

Steps in ETJ Extension Process

1. Town Board adopts a resolution requesting ETJ extension from County Board of Commissioners
2. County Board of Commissioners receives request at a regular meeting and refers it to the Planning Board for review and recommendation
3. A date is set for the Planning Board to review and make a recommendation on the ETJ extension request
 - The Planning Board meeting is advertised in the local paper
 - Staff reviews the request based on the County's adopted ETJ criteria, and based on its technical review of the criteria makes a recommendation to the Planning Board
4. A date is set for the Board of Commissioners to review and consider granting the ETJ extension request
 - The upcoming Board of Commissioners meeting is advertised in the local paper
 - The staff's technical report of the request based on the County's adopted ETJ criteria, and the Planning Board's recommendation is prepared for the Board of Commissioners meeting agenda
5. At the Board of Commissioners regular meeting the Board may take action on the ETJ request or refer it to its Growth, Land Use, and Environment (GLUE) Committee for a recommendation
6. If the County Board of Commissioners grants the Town's ETJ request, then the Town notifies property owners within the affected area and begins to prepare an ETJ ordinance and recommend zoning for the land within the new ETJ
 - A date is set for the Town Board to hold a public hearing on the ETJ ordinance and zoning of land
 - The Public Hearing is advertised in the local paper (most Town's will also hold a Public Forum for public review and comment on the ETJ and proposed zoning)
7. Town Board holds Public Hearing and adopts ETJ ordinance and zoning