

# 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 reviews 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 for 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.

## 2024 Highlights

- Completed 90.13% of permit reviews within 10 business days of submittal. This was the second consecutive year in which the goal of issuing 90% of the permit reviews within 10 business days was achieved.
- Launched the SmartGov application and online portal allowing 24/7 access, digital processes, reduction of paper files, filing cabinets, and the opportunity to completely revamp the permitting process (November 2024)
- Restructured positions in the Water Resources Division and Building Divisions to allow multiple people within the same tier.
- Restructured the Community Development Division to allow more balanced oversight and reinforce program personnel.
- The Insurance Service Office (ISO) reviewed the Department's application of the adopted building
- Facilitated the Regional Planning Commission's recommendation of the 2050 Comprehensive Land Use Plan to the County Board for adoption.
- The Community Development Administrator and the Division were invited to present at the National Community Development Association (NCAD) conference in Washington DC.
- Secured the final two floodplain buyout sites and turned them over to the McHenry County Sheriff's Office for training.
- Created three high school internship positions for students interested in McHenry County College's Construction Management Program.
- Utilized FEMA's Hazard Mitigation Grant Program to secure risk assessments on roughly 190 structures in McHenry County along the Nippersink Creek and Upper Fox Watersheds that are identified as high-risk.
- Review and recommend revisions to the Fee Schedule to address new digital process demands (November 2024)
- Assist with the County Board's adoption of the 2050 Comprehensive Land Use Plan (October 2024)
- Completed lead abatement at multiple residences and have additional qualified residences in queue to receive lead abatement through the \$2M grant under the Lead Safe Homes Program.
- Participated in the Workforce Housing Group for McHenry County, framing the issues locally and regionally to better prepare for direct and indirect housing opportunities.
- Completed the scanning of approximately 20,000 historical records and made available to the public through electronic records search.
- Conducted feedback discussions (stay interviews) with each staff member. This vital information has been used to establish individual goals that contribute to larger goals, address needs, and identify deficiencies
- Launched one of two HOME American Recovery Plan Act projects to develop 50 new affordable workforce units.
- Spent down 65% of Treasury ERA-2 funding and worked with Board to develop Workforce Housing Funding Notice.
- Adoption of the revised FEMA Risk Map floodplain studies for the Nippersink Creek and Kishwaukee River Watersheds.

## 2025 Goals

- Complete 90% of permit reviews within 10 business days of submittal.
- Revise the standard operating procedures for permit processing made necessary through the implementation of the SmartGov permitting software.
- Establish a watershed based approach for the rewrite of the Stormwater Comprehensive Plan.
- Certify all Plan Examiners and Building Inspectors through the ICC.
- Review and recommend revisions to the Fee Schedule to address scanning demands.
- Propose amendments UDO addressing emerging topics and technical clarifications.
- Evaluate procedures and participants in a McHenry County Uniform Building Code, Planners Forum, and other opportunities for shared services among McHenry County jurisdictions.
- Identify and coordinate tax delinquent properties within McHenry County for rehabilitation through the Northern Illinois Land Bank.
- Apply for new IHDA Strong Community funding to demolish abandoned residences.
- Secure funding for projects in the recently adopted Hazard Mitigation Plan
- Complete the scanning of another 20,000-25,000 historical records and make them available to the public through electronic records search.
- Establish annual training for certified communities in connection with SWCD including continual education credits for attendees.
- Continue expanding the leadership role established on NACCED and NCDA.
- Evaluate position functions relative to grades to maximize employee retention.
- Incorporate a digital means of organizing, tracking, and grading Stormwater structures and systems.
- Establish an evaluation and reporting procedure to respond to mining operations groundwater sampling.
- Improve staff proficiency in ArcGIS to better produce and modify maps for special interest and purpose.
- Evaluate the need for a Community Development Inspector position.
- Issue request for qualifications and secure a three to four year contract for secondary plan review and inspection services for the Building and Water Resources Divisions.
- Implement Neighborhood Revitalization Strategy Area (NRSA) activities in Harvard and Woodstock.
- Complete Small Business Transformational Grant Program.
- Initiate the development of the 2025-2029 Consolidated Plan for Community Development.
- Spend down at least 50% of Treasury ERA-2 funding by March 31, 2022 in order to secure additional remaining funds for the County.

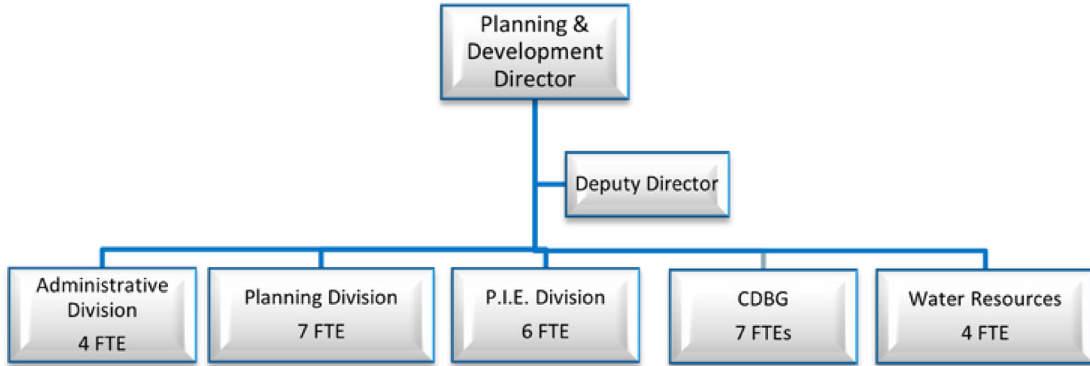
## Performance Measures

Performance Indicators:	2023 Actual	2024 Projected	2024 As of 5/31/24	2025 Projected
New Single Family Residential Permits	56	50	37	50
All Other Building Permits	1343	1100	575	1100
Stormwater Only Permits	159	150	51	150
Permit Reviews / % Completed in 14 days	2178 / 90.13%	2000 / 90%	823 / 89.43%	2000 / 90%
Online Permit Submittals* / % of submittals	1209 / 80.3%	1250 / 87%	523 / 67%	1365 / 95%
Temporary Use Permits	66	25	14	50
Zoning Petitions	48	40	36	48
Zoning Buildability Letters	57	30	21	50
Requests for Compliance Cases	497	500	223	500
Sustained Violations	369	380	157	380
Referred to States Attorney Office (# / %)	49 / 10%	30 / 8%	12 / 8%	30 / 8%
Time to Resolve (Ave.)	78 Days	80 Days	45 Days	80 Days
Closed in FY (%)	79%	70%	65%	75%
Freedom of Information Act Requests	454	400	165	400
Federal Grant Funds Expended / # Projects	\$2.0 million / 21	\$3.9 million / 56	\$2,013,162/38	\$2.9. million 34
**Lead Grant Funds Expended / # Projects	NONE	\$1,200,000 / 35	\$119,609 / 4	\$775,000 / 13
SSG Funds Expended / # Projects	\$1.579 million / 19	\$1.65 million / 18	\$918,327/17	\$2.05 million / 14
*McEURAP Funds Expended / Households	NONE	\$2.8 million / 259	\$117,608 / 21	\$50,000 / 6
Treasury Housing Units Obligated			102	102

## Full Time Equivalents History

Job Title	2022-23	2023-24	2024-25
	FTE	FTE	FTE
Director	1.00	1.00	1.00
Deputy Director/Planning Manager	1.00	1.00	1.00
Planners	2.00	2.00	2.00
ZBA Coordinator	1.00	1.00	1.00
Mapping/GIS Tech II	1.00	1.00	1.00
Code Enforcement Inspector	1.00	1.00	1.00
P&D Administration Manager	1.00	1.00	1.00
Administrative Specialists	2.60	3.00	3.00
Building Enforcement Officer	1.00	1.00	1.00
Plans Examiners	3.00	3.00	3.00
Building Inspectors	2.00	2.00	2.00
Plumbing Inspector	1.00	1.00	1.00
WR Manager/Stormwater Chief Engineer	1.00	1.00	1.00
Water Resources Specialist	1.00	1.00	1.00
Water Resources Engineers	3.00	3.00	3.00
CD Administrator	1.00	1.00	1.00
CD Specialists	3.00	4.00	4.00
CD Procurement Officer/Inspector	1.00	1.00	1.00
CD Administrative Specialist	0.40	1.00	1.00
<b>Total Dept 10 - Planning &amp; Development</b>	<b>28.00</b>	<b>30.00</b>	<b>30.00</b>

# Organizational Chart



**County of McHenry**  
**2025 Proposed Budget**  
**10 - Planning and Development**

<b>Category</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Appropriated</b>	<b>FY2024 Actual (YTD)</b>	<b>FY2025 Budgeted</b>
<i>General Fund</i>					
75 - Licenses & Fees Total	714,144	785,137	540,000	576,090	711,500
76 - Fines & Forfeitures Total	38,906.50	45,026.00	45,000.00	9,264.00	17,500.00
80 - Fees & Charges for Service Total	53,266.90	53,213.10	31,950.00	44,906.52	49,450.00
95 - Interest Earnings Total	2,319.92	6,092.34	-	3,967.03	5,000.00
96 - Misc. Income Total	10,600.00	7,330.00	-	6,242.75	-
<b>General Fund Revenue Total</b>	<b>819,237.23</b>	<b>896,798.63</b>	<b>616,950.00</b>	<b>640,470.25</b>	<b>783,450.00</b>
30 - Personnel Total	1,355,728.96	1,502,472.63	1,514,989.96	944,801.47	1,581,431.02
40 - Contractual Total	405,369.46	402,684.14	603,514.45	508,068.79	367,870.00
50 - Commodities Total	25,198.13	28,558.25	49,175.00	22,205.22	49,175.00
60 - Capital Outlay Total	3,778.77	87,288.32	820,853.68	81,433.37	-
65 - Lease Total	-	-	1,200.00	-	1,200.00
<b>General Fund Expense Total</b>	<b>1,790,075.32</b>	<b>2,021,003.34</b>	<b>2,989,733.09</b>	<b>1,556,508.85</b>	<b>1,999,676.02</b>

*Expedited Permit Fund*

75 - Licenses & Fees Total	-	-	20,000	-	20,000
40 - Contractual Total	-	-	20,000	-	20,000

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

<https://mchenrycountyil.openbook.questica.com/#/spotlight/efe8db06-7ac6-45bc-9f0f-845fa5d1f6d0>