TEXT AMENDMENT PROCESS

Summary of Buncombe County Government’s process for making text amendments to land use ordinances.
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1. Review adopted plans for guidance ([Comp. Plan])
2. Identify what ordinances need to be changed, and why.
3. Research best practices, other jurisdiction examples, etc.
4. Equity Analysis Tool
5. Technical committee analyzes proposed topic

RESEARCH

1. Draft Summary Memo
2. Draft Text Amendments
3. Review proposed amendments with:
   • Subject Matter Experts
   • Technical Committee
   • Legal Department

DRAFTING & REVIEW

1. Public Meeting 1 – Introduce proposed text amendment
2. Advertise proposed changes to the public
3. Public Meeting 2 – Board discussion and review
4. Additional Meetings – As needed
5. Revisions to text amendment as needed
6. Advertise public hearing
7. Public Hearing – Planning Board Recommendation

PLANNING BOARD

1. Public Meeting 1 – Introduce proposed text amendment
2. Additional Meetings – As needed
3. Advertise public hearing
4. Public Hearing – Adoption
5. Update official ordinances with changes

BOARD OF COMMISSIONERS

1. Notify public of changes
2. Educate development community about changes
3. Evaluate internal department processes for changes
4. Evaluate impact of changes every 3 years
5. Recommend any necessary changes every 3 years

IMPLEMENT & REVIEW