

Fund:
GENERAL

Department:
DEVELOPMENT SERVICES

Division:
PLANNING SERVICES

Division No.: **40220**

MISSION:

The mission of the Planning Services Division is to facilitate the orderly growth and development of the City and property within the extra territorial jurisdiction.

SERVICES:

The Planning Services Division is responsible for the administration of the City's zoning, subdivision and site plan regulations. The Planning Services Division coordinates growth management relating to annexations and development within the extra territorial jurisdiction. Staff is responsible for updating and implementing the Comprehensive Plan. Staff provides support to the Planning Commission, Preservation Commission, Zoning Board of Appeals, and Downtown Improvement Committee. The Planning Services Division collects and analyzes Census data and serves as the point of contact to the U.S. Census Bureau. Staff members serve on various boards including the Illinois Chapter of the American Planning Association, Carbondale Main Street, and Keep Carbondale Beautiful.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Maintain a pattern of positive growth in the community

Objective:

1. Encourage development within the City limits

Strategies:

- a. Assist developers to infill vacant tracts within the City limits by identifying vacant or under-utilized land with existing infrastructure
- b. Assist development projects in expanding areas of the City
- c. Work with the Community Investment Program Committee to recommend upgrades to infrastructure in potential infill areas

Objective:

2. Enhance downtown development activities

Strategies:

- a. Provide support to the Downtown Improvement Committee and Carbondale Main Street on Downtown improvement projects
- b. Promote downtown Carbondale as a viable place to conduct business

Objective:

3. Work with citizens and developers to provide equitable and prompt administration of development regulations to protect the public health, safety and welfare while also facilitating sound development projects

Strategies:

- a. Coordinate activities of the Development Assistance Committee and Engineering Advisory Committee and streamline development review of site plans, subdivisions and the issuance of zoning certificates
- b. Provide support to the Planning Commission and Zoning Board of Appeals for zoning-related issues
- c. Implement recommendations contained in the Comprehensive Plan regarding development regulations and site plan review
- d. Review and revise the Zoning Ordinance to maintain and enhance effectiveness and implement best practices
- e. Provide information to all segments of the public relative to specific parcels of land and development regulations
- f. Examine ways to further expedite the rezoning and development process while staying in compliance with statutory requirements
- g. Monitor development and signage in the City's zoning jurisdiction to make sure proper permits and approvals have been obtained

Objective:

4. Plan for future land development within the City and in the 1.5 mile zoning jurisdiction

Strategies:

- a. Implement the recommendations contained in the Comprehensive Plan
- b. Expand the City's zoning boundaries when new annexations result in the expansion of the City's 1.5 mile zoning jurisdiction
- c. Maintain the City's floodplain ordinance in compliance with all state and federal regulations
- d. Provide assistance to special long-range planning projects as the need arises

GOAL:

- B. Expand the City's boundaries

Objective:

1. Actively seek the annexation of additional properties into the City to facilitate orderly growth at the City's periphery

Strategies:

- a. Implement the City's policy contained in Resolution No. 95-R-62 requiring properties requesting rezoning or subdivision approvals or desiring City's water or sanitary sewer to be in the City or to have a binding agreement to annex into the City
- b. Advocate the benefits of having property annexed into the City limits

GOAL:

- C. Support historic preservation efforts in the community

Objective:

1. Establish additional historic districts and neighborhood preservation districts

Strategies:

- a. Work with the Preservation Commission to encourage nominations of historic properties throughout the City
- b. Work with the Preservation Commission and property owners to nominate additional property as landmarks or historic districts

Objective:

2. Increase community awareness of historic preservation activities and opportunities

Strategies:

- a. Work with the Preservation Commission on implementing recommendations contained in the Preservation Plan for the City of Carbondale
- b. Encourage appropriate preservation projects through the use of previously published educational material including the Architectural Preservation Guidelines, the Historic Town Square Study and the Architectural / Historical Survey of the Central Area of Carbondale
- c. Expand the number of pictures in the City's Photo Archives by working with community groups to sponsor workshops for copying old photos
- d. Assist the Preservation Commission with its Oral History Project to interview community residents about their experiences living in Carbondale
- e. Assist the Preservation Commission with its awards program

GOAL:

- D. Assist in the continued growth and development of the City's Geographic Information system (GIS) database

Objective:

1. Coordinate the exchange of GIS information with Jackson County and Jackson County 911

Strategies:

- a. Secure digital updates from Jackson County and Jackson County 911 on a semi-annual basis and input the information into the City's GIS database

Objective:

2. Coordinate and encourage the use of GIS within the various City Departments

Strategies:

- a. Serve as the facilitator for the City's GIS database between departments
- b. Maintain existing and provide additional GIS control points within the corporate limits and the one and one-half mile area immediately adjacent to the City. These points are to be used to locate future developments
- c. Maintain City infrastructure records and atlases

PROGRAM HIGHLIGHTS:

The Planning Services Division will continue to provide prompt and equitable service to the public in the administration of zoning, subdivision and site plan regulations. Zoning requirements will continue to be monitored and enforced to be compliant within the City and the extraterritorial zoning jurisdiction. Efforts to review development regulations will focus on recommendations contained in the Comprehensive Plan. Planning resources will be provided to special projects as they are assigned.

During FY 2013, the City experienced additional growth through the annexation and subdivision of property. The expansion of the City was done to be in compliance with growth management policies and objectives.

In FY 2013, the Planning Commission reviewed several cases involving a variety of different requests. The Planning Commission will continue to consult the Comprehensive Plan for guidance when making recommendations on land use and development.

Also in FY 2013, the Planning Services Division continued to provide support to the U.S. Census Bureau. Planning personnel will continue to provide updates for the annual Boundary and Annexation Survey (BAS) Program and serve as the contact to the U.S. Census Bureau.

In FY 2013, the Planning Services Division continued to maintain the City's Geographic Information System. Work has continued to ensure the accuracy of the City's utilities through field verification using a Global Positioning System. Staff coordinates with various other departments to provide detailed informational maps as requested.

The Planning Services Division continued throughout FY 2013 the practice of issuing and enforcing all permanent and temporary sign permits. Through a fair and consistent enforcement effort, property owners have a better understanding of the regulations.

In FY 2013, the Planning Services Division coordinated revisions to, and ultimately the adoption of, a new Title 15. Title 15 regulates all planning, zoning and subdivision activity within the City. The document will help ensure that new development is built to the standards outlined in the Comprehensive Plan and existing features are maintained with the community's best interest in mind.

In FY2014, The City will continue with phase II of the update to the zoning ordinance which will involve amending the subdivision regulations in Title 15. The City

will also begin the processing of updating the City's Comprehensive Plan to reflect progress that has been made since adoption. While most of this work can be done in house, the services of a consultant may be necessary to facilitate this process.

In FY 2014, the Planning Services Division will continue to assist the Preservation Commission in implementing recommendations contained in the Preservation Plan. Funds are provided in the FY 2014 Budget for supplies for Preservation Commission activities including additional plaques for properties placed on the local register, the Photo Archive Collection, a local awards program to recognize preservation efforts, and materials for the Oral History project.

In FY 2014, Planning Services will continue to work on Downtown development activities by supporting the Downtown Improvement Committee and serving on the Carbondale Main Street board.

In FY 2014, Staff will continue to serve as the Region 6 coordinator for the American Planning Association Illinois State Section (ISS). Involvement with the ISS highlights the City's planning efforts and brings statewide recognition to a well respected department.

In FY 2014, professional advancement efforts will focus on staff maintaining certification with the American Institute of Certified Planners (AICP) through continued education and training. Planning staff will continue to attend local and regional planning workshops and conferences and participate in activities sponsored by the Illinois Chapter of the American Planning Association, the Illinois Historic Preservation Agency and the Illinois Association for Floodplain & Storm Water Management.

In FY 2014, the Planning Services Division will provide assistance to the Building and Neighborhood Services Division in the implementation of the Land Management (LAMA) computer software.

Also in FY 2014, the Planning Services Division will continue to assign new addresses within the City limits and coordinate the address system with Jackson County 911.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Zoning Certificates Issued	A-3	132	200	130	200
Sign Permits Issued	A-3	109	100	120	120
Planning Commission Cases Processed	A-3	14	25	10	25
Average Staff Hours Per Planning Commission Case	A-3	31.3	50	48.2	50
Zoning Board of Appeals Cases Processed	A-3	2	3	3	3
Staff Hours Per ZBA Case	A-3	53	30	38	50
Site Plan Applications Processed	A-3	8	20	12	20
Average Staff Hours Per Site Plan Case	A-3	16	25	16	25
Subdivision Approvals Processed	A-3	1	10	3	5
Average Staff Hours Per Subdivision Case	A-3	22	35	4	35
Annexation and Annexation Agreement Cases Processed	B-1	3	15	7	15
Average Staff Hours Per Annexation Case	B-1	11.3	18	48	20
Number of Right-of-Way and Subdivision Plats Vacated and Encroachment permits processed	A-3	3	6	6	6
Average Staff Hours Per Right-Of-Way or Plat Vacation	A-3	6.0	15	4	15
Staff Hours in Support of Preservation Commission	C-1/C-2	144	200	109	200
Staff Hours in Support of Carbondale Main Street and Downtown-Related Activities	A-2	16	20	7	20
Staff Hours in Support of Comprehensive Plan/Zoning Code	A-4	219	200	180	200

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
Senior Planner	1.00	1.00	0.01	0.00	\$0
Planner	0.88	1.00	1.81	2.00	\$85,775
GIS Specialist	1.00	1.00	1.00	1.00	\$45,477
Administrative Secretary	0.99	1.00	0.99	1.00	\$37,960
TOTAL	3.87	4.00	3.81	4.00	\$169,212

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Division No.: 40220

EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2012	BUDGET FY2013	ACTUAL FY2013	BUDGET FY2014
PERSONAL SERVICES				
100 Employee Salary and Wages	164,605	178,461	155,823	169,212
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	918	0	0	0
110 Employee Overtime	0	0	0	1,840
130 Employee Health Ins. Benefits	32,951	35,297	25,849	23,263
131 Employee Retirement Benefits	30,159	35,271	31,386	35,894
140 Employee Work. Comp. Benefits	1,092	1,252	957	458
TOTAL PERSONAL SERVICES	229,725	250,281	214,015	230,667
DIRECT OPERATING CHARGES & SERVICES				
200 Professional and Consultant Fees	35,487	16,644	8,000	10,000
210 Publishing and Filing Fees	2,259	3,600	2,300	3,600
220 Communications-Telephone	177	225	132	0
222 Communications-Postage	1,614	3,025	2,500	3,350
240 Travel, Conferences, Training	144	3,090	770	1,550
270 Outside Printing Services	125	1,940	1,750	600
271 Other Outside Services	3,939	235	39	750
272 Office Supplies	2,396	2,475	2,066	2,475
273 Operating Supplies & Materials	2,879	3,075	3,055	3,100
275 Motor Fuels and Lubricants	329	674	200	594
280 Subscriptions and Memberships	643	1,018	916	973
299 Operating Equipment	2,320	2,925	2,089	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	52,312	38,926	23,817	26,992
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment-Parts	763	800	79	800
TOTAL SRVCS. & CHRGS. TRANS IN	763	800	79	800
TOTAL EXPENDITURES	282,800	290,007	237,911	258,459