



Neighborhood Stabilization Overlay Process

City Council Briefing
December 5, 2005

Purpose

- To brief Council on the process for requesting a Neighborhood Stabilization Overlay District

Roles and Responsibilities

■ Neighborhood Committee

- ◆ Works with staff to establish proposed regulations and boundary
- ◆ Collects signatures
- ◆ Primary point of contact between staff and property owners

■ Development Services Staff

- ◆ Conducts research and collects background information
- ◆ Conducts Neighborhood Meeting
- ◆ Validates petition signatures and processes zoning change request

■ Property Owners

- ◆ Provides input and feedback regarding regulations and boundaries

Process Overview

1. Interested neighborhood forms a committee of representatives and requests a petition
2. Committee meets with staff to develop overlay proposal for discussion at the neighborhood meeting
3. Staff conducts a neighborhood meeting where menu options and the boundary are presented
4. Neighborhood Committee gathers signatures
5. Staff accepts petition and validates signatures
6. Hold public hearings on zoning change request

Step 1: Request a Petition

- A committee of owners of at least 10 properties within the request area submits a letter to the Department requesting a petition.
- A form letter will be provided by the Department for use by residents. Property owners must also submit a description of the proposed boundaries of the district.



CITY OF DALLAS

CITY OF DALLAS
NEIGHBORHOOD STABILIZATION OVERLAY
PETITION REQUEST

Date: December 12, 2005
Neighborhood: Neighborhood X

Property owners in our neighborhood are interested in seeking a Neighborhood Stabilization Overlay District. The undersigned are the required members of our Neighborhood Committee. We agree to work with staff to establish proposed regulations and boundaries for the district, collect signatures on the petition initiating the rezoning request, and serve as primary points of contact between staff and property owners.

Please provide us with the appropriate petition materials to initiate this process.

Neighborhood Committee

Name	Address	Signature
Member Name 1	6735 Test Case St	
Member Name 2	6501 Test Case St	
Member Name 3	6722 Test Case St	
Member Name 4	6616 Test Case St	
Member Name 5	6702 Test Case St	
Member Name 6	6550 Test Case St	
Member Name 7	6534 NSO Lane	
Member Name 8	6729 NSO Lane	
Member Name 9	6606 NSO Lane	
Member Name 10	6541 NSO Lane	

The Neighborhood Committee must include the owners of at least 10 properties within the boundary of the proposed Neighborhood Stabilization Overlay District.

Attach map or description of the proposed boundaries of the Neighborhood Stabilization Overlay District.

Step 2: Develop Overlay Proposal

After a petition is requested, staff will:

- Review proposed boundaries to ensure that they are in compliance with ordinance requirements and not part of any other zoning request or proposed NSO
- Conduct a preliminary review of the neighborhood, including a site visit to determine existing conditions and a review of zoning along with any land use studies
- Hold a pre-application conference with the Neighborhood Committee







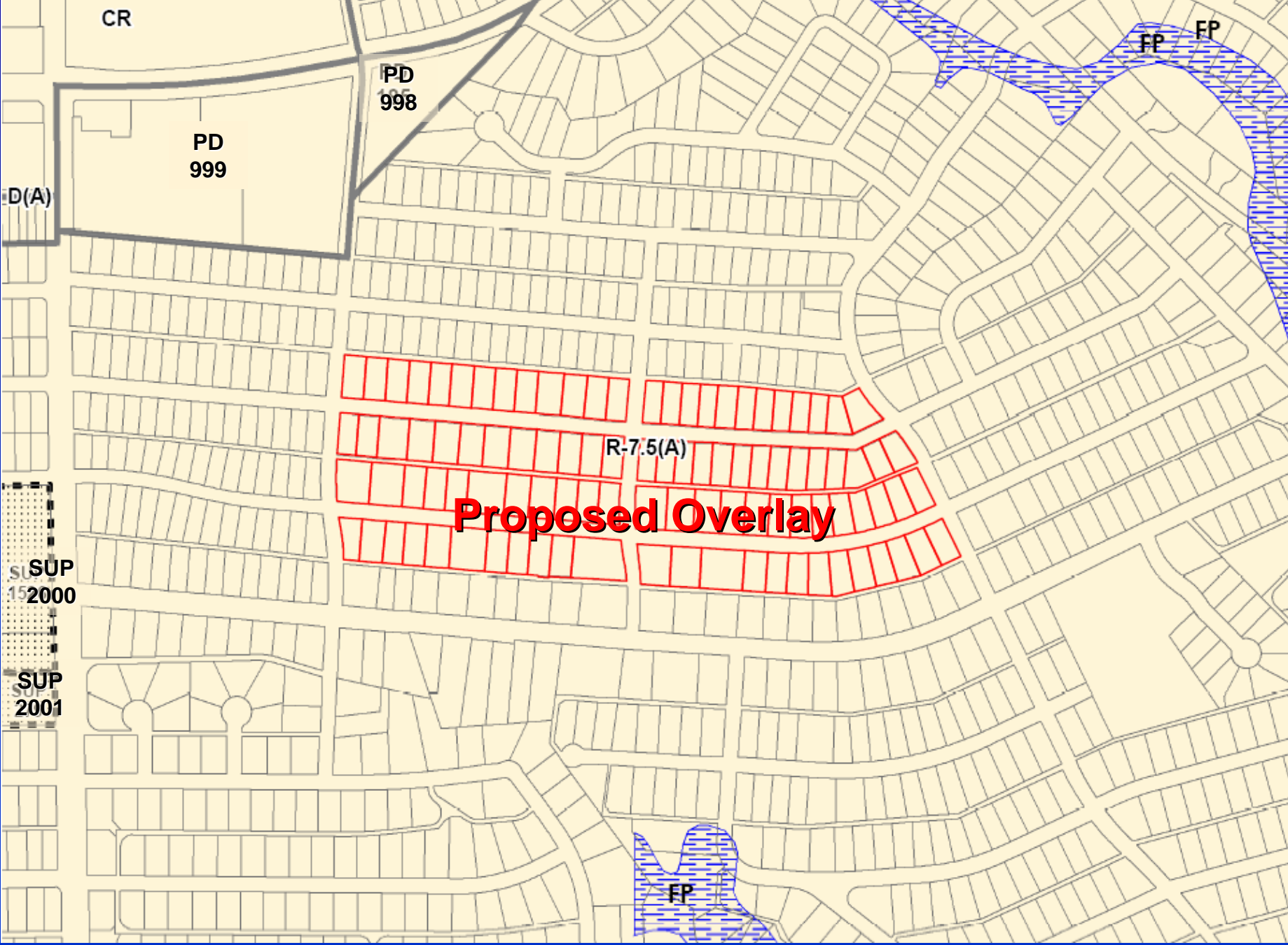








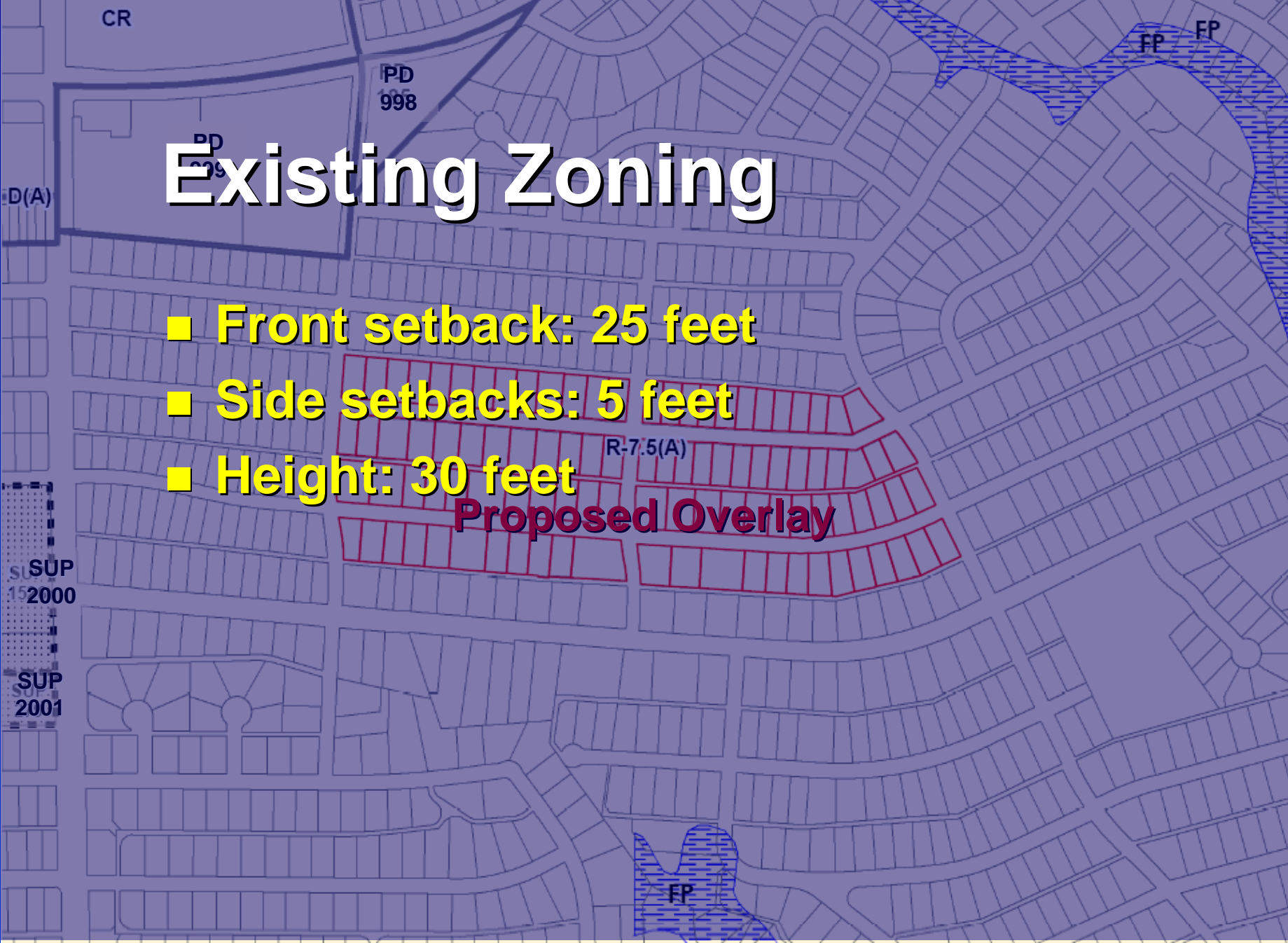




Existing Zoning

- Front setback: 25 feet
- Side setbacks: 5 feet
- Height: 30 feet

Proposed Overlay











Median

- Median Height: 14'
- Median Front Setback: 30'
- Median Corner Side Yard Setback: 15'
- Median Interior Side Yard Setback (R): 7.5'
- Median Interior Side Yard Setback (L): 7.5'

Parameters of Petition Options

	Median	Zoning
Front Yard	30'	25'
Interior Side Yard [R]	7.5'	5'
Interior Side Yard [L]	7.5'	5'
Corner Side Yard	15'	5'
Height	14'	30'

Step 2: Develop Overlay Proposal

- During pre-application conference:
 - ◆ Staff outlines menu choices available to Neighborhood Committee and educates the Committee on the process
 - ◆ Neighborhood Committee works to develop proposed regulations for consideration and discussion at the neighborhood meeting
- Staff develops a draft petition



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NEIGHBORHOOD STABILIZATION OVERLAY MENU OPTIONS

Special standards for your neighborhood may only be selected from the menu of options listed below. You may also decide not to include a particular regulation in your proposed overlay. City Staff has provided information concerning the typical characteristics of existing homes in your neighborhood, along with what existing zoning regulations allow.

LIST OF POSSIBLE REGULATIONS

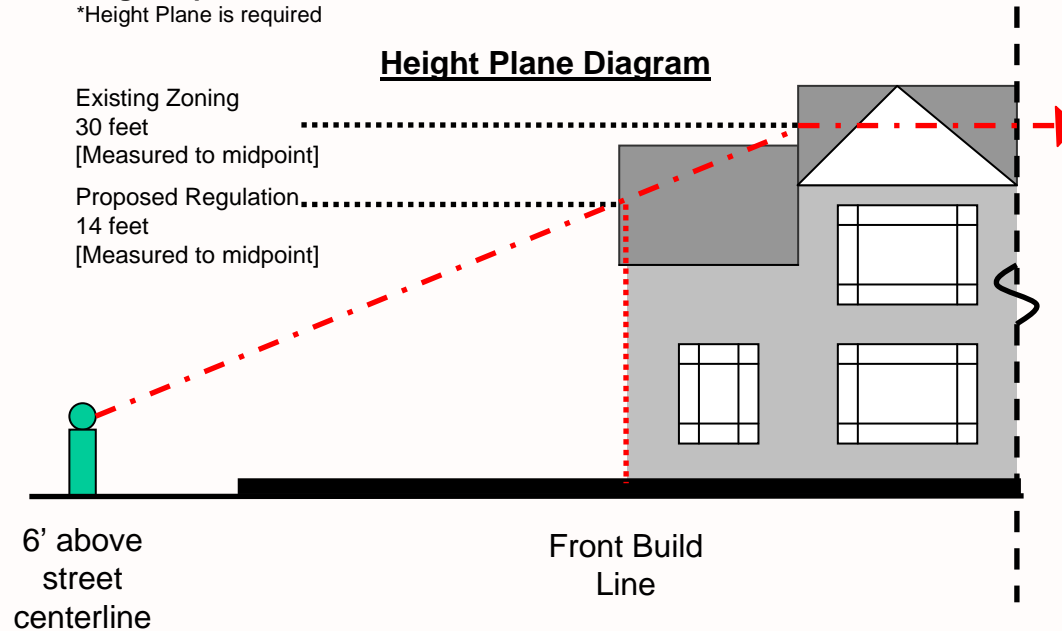
Height

Typical height of homes in your neighborhood is: **14 feet**

Existing zoning in your neighborhood allows homes to be: **30 feet**

Height* options: 14 feet or between 20 feet and 30 feet

*Height Plane is required



Garage access, location and connection

Typical garages in your neighborhood are: **Front access, detached, and located behind the home**

Existing zoning in your neighborhood **does not regulate** garage access, location and connection

Garage* options:

Garage access, location and connection	Entry: <ul style="list-style-type: none">• Rear• Front• Side	Connection: <ul style="list-style-type: none">• Attached• Detached	Location: <ul style="list-style-type: none">• Front of Structure• Rear of Structure• Side of Structure
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* You may choose more than one option.

Front Yard Setback

Typical front setback of homes in your neighborhood is: **30 feet**

Existing zoning in your neighborhood allows homes to be: **25 feet**

Front setback options: Between 25 feet and 30 feet

Corner Side Yard Setback

Typical corner side setback of homes in your neighborhood is: **15 feet**

Existing zoning in your neighborhood allows homes to be: **5 feet**

Corner side yard setback options: Between 5 feet and 15 feet

Interior Setback [Left Side]

Typical interior side setback of homes in your neighborhood is: **7.5 feet**

Existing zoning in your neighborhood allows homes to be: **5 feet**

Interior side yard setback options [L]: Between 5 feet and 7.5 feet

Interior Setback [Right Side]

Typical interior side setback of homes in your neighborhood is: **7.5 feet**

Existing zoning in your neighborhood allows homes to be: **5 feet**

Interior side yard setback options [R]: Between 5 feet and 7.5 feet



CITY OF DALLAS

CITY OF DALLAS
NEIGHBORHOOD STABILIZATION OVERLAY
PETITION FOR PROPERTY OWNER SIGNATURES

001
Property Owner
6735 Test Case St.
Dallas, Texas 75000

A. Attention Property Owner:

1. Property owners in your neighborhood are interested in adopting special zoning regulations to retain the character of this area. An information packet developed by the City of Dallas has been included with this petition explaining the process and proposed special zoning regulations in more detail.
2. Please review the proposed regulations before signing the petition. If you have any questions concerning these regulations, please contact the Development Services Department at the number listed on the back of this form.

B. Proposed Regulations:

The proposed regulations below were selected by the neighborhood committee that requested this petition.

Regulation	Existing Zoning	Typical House	Proposed Regulation
Height (measured to midpoint of roof)*	30 feet	14 feet	14' & height plane (see diagram)
Garage access	None	Front access	Not regulated
Garage location	None	Behind home	Behind home
Garage connection	None	Detached	Not regulated
Front setback	25 feet	30 feet	30 feet
Corner side yard setback	5 feet	5 feet	Not regulated
Interior side yard setback (Left side from street)	5 feet	7.5 feet	Not regulated
Interior side yard setback (Right side from street)	5 feet	7.5 feet	Not regulated

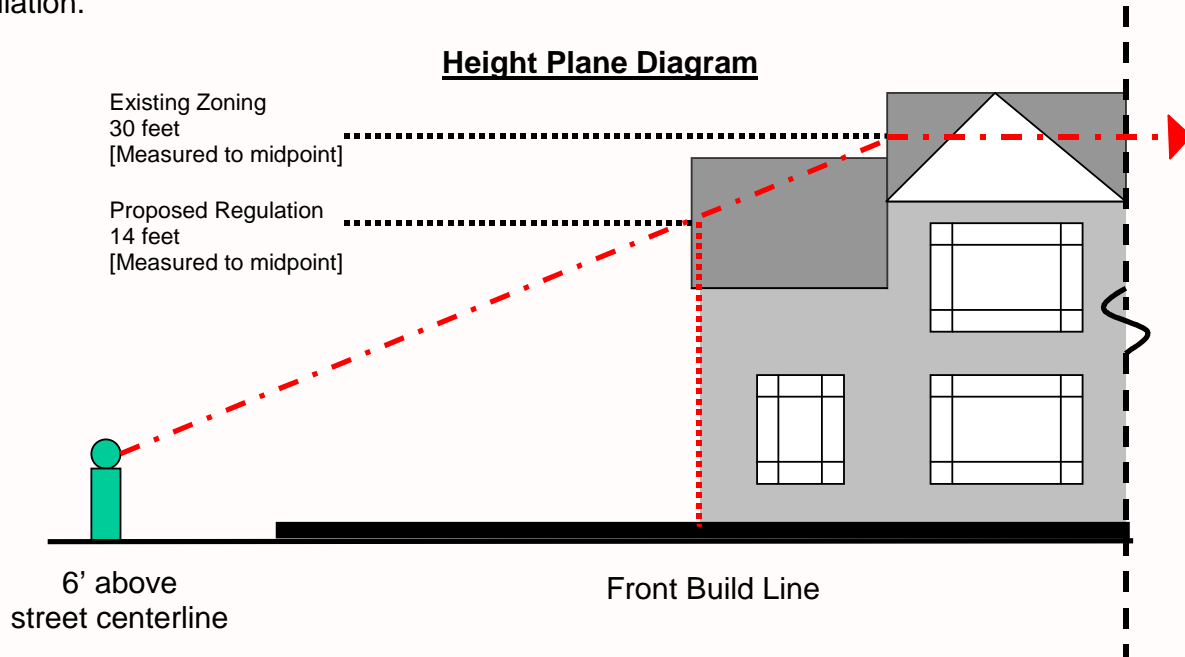
*If height regulations are included, a minimum of 60 percent of the properties in your neighborhood must indicate support for this rezoning request prior to the case being scheduled for a public hearing at the City Plan Commission.

By signing this petition, you are indicating support for an application for a Neighborhood Stabilization Overlay District for your neighborhood and for all of the proposed regulations outlined above.

Property address	Owner name	Property owner signature	Printed name	Date
6735 Test Case St.	Property Owner			

Signatures are valid for 6 months. If the minimum number of signatures required to initiate this zoning change is met, the rezoning request will be forwarded to the City Plan Commission and, if recommended by the Commission, to City Council for final action. You will be notified in writing of the time and place of any public hearings.

The proposed height regulation is illustrated below. The diagram indicates a house that could be constructed under the proposed regulation.



Note: Diagram not to scale

Please contact a representative of the neighborhood committee listed below for additional information:

Name	Address	Phone
Member Name 1	6735 Test Case St	214-555-1234
Member Name 2	6501 Test Case St	214-555-5648
Member Name 3	6722 Test Case St	214-555-5954
Member Name 4	6616 Test Case St	214-555-1681
Member Name 5	6702 Test Case St	214-555-7984
Member Name 6	6550 Test Case St	214-555-8945
Member Name 7	6534 NSO Lane	214-555-1986
Member Name 8	6729 NSO Lane	214-555-1976
Member Name 9	6606 NSO Lane	214-555-8531
Member Name 10	6541 NSO Lane	214-555-2121

City of Dallas Department of Development Services 214 670-4127
Effective Date of this petition: January 31, 2006 – July 31, 2006

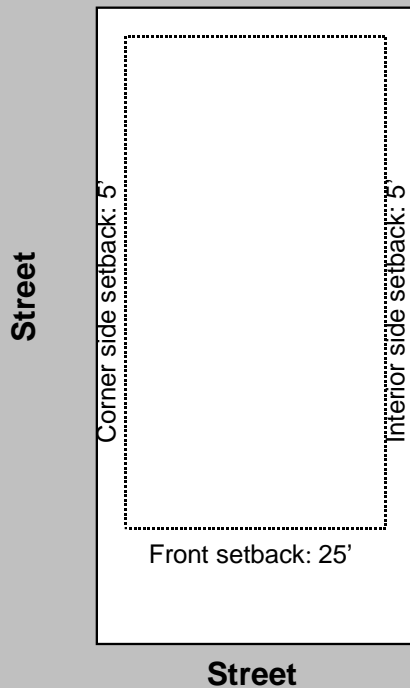
Overlay Process Checklist

	Required Action	Responsible Party
✓ Step 1	Owners of 10 properties within the proposed boundaries form the neighborhood committee.	Property owners
✓ Step 2	Submit a letter, signed by 10 owners, requesting a petition.	Property owners
✓ Step 3	Conduct a preliminary survey to determine medians for setback, height and garage placement, access and location.	City Staff
✓ Step 4	Conduct field research, confirm survey information submitted by committee.	City staff
✓ Step 5	Staff develops petition and reviews petition with committee.	City staff and property owner committee
✓ Step 6	Schedule and notice neighborhood meeting.	City staff
✓ Step 7	Hold neighborhood meeting; review petition regulations.	City staff and property owner committee
✓ Step 8	Collect signatures	Property owner committee
✓ Step 9	Submit petitions within 3 or 6 months, depending on size of area; submit fee if collect 50 plus 1 signatures; fee waived if collect 75% of signatures	Property owner committee
✓ Step 10	Signatures verified and Plan Commission hearing scheduled	City staff
✓ Step 11	Notice including draft ordinance sent to all property owners	City staff
✓ Step 12	Plan Commission Hearing conducted	
✓ Step 13	If Plan Commission approves request, schedule City Council hearing.	City staff
✓ Step 14	City Council hearing conducted.	
✓ Step 15	Property rezoned to NSO	

Plan View

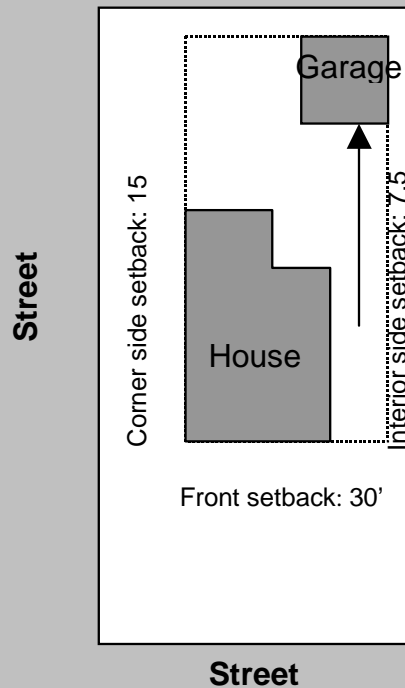
Existing Zoning

View from Above



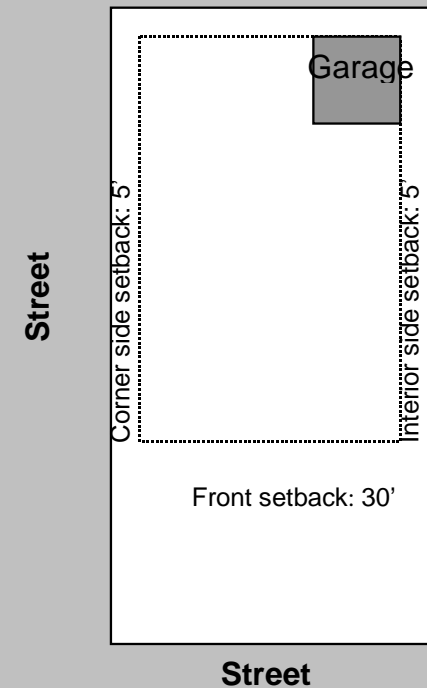
Typical Home

View from Above



Proposed Overlay

View from Above



Step 3: Neighborhood Meeting

- Development Services provides written notice to all property owners within the proposed overlay at least 10 days prior to the neighborhood meeting
- Staff will provide an overview of the process, outline proposed regulations and boundaries at the meeting
- Property owners attending the meeting have the opportunity to ask questions about the petition and final proposed boundaries of the prospective overlay district using draft petition as a guide

Neighborhood X

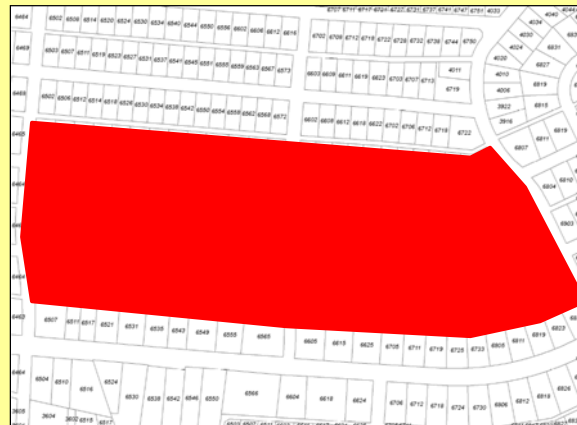
Neighborhood Stabilization Overlay Proposal

Property owners in your neighborhood are interested in requesting special zoning regulations to retain the character of this area. The boundaries of the proposed Neighborhood Stabilization Overlay are indicated on the map below.

You are invited to a community meeting to discuss the potential rezoning of these properties. Current zoning of the property is an R-7.5(A) Single Family District. The proposed Neighborhood Stabilization Overlay District will not affect the allowed uses in the area. A Neighborhood Stabilization Overlay District may include additional height and setback regulations, as well as standards regulating the placement, location and orientation of garages.

It is in your best interest to attend the community meeting in order to understand the process and the effect that the proposed regulations may have on your property.

If you have questions regarding this meeting, please call David Whitley at 214-670-4214 or one of the Neighborhood Committee members indicated on the reverse side of this flyer.



**Neighborhood X
Community Center
123 Test Case Street
Tuesday, January 31, 2006
Time: 7:00 pm**

Agenda

Neighborhood Meeting

1. Introduction of overlay concept Neighborhood representative
2. Explanation of overlay process Staff
3. Description of petition elements Staff
4. Questions Neighborhood representatives and staff
5. Timeline and next steps Staff

Step 4: Signature Gathering

- Development Services provides committee with finalized petition form and supporting documents within one week of the neighborhood meeting
- Neighborhood Committee organizes signature gathering
- Time period
 - ◆ 50 or fewer homes: up to 3 months to collect signatures
 - ◆ More than 50 homes: up to 6 months to collect signatures

Signature Gathering



Signature Gathering

- 99 properties in the proposed NSO
- 63 signed petitions submitted

Step 5: Petition submitted

- Committee submits the following to the Development Services Department:
 - ◆ Signed petitions,
 - ◆ Required supporting documents, and
 - ◆ Fee (unless waived due to petition indicating 75 percent or more support of the requested zoning)
- Upon submittal of a petition, the proposed overlay becomes a zoning case, and follows the process for a City Plan Commission authorized hearing

Z056-999(DW)

- Request area is approximately 29.9 acres
- Fee: \$2,400 + \$50 for signs
- Notification area: 500 feet

Step 6: Zoning Change Process

- Development Services will validate signatures and schedule public hearing at City Plan Commission
- At least 10 days prior to the public hearing, staff will mail a draft ordinance, along with required written notice of public hearing and a reply form to all owners of real property within the notification area as determined by the Development Code
- Standard reply form allows owners to indicate support or opposition of proposed zoning change
- Responses shall be reported and comments summarized at the public hearings



Signature Validation

- 99 properties in the proposed NSO
- 61 signatures verified
- 61.6 percent of the properties were validated on the petition

EARLY NOTIFICATION

Z045-999(DW)
Neighborhood X

Attached is an application located in your area of interest for a proposed change of zoning tentatively scheduled to be considered by the City Plan Commission on **July 20, 2006** at 1:30 p.m. in the City Council Chambers, in City Hall.

This meeting is open to the public and testimony will be accepted. The planner is **David Whitley**. You can reach him at **(214) 670-4214** or, if you prefer, you may use the attached form to express your opinions on the proposed zoning change.

Si desea información en español, favor de hablar a Leticia Garcia al teléfono (214) 670-4209.

Return to:
David Whitley
1200 Marilla St., Room 5BN
Dallas, TX 75201

Remarks:

Neighborhood Organization:

Contact Person:

Address:

City/State/Zip:

Phone:

- **Early notification mailed to individuals and organizations that have signed up to receive information regarding pending zoning requests**



**NOTICE OF PUBLIC HEARING ON ZONING CHANGE FOR
THURSDAY, JULY 20, 2006
CASE NO. Z056-999 (DW)**

Dear Property Owner:

You are hereby notified that the Dallas City Plan Commission will request:

Z056-999 (DW) – A petition for a Neighborhood Stabilization Overlay zoned an R-7.5(A) Single Family District, along Test Case Street at East Street and West Street. Owners of 61.6 percent of the property overlay district signed a petition requesting the overlay.

A Neighborhood Stabilization Overlay District allows for special height placement regulations. A draft ordinance outlining the proposed regulations has been included. Please utilize the attached reply form to indicate your opposition of the requested zoning.

Please refer to the opposite side of this notice for a general location. The shaded area is the property included in this request. Your protest application if it is outside of the shaded area. If your property is outside received a notice of the hearing because your property is within the required by law.

The City Planning Commission will hold a public hearing on this zoning **Thursday, July 20, 2006**, in the City Council Chambers on the sixth floor Hall, which faces Young Street between Akard Street and Ervay Street.

A second public hearing may be held by the City Council at which time made on the zoning matter. If the petition is recommended for approval notice of the hearing before City Council. If the petition is recommended will be scheduled before City Council.

Please contact David Whitley in the Department of Development Services for additional information on this request. Si desea información en Español, contact Frank Domínguez al teléfono (214) 670-5825.

Sincerely,

David Whitley
Senior Planner

CITY PLAN COMMISSION HEARING DATE July 20, 2006	REPLY FORM	FILE NO: Z056-999 (DW)
<p><small>ONLY AN OFFICIAL FORM or a written protest that complies with the requirements of Section 51A-4.701 of the Dallas Development Code, as amended, may be used for the purpose of requiring pursuant to state law, the affirmative vote of three-fourths of all members of the City Council to effect this change in zoning district classification or boundary, in order to be counted, <u>this form must be received by the Director of Development Services before noon of the working day immediately preceding the City Plan Commission hearing date. NO PHOTOCOPIES OR FAXES OF THIS FORM WILL BE ACCEPTED.</u> You may fold this form as indicated on the reverse side, affix FIRST CLASS postage and return it by mail.</small></p>		
<p>001 Property Owner 6735 Test Case St. Dallas, Texas 75000</p>	<p>PLACE "X" IN ONE BOX ONLY</p> <p><input type="checkbox"/> I AM IN FAVOR</p> <p><input type="checkbox"/> I AM OPPOSED</p>	
<p>Comments: _____</p>		
<p>The following statement must be completed by the owner or a majority of the owners of the property, or by a person authorized by power of attorney to sign for the owner or a majority of the owners. Unless otherwise indicated, the protest of one spouse is presumed to be the protest of both.</p> <p>I (We) do currently own the property located at: PROPERTY ADDRESS: _____</p> <p>and the box checked above reflects my (our) opinion regarding this proposed change in zoning.</p> <p>The following statement must be completed if an entity other than a natural person owns the property. The president, a vice president, or an attorney in fact must sign for a corporation. A general partner or attorney in fact must sign for a partnership.</p> <p>NAME OF ENTITY: _____</p> <p>owns property at: PROPERTY ADDRESS: _____</p> <p>and the box checked above reflects the opinion of this entity regarding this proposal.</p>		
<p>The following statement must be completed in order to register a protest if the property is a condominium.</p> <p>PLACE "X" IN ONE BOX ONLY</p> <p><input type="checkbox"/> The governing body of the condominium has authorized this protest in accordance with its bylaws, and I am authorized to sign this protest on behalf of the governing body.</p> <p><input type="checkbox"/> I am signing this protest on behalf of myself only as the owner of an individual condominium unit. (if you check this box you must also forward a copy of the legal document governing the condominium, which establishes the right of an individual owner to act with respect to his or her respective undivided interest in the common elements of the condominium.</p>		
<p>NOTES</p> <p>It is a criminal offense to knowingly submit a false zoning reply form. (V.T.C.A., Penal Code § 37.10)</p> <p>Don't forget to indicate the time when this Form is signed. Both the date and time of execution must be provided for this form to be valid.</p> <p>For information in English call David Whitley at (214)670-4214. Si desea información en Español, favor de llamar a Frank Dominguez al teléfono (214)670-5825.</p>		
SIGNATURE _____	SIGNATURE _____	
TITLE _____	TITLE _____	
DATE _____	DATE _____	TIME _____

7-1-06

NCE NO. _____

R 51A, "PART II OF THE DALLAS DEVELOPMENT

as amended, by establishing Neighborhood Stabilization

mprired of the following described property ("the Property")

ks 1234, 1/1234, 2/1234, 3/1234, located on the north and
d NSO Lane, between East Street and West Street, and

ommission and the city council, in accordance with the

te law, and the ordinances of the City of Dallas, have given

the required public hearings regarding the rezoning of the

cil finds that it is in the public interest to establish

Now, Therefore,

CITY COUNCIL OF THE CITY OF DALLAS:

R 51A, "PART II OF THE DALLAS DEVELOPMENT

as amended, is amended by establishing Neighborhood

ourhood X) on the property described in Exhibit A ("the

made a part of this ordinance.

Step 6: Zoning Change Process

- **CPC recommendation:**
 - ◆ **Approval:** Public hearing is scheduled before City Council
 - ◆ **Denial:** Proposed overlay is not considered by Council and two-year waiting period applies for all properties within the request area
- **Staff sends a letter indicating CPC recommendation to the Neighborhood Committee and date of tentative Council hearing if CPC recommendation is approval**



**NOTICE OF PUBLIC HEARING ON ZONING CHANGES
WEDNESDAY, AUGUST 23, 2006
CASE NO. Z056-999 (DW)**

Dear Property Owner:

You are hereby notified that the Dallas City Council will consider

Z056-999 (DW) – A petition for a Neighborhood Stabilization Overlay District, along Test Case East Street and West Street. Owners of 61.6 percent of the overlay district signed a petition requesting the overlay.

A Neighborhood Stabilization Overlay District allows for special placement regulations. A draft ordinance outlining the proposed changes has been included. Please utilize the attached reply form in opposition of the requested zoning.

Please refer to the opposite side of this notice for a general description of the property included in this request. Your application if it is outside of the shaded area. If your property received a notice of the hearing because your property is involved, you are required by law.

The City Council will hold a public hearing on this zoning request on **August 23, 2006**, in the City Council Chambers on the sixth floor, 1200 Young Street between Akard Street and Ervay Street.

On July 20, 2006, the City Plan Commission recommended the Neighborhood Stabilization Overlay District.

Please contact David Whitley in the Department of Development Services for additional information on this request. Si desea información adicional, llame al teléfono (214) 670-5825.

Sincerely,

David Whitley
Senior Planner

CITY COUNCIL HEARING DATE August 23, 2006	REPLY FORM	FILE NO: Z056-999 (DW)
<p>ONLY AN OFFICIAL FORM or a written protest that complies with the requirements of Section 51A-4.701 of the Dallas Development Code, as amended, may be used for the purpose of requiring pursuant to state law, the affirmative vote of three-fourths of all members of the City Council to effect this change in zoning district classification or boundary, in order to be counted, <u>this form must be received by the Director of Development Services before noon of the working day immediately preceding the City Council hearing date. NO PHOTOCOPIES OR FAXES OF THIS FORM WILL BE ACCEPTED.</u> You may fold this form as indicated on the reverse side, affix FIRST CLASS postage and return it by mail.</p>		
<p>001 Property Owner 6735 Test Case St. Dallas, Texas 75000</p>	<p style="text-align: center; font-size: x-small;">PLACE "X" IN ONE BOX ONLY</p> <p><input type="checkbox"/> I AM IN FAVOR</p> <p><input type="checkbox"/> I AM OPPOSED</p>	
<p>Comments: _____</p>		
<p>The following statement must be completed by the owner or a majority of the owners of the property, or by a person authorized by power of attorney to sign for the owner or a majority of the owners. Unless otherwise indicated, the protest of one spouse is presumed to be the protest of both.</p> <p>I (We) do currently own the property located at:</p> <p>PROPERTY ADDRESS: _____</p> <p>_____ and the box checked above reflects my (our) opinion regarding this proposed change in zoning.</p> <p>The following statement must be completed if an entity other than a natural person owns the property. The president, a vice president, or an attorney in fact must sign for a corporation. A general partner or attorney in fact must sign for a partnership.</p> <p>NAME OF ENTITY: _____</p> <p>Owns property at:</p> <p>PROPERTY ADDRESS: _____</p> <p>_____ and the box checked above reflects the opinion of this entity regarding this proposal.</p>	<p>The following statement must be completed in order to register a protest if the property is a condominium.</p> <p style="text-align: center;">PLACE "X" IN ONE BOX ONLY</p> <p><input type="checkbox"/> The governing body of the condominium has authorized this protest in accordance with its bylaws, and I am authorized to sign this protest on behalf of the governing body.</p> <p><input type="checkbox"/> I am signing this protest on behalf of myself only as the owner of an individual condominium unit. (If you check this box you must also forward a copy of the legal document governing the condominium which establishes the right of an individual owner to his or her respective undivided interest in the common elements of the condominium.)</p> <p style="text-align: center;">NOTES</p> <p>It is a criminal offense to knowingly submit a false zoning reply form. (V.T.C.A., Penal Code § 37.10) Don't forget to indicate the time when this Form is signed. Both the date and time of execution must be provided for this form to be valid. For information in English call David Whitley at (214) 670-4214. Si desea información en español, favor de llamar a Frank Dominguez at teléfono (214) 670-5825.</p>	
<p>SIGNATURE _____</p> <p>TITLE _____</p> <p>DATE _____</p>	<p>SIGNATURE _____</p> <p>TITLE _____</p> <p>DATE _____</p>	

8-1-06

CASE NO. _____

51A, "PART II OF THE DALLAS DEVELOPMENT CODE, AS AMENDED, BY ESTABLISHING NEIGHBORHOOD STABILIZATION OVERLAY DISTRICTS ON THE PROPERTY DESCRIBED IN EXHIBIT A ("THE PROPERTY")

LOCATED ON TEST CASE EAST STREET AND WEST STREET, AND

AND THE CITY COUNCIL, IN ACCORDANCE WITH THE DALLAS DEVELOPMENT CODE, AS AMENDED, AND THE ORDINANCES OF THE CITY OF DALLAS, HAVE GIVEN

THE REQUIRED PUBLIC HEARINGS REGARDING THE REZONING OF THE

PROPERTY DESCRIBED IN EXHIBIT A ("THE PROPERTY"). I FINDS THAT IT IS IN THE PUBLIC INTEREST TO ESTABLISH THE NEIGHBORHOOD STABILIZATION OVERLAY DISTRICTS. Therefore,

THE CITY COUNCIL OF THE CITY OF DALLAS:

DOES AMEND, IS AMENDED BY ESTABLISHING NEIGHBORHOOD STABILIZATION OVERLAY DISTRICTS ON THE PROPERTY DESCRIBED IN EXHIBIT A ("THE

Property"), which is attached to and made a part of this ordinance.

Step 6: Zoning Change Process

- Prior to City Council, staff will mail required written notice of public hearing indicating the City Plan Commission recommendation along with a reply form to all owners of real property within the notification area as determined by the Development Code
- Council holds hearing on proposal, takes final action on the zoning request and two-year waiting period applies to all properties within the area of request
- Staff sends a letter indicating the final Council action to neighborhood committee, and if the request is approved, a copy of the approved ordinance

