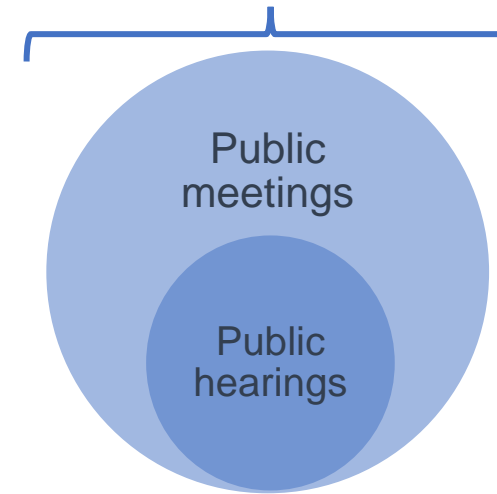


The Illinois Open Meetings Act (OMA)

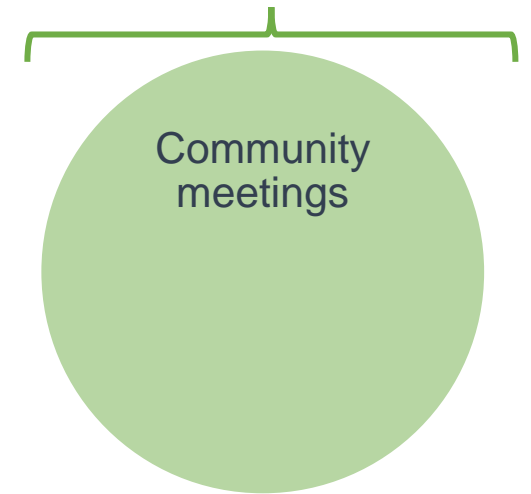
- The OMA applies to any **gathering** of a **public body** in which a majority of a quorum* is present and **public business** is discussed
- Requires:**
 - ✓ Pre-notification of the public via an agenda posted at least 48 hours in advance
 - ✓ Members of the public can attend
 - ✓ Opportunity for public comment, with rules and procedures set by individual public bodies
 - ✓ Published minutes

Subject to OMA

Required to be held in-person, as of June 2023



Not subject to OMA



Gathering: Can be in person or via phone/internet

Public body: Legislative, executive, administrative, or advisory; includes any group supported in whole or part by tax revenue***

Public business: Any matter related to the business of the public body, including voting and deliberation

Public meeting: A gathering of a majority of a quorum of a public body to conduct public business (as defined by OMA)

Public hearing: Statutorily required legal proceeding, taking place “on the record” during a public meeting

Community meeting: Mandatory or voluntary gathering for the public to provide feedback, structure and hosting body varies

* In the case of a 5-member public body, a quorum (3 members) must be present.

** The OMA lists specific situations in which a public body is allowed to hold a closed executive session, but all other meetings are subject to these requirements.

*** There are several groups exempt from OMA’s requirements, the most significant being the state legislature.

Zoning Decision-Making and Meetings

Receive public input via **public meetings** or **public hearings**, subject to Illinois Open Meetings Act (OMA)

Receive public input via voluntary or mandatory **community meetings**,* not subject to OMA

Does not normally host meetings involving public input

City Council Committee on Zoning, Landmarks, & Buildings Standards

Recommends a final decision to full Council for zoning changes that require an ordinance

Developer or applicant

Requests zoning change process and may co-host or be present at community meetings

Zoning Ordinance Administration Division of DPD

Administers zoning code, including reviewing administrative adjustments and providing certificates that proposals fall or do not fall within the code

City Council as a whole

Votes by majority to make final decision for zoning changes that require an ordinance

Dept. of Planning & Development (DPD)

Shepherds development proposals through review process

Groups reviewing specific proposal types

- Chicago Plan Commission
- Commission on Chicago Landmarks
- Community Development Commission

Review proposals and make recommendations to City Council via relevant Committee or to DPD

Aldersperson /Ward Office **

Initiates zoning change process and approves zoning changes. May also host meetings through ward office. Meetings can consist of broader community meetings or meetings of Ward Zoning Advisory Councils as part of Community Driven Zoning processes

** *Ward level meetings that involve an alderperson or their zoning advisory council could be considered gatherings of advisory bodies and may be subject to the Open Meetings Act.*

Zoning Board of Appeals

Votes by majority to approve or deny certain zoning changes, including variations, special uses, and appeals of Zoning Administrator decisions

* *Community meetings are mandatory for five types of proposed zoning changes:*

1. Master planned developments
2. Planned manufacturing districts
3. Cannabis businesses
4. Special Character Overlay Districts
5. Site Plan Reviews under Air Quality Zoning Ordinance