

## 3. ADMINISTRATIVE PROCEDURES

### 3.7 UNIFIED DEVELOPMENT ORDINANCE AND MAP AMENDMENTS

#### 3.7.8 LEGISLATIVE HEARING

Generally, the Town Board and the Planning Board shall hear applications for amendments to these documents quarterly at a joint legislative hearing. The Town Board may, in its discretion, schedule legislative hearings on applications at times other than the quarterly legislative hearing. The Planning and Economic Development Division shall maintain a schedule of the legislative hearing dates and filing deadlines.

##### 3.7.8.1 Notice of Legislative Hearing

All notices required under this Ordinance shall comply with the North Carolina General Statutes. In addition, all notices shall, unless otherwise specified in this Ordinance, comply with the following.

##### 3.7.8.1.a Published Notice

Notice of each legislative hearing shall be published in a newspaper of general circulation in the Town and shall state the time and place of the hearing and the substance of the proposed amendment. The notice shall appear in said newspaper once a week for 2 successive weeks prior to the legislative hearing. The first publication shall be at least 10 but not more than 25 days prior to the hearing. When determining this 10-to-25-day period, the publication date shall not be included but the hearing date shall be included.

##### 3.7.8.1.b Mailed Notice

In the case of a proposed Zoning Map amendment, notice shall also be given by first class mail to the owner(s) of the subject property and to the owner(s) of any parcel located either wholly or partially within 500 feet of the subject property. Mailed notice shall be deemed sufficient if mailed to the property owner(s) as shown on the current Orange County tax roll on the date of the notice. Notices must be deposited in the mail within the same 10-to-25-day period specified for the published notice. Planning and Economic Development staff shall certify to the Town Board that such notice was given.

##### 3.7.8.1.c Posted Notice

When a Zoning Map amendment is proposed, a hearing notice shall also be posted on the subject site or on an adjacent public street or highway right-of-way. The notice shall include the time, date, and location of the hearing and be posted within the same 10-to-25-day period specified for the published notice. When multiple parcels are included in a proposed Zoning Map amendment, posting on each individual parcel is not required, but sufficient notice(s) shall be posted to provide reasonable notice to the public.