

Administrative Procedures

Plan Commission, Plat Committee, and Hearing Officer Rules and Procedures

Last revised July 13, 2026

Article I. Meetings

- A. The Plan Commission shall hold regularly scheduled meetings at intervals which correspond with the anticipated case load. Each agenda may include cases in preliminary or final hearing.
- B. All meetings shall be held at 5:30 p.m. in the City Hall at the Showers Building unless otherwise publicly announced.
- C. All meetings shall adjourn at 9:30 p.m. and no new cases shall be heard after 9:00 p.m. Any cases remaining to be heard on an agenda at time of adjournment shall be rescheduled for hearing at a special meeting within one (1) week of the original meeting.
- D. Special meetings may be called as provided by Indiana Code section 36-7-4-307, as amended.
- E. A majority of the voting members shall constitute a quorum. However, no vote of the Commission shall be official unless authorized by a majority of the Commission's membership, and no vote of the Plat Committee shall be official unless authorized by the affirmative vote of two (2) members.
- F. Executive Sessions may be held only with at least forty-eight (48) hours advance notice and in compliance with all requirements of state law, and only such business as permitted by state law may be conducted in such session (certain matters relating to property acquisition, personnel, labor relations, or litigation).
- G. All decisions on petitions, with the exception of those acted upon as part of the consent agenda, shall be by roll call. The vote of each member of the Commission or Plat Committee shall be recorded by the Secretary and placed in the minutes of the meeting.
- H. No member of the Commission or Plat Committee shall participate in the hearing or decision of the Commission or Committee involving any matter in which that person is directly or indirectly interested in a financial sense, other than the preparation and enactment of a Comprehensive Plan. In the event that any member disqualifies himself or that any member's eligibility is challenged by a member of the public, such fact shall be entered on the records of the Commission or Committee and shall appear in the minutes. Members who intend to disqualify themselves from a vote on a particular petition due to direct or indirect financial interest shall notify the staff of this fact a minimum of two (2) business days prior to the hearing in order to provide staff and the Plan Commission President adequate time to arrange the attendance of a substitute member, if applicable, and to make other arrangements as necessary.
- I. As soon as possible a summary of minutes of the proceedings shall be made available to each member of the Commission or Committee.

- J. All minutes of the proceedings, tape recordings of the hearings, and all exhibits submitted by the petitioners, remonstrators and staff shall be public records and shall be filed in the Planning and Transportation Department office. These materials shall become a part of the case and all such materials shall be held by the Planning and Transportation Department for a period of at least one (1) year. At the end of the one (1) year time period, all materials held by the Planning Commission may be placed in a "back filing" system for preservation of city records.
- K. The final disposition of any request, petition, or resolution before the Commission or Plat Committee shall be in the form of a motion, adopted according to proper parliamentary procedures. Said motion may be to grant, deny, continue, forward, modify, or table the petitioner's request; additionally, the members of the Commission may attach such conditions to a motion as are deemed necessary for the furtherance of the public health, safety, or convenience or to achieve consistency with the City Comprehensive Plan or Bloomington Municipal Code. The Plat Committee may impose conditions upon primary approval of a plat in accordance with Article II(G)(4) of these Rules and Procedures. In all cases, the Plan Commission and Plat Committee shall act to determine the final disposition of a request, petition or resolution; in the absence of a majority vote to determine final disposition, said request, petition or resolution shall be administratively continued to the next regularly scheduled hearing.
- L. No petition shall be heard unless the petitioner is present at the public hearing. In the event that a petitioner is not present at the time their case is called to be heard, that petition will be moved to the end of the agenda. If the petitioner is present after the remaining cases on the agenda have been heard, their case will be heard at that time. If the petitioner is not present, the case will be continued to the next Plan Commission or Plat Committee meeting.

Article II. Officers, Employees, Plat Committee, and Hearing Officer

- A. The Commission shall at its first hearing in each year elect from among its members a president and vice-president, and appoint the members of the Plat Committee pursuant to Article II, Paragraph G.
- B. The president shall preside over Commission meetings and on behalf of the Commission shall exercise general supervision over the administration of the affairs of the Commission, including the execution of contracts and agreements, the appointment of committees and representatives, the determination of points of order and procedure, and the signing of all official documents. The vice-president shall have authority to act as president of the Commission during the absence of the president. In the case of the resignation of the president, the vice-president shall succeed to the presidency and a new vice-president shall be elected from the membership.
- C. The Planning and Transportation Director is designated as Secretary and shall be responsible for supervising the keeping of an accurate and complete record of all Commission and Plat Committee proceedings, including the keeping of records and minutes, and the custody and preservation of all paper documents of the Commission and Plat Committee. In the event of the absence of both president and vice-president, the

secretary shall preside, provided, however, the first and only item of business to be presented by such presiding officer shall be the election of a chair pro tempore.

- D. The Commission may appoint and prescribe the duties and fix the compensation of such employees as are necessary for the discharge of the duties and responsibilities of the Commission, and may make contracts for special or temporary services and any professional counsel, subject, however, to annual appropriation for same by the Common Council.
- E. The Commission shall request an attorney from the City Legal Department be assigned to serve as Counsel for the Commission.
- F. The Planning and Transportation Director or their designee shall appear at all meetings and assist the Commission presenting factual opinion on significant issues raised by the petition.
- G. Pursuant to Indiana Code section 36-7-4-701(e), as amended, a Plat Committee is established.
 - 1. The Plat Committee shall consist of three (3) members, one (1) staff member from the Planning and Transportation or Engineering Department, one (1) staff member from the Utilities Department, and the member of the Plan Commission who also serves as the City's Engineer, unless another member of the Plan Commission is appointed instead.
 - 2. Plat Committee members shall be appointed by the Plan Commission for a one-year term ending upon completion of the first Plan Commission meeting of the following calendar year.
 - 3. The Plan Commission shall appoint one (1) alternate for each member of the Plat Committee to serve for a one-year term ending upon completion of the first Plan Commission meeting of the following calendar year. The alternate for the Planning and Transportation or Engineering Department member shall be an employee of the Planning and Transportation or Engineering Department. The alternate for the Utilities Department member shall be an employee of the Utilities Department. The alternate for the Plan Commission member shall be a member of the Plan Commission.
 - 4. The Plat Committee may approve any subdivision of land, including primary and secondary plats. The Plat Committee may impose conditions upon preliminary approval as authorized and limited by Indiana Code section 36-7-4-702, as amended.
 - 5. The committee shall meet at such times to be determined by the committee, as needed to accommodate caseload; provided, within eight (8) days of receiving an application for primary plat approval, the staff shall announce the date for hearing before the Plat Committee.

6. All petitions considered by the Plat Committee shall be considered in public hearings pursuant to the rules of procedure herein with respect to conduct of hearings, filing of petitions, fees, and notices, except that all compliant plats may be considered by the committee in a single hearing.

All provisions of these Rules and Procedures shall apply to the Plat Committee only if specified therein.

7. The Plat Committee may act only by a vote of a majority of the full membership of the committee. Decisions must be signed by the president and secretary of the Plan Commission.
8. Any applicant or other interested party may appeal a decision of the Plat Committee approving, disapproving or imposing conditions on a primary plat, to the Plan Commission. Such appeal shall be filed with the Planning and Transportation Department within ten (10) days of the Plat Committee's decision.
9. The Plat Committee shall at its first meeting in each year elect from among its members, a president and a vice president. The president shall preside over committee meetings and shall exercise general supervision over the administration of the affairs of the committee, including the determination of points of order and procedure. The vice-president shall have authority to act as president of the Plat Committee during the absence of the president. In the case of the resignation of the president, the vice-president shall succeed to the presidency and a new vice-president shall be elected from the membership.
10. The Planning and Transportation Department, may, at its discretion, schedule plats for consideration by the Plan Commission rather than the Plat Committee.

H. Pursuant to Indiana Code section 36-7-4-923, as amended, an alternate procedure for variance and conditional use is established.

1. A hearing officer is established.
 - a) The Plan Commission shall appoint two (2) hearing officers. One (1) of the hearing officers shall generally fulfill the duties of the hearing officer, and the other hearing officer shall serve as an alternate in the event that the first is not available or has a conflict of interest.
 - b) A hearing officer shall be a member of the Planning and Transportation Department or Engineering Department staff.
 - c) The Plan Commission may remove a hearing officer from their responsibilities at any time.
2. The hearing officer may approve or deny:
 - a) Variances from development standards, or
 - b) Conditional uses.

c)

3. Hearings conducted by the hearing officer shall be subject to all of the notice, minutes, records, and staff report rules which apply to the Board of Zoning Appeals.
4. The hearing officer shall be subject to the same requirements of the state law and the zoning ordinance as the Board of Zoning Appeals, with respect to conflicts of interest and communications with the hearing officer.
5. The hearing officer may, at their discretion, transfer a petition filed under this alternative procedure to the Board of Zoning Appeals if, in the judgment of the hearing officer, the issues involved warrant consideration by the Board or it appears likely that the decision of the hearing officer would be appealed to the Board.
6. The staff may file a written objection to a petition filed for consideration by the hearing officer if:
 - a) the variance or conditional use sought would be injurious to the public health, safety, morals, and general welfare of the community; or
 - b) the use or value of the area adjacent to the property included would be affected in a substantially adverse manner.

If such written objection is filed, the petition shall:

- c) be considered withdrawn; or
- d) be transferred to the Board of Zoning Appeals if requested by the petitioner.

Such written objection shall be filed not less than twelve (12) days before the hearing, unless new information comes to the staff's attention within twelve (12) days of the hearing.

7. The staff may indicate that it does not object to the approval of the petition if specified conditions are attached. If the applicant does not accept these conditions, the petition shall:
 - a) be considered withdrawn; or
 - b) be transferred to the Board of Zoning Appeals if requested by the petitioner.
8. The hearing officer may impose conditions and may permit or require the owner of a parcel of property to make a written commitment concerning the use or development of that parcel, as provided in Indiana Code section 36-7-4-1015, as amended. If the applicant for the variance or conditional use does not accept these conditions or make the commitment, the petition shall:

- a) be considered withdrawn; or
 - b) be transferred to the Board of Zoning Appeals if requested by the petitioner.
9. The hearing officer may not modify or terminate any commitment, whether made by the hearing officer or under Indiana Code section 36-7-4-1015, as amended. Commitments made by the hearing officer may be only modified by the Board of Zoning Appeals.
 10. A decision of the hearing officer may be appealed to the Board of Zoning Appeals by an interested person. Any appeal shall be filed with the Planning and Transportation Department within ten (10) days of the hearing officer's decision.

Article III. Filing of Petitions, Permits, and Fees

- A. All requests to the Commission or Plat Committee shall be by petition and petitioners shall be required to follow these procedures:

1. All petitioners shall use the uniform petition forms approved by the Planning and Transportation Director which are available upon request in the Planning and Transportation Department or in CivicAccess. No petition shall be accepted until the petitioner has consulted with a staff member who has determined that the petition is presented in proper form with all the required exhibits and supporting documents. Upon such determination staff shall sign the application form and the petition shall be accepted.
2. All petitions shall be filed no later than the deadlines established on the calendar of meetings published each year.
3. Filing fees for petitions and permits shall be as follows:

- a. Rezone

Rezone (Zoning Map Amendment).....\$500
+ \$25/acre

Rezone to Planned Unit Development (PUD)..... \$1000 +
\$100/acre

Planned Unit Development (PUD) Amendment (District Ordinance and Preliminary Plan).....\$500 + \$50/Acre

- b. Plats and Plat Amendments

Primary..... \$500 + \$50/lot

Secondary..... \$300 +
\$50/lot

Primary and Secondary..... \$800 + \$100/lot

Plat Vacation.....\$250

Primary or Secondary Plat Amendment.....	\$250 + \$25/Lot Amended
c. Site Plan/Final Plan and Site Plan Amendment/Final Plan Amendment	
Residential Remodels.....	\$250 + \$25/New Dwelling Unit
Residential Addition.....	\$250 + \$25/dwelling unit
Residential New Construction.....	\$500 + \$25/dwelling unit
Non-Residential/Mixed Use Addition.....	\$250 + \$0.10/square foot for new non-residential space + \$25/new dwelling unit
Non-Residential/Mixed Use New Construction.....	\$500 + \$0.10/s.f. for non-residential space + \$25/dwelling unit
d. Variances	
Development Standards Variance (Single Family Use).....	\$100 + \$50 for additional variance
Development Standards Variance (Non-Single Family Uses.....	\$500 + \$50 for additional variance
e. Conditional Use	
Home Occupation.....	\$100
Other.....	\$250
f. Right-of-Way Vacation.....	\$500
g. Permanent Sign.....	\$125/sign
h. Temporary Sign.....	\$75/up to (3) 30-day sign permits per year
i. Change In Use.....	\$250
j. Temporary Use.....	\$250
k. Floodplain Development.....	\$100
l. Letter of Zoning Verification (Other Services).....	\$100
m. Lot Line Adjustment (Other Services).....	\$100

- n. Certificate of Occupancy Inspection (Inspections Fees) Temporary or Permanent.....\$100
 - o. No petition or permit application fees shall be required for any application by not-for-profit, community service organization.
 - p. The Plan Commission may waive the application fee for any proposal which is actively being promoted by a unit of local government or quasi-public organization or which involves a local subsidy.
 - q. No refunds shall be permitted after a petition has received a Plan Commission or Plat Committee hearing, whether or not the Plan Commission or Plat Committee has taken action on the petition.
4. Fees associated with City of Bloomington review of building permit applications shall be \$0.14 per square foot of construction. All building permits are applied and paid for, and issued through the Monroe County Building Department. Class 2 permits require application and issuance of a Certificate of Zoning Compliance before application with the Monroe County Building Department. Certain categories of permits do not require this fee payment per the fee schedule contained in the Monroe County Building Department Construction Permit Fees. The exemptions contained in this Building Department document are incorporated in this rule. No fee shall be required for City review of any Certificate of Zoning Compliance associated with a building permit application filed by a not-for-profit, community service organization, or a governmental agency. Per the Interlocal Cooperation Agreement between the City and the County, the County Building Department shall collect the \$0.14 per square foot residential permit fee and a \$0.15 per square foot non-residential permit fee and transmit the collected fees to the City of Bloomington Controller's Office on a quarterly basis.
5. Payment-in-lieu: The fees assessed for both concrete and asphalt to projects utilizing the payment-in-lieu process shall be 54% of the cost of the INDOT weighted average unit price as published in the INDOT unit price summary.

Article IV. Notices

- A. In the event a request for action by the Plan Commission or Plat Committee is being made by 100% of the property owners directly included in the proposed action, the following requirements for notice must be met:
 - 1. All petitioners for any Plan Commission or Plat Committee approval shall inform interested parties of the proposal by notice sent to the residence or the last known address of the interested parties. Petitioners shall prepare the notice in a form specified by the Planning and Transportation Department and mail by regular first class delivery said notice not less than ten (10) days before the date of the initial Plan Commission or Plat Committee hearing. The Planning and Transportation

Department shall verify that the notice is properly distributed by the petitioner not less than ten (10) days before the date of the initial Plan Commission or Plat Committee hearing. If adequate notice in accordance with these rules is not given to the interested parties and this fact is confirmed by staff prior to Plan Commission action, such petition may be continued to a later date to allow proper notice to all interested parties.

2. Such notice shall state:
 - a. The general location by address or other identifiable geographic description of the subject property or area;
 - b. A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps;
 - c. The name of the petitioner;
 - d. The times and places the petition has been set for hearing;
 - e. That the petition and file may be examined in the office of the Planning and Transportation Department;
 - f. That the addressee may voice an opinion at the hearing and/or file written comments with the Commission or Plat Committee; and
 - g. That the hearing may be continued from time to time as may be found necessary.
3. Interested parties shall be defined as all persons owning land within 300 feet of the property included in the petition or proposal. Intervening public rights-of-way shall not be considered in determining what property is adjacent and contiguous. Where any adjacent or contiguous parcel is owned by a petitioner, the property included in the petition shall be deemed to include said adjacent parcel or parcels owned by a petitioner, and owners of property adjacent and contiguous to said parcel(s) owned by a petitioner but not included in the petition shall be considered interested parties entitled to notice within 300 feet of said property.
4. In order to determine the names and addresses of property owners to whom notice must be sent under this Rule, the staff shall consult either the current Plat Book and computerized ownership records located in the Office of the Auditor of Monroe County, Indiana or the Monroe County, Indiana Geographic Information System to determine the name and address of each interested party. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine name and address of the current owner of record. Each notice shall be mailed and postmarked no later than the

fifth business day after the date upon which the name and address of the owners were obtained from the Plat Book and the computer records in the Auditor's office as described above or as gained from the Monroe County, Indiana Geographic Information System.

5. The manner in which notice must be sent to interested parties shall be as follows:
 - a. Required notices to interested parties shall be sent by regular first class mail.
 - b. Proof that notice has been mailed shall be sufficient proof of notice under these rules regardless of actual receipt.
 - c. Proof of notice shall consist of submittal of the following items to the Planning and Transportation Department in the following manner:
 1. A copy of the Notice of Public Hearing to be mailed to the interested parties.
 2. A list of interested parties with addresses.
 3. An Affidavit of Notice to Interested Parties in a form approved by the Planning and Transportation Department including: name of person preparing and mailing the notice; name of petitioner; location of petition; and a statement that notice was mailed at least ten (10) days prior to the initial public hearing of the Plan Commission or Plat Committee.
 - d. Appearance at any hearing on a petition or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.
6. The Planning and Transportation Department shall cause a legal notice to be published in a daily newspaper published and distributed in the county ten (10) days prior to the initial hearing. Said notice shall serve as a legal advertisement for continued public hearings.
7. All petitioners for any Plan Commission or Plat Committee approval (excepting zoning text amendments and resolutions) shall post a sign or signs on the subject property in a location clearly visible to passing traffic. The staff will determine sign locations with not less than one sign placed on the property per street frontage per block. Signs, of a design approved by the Plan Commission, shall be available in the City Planning and Transportation Department. Signs shall be placed at least ten (10) days prior to the hearing of the Plan Commission or Plat Committee. A picture of the posted sign shall be emailed to staff.

B. In the event a request for action by the Plan Commission or Plat Committee is being made by less than 100% of the property owners directly included in the proposed action, or in the event the Plan Commission or the Common Council are the proponents of the action, the following requirements for notice must be met:

1. All petitioners for any Plan Commission or Plat Committee approval (other than the Plan Commission or Common Council) shall inform interested parties of the proposal by notice sent to the residence or the last known address of the interested parties. Petitioners shall prepare the notice in a form specified by the Planning and Transportation Department and shall mail said notice not less ten (10) days before the initial Plan Commission or Plat Committee hearing date. The Planning and Transportation Department shall verify that the notice is properly distributed by the petitioner not less than ten (10) days before the date of the Plan Commission or Plat Committee hearing. If adequate notice in accordance with these rules is not given to the interested parties and this fact is confirmed by staff prior to Plan Commission or Plat Committee action, such petition may be continued to a later date to allow proper notice to all interested parties.
2. In any case where a proposal to change the zone maps is initiated by the Plan Commission or by the Common Council, other than a proposal to repeal and replace the zone maps for the entire planning jurisdiction, notice shall be given to interested parties by the staff. Such notice shall be postmarked at least ten (10) days prior to the initial hearing on the proposal.
3. Such notice shall state:
 - a. The general location by address or other identifiable geographic description of the subject property or area.
 - b. A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
 - c. The name of the petitioner.
 - d. The times and places the petition has been set for hearing.
 - e. That the petition and file may be examined in the office of the Planning and Transportation Department.
 - f. That the addressee may voice an opinion at the hearing and/or file written comments with the Plan Commission or Plat Committee.
 - g. That the hearing may be continued from time to time as may be found necessary.
4. Interested parties shall be defined as owners of property within the area included in the petition or proposal who are not petitioners, and all persons owning land within 300 feet of the property included in the petition or proposal. Intervening

public rights-of-way shall not be considered in determining what property is adjacent and contiguous.

5. In order to determine the names and addresses of property owners to whom notice must be sent under this Rule, staff shall consult either the current Plat Book and computerized ownership records located in the Office of the Auditor of Monroe County, Indiana or the Monroe County, Indiana Geographic Information System to determine the name of each interested party property owner and address. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine name and address of the current owner of record. Each notice shall be mailed and postmarked no later than the fifth business day after the date upon which the name and address of the owner were obtained from the Plat Book and the computer records in the Auditor's office as described above or as gained from the Monroe County, Indiana Geographic Information System.
6. The manner in which notice must be sent to interested parties shall be as follows:
 - a. Required notices shall be sent by certified mail with return receipt requested to all owners of property within the area included in the petition or proposal, other than those who have signed the petition or application requesting Plan Commission or Plat Committee approval except as otherwise provided in Paragraph 6(c) herein.
 - b. Required notices to all other interested parties shall be sent by regular first-class mail.
 - c. It shall be the duty of the staff to examine the file within the three (3) business days prior to the initial hearing to determine whether all required proof of service (as set forth in Paragraph 7 and/or 6(d) of this Rule) has been filed, and to advise the Plat Committee at its hearing, or the Plan Commission at its initial hearing of any omissions or deficiencies in such proof of service. In any case where a notice has been sent by certified mail with return receipt requested in accordance with these rules, but no signed return receipt has been received by the sender on or before the date of the initial hearing, or where the notice is returned to the sender for any reason, staff shall promptly make a good faith attempt to obtain delivery by reasonable alternative means which shall include:
 1. Re-sending notice by certified regular mail with return receipt requested, where a new address is located, or
 2. where the reason for non-delivery appears to be something other than incorrect address, leaving the notice at the residence of the person to be served, along with mailing a copy of the notice to that address by first class mail; or, where the owner is not a resident of the City of Bloomington, mailing by first class mail.

- d. Except as provided in 6(c) above, proof that notice has been mailed in accordance with Paragraph 7 shall be sufficient proof of notice under these rules regardless of actual receipt. In situations addressed by 6(c) above, proof of notice shall be adequate if it is shown that the second attempt at notice was mailed (and left at the residence, where applicable) at least ten days prior to the final hearing. Such proof shall be by affidavits in substantially the same form as Paragraph 7(a), detailing the manner in which a new address was obtained (where applicable) and the manner in which notice was sent and left at the residence (where applicable). Proof shall also include postmarked certified mail receipts and signed return receipts where used. Provided, however, the Plan Commission or Plat Committee may at its discretion continue a final hearing and require further attempts at notice to non-petitioning property owners whose property is included in the petition or proposal.
- e. Appearance at any hearing on a petition or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.

7. Proof of notice shall be in the following form:

- a. For notice to non-petitioning owners, one or more notarized, sworn affidavits stating the manner in which the affiant(s) obtained the names and addresses of the property owners required to be notified, and stating the date upon which such names and addresses were obtained. Said manner shall be in accordance with Paragraph 5 of this Rule. In the case where the affidavit relates to a second attempt pursuant to Paragraph 6(c) of this Rule, the manner of obtaining a new name and/or address, if any, shall be in accordance with said Paragraph 6(c) and 6(d). Said affidavit(s) shall also include the list of names and addresses thus obtained, keyed to a map showing the petitioned property and surrounding property; and, said affidavit(s) shall also show that notice in the required form was sent to the names and addresses on said list, the date upon which said notice was sent (which shall be not later than the fifth business day after the names and addresses were obtained in accordance with Paragraph 5 of this Rule), and the manner in which said notice was sent, which shall be in accordance with Paragraph (6) of this Rule. All affidavits shall be made upon personal knowledge. The affidavits required by this provision shall be filed with the Planning and Transportation Department not later than three (3) business days prior to the initial hearing.
- b. Proof of compliance with these notice requirements shall also include the original receipts for certified mail stamped by the United States Post Office with the date of mailing, whenever these rules require that notice be sent by certified mail. The receipts shall be filed with the Planning and Transportation Department simultaneously with the affidavits required by Paragraph 7(a) above.

c. Proof of notice sent by regular first class mail shall consist of submittal of the following items to the Planning and Transportation Department in the following manner:

1. A copy of the Notice of Public Hearing to be mailed to the interested parties.
2. A list of interested parties with addresses.
3. An Affidavit of Notice to Interested Parties in a form approved by the Planning and Transportation Department including: name of person preparing and mailing the notice; name of petitioner; location of the petition; and a statement that notice was mailed at ten (10) days prior to the initial public hearing of the Plan Commission or Plat Committee.
4. A copy of the plat map indicating interested parties' property.

The Planning and Transportation Department shall retain the proof of notice within the petition file.

d. In all cases where notice is required to be sent by certified mail with return receipt requested, proof of compliance with these notice requirements shall also include filing with the Planning and Transportation Department the original, signed return receipts showing the date and to whom delivered. Where the staff is responsible for giving notice, the return receipts shall be placed in the file as they are received. Where any other person is responsible for giving notice under these rules, that person shall file the return receipts with the Planning and Transportation Department at least three (3) business days prior to the initial hearing.

Provided, however, signed receipts which are received by the person responsible for giving notice later than three (3) days before the initial hearing shall be filed with the Planning and Transportation Department as they are received but in no event later than three (3) days before the final hearing. Provided further, where any notice required to be sent by certified mail with return receipt requested is returned to the sender for any reason, the person responsible for sending notice shall promptly notify the Planning and Transportation Department of that fact and shall also provide the returned envelope to the Planning and Transportation Department.

8. The Planning and Transportation Department shall cause a legal notice to be published in a daily newspaper published and distributed in the county ten (10) days prior to the initial hearing. Said notice shall serve as a legal advertisement for both public hearings.
9. All petitioners for any Plan Commission or Plat Committee approval (excepting zoning text amendments, resolutions, a full repeal and replace zoning map update, and administrative appeals) shall post a sign or signs on the subject property in a

location clearly visible to passing traffic. The staff will determine sign locations with not less than one sign placed on the property per street frontage per block. Signs, of a design approved by the Plan Commission, shall be available in the City Planning and Transportation Department. Signs shall be placed at least 10 days prior to the hearing of the Plan Commission or Plat Committee.

C. In the event a proposal is initiated by either the Plan Commission or the Common Council, the following requirements must be met:

1. The Plan Commission shall give notice of all hearings by publication.
2. The notice by publication shall comply with Indiana Code section 36-7-4-604 and Indiana Code section 5-3-1, as amended. Such notice shall state:
 - a. The time and place of the hearing(s);
 - b. The geographic areas (or zoning areas in a specified geographic area) to which the proposal applies;
 - c. A summary prepared by the Plan Commission of the subject matter contained in the proposal (the entire text of the ordinance is not required);
 - d. If the proposal contains or would add or amend any penalty or forfeiture provisions, the entire text of these penalty or forfeiture provisions;
 - e. The place where a copy of the proposal is on file for examination before the hearing;
 - f. That written objections to the proposal that are filed with the secretary of the Commission before the hearing will be considered;
 - g. That oral comments concerning the proposal will be heard; and
 - h. That the hearing may be continued from time to time as may be found necessary.
3. An additional notice shall be provided to all interested parties at least ten (10) days before the date set for the hearing.
 - a. An interested party for purposes of this subsection is any person whose property is located in an area that the proposal plans to:
 1. Rezone;
 2. Subject to a new overlay; and/or
 3. Change the permitted or conditional uses.
 - b. The notice required by this subsection shall be given via United States mail, postage prepaid. The mailing shall be sent to the address listed on

the tax records for the affected property and postmarked at least ten (10) days prior to the preliminary hearing on the matter.

4. If the subject matter of the proposal abuts or includes a county line (or a county line street or road or county line body of water), then all owners of real property to a depth of two (2) ownerships or one-eighth (1/8) of a mile into the adjacent county, whichever is less, are interested parties who must receive notice under the above subsection (C)(3).
5. Proof that notice has been mailed in accordance with this Rule shall be sufficient proof of notice.
6. Appearance at any hearing on a petition or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.
7. Proof of notice shall be in the following form:
 - a. A notarized, sworn affidavit stating the manner in which the staff obtained the names and addresses of the interested parties, and stating the date upon which such names and addresses were obtained.
 - b. A notarized, sworn affidavit stating the date upon which the required mailing was postmarked
 - c. A notarized, sworn affidavit stating the date upon which notice given via U.S. mail was returned.
 - d. All affidavits shall be made upon personal knowledge and shall be kept on file in the Planning and Transportation Department with the file associated with the proposal.

Article V. Hearings

Except as expressly provided herein, these provisions shall apply only to Plan Commission hearings, but not to Plat Committee hearings.

A. The order of business of regular meetings shall be as follows:

- i. Roll Call
- ii. Approval of Minutes
- iii. Reports, Resolutions, and Communications
- iv. Consent Agenda
- v. Cases (Preliminary and final hearings)
- vi. Discussion, Staff Proposals, etc.
- vii. Adjournment

1. Consent Agenda: A consent agenda shall be developed by staff in advance of the Plan Commission meeting. Each item within the consent agenda shall be individually numbered and included within the Plan Commission packet. The consent agenda shall be presented by the Plan Commission President after the Reports, Resolutions, and Communications section of the agenda. The President shall ask if there is anyone from the public in attendance to speak against any consent agenda petition. Items shall be removed from the consent agenda at the request of any member of the Plan Commission. Items not removed from the consent agenda shall be adopted by general consent without debate. Removed items shall be taken up for consideration in accordance with the order they appear in the Plan Commission's packet.

B. Limits on Testimony:

1. The general format for each case will be an order and time limit as follows:

Staff Report

Presentation by Petitioner- 20 minutes total

Questions for the Staff and Petitioner by the Plan Commission

Public Comment - 3 minutes per speaker

Back to the Plan Commission for final action

2. It will be the responsibility of staff to keep time for each speaker wishing to make public comment. Specifically, a five (5) minute time clock must be displayed inside the meeting room and within full view of each presenter.

If a spokesperson for another local government board or commission wishes to address the Plan Commission, the Plan Commission shall allow up to ten (10) minutes of public comment. Upon unanimous vote of the Plan Commission, the same privilege may also be extended to a spokesperson for a neighborhood association or similar group of people wishing to make public comment.

It shall be the responsibility of the staff to publish speaking rules and make them available as handouts for the public. Speaking rules shall also be posted on the doors of the Council Chambers.

3. Thereafter, further public discussion and inquiry by the Commission shall be at the sole discretion of the presiding officer of the Commission unless these rules are modified by a majority vote.

C. Preliminary and Final Hearings:

1. Preliminary Hearings:

- a. The purpose of the preliminary hearing shall be the exchange of information, and to allow the most thorough consideration of all sides of a controversy. All parties are encouraged to provide the Commission with written copies of their statements or position papers.

- b. Any petitioner withholding information from the Commission or other interested parties will be denied the right to rely on such information at the final hearing.
- c. Preliminary hearing cases shall always be forwarded to the next regularly scheduled Plan Commission meeting for a final hearing, unless the Plan Commission votes to forward the case to a different hearing date or to waive a second hearing, or unless the case is subject to 3, below. A Plan Commission vote is recommended, but not required, to forward cases from the preliminary hearing to the next regularly scheduled Plan Commission meeting for final hearing.

2. Final Hearings:

- a. The final hearing shall be for the purpose of final disposition and decision of the merits of each petition.
- b. In the event that the Commission feels that issues have been adequately aired and the case has received sufficient review, the final hearing may be waived by a majority vote and the petition may be acted upon at the first hearing. No final hearing shall be waived unless both the legal notice and the notices to interested parties have specified that such waiver is requested.

3. Single Hearing Cases. The following case types may be reviewed by the Plan Commission in one (1) hearing:

- a. All primary plats which are in full conformance with Title 20 Unified Development Ordinance and all secondary plats which are in full conformance with approved primary plats and with Title 20 Unified Development Ordinance.
- b. Any primary or secondary plat referred by the staff to the Plat Committee.
- c. Final Plans for planned unit developments which are in essential compliance with approved Preliminary Plans and District Ordinances and which have been filed within 18 months of the date of preliminary approval by the Common Council.
- d. Site Plans which are in essential compliance with Title 20, Section 20.06.050(a) "Site Plan Review" of the Bloomington Municipal Code, as amended.

4. Findings:

The minutes of the Commission shall indicate action taken and the reasons therefore and shall be furnished to any interested party upon request; provided, however, decisions upon applications for subdivision approval shall be in the form of written findings and decisions of the Plan Commission or Plat

Committee. All decisions must be signed by the president and secretary of the Plan Commission, and a copy of any decision by the Plan Commission disapproving a primary subdivision plat must be provided to the applicant. All decisions of the Plat Committee shall be provided to interested parties, pursuant to Article II(G)(5) of these Rules and Procedures.

Article VI. Docket

- A. Each case to be publicly heard before the Commission or Plat Committee shall be filed in proper form, numbered serially by type, and placed on the docket of the Plan Commission or Plat Committee. The document numbers shall begin anew on January 1 of each year.
- B. No case shall be placed on the docket until the petitioner has consulted with a staff member who has determined that the petition has been presented in proper form with all the required exhibits and supporting documents.
- C. The staff may schedule the case for hearing before the Plan Commission or Plat Committee at its discretion, taking into account the magnitude of required review or coordination, or the desirability of modifying the petition, but subject to any time limits in these Rules, the Unified Development Ordinance, or state law. Prior to each regularly scheduled Plan Commission hearing, the staff shall determine the estimated time length for each petition. Where it is evident that discussion on petitions would likely occur after 9:00pm, the staff shall have the authority to limit such petitions and forward them to the next regularly scheduled meeting of the Commission. Furthermore, for petitions characterized by a high degree of complexity and public interest, staff and the Commission shall strongly consider skipping monthly meeting cycles in order to allow for more timely consideration of other petitions which have been filed.
- D. The identification of docket numbers for both Plan Commission and Plat Committee cases shall be as follows:

Adoption of or amendment to a Comprehensive Plan.....	MP
Adoption of or amendment to a Zoning Ordinance.....	ZO
Approval of Plat or Replat.....	SUB
Resolutions.....	RS
Site Plan.....	SP
Planned Unit Development.....	ZO
Planned Unit Development Final Plan.....	SP

Article VII. Final Disposition of Petitions

- A. The final disposition of any petition shall be recorded in the minutes of the Commission or Plat Committee. Following a vote against a petition, the Commission or Plat Committee president shall restate the position of the Commission for the record.
- B. The Commission or Plat Committee may dismiss a case for lack of prosecution or lack of jurisdiction. When a petitioner or their representative has failed to appear at two (2)

consecutive meetings, the case may be dismissed for lack of prosecution at a subsequent meeting after notice to the petitioner.

- C. No petition may be withdrawn by the petitioner after a vote has been ordered by the presiding officer. No petition which has been withdrawn by the petitioner shall be placed on the docket again for hearing within a period of three (3) months from the date of said scheduled meeting, except upon motion to permit redocketing, adopted by the affirmative vote of a majority of the members of the Commission or Plat Committee.
- D. No zoning petition which has been disapproved by the Commission and rejected by the Common Council, either by lack of action or by vote, shall again be placed on the docket for hearing within a period of one (1) year from the date of the Commission's original disapproval. (Indiana Code section 36-7-4-609, as amended)

Article VIII. Miscellaneous Provisions

- A. Every person appearing before the Commission or Plat Committee shall abide by the order and direction of the president. Discourtesy, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission or Committee and shall be dealt with as the Commission or Committee directs.
- B. No case shall be continued at the request of the petitioner unless such request has been made to the Planning and Transportation Department not later than noon, one (1) week before the scheduled hearing, and the request has been noted on the agenda before it is distributed. If the petitioner requests that a case be continued prior to the above referenced deadline, the Planning and Transportation Department, at its discretion, may act as agent for the Commission or Plat Committee and may approve such requests without formal Commission or Committee vote. Such staff approval shall be noted on the agenda. However, any request for continuance that occurs after the above-mentioned deadline requires a majority vote by the Commission or Committee. Similarly, if a petition is continued for three (3) consecutive hearings by the petitioner, any further request for continuance, even within the above-referenced deadline, requires a majority vote by the Commission or Committee. If the Commission or Committee denies such a request for continuance, the petition shall be treated as denied on the merits unless the petitioner elects to formally withdraw the petition within twenty four (24) hours.
- C. Amendments to these rules of procedures may be made by the Commission at any regular or special meeting upon the affirmative vote of a majority of the members of the Commission.
- D. The suspension of any rules may be ordered at any Plan Commission meeting by a unanimous vote of those present.