

ZONING AMENDMENT PROCESS CHART

OPTIONAL PRELIMINARY APPLICATION MEETING
Prior to step 1, applicant may meet with the Zoning Administrator to discuss the process and help ensure all application materials are turned in on time.

APPLICANT

Provides the City Clerk with application and fee.
Proposals for amendments or changes may be initiated by the City Council, Planning Commission, or by petition of property owners seeking the proposed amendment.

ZONING ADMINISTRATOR

Reviews application for completeness. If complete, places amendment on the agenda of next Planning Commission meeting.
City publishes Public Hearing notice

PLANNING COMMISSION HOLDS PUBLIC

Planning Commission reviews amendment
Planning Commission forwards its findings and recommendations to the City Council

CITY COUNCIL ACTION

City Council reviews Planning Commission findings and recommendations. The approval process happens in two meetings, with a first reading and second reading of the amendment.

AMENDMENT TAKES EFFECT

20 days after the second reading and City Council approval, the ordinance will take effect.

TIMELINE

OPTIONAL

30 DAYS PRIOR TO PLANNING
COMMISSION MEETING

WITHIN 7 DAYS OF APPLICATION
SUBMITTAL

WITHIN 30 DAYS OF APPLICATION
SUBMITTAL

WITHIN 30 DAYS OF APPLICATION
SUBMITTAL

WITHIN 20 DAYS OF COUNCIL APPROVAL