

## **PROCEDURES FOR CHANGES AND AMENDMENTS UNDER SECTION 20 OF THE CITY ZONING ORDINANCE ("CZO")**

1. Written application ("Application") for the amendment, supplementation, change, modification or repeal of the boundaries of the various districts or the regulations established in the CZO must be submitted to the Building Official using a form provided by the Building Official, and all prescribed fees must be paid in full unless waived by Building Official.
2. City Council must submit the Application to the Planning and Zoning Commission ("PZC") for its recommendation and report.
3. Building Official will send notice of the PZC public hearing to all owners of real property ("Noticed Property") lying within 200 feet of the property on which the change in zoning regulations or district boundaries is proposed. This notice will be given not less than 10 days before the hearing to all such owners who have rendered their property for city taxes. If the Noticed Property was annexed to the City after the final date for making renditions, such owners will be given notice by newspaper publication at least 15 days prior to the hearing.
4. PZC will hold a public hearing on the proposed changes requested in the CZO.
5. Following the PZC public hearing, the PZC will submit a written report ("PZC Recommendation") to the City Council in which the PZC makes a recommendation regarding the changes requested in the Application, and the Building Official will notify the applicant of the PZC Recommendation.
6. After receiving the PZC Recommendation, the City Council will hold a public hearing on the matter at the earliest practicable time. Notice of the public hearing will be given by publication in a newspaper at least 15 days prior to the hearing.
7. The City Council will then act upon the Application. If the PZC has recommended against the action requested in the Application; or if a written protest against the action requested in the Application signed by the owners of 20% or more of either the area of lots (a) included in such proposed change or (b) of those immediately adjacent to the rear thereof extending 200 feet therefrom or (c) of those directly opposite thereto extending 200 feet therefrom the street frontage of such opposite lots, the action requested in the Application shall not become effective except by the favorable vote of 3/4 of all members of the City Council
8. If the City approves the action requested in the Application, then it must do so by the passing of an ordinance to that effect.
9. If the City Council refuses to grant the action requested in the Application, then the request shall not be submitted again prior to the expiration of 12 months from the date of the order or decision of the City Council.