City of Crystal Lake

Memorandum

To: Planning and Zoning Commission

From: Elizabeth Maxwell

Date: December 11, 2025

Re: Open Public Comment

The Planning and Zoning Commission has expressed a desire to have open public comment on the agenda. It is imperative that the Commission adopt rules to not fall afoul of the Open Meetings Act and Ex Parte Communication. The following rules regarding open public comment are set forth for your consideration.

Rules for Adoption

1. Public Comment shall be permitted at all meetings. At regular meetings of the Planning and Zoning Commission, public comments shall be limited to five (5) minutes per person and must be germane to the jurisdiction of the Planning and Zoning Commission under the Unified Development Ordinance (e.g. Zoning, Planning, and Land Use). The Chair shall rule out of order any comments regarding matters outside this jurisdiction or comments on specific pending cases that are scheduled for a separate Public Hearing on the same agenda. Public comments at special meetings of the Planning and Zoning Commission shall be limited to matters which are germane to the agenda for such special meeting.

2. As a matter raised during the public comment period may be the subject of a pending or anticipated application, Planning and Zoning Commission Members shall not have open conversation with the public outside of a public hearing on an item.