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October 14, 2020

**VIA E-MAIL**

Plan Commission  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302

**RE: *Ex Parte* Communications About Pending Zoning Applications**

Chair Simms and Plan Commissioners:

The Oak Park Plan Commission will be handling a number of applications in the coming weeks and months. As the Commission prepares to handle this volume of work, I was asked to remind you of the importance of avoiding *ex parte* communications regarding zoning applications pending before the Commission. *Ex parte* communications are communications about an application pending before the Commission made outside of a public hearing. The integrity of the Village's zoning process and fundamental fairness for applicants and objectors depends on faithful adherence to this ethical requirement.

While an application is pending before the Commission, you may not consider facts and circumstances about a zoning application presented to you on an *ex parte* basis, outside of a public hearing. Commissioners may only consider evidence about an application before you presented at a public hearing when deciding whether the standards for approval have been met. If an *ex parte* communication about a pending application occurs, the Commissioner involved must disclose the communication as part of the record during the public hearing on the application.

If you have any questions, please contact the Commission's staff liaison, Village Planner Craig Failor, at (708) 358-5418.

Very truly yours,

KLEIN, THORPE AND JENKINS, LTD.

Gregory T. Smith

cc: Craig Failor, Village Planner