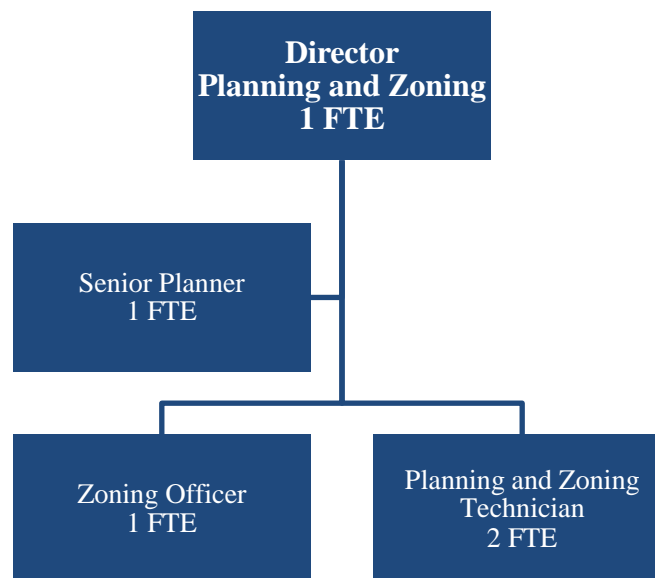


PLANNING & ZONING

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

Zoning Permit fees for FY2017 are projected to be about 11% less than FY2016 and that decline is anticipated to continue in FY2018 with fees anticipated to be about 9% less than FY2017. In FY2016 there had been 89 permits and fees of \$28,202 by the end of June 2016 and by the end of FY2016 there had been a total of 172 permits and \$55,814 in fees. Only 78 permits and \$23,986 in fees had been received by the end of June 2017. The projection for all of FY2017 is 140 permits and fees of \$49,051. FY2018 is anticipated to have 150 permits and fees of \$46,117.

Zoning Case fees for FY2017 are projected to be about 62% less than FY2016 but FY2018 fees are anticipated to rebound to be about 85% greater than FY2017. By the end of June 2016 there had been 23 new Cases with fees of \$9,243 and by the end of FY2016 there was a total of 43 new Cases with total fees of \$13,278. Only 13 new Zoning Cases with \$2,857 in fees had been received by the end of June 2017. The projection for all of FY2017 is 25 new Zoning Cases with fees of \$5,075. FY2018 is anticipated to have 38 new Zoning Cases with fees of \$9,389.

Nuisance complaints in FY2017 are projected to be about 39% greater than in FY2016 but the number of complaints anticipated in FY2018 is anticipated to be about 15% less than FY2017. In FY2016 there were 60 complaints received and 50 complaints were resolved and FY2016 ended with a backlog of 323 complaints. By the end of June 2017 there had been 27 new complaints and 5 complaints

had been resolved. The projection for all of FY2017 is 63 new complaints and 56 complaints resolved with an ending backlog of 330 complaints. FY2018 is anticipated to have 54 new complaints with 60 complaints resolved for an ending backlog of 324 complaints.

In FY2017 the MS4 Storm Water Program has dominated the County's long-term planning resources to the detriment of implementing the Land Resource Management Plan. In FY2017 the MS4 Storm Water Program will consume 35% of Champaign County's long-term planning resources (the Annual Planning Contract with the Regional Planning Commission) in order to complete the MS4 Storm Sewer System Map per the agreement with IEPA and new requirements added by the IEPA's ILR40 Permit that became effective on 3/1/16. For FY2018 the MS4 Storm Water Program is anticipated to consume 34% of the Planning Contract.

FINANCIAL

Fund 080 Dept 077			2016 Actual	2017 Original	2017 Projected	2018 Budget
322	40	ZONING USE PERMITS	\$55,814	\$48,110	\$49,992	\$46,262
		LICENSES AND PERMITS	\$55,814	\$48,110	\$49,992	\$46,262
341	30	ZONING & SUBDIVISION FEE	\$13,278	\$9,283	\$5,075	\$9,389
		FEES AND FINES	\$13,278	\$9,283	\$5,075	\$9,389
369	90	OTHER MISC. REVENUE	\$1,036	\$0	\$0	\$0
		MISCELLANEOUS	\$1,036	\$0	\$0	\$0
REVENUE TOTALS			\$70,128	\$57,393	\$55,067	\$55,651
511	2	APPOINTED OFFICIAL SALARY	\$77,654	\$78,897	\$78,897	\$80,786
511	3	REG. FULL-TIME EMPLOYEES	\$204,247	\$207,559	\$207,559	\$212,506
511	5	TEMP. SALARIES & WAGES	\$15,913	\$31,502	\$31,502	\$31,502
511	6	PER DIEM	\$10,800	\$12,600	\$12,600	\$12,600
		PERSONNEL	\$308,614	\$330,558	\$330,558	\$337,394
522	2	OFFICE SUPPLIES	\$1,054	\$1,000	\$980	\$1,000
522	3	BOOKS,PERIODICALS & MAN.	\$1,842	\$2,005	\$2,005	\$2,005
522	15	GASOLINE & OIL	\$463	\$1,200	\$1,200	\$1,200
		COMMODITIES	\$3,359	\$4,205	\$4,185	\$4,205
533	4	ENGINEERING SERVICES	\$1,489	\$2,400	\$2,971	\$2,400
533	7	PROFESSIONAL SERVICES	\$73,330	\$73,330	\$73,330	\$85,605
533	12	JOB-REQUIRED TRAVEL EXP	\$1,248	\$1,500	\$1,500	\$1,500
533	33	TELEPHONE SERVICE	\$20	\$0	\$20	\$20
533	40	AUTOMOBILE MAINTENANCE	\$662	\$200	\$200	\$200
533	70	LEGAL NOTICES,ADVERTISING	\$3,681	\$3,262	\$2,000	\$3,262
533	93	DUES AND LICENSES	\$3,171	\$1,505	\$1,653	\$1,505
533	95	CONFERENCES & TRAINING	\$0	\$1,600	\$856	\$1,600
534	21	PROP CLEARANCE / CLEAN-UP	\$2,723	\$6,800	\$6,800	\$6,800
		SERVICES	\$86,324	\$90,597	\$89,330	\$102,892

EXPENSE PER CAPITA and **FULL TIME EMPLOYEE HISTORY** information is included in the General Corporate Fund Budget Summary.

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

Indicator	FY2016 Actual	FY2017 Projected	FY2018 Budgeted
Workload			
Number of new zoning cases	43	25	38
Number of new subdivision cases	0	0	1
Number of new storm water engineering reviews	1	2	2
Pending cases at beginning of fiscal year	13	17	12

Effectiveness			
Number of cases completed by ZBA	37	20	30
Number of subdivision cases by County Board	0	0	0
Number of storm water reviews completed	2	2	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

Indicator	FY2016 Actual	FY2017 Projected	FY2018 Budgeted
Workload			
Complaints received	60	63	54
Backlog of unresolved complaints at beginning of FY	312	323	330
Effectiveness			
Initial investigation inquiries	412	426	464
Complaints investigated with first notice	22	23	28
Complaints resolved	50	56	60
Complaints forwarded to State's Attorney	0	3	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	FY2016 Actual	FY2017 Projected	FY2018 Budgeted
Workload			
General zoning inquiries received and responded to	2,772	2,782	2,849
Lot split & RRO inquiries	97	105	106
Zoning Use Permit Applications (req. ZCC)	172	143	149
Flood Development Permit Applications	1	1	1
New Zoning Compliance Certificate inspections due	139	172	143
Backlog of overdue Zoning Compliance Inspections	552	636	765
Effectiveness			
Average residential permit approval time (days)	8.5	5.2	6.1
Inspections of new Zoning Compliance Certificates	19	11	15
Inspections of overdue Zoning Compliance Certificates	0	0	0
Zoning Compliance Certificates issued	55	39	39

DESCRIPTION- MS4 STORM WATER PROGRAM

Champaign County was identified as a small Municipal Separate Storm Sewer System (MS4) in March 2003 as part of the expanded Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Program. The Champaign County MS4 Storm Water Program maintains Champaign County compliance with the NPDES requirements that are enforced by the Illinois Environmental Protection Agency (IEPA) under the ILR40 General Storm Water Permit. The ILR40 Permit requires Champaign County to implement six Best Management Practices on an ongoing basis and to file an updated Notice of Intent (NOI) every five years with the IEPA in addition to filing an Annual Facility Inspection Report and pay an annual \$1,000 permit fee.

OBJECTIVES

1. Ensure ongoing compliance with both the ILR40 General Stormwater Permit and the current Champaign County Notice of Intent (NOI) by ensuring effective implementation of the six required best management practices and ensure that the annual ILR40 Stormwater Permit fee is paid.
2. Ensure that the Annual Facility Inspection Report is approved by the County Board and filed with the IEPA by June 1 of each year and coordinate compliance efforts among relevant County Departments including Highway, Facilities, and Emergency Management.
3. Ensure that a new Notice of Intent is approved by the County Board and filed on time with the IEPA every 5 years.
4. Maintain files for all aspects of MS4 compliance for 5 years after expiration of any MS4 Permit.
5. Collaborate with other MS4 agencies in Champaign County.

PERFORMANCE INDICATORS

Indicator	FY2016 Actual	FY2017 Projected	FY2018 Budgeted
Workload			
Number of Annual Outfall Inspections	0	TBD	TBD
Number of new Illicit Discharge Complaints	1	1	1
Number of new Land Disturbance Erosion Control Permits in the MS4 Jurisdictional Area	3	3	3
Effectiveness			
Number of Annual Inspections to Monitor Storm Water Quality	0	TBD	TBD