



**Planning Commission/
Zoning Board of Appeals
Meeting
Handbook**

Welcome to this evening's Planning Commission meeting. Please take a moment before the meeting to familiarize yourself with the procedures to help you during tonight's meeting and, if one is scheduled tonight, the public hearing.

If you haven't already done so, please print your name and address on the sign-in sheet at the Board Room entrance, whether you intend to speak or not. This will help the Recording Secretary and will ensure that you will receive any information about tonight's business that may be provided after tonight's meeting.

WHAT IS THE PLANNING COMMISSION?

The Planning Commission was established by the Village Board to make recommendations concerning land use, zoning and land use regulations in the Village, and to prepare and periodically amend the Village's Comprehensive Plan.

The Planning Commission is an advisory body and its power is limited to making recommendations to the Village Board. The Village Board can accept, reject or modify any recommendation it receives from the Planning Commission. The Commission also performs the duties of the Zoning Board of Appeals.

The Planning Commission's authority is limited by the State Constitution and the Sugar Grove Zoning Regulations and Subdivision Regulations. The Commission's decisions are defined by the standards and criteria for reviewing applications set forth in the Zoning Regulations, Subdivision Regulations, and state law. The Commission makes no recommendations concerning expenditures of public funds.

WHO ARE THE PLAN COMMISSIONERS?

The Planning Commissioners are residents of Sugar Grove appointed by the Mayor and Village Board. The Planning Commissioners are not professional land planners, architects or engineers. They are citizens of the community, like you, who are concerned about Sugar Grove's development, and are committed to achieving higher expectations of development, and promoting a higher quality of life for the residents of Sugar Grove.

The Commissioners rely upon the recommendations, advice and professional expertise of the Village's staff and consultants, their own knowledge and experience, and the input from the community to form their decisions. The Planning Commission is assisted at its meeting by the Planning & Zoning Administrator. The Planning Commission Secretary records the minutes of the meetings.

THE AGENDA

The Planning Commission's order of business for tonight's meeting is shown on the meeting agenda distributed in the Board Room prior to the meeting and posted in the Village Clerk's office and on the Village website - www.sugargroveil.gov.

The Chairman may, with the consent of the Commission, alter the order of the published agenda, but he cannot add new items to the agenda.

- **CALL TO ORDER**

The Chairman will call the meeting to order.

- **ROLL CALL**

The Chairman will call the roll. Four members constitute a quorum and the Zoning Regulations require a quorum to be present in order for the Planning Commission to conduct any business.

- **APPROVAL OF MINUTES**

The Planning Commission considers approval of the minutes from its previous meeting prior to considering any business on its agenda.

- **PUBLIC HEARING**

If there is a Public Hearing tonight, this is the point in the meeting where it is held.

- **NEW BUSINESS**

All new development proposals, unless they require a public hearing, are heard at this point in the meeting. New Business items are heard in the order in which the applications are received by the Village. Each New Business item is heard in a manner similar to the Public Hearing with the exception that no public hearing is called to order and witnesses need not be sworn.

- **OLD BUSINESS**

If there is any business from previous meetings which has not been completed, this is the point in the meeting where they are discussed. Each Old Business item is heard in a manner similar to the Public Hearing with the exception that no public hearing is called to order and witnesses need not be sworn in.

- **ADJOURNMENT**

Thank you for attending and participating in tonight's meeting. It is important for Sugar Grove citizens to become involved in community development matters affecting them. Your involvement is important to the planning process, and we encourage you to participate again in the future. We look forward to seeing you again.

PUBLIC HEARING

The purpose of a public hearing is to collect facts and answer questions from the public concerning a proposed rezoning, special use permit, zoning ordinance amendment, or variation presented to the Planning Commission for consideration.

A public hearing is not a debate. Nor is it a pep rally.

Applicant's Testimony

The applicant will be asked to be sworn and identify himself. The applicant will be given every opportunity to present his case and may call on witnesses or experts to provide additional testimony during the public hearing to explain the facts or the proposal.

Public Testimony

After the applicant and his witnesses have completed their testimony, the floor will be opened to the neighbors around the proposed rezoning, special use, or zoning variation to comment. Only after all of the neighboring property owners have comments will other interested parties be given an opportunity to comment. If you intend to provide testimony during the public hearing, for everyone's benefit, please observe these rules and courtesies concerning the conduct of persons giving testimony:

- 1. *Be civil and respectful.*** Argumentative, profane, disrespectful or threatening comments will be ruled out of order and such persons may be required to leave the meeting.
- 2. *Testimony may be given only by persons recognized by the Chairman.*** Once the Chairman has recognized you, you may approach the public microphone and address the Commission. All testimony must be given at the microphone.
- 3. *All witnesses must be sworn.*** Before you may give testimony you must be sworn. You must state your name and address for the record. It would be helpful for the recording secretary if you would spell your last name.
- 4. *Be brief.*** Generally, there is no time limit for public comment, but as a matter of courtesy, the public is requested to keep their remarks about each area of concern brief to allow all interested persons a reasonable opportunity to speak at the hearing. Persons who attempt to monopolize the public comment portion of the hearing or repeat previously given testimony may be ruled out of order. The Chairman reserves the right to establish a time limit on public comment by individuals.

5. ***Avoid repeating previous testimony.*** If someone before you commented on a concern important to you, or you agree with a point or concern previously stated, it isn't necessary to repeat the same points in detail. It is acceptable, in such cases, to indicate to the Planning Commission that your "concern was previously expressed by", or that you "share the concerns expressed by", or "in addition to the comments expressed by" and add any new information you may want to share. Repetitive testimony may be ruled out of order.
6. ***Use a spokesperson.*** If there is a group sharing the same interests and concerns, it is recommended that a spokesperson be used to express the concerns and feelings of the whole group.
7. ***Do not expect to engage in a dialogue or debate with the applicant or Planning Commission.*** You may ask questions of the applicant, his witnesses, or the Planning Commission. However, questions and comments will be answered during the rebuttal period of the hearing.
8. ***Do not address the Applicant.*** All comments and questions are to be directed to the Planning Commission.

Rebuttal

After public testimony is completed, the applicant has an opportunity for rebuttal. The Applicant may respond to comments and questions posed by the public.

After the applicant's rebuttal, the public has an opportunity to ask clarifying questions. The same rules of public testimony apply here. If you feel the applicant has not satisfactorily responded to your concern, you may indicate so. The purpose of the public rebuttal is generally to call attention to facts related to the matter at hand or confirm points made in the applicant's rebuttal. Speculation, innuendo, hearsay, and non-factual comments may be ruled out of order.

The Planning Commission may question the Applicant and the public at this time to get more information or clarification on facts presented in the testimony

Staff Report

After the public rebuttal, if any, the Village staff will have an opportunity to explain to the Planning Commission and the public the pertinent facts concerning the case, respond to public comments, clarify procedures and requirements, and provide the staff's recommendation to the Planning Commission. The Planning Commissioners have received copies of the application and development plans and other documents pertaining to the application, and the advisory report addressing compliance with the Village codes, ordinances, and development policies to review several days prior to the meeting or public hearing. The Commissioners are also encouraged to visit the site prior to the meeting, regardless of their familiarity with the property or neighborhood.

Interrogation & Deliberations

Once the staff has completed its report, the Planning Commission will have its first opportunity to question the applicant, witnesses and staff, as necessary to establish the facts of the proposal. When the Planning Commission has exhausted its questioning and is ready to make a recommendation, the Chairman will ask for a motion to close the public hearing. Once the public hearing is closed, no additional testimony can be accepted.

Recommendation

After the public hearing is closed, the Chairman will entertain a motion to recommend approval, denial or modification of the application, followed by a vote. The Planning Commission is allowed up to 35 days to make its recommendation following the close of the public hearing. In most cases, however, the Planning Commission recommendation is made on the same evening of the public hearing.

The Planning Commission may recommend approval of a petition subject to any number of conditions, restrictions or requirements it deems necessary to assure compliance with the Village ordinances or to address issues and concerns raised by the public.

CONTINUATION OF THE MEETING

In the event a public hearing or any other business on the agenda is continued or the Planning Commission recommendation is delayed, the Chairman will announce the date, time and location of the continuation of the hearing or the Commission's deliberations.

VILLAGE BOARD ACTION

All Planning Commission recommendations are forwarded to the Village Board for final action. The Village staff will announce at which Board meeting the recommendation will be considered. You can also track the progress of the application on the Village website, www.sugargroveil.gov.