



**AGENDA
COMMUNITY DEVELOPMENT COMMITTEE
Monday, February 24, 2014
6:00 PM**

Mayor's Conference Room

I) Roll Call

II) Approval of Minutes – February 10, 2014

III) Items Requiring Council Action – March 3, 2014

- A. SEPA – Lincoln Crossing Spring Fest (Motion)
- B. Schaefer Autobody Center – Use Variance (1st Reading)
- C. Liquor License Ordinance and Fees (1st Reading)
- D. Domino's Retail Center – Planned Use (2nd Reading) – No Change

IV) Other Business:

- A. FY 2015 Planning and Zoning Budget – Presentation of FY 2015 Department Goals and Budget

NEXT MEETING: Monday, March 10, 2014 – 6:00 P.M. – Mayor's Conference Room

General Citizen Comments: The City of O'Fallon welcomes comments from our citizens. The Illinois Open Meetings Act provides an opportunity for citizens to speak at all committee and Board meetings. However, 5 ILCS 120/1 mandates that NO action shall be taken on matters not listed on the agenda. Please submit your name to the chairman and limit your comments so that anyone present has the opportunity to speak.



**MINUTES
COMMUNITY DEVELOPMENT COMMITTEE
5:30 PM Monday, February 10, 2014**

Minutes of a regular meeting of the Community Development Committee of the City of O'Fallon, held in the City Council Chambers, 255 S. Lincoln, O'Fallon, Illinois.

CALL TO ORDER: 5:45 PM

I) Roll Call – Committee members: Jerry Albrecht (chair), Gene McCoskey (vice chair), Jerry Mouser, Ray Holden, David Cozad, and Harlan Gerrish. *Other Elected Officials Present:* Courtney Cardona, Ed True, Herb Roach, Richie Meile, Kevin Hagarty and Michael Bennett. *Staff:* Walter Denton, Pam Funk, Ted Shekell, Jeff Stehman, James Cavins, and Justin Randall. *Visitors:* Charlie Pitts, Georgia Hillyer, Jason Riegelsberger, Jeff Moon, Janis Stauder, Sara Crews, Clytie Zimmerman, Scott Schaefer, Steve Lechner, and John Hundley.

II) Approval of Minutes from Previous Meeting– All ayes. Motion carried.

III) Items Requiring Council Action

A. Future Land Use Map Amendment – Hartman Lane (2nd Reading)

B. Joe's Place Adult Daycare – Planned Use (2nd Reading)

Justin Randall briefed the committee for the Future Land Use Map Amendment and the conditions in the proposed ordinance for Joe's Place Adult Daycare. The conditions included improvements to the facades of the building and the buffer along the northern property line. The committee discussed the conditions. Janis Stauder asked for the relief from the building façade improvements or removal of a portion of sidewalk required by ordinance. The committee discussed the likelihood of sidewalks along Hartman Lane. Ted Shekell indicated sidewalks along Hartman Lane north of the subject property would not be likely; however sidewalks would be likely south to the intersection of Frank Scott Parkway. Shekell also noted that the Commercial Design Handbook is only a guide and a recommendation, whereas the sidewalk requirement is an ordinance. The committee discussed the necessary action to remove staff's condition "Incorporate the guidelines of the Commercial Design Handbook by providing a stone base on the side and rear elevation of the building to meet the standards of 360° architecture and provide a mixture of building materials." The committee discussed the need to make an amendment to the ordinance at the City Council meeting on February 18, 2014. The committee recommended approval of the Future Land Use Map with a vote of 6-0. The committee recommended approval of the Joe's Place Adult Daycare – Planned Use with a vote of 6-0.

C. Domino's Retail Center – Planned Use (1st Reading) – Randall gave a brief presentation on the development at 304 East Highway 50. Randall noted the issue with the stacking spaces for the pick-up window. Shekell noted that the use meets all the parking requirements and circulation around the site was enhanced by the cross-access to the east, however the site is tight. Jeff Moon indicated the necessity for having the pick-up window on the west side of the building. The committee recommended approval with a vote of 6-0.

D. Schaefer Autobody Center- Use Variance (1st Reading) – Randall gave a brief presentation on the proposed use variance. Randall provided the Committee with the process and test required for the use variance and the Zoning Hearing Officers recommendation. Shekell provided the committee with a letter from Jamie Auffenberg, expressing his interest in the property. Scott Schaefer presented a brief

overview of his company and the professional level of service and appearance of the company. Clytie Zimmerman noted she worked for Peoples National Bank and was tasked with selling this property. Zimmerman explained the number of times she attempted to work with Jamie Auffenberg. John Hundley, representing Peoples National Bank provided the committee with the indentures for the property excluded the used car sales except for CarMax. The committee discussed the proposal and the screening provided in the site plan. The committee recommended approval with a vote of 6-0.

- E. MainStay Suites Hotel – Planned Use (2nd Reading) –The committee recommended approval with a vote of 6-0.
- F. General Text Amendments – "Rural Residential"; Home Daycare; Fences; Pool Regulations (2nd Reading) – The committee recommended approval with a vote of 6-0.

IV) Other Business- None

MEETING ADJOURNED: 7:30 PM

NEXT MEETING: Monday, February 24, 2014 – 6:00 PM – Mayor's Conference Room

Prepared by: Justin Randall, Senior City Planner



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Planning Director
DATE: February 24, 2014
SUBJECT: Special Event Permit – Lincoln Crossing Spring Fest (Motion)

Project Summary

Applicant: Andy Schoendienst for Luehrs' Ideal Rides, Inc. / Simon Properties
Event: Lincoln Crossing Spring Fest – Carnival Rides and Booths
Dates: April 23 – 27, 2014
Location: Lincoln Crossing Shopping Center, 1574 West Highway 50
Signage: None requested

Notes:

- Event is consistent with previous requests.
- Applicant will contract with O'Fallon police officers to provide security for the event. Chief Van Hook recommended two officers provide security throughout the event. Security will be paid for by the applicant, thus there will be no city expenditure to provide security.
- No alcohol to be served.
- Toilet facilities will be provided on site
- Hours of operation:
 - Wednesday – Thursday: 4:00 pm – 9:00 pm
 - Friday: 4:00 pm – 10:00 pm
 - Saturday: 12:00 pm – 10:00 pm
 - Sunday: 1:00 pm – 7:00 pm

Staff Recommendation

The Fire Department had no comments. The Police Department recommended police officers be present in the quantity and times listed above. Staff recommends approval of the Special Event Permit with the recommended police officer staffing.

Community Development Department

255 South Lincoln Avenue O'Fallon, IL 62269 ♦ P: 618.624.4500 x 4 ♦ F: 618.624.4534

CITY OF O'FALLON

FEB 11 2014



☐ Attach proof of not-for-profit status with application

OR

☒ Provide \$50.00 application fee with application

DATE PAID OK w/ comments
PD - OK
FD OK
PW info only
CC info only w/ comment

COMMUNITY DEVELOPMENT DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Ph: (618) 624-4500 x4
Fax: (618) 624-4534

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: LINCOLN CROSSING SPRING FEST

Location of Event: LINCOLN CROSSING PARKING LOT

Name of Event Organization: LUEHRS IDEAL RIDES INC

Name of person in charge of event (applicant) and mailing address: ANDY SCHOENDIENST

Luehrs Ideal Rides Inc.
Phone: 618-407-3044 E-Mail: luehrsrides@aol.com 26 Carlyle Plaza # 138
Belleville, IL 62221

Secondary Contact Person: ANDREW SCHOENDIENST

Phone: 618-406-0159 E-Mail: andrewschoendiensT@gmail.com

Beginning Date / Times: APRIL 23 4pm Ending Date / Times: APRIL 27 7pm

THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. **NARRATIVE** (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...).

☒ ATTACHED

2. Sketch plan of site.

☒ ATTACHED SW CORNER of LINCOLN CROSSING

3. Permission letter from property owner, if applicant is not the property owner.

☒ ATTACHED ☐ NOT APPLICABLE

4. Proof of not-for-profit status (so that application fee can be waived.)

☐ ATTACHED ☒ NOT APPLICABLE

5. Proof of Liability Insurance should be provided and if event is held City property, **City of O'Fallon**, should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

☒ ATTACHED ☐ NOT APPLICABLE forthcoming

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000. ☐ PAID ☐ NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): N/A
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: TL ACCOUNT ID 1262-2958

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these Services.) **Please include specific considerations requested in narrative or as an attachment.**

☐ NONE REQUESTED

☐ Street Department, IDOT (for street closings, signalization, and detour routes)

☐ Parks Department

☒ ^{ATTACHED} Police Department

☐ Fire and EMS Department

10. Coordinate all food concessions with St. Clair County Health Department at (618)233-7769.

☒ PERMIT REQUIRED ^{applied for} (please attach copy)

☐ NOT APPLICABLE

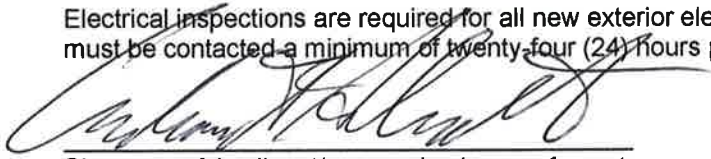
11. American Disability Compliance

☐ ATTACHED

☒ NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.


Signature of Applicant/ person in charge of event

2-11-14
Date of Submission

=====

FOR OFFICE USE ONLY

=====

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES

☒ NO

ADMINISTRATIVE APPROVAL CONDITIONS:

 CD meeting 2/24 @ 6:00 PM

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

All other requests for "Special Events Permits" not approved by the Community Development Director shall go before the Community Development Committee and the City Council for their approval.

APPROVED: CITY COUNCIL _____ (DATE)

MULTI-JURISDICTIONAL APPLICATION

1. Business Name Lucas Ideal Rides Inc.
2. Business Address 26 Canlyle Plaza #138
3. Location of Sale Lincoln Crossing
4. Are you registered as a multi-jurisdictional business? Yes ☒ No ☐
5. Have you notified the Illinois Department of Revenue Central Registry to inform them that you have a temporary location in O'Fallon? Yes ☒ No ☐
(call 217.785.2889)
6. Will you report O'Fallon sales on *Illinois State Sales Tax Form ST-2 (attach to ST-1)?
Yes ☒ No ☐

*Form ST-2, Multiple Site Form

Note: If you make sales from door to door or from changing locations (such as fairs or flea markets), you must combine and report your sales for each local taxing jurisdiction (i.e., city or county)

This form is distributed to registered businesses. For a pre-printed form, call the Central Registry at the number above to obtain a form and register.

Failure to register your business and name the City of O'Fallon as the city to receive taxes will penalize you from conducting business in the future.

February 3, 2014

Dear Sir/Madam:

Luerhs' Ideal Rides has permission to obtain the permits to host a carnival at our property, Lincoln Crossing, located at 1574 W US Hwy 50 in O'Fallon, IL for the event dates of April 23-27, 2014.

Please contact me with any questions as we look forward to having this wonderful event at our property.

Best regards,



Maureen W. Bluhm
General Manager
Lincoln Crossing #2912



Portable Amusement Park...
Continuing the Tradition of Excellence

Hours of operation (weather permitting)

Wed April 23	4 pm to 9 pm
Thur April 24	4 pm to 9 pm
Fri April 25	4 pm to 10 pm
Sat April 26	Noon to 10 pm
Sun April 27	1 pm to 7 pm

Portable restroom facilities will be provided.

Security will be hired from O'Fallon Police Dept.

2

SITE PLAN

1574 W. US Highway 50 in O'Fallon IL – Lincoln Crossing





LINCOLN CROSSING

O'Fallon, IL

THIS AGREEMENT made and entered into this January 17, 2014, by and between LUEHRS' IDEAL RIDES - ANDY SCHOENDIENST herein called "Carnival" and KEVAWORKS, herein referred to as "Booking Agent."

In consideration of the covenants and considerations contained herein, the parties agree to as follows:

1. **TERM.** The term of this agreement shall be for the period from April 23, 2014 to April 27, 2014, with two (2) days setup and one (1) day teardown and for every time the Carnival plays this Event/Location thereafter.
2. **LOCATION.** Booking Agent has obtained permission from the owners of the real property described below for Carnival's use as suitable Location and exhibition site for all activities commonly carried on by Carnival. Said real property is described as the parking lot at LINCOLN CROSSING, O'Fallon.
3. **EXPENSES.**
 - a. Permits. Carnival shall obtain all necessary permits, licenses and inspections for operation from health, fire, building and compliance with any other appropriate federal, state or local authorities. Carnival shall pay for such permits, licenses and inspections and provide copies of ALL permits as far in advance of the event as the city issues them. Booking Agent assumes no liability should the event be shut down by a government agency or location for any reason. In the event, no prepaid rent or any other amounts will be refunded.
 - b. Security. Security will be provided at Carnival's expense during all hours of operation. Security to be attired in identifiable jackets or shirts. Size of security force to be approved by Booking Agent and Location management or as specified by permitting authority.
 - c. Toilets. Carnival will provide at its expense portable restroom facilities and maintain cleanliness of such restrooms including keeping them stocked with toilet paper at all times.
 - d. Trash. Carnival will provide a dumpster at its own expense for disposal of waste. The dumpster will be placed in a Location of the Location's designation. Carnival shall at no time dump raw sewage or grease in storm drains or on any part of the Location.
 - e. Water. A potable water source shall be provided by the Location.
 - f. Power. Carnival shall be responsible for all power needs.
 - g. Lodging. Unless otherwise arranged in writing, Carnival will arrange for off-site lodging for carnival operators and vendors. Mobile homes, trailers or any type of overnight lodging equipment will not be permitted to remain at the Location. Violations shall result in a \$500.00 penalty per occurrence.
 - h. Taxes. Carnival shall be responsible for all local, state and federal sales taxes and fees associated with this event and their direct sales or products and services to the customer. Booking Agent shall not be responsible for sales tax at this Event.
4. **OPERATION.** Carnival shall manage and operate the largest number of rides, games and food concessions possible for the space allotted at the above named Location. Carnival shall have exclusive control of the management and operation of all rides, games and food concessions owned by Carnival. Failure to adhere to any of the operational items may result in forfeiture of the SECURITY DEPOSIT.
 - a. Location Usage. Carnival shall limit activity to only that which is standard for a carnival/midway event and staff its operation during all operating hours.

LINCOLN CROSSING

KevaWorks, Inc. - 36101 Bob Hope Dr., Suite ES-420, Rancho Mirage, CA 92270

Initial: 

Ofallon IL. Pets Mart

DUMPSTER

Allied Waste 1-618-656-6883

Dee Cell 1-618-781-0284

8yd Dumpster

Delivery Monday April 21st

Pick Up Monday April 28th

PORT-O-LETS

R&R Sanitation 1-314-776-4000

2 Regular & 1 Handicap

Delivery Monday April 21st

Pick Up Monday April 28th

Service Friday April 25th OR Upon Request

Certificate Number: 47

CERTIFICATE OF INSURANCE

This certificate neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policy(ies) described hereon and is issued as a matter of information and confers no right upon the holder.

The policy(ies) identified below by a policy number is in force on the date of certificate issuance. Insurance is afforded only with respect to those coverages for which a specific limit of liability has been entered and is subject to all terms of the policy having reference thereto. Nothing herein contained shall modify any provision of said policy.

In the event of cancellation of the policy, the company issuing said policy will make all reasonable effort to send Notice of Cancellation to the certificate holder at the address shown herein, but the Company assumes no responsibilities for any mistake or failure to give such notice.

Any insurance made a part of the policy includes as a person insured with respect to an occurrence taking place at a Carnivals site,
(1) the fair or exhibition association, sponsoring organization or committee
(2) the owner or lessee there of (3) a municipality granting the Named Insured permission to operate a(n) Carnivals, but only as respects
bodily injury or property damage caused by or contributed to by the negligence of the Named Insured while acting in the course and scope of their employment.

NAME & ADDRESS OF INSURED:

Luehrs' Ideal Rides, Inc.
26 Carlyle Plaza Ste 138
Belleville IL 62221

ADDITIONAL INSURED:

City of O'Fallon Illinois
255 S. Lincoln Avenue
O'Fallon, IL 62269

NAME & ADDRESS OF CERTIFICATE HOLDER:

Lincoln Crossing Shopping Center
1574 W US Hwy 50
O'Fallon, IL 62269

DATES: April 23 to April 27, 2014

	<u>PRIMARY COVERAGE</u>	<u>EXCESS COVERAGE</u>	
Company:	T.H.E. Insurance Company		
Policy Number:	CPP0100101-04		
LIABILITY LIMITS			
BI/PD AGG:	\$2,000,000		
OCC:	\$1,000,000		
		Excess of	Excess of
Food Products:	\$1,000,000		
Policy period:			
From:	4/15/14	0/00/00	0/00/00
To:	4/15/15	0/00/00	0/00/00
		* - COMBINED SINGLE LIMIT	

Coverage shown herein applies only to those items scheduled on or endorsed to the policy.

January 31, 2014
DATE OF CERTIFICATE ISSUANCE


AUTHORIZED SIGNATURE



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Director of Planning and Zoning
DATE: February 24, 2014
SUBJECT: ZHO2013-10: Schaefer Autobody Center, Use Variance (1st Reading)

Review Summary

The Zoning Hearing Officer held a public hearing on the above referenced application at the January 28, 2014 meeting. The Zoning Hearing Officer provided the Finding of Facts and Recommendation to the City on January 31, 2014. The Zoning Hearing Officer has recommended the City Council deny the requested use variance for Schaefer Autobody Center. The Community Development Committee reviewed this application at its February 10, 2014 meeting and unanimously recommended it for approval. At the City Council meeting on February 18, 2014 the petition was tabled and sent back to the Community Development Committee for further review.

Community Development Department

255 South Lincoln Avenue O'Fallon, IL 62269 ♦ P: 618.624.4500 x 4 ♦ F: 618.624.4534



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council

From: Maryanne Fair, Deputy City Clerk
Philip A. Goodwin, City Clerk
Walter Denton, City Administrator

Date: February 24, 2014

Subject: Liquor License Classification Additions

List of committees that have reviewed: Mayor Graham, Dale Funk, and I have met on several occasions with numerous hours of research regarding comparing classifications and ordinances and statutes on liquor licenses between our City and cities of comparable size.

Background: There are two components that were considered. Our current ordinance classifications had not been reviewed since the codification of 1972. The fees for the licenses have not been increased since the 1972 codification. Please see the attached information on the proposed fee schedule.

Several classifications are required to be added, as our current ordinance does not address them. For instance, Global Brew has to have two licenses (Class B and Class C-2) to cover their operations. Consolidating to one license (Class E) will greatly assist Global Brew in obtaining a State license, as they have had issues with getting a State license smoothly because of our lack of having one classification. In addition, the Brew Pub license is required for the proposed Peel's restaurant that will be opening in the near future.

We currently have 52 liquor licenses which include restaurants, convenience stores, taverns, and retail stores such as Walgreens and Schnucks. These include twenty-four Class A licenses, thirteen Class B licenses, six Class C-1, six Class C-2, two Class D-1 and one Class D-2.

Legal Considerations, if any: Dale Funk has composed and researched the two liquor license classifications.

Budget Impact: All fees will be modestly increased by \$100.00. Our current fee structure does not cover processing, supplies, etc. that go into the policing and administering of the holders of liquor licenses. Just a few comparisons – Collinsville charges a fee of \$1500 for a classification similar to our Class B (currently \$500) and Edwardsville charges a fee of \$750 for a classification similar to our Class B.

Staff Recommendation: To approve the Ordinances for Classification E and F, and the fee schedule as attached.

ORDINANCE NO. _____

**ORDINANCE AMENDING CHAPTER 116 OF THE O'FALLON CODE OF
ORDINANCES BY ESTABLISHING A LICENSE TO ALLOW FOR THE
CONSUMPTION OF ALCOHOLIC ON THE PREMISES AND TO SELL PACKAGED
ALCOHOLIC LIQUORS FOR CONSUMPTION OFF THE PREMISES**

WHEREAS, the City of O'Fallon's Alcoholic Beverages Ordinance does not provide for a license for both the retail sale of alcoholic beverages for consumption on the premises and the sale packaged alcoholic liquors off the premises; and

WHEREAS, the O'Fallon City Council has determined that it is desirable and in the public interest to amend the O'Fallon Code of Ordinances with respect to the sale of alcoholic liquor for consumption on and off the premises to encourage and promote such business activities and to enact an amendment herein to Chapter 116 "Alcoholic Beverages" of the O'Fallon Municipal Code.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS;

Chapter 116 Alcoholic Beverages is amended as follows:

Section 1. Chapter 116, Section 116.10, Classification of Licenses is amended by way of addition of the following:

(G) Class "E" licenses shall authorize a holder thereof to make sales at retail of alcoholic liquors for consumption on the premises with a seating capacity for twenty (20) or more patrons and to sell packaged alcoholic liquors for consumption off the premises.

Class "E" licenses shall authorize a holder thereof to sell, at retail, alcoholic beverages for consumption on the premises specified in such license and to sell packaged alcoholic liquors for consumption off the premises specified in such license at all hours chosen by the licensee except between the hours of 1am and 5am Monday through Friday, inclusive, and between the hours of 2pm and 5am on Saturday and Sunday,, when no sales of alcoholic beverages may be made. No person may consume, and no person other than the licensee shall possess or have, any alcoholic beverage upon the licensed premises more than one half (1/2) hour after the close of business for the retail sale of alcoholic beverage and before such business opens as allowed by the preceding, and the premises shall be vacated within one half (1/2) hour of the close of such business by all persons other than employees of the licensee then engaged in customary after-hour duties which relate to cleaning and closing of such business.

This ordinance shall be in full force and effect from and after its passage and approval and its publication in the manner provided by law.

Passed by the City Council this _____ day of _____ 2014.

ATTEST:

(seal)

Philip A. Goodwin, City Clerk

Approved by the Mayor this____ day

of _____2014.

Gary L. Graham, Mayor



To: Mayor and City Council
From: Maryanne Fair, Deputy City Clerk
Date: February 24, 2014
Subject: Liquor License Fee Change Proposal

<u>CLASS</u>	<u>Fee Schedule</u>
A AND C-1	\$500.00 YEARLY (\$400) \$135.00 QUARTERLY
B AND C-2	\$600.00 YEARLY (\$500) \$160.00 QUARTERLY
D-1 AND D-2	\$700.00 YEARLY (\$600) \$185.00 QUARTERLY
E	\$1100.00 (B and C-2, combined) Proposed
F	\$900.00 (Brew Pub) Proposed

(The fee in parenthesis is the current fee. A \$10.00 processing fee is added to the quarterly fee)



MEMORANDUM

TO: Community Development Committee
FROM: Ted Shekell, Planning Director
DATE: February 21, 2014
SUBJECT: FY 2015 Planning and Zoning Budget Proposal

FY 2015 PZ Budget Summary

Attached is a copy of the FY 2014 Planning and Zoning Department proposed budget along with a summary of the prior year's work activities and proposed FY 2014 Work Program. The total proposed budget of \$910,253 is a 1% increase over last year's budget of \$902,110.

The most significant part of our budget is, of course, personnel. There are very few line item increases in the budget – actually most items have seen a reduction. You will see in the part-time line item a modest increase in the part-time salary line item over 2013 to accommodate an increase in hours for two of our part-time positions. We presently have four part-time employees (plumbing, electrical, code enforcement, and assistant city planner), with the Assistant City Planner and Code Enforcement Officer being part time employees who are actually in FT slots, but they are currently being kept at PT to minimize expenses during the economic downturn. We have seen a significant increase in code enforcement activity during the past few years, which is necessitating additional hours in that PT position. Additionally, extra hours are needed for the Assistant City Planner due, in part, to the department taking on additional work in economic development and with the City's strategic plan. As a result we've had to redistribute our workload accordingly and the extra hours for that position (up to 25 total hrs per week) are needed.

One other item of note is that we propose replacing an existing 2001 Dodge pickup, with 71k miles, which is being used daily for inspections, with a new pickup truck. The existing Dodge has reached its useful lifespan given the daily pounding the truck receives in the field.

Department: 56 - Planning & Zoning								
Account Cl: Account	Description	2011 Actual Amount	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2014 Amended Budget	2015 Committees - Level 2	% Chg 15FY Bud vs 14FY Bud
Department: 56 - Planning & Zoning								
EX10 - Personnel								
4000	Salaries	454,787.46	496,475.91	518,460.92	403,635.32	528,100.00	526,023.00	0%
4001	Part Time Salaries	4,556.00	12,297.91	16,806.20	14,483.58	32,000.00	45,890.00	43%
4005	Overtime Wages	1,549.67	1,517.83	1,088.87	584.98	2,000.00	1,500.00	-25%
Acct Classification Total: EX10 - Personnel		\$460,893.13	\$510,291.65	\$536,355.99	\$418,703.88	\$562,100.00	\$573,413.00	2%
EX15 - Other Personnel								
4006	Contracted Services	420.00	70.00	0.00	0.00	0.00	0.00	
4030	Hospitalization Insurance	80,428.70	88,602.54	95,529.48	71,526.20	120,280.00	100,000.00	-17%
4031	Dental Insurance	4,844.60	5,799.78	5,818.36	4,498.99	7,020.00	6,000.00	-15%
4032	Life Insurance	457.79	542.16	496.98	487.84	600.00	602.00	0%
4060	Unemployment Compensation	2,074.69	2,702.62	2,898.49	1,832.78	2,200.00	2,900.00	32%
4210	Workmens Comp Insurance	3,995.46	2,228.92	1,879.02	1,982.22	5,000.00	2,500.00	-50%
4690	Uniforms	1,388.44	1,941.06	2,234.46	1,333.38	2,250.00	2,250.00	0%
Acct Classification Total: EX15 - Other Personnel		\$93,609.68	\$101,887.08	\$108,856.79	\$81,661.41	\$137,350.00	\$114,252.00	-17%
EX30 - Utilities								
4230	Telephone	5,910.23	6,900.55	5,809.04	4,022.92	7,000.00	6,000.00	-14%
Acct Classification Total: EX30 - Utilities		\$5,910.23	\$6,900.55	\$5,809.04	\$4,022.92	\$7,000.00	\$6,000.00	-14%
EX40 - Travel/Training								
4290	Travel Expense	5,112.87	4,561.66	7,355.43	2,447.01	7,000.00	6,000.00	-14%
4300	Automobile Allowance	1,443.62	1,454.79	1,494.36	959.39	1,600.00	1,600.00	0%
4320	Training	5,818.47	4,335.25	8,097.50	2,160.47	8,000.00	7,000.00	-13%
4416	Dues	2,857.00	2,710.00	3,583.00	1,666.00	4,000.00	3,500.00	-13%
Acct Classification Total: EX40 - Travel/Training		\$15,231.96	\$13,061.70	\$20,530.29	\$7,232.87	\$20,600.00	\$18,100.00	-12%
EX50 - Maintenance & Equipment								
4100	Maintenance Bldgs	(237.25)	0.00	0.00	0.00	0.00	0.00	
4110	Maintenance Vehicles	2,509.18	3,130.38	5,177.61	718.45	5,000.00	4,000.00	-20%
4120	Maintenance Equipment	160.50	177.00	1,899.75	222.50	300.00	300.00	0%
4655	Equipment- Non-capital	4,742.36	2,056.38	3,719.34	481.64	2,500.00	2,000.00	-20%
4670	Maintenance Supplies	570.12	791.54	199.05	279.41	400.00	400.00	0%
Acct Classification Total: EX50 - Maintenance & Equipment		\$7,744.91	\$6,155.30	\$10,995.75	\$1,702.00	\$8,200.00	\$6,700.00	-18%
EX60 - Operating Expenses								
4220	General Insurance	15,203.61	15,395.99	10,778.92	20,403.37	20,500.00	21,000.00	2%
4330	Postage	6,785.65	6,315.02	7,059.00	5,448.48	7,500.00	7,500.00	0%
4340	Computer Services	28,568.38	14,936.78	31,829.71	21,865.83	30,590.00	34,199.00	12%
4345	IT Support/Services	34,583.60	34,752.73	10,096.82	5,003.64	18,940.00	18,669.00	-1%
4350	Printing & Publishing	4,298.37	2,641.15	2,775.37	1,101.57	4,500.00	3,000.00	-33%
4351	Recording Fees	1,161.00	761.00	1,296.50	494.45	2,000.00	1,500.00	-25%
4360	Accounting Services	4,240.69	4,384.50	4,384.50	4,473.30	4,500.00	4,500.00	0%
4380	Legal Services	17,310.30	11,967.63	23,279.30	18,707.24	20,000.00	22,000.00	10%
4390	Professional Service	13,865.08	21,528.02	4,599.95	7,139.49	14,000.00	10,000.00	-29%
4395	Nuisance Abatements	3,650.55	3,875.00	3,790.00	5,610.00	6,000.00	7,000.00	17%
4640	Computer Supplies	394.36	359.03	1,333.08	679.27	1,000.00	1,000.00	0%
4650	Office Supplies	14,767.35	11,487.82	12,074.30	574.63	3,500.00	3,000.00	-14%
4660	Gasoline & Oil	6,506.04	9,570.77	10,259.02	6,964.28	9,000.00	9,500.00	6%
4680	Operating Supplies	976.26	716.34	629.46	272.37	750.00	750.00	0%
4710	Publications	6,434.70	1,750.04	4,063.61	2,345.84	3,000.00	5,500.00	83%
4954	Equipment Lease Payment	2,778.32	3,084.79	3,280.41	1,913.46	2,470.00	2,445.00	-1%
Acct Classification Total: EX60 - Operating Expenses		\$161,524.26	\$143,526.61	\$131,529.95	\$102,997.22	\$148,250.00	\$151,563.00	2%
EX70 - Miscellaneous								
4550	Overpayment Refunds	715.87	100.00	260.00	114.13	500.00	0.00	-100%
4809	Miscellaneous Expense	909.75	68.27	142.00	171.21	500.00	500.00	0%
Acct Classification Total: EX70 - Miscellaneous		\$1,625.62	\$168.27	\$402.00	\$285.34	\$1,000.00	\$500.00	-50%
EX71 - Capital Expenditures								
4833	Vehicles	0.00	17,263.00	18,499.00	0.00	0.00	0.00	
4840	Equipment	0.00	0.00	0.00	1,875.04	0.00	0.00	
Acct Classification Total: EX71 - Capital Expenditures		\$0.00	\$17,263.00	\$18,499.00	\$1,875.04	\$0.00	\$0.00	
EX73 - Transfer to Reserves								
4821	Reserve	0.00	0.00	0.00	0.00	0.00	17,202.00	100%
Acct Classification Total: EX73 - Transfer to Reserves		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,202.00	100%
EX83 - Loan Payable - principal								
4955	Loan payment-principal	(1,342.98)	75.01	5,821.81	15,083.25	16,980.00	22,323.00	31%
5000	Interest - Loans	559.84	459.27	535.59	465.98	630.00	200.00	-68%
Acct Classification Total: EX83 - Loan Payable - principal		(\$783.14)	\$534.28	\$6,357.40	\$15,549.23	\$17,610.00	\$22,523.00	28%
Department Total: 56 - Planning & Zoning		\$745,756.65	\$799,788.44	\$839,336.21	\$634,029.91	\$902,110.00	\$910,253.00	1%



Purpose

The Community Development Department is responsible for helping create an environment safe for businesses and families to invest their time, energy, and resources in our community. We do this by providing predictable and consistently high standards for development and construction within the City with the goal of preserving neighborhood character, enhancing the City's quality of life, preserving and protecting property values, improving quality of design, and ensuring quality construction and safety of buildings and property within the City of O'Fallon.

The Economic Development Division and Planning and Zoning Division serve as professional resources to the elected and appointed officials and the community at large in the areas of zoning, subdivision and site plan review, economic and business development, and long range planning. The Building and Code Enforcement Division administers all building operations, such as building permits, occupancy permits, floodplain management, property maintenance and code enforcement, and all associated inspections.

Accomplishments in FY 2014

- ❖ Worked on two annexation petitions and agreements totaling six acres.
- ❖ Reviewed four final plats and minor subdivision plats totaling 56 new lots, including North Parc Grove and Illini Trails, 2nd Addition.
- ❖ Provided staff review of and coordination on 11 cases before the Planning Commission and Zoning Hearing Officer.
- ❖ Performed building, zoning, and site plan review for construction of 84 new SF homes, 5 new commercial/public buildings, and 71 commercial/industrial remodels and additions.
- ❖ Conducted over 4,000 inspections of all types in 2013.
- ❖ Performed zoning reviews and verifications on 90 new businesses (up from 77 in 2012), including 30 requests for home occupations (up from 16 in 2012).
- ❖ Managed zoning, permitting, and inspections on 84 new SF homes (down from 101 in 2012). A total of approximately 380 new SF homes were built in all of St. Clair County in 2012 (down from 414 in 2012).
- ❖ Issued a total of 492 building permits (up from 445 in 2012) totaling \$52,550,000.
- ❖ Performed 1,113 residential occupancy inspections (up from 1067 in 2012) and 940 re-inspections (down from 1006 in 2012).
- ❖ Performed 230 commercial occupancy inspections (up from 220 in 2012).
- ❖ Handled 1,060 complaints/code enforcement cases in 2012 [historical data includes: 2012 (921); 2011 (707); 2010 (473); 2006 (367); and 2003 (192)].
- ❖ Developer completed Rasp Farm grading and detention pond (awaiting developer submission of office park final plans).
- ❖ Began coordination on HSHS medical campus, including preparation for improvements to Green Mount Road.
- ❖ Staff involvement in various professional activities: Jeff Stehman – President of the Illinois Council of Code Administrators (ICCA); Ted Shekell – Trainer on Annexation and Development Agreements, Public Ethics, and Effective Public meetings for the UMSL Chancellor's Certificate Program in Planning and Zoning. Ted also began serving on the Illinois Municipal League Policy Committee for Land Use, Zoning, and Annexations.
- ❖ Provided plan review and inspection on commercial sprinkler systems, fire alarm systems, and hood suppression systems.
- ❖ Coordinated the City's monthly Historic Preservation Commission activities, including historic landmark designation of St. Clare School and Maries Schaefer Gymnasium.
- ❖ Assisted engineering to remediate the old Clark Station site downtown.
- ❖ Coordinated the third year of the Crime-Free Housing Program in conjunction with the O'Fallon Police Department.
- ❖ Coordinated acquisition and demolition of derelict properties at 114 Carbon Hill and 401 E Adams.
- ❖ Coordinated the proposals for sale of city owned land for North Parc Grove subdivision.
- ❖ Completed new Economic Development Website
- ❖ Reviewed and approved 50 special event permits.
- ❖ Reviewed and approved 69 sign permits.
- ❖ Reviewed plans for and inspected construction of 76 new and remodeled commercial projects.
- ❖ Provided general planning and economic development support for the City's Strategic Plan.

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- ❖ Worked with the following business and entities on the review, approval, and inspection of their new construction or remodel projects during 2013; includes approximate cost estimate of construction:

Business	Activity	Value
Adams School of Dance	Remodel	\$17,000
Veteran United Home Loan	Remodel	\$20,000
First Bank Tenant Finish	Finish	\$35,000
All About Eyes	Finish	\$40,000
Benjamin F. Edwards	Finish	\$69,000
Sleep Lab	Finish	\$80,000
LaCasa Mexicana Restaurant	Finish	\$80,000
Subway	Finish	\$80,000
Schnuck's	Remodel	\$86,,486
Syberg's	Remodel	\$100,000
Salvatore Cincotta Photography	Remodel	\$725,000
PET Dairy Dock Enclosure	Remodel	\$114,500
CVS	Remodel	\$165,000
Sandberg Phoenix von Gontard	Finish	\$368,913
Todd Holland Office	New Construction	\$636,612
Auffenberg Hundai	Addition	\$850,000
RAI Care Dialysis Center	Finish	\$930,000
City of O'Fallon Park Building	New Construction	\$1,065,000
Central Park Retail Center (shell)	New Construction	\$1,338,550
First Baptist Church	Addition	\$5,440,899
Colonnade Senior Living Center	Remodel	\$8,100,000

Goals and Objectives for FY 2015

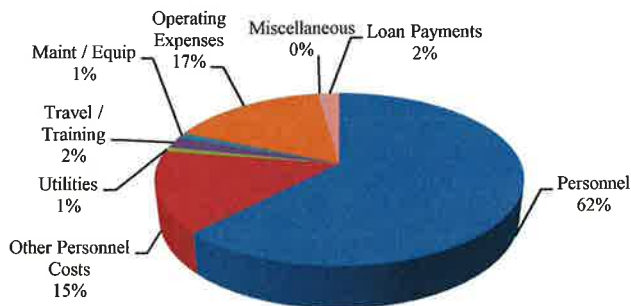
- ❖ Complete eGov Permitting Module, which will establish the ability to apply for permits and land use applications online, with payment and signature options. This would also apply to the Crime Free Program and Business/Liquor Licenses.
- ❖ Continue to provide support to the Police Department for the administration and licensing of the new Crime-Free Housing Program; maintain on-going administrative activity and Govern licensing support for PD.
- ❖ Maintain good coordination with Fire Department on common building issues and required inspections, especially in light of their recent addition of a fire inspector/educator.
- ❖ Perform Senior Citizen Assessment for O'Fallon, with assistance from the Area Agency on Aging. Look to provide a broader range of housing types for Seniors.
- ❖ Continue to provide Planning and Economic Development assistance on implementation of the City's Strategic Plan.
- ❖ Continue to adequately manage increased number of complaints, due primarily to foreclosures and the housing crisis.
- ❖ Economic Development – Continue to seek opportunities to improve business climate, including maintaining a balance between planning/zoning/building requirements and the needs of the business community.
- ❖ Coordinate final site/building plan approval for HSHS Medical Campus.
- ❖ Encourage development of Rock Springs residential project.
- ❖ Work to fill any vacant storefronts; increase focus on downtown refurbishing and redevelopment.
- ❖ Evaluate needs/opportunities in the older parts of town; including Southview, Lincoln, and downtown.
- ❖ Encourage new development in the Central Park, Green Mount, and Rasp Farm TIF's, as well as throughout the City
- ❖ Implement International Energy Conservation Code - the residential requirements were recently being adopted by the State of Illinois with cities being mandated to implement these requirements at the local level on all new one and two family homes. Update ICC codes.
- ❖ Continue to streamline development and building plan review process.
- ❖ Work on development plans for the proposed Exit 21 location. Prepare for 2014 start of new interchange project.
- ❖ Work with Heartlands Conservancy on funded IEPA grant to identify projects for implementing sustainable drainage practices in O'Fallon.

Community Development Fund 01-56

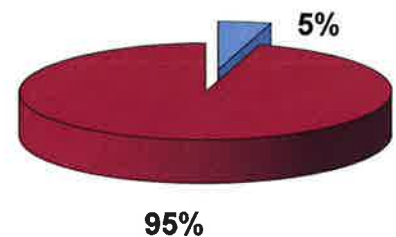
Category	FY15 Budget	FY14 Budget	% Change
Personnel Costs	\$573	\$562	2%
Other Personnel Costs	\$114	\$137	(17)%
Utilities	\$6	\$7	(14)%
Travel/Training	\$18	\$21	(12)%
Maintenance/Equip	\$6	\$8	(18)%
Operating Expenses	\$151	\$148	2%
Miscellaneous	\$5	\$1	(50)%
Loan Payments	\$22	\$18	28%
TOTAL	\$910	\$902	1%

➤ FY14 moves PT position to FT

FY14 Budget by Category

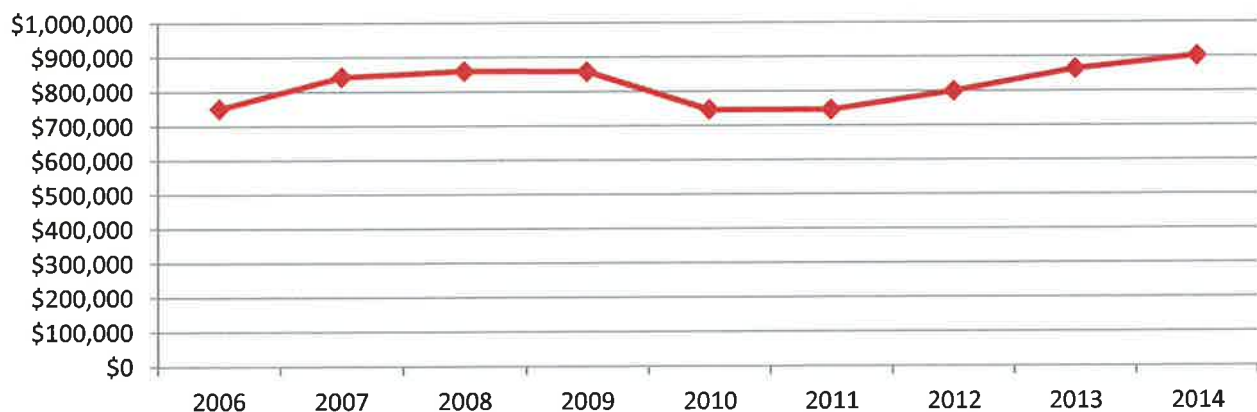


**Planning & Zoning as a
Percentage of the
General Fund Budget**



Expense Trend - Planning & Zoning

2006-2012 Actual
2013-2014 Budget



Personnel

Position	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Planning Director	1	1	1	1	1	1	1
Building and Zoning Supervisor	1	1	1	1	1	1	1
City Planner (Ass't CP)	1	0	0	0	.0	.25	.5
City Planner (Sr CP)	1	1	1	1	1	1	1
Building Inspector Commercial	1	1	1	1	1	1	1
Building Inspector Residential	1	0	0	0	0	0	0
Building Inspector Combined	1	1	1	1	1	1	1
Code Enforcement Officer	2	2	2	2	2	2.5	2.5
			.25 temp	.25 temp	.25 temp		
Electrical Inspector	.25	.25	.25	.25	.25	.25	.25
Plumbing Inspector	.25	.25	.25	.25	.25	.25	.25
Administrative Assistant II	2	2	2	2	2	2	2
Administrative Assistant I	1	0	.50 temp	.50 temp	.50 temp	1	1
TOTAL	12.50	9.50	10.25	10.25	10.25	11.25	11.50

Organizational Chart

