

**Legal Notice / Public Notice
City of Berwyn, Cook County, Illinois
Comment Period for Amended
CITIZENS PARTICIPATION PLAN**

All citizens and other interested parties are hereby notified the City of Berwyn has prepared an Amendment to its Citizen Participation Plan (“CPP”) for Community Development Block Grant funds (“CDBG”). The amendment to the CPP includes: (1) the inclusion in the CPP for participation in developing a plan for affirmatively furthering fair housing; and (2) Other material changes to the CPP to conform with the Department of Housing and Urban Development (“HUD”) citizen participation plan requirements.

Copies of the amended CPP, in draft form, will be available for review and comment for fifteen (15) days beginning November 2, 2017, on the City’s Web site www.berwyn-il.gov , at City Hall, the Library and the CDBG Offices - 6420 W. 16th St.

The Amended CPP will be presented to the City Council at the Committee of the Whole, and thereafter to the City Council for final approval, on Tuesday November 28, 2017. Any and all Citizens may make recommendations and question any aspect of the plan at these meetings, or by calling the Community Development Department at 708-795-6850, or in writing by contacting: Regina Mendicino, Director, Community Development Dept., 6420 W. 16th Street, Berwyn, IL 60402.

Public input is being requested and all citizens will be given an opportunity to be heard. Access is, and accommodations are, available for persons with disabilities. The meeting will be available in both English and Spanish.

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For information contact: Regina Mendicino @ 708-795-6850



Community Development Department

Robert J. Lovero, Mayor
Regina Mendicino, Director
6420 W. 16th Street * Berwyn, IL 60402
Office: 708-795-6850 FAX: 708-749-9457

City of Berwyn
Citizen Participation Plan
for the
Community Development Block Grant Program
of the
United States Department of
Housing and Urban Development
(10/30/2017 * Draft)

Para la versión en Español, llamar el (708) 795-6850 o visitor www.berwyn-il.gov.

For alternate forms of this document for persons with disabilities, please contact 708-795-6850.

Contents

- I. INTRODUCTION
 - PURPOSE.....
 - LEAD AGENCY.....
 - EFFECTIVE DATE.....

- II. ENCOURAGEMENT OF CITIZEN PARTICIPATION
 - GENERAL.....
 - ORGANIZATIONS AND AGENCIES.....
 - ENCOURAGEMENT OF NON-ENGLISH SPEAKING PERSONS AND PERSONS WITH DISABILITIES
 - ONLINE ACCESS
 - OTHER ENGAGEMENT TECHNIQUES

- III. THE CITIZEN PARTICIPATION PLAN
 - AMENDMENTS TO THE APPROVED CITIZEN PARTICIPATION PLAN.....

- IV. THE ASSESSMENT OF FAIR HOUSING (AFH)
 - PLAN DEVELOPMENT
 - REVISIONS TO THE ASSESSMENT OF FAIR HOUSING

- V. THE CONSOLIDATED PLAN (CP).....
 - PLAN DEVELOPMENT
 - REVISIONS TO THE CONSOLIDATED PLAN.....

- VI. THE ANNUAL ACTION PLAN (ACTION PLAN)
 - PLAN DEVELOPMENT
 - REVISIONS TO THE ANNUAL ACTION PLAN.....

- VII. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)
 - REPORT DEVELOPMENT

- VIII. AVAILABILITY TO THE PUBLIC.....

- IX. ACCESS TO RECORDS.....

- X. COMPLAINTS.....

- XI. TECHNICAL ASSISTANCE.....

- XII. CITY CONTACT PERSON.....

**CITY OF BERWYN (CITY)
CITIZEN PARTICIPATION PLAN (CPP)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

I. Introduction

Purpose

The CITY encourages the public to participate in the development of CDBG plans and programs, as well as to comment on the City's past performance in its use of CDBG funds.

The Consolidated Plan (CON PLAN) and Assessment of Fair Housing (AFH) are documents required by HUD for jurisdictions to continue to receive federal housing and community development funding. The CON PLAN examines the housing and community development needs of the CITY, sets priorities for the CDBG funds, establishes an Annual Action Plan (ACTION PLAN) for meeting current and future needs, and identifies the CITY's performance in meeting its annual goals through the Consolidated Annual Performance Evaluation Report (CAPER).

The AFH replaces the Analysis of Impediments to Fair Housing to assist the CITY in identifying fair housing issues and related contributing factors to achieve comprehensive community development goals and affirmatively further fair housing. The CON PLAN and AFH are also required to have a strategy for resident participation in the planning process.

Pursuant to the citizen participation requirements of 24 CFR Section 91.105 and 24 CFR Part 5, the CITY sets forth the following CPP as it relates to the administration of the Community Development Department (DEPARTMENT) programs funded by CDBG. This CPP presents the CITY's plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of the following:

- 1) The Citizen Participation Plan (CPP)
- 2) The Assessment of Fair Housing (AFH)
- 3) The Consolidated Plan (CON PLAN)
- 4) The Annual Action Plan (ACTION PLAN)
- 5) The Consolidated Annual Performance and Evaluation Report (CAPER)

Lead Agency

The DEPARTMENT is the lead agency for the administration of the CDBG Program.

Effective Date

Subsequent to approval of this CPP by the CITY, the CPP shall be effective until the CITY amends or replaces it.

II. Encouragement of Citizen Participation

General

The CITY provides for and encourages citizens to participate in the development, revision, amendment, adoption and implementation of the CPP, the AFH, the CON PLAN, the ACTION PLAN, and the CAPER (hereafter collectively referred to as the “PLANNING ACTIVITIES” or “PLANNING ACTIVITY”). The CITY encourages participation by low- and moderate-income persons, particularly those living in areas designated as revitalization or blighted area and in areas where CDBG funds may be used, and by residents of predominantly low- and moderate- income neighborhoods. With respect to the public participation initiatives included in this CPP, the CITY will take appropriate actions to encourage the participation of all its citizens, including minorities, non-English speaking persons, and persons with disabilities.

The CITY will notify by email, community organizations and previously interested parties/agencies who have expressed an interest in CDBG grants. Any person seeking to receive notification can contact the DEPARTMENT at 708-795-6850 to add their name to the notification list.

Organizations and Agencies

The CITY encourages the participation of local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing the PLANNING ACTIVITIES. This participation will be achieved in many ways, including where required through stakeholder interviews, focus groups and/or public meetings held during the development, revision, amendment, adoption and implementation processes for all documents covered by this CPP.

Encouragement of Non-English Speaking Persons and Persons with Disabilities

The CITY will also make every reasonable effort to encourage the participation of non-English speaking persons, limited English proficiency persons, and persons with disabilities. Any non-English speaking resident who wishes to participate may contact the DEPARTMENT prior to any hearings so adequate arrangements can be made. Such requests should be made at least five (5) working days prior to a hearing date to permit the CITY to make the necessary arrangements. In accordance with the Americans with Disabilities Act persons needing a special accommodation to participate in any proceeding should contact the DEPARTMENT for assistance.

Publication of Notices

Throughout this CPP, the various PLANNING ACTIVITIES may require a public notice be published in a newspaper of general publication. The requirements for the publication of any required public notice shall be as follows (and shall hereafter be referred to as a “NOTICE”):

The NOTICE will be published in English and Spanish in a newspaper of general circulation in

Berwyn. The NOTICE shall state what PLANNING ACTIVITY document is being produced or amended and how citizens and any interested party can participate in the process. The NOTICE shall also include a brief summary of the document, the dates of the public display and comment period, the location where copies of the proposed document can be examined, how comments will be accepted, when the document will be considered by the CITY Council, and the anticipated submission date to HUD. In addition, the CITY will make available a reasonable number of free copies of the proposed document to residents and groups that request it, and in a format accessible to persons with disabilities.

If a Public Hearing is required and scheduled, the NOTICE will also include the date(s), time(s) and location(s) for the Public Hearing, and include that the CITY will provide access and accommodations for persons with disabilities with five (5) day prior notice of any hearing by calling 708-795-6850.

A copy of the NOTICE will also be posted at the CITY Library, CITY Clerk's Office in CITY Hall, the DEPARTMENT's Office, and on the CITY's website. The NOTICE will be mailed and/or emailed to all known interested parties who have asked to be placed on the notification list.

Some PLANNING ACTIVITIES have additional NOTICE requirements. Those additional requirements are included in each PLANNING ACTIVITY section herein.

Online Access

The CITY will post draft and final copies of all documents covered by this CPP on its website accessible at <http://www.berwyn-il.gov/>

Other Engagement Techniques

The CPP has been and will continue to be reviewed as the CITY continues to gain access to technology that improves the avenues of participation by its residents.

III. The Citizen Participation Plan (CPP)

Amendments to the Approved Citizen Participation Plan (CPP)

The CITY shall follow the following procedure to amend its approved CPP, as needed. The CITY will provide the public with a reasonable opportunity to comment on substantial amendments to the CPP, and will make the CPP public.

a. Amendment Considerations

The CITY will amend the CPP, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD programs.

Amendments to the CPP may be required should a provision of the CPP be found by the CITY to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the CPP that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

b. NOTICE, Public Display, Comment Period and Approval

The proposed amended CPP will be made available for a public review and comment period of not less than 15-days, and may be done concurrently with the public review and comment process for any other PLANNING ACTIVITIES. NOTICE shall be given as provided for herein. After the end of the public review and comment period, the amended CPP must be considered and approved by the CITY Council as provided for by law.

c. Public Comments Received on Draft Amended CPP

The DEPARTMENT will accept written comments, during the public review and comment period. A summary of all written comments and those received orally during the amended CP public hearing, as well as the CITY's responses to all such written comments, will be attached to the amended CPP prior to submission to HUD.

d. Submission to HUD

A copy of the amended CPP, including a summary of all written comments and those made during the CITY Council's approval process, will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

IV. The Assessment of Fair Housing (AFH) AFH Development

The CITY will follow the process and procedures below in the development of its AFH.

a. HUD-approved Data for Public Review

As soon as practicable, the CITY will make available to the public the HUD-approved data and other supplemental information the CITY plans to incorporate into its AFH. The CITY will make this data available no later than sixty (60) calendar days after the initiation of the AFH document.

b. Stakeholder Consultation and Citizen Outreach

In the development of the AFH, the CITY will consult with other public and private agencies including, but not limited to, the following:

- 1) Local public housing authorities
- 2) Other assisted housing providers
- 3) Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- 4) Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- 5) Regional government agencies involved in metropolitan-wide planning and transportation responsibilities

A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or personal interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

c. Public Hearing/NOTICE

To obtain the views of the public on AFH-related data and affirmatively furthering fair housing in the CITY's housing and community development programs, the CITY will conduct at least one public hearing before the AFH is published for comment. A NOTICE of the public hearing(s) shall be given as provided for herein.

d. Public Display, Comment Period, NOTICE and Approval

The draft AFH will be placed on display for a period of no less than thirty (30) days to encourage public review and comment. NOTICE shall be given as provided for herein. After the end of the comment period, the AFH must be considered and approved by the CITY Council as provided for by law.

e. Comments Received on the Draft AFH

The Department will accept all public comments, during the 30-day public display and comment period. The CITY will consider any public comments or views received in writing, or orally at any public hearings, in preparing the final AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AFH for submission to HUD.

Revisions to the Assessment of Fair Housing (AFH)

The CITY shall follow the following procedure to amend its AFH, as needed.

a. Revision Considerations

The CITY will amend its AFH under the following circumstances:

1) A material change occurs. A material change is a change in circumstances in the CITY that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment no longer reflect actual circumstances. A material change includes but is not limited to:

- a. A Presidentially-declared disaster;
- b. Significant demographic changes;
- c. Substantial policy changes such as those related to zoning, housing plans or development plans or policies;
- d. New significant contributing factors in the CITY, and
- e. Civil rights findings, determinations, settlements (including voluntary compliance agreements), or court orders

2) Upon HUD's notification specifying a material change that requires the revision.

b. NOTICE, Public Display and Comment Period

The amended AFH will be placed on display for a period of no less than thirty (30) calendar days to encourage public review and comment. NOTICE shall be given as provided for herein. After the end of the public review and comment period, the amended CPP must be considered and approved by the CITY Council as provided for by law.

c. Comments Received on the Proposed Amended AFH

The DEPARTMENT will accept written comments, during the 30-day public display and comment period. The CITY will consider any comments received in writing, or orally at any public hearing, in preparing the final Amended AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Amended AFH for submission to HUD.

d. Submission to HUD

The final amended AFH will be submitted to HUD within thirty (30) calendar days following the end of the public display and comment period.

V. The Consolidated Plan (CON PLAN) Development

The CITY will follow the process and procedures described below in the development of its CON PLAN.

a. Stakeholder Consultation and Citizen Outreach

In the development of the CON PLAN, the CITY will consult with other public and private agencies including, but not limited to, the following:

- 1) Local public housing authorities
- 2) Other assisted housing providers
- 3) Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- 4) Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- 5) Regional government agencies involved in metropolitan-wide planning and transportation responsibilities

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies/entities. These include written letters, telephone or personal interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

b. Public Hearings/NOTICE

The CITY will conduct at least two public hearings to obtain residents' views and to respond to proposals and questions. NOTICE of the public hearings shall be given as provided for herein. The first NOTICE shall also include information for agencies that may be interested or seeking CDBG funds through the CITY, including how an agency can obtain an application for such funds and the deadline for submitting the application.

The first public hearing will be conducted before the CON PLAN draft is published for public comment, during which the CITY will address housing and community development needs, development of proposed activities, the amount of assistance the CITY expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted after the 30-day public comment period. This second public hearing may be held during the CITY Council's Committee of the Whole on the date the CON PLAN will be considered by the CITY Council for approval.

c. Potential Displacement of Persons

Although the CITY does not anticipate any residential displacement in the near future, it is required to describe its plans to minimize the displacement of persons and to assist

any persons displaced. Should displacement of residents be necessary as a result of the use of funds covered by this CON PLAN, the CITY shall compensate residents who are actually displaced in accordance with HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition. This resource is accessible online at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780.

d. Public Display, Comment Period, NOTICE and Approval

The draft CON PLAN will be placed on display for a period of no less than thirty (30) days to encourage public review and comment. NOTICE shall be given as provided for herein After the end of the display and comment period, the CON PLAN must be considered and approved by the CITY Council as provided for by law.

e. Comments Received on the CON PLAN

The DEPARTMENT will accept written comments during the 30-day public display and comment period. The CITY will consider any comments or views received in writing, or orally at a public hearing in preparing the final CON PLAN. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CON PLAN for submission to HUD.

f. Submission to HUD

The CON PLAN will be submitted to HUD before the CITY's five-year program cycle begins.

Revisions to the CON PLAN

The CITY shall follow the following procedure to amend its CON PLAN, as needed.

a. Revision Considerations

There are two (2) types of amendments that may occur with the CON PLAN: minor amendments and substantial amendments. An amendment to the approved CON PLAN is considered substantial under the following circumstances:

- 1) To make changes to its activity priorities or the method of distribution of funds
- 2) To carry out an activity using funds for any program covered by the ACTION PLAN but not previously described in the CON PLAN
- 3) Changes in the use of CDBG funds from one eligible activity to another
- 4) To change the activity, purpose, scope, location or beneficiaries of an activity.

All other changes to the method of distribution or investment strategy that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by the Development and will not be subject to public comments.

b. Public Display, Comment Period, NOTICE and Approval

The proposed amended CON PLAN will be placed on display for a period of no less

than thirty (30) days to encourage public review and comment. NOTICE shall be given as provided for herein. After the end of the comment period, the amended CON PLAN must be considered and approved by the CITY Council as provided for by law.

c. Comments Received on the Proposed Amended CON PLAN

The DEPARTMENT will accept written comments, during the 30-day public display and comment period. The CITY will consider any comments or views received in writing, or orally at a public hearing in preparing the final amended CON PLAN. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Amended CON PLAN for submission to HUD.

d. Submission to HUD

The final Amended CON PLAN will be submitted to HUD within thirty (30) calendar days following the end of the public display and comment period.

VI. The Annual Action Plan (ACTION PLAN)

The ACTION PLAN is a component of the CON PLAN, but is also done annually between CON PLANs. The ACTION PLAN describes the CITY's proposed use of available federal and other resources to address the priority needs and specific objectives in the CON PLAN for each program year; the CITY's method for distributing funds to local non-profit organizations; and the geographic areas of the CITY to which it will direct assistance.

ACTION PLAN Development

The CITY will follow the process and procedures described below in the development of its ACTION PLAN:

a. Public Hearings/NOTICE

The CITY will conduct at least two public hearings annually to obtain residents' views and to respond to proposals and questions. NOTICE of the public hearings shall be as provided for herein. The first NOTICE shall also include the anticipated amount of funding, and information for agencies that may be interested or seeking CDBG funds through the CITY, including how an agency can obtain an application for such funds and the deadline for submitting the application.

The first public hearing will be conducted before the ACTION PLAN draft is published for public comment, during which the CITY will address housing and community development needs, development of proposed activities, the amount of assistance the CITY expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted after the 30-day public comment period. This second public hearing may be held during the CITY Council's Committee of the Whole on the date the ACTION PLAN will be considered by the CITY Council for approval.

b. Public Display, Comment Period, NOTICE and Approval

The draft ACTION PLAN will be placed on display for a period of no less than thirty (30) days to encourage public review and comment. NOTICE shall be given as provided for herein. After the end of the display and comment period, the ACTION PLAN must be considered and approved by the CITY Council as provided for by law.

c. Comments Received on the Draft ACTION PLAN

The DEPARTMENT will accept written comments, during the 30-day public display and comment period. The CITY will consider any comments or views received in writing, or orally at the public hearings in preparing the final ACTION PLAN. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final ACTION PLAN for submission to HUD.

d. Submission to HUD

The ACTION PLAN will be submitted annually to HUD on or before the start of the CITY's program year.

Revisions to the Annual Action Plan (ACTION PLAN)

The CITY shall follow the following procedure to amend its ACTION PLAN, as needed.

a. Revision Considerations

There are two (2) types of amendments that may occur with the ACTION PLAN: minor amendments and substantial amendments. An amendment to the approved ACTION PLAN is considered substantial under the following circumstances:

- 1) To make changes to its activity priorities or the method of distribution of funds by reducing or increasing the overall project budget for an activity by an amount in excess of fifty percent (50%) or \$100,000, whichever is greater.
- 2) To carry out an activity using funds for any program covered by the CON PLAN but not previously described in the ACTION PLAN in an amount in excess of \$50,000
- 3) Changes in the use of CDBG funds from one eligible activity to another that is not within the same general category (example: from social services project to public works project) in an amount in excess of \$50,000
- 4) To change the activity, purpose, scope, location or beneficiaries of an activity.

All other changes to the method of distribution or investment strategy that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by Department, and will not be subject to public comments.

b. Public Display, Comment Period, NOTICE and Approval

The proposed amended ACTION PLAN will be placed on display for a period of no less than thirty (30) calendar days to encourage public review and comment. NOTICE shall be given as provided for herein, and shall include a brief summary of the amendments to the ACTION PLAN. After the end of the comment period, the ACTION PLAN must be considered and approved by the CITY Council as provided for by law.

c. Comments Received on the Proposed Amended ACTION PLAN

The DEPARTMENT will accept written comments, during the 30-day public display and comment period. The CITY will consider any comments or views received in writing, or orally at public hearings, in preparing the final Amended ACTION PLAN. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Amended ACTION PLAN for submission to HUD.

d. Submission to HUD

The final Amended ACTION PLAN will be submitted to HUD within thirty (30) calendar days following the end of the public display and comment period.

VII. Consolidated Annual Performance and Evaluation Report (CAPER)

Report Development

The CITY shall follow the following procedure in the drafting and adoption of its Consolidated Annual Performance and Evaluation Report (CAPER).

a. Report Considerations

The DEPARTMENT will evaluate and report the accomplishments and expenditures of the previous program year for CDBG, and draft the CAPER in accordance with HUD requirements.

b. Public Display, Comment Period, NOTICE and Approval

The CAPER will be placed on display for a period of no less than fifteen (15) calendar days to encourage public review and comment. NOTICE shall be as provided for herein. After the end of the comment period, the ACTION PLAN must be considered and approved by the CITY Council as provided for by law.

c. Comments Received on the Draft CAPER

The DEPARTMENT will accept written comments, during the 15-day public display and comment period. The CITY will consider any comments or views received in writing in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

d. Submission to HUD

The CAPER will be submitted annually, no later than required by HUD.

VIII. Availability to the public

All PLANNING ACTIVITY documents will be available for public access. If requested, the CITY will provide copies of PLANNING ACTIVITY documents, within two (2) working days of a request at no charge to the public. Every reasonable attempt shall be made to accommodate persons with disabilities and assist them in obtaining requested materials.

IX. Access to Records

The CITY will provide the public with reasonable and timely access to information and records relating to the data or content of PLANNING ACTIVITY documents, as well as the proposed, actual, and past use of CDBG funds. The law requires reasonable public access to records about previous expenditures during the past five years, and reasonable public access to records relating to expenditure of funds during the previous five program years.

X. Complaints

Residents may register complaints regarding any aspect of the CDBG program by contacting the Department. All written complaints received will be addressed in writing within fifteen (15) calendar days.

Residents wishing to object to HUD approval of the final document for any PLANNING ACTIVITY may send written objections to HUD at , Community Planning and Development Division, U.S. DEPARTMENT of Housing and Urban Development, 77 West Jackson, Chicago, Illinois 60604. Objections should be made within thirty (30) calendar days after the CITY has submitted PLANNING ACTIVITY document to HUD.

XI. Technical Assistance

The DEPARTMENT is available to assist any person or organizations that request such assistance in commenting on any PLANNING ACTIVITY document and in developing proposals for funding assistance under the CDBG program. All potential applicants are strongly encouraged to contact the DEPARTMENT for technical assistance before initiating a funding request application.

XII. CITY Contact Person

Communication regarding any PLANNING ACTIVITY document, comments, complaints, reasonable accommodations, translation services, or other elements shall be directed to:

Regina Mendicino
City of Berwyn
Community Development Department
6420 W. 16th Street
Berwyn, Illinois 60402
Phone: 708-795-6850