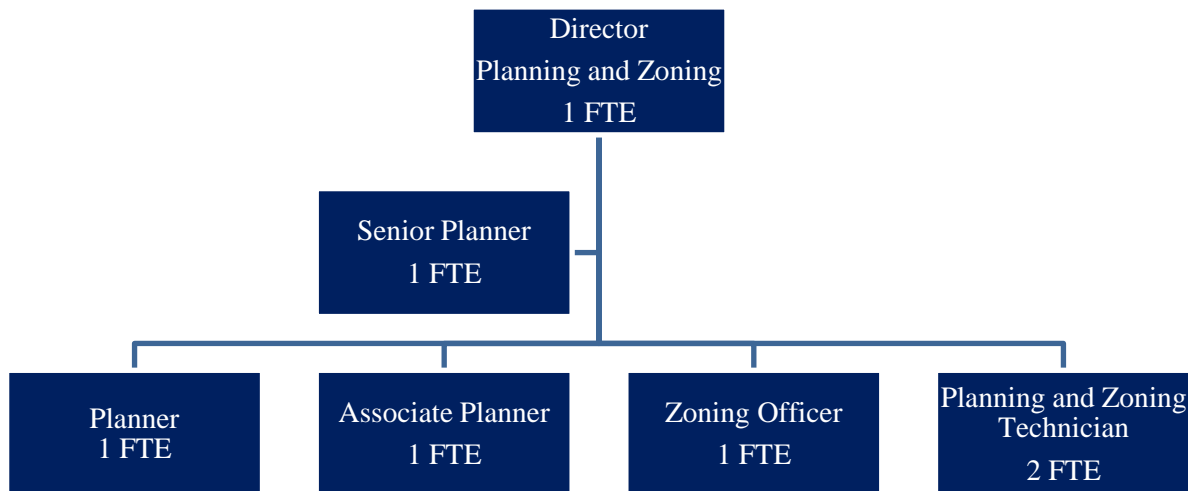


**PLANNING & ZONING**  
**Fund 080-077**



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 permits in FY2019 reached an 11 year high with a total of 203 permits (167 requiring inspection) that exceeded the previous five-year average of 178 permits (146 requiring inspection). Zoning permit fees in FY2019 of \$43,456 were somewhat less than the previous five-year average of \$46,073. Permitting so far in FY2020 is nearly as strong as in FY2019 with 59 permits having been received by 5/31/20 which exceeds the previous five-year average of 40 permits by the end of May. Permit fees so far in FY2020 have been \$14,710, which is about one-third less than the previous five-year average for the end of May of \$21,904. The projected number of permits for FY2020 is 113 permits (89 requiring inspection) with fees of \$42,004. Zoning use permits for FY2021 are anticipated to total 169 permits (137 requiring inspection) with fees of \$44,215.

Zoning cases totaled 39 cases in FY2019 which was a 30% increase over the previous five-year average of 30 cases per year but the fees of \$11,525 were about the same as the previous five-year average of \$11,168. In FY2020 only five new zoning cases had been docketed by 6/2/20, and that is the fewest number of zoning cases for that time period in the history of the Zoning Ordinance. The projected number of cases for FY2020 is only eight which will be an all-time low. Zoning cases for FY2021 are anticipated to total 29 cases based on the previous five-year average with fees anticipated to be \$9,197.

Enforcement complaints totaled 95 in FY2019 which is a 51% increase from the previous five-year average of 63 new complaints per year. Resolved complaints totaled 64 in FY2019 which is nearly equal to the

previous five-year average of 67 resolved complaints per year. By 5/31/20 there had been 47 new complaints which results in a projected total of 138 complaints for all of FY2020 with 72 complaints projected to be resolved. Complaints for FY2021 are anticipated to total 85 complaints.

**FINANCIAL**

Fund 080 Dept 077			2019	2020	2020	2021
			Actual	Original	Projected	Budget
322	40	ZONING USE PERMITS	\$44,748	\$46,268	\$29,838	\$44,215
		LICENSES AND PERMITS	\$44,748	\$46,268	\$29,838	\$44,215
334	24	IL HOUSING DEV AUTH GRANT	\$12,088	\$0	\$26,800	\$0
334	28	IL EMRG MGMT AGCY-ST GRNT	\$0	\$25,434	\$25,434	\$0
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$12,088	\$25,434	\$52,234	\$0
341	30	ZONING & SUBDIVISION FEE	\$13,343	\$10,784	\$900	\$9,197
		FEES AND FINES	\$13,343	\$10,784	\$900	\$9,197
364	15	SALE OF FORFEITED PROPRTY	\$0	\$0	\$2,628	\$0
369	90	OTHER MISC. REVENUE	\$1,078	\$0	\$200	\$200
		MISCELLANEOUS	\$1,078	\$0	\$2,828	\$200
<b>REVENUE TOTALS</b>			<b>\$71,257</b>	<b>\$82,486</b>	<b>\$85,800</b>	<b>\$53,612</b>
511	2	APPOINTED OFFICIAL SALARY	\$82,814	\$85,694	\$85,694	\$87,501
511	3	REG. FULL-TIME EMPLOYEES	\$324,995	\$330,455	\$330,455	\$327,040
511	5	TEMP. SALARIES & WAGES	\$3,943	\$25,343	\$31,839	\$25,343
511	6	PER DIEM	\$9,600	\$12,600	\$4,500	\$11,000
		PERSONNEL	\$421,352	\$454,092	\$452,488	\$450,884
522	1	STATIONERY & PRINTING	\$1,183	\$0	\$1,600	\$0
522	2	OFFICE SUPPLIES	\$1,293	\$1,000	\$1,168	\$1,000
522	3	BOOKS,PERIODICALS & MAN.	\$1,693	\$2,005	\$1,855	\$2,005
522	6	POSTAGE, UPS, FED EXPRESS	\$0	\$0	\$400	\$0
522	15	GASOLINE & OIL	\$520	\$1,200	\$1,200	\$1,200
522	44	EQUIPMENT LESS THAN \$5000	\$148	\$149	\$0	\$149
522	93	OPERATIONAL SUPPLIES	\$34	\$561	\$23	\$561
		COMMODITIES	\$4,871	\$4,915	\$6,246	\$4,915
533	4	ENGINEERING SERVICES	\$1,133	\$2,400	\$3,000	\$2,400
533	7	PROFESSIONAL SERVICES	\$5,019	\$2,285	\$2,415	\$2,285
533	12	JOB-REQUIRED TRAVEL EXP	\$1,423	\$1,500	\$900	\$1,500
533	29	COMPUTER/INF TCH SERVICES	\$257	\$0	\$0	\$0
533	33	TELEPHONE SERVICE	\$0	\$20	\$0	\$0
533	40	AUTOMOBILE MAINTENANCE	\$102	\$200	\$200	\$200
533	70	LEGAL NOTICES,ADVERTISING	\$3,194	\$6,995	\$944	\$3,000
533	93	DUES AND LICENSES	\$3,427	\$1,505	\$2,510	\$2,692
533	95	CONFERENCES & TRAINING	\$1,031	\$1,600	\$400	\$1,600
534	21	PROP CLEARANCE / CLEAN-UP	\$114	\$6,800	\$27,163	\$6,800

<b>Fund 080 Dept 077</b>	<b>2019 Actual</b>	<b>2020 Original</b>	<b>2020 Projected</b>	<b>2021 Budget</b>
SERVICES	\$15,700	\$23,305	\$37,532	\$20,477
<b>EXPENDITURE TOTALS</b>	<b>\$441,923</b>	<b>\$482,312</b>	<b>\$496,266</b>	<b>\$476,276</b>

***ALIGNMENT to STRATEGIC PLAN***

*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>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
Number of new zoning cases	39	8	29
Number of new subdivision cases	2	0	2
Number of new storm water engineering reviews	2	1	1
Pending cases at beginning of fiscal year	7	6	0

<b>Indicator: Effectiveness</b>	<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
Number of cases completed by ZBA	47	14	29
Number of subdivision cases by County Board	2	0	1
Number of storm water reviews completed	2	1	1

**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>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
Complaints received	95	138	85
Backlog of unresolved complaints at beginning of FY	381	412	463

<b>Indicator: Effectiveness</b>	<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
Initial investigation inquiries	396	359	401
Complaints investigated with first notice	24	31	24
Complaints resolved	64	72	85
Complaints forwarded to State’s Attorney	5	4	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>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
General zoning inquiries received and responded to	2,430	2,675	2,804
Lot split & RRO inquiries	75	22	74
Zoning Use Permit Applications (req. ZCC)	167	89	137
Flood Development Permit Applications	3	4	2
New Zoning Compliance Certificate inspections due	116	167	89
Backlog of overdue Zoning Compliance Inspections	850	897	925

<b>Indicator: Effectiveness</b>	<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
Average residential permit approval time (days)	5.2	6.1	10.0
Inspections of new Zoning Compliance Certificates	69	70	70
Inspections of overdue Zoning Compliance Certificates	0	69	69
Zoning Compliance Certificates issued	69	139	152

**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>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 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>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 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>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
Annual update to LRMP	1	1	1
Implementing LRMP Work Items	0	0	1
Coordinate residential electronic collection events	2	1	2
Annual MS4 EJ Survey	1	1	1

<b>Indicator: Effectiveness</b>	<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
Major ordinance amendment adopted by County Board	1	0	1
Comprehensive update of the Champaign County Solid Waste Management Plan	0	1	0
Natural Hazard Mitigation Plan	1	0	0