



Village of Downers Grove

Department of Planning

VILLAGE OF DOWNERS GROVE PLAN COMMISSION

GENERAL PROCEDURES FOR PUBLIC HEARINGS

Anyone wishing to speak must be sworn in. Those speaking are asked to use the microphone and speak clearly. Please begin by stating your name, address and note if you have been sworn in. Being sworn in does not obligate you to speak, but you must be sworn in should you decide to speak tonight.

The Plan Commission may impose reasonable limitations on evidence or testimony, such as time limits and barring repetitious, irrelevant or immaterial testimony. Time limits, if imposed, shall be fair and equally administered.

The following process will be followed for each petition on the agenda:

1. The public hearing will be called to order.
2. Anyone wishing to speak will be sworn in.
3. Village Staff will present their report regarding the petition, after which the Plan Commission may ask questions of the Staff.
4. The Petitioner will present testimony regarding their petition, after which the Plan Commission may question the Petitioner and any of the Petitioner's witnesses.
5. Members of the public may question the Petitioner and/or any of the Petitioner's witnesses and offer any sworn testimony (comments, opinions, etc.).
6. After the public has completed its commentary, the Plan Commission may question any member of the public who has spoken regarding their testimony.
7. The Petitioner may then cross-examine any member of the public who has spoken.
8. The Petitioner is afforded an opportunity to make a closing statement.
9. Motion.
10. Deliberation by the Plan Commission.
11. Clarifying or summary comments by each Commissioner (optional).
12. Roll Call Vote.

Note: These general guidelines are provided as an aid to those in attendance at Plan Commission meetings, to help them to follow and participate in the public hearing process. These guidelines are not binding and may be amended or deviated from as the Commission determines to be necessary.