What to Expect from the Planned Use Process

What is a Planned Use?
Some projects proposed in the City of O'Fallon require additional review through a process called "Planned Use." This is a type of zoning review that allows appointed and elected officials, as well as the public, to review proposed developments. The Planned Use process allows the City to control for any unique impacts the project may have on the community that the standard zoning code does not address. The project must be granted approval through a series of public meetings. These meetings include Planning Commission, Community Development Committee, and City Council. This process typically takes about 75-90 days.

Planning Commission:
The O'Fallon Planning Commission is a board made up of appointed community volunteers who meet on an as-needed basis at 6:00 PM on the 2nd and 4th Tuesdays of the month. The Planning Commission is an advisory board, meaning that they make recommendations to the Community Development Committee and City Council. The Planning Commission agenda will be available at least 48 hours prior to the meeting and will include the formal project application and supporting documents, such as renderings or elevations, site plans, drainage and traffic reports, and other pertinent information about the project that may affect the community.

During the meeting, City staff will provide a presentation of the project. Typically, the developer/applicant is present to answer any questions not already addressed by staff. Every Planning Commission meeting also includes an opportunity for public comments. After the presentation and all comments have been heard, the Planning Commission can decide to amend conditions, vote on the project, or continue the project if they need additional information. If the Planning Commission votes on the project, then the project moves on to the Community Development Committee for First Reading.

Community Development Committee (CDC):
The CDC is comprised of six elected City Council members. CDC typically meets on the 2nd and 4th Mondays of the month on an as-needed basis, and meeting times can vary. When the project moves to the CDC, staff provides a presentation much like the presentation at Planning Commission. The CDC then considers the project. The CDC can vote to amend conditions, to keep it in committee if there are concerns or additional information is needed to make a decision, or they can vote to move the project forward to full City Council for First Reading.

City Council:
The O'Fallon City Council is made up of 14 elected members, with two representatives from each of the seven wards in the City. The City Council meets at 7:00 PM on the 1st and 3rd Mondays of the month (check the agenda for holiday week meetings). During Council meetings, there are two opportunities for public comments. Each person is allowed to speak for up to five minutes during each public comments sessions. The City Council typically does not respond to these comments but will consider them during the Council's discussion. City Council will then vote on the ordinance associated with the project.

If, during this First Reading at City Council, the project fails to pass, then the project cannot be approved and will go no further. If City Council votes to approve the project on First Reading, the project will return to CDC for Second Reading. Following approval at CDC Second Reading, the project returns to the full City Council for Second (and final) Reading. If approved, the applicant/developer will be allowed to proceed with their proposal and begin the process of obtaining building permits, sign permits, business registrations, etc.

Public Input:
Public input is an important part of the Planned Use approval process. If you have any questions, concerns, or would like to submit a public comment regarding the subject project, please feel free to contact the Community Development Department:
- By phone: (618) 624-4500 x 4
- Via email: communitydevelopment@ofallon.org
- In person: 255 S. Lincoln Ave, 2nd Floor, O'Fallon, IL 62269