

A Citizen's Guide to Public Hearings at the Plan Commission & Zoning Board of Appeals

Purpose of Public Hearing

A public hearing is a meeting providing the official opportunity for public discussion regarding petitions for rezoning, annexation, variance, and special use. Interested parties may express their views and submit evidence supporting those views at the public hearing. The information shared will become part of the Village's permanent record of the meeting and may be used by the Plan Commission in forming its conclusions and making recommendations to the Village Board. The Plan Commission is charged with conducting a fair and impartial fact-finding hearing. Commissioners must remain open-minded, objective, and impartial in considering testimony and forming a decision.

An agenda is set for each meeting of the Plan Commission and Zoning Board of Appeals. It is available the Friday before the meeting on the Village's web site (www.plainfield-il.org) or by contacting the Planning Division at (815) 439-2824. The Plan Commission follows the agenda order unless announced otherwise before the meeting.

Members of the public are welcome to view petition information beforehand by visiting the Planning Division office during normal business hours: Monday through Friday, 7:30 a.m. to 5:00 p.m.

Hearing Process

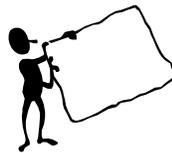
The Plan Commission Chair will call the meeting to order and introduce each agenda item before it is discussed. The Chair ensures that everyone is heard and maintains control of the meeting. The Plan Commission follows Roberts Rules of Order. There are typically several parts to a public hearing, described in this section and the next.

Staff Report Presentation

Prior to the meeting, Planning staff prepares a report reviewing the request for conformance to Village Ordinances, unique conditions, and other concerns. Staff presents highlights of that report, which may include projecting illustrative graphics onto a central viewing screen. Commissioners may then ask the staff follow up questions.

Applicant's Testimony

The petitioner is asked to step forward and offer comments. Usually the petitioner or designated representative(s) give a brief presentation. Commissioners may ask some follow-up questions.



Public Testimony

See following section.

Commissioners Deliberate

Following public testimony (see next section), the Commission discusses the case. Commissioners may ask more questions of staff or the applicant, consider the public testimony, or offer reasons they are considering to reach a decision. They evaluate the project based on criteria outlined in Village codes. A motion to approve, deny, or continue is typically offered as discussion dwindles. The motion is seconded and a vote is taken.

Public Testimony

Following the applicant's testimony, the Plan Commission Chair asks if any members of the public wish to speak about the petition. Those wishing to testify should form a line behind the microphone to the left of the staff table.

When it is your turn to testify, advance to the microphone and state your name and address for the recording secretary. Please spell your last name. The Chair will swear in those giving testimony. Testimony should include facts relevant to the case. If members of the public have questions regarding previously stated facts, questions may be directed to the Plan Commission and the appropriate party will be asked to respond. The public may also submit written testimony. If other speakers have already made your point, let the Commissioners know you agree with the previous remarks and avoid repeating issues. When you finish, remain at the microphone, in case Plan Commissioners have questions.



Respectful conduct is expected. Outbursts are not appropriate. All persons are entitled to express their opinions. The Commission strives to conduct a fair and impartial hearing. Your cooperation is appreciated.

The public hearing is officially closed when no additional members of the public wish to speak about the petition. After that, public comments will no longer be accepted. The Commissioners then deliberate (see previous section).

Notification Requirements

The Village's Zoning Code requires notification prior to a public hearing. These hearings are held when a rezoning, annexation, variance, or special use petition is considered by the Plan Commission or Zoning Board of Appeals. Notification must be completed no more than 30 days before the hearing, but no less than 15 days prior to the hearing. Three types of notices are required:

- Written notice to all property owners of record adjacent to the subject property. Those people listed on the county tax roll *at the time an application is submitted* will receive notice prior to the hearing (typically via certified mail).
- Publication in a newspaper of general circulation in the Village of Plainfield (i.e. *The Enterprise* or *Joliet Herald*).



- Posting a sign on the subject property providing the date, time, location, and purpose of the hearing.

Contact

These rules and procedures are designed to inform the public of the Village's decision-making process, promote public participation in land use decisions, and ensure a fair and orderly meeting. If you have questions, please contact the Planning Division.

Village of Plainfield - Planning Division
24401 W. Lockport St.
Plainfield, IL 60544
(815) 439-2824



Office Hours
Monday-Friday
7:30 a.m. to 5:00 p.m.
www.plainfield-il.org

Plan Commissioners/Zoning Board of Appeals

James Sobkoviak, Chair

Andrew Heinen
Richard Kiefer
Ed O'Rourke
John Renzi
James Sanders

Plan Commission meetings are normally held the first & third Tuesday of each month. Check the Village website to confirm meeting dates.