

**CITY OF DARIEN**

**PLANNING AND ZONING COMMISSION**

Wednesday, May 2, 2018

7:00 PM

City Hall Council Chambers

1702 Plainfield Road

**AGENDA**

1. Call to Order
2. Roll Call
3. Regular Meeting:
  - A. **Workshop - Procedures**
4. Correspondence
5. Old Business
6. New Business
7. Approval of Minutes: **April 18, 2018**
8. Next Meeting: May 16, 2018
9. Public Comments [On any topic related to planning and zoning]
10. Adjournment

CITY OF DARIEN  
PLANNING AND ZONING COMMISSION

**PUBLIC HEARING GUIDELINES**

Revised 4.27.18

**NOTICES**

Everyone can attend

Regular meetings are first and third Wednesdays except holidays.

Notice of each hearing is published in local newspaper, mailed to neighbors, and sign placed on property.

Agendas, these guidelines, petitioner's plans, and staff reports are posted on City website and in City Hall.

**PARTICIPATION**

Everyone will get a chance to participate in the process.

Comments and questions before the hearing can be sent to the City Planner, who will share with all at the hearing.

During each hearing, the Chairperson will ask for your input. Everyone has the right to cross-examination.

At the end of each meeting, the Chairperson will ask if you want to speak on topics other than the hearing.

Inspire us!

**SEQUENCE**

During the hearing, feel free to ask questions. In general, the following sequence will be used:

1. Staff - Introduce the hearing, summarize the proposal, document the notices
2. Petitioner - Present the plan, studies, rational, and other information as needed
3. Audience - Ask questions and offer testimony. We ask for your oath and name but not your address.
4. Commission members - Make findings of fact and vote

**DISCUSSION**

We need your civility and respect so we can hear, learn, understand, exchange ideas, and make the best decisions.

*(if people are repeating comments from others, it is okay to ask for no repeats)*

*(if people are rambling, it is okay to ask for focus on the relevant issues)*

*(if people are dominating the conversation, it is okay to ask to give others a chance)*

*(if people are interrupting, it is okay to ask to wait their turn)*

*(Shouting, distractions, obscenities, etc. are counter-productive and should cease)*

*(If there is a large audience wanting to speak, the Chairperson may ask people to limit their comments to five minutes)*

*(if the hour is late, may continue to next meeting)*

**FINDINGS OF FACT**

It is the evidence that supports a conclusion

It includes an understanding of cause and effect

It forecasts future impacts and predicts what is best for the community

It provides the reasons for wise and fair decisions

The decision criteria in code help identify which findings are most relevant

The findings of fact for each criteria should be discussed openly before voting

The best findings of fact will educate, persuade, and lead to consensus

**MINUTES  
CITY OF DARIEN  
PLANNING & ZONING COMMISSION MEETING  
April 18, 2018**

**PRESENT:** Chairperson Lou Mallers, Bryan Gay, Robert Cortez, Michael Desmond, Robert Erickson, Brian Liedtke, Ralph Stompanato, Mary Sullivan, Steven Manning - City Planner, Elizabeth Lahey - Secretary

**ABSENT:** John Laratta

Chairperson Mallers called the meeting to order at 7:00 p.m. at City Hall - City Council Chambers, Darien, Illinois and declared a quorum present.

**A. Workshop - Procedures**

Mr. Steven Manning, City Planner reported that all Commissioners were sent a three-ringed binder containing the Manual of Procedures that we have developed so far. He stated that Public Hearing Guidelines document therein is a redraft based on the discussion from the last workshop provided for discussion tonight.

Commissioner Sullivan suggested exercising time limits for public comment especially for hot topics.

The Commissioners agreed that time limits could be helpful when there is a large crowd. Mr. Manning offered to redraft to include this procedure to be used at the Chairperson's discretion.

Chairperson Mallers said that it would be helpful to the petitioner to have good guidance on the decision criteria so they can better prepare for their hearing.

Mr. Manning said that another document was drafted and included in the packet for tonight's workshop entitled Variation Petition – Findings of Fact, which is intended to provide that guidance. He stated that facts and findings come from many different sources. He stated that if the Commission feels that some vital information is missing and the petitioner is willing to obtain, then continuing the hearing is an option.

Commissioner Gay suggested including this document in the application packet until new decision criteria are approved.

Commissioner Liedtke suggested open dialog among the Commissioners before making a motion.

**Commissioner Erickson made a motion and it was seconded by Commissioner Liedtke to approve the Public Hearing Guidelines as presented.**

**Upon voice vote, THE MOTION CARRIED UNANIMOUSLY 8-0.**

There was discussion regarding public hearing procedures and the timing and closing of public hearings. It was agreed to open the public hearing and suspend public comment allowing the

Commissioners to discuss and then reopen public comment and close the public hearing after the Commission has discussed the facts and findings.

Mr. Manning provided the Commission with variation decision criteria examples. After much discussion, Mr. Manning reported that he would draft new criteria for the next workshop.

**CORRESPONDENCE**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**APPROVAL OF MINUTES**

**Commissioner Desmond made a motion and it was seconded by Commissioner Erickson to approve the April 4, 2018 Regular Meeting Minutes.**

**Upon roll call vote, THE MOTION CARRIED UNANIMOUSLY 8-0.**

**NEXT MEETING**

Mr. Manning announced that the next meeting is scheduled for Wednesday, May 2, 2018 at 7:00 p.m. No new petitions have been received so the next workshop will be on the agenda.

**ADJOURNMENT**

**With no further business before the Commission, Commissioner Sullivan made a motion and it was seconded by Commissioner Cortez. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 9:10 p.m.**

**RESPECTFULLY SUBMITTED:**

**APPROVED:**

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**Elizabeth Lahey**  
**Secretary**

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**Lou Mallers**  
**Chairman**