



## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Michael Tuller

**Date:** November 14, 2011

**Subject:** Discussion of Zoning Process Timeline

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### **ITEM DESCRIPTION**

At the October 24 Mayor and Council Work Session, members of Council requested staff to present three versions of the zoning action and zoning text amendment schedule: the existing, an expedited, and a schedule patterned after the state minimum requirements for proper procedure and advertising.

### **BACKGROUND**

Attached, you will find the three possible versions of the schedule, as requested. The existing process lasts approximately four months from application deadline to Mayor and Council second read. For reference, the yellow cycle specifies the full length of the existing process. The four-month period is not inclusive of the pre-application meeting required by City policy. The policy requires a pre-application meeting be advertised for no less than 15 days. Taking the newspaper deadline, scheduling, and organizing into account, up to a month can be added to the four month process.

The second option is split into two different processes: one for administrative zoning actions -like text amendments- and one for real property zoning actions, such as rezonings and special land use permits. The administrative process schedule eliminates the Community Council meetings, making that process seven weeks from the advertisement deadline. The blue, green, and yellow cycles show the entirety of the process from the first advertisement deadline to the Mayor and Council second read. The real property zoning action schedule includes a public meeting before Community Council at an expedited pace from the existing schedule. From the application deadline, this process is reduced to approximately ten weeks. The green and yellow cycles show the full process, where the recommendation eliminates the pre-application meeting to avoid any additional time added to the application.

The final version addresses all state required minimum deadlines. The process mirrors the expedited schedule for administrative actions and eliminates the public meeting before the Community Council for real property zoning actions. For administrative actions, the process would be seven weeks from the advertising deadline and would be approximately eight weeks from the application deadline for real property zoning actions.

### **RECOMMENDATION**

Staff recommends there be further discussions about the zoning process to clarify the Council's policy goals for land development.

# 2012

## Existing Schedule for Zoning Actions and Text Amendments

JANUARY						
S	M	T	W	T	F	S
1	2	3	4 CC Ad Printed	5	6	7
8	9 MC 1st Read	10 CC App. Deadline PC Meeting	11	12 CC Meeting	13	14
15	16	17	18	19	20 MC Ad PC Ad	21
22	23 MC 2nd Read	24	25 MC Ad Printed PC Ad Printed	26	27 CC Ad	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1 CC Ad Printed	2	3	4
5	6	7	8	9 CC Meeting	10	11
12	13 MC 1st Read	14 CC App. Deadline PC Meeting	15	16	17 PC Ad MC Ad	18
19	20	21	22 PC Ad Printed MC Ad Printed	23	24 Ad Sent CC	25
26	27 MC 2nd Read	28	29 CC Ad Printed			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8 CC Meeting	9	10
11	12 MC 1st Read	13 CC App. Deadline PC Meeting	14	15	16 PC Ad MC Ad	17
18	19	20	21 PC Ad Printed MC Ad Printed	22	23	24
25	26 MC 2nd Read	27	28	29	30 CC Ad	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4 CC Ad Printed	5	6	7
8	9 MC 1st Read	10 CC App. Deadline PC Meeting	11	12 CC Meeting	13 PC Ad	14
15	16	17	18 PC Ad Printed	19	20	21
22	23 MC 2nd Read	24	25	26	27 CC Ad	28
29	30					

- Cycle 1
- Cycle 2
- Cycle 3
- Cycle 4
- Cycle 5
- Cycle 6
- Cycle 7

# 2012

## Expedited Schedule for Text Amendments

JANUARY						
S	M	T	W	T	F	S
1	2	3	4 MC Ad Printed	5	6	7
8	9 MC 1st Read	10 PC Meeting	11	12	13	14
15	16	17	18	19	20 Ad	21 PC
22	23 MC 2nd Read	24	25 PC Ad Printed	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3 MC Ad	4
5	6	7	8 MC Ad Printed	9	10	11
12	13 MC 1st Read	14 PC Meeting	15	16	17 PC Ad	18
19	20	21	22 PC Ad Printed	23	24	25
26	27 MC 2nd Read	28	29			

MARCH						
S	M	T	W	T	F	S
				1	2 MC ad	3
4	5	6	7 MC Ad Printed	8	9	10
11	12 MC 1st Read	13 PC Meeting	14	15	16 PC Ad	17
18	19	20	21 PC Ad Printed	22	23	24
25	26 MC 2nd Read	27	28	29	30 MC ad	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4 MC Ad Printed	5	6	7
8	9 MC 1st Read	10 PC Meeting	11	12	13 PC Ad	14
15	16	17	18 PC Ad Printed	19	20	21
22	23 MC 2nd Read	24	25	26	27	28
29	30					

- Cycle 1
- Cycle 2
- Cycle 3
- Cycle 4
- Cycle 5

# 2012

## Expedited Schedule for Zoning Actions

JANUARY						
S	M	T	W	T	F	S
1	2	3	4 MC Ad Printed	5	6 CC Ad	7
8	9 MC 1st Read	10 Meeting PC	11 CC Ad Printed	12	13	14
15	16	17	18	19 CC Meeting	20 Ad PC	21
22	23 MC 2nd Read	24	25 PC Ad Printed	26	27 CC Application Deadline	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3 MC Ad CC Ad	4
5	6	7	8 MC Ad Printed CC Ad	9	10	11
12	13 MC 1st Read	14 PC Meeting	15	16 CC Meeting	17 Ad PC	18
19	20	21	22 PC Ad Printed	23	24 CC Application Deadline	25
26	27 MC 2nd Read	28	29			

MARCH						
S	M	T	W	T	F	S
				1	2 MC Ad CC Ad	3
4	5	6	7 MC Ad Printed CC Ad	8	9	10
11	12 MC 1st Read	13 Meeting PC	14	15 CC Meeting	16 PC Ad	17
18	19	20	21 PC Ad Printed	22	23	24
25	26 MC 2nd Read	27	28	29	30 MC ad CC App. Deadline	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4 MC Ad Printed	5	6 CC Ad	7
8	9 MC 1st Read	10 PC Meeting	11 CC Ad Printed	12	13 Ad PC	14
15	16	17	18 PC Ad Printed	19 CC Meeting	20	21
22	23 MC 2nd Read	24	25	26	27 CC Application Deadline	28
29	30					

- Cycle 1
- Cycle 2
- Cycle 3
- Cycle 4
- Cycle 5
- Cycle 6

# 2012

## State Minimum Schedule for Zoning Actions and Text Amendments

JANUARY						
S	M	T	W	T	F	S
1	2	3	4 MC Ad Printed	5	6	7
8	9 MC 1st Read	10 Meeting PC	11	12	13 PC Application Deadline	14
15	16	17	18	19	20 Ad PC	21
22	23 MC 2nd Read	24	25 PC Ad Printed	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3 MC Ad	4
5	6	7	8 MC Ad Printed	9	10 PC Application Deadline	11
12	13 MC 1st Read	14 PC Meeting	15	16	17 Ad PC	18
19	20	21	22 PC Ad Printed	23	24	25
26	27 MC 2nd Read	28	29			

MARCH						
S	M	T	W	T	F	S
				1	2 ad MC	3
4	5	6	7 MC Ad Printed	8	9 PC Application Deadline	10
11	12 MC 1st Read	13 Meeting PC	14	15	16 Ad PC	17
18	19	20	21 PC Ad Printed	22	23	24
25	26 MC 2nd Read	27	28	29	30 ad MC	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4 MC Ad Printed	5	6 PC Application Deadline	7
8	9 MC 1st Read	10 PC Meeting	11	12	13 Ad PC	14
15	16	17	18 PC Ad Printed	19	20	21
22	23 MC 2nd Read	24	25	26	27	28
29	30					

- Cycle 1
- Cycle 2
- Cycle 3
- Cycle 4
- Cycle 5