

Text Amendment Process

May take two to three months, Board of Supervisors Action Required for Final Approval

1.

Submittal

Application, fee, proposed amendment, and narrative explaining how the proposed use will meet the Standards for Approval from Section 92.07.2 submitted to the Planning and Development Department (P&D)

Attorney may be used to prepare application, but not required

Show additions in red/underline, removals with strikeout

2.

Review

County Staff review complete submittals

Revisions to the request and multiple rounds of review comments are typical

3.

Notice

P&D staff prepare publication for official newspapers prior to Planning and Zoning Commission and Board of Supervisors meetings once a submittal is complete and in final draft.

If amendment is supported by staff, revisions are suggested for final draft

4.

Planning and Zoning Commission

P&D staff prepare staff report and recommendation and place request on Planning and Zoning Commission Agenda for discussion, consideration, and recommendation to Board of Supervisors

The report and recommendation may include additional changes/conditions

Applicant and public may address the Commission after staff presentation

5.

Board of Supervisors Meeting

P&D staff prepare a resolution setting a date for a public hearing. For public hearing, P&D staff prepare staff report with the Commission's recommendation, ordinance, and place request on Board of Supervisors agenda for discussion, consideration, and action

The Board hears the request at three separate hearings, unless waived

Applicant and public may address the Board after a staff presentation

6.

Record

If the request is approved by the Board of Adjustment, P&D staff record the ordinance and any attachments

Staff prepare publication for official newspapers within 10 days of approval