

DEPARTMENT OF PLANNING AND DEVELOPMENT

DEPARTMENT OVERVIEW

The Planning and Development Department 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, the Chamber of Commerce 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.

2010 HIGHLIGHTS

During the 2010 calendar year, the Village saw an increase in building and development activity compared to 2009. However, most of the building permits issued continued to be smaller projects and few large scale developments were approved. As a result, the Department was able to continue to address a number of other necessary special projects in addition to coordinating the review of various building activities. The following are just some of the Department's highlights for the 2010 calendar year.

- **Daily Activities.** In 2010, more than 4,267 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 4,900 building, elevator, site and other inspections were conducted, and a total of 1,330 permits of all types were issued in 2010. In addition, the Department coordinated the review of 54 requests, predominantly related to zoning and/or development projects that were ultimately acted on by the Village Board.
- **Code Enforcement.** The Planning and Development Department began issuing citations in 2004. To date the Department has issued a total of 139 citations, with 15 citations being issued in 2010. Of the 15 cases that appeared on the court docket in 2010, 12 are currently closed and three cases are still pending. The fines that were issued in 2010 ranged from \$300 to \$750 with a total fine assessment of \$6,450.

- **Scanning Update.** During 2010, the Department continued its efforts to digitize records, which began in 2002. In an effort to save money, any closed development files that do not include large plans are 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. During 2010, an additional 1,045 building permit files were scanned in-house. The team digitized 226 pages of minutes from the Zoning Board of Appeals, Architectural Review Commission and the Plan Commission during 2010. An additional 510 miscellaneous loose pages were scanned in house during 2010. Microfiche files have been scanned in alphabetical order, and as of December 2010 all building permit microfiche up to and including addresses on St. Moritz have been digitized. This effort will continue in 2011 as a number of other files, including boxes of Commission files, countless rolled plans, historic annexation records, fire inspection files, and a number of other documents still need to be scanned or prepared for scanning by an outside consultant. Since commencing this project the team has prepared 884 development files and 9,186 building permit files for scanning. A total of 36,118 building permit application forms, and more than 75 combined years of minutes from the Zoning Board of Appeals, Architectural Review Commission and Plan Commission have also been digitized.

- **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. Throughout 2010, the Planning and Development Department worked to begin implementing many of the goals in the Plan.
 - **Downtown Organization.** Throughout the first half of 2010, the Transitional Downtown Advisory Committee (TDAC) worked tirelessly on creating a recommendation for a new permanent downtown organization. The new proposed organization was intended to replace the Downtown Glen Ellyn Alliance and Go Downtown!. The TDAC surveyed six communities in the Chicagoland area to find ideas that would be appropriate for Glen Ellyn. The group also developed a proposed budget and made recommendations regarding the appropriate staffing levels and responsibilities for the new organization. On October 25th the Village Board authorized the creation of a new temporary downtown organization that is responsible for marketing and event planning, among other duties. The group is working to seek members, draft a one-year action plan, prepare a draft budget, establish bylaws and create a job description for an executive director. The organization will be in existence through April 30, 2011 at which time it is anticipated that the new permanent organization recommended by the TDAC will be established.

 - **Dark Windows Text Amendment.** In November of 2010, the Village Board approved a Zoning Code text amendment which requires owners of vacant downtown properties to place a decorative display in their storefront windows. The purpose of the Ordinance is to enliven the streetscape and make it more attractive for pedestrians and shoppers. Property owners are encouraged to work with local organizations or businesses to develop displays for their vacant windows which will further help to advertise local businesses, events and organizations.

 - **Live Entertainment Text Amendment.** In September of 2010, the Village Board approved a Zoning Code text amendment which allows for administrative approval of applications to provide indoor live entertainment. A similar amendment was recommended in the Downtown Strategic Plan to make live entertainment a more attractive option for downtown business owners.

 - **Downtown Historic District.** The Planning and Development team is working with the Administration team and the Historic Preservation Commission to submit an application to have

a portion of the Central Business District placed on the National Register of Historic Places. The project is still in its infancy and much of the work will be completed in 2011. A historic district was recommended in the Downtown Strategic Plan to help “preserve exceptional historic buildings and provide incentives to reduce the financial burden of restoration.”

- Two-Way Traffic Study. The Downtown Strategic Plan recommends the conversion of one-way streets to two-way streets to make it easier for people to find parking and navigate through the downtown. The Planning and Development team assisted the Public Works team with the selection of a consultant to conduct a two-way traffic study and provided input in discussions regarding this issue. The Public Works team will be heading up this project in 2011.
- TIF Feasibility Study. In 2010, the Planning and Development team assisted with the selection of a consultant to conduct a Tax Incremental Financing (TIF) feasibility study. A TIF district would provide funds to assist in the redevelopment of the downtown. This is a project that has been headed up by the Administration team and is expected to be completed by mid 2011.
- Developer and Broker Breakfast. The Planning and Development team and the Economic Development Corporation hosted a breakfast in November, 2010 with 43 local developers and brokers. The team presented information on permit processing, redevelopment site mapping and the Downtown Strategic Plan. Other topics covered include available business assistance programs, a description of existing commercial base and an explanation of how brokers and developers can work with Village staff and the EDC.
- **Annexation Agreements.** One of the goals articulated by the Village Board for the Planning and Development team is to continue to pursue growing the Village through annexations. In 2010, the Planning team created an Annexation Priority map which displays the neighborhoods that are priorities for annexation. There are 13 areas that have been designated as potential neighborhood annexations, seven of which have been designated as priorities. Of the seven priority areas, the Planning team began or continued work on five of these areas in 2010.
 - Marston Area Agreements. In 2009 the Planning team began the process of renewing 32 recently expired annexation agreements on Marston Avenue, Bemis Road and Birchbrook Court. These properties were already connected to Village water and sanitary sewer services. All 32 agreements were successfully renewed in 2010.
 - Glenbard South High School. In early 2010, the Village Board approved an annexation agreement with School District 87 for a 300 foot wide strip of land located on the west side of Park Boulevard between Ahlstrand Road and Butterfield Road. When annexed, this strip of land will provide contiguity to properties located at the northwest corner of Park Boulevard and Butterfield Road that have existing annexation agreements or are in the process of negotiating updated annexation agreements.
 - Glen Crest Agreements. In October of 2010, letters were sent to 89 property owners in the Glen Crest neighborhood who are connected to Village water and sanitary sewer requesting they enter into updated annexation agreements. Two public meetings were then held to answer any questions the property owners had. By the end of 2010 the Planning team received 77 signed agreements. In 2011, the Planning team will be bringing forward all of the signed agreements for review by the Village Board.

- Hill Avenue Agreements. During 2010 the Planning and Development team began discussions with property owners on the west side of the Hill Avenue Bridge. These agreements are being negotiated in the wake of the Hill Avenue Bridge intergovernmental agreement with the Village of Lombard. Signed agreements are expected to be ready for Village Board approval in 2011.
- Northwest Corner of Park and Butterfield. In 2010, the Planning team began to draft updated agreements with the Theatre Guild and School District 89 properties located at the northwest corner of Park and Butterfield. The team hopes to have these agreements completed in 2011.
- **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 teams worked together to submit two new CDBG applications to DuPage County to build on previous improvements. The first application proposed street lighting improvements. The second proposed 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. Throughout 2010 the project has progressed through the survey process and detailed engineering is currently underway with oversight by Public Works. The addition of street lighting in this neighborhood will enhance security and property values. The project is expected to be in the bidding stage in March of 2011 and construction will hopefully begin shortly after.
- **Contractor Registration.** In 2009, the Department began work on a proposed Contractor Registration process, which requires general contractors and subcontractors working within the Village to register and provide certain documentation. Throughout the end of 2009 and the beginning of 2010, the Department conducted research, proposed a Village Code amendment, create a fee structure, developed internal processes, created new forms, conducted training and implemented the requirement. The contractor registration requirement became effective on March 15, 2010. Through the end of 2010 the Village has registered 722 contractors.
- **Building Code Updates.** Throughout 2010, the Planning and Development team has worked with the Building Board of Appeals to update the Village's building and fire codes. By the end of 2010, three new codes were adopted: the 2009 ICC International Fire Code, the 2009 ICC International Property Maintenance Code and the 2009 NFPA 101 Life Safety Code. An additional five codes are scheduled for review and adoption in 2011.
- **Redevelopment Map.** The Planning and Development team is working to create a map of properties in the Village that could be identified as potential redevelopment sites. The map will be posted on the Village's website and will link to information about each property, including acreage, zoning, ownership, contact information and average daily traffic counts. This is an ongoing project and is scheduled to be completed in early 2011. The final product will be shared with the Economic Development Corporation for their use and posting on the internet.
- **Drainage Brochure.** The Planning and Development team completed a brochure which provides information to residents about drainage and flooding prevention requirements. It contains a brief overview of Illinois drainage law, the DuPage County Stormwater Ordinance and local codes. It also

lays out some of the factors that our engineer considers while conducting reviews. In addition, the brochure offers suggestions on how residents might deal with flooding on their property.

- **College of DuPage.** Throughout 2010 the team provided ongoing assistance in the legal dispute with the College of DuPage. The team conducted research, provided advice and background information and participated in a number of discussions with the Village Board, the Village Attorney and COD officials.
- **Purchase of 825 N. Main Street.** In November, the Village purchased the former Marathon gas station located at 825 N. Main Street. The Planning and Development team was actively involved in the purchase of the property. The acquisition of this property will provide the Village with more control over how the property and this important intersection is developed in the future. This property is a key piece in the redevelopment of the Village's northern entryway.
- **RTAP Grant.** In mid-2010, the planning team applied for a Regional Transit Authority Planning Grant to provide financial assistance for the Village to develop plans for several projects in the Downtown Strategic Plan, including a new train station, parking garages and transit oriented development. Unfortunately, the Village was not awarded the grant.
- **Water/Sewer Connections.** Upon annexation, many properties in the Village are given a set amount of time to disconnect from their well and septic system and connect to Village water and sanitary sewer services. In late 2010, the planning team contacted seven property owners informing them that they are nearing the date that they must connect to Village services. Of these properties six are in the process of connecting to Village water and sanitary sewer services and one has been given a five year extension.
- **Adult Use Ordinance.** In mid-2010, the planning team conducted research into the feasibility of implementing an ordinance to restrict the location of adult use businesses. While conducting the research, the team discovered that the current state law restricts the location of adult use facilities in DuPage County to no less than one mile from a protected facility (e.g. churches, schools, parks, etc.). Due to this law, there are no commercially zoned locations in the Village that would be able to house an adult use facility.
- **Community Rating System.** The CRS program rewards communities that go above and beyond the minimum requirements of the National Flood Insurance Program. The Village has chosen to join the program to help reduce premiums for the homeowners who are required to, or choose to, have flood insurance. In late 2010, the team worked on completing an application and supporting documentation to be included in the program.

2010 CONSTRUCTION PROJECT SUMMARY

Throughout the 2010 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 2010.

Residential Construction. Permits were issued for the construction of 13 new single-family residences and 162 additions or alterations to single-family homes.

Due to the continued economic downturn, construction on a number of residential projects were put on hold including the Sunnybrook Estates subdivision, the Duane Street Rowhouses and the Courtyards of Glen Ellyn. In addition, no new subdivisions or multi-family housing developments were approved in 2010.

In 2010, construction continued on The Legacy, a 24-unit townhouse and 8-unit condominium development located on Pennsylvania Avenue. Two other multi-family residential developments are under way within the Village, though work on these substantially stalled during 2010 due to the continued economic slowdown. They are:

- Kingsbrook Glen, a 24-unit townhouse development located at the southwest corner of Taft Avenue and Nicoll Way; and
- Georgetown by the River, a 48-unit condominium development located at 440 and 450 Swift Road.

Nonresidential Construction. In 2010, the Village saw an increase in the value of nonresidential construction. The largest commercial construction project approved during 2010 was the demolition of an existing 49,000 square foot Nicor building and the construction of a new approximately 200,000 square foot Nicor facility located at 90 N. Finley Road. This project will allow Nicor to relocate their warehouse and meter testing facilities from LaGrange and Aurora to Glen Ellyn and will bring 40 new jobs to the community. This is a \$22 million project and is anticipated to be completed in 2011.

In 2010, the Village also approved an exterior building and site renovation for an existing 4-unit commercial property at 479-483 Roosevelt Road and an addition to the Treasure House at 497 Pennsylvania Avenue.

During 2010, the Village also saw the completion of several nonresidential projects approved in 2009. These projects include the demolition of a Taco Bell and construction of a combined Taco Bell/KFC restaurant at 370 Roosevelt Road and additions to the First United Methodist Church at 424 Forest and a renovation and parking lot expansion for Giordanos located at 455 Roosevelt Road.

The College of DuPage also continued work on its \$280 million Master Facilities Plan including construction of a \$2 million sign project and new buildings such as the Culinary Sciences and Homeland Security buildings.

Miscellaneous Construction Projects. Approximately 1,231 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.

Demolition Permits. A total of 13 demolition permits were issued in 2010, a 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 6% of the Village's single-family homes have been demolished.

PETITIONS REVIEWED

In 2010, the Department coordinated the review of 54 petitions, which resulted in 44 Ordinances and Resolutions that were acted on by the Village Board compared to 67 in 2009. 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)					
	2006	2007	2008	2009	2010
Annexations ¹	6	4	0	0	0
Annexation and/or Recapture Agreements ¹	3	0	1	5	4
Exterior Appearance Review	4	9	11	3	4
Planned Unit Developments	8	5	6	2	1
Right-of-Way Vacations	5	2	0	0	0
Sign Variations	5	9	7	4	5
Special Use Permits	7	10	15	7	7
Subdivisions	12	3	4	2	0
Stormwater Variations	3	0	2	2	0
Zoning Map Amendments	4	1	1	1	0
Zoning Text Amendments	1	4	1	1	4
Zoning Variations	25	21	21	15	11 ²
Miscellaneous	11	13	11	25	18 ³
TOTAL	94	81	80	67	54

¹ Number of total Ordinances approved some of which may include multiple properties. 2010 includes 32 separate agreements in the Marston Area, which were contained in two ordinances.

² Of these projects, 6 were reviewed by the ZBA and 5 were reviewed by the Plan Commission.

³ Includes Ordinances adopting the 2010 Official Zoning District Map, establishing a Transitional Downtown Organization, building code updates, sign code amendments and officially changing the name of 22nd Street to Fawell Boulevard.

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)					
	2006	2007	2008	2009	2010
Total Building Permits ¹					
Number	1,042	1,097	842	926	1,295
Estimated millions \$ ²	\$77.9	\$92.7	\$54.1	\$21.3	\$72.33 ⁷
Single Family Residences					
New Construction	50	32	10	7	13
Estimated millions \$	\$24.5	\$21.2	\$6.2	\$4.09	\$6.01
Alterations/Additions	156	165	129	149	162
Estimated millions \$	\$9.9	\$11.8	\$6.0	\$7.62	\$5.97
Multiple Family Residences					
Number of Buildings	7	9	1	0	0
Number of Units	20	17	4	0	0
Estimated millions \$	\$6.1	\$6.2	\$1.25	0	0
Alterations/Additions	24	26	0	0	0
Estimated millions \$	\$0.4	\$0.7	0	0	0
Detached Garages (by themselves)	26	43	18	10	19
New Commercial					
New Construction	10	11	2	1	4
Estimated millions \$	\$31.9	\$31.3	\$16	\$0.53	\$18.81
Alterations/Additions	33	65	39	40	38
Estimated millions \$	\$3.9	\$9.9	\$6.8	\$4.7	\$8.73
Demolition Permits Issued	46	30	25	12	14
Demolitions Permits Applied For	44	46	29	12	16
Counter Customer Contacts	4,631	4,718	3,691	3,522	4,267
FOIA Requests	---	---	---	---	119
Inspections					
Building	3,400	3,738	2,891	2,451	3,287
Fire	1,537	1,247	2,748	387 ³	58 ³
Elevator ⁶	250	256	250	107	106
Site	1,417	1,600	884	759	378
Complaints/Referrals	196	218	230	641 ⁴	700 ⁴
Drainage Complaints	---	---	---	343 ⁵	371
TOTAL	6,840	7,059	7,003	4,688	4,900

¹ Represents all types of permits, including 1059 miscellaneous permits, such as fences, which are not separately listed in this chart. There were 722 miscellaneous permits issued in 2009.

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

³ 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.

⁴ Of these complaints, many were generated from enforcement of codes requiring visible address numbers.

⁵ In 2009, the team saw a large increase in stormwater complaints, which previously were not separately reported.

⁶ 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.

⁷ The significant increase in building permits and a number of large projects, such as Taco Bell/KFC and the improvements at the Glen Ellyn Library, led to an increase in this category.

2011 UPCOMING PROJECTS

In addition to its daily activities, the Department plans to work on the following projects during the 2011-2012 fiscal year:

- **Building Code Updates.** The Planning and Development team will continue to work with the Building Board of Appeals on updating and adopting building new codes. In 2011, the team plans to adopt the 2009 ICC International Building Code, the 2009 ICC International Residential Code, the 2009 ICC International Fuel Gas Code, the 2009 ICC International Mechanical Code and the 2009 ICC International Energy Conservation Code. Each of these codes, with the exception of the Energy Conservation Code, is an update to codes the Village has previously adopted.
- **Downtown Plan Implementation.** The team will continue work in 2011 to implement the recommendations in the 2009 Downtown Strategic Plan. Some of the projects that the Department will work on include a comprehensive update of the zoning regulations in the C5A and C5B Central Business District zoning districts and possible changes to the zoning district boundaries. In addition, the team will continue to provide assistance with the two-way traffic study, the creation of a downtown historic district and the TIF feasibility study.
- **Sign Code Update.** In 2010, the Department worked on a comprehensive update to the Village's Sign Code Ordinance. This effort will continue and is expected to be completed in 2011. 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.
- **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.
- **Boundary Line Amendment with Village of Lombard.** In 2009, the Village Board entered into an Intergovernmental Agreement with the Village of Lombard wherein the Village agreed to provide financial assistance for repairs to the Hill Avenue bridge. The agreement was subject to a number of terms and conditions, one of which requires Lombard to agree to certain changes to the boundary line between the municipalities. In late 2010 the Planning team conducted an analysis of potential boundary line changes. A new boundary line agreement is expected to be approved by both municipalities in 2011.
- **Community Branding.** In 2011, the Planning and Development team plans to begin the process of creating a brand for the Village of Glen Ellyn. This will develop a unified image of the community to present to brokers, developers, new businesses and current and potential residents. Branding will include the downtown and the community as a whole and will be useful in marketing, signage and cooperative advertising.
- **Development of 825 N. Main Street.** In 2011, the Planning and Development team plans to work to have the old Marathon gas station at 825 N. Main Street demolished. The team will also begin the

process of searching for someone interested in purchasing and redeveloping the site in a way that contributes to the unique character of the Stacy's Corners intersection.

- **Annexation Agreements.**
 - Glen Crest. In 2011, the Planning and Development team will continue to follow up with property owners who have yet to return a signed agreement. The team hopes to schedule all 89 agreements for Village Board consideration in early 2011.
 - Hill Avenue. The Planning and Development team will continue to negotiate annexation agreements with three commercial property owners west of the Hill Avenue Bridge. The team hopes to have these agreements signed and scheduled for Village Board approval in 2011.
 - Village Theater Guild & District 89. The Planning and Development team will continue to work on updating agreements with the owners of these properties located at the northwest corner of Park Boulevard and Butterfield Road. The team hopes to have these agreements signed and scheduled for Village Board approval in 2011.
- **Annexations.** In 2011, the Department plans to begin the process of annexing some of the 120+ properties located in the Marston Area and the Glen Crest neighborhoods for which some annexation agreements were renewed in 2010 and more are anticipated to be renewed in early 2011.
- **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 2011.
- **New Business Toolkit.** Throughout 2010, the Planning and Development team worked on creating a pamphlet for new business owners to help guide them through the process of opening a new business. The team anticipates that this pamphlet will be ready for publication in 2011.
- **Economic Development Budget.** Economic Development expenditures were formerly located in the Special Programs Fund and, beginning in FY11/12, have been transferred to the General Fund under the Planning and Development budget. This portion of the budget relates to monies spent on economic development programs, grants, professional services and capital projects. These funds will be divided between the Economic Development Corporation and the new Downtown organization to help facilitate economic growth in the Village. Further information regarding these funds may be found in the footnotes attached to the Economic Development budget.