

# Commission & Committee

## DUTIES & RESPONSIBILITIES

### BEAUTIFICATION COMMITTEE

- a) Plan each year's beautification award campaign.
- b) Determine the type of awards to be given to the individual winners.
- c) Observe all properties in the Village and make recommendations to the general body of the Committee which of those properties observed they feel should be considered for special recognition.
- d) Once all of the recommendations are made, score each property according to prior criteria established by the Committee. Properties that score the highest shall be awarded recognition. In the event that any particular property's score is equal to that of another like property, duplicate recognition shall be awarded.
- e) Report to the Board of Trustees, in writing, the winners of the campaign.

### ECONOMIC DEVELOPMENT COMMISSION

- a) Review the history and existing studies and planning ordinances of the Village;
- b) Conduct such studies as are necessary to gather information within the area of economic development;
- c) Review and recommend areas for economic development within the Village and the types of development recommended for these areas;
- d) Conduct a comprehensive review of the financial alternatives which are available and feasible for the Village to use to encourage economic growth, including, but not limited to, industrial revenue bonds, community development block grant funds, Federal economic development programs, tax incremental financing, commercial development bonds and MFT for road construction in commercial areas;
- e) Study both long term and short term activities to be recommended to the Board of Trustees; and
- f) Study any and all other matters that are pertinent to the subject of economic development as may seem appropriate.

### FIRE & POLICE COMMISSION

The commission consists of three individuals: Chairman, Secretary and Member. They are required to hold and attend a minimum of four Quarterly Meetings a year. Also, when needed, the commission holds Special Meetings.

The commissioners attend Spring & Fall Conferences. It is during these conferences that they receive their training; and, attend general sessions for updates to the law and statutes. The commissioners participate in the Entry Level Police Officer testing and oral interviews to establish the Preliminary and the Final lists.

The commissioners are involved in the pre-employment testing and hiring of police officers. The commissioners also participate in the Corporal and Sergeant Promotional testing and oral interviews to establish the Preliminary and the Final lists. The commissioner's review and update the police department's Rules & Regulations.

### HUMAN RELATIONS COMMISSION

- a) To receive and investigate complaints charging unlawful discriminatory acts and unfair housing practices;
- b) To initiate complaints charging unlawful discriminatory acts and unfair housing practices;
- c) To endeavor, by conciliation, to resolve any such complaint;
- d) To hold adjudicative hearings, make findings of fact and issue administrative orders and render advisory decisions with respect to any such complaints and orders in accordance with this chapter;
- e) To recommend, when it deems necessary, educational and other programs designed to promote the purposes of this chapter;
- f) To recommend actions to obtain legislative, administrative or judicial relief and to support such actions to the degree commensurate with the Commission's status as a Village commission;
- g) To gather and provide for the exchange of information, relative to the provisions of this chapter among real estate agents, lending institutions, developers, employers, Municipal officials, community organizations and other persons, with an interest in effective enforcement of this chapter,
- h) To render at least once a year to the corporate authorities a written report of the Commission's activities and recommendations with respect to fair housing practices, which report shall be made public after submission to the corporate authorities;
- i) To adopt such rules and regulations as the Commission may deem necessary or desirable for the conduct of its business and to carry out the purposes of this chapter;
- j) To gather current information on all Federal or State funded housing, Section 8 or other Federal programs relevant to housing financing, sales or rentals in the Village;
- k) To do such other acts as are necessary to perform those duties with which the Commission is charged under this chapter.

## MEDIATION CORPS

The Mediation Corps is a service of the Village of Richton Park provided by residents trained in the techniques of mediation. It is available to residents or businesses who wish to settle conflicts voluntarily through peaceful means.

## PARKS & RECREATION COMMISSION

- a) Work with the Parks and Recreation Director by offering program ideas and assisting in the planning of new programs and special events, and ensure that the programs offered are diverse and safe.
- b) Work with the Director of Parks and Recreation to formulate short and long term park development goals.
- c) Provide guidance regarding the implementation of programs and special events.
- d) Provide assistance to the Director with fund raising efforts.
- e) Serve as an ambassador for the Parks and Recreation Department in the Village as to assist in determining the wants and desires of the community.
- f) Undertake a periodic review of the department budget for the purpose of understanding program development.
- g) The Chairperson or designee will provide reports as warranted to the Board of Trustees during regularly scheduled Village Board meetings.
- h) Provide guidance and input with the development of the Village Board newsletter.

## PLANNING & ZONING COMMISSION

The Village of Richton Park's Planning and Zoning Commission shall consist of seven (7) members appointed by the President and the Board of Trustees. Each member shall be appointed to serve a term of five (5) years. The Planning and Zoning Commission is hereby vested with the following jurisdiction and authority:

- a) Prepare and recommended to the Board of Trustees a comprehensive plan, which shall be known as the Official Plan of the Village which shall include all the territory within another municipality.
- b) Prepare and recommend to the Village Board from time to time changes in the Official Plan.
- c) Prepare and recommend from time to time recommendations for implementation of the Official Plan
- d) To hold public hearings on proposed amendments to the Village Zoning Ordinance and Development Code.
- e) Review of requests of plats of subdivision as outlined in the Village Development Code.
- f) Review of site plans as required by the Village Zoning Ordinance and Development Code.
- g) Review of other policy issues that the Village Board may forward to the Planning and Zoning Commission for recommendation.
- h) To hear and decide upon from any order, requirement, decision or determination made by the Zoning Administrator under this ordinance.
- i) To hear and pass upon application for variations from the terms provided in this Zoning Ordinance in the manner prescribed by, and subject to, the standards established herein.

## POLICE PENSION FUND TRUSTEES

The police pension board oversees the contributions, investments and distribution of all full time police officer's pensions. It has two mayor appointed positions, two elected full time officers and one elected retired member. Each position is a two year term.

A person who sits on this board would be required to attend four meetings a year (quarterly) and any special scheduled meetings. They also are required to attend a 32 hour statute required initial training and a yearly 16 hour required training.

## SCHOLARSHIP COMMITTEE

The Scholarship Committee publicizes scholarships, accepts and reviews scholarship applications and makes their recommendations of winners to the Board of Trustees.

## SENIOR CITIZEN ADVISORY COMMITTEE

The Senior Citizen Advisory Committee is established to enhance the quality of life for senior citizens in the Village of Richton Park.

## SISTER CITIES COMMITTEE

- a) To assist the Village in coordinating present and future Sister City relationships.
- b) To recommend promotion and fundraising activities for the Sister Cities programs appropriate.
- c) To research and recommend to the President and Board of Trustees potential Sister Cities.
- d) To work with other local governmental bodies to achieve the social and educational benefits arising out of establishing a Sister City relationship.
- e) To recommend programs and affiliations with potential Sister Cities.

## VETERANS COMMISSION

The Veterans Committee will acknowledge and honor veterans who previously or currently reside in the Village of Richton Park. The Committee shall be responsible for the planning and implementation of the community's annual Veterans Day Ceremony held on the First Saturday of November, ensuring the event reflects Richton Park's respect and appreciation of the many sacrifices made by our honorable military personnel on behalf of our country. The committee may also oversee the future planning and erection of a permanent Veterans Memorial site within the Village of Richton Park.

## YOUTH ADVISORY COMMITTEE

The Youth Advisory Committee will work with the Parks and Recreation Commission on these same focus areas. The purpose of the Youth Advisory Committee is to have a group of youth who can be the voice for their peers. Youth Committee members would also participate in fundraising, planning trips, and volunteering for special events. All participants will be able to receive credit for volunteer hours as well.

### *Qualifications*

- a) Must be a resident of Richton Park
- b) Applicant must be in 9th – 12th grade
- c) Must have 2.5 G.P.A. or above
- d) 2 letters of recommendation are required



**Village of  
Richton Park**

**JOIN THE**

**TEAM**

# SEEKING NEW MEMBERS! COMMISSIONS & COMMITTEES

Richton Park's Commissions and Committees are comprised of volunteers, business owners, home owners, and village staff who seek to enhance the quality of Richton Park for its residents.

Whether you are interested in recreational activities, cultural events, technology issues or land-use practices, the Village of Richton Park has opportunities for you to volunteer to share your time and talents!

## Beautification Committee

**MEETINGS** 1st Wed of each month - 6:30pm  
Richton Park Community Center

**CONTACT** Earnest Walls - 708.481.8950 ext 122  
ewalls@richtonpark.org.

## Economic Development Commission

**MEETINGS** 1st Tues of each month - 6:30pm  
Village Hall

**CONTACT** Pete Saunders - 708.481.8950 ext 143  
psaunders@richtonpark.org.

## Fire & Police Commission

**MEETINGS** When needed at Village Hall

**CONTACT** Virginia Zurek - 708.283.6393 ext 209  
vzurek@richtonpark.org.

## Friends of Richton Park Foundation

**MEETINGS** 3rd Wed of each month - 6pm  
Richton Park Community Center

**CONTACT** Ashley Turner - 708.753.8800 ext 149  
aturner@richtonpark.org.

## Human Relations Commission

**MEETINGS** 4th Thurs of each month - 7:30pm  
Richton Park Community Center

**CONTACT** Kenneth Jones - 708.481.8950 ext 120  
kljones@richtonpark.org.

## Parks & Recreation Commission

**MEETINGS** 2nd Wed of each month - 6:30pm  
Richton Park Community Center

**CONTACT** Ashley Turner - 708.753.8800 ext 149  
aturner@richtonpark.org.

## Planning & Zoning Commission

**MEETINGS** 2nd & 4th Tues of each month  
7:30pm - Village Hall

**CONTACT** Pete Saunders - 708.481.8950 ext 143  
psaunders@richtonpark.org.

## Scholarship Committee

**MEETINGS** When needed at Richton Park  
Community Center

**CONTACT** Ashley Turner - 708.753.8800 ext 149  
aturner@richtonpark.org.

## Senior Citizen Advisory Committee

**MEETINGS** 3rd Thurs of each month - 9:30am  
Richton Park Community Center

**CONTACT** Kenneth Jones - 708.481.8950 ext 120  
kljones@richtonpark.org.

## Sister City Committee

**MEETINGS** 4th Thurs each month - 6:30pm  
Richton Park Community Center

**CONTACT** Kenneth Jones - 708.481.8950 ext 120  
kljones@richtonpark.org.

## Veterans Commission

**MEETINGS** 3rd Wed of each month - 11am  
Richton Park Community Center

**CONTACT** Kenneth Jones - 708.481.8950 ext 120  
kljones@richtonpark.org.

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