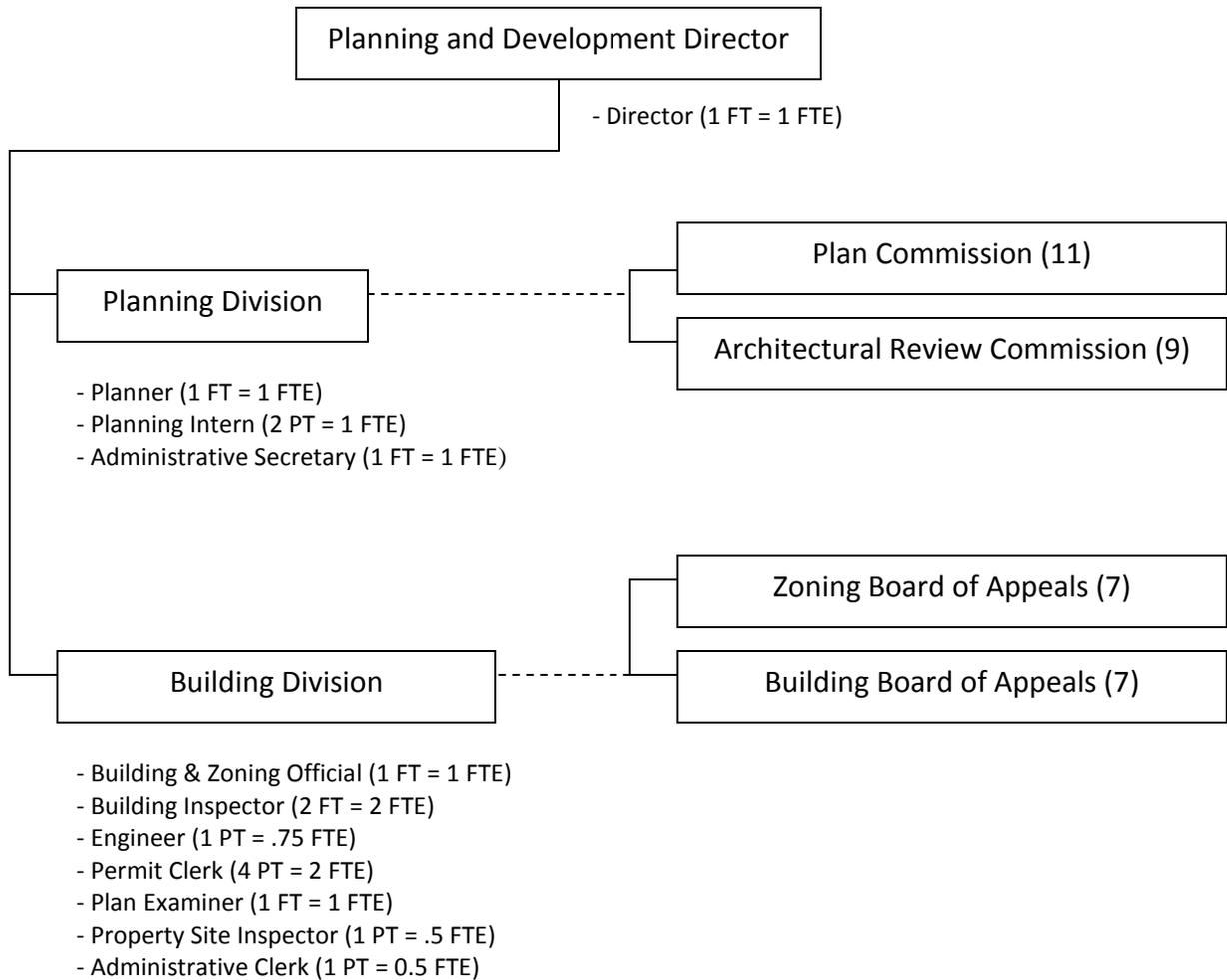


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PLANNING AND DEVELOPMENT DEPARTMENT FY12/13



<u>FY12/13 Budget</u>	<u>Employee</u>	<u>FTE</u>
	<u>Count</u>	<u>FTE</u>
Full-Time Personnel	7	7.00
Part-Time	9	4.75
Total Employees/FTEs	<u>16</u>	<u>11.75</u>
<i>(FTE = Full-Time Equivalents)</i>		

<u>Budgeted Full-Time Employees</u>	<u>FY04</u>	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Planning	3	3	3	3	3	4	3	3	3	3
Zoning / Inspection	3	3	3	3	4	4	4	4	4	4
Total FT	6	6	6	6	7	8	7	7	7	7

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 Alliance of Downtown Glen Ellyn. 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, registers contractors, 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 and inspections of architectural, landscaping, wetland, building, grading, engineering, and traffic plans as well as legal expertise and assistance on special projects. Other consultants provide inspection services for elevators and plumbing. Department employees, consultants, and volunteer Boards and Commissions also provide recommendations to assist the Village Board in making decisions about developments and Village Codes.

2011 HIGHLIGHTS

During the 2011 calendar year, the Village saw an increase in the number of building permits compared to 2010. However, most of the building permits issued continued to be smaller projects and few large scale developments were approved. 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 2011 calendar year.

Daily Activities. In 2011, more than 4,416 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 5,285 building, elevator, site and other inspections were conducted, and a total of 1,403 permits of all types were issued in 2011. In addition, the Department coordinated the review of 39 petitions or 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 177 citations, with 38 citations being issued in 2011. Of the 38 cases that appeared on the court docket in 2011, eight are closed and 30 cases are still pending in the court system. The fines that were issued in 2011 ranged from \$30 to \$663 per case with a total fine assessment of \$2,288.

Scanning Update. In 2011, the Department continued its efforts to scan records, which began in 2002. This past year, 1,576 building permit files (15,356 total pages), 50 Commission files (4,017 total pages), 736 pages of general property files, and 58 pages of minutes from the Zoning Board of Appeals, Architectural Review Commission and the Plan Commission were scanned in-house. The team also prepared 19 rolls of building permit microfiche, miscellaneous microfiche sleeves totaling 11,844 images, and three trays of building permit microfiche totaling 34,179 images for outside scanning. Since beginning these efforts in 2004, a total of 972 development files, 11,036 building permit files, 37,908 building permit application forms, 91 years of general property files, and more than 75 years of Commission minutes have been scanned. With approximately 100 boxes still in the attic and numerous large plans that need to be scanned, this is an effort that will continue for many years.

Downtown Parking Map. In 2011, the Planning and Development Department worked with the Police Department to revise and update a downtown parking brochure and map. The goal of the new map was to create a more user-friendly brochure that included updated information on downtown parking locations, rates, and enforcement policies. The new brochure was redesigned to be pocket sized for convenience and is available in the Planning Development Department, Cashier's Office, and on the Village website.

Lombard Boundary Line Agreement. Throughout 2011, the Planning and Development Team worked to enter into an amended boundary line agreement with the Village of Lombard. Glen Ellyn approved the revised boundary line in late 2011. The agreement establishes what the eventual boundaries of each community will be as land is annexed over time. The new boundary line provides for a more natural boundary line between the communities by more closely following the I-355 corridor.

EDC Trolley Tour. In July of 2011, the Economic Development Corporation (EDC) hosted a Trolley Tour for local developers, architects, businessmen and brokers. The tour's purpose was to highlight the Village's top redevelopment sites. The Department assisted the EDC by preparing maps and information about the 11 sites highlighted on the tour. Approximately 30 people participated including, elected officials, EDC representatives, area developers and brokers, and Village staff.

FOIA Requests. In 2011, the Planning and Development Department processed 147 FOIA requests resulting in over 7,500 pages of documents being identified, located and copied. The single largest request during the year consisted of 1,827 pages. The average number of pages per FOIA request was 51 pages, with an average turnaround time of five days. The Planning and Development Department handled 65% of all FOIA requests that were received by the Village.

The number of FOIA requests processed by the Department has drastically increased in recent years and responding to these requests is taking up an increasingly large percentage of Department staff time.

VILLAGE GRANT PROGRAMS ACTIVITY

In May 2011, the Planning and Development team assumed administration of the Downtown Interior Improvement Grant and Village-wide Façade Improvement Grant programs previously administered by the Economic Development Corporation (EDC). From May 1, 2011 to December 31, 2011, the Department processed seven (7) grants for five (5) different businesses in the Central Business District. In total, \$63,026 was awarded to these businesses. The following table summarizes the grant program activity for 2011.

Business	Address	Grant Type	Total Improvements	Grant Award	Grant Award/Total Improvements
Marcel’s Culinary Experience	490 N. Main	Interior/Façade	\$200,000	\$30,000 ¹	15.00%
Costello Jewelers	479 N. Main	Interior	\$205,000	\$15,000	7.31%
Subway	572 Crescent	Interior	\$151,994	\$15,000	9.87%
North Side Bar and Grill	499 Pennsylvania	Interior/Façade	\$47,004	\$13,026	27.71%
Glen Crossing Shopping Center	462 Park	Façade	\$20,190	\$5,000	24.76%
Total			\$624,188	\$63,026	

¹-\$15,000 of this grant was encumbered funds from FY10/11 (\$12,341 from Village/\$2,659 from EDC)

Economic Incentives Policy. In 2011, the Planning and Development Department updated the Village’s guidelines for examining and reviewing economic incentive requests. These guidelines were last revised in 1998. The purpose of updating the guidelines was to set criteria for evaluation, establish required submittals, and clarify the goals of offering incentives. These guidelines will provide consistency when reviewing requests. The new guidelines also address a number of different types of incentives that were not addressed in the 1998 Guidelines.

Downtown Strategic Plan. In October of 2009, the Village Board approved a Downtown Strategic Plan, which provides a vision for the future of Downtown Glen Ellyn. Throughout 2011, the Planning and Development Department continued working toward implementing many of the goals in the Plan.

- **Downtown Organization.** One of the recommendations in the Downtown Strategic Plan was to clarify the responsibilities of various organizations related to the downtown and to create a single downtown organization. Based on the recommendation of the Transitional Downtown Advisory Committee, a new temporary downtown organization responsible for downtown marketing, special events, business support and retention, was formed in 2010. A new permanent organization, the Alliance of Downtown Glen Ellyn, took its place in 2011. The new organization has adopted bylaws, hired a full-time Executive Director, and is now up and running.

- Downtown Historic District. The Planning and Development team is working with the Administration team and Historic Preservation Commission to submit an application to have a portion of the Central Business District placed on the National Register of Historic Places. In 2011, amendments were made to the proposed boundaries based on feedback by the Historic Preservation Commission and redevelopment sites outlined in the Plan. The Village was recently awarded a grant to assist with writing and submitting a nomination. In 2012, the Village will prepare an RFP to hire a consultant to draft and submit a nomination on the Village's behalf. The process is expected to take 8-10 months to complete.
- Two-Way Traffic Study. The Downtown Strategic Plan recommends that the Village evaluate the possibility of converting the one-way streets in the downtown to two-way streets. The Public Works team is taking the lead in this process with the Planning and Development Department providing assistance as needed. A consultant was hired in 2011 to assist with this study. The results are expected to be shared with the Village Board in early 2012.
- TIF Feasibility Study. In 2011, the Planning and Development team assisted the Administration Department and a consulting firm with the creation of a proposed Tax Increment Financing (TIF) district in the downtown. In March 2011, a Feasibility Study was completed which concluded that the downtown was eligible and met the statutory requirements for a TIF. In April, a Redevelopment Project and Plan and a Housing Impact Study was completed. The Village Board will consider whether to implement the TIF before the end of FY11/12.
- CMAP Grant. In 2011, the Planning and Development team applied for and the Village was awarded a \$50,000 grant to fund a Downtown Streetscape and Parking Study. The Department is working on creating an RFP and hopes to have a consultant or consultants hired in early 2012 to assist with the study.

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. The Planning team continued to make progress in this area in 2011.

- Glen Crest Agreements. In 2011, annexation agreements were approved for 90 properties in the Glen Crest North and South subdivisions. These agreements, and approximately 60 additional agreements in the area, can be acted on at any time.
- Hill Avenue Agreements. In 2010, the Planning and Development team began annexation discussions with the property owners on the west side of the Hill Avenue Bridge. This initiative was related to a new Boundary Line Agreement and bridge repair costs being negotiated with Lombard. The Department is hopeful that these agreements will be ready for consideration by the Village Board in mid-2012.

- Northwest Corner of Park and Butterfield. The Department is continuing to work towards renewing annexation agreements for the Theatre Guild and School District 89 properties located at the northwest corner of Park and Butterfield. It is anticipated that these agreements will be ready for Village Board consideration in mid-2012.
- Marston Area Agreements. In 2011, the Department worked with five property owners in the Marston area that were connected to Village utilities without valid annexation agreements. The team is hopeful that all five property owners will submit signed agreements and anticipate that these will be ready for Village Board consideration by the end of FY11/12.

Building Code Updates. Throughout 2011, 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 2011, three new codes were adopted: the 2009 ICC Mechanical Code, 2009 ICC Energy Conservation Code, and the 2009 International Fuel Gas Code. An additional three codes are scheduled for review and adoption in early 2012. In total, the Department will have coordinated the adoption of nine Codes since 2010.

Redevelopment Map. The Planning and Development team is working to create maps of potential redevelopment sites in the Village. A first draft of the maps was completed in 2011. Once complete, these maps will be posted on the Village's website. Ensuring that the maps are kept current will be an ongoing effort by the Department.

College of DuPage. Throughout 2011, the team provided ongoing assistance in a continuing legal dispute with the College of DuPage. The team conducted research, provided advice and background information, conducted inspections, prepared correspondence, and participated in a number of discussions and meetings with the Village Board, the COD team, the Village Attorney and COD officials.

Purchase of 825 N. Main Street. The former Marathon property at 825 Main was purchased by the Village in early 2011. The Planning and Development team led the acquisition of the property and the demolition of the former building on the site. The Department has also been involved in coordinating the environmental cleanup of the site. In 2012, the Department plans to prepare a Request for Proposal (RFP) for the redevelopment of the site that will include design guidelines. The Department will also be involved in evaluating proposals and recommending whether or not to move forward with a redevelopment at this time.

Community Rating System. In 2011, the Planning and Development team completed an application and submitted supporting documentation to be included in the CRS 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 2011, the Department was notified that the Village was approved for the program, with a rating of 8, which will result in a 10% flood insurance rate discount for residents in the Village.

2011 CONSTRUCTION PROJECT SUMMARY

Throughout the 2011 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 2011.

Residential Construction. Permits were issued for the construction of 29 new single-family residences and 193 additions or alterations to single-family homes.

Due to the continued economic downturn, construction on a number of larger residential projects continued to be put on hold including the Sunnybrook Estates subdivision, the Duane Street Rowhouses, Courtyards of Glen Ellyn, Kingsbrook Glen, and Georgetown by the River.

In 2011, construction continued on The Legacy, a 24-unit townhouse and 8-unit condominium development located on Pennsylvania Avenue. The Department issued a building permit for the final unit of the project, which is anticipated to be complete in 2012. Also, a building permit was issued for the construction of the Brandon Court Apartments, a 6-unit workforce housing apartment development located at 30 Greenwood Street. This project was originally approved in 2007 and will be completed in 2012.

Nonresidential Construction. In 2011, the Village saw an increase in the value of nonresidential construction. The largest commercial construction project approved during 2011 was the new 200,000 square foot Nicor facility located at 90 N. Finley Road. This project allows Nicor to relocate their warehouse and meter testing facilities from LaGrange and Aurora to Glen Ellyn. Some of the other nonresidential projects worked on in 2011 include:

- **Marcel's**, a culinary and kitchen essentials store, completed a renovation and build out at 490 N. Main Street.
- **Subway**, a fast food sandwich shop chain, completed a renovation and build out at 572 Crescent Boulevard.
- **Northside Grill**, a bar and grill, completed a renovation of the old Curly's Pub at 499 Pennsylvania Avenue.
- **Treasure House**, an existing non-profit resale shop, is working on an addition and renovation at 497 Pennsylvania Avenue.
- **Giordano's**, a pizzeria/restaurant, has been substantially completed with an interior remodel and build out at their location at 455 Roosevelt Road.
- **479-483 Roosevelt Road**, a retail shopping center, completed an exterior renovation and parking lot improvements.
- **Sunshine Dance Studio**, a new business, completed a renovation at 510 Crescent that offers dance classes for children.

Memorial Field Variations. In the fall and winter of 2011, the Planning and Development Department spent considerable staff time reviewing and processing a request by School District 87 for nine variations to Memorial Field which included three variations related to the proposed installation of new athletic field lighting. In total, the Department assisted with the coordination and scheduling of eleven Plan Commission Meetings. The Village Board will consider the variations in January of 2012.

Miscellaneous Construction Projects. Approximately 1,403 total building permits were issued for 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 21 demolition permits were issued in 2011, a majority of which were for single-family homes. The number of residences razed is less than 0.3% of the approximately 7,000 detached single-family housing units in the Village. Over the last five years, approximately 1.5% of the Village's single-family homes have been demolished.

PETITIONS REVIEWED

In 2011, the Department coordinated the preparation of 39 Ordinances and Resolutions that were acted on by the Village Board compared to 54 in 2010. 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. The Department expects the number of submitted petitions to increase and begin trending back upward in 2012.

PLANNING AND DEVELOPMENT DEPARTMENT					
Petitions considered by the Village Board					
(Calendar Year)					
	2007	2008	2009	2010	2011
Annexations	4	0	0	0	1
Annexation and/or Recapture Agreements	0	1	5	4	4 ¹
Exterior Appearance Review	9	11	3	4	2
Planned Unit Developments	5	6	2	1	0
Right-of-Way Vacations	2	0	0	0	1
Sign Variations	9	7	4	5	2
Special Use Permits	10	15	7	7	4
Subdivisions	3	4	2	0	0
Stormwater Variations	0	2	2	0	0
Zoning Map Amendments	1	1	1	0	1
Zoning Text Amendments	4	1	1	4	0
Zoning Variations	21	21	15	11	14
Miscellaneous	13	11	25	18	10 ²
TOTAL	81	80	67	54	39³

¹ 2011 includes 90 separate agreements in the Glen Crest Subdivision, which were contained in two ordinances.

² Includes Ordinances adopting building code updates, boundary line agreement with Lombard, Tree Preservation, etc.

³ Number of total Ordinances approved, some of which may include multiple properties.

BUILDING PERMIT ACTIVITY

The following table summarizes building permit activity for the past 5 calendar years. The assistance to customers provided by 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)					
	2007	2008	2009	2010	2011
Total Building Permits					
Number	1,097	842	926	1,295	1,403 ¹
Estimated millions \$ ²	\$92.7	\$54.1	\$21.3	\$72.33	\$56.48
Single Family Residences					
New Construction	32	10	7	13	29
Estimated millions \$	\$21.2	\$6.2	\$4.09	\$6.01	\$7.75
Alterations/Additions	165	129	149	162	193
Estimated millions \$	\$11.8	\$6.0	\$7.62	\$5.97	\$5.8
Multiple Family Residences					
Number of Buildings	9	1	0	0	2
Number of Units	17	4	0	0	6
Estimated millions \$	\$6.2	\$1.25	0	0	\$0.86
Alterations/Additions	26	0	0	0	0
Estimated millions \$	\$0.7	0	0	0	0
Detached Garages (by themselves)	43	18	10	19	17
New Commercial					
New Construction	11	2	1	4	4
Estimated millions \$	\$31.3	\$16	\$0.53	\$18.81	\$2.81
Alterations/Additions	65	39	40	38	37
Estimated millions \$	\$9.9	\$6.8	\$4.7	\$8.73	\$3.07
Demolition Permits Issued	30	25	12	14	21
Demolitions Permits Applied For	46	29	12	16	24
Counter Customer Contacts	4,718	3,691	3,522	4,267	4,416
FOIA Requests	---	---	---	119	147
Inspections					
Building	3,738	2,891	2,451	3,287	3,675
Fire	1,247	2,748	387 ³	58	18
Elevator	256	250	107 ⁴	106	156
Site	1,600	884	759	378	620
Complaints/Referrals	218	230	641 ⁵	700 ⁵	525
Drainage Complaints	---	---	343 ⁶	371	291
TOTAL	7,059	7,003	4,688	4,900	5,285

¹ Represents all types of permits, including miscellaneous permits, such as fences, which are not separately listed in this chart. There were 1166 miscellaneous permits issued in 2011.

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 now overseen by the Glen Ellyn Volunteer Fire Company.

⁴ 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.

⁵ Of these complaints in 2009 and 2010, many were generated from enforcement of codes requiring visible address numbers.

⁶ In 2009, the Department began reporting stormwater complaints separately.

UPCOMING PROJECTS

In addition to its daily activities, the Department plans to work on the following projects during the 2012-2013 fiscal year:

Downtown Plan Implementation. The team will continue work to implement many of the recommendations in the 2009 Downtown Strategic Plan. Some of the projects that the Department plans to work on or assist with include a streetscape and parking study, a two-way traffic study, the creation of a downtown historic district and the TIF feasibility study. The Planning and Development Department also plans to continue to market the Plan and Downtown.

Sign Code Update. In 2012, the Department plans to refocus its efforts on completing a comprehensive update to the Village's Sign Code Ordinance. This will be the first comprehensive update of the Code since 1993.

Scanning. Although the Department has made great progress preparing documents for scanning by an outside company and also scanning materials in-house, approximately 100 boxes and numerous rolled large plans remain in the attic. In addition to other documents and files, including some microfiche, that still need to be digitized. 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.

Annexations. There are roughly 150 properties in the Marston/Bemis Road area that are ready to be annexed by the Village. In 2012, the Planning Department plans to evaluate the costs and benefits of annexing these properties and discuss with the Village Board an appropriate timeframe for executing these annexations.

New Business Toolkit. The Planning and Development team is in the process of 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 FY12/13.

Upcoming Development Projects. It is anticipated that the following significant development projects will be acted on in mid-2012 with construction occurring throughout FY12/13:

- **Deer Glen II**, the development and annexation of a 23-lot subdivision that will encompass over 9 acres located north of 1st Street, south of 2nd Street, east of Glenrise Avenue and west of Deer Glen Court.
- **Fresh Market Shopping Center**, a new development with a 32,000 square-foot grocery store and 10,000 square-feet of retail space at 285 Roosevelt Road.

Opportunity Sites for Future Development. There are several commercial properties that the Planning and Development team believes the Village may see movement on in the coming year. They include:

- **825 N. Main Street:** In 2012, the Planning and Development team will work toward the redevelopment of the old Marathon gas station. The team plans to draft and send out an RFP containing site design guidelines this fiscal year. Depending on the response to the RFP, FY12/13 could see the sale of the property and selection of a team to redevelop the site in a way that contributes to the unique character of the Stacy's Corners intersection.
- **515 Roosevelt Road:** Redevelopment of the 56,600 square foot lot Chase Bank property at the corner of Main Street and Roosevelt Road.
- **535 Pennsylvania Avenue:** The potential renovation of a 7,600 square foot commercial building located in the Downtown Retail Core District.
- **799 Roosevelt Road:** The potential redevelopment of a 9.9 acre commercial/business property adjacent to Route 53 and located at the southeast corner of Nicoll Way and Roosevelt Road.

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GENERAL FUND
PLANNING & DEVELOPMENT DEPARTMENT
(126000)



Village of Glen Ellyn
FY 2012/13 Budget

Object Code	Account Description	FY08/09 Actual	FY09/10 Actual	FY10/11 Actual	FY11/12 Revised Budget	FY11/12 Prelim. Actual	FY12/13 Budget	
Personnel Services								
510100	Salaries - FT	\$ 583,483	\$ 547,350	\$ 556,685	\$ 575,000	\$ 577,766	\$ 644,000	1
510120	Salaries - PT	-	108,143	115,773	119,000	120,929	125,000	1
510200	Overtime	-	-	-	-	6	-	
510300	Temporary Help	27,761	3,551	4,193	6,000	6,015	6,000	2
510400	FICA	44,857	48,436	48,894	53,000	50,878	58,400	
510500	IMRF	28,931	45,534	70,008	76,000	69,966	81,200	
	Subtotal	685,032	753,014	795,553	829,000	825,560	914,600	
Contractual Services								
520600	Dues / Subscriptions	2,015	2,167	2,068	2,000	2,747	2,000	
520620	Employee Education	5,017	2,936	3,011	3,000	3,776	4,000	3
520625	Travel	1,373	1,273	1,271	1,200	1,812	1,500	
520705	Prosecutorial Services	3,091	594	418	2,000	341	2,000	4
520905	Printing	9,981	8,007	5,766	8,000	11,160	8,000	5
520965	Professional Services / Planning	3,604	618	154	3,000	3,314	3,000	6
520975	Maintenance / Equipment	-	-	-	-	-	-	
521042	Plumbing Inspections	19,995	18,010	16,296	18,000	15,227	18,000	7
521044	Elevator Inspections	7,059	5,794	14,340	20,000	21,598	20,000	8
521046	Grading Reviews	37,482	49,705	48,968	55,000	59,886	-	9
	Forestry and Landscaping	-	-	-	-	-	15,000	10
521048	Building Plan Reviews	113,845	23,765	67,268	47,000	43,099	60,000	11
521052	Storm Water Engineering	20,271	14,864	16,086	20,000	10,046	10,000	12
521055	Professional Services / Other	22,113	18,964	20,773	20,000	14,028	32,000	13
521195	Telecommunications	2,802	2,992	2,213	3,000	1,717	2,000	
590600	IFT / Health Insurance	46,100	74,122	99,690	103,600	103,600	106,400	
590610	IFT / Insurance - General	4,600	8,400	11,200	11,100	11,100	7,900	
590650	IFT / Equipment Service (O&M)	5,300	9,800	6,900	6,100	6,100	3,900	
590655	IFT / Equipment Service (Replace)	2,400	12,400	10,100	10,100	10,100	10,100	
	Subtotal	307,048	254,411	326,522	333,100	319,651	305,800	
Commodities								
530100	Office Supplies	7,714	9,022	7,401	9,000	8,328	9,000	
530445	Uniforms	169	379	-	500	219	500	
	Subtotal	7,883	9,401	7,401	9,500	8,547	9,500	
Capital Outlay								
570115	Computerized Permit Program	-	-	-	-	-	1,000	14
580110	Equipment	7,835	5,605	6,602	5,000	4,679	5,000	15
	Subtotal	7,835	5,605	6,602	5,000	4,679	6,000	
	TOTAL EXPENDITURES	\$ 1,007,798	\$ 1,022,431	\$ 1,136,078	\$ 1,176,600	\$ 1,158,437	\$ 1,235,900	

BUDGET FOOTNOTES
PLANNING AND DEVELOPMENT DEPARTMENT

1. **Salaries: (\$769,000)** These line items include salaries for the full-time Planning and Development Director, full-time Building and Zoning Official, full-time Village Planner, 2 full-time Building Inspectors, full-time Administrative Secretary, full-time Plan Reviewer, 4 part-time Permit Clerks, part-time Property Maintenance Inspector, 2 part-time Planning Interns, and a part-time Administrative Clerk. This year's budget includes a new part-time, 30-hour per week staff Engineer for an estimated \$65,000 in salary and benefits. This position would replace two engineering consultants which would have been budgeted for \$70,000.
2. **Temporary Help: (\$6,000)** This line item includes funds to pay an existing secretary an hourly rate to prepare public hearing minutes and/or transcripts for the Plan Commission and Zoning Board of Appeals.
3. **Employee Education: (\$4,000)** These funds are dedicated for building inspectors to attend training sessions on Building Code updates and to sit for certification exams, and for various professional development conferences and seminars for Department staff.
4. **Prosecutorial Services: (\$2,000)** Includes expenses for the Village Prosecutor to process building and zoning code citations.
5. **Printing: (\$8,000)** This cost includes printing of zoning maps, subdivision plats, appearance guidelines, sign codes, comprehensive plans, zoning codes, downtown plans, development plans, as well as publication of public notices in the newspaper, and other miscellaneous reproductions.
6. **Professional Services - Planning: (\$3,000)** Includes expenses for Planning Consultant review of large-scale developments and general planning assistance such as assistance with the preparation of a new Sign Code, Zoning Code Updates for the downtown plan and training for commissioners.
7. **Plumbing Inspections: (\$18,000)** Includes expenses for a consultant, who is a State of Illinois licensed plumber, to perform plumbing inspections for all commercial and residential construction projects. These expenses are reimbursed to the Village through the collection of building permit fees.
8. **Elevator Inspections: (\$20,000)** Includes expenses for a consultant, who is a licensed elevator inspector, to perform annual elevator inspections for approximately 100 elevators. These expenses are reimbursed to the Village through the collection of building permit fees.
9. **Grading Reviews: (\$0)** This consultant position has been eliminated in lieu of a part-time, 30-hour per week staff engineer. If the Village were not to replace this budget item with a staff engineer, the consultant fees for these services would have been budgeted for

BUDGET FOOTNOTES
PLANNING AND DEVELOPMENT DEPARTMENT

\$65,000. This registered engineer had previously performed reviews of proposed grading plans, as-built grading plans and site inspections for single-family homes and provided responses to citizen inquiries involving drainage related issues. The part-time staff engineer will provide these services in the future.

10. **Forestry and Landscaping Consultant: (\$15,000)** Includes expenses for a consulting forester and landscape architect who will perform plan reviews and inspections of tree preservation plans, tree surveys, and landscape plans for all permits and approvals issued/coordinated by the Planning and Development Department. These services were previously provided by a consultant supervised by the Public Works Department. The funds for this item were shifted from the Public Works Department budget to the Planning and Development Department budget.
11. **Building Plan Reviews: (\$60,000)** Includes expenses for a consultant to perform building plan reviews of new commercial buildings, highly technical structures and commercial renovations. These expenses are reimbursed to the Village through the collection of building permit fees.
12. **Stormwater Engineering: (\$10,000)** A portion of this line item (\$10,000) was eliminated in lieu of a part-time staff engineer as explained above. The remaining \$10,000 includes expenses for a wetland consultant to provide consultation, research, design review and recommendations regarding special management areas and wetlands for all development projects, and costs for the existing consulting engineer to train the new staff engineer and complete the DuPage County Stormwater Ordinance update for the Village. Approximately three quarters of the wetland consulting expenses are reimbursed to the Village through the collection of building permit fees.
13. **Professional Services / Other: (\$32,000)** This line item provides funding for various miscellaneous contracted professional services such as structural engineers, surveyors, landscape architects, lighting consultants, or traffic consultants (\$3,000). This also includes the hiring of a consultant to perform a review of the Planning and Development Department processes (\$12,000). Remaining funds are allocated to scan building permit and development files (\$17,000).
14. **Computerized Permit Program: (\$1000)** This item allows the hiring of a MUNIS trainer to conduct a web training session with Department staff for system updates and to troubleshoot issues.
15. **Equipment: (\$5,000)** This item includes the purchase of 20 Knox (fire key) boxes (\$4,000), the cost of which is reimbursed by customers as they are purchased, and other miscellaneous equipment for day to day operations (\$1,000).

VILLAGE OF GLEN ELLYN
 FY12/13 ANNUAL BUDGET
 PERSONNEL SCHEDULE

PLANNING & DEVELOPMENT DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY09/10 Budgeted Employees</u>	<u>FY10/11 Budgeted Employees</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY11/13 Budgeted Employees</u>
Planning & Development Director	FT	U	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	M	1.00	1.00	1.00	1.00
Planner with AICP Cert	FT	K	1.50	1.00	1.00	1.00
Plan Examiner	FT	J	1.00	1.00	1.00	1.00
Building Inspector (2)	FT	J	2.00	2.00	2.00	2.00
Administrative Assistant II	FT	F	1.00	1.00	1.00	1.00
Engineer	PT		-	-	-	0.75
Permit Clerk (4)	PT	D	2.00	2.00	2.00	2.00
Property Site Inspector	PT	B	0.50	0.50	0.50	0.50
Fire Inspector	PT		0.50	-	-	-
Administrative Clerk II	PT	B	0.75	0.50	0.50	0.50
Planning Intern (2)	PT	N/A	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES (Full-time Equivalents)			<u>12.25</u>	<u>11.00</u>	<u>11.00</u>	<u>11.75</u>
Full-time Number of Positions			7	7	7	7
Part-time Number of Positions			10	8	8	9

* Information regarding salary ranges can be found in the appendix.

