

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) X *Waiver of First Requested*
 X Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott R. Niehaus, Village Manager

DATE: December 5, 2016 (B of T) Date: December 15, 2016

TITLE: Plan Commission Regular Meetings -- Starting Time Change

SUBMITTED BY: Department of Community Development *W*

BACKGROUND/POLICY IMPLICATIONS:

Your Plan Commission transmits for your consideration its recommendation regarding an ordinance amending Title III, Chapter 32, Section 32.102 of the Lombard Village Code in regard to regular meetings of the Lombard Plan Commission authorizing a change in the start time from 7:30pm to 7:00pm effective January 1, 2017.

Staff is requesting a waiver of first reading.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X _____ Date _____

Finance Director X _____ Date _____

Village Manager X _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.

K T J

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MEMORANDUM

To: Jennifer Ganser, Assistant Director of Community Development, Village of Lombard

From: Tom Bayer, Village Attorney **Via email only**

Date: November 23, 2016

Subject: **Plan Commission Regular Meetings -- Starting Time Change**

As you know, at the November 21, 2016 regular Plan Commission meeting, the Plan Commission voted to change the starting time for Plan Commission meetings, effective with the January 23, 2017 Plan Commission meeting, from 7:30 p.m. to 7:00 p.m. In relation thereto, please be advised as follows:

Pursuant to 5 ILCS 120/2.03, certain notification requirements must be complied with relative to any change in a public body's regular meeting date. Although not specifically mentioned in the aforementioned section of the State statutes, I would suggest that the Village follow said notification requirements relative to the change in the starting time for regular Plan Commission meetings. In this regard, attached please find the following Ordinance for the December 1, 2016 Village Board meeting, relative to the regular Plan Commission meeting starting time change:

AN ORDINANCE AMENDING TITLE III, CHAPTER 32, SECTION 32.102
OF THE LOMBARD VILLAGE CODE IN REGARD TO REGULAR MEETINGS
OF THE LOMBARD PLAN COMMISSION, AND THE STARTING TIME IN RELATION
THERETO

Once the Ordinance is adopted, notice of the change, as attached to the Ordinance as an Exhibit, must be published in the *Lombardian* newspaper. In this regard, I have also attached a "clean copy" of the notice, without the exhibit designation on it.

If there are any questions, please feel free to contact me.

encls.

cc: Scott Niehaus, Village Manager (w/ encls.; via email)
William Heniff, Director of Community Development (w/ encls.; via email)
Sharon Kuderna, Village Clerk (w/ encls.; via email)
Janet Downer, Deputy Village Clerk (w/ encls.; via email)

Jason A. Guisinger, (w/ encls.; via email)

**NOTICE OF PERMANENT
REGULAR MEETING STARTING TIME CHANGE
FOR THE VILLAGE OF LOMBARD PLAN COMMISSION**

PLEASE TAKE NOTICE that, effective January 1, 2017, and beginning with the January 23, 2017 meeting of the Village of Lombard Plan Commission (the "Plan Commission"), the starting time for regular meetings of the Plan Commission has been changed to 7:00 p.m. The location for, and dates of, said regular meetings shall remain as the Lombard Village Hall, Board Room, 255 East Wilson Avenue, Lombard, Illinois, on the third Monday of each month.

Sharon Kuderna
Village Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE III, CHAPTER 32,
SECTION 32.102 OF THE LOMBARD VILLAGE CODE
IN REGARD TO REGULAR MEETINGS OF THE LOMBARD PLAN
COMMISSION, AND THE STARTING TIME IN RELATION THERETO**

BE IT ORDAINED by the President and Board of Trustees of the Village of Lombard, DuPage County, Illinois, as follows:

SECTION 1: That, effective January 1, 2017, Title III, Chapter 32, Section 32.102 of the Lombard Village Code is amended to read in its entirety as follows:

“§ 32.102 Regular meetings.

- (A) Regular meetings of the Plan Commission shall be held on the third Monday of each month at 7:00 p.m. in the Board Room of the Village Hall.
- (B) The meeting date, time and place may be changed by the direction of the Plan Commission, provided legal notice of said change is issued to the public and the news medium pursuant to State statute.”

SECTION 2: That the Village Clerk is hereby directed to advise all news medium, that have requested notice of the time and place of Village meetings, of this Ordinance. In addition, pursuant to 5 ILCS 120/2.03, the Village Clerk is directed to publish a notice of the regular meeting starting time change, as set forth in Section 1 above, in a local newspaper. Said notice shall be in the form attached hereto as Exhibit “A” and made part hereof.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage and approval, as provided by law.

Passed on first reading this _____ day of _____, 2016.

First reading waived by action of the Board of Trustees this ____ day of _____, 2016.

Passed on second reading this _____ day of _____, 2016,
pursuant to a roll call vote as follows.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this _____ day of _____, 2016.

Keith Giagnorio, Village President

ATTEST:

Sharon Kuderna, Village Clerk

Exhibit "A"

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Sharon Kuderna
Village Clerk