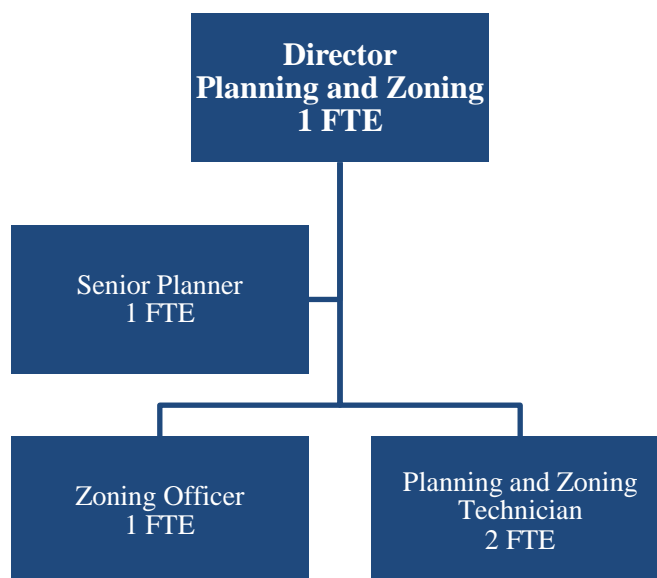


## PLANNING & ZONING

### Fund 080-077



Planning and Zoning positions: 5 FTE

#### **MISSION STATEMENT**

*To enable the County Board to formulate and prioritize clear and effective policies, plans, and programs related to land use and development; to implement the County Board's policies and programs effectively and efficiently; and to provide the highest level of service to the public while maintaining the highest professional standards within the limits of available resources.*

#### **BUDGET HIGHLIGHTS**

**The number of Permits and associated revenue has remained strong in FY2016** with 104 permit applications and \$25,436 in fees by the end of June 2016 compared to 96 applications and \$19,342 by the end of June 2015. A total of 169 applications and \$49,806 in fees were received in FY2015. The projection for FY2016 is a total of 176 applications and \$51,076 in fees. FY2017 is anticipated to have a total of 174 applications and \$48,110 in fees.

**The number of Current Planning zoning cases and associated revenue so far in FY2016 exceed that of FY2015** with 22 new zoning cases and \$6,558 in Zoning & Subdivision fees by the end of June 2016 compared to 7 zoning cases and \$2,100 in fees by the end of May 2015. A total of 27 cases and \$9,193 in fees were received in FY2015. The projection for FY2016 is a total of 36 zoning cases and fees of \$10,230. FY2017 is anticipated to have a total of 31 zoning cases and \$9,283 in fees.

**The number of new complaints so far in FY2016 is less than in FY2015** with a total of 20 new complaints having been received by the end of May 2016 compared to a total of 23 complaints for the same period in FY2015. A total of 55 complaints were received in FY2015 and 54 complaints were resolved. The projection for FY2016 is a total of 44 complaints with 44 complaints resolved. FY2017 is anticipated to have 61 new complaints with 61 cases resolved by the end of the fiscal year.

**Champaign County's MS4 Storm Water Program requires more resources** in order to remain compliant with the Environmental Protection Agency requirements implementing the Clean Water Act. More resources are needed on a long-term basis but especially over the next two years. The FY2017 budget includes a request for one new position to staff the MS4 Program and to help with other Department staffing needs as MS4 tasks allow.

***FINANCIAL***

| Fund 080 Dept 077         |    |                            | 2015<br>Actual   | 2016<br>Original | 2016<br>Projected | 2017<br>Budget   |
|---------------------------|----|----------------------------|------------------|------------------|-------------------|------------------|
| 322                       | 40 | ZONING USE PERMITS         | \$49,806         | \$37,282         | \$51,076          | \$48,110         |
|                           |    | LICENSES AND PERMITS       | \$49,806         | \$37,282         | \$51,076          | \$48,110         |
| 341                       | 30 | ZONING & SUBDIVISION FEE   | \$9,193          | \$6,303          | \$10,230          | \$9,283          |
|                           |    | FEES AND FINES             | \$9,193          | \$6,303          | \$10,230          | \$9,283          |
| 363                       | 10 | GIFTS AND DONATIONS        | \$3,000          | \$0              | \$0               | \$0              |
| 369                       | 90 | OTHER MISC. REVENUE        | \$3,051          | \$0              | \$0               | \$0              |
|                           |    | MISCELLANEOUS              | \$6,051          | \$0              | \$0               | \$0              |
| <b>REVENUE TOTALS</b>     |    |                            | <b>\$65,050</b>  | <b>\$43,585</b>  | <b>\$61,306</b>   | <b>\$57,393</b>  |
| 511                       | 2  | APPOINTED OFFICIAL SALARY  | \$76,499         | \$77,655         | \$77,655          | \$78,897         |
| 511                       | 3  | REG. FULL-TIME EMPLOYEES   | \$201,238        | \$204,247        | \$204,247         | \$207,559        |
| 511                       | 5  | TEMP. SALARIES & WAGES     | \$10,468         | \$14,732         | \$14,732          | \$31,502         |
| 511                       | 6  | PER DIEM                   | \$9,500          | \$12,600         | \$12,600          | \$12,600         |
|                           |    | PERSONNEL                  | \$297,705        | \$309,234        | \$309,234         | \$330,558        |
| 522                       | 2  | OFFICE SUPPLIES            | \$932            | \$1,000          | \$1,000           | \$1,000          |
| 522                       | 3  | BOOKS,PERIODICALS & MAN.   | \$2,525          | \$2,005          | \$2,005           | \$2,005          |
| 522                       | 15 | GASOLINE & OIL             | \$753            | \$1,200          | \$1,200           | \$1,200          |
| 522                       | 44 | EQUIPMENT LESS THAN \$5000 | \$905            | \$0              | \$0               | \$0              |
|                           |    | COMMODITIES                | \$5,115          | \$4,205          | \$4,205           | \$4,205          |
| 533                       | 4  | ENGINEERING SERVICES       | \$500            | \$2,400          | \$2,400           | \$2,400          |
| 533                       | 7  | PROFESSIONAL SERVICES      | \$74,827         | \$73,330         | \$73,330          | \$73,330         |
| 533                       | 12 | JOB-REQUIRED TRAVEL EXP    | \$1,342          | \$1,500          | \$1,500           | \$1,500          |
| 533                       | 33 | TELEPHONE SERVICE          | \$19             | \$0              | \$10              | \$0              |
| 533                       | 40 | AUTOMOBILE MAINTENANCE     | \$0              | \$200            | \$200             | \$200            |
| 533                       | 70 | LEGAL NOTICES,ADVERTISING  | \$2,437          | \$3,262          | \$3,262           | \$3,262          |
| 533                       | 93 | DUES AND LICENSES          | \$1,505          | \$1,505          | \$2,123           | \$1,505          |
| 533                       | 95 | CONFERENCES & TRAINING     | \$950            | \$1,600          | \$972             | \$1,600          |
| 534                       | 21 | PROP CLEARANCE / CLEAN-UP  | \$23,978         | \$6,800          | \$6,800           | \$6,800          |
|                           |    | SERVICES                   | \$105,558        | \$90,597         | \$90,597          | \$90,597         |
| <b>EXPENDITURE TOTALS</b> |    |                            | <b>\$408,378</b> | <b>\$404,036</b> | <b>\$404,036</b>  | <b>\$425,360</b> |

***EXPENSE PER CAPITA (IN ACTUAL DOLLARS)***

| <b>FY2013</b> | <b>FY2014</b> | <b>FY2015</b> | <b>FY2016</b> | <b>FY2017</b> |
|---------------|---------------|---------------|---------------|---------------|
| \$4.38        | \$4.45        | \$4.68        | \$5.08        | \$5.19        |

\*Per capita costs for the Planning & Zoning Department are based upon the population outside of Champaign-Urbana

***FULL TIME EMPLOYEE HISTORY***

| <b>FY2013</b> | <b>FY2014</b> | <b>FY2015</b> | <b>FY2016</b> | <b>FY2017</b> |
|---------------|---------------|---------------|---------------|---------------|
| 5             | 5             | 5             | 5             | 5             |

***ALIGNMENT to STRATEGIC PLAN***

*County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization*

- Ensure that on-line ordinances and regulations include the most recent amendments.

*County Board Goal 4 – Champaign County is a county that supports balanced, planned growth to balance economic growth with preservation of our natural resources*

- Fulfill the demand for services within the allocated resources.
- Limit spending to the approved budget.

***DESCRIPTION - CURRENT PLANNING***

Current Planning is a program which: (a) supports the Zoning Board of Appeals through the preparation of memoranda for most zoning cases brought to the ZBA; (b) supports the Environment and Land Use Committee and the County Board in review of subdivision plats and monitoring the construction of subdivisions; (c) maintains all land use ordinances and regulations by regular amendments when necessary; and (d) supports the Permitting Program by assisting with complicated zoning inquiries and complicated permit reviews, including the preliminary review of storm-water drainage plans.

Current Planning is staffed by one full-time Planner who is supported by the Zoning Technicians who assist with processing the zoning cases and preparing minutes of ZBA meetings.

***OBJECTIVES***

1. Ensure conformance with all Statutory and Ordinance requirements related to zoning cases and decisions made by the ZBA and County Board
2. Ensure timely and informed decisions by the ZBA and County Board that are consistent with all adopted land use goals, policies, and plans
3. Provide equitable, knowledgeable, and responsive service to all applicants, petitioners, citizens, and elected officials
4. Maintain proper documentation of all decisions by the ZBA and County Board
5. Support other Department programs and staff with knowledgeable and responsive leadership
6. Maintain the highest degree of professionalism in relations with the public, other jurisdictions, other County Departments, other Department staff, and the County Board

***PERFORMANCE INDICATORS***

| <b>Indicator</b>                            | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Projected</b> | <b>FY2017<br/>Budgeted</b> |
|---|--------------------------|-----------------------------|----------------------------|
| <b>Workload</b>                             |                          |                             |                            |
| Number of new zoning cases                  | 27                       | 36                          | 31                         |
| Number of new subdivision cases             | 0                        | 1                           | 1                          |
| Number of storm water engineering reviews   | 2                        | 2                           | 2                          |
| Pending cases at beginning of fiscal year   | 8                        | 13                          | 13                         |
| <b>Effectiveness</b>                        |                          |                             |                            |
| Number of cases completed by ZBA            | 21                       | 22                          | 24                         |
| Number of subdivision cases by County Board | 0                        | 1                           | 1                          |
| Number of storm water reviews completed     | 1                        | 1                           | 2                          |

### ***DESCRIPTION - ENFORCEMENT***

The Enforcement Program: (a) receives and investigates citizen complaints related to zoning and nuisance; and (b) initiates cases related to violations of the Champaign County Zoning Ordinance.

Enforcement is staffed primarily by the full-time Zoning Officer but assistance is provided by the Zoning Technicians and the Zoning Administrator. The Champaign County Sheriff may also act to enforce the Nuisance Ordinance when warranted by the nature of a public nuisance or the time of occurrence.

### ***OBJECTIVES***

1. Ensure that nuisance and zoning complaints are completely and accurately recorded and tracked
2. Ensure that all nuisance and zoning complaints are investigated in a timely manner in compliance with the Enforcement Priorities established by ELUC, as much as possible
3. Reduce the backlog of uninvestigated complaints
4. Ensure anonymity of complainants unless and until Court testimony is required
5. As much as possible, ensure timely inspections and accurate recording of conditions of complaints
6. Maintain accurate and thorough files of all complaints
7. Support the State's Attorney's prosecution of enforcement cases as required
8. Provide professional and expert testimony at court
9. Ensure that enforcement results in conformance with all relevant federal, state, and local ordinances and regulations and special conditions
10. Provide equitable, knowledgeable, and responsive service to all applicants, petitioners, citizens, and elected officials
11. Support other Department programs and staff with knowledgeable and responsive leadership related to enforcement
12. Maintain the highest degree of integrity in relations with the public, other jurisdictions, other County Departments, other Department staff, and the County Board

### ***PERFORMANCE INDICATORS***

| <b>Indicator</b>                                    | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Projected</b> | <b>FY2017<br/>Budgeted</b> |
|---|--------------------------|-----------------------------|----------------------------|
| <b>Workload</b>                                     |                          |                             |                            |
| Complaints received                                 | 55                       | 44                          | 61                         |
| Backlog of unresolved complaints at beginning of FY | 311                      | 312                         | 286                        |
| <b>Effectiveness</b>                                |                          |                             |                            |
| Initial investigation inquiries                     | 495                      | 500                         | 500                        |

|   |    |    |    |
|---|----|----|----|
| Complaints investigated with first notice | 48 | 39 | 39 |
| Complaints resolved                       | 54 | 70 | 70 |
| Complaints forwarded to State's Attorney  | 2  | 2  | 2  |

### ***DESCRIPTION - PERMITTING***

The Permitting Program: (a) responds to inquiries about authorized use of land; (b) accepts and reviews all applications for construction and Change of Use to ensure that the use of property and all construction complies with the Champaign County Zoning Ordinance; the Champaign County Special Flood Hazard Area Development Ordinance (Floodplain Development Permits) when relevant; and all other relevant federal, state, and local ordinances and regulations; and (c) supports the Current Planning Program by assisting with site plan reviews.

Permitting is staffed primarily by the Zoning Administrator and two full-time Zoning Technicians. The full-time Zoning Officer position also helps when necessary on more complicated reviews and inspections.

### ***OBJECTIVES***

1. Ensure conformance with all relevant federal, state, and local ordinances and regulations and special conditions required by the ZBA and the County Board
2. Ensure complete and accurate applications and supporting attachments
3. Ensure that fees are equitably assessed
4. Provide equitable, knowledgeable, and responsive service to all applicants, petitioners, citizens, and elected officials
5. Maintain accurate and thorough files of all applications
6. As much as possible, ensure timely compliance inspections, issuance of compliance certificates, and ensure that critical compliance inspections are performed in a timely manner
7. Support other Department programs and staff with knowledgeable and responsive leadership related to permit reviews
8. Maintain the highest degree of integrity in relations with the public, other jurisdictions, other County Departments, other Department staff, and the County Board

### ***PERFORMANCE INDICATORS***

| Indicator   | FY2015<br>Actual | FY2016<br>Projected | FY2017<br>Budgeted |
|---|------------------|---------------------|--------------------|
| <b>Workload</b>                                       |                  |                     |                    |
| General zoning inquiries received and responded to    | 3,015            | 2,048               | 2,794              |
| Lot split & RRO inquiries                             | 76               | 72                  | 80                 |
| Zoning Use Permit Applications (req. ZCC)             | 139              | 155                 | 146                |
| Flood Development Permit Applications                 | 2                | 1                   | 1                  |
| New Zoning Compliance Certificate inspections due     | 194              | 139                 | 155                |
| Backlog of overdue Zoning Compliance Inspections      | 550              | 552                 | 672                |
| <b>Effectiveness</b>                                  |                  |                     |                    |
| Average residential permit approval time (days)       | 5.2              | 9.9                 | 6.1                |
| Inspections of new Zoning Compliance Certificates     | 192              | 19                  | 155                |
| Inspections of overdue Zoning Compliance Certificates | 0                | 0                   | 120                |
| Zoning Compliance Certificates issued                 | 251              | 25                  | 25                 |