

CHAPTER 4

BOARDS AND COMMISSIONS

ARTICLE I - PLAN COMMISSION

4-1-1 **ESTABLISHED.** A Plan Commission is hereby created under authority of the **Illinois Revised Statutes, Chapter 24, Sections 11-12-4 through 11-12-12.**

4-1-2 **MEMBERSHIP.** The Plan Commission shall consist of **seven (7) members**; said members to be residents of the Village, appointed by the Mayor on the basis of their particular fitness for their duty on the Plan Commission and subject to the approval of the Village Board.

4-1-3 **TERM OF OFFICE.** The members shall serve for a period of **three (3) years**. The first members appointed shall serve respectively for the following terms: **Two (2) for one (1) year, two (2) for two (2) years, and three (3) for three (3) years**; the successor to each member so appointed to serve for a term of **three (3) years**. Vacancies shall be filled by appointment for the unexpired term only. All members of the Commission shall serve without compensation, except that if the Village Board deems it advisable, they may receive such compensation as provided by the Village Board by appropriation. **(Ord. No. 99-17; 06-07-99)**

4-1-4 **PROCEDURE.** The Plan Commission shall elect such officers as it may deem necessary and adopt rules and regulations of organization and procedure consistent with the Village Code and State Law. The Commission shall keep written records of its proceedings. It shall be open at all times for and to the inspection of the public, and the Commission shall file an annual report with the Mayor and Village Board, setting forth its transactions and recommendations.

4-1-5 **POWERS AND DUTIES.** The Plan Commission shall have the following powers and duties:

(A) To prepare and recommend to the Village Board a comprehensive plan for the present and future development or redevelopment of the Village and contiguous unincorporated territory not more than **one and one-half (1 1/2) miles** beyond the corporate limits of the Village and not included in any other municipality. Such plan may be adopted in whole or in separate geographical or functional parts, each of which, when adopted, shall be the official comprehensive plan or part thereof of the Village. Such plan shall be advisory except as to such part thereof as has been implemented by ordinances duly enacted by the Village Board.

All requirements for public hearing, filing of notice of adoption with the County Recorder of Deeds, and filing of the plan and ordinances with the Village Clerk shall be complied with as provided for by law. To provide for the health, safety, comfort, and convenience of the inhabitants of the Village and contiguous territory, such plan or plans shall establish reasonable standards of design for subdivisions and for resubdivisions of unimproved land and of areas subject to redevelopment in respect to public improvements as herein defined and shall establish reasonable requirements governing the location, width, course, and surfacing of public streets and highways, alleys, ways for public service facilities, curbs, gutters, sidewalks, street lights, parks, playgrounds, school grounds, size of lots to be used for residential purposes, storm water drainage, water supply and distribution, sanitary sewers, and sewage collection and treatment. The requirements specified herein shall become regulatory only when adopted by law.

(B) To designate land suitable for annexation to the Village and the recommended zoning classification for such land upon annexation.

(C) To recommend to the Village Board from time to time, such changes in the comprehensive plan or any part thereof, as may be deemed necessary.

(D) To prepare and recommend to the Village Board from time to time, plans and/or recommendations for specific improvements in pursuance to the official comprehensive plan.

(E) To give aid to the officials of the Village charged with the direction of projects for improvements embraced within the official plan or parts thereof, to further the making of such improvements and generally, to promote the realization of the official comprehensive plan.

(F) To arrange and conduct any form of publicity relative to its activities for the general purpose of public understanding.

(G) To cooperate with municipal or regional plan commissions and other agencies or groups to further the local plan program and to assure harmonious and integrated planning for the area, subject to approval of the Village Board.

(H) To exercise such other powers germane to the powers granted under authority of an act of the General Assembly of the State of Illinois, as may be conferred by the Village Board.

4-1-6 **LAND SUBDIVISION OR RE-SUBDIVISION AND THE OFFICIAL MAP.** At any time or times before or after the formal adoption of the official comprehensive plan by the corporate authorities, an official map may be designated by ordinance, which may consist of the whole area included within the official comprehensive plan or one or more geographical or functional parts and may include all or any part of the contiguous unincorporated area within

one and one-half (1 1/2) miles from the corporate limits of the Village. All requirements for public hearing, filing notice of adoption with the County Recorder of Deeds and filing of the plan and ordinances, including the official map with the Clerk shall be complied with as provided for by law. No map or plat of any subdivision or re-subdivision presented for record affecting land within the corporate limits of the Village or within contiguous territory which is not more than **one and one-half (1 1/2) miles** beyond the corporate limits shall be entitled to record or shall be valid unless the subdivision shown thereon provides for standards of design and standards governing streets, alleys, public ways, ways for public service facilities, street lights, public grounds, size of lots to be used for residential purposes, and distribution, sanitary sewers, and sewage collection and treatment in conformity with the applicable requirements of the Code, including the official map.

(III. Rev. Stat., Ch. 24; Section 11-12-12)

4-1-7 **IMPROVEMENTS.** The Village Clerk shall furnish the Plan Commission for its consideration, a copy of all ordinances, plans and data relative to public improvements of any nature. The Plan Commission may report in relation thereto, if it deems a report necessary or advisable, for the consideration of the Village Board.

4-1-8 **FURTHER PURPOSES.** The Commission shall recommend the boundaries of districts for land use and shall recommend regulations to the corporate authorities for the following:

- (A) To regulate and limit the height and bulk of buildings hereafter to be erected.
- (B) To establish, regulate and limit the building or setback lines on or along the street, traffic way, drive, parkway, or storm or flood water runoff channel or basin.
- (C) To regulate and limit the intensity of the use of lot areas and to regulate and determine the area of open spaces, within and surrounding such buildings.
- (D) To classify, regulate and restrict the location of trades and industries and the location of buildings designed for specified industrial, business, residential, and other uses.
- (E) To divide the entire municipality into districts of such number, shape, area, and of such different classes (according to use of land and buildings, height, and bulk of buildings, intensity of the use of lot area, area of open spaces, or other classification), as may be deemed best suited to carry out the purpose of this section.
- (F) To fix standards to which buildings or structures therein shall conform.

(G) To prohibit uses, buildings, or structures incompatible with the character of such districts.

(H) To prevent additions to and alteration or remodeling of existing buildings or structures in such a way as to avoid the restrictions and limitations lawfully imposed under this section.

4-1-9 **EXPENDITURES.** Expenditures of the Commission shall be at the discretion of the Village Board and if the Commission shall deem it advisable to secure technical advice or services, it shall be done upon authority of the Village Board and appropriations by the Village Board therefor. **(Ill. Rev. Stat., Ch. 24; Section 11-12)**

ARTICLE II

BOARD OF FIRE AND POLICE COMMISSIONERS

4-2-1 **CREATION.** There is hereby established a Board of Fire and Police Commissioners in this municipality. The Mayor, with the advice and consent of the Board shall appoint a Board of Fire and Police Commissioners. (See III. Rev. Stat., Ch. 24; Sec. 10-2.1-1)

4-2-2 **MEMBERSHIP.** The Board of Fire and Police Commissioners shall consist of **three (3) members** whose terms of office shall be **three (3) years** and until their respective successors are appointed and have qualified, except as provided in **Section 4-2-3** hereof. No such appointment, however, shall be made by the Mayor within **thirty (30) days** before the expiration of his term of office.

4-2-3 **FIRST APPOINTMENTS.** The Mayor, with the advice and consent of the Village Board shall appoint the members to the Board. The members shall serve a **three (3) year** term, or until his successor is appointed and has qualified.

Vacancies on the Board of Fire and Police Commissioners shall be filled in the same manner as the original appointment.

The Board members shall elect a chairman to serve during the municipal fiscal year.

A majority of the Board constitutes a quorum for the conduct of all business.

4-2-4 **QUALIFICATIONS - OATH - BOND - REMOVAL.** The **three (3) members** of the Board shall possess the qualifications required of other officers of the municipality and shall file an oath or affirmation and a fidelity bond in the amount of **One Thousand Dollars (\$1,000.00)**. The bond shall be paid by the Village.

The members shall comply with the qualifications of statute and the members shall not be subject to removal, except for cause, upon written charges, and after an opportunity to be heard within **thirty (30) days**, in his or their own defense before a regular meeting of the Village Board. A majority vote of the elected members of the Village Board shall be required to remove any such member from office.

4-2-5 **POWERS AND DUTIES.** The Board of Commissioners shall in accordance with law make all appointments, promotions, removals, or suspensions in the Fire and Police Departments except the Police Chief and Fire Chief, which right of appointment or removal is reserved to the Village Board. (Nothing herein shall apply to the Volunteer Firemen and their organization, the Special Police and their organization, or any other personnel of any kind except full-time firemen and policemen.) (Ord. #392; 07-03-67)

4-2-6 **RULES - PUBLICATIONS.**

(A) The Board shall make rules:

- (1) to carry out the purpose of the statutes of the State of Illinois, and
- (2) for appointments and removals in accordance with the provisions which are now, or as may hereafter be given to it by law.

(B) The Board, from time to time, may make changes in these rules.

(C) All these rules and changes therein shall be printed immediately for distribution. The Board shall give notice:

- (1) of the places where the printed rules may be obtained, and
- (2) of the date, not less than **ten (10) days** subsequent to the time of publication, when the rules or changes therein shall go into operation.

(D) These rules of the Board shall apply only to the conduct of examinations for original appointments, for promotions, and to the conduct of hearings on charges brought against a member of the Police Department. No such rule shall be made by the Board to govern the operation of the Police Department or Fire Department or the conduct of their members.

4-2-7 **SECRETARY.** The Board may appoint a secretary or may designate one of its own members to act as such. The secretary shall keep the minutes of the Board proceedings, shall be custodian of all papers pertaining to the business of the Board, shall keep a record of all examinations held, and shall perform such other duties as the Board shall prescribe.

4-2-8 **COMPENSATION.** The members of the Board of Fire and Police Commissioners, and their secretary, if appointed, shall serve without compensation, but shall be reimbursed for all incidental and necessary expenses.

4-2-9 **COMPLIANCE.** The Board of Fire and Police Commissioners shall hereafter perform and strictly carry out all the terms and provisions contained in the **Illinois Revised Statutes, Chapter 24, Section 10-2.1 and 10-3;** to the same extent as if the statutes were set out herein.

ARTICLE III - POLICE PENSION BOARD

4-3-1 **ESTABLISHMENT.** There shall be a Police Pension Fund established in the municipality as provided by law. (See **III. Rev. Stat., Ch. 108 1/2; Sec. 3-101**)

4-3-2 **BOARD.** The Board of Trustees of the Fund shall consist of **five (5) members, two (2)** appointed by the Mayor and **two (2)** elected by the members of the Police Department, and **one (1)** elected by the beneficiaries of the Pension Fund. The elections shall be held on the **third (3rd) Monday in April**, and the term of each member shall be **two (2) years**. The Pension Board shall meet at least quarterly, as provided by law, and shall hold such additional meetings as may be called by the president of the Pension Board.

4-3-3 **ACCOUNT.** The money in the Police Pension Fund shall be held in a separate account by the municipal Treasurer, as provided by statute. This fund shall consist of the deduction from the pay of the policemen, subject to the act, as provided by statute; and there shall be levied annually a tax sufficient to enable the Police Pension Fund to meet all its obligations.

4-3-4 **RESERVE.** There shall be established and maintained a reserve in the Police Pension Fund, as required by statute. This reserve shall be built up to an amount of at least equal to the total actuarial requirements for the fund and sufficient tax shall be levied for the benefit of the Pension Fund to build this reserve up to the required amount. (**III. Rev. Stat., Ch. 108 1/2; Sec. 3-127**)