

## LOMBARD PLAN COMMISSION PUBLIC HEARING PROCEDURES

Approved June 21, 2004

Plan Commission public hearings shall follow these procedures:

- A. The Chairperson shall convene each public hearing by announcing the petition and reading the public notice description.
- B. All persons wishing to present testimony must complete a Public Participation Form available ~~on the front desk~~ <sup>at the bar of the room</sup> and must be sworn or affirmed. This applies to the Petitioner and the Public, which includes individuals in support of or objecting to the petition, as well as other interested parties.
- C. The Petitioner shall begin the public hearing by presenting evidence and testimony and is encouraged to limit the presentation to 30 minutes.
- D. After each witness has testified, the Public has the right to cross-examine the witness. General questions may be offered in a less formal manner during Public participation.
- E. There is no time limit placed upon cross examination, but if a question has already been asked, the Chairperson may refuse to allow a second person to ask the same question. Questions must be relevant and material to the public hearing proceeding. The examination of a witness shall not be used by the questioner to offer testimony or evidence of the questioner.
- F. After any member of the Public has cross-examined a witness, Plan Commission Members may ask questions of the witness.
- G. Public Participation: After all of Petitioner's witnesses have testified and all evidence for the Petitioner has been presented, any member of the Public may testify, present evidence or comment. There is no time limit, though a combined 30-minute limit is encouraged. The Petitioner, members of the Public, and Plan Commission Members may cross-examine such persons at the end of their testimony.

- H. The Petitioner will then be provided time for rebuttal of any evidence or testimony presented. Time suggested for rebuttal is 15 minutes.
- I. Any written material that has not been submitted to the Executive Secretary prior to this meeting shall not be relied upon by Plan Commission Members in making their recommendations, unless the written material is read into the record, admitted as an exhibit and retained by the Plan Commission, or as may be otherwise accepted by the Plan Commission.
- J. The staff report will then be presented by the Department of Community Development.
- K. Petitioner, the Public and Plan Commission Members shall then have an opportunity to question staff, and staff shall be provided time for rebuttal.
- L. Time limits and cross-examination shall be subject to such reasonable modification and limitation, as the Chairperson deems necessary to insure due process and efficiency of the hearing.
- M. The Chairperson will then open the hearing for questions and discussion by Plan Commission Members. Further testimony or questions from the Petitioner or the Public will only be allowed at the discretion of any of the members of the Plan Commission.
- N. After discussion by the Plan Commission Members, the Chairperson shall request a motion of recommendation and a second. The Chairperson will then request discussion of that motion by the Plan Commission, after which a vote will be taken.
- O. The motion may include any one of the following:
  - 1. Recommendation to approve the petition as filed;
  - 2. Recommendation to approve the petition with conditions;
  - 3. Recommendation to deny the petition; or
  - 4. Continuance of the petition, including a continuance to allow the Petitioner to present additional information requested by the Plan

Commission, to a specified date with or without amendments to be submitted.

- P. Upon a vote of the Plan Commission Members, a recommendation will be forwarded to the Board of Trustees for final action.

Recommendations from tonight's public hearings will be forwarded to the Board of Trustees for consideration at their \_\_\_\_\_, 200\_ meeting.

If there are any questions about these procedures, please ask at this time.

