

PLANNED UNIT DEVELOPMENT (P.U.D.) REVIEW COMMITTEE MEETING

**TUESDAY, AUGUST 18, 2026
2:00 P.M.**

**Coal City Lions Hall
460 S. Illinois St. Coal City**

AGENDA

1. Call to order and roll call
2. General/Administrative Committee Business
 - a. Introductions
 - b. Selection of Committee Leadership – Chair, Vice-Chair, Secretary
 - c. Adoption of PUD Review Committee Administrative Rules
3. Public comment
4. Applicant presentation – Aligned Data Center PUD
5. Application Review discussion
6. Committee action, if any (motions, votes, direction to consultants)
7. Tentative scheduling for the next meeting
8. Adjournment

Section 1. Purpose and Authority

These Administrative Rules of Order govern the operation of the Planned Unit Development Review Committee ("Committee") established under Village of Coal City Zoning Code Section 156-190. The Committee is authorized to review filings for Planned Unit Developments and to submit a written report with findings and recommendations to the Zoning Board of Appeals consistent with Zoning Code Section 156-190(C).

These Rules are intended to promote orderly, efficient, and transparent review of Planned Unit Development applications, to ensure compliance with the Illinois Open Meetings Act (5 ILCS 120), and to establish a defensible administrative record supporting the Committee's report to the Zoning Board of Appeals.

Section 2. Chair and Officers

2.1 Selection of Officers

At its initial meeting, the Committee shall nominate and elect from among its members a Chair and Vice-Chair by motion and majority vote. The Committee shall also designate a recording secretary.

2.2 Chair

The Committee shall have a Chair, who shall preside over Committee meetings, set agendas in coordination with the Village Administrator, and represent the Committee in communications with the Zoning Board of Appeals, the Village Board, the applicant, and the public.

2.3 Vice Chair

The Vice-Chair shall preside in the absence or temporary incapacity of the Chair and shall perform such other duties as may be assigned by the Committee.

2.4 Recording Secretary

The recording secretary shall prepare and maintain the Committee's minutes and other official records and shall deliver a copy of approved minutes and other official records to the Village Clerk for retention.

2.5 Duties of the Chair

The Chair shall:

- (a) Preside at all meetings of the Committee
- (b) Rule on all questions of order and procedure
- (c) Maintain decorum during meetings
- (d) Recognize members and members of the public for speaking
- (e) Enforce these Rules
- (f) Sign the Committee's report and other Committee correspondence
- (g) Coordinate the flow of communication between the Committee, technical reviewers, the applicant, and the Village Administrator

Section 3. Meetings

3.1 Compliance with Open Meetings Act

All meetings of the Committee shall be conducted in compliance with the Illinois Open Meetings Act, 5 ILCS 120 et seq.

3.2 Meetings

The Committee shall meet from time to time as necessary when such meeting is called for by the Chairperson or otherwise requested by a majority of the members of the Committee. Meetings shall be scheduled as appropriate to the pace of the application under review in the discretion of the Committee, but in no event less frequently than once per month.

3.3 Notice

Notice of each meeting, including the agenda, shall be posted at Coal City Village Hall and on the Village website at least forty-eight (48) hours before the meeting, consistent with 5 ILCS 120/2.02.

3.4 Location

Meetings shall be held at Village Hall, 515 S. Broadway, Coal City, IL or another convenient and accessible location within the Village, unless otherwise noticed. A Committee member may participate remotely only as authorized by 5 ILCS 120/7 and in accordance with the remote-participation policy adopted by the Village. Except when otherwise authorized by law, a quorum must be physically present at the meeting location.

3.5 Quorum

A majority of the appointed members of the Committee shall constitute a quorum. No formal action shall be taken without a quorum present.

3.6 Attendance

Committee members are expected to attend all meetings. A member who cannot attend shall notify the Chair or Village Administrator in advance.

Section 4. Agenda

4.1 Preparation

The Village Administrator or his designee shall prepare the agenda for each meeting in accordance with the direction of the Chair. The agenda shall be posted with the meeting notice.

4.2 Standard Agenda Structure

Unless the Chair determines that a different structure is warranted, each meeting agenda shall include the following items in the following order:

- (a) Call to order and roll call
- (b) Approval of minutes from the prior meeting
- (c) Public comment

- (d) General/Administrative Committee Business
- (e) Applicant presentation or response, if scheduled
- f) Application Review discussion
- (g) Committee action, if any (motions, votes, direction to consultants)
- (h) Tentative scheduling for the next meeting
- (i) Adjournment

Section 5. Public Comment

5.1 Public Comment Policy

The public-comment policy adopted by the Village Board is incorporated into these Rules by reference and shall govern public comment before the Committee, except that comment shall be limited to matters within the Committee's jurisdiction, meaning the Planned Unit Development application then under review and matters related to the Committee's technical review responsibilities under Zoning Code Section 156-190. Comments outside the Committee's jurisdiction may be redirected to the appropriate Village body.

5.2 No Debate Between Speakers

Members of the public shall not engage in debate with other speakers, applicants, or Committee members during the public comment period or any other portion of the meeting.

5.3 Written Comments

Members of the public may submit written comments to the Village Clerk, Kayla Melvin, at [\[kmelvin@coalcity-il.gov\]](mailto:kmelvin@coalcity-il.gov) for prompt distribution to the Committee at any time. Written comments received by the Village Clerk will be included in the administrative record. Written comments submitted to the Village Clerk in advance or otherwise outside of a PUD Committee meeting designated for public comment will not be read verbatim during public comment, but will be summarized for the minutes of the next corresponding meeting and be promptly distributed to Committee members.

Section 6. Committee Deliberation

6.1 Recognition by Chair

Committee members shall speak only when recognized by the Chair.

6.2 Focus

Committee discussion shall focus on the technical review of the application, the completeness of the application, and additional information or supplemental studies, explanations, or plans that may be required for the PUD Committee and the Zoning Board of Appeals to adequately render judgment on the application's fulfillment of the criteria for Planned Unit Development approval set forth in Zoning Code Table 16 (Attachment 16), Approval Criteria for Planned Unit Developments, and Zoning Code Article XI, Conditional Uses.

6.3 Role of Technical Reviewers

Committee members serving in a technical review capacity or third-party experts retained by the Committee in accordance with Village procurement procedures or as otherwise provided by law following approval by the Village Board for such retention, shall present findings, respond to Committee questions, and provide professional recommendations within their area of expertise. Committee members are encouraged to question technical reviewers on their findings and recommendations.

6.4 Applicant Participation

The applicant may appear before the Committee to present the application, respond to Committee comments, and answer Committee questions when scheduled by the Chair. The applicant's participation does not constitute a formal hearing under the Zoning Code or applicable state law. Formal public hearings under Illinois Municipal Code 65 ILCS 5/11-13-1.1 are conducted by the Zoning Board of Appeals and the Plan Commission consistent with Zoning Code Section 156-27 et seq.

6.5 Recess

The Chair may declare a brief recess. Committee members shall not use a recess to conduct substantive deliberations or otherwise discuss public business outside of the public meeting.

Section 7. Motions and Voting

7.1 Motions

Formal action by the Committee shall be by motion. Motions require a second before consideration.

7.2 Voting

Voting shall be by voice vote unless a roll call vote is requested by any member or the Chair. Roll call votes shall be recorded in the minutes with each member's vote noted.

7.3 Majority Required

Motions require a majority vote of the members present, subject to the quorum requirement in Section 3.5 and as otherwise detailed below for approval of a Final Report or Minority Report.

7.4 Tie Vote

In the event of a tie vote, the motion fails.

7.5 Abstention

A Committee member may abstain from voting. Abstentions shall be noted in the minutes but shall not count for or against the motion.

7.6 Reconsideration

A motion to reconsider a prior vote may be made only by a member who voted with the prevailing side, and must be made at the same meeting or the next regular meeting.

Section 8. Review Process

8.1 Committee Report

Consistent with Zoning Code Section 156-190(C), the Committee shall submit to the Zoning Board of Appeals a written report noting deficiencies in compliance with the requirements of Zoning Code Article IX and recommendations for improvement of the Planned Unit Development. The Committee report shall address the approval criteria in Table 16 (Attachment 16) and Zoning Code Article XI, Conditional Uses.

8.2 Multiple Review Cycles

The Committee's review of an application may proceed through multiple review cycles as necessary to allow the applicant to respond to Committee comments and resubmit revised materials. The Committee's report(s) shall be submitted to the Zoning Board of Appeals after the Committee determines that its review is complete, consistent with the timing requirements of Zoning Code Section 156-190(C).

8.3 Committee Comments

Written comments developed by the Committee during its review shall be transmitted to the applicant through the Village Administrator in his capacity as Zoning Administrator. The applicant's written responses and resubmittal materials shall be transmitted to the Committee through the Village Administrator.

8.4 Majority and Minority Reports

If the Committee does not reach a unanimous agreement of its entire membership on its report or on an individual finding or recommendation therein, the Committee may, at its discretion, transmit both a majority report and a minority report. Each report shall identify the members supporting it and shall address the applicable review criteria and supporting findings. The existence of a minority report shall not delay transmission of the Committee's completed report to the Zoning Board of Appeals.

8.5 Administrative Record

All application materials, technical reviewer reports, Committee comments, applicant responses, written public comments, meeting minutes, records of technical coordination communications required under Section 10, and other materials considered by the Committee shall be maintained by the Secretary as the administrative record of the Committee's review. Upon completion of the PUD Committee's duties, the administrative record shall be transmitted to the Zoning Board of Appeals with the Committee's report(s) and be made available for public inspection.

Section 9. Minutes and Records

9.1 Minutes

The Secretary or designee shall prepare written minutes of each meeting consistent with the Open Meetings Act. Minutes shall include:

- (a) Date, time, and place of the meeting
- (b) Members present and absent
- (c) Summary of matters discussed

- (d) Motions made, seconded, and the vote of each member on each motion when vote is conducted via roll call
- (e) A summary of public comment
- (f) Time of adjournment

9.2 Availability

Upon approval, minutes shall be delivered to the Village Clerk and made available for public inspection consistent with the Open Meetings Act. Approved minutes shall be posted on the Village website within ten (10) business days of approval.

9.3 Recording

The Committee's meetings may be audio or video recorded by the Village or by any member of the public consistent with 5 ILCS 120/2.05. Village or Committee-produced recordings or transcripts, if any, shall be retained consistent with the Village's records retention policy.

Section 10. Communication with the Applicant

10.1 Purpose

The Committee recognizes that effective technical review of a Planned Unit Development application requires ongoing coordination between technical reviewers and the applicant. This Section establishes the framework within which such coordination occurs while preserving the integrity of the Committee's deliberative process and the administrative record.

10.2 General Rule

Committee members and technical reviewers shall not engage in communication with the applicant, applicant representatives, or opposing parties that:

- (a) Advocates for or against approval of the application
- (b) Signals or suggests how the Committee will decide any matter
- (c) Provides guidance on how the applicant may influence the Committee's decision

10.3 Permitted Technical Coordination

The following communications between Committee members or technical reviewers and the applicant are permitted and encouraged as necessary to conduct effective review:

- (a) Clarification of technical requirements, submittal expectations, and code compliance standards within the reviewer's area of expertise
- (b) Explanation of technical comments issued by the reviewer, including the basis for those comments and what a satisfactory response would require
- (c) Discussion of technical alternatives, design options, and engineering approaches within the reviewer's area of expertise
- (d) Coordination on schedule, submittal format, and process matters
- (e) Review of specific technical materials in advance of formal resubmittal

10.4 Scope Limitation

Technical reviewers shall confine their communications with the applicant to matters within their own area of technical expertise. A reviewer shall not communicate with the applicant regarding matters outside that reviewer's area of expertise, nor characterize the positions or expected positions of other reviewers or the Committee as a whole.

10.5 Documentation Requirement

All substantive communications between Committee members or technical reviewers and the applicant regarding the application shall be documented in writing and transmitted to the Village Administrator for inclusion in the administrative record. Documentation shall include:

- (a) The date and mode of communication (in person, telephone, email, videoconference)
- (b) The participants
- (c) The reviewer's area of expertise addressed
- (d) A summary of the technical matters discussed
- (e) Any technical guidance provided to the applicant
- (f) Any information provided by the applicant

Written correspondence (email, letters) transmitted through the Village Administrator satisfies this documentation requirement without further summary.

10.6 Village Administrator Coordination

The Village Administrator shall inform each Committee member and technical reviewer of the documentation requirements of this Section and shall maintain the administrative record of all such communications. Committee members and technical reviewers shall promptly transmit documentation of their communications with the applicant to the Village Administrator.

10.7 Prohibited Advocacy Communications

Any Committee member who receives a communication from the applicant, applicant representatives, or opposing parties that constitutes advocacy for or against approval of the application, or that seeks to influence the Committee's decision on matters outside routine technical clarification, shall:

- (a) Terminate the substantive discussion
- (b) Direct the party to communicate during a Committee meeting
- (c) Disclose the communication to the Chair and to the Committee at the next Committee meeting
- (d) Add the communication to the administrative record

10.8 Communications Between Village Personnel

Communications among Committee members, Village staff (including the Village Administrator, Zoning Administrator, Village Attorney, Village Engineer, and Village consultants), and technical reviewers for the purpose of preparing for Committee meetings, performing technical review, or coordinating the review process are permitted and do not require documentation under this Section, subject to the walking quorum prohibition in Section 12.

Section 11. Conflicts of Interest

11.1 Disclosure

A Committee member with a personal, financial, or professional interest in the application that could be reasonably perceived as impacting his or her impartiality shall disclose the interest to the Committee. Such a disclosure shall trigger a legal review and formal finding by the Village Attorney as to whether a statutory or common law conflict of interest exists and, if so, what procedures, if any, could legally cure such conflict.

11.2 Recusal

If the Committee member is directed by the Village attorney to recuse him or herself pursuant to Section 11.1, or if a Committee member otherwise determines that a conflict of interest would prevent impartial review of the application, shall recuse from participation in Committee discussion and voting on the application immediately upon such determination. Recusal shall be recorded in the minutes.

Section 12. Walking Quorum Prohibition

Consistent with the Open Meetings Act, a majority of the Committee shall not discuss Committee business outside a properly noticed Committee meeting, whether in person, by telephone, by email, or by other electronic means. Individual Committee members may perform their own review work, coordinate with the applicant consistent with Section 10, and communicate with Village staff outside of meetings. Committee members shall not use serial, intermediary, or contemporaneous communications to discuss Committee business with the number of members necessary to constitute a meeting under the Open Meetings Act. By way of illustration and not of limitation, Committee members should refrain from "Reply All" electronic communications with a majority of a quorum of Committee members. Substantive Committee deliberation shall occur at an open, properly noticed meeting.

Section 13. Amendment of Rules

These Rules may be amended by majority vote of the Committee at any regular meeting following notice of the proposed amendment on the agenda for that meeting. Upon adoption or amendment, these Rules shall be signed by the Chair and filed with the recording secretary as an official record of the Committee.

Section 14. Suspension of Rules

Any provision of these Rules other than those required by the Open Meetings Act, the Zoning Code, or other applicable law may be suspended by unanimous consent of the Committee members present at a meeting.

Section 15. Governing Law

These Rules are subject to and shall be interpreted consistent with the Village of Coal City Zoning Code, the Illinois Municipal Code (65 ILCS 5), the Illinois Open Meetings Act (5 ILCS 120), and other applicable law. To the extent of any conflict between these Rules and applicable law, applicable law shall prevail.

Section 16. Parliamentary Authority

The current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee's proceedings on matters not addressed by applicable law, the Village Code, or these Rules. If a conflict exists, applicable law, the Village Code, and these Rules shall control, in that order.



Approved by the Planned Unit Development Review Committee

Date: _____

Chair: _____