

ADDRESSING THE COMMISSION

All citizens are invited to be involved in the public hearing process. Citizens are encouraged to contact the Community Development Department before public hearings for additional information regarding the agenda items. All documents submitted for public hearings are open to the public and available for review during the Village's normal business hours.

Public Participation Prior to the Hearing

Interested persons are welcome to submit written comments pertaining to the public hearing prior to the meeting date. Written comments can be dropped off or mailed to the Community Development Department at 10 N. Water Street, South Elgin, IL 60177 or can be sent via email to comdev@southelgin.com.

Public Participation at the Hearing

All citizens wishing to speak during the public hearing are asked to complete an "Appearance Form" which can be found on the Village's website, at the Village Hall or at the Planning and Zoning Commission Meeting.

When addressing the Commission, please state your name and address. All testimony should be clear, concise, factual and relevant to the petition and scope of the review of the Commission. To ensure that the process continues efficiently, please refrain from repeating information and opinions. In some instances, a time limit may be set by the Chairman to ensure that all persons may have an opportunity to speak.

All citizens addressing the Commission shall state their comments or questions toward the Commission. After all citizens have had the opportunity to speak, the Petitioner will address the citizens comments or questions. After the Petitioner has addressed the citizens comments or questions, citizens will have the opportunity to follow-up with additional questions or comments. Once all citizens have been heard, the Petitioner will address the follow-up questions or comments.

Unless the Commission has any further discussion, the Chairman will then close the Public Hearing for deliberation by the Planning and Zoning Commission.



CITIZEN'S PARTICIPATION GUIDE

PLANNING AND ZONING COMMISSION MEETING

Village of South Elgin

Community Development Department
10 N. Water Street
South Elgin, IL 60177
(847)741-3894
Monday-Friday 8:30am-5pm
www.southelgin.com

PLANNING & ZONING COMMISSION MEETING AGENDA

WELCOME

*Welcome to the meeting of the Village of South Elgin
Planning and Zoning Commission.*

*South Elgin is your community and your comments and concerns are
important to us. The Village encourages and promotes
the participation of all residents.*

Planning and Zoning Commission

The Planning and Zoning Commission is a recommending body responsible for reviewing matters related to subdivisions, zoning variations, zoning amendments, zoning variations, special uses, planned developments and other planning issues. All members are Village of South Elgin residents.

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. Members serve for two year terms and are appointed by the Village President with the consent of the Board of Trustees.

The Planning and Zoning Commission meets regularly on the third Wednesday of each month. Unless otherwise posted, meetings are held in the Village Hall Meeting Room, 2nd Floor, 10 N. Water Street at 7:00pm. All residents of South Elgin are welcomed and encouraged to attend. Meetings of the Planning and Zoning Commission are presided over by the Chairman.

Please call the Community Development Department at (847)741-3894 or check the Village of South Elgin's website at www.southelgin.com for the Planning and Zoning Commission meeting agenda, details about an upcoming meeting or if you need assistance in attending in the meeting.

General Order of Business

An agenda of business is prepared for each Planning and Zoning Commission meeting and posted at the South Elgin Village Hall and on the Village's website at least 48 hours in advance of the meeting. The general order of business for all meetings is as follows:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Public Hearings/Business Items
- E. Public Comment
- F. Adjournment

Public Hearing Proceedings

The Chairman presides over Public Hearings convened pursuant to the Village of South Elgin Code of Ordinances. The procedure for these hearings is as follows:

- I. The Chairman introduces the item for public hearing
- II. Staff presents a general introduction of the request and introduces the Petitioner
- III. Petitioner presents testimony about the request
- IV. Commission comments and asks questions for the Petitioner and Staff to address
- V. Public presents questions, comments and testimony
- VI. Petitioner responds to Public's questions, comments and testimony
- VII. The Commission discusses the petition and may question the Petitioner and Public
- VIII. Chairman closes the Public Hearing and no further testimony is allowed from the public or petitioner except at the discretion of the Chairman
- IX. The Commission may make its recommendation or continues the petition for further consideration at a future meeting with the specific date and time noted

Once the Planning and Zoning Commission makes its recommendation, the request is forwarded to the South Elgin Village Board of Trustees. The final decision on the request is made by the Village Board.