



Village of Homer Glen  
Plan Commission and  
Zoning Board of Appeals  
Meeting Procedure Booklet

Leonard Drnec, Chairman

Plan Commissioners:

Ed Ferrier

Kevin Hoffmeister

Joe Maska, Sergeant at Arms

Thomas Petrou, Vice-Chairman

Beth Rodgers

George Yukich

Candace Rose, Recording Secretary

Jeff Harris, Community Development Director

Cory Lund, Attorney

# WELCOME TO THE VILLAGE OF HOMER GLEN PLAN COMMISSION/ZONING BOARD OF APPEALS MEETING

The agenda is posted on the windows of the Village Hall, the Village Council Chambers and the Village web site ([www.homerglen.org](http://www.homerglen.org)) the Monday before the scheduled meeting.

The procedures set out in this flyer apply to the Plan Commission meetings and the Zoning Board of Appeals meetings with only minor differences. Plan Commission meetings will be held and adjourned, then Zoning Board of Appeals meetings will be held.

All interested parties are welcome to attend. Interested parties may be pre-scheduled to make a formal presentation to the Plan Commission. To accomplish this, the party requesting this opportunity to be a pre-scheduled visitor must complete proper procedural requirements through the Village Manager. Once the proper procedure has been completed, the interested party will be scheduled for an upcoming meeting.

During the Public Hearing, interested parties may participate by providing public input and comment. Interested parties are not required to sign up in advance or to complete any forms of pre-registration to participate in the Public Hearing. After presentations are made, the Chairman will ask if there are any interested parties in the audience who would like to ask questions or comment. The interested parties who wish to provide input may do so after being recognized by the Chairman.

## **How do I get recognized to speak and what do I do then?**

Remember, you are welcome to participate if you are:

- 1) Pre-scheduled presenter
- 2) Participant in the Public Hearing

Individuals may address the Plan Commission only after being recognized by the Chairman. This can be accomplished by raising your hand in a manner that indicates you wish to be recognized. When you are selected to address the Plan Commission, please stand, clearly state your name, spell the last name and give your address. Please speak clearly and loudly enough for the Plan Commission and audience to hear you and your comments. It is suggested that an individual's comments be no more than three to five minutes. If there are a large number of persons present at the meeting, the Chairman may further request comments and input by seeking spokespersons and requesting that statements not be repeated. The Chairman retains the right to moderate, facilitate and maintain an orderly input of comments to conduct the public business, as would a judge in a trial.

After all public comment is heard, the Plan Commission members will then discuss, present their finding of facts and will take whatever action the members deem appropriate.

The Village Council Chambers have limited seating capacity, which cannot always accommodate large crowds. Often large crowds attending Plan Commission meetings are a result of controversial land development issues. It may be necessary to reschedule these meetings to a later date to accommodate the large audience. If this is necessary, it will be announced and a new date and location notice published to assure all that want to participate can be accommodated. We apologize for the inconvenience.

# PLAN COMMISSION PROCEDURE

The meetings are conducted according to parliamentary procedure.

The Plan Commission meeting follows an agenda format compiled by the Village Manager containing items listed below:

## **Call to Order**

The Chairman officially calls the meeting to order and requests the audience to stand for the Pledge of Allegiance.

## **Pledge of Allegiance**

All rise, face the flag and recite the Pledge of Allegiance.

## **Roll Call**

The Secretary calls the roll of the Commissioners present and Chairman and a quorum is determined.

## **Approval of Minutes**

To approve and/or correct minutes of previous meetings.

## **Chairman's Report**

Chairman presents information of future projects, new rules, training opportunities, etc.

## **Public Hearings**

Public hearings are scheduled for the specific purpose of gathering public comment.

- 1) The Chairman will request a motion and vote to open the public hearing.
- 2) When the public hearing is officially opened, the Chairman will request those who will speak from the audience to stand, raise their right hand and be sworn in so they may legally testify and comment on the proceedings.
- 3) The Chairman will then present a summary of the topic.
- 4) He will then request the petitioner to present the facts of the request.
- 5) When the petitioner or representative has completed the presentation, the Chairman will call for questions from any interested parties.
- 6) If the petitioner or representative has additional people who will present additional information, after they are complete the Chairman will call for questions from any interested parties. The interested parties may ask questions after each presenter.
- 7) After the presentation is complete, the Chairman will request comments from all interested parties. After all are heard, the Chairman will have the discretion to close the public hearing on that agenda item.

- 8) When the public hearing is closed, no further public comment will be permitted. The Chairman shall have the discretion to permit written comments to the Village office, 14331 S. Golden Oak Drive, Homer Glen, IL 60491-8160 to the attention of the Plan Commission within five business days after the hearing. Members of the Plan Commission will review them before the vote is taken on the issue at a future hearing.
- 9) When the public hearing is complete, the Chairman will allow members of the Plan Commission to ask questions and to state their findings of facts on the case. The Chairman shall call for a motion and vote, or continue the case to a future meeting decided on by the commissioners for further discussion and vote.
- 10) This procedure and public input will be the same for any additional cases on the agenda. All public comment must refer to the current agenda item.

### **Old Business**

This normally covers previously discussed items that are scheduled to be acted upon.

### **New Business**

The normally consists of first time items such as concept plans, new procedures, revised ordinances, etc.

### **Will County Zoning Cases**

This discussion is related to cases within the 1½ mile planning area.

### **Adjournment**

The Chairman will request a motion and vote to close the meeting. A vote will be taken and the meeting concludes.