



McHenry County  
Planning, Environment & Development - Public Meeting  
AGENDA

September 2, 2025, 8:30 AM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

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1. CALL TO ORDER	
Roll Call	
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McHenry County  
Planning, Environment & Development - Public  
Meeting  
MINUTES

August 5, 2025, 8:30 AM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Larry Smith, Carolyn Campbell, Joseph Gottemoller, Carl Kamienski, Jim Kearns, Deena Krieger, Paul Thomas

Portions of these minutes may include content based on transcripts created by Generative AI technology (Otter.ai). Full comments on all agenda items are included in the video recording of this meeting.

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1. CALL TO ORDER

Meeting called to order at: 8:30 A.M.

Also present: Peter Austin, County Administrator; Scott Hartman, Deputy County Administrator; Adam Wallen, Director of Planning and Development; Laura Scarry, SAO Chief of Civil Division; Kevin Chrzanowski, Assistant State's Attorney; Stoyan Kolev, Water Resource Manager.

2. MINUTES APPROVAL

Mover: Kamienski  
Secunder: Gottemoller

Approve previous minutes from the June 3, 2025 meeting.

Aye (6): Smith, Campbell, Gottemoller, Kamienski, Krieger, and Thomas

Absent (1): Kearns

**Recommended (6 to 0)**

2.1 Planning, Environment & Development - Public Meeting - Jun 3, 2025 8:30 A.M.

3. PUBLIC COMMENT

Mr. Kearns arrives at 8:34 A.M.

Mary McCann, regarding zoning

4. MEMBERS' COMMENTS

Jim Kearns raised an issue occurring in his district that he believed warranted consideration for a future ordinance change. He explained that near the school district property in his area, individuals had been shooting firearms adjacent to the property. He emphasized that, while he supported gun rights, this situation presented a safety concern that could become a serious problem if not addressed.

He stated that the matter might require an ordinance change specific to properties located next to school district property. He noted that such a proposal would need review by the State's Attorney's Office to determine what could legally be implemented, as the sheriff currently had limited authority to address the issue.

He warned that the situation could escalate, especially if someone were to get hurt, and urged the committee to consider proactive measures. He proposed banning firearm use within 1,000 feet of a home or school district property. He clarified that the intent was not to restrict self-defense but rather to prevent target shooting near sensitive areas such as schools. He stressed that this issue was very important to residents in his district.

The committee agreed that the matter could be placed on a future agenda and referred to the State's Attorney's Office for review.

## 5. NEW BUSINESS

- 5.1 8:30 - Michael Von Bergen - Hebron Drainage District
- 5.2 8:40 - Kurt Schnable - Zoning Board of Appeals (Regular Member)
- 5.3 Deliberation and Selection for the Hebron Drainage District

**Mover:** Gottemoller

**Secunder:** Campbell

To recommend the appointment of Michael Von Bergen to the County Board Chairman for the Hebron Drainage District with a term to expire on September 1, 2028.

Aye (7): Smith, Campbell, Gottemoller, Kamienski, Kearns, Krieger, and Thomas

**Recommended (7 to 0)**

- 5.4 Deliberation and Selection for the Zoning Board of Appeals Regular Member

**Mover:** Kearns

**Secunder:** Kamienski

To recommend the appointment of Kurt Schnable to the County Board Chairman as a Regular Member of the Zoning Board of Appeals with a term to expire on September 1, 2030.

Aye (7): Smith, Campbell, Gottemoller, Kamienski, Kearns, Krieger, and Thomas

**Recommended (7 to 0)**

## 6. DISCUSSION

- 6.1 Discussion and Direction

Scott Hartman, Deputy County Administrator; Laura Scarry, Chief of Civil Division; Kevin Chrzanowski, Assistant State's Attorney; and Adam Wallen, Director of Planning and Development, joined the committee for the discussion.

County staff had been working on this initiative with the intent to make filming in the county both welcome and accommodating, while also ensuring proper oversight of impacts on public resources and private

property. The process was designed to allow both small-scale and large-scale productions to be approved administratively and efficiently, while still maintaining appropriate guardrails.

Staff explained that Alex Wall, the administrative intern who had been leading the project, was studying abroad and could not attend, though he had been instrumental in the development. The process to date, included presenting the draft to the committee for initial direction, sending it to production companies—including several in California—for feedback, and receiving strong support from the industry. The next step was legal review. The State's Attorney's Office reviewed the proposal and recommended that the county reconsider how it should be structured legally, raising potential issues. Out of deference to that advice, the process was paused so the committee could hear directly from the State's Attorney's Office before providing further direction.

Representatives from the State's Attorney's Office explained that they had issued a memo outlining their concerns, but they could not disclose details in the meeting without waiving attorney-client privilege. They confirmed the committee had the memo for review.

Committee members discussed the differences between a zoning change and a permit process. Several members stressed that filming does not permanently alter a property and, therefore, should not be treated as a zoning change, which can take 160 days to process. They emphasized that such delays would deter film companies from coming to the county. Instead, they favored a streamlined permit process, similar to temporary permits already issued for fairs, farmers' markets, or other short-term events. They cited examples of other productions, such as *Groundhog Day* in Crystal Lake and *Grandview U.S.A.* in Pontiac, noting that films can have long-lasting positive impacts on communities when permitted efficiently.

Staff clarified that the proposed permit system would operate under a tiered approach. A small, short-term production could be approved administratively; a mid-sized production would require additional review; and a large-scale production could be referred to the County Board for approval, with opportunities for public comment. The intent was to balance flexibility for the industry with safeguards for the community. Issues such as duration, nighttime filming, impact on surrounding properties, and use of public resources would be reviewed as part of the permitting process. Staff also confirmed that production companies typically approach neighboring property owners in advance and secure agreements before submitting applications.

Committee members expressed concern about timeliness, noting that a rigid zoning process would prevent most filming from occurring in the county. They discussed challenges related to noise, overnight filming, and neighborhood impacts, but agreed these could be addressed through the permitting process with neighbor input and departmental reviews by stakeholders such as the sheriff, EMA, and the health department.

Members also questioned whether it was necessary for the ZBA to be involved at all if a permit process could accomplish the same oversight more efficiently. Staff reiterated that the intent had been to remove filming from the UDO altogether and instead regulate it by ordinance through the permit process. However, they acknowledged that the State's Attorney's Office had raised legal concerns, particularly around due process and public comment.

Some members requested that the State's Attorney's Office provide clarification in writing to address the committee's concerns and better align legal interpretations with the county's goals. They stressed that they wanted a workable solution that supported the film industry while protecting community interests.

In conclusion, the committee agreed to pause the process until further clarification was provided by the State's Attorney's Office. Members emphasized that they wanted a streamlined process that would encourage film productions in the county without unnecessary delays, but they also recognized the need to resolve outstanding legal concerns before moving forward.

Adam Wallen, Director of Planning and Development, joined the committee for the discussion.

Mr. Wallen presented the report, noting that this would be a brief update. He stated that revisions had been received following the public comment period and one week after the County Board comment period. He reported that approximately six major revisions were submitted back for review, with the most significant relating to the density concept. He explained that this point was addressed before circulating the updated draft to the committee and the County Board.

Mr. Wallen stated that the revised draft expanded on concepts of future development and how the county might absorb projected growth if CMAP forecasts were realized. He explained that multiple models were run based on population projections over the next 20–25 years, but the initial results were ambiguous and overstated what currently occurred in the unincorporated county. He noted that the revisions clarified the distinction between municipal and unincorporated growth. He further stated that the new draft better aligned with reality by outlining densities in municipalities, where growth was being directed, versus unincorporated areas. He reported that additional guidelines and standards were included and that the revised draft added four to five pages, most of which addressed this topic. He stated that the changes included maps, charts, and expanded explanations. He concluded that the plan would be presented to the committee the following month for potential adoption.

Committee members asked if copies would be distributed. Mr. Wallen confirmed that both paper and digital versions would be made available, noting that the document totaled 201 pages. He further stated that this would likely be the last month that hard copies would be printed, as the plan would primarily exist in a digital format moving forward.

A question was raised about what would happen if the County Board approved the plan. Mr. Wallen explained that in the short term, nothing immediate would occur. However, in the long term, once the current plan expired, the new comprehensive plan would become critical. He stated that a land use plan was necessary to substantiate and support a zoning ordinance, and that the comprehensive plan established the foundation for the Unified Development Ordinance (UDO). He emphasized that it served as a policy statement from the Board on where residential, industrial, or other development should be located, thereby guiding zoning decisions on a case-by-case basis. He stressed that the plan would have a significant long-term impact.

Committee members noted that there were still several years remaining under the current plan. Mr. Wallen clarified that without a comprehensive plan, the county could not legally sustain its zoning ordinance. He stated that while a lawsuit challenging zoning might take two years to materialize, the absence of a plan would place the county in a vulnerable position. He warned that this could open the door to undesirable uses, such as landfills, because the county would lack the legal authority to stop them. He added that land use attorneys would quickly recognize this vulnerability.

Committee members emphasized that the plan represented several years of work and significant effort. They acknowledged the importance of the comprehensive plan as a foundation for long-term zoning and land use decisions and recognized that substantial time and energy had been invested into its development.

## 7. ROUTINE CONSENT AGENDA

- 7.1 Resolution Authorizing an Intergovernmental Agreement with the Northern Illinois Land Bank Authority to Represent McHenry County for Acquisition of Abandoned Properties (10)

**Mover:** Kearns

**Second:** Gottemoller

Adopt a resolution authorizing the McHenry County Board Chairman to execute an intergovernmental agreement (IGA) that will allow the Northern Illinois Land Bank to represent the County for Acquisition of Abandoned Properties.

Aye (7): Smith, Campbell, Gottemoller, Kamienski, Kearns, Krieger, and Thomas

**Recommended (7 to 0)**

7.2 Resolution Granting a Waiver of Partial Application Fee for Map Amendment (O'Toole) (10)

**Mover:** Gottemoller

**Second:** Kamienski

Consider the attached Resolution authorizing the waiver of partial application fees in the amount of \$625.00 for Maegan O'Toole for a Map Amendment.

Aye (3): Gottemoller, Kamienski, and Kearns

Nay (4): Smith, Campbell, Krieger, and Thomas

**Not Recommended (3 to 4)**

7.3 Resolution Authorizing the Professional Services and Appropriate Funds to Establish Watershed-Based Plan Request for Qualifications (10)

**Mover:** Kearns

**Second:** Kamienski

To approve the professional services and fund appropriation to engage with Baxter and Woodman to provide services necessary to define a Watershed-Based Plan request for qualifications

Aye (7): Smith, Campbell, Gottemoller, Kamienski, Kearns, Krieger, and Thomas

**Recommended (7 to 0)**

**8. OLD BUSINESS**

None.

**9. REPORTS**

9.1 ZBA and Hearing Officer Reports

9.1.a Zoning Applications Going Before County Board on August 19, 2025

Adam Wallen, Director of Planning and Development, joined the committee for the report.

The committee discussed several items related to the Zoning Board of Appeals (ZBA). A member asked for clarification regarding item 9.1A, the denial of D Land Construction LLC.

Mr. Wallen explained that this application involved three parcels with different zoning designations. Two of the parcels were zoned B3, while one was zoned A1. The applicant was seeking a rezoning to I1. He highlighted this case because it was recommended for denial and noted that the transcripts of the public hearing provided important details for review. He further explained that this rezoning request was considered controversial and advised committee members to review the materials closely.

Mr. Wallen then noted other ZBA cases, most of which were considered straightforward. These included a solar project, several variations for garages, and a setback request for a boathouse on a small sliver lot.

He also discussed a text amendment related to the Bayview Beach zoning overlay district. This amendment involved regulations for docks along a small channel. While the proposal had been presented previously, the ZBA recommended approval with a modification. Specifically, the ZBA added a condition requiring that parcels with or without docks must be owned by individuals within the Bayview Beach subdivision, rather than allowing ownership outside the subdivision.

Mr. Wallen concluded by encouraging committee members to review the transcripts and materials in detail, noting that the ZBA actions provided significant context for upcoming deliberations.

**10. FUTURE TOPICS**

None.

**11. EXECUTIVE SESSION (AS NECESSARY)**

None.

**12. ADJOURNMENT**

**Mover:** Gottemoller

**Secunder:** Kamienski

To adjourn the meeting at 10:11 A.M. -TCCazares

Aye (7): Smith, Campbell, Gottemoller, Kamienski, Kearns, Krieger, and Thomas

**Recommended (7 to 0)**

# Planning and Development (Dept 10)

**Mission Statement:** *To direct the orderly development of McHenry County, through the development, implementation, and enforcement of the plans, ordinances, and policies of the County Board, in a manner that assures the health, safety, and welfare of county residents; protects natural and historic resources; and, encourages a harmonious relationship between people, land use, and the environment.*

**Department Created By:** *Resolution R-9205-1200-111 of the McHenry County Board*

## **Classification: Community Development**

**Background:** The Planning and Development Department is responsible for the assurance of public safety, welfare and quality of life through the development and enforcement of the County's Unified Development, Stormwater, and Sign Ordinances, Building Codes and by administering the County's community development programs.

## **Functions: FUNCTIONS PROVIDED BY COUNTY BOARD**

- **Administration:** provides customer service, scheduling of building and stormwater inspections, maintenance of the permit files, document management for the archival and retrieval of historic records and staff support.
- **Permitting, Inspection and Enforcement:** handles inspections and the issuing of permits for all building, electrical, plumbing and mechanical applications for both the residential and commercial development in the unincorporated areas of McHenry County. Oversees the enforcement of the County's adopted Building Codes.
- **Planning:** responsible for reviewing new subdivision plats and development in the unincorporated areas of the county, studying and recommending long and short-range planning needs for economic development, infrastructure, land use and environmental priorities. Ensures the County has controlled balanced growth through the development of ordinances and regulations. Processes and reviews petitions to rezone, obtain conditional use permits, and request variations and applications to subdivide property in unincorporated McHenry County.
- **Water Resources:** addresses issues related to the protection and sustainable use of the County's water supply and the management of stormwater. Works with property owners to obtain stormwater management permits and review building permits for compliance with stormwater regulations including site grading, detention, floodplains, and wetland.

**Note to Reader:** *The following funds and related budgets fall under the Planning and Development Department (P&D) and are serviced by the employees of this Department, and therefore, the following Functions, Highlights, Goals and Objectives, Full-time equivalents and Performance Measures represent the total department, and are not accounted for under each individual fund. The financial information for each fund is presented as subsets of P&D.*

## **Community Development Fund (290) – Funded by Federal Funding/HUD**

**Fund Created By:** Resolution R-8705-1200-44 of the McHenry County Board

### **Classification – Community Development**

**Background:** The County of McHenry has been designated by the U.S. Department of Housing and Urban Development (HUD) as an “Urban County” and continues to remain eligible to receive funding under the auspices of the Community Development Block Grant (CDBG) and the HOME Investment Partnership programs. Program Funds are allocated through recommendations made to the McHenry County Board by the County Board-appointed Community Development Block Grant Commission.

### **Functions: FUNCTIONS PROVIDED BY COUNTY BOARD**

- Administer, plan, and make recommendations to the Community Development and Housing Grant Commission about the use of funds received.
- Solicit applications, facilitate review, and develop contracts with sub-recipients.
- Prepare required HUD Plans and Reports including the Consolidated Annual Performance & Evaluation Report (CAPER); Annual Action Plan; 5-year Consolidated Plan; and HUD Outcome Performance Measures.

## **Expedited Permit Fund (301) – Funded by Expedited Permit Fees**

**Fund Created By:** Resolutions R-201408-10-216 and R-201412-10-367 of the McHenry County Board

### **Classification – Community Development**

**Background:** On August 5, 2014, the County Board established the Expedited Permit Fund to account for special fees charged to applicants who desire to have their permit review (Stormwater and Building) expedited. The fee for expediting the review process through an outside engineering firm, of which the fee covers the time and materials utilized by the engineering firm, was set at the current County consultant rate.

### **Function: FUNCTIONS OF COUNTY BOARD**

- Expedites the review process in obtaining stormwater and building permits. The applicant may pay an additional fee to have an outside engineer review the application. The County acts as a pass-through agent and does not retain any of the additional fees.

## 2025 Highlights

- SmartGov launched on January 24, 2025.
- Created new permit processing, review, and closeout procedures that maintained or improved efficiencies. By mid-year, of all the permits issued by the Department, 90.04% of the reviews were returned in 2 weeks or fewer.
- Preparing a request for qualifications for a County-wide watershed-based plan. The deliverables include: scope, schedule, budget materials for grant applications and partnership & investment discussions. This Watershed Plan will:
  - Identify projects related to flooding, water quality, and resiliency
  - Create undeniable grant eligibility and competitiveness
  - Influence SMO enhancements to promote effective development under practical standards
- Adopted the 2050 Comprehensive Plan.
- Received HUD approval of the 2026-2030 Consolidated Plan, McHenry County's 5-Year Plan for entitlement Dollars
- With assistance from the County Coordinator, we created a Community Investment Plan where municipalities submitted infrastructure projects within the low/mod income (LMI) census tracts (48.3 AMI).
- Held Staff Feedback Sessions. Concept: to best shape the Department's operations, talk to those operating it.
  - Re-established the Department's Social Committee
  - Improve camaraderie and identification with Division branding and County logo in the open area
  - Establish an alternative schedule policy to reinforce staff and supervisor expectations
- Invested \$800,000 of Senior Service Grant Funds through the County's investment manager, \$30-40,000 in estimated gains
- Restructured Department leadership and Zoning Division:
  - Promoted Cindy Magee, Administration Manager, to Deputy Director
  - Converted the Zoning Enforcement Officer to a Planner, estimated savings of \$29,000/yr
- Restructured the Community Development Division:
  - Eliminated two temporary employee roles with savings in excess of \$100,000 per year.
  - Reclassified from a Senior Community Development Specialist to a CD Specialist, estimated savings: \$25,000/yr.
  - Reclassified from a CD Specialist I & II to a CD Specialist. Staff retention at an estimated cost of \$3,000.

## 2026 Goals

- All Building Division staff obtain International Code Council (ICC) certification.
- To reclassify the Permit Technician roles in recognition of the change of duties due to the SmartGov system.
- Amend the Department Fee Schedule to increase revenue.
- Adopt regulations related to Conditional Uses Permits for solar generating facilities that will comply with the statute and support the County Boards' goals.
- Amend the Unified Development Ordinance to adapt to the Comprehensive Plan suggestions and current issues.
- Establish a system to track storm water management assets as required by the new Small Municipal Separate Storm Sewer Systems (MS4) NPDES permit.
- Monitor half of the recipients of Community Development grants. All recipients are to be monitored over the next two fiscal years.
- Reinforce succession plans for key roles within the Department.
- To complete 90% of permit reviews within two weeks of receipt.
- Complete renovation plans and prepare bid documents for the Department suite that accommodate/optimize our business practices.

# Performance Indicators

## Department of Planning and Development

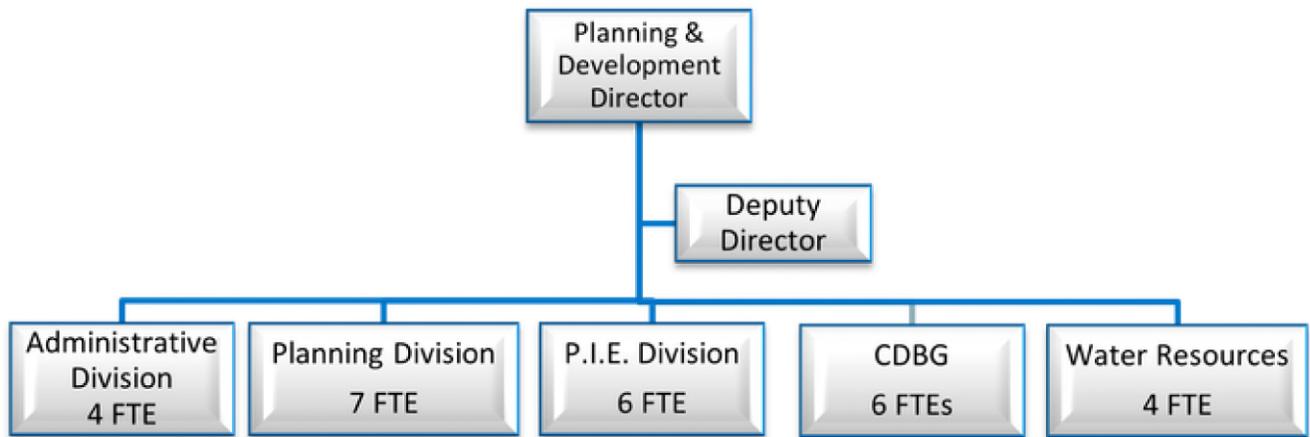
### Funds 100 & 290

Performance Indicators:	2024 Actual	2025 Projected	2025 5/31/25 (8/18/25)	2026 Projected
Zoning Petitions	76	48	50 (85)	75
Conditional Use Permits	38	-	4 (7)	12
Conditional Use Renewal	-	-	2 (4)	8
Appeals/Text Amendments	0	-	1	1
Variations	24	-	10 (14)	20
Map Amendments	22	-	15 (20)	25
Temporary Use Permits	66	50	18 (39)	50
Zoning Buildability Letters	63	50	20 (34)	55
Building Permits	1251	1100	495 (891)*	1200
Single Family Residences	65	50	30 (51)	50
Additions / Alterations	185	-	51 (76)	200
SFR Demolitions	19	19	4 (5)	20
All other Demolitions	7	10	4 (7)	15
Accessory Buildings	126	100	43 (72)	100
Commercial Structures	28	21	10 (20)	25
Stormwater Permits	116	150	87 (146)	150
Request for Compliance Cases	551	550	232 (353)	575
Sustained Violations	445	350	149 (220)	380
Referred to State's Attorney's Office (# / %)	54 / 15%	50 / 14%	19/13% (26/12%)	50 / 13%
Time to Resolve (Ave.)	90 Days	80 Days	66 (67 Days)	80 Days
Closed in FY (%)	81%	75%	65% (41)%	75%
Chancery Cases (#)	3	1	8	12
CDHG Funds Expended / # Projects-goal is to fully fund projects for maximum impact per HUD	17	15	17	17
Lead Mitigation Fund Expended / # Projects	0	6	1	10
SSGC Funds Expended / # Projects	14	\$2M (15)	15	18
Recipient Monitoring	0	-	5	15
Permit Reviews / % Completed in 14 days	1984 / 89.9%	2000 / 90%	1089 / 85.12% (1651 / 87.3%)	2000 / 90%

- Voided permits were removed

Position (by Division)	FTEs FY 2022/2023	FTEs FY 2023/2024	FTEs FY 2024/2025	FTEs FY 2025/2026
<b>Planning &amp; Development (1000)</b>				
Director / Zoning Enforcement Officer	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Zoning Enforcement Officer	1.00	1.00	1.00	0.00
Senior Planner	1.00	1.00	1.00	1.00
Planner	1.00	1.00	1.00	2.00
Zoning Coordinator	1.00	1.00	1.00	1.00
Office Manager / Deputy Director	1.00	1.00	1.00	1.00
Administrative Specialists	2.00	2.00	2.00	2.00
Permit Technicians	2.00	2.00	2.00	2.00
Building Enforcement Officer	1.00	1.00	1.00	1.00
Plans Examiners	3.00	3.00	3.00	3.00
Building Inspectors	2.00	2.00	2.00	2.00
Plumbing Inspector	1.00	1.00	1.00	1.00
Chief Stormwater Engineer	1.00	1.00	1.00	1.00
Water Resource Specialist	1.00	1.00	1.00	1.00
Water Resource Engineers	3.00	3.00	3.00	3.00
<b>Community Development</b>				
<b>CDBG Administration (1040)</b>				
CD Administrator	0.41	0.25	0.25	0.33
Senior CD Specialist	0.73	0.39	0.59	0.35
CD Specialist	0.65	0.57	0.34	0.62
CD Associate	0.61	0.13	0.13	0.00
<b>HOME Administration (1045)</b>				
CD Administrator	0.15	0.15	0.10	0.10
Senior CD Specialist	0.18	0.20	0.26	0.35
CD Specialist	0.20	0.22	0.01	0.27
CD Associate	0.15	0.07	0.06	0.00
<b>Continuum of Care Administration (1050)</b>				
CD Administrator	0.08	0.09	0.09	0.05
Senior CD Specialist	0.02	0.00	0.31	0.15
CD Specialist	0.45	0.80	0.34	0.30
CD Associate	0.03	0.00	0.10	0.55
<b>Lead Grant Program (1060)</b>				
CD Administrator	0.05	0.10	0.10	0.24
Senior CD Specialist	0.00	0.05	0.15	0.10
CD Specialist	0.92	0.90	1.05	1.43
CD Associate	0.00	0.05	0.10	0.00
<b>Foundation Grants (1080)</b>				
CD Administrator			0.02	0.02
Senior CD Specialist			0.05	0.00
CD Specialist			0.00	0.00
CD Associate			0.00	0.00
<b>IL State ESG Program (1081)</b>				
CD Administrator	0.00	0.00	0.00	0.00
Senior CD Specialist	0.00	0.00	0.00	0.00
CD Specialist	0.00	0.00	0.00	0.00
CD Associate	0.00	0.00	0.00	0.00
<b>Unified Funding Agency (1082)</b>				
CD Administrator	0.09	0.06	0.08	0.00
Senior CD Specialist	0.02	0.04	0.09	0.00
CD Specialist	0.07	0.00	0.00	0.10
CD Associate	0.15	0.25	0.17	0.00
<b>Treasury ERA Program (1084)</b>				
CD Administrator	0.12	0.26	0.29	0.00
Senior CD Specialist	0.02	0.22	0.39	0.00
CD Specialist	0.06	0.94	0.74	0.00
CD Associate	0.02	0.35	0.32	0.00
<b>Senior Services Grant Program (230002)</b>				
CD Administrator	0.10	0.10	0.08	0.26
Senior CD Specialist	0.03	0.10	0.16	0.05
CD Specialist	0.65	0.57	0.52	0.63
CD Associate	0.04	0.15	0.12	0.00
<b>EFSP (FEMA)</b>				
CD Administrator	0.00	0.00	0.00	0.00
Senior CD Specialist	0.00	0.00	0.00	0.10
CD Specialist	0.00	0.00	0.00	0.00
CD Associate	0.00	0.00	0.00	0.00
<b>Total full time equivalents</b>	<b>29.00</b>	<b>30.00</b>	<b>30.00</b>	<b>29.00</b>
<b>Notes:</b>				
<i>*There is no longer an Administrative Assistant</i>				
<i>**Temporary CD Specialist position eliminated resulting in a savings of \$100K+ per year</i>				
<i>**Positions with zero FTEs for all 5 years shown above can be removed from this list.</i>				

## Organizational Chart



**County of McHenry**  
**2026 Proposed Budget**  
**10 - Planning and Development**

Category	FY2023 Actual	FY2024 Actual	FY2025 Appropriated	FY2025 Actual (YTD)	FY2026 Budgeted	FY2026 Supplemental Request
<i>General Fund</i>						
75 - Licenses & Fees Total	778,957	889,217	711,500	655,358	1,009,000	-
76 - Fines & Forfeitures Total	41,851	16,561	17,500	6,876	20,000	-
80 - Fees & Charges for Service Total	52,303	53,947	49,450	80,027	36,650	-
95 - Interest Earnings Total	6,092	6,067	5,000	4,744	7,100	-
96 - Misc. Income Total	7,330	6,243	-	-	-	-
<b>General Fund Revenue Total</b>	<b>886,534</b>	<b>972,035</b>	<b>783,450</b>	<b>747,006</b>	<b>1,072,750</b>	<b>-</b>
30 - Personnel Total	1,336,223	1,558,359	1,578,368	1,112,287	1,666,331	6,300
40 - Contractual Total	348,827	417,671	367,870	192,995	362,636	319,184
50 - Commodities Total	24,636	31,677	49,175	14,937	49,175	-
60 - Capital Outlay Total	87,288	81,433	-	(3,836)	-	-
65 - Lease Total	-	-	1,200	-	1,200	-
<b>General Fund Expense Total</b>	<b>1,796,974</b>	<b>2,089,141</b>	<b>1,996,613</b>	<b>1,316,383</b>	<b>2,079,342</b>	<b>325,484</b>

<i>General Fund</i>		
<i>Benefit</i>		
<i>Expense</i>	<i>FY2026 Budget</i>	<i>Supplemental</i>
FICA	130,932	482
IMRF	120,101	488
Health Ins	393,144	-
	644,177	970

**To View Interactive Budget (both Financial and Non Financial Information)**

<https://mchenrycountyil.openbook.questica.com/#/spotlight/0619b0ad-cc24-418d-8d11-cad0ed7abe74>

**FY 2025 - 2026 POSITION HOURS CHANGE**

**ACTION REQUESTED:**

RECLASSIFICATION

SALARY ADJUSTMENT

DEPARTMENT Planning And Development

DIVISION Administration

CURRENT GRADE \_\_\_\_\_ 3N

PROPOSED GRADE \_\_\_\_\_ 4N

CURRENT CLASSIFICATION Permit Technician I

PROPOSED CLASSIFICATION/CHANGE Permit Technician I

ANNUAL SCHEDULED HOURS (required for calculation):

CURRENT 1950 PROPOSED 1950

**RECLASSIFICATION/SALARY INCREASE - HOURLY SALARY**

EMPLOYEE RECLASSIFIED:

<b>CURRENT CLASSIFICATION</b>		Rate of Pay			Rate of Pay	
REG	PT	\$0.00	REG	FT	\$20.16	\$39,305.37
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

**PROPOSED CLASSIFICATION**

REG	PT	\$0.00	REG	FT	\$21.55	\$42,022.50
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

ANNUAL IMPACT \$2,717.13

**ADDITIONAL SALARY COSTS**

FICA		\$207.86
IMRF		\$210.31
IMRF SLEP		\$0.00

HEALTH CARE COSTS \$0.00

ADDITIONAL COSTS (computer, phone, equipment, etc.): \$0.00

TOTAL **\$3,135.30**

FUNDING SOURCE: General Fund

APPROPRIATE EXISTING SPACE FOR POSITION  YES  NO

**COMMENTS/JUSTIFICATION:**

The Permit Technician I role was created from an Administrative Specialist role in 2024 in response to continued online permit application demands. SmartGov went live in 2025, and the Permit Coordinator duties have evolved from intake only to managing each application through the entire process; verify completeness and adequacy for review across all divisions, communicate deficiencies to the applicants, provide responses to process and basic technical inquiries, assess fees, issue permits, manage inspections request, and conduct closeout procedures. The Permit Coordinator lacks the Permit Technician certification.

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FY 2025 - 2026 POSITION HOURS CHANGE

**ACTION REQUESTED:**
 RECLASSIFICATION

 SALARY ADJUSTMENT

DEPARTMENT	Planning And Development
DIVISION	Administration
CURRENT GRADE	4N
PROPOSED GRADE	6N
CURRENT CLASSIFICATION	Permit Technician II
PROPOSED CLASSIFICATION/CHANGE	Permit Technician II
ANNUAL SCHEDULED HOURS <small>(required for calculation):</small>	
CURRENT	1950
PROPOSED	1950

**RECLASSIFICATION/SALARY INCREASE - HOURLY SALARY**
**EMPLOYEE RECLASSIFIED:** 

<b>CURRENT CLASSIFICATION</b>		Rate of Pay			Rate of Pay	
REG	PT	\$0.00	REG	FT	\$23.32	\$45,478.68
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

**PROPOSED CLASSIFICATION**

REG	PT	\$0.00	REG	FT	\$25.16	\$49,062.00
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

ANNUAL IMPACT \$3,583.32

**ADDITIONAL SALARY COSTS**

	FICA		\$274.12
	IMRF		\$277.35
	IMRF SLEP		\$0.00
HEALTH CARE COSTS			\$0.00
ADDITIONAL COSTS (computer, phone, equipment, etc.):			\$0.00
<b>TOTAL</b>			<b>\$4,134.79</b>
FUNDING SOURCE:	General Fund		

 APPROPRIATE EXISTING SPACE FOR POSITION  YES  NO

**COMMENTS/JUSTIFICATION:**

The Permit Technician role was created in 2021 in response to online permit application demands. In 2020 online submittals rose from 5% to 78%. With the launch of SmartGov in 2025, all permit applications are applied for online, reviewed, issued, and inspected digitally. The Permit Technician duties have evolved from intake only to managing each application through the entire process; verify completeness and adequacy for review across all divisions, communicate deficiencies to the applicants, provide responses to process and basic technical inquiries, assess fees, issue permits, manage inspections request, and conduct closeout procedures. The Permit Technician requires certification.

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# McHenry County Government

## Fiscal Year 2026 Supplemental Request

(Include only supplemental requests not covered on the personnel and capital outlay request forms)

**DEPARTMENT:** Planning And Development

**FUND:** 100 (Use a separate sheet for each fund)

(Please give a brief description and justification for the supplemental request)

**Requested Item:** USGS Groundwater & Stream Guage Monitoring Network  
**Projected Cost:** \$590,620 over two years (FY26 \$189,200; FY27 \$197,350; FY28 \$204,070)  
**Division Code:** 1000  
**Main Account:** 400100

**Justification:**

A renewal of McHenry County's 3 year joint-funding agreement with the USGS for the continued operation and maintenance of the County's network of 37 groundwater monitoring wells and a stream-gaging station on the Kishwaukee River during the period FY26 through FY28. The USGS also manages the well and stream-gage data and makes it readily available for planning purposes. The water well and stream gauge data provides an important understanding about the viability of our ground water supplies, which are our sole source of drinking water, as well as surface volumes, water quality, and flooding. During the three year contract, the USGS will provide \$72,000 through Cooperative Matching Funds and \$92,000 in reduced operations and maintenance costs, for a total contribution of \$164,000 to the County program.

**Requested Item:** USGS 05548105 Nippersink Creek Streamgage  
**Projected Cost:** \$22,500 over three years (FY26 \$7,500; FY27 \$7,500; FY28 \$7,500)  
**Division Code:** 1000  
**Main Account:** 400100

**Justification:**

The Wonder Lake Master Property Owners Association (WLMPOA) and the USGS established a streamgage in 1994. Since 2009 the operation and data collection has been continuous. WLMPOA coordinated a \$5,000 subsidy through Panning & Development from FY14 through FY21. In FY23 the County formalized its support with by approving a \$5,000 supplemental request in the Department's budget for FY23 through FY25. The WLMPOA requested an increase of the County's financial support from \$5,000 to \$7,500 in FY26 through FY28. The Nippersink Creek streamgage provides real time stage, discharge flow and rainfall totals upstream of Wonder Lake. The information and data is published and informs conditions of the water levels above the Wonder Lake Dam.

**TOTAL DEPARTMENT SUPPLEMENT REQUESTS:**

*Use as many sheets as necessary*

*The projected cost should be posted under the supplemental column in the D365 budget data entry screen. If the supplemental request is approved it will moved into the department budget.*

**McHenry County Government**

**Fiscal Year 2026 Supplemental Request**

*(Include only supplemental requests not covered on the personnel and capital outlay request forms)*

**DEPARTMENT:** Planning And Development

**FUND:** 100 (Use a separate sheet for each fund)

*(Please give a brief description and justification for the supplemental request)*

**Requested Item:** HUD Funding Formula Assessment

**Projected Cost:** 15,000

**Division Code:** 1000

**Main Account:** 400100

**Justification:**

The County's entitlement allocation from HUD has been relatively flat for 30 years. In November the Public Health and Community Services Committee challenged staff to seek an increase in the County's entitlement funding. The formula utilized by HUD to assign the allocation to each jurisdiction is uncirculated. The work associated with the Consolidated Plan, CD's 5-year plan to utilize the CDBG and HOME funding, uncovered numerous errors in HUD's data and statistical figures related to average mean income and housing needs.

These errors present an opportunity for the County to challenge HUD's allocation. The assessment would involve communications with legislators and federal regulators. The County Coordinator would be involved, this request would support the involvement of the Department's Consolidated Plan consultant.

**Requested Item:** Construction Management Internships

**Projected Cost:** \$13,000

**Division Code:** 1000

**Main Account:** 400100

**Justification:**

See New Personnel Request Forms detailing the Construction Management Internships One & Two McHenry County College and the Department of Planning & Development have partnered in curriculum advancements and internship programs with the intention of developing a local workforce skilled in the construction trades, construction management, and engineering/architecture. These positions are 29 hours for 10 weeks (June - August) they will perform simple tasks related to regulatory administration in construction, construction document reading, inspection protocols, and department administration.

The program salaries are reimbursed by Illinois Community College Board at a rate of 50%. The PED Committee has requested these be entered for consideration during the budget review rather than individually considered

**TOTAL DEPARTMENT SUPPLEMENT REQUESTS:**

***Use as many sheets as necessary***

*The projected cost should be posted under the supplemental column in the D365 budget data entry screen. If the supplemental request is approved it will moved into the department budget.*

McHenry County Government

Fiscal Year 2026 Supplemental Request

(Include only supplemental requests not covered on the personnel and capital outlay request forms)

DEPARTMENT: Planning And Development

FUND: 100 (Use a separate sheet for each fund)

(Please give a brief description and justification for the supplemental request)

Requested Item: USGS PFAS Investigations  
Projected Cost: FY26 \$70,659 FY27 \$68,215  
Division Code: 1000  
Main Account: 400100

Justification:

In conjunction with the decadal water-quality study and the investigation of Contaminants of Emerging Concern (CEC) that were performed on behalf of McHenry County in 2020, the USGS also collected and preserved samples from selected locations for future testing of per (and poly) fluoroalkyl substances (PFAS). After analysis it was determined that PFAS was present at various levels throughout the County. As awareness about PFAS contamination expands, it was important to understand baseline levels of PFAS in the county's groundwater. This project will quantify the presence of PFAS and microplastics at 16 groundwater sites. The study will also identify potential sources of the PFAS and microplastics.

Requested Item: Implement OpenGov Cartegraph Asset Management  
Projected Cost: FY26 \$23825 FY27 \$18,191.25 FY28 \$19,100.81  
Division Code: 1000  
Main Account: 400100

Justification:

In light of the new MS4 Permit and to best support, organize, and manage the various aspects of the Watershed Plan the Water Resources Division began looking for a tech-based solution. OpenGov's Cartegraph platform is currently used by the County's Division of Transportation to manage maintenance and inspection schedules for the Divisions thousands of assets. Water Resources recognizes the same benefits for the MS4 permit inspection and records management requirements. Additionally in the short term this system will track critical stormwater systems and components that require periodic maintenance and manage Conditional Use Permit inspections to ensure compliance with the conditions imposed. Long term, this platform may be a alternative to the recently implemented SmartGov as it offers similar services offered by MCDOT and P&D.

TOTAL DEPARTMENT SUPPLEMENT REQUESTS:

Use as many sheets as necessary

The projected cost should be posted under the supplemental column in the D365 budget data entry screen. If the supplemental request is approved it will moved into the department budget.

**McHenry County  
Department of Planning & Development**

2200 North Seminary Ave.  
Woodstock, IL 60098  
[plandev@mchenrycountyil.gov](mailto:plandev@mchenrycountyil.gov)  
815.334.4560



**COUNTY BOARD AGENDA**

RE: Zoning Applications going before the County Board on September 16, 2025

<u>ZBA/MCHO APPLICATION</u>	<u>APPLICANT(S)</u>	<u>TOWNSHIP</u>	<u>HEARING DATE(S)</u>	<u>VOTE DATE</u>	<u>REQUEST</u>	<u>RECOMMEND</u>
<b><u>ZBA/MCHO CONSENT AGENDA</u></b>						
Z25-0049	Bregan Properties LLC	Dorr	8/14/2025	8/14/2025	A1C - R3CV	Approve (7-0)
Z25-0060	Nye Trust	Nunda	8/12/2025	8/12/2025	E3/A1-E3V/A1V	Approve
Z25-0066	Kona	Dorr	8/27/2025	8/27/2025	A1-A1C	Approve (7-0)
Z25-0067	Coyne Station Road Solar	Grafton	8/28/2025	8/28/2025	A1-A1C	Approve (7-0)
<b><u>ZBA/MCHO REGULAR AGENDA</u></b>						
Z25-0010	Malvaes	Alden	7/24/2025	8/28/2025	A1-A1C	Deny
<b><u>ZBA/MCHO UNFINISHED BUSINESS AGENDA</u></b>						

- 
- (1) McHenry County Hearing Officer recommendation for denial (or failure to obtain 5 aye votes from the ZBA) forcing 14 “yes” votes at County Board
  - (2) Township Plan Commission objection filed with the County Clerk forcing 14 “yes” votes at County Board
  - (3) Municipal objection filed with the County Clerk forcing 14 “yes” votes at County Board
  - (4) Objection filed with County Clerk from property owners which about a minimum 20% of the subject property forcing 14 “yes” votes at the County Board level.