



# Petitioner's Guide to Making a Presentation for a Public Hearing

Elements to include in a public  
hearing presentation.

For additional information, please contact  
or submit all questions and comments to:

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Community Development Department  
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## What requires a presentation at a public hearing for the Planning and Zoning Commission?

Generally, the following agenda items require a presentation at a public hearing:

1. Rezoning;
2. Zoning Text Amendment;
3. Variance;
4. Special Use Permit;
5. Planned Unit Development;
6. Site Plan Review

## What is process and timeline for receiving final approval?

1. Submit an application with the Community Development Department.
2. A public hearing requires a minimum of 15 days public notice prior to the hearing taking place (staff will need additional time to prepare the public notices).
3. After the public hearing, the Planning and Zoning Commission will make a positive or negative recommendation to the City Council for the item.
4. At the next available City Council meeting (typically two-three weeks later), a final vote will take place on the item.
5. If final City Council approval is received, the building permit process is required prior to beginning construction.
6. Typically the overall process will take anywhere from 30-60 days.

## Who is notified of a petitioner's public hearing item?

1. All properties immediately adjacent to the subject property will be notified of the meeting date, time and purpose by certified mail.
2. A legal notice is published a minimum of 15 days prior to the public hearing in the Daily Southtown.
3. A sign is posted on the subject property a minimum of 15 days prior to the public hearing.

## What materials will the Commissioners receive prior to the meeting?

City staff will prepare a report pertaining to the agenda item generally including the following:

1. Existing Conditions;
2. Proposed Conditions;
3. Relevant Ordinances;
4. Responses to Standards;
5. Recommendations or conditions of approval;
6. Site plan, pictures, aerial photograph and other relevant materials the petitioner provides staff with.

## Will I receive a copy of the materials the Commissioners receive?

Staff reports and attachments are available to the petitioner the Friday before the public hearing. Copies of the materials can be emailed, faxed or picked up at the Building Department.

## What should a petitioner include in his or her presentation at a public hearing?

The purpose of the petitioner's presentation is to present the application to the Commissioners and to the audience members.

A presentation should include a brief summary or the request and reason for the public hearing. The presentation is the opportunity for the petitioner to make his or her case for approval to the Commissioners.

Any additional materials that the applicant feels are necessary in making his or her case to the Commission can be distributed to the Commissioners the night of the meeting. Applicants may bring additional pictures, plans or a power point presentation for his or her presentation.

## What if I receive a negative recommendation from the Planning and Zoning Commission?

The Planning and Zoning Commission is a recommending body. All items heard at the Planning and Zoning Commission, regardless of a positive or negative recommendation will be forwarded to the City Council for final decision.