



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 an application 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 application 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 written notice of the public hearing to all property owners that have last paid taxes adjoining the subject property, excluding public right-of-way (available from the McHenry County Treasurer's Office records), posting a public hearing sign on the subject 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. If the petitioner is the owner of a property with multiple tenants, notice shall be provided to all tenants of the petitioner upon or adjacent to the subject property.

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 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. Any person appearing at the hearing shall also have the right of reasonable cross-examination and the scope of the cross-

examination shall be determined by the Chairperson of the Planning and Zoning Commission in consultation with the Village Attorney.

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.