



City of Evanston

Community Development Department

Department Overview

Purpose:

The Community Development Department's mission is to strengthen Evanston's neighborhoods, housing stock and commercial property through a wide range of services and programmatic activities. Specific objectives to achieve this mission include:

- Ensuring that all Evanstonians live in decent, clean, safe housing
- New construction meets safety and building code standards
- The viability of Evanston's neighborhoods and downtown is maintained, balancing the old and new
- Low and moderate income households can remain in their homes
- Attractive new developments enhance the tax base
- Neighborhood businesses can maintain their properties through economic development Incentives
- Existing Evanston businesses are retained and desired new businesses are attracted
- The historic character of Evanston architecture and design is celebrated and preserved
- Providing opportunities for citizen engagement and participation to achieve desired community development

Primary Services/Divisions:

The divisions of the department are:

- Building and Zoning (16 FTE)
- Property Standards and Housing Rehabilitation (10 FTE)
- Planning (5 of 8 FTE funded by General Fund)
- Administration (2 FTE)

Number of Full-time Positions: 33

Number of Part-time Positions: 0

List of Committees/Boards that require staff assistance:

- Planning & Development Committee
- Plan Commission
- Zoning Board of Appeals
- Housing & Community Development Act Committee
- Preservation Commission
- Housing Commission
- Economic Development Committee
- Sign Review & Appeals Board
- Northwestern University/City Committee
- Energy Commission
- Technical Review Group



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Mandated vs. Non-Mandated Services

(Required by Federal/State/ or Local Legislation)

Mandated Services:

Planning Division

- Comprehensive Plan Amendments
- Plan Commission, Plan Development and Zoning Amendments
- Historic Preservation Reviews and Certificates of Appropriateness
- Historic Landmark and District Designations
- Administration of Condo Conversion Ordinance
- Economic Development – Tax Increment Financing Requirements
- Inclusionary Housing Ordinance and Administration
- Affordable Housing Demolition Tax

(Planning Division) Federal Mandates as a Result of Accepting CDBG Home & Emergency Shelter Grant Funding of Approximately \$2,650,000 for 2010-11:

- Consolidated Plan
- Housing Finance for Affordable Housing
- Administration and HUD Reporting, Including Annual CAPER
- Downpayment Assistance
- One Year Action Plan
- Neighborhood Planning and Revitalization
- Compliance Monitoring of Completed-Funded Projects
- Evaluation of all CDBG and Home Proposals

Building and Zoning Division

- Enforcement of Building Codes
- Issuance of Building Permits and Inspections
- Plan Commission, Plan Development and Zoning Amendments
- Zoning Board of Appeals (Variations & Special Uses)
- Zoning Analysis
- Inspection of Water and Sewer Service
- Elevator Inspection Program
- Enforcement of State Plumbing Code
- Enforcement of State Accessibility Code
- Enforcement of State Energy Code
- Issuance of Certificates of Occupancy
- Coordinates Review of Plats, Subdivision, Resubdivision and Consolidation
- Site Plan and Appearance Review Coordination
- Zoning Ordinance Enforcement

Property Standards and Housing Rehabilitation Division

- Property Standards Inspections – Rental Housing
- Registration of Rental property
- Licensing and Inspections of Rooming Houses
- Compliance with Special Use Litter Plans and Area Litter Inspections
- Condemnation of Dangerous Buildings
- Vacant Building Registrations and Inspections
- Works with Health and Zoning on Special Inspectional Services



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	<p>(Property Standards and Housing Rehabilitation Division) Federal Mandates as a Result of Accepting CDBG Home & Emergency Shelter Grant Funding of Approximately \$2,650,000 for 2010-11:</p> <ul style="list-style-type: none"> ▪ Single Family and Multi Family Rehabilitation Finance and Contractual Assistance ▪ Conducts Area Inspections Program <p>Non-Mandated Services:</p> <p>Planning Division</p> <ul style="list-style-type: none"> ▪ Economic Development Finance ▪ Business Retention and Expansion ▪ Redevelopment and Revitalization ▪ Electric Service Reliability Enhancement ▪ Streetscapes ▪ Corridor Planning <p>Property Standards and Housing Rehabilitation Division</p> <ul style="list-style-type: none"> ▪ Response to complaints outside CDBG target area 																																											
Financial Summary	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">FY 09-10 Department Specific Revenues</td> <td style="text-align: right;">\$ 4,075,600</td> </tr> <tr> <td>FY 09-10 Budgeted Expenses:</td> <td style="text-align: right;">\$ 3,461,800</td> </tr> <tr> <td style="text-align: right;">Variance:</td> <td style="text-align: right;">\$ 613,800</td> </tr> </table> <p>Department Specific Revenues:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="text-align: left;">Revenue Type</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr><td>Building Permits</td><td style="text-align: right;">\$ 2,500,000</td></tr> <tr><td>Heating Ventilation A/C Permits</td><td style="text-align: right;">210,000</td></tr> <tr><td>Condo Conversion Application Fees</td><td style="text-align: right;">15,000</td></tr> <tr><td>Contractor Licenses</td><td style="text-align: right;">75,000</td></tr> <tr><td>Commercial Driveway Permits</td><td style="text-align: right;">0</td></tr> <tr><td>Electrical Permits</td><td style="text-align: right;">130,000</td></tr> <tr><td>Elevator Permits</td><td style="text-align: right;">50,000</td></tr> <tr><td>Other/Miscellaneous Permits</td><td style="text-align: right;">445,000</td></tr> <tr><td>Permit Penalty Fees</td><td style="text-align: right;">15,000</td></tr> <tr><td>Plat Approval Fees</td><td style="text-align: right;">1,500</td></tr> <tr><td>Plumbing Permits</td><td style="text-align: right;">135,000</td></tr> <tr><td>Rooming House Licenses</td><td style="text-align: right;">263,100</td></tr> <tr><td>Sign Awning Permits</td><td style="text-align: right;">10,000</td></tr> <tr><td>Annual Sign Fees</td><td style="text-align: right;">30,000</td></tr> <tr><td>Rental Dwelling Registration</td><td style="text-align: right;">146,000</td></tr> <tr><td>Zoning Fees</td><td style="text-align: right;">50,000</td></tr> <tr> <td style="text-align: right;">Total Revenues:</td> <td style="text-align: right;">\$ 4,075,600</td> </tr> </tbody> </table> <p>% of Budget that is allocated for mandated services: 90%</p> <p>Balance of expenses funded from General Fund Revenues: \$+613,800</p>		FY 09-10 Department Specific Revenues	\$ 4,075,600	FY 09-10 Budgeted Expenses:	\$ 3,461,800	Variance:	\$ 613,800	Revenue Type	Amount	Building Permits	\$ 2,500,000	Heating Ventilation A/C Permits	210,000	Condo Conversion Application Fees	15,000	Contractor Licenses	75,000	Commercial Driveway Permits	0	Electrical Permits	130,000	Elevator Permits	50,000	Other/Miscellaneous Permits	445,000	Permit Penalty Fees	15,000	Plat Approval Fees	1,500	Plumbing Permits	135,000	Rooming House Licenses	263,100	Sign Awning Permits	10,000	Annual Sign Fees	30,000	Rental Dwelling Registration	146,000	Zoning Fees	50,000	Total Revenues:	\$ 4,075,600
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