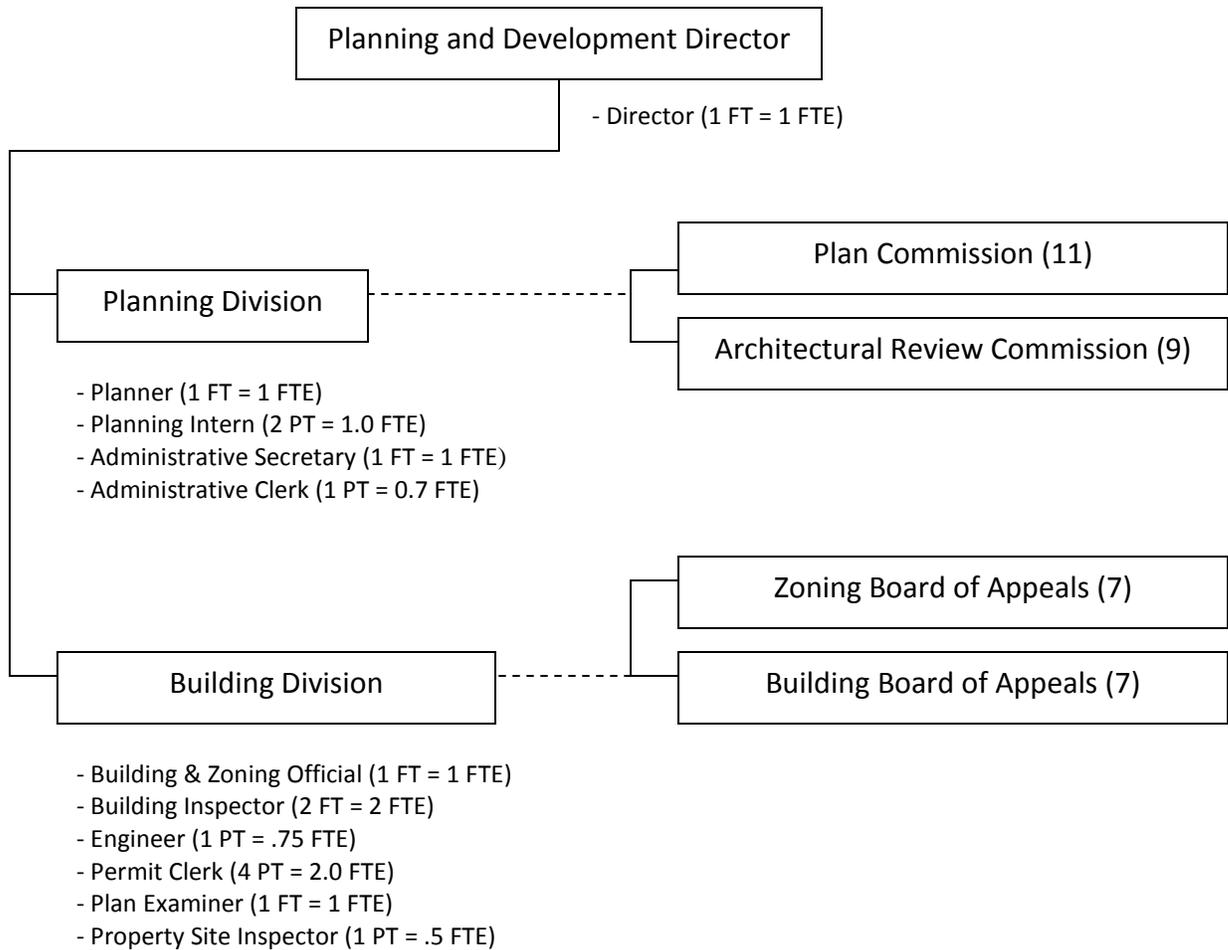


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PLANNING AND DEVELOPMENT DEPARTMENT CALENDAR YEAR 2015



<u>Calendar Year 2015 Budget</u>	Employee	
	<u>Count</u>	<u>FTE</u>
Full-Time Personnel	7	7.00
Part-Time	9	4.95
Total Employees/FTEs	16	11.95
<i>(FTE = Full-Time Equivalents)</i>		

<u>Budgeted Full-Time Employees</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>	<u>CY15</u>
Planning	3	3	4	3	3	3	3	3	3	3
Zoning / Inspection	3	4	4	4	4	4	4	4	4	4
Total FT	6	7	8	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 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.

2013/2014 HIGHLIGHTS

Due to the transition from a fiscal year to a calendar year budget and in order to remain consistent with previous budget narratives, this narrative looks at projects completed between September 1, 2013 and August 31, 2014. Between this time period, the Village saw a slight decrease in the number of building permits issued compared to the 2013 calendar year – from 1,535 to 1,377. However, building permit value increased from the 2013 calendar year by approximately 22% - from \$42.22 million to \$53.94 million. Thirty single-family new construction building permits were also issued during 2013/2014. Though permits for single-family alterations slightly decreased, value more than doubled from \$6.99 million to \$17.48 million. Two new commercial construction projects were also completed in 2013/2014. 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 2013/2014. The following are just some of the Department's highlights between September 1, 2013 and August 31, 2014.

Daily Activities. From September 1, 2013 to August, 31 2014, more than 4,145 customers visited 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 3,970 building, elevator, site and other inspections

were conducted, and a total of 1,377 permits of all types were issued in 2013/2014. In addition, the Department coordinated the review of 57 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 214 citations, with 6 being issued in 2013/2014. No fines were assessed.

Scanning Update. From September 1, 2013 to August 31, 2014, the Department continued its efforts to scan records, which began in 2002. This past year - 1,013 building permit files/addresses (9,526 total pages), 45 commission files (7,665 total pages), 769 pages of general property files, 184 pages of business registrations and 1,624 pages of minutes from the Zoning Board of Appeals, Architectural Review Commission, Plan Commission, Building Board of Appeals and Electrical Commission were scanned in-house. A total of 335 building permit files, 20 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 scanned and are in the process of being indexed. Since beginning these efforts in 2002, a total of 1,180 commission files, 14,882 building permit files, 94 years of general property files, and more than 78 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. From September 1, 2013 to August 31, 2014, the Planning and Development Department processed 156 Freedom of Information (FOIA) requests resulting in over 6,400 pages of documents being identified, located and copied. The single largest request during the year consisted of 828 pages. The average number of pages per request was 41 pages, with an average turnaround time of four days for general resident requests (a maximum of five business days is permitted) and 11 days for commercial requests (a maximum of 21 business days is permitted). The Planning and Development Department handled 72% 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.

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 a public online survey, the Architectural Review Commission and a Village Board review. With this feedback, the consultants worked to finalize the signage design. The Department is now working with the project consultants to finalize the plan to include proposed sign locations, content and cost.

Annexation Agreements. The Village entered into multiple annexation agreements in 2014.

- **Glen Oak Country Club.** In July of 2014, the Village Board formally approved an annexation agreement with the Glen Oak Country Club. The Village agreed to annex a portion of the Country Club that runs along the south side of Hill Avenue and two lots owned by the Country Club on the north side of Hill Avenue in exchange for access to Village water. In all, 19 acres of the Country Club will be annexed, while 133 acres will remain unincorporated.
- **21W180 & 21W200 Hill Avenue.** Two industrial properties located on the north side of Hill Avenue known as 21W180 and 21W200 Hill Avenue entered into annexation agreements with the Village in September of 2013. These agreements were the result of an intergovernmental agreement with Lombard wherein Glen Ellyn agreed to contribute towards the reconstruction of the Hill Avenue bridge.
- **Marston/Bemis Area.** In April of 2014, the Village Board indicated that they would like to move forward with the Marston/Bemis area annexation involving approximately 150 properties on the southeast side of Glen Ellyn. Almost all of these properties are already connected to Village water and sewer and all have pre-annexation agreements in place. Notification of the impending annexation was sent to the property owners in July of 2014 and an informational meeting was held at the end of August in order to answer any questions that the home owners had about the annexation process. Once all 150 signed annexations petitions are received, the Village Board can formally authorize the annexation. The finalization and approval of this annexation is anticipated to take place by December of 2014.
- **1S570 Maple Lane.** In October of 2014, the Village Board is anticipated to approve an Ordinance to annex the property at 1S570 Maple Lane. The property owners petitioned the Village to annex in order to connect to Village water and sewer.

Sign Code Update. Throughout 2013 and early 2014, Department staff worked to update the Sign Code. A new proposed code was drafted by staff and reviewed by the ARC at 6 meetings. After much deliberation, the finalized Sign Code was approved by the Village Board in early February of 2014. More than a revision, the update was 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 and make the Code more user-friendly.

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 requires inspections of both public and private spaces within hotels/motels to ensure compliance with code requirements. Throughout 2014, the Village conducted and completed inspections at Crowne Plaza, America's Best Inn and Budgetel Inn and Suites. Some minor violations were found at the Crowne Plaza, but have since been addressed. Inspections at

America's Best Inn and Budgetel Inn and Suites are ongoing. With this license requirement in place, the Village hopes to better address hotel/motel sanitary and safety issues.

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.

Medical Marijuana Zoning Code Update. As of January 1, 2014, adults over 21 years old who have received a doctor's prescription and are registered with the State as "cardholders" may legally possess and/or buy cannabis products. In accordance with state adopted setback requirements, cultivation centers are not permitted within the Village's boundaries. However, dispensaries would be. Therefore, the Department worked to develop Zoning Code regulations for Medical Marijuana dispensaries, which were approved by the Village Board at their April 14, 2014 meeting. The regulations allow dispensaries in the L1 Light Industrial district as a permitted use and in the C4 Office district as a special use.

CMAP Grant Applications. In June of 2014, the Department of Planning and Development applied for the Local Technical Assistance (LTA) program offered by the Chicago Metropolitan Agency for Planning (CMAP). The program was established by CMAP in order to direct resources to communities to pursue planning work that helps to implement CMAP's comprehensive GO TO 2040 plan. The Village applied for a comprehensive zoning code rewrite and hopes to focus on updating lot coverage ratio and permitted use regulations as well as lighting and environmental standards. The Village expects to hear back from CMAP regarding the grant application sometime in early October of 2014.

Sunday French Market. During the last year, Planning and Development staff worked closely with the Chamber of Commerce on establishing a new Sunday French Market in the Crescent/Glenwood parking lot. The Market opened in the summer of 2014 and replaced the former Friday morning farmer's market in the Main Street parking lot. The new location allowed for a wider variety and greater number of vendors, increased visibility from the train tracks and Prairie Path and improved customer access and parking. The Market is anticipated to return in the summer of 2015.

Vendor Cart Regulations. Throughout the summer of 2014, Village staff worked to research vendor cart regulations in municipalities similar to Glen Ellyn. With this information, staff is working to craft a proposed ordinance to regulate freestanding vendor carts in Glen Ellyn's Downtown Central Business district. Proposed regulations are expected to be presented to the Village Board for consideration by the end of 2014.

SIGNIFICANT DEVELOPMENT APPLICATIONS

A number of significant development applications were reviewed from September 1, 2013 to August 31, 2014. The following is a list of just some of the requests considered.

Amber Ridge. In late February of 2014, the Village Board approved a Final Plat of Subdivision for the Amber Ridge Subdivision, a 22-lot single-family home subdivision at 760 Sheehan Avenue. The Board had previously approved a Preliminary Plat of Subdivision, Subdivision Variations, and Zoning Variations to accommodate the subdivision.

Pet Supplies Plus. The Village Board approved the Exterior Appearance, Sign Variations, and Zoning Variations for Pet Supplies Plus to be located at 299 Roosevelt Road. Once constructed, the current Pet Supplies Plus in Wheaton will be relocating to this new location in Glen Ellyn.

Hardees. The Village Board approved the Exterior Appearance and a Special Use Permit for a Hardees restaurant to be located at 404 Roosevelt Road. This site was formerly the location of the Beijing Chinese Restaurant.

School District Additions. The Village Board approved Exterior Appearance applications for Ben Franklin, Churchill, Forest Glen and Lincoln elementary schools in order to accommodate building additions at each of the sites. School District 41 hopes that these additions will reduce the schools' dependence on mobile classrooms.

Ross Dress for Less. The Village Board approved an Exterior Appearance application for Ross Dress for Less to accommodate exterior renovations to the Market Plaza Shopping Center façade. The store is anticipated to open before the 2014 holiday season.

TMC². The Village Board approved an Exterior Appearance application for TMC², a home-based computer repair business, to be located at 450 Duane Street.

22-24 Muirwood Drive. The Village Board approved a Minor Subdivision and Zoning Variations to accommodate the re-subdivision of the two properties at 22-24 Muirwood Drive. The subdivision will give street frontage to the previously landlocked property at 22 Muirwood Drive.

Glen Oak Country Club. The Village Board approved Zoning Text Amendment, Zoning Map Amendment, Zoning Variation, Special Use Permit, Exterior Appearance and right-of-way dedication requests in September of 2014 in order to accommodate improvements at the Glen Oak Country Club at 21W451 Hill Avenue.

2013/2014 CONSTRUCTION PROJECT SUMMARY

From September 1, 2013 to August 31, 2014, 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 during 2013/2014.

Residential Construction. From September 2013 thru August 2014, permits were issued for the construction of 30 new single-family residences and 170 additions or alterations to single-family homes. New residential construction did not increase from the past year and residential alterations/additions were down by approximately 16% from the 2013 calendar year; however, revenue from new single-family residential construction increased by over \$1 million and more than doubled from \$6.99 million to \$17.48 million for residential alterations /additions. Information about some of the larger residential construction projects that occurred in 2013/2014 is below.

- Courtyards of Glen Ellyn. Construction of the Courtyards of Glen Ellyn townhome development located at 453-499 Kenilworth Avenue resumed in 2014. The development was originally approved in 2007; however, its completion stalled due to the economic downturn. Orleans Homes picked up the project in 2013 and is in the process of building out the remaining 18 units of this 24-unit townhome development.
- Amber Ridge. The developer of this 22-lot subdivision, K. Hovnanian Homes, applied for initial building permits in the summer of 2014 for the Amber Ridge Subdivision at 760 Sheehan Avenue. Construction is underway and is anticipated to continue into 2015.

Nonresidential Construction. Construction of 2 new commercial buildings began between September 2013 thru August 2014 including Autumn Leaves Memory Care at 190 Geneva Road and Pet Supplies Plus at 299 Roosevelt Road. A summary of some of the more significant non-residential construction activity that occurred in 2013/2014 is below.

- 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.
- Glen Ellyn Market. Construction of the Glen Ellyn Market Shopping Center at 285 Roosevelt Road began in 2013 and was completed in February of 2014. The shopping center is anchored by the Fresh Market. Other tenants include Tide Dry Cleaners and Great Clips.
- Dunkin Donuts-Baskin Robbins. The Village Board approved Sign Variation and Exterior Appearance applications for Dunkin Donuts-Baskin Robbins at 651 Roosevelt Road in June of 2013. The construction was completed and the business opened in December of 2013.
- 535 Pennsylvania Avenue. Construction at 535 Pennsylvania began in 2014. The rear 5,186 square footage of the building has been completed and is being used as office space for Magenium Solutions. A studio/gallery tenant for the front 952 square footage will open up in October of 2014.

- Willowbrook Wildlife. The expansion of the Willowbrook Wildlife Rehabilitation Center at 525 S. Park Boulevard began in 2014. Phase I construction includes an expanded parking lot and service area. 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. Construction of the Autumn Leaves Memory Care Facility at 190 Geneva Road began in 2014. The facility will have 46 beds and is anticipated to be completed by spring of 2015.
- Pet Supplies Plus. Construction of a new Pet Supplies Plus store at 299 Roosevelt Road began in the summer of 2014 and is anticipated to be completed by the end of the year.

Miscellaneous Construction Projects. Approximately 1,085 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 20 demolition permits were issued during 2013/2014, 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.

PETITIONS REVIEWED

From September 1, 2013 to August 31, 2014, the Department coordinated the preparation of 57 requests that resulted in Ordinances or 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.

PLANNING AND DEVELOPMENT DEPARTMENT Petitions considered by the Village Board					
	2010	2011	2012	2013	9/13-8/14⁴
Annexations	0	1	2	0	0
Annexation and/or Recapture Agreements ¹	4	4	3	1	2
Exterior Appearance Review	4	2	8	10	12
Planned Unit Developments	1	0	0	0	0
Right-of-Way Vacations	0	1	0	1	0
Sign Variations	5	2	6	5	2
Special Use Permits	7	4	11	6	5
Subdivisions	0	0	1	1	2
Zoning Map Amendments	0	1	4	1	0
Zoning Text Amendments	4	0	2	2	3
Zoning Variations	11	14	30	16 ²	20
Miscellaneous	18	10	19	5	11 ³
TOTAL	54	39	86	50	57

- 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 regarding the Renewal of the Village Green Park Lease, a Sign License Agreement for 26 N. Park Boulevard, the Addition of Chapter 40 Establishing Hotel Licensing Regulations to the Village Code, and the Comprehensive Update of Glen Ellyn's Sign Code.
- 4 2010 through 2013 numbers are based on the calendar year, while 2014 numbers were collected from September of 2013 through August of 2014 due to the transition from the fiscal year to the calendar year.

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					
	2010	2011	2012	2013	9/13-8/14 ⁴
Total Building Permits					
Number ¹	1,295	1,403	1,481	1,535	1,377
Estimated millions \$ ²	\$72.33	\$56.48	\$33.49	\$42.22	\$53.94
Single Family Residences					
New Construction	13	29	24	30	30
Estimated millions \$	\$6.01	\$7.75	\$7.98	\$11.91	\$12.96
Alterations/Additions	162	193	154	203	170
Estimated millions \$	\$5.97	\$5.8	\$5.54	\$6.99	\$17.48
Multiple Family Residences					
Number of Buildings	0	2	0	0	3
Number of Units	0	6	0	0	18
Estimated millions \$	0	\$0.86	0	0	\$1.55
Alterations/Additions	0	0	0	1	0
Estimated millions \$	0	0	0	0	0
Detached Garages (by themselves)	19	17	15	21	16
New Commercial					
New Construction	4	4	0	2	2
Estimated millions \$	\$18.81	\$2.81	0	\$9.55	\$5.7
Alterations/Additions	38	37	67	58	51
Estimated millions \$	\$8.73	\$3.07	\$9.43	\$5.64	\$6.11
Demolition Permits Issued	14	21	22	26	20
Demolitions Permits Applied For	16	24	22	28	28
Counter Customer Contacts	4,267	4,416	4,626	4,426	4,145
Contractors Registered	----	----	728	693	692
FOIA Requests	119	147	171	148	156
FOIA Pages Produced	1,979	7,500	4,700	7,300	828
Citations Issued	15	32	11	20	6
Citation Fines Assessed	\$6,450	\$2,500	\$1,100	\$550	\$0
Pages Scanned	1,781+	20,167	19,677	20,763	19,768
Inspections					
Building	3,287	3,675	3,658	3,275	3,213
Elevator	106	156	109	70	121
Site	378	620	513	358	299
Complaints/Referrals	700 ³	525	601	397	290
Drainage Complaints	371	291	124	77	47
TOTAL	4,900	5,285	5,016	4,177	3,970

1. Represents all types of permits, including miscellaneous permits, such as fences, which are not separately listed in this chart. There were 1,085 miscellaneous permits issued in 2013/2014.
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.
4. 2010 through 2013 numbers are based on the calendar year, while 2014 numbers were collected from September of 2013 through August of 2014 due to the transition from the fiscal year to the calendar year.

UPCOMING PROJECTS

In addition to its daily activities, the Department plans to work on the following projects during FY 15.

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 2015:

- **Hill Avenue Annexations.** 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 2015. These agreements resulted from the negotiations with Lombard related to repairs to the Hill Avenue bridge. Once the last agreement is finalized all three properties can be annexed. With the annexation of this area, the Village will establish its first industrial zoning district.
- **KF Walter Homes, 21W571 Hill.** A new 8-lot single-family home subdivision has been proposed at 21W576 Hill Avenue. The property is currently located in unincorporated DuPage County. As part of the project, the subdivision would be annexed to Glen Ellyn. The Village Board is anticipated to approve an Annexation Agreement by the end of 2014 with annexation and construction to follow in 2015.

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 MUNIS building permit software system. This expansion should allow for online permit applications and monitoring of permit status and inspections. Department staff has been actively researching available online permitting options and hopes to roll out with the initial phase of the expansion in 2015.

Zoning Code Text Amendments. Department staff plans to evaluate and propose amendments to the lot coverage ratio (LCR) and impervious coverage regulations in 2014. If selected for the Local Technical Assistance program, the funding will be used to rewrite multiple sections of the Zoning Code including the lot coverage ratio, zoning district regulations and other code sections.

Building/Fire Code Updates. Department staff plans to amend and adopt the 2015 latest edition of the I.C.C. codes, the 2014 National Electric Code, and pending editions of the Illinois Life Safety Code, Energy Code, Plumbing Code and Accessibility Code. The Building Board of Appeals is scheduled to discuss the adoption of these updated Codes starting in late 2014.

Development Projects. The Department anticipates working on the following potential development projects in FY 15.

- 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 formal proposals for one or more of these properties in late 2014.
- KF Walter Homes, 21W571 Hill. In August of 2014, the Plan Commission recommended approval of a Preliminary Plat of Subdivision, Subdivision Variations and Zoning Variations to accommodate a new 8-lot single-family home subdivision proposed at 21W576 Hill Avenue. The Village Board is anticipated to approve the Preliminary Plat of Subdivision and Annexation Agreement by the end of the year with a Final Subdivision application and construction to follow in 2015.
- Brookhaven Subdivision. An application for annexation and subdivision approval of a new 10-lot single family home subdivision on Sunnybrook Road was submitted in 2014. Review by the Village Board is expected in early 2015 with construction possibly beginning in the Spring of 2015.
- Len's Ace Hardware. An Exterior Appearance and Zoning Variation application for a proposed addition to Len's Ace Hardware at 485 Roosevelt Road is anticipated to be received in the fall of 2014.
- Dunkin Donuts-Baskin Robbins. An Exterior Appearance and Special Use Permit application for a proposed Dunkin Donuts/Baskin Robbins to be located at 1090 Roosevelt Road is anticipated to be received in the fall of 2014.

GENERAL FUND
PLANNING & DEVELOPMENT DEPARTMENT
(126000)

Village of Glen Ellyn
Calendar Year 2015 Budget

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

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
Personnel Services									
510100	Salaries - Pension	\$ 619,579	\$ 614,151	\$ 477,000	\$ 473,000	\$ 610,851	\$ 670,962	\$ 736,000	1
510120	Salaries - Non-pension	119,042	133,379	82,000	78,000	127,408	121,164	116,000	1
510300	Temporary Help	4,690	3,154	4,000	4,000	2,816	5,305	6,000	2
510400	FICA	53,765	54,567	43,000	43,000	53,795	60,906	65,100	
510500	IMRF	73,393	75,006	56,000	58,000	74,549	82,181	79,500	
	Subtotal	870,469	880,257	662,000	656,000	869,419	940,518	1,002,600	
Contractual Services									
520600	Dues / Subscriptions	3,417	3,253	2,200	2,400	3,253	4,030	3,500	3
520620	Employee Education	2,227	3,006	2,400	2,400	2,326	4,395	8,000	4
520625	Travel	2,363	861	25	1,900	779	2,303	2,000	5
520705	Prosecutorial Services	173	220	400	400	220	400	500	6
520860	Bad Debt Expense	-	5,253	-	-	-	5,253	-	
520905	Printing	6,437	5,080	5,000	5,000	4,759	6,839	8,000	7
520965	Professional Services / Planning	1,584	9,840	8,000	10,500	4,560	15,780	10,000	8
521042	Plumbing Inspections	17,324	19,689	15,000	15,000	29,562	22,452	20,000	9
521044	Elevator Inspections	13,630	10,893	7,000	7,000	12,338	11,200	15,000	10
521046	Grading Reviews	28,167	-	-	-	-	-	-	11
521047	Forestry and Landscaping	16,305	32,268	20,000	15,000	27,039	25,634	25,000	12
521048	Building Plan Reviews	36,933	55,687	42,000	30,000	40,051	48,512	55,000	13
521052	Storm Water Engineering	8,791	1,447	5,000	5,400	3,250	6,230	8,000	14
521055	Professional Services / Other	63,594	8,478	10,000	10,000	52,405	15,202	20,000	15
521195	Telecommunications	2,216	2,118	1,400	2,100	1,862	3,067	3,200	16
590600	IFT / Health Insurance	90,931	79,781	53,710	54,800	75,815	78,764	72,000	
590610	IFT / Insurance - General	7,900	6,900	6,400	6,400	7,233	8,700	9,700	
590650	IFT / Equipment Service (O&M)	3,900	3,600	2,800	2,800	3,700	4,000	4,300	
590655	IFT / Equipment Service (Replace)	10,100	10,400	5,100	5,100	10,300	8,567	7,600	
	Subtotal	315,992	258,774	186,435	176,200	279,452	271,328	271,800	
Commodities									
530100	Office Supplies	4,511	6,188	6,000	6,000	5,549	7,723	9,000	
530445	Uniforms	311	840	-	-	346	805	500	
	Subtotal	4,822	7,028	6,000	6,000	5,895	8,528	9,500	
Capital Outlay									
570115	Computerized Permit Program	-	-	1,000	1,000	-	1,000	5,000	17
580110	Equipment	2,894	-	3,000	3,000	1,094	3,000	5,000	18
	Subtotal	2,894	-	4,000	4,000	1,094	4,000	10,000	
	TOTAL EXPENDITURES	\$ 1,194,177	\$ 1,146,059	\$ 858,435	\$ 842,200	\$ 1,155,860	\$ 1,224,374	\$ 1,293,900	

GENERAL FUND

PLANNING & DEVELOPMENT DEPARTMENT - Planning and Zoning
(126100)

Village of Glen Ellyn
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual*	Year 2015 Budget	
Personnel Services									
510100	Salaries - Pension	\$ -	\$ -	\$ 231,000	\$ 229,000	\$ -	\$ -	\$ 353,000	1
510120	Salaries - Non-pension	-	-	4,000	-	-	-	-	1
510300	Temporary Help	-	-	4,000	4,000	-	-	6,000	2
510400	FICA	-	-	18,000	18,000	-	-	27,000	
510500	IMRF	-	-	26,000	28,000	-	-	38,200	
	Subtotal	-	-	283,000	279,000	-	-	424,200	
Contractual Services									
520600	Dues / Subscriptions	-	-	1,200	1,400	-	-	2,000	3
520620	Employee Education	-	-	200	200	-	-	4,000	4
520625	Travel	-	-	25	1,900	-	-	1,500	5
520905	Printing	-	-	4,000	2,800	-	-	4,000	7
520965	Professional Services / Planning	-	-	8,000	10,500	-	-	10,000	8
521055	Professional Services / Other	-	-	10,000	10,000	-	-	20,000	15
521195	Telecommunications	-	-	700	700	-	-	1,000	16
590600	IFT / Health Insurance	-	-	20,640	21,000	-	-	27,600	
590610	IFT / Insurance - General	-	-	2,500	2,500	-	-	3,700	
	Subtotal	-	-	47,265	51,000	-	-	73,800	
Commodities									
530100	Office Supplies	-	-	2,400	2,400	-	-	3,000	
	Subtotal	-	-	2,400	2,400	-	-	3,000	
Capital Outlay									
580110	Equipment	-	-	-	-	-	-	-	18
	Subtotal	-	-	-	-	-	-	-	
	TOTAL EXPENDITURES	\$ -	\$ -	\$ 332,665	\$ 332,400	\$ -	\$ -	\$ 501,000	

This cost center was created for beginning with the SY14 budget.

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

*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

GENERAL FUND

PLANNING & DEVELOPMENT DEPARTMENT - Building Department
(126200)

Village of Glen Ellyn
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014 8 Month Revised	SY2014 8 Month Estimated	Calendar Year 2013	Calendar Year 2014	Calendar Year 2015	
		Actual	Actual	Budget	Actual	Actual	Est. Actual*	Budget	
Personnel Services									
510100	Salaries - Pension	\$ -	\$ -	\$ 246,000	\$ 244,000	\$ -	\$ -	\$ 383,000	1
510120	Salaries - Non-pension	-	-	78,000	78,000	-	-	116,000	1
510400	FICA	-	-	25,000	25,000	-	-	38,100	
510500	IMRF	-	-	30,000	30,000	-	-	41,300	
	Subtotal	-	-	379,000	377,000	-	-	578,400	
Contractual Services									
520600	Dues / Subscriptions	-	-	1,000	1,000	-	-	1,500	3
520620	Employee Education	-	-	2,200	2,200	-	-	4,000	4
520625	Travel	-	-	-	-	-	-	500	5
520705	Prosecutorial Services	-	-	400	400	-	-	500	6
520905	Printing	-	-	1,000	2,200	-	-	4,000	7
521042	Plumbing Inspections	-	-	15,000	15,000	-	-	20,000	9
521044	Elevator Inspections	-	-	7,000	7,000	-	-	15,000	10
521047	Forestry and Landscaping	-	-	20,000	15,000	-	-	25,000	12
521048	Building Plan Reviews	-	-	42,000	30,000	-	-	55,000	13
521052	Storm Water Engineering	-	-	5,000	5,400	-	-	8,000	14
521195	Telecommunications	-	-	700	1,400	-	-	2,200	16
590600	IFT / Health Insurance	-	-	33,070	33,800	-	-	44,400	
590610	IFT / Insurance - General	-	-	3,900	3,900	-	-	6,000	
590650	IFT / Equipment Service (O&M)	-	-	2,800	2,800	-	-	4,300	
590655	IFT / Equipment Service (Replace)	-	-	5,100	5,100	-	-	7,600	
	Subtotal	-	-	139,170	125,200	-	-	198,000	
Commodities									
530100	Office Supplies	-	-	3,600	3,600	-	-	6,000	
530445	Uniforms	-	-	-	-	-	-	500	
	Subtotal	-	-	3,600	3,600	-	-	6,500	
Capital Outlay									
570115	Computerized Permit Program	-	-	1,000	1,000	-	-	5,000	17
580110	Equipment	-	-	3,000	3,000	-	-	5,000	18
	Subtotal	-	-	4,000	4,000	-	-	10,000	
	TOTAL EXPENDITURES	\$ -	\$ -	\$ 525,770	\$ 509,800	\$ -	\$ -	\$ 792,900	

This cost center was created for the SY14 budget.

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

*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

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. \$7,000 of one of the intern's salary 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 \$6,000 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. Costs for Plan Commission minutes are reimbursed to the Village through the petitioner's escrow account. Zoning Board of Appeals petitioners do not reimburse the Village for minute preparation costs.
3. **Dues / Subscriptions:** This fund covers memberships (\$1,300), subscriptions (\$1,400), and certification fees (\$800) for Department staff. Allocations include certification exam fees, membership fees for 2 AICP Certified Planners, 1 surveyor, 1 professional engineer and 2 architects.
4. **Employee Education:** These funds are dedicated for building inspectors to attend training sessions on Building Code updates, classes necessary to maintain licenses and certifications for various employees, and various professional development conferences and seminars for Department staff to stay abreast of current government and industry issues. On-line webinars are used if possible and available. All employee education is in-state with the exception of the Director's attendance at the national conference.
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 of \$500 varies and depends on the code enforcement issues that are identified by staff or raised by residents. These dollars can be eliminated when the Department's citations are added to the administrative adjudication process.

BUDGET FOOTNOTES
PLANNING AND DEVELOPMENT DEPARTMENT

7. **Printing:** This cost includes printing zoning maps, subdivision plats, appearance guidelines, sign codes, comprehensive plans, zoning codes, downtown plans, development plans, parking maps, building inspection forms, building permit tracking forms and publication of public notices in the newspaper which is required by state law. Recording plats, ordinances, and documents at the DuPage County Recorders is also covered in this line item. The cost of printing documents and publishing public notices varies and depends on demand by the public and applicants. The costs for large plan reproductions are reimbursed by the requestor (e.g.; FOIA applicant, property owner, or developer).
8. **Professional Services – Planning:** This line item covers \$3,000 in expenses for a consultant to provide general planning assistance for various projects. This year it is anticipated that consultants will be used to evaluate the Village’s outdated lighting standards in the Zoning Code and Sign Code and to provide training for commissioners. A portion of one of the intern’s salary (\$7,000) is included in this line item because NIU requires us to pay the University who then pays the student as explained in Footnote #1.
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 inspection on their June Village Services 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 either the collection of building permit fees or petitioners’ escrow accounts. The consulting forester’s response to resident inquiries and complaints are not reimbursed.

BUDGET FOOTNOTES
PLANNING AND DEVELOPMENT DEPARTMENT

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. Funds are also allocated for special engineering projects to assist the stormwater engineer such as a benchmark study or volume calculations for Village regional stormwater basins.

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 (\$3,000). These expenses are not planned and are used as projects are suggested or proposed. Remaining funds of \$17,000 are allocated to scan building permit and development files.

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 three inspectors. Two of these employees receive a cell phone stipend of \$50/month for their personal phone instead of using a Village phone.

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 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 (\$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
 CY 15 ANNUAL BUDGET
 PERSONNEL SCHEDULE

PLANNING & DEVELOPMENT DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</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>	<u>CY 15 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	0.75
Permit Clerk (4)	PT	D	2.00	2.00	2.00	2.00	2.00
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	0.70	0.70
Planning Intern (2)	PT	N/A	1.00	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES (Full-time Equivalents)			<u>11.00</u>	<u>11.75</u>	<u>11.75</u>	<u>11.95</u>	<u>11.95</u>
Full-time Number of Positions			7	7	7	7	7
Part-time Number of Positions			8	9	9	9	9

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

