**PLANNING COMMISSION COMMITTEE**

**Procedural Summary & Checklist for Amendments to Zoning Ordinance**

**Including Rezoning or Subdivide by Certificate**

**Ord # 407 pg. 60-66**

Powers: To adopt a master plan, to amend or revise the plan, to adopt subdivision Regulations, Review and approve or disapprove subdivision plats, review site plans at request of the Building Official to determine if in compliance.

* Application Received in its entirety
  + Type of Request (choose one)
    - Request to Rezone– Form PC-19
    - Subdivision Request-Form PC-Sub19
    - Subdivide by Certificate-Form PC-Cert19
* Fee Paid (choose all that apply)
  + - $50 Rezoning request
    - Layout approval – no fee
    - Preliminary Approval $50 plus $1 per lot
    - Final plat approval $50
    - Subdivision by Certificate $50
* 20 Days Prior to Planning Commission’s next scheduled meeting (or call special meeting at least 15 days prior if possible (**7 days before meeting is required ss 7.2 pg. 61**))
* Date Public Hearing Scheduled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date Special Called Meeting Scheduled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Post Notice at least 7 days before hearing in 4 places
* Mail notice to all adjoining landowners
* Inform PC members of request and date of meeting by email
* Mail copies of application to PC members (check names off of list)
* Put one copy of application in PC minute book
* One copy to Kim for notes
* Put original in folder -file under Zoning
* PC makes recommendation to Council – within 60 days of public hearing
  + Approval
  + Approval conditioned on specific revision
  + Denial
  + Continue discussion for further study one time only without applicant’s consent
* Council set public hearing 15 days prior to consideration
* Post in 4 places 15 days prior to date
* Notice mailed to all adjoining landowners
  + Date, time and place of meeting
  + Notice that the full application is available at City Hall and location of City Hall
  + Map showing the location of the property
  + General description of the property
  + Notice that all persons will be heard
* Council shall consider the application at a public hearing and take one of the following actions
  + Approve the application
  + Approve the application conditioned on specific revision
  + Deny the application
  + Continue discussion of the application for further study- shall be continued one time without the applicant’s consent
  + Remand the proposed amendment back to the PC for further study and discussion
  + If not acted upon within 60 days from the PC’s recommendation, the application is deemed to be denied.