

PUBLIC HEARING GUIDE FOR HISTORIC DISTRICT NOMINATIONS



COMMUNITY & ECONOMIC DEVELOPMENT DEPT. /PLANNING DIVISION

CITY OF ST. CHARLES

The procedure for the establishment of a Historic District is specified in the St. Charles Municipal Code, Section 17.32.070. A public hearing is required before the Historic Preservation Commission provides a recommendation to the City Council.

The purpose of the public hearing is for the Historic Commission to gather information regarding the extent to which the Historic District Nomination meets the following criteria:

- 1. The area contains one (1) or more buildings, structures or sites meeting the criteria for landmark designation, and may also include other buildings, structures or sites which, although they may not qualify for individual landmark designation, contribute to the overall visual character of the area and to its architectural or historic significance.*
- 2. The area is historically, economically or culturally significant to the development of St. Charles.*
- 3. The area has sufficient integrity to convey the sense of a particular period in the history of the community.*

Written and oral testimony is invited from property owners and other interested persons.

PUBLIC HEARING PROCEDURE

1. The Chairman opens the hearing, provides a brief description of the procedure and swears in all those wishing to give testimony. A court reporter will make a transcript of the meeting.
2. The Chairman reads the nomination and related documents into the record.
3. A short summary of the nomination is provided.
4. Questions:
 - From Commission members
 - From audience attendees
5. The Chairman will allow time for testimony by persons supporting or opposing the nomination. The Historic Commission may ask questions of those who testify. (Time for each speaker may be limited by the Chairman.)
6. The Historic Commission will close the public hearing. Once the hearing is closed, no additional testimony will be accepted. If new testimony is anticipated that may significantly alter the nomination or material facts presented, the Historic Commission will continue the hearing to a specific date, time, and place.

GROUND RULES FOR SPEAKING AT PUBLIC HEARINGS

Public hearings are sometimes emotional – certain ground rules must be followed so that everyone is treated fairly. Your cooperation is appreciated.

1. Testimony at public hearings should be based on facts and specific reasons, not just personal opinion.
2. Interested parties must be sworn in by the Chairman.
3. At the beginning of your statement, please state your name, spell it, and state your address.
4. Speak loudly and clearly. Please direct all questions and comments to the Chairman.
5. Be brief. It is not necessary to repeat what others have said, as all testimony will be recorded. Testimony will not be given more consideration just because it is repeated by numerous people. The Chairman may limit testimony that is redundant or irrelevant.
6. Submit written information whenever possible. Information received by the City by the Monday before the public hearing will be sent to the Historic Commission members. All documents submitted for the hearing become the property of the City and are available for inspection by anyone under the Freedom of Information Act.

AFTER THE HEARING

The Historic Commission will discuss and vote on the Historic District nomination after the public hearing is closed. This will likely occur at the same meeting, although it may occur at a later meeting.

The Historic Commission will provide a recommendation as to whether the nomination meets the applicable ordinance criteria.

The Historic Commission recommendation will be forwarded on to the Planning and Development Committee of the City Council for review, then the City Council.

The City Council makes the final decision as to whether to approve the Historic District Nomination.