

**LAKE BLUFF PCZBA  
PROCEDURES FOR PUBLIC HEARING ON PRELIMINARY PRD  
SB 2011, LLC APPLICATION  
(136 GREEN BAY ROAD -- HARRISON HOUSE PROPERTY)**

This document explains the procedures that the PCZBA will use to conduct the public hearing on the preliminary development plan for 136 Green Bay Road. The purpose of these procedures is to ensure that the applicant and the public have a full and fair opportunity to present their views and questions regarding the proposed development, and to ensure that the PCZBA has the information it needs to make its recommendation to the Village Board regarding the preliminary development plan.

1. **Introduction by the Chairperson.** The Chairperson will begin by officially opening the public hearing. The Chairperson will then announce the name of the petitioner (SB 2011, LLC -- The Roanoke Group) and that the stated intent of the public hearing will be to consider an application for preliminary planned residential development (PRD) for the Harrison Conference Center property. The Chairperson will explain the procedures for the conduct of the public hearing. An oath shall be administered to all persons intending to speak during the course of the public hearing.
2. **Status of Petition.** Village staff will report the status of the proposed PRD petition and note the materials received.
3. **Petitioner's Presentation.** The petitioner will present the petition for the preliminary development plan with testimony of witnesses and other evidence. The petitioner will be given approximately 1 hour for its presentation, subject to extension that the Chairperson may grant in order to ensure that necessary information is included and presented at the public hearing. In general, the PCZBA will allow the petitioner to make this presentation without interruption, except for those questions allowed by the Chairperson from the PCZBA members that may be immediately necessary to aid the PCZBA or the public in understanding the presentation.
4. **Initial PCZBA Questions.** After the Petitioner's Presentation, the PCZBA members may ask such questions of the petitioner as may be necessary to clarify material presented or the relief requested. It is anticipated that the Petitioner's Presentation and the Initial PCZBA Questions will proceed on the August 20, 2014 hearing date, at which point the PCZBA will continue the hearing to the PCZBA's September 17, 2014 meeting date for the commencement of Public Testimony and Comment on the preliminary development plan.
5. **Public Testimony and Comment.** It is anticipated that Public Testimony and Comment will commence on the PCZBA's September 17, 2014 date.
  - **Designated Counsel.** It may be that certain residents or groups of residents may have chosen to be represented by counsel ("Designated Counsel"). If this is the case, then the first portion of the public testimony and comment period will be allocated to Designated Counsel. If there are no Designated Counsel, then the proceedings can go directly to the General public comment explained below.

If there are Designated Counsel, then at the start of the Designated Counsel period for testimony and comment, the Chairperson will advise the Designated Counsel of the amount of time permitted for testimony and comment. For this hearing, each Designated Counsel will be given 30 minutes for their individual comments. The Chairperson will ask all Designated Counsel to state their names and addresses and the names and addresses of who they represent. The Chairperson will remind all Designated Counsel to avoid repetition from previous speakers and that all information presented is under oath. The

Chairperson will allow each Designated Counsel to speak one time only, unless the Chairperson determines that allowing a Designated Counsel to address the PCZBA again will contribute new testimony or other necessary and relevant evidence.

- **Testimony, Evidence, and Questions.** Designated Counsel may address to the PCZBA their questions, testimony, evidence, and comments about the preliminary planned residential development application and the evidence presented by the petitioner and other members of the public. The Chairperson shall determine how the questions from Designated Counsel shall be addressed. Following the conclusion of all Designated Counsel participation, the Chairperson shall direct the questions from the Designated Counsel to the petitioner in an orderly and consolidated manner for response.
  - **General.** At the start of the general period for public testimony and comment, the Chairperson will advise the public of the amount of time permitted for public testimony and comment. For this hearing, each member of the public will be given five minutes for their individual comments. The Chairperson will ask all speakers to state their names and addresses and will remind all speakers to avoid repetition from previous speakers. The Chairperson will also remind the public that all information presented is under oath. The Chairperson will allow each speaker to speak one time only, unless the Chairperson determines that allowing a speaker to address the PCZBA again will contribute new testimony or other evidence.
  - **Testimony, Evidence, and Questions.** Members of the public may address to the PCZBA their questions, testimony, evidence, and comments about the preliminary planned residential development application and the evidence presented by the petitioner and other members of the public. The Chairperson shall determine how the questions from the public shall be addressed. Following the conclusion of all public participation, the Chairperson shall direct the questions from the public to the petitioner in an orderly and consolidated manner for response.
6. **Response by the Petitioner.** The Chairperson will allow the petitioner a reasonable time to respond to the public testimony and comments presented.
  7. **Questions by the PCZBA.** The PCZBA members may ask such questions of any individual (petitioner and members of the public) as may be necessary to clarify material presented or the relief requested.
  8. **PCZBA Discussion and Deliberation.** During the PCZBA's discussion, members of the PCZBA may direct additional questions to the petitioner, witnesses for the petitioner, or members of the public who spoke during the hearing. The Petitioner, witnesses for the petitioner, or members of the public may not address the PCZBA during this portion of the meeting without the consent of the Chairperson.
  9. **PCZBA Action.** Based on the discussions, the PCZBA may: (a) require the petitioner, Village staff, and/or the Village Attorney to provide new or additional information and continue the hearing to a date certain; or (b) take action (vote) on the petition and make its recommendation to the Village Board. A vote by the PCZBA will close the public hearing. A majority vote of the PCZBA members present is required in order to take action on the preliminary plan. Under the PRD regulations in the Lake Bluff Zoning Regulations, the PCZBA has the authority to (i) recommend approval of the preliminary PRD, (ii) recommend approval of the preliminary PRD with modifications, or (iii) recommend denial of the preliminary PRD.

**Lake Bluff PCZBA Oath for Public Hearing Participants:**

(administered by PCZBA Chairperson):

“Please stand and raise your right hand –

Do you swear to tell the truth and the whole truth in the testimony you are about to give?

If so, please say “I do”.

Thank you - please be seated.”

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