

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 underutilized 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 Carbondale Main Street and other organizations on downtown improvement projects
- b. Promote downtown Carbondale as a viable place to conduct business

c. Assist in the development and implementation of the Downtown Master Plan.

**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
- h. Assist in the administration of the City's Chicken Coop Licensing program, including issuing licenses and monitoring chicken coop's for compliance with the ordinance

**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, where appropriate, 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 1.5 mile area immediately adjacent to the City. These points are to be used to locate future developments
- c. Maintain City infrastructure records and atlases

**GOAL:**

- E. Promote and encourage the City's commitment to being a Bicycle Friendly Community.

**Objective:**

1. Work to establish the City as a community that values the importance of bicycling and the positive impact bicycling can have on the community.

**Strategies:**

- a. Obtain a Bicycle Friendly Designation from the League of American Bicyclist.
- b. Implement recommendations included in the City's Bicycle Master Plan.
- c. Encourage bicycling within the community by increasing access to bicycle amenities.
- d. Provide educational outreach in order to highlight the importance of bicycle safety and raise awareness among users of all modes of transportation.

**PROGRAM HIGHLIGHTS:**

The Planning Services Division will continue to provide prompt and equitable service to the public in the administration of the 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 2016, the City experienced additional growth through the annexation and subdivision of property. The expansion of the City was done in compliance with the City's growth management policies and objectives.

In FY 2016, 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 2016, 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 2016, 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 2016 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 2016, the Planning Services Division coordinated revisions to Title 15 of the Carbondale Revised Code. These revisions included balancing new development with the need for stormwater detention and the bicycle parking guidelines were improved. Title 15 regulates all planning, zoning and subdivision activity within the City. All amendments are enacted to 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 FY 2016, the City and the Preservation Commission continued to work with the Illinois Historic Preservation Agency to ensure all requirements of the Certified Local Government (CLG) are met. A Founder's Day celebration was also held to spotlight the City's rich history.

In FY 2016, the Planning Services Division continued to assist the Downtown Advisory Committee in the drafting of the new Downtown Master Plan. This Plan will help to guide and promote new development within the Downtown.

In FY 2016, the Planning Services Division has been working

closely with a consulting firm on a new Bicycle Master Plan for the City. The Bicycle Master Plan will provide recommendations that will help the City become a Bicycle Friendly Community.

In FY 2017, 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 2017 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 2017, 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 2017, 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 2017, 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 2017, 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 2017, 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:**

<b>Performance Measurements</b>	<b>Division Goal/ Objective</b>	<b>Actual FY 2015</b>	<b>Authorized Budget FY 2016</b>	<b>Estimated Actual FY 2016</b>	<b>Budget FY 2017</b>
Zoning Certificates Issued	A-1, A-3	159	200	167	200
Site Plan Applications Processed	A-1, A-3	18	20	10	20
Staff Hours in Support of Comprehensive Plan/Downtown Master Plan	A-2, A-4	196	200	257	200
Sign Permits Issued	A-3	129	120	148	130
Planning Commission Cases Processed	A-3	11	25	14	15
Average Staff Hours Per Planning Commission Case	A-3	64	50	63	50
Zoning Board of Appeals Cases Processed	A-3	5	3	4	3
Staff Hours Per ZBA Case	A-3	35	50	47	50
Average Staff Hours Per Site Plan Case	A-3	14	25	23	25
Subdivision Approvals Processed	A-3	1	5	2	5
Average Staff Hours Per Subdivision Case	A-3	15	35	5	35
Chicken Coop License Issued	A-3	19	30	20	30
Number of Right-of-Way and Subdivision Plats Vacated and Encroachment permits processed	A-3	3	6	2	6
Average Staff Hours Per Right-Of-Way or Plat Vacation	A-3	10	15	15	15
Staff Hours in Support of Carbondale Main Street and Downtown-Related Activities	A-4	32	20	65	35
Annexation and Annexation Agreement Cases Processed	B-1	0	15	2	15
Average Staff Hours Per Annexation Case	B-1	0	20	11	20
Staff Hours in Support of Preservation Commission	C-1/C-2	326	200	207	250
Staff Hours in Support of Bicycle Planning	E-1	100	100	100	100

**NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:**

<b>POSITION TITLE</b>	<b>ACTUAL FY 2015</b>	<b>AUTHORIZED BUDGET FY 2016</b>	<b>ESTIMATED ACTUAL FY 2016</b>	<b>BUDGET FY 2017</b>	<b>\$ AMOUNT BUDGET FY 2017</b>
Planner	2.00	2.00	2.00	2.00	\$90,230
GIS Specialist	1.00	1.00	1.00	0.00	\$0
Administrative Secretary	1.00	1.00	1.00	1.00	\$33,530
<b>TOTAL</b>	4.00	4.00	4.00	3.00	\$123,760

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Department: DEVELOPMENT SERVICES

Division No.: 40220

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2015	BUDGET	ACTUAL	BUDGET
		FY2016	FY2016	FY2017
<b>PERSONAL SERVICES</b>				
100 Employee Salary and Wages	167,950	165,066	145,407	123,760
101 Accrued Sick Leave	0	0	0	0
102 Accrued Vacation Leave	(62)	0	0	0
110 Employee Overtime	1,947	1,909	986	1,952
130 Employee Health Ins. Benefits	33,039	35,014	30,526	18,837
131 Employee Retirement Benefits	36,855	34,072	29,017	24,702
140 Employee Work. Comp. Benefits	428	392	347	374
TOTAL PERSONAL SERVICES	240,157	236,453	206,283	169,625
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>				
210 Publishing and Filing Fees	324	1,500	250	1,500
222 Communications-Postage	1,873	3,350	1,800	3,350
240 Travel, Conferences, Training	395	1,550	800	1,550
270 Outside Printing Services	0	600	500	600
271 Other Outside Services	150	600	500	600
272 Office Supplies	2,558	2,475	1,500	2,475
273 Operating Supplies & Materials	1,729	2,850	2,000	2,150
275 Motor Fuels and Lubricants	569	739	500	600
280 Subscriptions and Memberships	1,164	1,371	1,200	991
299 Operating Equipment	0	0	0	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	8,762	15,035	9,050	13,816
<b>SERVICES AND CHARGES TRANSFERRED IN</b>				
311 Vehicle & Equipment-Parts	1,299	800	250	800
TOTAL SRVCS. & CHRGS. TRANS IN	1,299	800	250	800
<b>TOTAL EXPENDITURES</b>	<b>250,218</b>	<b>252,288</b>	<b>215,583</b>	<b>184,241</b>