

**CITY OF CRYSTAL LAKE
PLANNING AND ZONING COMMISSION
PUBLIC HEARING INTERESTED PARTY APPEARANCE FORM**

Any person who wishes to appear at a public hearing of the Planning and Zoning Commission of the City of Crystal Lake (the “**PZC**”) as an “interested party” with the right to cross-examine others must complete and file this appearance form with the City of Crystal Lake. NOTE: IT IS NOT NECESSARY TO COMPLETE THIS FORM TO MAKE A GENERAL STATEMENT, OR OTHERWISE TO SPEAK AT THE PUBLIC HEARING WITHOUT CROSS EXAMINATION RIGHTS. The following information must be provided:

NAME: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

PUBLIC HEARING MATTER/DATE: _____

NAME AND E-MAIL OF REPRESENTATIVE (if applicable): _____

PLEASE PROVIDE A BRIEF EXPLANATION OF YOUR SPECIAL INTEREST IN THE PUBLIC HEARING (such as, without limitation, your property is within 250 feet of the subject property, or your property shares facilities with the subject property that may be impacted):

PLEASE DESCRIBE THE NATURE OF THE TESTIMONY YOU INTEND TO PROVIDE AND THE QUESTIONS YOU DESIRE TO POSE AT THE PUBLIC HEARING:

THIS FORM MUST BE SUBMITTED BY 5:00 P.M. AT LEAST THREE (3) BUSINESS DAYS BEFORE THE SCHEDULED HEARING BY E-MAILING TO: kcowlin@crystallake.org. YOU WILL BE NOTIFIED VIA E-MAIL PRIOR TO THE HEARING WHETHER YOUR REQUEST TO BE TREATED AS AN INTERESTED PARTY FOR CROSS-EXAMINATION PURPOSES HAS BEEN APPROVED.

RULES FOR CONDUCTING CROSS-EXAMINATIONS

Any person approved as an “interested party” for purposes of conducting cross-examination at a public hearing of the PZC shall be subject to the following rules:

1. Only the applicant or persons who have been approved as an “interested party” (or their respective representatives) shall have the right to conduct cross-examination of any witness at the public hearing.
2. Unless otherwise approved by motion approved by a majority of the PZC members, cross-examinations shall be reserved until the conclusion of all public comments.
3. Cross-examination is intended either (i) to address specific questions regarding the application or testimony provided, or (ii) to draw out probative information relating to the standards governing the PZC’s review of the application. The PZC Chair shall have the authority to determine whether any cross-examination conforms to these objectives. Extended examination and cross examination of witnesses will not be permitted, and the PZC will not be bound by rules of procedure that obtain in courts of law.
4. Each interested party shall be granted no more than five (5) minutes to conduct cross-examination of any witness, and a total of 30 minutes will be allocated for all cross-examinations by interested parties. The PZC Chair reserves the right to adjust the time for any individual to conform to the allocated time. The PZC Chair may also extend the time for cross-examination, provided that the Chair determines that such cross-examinations are expected to draw out probative information regarding the application. The PZC Chair may also reduce the time for, or terminate the time for further, cross-examination if such cross-examination is repetitive or is directed to matters irrelevant to the PZC’s consideration of an application under the PZC’s standards of review.