park Boulevard and Butterfield Road that have existing annexation agreements, allowing these properties to be annexed into the Village in the future. The Village Board approved the annexation agreement for this property in January 2010.
- **Community Development Block Grant.** In 1995, 2003 and 2008 the Village applied for and received Community Development Block Grants to help fund improvements in the Braeside neighborhood of Glen Ellyn, located east of I-355 and north of Roosevelt Road. The funding has helped to improve water and sanitary sewer mains, and to reconstruct a portion of Surrey Drive. In 2009, the Planning and Development and Public Works Departments worked together to submit two new CDBG applications to DuPage County to build on previous improvements. The first application proposes street lighting improvements. The second proposes to improve local drainage to alleviate backyard flooding concerns. The DuPage County Development Commission approved CDBG funding for the street lighting project as part of its 2010 funding cycle, which will provide up to \$300,000 to support this \$700,000 project. The addition of street lighting in this neighborhood will enhance security and property values in this neighborhood.
- **Arts Friendly Community Recognition.** In 2009, the Department worked to compile and submit an award nomination to the Illinois Arts Council to recognize Glen Ellyn as a President's Arts Friendly Community. The Village of Glen Ellyn received an honorable mention from the Arts Council. The award is given to communities that demonstrate a commitment and support for the arts.
- **Department Fee Update.** In 2009, the Village reviewed its fees associated with zoning, permits, inspections and other development activities in the Village. This was the first comprehensive update of the Department's fees since 2003. The Department compared its fees with those charged by several surrounding communities and with the Village's actual cost related to processing each project request. The Village Board approved a revised fee schedule for the Planning and Development Department that became effective July 1.
- **Code Enforcement.** The Planning and Development Department began issuing citations in 2004. To date the Department has issued a total of 126 citations, with 13 citations being issued in 2009. Of the 13 cases that appeared on the court docket in 2009, 12 are currently closed and one case is still pending. The fines that were issued in 2009 ranged from \$300 to \$1,500 with a total fine assessment of \$7,100.

## PETITIONS REVIEWED

In 2009, the Department coordinated the review of 67 petitions, which resulted in 47 Ordinances and Resolutions that were acted on by the Village Board compared to 53 in 2008. 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.

| <b>PLANNING AND DEVELOPMENT DEPARTMENT</b><br><b>Petitions considered by the Village Board</b><br><b>(Calendar Year)</b> |           |           |           |           |                 |
|--|-----------|-----------|-----------|-----------|-----------------|
|  | 2005      | 2006      | 2007      | 2008      | 2009            |
| Annexations <sup>1</sup>   | 1         | 6         | 4         | 0         | 0               |
| Annexation and/or Recapture Agreements   | 7         | 3         | 0         | 1         | 5               |
| Exterior Appearance Review   | 6         | 4         | 9         | 11        | 3               |
| Planned Unit Developments  | 2         | 8         | 5         | 6         | 2               |
| Right-of-Way Vacations   | 5         | 5         | 2         | 0         | 0               |
| Sign Variations  | 3         | 5         | 9         | 7         | 4               |
| Special Use Permits  | 6         | 7         | 10        | 15        | 7               |
| Subdivisions   | 8         | 12        | 3         | 4         | 2               |
| Stormwater Variations  | 1         | 3         | 0         | 2         | 2               |
| Zoning Map Amendments  | -         | 4         | 1         | 1         | 1               |
| Zoning Text Amendments   | 1         | 1         | 4         | 1         | 1               |
| Zoning Variations  | 25        | 25        | 21        | 21        | 15 <sup>2</sup> |
| Miscellaneous  | 9         | 11        | 13        | 11        | 25 <sup>3</sup> |
| <b>TOTAL</b>   | <b>74</b> | <b>94</b> | <b>81</b> | <b>80</b> | <b>67</b>       |

<sup>1</sup> Number of total Ordinances approved some of which may include multiple properties.

<sup>2</sup> Of these projects, 12 were reviewed by the ZBA and 3 were reviewed by the Plan Commission.

<sup>3</sup> Includes Ordinances adopting the Downtown Strategic Plan, a Sign Code Amendment allowing common program signs in C5A and C5B Zoning Districts and motor vehicle dealership banner signs, a comprehensive Planning and Development Department fee update, adoption of a Municipal Elevator Inspection Program, 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.

| <b>PLANNING AND DEVELOPMENT DEPARTMENT</b> |             |             |             |             |                  |
|--|-------------|-------------|-------------|-------------|------------------|
| <b>Building Permit Activity</b>            |             |             |             |             |                  |
| <b>(Calendar Year)</b>                     |             |             |             |             |                  |
|  | <b>2005</b> | <b>2006</b> | <b>2007</b> | <b>2008</b> | <b>2009</b>      |
| <b>Total Building Permits</b> <sup>1</sup> |             |             |             |             |                  |
| Number                                     | 1,024       | 1,042       | 1,097       | 842         | 926              |
| Estimated millions \$ <sup>2</sup>         | \$60.2      | \$77.9      | \$92.7      | \$54.1      | \$21.3           |
| <b>Single Family Residences</b>            |             |             |             |             |                  |
| New Construction                           | 63          | 50          | 32          | 10          | 7                |
| Estimated millions \$                      | \$30.1      | \$24.5      | \$21.2      | \$6.2       | \$4.09           |
| Alterations/Additions                      | 159         | 156         | 165         | 129         | 149              |
| Estimated millions \$                      | \$13        | \$9.9       | \$11.8      | \$6.0       | \$7.62           |
| <b>Multiple Family Residences</b>          |             |             |             |             |                  |
| Number of Buildings                        | 3           | 7           | 9           | 1           | 0                |
| Number of Units                            | 51          | 20          | 17          | 4           | 0                |
| Estimated millions \$                      | \$4.8       | \$6.1       | \$6.2       | \$1.25      | 0                |
| Alterations/Additions                      | 2           | 24          | 26          | 0           | 0                |
| Estimated millions \$                      | \$0.9       | \$0.4       | \$0.7       | 0           | 0                |
| <b>Detached Garages (by themselves)</b>    | 0           | 26          | 43          | 18          | 10               |
| <b>New Commercial</b>                      |             |             |             |             |                  |
| New Construction                           | 4           | 10          | 11          | 2           | 1                |
| Estimated millions \$                      | \$2.9       | \$31.9      | \$31.3      | \$16        | \$0.53           |
| Alterations/Additions                      | 29          | 33          | 65          | 39          | 40               |
| Estimated millions \$                      | \$5.2       | \$3.9       | \$9.9       | \$6.8       | \$4.7            |
| <b>Demolition Permits Issued</b>           | 50          | 46          | 30          | 25          | 12               |
| <b>Demolitions Permits Applied For</b>     | 63          | 44          | 46          | 29          | 12               |
| <b>Counter Customer Contacts</b>           | 4,897       | 4,631       | 4,718       | 3,691       | 3,522            |
| <b>Inspections</b>                         |             |             |             |             |                  |
| Building                                   | 2,669       | 3,400       | 3,738       | 2,891       | 2,451            |
| Fire                                       | 1,479       | 1,537       | 1,247       | 2,748       | 387 <sup>3</sup> |
| Elevator <sup>5</sup>                      | 240         | 250         | 256         | 250         | 107              |
| Site                                       | 1,698       | 1,417       | 1,600       | 884         | 759              |
| Complaints/Referrals                       | 297         | 196         | 218         | 230         | 641 <sup>4</sup> |
| Drainage Complaints                        | ---         | ---         | ---         | ---         | 343 <sup>5</sup> |
| TOTAL                                      | 6,384       | 6,840       | 7,059       | 7,003       | 4,688            |

<sup>1</sup> Represents all types of permits, including 805 miscellaneous permits, such as fences, which are not separately listed in this chart.

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

<sup>3</sup> The number of fire inspections completed fell during 2009 as a result of the loss of two part-time fire inspectors. This duty is being transitioned to the Glen Ellyn Volunteer Fire Company.

<sup>4</sup> Of these complaints, 571 were generated from enforcement of codes requiring visible address numbers.

<sup>5</sup> During 2009, the Department saw a significant increase in stormwater complaints, which previously were not separately reported.

<sup>6</sup> The number of elevator inspections decreased in 2009 when the Village transitioned to conducting inspections annually in accordance with State requirements rather than twice a year.

## **2009 PROJECT SUMMARY**

Throughout the 2009 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 2009.

**Residential.** Permits were issued for the construction of seven new single-family residences and 149 additions or alterations to single-family homes.

One new single-family residential subdivision was approved in 2009. The Sunnybrook Estates subdivision is a 5-lot subdivision located in unincorporated DuPage County on the east side of Sunnybrook Road between Sheehan Road and Bemis Road. The Village Board also approved a planned unit development for the Duane Street Rowhouses, a multi-family housing development, located on the north side of Duane Street between Main Street and Prospect Avenue. Construction has not started on either of these developments.

In 2009, 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; and
- The Legacy, a 24-unit townhouse and 8-unit condominium development located on Pennsylvania Avenue between Main Street and Prospect Avenue.

Two other multi-family residential developments are under way within the Village, though work on these substantially stalled during 2009. They are:

- The Courtyards of Glen Ellyn, a 24-unit townhouse development located at the northeast corner of Pennsylvania Avenue and Kenilworth Avenue; and
- Georgetown by the River, a 48-unit condominium development located at 440 and 450 Swift Road.

**Nonresidential.** In 2009, the Village saw a continued decline in new commercial construction due to the recent economic downturn. The largest commercial construction project approved during 2009 was the demolition and construction of a combined Taco Bell/KFC restaurant at 370 Roosevelt Road. Other additions and alterations approved include Noodles and Company at 706 Roosevelt Road, the First United Methodist Church at 424 Forest, and the Diamante Montessori School at 625 Hillside Avenue.

Work continued during 2009 on a 3,968 square foot addition to Grace Lutheran Church at 493 Forest Avenue, as well as a renovation of the Market Plaza Shopping Center located on Roosevelt Road. The Market Plaza project includes façade and parking lot improvements and the installation of two new freestanding signs. Work on both of these projects is anticipated to be completed in 2010.

In addition, US Bank completed an 1,800 square-foot addition at its 435 Forest Avenue branch. Central DuPage Hospital at 885 Roosevelt Road also substantially completed a 40,468 square-foot, three-story medical office building, which is currently open for business.

Other government entities in Glen Ellyn undertook significant construction projects in 2009, which were overseen by the Department, including:

- The College of DuPage continued work on its \$280 million Master Facilities Plan. Work includes the demolition of a number of “temporary” buildings, construction of several new buildings and work on the parking lots and internal roadway system;
- The Glen Ellyn Park District continued work on the Ackerman Park Sports Complex, an 88,845 square-foot indoor sports complex located at Ackerman Park. The complex is anticipated to be completed in 2010; and
- The Park District also completed improvements to the Village Green Park, which included 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.

**Miscellaneous Improvements.** Approximately 926 building permits were issued for all types of work including 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 12 demolition permits were issued in 2009, a large majority of which were for single-family homes. The number of residences razed is less than 0.2% 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 its daily activities, the Department plans to work on the following projects during the 2010-2011 budget year:

- **New Downtown Organization.** The first step in implementing the Downtown Strategic Plan occurred in November of 2009 when the term of the Downtown Advisory Committee was extended for the purposes of studying and recommending an organizational structure for a new downtown organization. The accomplishment of this goal will allow the Village to get a new downtown organization up and running using best ideas from other successful communities. The committee is to complete this project and make a recommendation to the Village Board by March 31, 2010.
- **Downtown Plan Implementation.** The Department will also begin work in 2010 to implement a number of key Village Board priorities from the Downtown Strategic Plan.

- **Sign Code Update.** In 2009, the Department began work on a comprehensive update to the Village's Sign Code Ordinance. This effort will continue and is expected to be completed in 2010. This will be the first comprehensive update of the Code since 1993. The re-write of this code will make it easier to understand and will allow businesses greater advertising opportunities.
- **Building Code Updates:** The Village attempts to stay current with all applicable building codes. There are more recent building code editions in existence than those currently adopted by the Village. This year, the Planning and Development department will work with the Building Board of Appeals to adopt and amend eight new building codes. This represents a substantial amount of work because the subject codes total approximately 3,300 pages that need to be reviewed and each provision either accepted, amended or deleted. Updated building codes will provide residents and property owners with the most up-to-date building safety regulations for their construction projects.
- **Scanning.** Although the Department has made great progress preparing documents for scanning by an outside company and also scanning materials 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.
- **Contractor's Registration.** In 2009, the Department began work on a proposed Contractor Registration process, which would require general and subcontractors working within the Village to register and provide certain documentation. The Department implemented this system in March of 2010.
- **Fire Inspections.** In 2009, the Village's two part-time fire inspectors resigned. These positions were not filled and the Department has since been working with the Glen Ellyn Volunteer Fire Company to transition fire inspections to them. This is common in many other municipalities. Transferring fire inspection duties to the Company provides them greater knowledge of the interior of the commercial and multi-family residential buildings in the Village. It is anticipated that fire inspections will be fully transitioned to the Fire Company during 2010.
- **Regional Stormwater Alternative Site Analysis.** In 2008, an agreement between the Village and Park District for the construction of a regional stormwater detention facility in Ackerman Park was approved. However, the project was put on hold due to resident concerns about tree removal. The Village hired a consultant in 2009 to evaluate potential alternative locations for the facility. The results of the study will be forwarded to the Board for discussion in 2010.

- **Development Projects.** The following development projects are among some the projects that the Department anticipates may be coming forward for Village Board consideration during the 2010-2011 fiscal year:
  - A. Nicor Expansion. Nicor has proposed an expansion of their existing facility at 90 N. Finley Road, including the construction of a new warehouse.
  - B. Chick-Fil-A. The restaurant chain has expressed interest in redeveloping a site on Roosevelt Road.
  - C. 479-483 Roosevelt Road. The owner of this multi-tenant commercial building along Roosevelt Road has proposed improvements to the site, including changes to the building façade and improvements to the parking lot and landscaping.
  - D. Annexations.
    - a. Marston Avenue. The Department plans to begin working on the annexation of a number of properties in the vicinity of Marston Avenue that have annexation agreements with the Village and are contiguous to the corporate limits. This effort was furthered during 2009 with the renewal of 29 expired annexation agreements in this area.
    - b. Swift Road. In 2010, the team also plans to begin to follow up on several annexation agreements for properties along Swift Road that are contiguous to the corporate limits.

There are a number of other neighborhoods that have expressed interest in annexing to Glen Ellyn to obtain Village utilities. The Department's interaction with them in 2010 will partially depend on funding availability for utility extensions and staff availability.