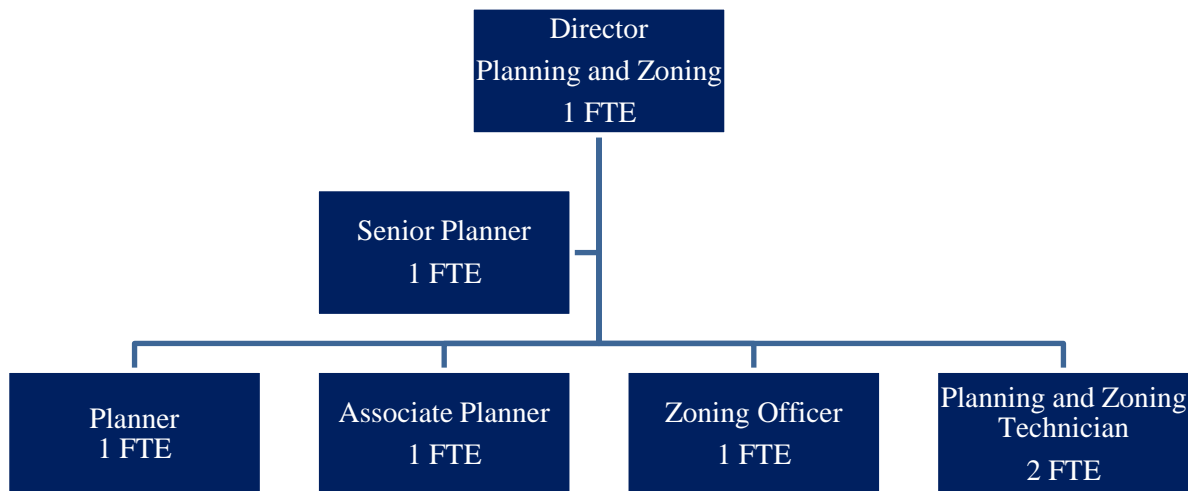


**PLANNING & ZONING**  
**Fund 080-077**



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**

**Zoning Use Permit Applications are projected to be about 8% greater in FY2019 than FY2018 but that increase is due almost entirely to on-farm solar arrays for which there is no fee (due to the agricultural exception) and thus Zoning Use Permit Fees are projected to be about 13% less in FY2019 than in FY2018.** The original FY2019 Budget also included \$21,600 of anticipated fees for six community solar farms but only one of those solar farms was selected in the lottery by the Illinois Power Authority and the permit will probably not be applied for until FY2020. The Sidney solar farm is also not likely to submit an application for construction until FY2020 or FY 2021. The number of Zoning Use Permit applications is expected to increase by about 13% in FY2020 and fees are expected to increase by about 27%. When solar farm construction does occur, it will add \$242,918 in Zoning Use Permit Fees.

**The number of Zoning Cases in FY2019 is projected to be about 43% greater than in FY2018 but the Zoning Case Fees in FY2019 are projected to be about 44% less than in FY2018.** Zoning Case Fees in FY2018 included \$24,564 in solar farm special use permit fees and \$17,169 for other case fees. Zoning Case Fees in FY2019 are less than in FY2018 because there are no solar farm special use permit fees in FY2019 but also because of the greater number of “related” zoning cases in FY2019. “Related” zoning cases are multiple zoning cases involving the same owner, same property and same use and the fee for the multiple (ie, second or third) cases(s) is reduced. By the end of June 2019, 14 of the 26 total cases were related cases compared to only 4 of the 19 total cases received by the end of June 2018.

**By the end of May 2019 there had been 45% fewer complaints received by Enforcement than had been received by the same time in FY2018 but the number of resolved cases so far in FY2019 is almost the same as in FY2018 and, if that trend holds for the rest of FY2019, the number of unresolved enforcement cases (complaints) should be lower at the end of FY2019 than at the beginning of FY2019.** It should be noted that the Zoning Officer retired at the end of June 2019. It is hoped that a new Zoning Officer can be recruited and brought up to speed without too much negative effect on the number of resolved enforcement cases for FY2019. Because the new Zoning Officer will start at a pay rate lower than had been budgeted for the retired Zoning Officer, it is hoped that some of the excess personnel budget in the remainder of FY2019 can be used to pay for some training/mentoring of the new Zoning Officer by the retired Zoning Officer, on a temporary staffing basis.

**FINANCIAL**

Fund 080 Dept 077			2018	2019	2019	2020
			Actual	Original	Projected	Budget
322	40	ZONING USE PERMITS	\$41,709	\$67,445	\$36,535	\$46,268
		LICENSES AND PERMITS	\$41,709	\$67,445	\$36,535	\$46,268
334	24	IL HOUSING DEV AUTH GRANT	\$0	\$0	\$12,088	\$0
334	28	IL EMRG MGMT AGCY-ST GRNT	\$0	\$0	\$26,648	\$25,434
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$0	\$0	\$38,736	\$25,434
341	30	ZONING & SUBDIVISION FEE	\$44,983	\$9,281	\$8,864	\$10,784
		FEES AND FINES	\$44,983	\$9,281	\$8,864	\$10,784
369	90	OTHER MISC. REVENUE	\$84	\$0	\$0	\$0
		MISCELLANEOUS	\$84	\$0	\$0	\$0
<b>REVENUE TOTALS</b>			<b>\$86,776</b>	<b>\$76,726</b>	<b>\$84,135</b>	<b>\$82,486</b>
511	2	APPOINTED OFFICIAL SALARY	\$80,786	\$82,803	\$82,803	\$85,694
511	3	REG. FULL-TIME EMPLOYEES	\$253,264	\$328,372	\$328,372	\$330,455
511	5	TEMP. SALARIES & WAGES	\$0	\$0	\$11,460	\$25,343
511	6	PER DIEM	\$12,900	\$12,600	\$12,600	\$12,600
		PERSONNEL	\$346,950	\$423,775	\$435,235	\$454,092
522	2	OFFICE SUPPLIES	\$979	\$1,000	\$1,265	\$1,000
522	3	BOOKS,PERIODICALS & MAN.	\$1,667	\$2,005	\$2,005	\$2,005
522	6	POSTAGE, UPS, FED EXPRESS	\$76	\$0	\$0	\$0
522	15	GASOLINE & OIL	\$1,173	\$1,200	\$1,200	\$1,200
522	44	EQUIPMENT LESS THAN \$5000	\$399	\$0	\$148	\$149
522	93	OPERATIONAL SUPPLIES	\$649	\$0	\$198	\$561
		COMMODITIES	\$4,943	\$4,205	\$4,816	\$4,915
533	4	ENGINEERING SERVICES	\$0	\$2,400	\$2,119	\$2,400
533	7	PROFESSIONAL SERVICES	\$85,605	\$10,720	\$15,290	\$2,285
533	12	JOB-REQUIRED TRAVEL EXP	\$1,498	\$1,500	\$1,500	\$1,500
533	33	TELEPHONE SERVICE	\$0	\$20	\$20	\$20
533	40	AUTOMOBILE MAINTENANCE	\$60	\$200	\$200	\$200

533	70	LEGAL NOTICES,ADVERTISING	\$2,731	\$3,262	\$6,634	\$6,995
533	93	DUES AND LICENSES	\$2,509	\$1,505	\$2,962	\$1,505
533	95	CONFERENCES & TRAINING	\$0	\$1,600	\$275	\$1,600
534	21	PROP CLEARANCE / CLEAN-UP SERVICES	\$9,395	\$6,800	\$6,800	\$6,800
			\$101,798	\$28,007	\$35,800	\$23,305
		<b>EXPENDITURE TOTALS</b>	<b>\$453,691</b>	<b>\$455,987</b>	<b>\$475,851</b>	<b>\$482,312</b>

### ***ALIGNMENT to STRATEGIC PLAN***

*County Board Goal 1 – operate a high performing, open, transparent county government*

*County Board Goal 4 – support planned growth to balance economic growth with natural resource preservation*

- Support intergovernmental cooperation in planning land use and fringe areas to contain urban sprawl and preserve farmland

### ***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>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Number of new zoning cases	30	43	31
Number of new subdivision cases	3	2	2
Number of new storm water engineering reviews	2	1	1
Pending cases at beginning of fiscal year	10	8	14

<b>Indicator: Effectiveness</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Number of cases completed by ZBA	25	37	25
Number of subdivision cases by County Board	3	2	2
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. 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>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Complaints received	62	40	60
Backlog of unresolved complaints at beginning of FY	354	381	363

<b>Indicator: Effectiveness</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Initial investigation inquiries	429	523	466
Complaints investigated with first notice	27	40	30
Complaints resolved	35	58	48
Complaints forwarded to State’s Attorney	8	6	5

**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>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
General zoning inquiries received and responded to	3,000	2,659	2,911
Lot split & RRO inquiries	64	93	89
Zoning Use Permit Applications (req. ZCC)	116	126	143
Flood Development Permit Applications	1	2	2
New Zoning Compliance Certificate inspections due	139	116	126
Backlog of overdue Zoning Compliance Inspections	803	873	758

<b>Indicator: Effectiveness</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Average residential permit approval time (days)	5.2	4.8	10.0
Inspections of new Zoning Compliance Certificates	69	116	126
Inspections of overdue Zoning Compliance Certificates	0	115	126
Zoning Compliance Certificates issued	69	231	252

**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>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 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	0	1	1

<b>Indicator: Effectiveness</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 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>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Annual update to LRMP	*	0	1
Implementing LRMP Work Items	*	0	1
Coordinate residential electronic collection events	*	2	2
Annual MS4 EJ Survey	*	1	1
* formerly under contract with CCRPC			

<b>Indicator: Effectiveness</b>	<b>FY2018 Actual</b>	<b>FY2019 Projected</b>	<b>FY2020 Budgeted</b>
Major ordinance amendment adopted by County Board	*	0	1
Comprehensive update of the Champaign County Solid Waste Management Plan	--	0	1
Natural Hazard Mitigation Plan	--	1	0
* formerly under contract with CCRPC			