

Fiscal Year 2008/2009 Budget Program Description

Planning & Development

Department Mission Statement:

To direct the orderly and timely development of McHenry County; through land use planning; protecting the health and safety of County residents through enforcement of building and zoning codes/ordinances; provide for countywide Stormwater management and enforcement of the McHenry County Stormwater Management Ordinance; provide for decent, affordable housing for persons of low and moderate income through community development block grants and encourage expansion of development opportunities.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
OCA: 100005 Management Current Planning (ZBA Activity): Reviewing applications for zoning petitions for submittal through County Board action.	Unincorporated McHenry County	Yes, per Article 8 of the McHenry County Zoning Ordinance	General Fund
Long Range Planning (Planning Commission Activity): Provide policy guidelines for land use decisions; monitor growth and development countywide; monitor County land use plan and supporting documentation to ensure timeliness in updates; research and review planning projects per the liaison committee direction	Unincorporated McHenry County	Yes, per resolution of McHenry County Board	General Fund
Preservation Activity (McHenry County Historic Preservation Commission): Provide staff support to fulfill obligation founded in McHenry County Historic Preservation Ordinance	Unincorporated McHenry County and communities with intergovernmental agreements	Yes, per McHenry County Preservation Ordinance	General Fund
Solid Waste Management Activity: Provide coordination of solid waste management activities and clearinghouse function for solid waste management in the County, including Countywide Household hazardous waste collection	All of McHenry County (unincorporated and incorporated)	Yes, per County and State regulations	General Fund
Drafting & Graphics: maintain and updates both maps and databases, as needed and provide graphics assistance to department, committees, County Board and other agencies, as required.	All residents (primarily unincorporated; county departments and staff)	No	General Fund

Fill out as many worksheets as necessary to describe the programs within your department. Under the mandated column, indicate whether a service is mandated by local, state or federal governments. Cite specific statute or ordinance.

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Building Permit Review and Issuance: acceptance and review of building permit applications in accordance with policies and procedures enacted and review of documentation for compliance with adopted building codes. Follow-up inspections for compliance with approved plans and issuance of appropriate Certificates upon completion.	Unincorporated	Yes, per McHenry County Ordinance	General Fund
Code Enforcement: timely and accurate response to and investigation of complaints received regarding zoning violations; building code violations; stormwater violations, etc. with follow-up correspondence and if necessary, legal action and appearance in court situations.	Unincorporated	Yes, per County Ordinance	General Fund
Stormwater Management: Oversight and review of the regulations contained within the McHenry County Stormwater Management Ordinance as related to building permits; base flood elevations (BFE) determinations for both the County and certified communities; review and issuance of stormwater management permits for non-permit related projects for the County and non-certified communities; review of subdivision development proposals for compliance with the adopted ordinance and coordination with state and federal agencies as it pertains to floodplain and wetland requirements. Finalize Recertifications.	All residents (primarily unincorporated and incorporated in non-certified communities)	Yes, per County Ordinance	General Fund
Public Relations/Public Contact: timely, accurate and courteous responses to inquiries from the public, staff, elected and appointed officials, etc. On-going customer assistance training.	All of McHenry County (unincorporated and incorporated)	Yes, per County Ordinance	General Fund
Subdivision Development Review: provide record keeping for the County's Staff Plat Review Committee as well as provide for the review and acceptance of subdivision proposals from both a building, zoning and engineering standpoint in accordance with both the McHenry County Subdivision Ordinance and the McHenry County Zoning Ordinance.	Unincorporated McHenry County	Yes, per County Ordinance	General Fund

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OCA 100045 Receipt of entitlement funds provided by the U.S. Department of Housing and Urban Development (HUD). Staffing for County's Community Development Block Grant Commission which administers and plans for the use of funds received.	Contracts for services remaining open from 2005, 2006, 2007, 2008 and new contracts issued in 2009	Funds/Services not mandated, however County must comply with mandated requirements on the use of HUD funds	Community Development Block Grant/HOME Grant
Contracts for services to be provided by not for profit, governmental and for profit entities	Prior budget years	Funds/Services not mandated; however, must comply with mandated requirements on the use of HUD funds	Community Development Block Grant/HOME Grant
Contract Monitoring/grant closeouts	Open contracts from previous years, as well as contracts issued for 2009 for close out	Funds/Services not mandated; however, must comply with mandated requirements on the use of HUD funds	Community Development Block Grant/HOME Grant
Required HUD Plans and Reports	CAPER; Action Plan 5 year Consolidated Plan HUD outcome performance measures	Funds/Services not mandated; however, must comply with mandated requirements on the use of HUD funds	Community Development Block Grant/HOME Grant