

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK        )

**CLERK'S CERTIFICATE**

I, Gary Woll, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, do hereby certify that the annexed and foregoing is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

**ORDINANCE NO. CO-2013-24**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF  
THE MAYWOOD VILLAGE CODE RELATIVE TO  
REORGANIZATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT  
AND THE CREATION OF AN ASSISTANT VILLAGE MANAGER POSITION**

which Ordinance was passed by the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 16<sup>th</sup> day of April, 2013, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 16<sup>th</sup> day of April, 2013.

I further certify that the vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

**AYES:** Mayor Yarbrough Sr., Trustee(s) G. Guzman, A. Jaycox,  
~~E. Perkins, M. Rogers, M. Lightford and R. Rivers~~

**NAYS:** None

**ABSENT:** None

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 16<sup>th</sup> day of April, 2013.

*Gary Woll*  
\_\_\_\_\_  
Village Clerk

[SEAL]



**ORDINANCE NO. CO-2013-24**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF  
THE MAYWOOD VILLAGE CODE RELATIVE TO  
REORGANIZATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT  
AND THE CREATION OF AN ASSISTANT VILLAGE MANAGER POSITION**

**WHEREAS**, the Village of Maywood ("Maywood") is a home rule municipality, having all of the powers and authority granted to such municipalities pursuant to Article VII, Section 6 of the Illinois Constitution of 1970, including the right to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the Village President and Board of Trustees of the Village have the authority to amend the Maywood Village Code; and

**WHEREAS**, the Village Manager, in consultation with the Village President and Board of Trustees desires to reorganize certain departments within the Village to create an Assistant Village Manager position whose duties shall include assisting the Village Manager in the day-to-day operation of the Village, as well as performing the duties previously assigned to the Director of Community Development, all as set forth below in this Ordinance, to better serve the Village residents, property owners, business owners and the public; and

**WHEREAS**, the Village President and Board of Trustees of the Village find it to be in the best interests of the Village to reorganize certain departments within the Village to create an Assistant Village Manager position whose duties shall include assisting the Village Manager in the day-to-day operation of the Village, as well as performing the duties previously assigned to the Director of Community Development, all as set forth below in this Ordinance, to better serve the Village residents, property owners, business owners and the general public.

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1:** The findings set forth above are incorporated by reference into this Section 1 as if fully recited herein.

**SECTION 2:** A new Section 30.13 of the Maywood Village Code is created, to read in its entirety as follows:

**"§ 30.13 ASSISTANT VILLAGE MANAGER.**

**(A) Creation and Appointment. There is hereby created the position of Assistant Village Manager of the Village. The Assistant Village Manager shall be**

appointed by the Village Manager and shall be under the jurisdiction and control of the Village Manager.

(B) *Duties.* The Assistant Village Manager shall be responsible for performing those administrative, professional and supervisory duties, as assigned by the Village Manager from time to time, in order to assist the Village Manager in directing the day-to-day operations of the Village. The Assistant Village Manager's position also includes serving as the Director of Community Development and performing the duties of the Director of Community Development as set forth in this Code. In the capacity of Director of Community Development, the Assistant Village Manager shall oversee and provide for the administration and coordination of all building and land development, code enforcement, and zoning and planning issues and related activities within the Village, as set forth throughout the Code and specifically in Section 31.05. All references to the Director of Community Development throughout this Village Code shall mean the Assistant Village Manager, acting in his or her capacity as Director of Community Development.

(C) *Bond.* The Assistant Village Manager shall give bond to the Village in an amount to be determined at the time of his or her appointment.

(D) *At-Will Employee.* The Assistant Village Manager is an at-will employee and shall serve at the pleasure of the Village Manager."

**SECTION 3:** The current text of Section 31.05 (Community Development Department) of the Maywood Village Code is amended to read in its entirety as follows:

**"§ 31.05 DEPARTMENT OF COMMUNITY DEVELOPMENT.**

**(A) *Creation and Purpose.*** There is hereby created a Department of Community Development, an executive department of the Village. The Department of Community Development shall be under the jurisdiction and control of the Village Manager, and under the direct supervision of the Assistant Village Manager, who shall also serve as the Director of Community Development. The Department of Community Development shall provide for the administration and coordination of all building and land development, code enforcement, and zoning and planning issues and related activities within the Village.

**(B) *Composition.*** The Department of Community Development shall include a Code Enforcement Division and a Planning and Development Division. The Department of Community Development shall be composed of such officials, deputies, assistants and employees, including supervisors, inspectors, clerks, project assistants and other employees as may be necessary to carry out the functions of the Department and as may be financed by the President and Board of Trustees in the annual budget of the Village.

(C) ~~Director of Community Development Supervision~~. The head and direct supervisor of the Department of Community Development shall be the Assistant Village Manager, who shall also serve known as the Director of Community Development. ~~The Director of Community Development shall be appointed by the Village Manager and shall be an official of the Village. The Director of Community Development shall report directly to the Village Manager.~~ The duties and responsibilities of the Assistant Village Manager, acting in his or her capacity as Director of Community Development, shall include oversight of the Code Enforcement Division and Planning and Development Division. All of the powers, duties, and responsibilities set forth below for the Code Enforcement Division and Planning and Development Division and the heads of those Divisions may be performed as well by the Assistant Village Manager, acting in his or her capacity as Director of Community Development as well, in his or her discretion, or may be performed at his or her direction. ~~The Director of Community Development Assistant Village Manager shall give bond to the Village in an amount to be determined at the time of his or her appointment.~~ All references to the Director of Community Development throughout this Village Code, shall mean the Assistant Village Manager acting in his or her capacity as Director of Community Development.

(D) *Planning and Development Division*. The head of the Planning and Development Division shall be known as the Coordinator of Compliance. The Coordinator of Compliance shall be appointed by the Village Manager and shall report directly to the Assistant Village Manager acting in his or her capacity as Director of Community Development. The powers, duties and responsibilities of the Planning and Development Division and the Coordinator of Compliance, and his or her subordinates, shall be under the oversight of and at the direction of the Assistant Village Manager, acting in his or her capacity as Director of Community Development, and shall include, but are not limited to:

(1) Oversight of all planning and zoning matters, including, but not limited to:

(a) general oversight of all planning activities within the Village, including the development and periodic updating of a comprehensive plan for the Village.

(b) enforcing the zoning regulations adopted by the Village.

(c) providing public information on the provisions of the Village zoning regulations.

(d) processing and forwarding to the Plan Commission/Zoning Board of Appeals all applications for appeals, variations, special uses, map or text amendments, or other matters on which the Plan Commission/Zoning Board of Appeals is required to review pursuant to law, this Code, or the Village's zoning regulations.

(e) reviewing and preparing recommendations on all matters going before the Plan Commission/Zoning Board of Appeals and otherwise assisting the Plan Commission/Zoning Board of Appeals in the administration of its duties and responsibilities.

(f) maintaining possession of appropriate records and files pertaining to the zoning regulations of the Village, including, but not limited to, zoning maps, amendments, special uses, variations, and appeals.

(g) acting as Zoning Administrator and carrying out the powers and duties of the Zoning Administrator as set forth in the Village's zoning regulations.

(2) Oversight of all economic development activities within the Village, including but not limited to:

(a) monitoring all new residential, commercial and industrial development within the Village.

(b) planning, managing and developing programs related to residential, commercial and industrial redevelopment within the Village.

(c) activities related to protecting and strengthening the character of the residential, commercial and industrial areas located within the Village.

(d) oversight of properties owned by the Village and coordinating the acquisition and/or transference of same.

(e) striving to have properties placed back onto the tax rolls and/or to otherwise become economically productive.

(3) Oversight of all community development functions and grant activities related to community development within the Village, including, but not limited to:

(a) investigation of matters pertaining to community development and federal and state grant aid programs.

(b) preparation of applications and supporting documentation regarding requests to federal and state agencies for funds for local housing and community development needs, and at the authorization of the President and Board, to file such applications as may be required.

(c) carrying out activities related to housing and housing rehabilitation.

(d) supervising the inspection of substandard housing, the preparation of cost estimates, and the preparation of rehabilitation job specifications.

(e) reviewing and recommending to the President and Board of Trustees or other appropriate Village body approval of loans and grants related to community development and rehabilitation.

(f) submitting to the appropriate funding agencies such reports as may be required quarterly, semi-annually, annually, biannually, and the like. Such reports include any reports required by the United States Department of Housing and Urban Development. A copy of all periodical reports shall also be submitted to the President and Board of Trustees.

(4) Other miscellaneous duties, including, but not limited to:

(a) with the assistance of the administrative staff of the Department of Community Development, keeping all records and transactions of the Planning and Development Division, including all records required by federal and state funding agencies, all financial records, records and files related to applications for rehabilitation loans and grants, and other such records as may be necessary for the efficient operation of the Division.

(b) oversight and management of all environmental Brownfield areas within the Village.

(c) managing the registration of landlords pursuant to Section 150.100 of the Village Code.

(d) the performance of any other duties at the direction of the Assistant Village Manager~~Director of Community Development~~.

(E) *Code Enforcement Division*. The head of the Code Enforcement Division shall be known as the Coordinator of Enforcement. The Coordinator of Enforcement shall be appointed by the Village Manager and shall report directly to the Assistant Village Manager, acting in his or her capacity as Director of Community Development. The powers, duties and responsibilities of the Code Enforcement Division and the Coordinator of Enforcement, and his or her subordinates, shall be under the oversight of and at the direction of the Assistant Village Manager, acting in his or her capacity as Director of Community Development, and shall include, but are not limited to:

(1) carrying out the duties and responsibilities of the Community Development Department relative to enforcement of the Building Code and other Codes adopted by the Village, as well as other departmental duties relative to Code Enforcement as set forth throughout the Village Code;

(2) conducting plan review and the issuance of permits as appropriate pursuant to the Village Code and any other codes or regulations adopted by the Village;

(3) conducting inspections required by the Village Code and any other codes or regulations adopted by the Village, and oversight of all inspectors, including electrical and plumbing inspectors;

(4) the power to order all work stopped on construction or alterations and/or repairs to buildings within the corporate limits of the Village whenever such work is being done in violation of the Village Code, building, zoning, and property maintenance codes or any other Village code or regulation;

(5) the power, for the purposes of making inspections at any reasonable time, to make or cause to be made entry into any building or premises where work or altering, repairing and/or constructing any building or structure is commenced;

(6) issuing notices of violations and citations for violations of the Village Code or any building or other Codes or regulations adopted thereunder;

(7) approving certificates of occupancy and zoning for any structure or use of land in the Village;

(8) with the assistance of the administrative staff of the Community Development Department, keeping all records and transactions of the Code Enforcement Division, including all records, all financial records, records and files related to applications for permits and inspections, records related to compliance issues concerning properties within the Village, and other such records as may be necessary for the efficient operation of the Division; and

(9) the performance of any other duties at the direction of the Assistant Village Manager~~Director of Community Development~~.

(F) *At-Will Employee*. Notwithstanding wording contained in other parts of the Village Code, ~~the Director of Community Development~~, the head of the Planning and Development Division, if applicable, and the Coordinator of Enforcement, are all at-will employees and shall serve at the pleasure of the Village Manager.”

**SECTION 4:** All ordinances, or parts of ordinances, in conflict with the provisions of this Ordinance, to the extent of such conflict, are repealed.

**SECTION 5:** Each section, paragraph, clause and provision of this Ordinance is severable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

**SECTION 6:** Except as to the Code amendments set forth above in this Ordinance, all Chapters and Sections of the Maywood Village Code, as amended, shall remain in full force and effect.

**SECTION 7:** This Ordinance shall be in full force and effect immediately upon its passage, approval and publication as required by law.

**ADOPTED** this 16<sup>TH</sup> day of April, 2013, pursuant to a roll call vote as follows:

Mayor Yarbrough Sr., Trustee(s) G. Guzman, A. Jaycox,

**AYES:** E. Perkins, M. Rogers, M. Lightford and R. Rivers

**NAYS:** None

**ABSENT:** None

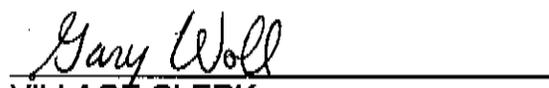
**APPROVED** by me this 16<sup>th</sup> day of April, 2013 and attested by the Village Clerk that same day.

  
VILLAGE PRESIDENT

**ATTEST:** Gary Woll  
VILLAGE CLERK



Published by me in pamphlet form this 16<sup>th</sup> day of April, 2013

  
VILLAGE CLERK