

ENABLING LANGUAGE FOR BOARDS AND COMMISSIONS

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NOTE: 2-1-7: DESIGNATION OF VILLAGE OFFICERS:

All elected officials, the Village Manager, the assistant Village Manager, all department heads, members of the Board of Fire and Police Commissioners, Zoning Board of Appeals, Historic Preservation Commission, and members of the boards of trustees of the Police and Fire Pension Funds are designated as officers of the Village.

The members of all other appointed Village boards and commissions shall not be deemed to be officers of the Village as said boards and commissions serve solely in an advisory capacity to the Board of Trustees.

BOARD OF HEALTH

20-2-1: ESTABLISHMENT; TERM OF MEMBERS:

There is hereby established an advisory board in and for the Village which shall be known as the Oak Park Board of Health and which shall be composed of seven (7) members including a chairperson and six (6) other members to be appointed by the Village President with the concurrence of the Board of Trustees. One member may be a high school student. All appointments shall be for three (3) year terms on a staggered basis with approximately one-third (1/3) of the Board being appointed each year. (Ord. 2001-0-47, 4-2-01)

20-2-2: SECRETARY:

The Director of Public Health shall serve as secretary of the Board of Health but shall not have the right to vote. It shall be the secretary's duty to keep a written record of all meetings of the Board which shall be kept on file in the office of the Director. (1981 Code)

20-2-3: BOARD OF HEALTH AUTHORITY:

The Board of Health is an advisory body to the Director of the Department of Public Health and the Board of Trustees, and as such has authority to make recommendations as to such rules, regulations and orders as it may deem necessary for the preservation and improvement of public health and for the prevention and/or suppression of disease. (1981 Code)

20-2-4: QUORUM:

Four (4) members of the Board of Health shall constitute a quorum thereof. (1981 Code; amd. Ord. 2001-0-47, 4-2-01)

20-2-5: MEETINGS:

The Board of Health shall hold monthly meetings and may also hold such additional special meetings as may be deemed advisable upon call of the chairman of the Board of Health, or upon request by the Director of Public Health, the Village Manager, or the Board of Trustees. (1981 Code)

BUILDING CODES ADVISORY COMMISSION

2-20-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Building Codes Advisory Commission. (Ord. 1999-0-8, 3-15-99)

2-20-2: MEMBERSHIP:

The Commission shall consist of a chairperson and six (6) members appointed by the President with the consent of the Village Board. All Commission members shall be qualified electors of Oak Park and shall not be employees of the Village. The Commission shall include:

- A. A registered design professional who is a registered architect;
- B. A licensed Illinois plumber or registered design professional with plumbing engineering experience;
- C. A licensed electrician or registered design professional with electrical engineering experience;
- D. An HVAC contractor or registered design professional with mechanical engineering experience;
- E. A fire protection contractor or a design professional with fire protection engineering experience;
- F. A building code professional who is a Certified Building Official or Master Code Professional;
- G. A contractor in any construction trade who currently is licensed to do business in the Village of Oak Park. (Ord. 2008-0-030, 7-21-08)

2-20-3: TERMS OF OFFICE:

The chairperson and one Commission member shall be appointed to three (3) year terms. Two (2) members shall be appointed to two (2) year terms and the remaining one member to a one year term. Thereafter, each new member shall serve for three (3) years or until a successor has been appointed. (Ord. 1999-0-8, 3-15-99)

2-20-4: DUTIES:

The Commission shall have the following duties:

- A. Review each new edition of the model codes and recommend local amendments to the Director of Code Administration. The Director will formulate final code amendment recommendations for presentation to, and adoption by the President and Board of Trustees, based upon Commission recommendations, staff and community input and other information available to the Director.
- B. Review and recommend to the Director of Code Administration the approval or denial of the use of alternate materials or methods of construction to those prescribed by the codes. Prior to recommending approval of any alternative method or material, the Commission must first find that, for the purpose intended, the method or material complies with the intent of the code and is at least the equivalent of that prescribed by the code in quality, strength, effectiveness, fire resistance, durability and safety.

C. Advise the Director of Code Administration, at the Village Manager's or Director's request, with regard to requests for modifications of specific code requirements. Prior to recommending a modification, the Commission must first find that a special reason exists which makes compliance with the strict letter of the code impractical in a given case, that the modification is in conformity with the intent and purpose of the code, and that such modification does not reduce the level of fire protection or structural integrity of any structure to which it is applied.

D. Provide code interpretations to the Department of Code Administration, upon request, which address the intent and applicability of code provisions and acceptable alternative materials or methods of construction. (Ord. 1999-0-8, 3-15-99)

2-20-5: ADVISORY RECOMMENDATIONS:

Commission recommendations are advisory only and are intended to provide the Director of Code Administration with preliminary technical and professional information and guidance which, when considered in conjunction with other information available to the Director, will assist him or her in formulating final decisions and policies which are appropriate for the Village. As preliminary information used in the formulation of final policies and decisions, Commission recommendations are not binding on the Director and are exempt from disclosure to the public under the Freedom of Information Act. (Ord. 1999-0-8, 3-15-99)

2-20-6: LIMITATIONS OF AUTHORITY:

The Commission shall have no authority relative to the administrative provisions of the codes nor shall the Commission be empowered to waive the requirements of any code. (Ord. 1999-0-8, 3-15-99)

CITIZEN INVOLVEMENT COMMISSION

2-35-1: ESTABLISHMENT; DUTIES; STAFFING:

A. There is hereby established in and for the Village of Oak Park a Citizen Involvement Commission in order to foster citizen participation in the various boards, commissions and committees of the Village, and also to encourage volunteer participation in Village government and its activities. The duties of the Commission shall include the following: to be responsible for the recruitment of volunteers for the boards, commissions and committees of the Village, including holding prospects' meetings for said boards, commissions and committees in conjunction with the office of the Village Clerk; to act as liaisons to and provide support for said various boards, commissions and committees; and to provide education about and recognition for the activities of the Citizen Involvement Commission and said various boards, commissions and committees, including the sponsorship of the annual Volunteer Recognition Reception.

B. The Citizen Involvement Commission shall work closely with the office of the Village Clerk. The Village Clerk shall maintain all records and documentation pertaining to volunteer participation in Village government and its activities, including all records of the Citizen Involvement Commission, and shall maintain all records of the Commission's business, including all regular and special meetings. (Ord. 1999-0-8, 3-15-99)
2-35-2: COMPOSITION:

The Citizen Involvement Commission shall consist of a chairperson and twelve (12) members, including a chairperson to be appointed by the Village President, by and with the consent of the Village Board of Trustees. All terms shall be for a three (3) year period on a staggered basis, with the chairperson and four (4) members or five (5) members appointed each year. (Ord. 1999-0-8, 3-15-99)

CITIZENS POLICE OVERSIGHT COMMITTEE

2-30-1: CREATION; TERMS:

There is hereby established the Citizens Police Oversight Committee, to consist of seven (7) Oak Park citizens to be appointed by the Village President with the advice and consent of the Board of Trustees, with one of the citizens to be designated by the Village President as chairperson. In appointing the members of the Citizens Police Oversight Committee, the Village President shall consider the diversity and varied backgrounds of all citizens of Oak Park. Terms on the Citizens Police Oversight Committee shall be three (3) years, except that the initial term of two (2) members shall be one year and the initial term of an additional two (2) members shall be two (2) years. (Ord. 1991-0-48, 8-19-91; amd. Ord. 1997-0-32, 8-4-97)

2-30-2: DUTIES:

The Citizens Police Oversight Committee shall be an advisory committee to the President and Board of Trustees and is hereby authorized as follows:

A. To receive and to then refer complaints from citizens in accordance with the procedures to be promulgated pursuant to Section 2-30-3 of this Article, and thereafter to monitor and evaluate the processing of all citizen complaints in regard to police misconduct, including, but not limited to, allegations of discriminatory conduct and/or treatment and the use of excessive force.

B. To receive and review complaints from members of the Police Department, sworn and unsworn, regarding discriminatory or other unfair treatment by the Police Department, or any of its individual members, and/or by the Village, or any of its individual employees, but only at such time as the members shall have exhausted all other applicable means of internal dispute and/or grievance resolution available to them within the Police Department and within the Village government and set forth in the operating procedures adopted in accordance with Section 2-30-3 of this Article. The Committee may, however, receive complaints from members of the Police Department who have not exhausted all available means for the internal resolution of disputes and/or grievances where the member's use of the

existing internal means for dispute and/or grievance resolution is not feasible due to extraordinary circumstances. The Committee shall refer all complaints so received to the President and Board of Trustees as may be necessary and appropriate, and shall advise the President and Board of Trustees regarding the Committee's review of same.

C. To monitor and evaluate the pattern of discipline and/or the administration of sanctions within the Police Department.

D. To monitor and evaluate Village efforts in the Police Department in regard to racial and cultural diversity in such areas as training, recruitment, promotions and interpersonal relations.

E. To meet with and provide written reports to the Village Board or such standing or ad hoc committee of the Village Board as the Village Board may designate, on a semi-annual basis, concerning the Committee's activities and any information and analysis of such information which the Committee may have compiled as a result of its activities during the preceding six (6) months. In addition to the required semi-annual meetings and reports, the Committee may report to the Village Board on special items of concern within its purview at any time or with any degree of frequency which the Committee deems appropriate or necessary. (Ord. 1991-0-30, 6-3-91; amd. Ord. 1997-0-32, 8-4-97)

2-30-3: ESTABLISHMENT OF OPERATING PROCEDURES:

Within forty five (45) days of the enactment of this Article, the Village Manager shall submit to the President and Board of Trustees, for their concurrence by resolution, as submitted or as the Village Board may amend, a set of operating procedures to be followed by the Village and Police Department staffs and the members of the Citizens Police Oversight Committee in regard to the intake, referral and processing of citizen and Department member complaints, and the reporting of information from the Police Department to the Citizens Police Oversight Committee and, then, from the Citizens Police Oversight Committee to the Village Board in such a manner and to such a degree as to enable the President and Board of Trustees to have a complete, accurate and current picture of Department member internal relations, Department/community relations and the functioning of the Department complaint processing system on a semi-annual basis.

The operating procedures shall include, but shall not be limited to, procedures which provide for: a) a variety of citizen access points to the Village complaint filing process, b) a sufficient breadth and frequency of Police Department information reporting to the Committee to ensure thorough and comprehensive reporting by the Committee to the Village Board on at least a semi-annual basis, c) a regularized Departmental complaint investigation process which establishes time frames within which specified procedures must be accomplished, thereby assuring timely responses to complaints, d) a mechanism for initiating an outside complaint investigation process under extraordinary circumstances, e) a process for the Committee's receipt and review of any citizen's expressed dissatisfaction with the Police Department's processing of the citizen's complaint and for the referral of the citizen's expressed dissatisfaction to the Village Board, along with the recommendation of the Committee based upon its review of same, f) clear standards requiring the safeguarding of the anonymity of police officers and complainants under certain circumstances, and the full disclosure of the identities of police officers and complainants under other circumstances, and g) a system capable of maintaining anonymity while alerting the Committee to multiple complaints against individual officers. (Ord. 1991-0-30, 6-3-91; amd. Ord. 1997-0-32, 8-4-97)

2-30-4: DUTY TO ABIDE BY THIS ARTICLE AND OPERATING PROCEDURES:

Members of the Citizens Police Oversight Committee shall abide by the terms and provisions of this Article and the operating procedures established hereunder. In particular, the members of the Committee are bound to protect the confidentiality of Village and Police Department records and the anonymity of the members of the Police Department, complainants and witnesses in strict conformity with this Article and the operating procedures established hereunder. (Ord. 1991-0-30, 6-3-91; amd. Ord. 1997-0-32, 8-4-97)

2-30-5: FAILURE TO ABIDE BY THIS ARTICLE AND/OR OPERATING PROCEDURES; REMOVAL:

The failure to abide by the provisions of this Article and/or the operating procedures established hereunder shall subject members of the Citizens Police Oversight Committee to removal from the Committee for cause upon the filing of written charges and after an opportunity to be heard in their own defense before a public meeting of the President and Board of Trustees. A majority vote of the President and Board of Trustees shall be required to remove any such member from office. (Ord. 1991-0-30, 6-3-91; amd. Ord. 1997-0-32, 8-4-97)

COMMUNITY DESIGN COMMISSION

2-18-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Community Design Commission, which shall consist of a chairperson and twelve (12) members.

The members and chairperson shall be appointed on a staggered basis by the President with the consent of the Village Board. Members shall serve without compensation for three (3) year terms. At least six (6) of the members shall be trained as design professionals. The remaining members can be from other backgrounds and professions, provided they share an interest in the work of the Commission. (Ord. 1999-0-2, 2-1-99)

2-18-2: OBJECTIVES:

The Commission shall function with the objective of developing a continuous program to enhance the aesthetic quality of life in the Village with a view to maintaining and strengthening the Village as a flourishing community of growth, quality and beauty. Its functions shall include, but not necessarily be limited to:

- A. Actively promoting ever-increasing pride of ownership and higher level maintenance of Oak Park dwellings, apartment buildings, commercial buildings and other structures; including, but not limited to, promoting, organizing, and conducting house and/or garden educational programs, exhibits or shows, and/or awards programs for buildings or areas of exceptional or superior maintenance; and maintaining an annual pictorial record book of Community Design Commission activities, related to beautification.

B. Hold public hearings acting as the Design Review Commission in connection with applications for sign variances and to make recommendations to the President and Board of Trustees regarding said applications, pursuant to Section 7-7-6 of this Code.

C. Researching and recommending to the Board of Trustees public improvements in streets or alleys, cul-de-sacs, public yard and building improvements, and possible sites for additional recreational facilities, walks and/or malls; and in connection therewith, researching and recommending decorative paving, signs, lighting, flowers, plants, shrubbery, trees and landscaping and/or seasonal plantings therefor.

D. Studying and recommending action to alleviate and/or eliminate eyesores and/or litter on both public and private property; and/or conducting active antilitter campaigns.

E. Stimulating civic organizations' care of small plats of relatively visible public lands as so-called "mini-gardens", and maintaining and coordinating an active program of such mini-gardens.

F. Researching and recommending revisions and additions to ordinances which relate to aesthetic values with particular attention to signs.

G. Acting as a resource in aesthetics and design to other government agencies and civic organizations, maintaining liaisons with these organizations when appropriate to achieve a uniform approach to Village beautification. (Ord. 1997-0-32, 8-4-97)

COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

2-34-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a committee to be hereafter known as the Community Development Citizens Advisory Committee ("CDCAC"), which shall consist of the following members:

A. Chairperson;

B. Eight (8) members;

C. A liaison from the Village Board of Trustees, as an ex officio member;

D. A liaison from the Citizen Involvement Committee, as an ex officio member.

The members and chairperson shall be appointed on a staggered basis by the President with the consent of the Village Board. Members shall serve without compensation and shall be appointed for three (3) year terms. (Ord. 1999-0-2, 2-1-99)

2-34-2: OBJECTIVES:

The purpose of the CDCAC is to make recommendations to the Village Board on the use of community development funds and/or issues. (Ord. 1999-0-2, 2-1-99)

2-34-3: DUTIES:

- A. Review applications for the Community Development Block Grant Program and the Emergency Shelter Grants Program and advise the Village Board of their recommendations.
- B. Review the Consolidated Plan and its annual update, the Action Plan, for submittal to the U.S. Department of Housing and Urban Development.
- C. Cooperate with and provide support to other Village commissions, committees, task forces and departments when community development issues impact their responsibilities.
- D. Work with the Community Services Department to inform the public of how community development dollars are spent. (Ord. 1999-0-2, 2-1-99)

2-34-4: POWERS:

- A. The Committee shall serve as an advisory body to the Village Board of Trustees on matters pertaining to community development. This shall be construed to mean matters including, but not limited to, economic development, housing, public services and public improvements as defined under the Community Development Block Grant Program and/or the Emergency Shelter Grants Program.
- B. The Committee shall advise Village staff, as requested, on community development issues.
- C. The Committee shall meet as often as deemed necessary by the Committee chair to review application proposals and advise the Village Board on the Community Development Block Grant Program and/or Emergency Shelter Grants Program. (Ord. 1999-0-2, 2-1-99)

COMMUNITY RELATIONS COMMISSION

2-19-1: ESTABLISHMENT; COMPOSITION:

There is hereby established a commission to be known as the Village of Oak Park Community Relations Commission. The Commission shall consist of a chairperson and twelve (12) members appointed by the President and subject to the approval of the Board of Trustees for three (3) year terms on a staggered basis with the chairperson and four (4) commissioners appointed during one year and five (5) commissioners appointed in each of the next two (2) years. Two (2) members of the Commission shall be attorneys with experience in housing law, employment law, housing or employment discrimination, civil rights or other related areas of the law. (Ord. 1999-0-8, 3-15-99)

2-19-2: DUTIES AND FUNCTIONS:

The Community Relations Commission shall, in addition to performing the duties delineated in Chapter 13 of this Code, work with the Community Relations Department to secure the furnishing of equal services to all residents; and to develop improved intergroup relations; to encourage and foster fair and equal treatment under the law to all; and to maintain equality of opportunity for employment and advancement in the Village government. (1981 Code)

ENVIRONMENTAL AND ENERGY ADVISORY COMMISSION

2-21-1: ESTABLISHMENT; COMPOSITION:

There is hereby established in and for the Village of Oak Park a commission to be known as the Environmental and Energy Advisory Commission. The Commission shall consist of nine (9) members to be appointed by the Village President and Board of Trustees for three (3) year terms on a staggered basis with three (3) appointments made each year. One member of said Commission shall serve as the chairperson and one member may be a high school student. (Ord. 2008-0-030, 7-21-08)

2-21-2: DUTIES:

The Commission shall advise the Board of Trustees with regard to the following: energy-related matters of concern to the Village; methods of promoting energy efficiency and energy conservation for the Village government and Village residents; the best methods of maintaining an environment beneficial to the Village and as free from pollution as is practical and is reasonable; methods to promote recycling and reduce waste in the Village; and solid waste management-related matters generally in the Village. (Ord. 1997-0-32, 8-4-97)

FARMERS' MARKET

18-2-11: CREATION OF FARMERS' MARKET COMMISSION:

A. Members: There is hereby created a Farmers' Market Commission composed of eleven (11) members including a chairperson, each of whom shall serve without compensation.

B. Appointment And Term Of Office: The chairperson and ten (10) members of the Commission shall be appointed by the President, with the advice and consent of the Board of Trustees. Such appointment shall be on a staggered basis for a term of three (3) years, with the chairperson and three (3) members appointed during one year, three (3) members appointed the following year and four (4) members appointed in the following year. Commissioners shall be eligible for reappointment. Any vacancy shall be filled in like manner to an original appointment and shall be for the balance of the term of the vacated office. Any member may be removed by the President for failure to regularly attend meetings or for inattention to duties. All commissioners shall be residents of the Village. Each commissioner shall have one vote.

C. Ex Officio Members Of The Commission: In addition to the eleven (11) members of the Commission appointed hereunder, the Public Health Director or a member of that staff designated by the Director shall be an ex officio member of the Commission.

D. Market Manager: The appointment of the Market Manager shall be made by the Village Manager.

E. Powers And Duties: It shall be the duty of the Farmers' Market Commission to review the activities of the market and make recommendations to the Village Board for any changes in operating policies or regulations necessary to improve the operations of the market. Further, the Commission, in conjunction with the Market Manager, will review pending permit suspensions or revocations for which the aggrieved permittee has submitted a timely request for review. At the conclusion of a review, the Commission shall prepare a written recommendation to the Market Manager which shall include the opinion of the Commission as to whether a violation of the farmers' market rules or regulations has occurred and, if so, a recommendation as to the appropriate penalty therefor. The Market Commission shall also, at its discretion, recruit owners and producers and publicize the market. (Ord. 2010-0-03, 2-1-10)

FORESTRY COMMISSION

A.Establishment: The Oak Park Forestry Commission (hereinafter "Forestry Commission") is hereby established. Its functions and duties are limited to those set forth in this Article, and as set forth in any other fully enacted ordinance. Nothing in this Article shall be construed as vesting legislative discretion or power in the Forestry Commission.

B.Composition: The Forestry Commission shall be composed of a Chairperson and six (6) members, appointed by the Village President with the advice and consent of the Board of Trustees. The Chairperson and six (6) commissioners shall serve without pay and shall reside within the Village.

C.Appointment Of Members: The chairperson and six (6) members of the Forestry Commission shall serve for a term of three (3) years. Terms shall expire in the following sequence:

Year A: Two (2) members

Year B: Two (2) members

Year C: Chairperson and two (2) members

D.Removal Of Members: A member of the Forestry Commission may be removed by the Village President with the approval of a majority of the Village Board for good cause.

E.Duties: The Forestry Commission shall perform the following duties:

1. Within a reasonable time after the appointment of the Forestry Commission, upon call of the appointed chairperson, the Forestry Commission shall meet and adopt rules of procedure for whatever regular and special meetings are deemed by the Forestry Commission to be advisable and necessary to the fulfillment of the duties imposed upon it by this Chapter.

2. The Forestry Commission shall advise and consult the Forester on any matter pertaining to forestry, this Chapter and to its enforcement. The topics under which this advice and consultation may be given may include, but are not limited to, any of the following:

- a. Amendments to the Oak Park Code dealing with forestry, and alterations or revisions to the Arboricultural Specifications Manual;
- b. Policy concerning selection, planting, maintenance and removal of trees and shrubs within the Village;
- c. Establishment of educational and informational programs whereby the public may be notified of any matters pertaining to forestry and to the Arboricultural Specifications Manual;
- d. Issuance of any approval pursuant to this Article; and
- e. Consulting with the Forester and advising the Board in regard to control of Dutch elm disease and other tree and shrub diseases and insect problems. (Ord. 2002-0-11, 3-4-02)

HISTORIC PRESERVATION COMMISSION

2-23-1: ESTABLISHMENT; COMPOSITION:

A. There is hereby established in and for the Village a commission to be known as the Historic Preservation Commission.

B. The Commission shall consist of a chairperson and ten (10) members, to be appointed by the Village President with the consent of the Board of Trustees. Appointments shall be on a staggered basis for terms of three (3) years, with the chairperson and three (3) members appointed during one year and no more than four (4) members and no fewer than three (3) members appointed in each of the two (2) succeeding years.

C. At least eight (8) members of the Commission shall have demonstrated expertise in the discipline of history, architectural history, art history, architecture, engineering, planning, law, real estate, historic preservation or related field. Citizens without such demonstrated expertise shall have a priority with regard to the appointment of members to the three (3) remaining slots on the Commission, except that all commissioners shall have a demonstrated interest, competence or knowledge in historic preservation. (Ord. 1999-0-8, 3-15-99)

2-23-2: DUTIES:

The Commission shall have the following duties:

A. To conduct an ongoing survey and inventory for the purpose of identifying those historic landmarks within the Village that exemplify the architectural, social, cultural, economic and political history of the Village, State or Nation;

B. To receive or make nominations for designation of historic landmarks; to review and recommend designation criteria to the Village Board; to hold hearings; and to recommend to the Board of Trustees such designations;

- C. To recommend to the Village Board the adoption of specific guidelines, based upon the Secretary of the Interior's Standards, to be used in the application of the Village's Historic Preservation Ordinance to the alteration, construction, relocation, removal or demolition of historic landmarks or of properties and/or improvements within historic districts;
- D. To review permit applications for alteration, construction, relocation, removal or demolition affecting historic landmarks, and properties and/or improvements in historic districts and to request the presentation of such drawings (floor plans, elevations and details), specifications and other information as may be necessary to review those applications;
- E. To approve, modify or deny applications for certificates of appropriateness and certificates of economic hardship for historic landmarks, in accordance with Article 9, Chapter 7 of the Village Code, and to respond to appeals of such decisions to the Village Board; (Ord. 1993-0-60, 6-7-93)
- F. To review proposed zoning amendments, applications for special use permits including planned use developments, subdivisions and applications for zoning variances that affect nominated, proposed or designated historic landmarks and historic districts, and may present evidence at public hearings in support or opposition or make recommendations thereon to the Zoning Board of Appeals, Plan Commission, Community Design Commission and Board of Trustees; (Ord. 1999-0-8, 3-15-99)
- G. To recommend to the Board of Trustees the adoption of an appropriate system of historically and architecturally compatible streetscape elements, including, but not limited to, paving materials, curbs, sidewalks, streetlights, street and historic district signage, and to make recommendations for the design and implementation of such streetscape elements;
- H. To advise the Village Board, Village Manager, any commission, or other agency on matters affecting nominated, proposed or designated historic landmarks or historic districts;
- I. To provide general guidance to interested parties on technical and financial aspects of historic preservation and to indicate to such parties that they may only rely upon independent professional advice and consultation as a basis for final decisions with regard to these matters;
- J. To advise and assist interested parties on procedures for inclusion in the National and State Registers of Historic Places;
- K. To nominate properties and/or structures, improvements or areas to the Illinois and National Registers of Historic Places;
- L. To maintain a library of preservation-related documents and to keep such materials available for public use;

M. To inform and educate the citizens of Oak Park concerning the historic and architectural heritage of the Village by publishing, with Village Board authorization and Village staff assistance, appropriate maps, newsletters, brochures, books and pamphlets, and by holding programs and seminars;

N. To call upon assigned Village staff members as well as other expert volunteers for technical advice and assistance;

O. To request the Village Board to retain such specialists or consultants and to request the Village Board to appoint such citizen advisory committees as may be required from time to time;

P. To investigate, review and recommend to the Village Board the acceptance of any gifts of property, transferred to the Village by an entity for the purpose of preserving or enhancing the historically significant aspects of properties, improvements or areas;

Q. To conduct annual inspections on behalf of the Village and to prepare condition reports to the Village Manager and Village Board on all properties, easements or development rights transferred to the Village for the purpose of preservation;

R. To recommend and assist in the application for funds on behalf of the Village from Federal, State and private sources with the Village Manager's prior approval, to further the goals of historic preservation herein set forth;

S. To confer recognition, from time to time, as appropriate, upon owners of historic landmarks or property or structures within historic districts by means of award certificates, plaques or markers;

T. To assume whatever responsibilities and duties may be delegated to it by the Village Board with regard to the Certified Local Government provisions of the National Historic Preservation Act of 1966, as amended;

U. To perform, in a timely and thorough manner, all of the duties delegated to the Commission under the Historic Preservation Ordinance set forth in Chapter 7 Article 9 of the Village Code.

V. To recommend to the Board adoption of the Commission's Rules and Procedures, or amendments thereto. (Ord. 1993-0-60, 6-7-93)

HOUSING PROGRAMS ADVISORY COMMITTEE

2-31-1: CREATION; TERMS:

There is hereby established a Housing Programs Advisory Committee to consist of a Chairperson and six (6) members, all citizens who work, own a business or live in Oak Park, to be appointed by the Village President, with the advice and consent of the Board of Trustees. Terms on the Housing Programs Advisory Committee shall be three (3) years for the Chairperson and all other members of the Committee, except that the initial term of three (3) members of the Committee shall be for one year, and the initial term of two (2) other members shall be for two (2) years. (Ord. 2003-0-45, 10-20-03)

2-31-2: DUTIES:

The Committee shall advise the President and Board of Trustees on programs and methods to accomplish the following goals within the Village: a) enhance the quality of residential properties; b) attract an economically and racially diverse population; c) develop and maintain affordable housing options; and d) increase the value of residential properties.

To accomplish these goals, the Committee and Village staff shall work together to target housing needs within the Village, evaluate present programs in addressing these needs and propose the creation of new programs and the enhancement of existing programs to meet these needs. The Committee shall also evaluate loan packages prepared by staff as a part of any established Village housing rehabilitation loan program and shall advise the President and Board of Trustees with regard to same. The Village Planning and Zoning staff shall keep the Committee informed on planning and zoning issues which may impact upon the housing goals set forth hereinabove and the Committee shall advise the President and Board of Trustees with regard to same. (Ord. 1991-0-49, 8-19-91; amd. Ord. 1997-0-32, 8-4-97)

LOCAL LIQUOR REVIEW BOARD

The President of the Board of Trustees of the Village of Oak Park shall be the Local Liquor Control Commissioner and shall be charged with the administration within the Village of the appropriate provisions of this Chapter; and whenever the term "Commissioner" is used herein, such term shall refer to the Local Liquor Control Commissioner.

The President of the Board of Trustees, with the consent of the Village Board of Trustees, shall appoint a **Liquor Control Review Board** of five (5) Oak Park residents to investigate and review all applications, renewals and complaints; to investigate the operation of all licensed establishments, conduct hearings, receive evidence and sworn testimony and make recommendations to the Commissioner. Members of the Board shall serve, without compensation, for a term of three (3) years. The President of the Board of Trustees shall appoint a chairperson, with the consent of the Board of Trustees, from among the members of the Liquor Control Review Board to serve as chairperson for a term of one year. The President of the Board

of Trustees, as Local Liquor Control Commissioner, shall also serve as a nonvoting ex officio member of the Liquor Control Review Board.

The Commissioner shall notify the Board of Trustees of the Commissioner's activities and shall have the following powers, functions and duties with respect to licenses:

- A. To grant and, subject to Article 7, to suspend for not more than thirty (30) days, revoke for cause or to deny renewal of, all local liquor licenses issued to persons for premises within the Commissioner's jurisdiction;
- B. To enter or to authorize any law enforcing officer to enter at any time upon any premises licensed hereunder to determine whether any of the provisions of this Chapter or any rules or regulations adopted by the Commissioner and Liquor Control Review Board or by the State Liquor Commission have been or are being violated, and at such time to examine said premises of said licensee in connection therewith;
- C. To receive complaints from any citizen within the Commissioner's jurisdiction that any of the provisions of this Chapter, or any rules or regulations adopted pursuant thereto, have been or are being violated and to act upon such complaints in the manner hereinafter provided;
- D. To receive local liquor license fees and pay the same forthwith to the Village Collector;
- E. In the event that an application is rejected by the Commissioner, the Board of Trustees may overrule the Commissioner if a motion to do so is made within forty five (45) days of the rejection. If the Commissioner is overruled and the Board of Trustees, by ordinance, has created a liquor license of the class applied for, the Commissioner shall issue such liquor license to the applicant. (Ord. 1998-0-19, 4-6-98)

PLAN COMMISSION

2-17-1: CREATION:

In order that adequate provisions be made for the preparation of a Comprehensive Village Plan for the guidance, direction and control of the growth and development or redevelopment of the Village, a Plan Commission is hereby created under authority of the Illinois Municipal Code. (1981 Code)

2-17-2: MEMBERSHIP:

Said Plan Commission shall consist of a chairperson and eight (8) members, citizens of the Village, appointed by the President on the basis of their particular fitness for their duty on said Plan Commission and subject to the approval of the Board of Trustees. (Ord. 1999-0-2, 2-1-99)

2-17-3: TERM OF OFFICE:

All appointments shall be three (3) year terms on a staggered basis with three (3) appointments made each year. Vacancies shall be filled by appointments for unexpired terms only. All members of the Commission shall serve without compensation. (1981 Code)

2-17-4: PROCEDURE:

Immediately following their appointments, the members of the Plan Commission shall meet, organize, elect such officers as they may deem necessary, and adopt and later change or alter, rules and regulations of organization and procedure consistent with Village ordinances and State laws. The Commission shall keep written records of its proceedings, which shall be open at all times to public inspection. The Commission shall also file an annual report with the Board of Trustees setting forth its transactions and recommendations. (1981 Code)

2-17-5: POWERS AND DUTIES:

Said Plan Commission shall have the following powers and duties:

A. To prepare and recommend to the Board of Trustees a comprehensive plan for the present and future development or redevelopment of the Village. Such plan may be adopted by the Village Board in whole or in separate geographical or functional parts, each of which, when adopted, shall be the Official Comprehensive Plan, or part thereof. Such Plan shall be advisory except as to such part thereof, as has been implemented by ordinances duly enacted by the Board of Trustees. All requirements for public hearing, filing of notice of adoption with the County Recorder of Deeds, and filing of said Plan and ordinances with the Village Clerk shall be complied with as provided by law. To provide for the health, safety, comfort and convenience of the inhabitants of the Village, 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, public service facilities, curbs, gutters, sidewalks, streetlights, 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 ordinance.

B. To recommend to the Board of Trustees from time to time such changes in the Comprehensive Plan, or any part thereof, as may be deemed necessary.

C. To prepare and recommend to the Board of Trustees, from time to time, plans and/or recommendations for specific improvements in pursuance of the Official Comprehensive Plan.

D. 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.

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

F. To cooperate with municipal or regional planning commissions and other agencies or groups to further the local planning program and to assure harmonious and integrated planning for the area.

G. To exercise such other powers germane to the powers granted under authority of the Illinois Municipal Code as may be conferred by the Board of Trustees. (1981 Code)

2-17-6: LAND SUBDIVISION OR RESUBDIVISION 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 map may consist of the whole area included within the Official Comprehensive Plan, or one or more separate geographical or functional parts. All requirements for public hearing, filing of notice of adoption with the County Recorder of Deeds, and filing of said Plan and ordinances, including the Official Map, with the Village Clerk shall be complied with as provided for by law.

No map or plat of any subdivision or resubdivision presented for record affecting land within the corporate limits of the Village of Oak Park 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, streetlights, public grounds, size of lots to be used for residential purposes, storm and flood water runoff channels and basins, water supply and distribution, sanitary sewers and sewage collection and treatment in conformity with the applicable requirements of the ordinances, including the Official Map. (1981 Code)

2-17-7: 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 Board of Trustees. (1981 Code)

2-17-8: EXPENDITURES:

The Commission may, at the discretion of the Board of Trustees, employ a paid secretary or staff, or both, whose salaries, wages and other necessary expenses shall be provided for by the Board of Trustees from public funds.

If said Plan Commission shall deem it advisable to secure technical advice or services, it may be done upon authority from the Board of Trustees and appropriations by the Board of Trustees of adequate funds therefor. (1981 Code)

PUBLIC ART ADVISORY COMMISSION

2-22-1: CREATION; TERMS:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Public Art Advisory Commission which shall consist of a chairperson and ten (10) members, to be appointed by the Village President with the consent of the Board of Trustees. The Commission shall consist of one member of the Oak Park Area Arts Council, recommended to the Village President by the Arts Council Board; five (5) artists and/or arts professionals/architects who live and/or work in the Village; one student member at large who resides within the Village; three (3) members at large who reside within the Village; and one Village staff member recommended to the Village President by the Village Manager.

The chairperson and all members shall be appointed for three (3) year terms on a staggered basis over a three (3) year cycle consisting of a chairperson and three (3) members during the first year of the cycle; four (4) members during the second year of the cycle; and three (3) members for the third year of the cycle. (Ord. 2010-0-16, 3-22-10)

2-22-2: DUTIES:

The Public Art Advisory Commission shall have the following duties and responsibilities:

A. Hold meetings in accordance with the Open Meetings Act on a monthly basis, or as needed, to discuss matters related to the fostering and dissemination of public art throughout the Village, and to consider applications for the placement of both acquired and privately owned art on Village property and to make recommendations to the President and Board of Trustees with regard to the acceptance, placement and maintenance of such art on Village property and, under limited circumstances, the relocation and removal of art from Village property, all in accordance with Chapter 22, Article 13 of this Code entitled "Public Art". The Commission may, within its discretion, both encourage and assist prospective applicants in the filing of such applications.

B. Recommend to the President and Board of Trustees on or before August 1 of each year an annual designation of funds to the Public Art Acquisition and Maintenance Fund for the acquisition of new public art and the repair and maintenance of the existing public art collection together with a supporting acquisition and maintenance plan and cost analysis.

C. Keep minutes of its regular public meetings and records of all official actions, and such minutes and records shall be filed in a location which is normally accessible to the public and shall be maintained as public records for purposes of the Illinois Freedom of Information Act.

D. Maintain a detailed inventory and record of all existing public art in the Village, including site drawings, photographs, designs, explanations of the piece, the artist's name and the year of creation, appraisals, artist waivers, evidence of ownership and purchase price, whenever applicable and/or feasible.

E. Inspect the condition of existing public artworks on at least an annual basis and to communicate maintenance problems and/or suggested solutions to owner, artist or other person or entity designated as responsible for the artwork, or to recommend removal to the Village Board if maintenance efforts are unsuccessful in the case of privately owned artwork; and to notify the Village Board of maintenance problems and suggested solutions, including re-siting and removal in the case of public art owned by the Village. Suggested solutions shall include donor conditions and/or artist waivers where applicable.

F. Provide public education on existing public artworks throughout the Village.

G. With prior Village Board authorization, to work with the Oak Park Area Arts Council and other public and private entities and individuals on art related activities which, while not authorized by or subject to the Public Art Ordinance set forth in Chapter 22, Article 13 of this Code, involve or have the potential to involve public art on Village owned property or other public areas within the Village which are normally open and accessible to the public.

H. Actively solicit the contribution of funds to the Village Public Art Acquisition and Maintenance Fund and/or loans of quality public artworks to the Village and to establish policies and guidelines to facilitate and encourage same. (Ord. 2001-0-75, 9-4-01)

RETAIL SUPPORT GRANT COMMITTEE

COMPOSITION AND TERMS

The Committee shall be composed of a representative selected by each of the business associations within Downtown Oak Park, the Avenue, South Marion and Madison Street and three Oak Park citizens with relevant backgrounds and four representatives from other business areas appointed by the Village President and confirmed by the Board of Trustees. The terms of Committee members appointed by the Village President shall be for two years and they may be reappointed for no more than three consecutive terms.

VOTING

Association Committee members may participate and vote in consideration of all applications.

MEETING

Regular meetings shall be held the third Tuesday of each month, unless changed or cancelled by the Chair with notice to the members. Special meetings may be called by the Chair or by request of three members of the Committee. A quorum of six voting members is required for consideration of any application.

GRANT CALCULATIONS

Where square footage applied for is essentially uniform in its construction requirements, e.g. an additional sales room for an existing business, project costs shall be totaled and averaged over the total rentable square footage of the impacted space to determine cost per square foot.

If areas of the business where customers may be present (hereinafter “customer areas”) constitute 75% or more of the total square footage, the amount of the grant shall be calculated by averaging the total project cost over the total square footage of the project.

If areas of the business where customer access is prohibited (hereinafter “non-customer areas”) constitute more than 25% of the total square footage, such non-customer area in excess of 25% and the same percentage of construction cost shall be deducted from the totals.

Customer areas include, but are not limited to, sales floors, checkout areas, dressing rooms, and restrooms available to the public. Non-customer areas include stockrooms, restrooms open only to employees, restaurant kitchens, and other areas from which customers are prohibited.

TELECOMMUNICATIONS COMMISSION

2-26-1: ESTABLISHMENT; DUTIES:

A. There is hereby established in and for the Village of Oak Park, a Telecommunications Commission for the purpose of acting in an advisory capacity to the Village Board on telecommunications issues. The Commission shall also act as liaison between the citizens and any telecommunications operator authorized by franchise to do business in the Village. The duties of the Commission shall include, but not be limited to, those responsibilities as listed in subsection 2-26-1B of this Section.

B. The Telecommunications Commission shall act on behalf of the Village in the monitoring of franchisee performance relating to system performance and compliance with the provisions of the franchise. In addition, the Telecommunications Commission shall encourage the development of programming for the local access channels and any other similar community service oriented services as may be available from a telecommunications operator. (Ord. 1997-0-32, 8-4-97)

2-26-2: COMPOSITION:

The Commission shall consist of seven (7) members, including a chairperson to be appointed by the Village President by and with the consent of the Board of Trustees. Terms shall be for a three (3) year period on a staggered basis. (Ord. 1997-0-32, 8-4-97)

TRANSPORTATION COMMISSION

2-15-1: CREATION:

There is hereby established a Transportation Commission to serve without compensation and to consist of a chairperson and six (6) members to be appointed by the Village President with the consent of the Village Board.

All new appointments to the Commission shall be on a staggered basis for three (3) year terms (except to fill unexpired terms) with the chairperson and two (2) members being appointed during one year and two (2) members being appointed in each of the two (2) succeeding years. (Ord. 2005-0-72, 12-5-05)

2-15-2: DUTIES:

It shall be the duty of the Transportation Commission to submit recommendations to the Village Board for official action. Such recommendations shall be aimed at improving parking and traffic conditions, the administration, and enforcement of traffic regulations, and educational activities in the field of traffic safety. The Commission shall also conduct hearings for cul-de-sacs and other types of street closings in accordance with established guidelines and shall also submit recommendations to the Village Board with regard to same. The Village Manager shall provide for such staff assistance as the Commission may need to carry out these functions. The Commission shall follow the policies established by the President and Board of Trustees in carrying out the above prescribed duties and responsibilities. (Ord. 2005-0-72, 12-5-05)

UNIVERSAL ACCESS COMMISSION

2-33-1: CREATION:

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Universal Access Commission, which shall consist of the following members:

- A. Chairperson;
- B. Six (6) members;
- C. The Chief Building Inspector/Access Advisor for the Village of Oak Park, as an ex officio member.

The members and chairperson shall be appointed by the President with the consent of the Village Board. Members shall serve without compensation and shall initially be appointed as follows: a chairperson and two (2) members for one year, two (2) members for two (2) years, and two (2) members for three (3) years. Thereafter, the chairperson and all members shall be appointed for three (3) year terms. (Ord. 2009-0-073, 10-5-09)

2-33-2: OBJECTIVES:

The purpose of the Universal Access Commission is to advise the Village in its efforts to facilitate full participation in community activities by its disabled residents, to bring disabled persons into the mainstream of Oak Park life by recognizing that disabled persons can lead proud and productive lives, to promote universal access throughout the Village, and to heighten public awareness. (Ord. 1999-0-2, 2-1-99)

2-33-3: DUTIES:

- A. Recommend to the Village Board the removal of barriers to the participation of disabled in Village programs and activities.
- B. Recommend to the Village Board the removal of physical barriers to disabled access to Village-owned property and buildings and provide advisory assistance to the Department of Code Enforcement in the removal of such barriers.
- C. Cooperate with and provide support to other Village commissions, committees, task forces, and departments in their efforts to facilitate and promote universal access.
- D. Provide advice to any entity within the Village which seeks assistance from the Commission on how to better serve the needs of the disabled beyond minimal requirements of the law.
- E. Identify appropriate respite care agencies in Oak Park and, with prior Village approval, make this information available to the public.
- F. Develop and present to the Village a plan to increase awareness in both the public and private sector, regarding the rights and abilities of disabled persons.
- G. Work with the Manager's office to establish seminars and workshops that promote public awareness of accessibility issues.
- H. Establish and carry out a program to recognize excellence in providing access to disabled persons within the Village which will make the public aware of businesses and institutions which are accessible.
- I. Create a guidebook to accessible facilities, programs and activities in Oak Park, which guidebook may be made available to the public with the approval of the Village Board.
- J. Work with Public Works Department to develop and maintain a safe route map showing the location of all accessible public paths of travel in Oak Park, which map may be made available to the public with the approval of the Village Board.
- K. Advise appropriate Village staff on accessibility requirements, as requested.
- L. Evaluate the accessibility of buildings and services within the Village and encourage appropriate Village Code Department staff to initiate staff communication with building owners and/or managers regarding the insufficiency of accessibility in their buildings.
- M. Promote additional participation on the Commission by disabled persons and disability service providers in Oak Park. (Ord. 1999-0-2, 2-1-99)

2-33-4: POWERS:

- A. The Commission shall serve as an advisory body to the Village Board of Trustees on matters of accessibility for the disabled and shall hold such public hearings on the issues of accessibility as the Board, from time to time, shall assign to the Commission.
- B. The Commission shall advise Village staff, as requested, on issues involving the interpretation of the Federal, State and/or Municipal codes on accessibility with respect to building accessibility issues.

C. The Commission shall assist Village staff, as requested, in mediation of disputes originating from interpretation of this Code with respect to building accessibility issues.

D. The Commission shall conduct, with Village approval, public awareness, public education and public service programs with regard to accessibility for the disabled. (Ord. 1999-0-2, 2-1-99)

ZONING BOARD OF APPEALS

A. Creation And Membership

The Zoning Board of Appeals is hereby authorized to be established. The Board, consisting of a Chairperson and six members, shall be appointed by the President of the Village with the consent of the Board of Trustees. The Board shall elect from its members an Acting Chairperson to act whenever the Chairperson is absent. The Chairperson and members of said Zoning Board of Appeals shall serve until the expiration of their current terms, or until their respective successors have been duly qualified and appointed, and each respective successor so appointed shall serve for a term of five years, or until their successor has been duly qualified and appointed. Vacancies upon the Board shall be filled for the unexpired term of the member whose place has become vacant, in the manner herein provided for the appointment of such member. The members of the Board shall serve without compensation.

B. Jurisdiction

The Zoning Board of Appeals is hereby vested with the following jurisdiction and authority and it shall be its duty:

- 1.** To hear and decide appeals in which it is alleged that there is error in any order, requirement, decision, interpretation or determination (hereinafter referred to collectively as "decision") made by the Zoning Officer in the manner set forth in Section 2.2.6.
- 2.** To hear and decide applications for variations from the regulations and restrictions imposed by this Zoning Ordinance, in the manner and subject to the standards set forth in Section 2.2.4.
- 3.** To hear and make recommendations to the President and Board of Trustees on such matters as may be referred to it by the President and Board of Trustees, including applications for amendments to the text or map of this Zoning Ordinance and for special uses subject to the provisions of this Zoning Ordinance.
- 4.** To hear and decide all other matters upon which it is authorized or required to preside under this Zoning Ordinance or applicable Illinois statutes.

C. Meetings and Rules

All meetings of the Zoning Board of Appeals shall be held at the call of the Chairperson and at such times as the Village Board may determine. Every rule or regulation, every amendment or repeal thereof, and every decision of the Village Board shall be filed with the Secretary of the Zoning Board of Appeals and shall be a public record. The Board shall adopt and publish its own rules of procedure not in conflict with this Zoning Ordinance or applicable Illinois statutes, and may select or appoint committees, as it deems necessary.

D. Finality Of Decisions Of The Zoning Board Of Appeals

All decisions of the Zoning Board of Appeals, on appeal or upon application for a variation shall, in all instances, be final administrative determinations and shall be subject to review by a court in the manner provided by applicable Illinois statutes.

E. Appointment And Duties Of The Secretary Of The Zoning Board Of Appeals

The Director of Building and Property Standards shall appoint as Secretary of the Board an employee of the Village, with experience in zoning matters and record keeping who shall serve as secretary until a successor is appointed. The Secretary shall:

1. Cause a record to be made of the Board's proceedings and actions, showing the vote of each member upon each question.
2. Act as custodian of the records of the Board.
3. Receive forms for appeals and applications for variation from the public. Furnish to the public documentation of appeals and applications for variations that are approved by the Board.
4. Perform such duties as may be assigned from time to time by the Board.