

Purpose

The following information has been created to assist applicants presenting development-related cases to the City Council and/or the Planning and Zoning Commission (P&Z).

During meetings, Planning and/or Public Works staff will be available to help answer questions from the City Council or the P&Z Commission.



City Council meetings typically take place the first and third Tuesdays of each month in the City Council Chambers at Southlake Town Hall.

Planning and Zoning Commission meetings typically take place the first and third Thursdays of each month in the City Council Chambers at Southlake Town Hall.



Questions About Presentations

For questions related to the City Council meeting agenda contact the **City Secretary's Office** at (817) 748-8015.

For questions related to the Planning and Zoning Commission agenda, contact the **Planning and Development Services Department** at (817) 748-8621.



**Southlake Town Hall
1400 Main Street
Southlake, Texas 76092**



Guidelines for Presenting Development Cases to the City Council and the Planning and Zoning Commission



Length of Presentation

- Presentations should be limited to 10 minutes.
- In larger and more complex cases, the applicant may request additional time. To request additional time, contact the Planning and Development Services Department (PDS) prior to the meeting.
- Once standing at the podium in front of City Council or the P&Z Commission applicants should notice the stoplight atop the podium (as illustrated by the blue circle in the image below).



When the light is illuminated “green” the presentation is being timed, and is on the record.

A “yellow” light indicates that one minute of time remains in the presentation.

An illuminated “red” light indicates that the allotted time limit has been reached and the presentation shall conclude.

Presentations

- It is recommended that applicants consider incorporating a visual aid into their presentation; these assist the audience in grasping the details of their case.
- A PowerPoint presentation is an example of a commonly used visual aid, though not the only accepted format.
- Sample boards that display building materials are encouraged.



Example of a slide for presentation

Suggested Presentation Highlights

- Brief explanation for selecting Southlake as the project location;
- Proposal overview;
- Major project components including but not limited to building elevations, parking, landscaping, traffic generation, exterior materials, land use, and drainage.
- It is important for applicants to spend some time in their presentation providing a justification for any variances requested.

Day of Meeting Preparation

- Applicant should arrive at least 30 minutes prior to the meeting start time to coordinate with Information Technology (IT) or PDS staff loading digital presentations onto the computer in the City Council Chambers.
- Preferably, PDS staff would receive a copy of the applicants’ digital presentation at least a day in advance of the meeting to review and load onto the computer in the City Council Chambers prior to the meeting.
- Applicants should bring 9 hard copies of their digital presentation for distribution to the City Council or P&Z Commission. Please print on both sides of the page.



During the Meeting

- Applicants presenting to City Council or the P&Z Commission are asked to open by giving their name and address for the record.
- Please make sure to speak into the microphone at the podium while addressing the City Council or P&Z Commission; this allows residents watching via Video On Demand to hear the discussion.
- Applicants should be prepared to address questions from the City Council, P&Z Commission or the public.