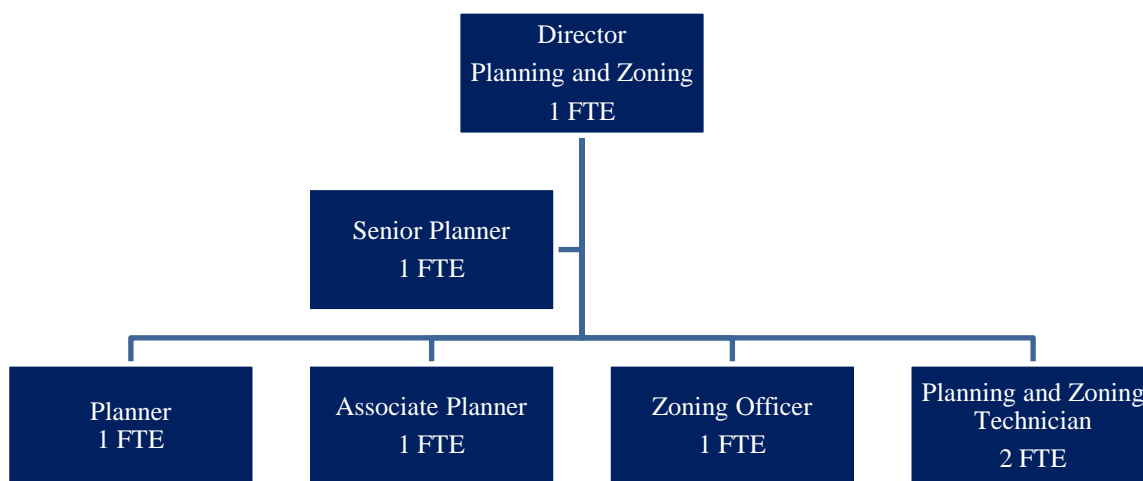


## PLANNING & ZONING

### Fund 080-077



Planning and Zoning positions: 7 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

##### Addition of Planner position in FY2019

The County was notified by the Regional Planning Commission in August 2018 that it would not request the renewal of its Planning Contract. The addition of a Planner position allows the County to continue projects and planning previously covered by this contract.

**Zoning Permit fees for FY2018 are projected to be 10% less than FY2017 but in FY2019 zoning fees may be 50% more than FY2017 due to solar farm development.** Only 59 permits with \$20,716 in fees have been received by the end of June 2018. By the end of June 2017 there had been 78 permits received with fees of \$24,212 and by the end of FY2017 there had been a total of 139 permits with \$45,422 in fees. The projection for FY2018 is 105 permits with fees of \$45,860. FY2019 is anticipated to have 148 permits with fees of \$48,045 plus an additional \$21,600 in fees for six community solar farms for a total of \$67,445.

**Zoning Case fees for FY2018 are projected to be about six times the value of fees in FY2017 because of the seven proposed solar farms but zoning case fees in FY2019 will decline to a more typical level and be somewhat greater than FY2017.** By the end of June 2018 there had been 19 new zoning cases with fees of \$25,643. Seven proposed solar farms make up \$19,260 of those fees and \$5,280 in solar farm fees are still outstanding. Only 13 new Zoning Cases with \$2,857 in fees had been received by the end of June 2017 and for all of FY2017 there were 30 new zoning cases with fees of \$5,637. The projection for FY2018

is 30 new Zoning Cases with fees of \$36,698. FY0219 is anticipated to have 29 new Zoning Cases with fees of \$9,281 but without any additional solar farm cases.

**The number of new nuisance complaints in FY2018 are projected to be about the same as in FY2017 but more complaints are being resolved in FY2018 and the backlog of unresolved complaints is growing more slowly than in FY2017.** By the end of June 2018 there had been 38 new complaints and 21 complaints had been resolved. By the end of June 2017 there had been 34 new complaints but only 7 complaints had been resolved. By the end of FY2017 there had been 72 new complaints received with 41 complaints resolved and an ending backlog of 354 unresolved complaints. The projection for FY2018 is 74 new complaints and 68 complaints resolved with an ending backlog of 360 unresolved complaints. FY2019 is anticipated to have 63 new complaints with 62 complaints resolved for an ending backlog of 361 unresolved complaints.

**Completion of the MS4 Storm Sewer System Map in FY2019 will allow the focus of the RPC Planning Contract to again be the Land Resource Management Plan (LRMP).** In FY2017 and FY2018 the primary focus of the Planning Contract has been preparation of an MS4 Storm Sewer System Map. In FY2018 the MS4 Program is approximately 36% of the Planning Contract and LRMP Implementation is only 25%. The substantial completion of the MS4 Storm Sewer System Map by 3/31/19 and shifting of most MS4 tasks to the new Associate Planner in the Department of Planning & Zoning will allow the MS4 Program to be no more than 23% of the FY2019 Planning Contract and LRMP Implementation and Update to be 38%.

## FINANCIAL

Fund 080 Dept 077			2017 Actual	2018 Original	2018 Projected	2019 Budget
322	40	ZONING USE PERMITS	\$45,422	\$46,262	\$40,860	\$67,445
		LICENSES AND PERMITS	\$45,422	\$46,262	\$40,860	\$67,445
341	30	ZONING & SUBDIVISION FEE	\$6,137	\$9,389	\$37,698	\$9,281
		FEES AND FINES	\$6,137	\$9,389	\$37,698	\$9,281
369	90	OTHER MISC. REVENUE	\$1,554	\$0	\$10	\$0
		MISCELLANEOUS	\$1,554	\$0	\$10	\$0
<b>REVENUE TOTALS</b>			<b>\$53,113</b>	<b>\$55,651</b>	<b>\$78,568</b>	<b>\$76,726</b>
511	2	APPOINTED OFFICIAL SALARY	\$78,916	\$80,786	\$80,786	\$82,803
511	3	REG. FULL-TIME EMPLOYEES	\$207,560	\$212,506	\$221,761	\$328,372
511	5	TEMP. SALARIES & WAGES	\$30,297	\$31,502	\$31,502	\$0
511	6	PER DIEM	\$9,900	\$12,600	\$12,600	\$12,600
		PERSONNEL	\$326,673	\$337,394	\$346,649	\$423,775
522	2	OFFICE SUPPLIES	\$705	\$1,000	\$800	\$1,000
522	3	BOOKS, PERIODICALS & MAN.	\$1,880	\$2,005	\$2,005	\$2,005
522	15	GASOLINE & OIL	\$577	\$1,200	\$1,200	\$1,200
522	93	OPERATIONAL SUPPLIES	\$0	\$0	\$649	\$0
		COMMODITIES	\$3,162	\$4,205	\$4,654	\$4,205

533	4	ENGINEERING SERVICES	\$4,352	\$2,400	\$2,400	\$2,400
533	7	PROFESSIONAL SERVICES	\$73,330	\$85,605	\$85,605	\$10,720
533	12	JOB-REQUIRED TRAVEL EXP	\$1,129	\$1,500	\$1,500	\$1,500
533	33	TELEPHONE SERVICE	\$3	\$20	\$20	\$20
533	40	AUTOMOBILE MAINTENANCE	\$0	\$200	\$200	\$200
533	70	LEGAL NOTICES,ADVERTISING	\$1,709	\$3,262	\$3,577	\$3,262
533	93	DUES AND LICENSES	\$1,678	\$1,505	\$2,080	\$1,505
533	95	CONFERENCES & TRAINING	\$0	\$1,600	\$961	\$1,600
534	21	PROP CLEARANCE / CLEAN-UP	\$9,783	\$6,800	\$15,114	\$6,800
		SERVICES	\$91,984	\$102,892	\$111,457	\$28,007
<b>EXPENDITURE TOTALS</b>			<b>\$421,819</b>	<b>\$444,491</b>	<b>\$462,760</b>	<b>\$455,987</b>

***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***

<b>Indicator: Workload</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Number of new zoning cases	27	30	29
Number of new subdivision cases	1	2	1
Number of new storm water engineering reviews	1	2	1
Pending cases at beginning of fiscal year	16	10	3

<b>Indicator: Effectiveness</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Number of cases completed by ZBA	30	27	31
Number of subdivision cases by County Board	1	2	1
Number of storm water reviews completed	1	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. Primarily the full-time Zoning Officer staffs enforcement 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: Workload</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Complaints received	72	74	63
Backlog of unresolved complaints at beginning of FY	323	354	360

<b>Indicator: Effectiveness</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Initial investigation inquiries	436	600	600
Complaints investigated with first notice	19	32	29
Complaints resolved	41	68	62
Complaints forwarded to State's Attorney	3	4	3

## **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.

Primarily the Zoning Administrator and two full-time Zoning Technicians staff permitting. 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**

<b>Indicator: Workload</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
General zoning inquiries received and responded to	2,967	3,124	2,947
Lot split & RRO inquiries	118	74	87
Zoning Use Permit Applications (req. ZCC)	139	105	148
Flood Development Permit Applications	5	1	2
New Zoning Compliance Certificate inspections due	172	139	105
Backlog of overdue Zoning Compliance Inspections	661	743	702

<b>Indicator: Effectiveness</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Average residential permit approval time (days)	6.6	7.5	10.0
Inspections of new Zoning Compliance Certificates	15	60	120
Inspections of overdue Zoning Compliance Certificates	0	30	60
Zoning Compliance Certificates issued	30	60	120

## **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**

<b>Indicator: Workload</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Number of Annual Outfall Inspections	0	20	20
Number of new Illicit Discharge Complaints	0	1	1
Number of new Land Disturbance Erosion Control Permits in the MS4 Jurisdictional Area	1	1	1

<b>Indicator: Effectiveness</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Number of Annual Inspections to Monitor Storm Water Quality	0	10	10

## **DESCRIPTION- SPECIAL PROJECTS PLANNING**

Special Projects Planning is a program that was formerly done under contract with the Champaign County Regional Planning Commission and includes the following: (a) supports the Champaign County Land Resource Management Plan (LRMP) by providing an annual LRMP update and by implementing LRMP work items; (b) supports the Environment and Land Use Committee and the County Board by working on special projects such as major ordinance amendments when necessary; (c) maintains and updates Champaign County's Solid Waste Management Plan (SWMP) and, as resources allow, coordinates community collection events for household hazardous waste and unwanted residential electronics; (d) facilitates updates to and implementation of the Champaign County Multi-Jurisdictional Hazard Mitigation Plan; (e) helps support the MS4 Program's Annual Environmental Justice Storm Water Survey; and (f) when necessary, helps support both Enforcement and Current Planning. Special Projects Planning is staffed by one full-time planner.

## **OBJECTIVES**

1. Ensures timely and informed decisions regarding the LRMP by the Environment and Land Use Committee, the Zoning Board of Appeals, and the County Board.
2. Ensures timely and informed decisions regarding the Solid Waste Management Plan by the Environment and Land Use Committee and the County Board.
3. Helps ensure timely and informed decisions regarding hazard mitigation planning by the Environment and Land Use Committee and the County Board.
4. Provides equitable, knowledgeable, and responsive service to all applicants, petitioners, citizens, and elected officials.
5. Maintains proper documentation of all relevant decisions by the Environment and Land Use Committee, the Zoning Board of Appeals, and the County Board.
6. Supports other Department programs and staff with knowledgeable and responsive leadership.
7. Maintains 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: Workload</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Annual update to LRMP	*	*	1
Implementing LRMP Work Items	*	*	1
Coordinate residential electronic collection events	*	*	2
Annual MS4 EJ Survey	*	*	1
* formerly under contract with CCRPC			

<b>Indicator: Effectiveness</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Major ordinance amendment adopted by County Board	*	*	1
Comprehensive update of the Champaign County Solid Waste Management Plan	--	--	1
* formerly under contract with CCRPC			