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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)