



Village of Spring Grove

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, 7401 Meyer Road, and on the Village's website at www.springgrovevillage.com. Furthermore, the public is welcome to view file information on a proposed petition in advance at the Village Clerk's office.

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 (in accordance with the McHenry County Treasurer's Office records) adjoining 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

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. 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 one at a time. 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 Spring Grove. If you have questions, you can contact the Village Clerk at (815) 675-2121.