

Guidance for Creating Special Zoning District Regulations

Now that a district has been created, the work begins. Staff recommends a neighborhood meeting to kick off the drafting process. During this meeting a committee of landowners should be appointed to lead the effort to work alongside staff in developing regulations that can be supported by consensus.

Representation on the committee should reflect a diverse group of landowners and landowner interests. All committee meetings will need to be open to the public and allow for public comment.

- Appoint a Committee of Landowners within the District
 - 5-7 member maximum
 - Determine Meeting Schedule
 - Meetings should be open to the public for observation and public participation

A critical step before drafting can begin is understanding ALL existing uses within the district. The committee will need to create a parcel based list that identifies existing uses on the land within the district. This document will be critical for handling nonconforming uses in the future.

- Inventory all existing uses on each parcel into a database

The Committee is responsible for providing input on the regulations but ultimately the draft will be finalized by staff prior to presentation to the Planning and Zoning Commission. Drafting will be an iterative process when the committee and planning staff work together to create the regulations. The committee should use the provided template to gain understanding of the regulation framework and it should inform their input during committee meetings. Through the drafting planning staff may assign certain tasks to the committee to complete. The drafts will need to be finalized by Planning Staff prior to any consideration by the Planning and Zoning Commission. The draft regulations need to include all of the following pieces. We recommend working on the draft in a piece-by-piece approach and the draft schedule below depicts this.

- Draft Regulations
 - Purpose and Intent
 - Boundary (already established)
 - District and Uses
 - Definitions and Use Table
 - Nonconformities
 - Administrative Procedures
 - Variance
 - Special Review
 - Amendments to regulations
- Finalize Regulations
 - Staff will work with the committee to create a final draft of regulations that will be presented to the Planning and Zoning Commission

A map of the district is very important so landowners, the public and other interested parties are able to easily identify the zone district associated with a parcel.

- Mapping
 - Identify Parcels with Districts

- Audit for nonconforming uses based on district assignment to each parcel
- Finalize Mapping

Once the drafting and mapping has been completed the adoption process begins. This process involves the Planning and Zoning Commission. A 7 member board that will convene to review the regulations at a public meeting and hold a public hearing. The Planning and Zoning Commission may recommend approval of the draft as submitted to the Board of County Commissioners, recommend changes, recommend denial or the Planning and Zoning Commission may ask the committee to complete additional work on the regulations prior to providing a recommendation.

Milestones

TIMEFRAME/Due Date	TASK	RESPONSIBILITY
December 2022	Neighborhood Meeting	Staff, landowners, public
December 2022	Committee Creation & Meeting Schedule	
January 2023	Provide Inventory of Existing Uses Provide Draft Purpose and Intent	Landowners and Committee Staff
February 2023	Provide Draft Nonconformities	Staff Finalize with Committee
March 2023	Provide Draft District and Uses	Districts Draft – Staff Initial Use Table – Committee Finalized Use Table - Staff
May 2023	Complete Nonconformity Audit based on existing uses Finalize Districts and Uses	Initial Draft – Committee Final Draft – Staff
June 2023	Draft Administrative Procedures & Finalize all regulations	Staff
July 2023	Parcel Mapping based on Draft Regulations	Initial Draft – Committee Final Draft – Staff*
August 2023	Planning & Zoning Commission Hearing	Staff

Note: This is a draft schedule that may be modified to meet the needs of the committee and staff. This draft timeline provides adequate time to create a thorough and iterative process between staff and landowners. If less time is needed or more time is needed the schedule be amended as such.

Needed Attachments:

Table to fill in uses with parcel legal description and landowner name

Parcel Map of District

Regulation Template