

A Guide to the Public Hearing Process

What triggers the public hearing process?

The following [applications](#) trigger the public hearing process.

- ❖ Rezoning
- ❖ Conditional Use Permit (including major home occupations)
- ❖ Conditional Use Permit Amendment
- ❖ Code Amendment

Example Public Hearing Schedule

Month 1							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2			PH is set at TC Meeting		Legal Ad is sent to newspaper		Legal Ad #1 Runs in newspaper
Week 3							Legal Ad #2 Runs in newspaper
Week 4		PH notices are mailed					

Month 2							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 5		Planning Commission Public Hearing*					
Week 6		Legal Ad is sent to newspaper		Legal Ad #1 Runs in newspaper			
Week 7		Planning Commission Action*	PH notices are mailed	Legal Ad #2 Runs in newspaper			
Week 8			Town Council Public Hearing*				

Month 3							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 9							
Week 10			Town Council Action*				

*Please note Planning Commission and Town Council may take action on the request the night of the public hearing.

How do I submit my application?

Email, mail or drop off your application with the Planning Department in Town Hall, 100 E. Main Street.

Does a variance or appeal request follow the same process?

No. The Board of Zoning Appeals follows a different process.