



**DUPAGE
COUNTY**

Building
Division

Zoning &
Planning Division

Environmental
Division

BUILDING & ZONING DEPARTMENT

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MEMORANDUM

TO: DuPage County Development Committee

FROM: Jim Stran – Building & Zoning Manager

DATE: May 21, 2024

RE: Request for Additional Headcount

Action Requested: *The Building & Zoning Department is requesting the addition of one new headcount, Zoning Administration Coordinator.*

Periodically the Building & Zoning Department reviews and recommends updates to the departmental staffing plan. The overall staff presently consists of 30 members. Currently the Planning & Zoning Division incorporates a Planning & Zoning Administration Coordinator, a Zoning Administration Coordinator, and an Administration Specialist.

In recent years, the level of work performed by the Building & Zoning Department has increased steadily. Since 2013 the department has seen increases in all metrics we monitor. Typical examples of these increases are building permits issued in 2013 were 2,750 in 2023 3,069. Customers served in 2013 10,791 and in 2023 15,719, adjudication hearings in 2013 174 new cases in 2023 351 new cases, and inspections in 2013 14,369 in 2023 18,418.

Additionally, the Planning & Zoning Division has initiated the Neighborhood Revitalization program, Community Rating System Program, coordinated multiple Local Technical Assistance Grants through CMAP, represented the County at local TIF District meetings, and been the staff liaison to the County Board for multiple Ad-Hoc Committees.

While this expansion in the workload has been occurring the Planning & Zoning Division staff has not had their staff increased. It is the request of the department that we be allowed to increase this area by one headcount. The position we are requesting will be an additional Zoning Administration Coordinator. The total cost of this new position, including benefits, will be \$119,475.00. Funding for this position is available within the Building & Zoning budget.