

TEMPORARY RULES FOR THE CONDUCT OF THE ZONING PUBLIC HEARINGS

On May 20, 2020, the DeKalb County Board issued temporary rules for the conduct of Zoning Public Hearings in order to promote social distancing as required in Executive Order 2020-10 (COVID-19 Executive Order No. 8), and in accordance with Executive Order 2020-07 (COVID-19 Executive Order No. 5).

In addition, all the members of the public, County Board, County Staff and applicants or their representatives shall follow the same temporary rules as set forth below.

1. All who are presiding, presenting or attending the virtual public hearing will be required to attend by means of electronic attendance, including but not limited to a phone or computer connection.
2. The platform for electronic attendance at the meeting will be arranged in advance by the Director of Community Development, or designee, and will be communicated to each aforementioned attending member at least 48 hours prior to the commencement of the meeting.
3. Prior to the meeting, the Director of Community Development, or designee, shall endeavor to meet with the DeKalb County Hearing Officer utilizing the platform intended to be utilized at the meeting for the purpose of familiarizing the Hearing Officer with the platform.
4. The electronic platform shall allow the Hearing Officer, County Staff and applicant representatives attending to speak and listen simultaneously to the proceedings.
5. All other attendees will be given the opportunity to speak at designated times during the Public Hearing.
6. The format of the agenda for the Public Hearing shall remain the same, that is, shall be called in the same order as contained in the existing Hearing Rules.

7. The Public Hearing proceedings will be streamed on the County's Zoom Application through a dedicated link.

8. Since there will be no one physically present at the meeting, the County rules in Article 11.05.d of the DeKalb County Zoning Code are amended for the duration of the Emergency Ordinance **P2020-02** and amended in Ordinance **O2020-10** as follows to permit the public to address the Hearing Officer relevant to matters on the agenda and to provide general public comment:

A. A web form will be available on the County's website which will let members of the public select which agenda item (or general public participation) that they would like to comment upon (only one per form) and then space to type the comment. The form will ask for the person's name and City/Township of residence.

B. Individuals will also have the option of submitting public comment in hard copy. Individuals who wish to do so must mail or place their comments in the Community Development drop box inside of the DeKalb County Administration Building Vestibule, 110 E. Sycamore Street, in Sycamore. Hard copy public comments shall state the individual's name, city/township of residence, and whether the comment relates to a specific item on the agenda (and if so, which one) or is a general public comment. Hard copy comments must be received by 5:00 p.m. on the day prior to the Public Hearing by mail or placed in the drop box by to be received by staff and included in the record as correspondence for the hearing.

C. Information will be printed on the meeting agenda and prominently on the County's website about how to provide public comment, including a link to the web form. The information will be in substantially the following form:

**“NOTICE REGARDING MEETING AND PUBLIC COMMENT
RULE MODIFICATION DUE TO COVID-19”**

Pursuant to Governor Pritzker's Executive Order 2020-07 (COVID-19 Executive Order No. 5) which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a

public body during the duration of the Gubernatorial Disaster Proclamation, the Hearing Officer, members of County Staff and the Applicants will not be physically present for noticed Public Hearings, but will instead be participating in the meeting through video/audio access using a virtual meeting platform.

Public comments may be submitted via web form in advance of and during the meeting at communitydevelopment@dekalbcounty.org, or by hard copy to the drop box located inside the vestibule of the DeKalb County Administration Building at 110 E. Sycamore Street in Sycamore.

The instructions for addressing the Hearing Officer in this manner are provided as part of the agenda posting and attached to the meeting agenda.

Comments received prior to 5:00 p.m. on the day preceding the hearing will be read aloud during the hearing and published online as soon as practicable. Comments received on the day of the public hearing and prior to the public comment section of the hearing will be read aloud during the meeting. Comments will be read aloud in the order in which they were received, after the agenda item to which the comment relates or during the time normally reserved for public comment. Any comments received after the conclusion of the public hearing will be returned or deleted and not be included into the public record.

D. When the Public Hearing Agenda is published, the web form will be activated.

E. A press release will be sent by County Staff to all local media with information about how to submit public comments.

F. The web form will remain on the County's website and open to accept submissions until the Public Hearing is adjourned.

G. During the period ordinarily reserved for public comment during each Public Hearing, the Hearing Officer will ask that any public comment received via web form related to that Public Hearing be read by the Director (or other appointee) into the record in the order in which the comments were received.

H. Comments will be assembled and transmitted to the Hearing Officer and Applicant's representative as follows:

1. At 5:00 p.m. on the day prior to the Public Hearing, staff will download a copy of all comments submitted by web form and will scan in any hard copy comments received. Staff will sort the comments by agenda item or general public comment, and then share the comments with the Hearing Officer, Applicants of Zoning Request, the Director of Community Development, and designees. Such comments will be treated in the same manner as general correspondence.

2. On the day of the Public Hearing and concluding at the end of the Public Comment section of each Public Hearing, when a person submits a web comment, the comment will be emailed in real time to the Director of Community Development, and designees and read aloud.

J. All comments received prior to and up to the Public Comment Section of the Public Hearing will be collated, and include such comments in the official meeting minutes.