



**SECTION 3. COUNTY ADMINISTRATION**

**3.5 PUBLIC HEARINGS**

**A. SCHEDULING PUBLIC HEARINGS.** Unless otherwise required by law or specifically directed by a majority vote of the BCC, all public hearings will be scheduled for the afternoon session.

**B. APPLICANT CONTINUANCE REQUESTS.**

(1) Any request to continue a public hearing item must be made in writing and submitted by the applicant/appellant to the County Manager's Office not later than 12:00 P.M. the day before the scheduled public hearing.

(2) A maximum of two continuances may be granted by request of the applicant/appellant. If the applicant/appellant is not prepared to present after two continuances, the application must be withdrawn and resubmitted to start the process over, including a new application fee.

(3) Large Scale Comprehensive Plan Amendment applications shall not be continued beyond the hearing dates established by the BCC unless the application is continued to the next amendment cycle. The public hearing schedule may be amended by a majority vote of the BCC.

**C. ADMINISTRATIVE CONTINUANCES.** Events sometimes occur which result in the Board of County Commissioners ("BCC") having scheduled a public hearing(s) but, due to the request of an applicant, the opposition, staff or others, a determination has been made prior to the hearing time and date to continue the hearing(s) to a later date.

(1) When a meeting has been scheduled where the Board has determined all scheduled item(s) will be continued, it is prudent and advisable to have a process in place so that such situations can be appropriately dealt with while minimizing the investment of BCC and staff time.

(2) Under such circumstances, the County Manager or the County Attorney, as agreed between them on a case by case basis, are authorized to convene the BCC meeting and announce its continuance (to the date directed by the BCC) and adjourn the meeting.

(3) The County Manager is directed to ensure that additional and supplemental advertising occurs, when deemed appropriate, in order that the public will be fully advised of any continuances that may occur under the factual scenarios described in Sections A and B above.

**D. AUTHORITY.** Resolution 99-R-82 adopted June 8, 1999  
Resolution 01-R-76 adopted April 24, 2001  
BCC Agenda Item #38 dated March 22, 2005