

Local State of Emergency – Temporary Public Participation Procedures

As stated in Gubernatorial Executive Order 2020-07 issued on March 16, 2020 and Gubernatorial Executive Order 2020-10 issued on March 20, 2020, both extended by Gubernatorial Executive Order 2020-18 issued on April 1, 2020, all public gatherings of more than ten people are prohibited. In-person public participation is not defined as an essential activity, but efforts will be made to accommodate such participation, while adhering to the Executive Orders.

The Village of Westchester is committed to fostering convenient and accessible opportunities for public input at all public meetings during the State of Emergency. Therefore, temporary procedures for public participation at the upcoming Plan & Zoning Commission meetings not duly canceled are hereby implemented. The Village will reasonably accommodate credentialed members of the media who wish to attend Plan & Zoning Commission meetings. Members of the public may submit written comments and/or participate by attending the public hearing . If more than 10 persons, including Commission members, appear at the meeting, the 10 persons maximum will be enforced , but efforts to accommodate public comments and/or testimony will be made, by requiring persons who are not members of the Commission to move in and out of the meeting, at the appropriate times. If a member of the public wishes to submit written comments, the procedure as follows:

SUBMIT WRITTEN COMMENTS

After publication of the agenda, email comments to mheadley@westchester-il.org. When providing written comments to be included as public participation at a public meeting, clearly identify the following in the subject line:

- The date of the meeting.
- Village of Westchester Plan & Zoning Commission Meeting 4/27/20
- Name and any other identifying information the participant wishes to convey to the public body.
- The category of public participation - Citizens to be Heard on Agenda Items, Public Hearings agenda items or Public Comments (non-agenda items).
- For Citizens to be Heard on Agenda Items and Public Hearings agenda items, identify and include the specific agenda topic (e.g. Amendments to the Village's Comprehensive Plan)

The entire content of the comments will be subject to public release. The Village of Westchester will be under no obligation to redact any information.

The contents of all comments will be placed into a shared file for the public body to access and read.

It is strongly recommended that the comments are emailed not less than twenty-four (24) hours prior to the meeting so the appropriate Commissioners have adequate time to review the comments prior to the meeting.

