

2-1-3: ORGANIZATION, MEETINGS, RULES AND PROCEDURES:

A. Officers:

1. There shall be a chairman of the combined plan commission and zoning board of appeals who shall be appointed by the mayor from the then appointed and acting members of the board with the advice and consent of the city council. The chairman shall hold office until a successor is appointed.

2. At the first meeting in a calendar year, of the combined plan commission and zoning board of appeals, or as it becomes otherwise necessary due to a vacancy, the members of the board shall elect one of their members to serve as vice chairman and shall elect one of their members to serve as secretary of the board for the ensuing year. The vice chairman shall act as chairman when the chairman is absent or is otherwise unable to act. The board may employ a court reporter who shall make and keep a record of all of its meetings and official acts. The building and zoning administrator/inspector shall be the executive secretary to the board and shall attend all meetings called by the board.

B. Meetings, Rules And Procedures:

1. Meetings: All meetings of the combined plan commission and zoning board of appeals shall be held at the call of the chairman and at such time as the board may determine. As to those meetings requiring a public hearing, there shall be not less than fifteen (15) nor more than thirty (30) days' notice of the time and place of such public hearing published in a newspaper of general circulation in the city. Said notice shall contain a statement of the particular purpose of the public hearing and a brief description of the location of the property or properties under consideration at such public hearing and a description of the action requested to be taken by the board.

2. Powers Of The Chair: In all official proceedings, the chairman, or in his or her absence, the vice chairman of the combined plan commission and zoning board of appeals, or in his or her absence, an acting chairman appointed, for the meeting, by the members of the board, shall have the power to administer oaths and compel by subpoena the attendance and testimony of witnesses and the production of books and papers.

3. Minutes And Records: The combined plan commission and zoning board of appeals shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall also keep records of its hearings and other official actions. A copy of every rule or regulation, every appearance, variation and every recommendation, order, requirement, decision or determination of the combined plan commission and zoning board of appeals shall be filed immediately in the office of the city clerk and shall be a public record. Where required by this code, findings of fact shall be included in the minutes of each case and the reasons for the granting or denial of each application shall be specified.

4. Hearings Open To Public: All hearings shall be open to the public.

5. Minutes Open To Public: The minutes of the board shall be open to public examination at reasonable hours.

6. Rules And Procedures: The combined plan commission and zoning board of appeals shall adopt its own rules and procedures, not in conflict with this section or with applicable Illinois statutes, and may require the submission of such records, plats and other information necessary to make its determinations. A copy of said rules and procedures, and all recommendations thereto shall be filed in the office of the city clerk. (Ord. 2007-16, 3-26-2007; amd. Ord. 2024-26, 6-10-2024)

Rule 22. "Robert's Rules Of Order" shall govern the proceedings of the council, except when in conflict with the foregoing rules. (Charter; amd. 1989 Code; 1924 Code § 3-9, 3-11, 3-13, 3-14; Ord. 2009-17, 5-26-2009; Ord. 2015-17, 7-13-2015; Ord. 2024-01, 1-8-2024)