

## **CHAPTER 2: BOARDS, COMMISSIONS, COMMITTEES AND OFFICIALS**

### **6-2-1 VILLAGE BOARD OF TRUSTEES**

In addition to those powers and duties set forth in the Village Code, the Village Board shall have the following powers and duties:

- A.** To make final decisions on applications for text and map amendments (Section 6-4-1).
- B.** To make final decisions on applications for variations (Section 6-4-2).
- C.** To make final decisions on special use applications (Section 6-4-3).
- D.** To make final decisions on planned unit development applications (Section 6-4-4).
- E.** To hear appeals on Site Plan Review Committee decisions (Section 6-4-5).

### **6-2-2 PLAN COMMISSION/ZONING BOARD OF APPEALS**

In addition to those powers and duties set forth in the Village Code, the Plan Commission/Zoning Board of Appeals shall have the following powers and duties:

- A.** To hear and make recommendations to the Village Board on applications for text or map amendments (Section 6-4-1).
- B.** To hear and make recommendations to the Village Board on applications for variations (Section 6-4-2).
- C.** To hear and make recommendations to the Village Board on applications for special uses (Section 6-4-3).
- D.** To hear and make recommendations to the Village Board on planned unit development applications (Section 6-4-4).
- E.** To hear and make final decisions on appeals of zoning decisions (Section 6-4-10) made by the Planning and Zoning Administrator and Building Commissioner.
- F.** To assist in the development, review and amendment of the Comprehensive Plan and Zoning Ordinance of the Village, as requested by the Village Board.

### **6-2-3 BUILDING COMMISSIONER**

In addition to those powers and duties set forth in the Village Code, the Building Commissioner, or his/her designee, shall have the following powers and duties:

- A.** To receive, review, and issue building permits (Section 7-1-1 of the Village Code).
- B.** To receive, review, and issue occupancy permits (Section 6-4-7).
- C.** To receive, review requests for, and issue sign permits (Section 6-4-9).

- D. To conduct inspections of buildings and structures to determine compliance with the terms of this Ordinance and other applicable ordinances.
- E. To enforce the provisions of this Ordinance and to issue notices of violations.

**6-2-4 SITE PLAN REVIEW COMMITTEE**

The Site Plan Review Committee shall be comprised of the Director of Economic Development, the Building Commissioner, and the Village Engineer. All members of the committee may appoint a member of his/her department to act for the committee member on those occasions when the committee member is unable to attend a meeting of the committee. The Site Plan Review Committee shall have the following powers and duties:

- A. To review and make final decisions on site plan review (Section 6-4-5).

The Site Plan Review Committee shall adopt its own rules and regulations, and shall elect a chairperson to call all meetings of the Committee as needed. A quorum shall consist of two (2) members of the committee.

**6-2-5 PLANNING AND ZONING ADMINISTRATOR**

In addition to those powers and duties set forth in the Village Code, the Director of Economic Development or his/her designee, or other official to whom such duties and powers are delegated by the Village Board for the purposes of this Ordinance, shall be considered the Planning and Zoning Administrator, and shall have the following powers and duties:

- A. To make recommendations to the Plan Commission/Zoning Board of Appeals on special use applications (Section 6-4-3).
- B. To receive, review, and issue zoning certificates (Section 6-4-8).
- C. To receive, review and make decisions on zoning interpretations (Section 6-4-11).
- D. To receive, file, and forward to the Building Commissioner, other appropriate Village department heads, or the Plan Commission/Zoning Board of Appeals applications for amendments, variations, special uses, planned unit developments and site plan review.
- E. To receive, file, and forward to the Plan Commission/Zoning Board of Appeals appeals of Building Commissioner administrative decisions.
- F. To receive, review and make decisions on interpretations of the Comprehensive Plan.

**6-2-6 VILLAGE CLERK**

In addition to those powers and duties set forth in the Village Code, the Village Clerk or his/her designee, or other official to whom such duties and powers are delegated by the Village Board, shall have the following powers and duties:

- A. To maintain permanent and current records of the Ordinance including, but not limited to, all maps, amendments, variations, special uses, zoning appeals, interpretations, and applications thereof.

- B.** To receive, file, and forward to the Village Board or Plan Commission/Zoning Board of Appeals applications for zoning appeals of Site Plan Review Committee or Planning and Zoning Administrator decisions.
- C.** To receive recommendations from the Planning and Zoning Administrator on special uses and transmit the same to the Plan Commission/Zoning Board of Appeals, and to receive recommendations from the Plan Commission/Zoning Board of Appeals on applications for amendments, variations, and special uses and transmit the same to the Village Board.