



INSTRUCTIONS FOR PROCESSING REZONING REQUESTS

PART A: PROCESSING OF REZONING REQUESTS

Step 1 Rezoning Application Submitted to Building Department

- (a) Applicant must submit 14 copies of the completed Application for rezoning before at least two weeks prior to the Planning Commission meeting.
- (b) The Building Department prepares a list of rezoning requests, and places same on the Planning Commission agenda.
- (c) The Building Department forwards the agenda together with 12 copies of the Application for Rezoning to the Planning Commission

Step 2 Planning Commission Meeting (1st and 3rd Monday of each month)

At the Planning Commission meeting the request for rezoning is reviewed with the applicant.

Subsequent to such review, the Planning Commission takes one of the following courses of action at this meeting:

- (a) Establishes a public hearing date (normally the date of public hearing will be the 2nd Planning Commission Meeting after this first review).

If a public hearing date is established (a, above), the following actions will be accomplished within the 14 day period between this meeting and the following meeting:

- (1) The public hearing date and the application forms are forwarded to the Building Department and then forwarded to the City Clerk for advertisement.
- (2) Each Planning Commission member reviews the request as it relates to master plan proposals, existing zoning and land use; each member then takes further field trips to the site and develops an opinion regarding the request.
- (3) The Planning Consultant reviews request and develops recommendation.

The Planning Commission may forward such request to the City Engineer, Building Director or other City Departments for review and recommendation.

Step 3 The next Planning Commission Meeting

At this meeting the Planning Commission studies the request in detail and reviews the recommendations of Planning Consultant, City Engineer, etc.

If the Planning Commission finds additional data necessary, it is received within the 15 day period between Step 3 and Step 4.

Step 4 Next Planning Commission Meeting

At this meeting the following items are accomplished:

- (a) The applicant is heard to clarify various aspects of the request.
- (b) The public hearing is held.
- (c) Recommendations of the Planning Consultant, Engineer, Etc., are reviewed.
- (d) After discussion, the Planning Commission then takes one of the following courses of action re: the rezoning request submitted: Recommend to the City Council, (1) Approval or (2) Disapproval of the request, or (3) Table request for further study.

PART B: IF APPROVAL IS RECOMMENDED

If the request is considered as reasonable in light of the Future Land Use Plan for the City and meets any conditions felt necessary by the Planning Commission then approval of the request by the City Council is recommended.

PART C: IF DISAPPROVAL IS RECOMMENDED

If the request is considered not to be reasonable as it relates to the City's Future Land Use Plan and existing surrounding development then the Planning Commission would recommend to the City Council that the request be denied

PART D: TABLED FOR FURTHER STUDY

If it is the judgment of the Planning Commission that additional information is necessary before they can act on a rezoning request they may table the request until their next regular meeting, at which time they may, if desired, schedule a fact finding hearing to hear the comments of property owners adjacent to the parcel(s) that are being considered for rezoning.

Following the hearing the Planning Commission can then recommend either approval or disapproval of the request as explained above.

APPLICATION FOR REZONING

Date: _____

Notice to applicant:

Planning Commission Meetings are held on the first and third Monday of each month, at 6:30 p.m. in the Council Conference Room or Council Chambers of City Hall.

All rezoning applications shall be properly filled out and submitted to the Building Department before 4:00pm at least two weeks prior to the Planning Commission Meeting.

The public shall be heard and action taken on all properly submitted rezoning applications at this meeting.

TO THE PLANNING COMMISSION:

I (We), the undersigned, do hereby respectfully make application and petition the Planning Commission to amend the Zoning ordinance and change the Zoning Map as hereinafter requested, and in support of the application, the following facts are shown:

1. The property sought to be rezoned is located on _____ between _____ Street and _____ Street on the _____ side of the street, and is known as _____ or located at _____
PP# _____.

2. Current Zoning _____ Proposed Zoning _____.

3. The property sought to be rezoned is owned by:

Name _____ Phone# _____.

Address _____ City _____.

State _____ Zip Code _____.

Attached hereto, and made a part of this petition is a copy of the legal document showing that the applicant(s) is (are) in fact the owner, mortgagee or purchaser of the lot(s) in question.

4. It is proposed that the property will be put to the following use: _____

5. It is proposed that the following building(s) will be constructed: _____

6. We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof.

7. Attached hereto is a copy of an area map showing the lot or parcel in question and the surrounding area, the present zoning of the lot or parcel in question and the surrounding area, and the intended layout.
8. A traffic study performed by a Traffic Engineer must be submitted prior to your public hearing before City Council. The amount of information required in this study should be discussed with the Planning Commission prior to submission.

Signature of Applicant: _____ . Phone# _____ .

Address _____ City _____ ST _____ Zip _____

A. ACTION TAKEN BY PLANNING COMMISSION:

1. Date of Hearing: _____ .
2. Recommendation: _____ .

B. ACTION TAKEN BY CITY COUNCIL:

1. Date of Hearing: _____ .
2. Action of Council: _____ .

Revised February 2015