

Hearing and Appeals Procedures Committee

Public Hearing Processes of the City of Wildwood (please see endnote as well for additional information)

City Council		Posting	Review Components	Meetings	Other
Agendas		24 hours, not inclusive of the weekend days	Posted on Wednesday, before the Monday night meet	One (1)	In past, agendas were posted on Fridays
Zoning District Change		15 days	Public Hearing on P&Z's favorable recommendation, while receive and file on a denial by it	3, if favorable, one (1), if for denial	Mailings sent to a households within 1,500 to 3,000 feet of the subject site
Conditional Use Permits		Posted on Wednesday, before the Monday night	15 days after receipt to exercise "power of review"	One (1)	Action is typically receive and file
Planned Districts, i.e. C-8 and M-3		15 days	See zoning change	See zoning change	See zoning change
Overlay Districts, i.e. PRD and LPA		15 days	See zoning change	See zoning change	See zoning change
Historic Registry		15 days	See zoning change	See zoning change	See zoning change
Master Plan Change, including Historic 5th Land Use Category		15 days	See zoning change	See zoning change	See zoning change

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Appeals and Protests	10 to 15 days	Process is under review by this Committee, but, under its recommendation, appeals and protests will require the following steps: (1.) public hearing; (2.) introduction of bill, if favorable; and (3.) final passage. Eliminates referral to City Council Committee.	Up to three (3), depending on the outcome of the appeal/protest process (public hearing, introduction of a bill, and final passage)	Requires super-majority vote to overturn a recommendation by Planning and Zoning Commission for denial. Procedures for hearings for CUP's under review in light of recent court analysis regarding contested case proceedings
	Budget	15 days	Public Hearing conducted, followed by the introduction of a bill, with final passage thereafter	Three (3) Hearing required by Charter
Planning and Zoning Commission				
Posting Review Components Meetings Other				
Agenda Zoning District Change Conditional Use Permit Planned Districts, i.e. C-8 and M-3 Overlay Districts, i.e. PRD and LPA	24 hours, not inclusive of weekend days	Posted on the Friday, before Monday meeting	One (1)	Agenda set by Department of Planning
	15 days	Public hearing, action on Department's Information Report, and final review of Letter of Recommendation for forwarding to City Council	Three (3)	Mailings sent to a households within 1,500 to 3,000 feet of the subject site
	15 days	See zoning change	Three (3)	Procedures for hearings for CUP's under review in light of recent court analysis regarding contested case
	15 days	See zoning change	Three (3)	See zoning change
	15 days	See zoning change	Three (3)	See zoning change

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Master Plan Changes, including Historic 5th Land Use Category Site Development Plan	15 days	See zoning change	Three (3)	See zoning change
	24 hours, not inclusive of weekend days	Site Plan Subcommittee meets first, followed by full Commission review and action on its recommendation	Two (2), assuming no Work Sessions	City Council receives recommendation report for receipt and filing
Board of Adjustment-Administrative Review Board				
Posting Review Components Meetings Other				
Agenda	15 days	Set by State and local codes	One (1)	Sign also placed on property, with posting in newspaper, at City Hall, and a mailing to surrounding households
Variances	15 days	One (1) meeting, which is a public hearing	One (1)	Required by State Statute; only appeal after action is to the St. Louis County Circuit Court
Appeals	15 day; notice mailed to effected parties at least 10 days	Depending on type of request/appeal, process could require multiple meetings	One (1) or more	Acts as the Administrative Review Board
Historic Preservation Commission				
Posting Review Components Meetings Other				
Agenda	24 hours, not inclusive of weekend	Public hearings, which are part of an agenda, meet the 15 day requirement	One (1)	Includes all business items
Registry Request	15 days	Follows identical process to zoning change request, with a public hearing, preparation of recommendation, and final action by Historic Preservation Commission	Three (3) meetings	Matter is forwarded to City Council for public hearing

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Historic 5th Land Use Category Certificate of Appropriateness	15 days	Follows identical process to zoning change request, with a public hearing, preparation of recommendation, and final action by Historic Preservation Commission	Three (3) meetings	Matter is forwarded to City Council for public hearing
	No posting requirement	Matter discussed at Commission, with item placed on its Agenda and posted at least twenty-four (24) prior to it	One (1) meeting	No item is forwarded to City Council
City Council Standing Committees				
Agendas Appeals and Protests	Forty-Eight (48) hours, not inclusive of the weekend	With proposed changes to appeal and protest procedures, public hearings at Committees on land use appeals and protests would be eliminated	One (1)	Prepared by Chair of the Committee and Departments
	15 days	The City Council is considering changes to this process, which would eliminate land use matters being referred to the Committee after Planning and Zoning Commission review and action	A minimum of one (1), but typically has been two (2) in total	Created confusion this past year with the back and forth relating to certain land use decisions and subsequent
Architectural Review Board				
Agendas	24 hours, not inclusive of weekend days	Posted by the Friday before the Thursday meeting	One (1)	Includes all business items
Rural Internet Access Committee				
Agendas	24 hours, not inclusive of weekend	Posted about seven (7) days prior to meeting date	One (1)	Includes all business items
Development and Zoning Review Committee				

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	Agendas	24 hours, not inclusive of the weekends	Posted at least four (4) days prior to meeting	One (1)	New review process for the City
Wildwood Celebration Commission					
	Agendas	24 hours, not inclusive of the weekend	Posted at least five (5) days prior to meeting	One (1)	Role in annual celebration of City
Board of Public Safety					
	Agendas	24 hours, not inclusive of the	Posted at least five (5) days prior to meeting	One (1)	Includes all business items
Board of Ethics					
	Agendas	24 hours, not inclusive of weekends	Posted the maximum allowable days prior to meeting	One (1)	Includes all business items
	Complaints	24 hours, not inclusive of weekends	Posted the maximum allowable days prior to meeting	One (1), at a minimum	Normal function is to oversee election financing reports from candidates

Editors' Note: Notices for public hearings on zoning matters before the City Council, P&Z and the Board of Adjustment include published (required by statute), posted and mailed notices. Mailed notices are sent to property owners within a certain proximity of a site subject to a proposed zoning action for all other meetings at which a public hearing is not conducted on a matter.