

PUBLIC INFORMATION DOCUMENT
ZONING MAP AND TEXT AMENDMENT
PROCEDURES

1. Applications for Zoning Map and Text amendments will be accepted by the Planning Department **no later than 3:00 p.m. on the 12th day of January and July** of each year.
2. The Zoning Administrator or Planning Director shall review applications for amendments and shall either accept or reject the application. An application may be rejected if:
 - a) The application fails to include the information required by Section 27 of the Zoning Ordinance or is not accompanied by the appropriate filing fee; or
 - b) The subject property of the application is included in a draft comprehensive rezoning or designation as an Urban Growth Area in the Comprehensive Plan for the County and has not been granted a waiver from the Board of County Commissioners; or
 - c) If the application is for the reclassification of the whole or any part of land that has been the subject of a prior accepted application for reclassification within the preceding twelve (12) months and subsequently withdrawn by the applicant or denied by the Board of County Commissioners.
3. The Zoning Administrator or Planning Director shall notify the applicant of a rejected application in writing and shall return all materials and filing fees. If an application is rejected pursuant to (a) above, then the applicant may resubmit the application with the required information, within ten (10) calendar days of the rejection.
4. The Planning Department shall schedule a public meeting on the application approximately sixty days (60) following the filing deadline in January and July.
5. The Planning Department shall publish notice of the time and place of the public meeting, along with a summary of the request in at least one (1) newspaper of general circulation in the jurisdiction once each week for two (2) successive weeks, with the first such publication of notice appearing at least 14 days prior to the public meeting. Notice of the public meeting will also be posted on the County's website.
6. The applicant shall post notice of the public meeting at the subject property at least 14 days prior to the hearing.
7. The Planning Department shall notify adjacent property owners by mail of the Planning Commission's public meeting at least 14 days prior to the public meeting using the list of adjoining property owners provided by the applicant as set forth in the required information materials list.

8. The Planning Department staff shall prepare a report analyzing the requested map or text amendment based on the application and materials submitted by the applicant in support thereof, government data, and policies maintained by the Department, including the Comprehensive Plan. The report shall be finalized and filed with the record at least seven (7) days prior to the public meeting before the Planning Commission and a copy sent to the applicant.
9. The Planning Commission shall hold a public meeting, which shall be recorded. The applicant will have 15 minutes to present their application. Thereafter individuals will be given three minutes to testify either in favor or against the application. A spokesman or legal counsel for a group of individuals will be allowed 10 minutes. The applicant shall have five minutes for rebuttal. Any time limit may be waived at the sole and absolute discretion of the Commission or the Chairman.
10. Following the conclusion of the public meeting, the Planning Commission will accept additional written information regarding the case for a period of ten (10) calendar days (the comment period).
11. The Planning Commission will review the information received at the public meeting and during the comment period at their next regularly scheduled meeting following the close of the comment period.
12. Upon receipt of the Planning Commission's recommendation, the Board of County Commissioners shall schedule a Public Hearing.
13. The Planning Department shall publish notice of the time and place of the Public Hearing along with a summary of the request in at least one (1) newspaper of general circulation in the jurisdiction once each week for two (2) successive weeks, with the first such publication of notice appearing at least 14 days prior to the hearing. Notice of the hearing will also be posted on the County's website.
14. The applicant shall post notice of the hearing at the property at least 14 days prior to the public hearing.
15. The Planning Department shall notify adjacent property owners by mail of the County Commissioner's public hearing at least 14 days prior to the public hearing using the list of adjoining property owners provided by the applicant as set forth in the required information materials list.
16. The Planning Department will forward the case file along with the recommendation of the Planning Commission to the Board of County Commissioners at least seven (7) days prior to the Public Hearing.
17. The hearing before the Board is quasi-judicial in nature and shall be recorded. The official file shall be introduced and accepted into the record of proceedings, unless

objections are made to portions thereof. Any person testifying at the hearing shall take an oath, administered by the presiding official or the County Clerk. The presiding official shall be the County Attorney, Deputy County Attorney, or Assistant County Attorney and shall rule on all evidentiary and procedural objections.

18. The applicant shall have 15 minutes to present its application. Thereafter, those wishing to testify in favor or against the application may do so. Individuals will be given three minutes to testify, and a spokesman or legal counsel for a group of individuals will be allowed 10 minutes to testify. The applicant shall have five minutes for rebuttal. Any time limit may be waived at the sole and absolute discretion of the Board or the presiding official. Cross-examination will be allowed if requested and required by law.
19. At the close of the Board of County Commissioner's Public Hearing, the record in the case shall be closed and no further comment, testimony, or evidence will be considered, unless the Board directs that the record remain open regarding a limited issue. Should the record remain open regarding a limited issue, the hearing shall be continued to a subsequent date and time announced by the Board. The scope of the continued hearing shall be limited solely to the issue to be addressed. **ONCE THE RECORD IS CLOSED, FURTHER PUBLIC COMMENT WILL NEITHER BE ALLOWED NOR ENTERTAINED.**
20. The Board will issue its decision in writing. The basis of the Board's action and the material facts found by the Board will be set forth in the decision and shall constitute a part of the record. The decision may, at the discretion of the Board, also contain conditions and safeguards relating to the amendment save for any condition that would limit permissible uses of the property in contravention of the uses presented in the zoning ordinance.
21. This Public Information Document is for informational purposes only, prepared for the convenience of applicants and the public. For official guidance, reference should be made to the current adopted policies of the Planning Commission or to any resolution or Zoning Map or Text Amendment Procedures of the Board of County Commissioners then in effect.