

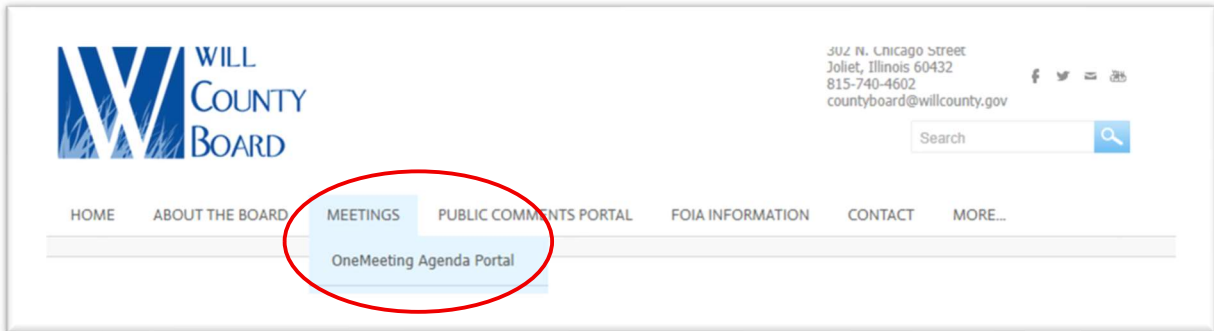


OneMeeting User Guide

Please review the following for information on how to use the new OneMeeting Public Portal.

Access Portals via the County Board Website: <https://www.willcountyboard.com/>

- Under the **Meetings** tab, select **OneMeeting Agenda Portal**



- Select the **OneMeeting Public Portal** button on the bottom right



How to Navigate the Meetings & Committees Page

From this page you will be able to access current, upcoming and archived meeting agendas and supporting materials.

The screenshot shows the 'meetings & committees' page. At the top, there is a search bar and a user profile for 'Testing County Board Member'. Below the search bar is a section titled 'Current And Upcoming Meetings' with a 'View All Boards And Commissions' button. A table lists two meetings: 'Public Works & Transportation' and 'Planning and Zoning Commission', both on August 05, 2025. The 'Documents' column for each meeting includes links for 'HTML Agenda', 'Agenda', and 'Packet'. Below this is an 'Archived Meetings' section with a year selector (2025-2015) and a list of boards and commissions. A table shows archived meetings from 2025, including 'WILLCOUNTY PLANNING AND ZONING COMMISSION', 'WC Republican Caucus - Special Meeting', 'WC Executive Committee - Board Agenda Setting Meeting', and 'Forest Preserve District Board of Commissioners - Regular'.

To access Current and Upcoming Meetings navigate to the center of the screen under the **“Current and Upcoming Meetings”** section. This will automatically give you a list of active agendas. To view an interactive agenda with links to PDF’s and supporting materials use the **HTML Agenda** option located under **Documents** for each agenda.

This is a close-up of the 'Current And Upcoming Meetings' section. It shows the 'View All Boards And Commissions' button and a table with two rows of meeting information. A red arrow points to the 'HTML Agenda' link in the 'Documents' column of the first row.

For Information on how to navigate agendas in OneMeeting, please see the last page of this instructional guide.

How to Navigate Archived Meetings

1. Navigate to **Archived Meetings > Boards and Commissions** on the left-hand menu.
2. Select the appropriate committee box you wish to view.
3. View the associated documents on the right.

The screenshot shows a web interface for viewing archived meetings. At the top, there is a navigation bar with a button labeled "View All Boards And Commissions". Below this is a table with columns for "Meeting Title", "Date/Time", "Documents", and "Options". A message states "There are no upcoming meetings" and "Showing 0 to 0 of 0 entries".

On the left side, there is a sidebar menu. A red box labeled "#1" highlights the "Archived Meetings" header. Below it, a "Boards And Commissions" section contains a search bar and a list of committees. A red box labeled "#2" highlights this list, which includes "Executive" (checked), "Finance", "Forest Preserve Board of Commissioners", "Forest Preserve District Ad Hoc Rules Committee", "Forest Preserve District Ad-Hoc Committee", and "Forest Preserve District Board of Commissioners".

At the top of the main content area, there is a year selector with options from 2025 to 2015. The year 2024 is selected. Below this is a table with columns for "Meeting Title", "Date/Time", and "Documents". A red box labeled "#3" highlights the "Documents" column, which contains links for "Agenda", "Minutes", and "Packet" for each meeting entry.

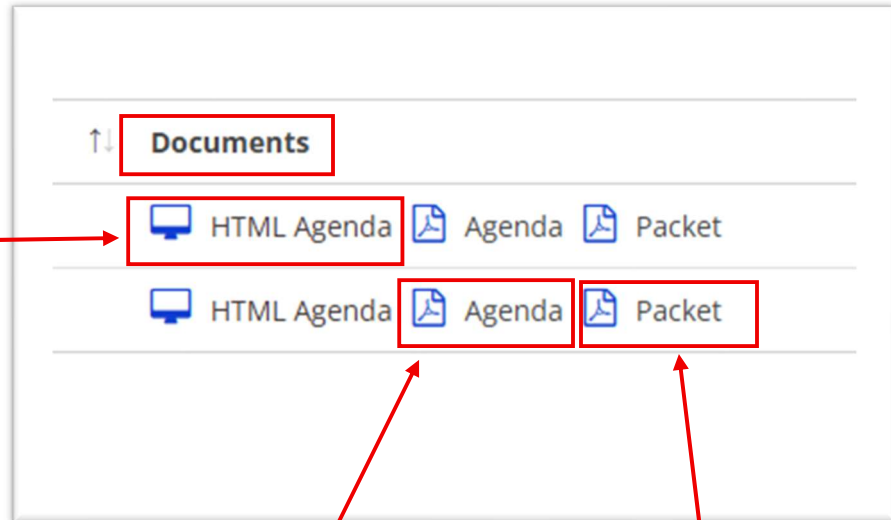
Meeting Title	Date/Time	Documents
WC Executive Committee - Board Agenda Setting Meeting	Dec 12, 2024 11:00 AM	Agenda Minutes Packet
WC Executive Committee - Board Agenda Setting Meeting	Nov 14, 2024 11:00 AM	Agenda Minutes Packet
WC Executive Committee - Assignment Meeting	Nov 07, 2024 11:00 AM	Agenda Minutes Packet
WC Executive Committee - Board Agenda Setting Meeting	Oct 10, 2024 11:00 AM	Agenda Minutes Packet

Document Access Includes:

- **2014–July 2025:** PDF Agenda, PDF Minutes, and PDF Packet.
- **Beginning August 2025:** HTML Agenda Packet, PDF Agenda, and PDF Agenda Packet

How to Navigate an Agenda

Select the “HTML Agenda” from the Documents section of the Meetings & Committees web page.



This is an interactive agenda that allows you to download and view attachments.


Note: The HTML Agenda format is the recommended option for viewing the agenda with attachments.

This Agenda is your cover sheet

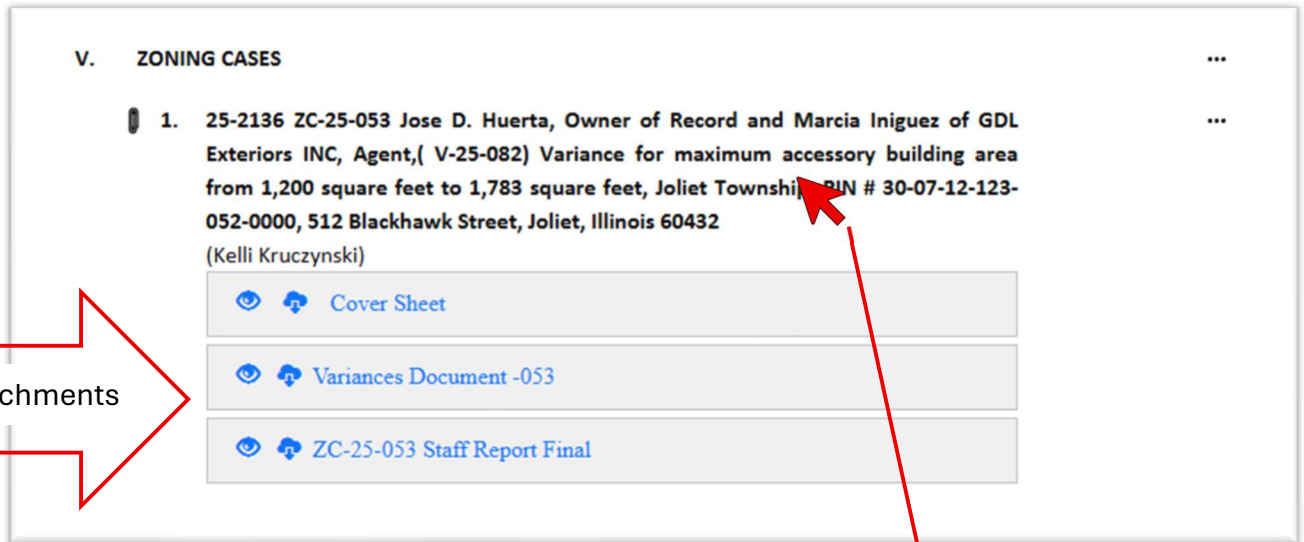
This is the full agenda packet with all attachments included.

Note: This option will take longer to download than the HTML Agenda and it is recommended to only use when connected to WiFi.

Once the HTML Agenda is selected it will open.

	WILL COUNTY BOARD PLANNING AND ZONING COMMISSION COMMITTEE MEETING AGENDA 302 N. CHICAGO ST. JOLIET, IL 60432 AUGUST 5, 2025	
County Board Room	Public Hearing Meeting	5:30 PM
<p>Join from the webinar link https://willcountyillinois.webex.com/willcountyillinois/j.php?MTID=me60952b3a44c0c050cf19dfb98cb6b06 ...</p>		
<p>Join by the webinar number Webinar number (access code): 2490 428 6815 Webinar password: welcome (9352663 when dialing from a phone or video system)</p>		
<p>Join by phone +1-408-418-9388 United States Toll</p>		
<p>Join from a video system or application Dial 24904286815@willcountyillinois.webex.com You can also dial 173.243.2.68 and enter your webinar number.</p>		
I. CALL TO ORDER		...
II. PLEDGE OF ALLEGIANCE TO THE FLAG		...
III. ROLL CALL AND DECLARATION OF QUORUM		...
IV. MINUTES APPROVAL None		...
V. ZONING CASES		...
1. 25-2136 ZC-25-053 Jose D. Huerta, Owner of Record and Marcia Iniguez of GDL Exteriors INC, Agent,(V-25-082) Variance for maximum accessory building area from 1,200 square feet to 1,783 square feet, Joliet Township, PIN # 30-07-12-123-052-0000, 512 Blackhawk Street, Joliet, Illinois 60432 (Kelli Kruczynski)		...

Navigate to the desired item you wish to review and click on the text to expand the menu with the attachments for that agenda item.



V. ZONING CASES

1. 25-2136 ZC-25-053 Jose D. Huerta, Owner of Record and Marcia Iniguez of GDL Exteriors INC, Agent,(V-25-082) Variance for maximum accessory building area from 1,200 square feet to 1,783 square feet, Joliet Township, BIN # 30-07-12-123-052-0000, 512 Blackhawk Street, Joliet, Illinois 60432
(Kelli Kruczynski)

- Cover Sheet
- Variances Document -053
- ZC-25-053 Staff Report Final

The screenshot shows a web interface for zoning cases. The main heading is 'V. ZONING CASES'. Below it is a list item '1.' with a detailed title and a sub-line '(Kelli Kruczynski)'. To the right of the title is a three-dot menu icon. Below the title is a list of three PDF attachments, each with a document icon and a blue link text: 'Cover Sheet', 'Variances Document -053', and 'ZC-25-053 Staff Report Final'. A red arrow points from a text box on the right to the three-dot menu icon. Another red arrow points from a text box on the left to the attachment list.

PDF attachments

Click on the item to open the menu with PDF attachments

Select the PDF you wish to view, and it will download to your device.