



YOU'VE BEEN INVITED TO A PUBLIC HEARING..

...at an upcoming meeting to discuss
a land use and development
change near your property.

SUGGESTIONS & NOTES:

1. Meeting Agendas: Several applications will likely be considered at the meeting. An agenda is available from the Planning Department approximately 1 week prior to the meeting.
2. Staff Reports: The Planning Department staff reviews all applications and provides comments and a preliminary recommendation. The staff report is available from the Planning Department.
3. Internet Resources: Information about all applications, including the application materials and Planning Department staff report, will be posted on the agendas section of the Planning Department website prior to the scheduled public hearing. Following is a direct link to these materials:
<http://www.columbus.in.gov/planning/agendas/>
4. Decision Criteria: A variety of land use changes are possible, and each type of change is subject to slightly different review criteria. The Planning Department can provide additional information. The staff report for each application also lists the review criteria.
5. Commission / Board Members: The Plan Commission and Board of Zoning Appeals members are not able to discuss any applications outside of the meeting. Please do not contact them. The Planning Department staff is available to answer any questions you may have.

FOR MORE INFORMATION:

City of Columbus - Bartholomew County Planning Department

City Hall
123 Washington Street
Columbus, Indiana 47201

Phone: 812.376.2550
Fax: 812.376.2643

www.Columbus.in.gov

ABOUT THE BOARD & COMMISSION MEMBERS AND THE PLANNING DEPARTMENT STAFF:

Some members of the Plan Commission and Board of Zoning Appeals are required to participate because they hold some other elected office (County Commissioner, City Council Person, Township Trustee, etc.). However, most are volunteers from the community who donate their time. They have accepted an appointment to the Board or Commission to be of service to the public.

The Planning Department is staffed by professional employees who have received education and other training in the topic areas of urban and community planning, public policy, landscape architecture, and a variety of other related fields.

WHAT ARE THE RIGHTS OF NEIGHBORING PROPERTY OWNERS?

1. Review the Application: You may review the Planning Department file that contains the application materials prior to the meeting.
2. Speak at the Public Hearing: You may attend the meeting and speak during the public hearing. You may speak in favor of, or against the application. You may also ask questions.
3. Provide Written Comments: You may submit written comments or other items prior to the meeting. Written comments will be read into the minutes of the meeting and considered during the discussion of the application.
4. Request a Continuance: You may request that the consideration of the application be continued to a future meeting so that you may have more time to gather information.
5. File an Appeal: You may appeal any final decision made on an application. Most appeals require that a lawsuit be filed with a court of jurisdiction. Most appeals must also be filed within 30 days of the final decision being made. The Planning Department can provide information on the appeal procedure for specific decisions.

WHAT ARE THE PROCEDURES FOR A PUBLIC HEARING?

All meetings are directed by the President or Chairperson of the Commission or Board considering the application. This person will announce the consideration of each application and identify the appropriate time for the public to speak.

The consideration of each application will begin with the presentation of the staff report by the Planning Department staff. The applicant will then have an opportunity to present their request. They will describe the proposal, list how it complies with the applicable standards, and discuss how they will address any concerns identified by the staff.

The President or Chairperson will then announce the "public hearing" for the application and invite anyone in the audience who is interested in speaking to do so. If you wish to speak please stand and state your full name and address. You may then discuss your comments and ask any questions. The applicant will be allowed an opportunity to answer any questions and respond to any comments. The Planning Department staff and the Board or Commission's attorney may also address any questions.

After all interested persons have spoken the President or Chairperson will close the public hearing.

WHAT HAPPENS AFTER THE PUBLIC HEARING HAS ENDED?

After the public hearing is closed no additional public input will be considered, and only the Commission or Board members may discuss the request. The President or Chairman may also ask the staff for a recommendation. The Commission or Board will then vote on the application. Different types of applications require different types of votes, as described below:

1. Plan Commission Applications: If the application is heard by a Plan Commission and is a subdivision of land or site development plan review, the Commission's decision is final. If the application is a re-zoning the Plan Commission decision is a recommendation to the legislative body having jurisdiction (either the City Council or Board of County Commissioners); which makes the final decision. Neighboring property owners will not receive additional notice for the subsequent meeting. However, the meeting date and location is announced at the Plan Commission meeting.
2. Board of Zoning Appeals Applications: If the application is heard by a Board of Zoning Appeals, the Board's decision is final.
3. Any Continued Applications: If the application has been continued it will generally be placed on the agenda for the next regularly scheduled meeting. The date of that meeting will be announced, but the neighboring property owners will typically not be notified again by letter.



FREQUENTLY ASKED QUESTIONS.....
