

VILLAGE OF RINGWOOD, MCHENRY COUNTY, ILLINOIS
ORDINANCE NO. 95-4-1

AN ORDINANCE ADOPTING CHAPTER 1 OF THE
RINGWOOD MUNICIPAL CODE

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF RINGWOOD THIS 17TH DAY OF APRIL, 1995

Published in pamphlet form by
authority of the President and
Board of Trustees of the Village
of Ringwood, McHenry County, Illinois
this 17th day of April, 1995.

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BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF RINGWOOD, ILLINOIS, as follows:

SECTION 1. The following provisions are hereby adopted as and for Chapter 1 of the
Municipal Code of the Village of Ringwood:

CHAPTER 1

ADMINISTRATION

THE VILLAGE PRESIDENT

Section 1-101. Village President Election and Term of Office. The Village
President shall be elected for a term of four years and shall be the President of the
Board of Trustees as is provided by statute.

Section 1-102. Village President Duties. The Village President shall be the
Chief Executive Officer of the Village, and shall perform all duties that may be
required by statute or ordinance. The Village President shall have supervision over
all executive officers of the Village and shall have the power and the authority to
inspect all books and records kept by any Village Officer or employee at any
reasonable time.

Section 1-103. Delegation of Authority. Whenever there is a question as to the respective duties or powers of any appointed officer of the Village, the issue shall be settled by the President, who shall have the power to delegate to any such officer any duty which is to be performed when no specific officer has been directed to perform that duty.

Section 1-104. President's Bond-Oath-Salary. Before entering upon the duties of the office, the President shall give a bond with sureties to be approved by the Board of Trustees conditioned upon the faithful performance of the duties of the office, in an amount directed by the Board of Trustees. The President shall take the oath of office prescribed by statute and shall receive such compensation as may be set from time to time by the Board.

Section 1-105. President Pro-Tem. During a temporary absence or disability of the Village President, the Board of Trustees shall elect one of its number to act as president pro-tem, who during the absence or disability of the President shall perform the duties pertaining to the office.

Section 1-106. President's Appointments. All officers and employees of the Village shall be appointed by the President with the consent of the Board of Trustees.

Section 1-107. Salary. The Village President shall receive no salary.

BOARD OF TRUSTEES

Section 1-201. Trustees' Election-Functions. The Board of Trustees shall consist of six members who shall be elected to office for a four-year term as provided by statute. This Board shall be the Legislative Department of the Village government and shall perform such duties, and have such powers as may be delegated to it by statute.

Section 1-202. Trustees' Oath-Salary. The members of the Board of Trustees shall take the oath of office prescribed by statute, and shall receive no salary.

Section 1-203. Regular Meetings. The regular meetings of the Board of Trustees shall be held on the first and third Mondays of each month, beginning at 7:45 P.M. The meeting place of said Board shall be at Methodist Church in Ringwood, Illinois, unless otherwise ordered by the Board. If such meeting date should fall on a legal holiday, election day, or if there is no quorum present, the meeting shall be held on the next secular day. An agenda for each regular meeting shall be

posted, at the principal office of the Village, or, if no such office exists, at the building in which the meeting is to be held.

Section 1-204. Special Meetings. Special meetings may be called by the Village President, or by three (3) Trustees. Written notice of at least forty-eight (48) hours of such meeting shall be delivered to each Trustee and to the President of the Village together with a written agenda, and shall be posted at the principal office of the Village or, if no such office exists, at the building in which the meeting is to be held. If the call of any special meetings is announced at any regular or special meeting of the Board of Trustees, written notice thereof shall be given in the above manner only to those members of the Board who are absent from the meeting at which such call was made.

Section 1-205. Reconvened Meetings. Public notice of reconvened regular or special meetings shall not be required in any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Section 1-206. Presiding Officer. The Village President shall be the presiding officer of all regular and special meetings of the Board of Trustees and at all times when the Board meets as a committee of the whole. The Village President shall have a vote only where the State statutes or the municipal ordinance requires more than a simple majority vote of the Corporate authorities or in the event of a tie vote or where only half of the trustees have voted in favor of an ordinance, resolution or motion, even though there is no tie vote.

Section 1-207. Temporary Chairperson. During the absence of the Village President from any meeting of the Board of Trustees, the Board shall elect one of its members to act as temporary Chairperson at such meeting, who shall vote on all questions on which a vote is to be taken, with the Chairperson's name being called last.

Section 1-208. Quorum. A majority of the Corporate Authorities, i.e. the Board of Trustees and the President, shall constitute a quorum to do business. If no quorum is present, the members present, by majority vote, shall be competent to reschedule such meeting to another date.

Section 1-209. Standing Committees. The following shall be the standing committees of the Board of Trustees:

- (1) Finance
- (2) Ordinances
- (3) Public Safety - Roads
- (4) Planning and Zoning

Section 1-210. Special Committees. Special committees shall be created from time to time as is directed by the Board.

Section 1-211. Committee Membership. All standing and special committees shall be composed of two or more members, including the chairman. All committee members and committee chairpersons shall be appointed by the Village President.

Section 1-212. Board of Trustees' Vote. The vote of the Board of Trustees upon any question shall be taken and entered in the minute book. Every member of the Board of Trustees who shall be present when a question is stated from the Chair shall vote thereon unless precluded from doing so by a conflict of interest in which case the member shall request the Clerk to record such member as "Not Voting." Except in the case where a member has been recorded as "Not Voting" for reasons of conflict of interest, the failure of a member to vote either "Yea" or "Nay" shall be interpreted to have the same legal effect as the vote cast by those members of the majority who did vote "Yea" or "Nay" on the question involved.

Section 1-213. Withdrawal of Motions. If the maker of the motion desires to withdraw the motion, the maker may do so. The seconder of the motion may renew the motion as its maker and seek a new seconder. If the seconder of a motion wishes to withdraw its second, it may do so. The maker of the motion may seek an additional seconder before the motion is ruled out of order for lack of a second. Neither the maker nor seconder of a motion may withdraw the motion, except with the consent of a majority of the Board, once discussion on the motion has ceased.

Section 1-214. Reconsideration. A vote or question may be reconsidered at any time during the same meeting or at the first regular meeting held thereafter. A motion for reconsideration, once having been made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered. No motion to reconsider the approval or denial of the recommendation of an advisory body required to hold public hearings shall be entertained except at the same meeting at which the original action was taken or after the matter has been referred to the advisory body for a further hearing and recommendation. Where a motion to reconsider such a motion is made at the same meeting as the passage of the original motion, it may be tabled to a later date certain.

A motion to reconsider must be made by a member who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by law, provided, however, that where a motion has received a majority vote in the affirmative but is declared lost solely on the ground that a greater number of affirmative votes are required by statute for the passage or adoption of such motion, then in such case a motion to reconsider may be made only by those who voted in the affirmative on such question. A motion to reconsider need not be seconded.

Section 1-215. Order of Business. The Board of Trustees may, in its discretion, adopt by resolution, such rules of order to govern the conduct of its meetings as are not inconsistent with the provisions of existing law.

Section 1-216. Addressing Meetings. No person other than the President or a member of the Board shall address that body at any regular or special meeting or committee of the whole except upon consent of a majority of the members present at any meeting.

Section 1-217. Suspension of Rules. The rules of order, other than those prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.

Section 1-218. Roberts Rules of Order. The latest published edition of Roberts Rules of Order - Revised shall govern the deliberations of the Board of Trustees except when in conflict with any of the foregoing rules on statutes or laws of the State of Illinois.

Section 1-219. Open Meetings. All regular and special meetings of the Board of Trustees and its appointed committees shall be open to audit by the Public, except the executive or closed portions thereof authorized pursuant to the Open Meetings Act.

Section 1-220. Disturbing Meetings. It shall be unlawful for any person to disturb any meeting of the Board of Trustees or of any committee thereof, or to behave in a disorderly manner at any such meeting.

Section 1-221. Publication of Ordinances. Unless otherwise expressly required by statute, all ordinances imposing any penalty for a violation thereof or making any appropriation shall be published in pamphlet form by and under the authority of the corporate authorities of the Village of Ringwood.

Section 1-222. Minutes. The Village Board of Trustees, all committees of the Village Board of Trustees, Zoning Board of Appeals, Plan Commission, shall keep written minutes of all their meetings whether open or closed.

THE VILLAGE CLERK

Section 1-301. Village Clerk's Term of Office. The Village Clerk shall be elected and shall serve for a four-year term as is provided by statute.

Section 1-302. Village Clerk's Bond-Oath-Salary. Before entering upon the duties of such office, the Village shall execute a bond in such amount and with such sureties as to provide by statute, conditioned upon the faithful performance of the duties thereof. The Village Clerk shall take the oath of office required by statute, and shall receive no compensation.

Section 1-303. Attestation of Documents. The Clerk shall seal and attest all ordinances, resolutions, contracts of the Village and all licenses, permits and such documents as shall require this formality.

Section 1-304. Money Collected by Clerk. The Clerk shall turn over all money received on behalf of the Village to the Village Treasurer promptly upon receipt of same, and shall give a statement as to the source thereof.

Section 1-305. Clerk to Keep Accounts. The Clerk shall keep the accounts showing all monies received by the Clerk and the source and disposition thereof, and such other accounts as may be required by statute or ordinance.

Section 1-306. Clerk's Records. In addition to the record of ordinances and other records which the Clerk is required by statute to keep, the Clerk shall keep a register of all licenses and permits issued and the payments thereon; a record showing all of the Officers and regular employees of the Village; and such other records as may be required by the Board of Trustees.

Section 1-307. Village Seal. The Clerk shall be the custodian of the Village seal, and shall affix its impression on documents whenever this is required.

Section 1-308. Custodian of Village Records. The Clerk shall be the custodian of all documents belonging to the Village which are not assigned to the custody of some other officer.

Section 1-309. Record Indices. The Clerk shall keep and maintain a proper index to all documents and records kept by the Clerk, so that ready access thereto may be had.

Section 1-310. Clerk's Additional Duties. In addition to the duties herein provided, the Clerk shall perform such other duties and functions which may be required by statute or ordinance.

Section 1-311. Ex-Officio Collector. There is hereby created the office of Village Collector, the Village Clerk shall serve ex-officio as Village Collector and shall perform the Statutory duties of that office.

DEPUTY VILLAGE CLERK

Section 1-401. Deputy Clerk Appointment, Tenure and Salary. A Deputy Village Clerk may be appointed by the Village Clerk. Such Deputy Village Clerk shall receive such compensation as may be from time to time provided or set by the Village Board of Trustees.

Section 1-402. Deputy Clerk Duties. The Deputy Clerk shall, during the disability or absence of the Village Clerk, have and exercise the powers of and perform the duties of the Village Clerk (except where such powers and duties may, by statute or ordinance, be exercised and performed only by the Village Clerk), and shall, at all times, perform such duties and exercise such powers as the Village Clerk may, consistent with statute and ordinance, assign and delegate.

Section 1-403. Deputy Clerk Bond. Before entering upon the duties of office, the Deputy Village Clerk shall execute a bond in such amount and with such sureties as specified by the Board of Trustees and conditioned upon the faithful performance of those duties.

TREASURER

Section 1-501. Treasurer Appointment and Tenure. A Treasurer shall be appointed by the President with the consent of the Board of Trustees, for a period of one year.

Section 1-502. Treasurer Bond-Oath-Salary. Before entering upon the duties of office, the Village Treasurer shall execute a bond in such amount and with such sureties as to provide by statute, conditioned upon the faithful performance of the duties of the office. This bond shall be conditioned to indemnify the Village for

any loss by reason of any neglect of duty or any act of the Treasurer. The Treasurer shall take the oath of office required by statute and shall receive such compensation as may be set from time to time by the Board of Trustees.

Section 1-503. Duties of Treasurer. The Treasurer shall perform such duties as may be prescribed by statute or ordinance. The Treasurer shall receive all money paid into the Village, whether directly from the person paying the money or from the hands of such other officer or employee as may receive it, and shall pay out money by check drawn upon the depositories hereafter provided for and in the manner hereinafter provided only upon receipt of warrants properly drawn upon the Treasurer and signed in the manner hereinafter provided in this Code.

Section 1-504. Treasurer, Deposit and Withdrawal of Funds. The Treasurer shall deposit, at least weekly, the Village funds in such depositories as may be selected from time to time as provided by law, and shall keep the deposit of the Village money separate and distinct from the Treasurer's own money, and shall not make private or personal use of any Village money. The Treasurer shall make payment from the funds on deposit only by check, signed by the Treasurer, counter signed by the Village President, and issued in payment of a warrant drawn on the Treasurer and conforming to the provisions of the Code with respect to warrants. The Village Clerk is authorized to sign such checks when either the Village President or Village Treasurer are unavailable or unable to do so.

Section 1-505. Treasurer, Records. The Treasurer shall keep records showing all money received by the Treasurer, showing the source from which it is received and the purpose for which it is paid, and the Treasurer shall keep records at all times showing the financial status of the Village.

Section 1-506. Accounting by Treasurer. The Treasurer shall keep such books and accounts as may be required by statute or ordinance and in the manner required by the Board of Trustees.

Section 1-507. Special Assessment Funds. All money received on any special assessment shall be held by the Treasurer as a special fund to be applied only to the payment of the improvement, or bonds and vouchers issued therefor, together with interest thereon, for which the assessment was made, and said money shall be used for no other purpose, unless to reimburse the Village for money expended for such improvement. Payments on bonds or vouchers shall be made in accordance with statutes and the law and the Treasurer shall keep books and accounts in such a manner so that proper prorations in payments of principal and interest can be made as ascertained.

Section 1-508. Warrants. All warrants drawn upon the Treasurer must state the person to whom such warrant is payable and the particular fund and appropriation to which the warrant is chargeable; except as otherwise provided by statute with respect to particular funds, all warrants drawn upon the Treasurer must be signed by the President and countersigned by the Clerk; and no money shall be otherwise paid except as may be provided by statute.

VILLAGE ATTORNEY

Section 1-601. Village Attorney. The President, with the consent of the Board of Trustees, may from time to time retain a Village Attorney to represent or advise the Village on legal matters; and the President may likewise retain special counsel to advise or represent the Village on special matters or to assist the Attorney for the Village.

Section 1-602. Suits and Actions. The Village Attorney shall prosecute or defend any and all suits or actions at law or equity to which the Village may be a party, or in which it may be interested, or which may be brought against or by any officer of the Village on behalf of the Village, or in the capacity of such person as an officer of the Village.

Section 1-603. Judgments. It shall be the duty of the Village Attorney to see to the full enforcement of all judgments or decrees entered in favor of the Village, and of all similar interlocutory orders.

Section 1-604. Legal Advice. The Village Attorney shall be the legal advisor of the Village and shall render advice on all legal questions affecting it, whenever requested to do so by any Village official. Upon request by the President or the Board of Trustees, the Village Attorney shall reduce any such opinion to writing.

Section 1-605. Special Assessments. It shall be the duty of the Village Attorney to see to the completion of all special assessment proceeds and eminent domain proceedings.

BUILDING COMMISSIONER

Section 1-701. Building Commissioner Appointment-Tenure-Salary. A Building Commissioner shall be appointed by the President with the consent of the Board of Trustees. The Building Commissioner shall receive such compensation as may be set from time to time by the Board of Trustees.

Section 1-702. Duties of Building Commissioner. It shall be the duty of the Building Commissioner to administer, interpret and enforce all ordinances relating to building and to inspect all buildings or structures being erected, altered, or repaired, as frequently as may be necessary to insure compliance with Village ordinance.

Section 1-703. Ex-Officio Plumbing Inspector. The Building Commissioner shall act as ex-officio plumbing inspector and shall have all the powers and perform all the duties connected with that office, provided the Building Commissioner is a licensed plumber.

Section 1-704. Ex-Officio Electrical Inspector. The Building Commissioner shall act as ex-officio electrical inspector, and shall have all the powers and perform the duties connected with that office.

Section 1-705. Stop Order. The Building Commissioner shall have the power to order all work stopped on construction, alterations, or repair of buildings in the Village when such work is being done in violation of any provision of any ordinance relating thereto, or in violation of the zoning ordinance. Work shall not be resumed after the issuance of such an order except on the written permission of the Building Commissioner, provided, however, that if the stop order is an oral one, it shall be followed by a written stop order within twenty four (24) hours. Written stop orders may be served by:

- A. Posting the stop order on the construction site, and
- B. Mailing a notice of the stop order to the General Contractor or to the owner at the address shown on the building permit; a Certificate of Mailing signed by the person mailing said Notice shall be considered evidence of such mailing and of the delivery thereof.

Section 1-706. Entry Powers. The Building Commissioner shall have the power without notice to make or cause to be made an entry into any building or premises where the work of altering, repairing, or construction of any building or structure is going on, for the purpose of making inspections, at any reasonable hours. The Building Commissioner may authorize any of the following persons to accompany him, or to assist him, on any such site inspection: Engineers, surveyors, such building experts that he may designate, the Village President, members of the Board of Trustee, and the Village Attorney.

HEALTH OFFICER

Section 1-801. Health Officer Appointment-Tenure-Salary. A Health Officer may be appointed by the President with the consent of the Board of Trustees. The term of the Health Officer shall be for a period of one year who shall receive such compensation as may be set from time to time by the Board of Trustees.

Section 1-802. Duties of Health Officer. The Health Officer shall enforce all ordinance containing provisions for the protection of public health; the Health Officer shall make inspections of food stuffs and of the premises used for storing or selling of provisions as may be provided by ordinance; and the Health Officer shall perform such duties and functions as may be required by statute or ordinance.

Section 1-803. Health Officer Reports. The Health Officer shall make reports to the Board of Trustees as may be required. The Health Officer shall also make recommendations for rulings, orders, or ordinances respecting public health whenever requested to do so, or whenever advisable or necessary.

Section 1-804. Orders-Notice. Any person violating or refusing to obey a Public Health Order or ruling, or destroying, mutilating or concealing any notice posted by or under the authority of the Health Officer shall be fined not less than twenty five dollars nor more than five hundred dollars for each offense.

MISCELLANEOUS PROVISIONS

Relating to the Village Government

Section 1-901. Qualifications for Office Holders. No person shall be eligible to hold an elective office who has not been a resident of the Village for a period of one (1) year preceding such person's election, nor shall any person, elected or appointed, be eligible to any office who is a defaulter to the Village. Appointed officers and employees need not be residents of the Village, unless provided by statute or ordinance.

Section 1-902. Commencement of Elected Official's Term of Office. The term of Village Officials elected hereafter shall begin at noon on the first day of May following such Official's election.

Section 1-903. Term of Appointive Office-Vacancies. Every appointive officer of the Village shall hold office until the first of May following such officer's appointment or until such officer's successor is appointed and qualified, unless it

is otherwise provided by ordinance. In case of a vacancy in any such place, it shall be filled in the same manner as which appointments or selections are made in the absence of provisions to the contrary.

Section 1-904. Records. All Village records kept by an officer or employee of the Village shall be open to inspection by the President or any member of the Board of Trustees at all reasonable times, whether or not such records are required to be kept by statute or ordinance.

Section 1-905. Monies Received. Every officer of the Village shall, at least once each week, turn over all money received to the Village Clerk with a statement showing the source from which the same was received.

Section 1-906. Termination of Appointments. Except where otherwise provided by statute, the Village President may remove any appointed Village officer or employee, on any formal charge, whenever the Village President is of the opinion that the interests of the Village demand removal, but the Village President shall report the reasons for the removal to the Board of Trustees at a meeting to be held not less than five (5) nor more than ten (10) days after the removal. If the Board of Trustees by a vote of two thirds of all its members authorized to be elected, disapprove of the removal, the person removed by the President thereupon shall be restored to the position from which such person was removed. Every officer and employee of the Village, upon termination for any cause whatsoever, shall deliver to the Village President or Village Clerk, within five (5) days, all property, books, and records of the Village.

Section 1-907. Conservators of the Peace. The Village President and members of the Board of Trustees, as well as every member of the Police Department, are hereby declared to be conservators of the peace with such powers as are given to conservators of the peace by statute.

Section 1-908. Surety Bonds. Whenever a surety bond to indemnify the Village is required as a prerequisite to exercising the duties of any office or position, or to the issuance of a license or permit or for the exercise of any special privilege, the surety on such bond shall be a corporation licensed and authorized to do business in the State of Illinois as a surety company, in the absence of specific provisions to the contrary by ordinance. Whenever, in its opinion, additional sureties or an additional surety may be needed on any bond to indemnify the Village against any loss or liability because of the insolvency of the existing surety or sureties or for any other reason, the Board of Trustees may order a new surety or sureties to be secured on such bond. If such new surety or sureties are not procured within ten (10) days from the time such order is transmitted to the principal on the bond, or principal's assignee, the Board shall declare the bond to be void and thereupon

such principal or assignee shall be deemed to have surrendered the privilege or position as condition of which the bond was required.

Section 1-909. Official Time. Official time for the Village shall be that time which is adopted by the State for official business. All legal or official proceedings of the Village Board and all legal and official business of the Village shall be regulated hereby, and, when by ordinance, resolution, or action of any municipal officer or body, an act must be performed at or within a prescribed time, it shall be so according to such official time.

Section 1-910. Fiscal Year. The fiscal year of the Village shall begin on the first day of May of each year, and shall end on the last day of April of the next year.

Section 1-911. Accounting Method. The Accrual Method of accounting will be utilized for the Village.

PLAN COMMISSION

Section 1-1001. Purpose. The purpose of the Plan Commission is to prepare and recommend to the Village Board of Trustees a comprehensive plan for the present and future development or redevelopment of the Village of Ringwood and its contiguous territory not more than one and one-half miles beyond its corporate limits and not included in any municipality, and further, to participate in all public hearings conducted to implement the planning process, and also, to give preliminary approval or disapproval of applications for plat of subdivision or resubdivision.

Section 1-1002. Membership. There is hereby created a Plan Commission (hereinafter referred to as "The Commission") which shall consist of a maximum of nine (9) regular members including a Chairperson, and such ex-officio members as the Board of Trustees deems necessary. Regular members including the Chairperson of the Commission shall be appointed by the President of the Board of Trustees with the consent of the Board of Trustees.

Section 1-1003. Appointment and Term of Office. Ex-officio members of the Commission shall be appointed for a term of one (1) year and shall have no vote on any issue or matter before the Commission. The regular members of the Commission shall be appointed initially, one for a term of two (2) years, two for a term of three (3) years, and four for a term of four (4) years. All subsequent appointments of regular members shall be for a term of four (4) years; regular members shall serve on the Commission until their successors have been duly

appointed. If any member of the Commission maintains a record of continued absence and by such, generally hampers the work of the Commission, said member may be recommended by the Commission to the Board of Trustees for removal; any recommendation for the removal of a member of the Commission shall be made by three-fourths (3/4) vote of the members of the Commission and shall be submitted to the Village Board of Trustees in writing; the Board of Trustees may remove such member of the Commission by a majority vote of a simple quorum.

Section 1-1004. Compensation. All members of the Commission shall receive such compensation as may be fixed from time to time by the Board of Trustees. Every member of the Commission shall be compensated \$25 for each Special Meeting of the Commission that the member attends in conjunction with any subdivision plat review.

Section 1-1005. Reserved.

Section 1-1006. Adoption of Rules. Rules shall be adopted by the Commission to govern its procedures. The Village Clerk is authorized to reproduce a supply of such rules for sale to the general public at \$2.00 (two dollars) per set. The adoption of the Rules and all amendments of the Rules shall be by a majority vote of all the voting members of the Commission; provided that every voting member of the Commission shall be furnished with a copy of such proposed rules and/or amendments at least seven (7) days before consideration of adoption. Until Rules of the Commission have been adopted, the most current edition of Roberts Rules of Order shall govern the conduct of the Commission meetings.

Section 1-1007. Additional Officers. As soon as possible after appointment of the Commission Chairperson and the regular members of the Commission, the Commission shall meet, organize, and elect such other and additional officers as it may deem necessary.

Section 1-1008. Comprehensive Plan. The Commission shall prepare and recommend to the Village Board of Trustees a comprehensive plan for the present and future development or redevelopment of the municipality. This plan may include reasonable requirements with reference to streets, alleys, public grounds, and other improvements hereinafter specified. The plan, as recommended by the Commission and as thereafter adopted in whole or in separate geographical or functional parts, each of which, when adopted by the Village Board of Trustees, shall be the official Comprehensive Plan, or part thereof, of the Village of Ringwood, and it may be made applicable, by the terms thereof, to land situated within its corporate limits and its contiguous territory of not more than one and

one-half miles beyond the corporate limits and not included in any other municipality. Such plan shall be advisory except as to such part thereof as has been implemented by ordinance duly enacted by the Village Board of Trustees.

Section 1-1009. Changes in Comprehensive Plan. The Commission shall have power to recommend changes, from time to time, in the official Comprehensive Plan, and to prepare and recommend, from time to time, to the Village Board of Trustees, plans for specific improvements in pursuance of the official Comprehensive Plan.

Section 1-1010. Duties. The Commission may recommend 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; 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, size of lots to be used for residential purposes, storm water drainage, water supply and distribution, sanitary sewers, and sewage collection and treatment, and may designate land suitable for annexation to the Village and the recommended zoning classification for such land upon annexation. It shall be the duty of the commission to give aid to municipal officials charged with the direction of projects for improvements embraced within the official Plan, to further the making of these projects, and generally, to promote the realization of the official Comprehensive Plan. It shall also be the duty of the Commission to consult with municipal, regional, and state planning commissions and other agencies or groups to further the local planning program, and when desirable bring into effect a harmonious and integrated plan with other plan commissions, agencies or groups.

Section 1-1011. Recommendation of Plans & Maps to Commission. The Village Board of Trustees may originate maps, an official Comprehensive Plan or a part thereof, or an amendment thereto, and may refer same or suggested changes in an existing comprehensive plan to the Commission for its consideration and its recommendations thereon. No map, official comprehensive plan or amendment or part thereof, or amendment thereto, shall be adopted by the Village Board of Trustees that has not been previously submitted to the Commission. Upon submission by the Board of Trustees of any map, suggested comprehensive plan, part thereof, or amendment to existing comprehensive plan to the Commission for its consideration and recommendation, the Board of Trustees may require a report thereon from the Commission with its recommendation within ninety (90) days from date of submission, and if the Commission fails to make such report within ninety (90) days, then the Board of Trustees may proceed to consider such map, comprehensive plan, or part thereof, or amendment to an existing comprehensive plan recommended by the Commission without adopting the entire comprehensive

plan as recommended, or modify or amend portions of a recommended comprehensive plan without re-reference of same to the Commission, and may adopt such comprehensive plan, as modified or amended. Such comprehensive plan, when adopted, shall be the official Comprehensive Plan, or part thereof, of the Village of Ringwood.

Section 1-1012. Comprehensive Plan. Scheduling Public Hearing. Upon receipt of a comprehensive plan or map, or a proposed amendment to an existing comprehensive plan from the Commission, the Board of Trustees shall schedule a public hearing thereon, to be conducted before the members of the Board of Trustees. The President of the Board of Trustees shall preside over such meeting.

Section 1-1013. Publication of Notice of Hearing. Not less than fifteen (15) days notice of the hearing on the proposed Comprehensive Plan, and the time and place thereof, shall be given by publications in a newspaper of general circulation in the Village.

Section 1-1014. Comprehensive Plan. Format of Hearing. All such joint hearings in connection with any proposed plan, amendment or maps, shall be informal. All persons desiring to be heard in support or opposition to the comprehensive plan, amendments or maps shall be afforded such opportunity, and may submit their statements orally, in writing, or both. The hearing may be recessed to another date, if not concluded, provided notice of time and place is publicly announced at the meeting.

Section 1-1015. Adoption of Comprehensive Plan. Within ninety (90) days after the conclusion of the hearing, the Board of Trustees, after consideration of the recommendation of the Commission and such information as shall have been derived from the hearing, shall either adopt the comprehensive plan, map or amendment in whole or in part or reject the entire comprehensive plan, map or amendment. If no formal action is taken by the Board of Trustees within ninety (90) days from the conclusion of the hearing the comprehensive plan, map, or amendment may not be acted upon without again complying with the conditions of notice and hearing heretofore provided.

Section 1-1016. Comprehensive Plan. Effective Date of Plan or Map. The comprehensive plan, or amendment or map shall become effective upon the expiration of ten (10) days after date of filing notice of adoption of such comprehensive plan, map or amendment with the County Recorder of Deeds.

Section 1-1017. Comprehensive Plan. Filing and Copies. Said comprehensive plan and the ordinance or ordinance including the official map shall be placed on

file with the Village Clerk and shall be available at all times during regular business hours for public inspection. Copies of said plan, all ordinances implementing the same and including the official map, shall be made available to all interested parties upon payment of such sum as the board of Trustees shall determine adequate to reimburse the General Fund of the Village for the cost of printing and distribution.

Section 1-1018. Jurisdiction, Boundary Line Agreements. The Commission shall help to effect an agreement between the Village and any other municipality which has adopted official plans, establishing a line which shall mark the boundaries of the jurisdiction of each municipality. Such agreements shall not become effective until copies thereof, certified as to the adoption by the Municipal Clerks of the respective municipalities, have been filed in the Recorder's's Office and made available in the office of the Municipal Clerk of the agreeing municipality. In the absence of such agreement, the jurisdiction shall extend to a median line equidistant from the Village of Ringwood boundary and the boundary of any other municipality, which has adopted an official map.

ZONING BOARD OF APPEALS

Section 1-1101. Creation of Zoning Board. There is hereby created a Zoning Board of Appeals for the Village, which shall consist of seven (7) members, including a chairperson, to be appointed by the President by and with the advice and consent of the Board of Trustees, for a term of four years. Members of the Zoning Board shall receive no compensation for their services.

Section 1-1102. Zoning Board Hearings. The Zoning Board shall hear and decide all matters referred to it or upon which it is requested to pass under the Village Zoning Ordinance, including appeals from any order, requirement, decision or determination made by the Official charged with the enforcement of the Village Zoning Ordinance.

No hearing shall be conducted without a quorum of the Zoning Board being present, which shall consist of a majority of all the members.

All meetings and hearings of the Board of Appeals shall be held at the call of the Chairperson and at such other times as the Board may determine and shall be open to the public except when an Executive Session is authorized by law.

The minutes of all meetings shall show the vote, or absence or abstention, of every member upon every official action. All decisions of the Board of Appeals shall be a public record on file in the Office of the Village Clerk.

Any Board member absent during proceedings before the Board who certifies that he or she has read the transcript or listened to a tape recording of said proceedings may vote on any question heard during such proceedings.

The concurring vote of four members of the Board of Appeals shall be required to take action on all such matters. The Zoning Board is also empowered to initiate, direct, and review studies of the provisions of this Ordinance and to make recommendations to the City Council thereupon.

Section 1-1103. Secretary of the Zoning Board. The Village Clerk shall act as secretary of the Zoning Board.

SECTION 2. Any person, firm or corporation violating any provision of this ordinance shall be fined not less than Twenty Five Dollars (\$25.00) nor more than Five Hundred Dollars (\$500.00) for each offense committed on each day during, or on which, a violation occurs or continues.

SECTION 3. All ordinances, or parts thereof, in conflict with the terms and provisions hereof, be and the same are hereby repealed to the extent of such conflict.

SECTION 4. This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form, as provided by law.

PASSED THIS 17TH DAY OF APRIL, 1995.

AYES: Trustees Hogan, Swanson, Everett, Schmitt, Bruce, and Bauer

NAYS: none

ABSTAIN: none

ABSENT: none

NOT VOTING: none

APPROVED THIS 17TH DAY OF APRIL, 1995.



VILLAGE PRESIDENT

ATTEST:



VILLAGE CLERK