

CITY OF WILDWOOD  
PLANNING AND ZONING COMMISSION  
PUBLIC HEARING GUIDELINES



WILDWOOD

This pamphlet is designed to inform residents and petitioners about the public hearing process of the City of Wildwood's Planning and Zoning Commission. This process is outlined on the following page to assist you in providing an effective presentation to the Commission.

If you have additional comments after the public hearing, please submit them in writing to the Department of Planning, City of Wildwood, 16860 Main Street, Wildwood, Missouri 63040. **All written comments must be received by the Department of Planning within one (1) week following the public hearing** to be a part of the Planning and Zoning Commissioner's Agenda Packet. **The Commission meets at City Hall on the first Monday of each month at 6:00 p.m.**

## **Presentation Guidelines**

For the City to obtain the greatest benefit from your presentation, the Commission urges your consideration of the following:

**Complete a Speaker's Card** – The intent of the speaker's card is to ensure accurate minutes are taken by the City and those speakers who provide a **completed** Speaker's Card will receive further mailings on this matter. All speakers are urged to complete speaker's cards in advance of approaching the Commission. These cards can be found on the table at the entry into the City Council Chambers. Turn cards into a member of the Department of Planning who is seated near the podium.

**Use the Raise Hand Feature** – The Commission provides all participants the option of the Zoom Meeting Platform for comments. Participants utilizing this option will enter the proceedings as an attendee and, when comment is sought, be asked to use the 'raise hand feature' of the platform to be recognized and promoted to panelist, where then you can fully participate in the proceedings of the hearing. Once your remarks are completed, you will be returned as an attendee for the remainder of the hearing.

**Address the Commission** – Please **face and direct** all comments to the Planning and Zoning Commission. **Speak into the microphone. State your name and council ward or address clearly.** If you are representing a group, state their name and your relationship to it (i.e., trustee of subdivision). Turning around to the audience to make a statement or respond to a question makes it difficult for the Commission or anyone on the Zoom Platform to hear your comments.

**Avoid Repetition** – The Commission does carefully consider and take notes on each presentation. Repetition by speakers usually serves only to prolong the hearing, and use other speakers allotted time. Please remember, seconding speeches or comments do not further advise the Commission of facts affecting the petition. In the interest of time, and to effect the most meaningful presentation effort, the Commission encourages the use of a designated group representative when possible.

**Avoid Speaking Out of Turn** – Each speaker has the floor while at the microphone. Proper procedure is to follow the Order of Speakers outline on the next page. If you want to make a statement or ask a question when the speaker is done, this input from the audience will be addressed after the Commission has had a chance to question the information provided in the presentation. The proper and preferred procedure is to turn in a completed speaker card. If you do not have a speaker's card, raising your hand and waiting to be addressed is a second option. We value resident's participation, but also recognize the need for a properly organized meeting.

**Use of Visual Aids** – Use of visual aids by speakers is encouraged. City Hall has a range of audio-visual machines for use. Please call in advance to notify the Senior Planner in the Department of Planning as to needed equipment.

**ORDER OF SPEAKERS**

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ORDER

TIME ALLOTTED

**PLANNING TEAM .....as necessary**

Immediately following the Chair’s introduction of the petition, a Department of Planning team member will read the request into the official record of the hearing and briefly present slides prepared by the team of the subject property to illustrate particular features of the site.

**PETITIONER .....15 minutes**

The party requesting the rezoning or special permit, including the principal speaker and supporting consultants, is allowed this interval for an uninterrupted presentation of facts. The petitioner’s presentation may include slides, charts, and other visual aids, as desired.

**QUESTIONS / CONCERNS FROM AUDIENCE:**

**A. SUPPORTING SPEAKERS (Other than petitioner)**

- 1) A person designated as a group speaker.  
[representing more than five (5) persons].....5 minutes.
- 2) A person speaking as an individual.....3 minutes.

**B. OPPOSITION SPEAKERS**

- 1) A person designated as a group speaker.  
[representing more than five (5) persons].....5 minutes.
- 2) A person speaking as an individual.....3 minutes.

{The Commission may question any supporting or opposition speaker. Such questioning by the Commission will not subtract from the speaker’s allotted time.}

**COMMISSION QUESTIONS ..... as necessary**

**CHAIR’S CONCLUSION ..... 2 minutes**

At this time, the Chair states the date of the next Commission meeting, at which time the Members may take the matter at tonight’s hearing up again for consideration and vote.

**We Encourage and Value your Participation** – Please keep in mind the Commission is keenly interested in obtaining correct and pertinent information relative to each petition that is to be heard by it. The intent of the preceding advisory guidelines is to avoid repetitious comments or the identification of issues not relative to the particular request under review.

Should you have any questions on the details of a petition pending before the Commission, please contact the Department of Planning staff at:

**Department of Planning  
City of Wildwood City Hall  
16860 Main Street  
Wildwood, Missouri 63040**

**Phone: (636) 458-0440  
Fax: (636) 458-6969**