



COMMUNITY DEVELOPMENT DEPARTMENT
100 Parkers Mill, Oswego, IL 60543
Phone: (630) 554-3622 | www.oswegoil.org

Citizen's Guide to Public Hearings

Planning & Zoning Commission (PZC)

Meetings

Regular meetings of the Planning & Zoning Commission (PZC) occur on the first Thursday of each month after the first Monday at 7:00 PM in the council chambers of Village Hall at 100 Parkers Mill, Oswego, IL 60543. Visit the [Village website](#) to view an official [meeting calendar](#).

Purpose of Public Hearing

A public hearing provides an official opportunity for public discussion regarding petitions for rezoning, variance, special use, or planned unit development (PUD). 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 making recommendations to 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.

An agenda is set for each meeting of the PZC. The [agenda and packet materials](#) are available the Friday before the meeting on the Village website or by contacting the Community Development Department at 630-554-3622. The PZC follows the agenda order unless announced otherwise before the meeting.

Hearing Process

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. There are typically several parts to a public hearing, including the following:

Staff Report 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 petitioner is asked to step forward and offer comments. Usually the petitioner or designated representative(s) give a brief presentation. Commissioners may ask some follow-up questions.

Public Testimony

Following the applicant's testimony, the PZC Chair asks if any members of the public wish to speak about the petition. Those wishing to testify should complete a sign-in sheet prior to speaking and approach the podium one at a time. (*continues on next page*)

When it is your turn to testify, advance to the microphone and state your name and address for

the recording secretary. Please spell your last name. The Chair will swear in those giving testimony. Testimony should include facts relevant to the case. If members of the public have questions regarding previously stated facts, questions may be directed to the PZC and the appropriate party will be asked to respond. The public may also submit written testimony. If other speakers have already made your point, let the commissioners know you agree with the previous remarks and avoid repeating issues. When you finish, remain at the microphone, in case Commissioners have questions.

Respectful conduct is expected. Outbursts are not appropriate. All persons are entitled to express their opinions. 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. The Commissioners then deliberate.

Commissioners Deliberate

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 to reach a decision. They evaluate the project based on criteria outlined in Village codes. A motion to approve, deny, or continue is typically offered as discussion dwindles. The motion is seconded and then a vote is taken.

Notification Requirements

The Village's Zoning Code requires notification prior to a public hearing. These hearings are held when a rezoning, annexation, variance, or special use petition is considered by the Planning and Zoning Commission (PZC). Notification must be completed no more than 30 days before the hearing, but no less than 15 days prior to the hearing. Three types of notices are required:

1. Written notice to all property owners of record adjacent to property adjacent to or within two hundred fifty (250) feet (exclusive of public right-of-way) of the property in question of the public hearing to be conducted. Those people listed on the county tax roll at the time an application is submitted will receive notice prior to the hearing (typically via certified mail).
2. Publication in a newspaper of general circulation in the Village of Oswego (i.e. Oswego Ledger).
3. Posting a sign on the subject property providing the date, time, location, and purpose of the hearing.

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, please contact the [Community Development Department](#).

Oswego Village Hall
100 Parkers Mill
Oswego, IL 60543
(630) 554-3622

Monday-Friday 8:30 a.m. to 5:00 p.m.