

*Note: These minutes are not official until approved by the Planning & Zoning Committee at a subsequent meeting. Please refer to the meeting minutes, once approved to obtain any changes to these minutes.*

DeKalb County Government  
Sycamore, Illinois

**Planning & Zoning Committee Minutes**  
***Special Meeting***  
**August 10, 2016**

The Planning & Zoning Committee of the DeKalb County Board held a special meeting Wednesday, August 10, 2016 at 6:00pm in the Administration Building's Conference Room East in Sycamore, Illinois. Chairman Emerson called the meeting to order. Those present were Mr. Bagby, Mr. Faivre, Mr. Jones, Ms. Turner, Ms. Willis and Chairman Emerson. Mr. Bunge was absent. A quorum was established with 6 members present and 1 absent.

Others that were present included John Frieders, Gary Hanson and Mark Pietrowski.

**APPROVAL OF THE AGENDA**

**It was moved by Mr. Jones and seconded by Ms. Willis to approve the agenda as presented. The motion carried unanimously.**

**EXECUTIVE SESSION**

**Mr. Jones moved to transition the meeting to Executive Session for the purpose of discussing the selection of an Interim Planning Director. The motion was seconded by Mr. Bagby and a vote was taken via roll call. The motion was approved unanimously.**

**SELECTION OF AN INTERIM PLANNING DIRECTOR**

**Following the completion of the Executive Session, Mr. Jones moved to hire Kevin Hickey as the Interim Planning Director effective September 1, 2016 at the rate of \$48.00 per hour, not to exceed 599 hours and to forward the proposal to the County Board for approval. Mr. Faivre seconded the motion and the motion carried unanimously.**

**UPDATE ON BUILDING INSPECTOR SALARY RANGE**

Mr. Hanson mentioned that the Finance Committee has approved increasing the Building Inspector salary range by \$3.00. He stated that this item went through the Finance Committee as it is budget related and needed to be reviewed to ensure the proposed salary is aligned with the County's budget and financial objectives.

Mr. Pietrowski asked how the revised salary range compares with the Building Inspector salary in other counties. Mr. Hanson responded that the revised salary makes DeKalb County more competitive.

**Planning Director Recruiting Time-Line**  
**August 10, 2016**

- August 10 Special P&Z Meeting - recommend an interim Director to the County Board and begin discussion of any changes to the Director's scope of responsibilities
- August 17 County Board acts on recommendation for hiring an interim Director
- August 24 Regular meeting of the P&Z Committee; continue discussion on scope of responsibilities with goal to finalize majority areas of responsibilities;
- August 31 Special P&Z Meeting, if needed - finalize responsibilities, approve the job announcement, and sets salary range to advertise
- Sept 1 Job announcement issued; applications accepted through September 23rd
- Sept 28 Regular meeting of the P&Z Committee; County Administrator reviews applications with the Committee and recommends three candidates for interviews in early October
- Oct 3-7 P&Z Committee conducts 3 interviews this week; target Tuesday October 4th
- Oct 12 Special P&Z Meeting at 6:00 pm prior to the Executive Committee meeting to make formal hiring recommendation to County Board
- Oct 19 County Board approves hiring of Planning Director
- Nov 21 Target start date for Planning Director (range Nov 14<sup>th</sup> thru December 5th)

FROM STATE STUDY  
1979

COUNTY OF DEKALB  
CLASS SPECIFICATION

PLANNING DIRECTOR

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, is responsible for administering, supervising, and directing all professional and technical work of the Planning Department, in developing long-range and short-range plans, special projects, and giving technical advice to communities in the County; serves as Secretary to the DeKalb County Planning Commission and the Zoning Board of Appeals; enforces ordinances and regulations pertaining to planning, zoning, and building inspection.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manages both land-use and economic development planning projects for the County, preparing initial paper work, identifying steps necessary for completion, developing sequence of events, and coordinating with interested groups or individuals outside of the Department; oversees work of individuals completing projects.
2. Directs and supervises planning staff; hires, trains, disciplines, and dismisses employees; assigns projects and gives advice and guidance on problem areas; periodically evaluates employee performance.
3. Fulfills duties as Secretary to the DeKalb County Regional Planning Commission and Zoning Board of Appeals; researches and prepares reports and sends out notices and agendas for meetings; makes recommendations for and implements decisions.
4. Acts as technical and policy advisor to the County Board and associated committees on planning matters; makes recommendations and implements decisions.
5. Provides planning assistance and advice to communities in the County; negotiates contracts for services; provides expertise, advice, and technical assistance; attends meetings and acts as liaison with pertinent County interests.
6. Directs and supervises the enforcement of building inspections in compliance with the County Building Codes; may authorize and initiate legal action as necessary.
7. Performs a variety of administrative tasks; prepares requisite reports and records; develops and administers the Department budget; responds to questions and requests for information; attends and participate in a variety of meetings; makes presentations at public speaking engagements.
8. Performs other duties as required or assigned.

REQUIREMENTS:

Education

Requires knowledge, skill, and mental development equivalent to four years of college, preferably supplemented by a Master's Degree in planning, public administration, or a closely related field.

PLANNING DIRECTOR (continued)

Experience

Requires five years professional experience in the area of urban planning, community development, public administration, or a closely related field, with one year supervisory experience.

Requires thorough knowledge of the principles and practices of planning.

Requires extensive knowledge of Federal, State, and local laws, regulations, and ordinances pertinent to planning.

Requires working knowledge of and the ability to implement the principles and practices of local government administration.

Special Requirements

Requires certification by the Illinois Department of Local Government Affairs as a Project Planner.

Requires membership or ability to obtain membership in a professional planning organization.

Significant Abilities

Requires ability to develop plans and alternatives and make recommendations to governing bodies on implementation of plans.

Requires ability to direct planning projects and employees in carrying out projects.

Requires ability to communicate effectively both orally and in writing.

Requires ability to attend evening meetings.

Requires ability to establish and maintain effective working relationships with subordinate staff, other County employees, public officials, professional people, and the general public.

FROM HAY STUDY  
1991

**SUPERVISOR SECTION:**

**For:** Chris Aiston, Planning Director

**By:** Ray Bockman, Administrative Aide

1. The most important aspect of this position is to provide direct staff support to the County Board, through its Planning & Zoning Committee, in the formulation, adoption and subsequent interpretation of its land use and development policies. While these processes are ongoing with regard to revisions of all of the County's major documents, it is essential that the incumbent provide daily interpretation, defense and enforcement of the existing County rules relative to development.
2. One of the most important aspects of the position is the ability to understand legislative intent and to apply that intent in an equitable fashion through the daily interpretation of the County's policy.
3. The most important qualifications of an employee in this position would include a solid background and familiarity with the planning process; familiarity with physical geography and infrastructure; highly developed public relations skills; and a developed sense of what is and what is not legally defensible.
4. This department head position would require, at a minimum, 5 years of progressively responsible experience in the field of planning, geography, economic development or a related field. The minimum of a Bachelor's Degree or its equivalent would be required along with a highly developed ability to communicate both orally and in writing. More often than not, the incumbent becomes the focal point of communications between the Board and the public at large on issues of extreme volatility.
5. Due to the fact that rather substantial sums of money are often at stake, it is important that the incumbent have an in-depth understanding of both the intent of the legislature, in terms of policy formulation, as well as the historic legal justifications that enable a public body to adopt resolutions controlling certain uses of land privately owned.

There is also an inherent health and safety function as the incumbent is responsible for overseeing the inspection of all new construction of the unincorporated areas of the County. The incumbent would typically also become the initial mediator in any dispute arising between members of the public and the County code enforcement officials.

Mr. Jones confirmed that a decision has not yet been made in terms of whether or not the County will move forward in hiring a Building Inspector and that establishing the new salary range just puts the necessary pieces in place in the event the County decides to recruit for the position. Mr. Hanson added that the County may elect to continue using a third party for this role.

Mr. Faivre stated that in his opinion, the County's enforcement of code has gone way overboard and that the decision of whether or not to move forward in hiring a Building Inspector will be dependent upon the new structure and business plan of the Planning & Zoning Department. Mr. Jones concurred with Mr. Faivre in that the Planning & Zoning Director transition is an opportunity for the County to re-shape and re-define this office.

**PLANNING DIRECTOR RECRUITMENT: Process, Timeline and Scope of Responsibilities**

Mr. Hanson referenced the "Planning Director Recruiting Time-Line" and the job description handouts that were distributed to the Committee members. (Copies of the handouts are included with these minutes.) Mr. Hanson stated that his objective is to have a new Planning Director identified in time to bring forward to the County Board in October. He mentioned that he hopes the Planning Director job description can be finalized during the August County Board and Planning & Zoning Committee meetings. Mr. Hanson suggested that if the job description can't be finalized during the regular August meetings, then a special meeting will need to be scheduled to ensure that the Planning Director position can be posted by September 1<sup>st</sup>. He suggested that 3 candidates could then be chosen to interview with the Planning & Zoning Committee during the first week of October so that ultimately, the new hire could be identified in time for the October County Board meeting. Mr. Hanson stated that if the job description can be finalized during the regular August meetings, then the position can be posted on August 25<sup>th</sup>, which would allow for an additional week of recruiting.

Mr. Jones suggested and it was agreed that Mr. Emerson, Mr. Pietrowski and Mr. Hanson review the applications and resumes for the Planning Director position and determine the 3 finalists to bring before the Committee.

Mr. Hanson referenced the 1979 and 1991 job descriptions contained in the handout. He mentioned that he has asked Mr. Miller to review the descriptions for current relevance. Mr. Hanson suggested that the job description be formatted to categorize the various aspects / roles of the position and asked the Committee members for input.

Mr. Jones mentioned that one area he feels needs to be added to the job description is development. He stated that Mr. Miller has always interpreted his role as one that enforces the rules versus assisting the individual on the other side of the counter. Mr. Pietrowski said that the job description written in 1991, which is the most current description document, seems to support Mr. Miller's philosophy.

Mr. Pietrowski referenced information he sourced from Arlington County, Virginia, where they have implemented a computer program with online capabilities that reportedly streamlines their operation. He suggested that the Committee reach out to Arlington County and inquire about cost effectiveness and satisfaction with the product. Mr. Pietrowski suggested that improving

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technology could help in addressing the main complaint DeKalb County receives, which is that the process takes too long.

Mr. Jones suggested that the new Planning Director be tasked with improving efficiency to minimize the potential loss of investment that could be incurred by the developer due to a lengthy review process. Mr. Jones referenced a recent example of a developer that stands to lose a significant amount of his investment if the project is ultimately not allowed to move forward.

Ms. Willis agreed that processes could be streamlined and communication could be improved. She commented that she likes the idea of the Planning & Zoning Department being advocates for development. Mr. Hanson stated that the inclusion of economic development in the job description will set this expectation with the new Director and drive accomplishment in that area. He also mentioned that it makes sense to take the opportunity to transition the Liquor and Fireworks licensing from County Administration to the Planning Department and that he will add these items to the Planning Director job description.

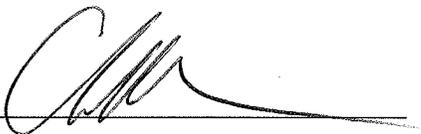
Mr. Jones mentioned that he has always felt that economic development is a key role of the Planning Director and that he envisions the new Director will work closely with the Planning & Zoning Committee as well as the Economic Development Committee.

Mr. Hanson stated that he will prepare a draft of the Planning Director job description in advance of the next meeting.

As a final note, Mr. Hanson mentioned that due to the reduced staffing level, he will be increasing the working hours of the Planning Secretary from 7 hours per day to 8 hours to assist in handling the workload. He mentioned that the increased hours are part of the budget proposal however, he will be implementing this schedule change immediately.

#### **ADJOURNMENT**

**Mr. Jones moved to adjourn the meeting and Ms. Turner seconded the motion. The motion carried unanimously.**



Christie Klein, Recording Secretary



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John Emerson, Chairman