

## GUIDELINE TO MODIFY P&Z REGULATIONS

1. A citizen proposes a change in the regulations.
2. Board of County Commissioners will assign it to the Planning & Zoning Department to review changes proposed.
3. The Planning & Zoning office notifies the Planning & Zoning Board of the proposed changed regulations.
4. The Planning & Zoning Board should authorize the Planner to form an Ad Hoc Committee of proponents and other concerned citizens.
  - a. The Chairman of the Planning & Zoning Board and Chairman of the Board of Commissioners shall be Ex-Office members of the Committee. The Planner shall be a voting member of any Committee.
  - b. The Committee shall meet to discuss the proposed modifications and ramifications.
  - c. The Planning & Zoning Commission may have updates presented to them as deemed necessary.
  - d. The Committee should provide a written report to the Planning & Zoning Commission.
5. The Planner shall advertise the proposed changes and hold a hearing to obtain public comment.
6. Following the public hearing, the Planning and Zoning Commission should either:
  - a. Recommend the Committee take into consideration the public comment and concerns.
  - b. Make the changes the Planning and Zoning Board thinks needs to be made; or
  - c. If no recommended changes, then forward the proposal to the County Attorney for legal and statutory review.
7. After revisions, if necessary, a public hearing shall be advertised and held. Action may be taken by Planning and Zoning Board and passed to the Commissioners for their public hearing.
8. Following an affirmative vote, the regulations will be enacted.