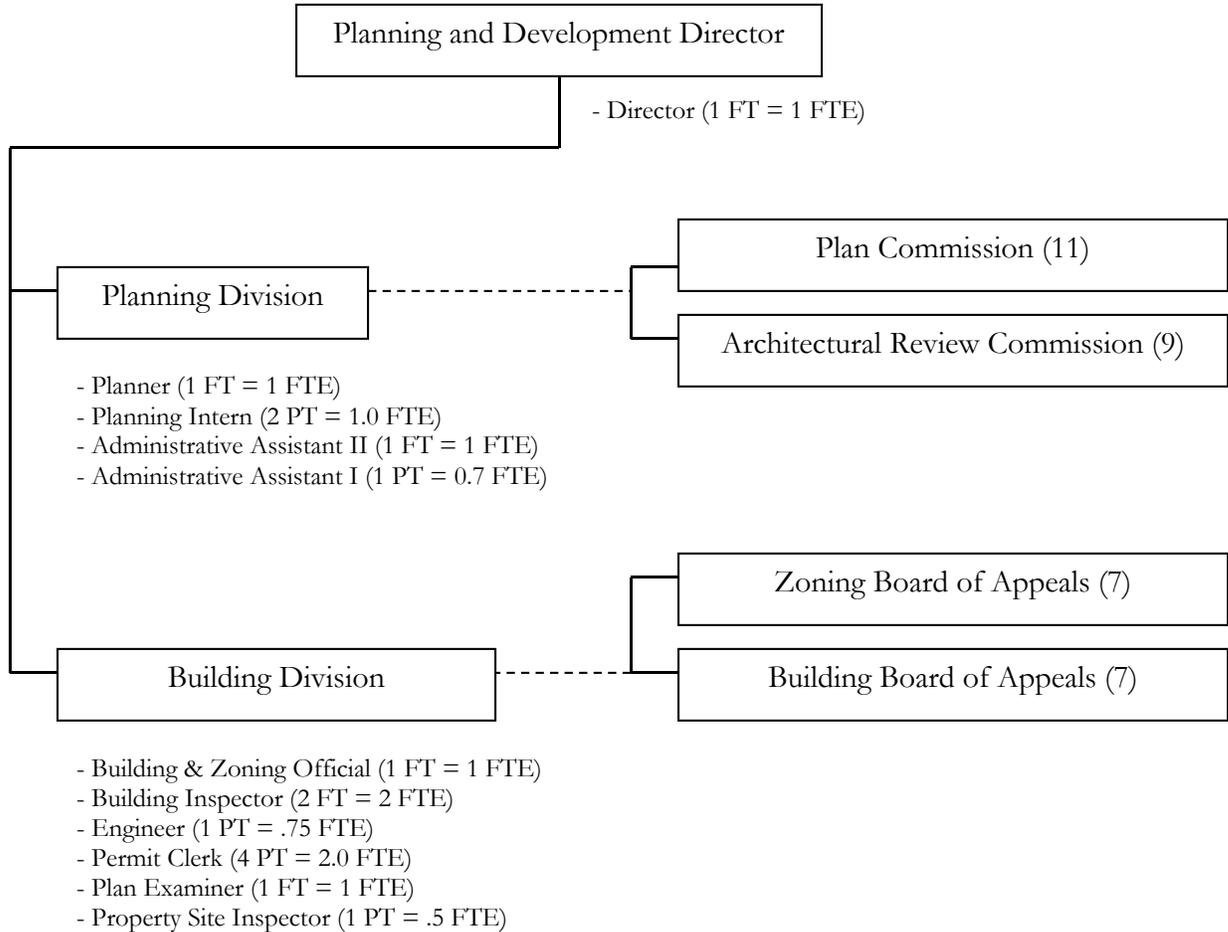


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PLANNING AND DEVELOPMENT DEPARTMENT FISCAL YEAR 2016



<u>Fiscal Year 2016 Budget</u>	Employee	
	<u>Count</u>	<u>FTE</u>
Full-Time Personnel	7	7.00
Part-Time	2	4.95
Total Employees/FTEs	<u>16</u>	<u>11.95</u>
<i>(FTE = Full-Time Equivalents)</i>		

<u>Budgeted Full-Time Employees</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>FY15</u>	<u>FY15</u>
Planning	3	4	3	3	3	3	3	3	3	3
Zoning / Inspection	4	4	4	4	4	4	4	4	4	4
Total FT	<u>7</u>	<u>8</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 12.5 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. Four primary consultants provide plan review services and inspections of elevator, plumbing, tree preservation, 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.

2014/2015 HIGHLIGHTS

This narrative looks at projects completed between September 1, 2014 and August 31, 2015. During this time period, the Village saw a significant increase in annexations, with 8 annexations and entering into 4 additional agreements, up from 0 annexations and 2 agreements in the previous year. The Village also saw a slight increase in the number of building permits issued compared to the previous year – from 1,377 to 1,447. However, building permit value decreased from the previous year by approximately 3% - from \$53.94 million to \$52.42 million. 59 single-family new construction building permits were also issued during 2014/2015, up significantly from the previous year. Permits for single-family alterations slightly increased while value decreased from \$17.48 million to \$9.29 million. Permits issued for commercial alterations/additions increased by 37% from 51 to 70, with value increasing from \$6.11 million to \$8.11 million. The Department expects an increase in permit review in the upcoming year as FY 2014/15 saw an increase in approved development projects. 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 2014/2015. The following are just some of the Department's highlights between September 1, 2014 and August 31, 2015.

Daily Activities. From September 1, 2015 to August, 31 2015, more than 4,199 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 4,098 building, elevator, site and other inspections were conducted, and a total of 1,447 permits of all types were issued in 2014/2015. In addition, the Department

coordinated the review of 78 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 221 citations, with 7 being issued in 2014/2015. Two fines were assessed.

Scanning Update. In the 2014/2015 budget year, the Department continued its efforts to scan records, which began in 2002. This past year - 1,372 building permit files/addresses (12,315 total pages), 52 commission files (5,634 total pages), 683 pages of general property files, 175 pages of business registrations and 780 pages of minutes from the Zoning Board of Appeals, Architectural Review Commission and Plan Commission were scanned in-house. A total of 281 building permit files and 30 commission files 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 1,262 commission files, 16,535 building permit files, 95 years of general property files, and more than 83 years of Commission minutes have been scanned. With approximately 96 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, 2014 to August 31, 2015, the Planning and Development Department processed 198 Freedom of Information (FOIA) requests resulting in over 7,793 pages of documents being identified, located and copied. The average number of pages per request was 39 pages, with an average turnaround time of four days per request (maximum of five days permitted by law). 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 between September 1, 2014 and August 31, 2015.

- **Glen Oak Country Club.** In September of 2014, the Village annexed a 300-foot wide strip of the Glen Oak Country Club property that runs along the south side of Hill Avenue, as well as two lots owned by the Country Club on the north side of Hill Ave. With this annexation, the Village became contiguous to three industrial properties on Hill Avenue and could begin working towards annexing them.
- **21W201 & 21W211 Hill Avenue.** Department staff is currently negotiating an annexation agreement with the owner of industrial property on the south side of Hill Avenue between

the Glen Oak Country Club and the Village of Lombard. Once the agreement is complete, the Village will be able to annex this property and the properties across the street in what will be Glen Ellyn's first industrial district. The Village entered into annexation agreements with the properties on the north side of Hill Avenue in 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 early 2015, the annexation of the Marston/Bemis Area was completed, finalizing the annexation of approximately 150 properties on the southeast side of Glen Ellyn. The annexation required extensive staff time during late 2014 and early 2015 as the large amount of properties annexed generated voluminous amounts of resident questions and comments and the tedious coordination of paperwork. In the first half of 2015, considerable staff time was also devoted to assisting residents with issues that arose from the subsequent address changes.
- 1S570 Maple Lane. In September of 2014, the Village Board annexed the property at 1S570 Maple Lane. The property owner petitioned the Village to annex in order to connect to Village water and sewer.
- Glenbard South High School. In July of 2015, the Village Board approved the annexation of a 350 foot strip of Glenbard South's property immediately west of Park Boulevard. School District #87 originally entered into an agreement with the Village in 2010 to annex the property. The annexation made the Village contiguous with 2S678 Park Boulevard.
- 2S678 Park Boulevard. In July of 2015, the Village Board annexed the 4-acre property at 2S678 Park Boulevard. The annexation of a portion of Glenbard South made this property contiguous with the Village. The property is in the process of being developed and will become a 33,947 square foot, 46 unit/65 bed memory care facility.
- Brookhaven Subdivision. In April of 2015, the Village annexed property located at 1S574, 1S610, and 1S622 Sunnybrook Road and approved the subsequent subdivision of the property. The subdivision will be 11 lots, 10 for single family homes and 1 for stormwater detention. The property was zoned R1 residential.
- Arboretum Estates East. In 2015, the Department continued to work on the annexation of the Arboretum Estates East neighborhood. In March of 2015, the Village entered into an agreement with one of the properties in the neighborhood, 21W341 Stanton Avenue. The property has yet to be annexed as it is not yet contiguous with the Village.

CMAP Grant Applications. In June of 2015, 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 and assist them with planning work that helps to implement CMAP's comprehensive *GO TO 2040* plan. The Village applied for assistance in rewriting/updating the Comprehensive Plan. The current Plan was written in 2001 and was meant to advise the Village for a period of 10-15 years. An updated plan would potentially focus on managing annexations, stormwater control, commercial areas, and integrating other plans, such as the Downtown Plan and draft Bike Plan. The Village expects to hear back from CMAP regarding the grant application

sometime in early October of 2015. If the grant is received, a match from the Village would be required.

Code Amendments.

- Vendor Cart Regulations. In February, 2015, the Village Board approved an ordinance amending the Village Code and the Sign Code to allow vendor carts in downtown Glen Ellyn. Staff had worked since 2014 researching vendor cart regulations in municipalities similar to Glen Ellyn and crafting an ordinance to regulate freestanding vendor carts in Glen Ellyn's Downtown Central Business District.
- Food Truck Regulations. In March of 2015, the Village Board approved changes to the Village Code to allow food trucks as an accessory use in the CR Zoning District. Section 10-5-20 of the Zoning Code outlines the newly created regulations for food trucks.
- Miscellaneous Code Amendments. A number of miscellaneous code amendments were approved in 2015, including, among other things, prohibiting flag lots, altering the parking requirements for congregate care facilities for the elderly and adding a stand-alone parking lot as a special use in the C3 Commercial Zoning District.

Downtown Fire Alarms. Staff is currently working on proposed amendments to the Fire Code in the C5A Central Business District. The proposed amendment would require automatic fire alarm systems in all buildings.

Emergency Service Developers Donation. In 2015, the Department worked to coordinate changes to the required Developer's Donations for the Volunteer Fire Company. In March of 2015, the Village Board approved the changes and created a new fee of \$500 per unit for congregate housing facilities for the elderly, and multi-family unit fees were reduced from \$1,500 per unit to \$500 per unit.

SIGNIFICANT DEVELOPMENT APPLICATIONS

A number of significant development applications were reviewed from September 1, 2014 to August 31, 2015. Planning and Development Staff spends a significant amount of time working with the applicants to help make sure these projects come to fruition and that the review process is as expedient as possible. The following is a list of many of the requests considered.

- 369 Roosevelt Road. In August of 2015, the Village Board approved an Exterior Appearance application, a Sign Variation, and Zoning Variations for a new 6,805 square foot, 2-tenant commercial building at the former Grandma Sally's location at 369 Roosevelt Road.
- Brookhaven Subdivision. In April of 2015, the Village Board approved a Preliminary and Final Plat of Subdivision for the Brookhaven Subdivision to be located off of Sunnybrook Road. The new cul-de-sac will consist of 10 single family lots ranging from 14,926 to 25,843 square feet.
- Buttermilk and Honey. In June of 2015, the Village Board approved an ordinance granting approval of a Zoning Code Text Amendment, Special Use Permit, Sign Variations, Zoning

Variations, Right-of-way Vacation, and the Exterior Appearance for a new breakfast and lunch restaurant at 10 N. Park Boulevard. The building will be 4,948 square feet and will have 140 indoor seats as well as 40-50 seats in an outdoor garden.

- Glenbard West High School. The Village Board approved Zoning Variations and the Exterior Appearance for Glenbard West High School in June 2015 to accommodate a 3-story, 28,000 square foot addition. The addition will become a new science wing. The Village Board also approved a land swap with High School District No. 87 to facilitate the development.
- Enclaves of Glen Oak. In November of 2014, the Village Board approved a Preliminary Plat of Subdivision for an 8-lot single family development at 21W576 Hill Avenue. The petitioner has since entered into a contract to acquire additional property and is expected to submit a new application for a revised 12-lot subdivision in the same general area.
- Spaulding Point War Memorial. In 2014, the Plan Commission recommended approval of Zoning Variations for a War Memorial at Spaulding Point, which is proposed to include a star shaped patio and six flags representing the five branches of the military and our Country. The Village Board, however, postponed action on the project pending reconstruction of Crescent Boulevard. With the Crescent Boulevard construction complete, the Village Board approved the Memorial in September, 2015.
- Young's Appliances. In December of 2014, the Village Board approved Sign Variations for Young's Appliances located at 500 Crescent Boulevard. The variations were needed to replace a portion of the sign face on the existing historic freestanding sign as well as the restoring of the sign.
- Dunkin Donuts. In February of 2015, the Village Board approved a Planned Unit Development Plan, Special Use Permit, Sign Variation, and Exterior Appearance for a new Dunkin Donuts to be located at 1090 Roosevelt Road.
- Marche. In April of 2015, the Village Board approved a Sign Variation and the Exterior Appearance for Marche, a new market featuring cheese and charcuterie. The new business, at 496 N. Main Street, will be a sister store to Marcel's Culinary Experience.
- Lake Ellyn Boathouse. In August of 2015, the Architectural Commission recommended approval of renovations to the Lake Ellyn Boathouse. The renovations will restore the historical exterior while updating the interior. The plan was approved by the Village Board in September.
- 344 Pennsylvania Avenue Townhomes. In July of 2015, the Village Board approved Zoning Variations and an Exterior Appearance application for a 4-unit townhome development to be located at 344 Pennsylvania Avenue. The proposed 3-story units will range in size from 2,290 – 2,659 square feet.
- 2S678 Park Boulevard. In July of 2015, the Village Board approved an Exterior Appearance application, a Special Use Permit, and Zoning Variations for a memory care facility at 2S678

Park Boulevard. The proposed facility will be a 33,947 square foot, 46 unit/65 bed memory care facility. As part of the project, the property has annexed into the Village.

- Rise Fitness & Inner Focus Pilates. In 2015, the Village Board approved two Special Use Permit applications for health spas in the C5A Central Business District. Inner Focus is a Pilate's studio located at 520 Hillside and was approved in March. Rise Fitness is an existing exercise studio expanding from 499 Pennsylvania to include 505 Pennsylvania; Rise was approved in July.
- Opus/Main Street Development. Planning and Development staff has been continuing to work with the Opus Group on the potential redevelopment of the former Giesche shoe store, the Main Street parking lot, and the St. Petronille Church parking lot with a new mixed use development. Opus appeared at six public meeting in 2014 and 2015. The Department is continuing to work with Opus on the project.
- Ross Dress for Less. The Village Board approved a Sign Variation for a new business, Ross Dress for Less, associated with the exterior renovations to the Market Plaza Shopping Center façade.
- Glen Oak Country Club. The Village Board approved a Zoning Text Amendment, Zoning Map Amendment, Zoning Variations, 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.
- School District #41 Projects. In October 2014, the Village Board approved a Sign Variation for Forest Glen Elementary School. Earlier in the year the Village Board approved Exterior Appearance applications for additions at many of the District's elementary schools.
- TMC². The Village Board approved an Exterior Appearance application for TMC², a home-based computer repair business, to be located at 450 Duane Street.

2014/2015 CONSTRUCTION PROJECT SUMMARY

From September 1, 2014 to August 31, 2015, 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 by the building division during 2014/2015.

Residential Construction. From September 2014 thru August 2015, permits were issued for the construction of 59 new single-family residences and 191 additions or alterations to single-family homes. New residential construction increased significantly from the past year and the number of residential alterations/additions were up by approximately 16% from the previous year. Revenue from new single-family residential construction increased by over 50%, from \$12.96 million to \$26.09 million. Most of this increase was due to the construction of the Amber Ridge subdivision. Information about some of the larger residential construction projects that occurred in FY 2014/2015 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 in 2015 finished constructing 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, with 18 new homes already completed.

Nonresidential Construction. Construction of 2 new commercial buildings was substantially completed between September 2014 thru August 2015 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 2014/2015 is below.

- Willowbrook Wildlife. The first phase of expansion of the Willowbrook Wildlife Rehabilitation Center at 525 S. Park Boulevard was completed in 2015. An expanded parking lot and service area were approved as part of the Phase I improvements. A new welcoming center and expanded and enhanced animal exhibits are planned for Phase II. The facility currently attracts more than 120,000 visitors per year and the investment in the property should draw even more visitors to Glen Ellyn.
- Autumn Leaves Memory Care. Construction of the Autumn Leaves Memory Care Facility at 190 Geneva Road occurred throughout the budget year. The facility has 46 beds and was completed in the 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 was completed in 2015.
- Ross Dress for Less. Renovations on the exterior façade were complete in 2015.
- School District #41 Additions. As of August 2015 construction on Ben Franklin and Lincoln were complete, with Churchill and Forest Glen near completion. When all the additions are completed, the School District will have eliminated mobile classrooms at the elementary schools.
- TMC². Construction was completed in 2015 on TMC², a home-based computer repair business, located at 450 Duane Street.

Miscellaneous Construction Projects. Approximately 1,111 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, electrical and plumbing projects.

Demolition Permits. A total of 41 demolition permits was issued during 2014/2015, a majority of which were for single-family homes. The number of residences razed is approximately 0.6% of the approximately 7,000 detached single-family housing units in the Village. Over the last five years, approximately 1.7% of the Village's single-family homes have been demolished.

PETITIONS REVIEWED

From September 1, 2014 to August 31, 2015, the Department coordinated the preparation of 78 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					
	2011	2012	2013	9/13-8/14⁴	9/14-8/15
Annexations ¹	1	2	0	0	8
Annexation and/or Recapture Agreements ¹	4	3	1	2	4
Exterior Appearance Review	2	8	10	12	9
Planned Unit Developments	0	0	0	0	1
Right-of-Way Vacations	1	0	1	0	3
Sign Variations	2	6	5	2	7
Special Use Permits	4	11	6	5	9
Subdivisions	0	1	1	2	2
Zoning Map Amendments	1	4	1	0	1
Zoning Text Amendments	0	2	2	3	4
Zoning Variations ²	14	30	16	20	20
Miscellaneous ³	10	19	5	11	10
TOTAL	39	86	48	57	78

- 1 Number of total ordinances approved, many of which include multiple properties.
- 2 Eight Zoning Variances were viewed by the Planning Commission and twelve were reviewed by the Zoning Board of Appeals.
- 3 Includes Ordinances regarding the allowance of Vender Carts in the Village, Emergency Service Developer's Donations, and Glenbard West Land Swap among others.
- 4 2011 through 2013 numbers are based on the calendar year, while 2014 and 2015 numbers were collected from September through August 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 years.

PLANNING AND DEVELOPMENT DEPARTMENT					
Building Permit Activity					
	2011	2012	2013	9/13-8/14 ⁴	9/14-8/15 ⁴
Total Building Permits					
Number ¹	1,403	1,481	1,535	1,377	1,447
Estimated millions \$ ²	\$56.48	\$33.49	\$42.22	\$53.94	\$52.42
Single Family Residences					
New Construction	29	24	30	30	59
Estimated millions \$	\$7.75	\$7.98	\$11.91	\$12.96	\$26.09
Alterations/Additions	193	154	203	170	191
Estimated millions \$	\$5.8	\$5.54	\$6.99	\$17.48	\$9.29
Multiple Family Residences					
Number of Buildings	2	0	0	3	0
Number of Units	6	0	0	18	0
Estimated millions \$	\$0.86	0	0	\$1.55	0
Alterations/Additions	0	0	1	0	0
Estimated millions \$	0	0	0	0	0
Detached Garages (by themselves)	17	15	21	16	16
New Commercial					
New Construction	4	0	2	2	0
Estimated millions \$	\$2.81	0	\$9.55	\$5.7	0
Alterations/Additions	37	67	58	51	70
Estimated millions \$	\$3.07	\$9.43	\$5.64	\$6.11	\$8.11
Demolition Permits Issued	21	22	26	20	41
Demolitions Permits Applied For	24	22	28	28	29
Counter Customer Contacts	4,416	4,626	4,426	4,145	4,199
Contractors Registered	----	728	693	692	682
FOIA Requests	147	171	148	156	198
FOIA Pages Produced	7,500	4,700	7,300	828	7,793
Citations Issued	32	11	20	6	9
Citation Fines Assessed	\$2,500	\$1,100	\$550	\$0	\$1,000
Pages Scanned	20,167	19,677	20,763	19,768	19,587
Inspections					
Building	3,675	3,658	3,275	3,213	3,404
Elevator	156	109	70	121	71
Site	620	513	358	299	267
Complaints/Referrals	525	601	397	290	291
Drainage Complaints	291	124	77	47	65
TOTAL	5,285	5,016	4,177	3,970	4,098

1. Represents all types of permits, including miscellaneous permits and demolitions, such as fences, which are not separately listed in this chart. There were 1,111 miscellaneous permits issued in 2014/2015.
2. "Estimated millions \$" is the total of construction costs submitted by the applicant on the permit application.
3. 2010 through 2013 FY numbers are based on the calendar year, while 2014 and 2015 FY numbers were collected from September 1 through August 31 due to the budget transition from the calendar year to the fiscal year.

UPCOMING PROJECTS

In addition to its daily activities, the Department plans to work on the following projects during FY 2016.

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. In 2015 the Village processed a high number of annexations. With the pace of annexations increasing in the last few years, staff is working on prioritizing current annexations as well as looking into the costs and benefits of entering new agreements. The Department plans to conduct a workshop meeting with the Village Board to discuss the Village's priorities moving forward. The Department is anticipating working on the following annexations over the upcoming budget year:

- **Hill Avenue Annexations.** Two of three annexation agreements on Hill Avenue were approved in 2013. The last remaining agreement is still in progress, but is expected to be completed shortly. These agreements resulted from the negotiations with Lombard related to repairs to the Hill Avenue bridge. Once the last agreement is finalized, all properties can be annexed. With the annexation of this area, the Village will establish its first industrial zoning district.
- **Glenbard Wastewater Authority.** The Village is currently working on the annexation of the Glenbard Wastewater Authority Facility at 21W551 Bemis now that the Village is contiguous with the property. The annexation is expected in Spring 2016 once GWA completes some existing projects that were permitted by Lombard. A strip of land will remain un-annexed so that the Village of Lombard remains contiguous with Western Acres golf course.
- **Enclaves of Glen Oak.** It is anticipated that revised subdivision plans will be submitted for the proposed Enclaves at Glen Oak subdivision at 21W567 Hill Avenue. If approved, the Village will move to annex the subdivision.

MUNIS Update. In the interest of customer service and transparency, the MUNIS Citizen Self Service project was created to provide a way for customers to access permit information, contractor information and submit permit applications for some projects online. This project began in January 2014 when training in the MUNIS Permit and Code Enforcement module began, on-site visits to other municipalities occurred, and contractor questionnaires were created and later analyzed. The Department plans to continue to work on the project throughout 2016 and is in the process of determining what applications can be rolled out in the near future and is evaluating procedures and costs of tasks that would require "enhancements" to MUNIS.

SeamlessDocs Update. SeamlessDocs is a software which allows PDF forms to be converted into typeable forms that can be electronically signed and submitted directly through the Village of Glen Ellyn website to the predetermined department. The Department is currently working with SeamlessDocs on resolving small issues and creating a program that will allow PDF conversion to

the TIFF format for downloading into our archival database OnBase. The Planning and Development Department plans to continue to work with SeamlessDocs throughout 2015 to integrate the software with the Village's programs. The Department hopes to roll out a handful of online typeable forms in early 2016 with more gradually added throughout the year. Once the Department, in coordination with the IT Department, troubleshoots any major issues other departments will be trained on the software and workflow.

Online Commission Agendas: In 2016, it is anticipated that work will begin to put Commission Agendas online.

Building/Fire Code Updates. In 2016, Department staff plans to work on amendments and adoption of 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.

Downtown Fire Alarms: In 2016, staff will continue working on proposed amendments to the Fire Code in the C5A Central Business District. The proposed amendments would require automatic fire alarm systems in buildings.

Comprehensive Plan Update: In June of 2015, a grant request was submitted to CMAP to update the comprehensive plan. If the Village is awarded the grant (TBD in October), work is anticipated to begin in January 2016. Even with assistance from CMAP, this project would require extensive staff time and multiple public meetings.

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

- **Roosevelt Glen Office Complex.** Staff has been working with a developer regarding the potential redevelopment of the site. It is anticipated that possible applications may be submitted in 2016 which may include three new commercial buildings.
- **Downtown Sites.** Inquiries have been received from developers interested in some of the opportunity sites identified in the downtown plan. The OPUS group has submitted concept plans for the former Giesche Shoes property. Another developer also has a contract to purchase the McChesney site. Possible applications for these significant downtown redevelopment projects are anticipated for the upcoming budget year.
- **Police Station.** The Department is working with Police on construction of a new station on Park, just west of Panfish Park. Staff will work with the Police Department in 2016 towards the submittal of formal site plans.
- **1100 Roosevelt.** Staff expects receiving a formal application for a gas station and convenience store in FY 2016. It is also anticipated that the petitioner will request approval of an Amendment to the Planned Unit Development Agreement for 1090-1100 Roosevelt Road, a Special Use Permit, Exterior Appearance approval, and possible Sign Variations.

Construction Projects. The Department anticipates the following approved projects will begin construction in the next fiscal year.

- 369 Roosevelt Road. Construction on the approved two tenant building at the former Grandma Sally's Location is expected to begin in 2015/2016.
- Buttermilk and Honey. Construction is expected to begin on the new restaurant at 10 N. Park Boulevard in the upcoming year.
- Brookhaven Subdivision. It is expected the construction will commence shortly on the new subdivision off Sunnybrook Road.
- 344 Pennsylvania Avenue. Construction is anticipated to begin soon on the 4-unit townhome development at the corner of Newton and Pennsylvania.
- 2S678 Park Boulevard. It is expected that work will begin in the next year on the new 33,947 square foot, 65 bed memory care facility.

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GENERAL FUND
PLANNING & DEVELOPMENT DEPARTMENT
(126000)

Village of Glen Ellyn
Calendar Year 2016 Budget

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

Object Code	Account Description	Calendar Year 2013 Actual	Calendar Year 2014 Actual	Calendar Year 2015 Revised Budget	Calendar Year 2015 Est. Actual	Calendar Year 2016 Budget
Personnel Services						
510100	Salaries - Pension	\$ 610,851	\$ 660,165	\$ 736,000	\$ 736,000	\$ 761,000
510120	Salaries - Non-pension	127,408	115,668	116,000	116,000	116,700
510200	Overtime	-	-	-	1,317	-
510300	Temporary Help	2,816	3,783	6,000	4,000	5,000
510400	FICA	53,795	56,812	65,100	65,100	68,100
510500	IMRF	74,549	77,841	79,500	79,500	83,000
	Subtotal	869,419	914,269	1,002,600	1,001,917	1,033,800
Contractual Services						
520600	Dues / Subscriptions	3,253	2,707	3,500	3,500	5,000
520620	Employee Education	2,326	3,219	8,000	8,000	8,500
520625	Travel	779	1,711	2,000	2,000	2,000
520705	Prosecutorial Services	220	231	500	500	500
520860	Bad Debt Expense	-	5,253	-	355	-
520905	Printing	4,759	5,098	8,000	8,000	8,000
520965	Professional Services / Planning	4,560	18,460	10,000	10,191	5,000
521042	Plumbing Inspections	29,562	24,528	20,000	20,000	20,000
521044	Elevator Inspections	12,338	14,510	15,000	15,000	15,000
521047	Forestry and Landscaping	27,039	29,454	25,000	28,000	25,000
521048	Building Plan Reviews	40,051	52,024	55,000	75,000	65,000
521052	Storm Water Engineering	3,250	5,826	8,000	3,000	3,000
521055	Professional Services / Other	52,405	34,019	20,000	(24,500)	5,000
521195	Telecommunications	1,862	2,703	1,000	1,000	3,500
590600	IFT / Health Insurance	75,815	79,604	72,000	86,300	101,700
590610	IFT / Insurance - General	7,233	8,700	9,700	9,700	10,800
590650	IFT / Equipment Service (O&M)	3,700	4,000	4,300	4,300	5,500
590655	IFT / Equipment Service (Replace)	10,300	8,567	7,600	7,600	4,400
	Subtotal	279,452	300,614	269,600	257,946	287,900
Commodities						
530100	Office Supplies	5,549	8,600	9,000	9,000	9,000
530445	Uniforms	346	805	500	500	500
	Subtotal	5,895	9,405	9,500	9,500	9,500
Capital Outlay						
570115	Computerized Permit Program	-	-	5,000	3,000	5,000
580110	Equipment	1,094	2,950	5,000	5,000	10,000
	Subtotal	1,094	2,950	10,000	8,000	15,000
	TOTAL EXPENDITURES	\$ 1,155,860	\$ 1,227,238	\$ 1,291,700	\$ 1,277,363	\$ 1,346,200

GENERAL FUND

PLANNING & DEVELOPMENT DEPARTMENT - Planning

(126100)

*Village of Glen Ellyn
Calendar Year 2016 Budget*

Object		Calendar	Calendar	Calendar	Calendar	Calendar
Code	Account Description	Year	Year	Year	Year	Year
		2013	2014	2015	2015	2016
		Actual	Actual	Revised Budget	Est. Actual	Budget
Personnel Services						
510100	Salaries - Pension	\$ -	\$ 227,179	\$ 353,000	\$ 353,000	\$ 361,300
510120	Salaries - Non-pension	-	(1,405)	-	-	-
510200	Overtime	-	-	-	30	-
510300	Temporary Help	-	2,478	6,000	4,000	5,000
510400	FICA	-	15,956	27,000	27,000	28,100
510500	IMRF	-	26,109	38,200	38,200	39,700
	Subtotal	-	270,317	424,200	422,230	434,100
Contractual Services						
520600	Dues / Subscriptions	-	780	2,000	2,000	2,000
520620	Employee Education	-	414	4,000	4,000	4,000
520625	Travel	-	1,308	1,500	1,500	1,500
520905	Printing	-	527	4,000	4,000	3,000
520965	Professional Services / Planning	-	13,180	10,000	10,191	5,000
521055	Professional Services / Other	-	28,817	20,000	(24,500)	5,000
521195	Telecommunications	-	392	1,000	1,000	3,500
590600	IFT / Health Insurance	-	21,856	27,600	39,200	40,300
590610	IFT / Insurance - General	-	2,500	3,700	3,700	2,200
	Subtotal	-	69,774	73,800	41,091	66,500
Commodities						
530100	Office Supplies	-	2,232	3,000	6,000	6,000
	Subtotal	-	2,232	3,000	6,000	6,000
	TOTAL EXPENDITURES	\$ -	\$ 342,323	\$ 501,000	\$ 469,321	\$ 506,600

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.

*Only a partial calendar year is available for 2014 as the cost center was created in May.

*General Fund
Planning
Detail*

*Village of Glen Ellyn
Calendar Year 2016 Budget*

	QUANTITY	UNIT COST	2016 BUDGET
126100 PLANNING			
126100 510100 - SALARIES - REGULAR FT			361,300.00
DIRECTOR	1.00	139,400.00	139,400.00
PLANNER	1.00	89,800.00	89,800.00
ADMINISTRATIVE SECRETARY	1.00	68,300.00	68,300.00
ADMINISTRATIVE ASST I	1.00	26,400.00	26,400.00
PLANNING INTERNS (2)	1.00	37,400.00	37,400.00
126100 510300 - TEMPORARY HELP			5,000.00
HOURLY RATE FOR SECRETARY TO PREPARE MINUTES FOR PLAN COMMISSION AND ZBA. ZBA PETITIONERS DO NOT REIMBURSE THE VILLAGE FOR MINUTES	1.00	5,000.00	5,000.00
126100 510400 - FICA TAXES			28,100.00
FICA TAXES	1.00	28,100.00	28,100.00
126100 510500 - IMRF EMPLOYER CONTRIBUTIONS			39,700.00
IMRF EMPLOYER CONTRIBUTIONS	1.00	39,700.00	39,700.00
126100 520600 - DUES-SUBSCRIPTIONS-REG FEES			2,000.00
APA/AICP CERTIFICATION FEES FOR DIRECTOR AND PLANNER	1.00	1,200.00	1,200.00
SUBSCRIPTION TO PLANNERS ADVISORY SERVICE	1.00	800.00	800.00
126100 520620 - EMPLOYEE EDUCATION			4,000.00
NATIONAL APA CONFERENCE FOR DIRECTOR	1.00	2,000.00	2,000.00
STATE APA CONFERENCE FOR PLANNER	1.00	800.00	800.00
VARIOUS SEMINARS FOR DIRECTOR AND PLANNER TO MAINTAIN CERTIFICATIONS	1.00	1,200.00	1,200.00
126100 520625 - TRAVEL			1,500.00
REIMBURSEMENT OF TRAVEL EXPENSES FOR PLANNING DIVISION STAFF	1.00	1,500.00	1,500.00

*General Fund
Planning
Detail*

*Village of Glen Ellyn
Calendar Year 2016 Budget*

	QUANTITY	UNIT COST	2016 BUDGET
126100 520905 - PRINTING			3,000.00
PRINTING OF ZONING MAPS AND PLANS. INCLUDES THE PUBLICATION OF PUBLIC NOTICES, RECORDING OF DOCUMENTS AND FOIA'S	1.00	3,000.00	3,000.00
126100 520965 - PROFESSIONAL SERVICES-PLANNING			5,000.00
FUNDING FOR MISC PROFESSIONAL SERVICES INCLUDING STRUCTURAL ENGINEERS APPRAISERS, SURVEYORS, AND LIGHTING OR TRAFFIC CONSULTANTS	1.00	5,000.00	5,000.00
126100 521055 - PROFESSIONAL SERVICES - OTHER			5,000.00
SCANNING OF BUILDING PERMIT AND DEVELOPMENT FILES	1.00	5,000.00	5,000.00
126100 521195 - TELECOMMUNICATIONS			3,500.00
CELL PHONE COSTS FOR DIRECTOR, B&Z OFFICIAL, AND 3 INSPECTORS THAT MUST BE AVAILABLE BY PHONE AT ALL TIMES	1.00	3,500.00	3,500.00
126100 530100 - OFFICE SUPPLIES			6,000.00
MISCELLANEOUS OFFICE SUPPLIES FOR PLANNING DIVISION	1.00	6,000.00	6,000.00
126100 590600 - TRANSFER TO INSURANCE - HEALTH			40,300.00
HEALTH INSURANCE CONTRIBUTION	1.00	40,300.00	40,300.00
126100 590610 - TRANSFER TO INSURANCE - GEN			2,200.00
GENERAL INSURANCE TRANSFER	1.00	2,200.00	2,200.00
TOTAL PLANNING			506,600.00

GENERAL FUND

PLANNING & DEVELOPMENT DEPARTMENT - Building Department

(126200)

*Village of Glen Ellyn
Calendar Year 2016 Budget*

<u>Object Code</u>	<u>Account Description</u>	<u>Calendar Year 2013 Actual</u>	<u>Calendar Year 2014 Actual</u>	<u>Calendar Year 2015 Revised Budget</u>	<u>Calendar Year 2015 Est. Actual</u>	<u>Calendar Year 2016 Budget</u>
Personnel Services						
510100	Salaries - Pension	\$ -	\$ 235,024	\$ 383,000	\$ 383,000	\$ 399,700
510120	Salaries - Non-pension	-	73,909	116,000	116,000	116,700
510200	Overtime	-	-	-	1,287	-
510400	FICA	-	22,950	38,100	38,100	40,000
510500	IMRF	-	27,551	41,300	41,300	43,300
	Subtotal	-	359,434	578,400	579,687	599,700
Contractual Services						
520600	Dues / Subscriptions	-	297	1,500	1,500	3,000
520620	Employee Education	-	810	4,000	4,000	4,500
520625	Travel	-	-	500	500	500
520705	Prosecutorial Services	-	231	500	500	500
520860	Bad Debt Expense	-	13,559	-	355	-
520905	Printing	-	2,732	4,000	4,000	5,000
521042	Plumbing Inspections	-	17,076	20,000	20,000	20,000
521044	Elevator Inspections	-	10,310	15,000	15,000	15,000
521047	Forestry and Landscaping	-	18,820	25,000	28,000	25,000
521048	Building Plan Reviews	-	33,512	55,000	75,000	65,000
521052	Storm Water Engineering	-	4,996	8,000	3,000	3,000
521195	Telecommunications	-	1,344	-	-	-
590600	IFT / Health Insurance	-	33,784	44,400	47,100	61,400
590610	IFT / Insurance - General	-	3,900	6,000	6,000	8,600
590650	IFT / Equipment Service (O&M)	-	2,800	4,300	4,300	5,500
590655	IFT / Equipment Service (Replace)	-	5,100	7,600	7,600	4,400
	Subtotal	-	149,271	195,800	216,855	221,400
Commodities						
530100	Office Supplies	-	4,645	6,000	3,000	3,000
530445	Uniforms	-	-	500	500	500
	Subtotal	-	4,645	6,500	3,500	3,500
Capital Outlay						
570115	Computerized Permit Program	-	-	5,000	3,000	5,000
580110	Equipment	-	2,950	5,000	5,000	10,000
	Subtotal	-	2,950	10,000	8,000	15,000
	TOTAL EXPENDITURES	\$ -	\$ 516,300	\$ 790,700	\$ 808,042	\$ 839,600

This cost center was created for the SY14 budget (May - December 2014).

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

*Only a partial calendar year is available for 2014 as the cost center was created in May.

*General Fund
Building
Detail*

*Village of Glen Ellyn
Calendar Year 2016 Budget*

	QUANTITY	UNIT COST	2016 BUDGET
126200 BUILDING			
126200 510100 - SALARIES - REGULAR FT			399,700.00
BUILDING AND ZONING OFFICIAL	1.00	111,400.00	111,400.00
STORMWATER ENGINEER	1.00	62,100.00	62,100.00
PLAN REVIEWER	1.00	73,200.00	73,200.00
BUILDING INSPECTORS (2)	1.00	153,000.00	153,000.00
126200 510120 - SALARIES - REGULAR PT			116,700.00
PART TIME PROPERTY MAINTENANCE INSPECTOR	1.00	24,900.00	24,900.00
PERMIT CLERKS (4)	1.00	91,800.00	91,800.00
126200 510400 - FICA TAXES			40,000.00
FICA TAXES	1.00	40,000.00	40,000.00
126200 510500 - IMRF EMPLOYER CONTRIBUTIONS			43,300.00
IMRF EMPLOYER CONTRIBUTIONS	1.00	43,300.00	43,300.00
126200 520600 - DUES-SUBSCRIPTIONS-REG FEES			3,000.00
AIA CERTIFICATION RENEWAL FOR B&Z OFFICIAL AND PLAN REVIEWER	1.00	1,400.00	1,400.00
MEMBERSHIPS FOR ICC, NFPA, IA EI, AND AACE	1.00	1,600.00	1,600.00
126200 520620 - EMPLOYEE EDUCATION			4,500.00
ICC SEMINARS AND TRAININGS FOR 10 BUILDING DIVISION STAFF TO OBTAIN AND MAINTAIN BUILDING CODE CERTIFICATIONS	1.00	4,500.00	4,500.00
126200 520625 - TRAVEL			500.00
MISCELLANEOUS TRAVEL REIMBURSEMENT FOR BUILDING DIVISION STAFF	1.00	500.00	500.00
126200 520705 - LEGAL - PROSECUTORIAL SERVICES			500.00
EXPENSES FOR VILLAGE PROSECUTOR TO PROCESS BUILDING AND ZONING CODE CITATIONS IN TRAFFIC COURT. TO BE ELIMINATED WITH ADMIN ADJUDICATION	1.00	500.00	500.00

*General Fund
Building
Detail*

*Village of Glen Ellyn
Calendar Year 2016 Budget*

	QUANTITY	UNIT COST	2016 BUDGET
126200 520905 - PRINTING			5,000.00
PRINTING OF INSPECTION FORMS, PERMIT TRACKING FORMS, PUBLICATION OF PUBLIC NOTICES, AND FOIA REQUESTS	1.00	5,000.00	5,000.00
126200 521042 - PLUMBING INSPECTIONS			20,000.00
INSPECTIONS FOR ALL COMMERCIAL AND RESIDENTIAL CONSTRUCTION PROJECTS AS REQUIRED BY LAW. EXPENSES ARE REIMBURSED THROUGH PERMIT FEES	1.00	20,000.00	20,000.00
126200 521044 - ELEVATOR INSPECTIONS			15,000.00
PAYMENT FOR LICENSED ELEVATOR INSPECTOR TO PERFORM ANNUAL ELEVATOR INSPECTIONS FOR APPROX 100 ELEVATORS. COST REIMBURSED BY OWNERS	1.00	15,000.00	15,000.00
126200 521047 - FORESTRY AND LANDSCAPING			25,000.00
COSTS FOR A CONSULTING FORESTER TO PERFORM PLAN REVIEWS AND INSPECTIONS OF TREE PRESERVATION PLANS. MOST EXPENSES REIMBURSED BY FEES/ESCROW	1.00	25,000.00	25,000.00
126200 521048 - BUILDING REVIEWS			65,000.00
EXPENSES FOR A CONSULTANT TO PERFORM BUILDING PLAN REVIEWS OF NEW COMMERCIAL BUILDINGS AND RENOVATIONS. REIMBURSED THROUGH BUILDING PERMIT FEES	1.00	65,000.00	65,000.00
126200 521052 - STORMWATER ENGINEERING			3,000.00
EXPENSES FOR A WETLAND SPECIALIST FOR PROJECTS NOT COVERED BY ESCROWS. ALSO COVERS SPECIAL PROJECTS TO ASSIST STORMWATER ENGINEER	1.00	3,000.00	3,000.00
126200 530100 - OFFICE SUPPLIES			3,000.00
MISCELLANEOUS OFFICE SUPPLIES FOR BUILDING DIVISION	1.00	3,000.00	3,000.00

*General Fund
Building
Detail*

*Village of Glen Ellyn
Calendar Year 2016 Budget*

	QUANTITY	UNIT COST	2016 BUDGET
126200 530445 - UNIFORMS			500.00
INSPECTOR ALLOCATION FOR EQUIPMENT AND ACCESSORIES AS NEEDED	1.00	500.00	500.00
126200 570115 - COMPUTERIZED PERMIT PROGRAM			5,000.00
PREPARE AND LAUNCH NEW MUNIS CUSTOMER SERVICE MODULE TO ALLOW CUSTOMERS TO ACCESS PERMIT INFO ON THE VILLAGE WEBSITE	1.00	5,000.00	5,000.00
126200 580110 - EQUIPMENT/CAPITAL OUTLAY			10,000.00
PURCHASE OF KNOX BOXES FOR FIRE COMPANY THAT ARE REIMBURSED BY CUSTOMER PURCHASES. ALSO REPLACE COPIER WITH A NEW "USED" COPIER	1.00	10,000.00	10,000.00
126200 590600 - TRANSFER TO INSURANCE - HEALTH			61,400.00
HEALTH INSURANCE CONTRIBUTION	1.00	61,400.00	61,400.00
126200 590610 - TRANSFER TO INSURANCE - GEN			8,600.00
GENERAL INSURANCE TRANSFER	1.00	8,600.00	8,600.00
126200 590650 - TRANSFER TO EQUIP FUND - O&M			5,500.00
TRANSFER TO EQUIPMENT SERVICES - O&M	1.00	5,500.00	5,500.00
126200 590655 - TRANSFER TO EQUIP FUND - REPL			4,400.00
TRANSFER TO EQUIPMENT SERVICES - VEHICLE REPLACEMENT	1.00	4,400.00	4,400.00
TOTAL BUILDING			839,600.00

VILLAGE OF GLEN ELLYN
 CALENDAR FISCAL YEAR 2016 ANNUAL BUDGET
 PERSONNEL SCHEDULE

PLANNING & DEVELOPMENT DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>
Planning & Development Director	FT	U	1.00	1.00	1.00	1.00	1.00
Building & Zoning Official	FT	P ¹	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	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	-	-	-
Administrative Assistant I ²	PT	D	-	-	0.70	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>11.75</u>	<u>11.75</u>	<u>11.95</u>	<u>11.95</u>	<u>11.95</u>
Full-time Number of Positions			7	7	7	7	7
Part-time Number of Positions			9	9	9	9	9

1 The salary range for the Building & Zoning Official was re-classified from M to P in the FY16 Budget.

2 Position was re-classified in SY '14 from Admin Clerk to Admin. Assist.

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