



VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

Village Board of Trustees - Committee of the Whole

July 14, 2025

6:00 PM

Village President Kevin Patrick
Village Clerk Rolf Laukant

Village Trustees Cari Alfano, Jorge Cordova, Tina Konstatos, Jack Kozar, Deepa Kumar and Khalid Sabri

Public participation is invited. When called upon, please approach the microphone and state your name. Kindly limit your remarks to 3 minutes.

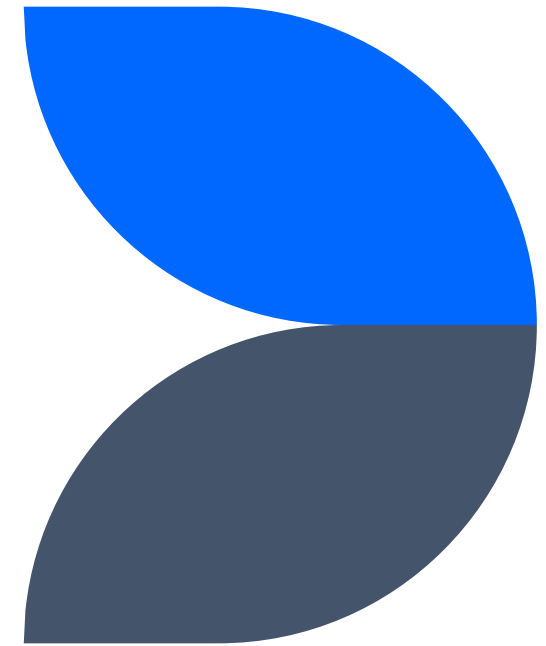
- 1. Call to Order - Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comments**
- 4. Discussion**
 - a. Discussion on Proposed Water Rate Increase due to DuPage Water Commission Increase
 - b. An Ordinance of the Village of Villa Park, DuPage County, Illinois Amending Article XXVIII of Chapter 2 of the Villa Park Municipal Code Dissolving the Economic Development Commission and Creating the Villa Park Growth Commission.
 - c. An Ordinance of the Village of Villa Park, DuPage County, Illinois, Amending Articles XIII and XXV of Chapter 2 of the Villa Park Municipal Code Dissolving the Parks and Recreation Advisory Commission and the Environmental Concerns Commission and Creating the Garden Village Commission and the Community Recreation Commission.
 - d. An Ordinance of the Village of Villa Park, DuPage County, Illinois Amending Articles XVI and XVII of Chapter 2 of the Villa Park Municipal Code Dissolving the Planning and Zoning Commission and Creating the Plan Commission and the Zoning Board of Appeals, and Amending Chapter 18 Regarding Planning and Development.

- e. An Ordinance of the Village of Villa Park, DuPage County, Illinois, Amending Articles XXII, XXX, and XXXII of Chapter 2 of the Villa Park Municipal Code Dissolving the Traffic and Safety Commission, the Video Production Commission, and the Special Events Review Committee.

5. Adjournment

Water Rate Discussion

Village of Villa Park
COW Meeting
7/14/2025



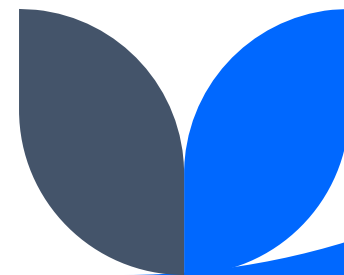
DuPage Water Commission Rates

Fiscal year for DWC is May 1st through April 30th

2024 Rate: \$5.58 Per Thousand

2025 Rate: \$5.80 Per Thousand

Rate Increase of \$0.22 or 3.94%



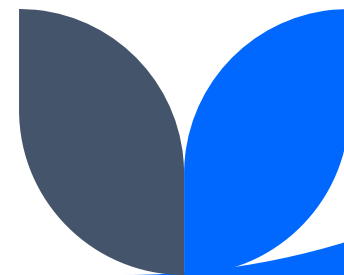
Village of Villa Park Rates

Per Village Ordinance Jan 1st Rate increase

2024 Rate: \$10.43 Per Thousand

2025 Rate: \$10.54 Per Thousand

Rate Increase of \$0.11 or 1.05%



Village of Villa Park Rates

The 2025 Villa Park Rate Calculation

2025 Rate: \$10.54 Per Thousand forecasted a rate of \$5.61 based on the 2020 rate study.

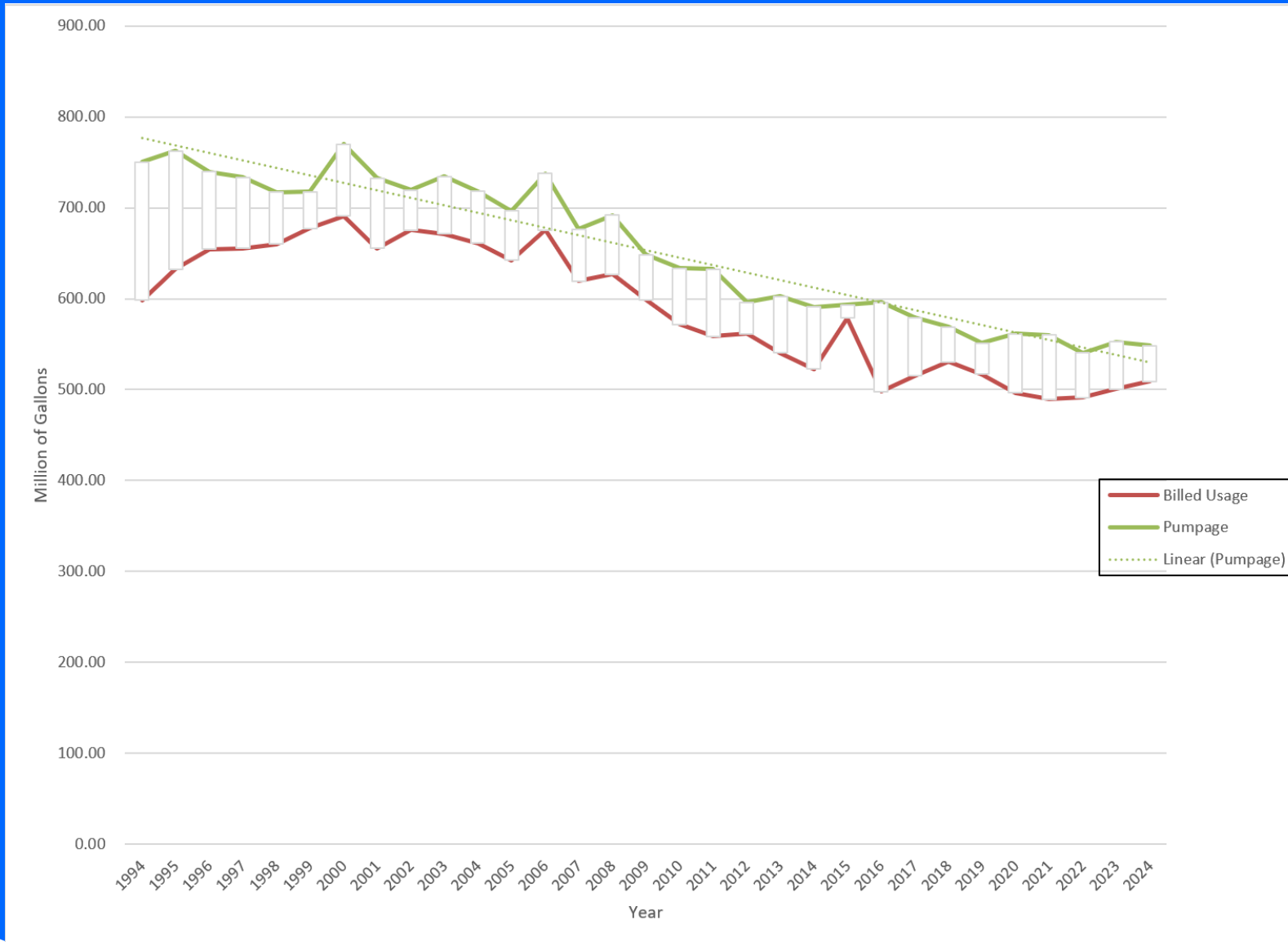
Therefore, the current rate is \$0.19 per thousand less.



2025 Budget for DWC Water Purchase

- 2025 Budgeted Expense for Water Purchase \$3,350,000 (597,150,000 Gallons)
- Budget Expense incorporates a 8-10% water loss factor for unexpected main breaks
- Average Pumpage (water purchase from DWC) for past 3 years ~550 Million Gallons
- Average Billed Usage (charged to customers) for the past 3 years ~500 Million Gallons (90%)

Billed Usage vs Purchase



Possible Options for Consideration



1. Do not adjust Village Rate – \$10.54 per thousand
 - a) 2025 Budget Expense item will cover but Budget was approx. \$2 million deficient budget before capital fund transfers
2. Raise Village Rate the difference of \$0.19 - \$10.73 per thousand
 - a) Increase average water bill (6,000 gallons) \$1.14 a month
3. Raise Village Rate by partial amount of \$0.10 - \$10.64 per thousand
 - a) Increase average water bill (6,000 gallons) \$0.60 a month





Thank you

Michael Guerra, P.E.
Public Works Director



MEMORANDUM

TO: Village Board of Trustees

FROM: Ryan Morton, Village Attorney

DATE: July 14, 2025

SUBJECT: An Ordinance of the Village of Villa Park, DuPage County, Illinois, Amending Article XXVIII of Chapter 2 of the Villa Park Municipal Code Dissolving the Economic Development Commission and Creating the Villa Park Growth Commission

SUMMARY:

This Ordinance amends Chapter 3 Sec. 2-28__ (Economic Development Commission). If approved, the Village President's related appointments will also be on the agenda for the Village Board's consent.

BACKGROUND:

This Ordinance would dissolve the Economic Development Commission and create a new Villa Park Growth Commission. The current Economic Development Commission has a very narrow focus: to prepare and recommend procedures for business district plans. That is all. Consequently, this commission has had very little impact on economic development in the Village. The goal of this Ordinance is to create a new commission with roles and responsibilities designed to actively attract new businesses and support existing businesses.

DISCUSSION:

To create the new committee, the existing Economic Development Commission first must be dissolved. Section 2 of the Ordinance deletes Chapter 2, Article XXVIII in its entirety, thus dissolving the commission and relieving the commissioners of their duties.

Section 3 of the Ordinance creates the new Villa Park Growth Commission (VPGC), with 5 members and the chair appointed by the Village President (with the Village Board's advice and consent). The structure of the VPGC is otherwise similar to the Economic Development Commission, but with new powers and duties, including promoting Villa Park, working with local business owners, developing initiatives, and identifying development opportunities. The VPGC is solely a recommending body.

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS, AMENDING ARTICLES XXVIII OF CHAPTER 2 OF THE VILLA PARK MUNICIPAL CODE DISSOLVING THE ECONOMIC DEVELOPMENT COMMISSION AND CREATING THE VILLA PARK GROWTH COMMISSION

WHEREAS, the Village of Villa Park (the "Village") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State of Illinois; and,

WHEREAS, the Village President and Board of Trustees of the Village (the "Corporate Authorities") may from time to time amend the text of the Villa Park Municipal Code when it is determined to be in the best interests of the residents of the Village; and,

WHEREAS, the Corporate Authorities previously created the Economic Development Commission to advise the Corporate Authorities on matters related to business district plans; and,

WHEREAS, the Corporate Authorities have determined that it is desirable, necessary, and in the best interests of the Village to amend the Villa Park Municipal Code to dissolve the Economic Development Commission and create a new Villa Park Growth Commission to assume its responsibilities and add responsibilities related to attracting and retaining businesses.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2: Article XXVIII ("Economic Development Commission") of Chapter 2 ("Administration") of the Villa Park Municipal Code is hereby deleted in their entirety, and thus the Economic Development Commission of the Village of Villa Park is hereby dissolved. All

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members of the Economic Development Commission are hereby relieved of their duties pursuant to this ordinance.

Section 3: Article XXVIII (“Villa Park Growth Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby created to read as follows:

ARTICLE XXVIII. – VILLA PARK GROWTH COMMISSION

Sec. 2-2801. – Created.

There is hereby created the Villa Park Growth Commission for the village, which shall focus on attracting economic development, fostering business growth, and promoting Villa Park as a vibrant, thriving community. The Villa Park Growth Commission shall act as an advisory commission directly to the Village Board, providing recommendations to the Board on strategies for attracting development and enhancing the Village's economic vibrancy.

Sec. 2-2802. – Intent and purpose.

The Villa Park Growth Commission is tasked with attracting economic development by identifying opportunities for investment, supporting existing businesses, and recruiting new businesses to the village. The commission shall promote Villa Park through marketing efforts, outreach, and partnerships aimed at increasing the village’s visibility and appeal to potential developers, investors, and residents. The commission shall also advise the village board on creating policies that support sustainable economic growth, job creation, and increased revenue for the community. The commission will support long-term strategic goals for growth by aligning economic development efforts with community needs, infrastructure improvements, and environmental sustainability.

Sec. 2-2803. - Membership.

- (a) The Villa Park Growth Commission created herein shall consist of five (5) members, appointed by the village president with the advice and consent of the board of trustees, to serve without compensation. To be eligible to serve on the commission, members must be current residents of the village, conduct business in the village, or be employed within the village.
- (b) Members shall be appointed for a term of three (3) years, except that the members first appointed to the Villa Park Growth Commission shall serve as follows: one (1) for one (1) year, two (2) for two (2) years and two (2) for three (3) years, as designated by the village president. Members shall hold office for their designated terms and until their successors have been appointed.
- (c) All appointments shall expire the thirtieth (30th) of April of the appropriate year. Any member of the Villa Park Growth Commission may resign at any time during the term for which

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he/she was appointed, which resignation shall be addressed to the village president. Vacancies on the commission shall be filled for the unexpired term of the member whose position becomes vacant in the manner provided herein.

(d) If any member of the Villa Park Growth Commission shall cease to maintain the status qualifying him for appointment to the commission, or shall fail to attend three (3) consecutive meetings of the commission without being excused by a vote of a majority of the members of the commission, such absence shall be considered as cause for termination of commission membership. Report of such change of status or failure of attendance may be reported to the corporate authorities and, if such report is accepted by the corporate authorities, the membership in question shall be declared vacant and it shall be the duty of the president to appoint a qualified successor to such membership in the manner provided herein. Any member of the commission may be removed for cause by the president with the advice and consent of the board of trustees.

Sec. 2-2804. - Officers.

The Village President shall appoint the Chair of the Villa Park Growth Commission from among those members appointed, with the advice and consent of the village board. The Chair's term shall be three (3) years. A Vice-Chair and a Secretary shall be elected by the members of the commission for a term of three (3) years. No member may serve more than two consecutive terms in any office unless at least one (1) year has passed since their last term in that office.

Sec. 2-2805. – Powers and Duties.

The Villa Park Growth Commission hereby created shall have the following powers and duties:

- (a) To promote Villa Park as an attractive location for business development, including creating marketing campaigns and informational materials that highlight the community's strengths, resources, and potential.
- (b) To identify economic development opportunities, including vacant properties, commercial areas, and infrastructure improvements that can be leveraged to attract new businesses.
- (c) To work closely with local business owners, developers, and the village board to support existing businesses and assist with their expansion or relocation needs.
- (d) To develop initiatives to enhance public-private partnerships that foster economic growth and job creation.
- (e) To provide recommendations to the village board on policies related to economic development, business incentives, and strategies to support a thriving local economy.
- (f) To promote business retention and expansion through initiatives that help existing businesses thrive, including providing resources or assistance to overcome challenges.
- (g) To assist in the expansion of the village tax base and the creation of local employment opportunities through targeted economic strategies.

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Sec. 2-2806. - Meetings.

Regular meetings of the Villa Park Growth Commission shall be held at least monthly, with special meetings called when necessary. A quorum shall consist of at least four (4) members. The commission shall meet in accordance with the Illinois Open Meetings Act. The commission 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. Any formerly absent member who certifies that he or she has read the minutes of the proceedings before the commission may vote upon any question presently before the commission.

Sec. 2-2807. – Reports, Recommendations, and Records.

The Villa Park Growth Commission shall keep permanent minutes of its meetings, which shall include topics discussed and the motions and votes of each member. The commission shall keep records of its proceedings, which shall be available at the Village Hall for public inspection during ordinary business hours. The commission shall prepare and submit approved minutes to the village board, along with any special reports containing their recommendations. All recommendations of the commission shall be forwarded to the village board within forty-five (45) days of the action. All recommendations of the commission are advisory only and are not binding upon the corporate authorities. An annual report covering the commission’s activities and progress shall be prepared and presented at the last stated Village Board meeting in December.

Sec. 2-2808. – Task Force.

The Garden Village Commission may recommend the formation of a task force to assist with specific projects or initiatives related to attracting economic development, promoting the village, or supporting local businesses. A task force shall be composed of volunteer residents or business residents with the expertise, skills, and resources needed for the task. Task forces will operate under the direction of the commission and will be appointed for a predetermined period, which may be extended by the village board.

Section 4: That if any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 5: That all ordinances, resolutions, motions, or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 6: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Ordinance No. _____

ADOPTED THIS ____ DAY OF _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED this ____ day of _____, 2025

Kevin Patrick, President of the
Village of Villa Park, DuPage County, Illinois

ATTESTED and filed in my office,
this ____ day of _____, 2025

Rolf Laukant, Clerk of the Village
of Villa Park, DuPage County, Illinois



MEMORANDUM

TO: Village Board of Trustees

FROM: Ryan Morton, Village Attorney

DATE: July 14, 2025

SUBJECT: An Ordinance of the Village of Villa Park, DuPage County, Illinois, Amending Articles XIII and XXV of Chapter 2 of the Villa Park Municipal Code Dissolving the Parks and Recreation Advisory Commission and the Environmental Concerns Commission and Creating the Garden Village Commission and the Community Recreation Commission

SUMMARY:

This Ordinance amends Chapter 3 Secs. 2-13__ (Parks and Recreation Advisory Commission) and 2-25__ (Environmental Concerns Commission). If this Ordinance is approved, the Village President's related appointments will also be on the agenda for the Village Board's consent.

BACKGROUND:

This Ordinance would dissolve the Parks and Recreation Advisory Commission and create in its place two committees: the Garden Village Commission and the Community Recreation Commission. The existing and proposed commissions are all creations of the Village; there is no requirement to have these commissions or to structure them in a specific way. The goal of this Ordinance is to create two separate commissions to bring a dedicated focus to each area. The Parks and Recreation Advisory Commission currently provides recommendations on the management of all the parks in the Village, all the Village's recreational facilities, and all the recreational programming of the Village. Most of its stated purpose, though, concerns recreation, not parks (see Sec. 2-1302). Additionally, due to the shared goals of environmental protection and vibrant parks, the Garden Village Commission will also take on the responsibilities of the Environmental Concerns Commission, ensuring that conservation, environmental stewardship, and beautification is on display in the Village's parks.

DISCUSSION:

To create the new committees, the existing Parks and Recreation Advisory Commission (PRAC) first must be dissolved. Section 2 of the Ordinance deletes Chapter 2, Article XIII in its entirety, thus dissolving the commission and relieving the commissioners of their duties.

Section 3 of the Ordinance creates the new Garden Village Commission (GVC), with 5 members and the chair appointed by the Village President (with the Village Board's advice and consent). The structure of the Plan Commission is otherwise similar to the PRAC, with a focus on parks different powers and duties. Most of those responsibilities relate to environmental concerns. The GVC is solely a recommending body.

Section 4 of the Ordinance deletes Chapter 2, Article XXV in its entirety, thus dissolving the Environmental Concerns Commission, since those responsibilities are mostly in line with the responsibilities of the Garden Village Commission. This paragraph relieves the commissioners of their duties.

Section 5 of the Ordinance creates the Community Recreation Commission (CRC), with 5 members and the chair appointed by the Village President (with the Village Board's advice and consent). The structure of the Zoning Board of Appeals is otherwise similar to the PRAC, with a focus on recreation and different powers and duties. The CRC is solely a recommending body.

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS, AMENDING ARTICLES XIII AND XXV OF CHAPTER 2 OF THE VILLA PARK MUNICIPAL CODE DISSOLVING THE PARKS AND RECREATION ADVISORY COMMISSION AND THE ENVIRONMENTAL CONCERNS COMMISSION AND CREATING THE GARDEN VILLAGE COMMISSION AND THE COMMUNITY RECREATION COMMISSION

WHEREAS, the Village of Villa Park (the "Village") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State of Illinois; and,

WHEREAS, the Village President and Board of Trustees of the Village (the "Corporate Authorities") may from time to time amend the text of the Villa Park Municipal Code when it is determined to be in the best interests of the residents of the Village; and,

WHEREAS, the Corporate Authorities previously created the Parks and Recreation Advisory Commission to advise the Corporate Authorities on matters related to both park facilities and recreation programs; and,

WHEREAS, the Corporate Authorities es have determined that it is desirable, necessary, and in the best interests of the Village to amend the Villa Park Municipal Code to dissolve the Parks and Recreation Advisory Commission and create a separate Garden Village Commission and a separate Community Recreation Commission to assume its responsibilities.

WHEREAS, the Corporate Authorities previously created the Environmental Concerns Commission to advise the Corporate Authorities on matters related to preservation, protection, and improvement of the environment; and

WHEREAS, the Corporate Authorities have also determined that it is desirable, necessary, and in the best interests of the Village to amend the Villa Park Municipal Code to dissolve the

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Environmental Concerns Commission and assign its responsibilities to the Garden Village Commission.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2: Article XIII (“Parks and Recreation Advisory Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby deleted in their entirety, and thus the Parks and Recreation Advisory Commission of the Village of Villa Park is hereby dissolved. All members of the Parks and Recreation Advisory Commission are hereby relieved of their duties pursuant to this ordinance.

Section 3: Article XIII (“Garden Village Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby created to read as follows:

ARTICLE XIII. – GARDEN VILLAGE COMMISSION

Sec. 2-1301. – Created.

There is hereby created a Garden Village Commission for the village, which shall focus on the development, maintenance, and enhancement of parks, green spaces, and environmentally sustainable initiatives within the village.

Sec. 2-1302. – Intent and purpose.

The Garden Village Commission is tasked with overseeing the development, enhancement, and sustainability of Villa Park’s public parks, green spaces, and other environmentally-focused community initiatives. The commission shall promote eco-friendly practices and ensure that the community’s green spaces contribute to Villa Park’s identity as a “Garden Village”. The commission will also advise the village board on policies and programs that support sustainable growth and green infrastructure throughout the village. The commission shall also advise the village board on matters relating to parks, playgrounds, green spaces, and shall advise on any other issues referred to the commission by the board of trustees.

Sec. 2-1303. - Membership.

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- (a) The Garden Village Commission created herein shall consist of five (5) members, appointed by the village president with the advice and consent of the board of trustees, to serve without compensation. To be eligible to serve on the commission, members must be current residents of the village, conduct business in the village, or be employed within the village.
- (b) Members shall be appointed for a term of three (3) years, except that the members first appointed to the Garden Village Commission shall serve as follows: one (1) for one (1) year, two (2) for two (2) years and two (2) for three (3) years, as designated by the village president. Members shall hold office for their designated terms and until their successors have been appointed.
- (c) All appointments shall expire the thirtieth (30th) of April of the appropriate year. Any member of the Garden Village Commission may resign at any time during the term for which he/she was appointed, which resignation shall be addressed to the village president. Vacancies on the commission shall be filled for the unexpired term of the member whose position becomes vacant in the manner provided herein.
- (d) If any member of the Garden Village Commission shall cease to maintain the status qualifying him for appointment to the commission, or shall fail to attend three (3) consecutive meetings of the commission without being excused by a vote of a majority of the members of the commission, such absence shall be considered as cause for termination of commission membership. Report of such change of status or failure of attendance may be reported to the corporate authorities and, if such report is accepted by the corporate authorities, the membership in question shall be declared vacant and it shall be the duty of the president to appoint a qualified successor to such membership in the manner provided herein. Any member of the commission may be removed for cause by the president with the advice and consent of the board of trustees.

Sec. 2-1304. - Officers.

The Village President shall appoint the Chair of the Garden Village Commission from among those members appointed, with the advice and consent of the village board. The Chair's term shall be three (3) years. A Vice-Chair and a Secretary shall be elected by the members of the commission for a term of three (3) years. No member may serve more than two consecutive terms in any office unless at least one (1) year has passed since their last term in that office.

Sec. 2-1305. - Responsibilities.

The Garden Village Commission hereby created shall have the following roles and responsibilities:

- (a) To oversee the development, maintenance, and sustainability of existing parks, playgrounds, green spaces, and public areas to ensure they are accessible, safe, and enjoyable for the community.

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- (b) To identify and develop new parks and green spaces on underutilized village-owned properties to increase public green space for residents and visitors, supporting the overall growth of Villa Park.
- (c) To incorporate eco-friendly practices in park and green space design, such as using native plant species, energy-efficient lighting, rainwater harvesting, and sustainable materials.
- (d) To educate the community on eco-friendly practices and the importance of green spaces through public outreach programs, including workshops, informational materials, and events promoting sustainability.
- (e) To organize and manage the Spring Sweep event to clean up local parks, trails, and green spaces, encouraging community participation and pride in the village's green spaces.
- (f) To coordinate and promote electronic recycling events to help residents responsibly dispose of old electronics, reducing e-waste and contributing to the village's sustainability efforts.
- (g) To administer the Green Champion Award to recognize and celebrate individuals, businesses, and community organizations that have made significant contributions to environmental sustainability, conservation, or the beautification of green spaces.
- (h) To provide recommendations to the village board on policies related to environmental sustainability, including energy conservation, waste reduction, and green building standards, and advocate for the preservation of natural resources within the village.
- (i) To work with local businesses, schools, and community organizations to foster public-private partnerships that support green space development, environmental stewardship, and sustainability initiatives.
- (j) To establish and oversee task forces for specific initiatives, such as tree planting, wildlife habitat restoration, and community-based environmental programs, to further the commission's sustainability goals.

Sec. 2-1306. - Meetings.

Regular meetings of the Garden Village Commission shall be held at least monthly, with special meetings called when necessary. A quorum shall consist of at least three (3) members. The commission shall meet in accordance with the Illinois Open Meetings Act. The commission 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. Any formerly absent member who certifies that he or she has read the minutes of the proceedings before the commission may vote upon any question presently before the commission.

Sec. 2-1307. – Reports, Recommendations, and Records.

The Garden Village Commission shall keep permanent minutes of its meetings, which shall include topics discussed and the motions and votes of each member. The commission shall keep

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records of its proceedings, which shall be available at the Village Hall for public inspection during ordinary business hours. The commission shall prepare and submit approved minutes to the village board, along with any special reports containing their recommendations. All recommendations of the commission shall be forwarded to the village board within forty-five (45) days of the action. All recommendations of the commission are advisory only and are not binding upon the corporate authorities. An annual report covering the commission's activities and progress shall be prepared and presented at the last stated Village Board meeting in December.

Sec. 2-1308. – Expenditures.

The Garden Village Commission may recommend expenditures to the village board for programs, events, and initiatives related to park development, environmental sustainability, and other green space projects. All expenditures must be approved by the village board before implementation.

Sec. 2-1309. – Task Force.

The Garden Village Commission may recommend the formation of a task force to assist with specific green space or sustainability projects, such as tree planting, wildlife habitat restoration, and community-based environmental programs. A task force shall be composed of volunteer residents or business residents with the expertise, skills, and resources needed for the task. Task forces will operate under the direction of the commission and will be appointed for a predetermined period, which may be extended by the village board.

Section 4: Article XXV (“Environmental Concerns Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby deleted in their entirety, and thus the Environmental Concerns Commission of the Village of Villa Park is hereby dissolved. All members of the Environmental Concerns Commission are hereby relieved of their duties pursuant to this ordinance.

Section 5: Article XXV (“Community Recreation Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby created to read as follows:

ARTICLE XXV. – COMMUNITY RECREATION COMMISSION

Sec. 2-2501. – Created.

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There is hereby created a Community Recreation Commission for the village, which shall oversee and promote the development, organization, and execution of recreational programs and activities that enhance the quality of life for Villa Park residents.

Sec. 2-2502. – Intent and purpose.

The Community Recreation Commission shall focus on creating recreational activities that encourage active living, foster community engagement, and promote wellness for residents of all ages. The commission will also oversee the functionality and direction of Jefferson Pool and the Villa Park Recreation Center (VPRC), ensuring these facilities meet the needs of the community. The commission shall advise the Village Board on both the current and future needs of these facilities, including potential redevelopment or the creation of new facilities as community needs evolve. Additionally, the commission will recommend improvements and expansions to existing recreational programs, ensuring they align with community interests and promote health, wellness, and inclusivity.

Sec. 2-2503. - Membership.

(a) The Community Recreation Commission created herein shall consist of five (5) members, appointed by the village president with the advice and consent of the board of trustees, to serve without compensation. To be eligible to serve on the commission, members must be current residents of the village, conduct business in the village, or be employed within the village.

(b) Members shall be appointed for a term of three (3) years, except that the members first appointed to the Community Recreation Commission shall serve as follows: one (1) for one (1) year, two (2) for two (2) years and two (2) for three (3) years, as designated by the village president. Members shall hold office for their designated terms and until their successors have been appointed.

(c) All appointments shall expire the thirtieth (30th) of April of the appropriate year. Any member of the Community Recreation Commission may resign at any time during the term for which he/she was appointed, which resignation shall be addressed to the village president. Vacancies on the commission shall be filled for the unexpired term of the member whose position becomes vacant in the manner provided herein.

(d) If any member of the Community Recreation Commission shall cease to maintain the status qualifying him for appointment to the commission, or shall fail to attend three (3) consecutive meetings of the commission without being excused by a vote of a majority of the members of the commission, such absence shall be considered as cause for termination of commission membership. Report of such change of status or failure of attendance may be reported to the corporate authorities and, if such report is accepted by the corporate authorities, the membership in question shall be declared vacant and it shall be the duty of the president to appoint a qualified successor to such membership in the manner provided herein. Any member

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of the commission may be removed for cause by the president with the advice and consent of the board of trustees.

Sec. 2-2504. - Officers.

The Village President shall appoint the Chair of the Community Recreation Commission from among those members appointed, with the advice and consent of the village board. The Chair's term shall be three (3) years. A Vice-Chair and a Secretary shall be elected by the members of the commission for a term of three (3) years. No member may serve more than two consecutive terms in any office unless at least one (1) year has passed since their last term in that office.

Sec. 2-2505. - Responsibilities.

The Garden Village Commission hereby created shall have the following roles and responsibilities:

- (a) To create and manage recreational programs such as sports leagues, fitness classes, and community events to enhance residents' physical, mental, and social well-being.
- (b) To oversee the operation and management of Jefferson Pool and the VPRC, ensuring these facilities provide engaging and accessible opportunities for the community.
- (c) To regularly assess and recommend future improvements or changes to Jefferson Pool and the VPRC, including the creation of new facilities or major redevelopment projects to ensure they continue to meet the community's evolving needs.
- (d) To engage with residents to gather feedback on recreational needs, ensuring programs meet the diverse interests of the community.
- (e) To ensure that all recreational programs are accessible to residents of all ages, abilities, and backgrounds.
- (f) To provide recommendations to the Village Board for improvements to existing programs, facilities, and future recreational opportunities to help meet community needs and contribute to Villa Park's growth.

Sec. 2-2506. - Meetings.

Regular meetings of the Community Recreation Commission shall be held at least monthly, with special meetings called when necessary. A quorum shall consist of at least three (3) members. The commission shall meet in accordance with the Illinois Open Meetings Act. The commission 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. Any formerly absent member who certifies that he or she has read the minutes of the proceedings before the commission may vote upon any question presently before the commission.

Sec. 2-2507. – Reports, Recommendations, and Records.

The Community Recreation Commission shall keep permanent minutes of its meetings, which shall include topics discussed and the motions and votes of each member. The commission shall

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keep records of its proceedings, which shall be available at the Village Hall for public inspection during ordinary business hours. The commission shall prepare and submit approved minutes to the village board, along with any special reports containing their recommendations. All recommendations of the commission shall be forwarded to the village board within forty-five (45) days of the action. All recommendations of the commission are advisory only and are not binding upon the corporate authorities. An annual report covering the commission's activities and progress shall be prepared and presented at the last stated Village Board meeting in December.

Sec. 2-2508. – Expenditures.

The Community Recreation Commission may recommend expenditures to the village board for recreational program development, equipment, and related expenses, including improvements and maintenance of the Jefferson Pool and the VPRC. All expenditures must be approved by the village board before implementation.

Sec. 2-2509. – Task Force.

The Community Recreation Commission may recommend the formation of a task force to assist with specific projects or initiatives related to recreational programs, events, or facility management (e.g., for Jefferson Pool or the VPRC). A task force shall be composed of volunteer residents or business residents with the expertise, skills, and resources needed for the task. Task forces will operate under the direction of the commission and will be appointed for a predetermined period, which may be extended by the village board.

Section 6: That if any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 7: That all ordinances, resolutions, motions, or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 8: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

(Intentionally Left Blank)

Ordinance No. _____

ADOPTED THIS ____ DAY OF _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED this ____ day of _____, 2025

Kevin Patrick, President of the
Village of Villa Park, DuPage County, Illinois

ATTESTED and filed in my office,
this ____ day of _____, 2025

Rolf Laukant, Clerk of the Village
of Villa Park, DuPage County, Illinois



MEMORANDUM

TO: Village Board of Trustees

FROM: Ryan Morton, Village Attorney

DATE: July 14, 2025

SUBJECT: An Ordinance of the Village of Villa Park, DuPage County, Illinois, Amending Articles XVI and XVII of Chapter 2 of the Villa Park Municipal Code Dissolving the Planning and Zoning Commission and Creating the Plan Commission and the Zoning Board of Appeals, and Amending Chapter 18 Regarding Planning and Development

SUMMARY:

This Ordinance amends Chapter 3 Secs. 2-16__ (Planning and Zoning Commission) and 2-17____ (Reserved), as well as amending Chapter 18, Secs. 18-102, 18-201, 18-202, and 18-203 (Planning and Development). If this Ordinance is approved, the Village President's related appointments will also be on the agenda for the Village Board's consent.

BACKGROUND:

This Ordinance would dissolve the Planning and Zoning Commission and create in its place two committees: the Plan Commission and the Zoning Board of Appeals. The Illinois Municipal Code provides that these two entities are separate (see 65 ILCS 5/11-12-4, 5/11-13-3), but many municipalities have combined them into one committee over the years, as Villa Park did. Over time, the "zoning" aspects of the combined committee tend to dominate, and the committee's "planning" role receives less consideration. The goal of returning to separate committees is to allow a more dedicated focus on Villa Park's long-term land use planning. The Plan Commission will ensure that growth and development align with the Village's strategic goals, emphasizing public safety, sustainability, and community well-being.

DISCUSSION:

To create the new committees, the existing Planning and Zoning Commission (PZC) first must be dissolved. Section 2 of the Ordinance deletes Chapter 2, Article XVI in its entirety, thus dissolving the commission and relieving the commissioners of their duties.

Section 3 of the Ordinance creates the new Plan Commission, with 5 members and the chair appointed by the Village President (with the Village Board's advice and consent). The structure of the Plan Commission is otherwise similar to the PZC, with different powers and duties. In addition to

developing the comprehensive plan, the Plan Commission will also recommend amendments and policies to further the goals of that plan and evaluate development proposals from a planning perspective. The Plan Commission will not hold any hearings on development proposals, but commissioners will review applications and provide their own recommendation to the Village Board. The duties of the Traffic & Safety Commission (which is being dissolved in a separate ordinance) have also been incorporated into the duties of the Plan Commission, so that a primary focus of their deliberations will be on traffic, bike, and pedestrian safety concerns and improving accessibility in the future. The Plan Commission is solely a recommending body.

Section 4 of the Ordinance creates the Zoning Board of Appeals (ZBA), with 7 members (as required by statute) and the chair appointed by the Village President (with the Village Board's advice and consent). The structure and duties of the Zoning Board of Appeals is otherwise similar to the PZC, except that comprehensive plan responsibilities have been removed. ZBA members should still consider the comprehensive plan as one of several standards used to recommend actions on zoning applications. The ZBA is solely a recommending body, other than on administrative appeals.

Articles 5 and 6 of the Ordinance make necessary language changes to Chapter 18 regarding Planning and Development. References to the PZC have been deleted and changed to either the Plan Commission or the ZBA.

Article 7 of the Ordinance establishes that any reference to the PZC in Appendix B (Official Plan and Subdivision Regulations) shall mean the Plan Commission, and any reference to the PZC in Appendix C (Zoning Ordinance) shall mean the Zoning Board of Appeals. An amendment to those appendices will soon follow, but they need to proceed through the new commissions first.

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS, AMENDING ARTICLES XVI AND XVII OF CHAPTER 2 OF THE VILLA PARK MUNICIPAL CODE DISSOLVING THE PLANNING AND ZONING COMMISSION AND CREATING THE PLAN COMMISSION AND THE ZONING BOARD OF APPEALS, AND AMENDING CHAPTER 18 REGARDING PLANNING AND DEVELOPMENT

WHEREAS, the Village of Villa Park (the "Village") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State of Illinois; and,

WHEREAS, the Illinois Municipal Code provides that municipalities may create both a plan commission (65 ICLS 5/11-12-4, *et seq.*) and a zoning board of appeals (65 ILCS 5/11-13-3, *et seq.*) to recommend certain actions related to municipal planning and municipal zoning regulations, respectively; and,

WHEREAS, the Village President and Board of Trustees of the Village (the "Corporate Authorities") may from time to time amend the text of the Villa Park Municipal Code when it is determined to be in the best interests of the residents of the Village; and,

WHEREAS, the Corporate Authorities have determined that it is desirable, necessary, and in the best interests of the Village to amend the Villa Park Municipal Code to dissolve the Planning and Zoning Commission and create a separate Plan Commission and a separate Zoning Board of Appeals to assume its responsibilities.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Ordinance No. _____

Section 2: Article XVI (“Planning and Zoning Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby deleted in their entirety, and thus the Planning and Zoning Commission of the Village of Villa Park is hereby dissolved. All members of the Planning and Zoning Commission are hereby relieved of their duties pursuant to this ordinance.

Section 3: Article XVI (“Plan Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby created to read as follows:

ARTICLE XVI. – PLAN COMMISSION

Sec. 2-1601. – Created.

There is hereby established a Plan Commission for the village, separate from the Zoning Board of Appeals. The Plan Commission shall focus on long-term land use planning, including the development of the village’s comprehensive plan and recommendations for future changes to the village’s comprehensive plan. The Plan Commission shall also advise the Village board on issues related to traffic safety, bicycling, and pedestrian mobility.

Sec. 2-1602. - Membership.

- (a) The Plan Commission created herein shall consist of five (5) members, appointed by the village president with the advice and consent of the board of trustees, to serve without compensation. To be eligible to serve on the commission, members must be current residents of the village.
- (b) Members shall be appointed for a term of three (3) years, except that the members first appointed to the Plan Commission shall serve as follows: one (1) for one (1) year, two (2) for two (2) years and two (2) for three (3) years, as designated by the village president. Members shall hold office for their designated terms and until their successors have been appointed.
- (c) All appointments shall expire the thirtieth (30th) of April of the appropriate year. Any member of the Plan Commission may resign at any time during the term for which he/she was appointed, which resignation shall be addressed to the village president. Vacancies on the commission shall be filled for the unexpired term of the member whose position becomes vacant in the manner provided herein.
- (d) If any member of the Plan Commission shall cease to maintain the status qualifying him for appointment to the commission, or shall fail to attend three (3) consecutive meetings of the commission without being excused by a vote of a majority of the members of the commission,

Ordinance No. _____

such absence shall be considered as cause for termination of commission membership. Report of such change of status or failure of attendance may be reported to the corporate authorities and, if such report is accepted by the corporate authorities, the membership in question shall be declared vacant and it shall be the duty of the president to appoint a qualified successor to such membership in the manner provided herein. Any member of the commission may be removed for cause by the president with the advice and consent of the board of trustees.

Sec. 2-1603. - Officers.

The Village President shall appoint the Chair of the Plan Commission from among those members appointed, with the advice and consent of the village board. The Chair's term shall be three (3) years. A Vice-Chair and a Secretary shall be elected by the members of the commission for a term of three (3) years. No member may serve more than two consecutive terms in any office unless at least one (1) year has passed since their last term in that office.

Sec. 2-1604. - Powers and duties.

The Plan Commission hereby created shall have the powers and duties designated by 65 ILCS 5/11-12-4 et seq. Specifically, the Plan Commission shall have the power:

(a) To prepare and recommend to the corporate authorities a comprehensive plan for the present and future development or redevelopment of the village. Such plan may be developed in whole or in separate geographical or functional parts, each of which, when adopted, shall be the official comprehensive plan, or part thereof, of the village. This plan may include reasonable requirements with reference to streets, alleys, public grounds and other improvements hereinafter specified. The plan, as recommended by the Plan Commission and as thereafter adopted by ordinance, may be made applicable, by the terms thereof, to land situated within the corporate limits and contiguous territory not more than one and one-half (1½) miles beyond the corporate limits and not included in any municipality. The commission may implement such plan by recommending such ordinances:

(1) Establishing reasonable standards of design for subdivisions and for resubdivisions of unimproved land and of areas subject to redevelopment in respect to public improvements as herein defined;

(2) Establishing reasonable requirements governing the location, width, course and surfacing of public streets and highways, alleys, ways for public service facilities, curbs, gutters, sidewalks, street lights, parks, playgrounds, school grounds, size of lots to be used for residential purposes, storm water drainage, water supply and distribution, sanitary sewers, and sewage collection and treatment.

The Plan Commission may also implement such plan by designating land suitable for annexation to the village and then recommending zoning classification for such land upon annexation.

(b) To recommend changes, from time to time, in the official comprehensive plan.

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(c) To recommend zoning amendments and land use policies to the corporate authorities for the purpose of:

- (1) ensuring that new developments, redevelopment projects, and infrastructure improvements support safe traffic flow, pedestrian movement, and bike connectivity across the village;
- (2) improving traffic safety, including traffic calming, pedestrian pathways, bike lanes, and improved signage to ensure safe and efficient traffic flow in the village; and
- (3) instituting specific improvements in pursuance of the official comprehensive plan.

(d) To evaluate development proposals for the purpose of ensuring they fit the village's planning framework, contribute positively to the village's strategic goals, and address traffic, bike, and pedestrian safety concerns.

(e) To promote bike and pedestrian infrastructure in new and existing developments to encourage non-motorized transportation and improve accessibility for residents.

(f) To advise the Village board on matters related to public safety and traffic concerns that arise from both residential and commercial development projects.

(g) To give aid to the village officials charged with the direction of projects for improvement embraced within the official plan and, generally, to promote the realization of the official plan.

(h) To exercise such other powers germane to the powers granted by state law as may be conferred by the corporate authorities.

Sec. 2-1605. - Meetings.

Regular meetings of the Plan Commission shall be held at least monthly, with special meetings called when necessary. A quorum shall consist of at least three (3) members. The commission shall meet in accordance with the Illinois Open Meetings Act. Any person may appear and testify at a hearing, either in person or by duly authorized agent or attorney. All testimony shall be given under oath. The chairperson or vice-chairperson, or their designee, shall administer oaths and may compel the attendance of witnesses. The commission 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. Any formerly absent member who certifies that he or she has read the minutes of the proceedings before the commission may vote upon any question presently before the commission.

Sec. 2-1606. – Reports, Recommendations, and Records.

The Plan Commission shall keep permanent minutes of its meetings, which shall include topics discussed and the motions and votes of each member. The commission shall keep records of its proceedings, which shall be available at the Village Hall for public inspection during ordinary

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business hours. The commission shall prepare and submit approved minutes to the Village board, along with any special reports containing their recommendations. All recommendations of the Plan Commission shall be forwarded to the village board within forty-five (45) days of the action. All recommendations of the Plan Commission are advisory only and are not binding upon the corporate authorities. An annual report covering the commission's activities and progress shall be prepared and presented at the last stated Village board meeting in December.

Sec. 2-1607. – Task Force.

The Plan Commission may recommend the formation of a task force to assist with specific projects or initiatives related to land use, development planning, or traffic safety improvements. A task force shall be composed of volunteer residents or business residents with the expertise, skills, and resources needed for the task. Task forces will operate under the direction of the commission and will be appointed for a predetermined period, which may be extended by the Village board.

Section 4: Article XVII (“Zoning Board of Appeals”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby created to read as follows:

ARTICLE XVII. – ZONING BOARD OF APPEALS

Sec. 2-1701. - Created.

There is hereby established a Zoning Board of Appeals (ZBA) for the village, separate from the Plan Commission. The ZBA shall have the authority to hear and make determinations regarding appeals, variances, special use permits, planned unit developments, text amendments, and map amendments.

Sec. 2-1702. - Membership.

- (a) The Zoning Board of Appeals created herein shall consist of seven (7) members, appointed by the village president with the advice and consent of the board of trustees, to serve without compensation. To be eligible to serve on the ZBA, members must be current residents of the village, conduct business in the village, or be employed within the village
- (b) Members shall be appointed for a term of three (3) years, except that the members first appointed to the Zoning Board of Appeals shall serve as follows: two (2) for one (1) year, two (2) for two (2) years and three (3) for three (3) years, as designated by the village president. Members shall hold office for their designated terms and until their successors have been appointed.

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(c) All appointments shall expire the thirtieth (30th) of April of the appropriate year. Any member of the Zoning Board of Appeals may resign at any time during the term for which he/she was appointed, which resignation shall be addressed to the village president. Vacancies on the ZBA shall be filled for the unexpired term of the member whose position becomes vacant in the manner provided herein.

(c) If any member of the Zoning Board of Appeals shall cease to maintain the status qualifying him for appointment to the ZBA, or shall fail to attend three (3) consecutive meetings of the ZBA without being excused by a vote of a majority of the members of the ZBA, such absence shall be considered as cause for termination of ZBA membership. Report of such change of status or failure of attendance may be reported to the corporate authorities and, if such report is accepted by the corporate authorities, the membership in question shall be declared vacant and it shall be the duty of the president to appoint a qualified successor to such membership in the manner provided herein. Any member of the ZBA may be removed for cause by the president with the advice and consent of the board of trustees.

Sec. 2-1703. - Officers.

The Village President shall appoint the Chair of the Zoning Board of Appeals from among those members appointed, with the advice and consent of the village board. The Chair's term shall be three (3) years. A Vice-Chair and a Secretary shall be elected by the members of the ZBA for a term of three (3) years. No member may serve more than two consecutive terms in any office unless at least one (1) year has passed since their last term in that office.

Sec. 2-1704. - Powers and duties generally.

The Zoning Board of Appeals hereby created shall have the powers and duties designated by 65 ILCS 5/11-13-1 *et seq.* Specifically, the ZBA shall have the power:

(a) To conduct hearings and thereafter make recommendations to the corporate authorities as necessary based on specific requests from property owners or developers, including, but not limited to:

- (1) Applications for zoning text amendments and map amendments;
- (2) Applications for special use permits, including planned unit developments; and
- (3) Applications for variations from the Villa Park Zoning Code.

(b) To prepare and recommend to the corporate authorities, from time to time, specific changes to the Villa Park Zoning Code and other land use regulations based on emerging trends or recurring zoning concerns.

(c) To hear and decide appeals of any order, requirement, decision, or determination made by the director of community development or designee.

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(d) To exercise such other powers germane to the powers granted by state law as may be conferred by the corporate authorities.

(e) To conduct a development concept review upon the request of a petitioner. The purpose of the concept review is to allow the petitioner to broadly acquaint the ZBA with the petitioner's development proposal and to provide the petitioner with any preliminary views, concerns or recommendations that the members of the ZBA may have with respect to the proposed development.

(1) Not less than ten (10) days prior to the ZBA meeting, the director of community development or their designee shall mail a notice by first class mail to the owners of property within two hundred fifty (250) feet of the proposed project site, excluding public rights-of-way. This notice shall include the date, time and place of the ZBA meeting where the concept plan is to be reviewed and shall include a general description of the proposed development. The information shall also be mailed to the park and school districts in which the property is located and to other persons or entities that may have jurisdiction over the project.

(2) Upon completion of the ZBA's concept review process, the petitioner may request a similar review by the village board of trustees.

(3) Any views expressed during the course of the review of any development concept shall be deemed to be preliminary and advisory only, and only the individual view of the member expressing them. Nothing said or done during the course of such review shall be deemed to create or to prejudice any rights of the petitioner or to obligate the village, or any representative of it, to approve or deny any formal application following full consideration thereof as required by the Municipal Code of the village.

Sec. 2-1705. - Meetings.

Regular meetings of the Zoning Board of Appeals shall be held at least monthly, with special meetings called when necessary. A quorum shall consist of at least four (4) members. The ZBA shall meet in accordance with the Illinois Open Meetings Act. Any person may appear and testify at a hearing, either in person or by duly authorized agent or attorney. All testimony shall be given under oath. The chairperson or vice-chairperson, or their designee, shall administer oaths and may compel the attendance of witnesses. The ZBA 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. Any formerly absent member who certifies that he or she has read the minutes of the proceedings before the ZBA may vote upon any question presently before the ZBA.

The concurring vote of four (4) members of the ZBA shall be necessary to reverse any order, requirement, decision, or determination of an administrative official, or to decide in favor of a petitioner any matter upon which it is required to pass under this article or the village basic

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zoning ordinance or to affect any variation or to recommend any variation or modification in the basic zoning ordinance of this article to the corporate authorities.

Sec. 2-1706. – Reports, Recommendations, and Records.

The Zoning Board of Appeals shall keep permanent minutes of its meetings, which shall include topics discussed and the motions and votes of each member. The ZBA shall keep records of its proceedings, which shall be available at the Village Hall for public inspection during ordinary business hours. The ZBA shall prepare and submit approved minutes to the Village board, along with any special reports containing their recommendations. All recommendations and findings of the ZBA shall be forwarded to the village board within forty-five (45) days of the action. Such recommendations are advisory only and are not binding upon the corporate authorities. An annual report covering the ZBA’s activities and progress shall be prepared and presented at the last stated Village board meeting in December.

Sec. 2-1707. – Task Force.

The Zoning Board of Appeals may recommend the formation of a task force to assist with specific projects or initiatives related to land use, development planning, or traffic safety improvements. A task force shall be composed of volunteer residents or business residents with the expertise, skills, and resources needed for the task. Task forces will operate under the direction of the ZBA and will be appointed for a predetermined period, which may be extended by the Village board.

Section 5: Article I (“In General”) of Chapter 18 (“Planning and Development”) of the Villa Park Municipal Code is hereby amended by adding the underlined language and deleting the struck-through language to read as follows:

ARTICLE I. – IN GENERAL

* * *

Sec. 18-102. – Conditional zoning, subdivision approval, etc.

* * *

(c) Nothing contained herein shall be construed as the delegation of the legislative duties of the corporate authorities, however the ~~zoning and planning commission~~ Zoning Board of Appeals, Plan Commission, and other appropriate boards and commissions of the village may provide in their recommendations to the corporate authorities appropriate conditions and stipulations.

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- (d) The stipulations and conditions which the ~~commission~~ Zoning Board of Appeals or Plan Commission may impose, pursuant to this section, shall include but not necessarily be limited to those subject matters set forth in Ordinance No. 1195, otherwise known as the Zoning Ordinance of the Village of Villa Park.

* * *

Section 6: Article II (“Planning and Zoning Guidelines”) of Chapter 18 (“Planning and Development”) of the Villa Park Municipal Code is hereby amended by adding the underlined language and deleting the struck-through language to read as follows:

ARTICLE II. – PLANNING AND ZONING GUIDELINES

Sec. 18-201. – General Provisions.

- (a) The ~~planning and zoning commission~~ Zoning Board of Appeals shall adopt rules and regulations not inconsistent with the provisions of this Code or state law, governing applications or requests for zoning amendments, ~~subdivisions~~, variations, conditional uses, special uses, ~~annexations~~, or any other amendments of the Villa Park Municipal Code, including Appendix C, as may be germane to the jurisdiction and functions of the ~~planning and zoning commission~~ Zoning Board of Appeals. The Plan Commission shall adopt rules and regulations not inconsistent with the provisions of this Code or state law, governing applications or requests for subdivisions. It shall be the sole and exclusive responsibility of each and every petitioner to comply with the rules and regulations of the ~~planning and zoning commission~~ Zoning Board of Appeals and Plan Commission, as applicable, as well as all provisions of zoning ordinances, subdivision ordinances and other ordinances of the village and nothing herein contained shall be construed as relieving a petitioner of such responsibility.
- (b) All proceedings before the ~~planning and zoning commission~~ Zoning Board of Appeals and Plan Commission shall take place before a recording secretary who shall prepare minutes of all such proceedings ~~before the commission~~. The recording secretary shall not be a member of the ~~planning and zoning commission~~ Zoning Board of Appeals or Plan Commission and shall have no vote ~~at the commission~~.
- (c) Exhibits offered and received as part of the official record of proceedings shall become a part of the application and remain therewith. Custody of the official exhibits shall be with the director of community development or their designee.

Ordinance No. _____

- (d) At the conclusion of any public hearing, the ~~planning and zoning commission~~ Zoning Board of Appeals or Plan Commission will deliberate and reach a decision as to a disposition to be reported to the corporate authorities. A motion recommending approval, denial, or approval with special consideration, restriction, or modification will be entertained.

- (e) In cases where the ~~planning and zoning commission~~ Zoning Board of Appeals or Plan Commission finds that the anticipated increased activity in the village due to the proposed development or subdivision requires the provisions of additional public service, facilities or the like, the ~~planning and zoning commission~~ Zoning Board of Appeals or Plan Commission may require a dedication or reservation of land, monetary payments or the construction of improvements as a legal condition of approval for subdivision or development. Such developer contributions shall not be required unless the anticipated increased activity necessitating the contribution is specifically and uniquely attributable to activities of the developer which generate cost which would otherwise be cast upon the public.

Sec. 18-202. – Enforcement.

The provisions of this ~~a~~Article II, and any rules and regulations duly adopted by the ~~planning and zoning commission~~ Zoning Board of Appeals or Plan Commission, shall be enforced by the ~~planning and zoning commission of the village~~ Zoning Board of Appeals or Plan Commission, respectively, and by the community development department, its director, and their designee, where applicable. All inspections of public improvements or structures required by Ordinance No. 2551, as initially adopted or subsequently amended, shall be done by the director of public works or their designee, or as set forth in Ordinance No. 2551 or any amendments thereto.

Sec. 18-203. – Fees, costs, deposit accounts.

* * *

(c) *Application fees:*

| | | |
|-----------------|-----------------|----------|
| Variation only: | Residential | |
| | First variation | \$150.00 |
| | Each additional | \$100.00 |
| | Multifamily | |
| | First variation | \$300.00 |
| | Each additional | \$200.00 |
| | Commercial | |

Ordinance No. _____

| | | |
|---|-------------------|----------------------------------|
| | First variation | \$300.00 |
| | Each additional | \$200.00 |
| | Industrial | |
| | First variation | \$300.00 |
| | Each additional | \$200.00 |
| Rezoning to: | Residential | \$200.00 |
| | Multifamily | \$300.00 |
| | Commercial | \$300.00 |
| | Industrial | \$300.00 |
| Rezoning with variation: | Additional fee of | \$100.00 per variation requested |
| Subdivision | Residential | \$100.00 per subdivided lot |
| | Multifamily | \$150.00 per subdivided lot |
| | Commercial | \$150.00 per subdivided lot |
| | Industrial | \$150.00 per subdivided lot |
| Subdivision with variation: | Additional fee of | \$100.00 per variation requested |
| Amendment; special use; conditional use; appeal; or other request requiring planning and zoning commission <u>Zoning Board of Appeals or Plan Commission</u> public hearing: | | |
| | Residential | \$150.00 |
| | Multifamily | \$300.00 |
| | Commercial | \$300.00 |
| | Industrial | \$300.00 |

(d) *Deposit account.* Any and all expenses incurred by the village on behalf of any petitioner, including, but not limited to, photo copying, recording secretary fees, transcript fees, publication fees, recording fees, consultant fees notification fees or any other out-of-pocket expenses incurred on behalf of petitioner shall be the sole and exclusive responsibility of the petitioner. The amounts set forth hereinafter shall be deposited with the village to cover direct expenses incurred relating to presentation of applications to the ~~planning and zoning commission~~ Zoning Board of Appeals or Plan Commission. The deposited funds shall be held in a separate account by the village to be used either as security for the payment of such expenses or for the actual payment of such expenses as may be provided hereinafter:

* * *

Ordinance No. _____

Section 7: Any reference to the “Planning and Zoning Commission” in the Official Plan and Subdivision Regulations of the Village of the Villa Park, codified as Appendix B to the Villa Park Municipal Code, shall henceforth refer to the Plan Commission. The powers and duties of the Plan Commission shall be otherwise limited to those specifically designated to the Plan Commission within Chapter 2, Article XVI of the Villa Park Municipal Code. Any other reference to the “Planning and Zoning Commission” within the Villa Park Municipal Code, including the Zoning Ordinance of the Village of Villa Park, codified as Appendix C to the Municipal Code, shall henceforth refer to the Zoning Board of Appeals.

Section 8: That if any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 9: That all ordinances, resolutions, motions, or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 10: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

(Intentionally Left Blank)

Ordinance No. _____

ADOPTED THIS ____ DAY OF _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED this ____ day of _____, 2025

Kevin Patrick, President of the
Village of Villa Park, DuPage County, Illinois

ATTESTED and filed in my office,
this ____ day of _____, 2025

Rolf Laukant, Clerk of the Village
of Villa Park, DuPage County, Illinois



MEMORANDUM

TO: Village Board of Trustees

FROM: Ryan Morton, Village Attorney

DATE: July 14, 2025

SUBJECT: An Ordinance of the Village of Villa Park, DuPage County, Illinois, Amending Articles XXII, XXX, and XXXII of Chapter 2 of the Villa Park Municipal Code Dissolving the Traffic and Safety Commission, the Video Production Commission, and the Special Events Review Committee

SUMMARY:

This Ordinance amends Chapter 3 Sec. 2-22__ (Traffic and Safety Commission), Sec. 2-30__ (Video Production Commission), and Sec. 2-32__ (Special Events Review Committee).

BACKGROUND:

This Ordinance would dissolve three commissions or committees that no longer serve a useful purpose. The Traffic and Safety Commission, while serving a valuable mission, is a minor topic to which an entire commission structure has been dedicated. Moving these responsibilities to the Plan Commission makes sense, since the primary concern of the Traffic and Safety Commission has been planning new traffic safety measures. The Video Production Commission has a role that is better handled by staff. The Special Events Review Committee has long ceased operation. The goal of this Ordinance is to streamline village commissions. Taken in their entirety, the amendments on this agenda would reduce 7 commissions to 5 commissions (with other commissions unchanged). By and large, the number of commissioners have also been reduced, with most of the new commissions having 5 members compared to 7 or 9 members on the dissolved commissions.

DISCUSSION:

Sections 2 and 3 of the Ordinance delete Chapter 2, Article XXII in its entirety, thus dissolving the Traffic and Safety Commission and relieving the commissioners of their duties, while reserving the code section for later changes.

Sections 4 and 5 of the Ordinance delete Chapter 2, Article XXX in its entirety, thus dissolving the Video Production Commission and relieving the commissioners of their duties, while reserving the code section for later changes.

Sections 6 and 7 of the Ordinance delete Chapter 2, Article XXXII in its entirety, thus dissolving the Special Events Review Committee and relieving the members of their duties, while reserving the code section for later changes.

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS, AMENDING ARTICLES XXII, XXX, AND XXXII OF CHAPTER 2 OF THE VILLA PARK MUNICIPAL CODE DISSOLVING THE TRAFFIC AND SAFETY COMMISSION, THE VIDEO PRODUCTION COMMISSION, AND THE SPECIAL EVENTS REVIEW COMMITTEE

WHEREAS, the Village of Villa Park (the "Village") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State of Illinois; and,

WHEREAS, the Village President and Board of Trustees of the Village (the "Corporate Authorities") may from time to time amend the text of the Villa Park Municipal Code when it is determined to be in the best interests of the residents of the Village; and,

WHEREAS, the Corporate Authorities have determined that it is desirable, necessary, and in the best interests of the Village to amend the Villa Park Municipal Code to dissolve the Traffic and Safety Commission and assign its responsibilities to the Plan Commission; and,

WHEREAS, the Corporate Authorities have determined that it is desirable, necessary, and in the best interests of the Village to amend the Villa Park Municipal Code to dissolve the Video Production Commission as its primary purpose is best handled by village staff; and,

WHEREAS, the Corporate Authorities have determined that it is desirable, necessary, and in the best interests of the Village to amend the Villa Park Municipal Code to dissolve the Special Events Review Committee as its primary purpose has been adopted by the Community F.U.N. Commission.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Ordinance No. _____

Section 1: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2: Article XXII (“Traffic and Safety Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby deleted in their entirety, and thus the Traffic and Safety Commission of the Village of Villa Park is hereby dissolved. All members of the Traffic and Safety Commission are hereby relieved of their duties pursuant to this ordinance.

Section 3: Article XXII (“Reserved”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby created to read as follows:

ARTICLE XXII. – RESERVED

Secs. 2-2201—2-2208. – Reserved.

Section 4: Article XXX (“Video Production Commission”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby deleted in their entirety, and thus the Video Production Commission of the Village of Villa Park is hereby dissolved. All members of the Video Production Commission are hereby relieved of their duties pursuant to this ordinance.

Section 5: Article XXX (“Reserved”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby created to read as follows:

ARTICLE XXX. – RESERVED

Secs. 2-3001—2-3008. – Reserved.

Section 6: Article XXXII (“Special Events Review Committee”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby deleted in their entirety, and thus the Special Events Review Committee of the Village of Villa Park is hereby dissolved. All

Ordinance No. _____

members of the Special Events Review Committee are hereby relieved of their duties pursuant to this ordinance.

Section 7: Article XXXII (“Reserved”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby created to read as follows:

ARTICLE XXXII. – RESERVED

Secs. 2-3201—2-3206. – Reserved.

Section 8: That if any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 9: That all ordinances, resolutions, motions, or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 10: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

(Intentionally Left Blank)

Ordinance No. _____

ADOPTED THIS ____ DAY OF _____, 2025, pursuant to a roll call vote
as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED this ____ day of _____, 2025

Kevin Patrick, President of the
Village of Villa Park, DuPage County, Illinois

ATTESTED and filed in my office,
this ____ day of _____, 2025

Rolf Laukant, Clerk of the Village
of Villa Park, DuPage County, Illinois