Code Update Process – Zoning Ordinance and Subdivision Regulations

Adopted 3/21/22, *Revised 5/16/22*

Process

The process for the Code Update meetings will be very similar to the process for the Framework adoption.

The Zoning Ordinance Updates will occur in two parts:
1. Zoning Text
2. Zoning Map

The Zoning text discussions will happen without discussions of "where." Once the text is adopted, we then get into the process of changing colors on the map, fully understanding what regulations will be in place.

During the zoning text discussions, we will discuss purpose and intensity/dimensional standards without first talking about permitted uses. Discussions on uses will come at the end of the process.

Subdivision regulations will occur towards the end once minimum lot sizes have been established and other open space/lot standards.

Meetings Generally

Similar to the Framework adoption process, all Steering Committee members will note their role in the process (state they were a Steering Committee member at the podium/on record if providing public comment).

Planning and Zoning Commission members will be familiar with Framework, specifically the land use character types, in advance of the meetings. They will refrain from arguing with public commenters and will listen, ask questions only if they don't understand and need further clarification, be respectful, and desire an expedited process.

The meetings will begin at 5pm and end promptly at 7pm if they do not adjourn before. If a topic is not finished, it will roll into the next scheduled special called meeting.

Aside from meetings that may be noted as virtual only, all meetings will be held in the City Council chamber with the aforementioned participation opportunities.

A timer will be used and visible to all parties for public comment. We will recommend to the Commission that two-three minutes per speaker will be used for public comment, and only the PZC members can grant a specified time extension. Zoom callers will be allowed to finish their thought before they are muted.

Staff will manage the flow of the meeting and meeting agenda for efficiency.

Stakeholder Groups

To be accountable, stakeholder groups will be engaged continuously in this process. Not every group will be concerned with every section or topic, so we will target specific groups on a topic-by-topic basis.

Special Called Framework

Individuals will be able to participate in three ways: written comment online/emailed, virtually (Zoom), or in-person in Council Chambers.

Sections of the code will be put on the Framework website for review prior to meetings. The public will be able to provide virtual comments and in-person comments on the code sections. Virtual comments will be handled similarly to the map – people can submit post-it notes in portions of the code they have questions over or need clarity on.

Administration and Policy Committee

Topics will appear before the City Council's Administration and Policy Committee once they've been recommended for approval by the PZC. No firm dates are established in the proposed timeline, but Committee dates are noted for convenience and planning.

Regular PZC Meetings

An option exists for the Commission to hear minor topics for 30 minutes to an hour at the beginning of their regular meetings. The commission may ask to employ this option for some smaller topics that need to be finalized.

The following timeline is proposed, following a (generally) Wednesday meeting schedule. There are four different meeting types noted, along with City Hall closures and other dates of importance:

- **Regular PZC meetings (held on the 3rd Monday of each month, with exceptions for Holidays)**
- **Special Called Framework Meetings**
- **Virtual-Only Special Called Framework Meeting**
- **Administration and Policy Committee meetings**
- **City Hall closure**
- **Other Dates of Importance**

April 6, 2022: Special Called Framework Meeting

This meeting will cover:

- General structure
  - Zoning Districts Established
- Residential Districts:
  - Single-family residential purpose and intensity and dimensional standards
  - Single-family estate lots purpose and intensity and dimensional standards
- Next Steps

April 11, 12, 18, or 19, 2022: Missing Middle Housing Seminar

April 18, 2022: Regular PZC Meeting

April 19, 2022: Administration and Policy Committee

May 3, 2022: Administration and Policy Committee

May 4, 2022: Special Called Framework Meeting

This meeting will cover:

- Open Space District purpose and intensity and dimensional standards
- Business Districts EXCEPT Riverfront, Downtown, and University/Campus purpose and intensity and dimensional standards
- Industrial district purpose and intensity and dimensional standards

May 6-7, 2022: UA Spring Commencement

May 16, 2022: Regular PZC Meeting

May 17, 2022: Administration and Policy Committee

May 26, 2022: Last day of school (TCS)

May 30, 2022: City Hall Closed for Memorial Day

June 7, 2022: Administration and Policy Committee

June 15, 2022: Special Called Framework Meeting

This meeting will cover:

- Institutional Districts purpose and intensity and dimensional standards
- University Commercial regulations
- University Residential District regulations

June 20, 2022: City Hall Closed for Juneteenth

June 21, 2022: Administration and Policy Committee

June 22, 2022: Regular PZC Meeting

July 4, 2022: City Hall Closed for Independence Day

July 5, 2022: Administration and Policy Committee

July 18, 2022: Regular PZC Meeting

July 19, 2022: Administration and Policy Committee

July 20, 2022: Special Called Framework Meeting
This meeting will cover:
- Lake regulations regarding purpose, intensity, and dimensional standards for:
  - Commercial
  - Residential single-family
  - Residential attached housing
- (This will begin a small discussion to start regarding subdivision regulations)

August 2, 2022: Administration and Policy Committee

August 11, 2022: First day of school (TCS) (assumed)

August 15, 2022: Regular PZC Meeting

August 16, 2022: Administration and Policy Committee

August 17, 2022: UA Classes begin

August 17, 2022: Special Called Framework Meeting
This meeting will cover:
- Downtown and Riverfront purpose, intensity, and dimensional standards

September 5, 2022: City Hall Closed for Labor Day

September 6, 2022: Administration and Policy Committee

September 7, 2022: Special Called Framework Meeting
This meeting will cover:
- Definitions
- Nonconformities
- Residential Districts
  - SFR-4 and SFR-5 (missing middle housing types included)
  - Multifamily residential

September 19, 2022: Regular PZC Meeting

September 20, 2022: Administration and Policy Committee

October 4, 2022: Administration and Policy Committee

October 5, 2022: Special Called Framework Meeting
This meeting will cover:
- Landscape and buffer standards

- - - Neighborhood compatibility
- Off-street parking, bicycle and loading standards
- Lighting standards
- General regulations
  - Pools
  - Fences and walls

October 17, 2022: Regular PZC Meeting

October 18, 2022: Administration and Policy Committee

November 1, 2022: Administration and Policy Committee

November 2, 2022: Special Called Framework Meeting
This meeting will cover:
- Planned Developments

November 11, 2022: City Hall Closed for Veterans Day

November 15, 2022: Administration and Policy Committee

November 21, 2022: Regular PZC Meeting

November 24-25, 2022: City Hall Closed for Thanksgiving

December 6, 2022: Administration and Policy Committee

December 7, 2022: Special Called Framework Meeting
This meeting will cover:
- Subdivision regulations part 1

December 10, 2022: UA Fall Commencement

December 19, 2022: Regular PZC Meeting

December 20, 2022: Administration and Policy Committee

December 23, 2022: City Hall Closed for Christmas Eve

December 26, 2022: City Hall Closed for Christmas

January 2, 2023: City Hall Closed for New Years Day

January 3, 2023: Administration and Policy Committee

January 4, 2023: Virtual-Only Special Called Framework Meeting
This meeting will cover:
- Framework Land Use Character types
- Difference between character types and zoning
- How to use these character types moving forward

January 11, 2023: UA Classes begin

January 16, 2023: City Hall Closed for Martin Luther King, Jr. Day

January 17, 2023: Administration and Policy Committee

January 18, 2023: Regular PZC Meeting

January 25, 2023: Special Called Framework Meeting (could be virtual-only)
This meeting will cover:
- Billboards

February 1, 2023: Special Called Framework Meeting
This meeting will cover:
- Signs
- Design standards
  - Building materials, etc. for commercial, residential, and industrial

February 7, 2023: Administration and Policy Committee

February 20, 2023: Regular PZC Meeting

February 21, 2023: Administration and Policy Committee

March 1, 2023: Special Called Framework Meeting
This meeting will cover:
- Land use regulations part 1

March 7, 2023: Administration and Policy Committee

March 20, 2023: Regular PZC Meeting

March 21, 2023: Administration and Policy Committee

April 4, 2023: Administration and Policy Committee

April 5, 2023: Special Called Framework Meeting
This meeting will cover:
- Subdivision regulations part 2

April 17, 2023: Regular PZC Meeting

April 18, 2023: Administration and Policy Committee

May 2, 2023: Administration and Policy Committee

May 3, 2023: Special Called Framework Meeting
This meeting will cover:
- Land use regulations part 2

May 5-6, 2023: UA Spring Commencement

May 15, 2023: Regular PZC Meeting

May 16, 2023: Administration and Policy Committee

May 29, 2023: City Hall Closed for Memorial Day