

Case No. PZ-26-00136– Amendments to the Zoning Code Text and the Zoning Map

Provisions that are being deleted are shown in bold ~~striketrough~~ text.
Provisions that are being added are shown in bold red text.

Section 1. Amend Title 10 Flagstaff Zoning Code, Chapter 10-20: Administration, Procedures, and Enforcement, Division 10-20.30: Common Procedures, Section 10-20.30.040 Pre-Application Review by Director as follows:

10-20.30.040 Pre–Application Review by Director

A. Pre-Application Review.

1. A pre-application review is ~~an optional~~ a process to provide a general overview of a proposed development’s compliance with this Zoning Code and other applicable policies and regulations. This review occurs prior to the submittal for concept plan review (Section 10-20.30.050). An applicant requesting any development approval may request a pre-application review.

Section 2. Amend Title 10 Flagstaff Zoning Code, Chapter 10-20: Administration, Procedures, and Enforcement, Division 10-20.50: Amendments to the Zoning Code Text and the Zoning Map, as follows:

Division 10-20.50:

Amendments to the Zoning Code Text and the Zoning Map

Sections:

- 10-20.50.010 Purpose
- 10-20.50.020 Applicability
- 10-20.50.030 Initiation of Amendments
- 10-20.50.040 Procedures
- 10-20.50.050 Appeal
- 10-20.50.060 Reversion of Conditional Zoning Map Amendment Approval
- 10-20.50.070 TNCP Zoning Map Amendments

10-20.50.010 Purpose

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This division provides procedures for the amendment of the text of this Zoning Code and the Zoning Map consistent with applicable law.

10-20.50.020 Applicability

The procedures established in this division shall apply to all proposals to change the text of this Zoning Code, amend a parcel's zoning designation, or a zone boundary on the Zoning Map. Amendments to the text of this Zoning Code and the Zoning Map shall only be made through the procedures described in this division and the adoption of an amending ordinance by the Council.

10-20.50.030 Initiation of Amendments

A. Owner Initiation.

1. A property owner, or an agent authorized by the property owner in writing, may submit:
 - a. A Zoning Map Amendment application for the owner's property which is subject to the application; or
 - b. A Zoning Code Text Amendment to amend the zone and related provisions that directly regulate owner's property.
2. In the event that a real property owner files an application for a Zoning Map amendment that includes property other than that owned by the applicant, the applicant shall file, on a form provided by the Director, a petition in favor of the request signed by the real property owners representing at least 75 percent of the land area to be included in the application. The petition shall bear the property owners' signatures and addresses, the legal description and land area of each property represented on the petition, the total land area represented by the petition, and the total land area of individual properties included in the application.

B. City Council. The Director on behalf of the City Council may initiate a Zoning Code Text Amendment application or a Zoning Map Amendment application. An application initiated for amendments initiated by the City Council shall be signed by the Director.

C. Withdrawal. An applicant may withdraw a Zoning Code Text Amendment application or a Zoning Map Amendment application at any time. On behalf of the City Council, the Director may withdraw an application initiated by the City Council.

10-20.50.040 Procedures

A. Pre-Application Review **for Zoning Map Amendment**. ~~An optional~~ pre-application review with the Director is ~~recommended~~ **required** for all applications consistent with the procedures set forth in Section 10-20.30.040, Pre-Application Review by Director.

B. Citizen Review. All applications to amend the text of this Zoning Code or the Zoning Map shall include a process for citizen participation. Citizen participation shall, at a minimum, consist of a neighborhood meeting or a work session of the Planning Commission, as set forth below. The Director may implement additional procedures for citizen participation.

1. Zoning Map Amendments. The applicant shall schedule and conduct a neighborhood meeting in compliance with the procedures set forth in Section 10-20.30.060, Neighborhood Meeting. For requests to designate property as a landmark **property or apply a historic overlay zone,**~~historic property or historic district,~~ a public meeting of the Heritage Preservation Commission held prior to any public hearing on the request shall satisfy the requirement for a neighborhood meeting.

2. Text Amendments to This Zoning Code.

a. A citizen review session shall be held at the Planning Commission work session that is scheduled for the consideration of any proposed text amendment. Landowners and other citizens potentially affected by the proposed text amendment will have an opportunity to comment on the proposed text amendment.

b. Notice of the citizen review session shall be given to adjacent landowners, citizens potentially affected by the proposed text amendments, and any person or group who has specifically requested notice regarding the application, in compliance with the review schedule on file with the Planning Section and A.R.S. § 9-462.04.A. The notice shall state the date, time, and place of the citizen review session and shall include a general explanation of the proposed text amendment. A copy of the notice shall be submitted to the Director. The form of notice to be used may vary according to the type of text amendment proposed. The form of notice given may include, but is not limited to, at least subsection (B)(2)(b)(1), (2) or (3) of this section, as well as optionally subsection (B)(2)(b)(4) of this section:

(1) First class mail sent to each property owner, as shown on the last assessment, whose property is directly governed by the changes;

(2) Inclusion in utility bills or other mass mailing distributed by the City;

(3) Publication in a local newspaper of general circulation distributed to City residents; or

(4) Posting on the City website.

c. The Planning Commission ~~or Heritage Preservation Commission~~ may take into account issues and concerns raised by landowners and other residents potentially affected by the proposed text amendments. Prior to the Council hearing, the Planning Commission ~~or Heritage Preservation Commission~~ shall report on the issues and concerns raised during the citizen review session.

C. Application Requirements.

1. Applications for Zoning Code text or Zoning Map Amendments shall be submitted to the Director in writing on a form prescribed by the City in compliance with Section 10-20.30.020, Application Process. The application shall include the information and materials specified in the checklist, together with the required fee ~~established in Appendix 2 (Planning Fee Schedule)~~.

~~2. The submittal requirements for applications for Zoning Map amendments vary based on the size of the development and whether an amendment to the General Plan is required, as set forth below:~~

~~a. Small Scale Zoning Map Amendments. These are applications for Zoning Map amendments for which no infrastructure analyses typically required by the *Engineering Standards* are necessary and which are determined by the Director to be consistent with the General Plan and compatible with surrounding development. These would typically include developments located on small lots or parcels, such as, for example, a duplex. For such applications, the requirements for a site analysis and concept zoning plan may be waived if, in the opinion of the Director, they are not warranted based on the conditions in subsections (C)(3)(b) and (c) of this section.~~

~~b. Medium Scale Zoning Map Amendments. These are applications for Zoning Map amendments for developments that fall below the thresholds for large-scale Zoning Map amendments and that meet the following thresholds:~~

~~(1) Require a minor amendment to the General Plan as defined in Section 11-10.20.020, Major Plan Amendments and New Elements; and/or~~

~~(2) Require infrastructure analyses in accordance with the *Engineering Standards*.~~

For such applications, the minimum submittal requirements for a concept zoning plan are required including a development agreement (see Section 10-20.40.060, Development Agreements) when needed to define applicant/City obligations for such elements as off-site infrastructure improvements, affordable housing, or open space.

c. ~~Large Scale Zoning Map Amendments.~~ These are applications for Zoning Map amendments that meet the following thresholds:

~~(1) Include residential developments over 100 units, or all commercial developments over 50,000 square feet or 15 acres, or all industrial and research and development uses over 150,000 square feet or 20 acres; or~~

~~(2) Require a major amendment to the General Plan as defined in Section 11-10.20.020, Major Plan Amendments and New Elements.~~

For such applications, the minimum submittal requirements for a concept zoning plan are required, as well as infrastructure analyses as required by the *Engineering Standards*. Compliance with the requirements of Section 10-20.30.070, Additional Requirements for Citizen Outreach, may also be required depending on the size of the proposed development. In addition, a development agreement that defines applicant/City obligations such as off-site infrastructure improvements, affordable housing, or open space is required to be submitted at such time as impact analyses have been accepted by the City Engineer or Utilities Director (see Section 10-20.40.060, Development Agreements).

d. ~~Multi Phase Scale Zoning Map Amendments.~~ These are applications for Zoning Map amendments for very large projects that meet the following thresholds:

~~(1) Are complex in terms of their associated development issues; involve the future subdivision of land and the potential for multiple land developers; include multiple land use types; include multiple zone designations; involve complex utility infrastructure issues; and will require the design and layout of an internal street network to connect to existing streets; or~~

~~(2) Require a major amendment to the General Plan as defined in Section 11-10.20.020, Major Plan Amendments and New Elements.~~

~~For such applications, the minimum submittal requirements for an enhanced concept zoning plan are required which includes the additional information described in the checklist.~~

23. The Director may request any other information that is relevant to assist in the review of a Zoning Code text or Zoning Map Amendment. ~~The Director's decision to require additional information to assist the Planning Commission and Council in their review of the Zoning Code text or Zoning Map Amendment shall be based on whether any of the following apply:~~

~~a. The need to ensure that any General Plan policies and requirements that may be specific to the subject property are addressed either in a written report or on submitted plans;~~

~~b. The proposed development anticipated in compliance with the requested zoning designation while consistent with the General Plan Land Use Map may not be generally compatible with surrounding uses and neighborhoods based on the size, height, scale, mass and proportion of the proposed development (therefore a three-dimensional bulk and mass analysis may be required); or~~

~~c. The subject property is encumbered with natural resources such as floodplains, forests, and steep slopes, and compliance with the resource protection overlay (see Division 10-50.90, Resource Protection Standards) is required.~~

34. The Director may waive the requirements for any of the information required ~~in this subsection (C)~~ **in the corresponding application** if it is determined that such information is not necessary in order to complete a review of the requested Zoning Map Amendment.

~~5. An applicant may submit additional detail and more information than the minimum required in this subsection (C).~~

~~D. Application Procedures – A Two-Pronged Approach. An applicant requesting an amendment to the Zoning Map regardless of the scale of the project as defined in subsection (C)(2) of this section may elect to pursue either one of the two approaches described below:~~

~~1. Direct Ordinance with a Site Plan. The Direct Ordinance with a Site Plan process, illustrated in Figure 10-20.50.040B, provides an applicant with a shorter approval process with fewer steps.~~

~~This process enables an applicant to submit fully developed site plans with all supporting information required for site plan review and approval (Section 10-20.40.140) concurrently with the Zoning Map Amendment application. Once the Zoning Map Amendment is approved by the Council, then the applicant may proceed directly to construction plan and building permit review (Section 10-20.40.030, Building Permits and Certificates of Occupancy), and no additional site plan review is required. However, if the Council adds conditions of approval that require substantial amendments to the site plan, as determined by the Director, then a revised application shall be submitted for site plan review and approval (Section 10-20.40.140) prior to building permit review and approval.~~

~~2. Authorization to Rezone with a Concept Zoning Plan. The Authorization to Rezone with a Concept Zoning Plan process illustrated in Figure 10-20.50.040C decouples a Zoning Map Amendment application from an application for site plan review and approval. In this case, a concept zoning plan would be developed and submitted in support of the zone change request, and, assuming Council approval of the Zoning Map Amendment, then a complete site plan application would be submitted at a later time in accordance with the requirements of Section 10-20.40.140, Site Plan Review and Approval.~~

DE. Staff Review.

1. An application for a text amendment to this Zoning Code or an amendment to the Zoning Map shall be submitted to the Director and shall be reviewed and a recommendation prepared in compliance with the review schedule on file with the Planning Section.
2. The Director shall determine whether a Zoning Map Amendment application is administratively complete within 30 days after receiving the application.
 - a. If the Director determines that the application is not administratively complete, a comprehensive list of the specific deficiencies shall be provided in writing or electronically to the Applicant. The administrative completeness review time frame and the overall time frame are suspended from the date the list of deficiencies is issued until the date that the Applicant resubmits the missing information. Additional notices of administrative completeness or deficiencies may be provided based on the Applicant's submission of missing information.

- b. The City shall determine whether a resubmitted application is administratively complete within 15 days after receiving the resubmitted application.
3. After determining that the application is administratively complete, the City shall approve or deny the application within 180 days.
 - a. During the substantive review time frame, the City may identify legal requirements that have not been addressed by the application and provide a written or electronic comprehensive request for corrections. The substantive review time frame and the overall time frame are suspended from the date the request for corrections is issued until the date the Applicant resubmits the corrections.
 - b. The Director may consider an application withdrawn if, within 30 days or more after the date of request for corrections, the Applicant does not supply the documentation or information requested or an explanation of why the information cannot be provided within the established time period.
 - c. The Director may extend the time frame to approve or deny a Zoning Map Amendment application beyond 180 days for the following reasons:
 - i. For extenuating circumstances, the Director may grant a onetime extension of not more than 30 days.
 - ii. If an Applicant requests an extension, the Director may grant extensions of 30 days for each extension granted.
 - d. Subsections 10-20.50.040(~~DE~~)(2) and (~~DE~~)(3) of this section do not apply to land that is designated as a District of Historical Significance pursuant to A.R.S. § 9-462.01(A)(10) or an area that is designated as historic on the National Register of Historic Places or Planned Area Developments.
4. The Director's recommendation shall be transmitted to the Planning Commission in the form of a staff report prior to a scheduled public hearing. The staff report shall include the following:
 - a. An evaluation of the consistency and conformance of the proposed amendment with the ~~goals of the~~ General Plan and any applicable specific plans;

b. A recommendation on the amendment and the grounds for the recommendation based on the standards and purposes of the zones set forth in Division 10-40.20, Establishment of Zones; and

c. A recommendation on whether the text amendment or Zoning Map Amendment should be granted, granted with conditions to mitigate anticipated impacts caused by the proposed development, or denied.

5. A copy of the staff report shall be made available to the public and any Applicant prior to the public hearing.

EE. Findings for Reviewing Proposed Zoning Map Amendments and Text Amendments.

1. An amendment to the Zoning Map or the text of this Zoning Code may be approved only if all of the following findings are made, as applicable to the type of amendment:

a. Findings for Zoning Map Amendments.

(1) The proposed amendment is consistent with and conforms to the ~~goals of the~~ General Plan and any applicable specific plans;

(2) The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City and will add to the public good as described in the General Plan; and

(3) The affected site is physically suitable in terms of design, location, shape, size, operating characteristics and the provision of public and emergency vehicle (e.g., fire and medical) access and public services and utilities (e.g., fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal), to ensure that the requested zone designation and the proposed or anticipated uses and/or development will not endanger, jeopardize or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located.

b. Findings for Text Amendments.

- (1) The proposed amendment is consistent with and conforms to the ~~objectives and policies of the~~ General Plan and any applicable specific plan;
- (2) The proposed amendment will not be detrimental to the public interest, health, safety, convenience or welfare of the City; and
- (3) The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

2. If the application is not consistent with and does not conform to the General Plan and any other applicable specific plan, the applicable plan must be amended in compliance with the procedures established in Chapter 11-10, General Plans, prior to considering the proposed amendment. The Director shall determine if a General Plan (or other applicable specific plan) amendment is required and whether the amendment would be a minor or major plan amendment, based upon the criteria set forth in Section 11-10.20.020, Major Plan Amendments and New Elements.

3. An application for a major amendment to the General Plan and a Zoning Map amendment for the same development site/application will not be considered at the same time. If it is determined that a major amendment to the General Plan is required, then the application for a Zoning Map amendment shall wait until the major plan amendment has been approved.

4. An amendment to the General Plan map that is determined to be minor may be considered and heard at the same time as the application for a Zoning Map amendment.

FG. Notification. Public notification of an amendment to the text of this Zoning Code or the Zoning Map shall be provided in compliance with Section 10-20.30.080, Notice of Public Hearings. When the proposed amendment involves land that abuts unincorporated areas of Coconino County, the Director shall send a copy of the notice of public hearing to the planning agency of Coconino County.

GH. Planning Commission Public Hearing.

1. If the Director determines that the requested Zoning Map amendment would not require a General Plan (or other applicable specific plan) amendment, the Director shall give notice and the Planning Commission shall conduct a public hearing on the application.

2. The Planning Commission may request additional information that is relevant to assist in the review of a Zoning Code text or Zoning Map amendment subject to the criteria established in subsection (C)(3) of this section.

HJ. Action by the Planning Commission. The Planning Commission shall render its decision in the form of a written recommendation to the Council. The recommendation shall include the reasons for the recommendation (refer to Section 10-20.30.090, Findings Required). The Planning Commission may recommend approval, approval with modifications and/or conditions, or denial of the proposed amendment. If the Planning Commission fails to make a recommendation to the Council within 30 days after closing the public hearing, the Planning Commission shall be deemed to have recommended denial and the application shall be scheduled for public hearing and action by the Council.

IJ. Council Public Hearing.

1. Upon receipt of a recommendation from the Planning Commission, the Council shall conduct a public hearing and take action on any application to amend the text of this Zoning Code or the Zoning Map. The Council may refer the application back to the Planning Commission for further study and a revised recommendation.

2. The Council may request additional information that is relevant to assist in the review of a Zoning Code text or Zoning Map Amendment subject to the criteria established in subsection C.3. of this section.

JK. Council Action. The Council shall review the proposed amendment or Zoning Map Amendment and the recommendations of the Planning Commission and Director, and shall grant or deny the application.

KL. Ordinance Effective Date. An ordinance granting a Zoning Map Amendment is, by State statute, subject to referendum and shall not become effective until 30 days after the date of adoption or the date the final ordinance is available from the City Clerk, whichever is later. The effective date of the ordinance is not necessarily the effective date of Zoning Map Amendment. The effective date of the Zoning Map Amendment is when compliance with conditions of approval is completed and certified by the Director. No permits or development approvals may be granted that are in furtherance of the Zoning Map Amendment request until the 30 days have lapsed and the conditions of approval have been met.

LM. Protest Procedures. A protest in writing signed by the property owners against a proposed Zoning Map Amendment may be filed in writing by the owners of 20 percent or more of either:

1. The property by area and number of Lots, Tracts, and Condominium units, excluding government-owned property included in the proposed Zoning Map Amendment; or
2. The property by area and number of Lots, Tracts, and Condominium units, excluding government-owned property immediately adjacent to the proposed Zoning Map Amendment extending 150 feet, including all Rights-of-Way.

Such protest shall be hand-delivered to the City Clerk, or their designee, by no later than 12:00 noon five business days after the City Council first considers the application at a public hearing. If a timely protest is filed, the amendment shall not become effective except by a favorable vote of three-fourths of all members of the Council. If any member of the Council is unable to vote on such a question because of a conflict of interest, then the required number of votes for passage of the question shall be three-fourths of the remaining membership of the Council; provided, that such required number of votes shall in no event be less than a majority of the full membership of the Council.

MN. Conditions of Approval.

1. The Council may impose such reasonable and appropriate conditions and safeguards as are necessary to a Zoning Map Amendment request to:
 - a. Carry out the purposes of the General Plan or other applicable specific plans;
 - b. Ensure all required findings are satisfied and compatibility with adjacent land uses has been assured;
 - c. Reduce or minimize any potentially injurious effects on adjacent properties;
 - d. Protect the character and scale of the neighborhood; or
 - e. Protect the health, safety, or general welfare of the community.
2. Such conditions of approval may include, but are not limited to:
 - a. Structural or vegetative screening greater than that required by the landscaping and screening standards of Division 10-50.60, Landscaping Standards, to buffer the surrounding land uses from the proposed use;

- b. Limitations on the allowable uses permitted within the approved zone that are more restrictive than the otherwise allowed uses established in Division 10-40.30, Non-Transect Zones;
- c. Limitations on the height, setbacks, GFAR, or other standards specific to the approved zone which are more restrictive than the applicable requirements of Division 10-40.30, Non-Transect Zones, or 10-40.40, Transect Zones;
- d. Limitations on the height, size, or illumination of signs more restrictive than the applicable requirements of Division 10-50.100, Sign Standards;
- e. Limitations on the conduct of the proposed use, such as, but not limited to, hours of operation, or use of loudspeakers or external lighting, as necessary to protect adjacent land uses;
- f. Public dedication of necessary right-of-way for streets, alleys, drainage ways, and public utilities, and installation of off-site improvements as are reasonably required by or related to the effect of the Zoning Map Amendment;
- g. A stipulation that the applicant schedule an additional neighborhood informational meeting in compliance with the procedures set forth in Section 10-20.30.060, Neighborhood Meeting, prior to submittal of an application for site plan review and approval (Section 10-20.40.140) so that interested residents may view the final site plan and other applicable plans for consistency with approved conditions of approval. The applicant shall create a written summary of the meeting, which shall be filed with the Director; and
- h. A stipulation that if the subject property is not located within the Resource Protection overlay zone (see Section 10-40.50.030, Overlay Zones), then compliance with the resource protection standards established in Division 10-50.90, Resource Protection Standards, is required.

3. A violation of any condition shall be considered to be a violation of these regulations.

~~4. The concept zoning plan upon which the Zoning Map amendment may be approved establishes the development entitlement for the subject property. As the approval is based on a concept zoning plan, some flexibility in the layout of the property may therefore be approved.~~

by the Director; provided, that no additional external impacts to surrounding uses and infrastructure will result and there is no increase or decrease in GFAR, lot coverage, number of dwelling units, or building height in excess of that permitted in Table 10-20.40.090.A. (Types of Minor Modifications Allowed). As an example, if the concept zoning plan shows a building placed in close proximity to a street so that it has a strong relationship to the street and with parking behind it, the location and shape of the building may be adjusted; provided, that the same relationship to the street with the parking area in the rear is maintained. Similarly, internal circulation or parking areas may be adjusted; provided, that there is no impact to the location or design of access driveways or streets, and no additional impacts on adjoining City streets.

O. Figure 10-20.50.040.A., Amendments to the Zoning Code Text, summarizes the procedure for amending the text of this Zoning Code. Figure 10-20.50.040.B. (Amendments to the Zoning Map (Direct Ordinance with a Site Plan Process)) and Figure 10-20.50.040.C. (Amendments to the Zoning Map (Authorization to Rezone with a Concept Zoning Plan Process)) summarize the procedures for amending the Zoning Map following the two processes described in subsection D. of this section.

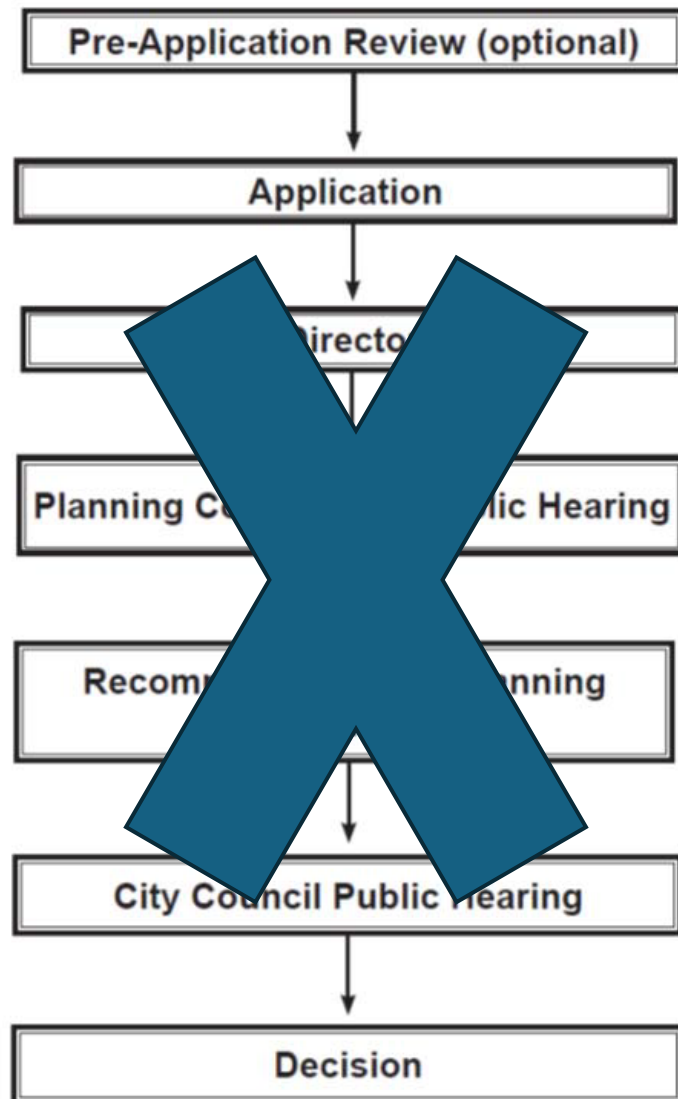


Figure 10-20.50.040-A.

Amendments to the Zoning Code Text

Note: Action and public hearings by the Director, Planning Commission, or City Council will be completed in accordance with the review schedule on file with the Community Development Division.

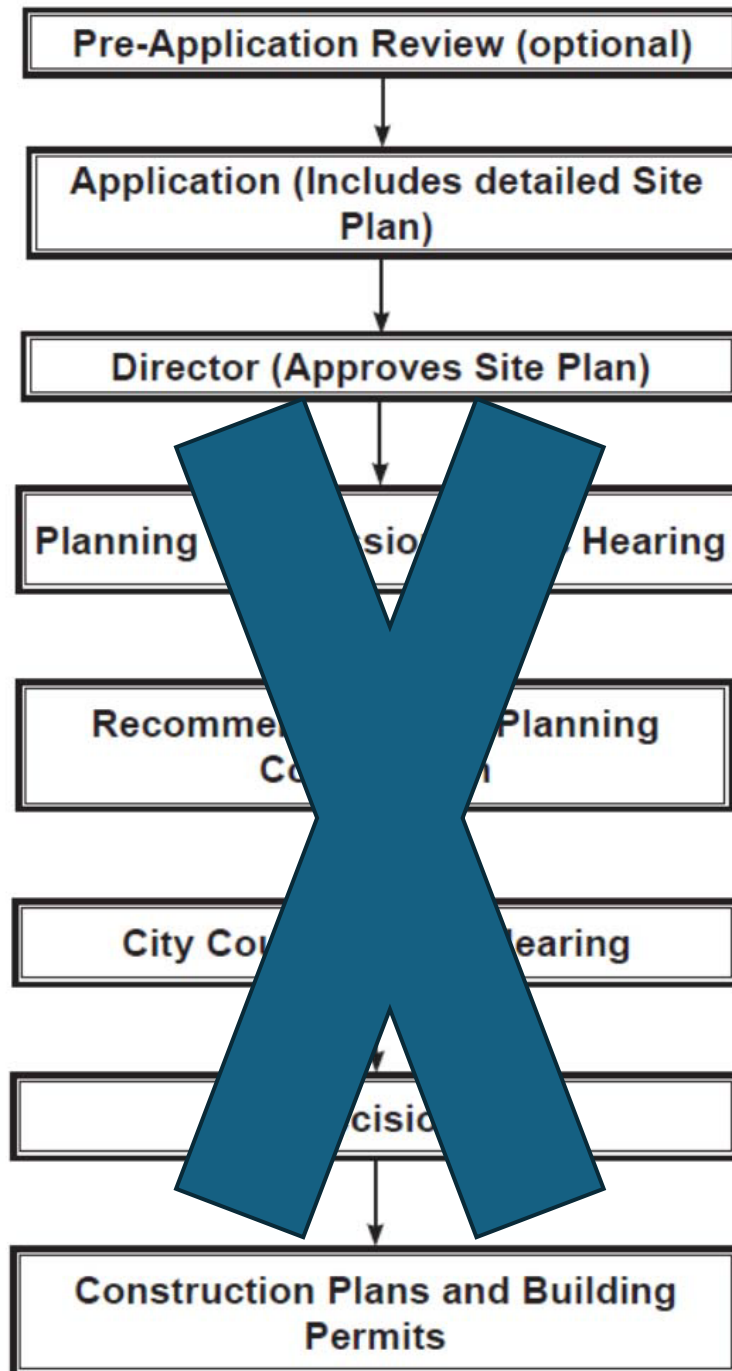
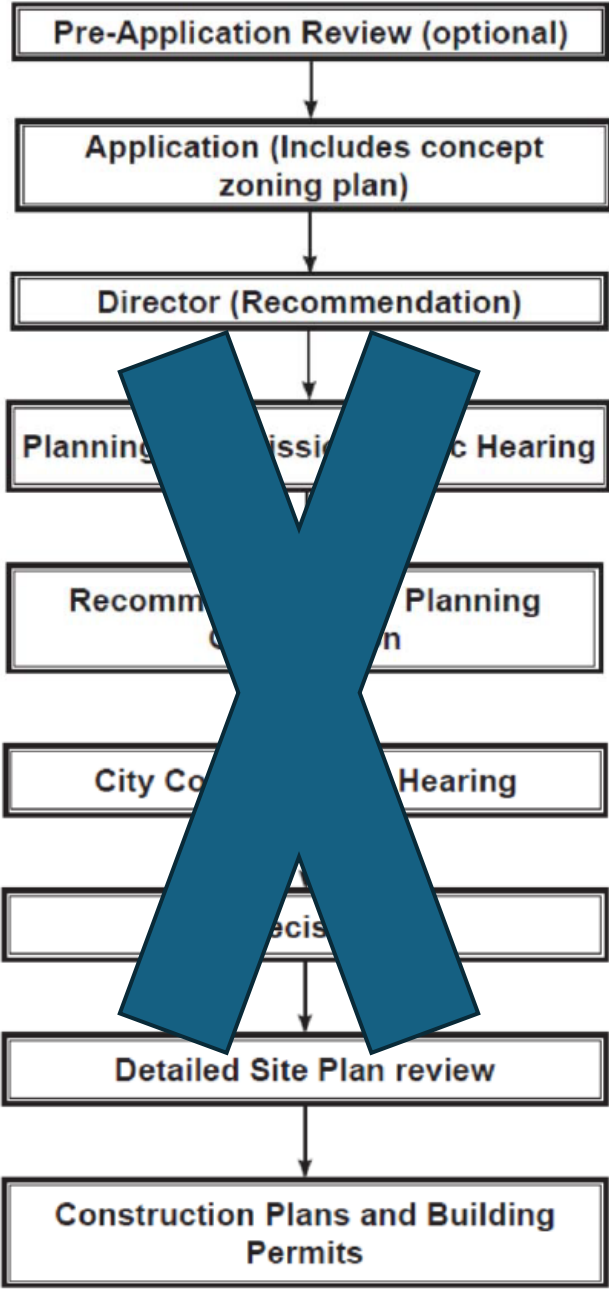


Figure 10-20.50.040.B.

Amendments to the Zoning Map (Direct Ordinance with a Site Plan Process)

Note: Action and public hearings by the Director, Planning Commission, or City

~~Council will be completed in accordance with the review schedule on file with the Community Development Division.~~



~~Figure 10-20.50.040.C.~~

~~Amendments to the Zoning Map (Authorization to Rezone with a Concept Zoning Plan Process)~~

~~Note: Action and public hearings by the Director, Planning Commission, or City Council will be completed in accordance with the review schedule on file with the Community Development Division.~~

Section 3. Amend Title 10 Flagstaff Zoning Code, Chapter 10-20: Administration, Procedures, and Enforcement, Division 10-20.30: Common Procedures, Section 10-20.30.060: Neighborhood Meeting as follows:

10-20.30.060 Neighborhood Meeting

A. Neighborhood Meetings Required.

1. Applicants for a General Plan amendment, Specific Plan amendment, Zoning Map amendment, conditional use permit, **or** annexation ~~or change of use within the PF (Public Facility) zone~~ shall schedule and conduct at least two neighborhood meetings in compliance with this section. The applicant is responsible for all costs associated with the neighborhood meetings.
2. The Director may waive the requirement for neighborhood meetings if it can be demonstrated that there are a limited number of property owners adjacent to the subject property and that other techniques for informing them of the application would be more effective, such as direct mailing with information on the application or one-on-one meetings with affected property owners.

B. Purpose of Neighborhood Meeting. The purpose of the neighborhood meeting is to:

1. Encourage applicants to allow for informed decision making through the dissemination of proposals and alternatives;
2. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
3. Ensure that the citizens and property owners have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
4. Facilitate ongoing communication between the applicant, potentially affected citizens and adjacent property owners, City staff and elected officials throughout the application review process.

C. Neighborhood Meeting Planning.

1. The applicant's neighborhood meetings shall be scheduled after the pre-application review (Section 10-20.30.040) meeting with the Director, but prior to ~~site plan review (Section 10-20.40.140)~~ or Planning Commission **and City Council** consideration. ~~of a Zoning Map amendment (Division 10-20.50).~~

2. A plan for how the applicant intends to conduct the neighborhood meetings shall be submitted to and approved by the Director in compliance with the review schedule on file with the Planning Section. A charrette is recommended with all General Plan amendments and is required for all applications for a traditional neighborhood community plan (Division 10-30.80). The neighborhood meeting plan shall include the following information:

- a. Property owners, citizens, jurisdictions and public agencies within 300 feet of the development or that may be affected by the application. The Director may expand the required notification area as stipulated in subsection (D)(3) of this section;
- b. Proposed notification methods (e.g., mail, e-mail, newspaper, posting of the subject property) for persons and organizations identified in subsection (C)(2)(a) of this section;
- c. Form, structure, and agenda of the meeting (e.g., town meeting, workshop, charrette, or other appropriate public outreach technique);
- d. Opportunities for those potentially affected parties to discuss and provide input on the applicant's proposal;
- e. Location, date and time of the neighborhood meeting; and
- f. Methods to keep the Director informed of the status and results of the neighborhood meeting.

D. Neighborhood Meeting Notification. In compliance with the review schedule on file with the Planning Section, the applicant shall:

1. Create a notice that sets forth the purpose and substance of the proposed application, and the time, date and place of the neighborhood meeting;
2. Submit a copy of the notice to the Director;

3. Notify by first class mail all property owners of record within 300 feet of the subject property. Notification within a larger area may be required when the General Plan or other applicable adopted City policy (See Section 10-20.30.070, Additional Requirements for Citizen Outreach, for example) stipulates notification within a larger area. The Director may also expand the notification area based on the location and context of the subject property if it is determined that the potential impact of the development extends beyond the required notification boundary;

4. Notify by first class mail to the situs or actual address of all tenants and residents living on the subject property;

5. Notify by first class mail all homeowners associations (HOAs) that govern land within 1,000 feet of the subject property as well as all persons or groups whose names are on the registry of persons and groups described in Section 10-20.30.080(B) who are interested in receiving such notice. If it is determined that the potential impact of the development extends beyond the required notification boundary, the Director may expand the notification area; and

6. Install a minimum of one sign that is at least four feet by four feet in area on the property in a location or locations clearly visible from a public right-of-way to adjacent residents setting forth the purpose, time, date, and place of the neighborhood meeting, with an attached information tube containing copies of the meeting notice. This sign shall be installed a minimum of 10 days prior to the neighborhood meeting.

E. City Staff Involvement. City staff may attend the neighborhood meetings. The role of City staff will be limited to discussing the review process for the development and explaining the opportunities for the public to be engaged in the review process.

F. Record of Proceedings. The applicant shall create a written summary of the meetings, which shall be submitted with the next formal submission to the Director. This written summary will be attached to the Director's report to the Planning and Zoning Commission and City Council. At a minimum, the report shall include the following information:

1. Certification, on a form established by the Director, that the meeting was noticed and conducted in compliance with requirements of this section;

2. Details of techniques the applicant used to involve the public, including:

- a. Dates and locations of neighborhood meetings;
 - b. Copies of letters, notices, newsletters and other correspondence, including dates and numbers of mailings or deliveries;
 - c. A copy of the mailing list, and a summary of where residents, property owners, and potentially affected citizens receiving notices, newsletters, or other written materials were located;
 - d. The number and names of people that participated in the process based on the sign-in sheet for the meeting; and
 - e. A dated photograph of the sign installed in compliance with subsection (D)(6) of this section;
3. A summary of concerns, issues and problems expressed during the neighborhood meeting, including:
- a. The substance of the concerns, issues, and problems; and
 - b. The applicant's response to the comments received at the public meeting. The applicant's responses shall be included on the site plan, illustrative plan, other planning document(s), and/or in an associated report. If public comments are not included in any of these documents, an explanation why they were not included must be provided;
4. The applicant shall also send a copy of the written summary to all the people who recorded their names on the sign-in sheet for the meeting.

G. Request to Waive the Second or Additional Neighborhood Meetings. An applicant may submit a written request to the Director to waive the requirement for the second or any additional neighborhood meetings if either no substantive issues were identified by the meeting participants, including, but not limited to, density, compatibility, traffic or stormwater issues, or there was minimal participation at the initial neighborhood meeting as documented in the record of proceedings described in subsection (F) of this section. If the application is substantially modified from what was presented at the initial neighborhood meeting, the Director shall require a second or additional neighborhood meetings in compliance with this section be held to present the modified application.

H. Other Required Meetings. For developments where the applicant is not otherwise required to conduct a neighborhood meeting, the Director may require that a neighborhood meeting be held if a determination is made that the development may substantially impact adjacent neighborhoods, schools, parks, or existing open space.

10-20.30.070 Additional Requirements for Citizen Outreach

A. Applicability. This section shall apply, in addition to those requirements established in Section 10-20.30.060, Neighborhood Meeting, to the following developments for which a Zoning Map or General Plan amendment is required:

1. New single-family or multifamily residential developments that exceed 300 units; or
2. New commercial, industrial, and public facility developments that exceed 20 acres or 100,000 square feet of gross floor area.

B. Additional Requirements. The following additional requirements and procedures apply to those Zoning Map and General Plan amendments specified in subsection (A) of this section:

1. Step One – Neighborhood Meeting.
 - a. The applicant shall host a neighborhood meeting as described in Section 10-20.30.060, Neighborhood Meeting.
 - b. The following additional requirements shall apply to the applicant’s neighborhood meeting. Prior to the neighborhood meeting and in compliance with the review schedule on file with the Planning Section, the applicant shall:
 - (1) Provide the Director with information regarding the neighborhood meeting for posting on the City website;
 - (2) Post information regarding the neighborhood meeting on the applicant or applicant’s agent’s website, if such website exists; and
 - (3) Notify by first class mail all property owners of record within 600 feet of the subject property.

- c. As an option, the applicant may also place advertisements for the neighborhood meeting on local radio or TV stations.

2. Step Two – Additional Planning Commission Public Hearing.

- a. The Director shall schedule no less than two public hearings with the Planning Commission to provide additional opportunities for interested members of the public to be informed of and provide comments on the new development proposals described in subsection (A) of this section.
- b. The public hearings shall be noticed in compliance with Section 10-20.30.080, Notice of Public Hearings.
- c. The additional Planning Commission public hearing shall be held at the next regularly scheduled meeting of the Planning Commission.

C. Charrette for a Traditional Neighborhood Community Plan. When an applicant has hosted a charrette as required for a proposed Traditional Neighborhood Community Plan (Division 10-30.80) as part of a General Plan amendment, a second charrette as part of the Zoning Map amendment application is not required. The Director may require a second neighborhood meeting as described in Section 10-20.30.060, Neighborhood Meeting.