

Hubbard County Planning Commission/Board of Adjustment Meeting Procedure

All persons in attendance at Planning Commission/Board of Adjustment (PC/BOA) meetings are expected to comply with the following meeting procedure. Thank you in advance for helping make this a manageable meeting.

Copies of agenda item materials are available for public viewing on the table located at the back of the meeting room. These materials are not to leave the table so that others in attendance may also view them.

Please turn phones to “vibrate”/off during the meeting and conduct any sidebar conversations outside of the meeting room.

Interruption or other interference with the orderly conduct of the PC/BOA meeting will not be allowed. Defamatory or abusive remarks are always out of order. Disruptive persons will be removed from the meeting. The Chair may terminate a speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

Written material concerning agenda items must be submitted to the Environmental Services Department by 4:30 p.m. on the Wednesday immediately prior to the meeting date. Written materials will not be accepted after this deadline or at the meeting because the PC/BOA will not have sufficient time to review them prior to the meeting. Such material must state the agenda item for which it is being submitted and the name and address of the submitting party.

Planning Commission business is conducted first followed by Board of Adjustment business.

The Chair will call the meeting to order and explain the meeting procedure.

The Chair will read each agenda item into the record and ask the applicant(s) to come forward to the presenter’s table, state his/her/their name(s) and address(es) for the record, and explain his/her/their request.

The PC/BOA will then discuss the agenda item with the applicant.

The Chair will then ask for public comment on the agenda item. To facilitate an orderly, efficient meeting, there is a three minute speaking time limit per speaker per agenda item unless the Chair allows a speaker additional time. The Chair may terminate the speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks. When the Chair recognizes a speaker, s/he may approach the audience podium and microphone, state his/her full name and address for the record (and write such on the speaker log), and then share his/her comments. The audience podium microphone must be used by the recognized speaker because the meeting is recorded.

A speaker should state his/her comments and address the issue - not the applicant(s). All comments are to be directed toward the PC/BOA. Please do not repeat comments already made by previous speakers. The Chair reserves the right to ask a group with similar comments to appoint a spokesperson. If written comments have been submitted to the PC/BOA, please do not read them aloud during the meeting as they are already a part of the record and copies thereof have been given to the PC/BOA.

After everyone wanting to speak on an agenda item has done so, the Chair will close the public comment period on the agenda item. No further public comment will be taken after this point.

The Chair will give the applicant an opportunity to address issues raised during public comment.

The PC/BOA will then continue its discussion on the agenda item and the Chair will entertain a motion on it. The PC/BOA may make a motion to pass, deny, or table the item. Once a motion is made and seconded, the PC/BOA will develop findings of fact for conditional use permit and variance applications, and then vote on the motion.

Once a vote is taken on an agenda item, the PC/BOA will move onto the next agenda item.

Meetings commence at 6:00 p.m. and continue until all agenda items have been heard or until 10:00 p.m. No new agenda items shall be considered after 9:45 p.m. The PC/BOA may, at its discretion, continue an item that is on the floor at 10:00 p.m. Any remaining agenda items shall be continued to another date/time-preferably the immediately following Tuesday at 6:00 p.m., and no further public notice will be provided for such a meeting continuation.

The PC/BOA, through the Chair, may modify these procedures prior to a meeting or an agenda item.

Hubbard County Planning Commission/Board of Adjustment

Composition and Duties

Composition

Hubbard County has a combined Planning Commission/Board of Adjustment (PC/BOA). The PC/BOA consists of five voting members who are appointed by the County Board of Commissioners (one member representing each of the five County Commissioner Districts) and one non-voting ex-officio member who only participates in Planning Commission business and is a County Commissioner.

Duties

Planning Commission

The Planning Commission (PC) is advisory in nature. It makes recommendations to the County Board of Commissioners which, in turn, has sole authority to decide those zoning matters the PC is directed to act upon. Acting in its capacity as the PC, the PC/BOA is designated by the County Board to:

1. assist the County Board in the formulation of goals, policies and programs for the future development of Hubbard County;
2. assist the County Board in the preparation of development controls designed to promote development consistent with adopted goals and policies;
3. review applications for, conduct public hearings on in accordance with the provisions of this Ordinance, and make recommendations on conditional use permits and Ordinance amendments to the County Board;
4. review subdivision proposals for compliance with the provisions of County Ordinances, conduct public hearings on them, and make recommendations on such proposals (including preliminary and final plats) to the County Board of Commissioners;
5. perform any other such duties as required or requested by the County Board of Commissioners to further goals and policies in furtherance of the intent of County ordinances.

Board of Adjustment

Acting in its capacity as the BOA, the PC/BOA possesses final decision-making authority on and is designated by the County Board to:

1. grant variances from the strict enforcement of the standards and provisions prescribed by County ordinances;
2. hear and decide any appeal from an order, requirement, decision, or determination made by the Environmental Services Officer;
3. interpret any management district boundary on the Official Shoreland Management Map.