

# **PROCEDURE AND PROPOSED SCHEDULE**

## **For Planning & Zoning Commission Review of Incentive Housing Zone (IHZ) proposal**

April 13<sup>th</sup>- P&Z meeting- answer Commission's questions, find out what other information the Commission needs

***Opportunity for public comment & questions – (Not a public hearing – no formal record of oral or written comments.)***

May 11<sup>th</sup>- P&Z meeting- Commission takes vote to decide whether to:

- 1) Endorse the completed (IHZ) Zone Adoption Application to the state
- 2) Certify that it will consider the adoption of an IHZ as proposed in the application

***Opportunity for public comment & questions (Not a public hearing – no formal record of oral or written comments.)***

**IF** the P&Z votes to endorse the Zone Adoption Application:

May 18<sup>th</sup> - Board of Selectmen meeting- the BOS takes a vote to decide whether to:

- 1) Endorse the completed (IHZ) Zone Adoption Application to the state

***Opportunity for public comment & questions at the option of the BOS***

**IF** the BOS votes to endorse the Zone Adoption Application the application will be submitted. The state has 60 days to review and approve or not approve the application.

Assuming the state does accept the application, the Planning & Zoning Commission would then consider the adoption of the IHZ just as it does any proposed zone change and/or regulations change through a formal public hearing process. This procedure is summarized below:

- 1) A final draft of proposed regulations is brought to the Commission and by action, usually a motion; a date is set for public hearing.

The hearing date must allow for the following:

- the receipt of the draft regulations 35 days prior to the opening of the hearing by the regional planning agency,
- the publishing of two legal notices in a newspaper of general circulation according to time frames as set forth in the General Statutes.
- the filing of the regulations in the Town Clerk's Office 10 days before the hearing for review by the public.

- 2) Public hearing is held by the P&Z to hear opinion on whether to adopt an Incentive Housing Zone

***Opportunity for public comment & questions (Formal public hearing with record made of both oral and written testimony received and heard during the formal public hearing process. The public hearing is not limited to one night and can be continued by the commission at its discretion.)***

**IF** all the other steps have been taken, a vote can be taken by P&Z on whether or not to adopt the proposed IHZ zoning amendments after the close of the public hearing. Results of the vote are published in a newspaper of general circulations within 15 days after the action by the commission and copies of the regulations as adopted are re-filed in the Town Clerk's Office. Appeals against the decision of the P&Z commission can be taken as prescribed in the statutes.