

**TITLE 3
BOARDS AND COMMISSIONS**

**CHAPTER 1
PLAN AND ZONING COMMISSION**

3-1-1: PLAN AND ZONING COMMISSION CREATED:

There is hereby created a plan and zoning commission for the village, which shall consist of seven (7) members. (Ord. 12-O-2005, 8-11-2005)

3-1-2: APPOINTMENT, QUALIFICATIONS:

The members of the plan and zoning commission shall be appointed by the village president, subject to the approval of the board of trustees. One of such members shall be appointed by the village president as chairman of the plan and zoning commission. No person shall be eligible to be a member of the plan and zoning commission unless he shall be a resident of the village. Should a member of the plan and zoning commission cease to be a resident of the village, his office shall become vacant. (Ord. 12-O-2005, 8-11-2005)

3-1-3: TERMS OF OFFICE:

The original members of the plan and zoning commission shall be appointed to serve respectively for the following terms: two (2) for one year; two (2) for two (2) years; two (2) for three (3) years; and one for four (4) years, and until the respective successors are appointed and qualified. The respective term to be served by each of such original members shall be specified at the time of his appointment. Following the expiration of the original terms of office, members shall be appointed for a period of three (3) years in each case. (Ord. 12-O-2005, 8-11-2005)

3-1-4: RESIGNATION; REMOVAL; VACANCY:

Any member of the plan and zoning commission may resign from his office. The village president may remove any member of the plan and zoning commission for cause after a written report to the board of trustees setting forth the cause for removal and the board of trustees approving the removal by a majority of the village board. If a vacancy in office occurs by reason of death, resignation or removal from office, the vacancy shall be filled by appointment by the village president, subject to approval by the board of trustees, for the remainder of the term of the office which has become vacant. (Ord. 12-O-2005, 8-11-2005)

3-1-5: AUTHORITY OF COMMISSION:

The plan and zoning commission authorized by this chapter is hereby vested with the following jurisdiction and authority:

- A. To recommend to the president and board of trustees, changes, from time to time, in the village's 1990 official comprehensive plan, as amended.
- B. To prepare and recommend to the president and board of trustees, from time to time, plans for specific improvements in pursuance of the village's 1990 official comprehensive plan.
- C. To conduct all public hearings and provide written findings of fact and recommendations to the president and board of trustees on all applications to the village for zoning amendments (map and text), special use permits, site plan reviews and subdivision approvals all pursuant to and in accordance with titles 9A and 9B of this code.
- D. To exercise such other powers consistent with, and in furtherance of, the powers granted by this chapter as may, from time to time, be designated or directed by the president and board of trustees.
- E. To hear, decide and review appeals made in accordance with section 9A-2-5 of this code from any order, requirement, decision or determination under the zoning ordinance of the village made by the director of planning and zoning, building commissioner or other authorized officials of the village, other than the president and board of trustees.
- F. To conduct public hearings and provide written findings of fact and recommendations to the president and board of trustees on all applications to the village for variations from the terms of the zoning ordinance (title 9A of this code) in the manner prescribed by, and subject to, the standards established therein. (Ord. 12-O-2005, 8-11-2005)

3-1-6: MEETINGS; QUORUM:

Meetings of the plan and zoning commission shall be held in the village hall and shall be held at such time or times as the chairman may prescribe. A majority of those members then holding office shall constitute a quorum to hold a meeting and to conduct a public hearing. (Ord. 12-O-2005, 8-11-2005)

3-1-7: COMPENSATION:

The members of the plan and zoning commission shall be entitled to compensation in the amount of fifty dollars (\$50.00) per member for each scheduled meeting or hearing which a member attends. (Ord. 12-O-2005, 8-11-2005)

**CHAPTER 2
RESERVED
(Ord. 12-O-2005, 8-11-2005)**

**CHAPTER 3
BOARD OF LOCAL IMPROVEMENTS**

3-3-1: BOARD CREATED:

There is hereby created a Board of Local Improvements. The Board of Local Improvements shall consist of the Village President who shall be the president of the Board of Local Improvements and two (2) members who are Trustees of the Village Board, said members to be appointed by the President and the Village Board. The secretary of the Board of Local Improvements shall be the Village Clerk. They shall hold their positions on the Board of Local Improvements until their terms of office shall expire by law or unless otherwise provided for by ordinance.

3-3-2: MEETINGS:

The Board of Local Improvements shall meet upon the call of the President or any two (2) members, provided twenty four (24) hours' notice of such call shall be given each member by certified mail; and provided further, that a meeting may be held without prior notice when all members are present. (Ord., 1-10-57)

**CHAPTER 4
ECONOMIC DEVELOPMENT COMMISSION**

3-4-1: ECONOMIC DEVELOPMENT COMMISSION CREATED:

There is hereby created an Economic Development Commission.

3-4-2: DUTIES:

A. The Economic Development Commission is an advisory only commission which shall study and make recommendations to the President and Board of Trustees on matters relating to economic development within the Village. The Economic Development Commission shall assist the President and Board of Trustees to establish a plan for economic development and for the implementation of such plan. The Economic

Development Commission shall also study, advise and make recommendations to the President and Board of Trustees on matters pertaining to annexation of territory outside of the Village, including assisting the President and Board of Trustees to establish a plan for annexation and the implementation of such plan.

- B. The Economic Development Commission shall submit reports to the President and Board of Trustees not less than once each quarter, and shall submit such other reports as the President and Board of Trustees may from time to time direct.

3-4-3: MEMBERSHIP, TERMS:

- A. The Economic Development Commission shall consist of five (5) members appointed by the Village President with the advice and consent of the Board of Trustees, in accordance with subsection B below.
- B. Two (2) members of the Economic Development Commission shall be appointed from the Board of Trustees then holding office, and holding such office shall be a condition of Economic Development Commission membership for said two (2) members. The remaining three (3) members shall consist of persons residing in the Village or who own a business located within the Village. The terms of the initial Economic Development Commission members shall expire on April 30, 1994. Thereafter, all terms shall be for two (2) years, to expire on April 30 which is two (2) years hence from the date of appointment.
- C. A chairperson of the Economic Development Commission shall be appointed by the Village President.
- D. Failure to attend three (3) consecutive Economic Development Commission meetings without being excused by the chairperson shall, upon notice to the member, constitute resignation from the Economic Development Commission.
- E. Economic Development Commission members shall serve without compensation.

3-4-4: MEETINGS:

The Economic Development Commission shall schedule at least one regular meeting each month and may, upon call of the chairperson or any three (3) members, call additional meetings. Meetings shall be held in the Village Hall at such times deemed appropriate by the chairperson. The Economic Development Commission may provide for its own rules of order and procedure for the conduct of its meetings. (Ord. 92-0-3, 1-23-92)

CHAPTER 5
(REPEALED by ORD. 2019-O-01)
(Ord. 2019-O-26, 9-12-2019)

PARKS AND RECREATION COMMISSION

3-5-1: PURPOSE AND CREATION:

There is hereby created a parks and recreation commission for the village for the purpose of advising the president and board of trustees with respect to matters involving parks and recreation, including the acquisition and development of park and recreation facilities and the development and operation of park and recreation programs.

3-5-2: MEMBERSHIP:

A. The parks and recreation commission shall consist of a chair and four (4) other members.

B. The term of the members shall be three (3) years, expiring on April 30th of the appropriate year. The initial appointment of Commissioners shall be one (1) for one (1) year, two (2) for two (2) years and two (2) for three (3) years. The successor to each shall serve for three (3) years.

3-5-3: POWERS AND DUTIES:

The parks and recreation commission shall have the following powers and duties:

- A. To make recommendations to the President and Board of Trustees on matters relating to the maintenance, improvement and use of Village-owned parks and open space and the implementation of general recreational activities.
- B. To assist in the implementation of the village's comprehensive plan as it pertains to parks and recreation activities.
- C. To prepare and recommend a parks master plan. Such plan shall include an overview of current parks and recreational facility locations and recommendations for future parks and recreational facilities sites and amenities.

- D. To review, from time to time, the parks master plan and prepare and recommend changes in the plan as may be deemed necessary by the commission, but not less often than once every five (5) years.
- E. To evaluate policies for use of park and recreational facilities and recommend changes thereto to the president and board of trustees.
- F. To evaluate current fees for park and recreational facilities and recommend changes to the established fee structure to the president and board of trustees.
- G. To raise funds through fundraising activities, such funds to be held by the village for the sole purpose of the activities of the parks and recreation commission.
- H. To develop and submit to the Village Administrator, a budget proposal for the operation of all parks and recreation activities, maintenance of facilities and programs no later than January 31st of each calendar year.

3-5-5: EXPENDITURES:

Expenditures of the parks and recreation commission shall be recommended to the village administrator who shall then present said expenditures to the president and board of trustees for final approval.

3-5-6: LIAISON:

The chairman of the village board's committee on municipal buildings and grounds shall provide liaison to the parks and recreation commission.

**CHAPTER 6
EVENTS COMMITTEE**

3-6-1: EVENTS COMMITTEE CREATED:

There is hereby created an Events Committee. (Ord. 98-0-18, 8-13-1998, 2014-O-19)

3-6-2: DUTIES:

- A. The Events Committee is an advisory committee which shall study and make recommendations to the President and Board of Trustees on matters relating to the maintenance, improvement and use of Village-owned parks and open space and the implementation of general recreational activities.
- B. The Events Committee shall submit reports to the President and Board of Trustees not less than once each six (6) months, and shall submit such other reports or studies as the President and Board of Trustees may from time to time request. (Ord. 98-0-18, 8-13-1998, 2014-O-19)

3-6-3: MEMBERSHIP; TERMS:

- A. The Events Committee shall consist of seven (7) members appointed by the Village President with the advice and consent of the Board of Trustees. (Ord. 2007-O-07, 2014-O-19)
- B. The members of the Events Committee shall consist of persons residing in the Village. The term of the initial Events Committee members shall expire on April 30, 1999. Thereafter, all terms shall be for two (2) years, to expire on April 30 which is two (2) years hence from the date of appointment.
- C. A chairperson of the Events Committee shall be appointed by the Village President at the time of the initial appointment and upon each two (2) year appointment thereafter.
- D. Failure to attend three (3) consecutive Events Committee meetings without being excused by the chairperson shall, upon notice to the member, constitute resignation from the Events Committee.
- E. Events Committee members shall serve without compensation. (Ord. 98-0-18, 8-13-1998, 2014-O-19)

3-6-4: MEETINGS:

The Events Committee shall schedule at least one regular meeting each month and may, upon call of the chairperson or any four (4) members, call additional meetings. Meetings shall be held in the Village Hall at such times deemed appropriate by the chairperson. A quorum shall consist of four (4) members of the Committee. The chairperson shall preside at such meetings and shall otherwise supervise the affairs of the Committee. It shall be the chairperson's duty to maintain a written summary of the proceedings of the Committee which shall be provided to the Village Clerk and shall be available for inspection by the President and Board of Trustees. The Events Committee may provide for its own rules of order and procedure for the conduct of its meetings. (Ord. 2007-O-07, 2014-O-19)

CHAPTER 7
BOARD OF POLICE COMMISSIONERS

3-7-1: ESTABLISHED:

There is hereby established a board of police commissioners pursuant to the Illinois municipal code, except as may be modified herein. (Ord. 5-O-2002, 2-14-2002)

3-7-2: MEMBERSHIP; APPOINTMENTS; TERMS:

- A. The board of police commissioners shall consist of three (3) members who shall be appointed by the village president with the advice and consent of the board of trustees.
- B. The members of the board of police commissioners shall be appointed for a term of three (3) years except for the initial appointments whereupon one member shall be appointed to serve until the end of the then current municipal year (April 30), another to serve until the end of the municipal year next ensuing and the third to serve until the end of the municipal year second next ensuing. (Ord. 5-O-2002, 2-14-2002)

3-7-3: QUALIFICATIONS; OATH; BOND; REMOVAL:

- A. The members of the board of police commissioners shall have such qualifications as are now, or may thereafter be required of members as set forth in section 10-2.1-3 of the Illinois municipal code ¹⁵ or as may be amended or its successor statutory provision.
- B. Each member of the board of police commissioners shall file an oath or affirmation of office with the village and shall execute and deliver to the village a fidelity bond in the sum of one thousand dollars (\$1,000.00) with a surety to be approved by the president and board of trustees, conditioned on the faithful performance of the duties of the board.
- C. Members of the board shall be subject to removal in the manner provided for in section 10-2.1-3 of the Illinois municipal code ¹⁶ as may be amended or its successor statutory provision. (Ord. 5-O-2002, 2-14-2002)

3-7-4: POWERS AND DUTIES:

- A. The board of police commissioners shall have such powers and duties as are now, or may hereafter be, given to such boards in accordance with division 2.1, article 10 of the Illinois municipal code ¹⁷ or as may be amended or its successor statutory provisions. Provided, however, that the board shall have no power to appoint or remove the chief of police or any exempt rank which is, or may be, established in the police department pursuant to title 2, chapters 1 and 2 of this code.

B. The board of police commissioners shall have no power or authority to remove, discharge, suspend, demote, reprimand or otherwise rule in disciplinary matters or investigate charges involving either paid on call firefighters or nonsupervisory personnel of the police department covered by the terms of a collective bargaining agreement. "Non-supervisory personnel" shall include police officers below the rank of sergeant. (Ord. 5-O-2002, 2-14-2002)

3-7-5: SECRETARY:

The board of police commissioners may employ a secretary or designate one of its own members to act as secretary. The duties of the secretary shall include those described in section 10-2.1-20 of the Illinois municipal code¹⁸ or as may be amended or its successor statutory provisions. If the board employs a secretary, the compensation of that secretary shall be established by the president and board of trustees. (Ord. 5-O-2002, 2-14-2002)

**CHAPTER 8
BEAUTIFICATION COMMISSION**

3-8-1: PURPOSE AND CREATION:

There is hereby created and established a beautification commission for the purpose of enhancing local efforts to beautify the Village of Willow Springs. The commission shall study ways to enlist citizen cooperation in keeping the Village clean and free of litter and promote other means of beautifying the Village. The commission shall also consult with local businesses on ways of meeting commercial advertising needs while simultaneously enhancing the Village's appearance.

3-8-2: MEMBERSHIP:

A. Membership Requirements: The beautification commission shall consist of one Village Trustee and seven (7) individuals who either reside, work, manage or own a business in the Village. The Chairman of the Commission shall be named by the Village President.

B. Terms of Office:

1. The term of office of appointed citizen members of this commission shall be for a period of three (3) years, expiring on May I of the year following the appointment. However, members appointed at the creation of the commission shall be for the following terms:

a. Three (3) members for a three (3) year term expiring May 1, 2020.

b. Two (2) members for a two (2) year term expiring May 1, 2019.

- c. Two (2) members for a one (1) year term expiring May 1, 2018.
- 2. Successors shall be appointed for three (3) year terms.

3-8-3: POWERS AND DUTIES:

The beautification commission:

A. Shall be authorized to expend no municipal funds other than those appropriated and approved by the Village president and the Village board.

B. Shall be authorized to enlist the volunteer services of such other members of the community who will assist in achieving the goals of Village beautification (recognizing broad community involvement will assure broad community support).

C. Shall make periodic reports on its progress and shall make its recommendations to the president and board of trustees regularly, but not less than every six (6) months.

D. May raise funds through fundraising activities, such funds to be held by the Village for the sole purpose of the activities of the beautification commission.
(Ord. 2017-O-23)

**CHAPTER 9
VETERANS COMMITTEE**

3-9-1: VETERANS COMMITTEE CREATED:

There is hereby created a Veterans Committee.

3-9-2: DUTIES:

A. The Veterans Committee is an advisory committee which shall study and make recommendations to the President and Board of Trustees on matters relating to the maintenance, improvement and use of the memorial corner (at Willow Springs Road and Route 171). Projects approved by the Veterans Committee will go in front of the Village Board for final approval before project implementation. All projects shall be funded by the Village of Willow Springs Car Show and outside donations.

B. The Veterans Committee shall submit reports to the President and Board of Trustees not less than once every six (6) months, and shall submit such other reports or studies as the President and Board of Trustees may from time to time request.

3-9-3: MEMBERSHIP; TERMS:

- A. The Veterans Committee shall consist of five (5) members appointed by the Village President with the advice and consent of the Board of Trustees.
- B. The members of the Events Committee shall consist of two Village Trustees, two persons from local veterans' groups and one person residing in the Village. The term of the initial Veterans Committee members shall expire on April 30, 2018. Thereafter, all terms shall be for two (2) years, to expire on April 30 which is two (2) years hence from the date of appointment.
- C. A chairperson of the Veterans Committee shall be appointed by the Village President at the time of the initial appointment and upon each two (2) year appointment thereafter.
- D. Failure to attend three (3) consecutive Veterans Committee meetings without being excused by the chairperson shall, upon notice to the member, constitute resignation from the Veterans Committee.
- E. Veterans Committee members shall serve without compensation.

3-9-4: MEETINGS:

The Veterans Committee shall schedule at least one regular meeting quarterly and may, upon call of the chairperson or any three (3) members, call additional meetings. Meetings shall be held in the Village Hall at such times deemed appropriate by the chairperson. A quorum shall consist of three (3) members of the Committee. The chairperson shall preside at such meetings and shall otherwise supervise the affairs of the Committee. It shall be the chairperson's duty to maintain a written summary of the proceedings of the Committee which shall be provided to the Village Clerk and shall be available for inspection by the President and Board of Trustees. The Veterans Committee may provide for its own rules of order and procedure for the conduct of its meetings. (Ord. 2016-O-26)