












**Beaufort County School District Annexation,  
Zoning Map Amendment & Comprehensive Plan Future Land Use Map  
Amendment  
Application Meeting Sequence  
DRAFT**

*(Dates Are Subject to Change)*

| Meeting  | Date                                   | Task Description/<br>Application(s) for Review  | Action(s)  | Notes   |
|--|--|---|--|---|
| Pre-Application Meeting  | <b>December 2024</b>                   | Annexation Petition   | Review of Application Requirements and Timeline  |   |
|  |  | Zoning Map Amendment  |  |   |
| Application Submittal Meeting  | <b>February 20, 2025</b>               | Annexation Petition   | Submittal of Revised Annexation Petition   |   |
|  |  | Zoning Map Amendment  |  |   |
| Town Council “Intent to Annex”, Acceptance of Petition & Referral to Negotiating Committee | <b>March 11, 2025</b>                  | Annexation Petition   | Town Council acceptance of petition by majority vote if they desire to move forward with the request & referral to the Negotiating Committee if deemed necessary   |   |
| Submittal of Revisions for Planning Commission Workshop Packet                             | <b>March 14, 2025</b>                  | Annexation Petition   | Resubmittal of Applications with Revised Materials   |   |
|  |  | Zoning Map Amendment  |  |   |
| Planning Commission Workshop   | <b>March 26, 2025<br/>6:00 p.m.</b>    | Annexation Petition   | Discussion and Comments for Consideration.   | Include a statement that there is a UDO Text Amendment that will be coming the following month.                                     |
|  |  | Zoning Map Amendment  |  |   |
| Public Hearing Notice 30 days Prior to Public Hearing                                      | <b>March 23, 2025<br/>Publish Date</b> | Annexation Petition <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  | Mail letters notifying adjacent property owners within 500’ radius of pending applications and upcoming rescheduled Planning Commission Public Hearing <input type="checkbox"/><br><br>Post the property <input type="checkbox"/><br><br>Newspaper Notification <input type="checkbox"/> | If needed the UDO Text Amendment could be posted separately since it only needs a 15-day notice. Publish on April 6 <sup>th</sup> . |
|  |  | UDO Text Amendment <input type="checkbox"/>   |  |   |
|  |  | Zoning Map Amendment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |  |   |
| Submittal of Revisions for Planning Commission Public Hearing Packet                       | <b>TBD</b>                             | Annexation Petition   | Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.  |   |
|  |  | Zoning Map Amendment  |  |   |
| Planning Commission Public Hearing & Recommendation to Town Council                        | <b>April 23, 2025<br/>6:00 p.m.</b>    | Annexation Petition <input type="checkbox"/>  | Public Hearing and Recommendation to Town Council<br><br>Public Hearing Cases <input type="checkbox"/>   | Based on TC discussion, staff is proposing a UDO Amendment to include schools as a permitted by-                                    |
|  |  | Zoning Map Amendment <input type="checkbox"/>   |  |   |

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|---|-------------------------------------|--|---|---------------------------------------|
|   |                                     | UDO Text Amendment    |   | right in the Preserve Zoning District |
| Submittal of Revisions for Town Council 1 <sup>st</sup> Readings Packet                           | TBD                                 | Annexation Petition<br>UDO Text Amendment<br>Zoning Map Amendment  | Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.   |                                       |
| Town Council Ordinance 1 <sup>st</sup> Readings   | May 13, 2025<br>5:00 p.m.           | Annexation Petition<br>UDO Text Amendment<br>Zoning Map Amendment  | Ordinance 1 <sup>st</sup> Readings  |                                       |
| Public Hearing Notice 30 days Prior to Town Council Public Hearing                                | May 11, 2025<br><i>Publish Date</i> | Annexation Petition   <br>UDO Text Amendment <br>Zoning Map Amendment  <br> | Letters notifying adjacent property owners within 500' radius of pending applications and upcoming Town Council Public Hearing <br>Post the property <br>Newspaper Notification  |                                       |
| Submittal of Revisions for Town Council Public Hearing and 2 <sup>nd</sup> & Final Reading Packet | May 21, 2025                        | Annexation Petition<br>UDO Text Amendment<br>Zoning Map Amendment  | Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment.   |                                       |
| Town Council Public Hearing & Ordinance 2 <sup>nd</sup> and Final Readings                        | June 10, 2025<br>5:00 p.m.          | Annexation Petition <br>UDO Text Amendment <br>Zoning Map Amendment   | Public Hearing and Ordinance 2 <sup>nd</sup> and Final Readings<br>Public Hearing Cases    |                                       |