

PUBLIC NOTICE REQUIREMENTS

Board/Commission	Functions	Public Hearing?	Public Meeting?	Notice	Time (minimum)
Board of Zoning Appeals (BoZA)	variances; special exceptions; appeals of administrative decisions	yes	yes	P&C ad; sign on property*	15 days prior to meeting
				agenda online & at Town Hall**	24 hours prior to meeting
Commercial Design Review Board (DRB)	architecture and site plan review	no	yes	agenda online & at Town Hall**	24 hours prior to meeting
Historical Commission (HC)	historical marker program; education; inventory & promote historic & cultural sites	no	yes	agenda online & at Town Hall**	24 hours prior to meeting
Old Village Historic District Commission (OVHDC)	architecture and site plan review	no	yes	sign on property***	7 days prior to meeting
				agenda posted at Town Hall****	5 days prior to meeting
				agenda online & at Town Hall**	24 hours prior to meeting
Planning Commission (PC)	rezonings; PD amendments; text amendments	yes	yes	P&C ad; sign on property*	15 days prior to meeting
	impact assessments; sketch plans; preliminary plats	no	yes	agenda online & at Town Hall**	24 hours prior to meeting
Staff Level Review	Design Review; OVHDC staff decisions; plats where no new infrastructure (e.g., streets) is required; Zoning Administrator decisions/ interpretations	no	no	none required	n/a

*as required by State law

**as required by FOIA

***as required by Zoning Code

****as required by OVHDC Bylaws

DRB, HC, & OVHDC:

- Meeting notices are published in the Public Notices section of the Post & Courier.

BoZA & PC:

- Public hearings are advertised with a display ad in the Post & Courier and double-sided yellow signs (24" x 36") posted on the property.

OVHDC:

- Public meetings are advertised with a single-sided yellow sign (14" x 22") posted on the property.

How to learn about upcoming meetings and new developments:

Notify Me website feature: Interested parties may sign up to receive email and/or text message notices from the Planning & Development Department using the *Notify Me* feature on www.tompsec.com. Agendas for all regular and special meetings and events are sent to everyone on the email list.

Online agendas & applications: Planning staff uploads BoZA, OVHDC, and PC applications to the website. Agendas for each meeting are posted online with links to the applications and attachments for each agenda item. This allows the public to access to the same materials and information provided to the Town's Board and Commission members.

QR Codes: Agendas posted at Town Hall, required newspaper ads, and signs posted on properties include a QR code. QR codes can be scanned by downloading a free app to a smartphone or tablet. Our QR codes take a user directly to the respective agenda online, which has links to the applications, attachments, and staff report.

Commercial Projects Database: Since we now accept electronic submittals, the website includes a Commercial Projects Database which allows the public to view site plans and elevations for commercial developments that have received Design Review approval and have applied for building permits.

Projects & Applications Map: Planning staff has developed an interactive Google Map that links Board/Commission applications to specific locations. Users can go online and find out, for example, what is under construction near their neighborhoods.