

Chapter 7  
**APPOINTED BOARDS, COMMISSIONS AND COMMITTEES**

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7.01 **GENERAL PROVISIONS** *Amended 2021-10, 2017-34*

A. Creation of Boards, Commissions and Committees: The Village Board shall be empowered to create advisory boards, commissions, committees and similar panels from time to time in order to further the public health, safety, comfort and welfare of the Village and its constituents by conducting research on and evaluation of issues of public policy, and by making recommendations to the Village Board for further consideration. Boards, commissions and committees may be temporary (ad-hoc) or permanent in nature. All permanent boards, commissions, and committees shall be created by ordinance and shall function in accordance with the provisions of this Chapter 7. Temporary committees may be created by the Village Board at any time for the consideration of any particular question or matter, and need not conform with all of the provisions of this Chapter 7 except to comply with other appropriate state laws or Village ordinances, such as the Illinois Open Meetings Act. Members of temporary committees shall be filled by appointment by the Village President with the advice and consent of the Trustees. On the acceptance of a final report from such a special committee, said committee shall stand discharged without further vote or action by the Village Board unless otherwise provided for. All agendas, minutes, reports, communications, petitions, actions and other papers and transactions of all boards, commissions and committees shall be filed with the Village and retained in accordance with Village ordinances and procedures as well as state law.

B. Staff and Other Liaisons: The Village Board or the Village Manager shall designate the Village employee(s) who shall act as staff liaisons to boards, commissions and committees. The Village Board or the Village Manager may also arrange for the attendance of other Village consultants or officials at meetings for technical advice and assistance as required. Such staff liaisons, consultants or other officials may attend and participate in the discussion, but shall not have a vote. The Village Manager shall also be responsible for arranging secretarial/clerical support and other resources for boards, committees and commissions and their meetings, unless otherwise provided for in this Chapter 7.

C. Meetings, Agendas, Chairpeople and Secretaries:

1. Open Meetings Act: All meetings of boards, commissions and committees shall be open to the public and held in accordance with the Illinois Open Meetings Act and procedures of the Village.
2. Agendas: Unless otherwise provided in this Chapter, the board, commission or committee chairperson or his/her designee shall be responsible for the

preparation of meeting agendas and for coordinating with Village staff to ensure notice for such meetings is properly posted.

3. Meeting Schedule: In consultation with the Village Manager, all meetings that do not have a regular meeting schedule may be convened upon the initiative of the Chairperson on an as-called basis for boards, committees and commissions in accordance with the Illinois Open Meetings Act. Special meetings for boards, committees and commissions that have a regular schedule may be called by the Chairperson as required, provided that the meetings are held in accordance with the Illinois Open Meetings Act.
4. Quorum: A majority of the members shall be a quorum and is required to conduct official business. If a quorum is not available no formal action can occur nor can recommendations be made except to set a new meeting date, time and place. Meetings may be canceled or rescheduled due to lack of a quorum or lack of business to discuss.
5. Minutes: Minutes shall be prepared, which shall be a record of the proceedings, official acts and correspondence of said meeting. The secretary shall be responsible for taking the minutes unless otherwise provided for in this Chapter 7. After approval of minutes, they shall be submitted to the Clerk for filing.
6. Procedures: Committees shall have the authority to adopt procedural rules for the conduct of their meetings that are consistent with this Code and state statutes.
7. Chairperson: Upon the recommendation of the President and with the advice and consent of the Trustees, the President shall designate the chairperson of the boards, commissions and committees. In the absence of the chairperson, the members in attendance shall designate an acting chairperson for that meeting.
8. Secretary: With the consent of the President and Trustees, the secretary for the board, commission or committee shall be appointed by its members, and shall remain as secretary until a successor is appointed. In the absence of the secretary, the members in attendance shall designate an acting secretary for the meeting.

D. Purchases and Spending Recommendations: Unless otherwise provided for in this Chapter 7, no board, commission or committee, or any of its members, may buy, order, contract for or otherwise commit the Village to purchase a product or service. Only the Village Board or the Village Manager may approve expenditures. Members who violate this policy may be held personally liable by the Village for payment of unauthorized expenses. Boards, commissions and committees may make budget and spending recommendations to staff and the Village Board, but final decisions

in relation to allocation, budgeting and spending of funds shall remain with the Village Board. The Village will bear the administrative expense of the functions of boards, commissions and committees, and such expenditures should therefore be processed through Village Hall staff to the greatest extent possible. However, miscellaneous expenses incurred by any members in the performance of official duties will be reimbursable in accordance with Village financial policies and procedures.

E. Term, Vacancies and Successors: Unless otherwise provided for in this Code or by statute, terms of office shall end on April 30 of the last year of the term. In the event of a vacancy due to the resignation, loss of qualification, death, inability to serve or removal of a member of a board, committee or commission, said vacancy shall be filled by appointment as provided for in this Chapter. Unless provided for by state statute, the successor of each member so appointed shall serve for the remainder of any applicable remaining unexpired term.

F. Attendance Policies: It is essential that individuals appointed to boards, commissions and committees regularly attend and participate in the meetings of their respective panels in order for the business of the Village to operate in an orderly and efficient manner. Wherever practical, members should give advance notice of absences. An excused absence shall be considered to be any absence where the Chairman or staff liaison is notified at least six hours in advance of a meeting that the member is unable to attend said meeting. An unexcused absence shall be considered to be any absence where no communication is given to the Chairman or staff liaison prior to the meeting. Any board, commission or committee member who fails to attend three consecutive meetings of his/her respective panel due to unexcused absences or without a valid reason, or fails to attend 75 percent of the total of all of the meetings of his/her panel that are scheduled or called during any one fiscal year of the Village, may be considered to have abandoned his/her appointment. Such person's office may be declared vacant and the member removed by the Village President with the advice and consent of the Trustees. If any member shall accumulate more than three excused absences within any one fiscal year, that member may be required to appear before the Village Board to show cause as to why the position should not be declared vacant and the member removed by the Village President with the advice and consent of the Trustees.

7.02 **TREE COMMISSION** *Amended, 2021-10, 2017-34, 2014-24, 2008-29, 2007-28, 2004-09*

A. Creation: There is hereby established the Tree Commission ("Tree Commission" or "Commission" for the purposes of this Section 7.02).

B. Purpose, Powers and Duties: The Tree Commission shall be responsible to develop, review and update the Village's official tree program as provided for in Chapter 21, Landscaping Code, of this Code. The Commission shall also have the responsibility to analyze the Village's trees and to make recommendations to the Village from time to time on areas where trees should be added, on trees that should be pruned, on trees that may be diseased or dying, on trees that should be removed, how trees should be trimmed or otherwise cared for, and on tree preservation and protection standards and policies. In addition, the Commission shall undertake such other responsibilities and activities as the Village Board may assign from time to time.

C. Membership and Terms of Office: The Commission shall consist of five members ap-

pointed by the Village President with the advice and consent of the Trustees. The five members shall consist of the Village Manager, the Village Public Works Director, a Village Board member and two residents at large. Members of the Commission shall be appointed to one-year terms, and shall serve such terms or until their respective successors have been appointed and qualified. Vacancies shall be filled for the unexpired term of the membership so vacated. The term of each member shall expire April 30 of the year of the expiration of his/her respective term of office.

D. Qualifications of Members: All Commission members shall be chosen for appointment based upon their positions in the Village and their interest or expertise in the area of tree care and preservation, including knowledge of urban forestry, landscape architecture, horticulture or certification as an arborist.

E. Compensation: The Commission members shall receive such compensation as may be determined by the Village Board from time to time in the performance of their Tree Commission duties.

7.03 **PLANNING AND ZONING COMMISSION** *Amended, 2021-17, 2021-10, 2017-24, 2016-11, 2014-24, 2004-16*

A. Creation: There is hereby established the Planning and Zoning Commission (“Planning and Zoning Commission” or “Commission” for the purposes of this Section 7.03) to carry out the duties of a Plan Commission and a Zoning Board of Appeals. The term “Commissioners” shall be construed to mean the members of the Commission.

B. Purpose, Powers and Duties: The Commission shall have the following powers and duties:

1. To hear and decide appeals alleging error in any order, requirement, decision or determination of the Zoning Administrator or Building Commissioner relating to zoning matters set forth in the Zoning Code. After holding a public hearing, the Commission may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination of the Zoning Administrator or Building Commissioner.
2. To recommend to the Village Board, after holding a public hearing, on applications or petitions for variations from the strict enforcement of any provisions of the Zoning Code, in accordance with the rules and standards established by the Zoning Code.
3. To make recommendations to the Village Board on the Comprehensive Plan and any amendments thereto.
4. To give aid to the Village officials charged with the direction of projects for improvements embraced within the Official or Comprehensive Plan, to fur-

ther the making of these projects and generally to promote the realization of the Official or Comprehensive Plan.

5. To exercise such other powers and duties as may be conferred by the President and Village Board.
6. To conduct public hearings and make recommendations to the Board of Trustees for all special use requests.
7. To conduct public hearings and make recommendations to the Board of Trustees for all text or map amendment requests.
8. To prepare and recommend to the Board of Trustees a plan or plans for the present and future development and/or redevelopment of the Village and contiguous unincorporated territory not more than 1 ½ miles beyond the corporate limits of the Village and not included in any other municipality. The plan or plans, when adopted by the corporate authorities, shall be designated and known as the Official Plan or the Comprehensive Plan of the Village. Such plan or plans may be adopted in whole or in separate geographical or functional parts, each of which, when adopted by the Board of Trustees, shall be the Official or Comprehensive Plan, or part thereof, of the Village. Thereafter, from time to time, the Commission may recommend changes in the Official or Comprehensive Plan or any part thereof.
9. To conduct public hearings and make recommendations to the Board of Trustees for all amendments to set-back line provisions.
10. To prepare and recommend to the corporate authorities reasonable standards of design for subdivisions and re-subdivisions of unimproved land and of areas subject to redevelopment, including but not limited to reasonable requirements for public streets, alleys, driveways, utilities, public service facilities, stormwater or flood water management, parks, playgrounds, school grounds and other public places in order to provide for the health, safety, comfort, convenience and welfare of the inhabitants of the Village and contiguous territory. Said standards shall be known as the Subdivision Code of the Village. From time to time, the Commission may recommend changes in the Subdivision Code, or any part thereof.
11. To review and recommend to the corporate authorities the approval or disapproval of site plans and recommended conditions of said plans in accordance with Chapter 16, Site Plan Review Requirements, of the Lakewood Municipal Code.
12. To perform such other duties as may be assigned to the Commission from time to time by the Board of Trustees.

C. Membership and Terms of Office: The Commission shall consist of seven members appointed by the Village President with the advice and consent of the Board of Trustees. Appointees shall serve for the following terms, or until their respective successors, in similar manner, have been appointed and qualified: beginning with terms of office commencing on May 1, 2021, one commissioner for one year, one for two years, one for three years, one for four years, one for five years, one for six years and one for seven years. The term of each commissioner shall expire April 30 of the year of expiration of his/her respective term of office. The successor to each commissioner so appointed shall serve for a term of five years.

D. Qualifications of Members: All Commissioners shall be residents of the Village. Each member shall have an interest in or skills or experience with planning and zoning issues.

E. Vacancies and Successors: In the event of a vacancy on the Commission, said vacancy shall be filled by appointment as provided for in Section 7.03-C herein.

F. Chairman: One of the Commissioners shall be designated by the Village President, with the advice and consent of the Trustees, as Chairman of the Commission, and shall remain as Chairman until a successor is appointed. The Commissioners may annually elect one of their own to serve as Vice-Chairman. In the absence of the Chairman, the Vice-Chairman, if any, shall serve as Chairman for that meeting. In the absence of both the Chairman and the Vice-Chairman, the Commissioners in attendance shall designate an Acting Chairman for that meeting.

G. Secretary: The Secretary of the Commission shall be as designated by the Village Board or the Village Manager.

H. Meetings: All meetings and hearings of the Commission shall be held at such times as the Commission and/or the Village Board, in consultation with the Village Manager, may determine, and the schedule of such meetings and hearings shall be posted at Village Hall. The presence of four Commissioners shall be necessary for a quorum.

I. Procedural Rules: The Commission shall have the authority to adopt procedural rules for the conduct of its meetings and hearings consistent with the provisions of this Chapter 7 and more specifically this Section 7.03, the provisions of the Zoning Code and Subdivision Code, and other codes and ordinances of the Village.

J. Compensation: The Commissioners shall receive such compensation as may be determined by the Village Board from time to time.