

1. Cause a record to be made of the Commission's proceedings and actions showing the vote of each member upon each question;
2. Act as custodian of the records of the Commission;
3. Furnish to and receive from the public such applications for special uses and amendments as are approved by the Commission; and
4. Perform such duties as may be assigned from time to time by the Commission.

### **12.3 ZONING BOARD OF APPEALS**

#### **A. Powers Related to Zoning Ordinance**

The Zoning Board of Appeals has the following powers pursuant to this Ordinance:

1. To make recommendations to the Village Board on special use applications;
2. To make final decisions on variation applications;
3. To make final decisions on zoning appeals; and
4. To hear and report to the Village Board on such other matters as may be referred to it by the Village Board.

#### **B. Creation and Membership**

1. The Zoning Board of Appeals is hereby authorized to be established. The Board, consisting of a Chairperson and six members, shall be appointed by the President of the Village with the consent of the Board of Trustees.
2. The Board shall elect from its members an Acting Chairperson to act whenever the Chairperson is absent.
3. The Chairperson and members of said Zoning Board of Appeals shall serve until the expiration of their current terms, or until their respective successors have been duly qualified and appointed, and each respective successor so appointed shall serve for a term of five years, or until their successor has been duly qualified and appointed.
4. Vacancies upon the Board shall be filled for the unexpired term of the member whose place has become vacant, in the manner herein provided for the appointment of such member.
5. The members of the Board shall serve without compensation.

#### **C. Meetings and Rules**

1. All meetings of the Zoning Board of Appeals shall be held at the call of the Chairperson and at such times as the Board may determine.
2. Every rule or regulation, every amendment or repeal thereof, and every decision of the Board shall be filed with the Secretary of the Zoning Board of Appeals and shall be a public record.
3. The Board shall adopt and publish its own rules of procedure not in conflict with this Zoning Ordinance or applicable Illinois statutes, and may select or appoint committees, as it deems necessary.

#### **D. Finality of Decisions of the Zoning Board of Appeals**

Decisions of the Zoning Board of Appeals, on appeal or upon application for a variation shall be final administrative determinations and shall be subject to review by a court in the manner provided by the applicable Illinois statutes.

#### **E. Appointment and Duties of the Secretary of the Zoning Board Of Appeals**

The Zoning Administrator or his/her designee shall serve as Secretary of the Board. The Secretary shall:

1. Cause a record to be made of the Board's proceedings and actions, showing the vote of each member upon each question;
2. Act as custodian of the records of the Board;
3. Receive forms for appeals and applications for variation from the public. Furnish to the public documentation of appeals and applications for variations that are approved by the Board; and
4. Perform such duties as may be assigned from time to time by the Board.

#### **12.4 ZONING ADMINISTRATOR**

The Village Planner, or his/her designee, is considered the Zoning Administrator. The Zoning Administrator may designate one or more Village staff persons to act as the Zoning Administrator, including the Zoning Officer; however, a zoning decision may only be rendered once. The Zoning Administrator has the following powers pursuant to this Ordinance:

- A. To review and make final decisions on administrative variation applications.
- B. To make final decisions on design review applications.
- C. To review and make final decisions on zoning interpretation applications.
- D. To review and make final decisions on certificate of zoning compliance applications.
- E. To review and make final decisions on temporary use permit applications.
- F. To receive and forward zoning applications as required by this Ordinance to the Plan Commission, Zoning Board of Appeals, Village Board, or Village official, as appropriate.
- G. To maintain permanent and current records as required by this Ordinance.
- H. To maintain and make available the Village's Official Zoning Ordinance and Zoning Map, and all permanent and current records required by this Ordinance.
- I. To conduct inspections of structures or the use of land to determine whether there is compliance with this Ordinance, and, in case of any violation, order corrective action.

#### **12.5 COMMUNITY DESIGN COMMISSION**

The Community Design Commission also has the following powers pursuant to this Ordinance:

- A. To hear appeals of Zoning Administrator decisions on design review applications.
- B. When called upon, to testify or provide written recommendations in proceedings involving requests for a zoning map amendment, variation, planned development, or special use permit application.
- C. When called upon, to provide advice in the application of the development standards of this Ordinance.

For reference, the Community Design Commission also reviews and decides on variances to the Village of Oak Park Sign Ordinance.

#### **12.6 HISTORIC PRESERVATION COMMISSION**

The primary responsibility of the Historic Preservation Commission is to administer the Village of Oak Park's Historic Preservation Ordinance and Architectural Review Guidelines. The Historic Preservation Commission also has the following powers pursuant to this Ordinance:

- A. To provide written recommendations in proceedings involving requests for a zoning map amendment, variation, planned development, or special use permit applications when such actions affect historic landmarks or historic districts.
- B. When called upon, to provide advice in the application of the development standards of this Ordinance.