

VILLAGE OF VERNON HILLS

ORDINANCE NO. 2014-008

AN ORDINANCE AMENDING THE VILLAGE OF VERNON HILLS CODE OF
ORDINANCES CHAPTER 2 ADMINISTRATION, ARTICLE IV DEPARTMENTS
RELATED TO THE CREATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT

THE 21ST DAY OF JANUARY 2014

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this 27th Day of
January, 2014

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AN ORDINANCE AMENDING THE VILLAGE OF VERNON HILLS CODE OF ORDINANCES CHAPTER 2 ADMINISTRATION, ARTICLE IV DEPARTMENTS RELATED TO THE CREATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT

WHEREAS, the Village of Vernon Hills is a home-rule municipal corporation existing under the laws of the State of Illinois, and,

WHEREAS, Chapter 2 of the Code of Ordinance creates the various executive staff positions and departments of the Village and defines the roles and responsibilities that each has within the organizational structure of the Village; and,

WHEREAS, over the years, while the several positions have been eliminated, changed or been merged and departments have been created to streamline village operations, Chapter 2 was not amended to reflect these changes; and,

WHEREAS, Article IV, creates the various departments and department heads for each department; and,

WHEREAS, Section 2-266. Department heads-Positions created; titles contain the titles which must be updated as setforth in Exhibit A to reflect operational changes to the Public Works Department and creation of the Community Development Department; and,

WHEREAS, the proposed Community Development Department consists of the building division, planning, GIS and licenses and records section; and,

WHEREAS, the Department currently coordinates the development review process, building permits issuance, code enforcement, business and liquor licenses, senior bus pick up/drop off scheduling, passports and a number of other functions; and,

WHEREAS, the director serve as liaison to the P&Z Commission and building commissioner serves the ZBA and Liquor/Licenses Commission; and,

WHEREAS, the department has existed in this configuration for over 12 years although the Village Code does not reflect it; and,

WHEREAS, the proposed amendment to Article IV, as setforth in Exhibits A & B, reflects current municipal practices of the Village of Vernon Hills.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION I. That Chapter 2 Administration, Article IV, Departments, Section 2-266 of the Village of Vernon Hills Code of Ordinances is hereby amended as setforth in Exhibit A.

SECTION II. That Chapter 2 Administration, Article IV, Departments is hereby amended to create Division 3 the Community Development Department as setforth in Exhibit B.

Exhibit A

Article IV. Departments

DIVISION 1. – GENERALLY

Sec. 2-266. - Department heads—Positions created; titles.

There is hereby created the position of department head for each executive department of the municipal government of the Village. The titles of the department heads shall be as follows:

- (1) The department head for the Police Department shall be the Chief of Police.
- (2) The department head for the Department of Public Works shall be the Village Engineer/Director of Public Works.
- (3) The department head for the Community Development Department ~~building department~~ shall be the ~~building commissioner~~ assistant village manager/director of community development.
- (4) The department head of the finance department shall be the financial director/treasurer.

Exhibit B

Article IV. Departments

(AMENDMENT TO ADD NEW DIVISION)

DIVISION 3. Community Development Department

Sec. 2-292. Established.

There is hereby established an executive department of the municipal government of the village which shall be known as the community development department.

Sec. 2-293. Composition.

The community development department which shall consist of a assistant village manager/director of community development, building commissioner and such other employees as may be provided from time to time by the village president and board of trustees. The Department shall consist of the following Divisions: Administration including GIS and Building including records and licensing and such other divisions as from time to time may be authorized by the President and Board of Trustees. The Building Commissioner shall supervise the building division and associated permits, records and licensing functions and shall be under the general supervision of the assistant village manager/director of community development.

Sec. 2-294. Appointment of Personnel.

Employees of the department, except for the Building Commissioner and Assistant Village Manager/Director of Community Development, shall be appointed by the Village Manager by and with the consent of the Board of Trustees.

Sec. 2-294. Removal or suspension of employees.

Each employee of the department, except the Building Commissioner and Assistant Village Manager/Director of Community Development, shall hold his position or employment subject to suspension or removal at the option of the Village Manager.

Sec. 2-295. Duties, Functions and Authority.

The duties, functions and authority of the community development department shall include, but not be limited to, the following:

- A. The administration and enforcement of all ordinances, rules and regulations of the village relating to zoning (Appendix C of this Code), long-range planning for land use, current planning, building construction, alterations, maintenance, repair, and inspection of buildings, structures, and accessory uses, hereinafter referred to as the Development Ordinances; and,
- B. The review of applications for permits required by the development ordinances of the village, coordination of the development review process with other village departments and outside agencies such as fire protection districts and Lake County, and the issuance of such permits; and,
- C. The inspection of all work relating to the construction, erection, alteration, maintenance, repair, removal and inspection of any building, wall, structure or portions of such building, wall or structure, and all accessories to such building, wall or structure; and,
- D. The issuance of citations and stop work orders for any work relating to the construction, erection, alteration, maintenance, repair, removal and inspection of any building, wall, structure or portion of such building, wall or structure, when it is determined that such work violates any ordinance, rule, regulation, permit or license of the Village; and
- E. The performance of the duties and functions as required in Chapter 5 (Buildings and Building Regulations) of this Code; and,

- F. The review of all applications submitted to the Village for amendments to the official map or to the text of the Zoning Ordinance, for zoning variations, special use permits, planned unit developments, other zoning relief as necessary and for subdivisions, re-subdivisions and consolidations; and,
- G. Advising and assisting the planning and zoning commission and zoning board of appeals in the performance of their functions and serving as liaison between the village administration and such committees, boards and commissions; and,
- H. Filing with the appropriate governmental offices all reports required by village ordinance or by state or federal law, rule or regulation pertaining to community development, and construction and demolition activity within the village, including but not limited to filing reports of building permits, construction valuations, and certificates of occupancy; and,
- I. The maintenance and production of the official village zoning map and comprehensive land use plan; and
- J. The performance of all such duties or special studies relating to zoning, planning, land use, building construction, code enforcement and economic/community development in the Village and other unrelated duties as may be assigned by the Village Manager.
- K. The administration and enforcement of all ordinances, rules and regulations of the Village relating to Article 3 (Alcoholic Liquor Control) and Article 10 (Licenses, Permits and Miscellaneous Business Regulations) and Article 13 (Nuisances).

Sec. 2-296 - Assistant Village Manager/Director of Community Development.

- A. Appointment. There is created the office of assistant village manager/director of community development, an executive employee of the village. The assistant village manager/director of community development shall be appointed consistent with Section 2-267 of this Code.
- B. Powers and Duties. The assistant village manager/director of community development shall, under the direction of the village manager, have control over all matters pertaining to the community development department, as required for the efficient operation of the department.

Sec. 2-297 - Zoning Administrator.

- A. The office of the zoning administrator, an administrative position of the village is hereby established pursuant to the provisions of Appendix C (Zoning) of this Code. The building commissioner shall serve as zoning administrator for the Village as provided in Appendix C (Zoning) of this Code.

SECTION III. SEVERABILITY. In the event that any section, clause, provision, or part of this ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect. If any part of this ordinance is found to be invalid in any one or more of its several applications that are severable, the valid applications shall remain in effect.

SECTION IV. REPEAL AND SAVINGS CLAUSE. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions or causes of action which shall have accrued to the Village of Vernon Hills prior to the effective date of this ordinance.

SECTION V. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

SECTION VI. PUBLICATION. This ordinance shall be published in pamphlet for in the manner provided by law.

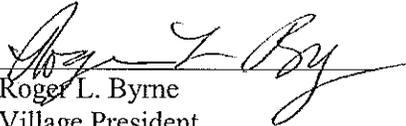
SECTION VII. ORDINANCE NUMBER. This ordinance shall be known as Ordinance Number 2014-008.

Adopted by roll call vote as follows:

AYES: 4 – Schultz, Williams, Koch, Marquardt

NAYS: 0 - None

ABSENT AND NOT VOTING: 2 – Hebda, Schwartz

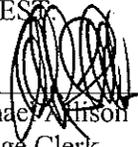

Roger L. Byrne
Village President

PASSED: 1/21/2014

APPROVED: 1/21/2014

PUBLISHED IN PAMPHLET FORM: 1/27/2014

ATTEST


Michael Addison
Village Clerk

AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, MICHAEL ALLISON, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE 2014-008, AN ORDINANCE AMENDING THE VILLAGE OF VERNON HILLS CODE OF ORDINANCES CHAPTER 2 ADMINISTRATION, ARTICLE IV DEPARTMENTS RELATED TO THE CREATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM JANUARY 27, 2014 TO FEBRUARY 10, 2014.



MICHAEL ALLISON, VILLAGE CLERK

SUBSCRIBED AND SWORN TO BEFORE
THIS 27th DAY OF JANUARY, 2014



Notary Public

