

City of Plano

17 E. Main Street

PLAN COMMISSION

ZONING BOARD OF APPEAL

April 6, 2026

6:00 PM

AGENDA

1. Call To Order
2. Roll Call
3. Approval Of Minutes:
  - 3.I. From March 2, 2026
4. Public Comments
5. Workshop-Meeting Procedures

Documents:

[04-06-26 PLAN COMMISSION MEETING PROCEDURES.PDF](#)

6. Adopt "Policy Pertaining To Public Comment"

Documents:

[04-06-26 PLAN COMMISSION PUBLIC COMMENT POLICY.PDF](#)

7. Public Comments
8. Members' Comments
9. Adjournment

## **2-1-3: ORGANIZATION, MEETINGS, RULES AND PROCEDURES:**

### **A. Officers:**

1. There shall be a chairman of the combined plan commission and zoning board of appeals who shall be appointed by the mayor from the then appointed and acting members of the board with the advice and consent of the city council. The chairman shall hold office until a successor is appointed.

2. At the first meeting in a calendar year, of the combined plan commission and zoning board of appeals, or as it becomes otherwise necessary due to a vacancy, the members of the board shall elect one of their members to serve as vice chairman and shall elect one of their members to serve as secretary of the board for the ensuing year. The vice chairman shall act as chairman when the chairman is absent or is otherwise unable to act. The board may employ a court reporter who shall make and keep a record of all of its meetings and official acts. The building and zoning administrator/inspector shall be the executive secretary to the board and shall attend all meetings called by the board.

### **B. Meetings, Rules And Procedures:**

1. Meetings: All meetings of the combined plan commission and zoning board of appeals shall be held at the call of the chairman and at such time as the board may determine. As to those meetings requiring a public hearing, there shall be not less than fifteen (15) nor more than thirty (30) days' notice of the time and place of such public hearing published in a newspaper of general circulation in the city. Said notice shall contain a statement of the particular purpose of the public hearing and a brief description of the location of the property or properties under consideration at such public hearing and a description of the action requested to be taken by the board.

2. Powers Of The Chair: In all official proceedings, the chairman, or in his or her absence, the vice chairman of the combined plan commission and zoning board of appeals, or in his or her absence, an acting chairman appointed, for the meeting, by the members of the board, shall have the power to administer oaths and compel by subpoena the attendance and testimony of witnesses and the production of books and papers.

3. Minutes And Records: The combined plan commission and zoning board of appeals shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall also keep records of its hearings and other official actions. A copy of every rule or regulation, every appearance, variation and every recommendation, order, requirement, decision or determination of the combined plan commission and zoning board of appeals shall be filed immediately in the office of the city clerk and shall be a public record. Where required by this code, findings of fact shall be included in the minutes of each case and the reasons for the granting or denial of each application shall be specified.

4. Hearings Open To Public: All hearings shall be open to the public.

5. Minutes Open To Public: The minutes of the board shall be open to public examination at reasonable hours.

6. Rules And Procedures: The combined plan commission and zoning board of appeals shall adopt its own rules and procedures, not in conflict with this section or with applicable Illinois statutes, and may require the submission of such records, plats and other information necessary to make its determinations. A copy of said rules and procedures, and all recommendations thereto shall be filed in the office of the city clerk. (Ord. 2007-16, 3-26-2007; amd. Ord. 2024-26, 6-10-2024)

Rule 22. "Robert's Rules Of Order" shall govern the proceedings of the council, except when in conflict with the foregoing rules. (Charter; amd. 1989 Code; 1924 Code § 3-9, 3-11, 3-13, 3-14; Ord. 2009-17, 5-26-2009; Ord. 2015-17, 7-13-2015; Ord. 2024-01, 1-8-2024)

## **POLICY PERTAINING TO PUBLIC COMMENT**

- A. Right to Speak.** The Illinois Open Meetings Act, Section 2.06(g) provides that “Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.
- B. Public Comment.**
1. Persons desiring to address the Plan Commission/Chairman will do so during the two (2) Citizen Comment periods on the agenda of the Plan Commission Meeting. Citizen Comment on the initial period of the agenda shall be limited to commenting on items on that Meeting’s agenda. Citizen Comment at the end of the agenda shall be on any topic.
  2. Participation Procedure.
    - a. Persons wishing to speak may do so only after being recognized for that purpose by the Chairperson.
    - b. Only one (1) person may address the Plan Commission at a time.
    - c. Comments shall be limited to five (5) minutes per person and no longer than 30 minutes in total. Any person’s unused time may not be traded, utilized, ceded, or added to another person’s comment time.
    - d. The Plan Commission may, without creating precedent and in its sole discretions, expand the numbers of those permitted to speak, at any given meeting.
  3. Public Participation.
    - a. Persons addressing the Plan Commission shall identify themselves for the record, and for the Plan Commission and members of the public also attending the meeting.
    - b. Persons addressing the Plan Commission will offer all comments in a courteous and professional manner, and refrain from use of inappropriate, offensive or profane language.
    - c. The Plan Commission will not respond nor engage in debate or discussion relating to comments offered or made. The public comment period is intended to afford members of the public with an opportunity to express their views to the respective Plan Commission. The Plan Commission will generally take comments made to it by speakers under advisement.
- C. Misconduct.**
1. All persons addressing the Plan Commission must do so in a civil and appropriate manner. Rude or abusive behavior will not be condoned. Comments that are defamatory, or otherwise constitute an unwarranted invasion of privacy will not be allowed. Persons in violation of the foregoing will be directed by the Chairperson of the meeting to cease commenting immediately or, should they refuse to do so, leave the meeting.
  2. Persons attending the meeting will refrain from comments, gestures, or other verbal or non-verbal communications when not recognized to offer public comment. The Chairperson is charged with enforcing orderly decorum at meetings to enable effective and efficient consideration by the Plan Commission of the stated and published purpose of the meeting; to that end the Chairperson will request person(s) causing disruptive conduct to cease such conduct.
  3. In the event public comment or behavior at the meeting becomes disruptive to the Plan Commission’s effective and efficient conduct of the meeting, the Chairperson may recess the meeting until such time that conditions are conducive to resume conduct of the business of the public body. If the disturbance is particularly egregious, the Chairperson may recess the meeting to reconvene at a designated time, date and place. The proposition by the Chairperson to recess or to recess and reconvene at a later time, date and place shall be approved by the Plan Commission. If taken, the decision to recess shall be recorded in the minutes, along with the vote of the Plan Commission and a statement as to the cause of the disruption necessitating the recess.