

Purpose

The Planning and Zoning Department is responsible for coordinating long range planning, administering the City's zoning, subdivision, building, and floodplain ordinances to preserve neighborhood character and enhancing the City's quality of life within the context of the City's Comprehensive Plan. The Planning and Zoning Department serves as a professional planning and development resource to the elected and appointed officials and the community at large, and helps preserve and protect property value, quality of design, construction and safety of buildings and property.

Department Accomplishments for 2004-2005

- Worked on 25 annexation agreements totaling 907.81 acres, many of which have been subsequently annexed to the City, including Windsor Creek, Stone Briar, Chesapeake Junction, and Savannah Hills.
- New subdivision ordinance was successfully drafted and a consensus obtained with the development community. It integrated the concept of narrower streets, parkland dedication requirements, stricter stormwater design standards, and greater extraterritorial control in the 1.5 mile planning area outside the city limits.
- Reviewed 9 preliminary platted subdivisions totaling 882 lots and reviewed 20 final plats totaling 579 new lots.
- Coordinated the review of 37 petitions before the Planning Commission and Zoning Board.
- Performed joint site plan and building plan reviews for 16 new commercial developments.
- Coordinated 2 historic landmark designations and certificates of merit.
- Issued 721 new building permits totaling \$82,155,786, involving over 9,000 individual inspections.
- Performed 1,393 new residential occupancy inspections (up from 1,313 in 2004) and 816 residential re-inspections, (down slightly from 880 in 2004).
- Performed 135 commercial occupancy inspections (up from 116 in 2004), and 106 commercial occupancy re-inspections (up from 98 in 2004).
- Staff completed over 600 hours of training and continuing education.
- Began conversion from Black Bear permitting software to a more integrated system known as Govern, which will allow us to integrate our database with GIS, and to be consistent with City Works software used by public works and engineering.
- Adopted new family of ICC Building Codes
- Jurisdictional boundary agreement achieved with Collinsville
- Number of property maintenance complaints = 256, with 207 successfully closed and 49 open.
- Adopted Comp Plan update with Transportation Plan for Northwest Quadrant
- Coordinated with Parks and Engineering on Trails Plan.
- Coordinated County 911 wireless antenna lease for location on our Seven Hill Water Tank to serve our Public Safety Department

DEPARTMENT GOALS FOR FY 2005-2006**Planning, Zoning, and Development Goals**

- Implement appropriate City Council goals
- Implement new subdivision ordinance, drafting new forms and applications
- Adopt and implement revised zoning ordinance
- Develop procedures for parkland and trail dedications
- Institute an on-going training program for Planning Commission and Zoning Board of Appeals members
- Provide support to City administration for Economic Development plans and programs; provide support for implementation of Paragon study recommendations
- Continue to improve land use, development, and code enforcement coordination with neighboring jurisdictions, St. Clair County, and the various utility providers in the 1.5 mile unincorporated territory
- Reach agreement on jurisdictional boundaries with Troy, Shiloh, and Lebanon
- Create a Sub-Area Development Plan for the 1,200 acres east of the Scott-Troy Road, including concept plans for a business/technology/transportation park.
- Review and update airport overlay plans and zoning ordinance as needed.
- Prepare City economic and community data packets
- Create land and building resource on the City web site; coordinate with area realtors and developers to provide a central clearinghouse for available commercial land and building space in O'Fallon
- Develop a set of reinvestment policies for City's older core areas.
- Purchase new dedicated Arc GIS software license to supplement concurrent license we purchased this year to share with engineering
- Create full-time Planning Intern position

Building Inspection, Code Enforcement, and Department Operational Goals

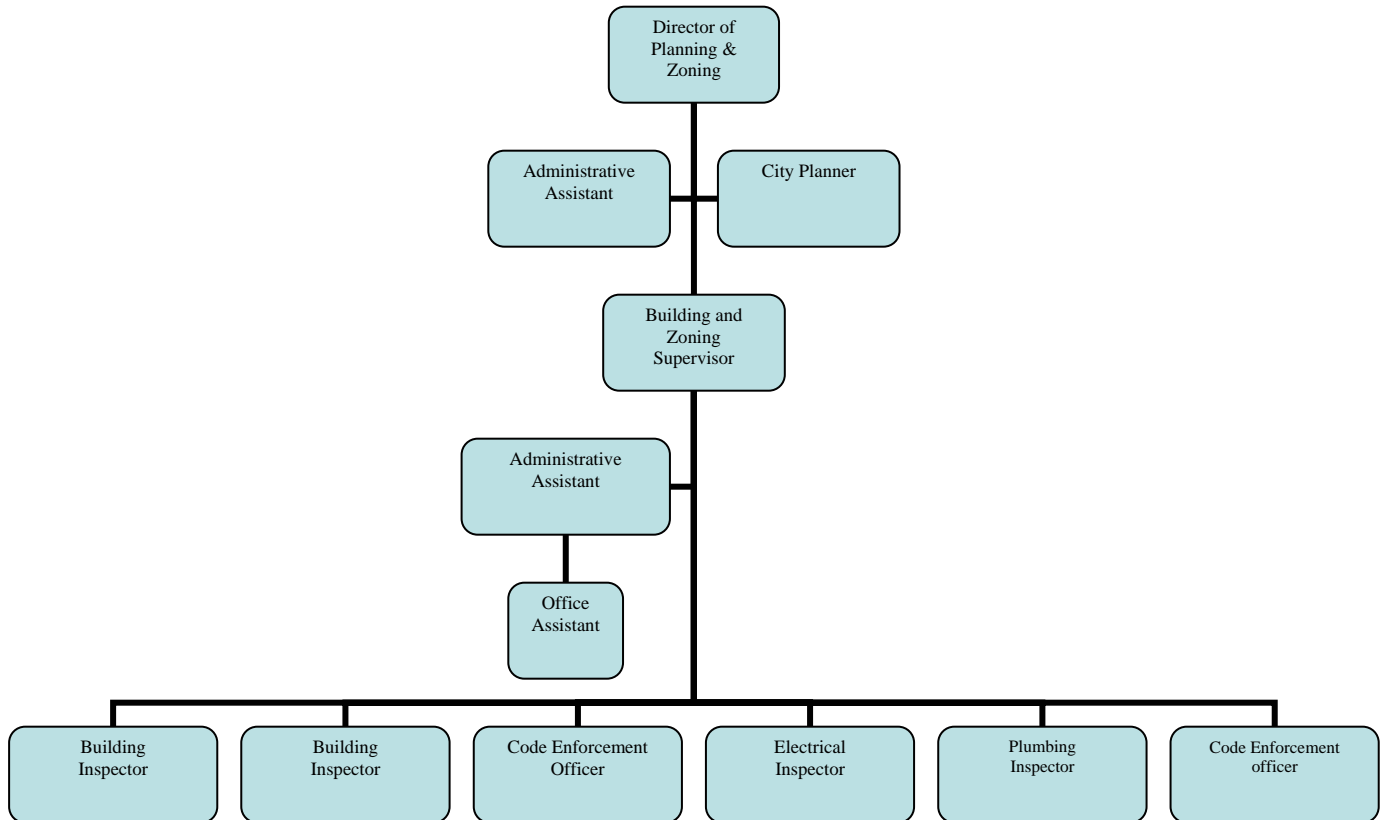
- Develop and implement performance measures
- Implement newly adopted International Code Council family of building codes (ICC).
- Restructure administrative systems to improve customer service and department workflow; includes modifying our filing and permit tracking processes
- Implement Govern software for all building, occupancy, and zoning actions, including upgrading related hardware to aid in implementation of Govern software, such as scanners and field laptops (with monthly wireless fee), and a scanner
- Explore the ability to apply for permits and land use applications on-line, with payment and signature options
- Continue to improve building and site plan review process with checklists, standard procedures, brochures, and public information
- Continue to improve the way we communicate internally and externally by focusing on and building activities through fact sheet handouts, city newsletter, website, developer/builder forums, periodic e-mails to the development community about development trends and issues within the City
- Work to make code enforcement activities more citizen-friendly - outcome oriented.
- Continue to explore options for handling abandoned, vacant buildings, primarily old gas stations.

- Continue working toward continuing education and professional certifications for all department staff, including but not limited to training for Lisa on ArcView GIS, Dan/Jerry on cross-training on electrical, Rocky on property maintenance in Madison, WI, training on the IL Energy Code, permit technician training for Nikki, and fire inspector training for Brian
- Convert part-time Occupancy Assistant to full-time Office Assistant

Personnel

Position	FY02	FY 03	FY 04	FY 05	FY06
Planning Director	1	1	1	1	1
Building and Zoning Supervisor	1	1	1	1	1
City Planner	1	1	1	1	1
Building Inspector I	1	1	1	1	1
Building Inspector II	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1
Electrical Inspector	.5	.5	.75	1	1
Plumbing Inspector	.25	.25	.25	.25	.25
Administrative Assistant	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Office Assistant	.5	.5	.5	.75	1
TOTAL	10.25	10.25	10.5	11.00	11.25

Organizational Chart



**Building Permits
Commercial and Residential**

1997-2004

	1997	1998	1999	2000	2001	2002	2003	2004
Residential								
# New Residential Permits Issued	205	211	225	224	240	194	299	358
Estimated \$ of New Residential Permits	\$27,059,409	\$26,423,033	\$30,728,183	\$28,884,690	\$32,233,496	\$26,940,524	\$43,711,581	\$51,518,219
Commercial								
# New Commercial Permits Issued	22	24	26	16	11	15	12	16
Estimated \$ of New Commercial Permits	23,870,065	\$19,009,248	\$11,481,701	\$13,711,728	\$2,406,674	\$24,672,799	\$14,669,878	\$21,800,318
All Other Permits, Remodels, etc	162	155	270	262	292	315	331	347
	\$4,739,623	\$5,925,323	\$24,650,737	\$8,009,873	\$7,115,900	\$23,279,982	\$13,329,630	\$8,837,249
Totals	377	383	506	502	543	524	642	721
	\$53,727,097	\$49,065,807	\$62,510,556	\$50,606,291	\$41,756,070	\$74,893,305	\$71,711,089	\$82,155,786