



600 Harvest Gate  
Lake in the Hills, IL 60156

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[www.lith.org](http://www.lith.org)

## *Planning & Zoning Commission*

# *Public Hearing Requirements & Procedures*

### ◆ **Purpose of a Public Hearing**

The purpose of a public hearing is to give everyone the opportunity to express their views and to provide evidence in support of those views regarding a petition before the Planning and Zoning Commission. These opinions and evidence create the record, which the Planning and Zoning Commission relies on for its findings, conclusions and recommendation. The Commission's recommendation and record are then considered by the Board of Trustees before they make the final determination.

An agenda will be established and available for viewing prior to the public hearing at Village Hall, 600 Harvest Gate, and on the Village's website at [www.lith.org](http://www.lith.org). Furthermore, the public is welcome to view file information on a proposed petition in advance at the Community Development Department located at Village Hall.

### ◆ **Notification Requirements of a Public Hearing**

The Village's Zoning Ordinance requires notification for public hearings before the Planning and Zoning Commission. This includes mailing all property owners (as determined by the appropriate Township Assessor's Office) within 250 feet of the subject property written notice of the public hearing, posting a public hearing sign on the property, and publication of the public hearing notice in one of the local newspapers no sooner than 30 days and no less than 15 days prior to the hearing date.

### ◆ **Public Hearing Procedures**

Before the meeting, anyone wishing to speak at the hearing must complete a Public Hearing Comment Form. The Planning and Zoning Chairman will call the meeting to order and introduce each new item of business. The Chairman has the authority to take any necessary measures to control the hearing including closing the meeting, clearing the hearing room and calling the public in one at a time to testify. The Chairman will read the petitioner's request and open the hearing. The petitioner and participants will be sworn in and the proof of notification to surrounding property owners and newspaper will be presented to the Recording Secretary. Next the petitioner will provide testimony.

#### **Petitioner's Testimony**

The petitioner will be given a suitable amount of time to provide an overview of the request and to provide factual information (by the applicant or by witnesses called by the applicant) in support of the petition. The Planning and Zoning Commission may ask questions to clarify the applicant's request.

#### **Public Testimony**

Following the completion of the petitioner's testimony, the public shall be entitled to present evidence. The Chairman will call on the public from the Public Hearing Comment Form. All testimony before the Planning and Zoning Commission must be given from the podium so that a transcribable record may be

made. Spontaneous comments from the floor are not permitted and will not be considered for the record. Persons testifying are required to state their name and address for the record. Testimony will be limited to the relevant facts of the case and standards for approval. All testimony will be included as part of the public record. As such, it is not necessary to repeat previously stated testimony. If members of the public have questions regarding any testimony provided during the hearing they should be directed to the Chairman who will request a response from the appropriate person.

### **Discussion and Deliberation**

With the hearing still open, and after the public has had an opportunity to testify, Village staff will provide the Commission with their views and recommendation on the petition. The Planning and Zoning Commission will then deliberate and close the public hearing after making a recommendation. The recommendation and findings of fact from the Planning and Zoning Commission along with comments offered by the public will be presented to the Village President and Board of Trustees for review and action.

### **Contact Information**

These rules and procedures are designed to ensure a fair and orderly decision-making process and to promote public participation in the land use decisions rendered by the Village of Lake in the Hills. If you have questions, you can contact the Community Development Department at (847) 960-7440.