

## MISCELLANEOUS ZONING TEXT AMENDMENTS

April 24, 2025

**Applicant**Community Development  
Department**Approvals Sought**Zoning Ordinance text  
amendments to:

- Require zoning applicants to pay for recoverable costs including, but not limited to, attorney fees, hearing officer fees, etc.
- Update future Plan Commission and Zoning Board of Appeals terms to start and end on a uniform date and to shorten future terms to four years
- Update *Table 2A: Required Contents of Application Filings* to align with how the code is currently administered.

**Attachments**Attachment A – Proposed  
Recoverable Costs Text  
AmendmentsAttachment B – Proposed Term  
Related Text Amendments**BACKGROUND**

Community Development Department staff is proposing a number of miscellaneous zoning text amendments to:

- Add language to *2.C Filing Fees* of the Zoning Ordinance and *Section 11-1-6* of the City Code to require developers to pay for related recoverable development costs;
- Reduce future Plan Commission and Zoning Board of Appeals commissioner appointments to four years and amend the term beginning and ending dates; and
- Amend *Table 2A: Required Contents of Application Filings* to update various submission requirements;

The above listed amendments will allow the City to recapture fees spent on zoning applications, create unified term dates for all boards and commissions, and ready application requirements ahead of the City's implementation of its new management software, which will include intake of zoning applications among many other functions.

**PROPOSED AMENDMENTS*****Recoverable Costs Amendments***

Attachment A details the proposed amendments to *2.C Filing Fees* and *11-1-6* of the City Code (**NOTE:** deletions are ~~struck through~~ and additions are **bold** and double underlined). The purpose of the amendments is to require applicants to pay costs currently borne by the City including, but not limited to, outside consulting fees, attorney fees, hearing officer fees, and other related recoverable fees. Language requiring developers to pay for such fees is commonplace in surrounding municipalities. The City Attorney assisted in drafting these amendments.

***Term Related Amendments***

In an effort to create uniform beginning and ending dates for the Plan Commission and Zoning Board of Appeals, staff proposes language to adjust beginning and ending dates of Plan Commission and Zoning Board of Appeals terms to May 1 and April 30. Staff is also proposing to reduce the term lengths from five years to four years (see Attachment B) (**NOTE:** deletions are ~~struck through~~ and additions are **bold** and double underlined). Staff and the City Attorney collaborated to propose language that will only affect future Plan Commission and Zoning Board of Appeals terms. Existing terms will not be changed in any way.

## **Table 2A: Required Contents of Application Filings Amendments**

In an effort to streamline application requirements and adjust to upcoming Community Development software updates, staff proposes the following amendments to *Table 2A: Required Contents of Application Filings*:

- Remove the required submission of a typewritten list of all properties requiring public notice;
- Remove the required submission of zoning designations of all properties within 100’;
- Change the submission of a retail market study from a required submission to a discretionary submission for Preliminary Planned Unit Development Plan approval applications; and
- Change the submission of a statement from a registered civil engineer, with supporting data, on the availability of water & sewer facilities to serve the development from a required submission to a discretionary submission for Map Amendment and Variance applications.

The above listed amendments will align the table with long established actual practices. These approaches also align with the requirements of other Warrenville Comparable Communities. The City Attorney reviewed these amendments and concurs with staff’s recommendation.

**Typewritten List.** Historically, township governments have provided a typewritten list of all properties. More recently, applicants have indicated that townships have stopped providing this service and redirect parties to the County for this information which also do not easily provide this information. While large developers typically have internal systems to obtain this information, residents and other applicants often cannot as easily obtain this information. Furthermore, notice requirements for Cantera are unique. Staff has been providing applicants with a list of property owners to notice. The proposed amendment will codify this current practice. The requirements for public notice are not changing and may be found in *2.E Public Notice*.

**Adjacent Zoning Designations.** Access to modern Geographic Information System (GIS) maps make a listing of zoning designations of all properties within 100’ of the subject property unnecessary, duplicative, and burdensome on the applicants. Zoning maps are readily available from the City and County web sites to illustrate area zoning. Furthermore, Staff independently verifies existing adjacent zoning districts as part of the agenda preparation process. Furthermore, while the zoning map is publicly available, overlaying a specific 100’ radius over a property and compiling zoning of properties falling within this radius is not currently achievable through the City’s ArcGIS Online zoning map application. Staff is working with Cultivate GeoSpatial, the City’s GIS consultant, to create mapping tools to assist in creating these lists should they be deemed necessary.

**Retail Market Study.** Staff believes the required retail market study for Preliminary Planned Unit Development Amendments and engineering statement for variance and map amendment requests is too onerous to arbitrarily require in all of these types of applications. Staff requests that these items be changed from required to discretionary. This is how the code is currently administered. For example, the City did not create a retail market study for the Cerny Park lift station planned unit development project nor require engineering statements for recent variance applications.

## **CONCLUSION**

***Based on the findings outlined in this report and contingent upon any public feedback received prior to or at the April 24, 2025, Plan Commission hearing, staff recommends the Plan Commission recommend City Council approval of various zoning text amendments as outlined in the April 24, 2025, Community Development Department staff report.***

**Attachment A – Proposed Recoverable Cost Amendments**

**Attachment B – Proposed Term Related Amendments**

# Attachment A

## Draft Text Amendments - Recoverable Development Costs

Proposed amendments to Section 2.C of the Zoning Ordinance:

“\* \* \*

### 2. Filing Procedures

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### C. Filing Fees and Recoverable Costs

1. Application Fee Established: All applications shall be accompanied by the applicable, non-refundable Filing Fee in the amount set forth in the annual fee ordinance.

#### 2. Recoverable Development Costs:

a. Recovery of Certain Costs Established: Every application filed and processed pursuant to this Zoning Ordinance that requires the City to incur costs associated with review and approval of the application is subject to the requirements set forth in this subsection 2.C.2. The owner of the property that is the subject of the application and, if different, the applicant, are jointly and severally liable for the payment of recoverable costs. By filing an application, the owner and applicant are deemed to have agreed to pay the recoverable costs; provided, however, that the City may require the owner and applicant to enter into an escrow agreement affirming their responsibility for the payment of the recoverable costs.

The recovery of City costs pursuant to this subsection 2.C.2 are, in addition to all other filing fees and other charges established by the City, as set forth in this code and the annual fee ordinance.

b. Recoverable Costs: The following costs incurred by the City in processing an application are recoverable costs for the purpose of this subsection 2.C.2:

i. Professional and technical consultant fees, including, without limitation, fees for engineering and plan, landscape, and traffic consultant services that the City determines necessary to review the application;

ii. The fees and costs of a hearing officer, if any; and

iii. Legal fees, including, without limitation, the City Attorney and any additional City-retained attorney or law firm (costs

to be measured by their time expended and multiplied by their hourly rate of pay) incurred for services rendered related to the application, including, without limitation, consultation, meeting attendance, and document review, negotiation, and preparation.

c. Payment of Recoverable Costs and Recoverable Cost Escrow:

- i. Escrow Required: Upon filing an application, the applicant must deposit a cash escrow with the City in an amount to be determined necessary by the Community and Economic Development Director to cover the anticipated recoverable costs incurred by the City in reviewing and processing the application. Interest is not payable on the escrow.
- ii. Charges Against Escrow: From the date of filing of an application, the City will maintain an accurate record of the recoverable costs incurred in the processing of the application. The City may, from time to time, draw funds from the escrow account established for the application to pay the recoverable costs and may transfer such funds to the appropriate City accounts. The City will notify the owner and applicant and maintain an accurate record of all such drawings.
- iii. Additional Escrow Deposits: Should the Community and Economic Development Director at any time determine that the escrow account established for the application is, or is likely to become, insufficient to pay the recoverable costs, the Community and Economic Development Director will inform the applicant and require an additional deposit in an amount deemed sufficient to cover foreseeable additional recoverable costs. The Community and Economic Development Director may direct that processing of the application be suspended or terminated until the additional amount is deposited into the escrow.
- iv. Final Settlement: As soon as reasonably feasible following final action on an application, the City will prepare a final accounting of the escrow account in connection with the application and of the actual recoverable costs related to the application and will make a final charge for the actual recoverable costs remaining to be paid. Any remaining funds in the escrow account after the final payment will be returned to the owner or applicant, as applicable. A copy of the final accounting will be provided to the owner and applicant.

- v. Insufficient Amount for Final Settlement: If the amount in the escrow account is insufficient to pay the total actual recoverable costs, a written demand for payment of the balance due will be mailed to the owner and applicant.
3. Condition of All Applications, Approvals, and Permits: No application filed pursuant to this Zoning Ordinance will be considered complete unless and until all costs and fees, filing fees and deposits due pursuant to this section 2.C have been paid. Every approval granted and every permit issued pursuant to the Zoning Ordinance is, whether or not expressly so conditioned, deemed to be conditioned upon payment of recoverable costs and fees as required by this section.
  4. Tolling Time Periods: Where this Zoning Ordinance provides that the passage of time without decision or action will be deemed an approval or a recommendation for approval, time periods will be tolled during any period of nonpayment of the recoverable costs and fees and deposits due pursuant to this section.
  5. Failure to Pay Recoverable Costs and Fees: Failure to fully pay any incurred recoverable cost, fees, or escrow deposit may constitute grounds for denial to review or process the relief requested or denying or revoking any relief sought or issued to the subject property or development.
  6. Specified Public Bodies Exempt. The provisions of subsection 2.C.2 do not apply to any public body or agency deriving the majority of its revenues from taxes levied within the City.

Proposed amendments to Section 11-1-6:

**“11-1-6: PROCEDURES FOR SUBDIVISION APPROVAL:**

- A. Preliminary Consultation: Prior to the submission of the preliminary plat of any proposed subdivision within the jurisdiction of this chapter, the subdivider shall must make known the subdivider’s his intentions to the Community and Economic Development Director Engineer, Mayor, City Clerk, and Plan Commission. During this preliminary or pre-application stage, the following actions will shall be taken:
  1. ~~Fee~~ Recovery of City Consultant Costs for Consultative Services: Subdivision/Plat of Vacation Consultant Services
    - a. ~~For consultative services of the permanent City Staff and outside consultants, including but not limited to City Administrator, Engineer,~~

~~Public Works Superintendent, City Clerk, Community and Economic Development Director, Planner, Building and Zoning Officer, City Attorney, and Landscape Consultant, as set forth in the annual fee ordinance must be paid.~~ **For subdivision applications that also include requests for zoning relief, the subdivider must establish the recoverable cost escrow and comply with the recoverable cost provisions of Section 2.C.2 of the Warrenville Zoning Ordinance.**

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Proposed amendments to the Annual Fee Ordinance:

<b>CITY OF WARRENVILLE ANNUAL FEE ORDINANCE 2025</b>					
* * *					
<b>PLANNING AND ZONING APPLICATION AND REVIEW FEES</b>					
Code Section	Case Type	Public Hearing Required	Residential Fee (R-1- R-6, 2 lots or fewer)	Standard Fees	
				Initial Application Fee	Resubmittal Fee
2.C Zoning Ordinance, 11-1-9 Appendix 1	Public Hearing Cases: <ul style="list-style-type: none"> <li>• Text or Map Amendment</li> <li>• Special Use</li> <li>• Special District Site Plan Approval and Amendments</li> <li>• PUD Preliminary, Final and Combined Preliminary/Final Plan</li> <li>• PUD Major Amendment</li> </ul>	Yes	400.00	700.00	25% Application Fee
2.C Zoning Ordinance, 11-1-9 Appendix 1	Minor Changes to Conditional Uses or Minor Amendment to PUD	No	200.00	400.00	25% Application Fee
11-1-9 Appendix 1	Subdivision/Plat of Vacation	Yes	300.00	600.00	None
11-1-6.A.1	<del>Subdivision/Plat of Vacation Consultant Services</del> <b><u>Recovery of City Consultant Costs</u></b>  <b><u>(see Section 2.C.2 of Zoning Ordinance)</u></b>	<del>500.00 for all sites containing three acres or less, plus an additional fee of 500.00 per acre up to a maximum initial fee of 5,000.00, and any Recoverable Costs. In the event the amount of the application fee is exhausted by such charges, the City, at its discretion, may require the payment of additional monies for such services. <u>As determined by Community and Economic Development Director</u></del>			
2.C Zoning Ordinance,	Site Plan Review Fee	No	300.00	600.00	25% Application Fee

<u>2.C.2 Zoning Ordinance</u>	<u>Development Recoverable Cost Escrow</u>	<u>As determined by Community and Economic Development Director</u>			
2.C Zoning Ordinance, 11-1-9 Appendix 1	Variance Only (including Minor Variance)	Yes	300.00	500.00	None
2.E Zoning Ordinance, 11-1-9 Appendix 1	Newspaper Notice and Recording Fee	NA	Direct Bill	Direct Bill	Direct Bill
2.E Zoning Ordinance, 11-1-9 Appendix 1	Sign Removal Fee (if needed)	NA	100.00	100.00	NA
8-12-4, 7-2-2, 11-1-6.H	Agreements (annexation, surety, easement, recapture, encroachment, etc.)	NA	200.00	400.00	25% Application Fee
	Technical Study and Report Review (Parking, Traffic, etc.)	NA	100.00	400.00	None
	Changes to Approved Landscape Plan	No	100.00	100.00	None

Proposed Amendments to Appendix I

“11-1-9: APPENDICES:

APPENDIX I  
SCHEDULE OF FEES FOR PUBLIC HEARINGS,  
PLAT REVIEW AND RELATED ITEMS

The fees required for the following items are set forth in the annual fee ordinance:

1. PUBLIC HEARING FEES:

A. Zoning Map amendment or Zoning Ordinance text amendment or zoning variance such as but not limited to side yard setbacks

B. Special Use hearing before Plan Commission, including flood management

C. Other variance hearings before Zoning Board of Appeals, including flood management and signs \$390.00

D. Transcript charges for all hearings, including all charges associated with the public hearing (recording at the County, newspaper publication, Court Reporter's fees, etc.) and/or public hearing sign removal

These fees are due two weeks prior to scheduling a public hearing.

2. STREET AND ALLEY - VACATION PLAT

3. COMMERCIAL AND INDUSTRIAL MULTIPLE FAMILY AND PLANNED UNIT DEVELOPMENT - SITE PLAN REVIEW

4. SUBDIVISION OF ONE-FAMILY LOTS OR LAND DIVISIONS

5. Any revised plans or plats instigated by the proprietor, an additional charge at the Initial rate shall be levied.

6. **The cost of third-party consulting and legal services pursuant to Section 2.C.2 of the Zoning Ordinance and Section 11-1-6.A.1 this Code.** Meetings with applicant, etc., including regarding requests for Zoning Ordinance and Subdivision Regulation Text Amendments, will be charged at prevailing hourly charges of consultants directly to the applicant (see Section 11-1-6A.1 of this Code)."

## **12. ADMINISTRATION**

### **A. PERMITS AND CERTIFICATES**

In addition to other certificates and permits authorized elsewhere in this or other City ordinances, the following certificates and permits are hereby established.

#### **1. BUILDING PERMIT**

It shall be unlawful to commence the construction, alteration, or repair of any structure in the City without obtaining a Building Permit from the City as provided in the City Building Code.

#### **2. ZONING CERTIFICATE**

No Building Permit shall be issued by the City unless the Zoning Administrator has certified on a Zoning Certificate that the plans for the property for which the Permit is sought comply with all applicable provisions of this Ordinance and with other applicable codes and ordinances of the City.

#### **3. CERTIFICATE OF OCCUPANCY**

It shall be unlawful to occupy or use any structure, land, water, or premises in the City, or change the occupancy or use thereof, in whole or in part, without obtaining a Certificate of Occupancy from the City.

The Zoning Administrator shall issue no Certificate of Occupancy for a new or remodeled premises unless he or she has inspected or caused to be inspected the premises after completion of all construction and has certified that the premises is in conformity with the plans on which the Building Permit was based. He or she shall likewise issue no Certificate of Occupancy for a change of occupancy without certifying that the proposed occupancy will be in conformance with all applicable regulations herein.

The following shall be exempt from the requirement for a Certificate of Occupancy:

1. Land used for agricultural cultivation.
2. Residential buildings in which there is a change of occupancy that does not involve a change to a different Permitted or Special Use.

A temporary Certificate of Occupancy for a period not to exceed 6 months may be issued, consistent with the safety of the occupants, for occupancy or partial occupancy pending completion of construction or alterations.

The Zoning Administrator shall either issue or deny a Certificate of Occupancy within 14 days of application therefor. The Administrator shall advise the applicant in writing of the reasons for any denial. A Certificate for a property that is nonconforming shall specify the nature of the nonconformity.

## **B. VIOLATION, PENALTY, AND ENFORCEMENT**

The Zoning Administrator is hereby designated and authorized to enforce this Ordinance. Upon determining a violation, he or she shall direct the property owner in writing to eliminate the violation within 10 days. Any party that violates any provision of this Ordinance shall upon conviction be fined not less than 50 nor more than 500 dollars for each offense. Each day or portion thereof that a violation exists shall constitute a separate offense.

## **C. PLAN COMMISSION**

### **1. AUTHORITY**

The Plan Commission of the City of Warrenville is the Plan Commission referred to herein.

The Plan Commission is hereby vested with the power and responsibility to:

- a. Prepare and recommend to the City Council a Comprehensive Plan, any additional plans for the development and redevelopment of the City, changes to any City plan, and proposals to carry out such plans
- b. Conduct hearings and make either final determinations on, or advisory recommendations to the City Council on, approval, conditional approval, or denial of applications as provided in Tables 2C and 2D and other provisions herein
- c. File an Annual Report with the Mayor and City Council setting forth its transactions and recommendations
- d. Adopt by-laws and any other procedural rules consistent with this and other City ordinances and state statutes
- e. Recommend to the City Council the employment of such professional planning, legal, engineering, or administrative staff or consulting assistance as is necessary to fulfill its responsibilities
- f. Advise the Zoning Board of Appeals on plan provisions and other planning factors related to the Board's review of zoning petitions
- g. Carry out any other function concerning land subdivision or other matters that may be conferred upon it by the City Subdivision Regulations or any other City ordinance or state statute, and discharge any other duties referred or assigned to it by the City Council

The concurring vote of five members of the Commission shall be required to take any action.

### **2. APPOINTMENTS**

- a. The Plan Commission shall consist of nine (9) members, which may include up to three members from the same ward, provided that each ward of the City shall be represented by

at least one member, and one member may be from the unincorporated area contiguous to the City. (Ord. 1906, 4-18-01) (Ord. 2233, 8-3-05) (Ord. 2894, 11-3-14)

- b. The Mayor shall, with the advice and consent of the City Council:
  - (1) appoint all members;
  - (2) appoint a new member to fill the unexpired term of any member whose place has become vacant; and
  - (3) appoint the Chairman of the Commission.
  
- c. The Mayor, with the consent of the City Council, shall have the power to remove any member for cause after a public hearing. A copy of the charges against said member shall be delivered to the member at least ten (10) days prior to the hearing. The member shall be given an opportunity to answer such charges.
  
- d. The members shall annually elect a member to serve as a Vice Chairman, who shall serve as Acting Chairman in the Chairman's absence.
  
- e. ~~The members shall serve respectively for the following terms: two (2) members shall serve for one (1) year; two (2) members shall serve for two (2) years; two (2) members shall serve for three (3) years; two (2) members shall serve for four (4) years; and one (1) member shall serve for five (5) years. All successors to the original members shall be appointed for a term of five (5) years.~~ **Members serving terms in effect on January 1, 2025 shall serve for five years; provided that:**
  - (1) for the terms immediately succeeding each of the terms in effect on January 1, 2025, each member shall serve for a term expiring on the May 1st that is four full calendar years after the commencement of their term; and**
  - (2) subsequent to the immediately succeeding terms described in subsection (e)(1) of this Section, each member will serve for four years, beginning on May 1 and ending on April 30.****For example, if a term is in effect on January 1, 2025 and expires on November 16, 2025, the member appointed for the immediately succeeding term may serve from November 17, 2025 to April 30, 2029. The member appointed to the next succeeding term will serve for four years commencing May 1, 2029 and ending April 30, 2033.**
  
- f. Notwithstanding the provisions of Subsection C.2.f., in the event that a Plan Commission member is also appointed as a member of the Zoning Board of Appeals, upon the appointment or re-appointment, of such Plan Commission member, said commissioner's term shall coincide with the corresponding vacant term on the Zoning Board of Appeals so that the Plan Commission member's term of office to the Plan Commission shall expire at the same time as his/her term of office to the Zoning Board of Appeals. (Ord. 2894, 11-3-14)

### **3. MEETINGS**

All meetings shall be held at the call of the Chairman and at such other times as the Commission shall determine and shall be open to the public except when an executive session is authorized by law. No meeting shall be conducted in the absence of a quorum, which shall consist of five members.

The Commission shall keep minutes of its proceedings. The minutes shall show the vote, or absence or abstention, of every member upon every official action, and shall be a public record on file in the office of the Zoning Administrator.

## **D. ZONING BOARD OF APPEALS**

## 1. AUTHORITY

The Zoning Board of Appeals of the City of Warrenville is the Zoning Board of Appeals referred to herein.

The Zoning Board of Appeals is hereby vested with the power and responsibility to:

- a. Conduct hearings and make either final determinations on, or advisory recommendations to the City Council on, the approval, conditional approval, or denial of applications as provided in Tables 2C and 2D and other provisions herein.
- b. File an Annual Report with the Mayor and City Council setting forth its transactions and recommendations
- c. Adopt by-laws and any other procedural rules consistent with this and other City ordinances and state statutes
- d. Recommend to the City Council the employment of such professional zoning, legal, engineering, or administrative staff or consulting assistance as is necessary to fulfill its responsibilities
- e. Carry out any other function that may be conferred upon it by any other City ordinance or state statute and discharge any other duties referred or assigned to it by the City Council.

The concurring vote of 4 members of the Zoning Board of Appeals shall be required to take any action.

## 2. APPOINTMENTS

- a. The Board shall consist of seven (7) members, who shall all be residents of the City.
- b. The Mayor shall, with the advice and consent of the City Council:
  - (1) appoint all members;
  - (2) appoint a new member to fill the unexpired term of any member whose place has become vacant; and
  - (3) appoint the Chairman of the Board.
- c. The Mayor shall, with the consent of the City Council, have the power to remove any member for cause after a public hearing. A copy of the charges against said member shall be delivered to the member at least ten (10) days prior to the hearing. The member shall be given an opportunity to answer such charges.
- d. The members shall annually elect a member to serve as a Vice Chairman, who shall serve as Acting Chairman in the Chairman's absence.
- e. ~~The members shall serve respectively for the following terms: One (1) member shall serve for one (1) year; two (2) members shall serve for two (2) years; one (1) member shall serve for three (3) years; two (2) members shall serve for four (4) years; and one (1) member shall serve for five (5) years. All successors to the original m~~ **Members serving terms in effect on January 1, 2025 shall serve for five years; provided that:**
  - (1) for the terms immediately succeeding each of the terms in effect on January 1, 2025, each member shall serve for a term expiring on the May 1st that is four full calendar years after the commencement of their term; and**
  - (2) subsequent to the immediately succeeding terms described in subsection (e)(1) of this Section, each member will serve for four (4) years.** ~~Members shall be appointed for a term of five (5).~~ **Appointments shall beginning on January May 1 and ending on December April 30** (Ord. 2894, 11-3-14)

**For example, if a term is in effect on January 1, 2025 and expires on November 16, 2025, the member appointed for the immediately succeeding term may serve from November 17, 2025 to April 30, 2029. The member appointed to the next succeeding term will serve for four years commencing May 1, 2029 and ending April 30, 2033.**

### **3. MEETINGS**

All meetings of the Zoning Board of Appeals shall be held at the call of the Chairman 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. No meeting shall be conducted in the absence of a quorum, which shall consist of 4 members.

The Board shall keep minutes of its proceedings. The minutes shall show the vote, or absence or abstention, of every member upon every official action and shall be a public record on file in the office of the Zoning Administrator.

## **E. ZONING ADMINISTRATOR**

The Zoning Administrator of the City shall be such person as the Mayor, with the advice and consent of the City Council, may appoint.

The Zoning Administrator shall be charged with the enforcement of this Ordinance. In discharging this responsibility, he or she or his or her designee shall:

1. issue Zoning Certificates, Certificates of Occupancy, Conditional Use Permits, Special Use Permits, and Temporary Use Permits
2. conduct inspections of uses to determine compliance with this Ordinance
3. notify in writing any party believed to be responsible for violating a provision of this Ordinance and order action within 10 days to correct the violation
4. require that construction work in violation of this Ordinance be stopped
5. prepare and cause to be published on or before March 31 of each year a Zoning District Map as amended through the preceding December 31
6. receive, determine completeness and compliance with this and other applicable ordinances of, and forward to the Plan Commission or Zoning Board of Appeals as appropriate all applications and notices required by this Ordinance and determined to be in compliance therewith
7. maintain records of applications filed, public hearings held, permits and certificates issued, inspections made, reports rendered, and notices or orders issued under the provisions of this Ordinance, and make such records available for public inspection
8. request the assistance and cooperation of other City officials, departments, boards, or commissions, or other agencies as necessary in the discharge of his or her duties

# **ADMINISTRATION**

## *City of Warrenville Zoning Ordinance*

9. advise the City Attorney of violations and other matters requiring legal action and be entitled to rely on his or her opinion as to the interpretation or legal application of this Ordinance
10. procure such engineering, planning, or legal assistance from technical experts outside the City government as may be necessary to discharge his or her duties and as is authorized by the City Council
11. discharge such other duties as may be placed on him or her by this Ordinance or by the Mayor or City Council.

**4910-9484-0629, v. 1**