

COMPOSITION AND FUNCTION

The Village of Carol Stream Plan Commission/Zoning Board of Appeals (PC/ZBA) is an advisory commission to the Carol Stream Board of Trustees. The PC/ZBA consists of seven members who are appointed by the elected officials of the Village of Carol Stream (Village President and Board of Trustees.) Members of the PC/ZBA are Carol Stream residents, serve five-year terms, and come from a variety of occupational backgrounds.

The function of the PC/ZBA is to provide recommendations to the Board of Trustees regarding special uses, variations, planned developments, subdivisions, map amendments, and amendments to the UDO and Village Comprehensive Plan. The PC/ZBA does not discuss or make recommendations relative to building construction, public utilities, annexation agreements or financial matters. The specific standards for the PC/ZBA's review of public hearing petitions are outlined in Chapter 3 (Boards and Commissions) of the Carol Stream Code of Ordinances.

DEVELOPMENT REVIEW AND PUBLIC HEARING PROCESS

A PC/ZBA public hearing is one of many steps in the Village's development review process. The Carol Stream development review process begins when an applicant

(property owner, a representative for the property owner, developer, etc.) requests the Village's approval for a new land use or development. The purpose of the public hearing is for the public to review and comment on an applicant's request in conjunction with Carol Stream's Unified Development Ordinance (UDO).

Applicants have the right to submit a project or request before the PC/ZBA. The PC/ZBA public hearing process is the forum through which an applicant makes such a request. It is the responsibility of Carol Stream's development review team, led by the Community Development Department, to work with applicants to guide them through the public hearing process. It is the responsibility of the PC/ZBA to hear the application and make a recommendation.

The public hearing development review process consists of the following steps:

1. Pre-Application meetings between applicant and village staff.
2. Submittal of a zoning application and related plan documents. Documents are reviewed by the development review team.
3. When ready for public hearing, public notification procedures are administered (public notice in local newspaper, notice to adjacent property owners, public hearing

sign posted in front of subject property, information posted on village website).

4. Preparation and publication of staff report and recommendations.
5. PC/ZBA conducts a public hearing and provides a recommendation to the Board of Trustees.
6. Board of Trustees approves or denies applicant's request.
7. If approved, the applicant submits permit plans for review by village staff.

PUBLIC HEARING PROCEDURES

Each public hearing conducted by the PC/ZBA follows an established procedure:

1. The applicant begins the public hearing with a presentation of its application.
2. The public presents its concerns (see Public Participation section).
3. The applicant is allowed to respond to comments from the public.
4. The staff report is presented by Community Development Department staff.
5. The PC/ZBA discusses the petition and may question the applicant or staff.
6. The PC/ZBA either makes its recommendation to the Board of Trustees or

continues the request for further consideration at a specified meeting.

As indicated, the PC/ZBA's recommendation is forwarded to the Board of Trustees. The final decision to approve or deny the request 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 application to the PC/ZBA.

PUBLIC PARTICIPATION PRIOR TO THE PC/ZBA PUBLIC HEARING

All citizens are encouraged to become informed and involved in the public hearing process. Notifications of hearings provide basic information about the project, and citizens are strongly encouraged to contact the Community Development Department or visit the Carol Stream website (www.carolstream.org) prior to a public hearing with any questions or concerns. All documents submitted for a public hearing are open to the public and available for review online or in the Community Development Department (available during normal business hours).

Written comments from the public may be submitted to Community Development by 4:00pm on the day of the scheduled hearing, and will become part of the public record for the hearing.

PUBLIC PARTICIPATION DURING THE PC/ZBA PUBLIC HEARING

Testimony at a public hearing must relate to the application and the jurisdiction of the PC/ZBA (see Function of the Plan Commission). Issues related to matters beyond the PC/ZBA's jurisdiction may be addressed to the Community Development Department. In addition, all participants are expected to conduct themselves in a civil and respectful manner, which include the following:

- There shall be no comments made from the audience during the public hearing, except during the public comments portion of the meeting, and comments must be made from the podium.
- Wait to be recognized by the PC/ZBA Chair before speaking. In addition, please neatly write your name on the public participation form to help assure accuracy in the meeting minutes.
- Address the PC/ZBA Chair with all testimony and questions. Please be succinct and remain focused on the zoning issues.
- There should be no applause, boing, obscene language, or personal attacks during the meeting.
- Please address the issues or project under review, not individuals.

Carol Stream Plan Commission / Zoning Board of Appeals PUBLIC HEARING INFORMATION



Village of Carol Stream

Community Development Department

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