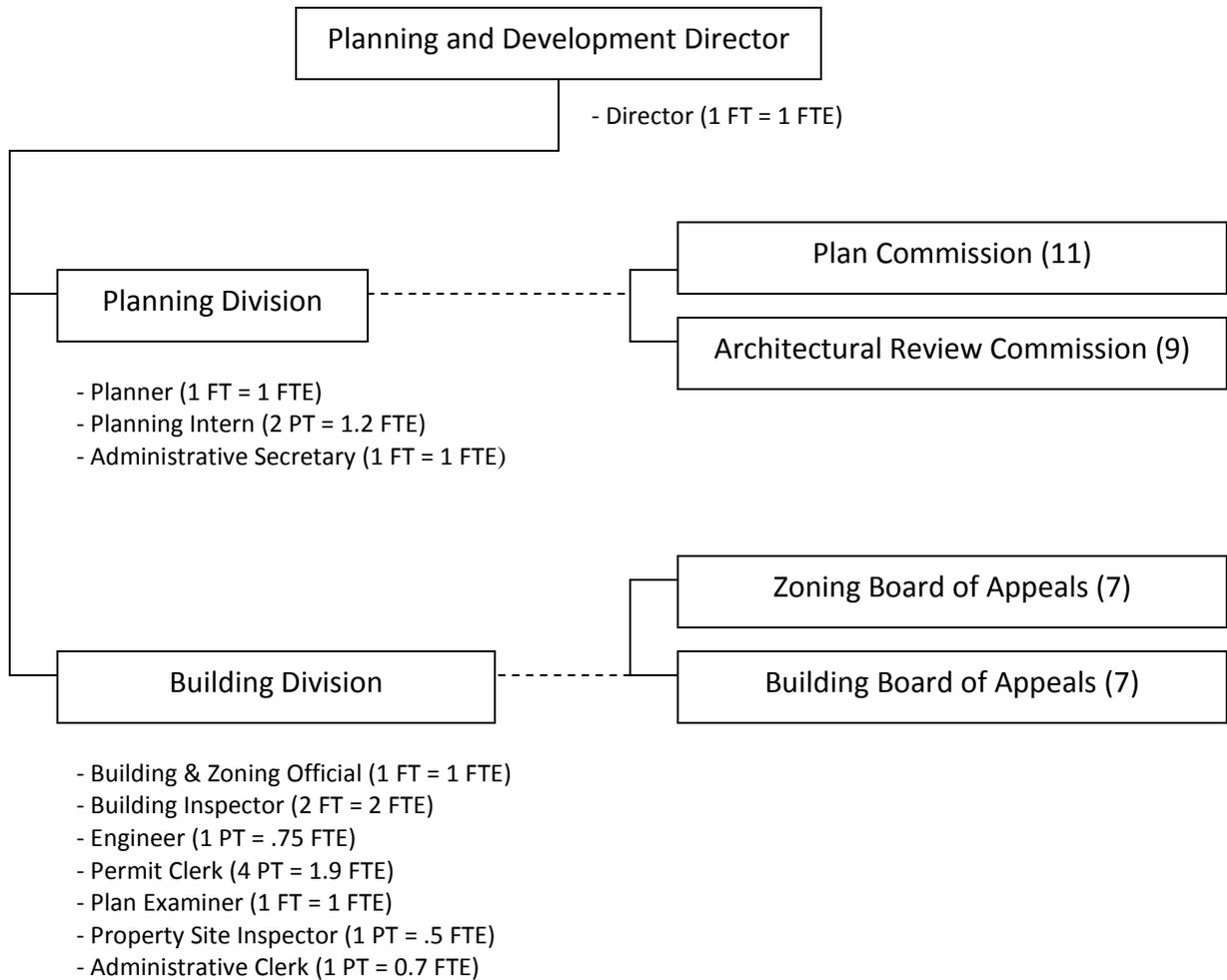


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# PLANNING AND DEVELOPMENT DEPARTMENT SY14



<u>SY14 Budget</u>	<u>Employee</u>	
	<u>Count</u>	<u>FTE</u>
Full-Time Personnel	7	7.00
Part-Time	9	5.05
Total Employees/FTEs	<u>16</u>	<u>12.05</u>
<i>(FTE = Full-Time Equivalents)</i>		

<u>Budgeted Full-Time Employees</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>	<u>FY14</u>	<u>SY14</u>
Planning	3	3	3	4	3	3	3	3	3	3
Zoning / Inspection	3	3	4	4	4	4	4	4	4	4
Total FT	<u>6</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

## **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 Chamber of Commerce and the Alliance of Downtown Glen Ellyn. With 12.05 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 occupancy 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 long term plans and planning policies. Five primary consultants provide plan review services and inspections of architectural, elevator, plumbing, landscaping, wetland, building and traffic plans as well as legal expertise and assistance on special projects. Department employees, consultants, and volunteer Boards and Commissions also provide recommendations to assist the Village Board in making decisions about developments and Village Codes.

### **2013 HIGHLIGHTS**

During the 2013 calendar year, the Village continued to see an increase in the number of building permits issued compared to previous years, with a slight increase over the 2012 figures. Building permit values also increased from last year by 20%. In particular, single-family new construction and alteration/addition building permits both increased by 25%. New commercial construction also increased this year by 2 projects. There was a slight decrease in the number and value of nonresidential building permits and the number of development projects reviewed by commissions and the Village Board in 2013. As always, the Department continued to address a number of other necessary special projects in addition to coordinating the review of various building activities in 2013. The following are just some of the Department's highlights for the 2013 calendar year.

**Daily Activities.** In 2013, more than 4,426 customers visited the Planning and Development Department counter. This number does not include other interactions such as inspections, meetings, telephone calls, emails and letters in response to other questions and requests. A total of 4,177 building, elevator, site and other inspections were conducted, and a total of 1,535 permits of all types were issued in 2013. In addition, the Department coordinated the review of

50 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 208 citations, with 20 citations being issued in 2013. Of the 20 cases that appeared on the court docket in 2013, 17 are closed and 3 cases are still pending. There was a total fine assessment of approximately \$550 in 2013.

**Scanning Update.** In 2013, the Department continued its efforts to scan records, which began in 2002. This past year, 1,186 building permit files (10,953 total pages), 69 commission files (8,549 total pages), 692 pages of general property files and 569 pages of minutes from the Zoning Board of Appeals, Architectural Review Commission and Plan Commission were scanned in-house. A total of 288 building permit files, 35 commission files and one general property file were also prepared for scanning by an outside company. In addition, the last of the scanned microfiche consisting of fire prevention, miscellaneous microfiche, and commission file packets for the ARC and Plan Commissions were indexed. Since beginning these efforts in 2002, a total of 1,164 commission files, 13,891 building permit files, 40,863 building permit application forms, 93 years of general property files, and more than 77 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.

**Freedom of Information Requests.** In 2013, the Planning and Development Department processed 148 Freedom of Information (FOIA) requests resulting in over 7,300 pages of documents being identified, located and copied. The single largest request during the year consisted of 922 pages. The average number of pages per request was 50 pages, with an average turnaround time of four days for general resident requests (a maximum of five business days is permitted) and 16 days for commercial requests (a maximum of 21 business days is permitted). The Planning and Development Department handled 62% of all FOIA requests that were received by the Village. Historically, the Department only received a handful of FOIA requests each year. The number of requests received by the Department continues to increase, and responding to these requests is taking up an increasingly large percentage of Department staff time.

### **Stormwater Updates.**

- **Stormwater Ordinance Update.** In April of 2013, DuPage County approved amendments to the County-Wide Stormwater Ordinance. As required, the Village adopted the revised Ordinance with a few local amendments in 2013.
- **Zoning Code Floodplain Update.** In comparing the County Stormwater Ordinance and Chapter 6 of Glen Ellyn's Zoning Code, many redundancies were found. Therefore, the floodplain regulations in Chapter 6 of the Zoning Code were eliminated. Most notably, the elimination of this chapter does away with the need for property owners to apply

for a special use permit for work near a floodplain and a zoning variation for work in or within 30 feet of a floodplain.

**Downtown Strategic Plan.** In October of 2009, the Village Board approved a Downtown Strategic Plan that provides a vision for the future of Downtown Glen Ellyn. Throughout 2013, the Planning and Development Department continued working on implementing many of the goals in the Plan. Below is information on some of the projects that were worked on.

- **Streetscape and Parking Study.** In 2012, a team of consultants was selected to complete a streetscape plan and parking study for downtown Glen Ellyn that focuses on streetscape amenity improvements such as paver treatments, landscaping, bike racks, potential parking garage locations and parking management strategies. Funding for the plan was made possible by a \$50,000 grant from the Chicago Metropolitan Agency for Planning (CMAP) that was secured by the Department in 2011. On May 28<sup>th</sup>, 2013, Glen Ellyn's Village Board approved Ordinance 6136 adopting a downtown streetscape plan and parking study for the Village. The projects outlined within the streetscape and parking study will be implemented as time and funding permit.
- **Community Signage and Wayfinding Plan.** In the spring of 2013, the Village entered into a contract with The Lakota Group and Western Remac for completion of a community wayfinding study. The goal of the project is to develop a more cohesive signage design for the community and to better direct pedestrians, motorists and cyclists to and within the downtown and the Village. Feedback regarding the signage design was collected from an public online survey, Architectural Review Commission and Village Board review. With this feedback, the consultants are now working to finalize the signage design as well as a development plan with sign location and cost information. The project is anticipated to be completed by the end of the 2013/2014 fiscal year.
- **Duane Street Parking Lot.** In 1999, the Village was awarded a federal Congestion Mitigation and Air Quality (CMAQ) grant administered by Metra in the amount of \$780,000 for the construction of a new commuter parking lot. In 2012, the Village authorized an agreement to purchase property at 460-478 Duane Street with these grant funds to construct a new parking lot. The project was completed in December of 2013 and a total of 47 additional customer and commuter parking spaces have been added to Glen Ellyn's Central Business District. The new spaces bring the downtown public parking space total to approximately 1,600 spots.

**Annexation Agreements.** Two properties located on the north side of Hill Avenue known as 21W180 and 21W200 Hill Avenue entered into annexation agreements with the Village in 2013. These agreements were a result of an intergovernmental agreement with Lombard wherein Glen Ellyn agreed to contribute towards the construction of the Hill Avenue bridge.

**Sign Code Update.** In 2013, staff refocused its efforts on updating the Sign Code. A new proposed code was drafted by staff and reviewed by the ARC at 6 public meetings. More than a

revision, this is a comprehensive rewrite of the 20-year old Sign Code. The hope is that this rewrite will better suit the needs of modern-day businesses throughout the community. A finalized Sign Code is expected to be adopted by the Village Board in early 2014 to address any minor revisions or clarifications.

**825 N. Main Street.** The environmental remediation of the Village owned site at 825 North Main Street (home of the former Marathon gas station at Stacy's Corner) was completed with a "no further remediation" letter being issued by the Environmental Protection Agency. With this milestone being complete, the Village plans to prepare a new RFP in the spring of 2014 in hopes of finding a developer for this site.

**Hotel/Motel License Ordinance.** In September of 2013, the Village Board approved an Ordinance requiring all hotels/motels in Glen Ellyn to obtain an annual license. This license will allow for inspections of both public and private spaces within hotels/motels to ensure compliance with code requirements. The license also specifies that occupants can stay no longer than a maximum of 60 days in transient units and 365 days in extended stay units. With this license requirement in place, the Village hopes to better address hotel/motel sanitary and safety issues and terminate any noncompliant permanent residences.

**Industrial Zoning District.** In September of 2013, the Village entered into annexation agreements with properties located at 21W180 and 21W200 Hill Avenue. These agreements required the Village to adopt a new light industrial zoning district to be applied to these properties upon annexation to Glen Ellyn. The proposed industrial district was reviewed by the Plan Commission in December of 2013 and approved by the Village Board in January of 2014.

**Table and Chair Administration Approvals.** In 2013, Sections 8-1-11 and 8-1-13 of the Village Code were amended to allow tables and chairs in the public right-of-way with the Village Manager's approval of a license agreement. Previously, this use required Village Board approval. The change in code should greatly reduce the amount of time spent by applicants/staff processing these requests.

## **SIGNIFICANT DEVELOPMENT APPLICATIONS**

A number of significant development applications were reviewed in 2013. The following is a list of just some of the requests considered.

**Duane Street Parking Lot.** The Village Board approved a Special Use Permit, Zoning Variations and Exterior Appearance applications for a public parking lot located at 460-478 Duane Street. The Duane Street Parking lot was completed in December of 2013 with a total of 47 additional customer and commuter parking spaces being added to Glen Ellyn's Central Business District.

**Amber Ridge.** The Village Board approved a Preliminary Plat of Subdivision, Subdivision Variations and Zoning Variations to accommodate the proposed Amber Ridge Subdivision at 760 Sheehan Avenue. Final approval of this 22-lot single-family home subdivision is anticipated to occur in early 2014 with construction to follow in 2014 or 2015.

**Dunkin Donuts-Baskin Robbins.** The Village Board approved Sign Variation and Exterior Appearance applications for the Dunkin Donuts-Baskin Robbins to be located at 651 Roosevelt Road in June of 2013. The construction was completed and the business opened in December of 2013.

**535 Pennsylvania Avenue.** The Village Board approved Special Use Permit and Exterior Appearance applications to accommodate the renovation of a long vacant property at 535 Pennsylvania Avenue. The rear 5,186 square footage of the building will be used as office space for Magenium Solutions. Tenants for the front 952 square footage have not yet been determined.

**Willowbrook Wildlife.** The Village Board approved a Special Use Permit, Zoning Variations, Sign Variations and Exterior Appearance applications for the expansion of the Willowbrook Wildlife Rehabilitation Center at 525 S. Park Boulevard. Phase I includes an expanded parking lot and service area and Phase 2 includes construction of a welcoming center and expanded and enhanced animal exhibits. The facility currently attracts more than 120,000 visitors per year. The proposed investment in the property should significantly upgrade the facility and draw even more visitors to Glen Ellyn.

**Autumn Leaves Memory Care.** The Village Board approved a Zoning Map Amendment, Special Use Permit and Exterior Appearance applications for Autumn Leaves Memory Care Facility to be located at 190 Geneva Road. The facility will have 46 beds.

**The Stand.** The Village Board approved Exterior Appearance improvements for The Stand at 542 Crescent Street. The Stand restaurant opened in the summer of 2013 and has been very well received by Glen Ellyn residents.

**Courtyards of Glen Ellyn.** The Village Board approved the revised Exterior Appearance for the Courtyards of Glen Ellyn townhome development located at 453-499 Kenilworth Avenue. The development was originally approved in 2007; however, its completion was delayed due to the economic downturn. Orleans Homes picked up the project in 2013 and plans to build the remaining 18 units of the 24-unit townhome development.

## **2013 CONSTRUCTION PROJECT SUMMARY**

Throughout the 2013 calendar year, the Department coordinated the review of multiple building permits and conducted a variety of inspections. Below is a brief summary of the building permits and inspections that were reviewed and/or approved in 2013.

**Residential Construction.** In 2013, permits were issued for the construction of 30 new single-family residences and 203 additions or alterations to single-family homes. New residential construction was up 25% and residential alterations/additions were up 32% from 2012. Some large residential projects that had been stagnant over the last few years were completed 2013.

These projects include the 5-lot single-family Goers Subdivision at 105 Parkside Avenue and work resuming on the Courtyards of Glen Ellyn located at 453-499 Kenilworth Avenue.

**Nonresidential Construction.** Construction of 2 new commercial buildings began in 2013 including the Glen Ellyn Market Shopping Center at 285 Roosevelt Road and Autumn Leaves Memory Care at 190 Geneva Road. Multiple commercial alterations and additions also commenced in 2013 including the new and improved Village Links Clubhouse, Career Vision at 526 N. Main Street, The Stand at 542 Crescent Boulevard, Made In Italy at 476 Forest Avenue, Magenium Solutions at 535 Pennsylvania Avenue, Peanut Butter Planet at 546 Crescent Boulevard, the Duane Street Parking Lot at 460-478 Duane Street, Haggerty Chevrolet at 300 Roosevelt Road, Glen Ellyn Chamber of Commerce at 810 N. Main Street, Dunkin Donuts – Baskin Robbins at 651 Roosevelt Road and Oberweis Dairy at 515 Roosevelt Road.

**Miscellaneous Construction Projects.** Approximately 1,215 miscellaneous building permits were issued for residential and commercial properties including but not limited to driveway approaches, signs, sheds, decks, pools, fences, garages, sewer, water and plumbing projects.

**Demolition Permits.** A total of 26 demolition permits were issued in 2013, 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 1.4% of the Village’s single-family homes have been demolished and almost all were redeveloped with a new single family home.

## PETITIONS REVIEWED

In 2013, the Department coordinated the preparation of 50 Ordinances and Resolutions that were acted on by the Village Board. This number 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 Petitions considered by the Village Board (Calendar Year)</b>					
	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Annexations	0	0	1	2	0
Annexation and/or Recapture Agreements <sup>1</sup>	5	4	4	3	1
Exterior Appearance Review	3	4	2	8	10
Planned Unit Developments	2	1	0	0	0
Right-of-Way Vacations	0	0	1	0	1
Sign Variations	4	5	2	6	5
Special Use Permits	7	7	4	11	6
Subdivisions	2	0	0	1	1
Stormwater Variations	2	0	0	0	0
Zoning Map Amendments	1	0	1	4	1
Zoning Text Amendments	1	4	0	2	2
Zoning Variations	15	11	14	30	16 <sup>2</sup>
Miscellaneous	25	18	10	19	5 <sup>3</sup>
<b>TOTAL</b>	<b>67</b>	<b>54</b>	<b>39</b>	<b>86</b>	<b>50</b>

- 1 Number of total ordinances approved many of which include multiple properties.
- 2 Three Zoning Variances were viewed by the Planning Commission and thirteen were reviewed by the Zoning Board of Appeals.
- 3 Includes Ordinances adopting the updated DuPage County Stormwater Ordinance with Local Amendments, the Downtown Streetscape and Parking Study, Administrative Review and Approval of Tables and Chairs in the Public Right-of-Way, the Renewal of the Village Green Park Lease, and a Sign License Agreement for 26 N. Park Boulevard.

## BUILDING PERMIT ACTIVITY

The assistance to customers provided by staff is partially related to the number of building permits that pass through the Planning and Development Department each year. The following table summarizes building permit activity for the past 5 calendar years.

PLANNING AND DEVELOPMENT DEPARTMENT Building Permit Activity (Calendar Year)					
	2009	2010	2011	2012	2013
<b>Total Building Permits</b>					
Number <sup>1</sup>	926	1,295	1,403	1,481	1,535
Estimated millions \$ <sup>2</sup>	\$21.3	\$72.33	\$56.48	\$33.49	\$42.22
<b>Single Family Residences</b>					
New Construction	7	13	29	24	30
Estimated millions \$	\$4.09	\$6.01	\$7.75	\$7.98	\$11.91
Alterations/Additions	149	162	193	154	203
Estimated millions \$	\$7.62	\$5.97	\$5.8	\$5.54	\$6.99
<b>Multiple Family Residences</b>					
Number of Buildings	0	0	2	0	0
Number of Units	0	0	6	0	0
Estimated millions \$	0	0	\$0.86	0	0
Alterations/Additions	0	0	0	0	1
Estimated millions \$	0	0	0	0	0
<b>Detached Garages (by themselves)</b>	10	19	17	15	21
<b>New Commercial</b>					
New Construction	1	4	4	0	2
Estimated millions \$	\$0.53	\$18.81	\$2.81	0	\$9.55
Alterations/Additions	40	38	37	67	58
Estimated millions \$	\$4.7	\$8.73	\$3.07	\$9.43	\$5.64
<b>Demolition Permits Issued</b>	12	14	21	22	26
<b>Demolitions Permits Applied For</b>	12	16	24	22	28
<b>Counter Customer Contacts</b>	3,522	4,267	4,416	4,626	4,426
<b>Contractors Registered</b>	----	----	----	728	693
<b>FOIA Requests</b>	----	119	147	171	148
<b>FOIA Pages Produced</b>	----	----	----	----	7,300
<b>Citations Issued</b>	----	----	----	----	20
<b>Citation Fines Assessed</b>	----	----	----	----	\$550
<b>Pages Scanned</b>	----	----	----	----	20,763
<b>Inspections</b>					
Building	2,451	3,287	3,675	3,658	3,275
Elevator	107	106	156	109	70
Site	759	378	620	513	358
Complaints/Referrals	641 <sup>3</sup>	700 <sup>3</sup>	525	601	397
Drainage Complaints	343	371	291	124	77
<b>TOTAL</b>	<b>4,688</b>	<b>4,900</b>	<b>5,285</b>	<b>5,016</b>	<b>4,177</b>

1. Represents all types of permits, including miscellaneous permits, such as fences, which are not separately listed in this chart. There were 1,215 miscellaneous permits issued in 2013.
2. "Estimated millions \$" is the total of construction costs submitted by the applicant on the permit application.

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

## **UPCOMING PROJECTS**

In addition to its daily activities, the Department plans to work on the following projects during SY 14.

**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, 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.

**Annexation Planning.** The Department plans on working on the following annexation projects in 2014:

- **Annexation Review.** The Village staff plans on discussing the pros and cons of certain annexations and revisiting the annexation policies and priorities with the Village Board in 2014.
- **Annexations.** There are roughly 150 properties in the Marston/Bemis Road area that are ready to be annexed by the Village. In 2014, the Planning Department plans to begin the process of evaluating the costs and benefits of annexing these properties and discuss with the Village Board an appropriate timeframe for executing these annexations.
- **Elliott Annexation Agreement.** Two of three annexation agreements on Hill Avenue were approved in 2013. The third agreement is still in progress, but is expected to be completed in 2014. These agreements resulted from the negotiations with Lombard related to repairs to the Hill Avenue bridge.
- **Glen Oak Country Club Annexation Agreement.** The Department plans to continue negotiations with the Glen Oak Country Club regarding the annexation of a portion of their property along the northern border of the property.

**Expansion of the MUNIS System.** In order to streamline certain processes and better serve the community, the Department is looking to expand its use of the building permit software system or MUNIS. This expansion should allow for online permit applications and monitoring of permit status and inspections. This project is expected to take several months to complete.

**Zoning Code Text Amendments.** Department staff plans to evaluate and propose amendments to the lot coverage ratio (LCR) and impervious coverage regulations in 2014.

**Building/Fire Code Updates.** Department staff plans to amend and adopt the 2015 latest edition of six I. C. C. codes that become available in July, 2014, and the 2014 National Electric

Code, and pending new editions of the Illinois Life Safety Code, Energy Code, Plumbing Code and Accessibility Code. This effort will extend into 2015.

**Development Projects.** The Department anticipates working on the following potential development projects in SY 14.

- Roosevelt Glen Office Complex. Staff will continue to work with the owner of the 9.9 acre Roosevelt Glen office complex at 779 Roosevelt Road to try and facilitate the redevelopment of all or a portion of this site.
- Downtown Sites. Inquiries have been received from developers interested in some of the opportunity sites identified in the downtown plan. It is possible that the Village could see proposals for one or more of these properties in 2014.
- KF Walter Homes, 21W571 Hill. A formal application for an 8-lot, single-family home subdivision at 21W571 Hill Avenue is expected in early 2014.
- Amber Ridge. Preliminary approval for the Amber Ridge subdivision was granted in 2013. An application for final approval of this 22-lot subdivision is anticipated to be acted on in early 2014 with construction to follow in 2014 or 2015.
- School District 41. District 41 is planning expansion projects at each of their elementary schools. Construction on Benjamin Franklin and Lincoln Elementary schools is anticipated in the summer of 2014.
- Public Works Salt Storage. An application for an addition to the Public Works building at 30 S. Lambert Road is expected in early 2014. This addition will be used for much needed salt storage.
- Hardees, 404 Roosevelt. Applications for development approvals to allow a new Hardees Restaurant at 404 Roosevelt Road, which is the site of the former Beijing restaurant, are anticipated in early 2014.
- Market Plaza. An application for Exterior Appearance approval of a new tenant in Market Plaza, Ross Dress for Less, is expected in early 2014.
- Brookhaven Subdivision. An application for approval of a new 10-lot single family home subdivision on Sunnybrook Road is expected in 2014. As a part of the project, this and other properties in the area could be annexed to Glen Ellyn.

**GENERAL FUND**  
**PLANNING & DEVELOPMENT DEPARTMENT**  
(126000)

Village of Glen Ellyn  
SY14 Budget

AS OF SY14, THE PLANNING AND DEVELOPMENT DEPARTMENT HAS BEEN DIVIDED INTO TWO COST CENTERS

Object Code	Account Description	FY11/12	FY12/13	FY13/14 Revised	FY13/14 Estimated	FY12/13 8 Month	FY13/14 8 Month	SY14	
		Actual	Actual	Budget	Actual	May-Dec DEC	May-Dec Dec	8 Month Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ 577,766	\$ 619,579	\$ 661,000	\$ 649,000	\$ 424,917	\$ 416,189	\$ 477,000	1
510120	Salaries - Non-pension	120,929	119,042	127,000	127,000	81,850	90,215	82,000	1
510200	Overtime	6	-	-	-	-	-	-	
510300	Temporary Help	6,015	4,690	6,000	6,000	3,723	1,849	4,000	2
510400	FICA	50,878	53,765	59,500	59,500	36,631	36,661	43,000	
510500	IMRF	69,966	73,393	84,300	84,300	49,668	50,825	56,000	
	<b>Subtotal</b>	<b>825,560</b>	<b>870,469</b>	<b>937,800</b>	<b>925,800</b>	<b>596,789</b>	<b>595,739</b>	<b>662,000</b>	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	2,747	3,417	3,000	3,000	1,787	1,623	2,200	3
520620	Employee Education	3,776	2,227	5,000	5,000	912	1,011	2,400	4
520625	Travel	1,812	2,363	2,000	2,000	2,042	458	25	5
520705	Prosecutorial Services	341	173	1,000	1,000	176	220	400	6
520905	Printing	11,160	6,437	8,000	7,200	4,919	3,241	5,000	7
520965	Professional Services / Planning	3,314	1,584	3,000	5,500	1,584	4,560	8,000	8
521042	Plumbing Inspections	15,227	17,324	19,000	18,000	-	12,237	15,000	9
521044	Elevator Inspections	21,598	13,630	19,000	19,000	7,985	6,693	7,000	10
521046	Grading Reviews	59,886	28,167	-	-	28,167	-	-	11
521047	Forestry and Landscaping	-	16,305	15,000	25,000	10,900	21,634	20,000	12
521048	Building Plan Reviews	43,099	36,933	60,000	54,000	34,057	37,175	42,000	13
521052	Storm Water Engineering	10,046	8,791	20,000	10,000	6,158	617	5,000	14
521055	Professional Services / Other	14,028	63,594	25,575	25,000	14,465	3,276	10,000	15
521195	Telecommunications	1,717	2,216	2,000	2,000	1,504	1,151	1,400	16
590600	IFT / Health Insurance	103,600	90,931	91,300	91,300	70,933	55,817	53,710	
590610	IFT / Insurance - General	11,100	7,900	6,900	6,900	5,267	4,600	6,400	
590650	IFT / Equipment Service (O&M)	6,100	3,900	3,600	3,600	2,600	2,400	2,800	
590655	IFT / Equipment Service (Replace)	10,100	10,100	10,400	10,400	6,733	6,933	5,100	
	<b>Subtotal</b>	<b>319,651</b>	<b>315,992</b>	<b>294,775</b>	<b>288,900</b>	<b>200,189</b>	<b>163,646</b>	<b>186,435</b>	
<b>Commodities</b>									
530100	Office Supplies	8,328	4,511	9,000	6,000	3,428	4,465	6,000	
530445	Uniforms	219	311	500	500	-	35	-	
	<b>Subtotal</b>	<b>8,547</b>	<b>4,822</b>	<b>9,500</b>	<b>6,500</b>	<b>3,428</b>	<b>4,500</b>	<b>6,000</b>	
<b>Capital Outlay</b>									
570115	Computerized Permit Program	-	-	1,000	1,000	-	-	1,000	17
580110	Equipment	4,679	2,894	5,000	5,000	1,800	-	3,000	18
	<b>Subtotal</b>	<b>4,679</b>	<b>2,894</b>	<b>6,000</b>	<b>6,000</b>	<b>1,800</b>	<b>-</b>	<b>4,000</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,158,437</b>	<b>\$ 1,194,177</b>	<b>\$ 1,248,075</b>	<b>\$ 1,227,200</b>	<b>\$ 802,206</b>	<b>\$ 763,885</b>	<b>\$ 858,435</b>	
<b>Direct Revenues</b>									
	Demolition Tax	\$ 12,580	\$ 13,820	\$ 13,000	\$ 13,000	\$ 11,310	\$ 11,000	\$ 11,000	
	Building Permits	467,278	572,647	500,000	550,000	406,520	427,204	375,000	
	Contractor Registration	39,355	38,080	37,000	37,000	28,610	28,790	29,000	
	Stormwater Engineering Fee	-	3,255	-	100,000	-	70,059	70,000	
	Elevator Inspections	15,090	18,000	18,000	15,150	18,000	15,150	15,000	
	<b>Total</b>	<b>\$ 534,303</b>	<b>\$ 645,802</b>	<b>\$ 568,000</b>	<b>\$ 715,150</b>	<b>\$ 464,440</b>	<b>\$ 552,203</b>	<b>\$ 500,000</b>	
	Direct Revenues / Total Expenditures	46%	54%	46%	58%	58%	72%	58%	

**GENERAL FUND**

**PLANNING & DEVELOPMENT DEPARTMENT - Planning and Zoning**  
(126100)

**Village of Glen Ellyn**  
**SY14 Budget**

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,000	1
510120	Salaries - Non-pension	-	-	-	-	-	-	4,000	1
510300	Temporary Help	-	-	-	-	-	-	4,000	2
510400	FICA	-	-	-	-	-	-	18,000	
510500	IMRF	-	-	-	-	-	-	26,000	
	<b>Subtotal</b>	-	-	-	-	-	-	283,000	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	-	-	-	-	1,200	3
520620	Employee Education	-	-	-	-	-	-	200	4
520625	Travel	-	-	-	-	-	-	25	5
520905	Printing	-	-	-	-	-	-	4,000	7
520965	Professional Services / Planning	-	-	-	-	-	-	8,000	8
521055	Professional Services / Other	-	-	-	-	-	-	10,000	15
521195	Telecommunications	-	-	-	-	-	-	700	16
590600	IFT / Health Insurance	-	-	-	-	-	-	20,640	
590610	IFT / Insurance - General	-	-	-	-	-	-	2,500	
	<b>Subtotal</b>	-	-	-	-	-	-	47,265	
<b>Commodities</b>									
530100	Office Supplies	-	-	-	-	-	-	2,400	
	<b>Subtotal</b>	-	-	-	-	-	-	2,400	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 332,665</b>	

This cost center was created for the SY14 budget. ☐

Activity is totaled on the Planning and Development Department budget page for comparison purposes.

**GENERAL FUND**  
**PLANNING & DEVELOPMENT DEPARTMENT - Building Department**  
(126200)

Village of Glen Ellyn  
SY14 Budget

Object Code	Account Description	FY11/12 Actual	FY12/13 Actual	FY13/14 Revised Budget	FY13/14 Estimated Actual	FY12/13 8 Month May-Dec	FY13/14 8 Month May-Dec	SY14 8 Month Budget	
<b>Personnel Services</b>									
510100	Salaries - Pension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 246,000	1
510120	Salaries - Non-pension	-	-	-	-	-	-	78,000	1
510400	FICA	-	-	-	-	-	-	25,000	
510500	IMRF	-	-	-	-	-	-	30,000	
	<b>Subtotal</b>	-	-	-	-	-	-	379,000	
<b>Contractual Services</b>									
520600	Dues / Subscriptions	-	-	-	-	-	-	1,000	3
520620	Employee Education	-	-	-	-	-	-	2,200	4
520705	Prosecutorial Services	-	-	-	-	-	-	400	6
520905	Printing	-	-	-	-	-	-	1,000	7
521042	Plumbing Inspections	-	-	-	-	-	-	15,000	9
521044	Elevator Inspections	-	-	-	-	-	-	7,000	10
521047	Forestry and Landscaping	-	-	-	-	-	-	20,000	12
521048	Building Plan Reviews	-	-	-	-	-	-	42,000	13
521052	Storm Water Engineering	-	-	-	-	-	-	5,000	14
521195	Telecommunications	-	-	-	-	-	-	700	16
590600	IFT / Health Insurance	-	-	-	-	-	-	33,070	
590610	IFT / Insurance - General	-	-	-	-	-	-	3,900	
590650	IFT / Equipment Service (O&M)	-	-	-	-	-	-	2,800	
590655	IFT / Equipment Service (Replace)	-	-	-	-	-	-	5,100	
	<b>Subtotal</b>	-	-	-	-	-	-	139,170	
<b>Commodities</b>									
530100	Office Supplies	-	-	-	-	-	-	3,600	
	<b>Subtotal</b>	-	-	-	-	-	-	3,600	
<b>Capital Outlay</b>									
570115	Computerized Permit Program	-	-	-	-	-	-	1,000	17
580110	Equipment	-	-	-	-	-	-	3,000	18
	<b>Subtotal</b>	-	-	-	-	-	-	4,000	
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 525,770</b>	

This cost center was created for the SY14 budget. ☐  
Activity is totaled on the Planning and Development Department budget page for comparison purposes.

**BUDGET FOOTNOTES**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

1. **Salaries:** 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, part-time Stormwater Engineer, 4 part-time Permit Clerks, part-time Property Maintenance Inspector, 2 part-time Planning Interns, and part-time Administrative Clerk. \$8,000 of one of the intern's salary in SY14 was relocated to "Professional Services – Planning" because Northern Illinois University changed their program to require municipalities to pay the University, who then pays the student.
2. **Temporary Help:** 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. **Dues / Subscriptions:** This fund covers memberships, subscriptions, and certification fees for Department staff. Allocations include membership fees for 2 AICP Certified Planners and Building Code Memberships.
4. **Employee Education:** These funds are dedicated for building inspectors to attend training sessions on Building Code updates and to sit for certification exams, classes necessary to maintain licenses and certifications for various employees, and various professional development conferences and seminars for Department staff. Additional funds have been added this year to provide training and certification testing for the new building inspector.
5. **Travel:** This includes reimbursement of travel, parking and mileage expenses for staff.
6. **Prosecutorial Services:** This includes expenses for the Village Prosecutor to process building and zoning code citations in local traffic court. This expense varies and depends on the code enforcement issues that are identified by staff or raised by residents.
7. **Printing:** This cost includes printing zoning maps, subdivision plats, appearance guidelines, sign codes, comprehensive plans, zoning codes, downtown plans, development plans, parking maps, and publication of public notices in the newspaper which is required by state law. The cost of printing documents and publishing public notices varies and depends on demand by the public and applicants. Budgeted items include public notices, printing, and recording documents at the DuPage County Recorder's Office.
8. **Professional Services - Planning:** This line item covers expenses for a Planning Consultant to provide general planning assistance with a Zoning Code Update and to provide training for commissioners. During SY14, no funds have been allocated for this purpose and rather the entire amount has been dedicated to intern salary through Northern Illinois University as explained in Footnote #1.

**BUDGET FOOTNOTES**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

9. **Plumbing Inspections:** Plumbing inspections for all commercial and residential construction projects must be performed by a State of Illinois licensed plumber. This line item provides payment to a consulting plumbing inspector to perform these services. These expenses are reimbursed to the Village through the collection of building permit fees.
10. **Elevator Inspections:** A licensed elevator inspector performs annual elevator inspections for approximately 100 elevators in the Village. These expenses are reimbursed to the Village by elevator owners. The elevator owners are billed for the elevator inspections on their June water bill.
11. **Grading Reviews:** This consultant position has been eliminated in lieu of a part-time, 30-hour per week staff stormwater engineer. Therefore, there are no funds budgeted for this line item.
12. **Forestry and Landscaping:** This item includes expenses for a consulting forester and landscape architect who 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. The majority of these expenses are reimbursed to the Village through the collection of building permit fees. The consulting forester's response to resident inquiries and complaints are not reimbursed.
13. **Building Plan Reviews:** This item 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.
14. **Stormwater Engineering:** The DuPage County Stormwater Ordinance requires that wetland reviews and inspections be performed by a wetland specialist or soils scientist. The Village engages a consulting wetland specialist to provide consultation, research, review and recommendations regarding special management areas and wetlands for all development projects. Approximately three quarters of the wetland consulting expenses are reimbursed to the Village through the collection of building permit fees. The consultant's response to resident complaints or requests for assistance on Public Works wetlands projects is not reimbursed.
15. **Professional Services / Other:** This line item provides funding for various miscellaneous contracted professional services such as structural engineers, appraisers, surveyors, landscape architects, lighting consultants, or traffic consultants. These expenses are not planned and are used as projects are suggested or proposed. Remaining funds are allocated to scan building permit and development files.

**BUDGET FOOTNOTES**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

16. **Telecommunications:** These funds cover cell phone costs for five employees that need to be reached at all times of the day including the Director, Building and Zoning Official, and four inspectors.
  
17. **Computerized Permit Program:** Funds are allocated to provide training for the Administrative Clerk on the MUNIS computer building permit system and prepare and launch the new MUNIS Customer Service module that will allow customers to access building permit information through the Village website. This item includes the cost of a MUNIS trainer on-site to assist in expanding the Department's use of the system and launching the public access module.
  
18. **Equipment:** This item includes the purchase of Knox (fire key) boxes, the cost of which is reimbursed by customers as they are purchased and other miscellaneous equipment for day to day operations.

VILLAGE OF GLEN ELLYN  
 SY 14 ANNUAL BUDGET  
 PERSONNEL SCHEDULE

**PLANNING & DEVELOPMENT DEPARTMENT**

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY10/11 Budgeted Employees</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>
Planning & Development Director	FT	U	1.00	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	M	1.00	1.00	1.00	1.00	1.00
Planner with AICP Cert	FT	K	1.00	1.00	1.00	1.00	1.00
Plan Examiner	FT	J	1.00	1.00	1.00	1.00	1.00
Building Inspector (2)	FT	J	2.00	2.00	2.00	2.00	2.00
Administrative Assistant II	FT	F	1.00	1.00	1.00	1.00	1.00
Engineer	PT	K	-	-	0.75	0.75	0.75
Permit Clerk (4)	PT	D	2.00	2.00	2.00	2.00	1.90
Property Site Inspector	PT	B	0.50	0.50	0.50	0.50	0.50
Administrative Clerk II	PT	B	0.50	0.50	0.50	0.50	0.70
Planning Intern (2)	PT	N/A	1.00	1.00	1.00	1.00	1.20
<b>TOTAL EMPLOYEES (Full-time Equivalents)</b>			<b>11.00</b>	<b>11.00</b>	<b>11.75</b>	<b>11.75</b>	<b>12.05</b>
Full-time Number of Positions			7	7	7	7	7
Part-time Number of Positions			8	8	9	9	9

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

