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Staff Report to the Plan Commission

Plan Commission Bylaws – Public Participation Policy

Prepared: August 2, 2024

TITLE & SUMMARY

Project: 2024-0561 – Plan Commission Bylaws – Public Participation Policy

Purpose: The Plan Commission generally follows Robert's Rules of Order to conduct meetings and follows best practices for public participation during regularly scheduled and special meetings. ***This policy will document the Plan Commission's practices. This report has been updated to reflect the discussion at the July 16 Plan Commission meeting.***

SUMMARY & BACKGROUND

On March 4, 2024, the Board of Trustees established public participation regulations in Section 1-5-8 of the Village Code via Ordinance No. 5874. Although Case 2024-0123 includes "the Village Board and any of its committees, commissions and advisory boards" in the title, the Board of Trustees and Committee of the Whole meetings are conducted slightly differently than Plan Commission meetings. The following proposed policy is in addition to existing Section 3-102.H.3. *Meetings, Hearings and Procedure*, and building off Section 1-5-8: *Public and News Media Participation*:

The Plan Commission of the Village of Orland Park welcomes public participation and will hear any interested individual pursuant to the following rules. Prior to appearing before the Plan Commission, the members of the public are urged to seek solutions to their concerns through administrative channels. If there are no members of the public wishing to address the Plan Commission, the Plan Commission may continue with its meeting.

The following rules shall govern speakers who address the Plan Commission:

1. Persons wishing to address the Plan Commission at the time allotted by the Plan Commission for public discussion shall make this desire known in writing to the Recording Secretary prior to speaking at the night of said meeting. Said person shall be permitted to speak only upon recognition of the presiding officer.
2. No equipment may be set up or in any way be used so as to obstruct the view of any person in the audience or any members of the news media.

3. Speakers for each public hearing and non-public hearing shall address topics relevant to the specific project or case. The non-scheduled citizens & visitors shall address topics relevant to the Land Development Code.
4. ***The maximum public comment period must be limited to:***
 - a. ***3 minutes per person.***
 - b. ***10 minutes for a person speaking on behalf of a group of 4 or more people.***
 - c. ***30 minutes per project or case.***
5. ***The 3- and 10-minute public comment periods may exceed the time allocated at the discretion of the presiding officer. The 30-minute public comment period may exceed the time allocated if the public officials, by a majority vote at the meeting, agree to allow the public comment period to exceed the allocated time for that particular public comment period.***
6. No speaker may assign his/her time to another speaker.
7. The public comment period is established for members of the public who physically attend the Plan Commission meeting. Members of the public who do not attend meetings in-person are welcome to submit comments prior to the meeting by other means, including mail or e-mail. Each person who desires to speak shall sign in with the Recording Secretary prior to their comments and provide their name and topic(s) on which they wish to speak.
8. The presiding officer will determine the order in which the speakers are recognized. Each person shall state their name, and, by option of the speaker, the speaker's address, before commenting.
9. Each person may provide prepared copies of his or her public comments prior to, during, or after his or her public comments.
10. Only 1 person may speak at a time during any public comment period, and no person shall speak until recognized for such purpose by the presiding officer. All persons wishing to address the Plan Commission shall do so from the podium and microphone. Statements shall not be made from the audience.
11. The Plan Commission will not respond to the public comments at the public meeting, unless otherwise directed by the presiding officer.
12. Repeating previously stated comments or arguments is not permitted.
13. Abusive, foul, obscene, threatening, disorderly, or other inappropriate language or conduct and/or personal attacks are not permitted.
14. The presiding officer has the authority to terminate the public comment session of any person who fails to adhere to these rules. Any person who disrupts the public body from being able to conduct its business during the public meeting may be subject to removal from the meeting room.
15. Individuals addressing Plan Commission must at all times adhere to the Village policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.

16. All public comments shall be addressed to the Plan Commission as a whole and not to individual Plan Commission members, Village staff members, or other members of the public.

PLANNING DISCUSSION

The language for the aforementioned proposed policy is built off Section 1-5-8: Public and News Media Participation. The main difference between the proposed policy and Section 1-5-8 is the speakers for each public hearing and non-public hearing shall address topics relevant to the specific project or case:

- No open public comment period will be held prior to the public hearings for the evening's Plan Commission agenda.
- The "Non-Scheduled Citizens & Visitors" will be limited to Land Development Code-related topics; otherwise, the public will be advised to share its concerns during a future Committee of the Whole or Board of Trustees meeting.

Development Services staff members support the existing participation regulations within the Village Code and Land Development Code, plus the proposed criteria within this staff report for the public to follow to support orderly and civil communication.

STAFF RECOMMENDED ACTION

Regarding Case Number 2024-0561, Staff recommends the Plan Commission offer a vote of confidence regarding the "Plan Commission Bylaws – Public Participation Policy", as discussed at this Plan Commission meeting and within the Staff Report dated August 2, 2024.

Recommended Motion

Regarding Case Number 2024-0561, also known as Plan Commission Bylaws – Public Participation Policy, I move to approve the Staff Recommended Action as presented in the Staff Report to the Plan Commission for this case.