



# WILDWOOD

## BOARD OF ADJUSTMENT PUBLIC HEARING PROCEDURE

City of Wildwood, 16860 Main Street, 63040

The Board of Adjustment is a public hearing, with an informal format. Each meeting's proceedings are taken by a court reporter for future transcription, if needed, but this activity is not intended to change the open format of the hearing. All questions, comments, and statements are welcomed in support or opposition to a particular request under consideration.

Petitions are called in the order listed on the agenda. As each petition is called, a Department of Planning staff member will read the variance request into the official record. The Board Chair will then call the petitioner or his/her representative forward to make a brief presentation regarding the nature of the requested variance. Prior to presenting this information, the petitioner will be asked to state his/her name and address, then be sworn in by the court reporter. Following this presentation, Board Members may ask questions of the petitioner to clarify the information presented. The Board Chair will then ask if there is anyone present in the audience that wishes to speak in favor or opposition to the request. Those wishing to speak will be asked to state their name and address, then be sworn in by the court reporter as well.

The petitioner may request a continuance at any time during the hearing, prior to a call for the vote, in order to bring in additional documentation or information in support of the request or respond to questions or concerns raised during the hearing's proceedings. The Board also reserves the right to request a continuance of a hearing at any time to gather additional information regarding the petition.

Following the conclusion of input from all interested parties, a Department of Planning staff member will be available to provide a presentation of its recommendation, upon request.

Once all speakers have been heard, the Board Chair will ask for a motion to grant or deny the request, with or without conditions. Once a motion is made, and seconded, the Board will vote on the petition, officially concluding action upon the request. In general, the Board will make its decision immediately following the closing of the hearing. Please note four (4) members of the Board must vote in favor of a request for it to be approved.

If a variance request is approved, the petitioner has six (6) months to obtain the necessary permits or establish the use, or the variance approval will expire. If the Board's decision is unfavorable, the petitioner has the right to appeal to the St. Louis County Circuit Court. This appeal must be done within thirty (30) days of the decision date of the Board of Adjustment.

Should you have any questions regarding this information, please contact the Department of Planning at (636) 458-0440.