

# Thank You!

Residents play an important role in the Public Hearing process. Your comments and concerns are an integral part of the planning and zoning process, and due consideration will be given to relevant testimony. We value your participation—it ensures that Oak Forest will remain the strong community it is today.



## Resident Guide to the Public Hearing Process for the Planning & Zoning Commission

Why We Have Public Hearings  
and How to Participate.



*Growing Families, Building a Community*

For additional information, please contact  
or submit all questions and comments to:

City of Oak Forest  
Community Development Department  
15440 Central Avenue  
Oak Forest, IL 60452  
P: (708)-687-4050  
F: (708)-687-1179

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Oak Forest, IL 60452  
P: (708)-678-4050  
F: (708)-687-1179  
Website: [www.oak-forest.org](http://www.oak-forest.org)

## What is a Public Hearing?

A Public Hearing's purpose is to provide a forum for the review and discussion of a particular project which allows for the input of the general public. Projects brought before the Planning and Zoning Commission are typically from the private sector and not from the City.

## What Qualifies for a Public Hearing?

Public Hearings take place most commonly for the following reasons:

1. Rezoning,
2. Zoning Text Amendment,
3. Variance,
4. Special Use,
5. Planned Unit Development and,
6. Site Plan Review.

## How is the Public Given Notice?

Once a complete application for a Public Hearing item is on file with the Community Development Department, the following steps are taken to provide public notice:

1. Notice of Public Hearing is published in the Daily Southtown.
2. In cases involving a particular property, a sign must be posted on the subject property.
3. Written notice is provided to property owners directly adjacent to the subject property.

## How is a hearing conducted?

Once a Public Hearing has been opened by the Chairman of the Planning and Zoning Commission, the hearing proceeds as follows:

1. The petitioner makes a brief presentation regarding his/her request.
2. The floor is then open for comments from the audience (participation forms for the public hearing can be obtained from the Community Development Department or at the time of the hearing).
3. The petitioner is given the opportunity to reply to any comments made from the audience.
4. The public input portion of the hearing is then closed, and the commission enters into deliberation upon request.
5. Once the commission arrives at a position, they forward their recommendation to the City Council for final action.

## When & Where Will the Public Hearing be held?

When: 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month.

Where: City of Oak Forest, City Council Chambers

## What If I Cannot Attend a Public Hearing?

If you are unable to attend a scheduled hearing and have concerns regarding the project under consideration, you can provide written comment regarding your concerns to the Community Development Department.

## Can I view reports, plans, and other materials prior to the public hearing?

Materials relevant to the public hearing are available for viewing through the Community Development Department.

## What is the Role of the Staff?

The Department of Community Development and other staff work with petitioners to make sure all necessary documents are submitted, filing deadlines are met, and all development-related issues are examined prior to the start of a Public Hearing.

## What is the Role of the Petitioner?

During the Public Hearing, the Petitioner will present their plan to the Planning & Zoning Commission. The Petitioner must produce information to show that their proposal is in conformance with local laws and planning documents, and will not have an adverse impact upon surrounding properties.

## What is the Role of the Public?

At the appropriate time during a Public Hearing, the Chairman of the Planning & Zoning Commission will designate a time for public comments. The formal Public Hearing is designed so that members of the public are provided an opportunity to address the Planning & Zoning Commission, City staff, and Petitioner with any comments and concerns.