



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

SECTION 2: OVERVIEW

Subject: Zoning Board/Planning Commission Compensation **Requested by:** _____

To Committee(s): Finance; Full Board **Meeting Date(s)** 05-12-2022; 05-19-2022

Action Requested (Select One): ☐ Motion ☒ Resolution ☐ Ordinance ☐ Contract Approval

Executive Session ☐ YES ☐ NO **5 ILCS 120/2(c) Exception:** _____

Requestor's Recommended Action:

Motion to approve the Zoning Board of Appeals and Planning Commission Compensation Resolution effective for FY 2023.

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.

An increase in per diem, per meeting, for Zoning Board of Appeal and Planning Commission Members from \$60.00 to \$80

SECTION 4: FINANCIAL IMPACT

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.

Budgetary Status (check all that apply):

Cost of Proposed Action: \$ 4,800

- ☐ This action has no budgetary implications.
- ☐ Funds are available in this FY budget. Line-item Description/Number _____
- ☐ Funds are not budgeted in this FY. Proposed funding source: _____
- ☒ If approved, funds will be requested for this action in next year's budget.
- ☐ This action will bring in additional revenue of \$_____ Line-item _____
- ☐ This action will reduce expenditures and/or be budget neutral.

Budget impact will vary based on workload of ZBA and Planning.

ZBA: Est. additional annual expense: \$1,200 (12 meetings/year) - \$2,400 (24 meetings/year)

Planning: Est. additional annual expense: \$1,200 (12 meetings/year) - \$2,400 (24 meetings/year)

NOTE: Zoning Petition fees were increased to \$600 to indirectly offset the County's costs of processing petitions. There is not a direct billing/payment for "additional" meetings (beyond the regular monthly meeting) by petitioners.