



Village of Downers Grove

Council Action Summary

Table 1 - Council Action Summary.

Initiated By	Village Attorney
Effective Date	September 1, 2026
Recommendation From	
File Reference	
Nature of Action	Motion

Steps Needed to Implement Action.

Motion to accept the Boards and Commissions Project Report.

Summary of Item.

Adoption of this motion will accept the Boards and Commissions Project Report.

Record of Action Taken.

Enhance Engagement of Boards and Commissions

Final Report

August 11, 2026



Executive Summary

Background and Objectives

The Village Council has designated *Enhance Engagement of Boards and Commissions* as a Priority Action Item for the 2025-2027 Long Range Plan. The objectives are to increase the use of Boards and Commissions (B&Cs), refer more items to them, formalize their participation in the Long Range Plan, strengthen their relationship with the Village Council, and enhance recruitment efforts.

Current System and Operating Concepts

The Village currently operates 15 Boards and Commissions, eight of which are required by State statute or County Ordinance, and seven initiated by the Village Council. In 2025, these bodies held a combined 73 meetings, compared to the Village Council's 35 meetings. The engagement of these boards is currently guided by several key operating concepts:

Efficiency and Advisory Role: Boards currently operate primarily to provide advice rather than acting as "working boards," meeting only when there are specific agenda items or petitions to warrant a meeting.

In-Depth Discussion: B&Cs serve as a venue for detailed public discussion.

Staff and Council Roles: Village staff act as subject matter experts and liaisons, providing data-driven analysis and preparing meeting reports and minutes. Village Council member participation at B&C meetings is discouraged to avoid creating information disparities or unintentionally influencing board members.

Appointments: Appointments are guided by a Village Council policy involving applications, screening, and Village Council approval, with a target schedule for August appointments.

Community Representation: B&C members are intended to reflect a cross-section of the community. The appointees are intended to result in each B&C

consisting of residents who reflect a variety of different backgrounds, skills, topic matter knowledge and experiences.

Opportunities for Resident Participation: The Mayor informally limits successive terms to increase the number of residents who can participate.

Strategic Actions for 2026 and 2027

To achieve the project's objectives, the report outlines the following immediate, high-value actions to be implemented over the next two years and actions to be undertaken in the years beyond 2027.

Actions for 2026 and 2027

- Refer Additional Items to Boards and Commissions
- Continue to Refer Long Range Plan Priority Action Items to Boards and Commissions
- Planning & Zoning, Environmental Concerns, Transportation & Parking and Historic Preservation & Design Review Should Provide Input on Trends and Issues for Village Council Consideration in the Long Range Plan
- Increase Public Messaging About the Opportunities to Apply:
 - Identify and communicate with underrepresented groups and individuals
 - Translate recruiting materials into multiple languages
 - Partner with the Downers Grove Public Library to inform residents
 - Announce opportunities at Village Council meetings
 - Enhance the Online Application:
 - Encourage Applicants to Submit a Resume
 - Ask "How did you become aware of this opportunity?"
- Make Appointments to Boards and Commissions each August

- Continue to Establish Clear Expectations about Roles and Responsibilities and Meeting Schedules:
 - A minimum of two meetings per year
 - Most Boards and Commissions should expect to meet quarterly
- Village Council members should attend one meeting of selected Boards and Commissions to welcome newly appointed members and address all members about Village Council actions
- Boards and Commissions Should Prepare Annual Reports to the Village Council:
 - Chairs to provide verbal reports at Village Council meetings
 - Reports should focus on Board and Commission activities

Actions for Beyond 2027

- Enhance Board and Commission Members Participation in Recruiting Efforts
- Engage in Informal Conversations with Residents
- Encourage Residents to Apply
- Create a Press Kit for Recruiting
- Publish Board and Commission Member Video Testimonials
- Invite Boards and Commissions Members to Attend Coffees with the Council
- Provide Updates About Village Council Actions and Activities to B&C Members

Expected Results and Impacts

Implementation of the above actions for 2026/2027 and beyond is expected to significantly further the five project objectives. Boards and Commissions will consider more items and issues and formally participate in the Long Range Plan. The relationship between the Village Council and Boards and Commissions should

be enhanced and the expanded recruitment efforts should result in more people applying for positions. Implementation will also result in additional work of attending additional meetings, drafting additional staff reports, preparing annual reports and Long Range Plan reports and undertaking additional recruiting activities.

Background

The Village Council identified *Enhance Engagement of Boards and Commissions* as a Priority Action Item for the 2025-2027 Long Range Plan. The project consists of five objectives:

- Increase the use of Boards and Commissions
- Refer additional items to Boards and Commissions
- Formalize participation in the Long Range Plan
- Strengthen the relationship between the Village Council and Boards and Commissions
- Enhance Recruitment Efforts

The Village Council discussed this project at the February 17, April 14, May 5, June 9, and August 4, 2026 meetings.

Report Contents

This report consists of the following sections:

- Current System of Board & Commission Engagement
- Actions for 2026/2027 and Beyond
- Expected Results and Impacts
- Appendix - General Information and Roles and Responsibilities

Current System of Board & Commission Engagement

The Village has 15 Boards and Commissions. Each board has its own powers and duties enumerated in the Village Code. Eight of the Boards and Commissions are

required by State statute or County Ordinance while the other seven were initiated by the Village Council.

Required by Statute	Village Initiated
Board of Police & Fire Commissioners	Liquor Commission
Planning and Zoning Commission	Environmental Concerns Commission
Foreign Fire Insurance Tax Board	Community Events Commission
Police Pension	Transportation & Parking Commission
Fire Pension	Historic Preservation & Design Review Board
Stormwater Floodplain Oversight	Human Service Commission
Building Board of Appeals	Technology Commission
Library Board of Trustees	

In 2025, the Boards and Commissions held 73 total meetings. During the same time period, the Village Council met 35 times, as shown in the table below.

Board & Commission	Number of Meetings in 2025
Planning & Zoning Commission	13
Board of Police and Fire Commissioners	10
Foreign Fire Insurance Tax Board	10
Human Service Commission	9
Environmental Concerns Commission	8
Police Pension	4
Fire Pension	4
Liquor Commission	4
Transportation & Parking	4
Historic Preservation & Design Review Board	4
Community Events Commission	3
Stormwater Floodplain Oversight	0
Building Board of Appeals	0
Technology Commission	0
Total Board and Commission Meetings	73
Village Council Meetings	35

Key Operating Concepts

The current engagement of Boards and Commissions (B&C's) is based on the following key operating concepts:

Operate Efficiently - Boards and Commissions meet only when there are agenda items to warrant a meeting. Generally speaking, meetings are scheduled when a petition for an action is submitted or when the Village Council refers an item to a board for consideration. B&C's are rarely asked to generate their own agenda items. This approach minimizes the amount of staff time dedicated to B&C related activities and minimizes the number of topics and items that the Village Council considers.

Provide Advice - With a few exceptions where certain B&C's have final decision making authority (PZC for certain variations to the Zoning Ordinance, BBA, HPDRB for compliance with downtown design guidelines on certain projects), B&C's serve as advisors to the Village, providing recommendations on actions that will be considered by the Village for final action. Under this approach, B&C's are generally not considered "working boards" charged with completing tasks or specific work products. Staff is charged with completing tasks and work products which are presented to B&C's for their review and formulation of recommendations.

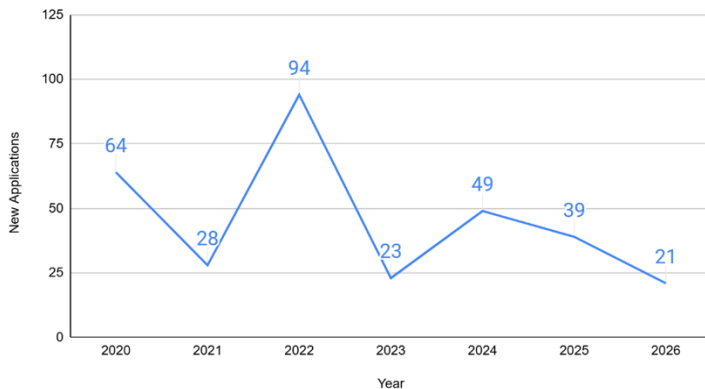
Provide a Venue for In-Depth Discussions - B&C's are tasked with considering agenda items at a detailed level, spending significant time receiving and considering input from petitioners, the public and staff. This approach provides residents an opportunity to engage with the Village on a detailed level. B&C's produce a detailed record of the discussion for Village Council review during their consideration of the issue.

Reflect a Cross-Section of the Community - The appointees are intended to result in each B&C consisting of residents who reflect a variety of different backgrounds, skills, topic matter knowledge and experiences. This approach is intended to have the B&C discussions and recommendations reflect the discussions and decisions

that the Village Council is likely to have and make. For example, the Transportation and Parking Commission (TaP) does not consist of only traffic engineers and residents who are advocates for certain traffic and parking outcomes or positions. TaP currently consists of residents who are all interested in the topic matter and have a variety of different backgrounds and experiences.

Provide Opportunities for Many Residents to Participate - B&C's provide an opportunity for many residents to participate in the Village of Downers Grove government. To increase the number of participating residents, Mayor Barnett has chosen to informally limit the number of successive terms residents may serve on B&C. This approach is designed to create turnover on B&C's and increase the number of residents who are afforded the opportunity to serve on B&C's over time.

New Applications, 2020 to 2026



Staff as Subject Matter Experts and Liaisons - Under the current system, staff members act as subject matter experts providing data-driven analysis and recommendations to B&C's, responding to technical questions and explaining the legal framework and regulatory context of agenda items. Currently there are one or more staff members with expertise relevant to the subject matter of every B&C.

Staff serve as liaisons working directly with petitioners to help prepare them for B&C meetings. They also provide information to B&C's about Village Council policies, plans and actions. The Village Code describes staff's role as follows:

Each board or commission shall be assigned a Village staff member, appointed by the Village Manager, to assist such board or commission. Such staff member shall furnish information and advice respecting such matters as the board or commission may reasonably require in order to fulfill its purposes as set forth in this Article, including copies of any relevant ordinances, plans or other data, and in so doing, may obtain information and advice from the Village Manager, Village Attorney, and other officers, departments and agencies of the Village. The Village shall employ a secretary to prepare and keep minutes and records for each board and commission.

Council Member Participation Discouraged - Village Council members are discouraged from participating in B&C meetings. Under this approach, all Village Council members have the same information about the results of B&C meetings and meeting participants address B&C members (as opposed to Council members). Council member attendance at such meetings may limit the discussion or may influence the opinion of B&C members who may be concerned about meeting the expectations of the Council member and can create an environment of information disparity within the Council itself.

Communicating and Reporting

Communication between the Village Council and B&C's is accomplished through staff in the form of written and verbal reports and the preparation of meeting minutes. B&C meetings are not televised or broadcast. Therefore, the Village Council relies primarily on the minutes of B&C meetings to understand the proceedings. In addition, staff provide written and verbal reports to the Village Council about certain B&C meetings. On some occasions, staff meet with Village Council members individually to discuss B&C meetings.

Staff liaisons to B&C's provide written and verbal reports to B&C members about Village Council plans, policies and actions that are relevant to B&C roles, responsibilities and actions.

Appointment Process

The process for appointing residents to B&C's is guided by the [Village Council policy](#). The policy, last updated in 2009, provides details on the appointment process, summarized below:

- Staff shall provide and manage Profile Sheets which serve as applications for residents to serve on B&C's.
- Staff shall identify B&C members with expiring terms and inquire if they are interested in continuing to serve.
- Staff shall facilitate the screening of applicants by the Mayor. The Mayor may delegate part or all of the screening process as the Mayor deems appropriate.
- The Mayor and staff shall circulate to the Village Council the proposed nominees for appointment.
- Council members shall review the proposed nominees and contact the Mayor or Village Manager with any comments, questions or concerns.
- The Mayor shall submit nominations to be formally approved by the Village Council at a Council meeting.
- The policy includes a schedule for the appointment process. The schedule calls for the appointments to be made in August.
- The policy is non-binding and serves as a general guideline. To enhance the involvement of Council members in the appointments, Mayor Barnett's most recent process includes the creation of a "short list" from which Council members assigned to certain B&C's select applicants for appointment.

Removal Process

The Village Code authorizes the removal of Board and Commission members (see Section 2.53.1 below).

[Sec 2.53.1 Removal Of Boards And Commissions Members](#)

- *Members of any board or commission serve at the pleasure of the appointing authority and may be removed as provided in this section.*
- *Unless otherwise specified, where removal from a board or commission is governed by statute, such statute shall control.*
- *The Mayor shall have the authority to remove any member of a board or commission where such member is appointed by the Mayor, or appointed jointly by the Mayor and Village Manager.*
- *The Village Council, by a vote of not less than four (4) members, shall have the authority to remove any member of a board or commission where such member is appointed by the Village Council; appointed by the Mayor with concurrence of the Village Council, or appointed by the Village Manager with the concurrence of the Village Council.*
- *The Village Manager shall have the authority to remove any member of a board or commission where such member is appointed by the Village Manager.*

(Ord. No. 4011, 3/9/98; Ord. No. 4582, 4/20/04; Ord. No. 4877, 6/5/07) (Ord. 5702, Amended, 06/12/2018)

Actions for 2026/2027 and Beyond

The following actions are intended to further the goals and objectives of the Enhance Engagement of Boards and Commissions Priority Action Items. The actions for 2026 and 2027 are intended to be undertaken upon Village Council acceptance

of this report. These actions can be implemented in a short time frame, providing a high value.

The actions labeled as “Beyond” are intended to be implemented in future years.

Actions for 2026/2027

- Village Council Should Refer Additional Items to Boards and Commissions - Under the current Village Code and engagement system, the Council has the ability to refer items to Boards and Commissions for their consideration. The Council should consider increasing the number of items referred.
- Village Council Should Continue to Refer Long Range Plan Priority Action Items to Boards and Commissions - The Village Council has been referring Long Range Plan Priority Action Items to Boards and Commissions for many years. Examples of recent referrals include *Solid Waste Contract*, *Update the Zoning Ordinance*, *Conduct an Attainable Housing Study* and all four plans in the Guiding DG initiative. This practice should continue.
- Selected Boards and Commissions Should Provide Input on Trends and Issues for Village Council Consideration in the Long Range Plan - The Planning & Zoning Commission, Environmental Concerns Commission, Transportation & Parking Commission and Historic Preservation & Design Review Board all recently provided input and recommendations on the Guiding DG planning initiative. These same boards should play a formal role in the preparation of the Long Range Plan by providing input on Trends and Issues for Village Council consideration. These Boards and Commissions should host one meeting to identify the Trends and Issues and then provide a written report to the Council in conjunction with the start of the Long Range Planning process.
- Increase Public Messaging About the Opportunities to Apply for a Board and Commission - Ensuring that residents are aware of opportunities to apply to serve on a Board or Commission is a key component of increasing the pool of

applicants. The following steps should be taken to enhance public awareness:

- Identify and communicate with underrepresented groups and individuals
- Translate recruiting materials into multiple languages
- Partner with the Downers Grove Public Library to inform residents
- Announce opportunities at Village Council meetings
- Enhance the Online Application - The Village currently uses an online application system. This system should be enhanced to provide additional information to the Village Council. Recommended actions include:
 - Encourage Applicants to Submit a Resume
 - Ask “How did you become aware of this opportunity?”
- Village Council Should Adhere to the Appointment Schedule - The Village Council policy for appointments to Boards and Commissions includes a schedule which calls for appointments to be made in August of each year. This aligns with the expiration date of most board and commission positions. The Village Council should strive to adhere to this appointment schedule.
- Village Council Members Should Welcome Newly Appointed Members and Address All Members about Village Council Actions - The Village Council should identify Council members to attend one meeting of selected Boards and Commissions each year. The purpose of attending these meetings is to welcome newly appointed members and to address all members about Village Council actions. The Council should highlight how the Boards and Commissions’ work supports Council actions.

- Boards and Commissions Should Prepare Annual Reports to the Village Council - To directly inform the Village Council about Boards and Commissions actions and activities, selected Boards and Commissions should prepare annual reports to the Village Council. These reports should be prepared collectively by members of the Boards and Commissions with the support of staff. The Chairs should present the annual reports at a Council meeting.
- The Village Should Continue to Establish Clear Expectations about Roles and Responsibilities and Meeting Schedules - The Village Code and governance model detail the roles and responsibilities of each Board and Commission, including the planned meeting schedule for each year. The Village Council and staff should work together to make sure that these expectations are communicated clearly to all Board and Commission members. Pursuant to the recommendations noted above, each Board and Commission should convene at least two meetings per year. One meeting should be focused on preparing the annual report and another should include the welcome message from a Council member.

Actions for Beyond 2027

- Enhance Board and Commission Members Participation in Recruiting Efforts - The Village's recruitment efforts should include the members of Boards and Commissions. The residents currently serving in this capacity are uniquely qualified to recruit other residents who may wish to serve. Recruitment efforts could consist of engaging residents in informal conversations and encouraging them to apply.
- Publish Board and Commission Member Video Testimonials - In addition to the recruitment efforts noted above, the Village should produce and distribute video testimonials of current Board and Commission members.

- Create a “Press Kit” for Recruiting - The Village should produce a “Press Kit” to be provided to Council and Board and Commission members to assist them with recruiting efforts. It should also be posted on the Village website. The kit should include recruitment short form videos, Commission member video testimonials, a link to the Boards and Commissions webpage and other items which may be helpful in recruiting residents to apply.
- Invite Boards and Commissions Members to Attend Coffees with the Council - Coffees with the Council are an effective way for Council members to interact informally with the public. A similar interaction between the public and Board and Commission members may enhance the relationship between the Village Council and B&C’s and may further recruitment efforts. Board and Commission members should be invited to attend Coffees with the Council.
- Provide Updates About Village Council Actions and Activities to Board and Commission Members - To keep Board and Commission members informed and to further the relationship between the Council and the Boards, the Village should provide written updates to Board and Commission members on a regular basis. These updates should highlight recent Village Council actions and activities.

Expected Results and Impacts

Implementation of the above actions for 2026 and beyond is expected to significantly further the five project objectives. Boards and Commissions will consider more items and issues and formally participate in the Long Range Plan. The relationship between the Village Council and Boards and Commissions should be enhanced and the expanded recruitment efforts should result in more people applying for positions.

Implementation will also result in additional work as follows:

- Increase in the Number of Board & Commission Meetings

- Increased Staff Time
 - Preparing Staff Reports
 - Attending Meetings
 - Drafting Meeting Minutes
 - Producing the Updates Regarding Village Council Activities
- Increase in Village Council Activity
 - Reviewing and Considering Input from Boards & Commissions
 - Reviewing and Considering Long Range Plan and Annual Reports
- Increased Activity from Board and Commission Members
 - Recruitment Activities
 - Attendance at Coffee with the Council
 - Presentation of Annual Reports to the Village Council

Appendix - General Information and Roles & Responsibilities

The table below provides general information about each of the Boards and Commissions. A more detailed summary is attached to this report. The Village website includes a [webpage](#) providing information about Boards & Commissions and providing an on-line application form.

Summary of Boards & Commissions

	Members are appointed by:				Agenda Generation		Other
Board and Commission	VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
Planning & Zoning Commission		X		X	X	X	X
Stormwater and Floodplain Committee		X			X	X	X
Police Pension Board			X	X	X		X
Fire Pension Board			X	X	X		X
Board of Fire and Police Commissioners		X			X	X	X
Foreign Fire Insurance Tax Board				X			X

	Members are appointed by:				Agenda Generation		Other
Board and Commission	VC	Mayor w/ VC confirmation	Mayor	Other membership requirements	Applicant submission	Council-directed	Required by Statute
Library Board of Trustees	X						X
Building Board of Appeals				X	X		X
Historic Preservation & Design Review Board		X		X	X	X	
Community Events Commission		X		X	X	X	
Environmental Concerns Commission		X			X	X	
Human Service Commission		X		X	X	X	
Liquor Commission		X			X		
Technology Commission		X				X	
Transportation and Parking Commission		X			X	X	

Most board appointments are made with staggered terms; allowing on average 2 positions available each year.

[Planning and Zoning Commission](#)

- 13 Meetings in 2025
- Considered Petitions Related to the Zoning Ordinance
- Reviewed the Guiding DG Comprehensive Plan

The Planning and Zoning Commission is required by state law. It consists of nine voting members and three non-voting, ex-officio members; one from the Park District, Sanitary District and the local school districts. In addition, the mayor is an ex-officio member of the Planning and Zoning Commission. All ex-officio members are not entitled to vote and are not counted in determining whether a quorum of the Planning and Zoning Commission is present at any meeting.

The Planning and Zoning Commission has the following powers and duties:

- To prepare and recommend to the corporate authorities a comprehensive plan for the present and future development or redevelopment of the Village.
- To recommend to the Village Council, from time to time, such changes or specific in the comprehensive plan as the Planning and Zoning Commission may deem necessary.
- To initiate, study and make recommendations regarding matters dealing with the planning of the community and in contiguous territory outside of the corporate limits of the Village and distant not more than 1 ½ miles from such limits not included in the Village.
- To exercise such other powers germane to the above powers as may be conferred by the Village Council.

- To recommend, subject to consideration and approval by the Village Council, reasonable standards of design for subdivisions and for resubdivisions of unimproved land and of areas subject to redevelopment in respect to public improvements.
- To review preliminary and final plans for planned unit developments pursuant to the requirements of the [Zoning Ordinance](#) of the Village and to consider and recommend approval or disapproval of such plans to the Village Council, including any specific conditions of any recommended approval.
- To consider and approve certain lot reconfigurations that do not require a subdivision plat, pursuant to DGMC [Section 20.601](#) of the Village Code.
- To consider and make recommendations to the Village Council concerning any request for a waiver or variation of any requirement of DGMC [Section 19.14\(b\)](#) for construction of public improvements as a condition of obtaining a permit for access across a parkway to Village right-of-way.
- To hear, consider and recommend to the Village Council matters dealing with amendments to the [Zoning Ordinance](#).
- To hear, consider and recommend to the Village Council matters dealing with the granting of special uses.
- Notwithstanding the provisions of DGMC [Section 2.59\(a\)](#) of this Code, to hear and decide on an application for any variations or exceptions from the terms of the Downers Grove [Zoning Ordinance](#) and/or the Downers Grove Subdivision Ordinance, subject to their terms.
- To designate, subject to consideration and approval of the Village Council, land suitable for annexation to the Village and the recommended zoning classification for such land upon annexation.

- To hear and decide appeals from, and to make modifications to, any order, requirement, decision or determination made the Community Development Director responsible for the enforcement of the Downers Grove [Zoning Ordinance](#).
- To hear and decide on all matters referred to it or upon which it is required to pass under the Downers Grove [Zoning Ordinance](#).
- Any additional powers granted by the Illinois Municipal Code.

[Stormwater and Floodplain Oversight Committee](#)

- Did Not Meet in 2025

The Stormwater Committee is required by DuPage County Ordinance. The Committee consists of seven members and has the following powers:

- To hear any appeal from any requirement, application, interpretation or determination made by the Administrator in the enforcement of this Ordinance or from the inclusion therein of any special condition.
- To hold public hearings and make decisions or recommendations regarding appeals and proposed variations to this Ordinance
- To review and recommend amendments to this Ordinance.
- To perform such other duties and functions as the Village Council may from time to time direct.

Within sixty (60) days after the close of each calendar year, the Committee shall report in writing to the Village Council. Such annual report shall describe the activities of the Committee for such year and shall include an estimate of the expenses of the Committee anticipated for the next succeeding fiscal year. The Committee is authorized to make such other and further reports and recommendations to the Village Council as it shall deem necessary or desirable.

From time to time, the Village Council may also request the Committee to make recommendations with respect to particular matters.

[Police Pension Board](#)

- 4 Meetings in 2025
- Managed Fund Investments
- Awarded Retirement Benefits
- Reviewed the Pension Actuarial Model
- Approved Purchases/Expenditures
- Reviewed Independent Medical Examinations
- Engaged Actuary and Financial Advisory
- Reviewed Actuarial Required Contribution to Fund

The Police Pension Board is required by State law and operates according to the State statute. The Board consists of five members. Two of the members are appointed by the Mayor. The other members consist of two active police officers and one retired officer. The Village Treasurer is an ex-officio member. The Police Pension Board manages the police pension fund.

[Fire Pension Board](#)

- 4 Meetings in 2025
- Managed Fund Investments
- Awarded Retirement Benefits
- Reviewed the Pension Actuarial Model
- Approved Purchases/Expenditures

- Reviewed Independent Medical Examinations
- Engaged Actuary and Financial Advisory
- Reviewed Actuarial Required Contribution to Fund

The Fire Pension Board is required by State law and operates according to the State statute. The Board consists of five members. Two of the members are appointed by the Mayor. The other members consist of two active firefighters and one retired firefighter. The Village Treasurer is an ex-officio member. The Fire Pension Board manages the fire pension fund.

[Board of Fire and Police Commissioners](#)

- 10 Meetings in 2025
- Reviewed Applications and Conducted Interviews for Police Officers and Firefighter/Paramedics
- Considered Changes to the Rules

The Board of Fire and Police Commissioners is required by State law and consists of three members appointed for staggered terms of three years each. The personnel, duties, tenure of office, powers, and qualifications are established by ordinance or State law. Members of the Board are appointed by the Mayor, subject to confirmation by the Village Council. Qualifications for membership on the Board are provided by ordinance or State law.

The Board of Fire and Police Commissioners derives its power and authority from the Board of Fire and Police Commissioners Act of the Illinois Municipal Code, and from the home rule powers of the Village, as provided in the State Constitution. The powers and duties of the Board are as follows:

- To conduct examinations for and appoint all firefighters and police officers in the Village's Fire and Police Departments, except the Fire Chief, the Chief of

Police, the deputy or assistant chiefs of each department, battalion chiefs, division chiefs, auxiliary police officers, and civilian employees of the respective departments.

- To conduct examinations and certify candidates for promotion in the Village's fire and police departments.
- To conduct hearings and impose discipline, including demotions.
- To adopt, enforce, administer and amend the Rules and Regulations of the Board of Fire and Police Commissioners.
- To take such other action as the Village Council may from time to time expressly authorize or direct.
- The Board shall not have the power or authority to make any rule to govern the operation of the police or fire department or the conduct of its members.

[Foreign Fire Insurance Tax Board](#)

- 10 Meetings in 2025
- Considered Purchases for the Fire Department

The Foreign Fire Insurance Tax Board is required by State law and consists of four firefighters; one from each fire station. Members are elected to their positions by firefighters assigned to each fire station. The Fire Chief is an ex-officio member. Terms are two years.

The Board manages all funds that the Village receives from foreign fire insurance taxes. The Board adopts a final budget for the collection and expenditure of the Foreign Fire Insurance Tax, to be approved by ordinance passed by the Mayor and Village Council. The Board approves all expenditure of monies from the Fund for the maintenance, use and benefit of the Department.

[Library Board of Trustees](#) - The Downers Grove Public Library is a component unit of the Village. It is an autonomous entity with its own six-member Board of Trustees. Board members are appointed by the Village Council to terms of four years. The Library Board is required by State law. More information about the Downers Grove Public Library is available [here](#).

[Building Board of Appeals](#)

- Did Not Meet in 2025

The BBA is required by the building codes and consists of seven members who are qualified by experience and training to pass upon matters pertaining to building construction. The members and the chair are appointed by the Village Manager with confirmation by the Village Council. Members consist of an architect, structural engineer, and an engineer or contractor with experience in fire protection, electrical, plumbing, mechanical or general contracting.

The BBA is the decision making body on appeals related to the application of building codes.

[Historic Preservation Design Review Board](#)

- 4 Meetings in 2025
- Streetscapes Plan Recommendations
- Reviewed Fairview Focus Area Design Guidelines
- Reviewed Historic Landmark Inventory
- Considered a Petition for Certificate of Design Appropriateness

The HPDRB consists of seven members appointed for staggered terms of three years each. Two members must be architects, one member must be an attorney, one member must be a representative of the Downers Grove Historical Society and three (3) members are citizens from the general public.

Powers and duties consist of:

- Administer the historic preservation provisions of the Village Code
- Perform such additional duties as the Village Council may direct
- Review certain downtown projects for compliance with downtown design guidelines

The HPDRB is required to meet at least quarterly to maintain the Village's Certified Local Government designation.

[Community Events Commission](#)

- 3 Meetings in 2025
- Reviewed Applications for Community Events
- Discussed 2026 Independence Day Parade

The Community Events Commission makes recommendations to the Village Council regarding the use of public property for community events by reviewing special event temporary use applications.

The commission consists of seven members. The members, including the designation of the chairperson, are appointed by the Mayor, subject to confirmation by the Village Council. Members are appointed for staggered terms of three years each. Each member must either reside within the corporate limits of the Village; or be an employee, officer, manager or owner of a business which has one or more business locations within the corporate limits of the Village. In addition, the Manager of the Downtown Management Corporation or his/her designee and the President of the Economic Development Corporation or his/her designee serve on the Commission as non-voting, ex-officio members.

The Community Events Commission has the following powers and duties:

- To make recommendations to the Village Council regarding issues that will affect public community events that involve the use of public property and/or services in Downers Grove.
- To review and evaluate new and existing events and requests for other events that utilize public property and/or public services and make recommendations to the Village Council concerning their value as a community event.
- To review various documents that pertain to the planning of, or which govern the operation of, a specific event.
- To coordinate, supervise, publicize and encourage the widest possible participation in any community wide celebration that the Village Council may decide to support.
- To evaluate any community event and to provide the Council with an evaluation and/or recommendation.
- To establish reasonable rules and regulations governing the functions of the Community Events Commission, consistent with the powers and duties set forth herein.
- To perform such functions and activities in addition to the foregoing as the Village Council may from time to time direct.

[Environmental Concerns Commission](#)

- 8 Meetings in 2025
- Provided Environmental Sustainability Plan Recommendations
- Provided Solid Waste Contract Recommendations

The ECC consists of seven members appointed for staggered terms of three years each. Members are appointed by the Mayor, including the designation of chairperson, subject to confirmation by the Council.

The ECC has the following duties:

- To develop, prepare and review plans for the prevention, abatement, or control of environmental pollution, including but not limited to: air, water, land, and noise as directed by the Council and Village Manager.
- To develop, prepare and review plans encouraging the conservation of energy, materials, and natural resources by private citizens and public agencies in the Village as directed by the Council and Village Manager.
- To promote and encourage close cooperation between the Village and private citizens and public agencies interested in conducting natural resource, conservation, and/or environmental activities so that all such activities may be promoted and coordinated in a manner to secure the greatest benefit to the public welfare.
- To recommend the adoption of policies or ordinances and amendments or additions to existing ordinances that would encourage conservation of materials, energy and/or natural resources and aid in environmental control.
- To promulgate and effect a program of publicity and educational programs relating to environmental pollution and energy/material conservation.
- To investigate and review environmental and conservation programs and services available to residents of the Village from various State and local agencies, public and private, and to establish a method of communicating this information to the public.
- To seek, through education and dissemination of information, to achieve voluntary compliance with the policies and objectives of Article IV of Chapter

13 of this Code, from all persons in the Village whose activities may have a material impact on environmental pollution.

- At the direction of the Council or Village Manager, to conduct studies, investigations and research into matters affecting environmental quality control and energy management.
- To take such other action as the Council may from time to time expressly authorize or direct.

Human Service Commission

- 9 Meetings in 2025
- Reviewed Social Services Referral Monthly Statistical Reports
- Hosted Guest Speakers

The HSC consists of seven members appointed for staggered terms of three (3) years each, and an ex-officio member representative of a Downers Grove unit of local government. The HSC has the following powers and duties:

- To review and evaluate matters of social concern in the Village, including issues related to youth, senior citizens, families, minorities and other social groups.
- To consider such matters of social concern as may be referred to them by the Village Council and to recommend the adoption of policies or ordinances or the taking of other actions in the best interest of the Village as a whole.
- To consider the benefits to individuals and the public of proposed policies and actions and to consider the public and private costs and sources of revenue to support such policies and actions.

- To hear and investigate any matter referred to it by a court pursuant to the procedures set forth in DGMC Section 13A.24 and DGMC Section 13A.25 of the Fair Housing Article, Chapter 13A.

Liquor Commission

- 4 Meetings
- Reviewed Liquor License Applications
- Reviewed Change in Ownership Applications
- Held a Disciplinary Hearing

The Liquor Commission consists of seven members appointed by the Local Liquor Commissioner (Mayor) with confirmation by the Village Council. The chairman is designated by the Local Liquor Commissioner for the purpose of presiding over meetings conducted at the direction of the Local Liquor Commissioner.

The Liquor Commission shall have and exercise the following powers and duties:

- Upon referral of applications for liquor licenses by the Local Liquor Commissioner, to review applications and the investigation of applicants for liquor licenses, and to submit findings and recommendations to the Local Liquor Commissioner setting forth its conclusions respecting such applications.
- To conduct disciplinary hearings at the request of the Local Liquor Commissioner and to submit findings and recommendations to the Local Liquor Commissioner setting forth its conclusions respecting the existence and nature of any violation of this Chapter.
- To keep written records of its meetings and proceedings which shall be open for public inspection during regular business hours at Village offices provided

that such public records shall not include matters concerning the applicants or licensees which would result in an invasion of privacy.

- To assist the Local Liquor Commissioner in the performance of the powers and duties as requested by the Local Liquor Commissioner or Village Council.
- At the Local Liquor Commissioner's request, to review recommended revisions to this ordinance. Said reviews and recommendations shall be advisory only and shall not prevent the Local Liquor Commissioner and the Village Council from taking whatever action he/she deems appropriate or necessary.

[Technology Commission](#)

- Did Not Meet in 2025

The Technology Commission consists of seven members appointed for staggered terms of four years each. The members, including the designation of chairperson, are appointed by the Mayor, subject to confirmation by the Village Council.

The Commission is generally charged with evaluating, advising and providing recommendations to the Village Council regarding options and alternatives for the purchase, upgrade, configuration and use of technological facilities, including computers, telecommunications and the internet. This includes developing, and updating as needed, a long term strategic plan for such technological facilities. The Commission is to evaluate current and anticipated future technological needs and resources, and provide guidance regarding the most responsible use of technology within the mission and limitation of the Village. The Commission also performs such functions and activities in addition to the foregoing as the Village Council may from time to time direct.

[Transportation and Parking Commission](#)

- 4 Meetings in 2025
- Neighborhood Traffic Study Recommendations
- Active Transportation Plan Recommendations
- Washington and Railroad Tracks Intersection Study
- Petition for Intersection Control Modification

The Transportation and Parking Commission consists of seven members appointed for staggered terms of three years each. Members are appointed by the Mayor, including the designation of chairperson, subject to confirmation by the Council.

TaP has the following powers and duties:

- To receive, investigate, evaluate and report to the Council on requests made by the Village Council, by the Village Manager or through a completed petition respecting transportation activities on public property. These transportation activities will encompass the following:
 - Transportation of people and materials
 - Parking
 - Traffic, including control, daily trends and abatement
 - Commuter bus system
 - Pedestrians and non-motor vehicle traveling persons
 - Traffic signage
- To conduct public meetings on proposed policies and plans when considered necessary by the commission, Village Council or as required by ordinance, State or federal law or regulation.

- To conduct public meetings respecting any such request; and to submit written findings and recommendations to the Village Council, setting forth its conclusions and recommendations respecting such matters or recommending alternatives thereto.
- To conduct such other meetings as it may deem necessary or appropriate, and to investigate such other inquiries, studies or other matters as the Village Council or Village Manager may from time to time refer to the commission.