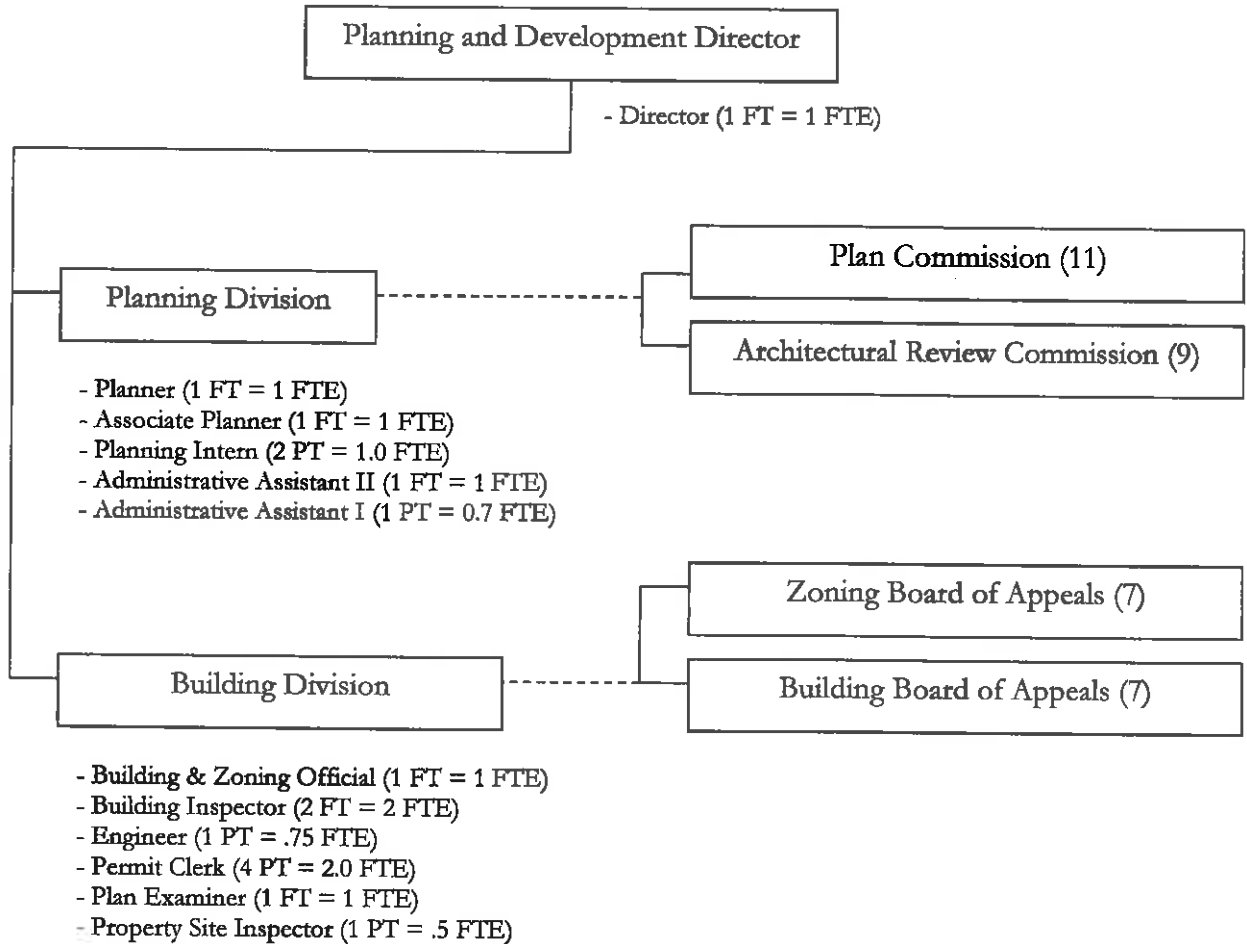


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DEPARTMENT**

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PLANNING AND DEVELOPMENT DEPARTMENT FISCAL YEAR 2017



<u>FY 2017 Budget</u>	Employee	
	<u>Count</u>	<u>FTE</u>
Full-Time Personnel	8	8.00
Part-Time	2	4.95
Total Employees/FTEs	<u>17</u>	<u>12.95</u>
<i>(FTE = Full-Time Equivalents)</i>		

<u>Budgeted Full-Time Employees</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>FY16</u>	<u>FY17</u>
Planning	4	3	3	3	3	3	3	3	3	4
Zoning / Inspection	4	4	4	4	4	4	4	4	4	4
Total FT	<u>8</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>8</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, Historic Preservation 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 13.5 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.

2015/2016 HIGHLIGHTS

This narrative looks at projects completed between September 1, 2015 and August 31, 2016. During this time period, the Village completed 3 annexations, and two associated annexation agreements. This is down from 8 annexations and 4 agreements in the previous year. The Village saw a slight decrease in the number of building permits issued compared to the previous year – from 1,447 to 1,412. Building permit value decreased from the previous year by approximately 6% - from \$52.42 million to \$49.43 million. Single-family new construction building permits issued totaled 38 during 2015/2016, down from the previous year's 59. Permits for single-family alterations slightly decreased from 191 to 189 while the value increased from \$9.29 million to \$9.38 million. Permits issued for commercial alterations/additions increased from 70 to 71, with value increasing from \$8.11 million to \$10.08 million. Additionally, 1 new commercial construction project occurred with a value of \$1.09 million. The Department expects an increase in permit review in the upcoming year as FY 2015/16. 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 2015/2016. The following are just some of the Department's highlights between September 1, 2015 and August 31, 2016.

Daily Activities. From September 1, 2015 to August 31, 2016, more than 4,401 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 4,319 building, elevator, site and other inspections were conducted, and a total of 1,412 permits of all types were issued in 2015/2016. In addition, the Department

coordinated the review of 54 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 250 citations, with 17 being issued in 2015/2016. Two fines were assessed by the Circuit Court.

Scanning Update. In the 2015/2016 budget year, the Department continued its efforts to scan records, which began in 2002. This past year - 515 building permit files/addresses (4,740 total pages), 35 commission files (5,308 total pages), 549 pages of general property files, 208 pages of business registrations and 793 pages of minutes from the Zoning Board of Appeals, Architectural Review Commission and Plan Commission were scanned in-house. A total of 172 building permit files and 13 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 still in the process of being indexed. Since beginning these efforts in 2002, a total of 1,309 commission files, 17,222 building permit files, 96 years of general property files, and more than 84 years of Commission minutes have been scanned. With approximately 94 boxes still in the attic and numerous large plans that need to be scanned, this is an effort that will continue for many years.

SeamlessDocs Update. SeamlessDocs is a software which allows PDF forms to be converted into fillable 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 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 2017 to integrate the software with the Village's programs. The Department hopes to roll out a new Contractor webpage along with Contractor Registration forms that will allow for on-line application, attachment and payment submittal. Once the Department, in coordination with the IT Department, troubleshoots any major issues other departments will be trained on the software and workflow.

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 view building permit information, schedule on-line inspections and eventually submit small building permit applications online. This project began with training in the MUNIS Permit and Code Enforcement module, on-site visits to other municipalities, and later, contractor questionnaires were prepared and analyzed. Several Munis Implementation training classes were attended by staff. Inspection Type coding has been revised and tested internally. Permit Project Types are currently being analyzed and updated to reflect changes/additions to each default category. The new version of Munis will go live in November and the Permit and Code Enforcement module is in the process of being tested for any processing issues. The Department plans to continue to work on the project throughout 2017.

Public Notice Portal. The Village launched a Public Notice Portal on the Village Website for Planning & Development. In this portal, all public notices for upcoming commission meetings – ZBA, Plan Commission, ARC, and HPC – will be posted on an ongoing basis. Village employees will be able to direct customers to this webpage which will hopefully answer many of the questions the public might have once a public notice sign is posted on a property. A link to this portal is located on the Village's home page.

Interactive Map of Current Development Projects. The Planning & Development Department also launched an interactive development map on the Village website. Citizens now have access to up-to-date information regarding ongoing development projects in the Village of Glen Ellyn.

Freedom of Information Requests. From September 1, 2015 to August 31, 2016, the Planning and Development Department processed 182 Freedom of Information (FOIA) requests resulting in over 6,369 pages of documents being identified, located and copied. The average number of pages per request was 35 pages, with an average turnaround time of five 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 was 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. The Village approved the final signage and wayfinding plan on 3/21/16.

Annexation Agreements. The Village entered into multiple annexation agreements between September 1, 2015 and August 31, 2016.

- **Enclaves of Glen Oak Subdivision.** On March 21, 2016, the Village Board approved an Ordinance approving an Amended and Restated Annexation and Development Agreement which authorized the annexation of property and a recapture agreement for the Enclaves of Glen Oak Subdivision to be Located at 21W576 Hill Avenue, 0N208 Cunnor Avenue, and 0N220 Cunnor Avenue. On August 15, 2016, the Village Board approved an amended Subdivision Plat for these properties and approved a pedestrian easement agreements for pathways to be constructed as a part of the Enclaves of Glen Oak Subdivision.
- **23W135 St. Charles Road.** On April 11, 2016, the Village Board approved an Annexation Agreement and annexed the existing home at 23W135 St. Charles Road.
- **22W411 Ahlstrand Road.** On August 15, 2016, the Village Board approved an Ordinance annexing 22W411 Ahlstrand Road.

Code Amendments.

- **FOG Ordinance.** The Federal EPA has enacted legislation that prohibits pollutants in amounts which will cause obstructions within the public sewer system. Of great concern is how much fat, oil and grease (FOG) is released into the public sewer system by local food service establishments. We have been working with the Village of Lombard and the Glenbard Wastewater Authority (GWA) to draft an ordinance to propose greater restrictions on the discharge of FOG into the public sewer system. GWA treats wastewater from both Villages. Proposed amendments to the State Plumbing Code, and related to the sizing of grease interceptors, have been submitted to the State for their review and approval in advance of finalizing the ordinance. This ordinance was approved by the Building Board of

Appeals on September 1, 2016 and submitted to the Illinois Department of Public Health for review on September 20, 2016. Once approved, this ordinance will be reviewed by the Village Board of Trustees.

- IDNR (Watersense Program). Watersense is a program sponsored by the EPA designed to protect our water supply by promoting and enhancing the market for water efficient products. Once the Illinois Department of Public Health has approved the FOG Ordinance mentioned above, it will be submitted to the Illinois Department of Natural Resources (IDNR). After IDNR approval, the ordinance will be reviewed by the Village Board of Trustees.
- Local Plumbing Amendments. Amendments to the State Plumbing Code have been proposed which will provide a higher level of water conservation at car wash facilities, protect homes from sewer backups during times when the local sanitary sewers are heavily charged, help prevent public nuisances caused by sump pump discharge water flowing across public sidewalks, driveways and streets, and clarify requirements for the inspection of plumbing work. The proposed amendments were sent to the Illinois Department of Public Health for review on September 20, 2016. Once approved, this ordinance will be reviewed by the Village Board of Trustees.
- 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 and give a 2-year grace period for compliance.
- 21W551 Bemis Road. On October 26, 2015, the Village Board approved an Ordinance Authorizing a First Amendment to the License Agreement with TowerCo to Allow the Replacement of the Monopole and to Allow TowerCo to Enter into a Sublease with Verizon Wireless at the Glenbard Wastewater Authority Plant.

SIGNIFICANT DEVELOPMENT APPLICATIONS

A number of significant development applications were reviewed from September 1, 2015 to August 31, 2016. 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.

- Lake Ellyn Boat House. On September 14, 2015, the Village Board approved an Ordinance granting exterior appearance approval of a proposed renovation to the Lake Ellyn Boat House.
- Spaulding Point Memorial. On September 14, 2015, the Village Board approved an Ordinance granting approval of zoning variations to accommodate a War Memorial at Spaulding Point located at 671 Crescent Boulevard.
- ComEd Tower. On September 28, 2015, the Village Board approved an Ordinance granting approval of a Special Use Permit for Commonwealth Edison to allow an antenna support structure that exceeds the maximum height permitted to be located at 260 Pennsylvania Avenue.

- Enclaves of Glen Oak Subdivision. On March 21, 2016, the Village Board approved an Ordinance approving an Amended and Restated Annexation and Development Agreement which authorized the annexation of property and a recapture agreement for the enclaves of Glen Oak Subdivision to be Located at 21W576 Hill Avenue, 0N208 Cumnor Avenue, and 0N220 Cumnor Avenue. Additionally, the Village Board granted approval for a Preliminary Plat Subdivision, Subdivision Variations and Zoning Variations for the Enclaves of Glen Oak Subdivision. On August 15, 2016, the Village Board approved an amended Final Plat of Subdivision, Annexation Agreement, and pedestrian easement agreements for pathways to be constructed as a part of the Enclaves of Glen Oak Subdivision.
- JAYNE: 476 N. Main St. On September 28, 2015, the Village Board approved an Ordinance granting an exterior appearance approval for JAYNE, located at 476 N. Main Street.
- Community Signage & Wayfinding Plan. On March 21, 2016, the Village Board approved an Ordinance adopting a Community Signage and Wayfinding Plan for the Village of Glen Ellyn.
- Marche. On April 11, 2016, the Village Board approved a license agreement with Marche, located at 496 N. Main Street, to allow tables and chairs in the public right-of-way.
- 1090-1100 Roosevelt Road. On April 25, 2016, the Village Board approved Ordinances Amending Ordinance 6300 and Granting Approval of Amendments to the Planned Unit Development Plan for 1090-1100 Roosevelt Road and granting a Special Use Permit and Exterior Appearance approval for 1100 Roosevelt Road to Accommodate a Gas Station and Convenience Store.
- Police Department. On May 23, 2016, the Village Board approved four Ordinances associated with the construction of the new Glen Ellyn Police Department. The Ordinances vacated portions of the Pershing Avenue, Wilson Avenue, Ellyn Avenue, Exmoor Avenue and Harding Avenue right-of-ways, approved a Zoning Map Amendment for the property, and granted approval of a Special Use Permit, Zoning Variations, Subdivision Variations and the Exterior Appearance for the new Police Station.
- Javi's Burritos. On June 20, 2016, the Village Board approved a license agreement with Javi's Burritos, located on 544 Crescent Boulevard, to allow tables and chairs in the public right-of-way.
- Ackerman Park Light Poles. On July 11, 2016, the Village Board approved an Ordinance granting approval of zoning variations for light poles at 800 St. Charles Road (Ackerman Park).
- Sunshine Dance Project Studio. On July 25, 2016, the Village Board approved an Ordinance granting a Special Use Permit to the Sunshine Dance Project Studio to allow a dance studio to be located at 515 Crescent Boulevard.

2015/2016 CONSTRUCTION PROJECT SUMMARY

From September 1, 2015 to August 31, 2016, 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 2015/2016.

Residential Construction. From September 2015 thru August 2016, permits were issued for the construction of 38 new single-family residences and 189 additions or alterations to single-family homes. New residential construction decreased slightly from the past year and the number of residential alterations/additions were down by approximately 1% from the previous year. Revenue from new single-family residential construction decreased slightly by 25%, from \$26.09 million to \$19.61 million. Information about some of the larger residential construction projects that occurred in FY 2015/2016 is below.

- **344 Pennsylvania Townhomes.** New Leaf Development Company is in the process of constructing a 4-unit, attached single-family row home development at 344 Pennsylvania Avenue. The 3-story units will range in size between 2,290 to 2,659 square feet.

Nonresidential Construction. A summary of some of the more significant non-residential construction activity that occurred in 2015/2016 is below.

- **Memory Care Facility.** A new memory care facility is under construction at 750 South Park Boulevard (formerly 2S678). The new facility will be a 46-unit/65-bed, 33,947 square foot complex. As part of the project, the 3.84 acre property has been annexed into Glen Ellyn.
- **Police Station.** The recently approved new police station is under construction at 65 South Park. The building will be 2 stories and 29,000 square feet.
- **Lake Ellyn Boathouse.** The Lake Ellyn Boathouse was restored to resemble its original architectural style. A flood wall between 2.5 and 3 feet in height will surround the boathouse and a trellis with photovoltaic panels is being constructed.
- **369 Roosevelt Road.** A new commercial building was completed at 369 Roosevelt Road, the former location of Grandma Sally's restaurant. The building currently houses a mattress company with another space available. The building has a total of 6,800 square feet.
- **Dunkin Donuts.** Two new Dunkin Donuts were opened in the Village. One is located at 530 Crescent Boulevard and the other at 1090 Roosevelt Road.

Miscellaneous Construction Projects. Approximately 512 miscellaneous building permits were issued for residential and commercial properties. This includes driveway approaches, signs, sheds, decks, pools, fences, garages, sewer, water, electrical, plumbing, and miscellaneous projects.

Demolition Permits. A total of 26 demolition permits were issued during 2015/2016, a majority of which were for single-family homes.

PETITIONS REVIEWED

From September 1, 2015 to August 31, 2016, the Department coordinated the preparation of 59 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					
	2012	2013	9/13-8/14	9/14-8/15	9/15-8/16
Annexations ¹	2	0	0	8	4
Annexation and/or Recapture Agreements ¹	3	1	2	4	2
Exterior Appearance Review ²	8	10	12	9	7
Planned Unit Developments	0	0	0	1	2
Right-of-Way Vacations	0	1	0	3	3
Sign Variations	6	5	2	7	2
Special Use Permits	11	6	5	9	5
Subdivisions	1	1	2	2	2
Zoning Map Amendments	4	1	0	1	1
Zoning Text Amendments	2	2	3	4	0
Zoning Variations	30	16	20	20	29
Miscellaneous ³	19	5	11	10	3
TOTAL	86	48	57	78	59

- 1 Number of total ordinances approved, many of which include multiple properties.
- 2 These Planned Unit Development Ordinances were amendments to previous Ordinances (Georgetown by the River and 1090-1100 Roosevelt Road).
- 3 Includes Ordinances regarding Landmark Designations and License Agreements.

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					
	2012	2013	9/13-8/14 ⁴	9/14-8/15 ⁴	9/15-8/16
Total Building Permits					
Number ¹	1,481	1,535	1,377	1,447	1,470
Estimated millions \$ ²	\$33.49	\$42.22	\$53.94	\$52.42	\$65.36
Single Family Residences					
New Construction	24	30	30	59	20
Estimated millions \$	\$7.98	\$11.91	\$12.96	\$26.09	\$9.88
Alterations/Additions	154	203	170	191	185
Estimated millions \$	\$5.54	\$6.99	\$17.48	\$9.29	\$8.86
Multiple Family Residences					
Number of Buildings	0	0	3	0	0
Number of Units	0	0	18	0	0
Estimated millions \$	0	0	\$1.55	0	0
Alterations/Additions	0	1	0	0	0
Estimated millions \$	0	0	0	0	0
Detached Garages (by themselves)	15	21	16	16	13
New Commercial					
New Construction	0	2	2	0	5
Estimated millions \$	0	\$9.55	\$5.7	0	\$28.97
Alterations/Additions	67	58	51	70	81
Estimated millions \$	\$9.43	\$5.64	\$6.11	\$8.11	\$7.52
Demolition Permits Issued	22	26	20	41	26
Demolitions Permits Applied For	22	28	28	29	29
Counter Customer Contacts	4,626	4,426	4,145	4,199	4,401
Contractors Registered	728	693	692	682	763
FOIA Requests	171	148	156	198	182
FOIA Pages Produced	4,700	7,300	828	7,793	6,369
Citations Issued	11	20	6	9	8
Citation Fines Assessed	\$1,100	\$550	\$0	\$1,000	\$400
Pages Scanned	19,677	20,763	19,768	19,587	11,59
Inspections					
Building	3,658	3,275	3,213	3,404	3,279
Elevator	109	70	121	71	111
Site	513	358	299	267	367
Complaints/Referrals	601	397	290	291	430
Drainage Complaints	124	77	47	65	68
TOTAL	5,016	4,177	3,970	4,098	4,255

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. 2012 and 2013 FY numbers are based on the calendar year, while 2014 through 2016 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 CY2017.

Sign Code Amendments. The Department will begin to review sign variances granted for signs since the new Sign Code was adopted in February 2014 to determine if the current standards in the Sign Code need to be adjusted.

Lot Coverage Restrictions. Over the last decade the Department has seen a large increase in drainage complaints resulting from an increase in impervious surfaces being added to single-family residential lots. Staff will review the current lot coverage restrictions and research potential regulations addressing hard surface coverage to minimize future drainage issues.

Comprehensive Plan Update. The Village's Comprehensive Plan was adopted in 2001. A Comprehensive Plan should be updated every 10 years. Staff has pursued grants for an update the Comprehensive Plan for the last several years but has not been successful. Staff will continue to research and pursue grants available. However, if a grant is not received next year, an update will be budgeted for CY2018. This project will require extensive staff time and multiple public meetings.

Consolidated Refuse Enclosure Program. Staff is working on an innovative program to address the lack of adequate space for refuse containers within Shock's Parking Lot in the downtown. Several unscreened dumpsters, recycling containers and grease traps are located in the alleys surrounding this parking lot and have negatively impacted the area. A compactor has been proposed to replace the existing dumpsters located in this area to alleviate this problem.

Unincorporated Zoning. Staff will be working with the Village's Plan Commission on determining appropriate zoning districts for remaining unincorporated areas within the Village's Planning jurisdiction. The focus will be on areas expected to be annexed in the next decade. This will assist developers who are interested in annexing and developing in unincorporated properties.

Annexation Planning. Over the last few years 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 into new agreements. 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 in the near future. These agreements resulted from the negotiations with Lombard related to boundary line amendments and 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 will begin 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 early 2017 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.

Development Projects. The Department anticipates working on the following potential development projects in CY 17, among others.

- **Opus Project.** A mixed-use development is expected to be proposed at the location of the former Giesche Shoe store. The development will include a Village owned parking lot on Main Street. The current concept plan shows the project to be 5 stories with 123 one and two bedroom apartments as well as 7,040 square feet of retail space on the ground floor.
- **Springbank – McChesney Property.** A mixed-use development may also be proposed along both sides of Crescent Boulevard consisting of 165 multi-family units and about 67,000 square feet of retail on the ground floor.
- **486 Pennsylvania Avenue.** A brew pub has been proposed at the former Schmid's Pharmacy building and will feature rooftop dining. The building is proposed to undergo an interior and exterior renovation.
- **Roosevelt Glen.** Staff has been working with the developer of the Roosevelt Glen office complex. Phase I of the redevelopment includes a new Panera Bread with a drive-thru. A future phase may include a pharmacy.
- **825 N Main Street.** A 12-pump gas station is proposed for 825 North Main Street by True North. The 1.35 acre development will include a 4,200 square foot convenience store. The Village owns the property and has actively sought to develop the site since 2010.

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

- **799 Roosevelt Glen.** Part of the Roosevelt Glen redevelopment, construction is anticipated to begin in 2017 for the Panera Bread drive-thru location.
- **462 Prospect Avenue.** This property will be renovated to accommodate Glen Ellyn Dentistry.

VILLAGE OF GLEN ELLYN
2017 BUDGET

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: PLANNING

ORG	OBJECT	ACCOUNT DESCRIPTION	2015	2016	2016	2016	2017	2017
			ACTUAL	ORIG BUDGET	REV BUDGET	PROJECTION	BUDGET	% CHG 2016 ORG BUD
126100 PLANNING								
126100	510100	SALARIES - PENSIONABLE	\$ 353,480	\$ 361,300	\$ 361,300	\$ 363,400	\$ 382,030	5.7%
126100	510120	SALARIES - NON PENSIONABLE	-	-	-	7,000	9,600	0.0%
126100	510300	TEMPORARY HELP	3,636	5,000	5,000	5,000	5,000	0.0%
126100	510400	FICA TAXES	25,384	28,100	28,100	26,000	28,300	0.7%
126100	510500	IMRF EMPLOYER CONTRIBUTIONS	36,728	39,700	39,700	38,600	39,400	-0.8%
126100	520600	DUES-SUBSCRIPTIONS-REG FEES	2,149	2,000	2,000	2,000	2,000	0.0%
126100	520620	EMPLOYEE EDUCATION	2,526	4,000	4,000	4,000	5,000	25.0%
126100	520625	TRAVEL	1,592	1,500	1,500	2,500	2,500	66.7%
126100	520905	PRINTING	1,751	3,000	3,000	3,000	1,000	-66.7%
126100	520965	PROFESSIONAL SERVICES-PLANNING	7,571	5,000	5,000	-	10,000	100.0%
126100	521055	PROFESSIONAL SERVICES - OTHER	(20,083)	5,000	5,000	3,000	5,000	0.0%
126100	521195	TELECOMMUNICATIONS	820	3,500	3,500	1,500	2,000	-42.9%
126100	530100	OFFICE SUPPLIES	3,223	6,000	6,000	6,000	4,000	-33.3%
126100	580110	EQUIPMENT/CAPITAL OUTLAY	1,095	-	-	1,000	-	0.0%
126100	590600	TRANSFER TO INSURANCE - HEALTH	39,140	40,300	40,300	41,900	49,200	22.1%
126100	590610	TRANSFER TO INSURANCE - GEN	3,700	2,200	2,200	2,200	2,300	4.5%
TOTAL		PLANNING	\$ 462,711	\$ 506,600	\$ 506,600	\$ 507,100	\$ 547,330	8.0%

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: PLANNING

2017 BUDGET

126100 PLANNING	
126100 510100 - SALARIES - PENSIONABLE	382,030
DIRECTOR	143,300
PLANNER	70,700
ADMINISTRATIVE SECRETARY	68,600
ADMINISTRATIVE ASST I	28,650
PLANNING INTERN	18,720
ASSOCIATE PLANNER	50,500
ONE TIME MERIT AWARDS	1,560
126100 510120 - SALARIES - NON PENSIONABLE	9,600
PLANNING INTERN	9,600
126100 510300 - TEMPORARY HELP	5,000
HOURLY RATE FOR SECRETARY TO PREPARE MINUTES FOR PLAN COMMISSION AND ZBA. ZBA PETITIONERS DO NOT REIMBURSE THE VILLAGE FOR MINUTES	5,000
126100 510400 - FICA TAXES	28,300
126100 510500 - IMRF EMPLOYER CONTRIBUTIONS	39,400
126100 520600 - DUES-SUBSCRIPTIONS-REG FEES	2,000
APA/AICP CERTIFICATION FEES FOR DIRECTOR AND PLANNER	1,200
SUBSCRIPTION TO PLANNERS ADVISORY SERVICE	800
126100 520620 - EMPLOYEE EDUCATION	5,000
NATIONAL APA CONFERENCE FOR DIRECTOR	2,000
STATE APA CONFERENCE FOR PLANNER AND ASSOCIATE PLANNER	1,600
VARIOUS SEMINARS FOR DIRECTOR AND PLANNER TO MAINTAIN CERTIFICATIONS	1,400
126100 520625 - TRAVEL	2,500
REIMBURSEMENT OF TRAVEL EXPENSES FOR PLANNING DIVISION STAFF	2,500

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: PLANNING

	2017 BUDGET
126100 520905 - PRINTING	1,000
PRINTING OF ZONING MAPS, PLATS, CODES, AND PLANS. INCLUDES THE PUBLICATION OF PUBLIC NOTICES, RECORDING OF DOCUMENTS, AND FOIA'S	1,000
126100 520965 - PROFESSIONAL SERVICES-PLANNING	10,000
A PORTION OF INTERNS SALARY TO PAY NIU WHO PAYS THE INTERN	10,000
126100 521055 - PROFESSIONAL SERVICES - OTHER	5,000
SCANNING OF BUILDING PERMIT AND DEVELOPMENT FILES	5,000
126100 521195 - TELECOMMUNICATIONS	2,000
CELL PHONE COSTS FOR DIRECTOR AND 2 PLANNERS THAT MUST BE AVAILABLE BY PHONE	2,000
126100 530100 - OFFICE SUPPLIES	4,000
MISCELLANEOUS OFFICE SUPPLIES FOR PLANNING DIVISION	4,000
126100 590600 - TRANSFER TO INSURANCE - HEALTH	49,200
126100 590610 - TRANSFER TO INSURANCE - GEN	2,300
TOTAL PLANNING	547,330

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: BUILDING

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
126200	BUILDING							
126200	510100	SALARIES - PENSIONABLE	\$ 361,876	\$ 399,700	\$ 399,700	\$ 373,000	\$ 403,300	0.9%
126200	510120	SALARIES - NON PENSIONABLE	110,139	116,700	116,700	86,800	113,000	-3.2%
126200	510200	OVERTIME	1,725	-	-	500	-	0.0%
126200	510400	FICA TAXES	34,839	40,000	40,000	34,300	39,300	-1.8%
126200	510500	IMRF EMPLOYER CONTRIBUTIONS	37,599	43,300	43,300	39,300	41,900	-3.2%
126200	520600	DUES-SUBSCRIPTIONS-REG FEES	482	3,000	3,000	3,000	3,000	0.0%
126200	520620	EMPLOYEE EDUCATION	1,399	4,500	4,500	4,000	4,500	0.0%
126200	520625	TRAVEL	-	500	500	-	500	0.0%
126200	520705	LEGAL - PROSECUTORIAL SERVICES	-	500	500	500	500	0.0%
126200	520860	BAD DEBT EXPENSE	(1,470)	-	-	800	-	0.0%
126200	520905	PRINTING	4,586	5,000	5,000	5,000	7,000	40.0%
126200	521042	PLUMBING INSPECTIONS	20,487	20,000	20,000	20,000	20,000	0.0%
126200	521044	ELEVATOR INSPECTIONS	11,613	15,000	15,000	12,000	15,000	0.0%
126200	521047	FORESTRY AND LANDSCAPING	24,649	25,000	25,000	25,000	25,000	0.0%
126200	521048	BUILDING REVIEWS	67,292	65,000	65,000	60,000	65,000	0.0%
126200	521052	STORMWATER ENGINEERING	716	3,000	3,000	-	3,000	0.0%
126200	521052	15005 STORMWATER ENGINEERING - POLIC	9,137	-	-	-	-	0.0%
126200	521055	PROFESSIONAL SERVICES - OTHER	-	-	-	3,402	-	0.0%
126200	521195	TELECOMMUNICATIONS	1,309	-	-	1,500	2,500	0.0%
126200	530100	OFFICE SUPPLIES	2,732	3,000	3,000	3,000	5,000	66.7%
126200	530445	UNIFORMS	214	500	500	500	800	60.0%
126200	570115	COMPUTERIZED PERMIT PROGRAM	199	5,000	5,000	5,000	5,000	0.0%
126200	580110	EQUIPMENT/CAPITAL OUTLAY	3,975	10,000	10,000	10,000	5,000	-50.0%
126200	590600	TRANSFER TO INSURANCE - HEALTH	50,643	61,400	61,400	64,300	76,200	24.1%
126200	590610	TRANSFER TO INSURANCE - GEN	6,000	8,600	8,600	8,600	8,700	1.2%
126200	590650	TRANSFER TO EQUIP FUND - O&M	4,300	5,500	5,500	5,500	6,300	14.5%
126200	590655	TRANSFER TO EQUIP FUND - REPL	7,600	4,400	4,400	4,400	400	-90.9%
TOTAL	BUILDING		\$ 762,041	\$ 839,600	\$ 839,600	\$ 770,402	\$ 850,900	1.3%

**FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: BUILDING**

2017 BUDGET

126200 BUILDING	
126200 510100 - SALARIES - PENSIONABLE	403,300
BUILDING AND ZONING OFFICIAL	111,800
STORMWATER ENGINEER	64,100
PLAN REVIEWER	76,000
BUILDING INSPECTORS (2)	148,000
MERIT AWARDS	3,400
126200 510120 - SALARIES - NON PENSIONABLE	113,000
PART TIME PROPERTY MAINTENANCE INSPECTOR	25,700
PERMIT CLERKS (4)	87,300
126200 510400 - FICA TAXES	39,300
126200 510500 - IMRF EMPLOYER CONTRIBUTIONS	41,900
126200 520600 - DUES-SUBSCRIPTIONS-REG FEES	3,000
AIA CERTIFICATION RENEWAL FOR B&Z OFFICIAL AND PLAN REVIEWER	1,400
MEMBERSHIPS FOR ICC, NFPA, IAEE, AND, AACE	1,600
126200 520620 - EMPLOYEE EDUCATION	4,500
ICC SEMINARS AND TRAININGS FOR 10 BUILDING DIVISION STAFF TO OBTAIN AND MAINTAIN BUILDING CODE CERTIFICATION	4,500
126200 520625 - TRAVEL	500
MISCELLANEOUS TRAVEL REIMBURSEMENT FOR BUILDING DIVISION STAFF	500
126200 520705 - LEGAL - PROSECUTORIAL SERVICES	500
EXPENSES FOR VILLAGE PROSECUTOR TO PROCESS BUILDING AND ZONING CODE CITATIONS IN TRAFFIC COURT. TO BE ELIMINATED WITH ADMIN ADJUDICATION	500

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: BUILDING

	2017 BUDGET
126200 520905 - PRINTING	7,000
PRINTING OF INSPECTION FORMS, PERMIT, TRACKING FORMS, PUBLICATION OF PUBLIC NOTICES AND FOIA REQUESTS	7,000
126200 521042 - PLUMBING INSPECTIONS	20,000
INSPECTIONS FOR ALL COMMERCIAL AND RESIDENTIAL CONSTRUCTION PROJECTS AS REQUIRED BY LAW. EXPENSES ARE REIMBURSED THROUGH PERMIT FEES	20,000
126200 521044 - ELEVATOR INSPECTIONS	15,000
PAYMENT FOR LICENSED ELEVATOR INSPECTOR TO PERFORM ANNUAL ELEVATOR INSPECTIONS FOR APPROX 100 ELEVATORS. COST REIMBURSED BY OWNERS	15,000
126200 521047 - FORESTRY AND LANDSCAPING	25,000
COSTS FOR A CONSULTING FORESTER TO PERFORM PLAN REVIEWS AND INSPECTIONS OF TREE PRESERVATION PLANS. MOST EXPENSES REIMBURSED BY FEES/ESCROW	25,000
126200 521048 - BUILDING REVIEWS	65,000
EXPENSES FOR A CONSULTANT TO PERFORM BUILDING PLAN REVIEWS OF NEW COMMERCIAL BUILDINGS AND RENOVATIONS. REIMBURSED THROUGH BP FEES	65,000
126200 521052 - STORMWATER ENGINEERING	3,000
EXPENSES FOR A WETLAND SPECIALIST FOR PROJECTS NOT COVERED BY ESCROWS. ALSO COVERS SPECIAL PROJECTS TO ASSIST STORMWATER ENGINEER	3,000
126200 521195 - TELECOMMUNICATIONS	2,500
CELL PHONE COSTS FOR B&Z OFFICIAL AND 3 INSPECTORS THAT MUST BE AVAILABLE BY PHONE AT ALL TIMES	2,500

FUND: GENERAL FUND
DEPARTMENT: PLANNING & DEVELOPMENT
ORGANIZATION: BUILDING

2017 BUDGET

126200 530100 - OFFICE SUPPLIES	5,000
MISCELLANEOUS OFFICE SUPPLIES FOR BUILDING DIVISION	5,000
126200 530445 - UNIFORMS	800
INSPECTOR ALLOCATION FOR EQUIPMENT AND ACCESSORIES AS NEEDED	800
126200 570115 - COMPUTERIZED PERMIT PROGRAM	5,000
PREPARE AND LAUNCH NEW MUNIS CUSTOMER SERVICE MODULE TO ALLOW CUSTOMERS TO ACCESS PERMIT INFO ON THE VILLAGE WEBSITE	5,000
126200 580110 - EQUIPMENT/CAPITAL OUTLAY	5,000
PURCHASE OF KNOX BOXES FOR FIRE COMPANY THAT ARE REIMBURSED BY CUSTOMER PURCHASES	5,000
126200 590600 - TRANSFER TO INSURANCE - HEALTH	76,200
126200 590610 - TRANSFER TO INSURANCE - GEN	8,700
126200 590650 - TRANSFER TO EQUIP FUND - O&M	6,300
126200 590655 - TRANSFER TO EQUIP FUND - REPL	400
TOTAL BUILDING	850,900

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2017 ANNUAL BUDGET
PERSONNEL SCHEDULE

PLANNING & DEVELOPMENT DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 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	-
Planner	FT	J	-	-	-	-	1.00
Associate Planner	FT	H	-	-	-	-	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	-	-	-	-
Administrative Assistant I ²	PT	D	-	0.70	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>11.95</u>	<u>11.95</u>	<u>11.95</u>	<u>12.95</u>
Full-time Number of Positions			7	7	7	7	8
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.

