



Step by Step Guide for Haymarket Public Hearings

The Village has provided this guide to assist the audience in understanding what to expect during the newly revised Plan Commission Public Hearing Process. This process has been updated to accommodate COVID-19 restrictions. Nothing in this guide prohibits the Plan Commission Chairperson or staff, from modifying the sequence of steps as needed; before or during the hearing. Plan Commissioners may ask questions or seek clarification from persons giving presentations, testimony or comment at any time.

WHEN	WHO and WHAT
Step One: <i>COMPLETED 10/28/20</i>	Plan Commission rules on Interested Parties applications.
OLD FORMAT: CONTINUATION OF QUESTIONING	
Step Two: <i>COMPLETED 10/28/20</i>	Questioning will resume of Dr. Lustig and Mr. Baldwin by parties who did not previously have an opportunity to ask a question of them. Once questioning concludes, the COVID-19 guidelines will go into effect; with public questioning occurring after all testimony has been presented.
NEW FORMAT: PRESENTATION OF CASES	
Step Three:	Petitioner’s Case Petitioner will make its presentation and present witness(es) and other evidence. After each witness’s direct testimony, interested parties* will be allowed to cross-examine the witness.
Step Four:	Interested Parties’ Case* Each interested party shall have an opportunity to make a presentation and present witnesses and other evidence. After each witness’s testimony, petitioner will be allowed to cross-examine.
Step Five:	Village Staff Presentation Village staff shall have an opportunity to make a presentation. The Village may also choose to present witnesses and other evidence. After each witness’s testimony, petitioner and interested parties* will be allowed to cross-examine.
Step Six:	Petitioner’s Rebuttal Case Petitioner shall have the opportunity to provide a rebuttal presentation, testimony, or evidence. After the rebuttal, interested parties* will be allowed to cross-examine.
PUBLIC PARTICIPATION	
Step Seven:	Questions from the Public Once the petitioner, interested parties, and the Village have concluded their cases, members of the public will have the right to pose a question to the petitioner and interested parties. Advance sign-up is required.
Step Eight:	Public Comment The public will have an opportunity to address the commission and provide general statements and opinions on the matter. Advance sign-up is required.
FINAL ACTION	
Step Nine:	After all parties have presented their cases and the public has had an opportunity to comment, the hearing will close. Within seven (7) calendar days of the hearing being closed; members of the public may make technology objections.**
Step Ten:	The Plan Commission will discuss and deliberate, and make a recommendation to the Village Board.

***INTEREST PARTIES**

To qualify as an interested party, one must have an interest which extends beyond that of the general public. Status as a taxpayer alone is insufficient to qualify as an interested party.

Interested parties fall into three categories: (1) any property owner adjacent to the subject property¹; (2) any property owner within 250 feet of the subject property; or (3) any individual or entity who can demonstrate that it will suffer a unique injury or special damages different from the general public.

Individuals or entities must apply to be recognized by the Plan Commission as an “interested party.” Written applications will be accepted five days before the hearings resume.

** See Plan Commission Hearing Protocols, XIII Final Action for further clarification on technology objections.