



GLEN ELLYN PLAN COMMISSION

Public Hearing Information

Village of Glen Ellyn
Planning & Development Department
535 Duane Street
Glen Ellyn, Illinois 60137
Phone: (630) 547-5250
Fax: (630) 547-5370
Monday-Friday 8-4:30pm

<http://www.glenellyn.org>

Public Hearing Information

Composition and Function

The Village of Glen Ellyn Plan Commission is an advisory commission to the Glen Ellyn Board of Trustees. The Plan Commission consists of eleven members appointed by the Village President and confirmed by the Board of Trustees. All members of the Plan Commission are Glen Ellyn residents who volunteer their time without compensation and come from a variety of backgrounds.

The function of the Plan Commission is to provide advice and recommendations to the Board of Trustees regarding commercial zoning variations, special uses, planned unit developments, subdivisions, stormwater variations, zoning code text amendments, zoning map amendments and amendments to the Comprehensive Plan. The Plan Commission does not discuss or make recommendations relative to building construction, public utilities, annexation agreements or financial matters. The specific responsibilities of the Plan Commission are outlined in Section 10-10-3 of the Glen Ellyn Zoning Code.

Questions pertaining to application procedures, notice requirements and other pertinent information regarding the administration and enforcement of the Village's Zoning Code can be directed to the Planning and Development Department at (630) 547-5241.

Development Review

A Plan Commission public hearing is one of many steps in the Village's development review process. The Village of Glen Ellyn's development review process begins when a property owner, or a representative of a property owner, requests the Village's approval for a proposed land use or development. If the proposed use or development requires relief from the Village's zoning, stormwater or subdivision regulations, the property owner may request review of the proposal by the Plan Commission. The purpose of the public hearing is to allow the public to review and comment on a property owner's or representative's request before it is acted on by the Village Board.

Every property owner within the Village of Glen Ellyn has the right to request (or authorize other persons to request) changes, amendments, special uses or variations to the Glen Ellyn Zoning Code, Subdivision Regulations Code and Stormwater Ordinance. It is the responsibility of the Village's Planning and Development Department staff to work with property owners and developers to guide them through the public hearing process. The Plan Commission's role is to hear the petition and make a recommendation on the request to the Village Board.

PLAN COMMISSION

General Development Review Process

Not all steps are required for every application.

1. Pre-application meeting between developer/owner and staff;
2. Pre-application meeting between developer/owner and Plan Commission;
3. Application submission by developer/owner and materials reviewed by staff;
4. Letter sent to surrounding property owners, placard placed on property, and notice published in local newspapers;
5. Preparation and publication of staff report and recommendations;
6. Plan Commission public hearing and recommendation to Board of Trustees;
7. Board of Trustees approval or denial; and
8. If approved, submittal and review of necessary building permits.

General Procedure for Public Hearings

1. Staff presents general overview of request;
2. Petitioner presents his/her testimony;
3. Public presents questions, comments and testimony. Each person may speak one time for a maximum of five minutes. Time limits may be adjusted at the Chairman's discretion.
4. The petitioner may respond to public questions, comments and testimony.
5. Interested parties and property owners within 250 feet of the property may cross-examine witnesses. The petitioner may also cross-examine witnesses in opposition to the request. The Chairman may limit cross-examination based on relevancy, scope, time

and other factors.

6. The Plan Commission closes the public hearing, and no further testimony is allowed from the public or petitioner except at the discretion of the Chairman;
7. The Plan Commission discusses the petition and may question the petitioner or public; and
8. The Plan Commission either continues the petition for further consideration at a specified meeting or makes its recommendation.

After the Plan Commission makes its recommendation, it is forwarded to the Glen Ellyn Board of Trustees. The final decision to approve or deny the petition is made by the Board of Trustees. New evidence should not be presented to the Board of Trustees. If any new evidence is forthcoming, the Board of Trustees may return the petition to the Plan Commission. Therefore, it is critical all evidence and testimony be presented at the Plan Commission public hearing.

Public Participation Prior to Hearings

All citizens are invited to involve themselves in the public hearing process. Notifications of hearings provide minimal information, so citizens are encouraged to contact the Planning and Development Department before public hearings. All documents submitted for public hearings are open to the public and available for review during the Village's normal business hours.

Citizens are welcome to submit written comments pertaining to the hearing. If comments are received a week before the hearing, they will be included in the Plan Commission's agenda packets, giving

Commissioners more time for review. Property owners not located within 250 feet of the site wishing to cross-examine witnesses must submit a cross examination form to the Director of Planning and Development three days before a hearing date or continuation of a hearing. The required form can be found on the Village's website, www.glenellyn.org.

Public Participation at Hearings

All testimony should be clear, concise, factual and relevant to the petition and scope of review of the Plan Commission. Generally, any organization or group desiring to make a presentation will be collectively allowed an equal amount of time as was provided the petitioner for its presentation. Likewise, time spent cross-examining witnesses should not exceed the time of witnesses' initial testimony (direct examination). Testimony should relate directly to the proposed development or land use. Inflammatory statements of any kind are inappropriate. Please refrain from repeating information and opinions to ensure that the process continues efficiently.

The Village places a high value on citizen input and encourages residents to participate in the public hearing process. Issues related to matters beyond the Plan Commission's jurisdiction may be addressed to the Planning and Development Department staff during the Village's normal business hours.