

ATTACHMENT 5
Beaufort County School District
Annexation & Zoning Map Amendment
Application Meeting Sequence
DRAFT

(Dates Are Subject to Change)

Meeting	Date	Task Description/ Application(s) for Review	Action(s)	Notes
Pre-Application Meeting	December 2024	Annexation Petition	Review of Application Requirements and Timeline	
		Zoning Map Amendment		
Application Submittal Meeting	February 20, 2025	Annexation Petition	Submittal of Revised Annexation Petition	
		Zoning Map Amendment		
Town Council “Intent to Annex”, Acceptance of Petition & Referral to Negotiating Committee	March 11, 2025	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	March 14, 2025	Annexation Petition	Resubmittal of Applications with Revised Materials	
		Zoning Map Amendment		
Planning Commission Workshop	March 26, 2025 6:00 p.m.	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	March 23, 2025 <i>Publish Date</i>	Annexation Petition YYY	Mail letters notifying adjacent property owners within 500’ radius of pending applications and upcoming rescheduled Planning Commission Public Hearing Y Post the property Y Newspaper Notification Y	If needed the UDO Text Amendment could be posted separately since it only needs a 15-day notice. Publish on April 6 th .
		UDO Text Amendment Y		
		Zoning Map Amendment YYY		
Submittal of Revisions for Planning Commission Public Hearing Packet	TBD	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	April 23, 2025 6:00 p.m.	Annexation Petition Δ	Public Hearing and Recommendation to Town Council Public Hearing Cases Δ	Based on TC discussion, staff is proposing a UDO Amendment to include schools as a permitted by-
		Zoning Map Amendment Δ		

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