

# Lombard Plan Commission



Village of Lombard  
Community Development  
Department  
255 E. Wilson Avenue  
Lombard, IL 60148  
(630) 620-5749

All testimony should be presented in a clear, concise and factual matter. Testimony must relate directly to the proposed development or land use. Statements regarding individuals or properties not directly related to the proposed developments are not relevant. Inflammatory statements of any kind are not appropriate and will serve only to discredit other testimony. Information and opinions that have already been presented should not be repeated.

The purpose of public hearings is for the general public to review and comment on requests for changes and exceptions to the Zoning Ordinance and the Subdivision and Development Ordinance. Citizens are encouraged to become involved in the public hearing process. This involvement includes becoming informed prior to a public hearing and expressing concern to the Plan Commission.

### **For More Information ...**

For more information regarding the Lombard Plan Commission or any other Community Development issues, please contact:

Village of Lombard  
Community Development Department  
255 E. Wilson Avenue  
Lombard, IL 60148  
Communitydevelopment@villageoflombard.org  
(630) 620-5749

Village Hall Hours  
Monday – Friday  
8:00 a.m. – 4:30 p.m.  
Saturday & Sunday  
CLOSED

forwarded to the Lombard Board of Trustees. The final decision to approve or deny the petition is made by the Board of Trustees. New evidence may 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 that all evidence must be presented at the Plan Commission public hearing.

### **Public Participation Prior to the Plan Commission Public Hearings**

All citizens are encouraged to become informed and involved in the public hearing process. Notifications of hearings provide minimal information and therefore, citizens are strongly encouraged to contact the Department of Community Development prior to public hearings. All documents submitted for a public hearing are open to the public and available for review during normal business hours.

Written comments from the public may be submitted. If received at least one week before a schedule hearing, written comments will be distributed to the Plan Commission. Written comments are encouraged because they allow additional time for the Plan Commission to consider public comments.

### **Public Participation at the Plan Commission Public Hearing**

Testimony at a public hearing must relate to the petition and the jurisdiction of the Plan Commission (see Function of the Plan Commission). Issues related to matters beyond the Plan Commission's jurisdiction may be addressed to the Department of Community Development staff during normal business hours.

# Village of Lombard Plan Commission

## Public Hearing Information

### Composition and Function

The Village of Lombard Plan Commission is an advisory commission to the Lombard Board of Trustees. The Plan Commission consists of seven members nominated and appointed by the elected officials of the Village of Lombard (Village President and Board of Trustees.) All members of the Plan Commission are Lombard residents, serve without compensation and come from a variety of occupational backgrounds.

The function of the Plan Commission is to provide advice and recommendations to the Board of Trustees regarding rezonings, conditional uses, planned developments, subdivisions and amendments to the Comprehensive Plan. The Plan Commission does not discuss or make recommendations relative to building construction, stormwater management, public utilities, annexation agreements or financial matters. The specific standards for the Plan Commission's review of public hearing petitions are outlined in Sections 155.103 of the Lombard Zoning Ordinance and 154.203 of the Subdivision and Development Ordinance. Copies of these standards are available from the Department of Community Development (Phone: 630-620-5749).

### The Development Review and Public Hearing Process

A Plan Commission public hearing is one of many steps in the Village's development review process. The Village of Lombard development review process begins when a private citizen, i.e., property owner or a representative of the property

owner, requests the Village's approval for a new land use or development. If the plans comply with all applicable zoning, subdivision, building and engineering ordinances, the appropriate permits will be issued. If the proposed use or development does not comply with the Village's zoning or subdivision requirements, the property owner may request a change or exception to the existing zoning or subdivision regulations. The purpose of the public hearing is for the public to review and comment on a property owner's request for changes and exceptions to the Zoning Ordinance and the Subdivision and Development Ordinance.

Every property owner within the Village of Lombard has the right to request (or authorize other persons to request) changes or exceptions to the Lombard Zoning Ordinance and Subdivision and Development Ordinance. The Plan Commission public hearing process is the forum from which a property owner makes such a request. It is the responsibility of the Village's Department of Community Development staff to work with property owners and developers to guide them through the public hearing process and it is the responsibility of the Plan Commission to hear the petition and make a recommendation regardless of the merits of that petition or planned development.

Public hearings conducted by the Plan Commission include requests for conditional use approval, rezoning, Planned Development and certain variations. The public hearing development review process consists of the following steps:

1. Pre-Application meetings between developer/owner and staff.
2. Submittal of a Petition for Public Hearing with related plan documents.

3. Notice to adjacent property owners and in local newspapers.
4. Preparation and publication of staff report and recommendations.
5. Plan Commission public hearing(s) and recommendations to the Board of Trustees.
6. Board of Trustees approval or denial.
7. If approved, submittal and review of building permits.

### Procedures For A Public Hearing

Each public hearing conducted by the Plan Commission follows an established procedure:

1. The petitioner begins the public hearing with a presentation of testimony.
2. The public presents its concerns (see Public Participation sections).
3. The petitioner is allowed to respond to comments from the public.
4. The staff report is presented by the Department of Community Development.
5. The Plan Commission discusses the petition and may question the petitioner or public.
6. The Plan Commission either continues the petition for further consideration at a specified meeting or makes its recommendation to the Lombard Board of Trustees.

The Plan Commission's recommendation is