

Hillsborough County City-County Planning Commission

Memorandum

Date: December 17, 2024

To: Chair Hagan and Members of the Board of County Commissioners

From: Melissa Zornitta, FAICP, Executive Director

Handwritten signature of Melissa Zornitta in black ink.

Re: Amendments to the Comprehensive Plan Amendment Procedures Manual for Unincorporated Hillsborough County

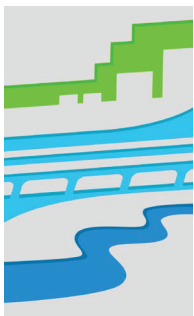
On December 9th, 2024, during their Regular Meeting, the Planning Commission reviewed proposed amendments to the adopted Comprehensive Plan Amendment Procedures Manual for Unincorporated Hillsborough County (see attached). The manual aims to guide the public and other agencies through the process for Comprehensive Plan Amendments in unincorporated Hillsborough County.

The following proposed changes are proposed:

- Clarify that amendments to the Urban Service Area are map amendments, not text amendments
- Removes the additional step of a preliminary review by the Board of County Commissioners of privately initiated text amendments
- Makes optional the neighborhood meetings held by applicants and removes steps that were undertaken by staff to monitor the noticing and holding of these meetings
- Changes the timeframe for applicants to submit changes to the plan amendments to 45 days ahead of the Planning Commission Public Hearing from 30 days ahead to better align with the preparation of notices and staff reports
- Add specific timeframes for staff and applicant presentations for BOCC Plan Amendment Public Hearings

The Planning Commission approved the attached, proposed changes with a 9-0 vote, with Commissioner Cardenas absent, and recommends it for the Board's approval. In addition, staff recommends that the changes be implemented with the January 2025 Cycle of Plan Amendments which just began on January 1st.

Thank you.



RESOLUTION # _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HILLSBOROUGH COUNTY, FLORIDA, ADOPTING AMENDMENTS TO THE PROCEDURES MANUAL FOR AMENDMENTS TO THE FUTURE OF HILLSBOROUGH COMPREHENSIVE PLAN FOR UNINCORPORATED HILLSBOROUGH COUNTY, PROVIDING FOR AN EFFECTIVE DATE

Upon motion by Commissioner _____, seconded by Commissioner _____, the following resolution was adopted by a vote of _____ to _____.

WHEREAS, the Board of County Commissioners adopted the *Future of Hillsborough Comprehensive Plan for Unincorporated Hillsborough County* by Ordinance 89-28, as amended; and

WHEREAS, the Board of County Commissioners has adopted a Comprehensive Plan Amendment Procedures Manual for Unincorporated Hillsborough County, which has been amended from time to time; and

WHEREAS, on December 9, 2024, the Hillsborough County City-County Planning Commission passed a resolution recommending adoption of certain amendments to the Comprehensive Plan Amendment Procedures Manual for Unincorporated Hillsborough County; and

WHEREAS, the Planning Commission staff recommends that the proposed amendments to the Comprehensive Plan Amendment Procedures Manual for Unincorporated Hillsborough County become effective and apply retroactively beginning with the amendments included in the January 2025 cycle of amendments to the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF HILLSBOROUGH COUNTY, FLORIDA, ASSEMBLED THIS 7th DAY OF JANUARY, 2025:

Section 1. That the proposed amended *Comprehensive Plan Amendment Procedures Manual for Unincorporated Hillsborough County*, attached hereto as Attachment “A”, is hereby adopted.

Section 2. Upon adoption by the Board of County Commissioners, the proposed amended *Comprehensive Plan Amendment Procedures Manual for Unincorporated Hillsborough County* shall be applicable beginning with the applications for amendments that are included in the January 2025 cycle of amendments to the Comprehensive Plan.

STATE OF FLORIDA)
COUNTY OF HILLSBOROUGH)

I, _____, Clerk of the Circuit Court and Ex Officio Clerk to the Board of County Commissioners of Hillsborough County, Florida, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Board of County Commissioners at a regular meeting held on _____, 2025, as the same appears of record in Minute Book _____ of the Public Records of Hillsborough County, Florida.

Witness my hand and official seal this ____ day of _____, 2025.

_____, Clerk of Circuit Court

By: _____
Deputy Clerk

Approved as to Form and Legal Sufficiency

By: _____
Senior Assistant County Attorney

Attachment “A”



**COMPREHENSIVE PLAN AMENDMENT PROCEDURES
FOR UNINCORPORATED HILLSBOROUGH COUNTY**

Approved by Planning Commission Resolution (Date) Board
of County Commissioner Resolution (Date)

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COMPREHENSIVE PLAN AMENDMENT PROCEDURES

FOR UNINCORPORATED HILLSBOROUGH COUNTY

Introduction

The purpose of this manual is to guide the public and other agencies on the process to follow for Comprehensive Plan amendments for Unincorporated Hillsborough County (referred to as the “local government”). The process outlined in this manual has been developed solely for the expressed use of Unincorporated Hillsborough County. The Hillsborough County City-County Planning Commission (“Planning Commission”) is the designated Local Planning Agency (“LPA”) for Hillsborough County and the Cities of Tampa, Plant City, and Temple Terrace. Throughout this manual, the term days refers to calendar days, including weekends and holidays. ~~Any~~ Applicable Florida Statutes or Laws of Florida ~~statutory requirements~~ regarding amendments to the Comprehensive Plans may be found in Chapter 163, Florida Statutes and in Chapter 97-351, Laws of Florida.

Amendment Types

Text amendments:

Proposed revisions to any Goal, Objective or Policy of the Comprehensive Plan, the Urban Service Area boundary, Community Plan boundaries, or any overlay boundaries shall be constituted and viewed as separate stand-alone text plan amendments ~~(even when filed in conjunction with a land-use change to the Future Land Use Map proposal)~~. Exceptions to this must be, unless otherwise directed by the Hillsborough County Board of County Commissioners (BOCC), County Administrator, Planning Commission Board, and/or the Executive Director of the Planning Commission.

Privately initiated text amendments to the Comprehensive Plan are permitted twice per a year (i.e., January, cycle 1; July, cycle 2). The review of privately initiated text amendments will follow the process used for privately initiated map amendments as outlined in the Planning Commission Plan Amendment Procedures Manual.

Future Land Use Map Amendments:

Any amendment to the land use category designation of property on the Future Land Use Map a shall be considered a Future Land Use Map Amendments. Multiple parcels may be submitted as one map amendment if immediately adjacent or proximate to the main parcel. Planning Commission staff will ultimately determine the suitability of a multiple parcel request as one map plan amendment. The applicant may request multiple land use designations through the same request, on the same parcel, if there is no overlap.

A Plan Amendment may be publicly initiated by the Hillsborough County Board of County Commissioners (“BOCC”), ~~or~~ by the Planning Commission or by Planning Commission staff. For a Publicly Initiated Amendment, copies of deeds or the written consent of the property owners are not required. ~~Privately initiated text amendments to the Comprehensive Plan are permitted twice a year (i.e., January, cycle 1; July, cycle 2).~~

~~The review of privately initiated text amendments will follow the process used for privately initiated map amendments as outlined in the Planning Commission Plan Amendment Procedures Manual with the following additional steps. As part of the application for a privately initiated text amendment, the applicant will propose their plan to address items a-c of the Initial Submittal Review below, based on feedback from the pre-application conference.~~

Initial Submittal Review

~~Once a privately initiated text amendment to the Comprehensive Plan is applied for, it will be scheduled by Planning Commission staff for the applicant before the Board pursuant to the schedule provided by the County. The applicant shall pay for the advertisement of that item in the newspaper, which shall follow the same procedure and schedule for legal advertisement of the BOCC transmittal hearing on a plan amendment pursuant to the advertising requirements of this manual.~~

~~–The Planning Commission will prepare a report to accompany the application that shall include, at a minimum, the following information:~~

~~a. A determination of resources needed for adequate review~~

~~b. A recommendation on timeframe to review the amendment~~

~~c. A recommendation on additional public outreach to be conducted by the applicant beyond what is required by this manual.~~

At the scheduled meeting, the applicant will be afforded time to make a presentation and public testimony will be permitted. Following board discussion, the Board shall take one of the following actions after review of the report by the Planning Commission and testimony provided by the applicant:

- ~~• Motion to take no further action on the application. A refund of 80% of the amount of the application fee will be provided should this occur.~~
- ~~• Motion to allow the application to proceed for review and public hearing in accordance with the procedures outlined herein. Said motion shall address the Planning Commission's recommendations on the review timeframes, public outreach and provision of additional resources (if applicable).~~

Small-Scale Plan Amendment

Small-Scale Plan Amendments are a subset of Future Land Use Map Amendments. Small Scale Plan Amendments must meet the following criteria:

- The proposed amendment must apply to a property of fifty (50) acres or less
- The proposed amendment cannot include a change to the Goals, Objectives, Policies or text of the Comprehensive Plan; however; text changes that relate directly to, and are adopted simultaneously with, a small-scale future land use map amendment may be adopted pursuant to Section 163.3187, Florida Statutes.

Plan Amendment Expedited Review Criteria

Plan Amendments that meet the following criteria are processed under the *Expedited State Review* procedure of Chapter 163, Florida Statutes:

- The proposed amendment applies to a property of greater than fifty (50) acres or less
- A Text Amendment not related to a Small-Scale Plan Amendment

Plan Amendment Process

Generally, the month in which the application is submitted will determine when the Comprehensive Plan Amendment will be processed.

**Comprehensive Plan Amendment Application
Quarterly Submittal Schedule**

	Application Submittal Deadline (Fully completed Application Due on the 1st of the month, or the first business day thereafter)
Unincorporated Hillsborough County	January 1
	April 1
	July 1
	October 1

Pre-Application Meeting

A Pre- Application Meeting must take place no later than (7) days prior to the filing deadline for the Plan Amendment application. Pre-Application Meetings may be conducted in person or via a telephone conference. No Comprehensive Plan Amendment request will be accepted by the Planning Commission when the applicant has not participated in a Pre-Application Meeting with Planning Commission staff.

A Pre-Application Meeting will not be required when either Hillsborough County or the Planning Commission is the applicant for the Comprehensive Plan Amendment.

Application Submission

After submission of the application, including the required application documentation listed on the Plan Amendment application checklist, staff conducts a seven (7) day sufficiency review period, which begins on the date the application is submitted. At this time, the application will be reviewed by staff for completeness to ensure that all required documents are submitted, including the applicable fee and to answer any questions the applicant may have. A full refund will be issued if the application is withdrawn within the seven (7) day sufficiency review period.

Supplemental Information

The Planning Commission may require the applicant to submit supplemental information on the Plan Amendment. Failure to provide the information required within the time limits specified will result in a continuance to the next cycle, or the next available public hearing.

If the applicant provides new information to the Planning Commission that requires additional analysis, without enough time to review and analyze the submitted information, it will result in a continuation. New information must be received not later than ~~thirty (30)~~45 days before the Planning Commission public hearing. Under these circumstances, the Comprehensive Plan Amendment request shall be continued to the next cycle, or the next available Public Hearing, at the discretion of ~~the~~ Planning Commission staff.

Modification of the Application after Submittal

A modification of the original application that either increases or decreases the land area covered by the Plan Amendment, requests a different Future Land Use designation, and/or substantially changes the originally proposed text that affects the policy direction, as determined by staff, must be received by the Planning Commission not less than ~~thirty (30)~~thirty (304545) days in advance of the scheduled Planning Commission public hearing. If the information is not received ~~in~~ within the time specified, the application will be continued to the next available cycle, or the next available public hearing at the discretion of ~~the~~ Planning Commission staff.

Planning Commission Staff Review

Based on information received from the applicant and the reviewing agencies, staff will review the Plan Amendment application for compliance and consistency with the Goals, Objectives and Policies, and other provisions of the Comprehensive Plan, Land Development Code and other regulations implementing the Comprehensive Plan, and with professional planning principles and standards. The Planning Commission staff will request information and review comments from appropriate County staff and other reviewing government agencies and departments. Planning Commission staff makes a recommendations to the Planning Commission on the Plan Amendment that the request is either consistent or inconsistent with the Comprehensive Plan to the Planning Commission on a finding of consistency or inconsistency of the Plan Amendment with the comprehensive plan.

The Planning Commission staff recommendation will be available for public review seven (7days) prior to the Planning Commission Public Hearing.

Planning Commission Briefing

The Planning Commission is briefed on the proposed Comprehensive Plan Amendment request during an advertised regular meeting of the Planning Commission. At this meeting, staff and members of the Planning Commission may discuss the amendment request. The briefing is an opportunity for the Planning Commission to learn and ask questions about the proposed amendments. No public comment, staff recommendation, or applicant presentation is taken at the Briefing, unless requested by the Planning Commission. If the Planning Commission requests additional information at the Briefing, or changes to the amendment, it may necessitate a second briefing to the Planning Commission.

Planning Commission Public Hearing

All Plan Amendments, regardless of type, require a Public Hearing before the Planning Commission. The Planning Commission Public Hearing process is the same for all types of Comprehensive Plan Amendments. Subsequent to the Planning Commission Briefing, a Public Hearing will be scheduled with due public notice for the Planning Commission to consider the Comprehensive Plan Amendment and staff recommendation, receive public input, and take action.

At the Public Hearing, Planning Commission staff will make a recommendation on a finding of Consistency or Inconsistency of the Plan Amendment with the Comprehensive Plan. The Planning Commission may agree with the staff recommendation, amend the staff recommendation, or reverse the staff recommendation. The Planning Commission will make a recommendation based upon a finding that the Comprehensive Plan Amendment is either consistent or inconsistent with the Comprehensive Plan and adopt a resolution by a simple majority vote.

Once the Planning Commission has completed the Public Hearing for a Comprehensive Plan Amendment(s), the recommendations are transmitted to the Board of County Commissioners.

Continuation of Comprehensive Plan Amendment Requests

Continuation of a Plan Amendment requested by the Applicant at any point in the plan amendment process that necessitates preparation of additional hearing materials is subject to a continuation fee as per the adopted Fee Schedule. The fee is due at least 45 days prior to approved continuation Public Hearing.

Procedure for Continuation of a Comprehensive Plan Amendment Request

Upon written request by the applicant, either to Planning Commission staff, and/or the Executive Director, a Plan Amendment may be continued to the next Amendment Review cycle, subject to the following:

1. Continuation of a Planning Commission public hearing may be requested by the applicant a maximum of two (2) times, with the first continuation request viewed as a matter of right. Continuances may only be permitted to the next cycle or scheduled Planning Commission public hearing date, at the discretion of the Planning Commission or the Executive Director (or designee).
2. Requests for continuation received at least thirty (30) days or more prior to the Planning Commission public hearing date shall result in the Plan Amendment application being excluded from the advertisement of the Planning Commission public hearing.
3. Continuation of a Plan Amendment request will occur if an applicant fails to timely remit the payment of required advertising fees prior to the scheduled hearing and will be considered as one (1) of the two (2) allowable continuances per Item 1.
4. The Planning Commission or the Executive Director (or designee) may continue a Plan Amendment (with the concurrence of the applicant) for an overriding public interest, such as, but not limited to, conducting additional public outreach, further coordination with other agencies, and such a continuance shall not constitute one of the allowable continuances.
5. Per the Application Submission procedures within this manual, if the applicant provides new information to the Planning Commission that requires additional analysis later less than 30 days before the Planning Commission public hearing, it will result in a continuation. This will be considered as one (1) of the two (2) allowable continuances per Item 1.
6. These provisions shall not limit the authority of the Planning Commission or BOCC to authorize continuances.

BOCC PUBLIC HEARING

A. Small-Scale Comprehensive Plan Amendment Adoption

After receipt of the Planning Commission recommendation, the BOCC shall hold at least one advertised Public Hearing to consider adoption, adoption with changes, or determine that it will not adopt a proposed small scale Comprehensive Plan Amendment.

A small-scale Comprehensive Plan Amendment shall be adopted by ordinance and will become effective pursuant to Chapter 163, Florida Statutes.

B. Regular Comprehensive Plan Amendment Transmittal and Adoption Process

1. Transmittal Public Hearing:

For amendments that are not subject to the small-scale amendment adoption process outlined above, the Planning Commission's recommendation shall be provided to the Hillsborough County Board of County Commissioners in advance of the first scheduled public hearing date.

If the Board of County Commissioners approves the Comprehensive Plan Amendment for transmittal to the State Land Planning Agency and other review agencies after the initial public hearing, the BOCC shall adopt a resolution approving the transmittal, and the Comprehensive Plan Amendment shall be transmitted in accordance with Florida Statutes.

2. Adoption Public Hearing:

Within one hundred and eighty (180) days after receipt of state reviewing agencies' written comments regarding Comprehensive Plan Amendment(s), the BOCC shall adopt, adopt with changes or determine that it will not adopt the Comprehensive Plan Amendment.

During the course of the second public hearing, the BOCC shall review the written comments received from the state planning agency and any other person, agency or government.

All Comprehensive Plan Amendments shall be adopted by ordinance.

Pursuant to Chapter 163, Florida Statutes, Plan Amendments adopted under the *Expedited State Review Process* that are not challenged become effective thirty-one (31) days after the State Land Planning Agency notifies the Planning Commission staff that the amendment package is complete. Challenges to adopted amendments are subject to an administrative proceeding pursuant to Florida Statutes. For additional information, contact the State Land Planning Agency.

Associated rezoning requests may be heard concurrently at the BOCC's adoption hearing on a Comprehensive Plan amendment. Timing of the adoption hearing may need to be adjusted to accommodate the rezoning process.

C. Consideration of Plan Amendment Agenda items

All BOCC Public Hearings will allow input from staff, applicants and interested parties with the following order and time limits unless otherwise authorized by the Chair.

- Staff presentation – Maximum of 15 minutes
- Applicant presentation (for privately-initiated Plan Amendments) – Maximum of 15 minutes
- Public Comment – Maximum of 3 minutes per person
- Applicant Rebuttal – Maximum of 3 minutes

Legal Noticing Requirements

~~An advertisement will be published in a local newspaper to notify the public of the Planning Commission public hearing for each Comprehensive Plan Amendment. The first advertisement shall be published at least ten (10) days prior to the Planning Commission public hearing. The applicant is responsible for the pro-rata share of advertising associated with one published advertisement noticing the Planning Commission public hearing and up to two local government public hearings. Fees are due at least fourteen (14) days prior to the public hearing being advertised. Fees shall be made payable to the "Board of County Commissioners of Hillsborough County" by separate money order or check (delivered to the Planning Commission office). Failure to pay advertising fees~~

~~by the deadline will result in an automatic continuation of the Plan Amendment, subject to allowable continuances, or withdrawal of the Plan Amendment, as applicable. If the applicant fails to pay the advertising fee by the next scheduled public hearing, the status of the Plan Amendment shall immediately become withdrawn.~~

The following legal noticing requirements must be met. In the event a plan amendment is mis-noticed by the applicant, the plan amendment is automatically continued. Should there be a second mis-notice by the applicant, the status of the plan amendment shall immediately become withdrawn.

A. Legal Advertisement

~~An advertisement will be published in a local newspaper to notify the public of the Planning Commission public hearing for each Comprehensive Plan Amendment. The first advertisement shall be published at least ten (10) days prior to the Planning Commission public hearing. The applicant is responsible for the pro-rata share of advertising associated with one published advertisement noticing the Planning Commission public hearing and up to two local government public hearings. Fees are due at least fourteen (14) days prior to the public hearing being advertised. Fees shall be made payable to the “Board of County Commissioners of Hillsborough County” by separate money order or check (delivered to the Planning Commission office). Failure to pay advertising fees by the deadline will result in an automatic continuation of the Plan Amendment, subject to allowable continuances, or withdrawal of the Plan Amendment, as applicable. If the applicant fails to pay the advertising fee by the next scheduled public hearing, the status of the Plan Amendment shall immediately become withdrawn.~~

The Local Planning Agency, Transmittal and Adoption public hearing for Comprehensive Plan Amendments must be noticed pursuant to the requirements of Chapters 125 (Counties) and 166 (Cities), Florida Statutes.

1. Proposed Amendment – Local Planning Agency (LPA) Stage – Pursuant to Florida Statutes, the LPA must hold at least one public hearing on the proposed Comprehensive Plan Amendment and must provide the public notice for that hearing.

- An advertisement in a newspaper of general circulation within the boundaries of the local government.
- The advertisement must appear in the newspaper at least ten (10) days prior to the LPA public hearing.

2. Proposed Amendment – Transmittal Stage

- Pursuant to Florida Statutes, the governing body of the local government must consider transmittal of the proposed amendment at a public hearing.

3. The transmittal public hearing must occur on a weekday at least seven (7) days after the day that the advertisement is published in a local newspaper, pursuant to Florida Statutes.

4. Adoption Stage

- Pursuant to Florida Statutes, the BOCC must consider the adoption of the Comprehensive Plan Amendment at a second public hearing.

- The adoption public hearing must occur on a week day at least five (5) days after the day that the advertisement is published in a local newspaper, pursuant to Florida Statutes.

~~B.~~ Pro-Rata Share of Statutory Advertisement Cost for the Planning Commission and BOCC Government Public Hearings

The applicant is responsible for the pro-rata share of advertising costs for one published advertisement noticing the Planning Commission public hearing and up to two public hearings held by the BOCC. Fees shall be made payable to the “Board of County Commissioners of Hillsborough County” by separate money order or check (delivered to the Planning Commission office). Fees are due at least fourteen (14) days prior to the public hearing being advertised. Failure to pay advertising fees by the deadline will result in an automatic continuation of the Comprehensive Plan Amendment. If the applicant fails to pay the advertising fee by the next scheduled public hearing, the status of the plan amendment shall immediately become withdrawn.

Special Noticing Requirement (Chapter 97-351, Laws of Florida)

Future Land Use Element map or text amendments involving less than 5% of the total land area of unincorporated Hillsborough County (publicly or privately initiated), require additional notice pursuant to Chapter 97-351 Laws of Florida. See Chapter 97-351, Laws of Florida, for which the applicant is responsible for payment pursuant to the foregoing conditions and restrictions applicable to legal notice and advertising costs.

Publicly Initiated Amendments

~~Plan Amendments initiated by the BOCC on publicly owned land to recognize property obtained through the Environmental Lands Acquisition and Protection Program (ELAPP), state conservation programs or to recognize school sites, parks, and existing public facilities are exempt from the mailing notification requirements unless mailed notice is required by Chapter 97-351.~~ Legal advertising notice in a local newspaper, consistent with state law shall be required for all publicly initiated plan amendments.

B. Mail Notification

Mail notifications shall be sent by the applicant for a Future Land Use Map Amendment to each real-property owner who is within 500 feet, inclusive of right-of-way, from the applicant's Map Amendment site. A listing of real-property owners within the 500 feet, inclusive of right-of-way, from the applicants Plan Amendment site is obtained from the property appraiser's office, located on the 16th floor of the Hillsborough County Center Building. Planning Commission staff will provide the applicant with a notice letter. Mailing the notice is the responsibility of the applicant.

Mail notifications shall be postmarked at least ~~fourteen (14)–twenty one (21)~~ days prior to the Planning Commission Public Hearing and at least thirty (30) days prior to the first BOCC Public Hearing. The mail notice shall include the location of the amendment and the request, and the times, dates and place of the Public Hearings.

Homeowner Associations registered with the Hillsborough County's Neighborhood Relations Department that are within one (1) mile of the plan amendment site ~~are also required to be noticed if there are no existing registered HOA within 500 feet of the site.~~

Proof of Mailing

All applicants must provide proof of mailing by completing the "Mailing of Notice of Public Hearing Declaration" form and providing the original proof of mailing certification by the US Post Office. This documentation shall be submitted to the Hillsborough County City-County Planning Commission office at least ten (10) days prior to each Public Hearing conducted by Hillsborough County City-County Planning Commission and twenty (20) days prior to the BOCC Public Hearings.

Publicly Initiated Plan Amendments

Plan Amendments initiated by the BOCC on publicly owned land to recognize property obtained through the Environmental Lands Acquisition and Protection Program (ELAPP), state conservation programs or to recognize school sites, parks, and existing public facilities are exempt from the mailing notification requirements unless mailed notice is required by Chapter 97-351.

C. Sign Posting

Applicants are required to install sign(s) at the plan amendment site in accordance with the following requirements:

The Notice Sign(s) shall be installed at least ~~twenty one (21)~~ fourteen (14) days prior to the Planning Commission's Public Hearing, and at least thirty (30) days prior to each BOCC Public Hearing. ~~(1 Planning Commission Public Hearing and up to 2 BOCC Public Hearings).~~

Proof of Posting

The applicant is required to provide photographic proof of the mounted notice sign(s), showing the installed notice sign(s) and location, and an original-signed copy of the "Sign Declaration" form at least ten (10) days prior to the Planning Commission Public Hearing and the Local Government Public Hearing.

The applicant shall remove the Notice Sign(s) from the Map Plan Amendment site within seven (7) days after the final Local Government public hearing.

D. Optional Neighborhood Meeting

The purpose of an optional neighborhood meeting is designed to promote community awareness, inform the public of the nature of the proposed amendment, and provide the public an opportunity to participate early and throughout the decision-making process. The applicant is encouraged to conduct a community meeting in a timely manner, prior to the scheduled public hearing, so citizens can provide feedback to the applicant regarding the proposed plan amendment. The applicant shall be responsible for mailing notices of neighborhood meetings which contains the applicant's contact information, and the location and time of the meeting. Meeting locations should be ADA accessible, and the applicant, upon request, should make any reasonable accommodations. ~~The neighborhood meeting notice is additional to the required notification as outlined in the Procedures Manual. Neighborhood meetings can be initiated in two ways:-~~

Applicant Initiated Neighborhood Meeting

~~A neighborhood meeting may be held at the applicant's option after the submission of the plan amendment application has been determined to be complete.~~

- ~~• If the applicant chooses to have the neighborhood meeting, the applicant must notify Planning Commission staff of their intent.~~
- ~~• Notice of an applicant initiated neighborhood meeting must go out within 15 days of the applicant notifying Planning Commission staff of the intent to hold a neighborhood meeting and at least 10 days prior to the meeting being held.~~
- ~~• A notification form letter will be provided to the applicant by Planning Commission staff. The applicant's contact information (name, telephone number, and/or email address) shall be included in the neighborhood meeting notice as well as information informing resident/property owners of their right to request a meeting up to 60 days prior to a Planning Commission public hearing.~~
- ~~• After the neighborhood meeting is held, the applicant shall provide Planning Commission staff the sign in sheet of the attendees and location.~~

Citizen Requested Neighborhood Meeting

~~An applicant shall be required to conduct a neighborhood meeting if requested by any resident/property owner or neighborhood association that's notified according to the notification requirements set forth in the Procedures Manual.~~

- ~~• The citizen requested notice letter must go out within 15 days of the applicant notifying Planning Commission staff of the intent to follow the Citizen Requested Neighborhood Meeting process.~~
- ~~• A citizen may request a neighborhood meeting up to 60 days prior to a Planning Commission public hearing, with the meeting taking place no later than 40 days prior to the Planning Commission public hearing.~~
- ~~• If a meeting is requested by a citizen, the citizen must notify Planning Commission staff of the request.~~

- ~~Once a meeting is requested by a citizen, Planning Commission staff will notify the applicant that a meeting has been requested.~~
- ~~Notice of a neighborhood meeting must go out within 15 days of Planning Commission staff notifying the applicant of the request and at least 10 days prior to the meeting being held. A meeting notification will consist of a form letter provided by Planning Commission staff to the applicant to be sent out.~~
- ~~If the Applicant has already held or scheduled an Applicant Initiated Neighborhood Meeting, a citizen requested meeting is not warranted.~~

Neighborhood Meeting Requirements

- ~~All administration of the neighborhood meeting will be undertaken by the applicant; Planning Commission staff will not be present at the neighborhood meeting.~~
- ~~A neighborhood meeting must take place no less than 40 7 days prior to the Planning Commission public hearing.~~
- ~~Once the neighborhood meeting has taken place, an additional neighborhood meeting cannot be requested.~~
- ~~Any neighborhood meeting must start between 4:00 pm and 8:00 pm on weekdays and between 9:00 am and 5:00 pm on weekends. The meeting must be held within the general area of the subject application. Meeting locations shall be ADA accessible or reasonable accommodations shall be made at the request of citizens.~~
- ~~A sign in sheet for those attending the meeting must be submitted by the applicant to Planning Commission staff within a week after the meeting taking place, if this information is not submitted by the applicant, this may cause delay of the plan amendment.~~
- ~~Mailed notice of the neighborhood meeting shall comply with notification distances set forth in the Procedures Manual.~~

Withdrawal, Denial, and Resubmittal of an Amendment Application

An applicant may withdraw a request for a Comprehensive Plan Amendment at any time, by filing written notice or email to Planning Commission staff and/or the Executive Director (or designee) of the Planning Commission. If the withdrawal of a proposed amendment occurs less than thirty (30) days prior to the Planning Commission Public Hearing, payment will be required for the pro-rata share of the legal advertisement.

If the withdrawal of a proposed amendment occurs after the Planning Commission has submitted the Comprehensive Plan Amendment to the State Land Planning Agency for review, the applicant is required to send notice to the State Land Planning Agency and copy the Planning Commission.

Plan Amendments denied by the BOCC will not be permitted to be resubmitted for twelve (12) months from the date of denial. The twelve (12) month waiting period does not apply to amendments that have been modified from the previous submittal by either adding or subtracting land, requesting a different future land use plan category, or by making substantive changes to the originally proposed text that affects the policy direction of the Comprehensive Plan (as determined by Planning Commission staff).

Application Fee Refund Schedule

The amount of the refund for Hillsborough County Plan Amendments shall be based on the point in the review process at which the application withdrawal is initiated by the applicant. If the “point of the review process” determination is unclear, the refund amount will be established at the discretion of the Planning Commission’s Executive Director.