



How do I find out information on a particular case?

The Zoning Board agendas and staff reports are posted to the Village of Glenview website at the end of the day on the Friday before each meeting. Visit the Village website at www.glenview.il.us and click on the first link under *Useful Links* on the right hand side of the webpage. Click on the Zoning Board 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.

When will minutes be available to the Public ?

Minutes are typically discussed for approval at the following Zoning Board 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.

What is the regulatory review process?

A Regulatory Review Reference Appendix is located on the table near the Board Room entrance. The document lists detailed descriptions of the various regulatory processes

conducted by the Commission, including annexation proposals, rezoning, site plan reviews, subdivisions, conditional uses and zoning code changes.

Who are the Zoning Board of Appeals Commissioners?

The Zoning Board 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.

Zoning Board of Appeals Members:

- Ron Greco, Chairman*
- Leonard Bloomfield, Commissioner*
- Michael H. Cho, Commissioner*
- Linda Hamman, Commissioner*
- Michael McPeerk, Commissioner*
- Mary Novotny, Commissioner*
- Harry G. Perl, Commissioner*

What is the next step?

All residential variation requests are heard exclusively by the Zoning Board of Appeals. All commercial and industrial variations are heard by the Zoning Board of Appeals and subsequently forwarded with a recommendation for final decision to the Board of Trustees.

Guide to the Zoning Board of Appeals



**1225 Waukegan Road
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Phone (847) 724-1700
www.Glenview.il.us**

What is the Zoning Board of Appeals?

The Glenview Zoning Board of Appeals hears cases and holds public hearings on Variances.

When does the Zoning Board meet?

The Zoning Board typically meets every first and third Monday of the month. The meetings are held in the Village Hall Board Room and begin at 7:00 pm.

Are any additional staff reviews necessary?

Upon staff's review of your variation application materials, depending upon the request it may be necessary for the petitioner to submit additional detailed grading plans for review by the Engineering Department. In locations where drainage has been a constant problem or could become a problem with the approval of a variation, the Zoning Board requests prior review of the proposed grading by Village staff.

What is a Public Notice?

All Zoning Board of Appeals Variation cases require 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 10 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.

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 Zoning Board 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 Old Business (agenda items previously discussed)
5. The Chairman calls New Business
6. Village staff members present an overview of each case on the agenda
7. The applicant elaborates on specific details and clarifies or answers the Commission's inquiries

8. The Chairman opens the Public Hearing
9. The Chairman calls on members of the public who wish to speak about a case. The Commission may ask clarifying questions of the public.
10. The Chairman closes the public hearing.
11. The Commission deliberates the issues of each case.
12. The following actions are taken by the Commission for each case on the agenda: a) continue a case to a future date b) approve the case c) recommend approval to the Board of Trustees (for commercial and industrial projects) or d) Deny the case
13. The Commission meeting is adjourned.

Will I receive final approval at the Zoning Board Meeting?

Residential Variation decisions made by the Zoning Board are final and are not subject to Board of Trustees approval. However, Commercial Variations are. Depending on the project, a building permit may also be needed.