

# **PLANNING AND ZONING COMMISSION POLICIES**

## **Written Comments Submitted After Case Packets are Finalized**

Written comments on cases before the Planning and Zoning Commission will be accepted up until 1:00 p.m. on the last business day (usually a Friday) before the day of a Commission meeting at which the case is being heard. If the applicant or a member of the public wishes to submit comments after 1:00 p.m. on the last business day (usually a Friday) before the day of the meeting at which the case is heard, they must attend the meeting to testify at the public hearing. Any written comments presented at the meeting shall be in accordance with the Late Public Hearing Submittal Policy below.

Effective August 12, 2013

## **Late Public Hearing Submittal Policy**

The Commission may reject the submittal of voluminous information or material amendments from the public at a public hearing. Maps, graphics, photographs, and no more than two pages of type-written information will be allowed. In its discretion, the Commission may choose to accept submittal(s) or amendment(s). If a public commenter insists that the submittal(s) or amendment(s) is critical to the case, the Commission may, in its discretion, postpone the hearing for 30 days in order to allow staff and the Commission to thoroughly review the information.

Effective August 13, 2012

## **Postponement of Public Hearing Applications**

When there is a short 5 member Board or Commission, and a postponement is offered to, and agreed to by the petitioner, they will be moved to the next regular agenda. This should occur within 30-days, which does not require re-noticing the case (new public hearing notices, advertising).

If the petitioner is willing to postpone, but unable to attend the next available meeting date within 30 days, the petitioner has a **one-time only option** to choose the next date certain he/she can attend, at no extra fee.

When a postponement is requested by the petitioner, there is a rescheduling fee (AMCR 21.20.007A.), and a new public hearing date shall be determined by the Planning Department. This will put their case in the next available cut-off date queue as if they were submitting their case for the first time.

Effective January 1, 2004