ZONING REQUEST PROCESS

Zoning requests include zoning of properties in conjunction with annexation of the property into the municipal limits, rezoning of properties already within the municipal limits, amendments to existing Planned Development District zoning ordinances, and amendments to the text or maps contained in the Zoning Code (Chapter 156 of the Mount Pleasant Code of Ordinances). Zoning requests do not include Comprehensive Plan amendments, Sketch Plans, Preliminary Plats, Impact Assessments, or Conceptual Plans.

For zoning requests, the Planning Commission serves in an advisory role. The Commission is a nine-member citizen commission, with members appointed by the Mayor and Town Council. The Commission holds the required public hearing on a zoning request and makes a recommendation to the Planning & Development Committee of Town Council. The Planning & Development Committee makes recommendations to Town Council, which is the deciding body for such matters.

- The deadline for application submittal is 28 days prior to the Planning Commission meeting date. Each zoning request requires a completed Planning Commission Application and payment of applicable fees, which go towards advertising and staff costs.
- The Planning Commission holds public hearings on the next to last Wednesday of each month at 5pm in Council Chambers at the Municipal Complex. After hearing comments from Department of Planning & Development staff, the applicant, and the public, the Commission discusses the request and votes on a recommendation for approval, approval with conditions (only with certain types of requests), or denial.
- Each zoning request is then referred to the Planning & Development Committee of Council, which meets each month on the Monday or Tuesday prior to the regular monthly Town Council meeting. The date, time, and location of Committee of Council meetings are published online the week prior to the meeting. After comments and discussion, the Committee votes to recommend approval, approval with conditions (only with certain types of requests), or denial.
- The request is considered at the following week's Town Council meeting, which is held the second Tuesday of each month at 6pm in Council Chambers. After presentation of the request by Department of Planning & Development staff, Council holds discussion and votes to approve, approve with conditions (only with certain types of requests), or deny first reading of the ordinance associated with the request.
    - If first reading of the ordinance is approved, it must have a second reading by Council. Second reading typically occurs at the next month's regular Town Council meeting; however, since State law requires only a minimum of six days between readings, Town Council may, at its discretion, hold a special meeting.
    - If first reading is not approved, the request does not move forward and cannot be resubmitted within one year without Council approval to do so.
- Although the Planning & Development Committee and Town Council do not hold the required public hearing on zoning requests, their meetings are open to the public.
- The Annual Meeting Schedule (which includes application submittal deadlines) is available online.