

# WELCOME . . .

To the public hearing of the St. Louis County Planning Commission. The public hearing process is outlined in this pamphlet to help you make an effective presentation to the Planning Commission. If additional comments come to mind after the public hearing, you may submit them in writing to the Department of Planning, Administration Building, 5th Floor, 41 South Central Avenue, St. Louis, Missouri 63105, or via e-mail to the Planning Commission at [Gail\\_Ottolino@stlouisco.com](mailto:Gail_Ottolino@stlouisco.com). Comments must reach the Department of Planning within one week of the public hearing to be placed in each Planning Commissioner's Executive Meeting Agenda Packet.

## PUBLIC HEARING PRESENTATION GUIDELINES

To obtain the most benefit from your presentation the Commission urges your consideration of the following:

**Address the Commission . . .** Please face and direct all comments to the Planning Commission. Speak into the microphone. Turning around to respond to the audience serves no purpose, makes it difficult for the Commission to understand your statements, and detracts from your speaking time.

**Avoid Repetition . . .** The Commission does carefully consider and take notes on each presentation. Repetition by the initial speaker or following speakers, in support or opposition, usually serves only the purpose of prolonging the hearing, and uses up allotted speaker time. Please remember, seconding speeches or comments do not further advise the Commission of facts affecting the petition.

**Avoid Overkill . . .** Overkill or oversell is not helpful; the only usual result is taking of more time. Frequent situations of this type include excessive description of the surrounding properties and zoning far beyond what actually affects the site in question.

## PUBLIC HEARING SETTING

**LOCATION:** All Planning Commission meetings are held in the County Council Chambers, 41 S. Central Avenue, 1<sup>st</sup> Floor.

**SETTING:** There is a speaker's podium facing the Commissioners with audio/visual equipment oriented to the left side of the room.

# ORDER OF SPEAKERS

ORDER	TIME ALLOTTED
<b>CHAIRMAN'S INTRODUCTION</b> At the beginning of the public hearing, the Chairman reviews the rules of order for the meeting and introduces each petition.	<b>2 minutes</b>
<b>PLANNING STAFF</b> Immediately following the Chairman's introduction of the petition(s), the Department of Planning staff member assigned to the petition will briefly present a short video taken by the staff of the subject property to illustrate particular features of the property.	<b>2 to 5 minutes</b>
<b>PETITIONER</b> 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.	<b>15 minutes</b>
<b>COMMISSION QUESTIONS</b>	<b>as necessary</b>
<b>SUPPORTING SPEAKERS</b> (Other than petitioner) a) A person designated as a group speaker (represents more than five persons) b) A person speaking as an individual	<b>5 minutes</b> <b>2 minutes</b>
<b>OPPOSITION SPEAKERS</b> a) A person designated as a group speaker (represents more than five persons) b) A person speaking as an individual	<b>5 minutes</b> <b>2 minutes</b>

All speakers are urged to fill out Speaker Cards in advance of approaching the Commission. Such cards will be provided immediately outside the Council Chambers and along the side of both aisles within the Council Chambers. 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.

The Commission may question any supporting or opposition speaker. Such questioning period by the Commission will not be subtracted from the speaker's allotted time.

## **RESPONSE OF THE PETITIONER**

**5 minutes**

This period of time is allowed only for the petitioner or authorized representative(s) to respond to public comments, not to introduce a new presentation. (It is not customary to reopen the questioning procedure during this period.)

## **CHAIRMAN'S CONCLUSION**

**2 minutes**

At the closing of the public hearing on each petition the Planning Commission Chairman requests a show of hands of persons in attendance in favor of and opposed to the petition. At this time the Chairman also notes the date of the next Executive Meeting, at which time the Commission intends to make a final decision. This vote is not for decision making purposes, but rather to make the crowd count part of the permanent record for this petition.

## **SUMMARY COMMENTS**

Please keep in mind that the Commission is interested in full disclosure of information relative to each petition. The intent of the preceding advisory comments is to avoid unnecessary explanatory time or "sidetracking."

The petitioner and petitioner's representative, as well as all other persons who fill out Speaker Cards and Attendance Cards, will receive copies of the Planning Commission's Letter of Recommendation.

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

Department of Planning  
Administration Building, 5th Floor  
415 Central Avenue  
St. Louis, Missouri 63105  
(314) 615-5186  
TTY: (314) 615-5467  
Web Site: [www.stlouisco.com/planning](http://www.stlouisco.com/planning)  
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