

Ordinance No. 93-04

**AN ORDINANCE INCREASING THE MEMBERSHIP OF THE VILLAGE OF CHATHAM PLAN COMMISSION AND ADOPTING BY-LAWS OF THE VILLAGE OF CHATHAM PLAN COMMISSION**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

**SECTION 1:** The number of members of the Plan Commission of the Village of Chatham is hereby increased from seven to nine. Ordinance No. 91-34, which reduced the membership to seven, is repealed.

**SECTION 2:** The by-laws of the Plan Commission of the Village of Chatham, attached hereto as Exhibit A, and herein incorporated by reference, are hereby adopted.

**SECTION 3:** The Plan Commission shall have the powers and duties set forth in Article 7 of the by-laws, and shall in all cases conduct itself in accordance with the by-laws.

**SECTION 4:** This Ordinance is effective immediately.

PASSED this 23 day of FEBRUARY, 1993.

Carl D. Oblinger  
CARL OBLINGER, VILLAGE PRESIDENT

ATTEST:

Pat Scher  
Village Clerk

AYES: 6  
NAYS: 0  
PASSED: 2-23-93  
APPROVED: 2-23-93  
ABSENT: 0

**ORDINANCE CERTIFICATE**

STATE OF ILLINOIS     )  
                                  )   SS.  
COUNTY OF SANGAMON    )

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 93-04, adopted by the President and Board of Trustees of said Village on the 23 day of FEBRUARY, 1993, said Ordinance being entitled:

**AN ORDINANCE INCREASING THE MEMBERSHIP OF THE VILLAGE OF CHATHAM PLAN COMMISSION AND ADOPTING BY-LAWS OF THE VILLAGE OF CHATHAM PLAN COMMISSION**

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 23 day of FEBRUARY, 1993.

  
\_\_\_\_\_  
Village Clerk

BYLAWS  
OF THE PLAN COMMISSION  
VILLAGE OF CHATHAM

Adopted on the 23rd day of February, 1993

## ARTICLE I

### Name

The name of this organization shall be known as the Village of Chatham Plan Commission, hereinafter referred to as the "Plan Commission."

## ARTICLE II

### Purpose of By-Laws

It is the purpose of these bylaws to govern and facilitate the operations and policies of the Plan Commission in accordance with the provisions of the laws and regulations of the Village of Chatham.

## ARTICLE III

### Membership on the Plan Commission

1. The membership of the Plan Commission shall consist of nine members.
2. Any resident of voting age of the Village of Chatham or resident of unincorporated Sangamon county within 1 1/2 miles of Chatham shall be eligible to participate as a member of the Plan Commission. The President may accept recommendations for members to the Plan Commission from any citizen within the village of Chatham.
3. Members to the Plan Commission shall be appointed by the President with the advice and consent of the village board of trustees. Such appointments shall be made by a resolution passed by the village board of trustees at either a regular or special village board meeting. Membership terms shall be set out in the resolution in accordance with paragraphs 4 and 5 below.
4. Members to the Plan Commission shall serve for a term of 6 years. Such terms shall be in accordance with the scheduled outlined under paragraph 7 of these bylaws. Membership renewal shall be subject to reappointment by the President with the advice and consent of the village board of trustees.

5. The Chairperson of the Plan Commission shall be selected by and from the Plan Commission membership. The Chairperson shall serve for a term of 2 years.

6. No member of the Plan Commission shall serve more than 2 consecutive terms as the Chairperson.

7. Beginning on the effective date of these bylaws, members of the Plan Commission shall be appointed such that the term of 3 members shall expire at the end of the second year, 3 at the end of the fourth year and 3 at the end of the sixth year. The initial appointment of the Plan Commission members shall be drawn by lot by the Planning and Programming Subcommittee of the village board of trustees. The village board shall pass a Resolution specifying the names and terms of the Plan Commission members at its first regular meeting after the effective date of these bylaws.

8. Any member appointed to fill a vacancy occurring prior to the expiration of the term for which his/her predecessor was appointed shall be appointed for the remainder of such term. Vacancies shall be filled pursuant to the provisions outlined in this Article.

9. Members of the Plan Commission may be removed by the President, with the consent of the village board of trustees, as in the case of other village officers. Any member who is absent for two consecutive meetings without informing the Chairperson without a good and sufficient reason shall be deemed to have requested removal by the village president. Notification of such absence shall be given to the Chairperson or Secretary of the Plan Commission.

## ARTICLE IV

### Meetings

#### Regular Meetings

The regular meetings of the Plan Commission shall be held on the third Thursday of each month at 7:30 p.m. in the municipal hall of the Village of Chatham.

#### Special Meetings

Special meetings can be called by the Chairperson of the Plan Commission, or by any member of the Plan Commission, or at the request of the village board, and shall be called upon the written request of the person calling the meeting. The purpose of the meeting shall be stated in the call, except in cases of emergency, at least three calendar days' notice shall be

given. All meetings of the Plan Commission shall be in accordance with the Open Meetings Act.

### Agenda

A. At least 5 working days prior to all regular meetings of the Plan Commission, a proposed agenda of business to be conducted at the meeting shall be prepared by the Secretary of the Plan Commission after consultation with the Chairperson. An agenda shall be prepared for all special meetings as far in advance of the special meeting as possible. Plan Commission members may place items on the agenda by notifying the Chairperson at least 2 working days prior to a regular meeting. Items may be placed on the agenda for a special meeting in the same manner as for regular meetings, except that the Chairperson may waive the time deadlines set forth in this Section as appropriate under the circumstances.

B. At least 5 working days prior to a regular meeting the Secretary of the Plan Commission shall mail a copy of the agenda to every member of the Plan Commission, to each person on the mailing list and to any other person the Chairperson deems appropriate under the circumstances.

C. One copy of the plans/documents that have been filed with the Chatham Village Clerk shall be forwarded by the Clerk to the Secretary of the Plan Commission. At such time the documents are to be considered by the Plan Commission at its scheduled monthly meeting, the Secretary shall have available a copy of the documents for review by Plan Commission members prior to the meeting. Such documents are described in Exhibit A, which is attached hereto and made a part of these bylaws. The provisions of this subsection shall not prohibit the Plan Commission from acting upon an item that was not contained in the published agenda.

### Quorum

A majority of the total members of the Plan Commission shall constitute a quorum for any meeting.

### Rules of Procedure

The official rules of procedure of the Plan Commission for meetings shall be Roberts Rules of Order unless otherwise provided by these bylaws. Each member is entitled to one vote. No action of the Plan Commission is binding unless a majority of members present at the meeting casts their vote in the affirmative.

### Public Participation in Plan Commission Meetings

Upon request made prior to or at a Plan Commission meeting, any person who desires to present a statement on a matter that is on the agenda for the meeting must be afforded an opportunity to present an oral statement or submit written comments, or both, to the Plan Commission at the meeting. The Chairperson may, depending on the circumstances, limit the time and manner of this statement. All Plan Commission actions and decisions shall be made in open meetings and appropriately recorded.

### Minutes of Meeting

Written minutes of all Plan Commission meetings shall be kept. The minutes shall record the final votes to any Plan Commission decision. The Secretary of the Plan Commission shall furnish copies of the minutes to each Plan Commission member, the village board and shall make the minutes available to the public as soon as practicable after the meeting.

## ARTICLE V

### Committees

The Plan Commission may establish committees of its members or advisory committees of persons other than Plan Commission members for the purpose of advising the Plan Commission on any and all matters of interest to the Plan Commission. The committee members shall elect a Chairperson. The committee shall meet at the call of the committee Chairperson. The committee Chairperson shall provide reasonable public notice of committee meetings. All meetings of a committee shall be open to the public. Standing Committees for the Plan Commission are as follows: Zoning Committee, Comprehensive Planning Committee and the Subdivision Committee.

## ARTICLE VI

### Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Village Board of Trustees, provided that the amendment has been submitted in writing at the previous regular meeting and has been reviewed by the Plan Commission.

## ARTICLE VII

### Powers and Duties

The Plan Commission shall have the powers and duties set forth in Division 12 of Article 11 of the Illinois Municipal Code (Ill. Rev. Stat., ch. 24, par. 11-12-4 et seq.) [65 ILCS 5/11-12-4 et seq], and in Village of Chatham Ordinances relating to planning, zoning and subdivisions in accordance with the duties enumerated in these documents (i.e., Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance).



EXHIBIT A

SUBDIVISION REVIEW PROCEDURE

|                                   | # OF PRINTS | REVIEWED BY          | PAYMENT  | APPROVAL VALID FOR                   |
|-----------------------------------|-------------|----------------------|--|--------------------------------------|
| Location Map<br>Minor Subdivision | 12          | CPC                  | None   | 1 Year                               |
| Location and<br>Sketch Maps       | 12          | CPC<br>Village Board | None   | 1 Year                               |
| Preliminary Plan                  | 10          | CPC                  | \$100  | 3 Years                              |
| Construction Plans                | 4           | Village Eng.         | None   | As Long As<br>Preliminary<br>Current |
| Final Plat                        | 10          | CPC<br>Village Board | \$100 plus<br>\$5/lot  | 2 Years                              |
| Preliminary<br>Plan Reaffirmation | 10          | CPC                  | None   | 3 Years -<br>Renewable<br>1 Time     |
| Minor<br>Subdivision              | 12          | CPC<br>Village Board | \$100  | 2 Years                              |
| Large Scale<br>Development        | 10          | CPC                  | \$100 plus<br>\$3/unit or<br>1,000 sq.ft.<br>of non-<br>residential<br>use | 1 Year                               |

CPC. - Chatham Planning Commission

All plans shall be filed two (2) weeks before the scheduled monthly Chatham Planning Commission meeting with the Chatham Village Clerk.

EXCEPTION: Construction Plans - See Sec. 19(B)

NOTE: Chatham Planning Commission review must be completed in two (2) consecutive, regularly scheduled meetings.