



### Who are the Plan Commissioners?

The Plan Commission is comprised of seven Village residents, appointed by the Village President, who volunteer to serve their community without compensation. The Village staff liaison provides technical assistance and the Commission secretary records the minutes for each meeting.

Plan Commission Members:

*Steven Bucklin, Chairman*  
*Peter Brinckerhoff, Commissioner*  
*Tom Fallon, Commissioner*  
*Mark Igleski, Commissioner*  
*Allan Ruter, Commissioner*  
*Linda Witt, Commissioner*  
*Vacancy, Commissioner*

### How do I find out information on a particular case?

The Plan Commission agendas and staff reports are posted to the Village of Glenview website at the end of day on the Friday before each meeting. Visit the Village website at [www.glenview.il.us](http://www.glenview.il.us) and click on the first link under *Useful Links* on the right hand side of the webpage. Click on the Plan Commission agenda and click on the case number to see the staff report. Still haven't found the information you are looking for? Contact the Development Department at (847) 904-4330.

### What happens after the Plan Commission makes a recommendation on a case?

The Plan Commission's recommendations are sent to the Village Board of Trustees for final action and approval. Contact the Development Department at (847) 904-4330 to confirm when a case is scheduled to appear on the Board of Trustees agenda or visit the Village website for the agenda and staff reports (See *Useful Links*).

### Are these meetings televised?

Yes, you can find live and rebroadcast Plan Commission meetings on Glenview Television on Channel 17 or Channel 6, depending on your provider. Plan Commission meetings are also available live and stored on the Village website via video streaming (See *Useful Links*).

### When will minutes be available to the Public?

Minutes are typically discussed for approval at the following Plan Commission meeting, where the Commission decides to approve them or recommend changes. Once the minutes are approved, they are public record and are available on the Village website.

## Guide to the Plan Commission



[www.glenview.il.us](http://www.glenview.il.us)

### What is the Plan Commission?

The Plan Commission maintains Glenview's balance of high residential standards and thriving businesses, its open spaces and public spaces. The Commission is responsible for conducting a regulatory review of development proposals within the Village to ensure compliance with the Village Comprehensive Plan and Codes.

### When does the Plan Commission meet?

The Plan Commission typically meets every second and fourth Tuesday of the month. The meetings are held in the Village Board Room and begin at 7:00 pm.

### What is the regulatory review process?

A Regulatory Review Reference Appendix is located on the table near the Board Room entrance. The document lists common definitions of terms and has detailed descriptions of the various regulatory review processes conducted by the Commission, including annexation proposals, rezonings, site plan reviews, subdivisions, conditional uses and zoning code changes.

### What is the difference between a public meeting and a public hearing?

All Plan Commission meetings are public meetings and anyone who attends has an opportunity to speak. A public hearing is specific time set aside to allow public testimony on a particular subject for which a public notice has been published.

### What is a Public Notice?

A required public notice is typically published in the *Glenview Announcements* between 15-30 days prior to the scheduled meeting date in which a case is to be heard. Notifications of the public hearing are mailed by the Village roughly ten days prior to the hearing date to property owners directly adjacent to the subject property, as well as those directly adjacent to the first group - generally two lots deep in all directions. Public notices are not required as part of the site plan review or subdivision process.

### What is the process for giving testimony at a meeting?

Anyone who wishes to speak fills out a speaker's card found on the table closest to the Board Room entrance. These cards should be handed to the Commission Secretary prior to the start of the meeting. Those people wishing to speak will stand and be sworn in at the beginning of a meeting and will be called on by the Chairman at specific times during the meeting.

### Proper public speaking etiquette includes:

- Speak into the microphone.
- Clearly state your name and address for the Commission Secretary.
- Avoid repeating topics that have been already discussed.
- Limit comments to 3-5 minutes.

### What happens at a Plan Commission meeting?

1. The Chairman calls the meeting to order, roll call and declaration of a quorum.
2. The Chairman calls for any changes to and then passes the previous meeting minutes.
3. General Communications are shared.
4. The Chairman calls the Consent agenda (items considered to be routine and enacted in one motion).
5. The Chairman calls Old Business (agenda items previously discussed).
6. The Chairman calls New Business.
7. Village staff members present an overview of each case on the agenda.
8. The applicant elaborates on specific details and clarifies or answers the Commission's inquiries.
9. The Chairman opens the public hearing.
10. The Chairman calls on members of the public who wish to speak about a case. The Commissioners may ask clarifying questions of the public.
11. The Chairman closes the public hearing.
12. The Commission deliberates the issues of each case.
13. The following actions are taken by the Commission for each case on the agenda:
  - a) continue a case to a future date, b) recommend approval, c) recommend denial.
14. The Commission meeting is adjourned.
15. All recommendations are forwarded to the Village Board for final approvals.