

City of Brecksville

Planning Commission Applicant Presentation Guidance

When a Planning Commission Action Request or Sign Application has been submitted and the applicant has been notified of the item's placement on a Planning Commission agenda, applicants or their representatives are required to be present at the specified meeting and speak to their proposal.

During the meeting, once your item is introduced by the Chair of the Planning Commission, you will be asked to approach the podium and present your case (by request, a microphone can be brought to your seat).

To make an effective presentation of your Planning Commission Action Request, it is recommended that you provide the following information during your presentation, as applicable:

- Description of your project (e.g. nature of request, proposed uses, site information, etc.)
- Overview of zoning conflicts, variances, or deviations required for your project to move forward, and why they are needed. (e.g. parking requirements, setbacks, etc.)
- Any correspondence that has taken place between adjacent or impacted properties.

You may, but are not required to, utilize PowerPoint or its equivalent during your presentation. If you wish to do so, please inform Monica Bartkiewicz no less than 72 hours prior to the meeting. She can be reached at mbartkiewicz@brecksville.oh.us or 440-526-2603.

When you receive email notification that your item has been placed on the Planning Commission agenda, typically sent the Friday before the meeting, a staff write-up for the item will also be included in the email. It is recommended that applicants review the write-up to understand the purview of the Planning Commission in relation to your request, and to ensure that your presentation addresses any matters included in the write-up.

It is important that the applicant or their representative be familiar enough with the project and applicable Planning and Zoning Code regulations to articulate a response to questions that may be asked by the Planning Commission. A link to the Planning and Zoning Code can be found at <https://brecksville.oh.us/City%20Hall/planning.html> or by [clicking here](#). Should you have any questions regarding the Planning and Zoning Code or preparation of your presentation to the Planning Commission, please do not hesitate to contact Monica Bartkiewicz at mbartkiewicz@brecksville.oh.us or 440-526-2603.



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