

**VILLAGE OF VERNON HILLS
ORDINANCE 2025-119**

**AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, AND CHAPTER 16,
PLANNING, OF THE VERNON HILLS MUNICIPAL CODE, RELATED TO REFERENCES
TO THE ASSISTANT VILLAGE MANAGER**

WHEREAS, the Village of Vernon Hills (Village) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Vernon Hills Village Code, as amended, contains descriptions of the responsibilities of certain senior staff positions, such as roles in oversight of various procedures and supervision of employees; and

WHEREAS, the responsibilities assigned to positions must occasionally be adjusted to mirror changes in staffing structure; and

WHEREAS, provisions within Chapter 2, Administration, and Chapter 16, Planning, reference responsibilities assigned to the role of Assistant Village Manager that do not reflect the current staffing structure of the Village; and

WHEREAS, the purpose of this Ordinance is to amend various sections of Chapter 2 and Chapter 16 to clearly separate the roles of the Assistant Village Manager and Community Development Director, as these roles are not in practice assigned to a single senior employee.

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

SECTION 1: The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: That Section 2-266 titled “Department heads—Positions created; titles” of the Vernon Hills Village Code, Division I, Article IV, Chapter 2 is hereby amended to provide as follows, where strikethrough (strikethrough) indicates deletion of text and double underline (insert) indicates insertion of text:

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 shall be the ~~assistant village manager~~/director of community development.
- (4) The department head of the finance department shall be the finance director/treasurer.

SECTION 3: That Section 2-293 titled “Composition” of the Vernon Hills Village Code, Division III, Article IV, Chapter 2 is hereby amended to provide as follows, where strikethrough (strikethrough) indicates deletion of text and double underline (insert) indicates insertion of text:

Sec. 2-293. Composition.

The community development department which shall consist of an ~~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 director of community development and Village manager. ~~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.~~

SECTION 4: That Section 2-294 titled “Appointment of personnel” of the Vernon Hills Village Code, Division III, Article IV, Chapter 2 is hereby amended to provide as follows, where strikethrough (strikethrough) indicates deletion of text and double underline (insert) indicates insertion of text:

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.

SECTION 5: That Section 2-295 titled “Removal or suspension of employees” of the Vernon Hills Village Code, Division III, Article IV, Chapter 2 is hereby amended to provide as follows, where strikethrough (strikethrough) indicates deletion of text and double underline (insert) indicates insertion of text:

Sec. 2-295. 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.

SECTION 6: That Section 2-297 titled “Assistant village manager/director of community development” of the Vernon Hills Village Code, Division III, Article IV, Chapter 2 is hereby amended to provide as follows, where strikethrough (strikethrough) indicates deletion of text and double underline (insert) indicates insertion of text:

Sec. 2-297. ~~Assistant village manager/d~~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.

SECTION 7: That Section 2-633 titled “Same-Complaints” of the Vernon Hills Village Code, Article V, Division 14, Subdivision 3 “Ethics Commission” is hereby amended to provide as follows, where strikethrough (strikethrough) indicates deletion of text and double underline (insert) indicates insertion of text:

Sec. 2-633. Same—Complaints.

Complaints alleging a violation of this division shall be filed with the village clerk. Upon receipt of a complaint, the clerk shall:

- (a) Call the ethics commission to order for purposes solely of receiving the complaint.
- (b) Within three business days after the receipt of a complaint, the clerk shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The clerk shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within three business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.
- (c) Upon not less than 48 hours' public notice, the commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this division, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The commission shall issue notice to the complainant and the respondent of the commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within seven business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of article ten of this division [the provisions concerning the gift ban, sections 2-615 through 2-618] and there is a determination of probable cause, then the commission's notice to the parties shall include a hearing date scheduled within four weeks after the complaint's receipt. Alternatively, the commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of this subdivision, then the commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the commission concerning the alleged violation.

- (d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
- (e) Within 30 days after the date the hearing or any recessed hearing is concluded, the commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline of the alleged violator and to the village president, village board, and village manager, and in the instance where the village manager is the subject of the complaint, then such recommendation to the village president ~~and the assistant village manager and the village board~~, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.
- (f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within seven business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within seven days thereafter, the commission shall publicly issue a final recommendation to the alleged violator and to the village president, village board, and village manager or impose a fine upon the violator, or both.
- (g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the commission shall render its decision as required under subsection (e) within seven days after the complaint is filed, and during the seven days preceding that election, the commission shall render such decision before the date of that election, if possible.
- (h) The commission may fine any person who intentionally violates any provision of subdivision 2 provisions dealing with gift bans in an amount of not less than \$1,001.00 and not more than \$5,000.00. The commission may fine any person who knowingly files a frivolous complaint alleging a violation of this division in an amount of not less than \$1,001.00 and not more than \$5,000.00. The commission may recommend any appropriate discipline up to and including discharge.
- (i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

SECTION 8: That Section 16-98 titled “Staging of site plan review process” of the Vernon Hills Village Code, Article IV, Chapter 16 is hereby amended to provide as follows, where strikethrough (strikethrough) indicates deletion of text and double underline (insert) indicates insertion of text:

Sec. 16-98. Staging of site plan review process.

The staging of the site plan review process shall be as follows:

- (1) Application for site review will be made to the building commissioner. The building commissioner will determine the nature of the development and arrange a meeting with the developer and his associates and the appropriate village staff.
- (2) The staff will meet with the developer to explain the site review process, identify variances, etc.

- (3) The building commissioner will contact the village clerk who will schedule the appearance of the developer before the committee of the whole for the concept review. The building commissioner will notify the developer of an appearance date and ensure required submissions are given to the village clerk in a timely manner. The purpose of the concept review is to keep the corporate authorities advised of proposed development and give the developer the benefit of their initial response. The concept review is not meant to imply approval of the development by the staff, corporate authorities or the planning and zoning commission. The concept review submittals may be rough schematic drawings of a site plan, building elevations and other information necessary to determine compliance with setbacks, parking ratios, density, height, FAR and other zoning ordinance requirements. Twenty-five copies must be delivered to the village clerk the Thursday prior to the appearance before the committee of the whole.
- (4) The building commissioner will receive all necessary submittals from the developer and forward same to the technical review committee consisting of the fire chief, police chief, village planner, village engineer, public works director, building commissioner and the county public works. The building commissioner will ensure all submittals are properly reviewed and returned in a timely manner.
- (5) The technical review committee will have ten working days to return comments to the building commissioner.
- (6) The building commissioner discusses the technical review committee comments with the developer and schedules the appearance of the developer before the planning and zoning commission through the ~~assistant village manager~~ director of community development. The building commissioner will provide all necessary submittals and reports. The building commissioner will advise the developer when to appear and what to present to the planning and zoning commission.
- (7) The ~~assistant village manager~~ director of community development will forward results of the planning and zoning commission meeting to the building commissioner.
- (8) The building commissioner will contact the village clerk who will schedule an appearance before the committee of the whole. The building commissioner will provide all necessary submittals and reports to the village clerk who will forward same to the committee of the whole. The committee of the whole will review and discuss the site plan and forward their recommendations to the village board.
- (9) The village clerk will place site review plan on the village board agenda. The village board will vote on site plan. If approved, building plans may be submitted to the building commissioner for review and issuance of building permits.

SECTION 9: All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

SECTION 10: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

SECTION 11: This Ordinance shall be known as Ordinance Number 2025-119.

Dated the 7th day of October, 2025.

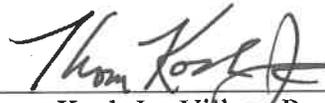
[Signature Page to Follow]

Adopted by roll call votes as follows:

AYES: 6 – Marquardt, Takaoka, Forster, Schenk, Lundeen, Koch

NAYS: 0 - None

ABSENT AND NOT VOTING: 1 - Oppenheim



Thom Koch Jr., Village President

PASSED: 10/08/2025

APPROVED: 10/08/2025

ATTEST: 10/08/2025



Kevin Timony, Village Clerk



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THE 7th DAY OF OCTOBER 2025

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this
7th day of October, 2025

AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, KEVIN TIMONY, 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 NO. 2025-119 AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, AND CHAPTER 16, PLANNING, OF THE VERNON HILLS MUNICIPAL CODE, RELATED TO REFERENCES TO THE ASSISTANT VILLAGE MANAGER TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM OCTOBER 7, 2025 TO OCTOBER 21, 2025.



Kevin Timony, Village Clerk

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 7th DAY OF OCTOBER, 2025



Notary Public

