

## General Time Line for the Public Hearing Process

*Please note that due to the fact that there are five weeks in some months and four in others, this schedule will vary somewhat. The purpose of this time line is to give general information about the public hearing process. For specific dates, please see staff.*

### Week 1

- The public hearing application is submitted to staff at the Planning Department.
- For Conditional District (CD) rezoning, the applicant will schedule and provide notification of the required neighborhood meeting.
- Staff reviews application and will contact applicant if additional information is needed. **If additional information is needed, it must be submitted within 15 days of the original deadline, or the case will be delayed until the following meeting.**

### Week 2

- A map of the proposed public hearing is made and copies are distributed to staff.
- Staff holds a staff review meeting to discuss the public hearing items for the upcoming Planning Commission agenda.
- Deliberation from this staff meeting will be used to prepare the staff evaluation, except for *special exceptions to the Flood Hazard overlay*. The Engineering staff will prepare all evaluations on *special exceptions to the Flood Hazard Overlay ordinance*.

### Week 3

- For Conditional District (CD) rezoning, the applicant will hold a neighborhood meeting for the property owners and organizations surrounding the subject property. Notification for this meeting shall take place a minimum of 10 days prior to the date of the neighborhood meeting.

### Weeks 4 & 5

- Applicant's report from neighborhood meeting due to staff during week 4.
- Staff will discuss any concerns from the staff meeting with the applicant.
- Letters are mailed, by staff, to the adjoining property owners, sign(s) are posted on the subject property and a legal advertisement is sent to the newspaper for publication.
- Staff will begin to prepare the evaluation that will be sent to the Planning Commission / City Council with the agenda.

### Week 6

- Staff prepares the Planning Commission agenda which includes the written evaluation, the rezoning map, and any other necessary information.
- The agenda is mailed out to the Planning Commission.
- A copy of the staff report is sent to the property owner, applicant and the applicant's representative.

### Week 7

- On Thursday, the Planning Commission will hold its meeting.

### Week 9

- City Council will hear items that are automatically placed on their agenda.
- For items that do not automatically go to City Council, the appeal deadline is 15 days after the Planning Commission meeting. If no one appeals, the Planning Commission decision is final.

### Week 15

- If the item is appealed or if the decision by the Planning Commission is by less than a  $\frac{3}{4}$  majority, it will go to the City Council meeting for a new hearing. The City Council's decision is final.