



VILLAGE OF BROOKFIELD

Community & Economic Development Department
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Resident's Guide to a Public Hearing

Boards and Commissions

The Planning and Zoning Commission (PZC) is an advisory board to the Village Board of Trustees. The PZC reviews proposals regarding property development, land use, and holds public hearings on zoning matters. Many zoning cases require a public hearing, but not all.

Purpose

A public hearing provides an official opportunity for public discussion on certain zoning petitions. Interested parties may express their views and submit evidence supporting those views at the public hearing. The information shared will become part of the Village's permanent record of the meeting and may be used by the PZC in forming its conclusions and recommendations for the Village Board. The PZC is charged with conducting a fair and impartial fact-finding hearing. Commissioners must remain open-minded, objective, and impartial in considering testimony and forming a decision.

Process

Cases that go before the PZC are typically accompanied by a staff report summarizing the matter. The Commission discusses the case and then can vote to continue the case, recommend approval, recommend approval with conditions, or recommend denial. Afterwards, the case will then be heard by the Village Board at their Committee of the Whole meeting where Village Trustees discuss the case. Two weeks later the Village Board can make a decision on the case during their regular meeting.



At the public hearing meeting, the PZC Chair will call the meeting to order and introduce each agenda item before it is discussed. The Chair ensures that everyone is heard and maintains control of the meeting. The PZC follows Roberts Rules of Order. There are typically several parts to a public hearing, described next.

Staff report and presentation

Prior to the meeting, Planning staff prepares a report reviewing the request for conformance to Village Ordinances, unique conditions, and other concerns. Staff presents highlights of that report, which may include projecting illustrative graphics onto a central viewing screen. Commissioners may then ask the staff follow up questions.

Applicant's testimony

The applicant or their representatives are asked to step forward and offer comments. Commissioners may ask follow-up questions.

Public testimony

The PZC Chair will ask if any members of the public wish to speak about the petition. Those wishing to testify are asked to come forward to the podium and microphone, and state and spell your name for the recording secretary. The Chair will swear in those giving public testimony which will become part of the public record.

Testimony should include facts relevant to the case. If members of the public have questions, they may be directed to the Plan Commission and the appropriate party will be asked to respond. The public may also submit written testimony. If other speakers have already made your point, mention you agree with the previous remarks and avoid repeating issues.

All persons are entitled to express their opinions. However, respectful conduct is expected, and outbursts are not appropriate. The Commission strives to conduct a fair and impartial hearing. Your cooperation is appreciated.

The public hearing is officially closed when no additional members of the public wish to speak about the petition. After that, public comments will no longer be accepted.

Commissioner deliberation

Following public testimony, the Commission discusses the case. Commissioners may ask more questions of staff or the applicant, consider the public testimony, or offer reasons they are considering reaching a decision. They evaluate the project based on criteria outlined in Village codes. A motion is typically offered as discussion dwindles. The motion is seconded, and a vote is taken.

Notification Requirements

The state of Illinois and the Village of Brookfield require notification prior to a public hearing. Three types of notices are required: posting a sign on the subject property, publication in a local newspaper (i.e. *The Landmark*), and written notice to all property owner within 250 feet of the subject property. Notification must be complete no more than 30 days before the hearing, but not less than 15 days prior to the hearing.

An agenda is set for each meeting of the Planning and Zoning Commission. It is available the Tuesday before the meeting on the Village's website and in Village Hall posted outside of the boardroom. The PZC follows the agenda order unless announced otherwise before the meeting. Members of the public are welcome to view the agenda packet and petition information beforehand.

Contact

These rules and procedures are designed to inform the public of the Village's decision-making process, promote public participation in land use decisions, and ensure a fair and orderly meeting. If you have questions or comments, please contact the Community and Economic Development Department Monday - Friday 8:30 am to 5:00 pm.