

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: February 25, 2025

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Denise McGrath, Chief of Police

Topic: Amendment to Homewood Municipal Code

PURPOSE

Staff recommends the Village Board amend the Homewood Municipal Code in order to clarify the number of hearing opportunities for persons who have received parking and compliance citations.

PROCESS

The Homewood Municipal Code establishes the notice service procedure, which details that the first notice of violation is the citation that is issued at the time of the infraction. The original citation allows for a discount payment if paid within ten (10) days of issuance, but does not include an assigned court date. The second and third notices of violation each include the appropriate court date, giving a violator two opportunities to appear before an Administrative Hearing Officer or pay the appropriate fine before the Findings, Decisions, and Order is issued.

Homewood Municipal Code, Chapter 40, Division 5, Section 40-417 currently reads: *“violators shall be given no less than three (3) opportunities to appear.”* The amendment would clarify that there are three (3) notices of violation, three (3) opportunities to pay the fine and two (2) opportunities to appear at court before there is a final determination of liability.

This amendment would not impact a violator’s ability to file a petition of vacate default order or appeal to the Circuit Court.

OUTCOME

The amendment will state: *“Violators shall be given no less than two opportunities to appear. Failure to appear by the second scheduled hearing date will result in a final determination of liability.”* This modified language will clarify the number of hearing opportunities for parking and compliance citations.

FINANCIAL IMPACT

- **Funding Source:** No Financial Impact
- **Budgeted Amount:** N/A
- **Cost:** N/A

VILLAGE OF HOMEWOOD



LEGAL REVIEW

Completed

RECOMMENDED BOARD ACTION

Pass an ordinance amending the Homewood Municipal Code to reflect that violators shall have two opportunities to appear at a hearing date.

ATTACHMENT(S)

Ordinance