

## **SHELBY COUNTY PLANNING REVIEW BOARD PURPOSE & PROCEDURES**

In accordance with Act No. 89-673 of the Legislature of Alabama, as amended, the Shelby County Commission has appointed a five (5) member "Planning Review Board" to review decisions of the Shelby County Planning Commission brought by any aggrieved party within 15 days after the Planning Commission's action on a subject case. The purpose of the Review Board is to determine if there is sufficient reason to request that the Planning Commission reconsider its earlier decision. The Review Board will only consider those issues specifically addressed in the written appeal. If, after the Review Board Hearing the aggrieved party is not satisfied with the Review Board's decision, the case may be appealed to the Circuit Court (filing must be done within 30 days of the Planning Review Board decision).

### **Review Board Members:**

Shelby County Planning Services Supervisor  
Shelby County Engineer  
Shelby County Environmental Manager  
Shelby County Utilities Manager  
Shelby County Department of Development Services Manager

### **Appeal:**

Fifteen days from the date of the decision of the Planning Commission, the Appealing Petitioner must submit in writing the issues of the appeal to the Shelby County Department of Development Services, Planning Services, 1123 County Services Drive, Pelham, Alabama 35124, (205)620-6650. *The appeal must be based on information provided and discussed as part of the Public Hearing.*

### **Primary Notice (Full Packet):**

Ten days prior to the date of the Planning Review Board Hearing, full packets will be prepared containing: (1) a notice stating the date, time, location and purpose of the meeting; (2) a copy of the Appealing Petition; (3) the Planning Review Board's purpose and procedures; (4) the Planning Commission Resolution and Draft Minutes; (5) Staff Recommendations; and (6) Site Map(s). The packet will be sent to the following parties:

Appealing Petitioner(s)  
Property Owner(s) and/or Applicant  
Planning Review Board Members

### **Secondary Notice (Abbreviated Packet):**

Ten days prior to the date of the Planning Review Board Hearing, abbreviated packets will be prepared containing: (1) a notice stating the date, time, location and purpose of the meeting; (2) a copy of the Appealing Petition; and (3) the Planning Review Board's purpose and procedures. The packet will be sent to the following parties:

Adjacent property owners  
Shelby County Commissioners  
Shelby County Planning Commissioners  
Shelby County Reporter  
Birmingham News

### **Date and Location:**

Planning Review Board Hearings will be set on an as needed basis, in the Community Meeting Room on the 2<sup>nd</sup> floor in the County Services Building, 1000 County Services Drive, Pelham, Alabama. A Planning Commission member will be in attendance at all Planning Review Board Hearings. A Planning Review Board member will attend Planning Commission meetings when the Review Board remands a case to the Planning Commission.

**Fees:**

*Planning Review Board Hearing:*

\$100.00 Filing fee (checks made payable to Shelby County Commission)  
Adjacent Property Owner Notification fees (1<sup>st</sup> Class Stamp)  
These fees shall be paid by the Appealing Petitioner at the time of submission of the appeal.

*Planning Commission Rehearing (if applicable):*

Appealing Petitioner will be billed for the required legal advertisement fees upon receipt of invoice from newspaper. (The advertising fee must be paid upon demand or case will be removed from the agenda.)

Applicable certified mailing fees per recipient for subdivision cases only, (checks payable to Shelby County Commission.) These fees shall be paid by the Appealing Petitioner at the time the case is remanded to the Planning Commission for rehearing.

**Hearing Procedures:**

Quorum: 3 members  
Open Meetings: All meetings are open to the public  
Recording: All procedures will be recorded and minutes drafted of the proceedings; approval of minutes shall be by consent.  
Exhibits: All exhibits must be mounted to provide for ease of review by all parties.

Presentations:	Appellant (primary speaker, plus others)	15 min.
	Questions by Review Board	10 min.
	Respondent (primary speaker, plus others)	15 min.
	Questions by Review Board	10 min.
	Interested Parties (scheduled speakers who sign up prior to the meeting; 15 minutes is allowed per side)	30 min.
	Respondent's closing presentation	5 min.
	Appellant's closing presentation	<u>5 min.</u>
		1.5 hours

Decision: The Planning Review Board will either request that the Planning Commission rehear the case or will determine there is not sufficient reason to request a rehearing. The decision will be made immediately after the closing presentation.

Shelby County Department of Development Services  
1123 County Services Drive  
Pelham, AL 35124-6128

(205) 620-6650  
(205) 620-6630 (fax)

[www.shelbyal.com](http://www.shelbyal.com)