

## Procedures for the Review of a Proposed *Zoning/Rezoning*

### Step 1 – *Zoning/Rezoning* Application and Fee Submitted to the Planning and Development Department

Completed *Zoning/Rezoning* Application and required \$100.00 Fee submitted to the Planning and Development Department by the Application Filing Deadline for the requested meeting of the Planning and Zoning Commission.

Twenty-five (25) folded scaled maps of the property, correlated with the Legal Description, and clearly showing the location of the proposed *Zoning/Rezoning* submitted to the Planning and Development Department.

### Step 2 – Public Hearing Notification and Sign Posting Requirements

Per Section 400.685(A) of the *Zoning Code*, Staff of the Planning and Development Department will prepare the Legal Notice advertising the required Public Hearings before both the Planning and Zoning Commission and City Council.

Per Section 400.685(B) of the *Zoning Code*, Staff of the Planning and Development Department will be responsible for researching and notifying by mail, all property owners of the required Public Hearings whose property limits are within an area determined by lines drawn parallel to and within a distance of three-hundred (300) feet from the site of the proposed *Zoning/Rezoning*.

*Zoning/Rezoning* Applications are subject to the *Sign Posting Requirements* of Section 400.685(C) of the *Zoning Code*.

Staff of the Planning and Development Department will verify that the required sign(s) have been posted in accordance with the requirements of this Section. If the applicant fails to post the required sign(s) per these requirements, the application will not be placed on the originally requested agenda of the Planning and Zoning Commission, and a letter will be sent to the applicant which outlines the reasons for the postponement of the requested action on the proposed *Zoning/Rezoning*.

### Step 3 – Review of the Proposed *Zoning/Rezoning* By Staff of the Community Development Department and Preparation of a Staff Report

Staff of the Community Development Department will conduct a comprehensive review of the *Zoning/Rezoning* Application, the Legal Description, and map of the area proposed to be *Zoned/Rezoned*. If needed, Staff of the Planning and Development Department will provide the applicant with a listing of any items that will need to be corrected, modified, or amended in order to meet City of O'Fallon requirements.

If the applicant was provided with a listing of any items that will need to be corrected, modified, or amended in order to meet City of O'Fallon requirements, the applicant must provide these items by the 2<sup>nd</sup> Submittal Filing Deadline or the submission will not be brought before the Planning and Zoning Commission for consideration at the scheduled meeting.

The Planning and Development Department will prepare a *Staff Report* containing an analysis of the proposed *Zoning/Rezoning*. A copy of the *Zoning/Rezoning* Application and the *Staff Report* will be distributed to each of the members of the Planning and Zoning Commission. A copy of the *Staff Report* will be provided to the applicant. The *Staff Report* will also be available for public review in the City's Community Development Department.

### Step 4 – Recommendation of the Proposed *Zoning/Rezoning* By the Planning and Zoning Commission

The Planning and Zoning Commission will review the proposed *Zoning/Rezoning* and conduct a Public Hearing during the scheduled meeting. The applicant and/or their authorized or designated representative(s) must attend the meeting and make a formal presentation of the proposed *Zoning/Rezoning* to the Planning and Zoning Commission. During the Public Hearing, the Planning and Zoning Commission will entertain comments from both proponents and opponents of the proposed *Zoning/Rezoning*.

After the Public Hearing, the Planning and Zoning Commission shall conduct a formal vote on the proposed *Zoning/Rezoning* and either: 1) Table the request due to lack of sufficient information and/or the need for additional items to be addressed in order to make a formal recommendation to the City Council, 2) Recommend approval of the proposed *Zoning/Rezoning* to the City Council, or 3) Recommend denial of the proposed *Zoning/Rezoning* to the City Council.

NOTE: The Planning and Zoning Commission may continue the Public Hearing in the event that the request is Tabled.

## Procedures for the Review of a Proposed *Zoning/Rezoning* (Continued)

### Step 5 – Review and Decision on the Proposed *Zoning/Rezoning* By the City Council

During the First Reading of the proposed Ordinance for the proposed *Zoning/Rezoning*, the City Council will review the Planning and Zoning Commission Report that contains the recommendation made by the Planning and Zoning Commission, and conduct a Public Hearing for the proposed *Zoning/Rezoning*. The applicant and/or their authorized or designated representative(s) must attend the meeting and make a formal presentation of the proposed *Zoning/Rezoning* to the City Council. During the Public Hearing, the City Council will entertain comments from both proponents and opponents of the proposed *Zoning/Rezoning*.

Following the Second Reading of the Ordinance for the proposed *Zoning/Rezoning*, the City Council will conduct a formal vote on the proposed *Zoning/Rezoning* and either: 1) Table the request due to lack of sufficient information and/or the need for additional items to be addressed in order to make a decision to approve or deny the proposed *Zoning/Rezoning*, 2) Approve the Ordinance for the proposed *Zoning/Rezoning*, or 3) Deny the Ordinance for the proposed *Zoning/Rezoning*.

NOTE: The City Council may continue the Public Hearing in the event that the request is Tabled.