

**VILLAGE OF MORTON
ORDINANCE 25-19**

**AN ORDINANCE MAKING AMENDMENTS TO SECTION 10-10-1 OF THE
MORTON MUNICIPAL CODE REGARDING THE OVERSIGHT OF THE ZONING
ENFORCEMENT OFFICER**

WHEREAS, Title 10, Chapter 10, Section 1 of the Morton Municipal Code states that the oversight of the Zoning Enforcement Officer is the responsibility of the President and Board of Trustees; and

WHEREAS, The Board of Trustees desires to reassign the oversight of the Zoning Enforcement Officer position to the Director of Public Works.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Morton, in the State of Illinois, as follows:

SECTION 1: **AMENDMENT** “10-10-1: Responsibility For Zoning Administration” of the Morton Municipal Code is hereby *amended* as follows:

A M E N D M E N T

10-10-1: Responsibility For Zoning Administration

The authority for administration of this Title is hereby vested in the Zoning Enforcing Officer (ZEO), the Zoning Board of Appeals, and the Plan Commission.

A. Duties Of The ZEO In Administration Of This Title: The office of the ZEO is created and maintained by this Title who shall be appointed by the President with the advice and consent of the Board of Trustees. The ZEO shall~~by and~~ at all times act under the direct control of the Director of Public Works ~~President and the Board of Trustees~~. The ZEO, in his responsibilities under this Title, shall carry out and perform the following duties:

1. Issue all zoning permits and maintain records of permits issued.
2. Issue all zoning certificates of occupancy and maintain records of certificates issued.
3. Conduct inspections to determine if use of land and buildings is in compliance with this Title.
4. Inform persons in violation of this Title of the provisions of the Title with which they are in noncompliance and the remedies available to them.
5. Notify the Village Board and Village Attorney, by letter, of persons found in violation. (Ord. 78-31, 3-5-79)
6. Consult with Village Attorney and institute proceedings as authorized by this Title and by law against persons in noncompliance with this Title. (Ord. 83-12, 8-1-83)

7. Maintain the necessary forms for permits, appeals, zoning amendments, special uses, variances, and other matters required to be acted upon by the Plan Commission and Zoning Board of Appeals.
8. Maintain permanent and current records of the administration of this Title, including copies of zoning ordinances (including the Zoning District Map), all amendments and all special uses, variations, appeals, and applications thereof.
9. Receive, file, and forward to the Plan Commission applications for special uses, amendments to this Title, and arrange for proper public notice for public hearings, including legal published notices as well as public notice by mail to property owners within two hundred fifty feet (250') of the subject property. Applicants for actions requiring public notice shall provide a listing of owners of record within such two hundred fifty foot (250') distance. Assist on other matters on which the Plan Commission is authorized to pass under this Title.
10. Receive, file, and forward to the Zoning Board of Appeals applications for variations, appeals, and other matters on which the Board is authorized to pass under this Title, and arrange for proper public notice for public hearings.
11. Make recommendations to the Village Board and Plan Commission periodically on the need for amending and restudy of the provisions of this Title and the method suggested to do so.
12. Serve as liaison between the Plan Commission and the Board of Appeals.
13. Enforce all zoning ordinances.
14. Develop and enforce administrative procedures pertaining to zoning matters.
15. With regard to building permits, administer and review applications and insure compliance with all ordinance requirements.
16. Issue permits for sanitary sewer, gas, curb, street openings, and certificates of occupancy and, where appropriate, coordinate and conduct inspections.
17. Review home occupation applications and, where applicable, issue permits.
18. Administer and review applications for variances, special uses, and zoning amendments.
19. Administer sidewalk, and curb and gutter programs.
20. Review site plans regarding landscaping, masonry, parking, setbacks, and signs.
21. Enforce ordinances pertaining to the condition of property.
22. Supervise such subordinate personnel as the Board of Trustees may provide for from time to time.
23. Perform such other duties as may be prescribed by the Board of Trustees from time to time. (amd. Ord. 05-50, 4-3-06)

B. Duties Of The Plan Commission In Administration Of This Title: The Plan Commission of the Village has the following duties and responsibilities under this Title:

1. Receive, from the ZEO, hear, and make findings of fact on all applications for amendments to this Title and to report such findings and recommendations to the Village Board.
2. Receive, from the ZEO, hear, and make findings of fact on all applications for special uses, and to report such findings and recommendations to the Village Board.

3. Hear and decide all other matters upon which it is required to pass under this Title.
 4. Plan Commission may establish its own rules and procedures for carrying out its duties.
- C. Duties Of The Zoning Board Of Appeals In Administration Of This Title: The Zoning Board of Appeals of the Village of Morton has the following duties and responsibilities in the administration of this Title:¹
1. Receive, from the ZEO, hear, and make determinations of appeals filed by any person, office, department, board, or bureau aggrieved by a decision of the ZEO and notify the ZEO of such determination.
 2. Receive, from the ZEO, hear, and grant variations of this Title in harmony with the general purpose and intent, and only in the specific instances contained in the variation procedures outlined in this Chapter and notify the ZEO of such variation actions. (Ord. 78-31, 3-5-79)

¹ See also Title 2, Chapter 7 of the Morton Municipal Code.

SECTION 2: **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 4: **EFFECTIVE DATE** This Ordinance shall be in full force and effect from and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE VILLAGE OF MORTON PRESIDENT AND BOARD OF TRUSTEES MARCH 17, 2025.

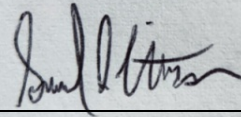
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Trustee Hilliard	X _____	_____	_____	_____
Trustee Leitch	X _____	_____	_____	_____
Trustee Menold	X _____	_____	_____	_____
Trustee Parrott	X _____	_____	_____	_____
Trustee Newman	X _____	_____	_____	_____
President Kaufman	_____	_____	_____	_____

Presiding Officer

Attest



 Jeffrey L. Kaufman, Village President,
 Village of Morton



 Sam Ritthaler, Village Clerk, Village of
 Morton

