



Purpose

The Planning and Zoning 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 Planning and Development Division serves as a professional resource to the elected and appointed officials and the community at large in the areas of zoning, subdivision and site plan review, economic 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

- ❖ Worked on five annexation petitions and agreements totaling 14 acres.
- ❖ Reviewed three final plats and minor subdivision plats totaling 81 new lots, including two additions to Windsor Creek.
- ❖ Provided staff to review and coordinate cases on 19 petitions before the Planning Commission and Zoning Hearing Officer.
- ❖ Performed building, zoning, and site plan review for construction of 101 new SF homes, 7 new commercial buildings, and 76 commercial/industrial remodels and additions.
- ❖ Conducted a total of 4,420 inspections of all types in 2012.
- ❖ Performed zoning use reviews and verifications on 77 new businesses, including 16 requests for home occupations.
- ❖ Managed zoning, permitting, and inspections on 101 new SF homes (up from 95 in 2011). A total of 414 new SF homes were built in all of St. Clair County in 2012 (down from 474 in 2011).
- ❖ Issued a total of 445 building permits (up from 402 in 2011) totaling \$66,298,094 (up 43% from 2011 which included Menards).
- ❖ Performed 1,067 residential occupancy inspections (down 4% from 2011) and 1,006 re-inspections (up 18% from 2011).
- ❖ Performed 222 commercial occupancy inspections (up from 191 in 2011) and 140 re-inspections (up from 121 in 2011).
- ❖ Handled 921 property maintenance complaints/cases in 2012 (historical data includes: 2011 - 707; 2010 - 473; 2006 - 367; 2003 - 192).
- ❖ Completed Rasp Farm grading and detention pond (awaiting developer submission of office park final plans).
- ❖ Completed Green Mount Medical Campus TIF (site planning phase to begin in 2012).
- ❖ Completed Central Park Plaza TIF and approved redevelopment plans for Menards, Central Park Retail Center, and Balke Brown Retail Center.
- ❖ Involved staff for participation 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.
- ❖ Provided internal design assistance on preparing site plans for Fire Station/Park Maintenance Facility through Senior City Planner Todd Bjerkaas.
- ❖ 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 Apostolic Church on South Lincoln.
- ❖ Assisted engineering to remediate the old Clark Station site downtown.
- ❖ Coordinated the second year of the Crime-Free Housing Program in conjunction with the O'Fallon Police Department.

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

Business	Activity	Value
Play it Again Sports	Remodel	\$20,000
Crown Vision	Finish	\$45,000
First Bank Banking Center	Finish	\$78,500
Alpine Shop	Remodel	\$86,000
Global Brew	Finish	\$114,096
Ambassador Flooring	Finish	\$150,000
PET Dairy Dock	Addition	\$209,400
Casey's General Store	Addition	\$375,000
PET Dairy Storage Locker	Remodel	\$406,400
Bella Milano	Finish	\$593,000
Salvatore Cincotta Photography	Remodel	\$725,000
Panda Express	New construction	\$500,000
Auto Zone	New construction	\$526,932
Walker Storage & Retail Center	New construction	\$2,756,565
St Clare School	Addition	\$3,965,888
Menards Retail Store	New construction	\$23,418,118

Goals and Objectives

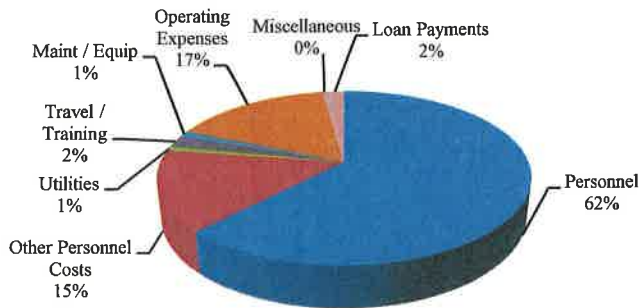
- ❖ Complete eGov Permitting Module, which will establish the ability to apply for permits and land use applications online, with payment and signature options. This would also apply to the Crime Free Program and Business/Liquor Licenses.
- ❖ Continue to provide support to the Police Department for the 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.
- ❖ 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.
- ❖ Provide assistance with the City's Strategic Plan in 2013.
- ❖ Continue to adequately manage increased number of complaints due primarily to foreclosures and the housing crisis.
- ❖ Economic Development – take on management responsibilities for economic development and coordinate incentives with Finance Director. Seek opportunities to continue improving business climate, including maintaining a balance between planning/zoning/building requirements and the needs of the business community.
- ❖ Assist in coordinating site/building plan approval for St. Elizabeth Hospital project.
- ❖ Review Rasp Farm final plat and construction.
- ❖ Encourage development of Rock Springs residential project.
- ❖ Work to fill any vacant storefronts.
- ❖ Encourage new development in the Central Park TIF, 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.
- ❖ Continue to streamline development and building plan review process.
- ❖ Evaluate needs/opportunities in the older parts of town; including Southview, Lincoln, and downtown.
- ❖ 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.
- ❖ Work with Heartlands Conservancy on funded IDOT federal planning grant for the SAFB Bicycle & Pedestrian Commuter Study for O'Fallon, SAFB, Shiloh, and Mascoutah.
- ❖ Complete and maintain Department Website, including new Econ Dev data.
- ❖ Complete sale of lease at E Washington to ATT.

Planning & Zoning Fund 01-56

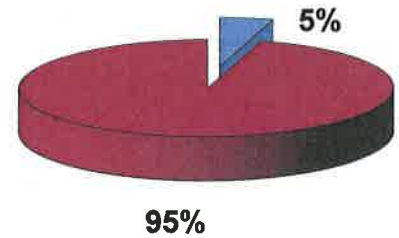
Category	FY14 Budget	FY13 Budget	% Change
Personnel Costs	\$562	\$526	7%
Other Personnel Costs	\$137	\$115	19%
Utilities	\$7	\$7	0%
Travel/Training	\$21	\$20	2%
Maintenance/Equip	\$8	\$12	(32)%
Operating Expenses	\$148	\$164	(9)%
Miscellaneous	\$1	\$2	(43)%
Loan Payments	\$18	\$18	(4)%
TOTAL	\$902	\$864	4%

➤ FY14 moves PT position to FT

FY14 Budget by Category

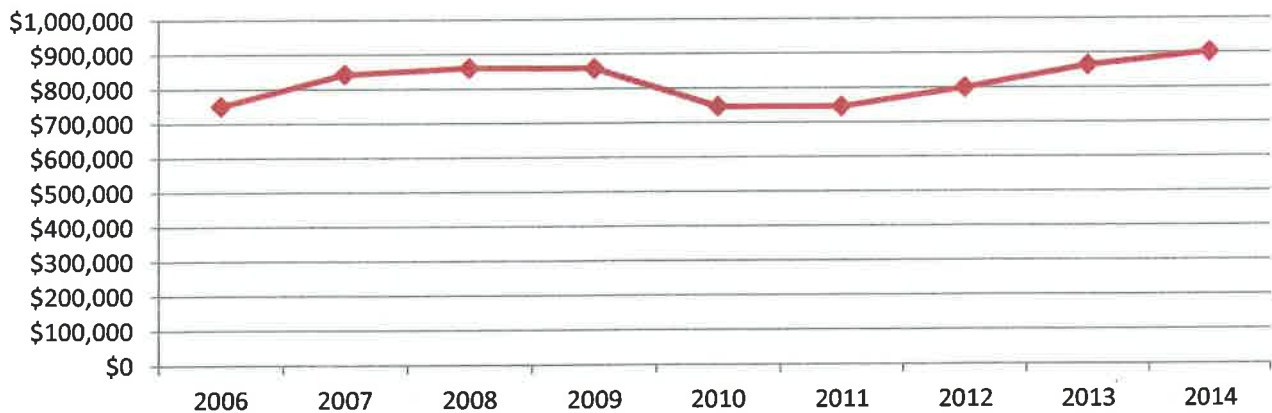


Planning & Zoning as a Percentage of the General Fund Budget



Expense Trend - Planning & Zoning

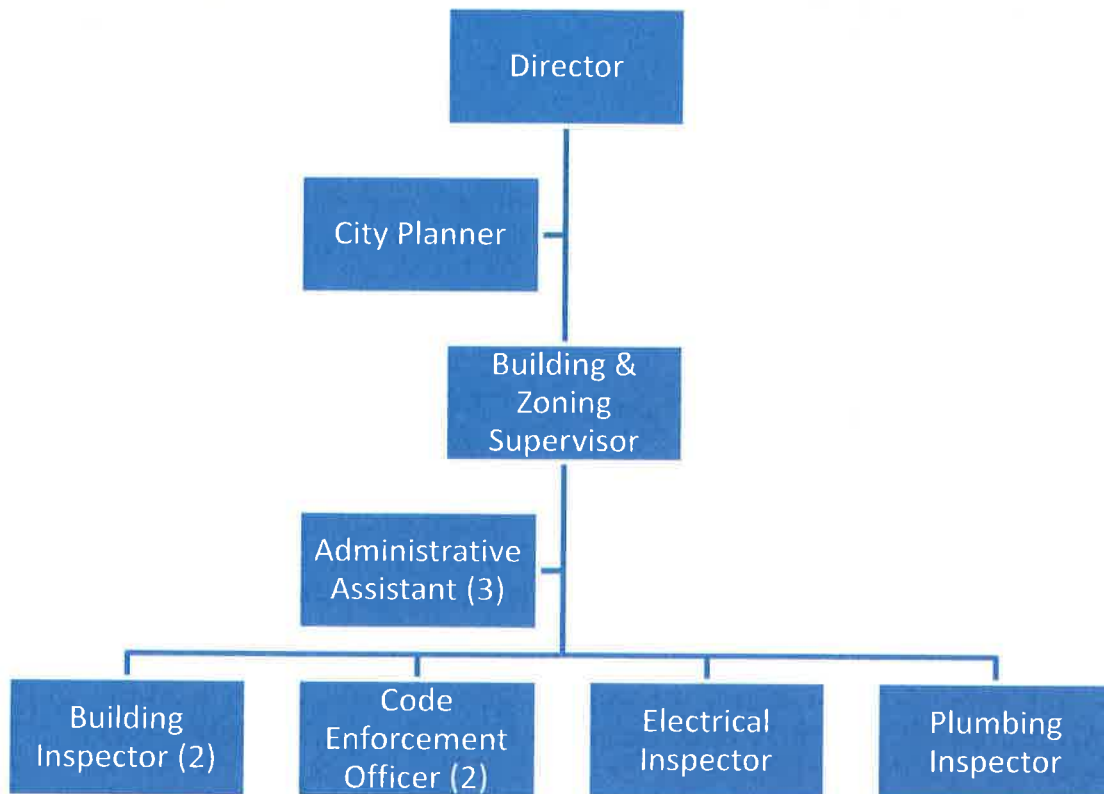
2006-2012 Actual
2013-2014 Budget



Personnel

Position	FY08	FY09	FY10	FY11	FY12	FY13	FY14
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	1	0	0	0	0	0
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	1	0	0	0	0	0
Building Inspector Combined	1	1	1	1	1	1	1
Code Enforcement Officer	2	2	2	2	2	2	2
				.25 temp	.25 temp	.25 temp	.50 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	1	0	.50 temp	.50 temp	.50 temp	1
TOTAL	12.50	12.50	9.50	10.25	10.25	10.25	11.00

Organizational Chart



Annual Budget by Classification - Planning & Zoning

Detail

	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Council - Level 3	% Change
Fund: 01 General Fund							
Expenditures							
EX10 - Personnel							
4000 - Salaries	\$511,741.31	\$454,440.38	\$454,787.46	\$496,475.91	\$478,770.00	\$528,100.00	110%
4001 - Part Time Salaries	\$2,057.50	\$4,884.00	\$4,556.00	\$12,297.91	\$45,000.00	\$32,000.00	71%
4005 - Overtime Wages	\$2,688.64	\$1,301.57	\$1,549.67	\$1,517.83	\$2,500.00	\$2,000.00	80%
EX10 - Personnel Totals	\$516,487.45	\$460,625.95	\$460,893.13	\$510,291.65	\$526,270.00	\$562,100.00	107%
EX15 - Other Personnel							
4006 - Contracted Services	\$6,613.00	\$12,674.00	\$420.00	\$70.00	\$0.00	\$0.00	
4030 - Hospitalization Insurance	\$85,707.35	\$68,967.57	\$80,428.70	\$88,602.54	\$100,000.00	\$120,280.00	120%
4031 - Dental Insurance	\$4,871.38	\$3,867.83	\$4,844.60	\$5,799.78	\$5,750.00	\$7,020.00	122%
4032 - Life Insurance	\$553.80	\$492.94	\$457.79	\$542.16	\$600.00	\$600.00	100%
4060 - Unemployment Compensation	\$1,425.50	\$1,525.68	\$2,074.69	\$2,702.62	\$2,000.00	\$2,200.00	110%
4210 - Workmens Comp Insurance	\$4,475.42	\$1,785.81	\$3,995.46	\$2,228.92	\$5,000.00	\$5,000.00	100%
4690 - Uniforms	\$1,401.69	\$1,306.54	\$1,388.44	\$1,941.06	\$2,000.00	\$2,250.00	113%
EX15 - Other Personnel Totals	\$105,048.14	\$90,620.37	\$93,609.68	\$101,887.08	\$115,350.00	\$137,350.00	119%
EX30 - Utilities							
4230 - Telephone	\$8,610.65	\$6,926.65	\$5,910.23	\$6,900.55	\$7,000.00	\$7,000.00	100%
EX30 - Utilities Totals	\$8,610.65	\$6,926.65	\$5,910.23	\$6,900.55	\$7,000.00	\$7,000.00	100%
EX40 - Travel/Training							
4290 - Travel Expense	\$7,990.51	\$1,864.78	\$5,112.87	\$4,561.66	\$7,000.00	\$7,000.00	100%
4300 - Automobile Allowance	\$2,635.33	\$1,045.35	\$1,443.62	\$1,454.79	\$1,600.00	\$1,600.00	100%
4320 - Training	\$4,215.07	\$5,233.91	\$5,818.47	\$4,335.25	\$8,000.00	\$8,000.00	100%
4416 - Dues	\$2,741.25	\$2,276.00	\$2,857.00	\$2,710.00	\$3,500.00	\$4,000.00	114%
EX40 - Travel/Training Totals	\$17,582.16	\$10,420.04	\$15,231.96	\$13,061.70	\$20,100.00	\$20,600.00	102%
EX50 - Maintenance & Equipment							
4100 - Maintenance Bldgs	\$529.77	\$1.04	(\$237.25)	\$0.00	\$400.00	\$0.00	0%
4110 - Maintenance Vehicles	\$2,465.49	\$1,685.36	\$2,509.18	\$3,130.38	\$5,500.00	\$5,000.00	91%
4120 - Maintenance Equipment	\$2,582.07	\$92.34	\$160.50	\$177.00	\$300.00	\$300.00	100%
4655 - Equipment- Non-capital	\$0.00	\$1,050.54	\$4,742.36	\$2,056.38	\$5,074.00	\$2,500.00	49%
4670 - Maintenance Supplies	\$87.70	\$52.90	\$570.12	\$791.54	\$800.00	\$400.00	50%
EX50 - Maintenance & Equipment Totals	\$5,665.03	\$2,882.18	\$7,744.91	\$6,155.30	\$12,074.00	\$8,200.00	68%
EX60 - Operating Expenses							
4220 - General Insurance	\$14,338.83	\$15,483.52	\$15,203.61	\$15,395.99	\$20,000.00	\$20,500.00	103%
4280 - Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4330 - Postage	\$10,142.49	\$3,779.20	\$6,785.65	\$6,315.02	\$7,500.00	\$7,500.00	100%
4340 - Computer Services	\$44,696.81	\$60,155.58	\$28,568.38	\$14,936.78	\$23,000.00	\$30,590.00	133%
4345 - IT Support/Services	\$13,708.60	\$21,186.74	\$34,583.60	\$34,752.73	\$24,000.00	\$18,940.00	79%
4350 - Printing & Publishing	\$4,175.28	\$3,706.87	\$4,298.37	\$2,641.15	\$5,500.00	\$4,500.00	82%

Annual Budget by Classification - Planning & Zoning

Detail

4351 - Recording Fees	\$1,119.00	\$616.00	\$1,161.00	\$761.00	\$1,500.00	\$2,000.00	133%
4360 - Accounting Services	\$4,176.49	\$4,662.00	\$4,240.69	\$4,384.50	\$4,500.00	\$4,500.00	100%
4380 - Legal Services	\$34,793.50	\$40,052.48	\$17,310.30	\$11,967.63	\$25,000.00	\$20,000.00	80%
4390 - Professional Service	\$36,799.74	\$9,184.62	\$13,865.08	\$21,528.02	\$25,000.00	\$14,000.00	56%
4395 - Nuisance Abatements	\$3,767.38	\$2,875.00	\$3,650.55	\$3,875.00	\$6,000.00	\$6,000.00	100%
4640 - Computer Supplies	\$4,986.04	\$503.62	\$394.36	\$359.03	\$1,500.00	\$1,000.00	67%
4650 - Office Supplies	\$11,268.25	\$15,901.40	\$14,767.35	\$11,487.82	\$4,000.00	\$3,500.00	88%
4660 - Gasoline & Oil	\$8,221.19	\$5,000.07	\$6,506.04	\$9,570.77	\$8,000.00	\$9,000.00	113%
4680 - Operating Supplies	\$1,069.65	\$1,554.32	\$976.26	\$716.34	\$1,500.00	\$750.00	50%
4710 - Publications	\$2,940.76	\$3,642.01	\$6,434.70	\$1,750.04	\$3,500.00	\$3,000.00	86%
4783 - Insurance Deductible	\$0.00	\$2,499.90	\$0.00	\$0.00	\$0.00	\$0.00	
4954 - Equipment Lease Payment	\$3,153.88	\$2,833.38	\$2,778.32	\$3,084.79	\$3,000.00	\$2,470.00	82%
EX60 - Operating Expenses Totals	\$199,357.89	\$193,636.71	\$161,524.26	\$143,526.61	\$163,500.00	\$148,250.00	91%
<u>EX70 - Miscellaneous</u>							
4550 - Overpayment Refunds	\$264.00	\$315.00	\$715.87	\$100.00	\$750.00	\$500.00	67%
4809 - Miscellaneous Expense	\$903.86	\$14.45	\$909.75	\$68.27	\$1,000.00	\$500.00	50%
EX70 - Miscellaneous Totals	\$1,167.86	\$329.45	\$1,625.62	\$168.27	\$1,750.00	\$1,000.00	57%
<u>EX71 - Capital Expenditures</u>							
4810 - Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4832 - Vehicle Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4833 - Vehicles	\$0.00	\$0.00	\$0.00	\$17,263.00	\$0.00	\$0.00	
4840 - Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
EX71 - Capital Expenditures Totals	\$0.00	\$0.00	\$0.00	\$17,263.00	\$0.00	\$0.00	+++
<u>EX83 - Loan Payable - principal</u>							
4955 - Loan payment-principal	\$4,151.29	\$61.62	(\$1,342.98)	\$75.01	\$17,425.00	\$16,980.00	97%
5000 - Interest - Loans	\$321.38	\$79.56	\$559.84	\$459.27	\$1,000.00	\$630.00	63%
EX83 - Loan Payable - principal Totals	\$4,472.67	\$141.18	(\$783.14)	\$534.28	\$18,425.00	\$17,610.00	96%
Expenditure Totals	\$858,391.85	\$765,582.53	\$745,756.65	\$799,788.44	\$864,469.00	\$902,110.00	104%
Fund Total: General Fund	(\$858,391.85)	(\$765,582.53)	(\$745,756.65)	(\$799,788.44)	(\$864,469.00)	(\$902,110.00)	104%
Revenue Grand Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Expenditure Grand Totals:	\$858,391.85	\$765,582.53	\$745,756.65	\$799,788.44	\$864,469.00	\$902,110.00	104%
Net Grand Totals:	(\$858,391.85)	(\$765,582.53)	(\$745,756.65)	(\$799,788.44)	(\$864,469.00)	(\$902,110.00)	104%