

DIGEST

of

VOLUNTEER BOARDS & COMMISSIONS

SERVING IN AN ADVISORY CAPACITY
TO THE GLEN ELLYN
VILLAGE BOARD OF TRUSTEES

VILLAGE OF GLEN ELLYN
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ARCHITECTURAL REVIEW COMMISSION

Number of Members: Nine
(Plus one student/high school member) *
Length of Term: Three Years
Meetings: Second & Fourth Wednesdays of Each Month

Intent and Purpose

To encourage attractive and compatible new construction and remodeling according to general design guidelines established in the Appearance Guide and Criteria. To review and make written recommendations to the Village Board regarding the exterior design, signage, materials, and landscape and site plans for any proposed new construction or remodeling involving multiple-dwelling, commercial or planned unit development projects. To hold public hearings on applications for Sign Code variations, make written findings of fact, and submit the same with recommendations to the Village Board.

BOARD OF FIRE & POLICE COMMISSIONERS

Number of Members: Three
Length of Term: Three Years
Meetings: As Necessary

Intent and Purpose

To conduct examinations for eligibility and to handle matters of reprimand, suspensions or dismissal within the Police Department.

BUILDING BOARD OF APPEALS

Number of Members: Seven
Length of Term: Three Years
Meetings: As Necessary

Intent and Purpose

To provide a hearing body for appeals from administrative decisions of the Building and Zoning Official and to advise the Village Board regarding amendments to the National Building Code for the Village.

CAPITAL IMPROVEMENTS COMMISSION

Number of Members: Nine
Length of Term: Three Years
Meetings: Second Tuesday of Each Month

Intent and Purpose

To study and develop plans for the capital improvements necessary to provide municipal services to the citizens of the Village.
To update multi-year Capital Improvement Program as necessary and prepare Comprehensive Report on capital needs.

ENVIRONMENTAL COMMISSION

Number of Members: Nine
(Plus one student/high school member) *
Length of Term: Three Years
Meetings: Third Tuesday of Each Month

Intent and Purpose

To protect the public health, safety, and welfare. To conserve natural resources.
To protect the environment. To acquire and disseminate technical information relative to the environment and natural resources.

FINANCE COMMISSION

Number of Members: Seven
(Plus one student/high school member) *
Length of Term: Three Years
Meetings: Second Friday of Each Month

Intent and Purpose

To provide advisory recommendations to the Village Board on financial matters that are generally long-term in nature. The committee's role shall not include responsibilities of day-to-day operational oversight.

HISTORIC PRESERVATION COMMISSION

Number of Members: Nine
(Plus one student/high school member) *
Length of Term: Three Years
Meetings: Fourth Thursday of Each Month

Intent and Purpose

To encourage the rehabilitation and utilization of structures, places and works of art having a special historical, architectural or aesthetic value or interest to the community.

To identify those buildings and such worthy of designation as official Glen Ellyn landmarks, to hold hearings and to recommend that the Village Board effect those designations by ordinance.

To aid in the continuing preservation of Stacy's Tavern Museum.

PLAN COMMISSION

Number of Members: Eleven
Length of Term: Three Years
Meetings: Second & Fourth Thursdays of Each Month

Intent and Purpose

To review on a regular basis the Zoning Ordinance, Zoning Map, and Comprehensive Plan and to prepare and recommend changes to the Village Board of Trustees.

To act on all matters required by the Zoning Ordinance and the Subdivision Ordinance.

To review certain types of development projects, including those involving planned unit developments, subdivisions, and special use permits prior to review by the Village Board.

To hold public hearings, make written findings of fact, and submit the same with recommendations to the Village Board concerning these projects.

POLICE PENSION BOARD

Number of Members: Five
Length of Term: Two Years
Meetings: Quarterly

Intent and Purpose

To administer the Police Pension Fund.

RECREATION COMMISSION

Number of Members: Seven
(Plus one student/high school member) *
Length of Term: Three Years
Meetings: Third Wednesday of Each Month

Intent and Purpose

To advise the Village Board on matters relating to the Village Links and all recreation areas owned by the Village.

ZONING BOARD OF APPEALS

Number of Members: Seven
(Plus one student/high school member) *
Length of Term: Five Years
Meetings: Second & Fourth Tuesdays of Each Month

Intent and Purpose

To act on all matters required under the Zoning Ordinance.
To hold public hearings on petitions for variations from standards established by the Zoning Ordinance, make written findings of fact, and submit the same with recommendations to the Village Board prior to review of the petitions by the Village Board.

Student Commissioner Responsibility *

Student Commissioners may be appointed by the Village President to various Commissions. Student Commissioners have every responsibility and authority of a full commissioner except that of voting. Student Commissioners will instead indicate their preference for or against the motion and the reasons for their decision. Student Commissioners shall express their preference before other commissioners' vote, and provide an invaluable perspective that will be sincerely considered by the other Commissioners as the other commissioners' vote. Student Commissioners are expected to be present at Commission meetings but will not be counted as part of a quorum.