

NOTES



CITIZEN'S GUIDE TO THE PLANNING & ZONING

Village of South Elgin

Steve Ward
Village President

Brian Carlson
Chairman

Steven J. Super
Village Administrator

NOTES

WELCOME

Welcome to the Planning & Zoning Commission meeting of the Village of South Elgin. We are pleased to provide you with this Citizen's Guide to the Planning & Zoning Meeting.

South Elgin is your Village and your comments and concerns are important to us. We invite you to participate.

IMPORTANT FACTS

The Commission meets regularly on the third Wednesday of each month. Meetings are held in the Village Hall Meeting Room, 2nd Floor, 10 N. Water Street. Please call the Community Development Department at (847) 741-3894 to confirm meeting dates.

The Meeting begins at 7:00 p.m. All residents of South Elgin are welcomed and encouraged to attend. Meetings of the Planning & Zoning Commission are presided over by the Chairman. The General Order of Business for these Meetings include a *Public Comment* section.

Copies of the formal agenda are available in the Village Clerk's office on the morning preceding all regularly scheduled meetings and are also posted on the Bulletin Board in the lobby of Village Hall. Information regarding the agenda items can be obtained from the Community Development Department by calling (847) 741-3894 .

Planning and Zoning Commission

Brian Carlson, Chairman

Created in 1999, the Planning and Zoning Commission consolidated the duties of the Planning Commission and the Zoning Board of Appeals. The Commission consists of a chairman and six members appointed by the Village President. The Village President also serves as an ex-officio member of the Commission. The duties of the Commission include public hearings and review of applications that fall under the regulations contained in the South Elgin Zoning and Subdivision Ordinances. Members serve for two year terms and are appointed by the Village President with the consent of the Board of Trustees.

Village Administrator

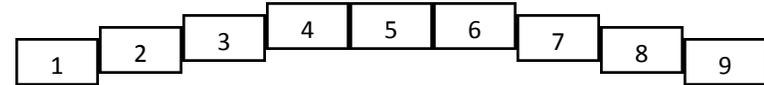
Steven J. Super

During Planning & Zoning Meetings, the Village Administrator will often address the Commission and respond to questions. The Village Administrator is appointed by the Village President with the consent of the Board of Trustees and is responsible to the governing body for the administration of all activities, functions and programs of the subdivision and zoning ordinances in accordance with state law and the policy and guidelines adopted by the Board of Trustees.

Village Attorney

Also attending the meeting is the Village Attorney who advises the Commission on legal issues. Legal services are provided to the Planning & Zoning Commission by Ancel, Glink, Diamond, Bush, DiCianni & Rolek, P.C.

SEATING CHART



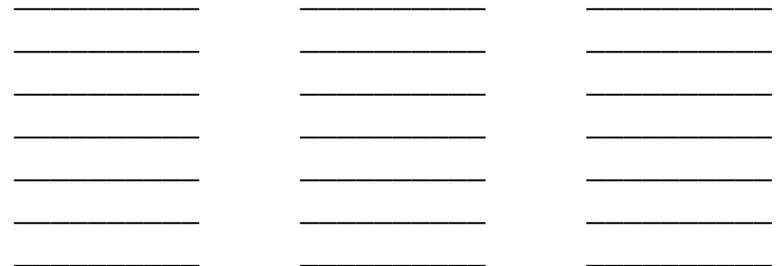
- 1. Jason Micklevitz
- 2. Jennifer McClure, Vice Chairman
- 3. Richard Watson
- 4. Dione Stirmell, Recording Secretary
- 5. Brian Carlson, Chairman
- 6. Marc McLaughlin, CD Coordinator
- 7. Cynthia Tarka
- 8. Leo Metz
- 9. Tom Kusswurm

STAFF

PETITIONER

PRESS

AUDIENCE



**REGULAR MEETING OF
THE PLANNING & ZONING COMMISSION**

General Order of Business

An agenda of business is prepared for each meeting. The General Order of Business for all meetings is as follows:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. General Business
- E. Public Comment
- F. New Business
- G. Adjournment

Addressing the Commission

Citizens may address the Commission on items for discussion during the Citizens to be Heard portion of the meeting. When addressing the Commission, please state your name and address. In order to ensure that all persons may have an opportunity to speak, a time limit may be set by the Chairman for each speaker. When a larger number of citizens are scheduled to speak, please avoid repeating statements previously made.

The Chairman presides over Public Hearings convened pursuant to the Code of Ordinances of the Village of South Elgin. All interested persons are encouraged to attend and will be heard. The procedures for these hearings is as follows:

PUBLIC HEARING PROCEEDINGS

- I. Introduction of Item for Public Hearing (Chairman)
- II. Presentation by Petitioner
- III. Comments by Staff
- IV. Comments from the Public
- V. Questions from Commission for Petitioner & Staff
- VI. Discussion among the Commissioners
- VII. Close the Public Hearing