

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
Planning & Development (1000)				
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
Community Development				
CDBG Administration (1040)				
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
HOME Administration (1045)				
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
Continuum of Care Administration (1050)				
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
Lead Grant Program (1060)				
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
Foundation Grants (1080)				
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
IL State ESG Program (1081)				
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
Unified Funding Agency (1082)				
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
Treasury ERA Program (1084)				
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
Senior Services Grant Program (230002)				
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
EFSP (FEMA)				
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
Total full time equivalents	29.00	30.00	30.00	29.00

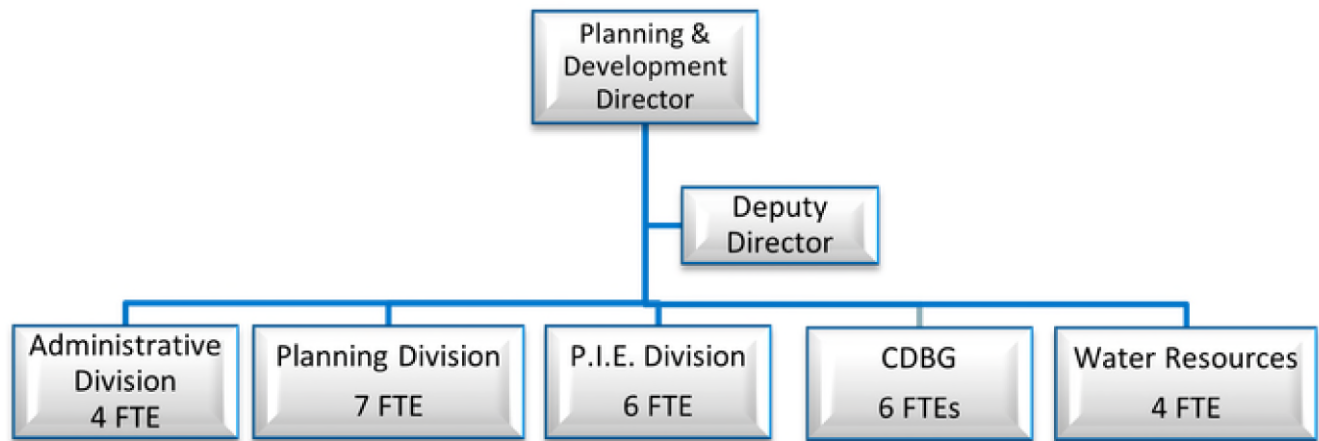
Notes:

*There is no longer an Administrative Assistant

**Temporary CD Specialist position eliminated resulting in a savings of \$100K+ per year

***Positions with zero FTEs for all 5 years shown above can be removed from this list.

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	-	-	-	-
General Fund Revenue Total	886,534	972,035	783,450	747,006	1,072,750	-
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	-
General Fund Expense Total	1,796,974	2,089,141	1,996,613	1,316,383	2,079,342	325,484

<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:

CURRENT CLASSIFICATION		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 (required for calculation):

CURRENT 1950 PROPOSED 1950

RECLASSIFICATION/SALARY INCREASE - HOURLY SALARY

EMPLOYEE RECLASSIFIED:

CURRENT CLASSIFICATION

REG	PT	Rate of Pay	REG	FT	Rate of Pay	
		\$0.00			\$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

TOTAL **\$4,134.79**

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 Planning & 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.