

CHAPTER 10 - BOARDS AND COMMISSIONS**DIVISION 1 - BOARD OF LOCAL IMPROVEMENTS**

SEC. 10.1-1 ADOPTION. The Town has heretofore adopted the provisions of an Act of the Illinois Legislature entitled "Local Improvement Procedures Restricted to Certain Municipalities" and does now incorporate into this Code the provisions of that Act. 65 ILCS 5/9-2-1 et seq. (Amended 6/7/93 by Ord. No. 4143)

SEC. 10.1-2 ESTABLISHMENT. The Board of Local Improvements of the Town of Normal shall be composed of not less than three (3) nor more than five (5) members. (Revised 10/15/73)(Revised 5/6/74)

SEC. 10.1-3 CONFIRMATION. It is the intent of this Chapter to confirm the Board of Local Improvements heretofore appointed and that said Board heretofore appointed shall remain as the Board of Local Improvements until the successors to the present Board are named and qualified. By adoption of this Chapter, said Board of Local Improvements, who are acknowledged to have been duly appointed and confirmed by their respective Councils.

SEC. 10.1-4 POWERS AND DUTIES. The Board of Local Improvements shall have all powers conferred and all duties imposed by 65 ILCS 5/9-2-1 et seq. (Revised 3/20/72)(Amended 6/7/93 by Ord. No. 4143)

DIVISION 2 - HUMAN RELATIONS COMMISSION

SEC. 10.2-1 ESTABLISHMENT. A Human Relations Commission is hereby re-established with the following purposes:

- A. To foster and promote better understanding and relations between all persons in Normal, Illinois, to the end that our constitutional rights and heritages may be more fully realized by all.
- B. To promote actively better conditions among all persons with respect to housing, employment, recreation, health, and other services which enhance the quality of life.
- C. To strive for community-wide coordination and cooperation using available resources and constructive means to achieve the economic and social well-being of all persons in the community.
- D. To provide educational opportunities and advice to citizens and public officials in their endeavors to keep peace and good order.
- E. To encourage participation by various persons who share these purposes.
- F. To achieve these ends by means of education, consultation, and cooperative planning.
- G. To protect the human and civil rights of all citizens and endeavor to "make whole" those persons who are illegally wronged of their rights, as set forth in this Division.

SEC. 10.2-2 COMPOSITION. The Mayor, with the consent of the Council, shall make appointments to the Human Relations Commission that reflect a diversity of backgrounds within the community protected by this Ordinance. The Commission shall consist of seven (7) members, one of whom shall be the currently serving Vice President of the Illinois State University Student Government Association, or that person's designee; the other six of whom shall be appointed for four-year terms in the manner provided in SEC. 10.6-1 of this Code, provided, however, two of the initial six appointments shall be appointed for two-year terms, two for three-year terms, and two for four-year terms. The Commission shall elect its own officers. The City Manager of the Town of Normal shall appoint a member of the Town's professional staff to serve as staff liaison to the Commission and to assist the Commission as deemed appropriate in consultation with the City Manager. (Amended 9/7/93 by Ord. No. 4166)(Amended 11/20/06 by Ord. No. 5099)

SEC. 10.2-3 DUTIES AND RESPONSIBILITIES. The Commission shall discharge the duties and responsibilities found in this Division and Chapter 24 of the Town of Normal Municipal Code. In addition to these and any other duties and responsibilities which are presently or will be legally prescribed for the Commission, the Commission will undertake such activities that will promote the purposes set forth in SEC. 10.2-1, including the adoption of rules of procedures, regulations or bylaws deemed necessary to conduct its meetings, public hearings, and general operations, in order to carry out the purposes or provisions of this Ordinance. (Amended 12/6/99 by Ord. No. 4636)

SEC. 10.2-4 MEETINGS. All meetings shall be held at the call of the Chairperson, or Vice-Chairman in the absence of the Chairperson. The Commission shall hold eight, regularly scheduled meetings each year. Additional meetings will be held at such times as the Commission shall determine. At its September meeting, the Commission shall elect officers and determine the time, dates and place of its regularly scheduled meetings. The place of meeting shall be an accessible environment. All meetings of the Commission will be open to the public and a notice of the meeting time and place will be posted in compliance with the "open meetings" laws. With permission of the Chairperson, persons who are not currently serving on the Commission may address the Commission or may engage in the deliberations of the meeting. (Amended 2/5/07 by Ord. No. 5115)

SEC. 10.2-5 (Deleted 4/5/99 by Ord. No. 4586)

SEC. 10.2-6 (Deleted 4/5/99 by Ord. No. 4586)

SEC. 10.2-7 (Deleted 4/5/99 by Ord. No. 4586)

SEC. 10.2-8 SEVERABILITY. If any section, subsection, paragraph, sentence or clause of this Division is, for any reason, held to be invalid or unconstitutional, such decision shall not affect any remaining portion, section or part thereof.

(Entire Division 2 of Chapter 10 Revised 8/7/1989)

(Entire Division 2 of Chapter 10 Revised 12/5/1994 by Ord. No. 4275)

DIVISION 3 - PLAN COMMISSION

SEC. 10.3-1 CREATION. There is hereby re-established the Plan Commission heretofore appointed and its members for their respective terms and with their respective duties.

SEC. 10.3-2 COMPOSITION. The Planning Commission shall consist of seven (7) members who shall be residents of the Town of Normal. All members shall have the power to vote.
(Revised 5/6/74)

SEC. 10.3-3 TERMS. Members shall be appointed for a period of four (4) years, with terms of two members expiring April 1st of each year, except for the year in which only one member's term expires. Vacancies shall be filled by appointment for unexpired terms and shall be made in the same manner as original appointments. All members of the Commission shall serve without compensation. All members of the Commission holding office at the time of the adoption of this Ordinance shall continue to hold office until the expiration of their present respective terms.
(Revised 4/1/74)

SEC. 10.3-4 REPORTS. Said Commission annually shall elect its chairman, vice-chairman and such other officers as may in its judgment be necessary from among its own membership, except that a secretary may be appointed who need not be a member of the Commission.

Said Commission shall adopt and later change or alter rules or regulations of the organization and procedure consistent with the Ordinances of the Town of Normal and the laws of the State of Illinois. The Commission shall keep written records of its proceedings, which records shall at all times be open to public inspection. The Commission shall also file an Annual Report with the Mayor and Town Council in the month of March in each year, commencing with 1969, setting forth its transactions and recommendations and shall also give such other reports at interim periods as the said Commission deems advisable for the benefit of the Mayor and Town Council.

SEC. 10.3-5 DUTIES. The Commission shall have the following powers and duties:

- A. To prepare and recommend to the Council of the Town of Normal a comprehensive plan of public improvements, looking to the present and future development and growth of said Town. Such a plan, after its adoption by the Town Council, shall be known as the Official Plan of the Town of Normal.

Such Plan shall include reasonable requirements with reference to streets, alleys and public grounds in unsubdivided lands situated within the corporate limits or in contiguous territory not more than one and one-half miles beyond the corporate limits and not included in any other municipality; these requirements shall be effective whenever this unsubdivided land is subdivided after the adoption of the Official Plan.

- B. To prepare and recommend to the Town Council of the Town of Normal, from time to time, such changes, additions or deletions in the Plan, or any part thereof, as may be deemed necessary by either the Town Council or by the Plan Commission.

- C. To prepare and recommend to the Town Council from time to time, plans and/or recommendations for specific improvements in pursuance of such Official Plan of said Town.
- D. To give aid to the 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 Plan.
- E. To arrange and conduct some form of publicity relative to its activities for the general purpose of public understanding. To establish a liaison committee with the Plan Commission and to cooperate with all municipal and regional planning commissions or agencies or groups to further the local planning program and to insure harmonious and integrated planning for the area.
- F. To make recommendations to the Board of Trustees concerning revisions in ordinances pertaining to subdivision revisions, zoning and building codes and other ordinances which in any way affect or pertain to planning or the general Town Plan as heretofore adopted.
- G. To review all proposed plats, after required notice to all interested parties, for new subdivisions or resubdivisions of land within the corporate limits or within a one and one-half mile radius of the corporate limits, and make recommendations thereon to the Board of Trustees or Town Council of said Town of Normal.
- H. To exercise such other powers germane to the powers granted by statute to said duly adopted Plan Commission as herein established by the Town of Normal according to the Laws of the State of Illinois.

SEC. 10.3-6 MAPS AND PLATS. No map or plat of any subdivision presented for record affecting land within the corporate limits of the Town of Normal or in contiguous territory outside of and not more distant than one and one-half miles from the limits of the Town and not included in any other municipality shall be entitled to record or shall be valid unless the subdivision thereon shall provide for streets and public grounds in conformity with any requirement applicable thereto of such Official Plan, unless specifically waived at the discretion of the Town Council.

SEC. 10.3-7 MEETINGS. All meetings of the Plan Commission shall be held at the call of the Chairman and at such times as the Plan Commission may determine. (Amended 11/5/73)(Amended 4/20/87)

DIVISION 4 - ZONING BOARD OF APPEALS

SEC. 10.4-1 CREATION. The Zoning Board of Appeals heretofore constituted is hereby re-established and shall operate in accordance with the powers and duties prescribed in the 65 ILCS 5/11-13-1 et seq. as it now stands or as hereafter amended. (Amended 6/7/93 by Ord. No. 4143)

SEC. 10.4-2 MEMBERS. (Deleted 5/6/74 by Ord. No.1236)

SEC. 10.4-3 DUTIES. The Zoning Board of Appeals shall have, in addition to those duties assigned to it by Statutes of the State of Illinois, all those duties specifically given and granted to it by the Zoning Ordinances of the Town of Normal and in particular those duties set forth in Chapter 15 of this Code.

DIVISION 5

(Entire Division 5 Deleted 7/19/76 by Ord. No.1518)

DIVISION 6 - APPOINTMENT AND RECALL

SEC. 10.6-1 APPOINTMENT PROCEDURE. Unless law or ordinance requires the election of members of Boards, Commissions or Committees of the Town, all members thereof shall be appointed, such appointments henceforth to be made as provided herein. All appointed members of Boards, Commissions or Committees of the Town of Normal shall henceforth be appointed by the President with the approval of the Board of Trustees, provided, however, where law or ordinance requires the appointment of persons with particular qualifications or credentials, only persons possessing those qualifications or credentials shall be appointed or approved.

SEC. 10.6-2 RECALL. The term of any appointed member of any Board, Commission or Committee of the Town of Normal may be terminated prior to the end of the stated term, for cause, in the following manner:

Pursuant to the vote of not less than 2/3 of the Board of Trustees, including the Mayor, after the filing of a written complaint, and only after a hearing, either public or private, has been held wherein said member was given an opportunity to be heard individually or by counsel or both, said hearing to be held only after notice of the time and place thereof and of the alleged cause or causes for said termination having been given to said member.

SEC. 10.6-3 CAUSE. Cause for recall or termination as provided for in SEC. 10.6-2 shall include but shall not be limited to the following:

- A. Three unexcused absences from regular meetings within a calendar year; (Amended 2/1/82)
- B. Frequent unexcused tardiness in attending regular meetings;
- C. Conduct unbecoming to a person holding a position of responsibility for the Town;
- D. Election or appointment to any other similar political Board, Commission or political office by any other municipal corporation or governmental entity;
- E. A judicial finding of incompetency;
- F. Conviction of a felony.

(Entire Division 6 revised 5/6/74)(Revised 5/7/07 by Ord. No. 5133)

DIVISION 7 - RESERVED

DIVISION 8 - BLOOMINGTON-NORMAL SISTER CITY COMMITTEE

SEC. 10.8-1 CREATION. There is hereby created a Bloomington-Normal Sister City Committee which shall function as outlined in this Section.

SEC. 10.8-2 PURPOSE. The purpose of the Bloomington-Normal Sister City Committee shall be to further international relations and good will between the Bloomington-Normal community and Asahikawa, Hokkaido, Japan, pursuant to the People to People Program instituted by the U.S. State Department.

SEC. 10.8-3 MEMBERSHIP. The Sister City Committee shall consist of twenty (20) members, ten (10) of which shall be nominated by the Mayor of the City of Bloomington with the advice and consent of the City Council; ten (10) of which are to be nominated by the Mayor of the Town of Normal with the advice and consent of the Normal Town Council. Each member shall serve a term of three (3) years and is not limited as to number of terms. Terms of office shall expire on a staggered basis so that the terms of approximately one-third (1/3) of the officers shall expire each year. Members whose terms have expired shall remain in office until a successor has been duly appointed by the appropriate body. (Amended 4/17/89)

SEC. 10.8-4 OFFICERS - POWERS AND DUTIES. The Sister City Committee shall have such officers as may be provided for in its by-laws with such powers and duties as may be prescribed in those by-laws provided that no such powers and duties may be exercised in a manner inconsistent with the laws of the United States or State of Illinois or the ordinances of the City of Bloomington or the Town of Normal.

SEC. 10.8-5 FINANCING. The Sister City Committee shall be responsible for preparing an annual budget for its operations to be submitted to the City Council annually. Its operations shall be conducted with such funds as are provided in the budget or otherwise appropriated annually plus any funds received in the form of donations, reimbursements, or other admission or other charges provided for by the Committee. In obtaining approved of expenditures, the Committee shall follow procedures prescribed by the Director of Finance. Otherwise its finances shall be as prescribed in its by-laws.

SEC. 10.8-6 MEETINGS. The Committee shall meet in the manner prescribed in its by-law subject to the requirements of the Open Meetings law.
(Sections 1 Through 6 of Division 8 Added 1/17/83)

SEC. 10.8-7 INUREMENT OF INCOME. No part of the net earnings of the Committee shall inure to the benefit, or be distributable to, its members, trustees, officers, or other private persons except that the Committee shall be authorized and empowered to pay reasonable compensation for services rendered in the standard manner in which expenditures are approved and paid. (Added 7/16/84)

SEC. 10.8-8 LEGISLATIVE OR POLITICAL ACTIVITIES. No substantial part of the activities of the Committee shall be the carrying on or propaganda or otherwise attempting to influence legislation and the Committee shall not participate in or intervene in (including the

publishing or distribution of statements) any political campaign on behalf of any candidate for public office. (Added 7/16/84)

SEC. 10.8-9 OPERATIONAL LIMITATIONS. Notwithstanding any other Section of this Division, the Committee shall not carry on any other activity not permitted to be carried on:

- A. By an organization exempt from Federal Income Tax under Sec. 501(C)(3) of the Internal Revenue Act of 1954 (or the corresponding provisions of any future United States Internal Revenue Law); or
- B. By an organization, contributions to which are deductible under Sec. 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law). (Added 7/16/84)

SEC. 10.8-10 DISSOLUTION CLAUSE. Upon the dissolution of the Committee, the officers shall, after paying or making provisions for the payment of all of the liabilities of the Committee, dispose of all the assets of the Committee exclusively for the purposes of the Committee in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes, including the lessening of the burdens of government, as shall at the time qualify as an exempt organization or organizations under Sec. 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Committee shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the Committee is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for the purposes set forth herein. (Added 7/16/84)

DIVISION 9 - BOARD OF FIRE AND POLICE COMMISSIONERS

SEC. 10.9-1 BOARD OF FIRE AND POLICE COMMISSION. The Board of Fire and Police Commission was abolished by Ordinance No. 4946 and all authority to make employment decisions regarding members of the Police and Fire Departments of the Town of Normal was delegated to the City Manager, including, but not limited to, the power to select, appoint, discipline and remove. Effective January 1, 2012, certain minimum standards were established by the Illinois legislature for original appointments to the Fire Department in Illinois municipalities (Public Act 97-0251 amending Sections 10-2.1-6.3 and 10-2.1-6.4 of the Illinois Municipal Code). In order to comply with the minimum standards established in Public Act 97-0251, the City Manager is hereby appointed and deemed to constitute the Town of Normal Board of Fire and Police Commission for the limited purpose of issuing Certificates of Original Appointment to the position of firefighter in the Town of Normal Fire Department in conformance with the minimum standards established in 65 ILCS 10-2.1-6.3 or 65 ILCS 10-2.1-6.4 and other more stringent standards, if any, established by the City Manager.

SEC. 10.9-2 COORDINATION OF DIVISION 2.1 OF ARTICLE 10 OF THE ILLINOIS MUNICIPAL CODE AND THIS DIVISION. None of the provisions of Division 2.1 of Article 10 of the Illinois Municipal Code (65 ILCS 5/10-2.1-1 *et seq.*) shall apply to or limit the authority of the City Manager to make any and all employment decisions concerning the Normal Fire and Police Departments. It is the intent of this Section to grant to the City Manager any and all authority to make any and all decisions regarding employment and management of the Normal Police and Fire Departments. As used herein employment includes, but is not limited to, selection and appointment of persons as police officers and firefighters regardless of rank, and discipline and removal of police officers and firefighters regardless of rank, provided, however, the foregoing authority shall be limited to the extent the home rule authority of the Town of Normal is preempted by State legislation and is further subject to any applicable codes and ordinances of the Town.

None of the statutory provisions of Division 2.1 of Article 10 of the Illinois Municipal Code shall apply to the Board of Fire and Police Commission as constituted by this Division or to the City Manager acting as the Board of Fire and Police Commission, except with regard to the minimum standards set forth in said Division 2.1 for original appointments to the office of firefighter.

(Entire Section 10.9 was added 3/19/2012 by Ord. No. 5433)

DIVISION 10

(Division 10 Deleted in its entirety 2/5/07 by Ord. No. 5115)

DIVISION 11 - THEATER ADVISORY BOARD

SEC. 10.11.1 CREATION. There is hereby established the Theater Advisory Board of and for the Town of Normal.

SEC. 10.11.2 COMPOSITION. The Theater Advisory Board shall be composed of seven (7) members who shall be residents of McLean County.

SEC. 10.11.3 APPOINTMENT. Members of the Theater Advisory Board shall be appointed by the President of the Board of Trustees with the advise and consent of the Board of Trustees.

SEC. 10.11.4 TERM. Members shall be appointed for terms of three (3) years. Notwithstanding the foregoing, two (2) of the initial appointments shall be for one (1) year, two (2) of the initial appointments shall be for two (2) years, and three (3) of the initial appointments shall be for three (3) years. All members shall continue to serve until their successors are appointed and approved. One (1) of the members shall be nominated by the President of the Uptown Normal Business Association from among the Association's membership. All other vacancies shall be filled for the unexpired term in the same manner as other appointments. All members of the Board shall serve without compensation. A chairperson and vice-chairperson shall be elected by the Board from among its members for a term of one (1) year.

SEC. 10.11.5 PURPOSE. The Theater Advisory Board shall serve an advisory function to the President and Board of Trustees concerning issues affecting use and operation of the Normal Theater. The Board shall assist in creating and suggesting solutions to issues affecting the Normal Theater. The Board shall also be responsible for providing input and feedback to Town government on various Theater use and operation policies of the Town. The Board shall formulate and oversee fundraising for the Normal Theater.

SEC. 10.11.6 POWERS. The Board shall have all of the authority necessary to carry out its purposes but shall have no authority to expend funds except as approved by the corporate authorities of the Town of Normal.

SEC. 10.11.7 DUTIES. The Board shall meet upon the call of the Chairperson and shall hold four (4) regularly scheduled meetings each year. The Board may meet more often upon the call of the Chairperson. All meetings will be open to the public and all requirements of the "open meetings" law of the State of Illinois shall be complied with. The Board shall provide the President and Board of Trustees with a quarterly report of its activities, concerns, and ideas. The Board shall develop by-laws to govern its actions.

SEC. 10.11.8 STAFF. The Board may utilize the services of the Town staff to the extent authorized by the Municipal Manager.

(Entire Division 11 of Chapter 10 Added 4/5/93 by Ord. 4126)

DIVISION 12 - UPTOWN DESIGN REVIEW COMMISSION

SEC. 10.12-1 CREATION. There is hereby established the Uptown Design Review Commission for the Town of Normal.

SEC. 10.12-2 COMPOSITION. The Commission shall consist of seven (7) members; two (2) of whom shall have a background in design, including formal training or practical experience in architecture or landscape design. Members of the Commission need not be residents of the Town of Normal.

SEC. 10.12-3 APPOINTMENT. Members of the Uptown Design Review Commission shall be appointed by the President of the Board of Trustees with the advice and consent of the Board of Trustees.

SEC. 10.12-4 TERM. Members shall be appointed from terms of three (3) years, notwithstanding the foregoing, three (3) of the initial appointments shall be for one (1) year, three (3) of the initial appointments shall be for two (2) years and one (1) of the initial appointments shall be for three (3) years. All members shall continue to serve until their successors are appointed and approved. Vacancies shall be filled for the unexpired term in the same manner as other appointments. All members of the Commission shall serve without compensation. A Chairperson and Vice Chairperson shall be elected from among its membership for a one (1) year term.

SEC. 10.12.5 PURPOSE. The Uptown Design Review Commission is established for the purpose of applying the design guidelines applicable in the B2 Central Business District in a manner that will foster and promote high quality, attractive development and rehabilitation of structures within the District.

SEC. 10.12-6 POWERS. The Uptown Design Review Commission shall have all of the authority necessary to carry out its purposes, but it shall have no authority to expend funds except as approved by the corporate authorities of the Town of Normal. In the event that a conflict of interest arises during the exercise of the commission's authority over the expenditure of funds, such conflict shall be resolved in the following manner: The issue causing the conflict shall not go before the commission for a formal decision. Instead, the issue shall be considered directly by the Town Council, which will issue a final decision. Prior to the Council's decision, the Uptown Design Review Commission may consider the issue and forward a recommendation on to the Council. The commissioner with the conflict shall recuse him or herself from this discussion and recommendation. (Amended 8/18/03 by Ord. No. 4883)

SEC. 10.12-7 JURISDICTION. The Uptown Design Review Commission shall have jurisdiction as follows:

- A. To conduct Administrative Public Hearings, make findings of fact and decide duly initiated completed applications for Certificates of Compliance under the guidelines set forth in Division 17 of Chapter 15 of the Municipal Code Town of Normal, 1969, as amended.

- B. To recommend to the President and Board of Trustees amendments to Division 17 of Chapter 15 of the Municipal Code Town of Normal, Illinois, 1969, as amended.
- C. To undertake any other activity referred to the Commission by the President and Board of Trustees for the Town of Normal.
- D. To undertake such other activities that will promote the purposes set forth in Division 17 of Chapter 15 of the Municipal Code Town of Normal, Illinois, 1969, as amended.
- E. To adopt rules of procedure, regulations or bylaws deemed necessary to conduct its meetings, public hearings and general operations in order to carry out its purposes.
- F. To keep written records of its proceedings and report at least annually to the President and Board of Trustees of the Town of Normal.

(Entire Division 12 Added 3/18/02 by Ord. No. 4784)(Entire Division 12 Amended 4/15/02 by Ord. No. 4787)

DIVISION 13

(Division 13 of Chapter 10 Deleted 2/5/07 by Ord. No. 5115)