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TO: Northampton County Planning Board

FROM: William Flynn, Northampton County Code Enforcement Director

SUBJECT: Planning Board Procedure

CC: Charles Jackson: Northampton County Manager  
Charles Tyner: Northampton County Board of Commissioner, Chairman

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With regards to issues that will require a public hearing with the Board of Commissioners such as, text amendments, map amendments and special uses, there will be a change in the process leading up to the Planning Board meeting. Items requiring a public hearing with the Board of Commissioners will now be handled as follows:

- Receive application two (2) weeks prior to regularly scheduled planning board meeting;
- Notify property owners within 200' of the subject property of upcoming agenda item;
- Conduct a public question and answer forum at the planning board meeting;
- Provide a list of questions and concerns from the planning board meeting to the Board of Commissioners prior to the public hearing.

This procedure will start with the December 2020 Planning Board meeting.

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