

ISSUES AND RECOMMENDATIONS: PROCESS

ISSUES IDENTIFIED THROUGH PUBLIC INPUT AND ZONING AND SUBDIVISION CODE AUDIT REGARDING PROCESS.	PROCESS RECOMMENDATIONS	AGREE <i>(Using dot stickers, vote here if you agree with the issue and recommendation)</i>	DISAGREE <i>(Using dot stickers, vote here if you disagree with the issue and recommendation)</i>	PRIORITY <i>(Using dot stickers, vote for your top 3 priorities below)</i>	NOTES <i>(Please add any additional thoughts you may have such as suggested edits or revisions.)</i>
The current zoning and subdivision ordinances do not always align with the intent of the General Plan (GP) and Community Development Plans (CDPs).	Align zoning and subdivision codes with the General Plan and Community Development Plans.	Vote Here	Vote Here	Vote Here	
Review and approval criteria unclear to applicants.	Enhance review and approval criteria within the zoning and subdivision codes.	Vote Here	Vote Here	Vote Here	
Multiple review processes increase approval time.	Allow concurrent reviews of zoning and subdivision applications to expedite process.	Vote Here	Vote Here	Vote Here	
Large amounts of process and application information within the zoning and subdivision codes make it difficult to understand.	Clarify submittal criteria and remove all application criteria from zoning & subdivision codes and move to administrative rules.	Vote Here	Vote Here	Vote Here	
Review processes are difficult to understand and follow.	Develop flow charts to show processes and timelines for applicants and staff to include in administrative rule.	Vote Here	Vote Here	Vote Here	
Review processes are confusing and vary by type of application or permit.	Standardize review processes and timeframes for PUD's, change of zone, appeals, and amendments in the zoning code.	Vote Here	Vote Here	Vote Here	

ISSUES AND RECOMMENDATIONS: PROCESS

ISSUES IDENTIFIED THROUGH PUBLIC INPUT AND ZONING AND SUBDIVISION CODE AUDIT REGARDING PROCESS.	PROCESS RECOMMENDATIONS	AGREE <i>(Using dot stickers, vote here if you agree with the issue and recommendation)</i>	DISAGREE <i>(Using dot stickers, vote here if you disagree with the issue and recommendation)</i>	PRIORITY <i>(Using dot stickers, vote for your top 3 priorities below)</i>	NOTES <i>(Please add any additional thoughts you may have such as suggested edits or revisions.)</i>
Application review timelines are unclear.	Utilize either calendar days or business days to be clear when timelines start and end.	Vote Here	Vote Here	Vote Here	
Enforcement provisions are complicated and requirements don't seem to be enforced.	Explore other methods of administrative enforcement that can be easily implemented.	Vote Here	Vote Here	Vote Here	
Semi-monthly newspaper advertisements are labor intensive, costly, and inconsistent with public notice best practices.	Post all application notices on the planning department website.	Vote Here	Vote Here	Vote Here	
Fees are currently located throughout the zoning and subdivision code. Not consistent with best practice.	Create a separate fee ordinance or rule.	Vote Here	Vote Here	Vote Here	
It is difficult to understand the review and approvals roles of various governmental entities within the zoning and subdivision ordinances.	Summarize review bodies, decision makers, and appeal bodies for each type of approval/permit in a table format.	Vote Here	Vote Here	Vote Here	

BEST PRACTICES: PROCESS

- High-level table with processes & permits
- Review bodies & type of review

CHAPTER 25
ZONING

Article 1. General Provisions.

Section 25-1-1. Title.
Section 25-1-2. Scope, purposes and applicability.
Section 25-1-3. Severability.
Section 25-1-4. Adoption of rules.
Section 25-1-5. Definitions.

Article 2. Administration and Enforcement.

Division 1. General Administration.

Section 25-2-1. Duties of county officers.
Section 25-2-2. Issuance of permits or licenses in conformance
Section 25-2-3. Review and acceptance of applications.
Section 25-2-4. Notice to property owners and lessees of record application.
Section 25-2-5. Public hearing notices.
Section 25-2-6. Waiting period after denial of application.
Section 25-2-7. Utilization of approvals within two years.
Section 25-2-8. Effect of changing districts on prior approvals.
Section 25-2-9. Applications including lesser actions; concurrent
Section 25-2-10. Privileges granted run with land.
Section 25-2-11. Waiver of requirements in consolidation and re
Section 25-2-12. Posting of signs for public notification.

Division 2. Appeals.

Section 25-2-20. Persons who may appeal; procedure.
Section 25-2-21. Performance of permit conditions pending appeal
Section 25-2-22. Conduct of appeal hearing; costs.
Section 25-2-23. Standard of review.
Section 25-2-24. Adoption of rules.
Section 25-2-25. Further appeal rights.

Division 3. Violations, Penalties, Enforcement.

Section 25-2-30. Violations.
Section 25-2-31. Criminal prosecution.
Section 25-2-32. Right of entry for authorized personnel.

i

Section 25-2-33. Limited liability of authorized personnel.
Section 25-2-34. Injunctive action.
Section 25-2-35. Administrative enforcement.
Section 25-2-36. Remedies cumulative.

Division 4. Amendments.

Section 25-2-40. When zoning code may be amended.
Section 25-2-41. Who initiates amendment.
Section 25-2-42. Amendments initiated by property owners and other persons.
Section 25-2-43. Amendments initiated by the council and director.
Section 25-2-44. Conditions on change of zone.
Section 25-2-45. Nonsignificant zoning changes.
Section 25-2-46. Concurrence requirements.

Division 5. Variances.

Section 25-2-50. Variances permitted.
Section 25-2-51. Grounds for variance.
Section 25-2-52. Application for variance; requirements.
Section 25-2-53. Notice of action on variance application.
Section 25-2-54. Actions by director on variance.
Section 25-2-55. Repealed.
Section 25-2-56. Repealed.
Section 25-2-57. Repealed.
Section 25-2-58. Appeals.

Division 6. Use Permits.

Section 25-2-60. Purpose.
Section 25-2-61. Applicability; use permit required.
Section 25-2-62. Application for use permit; requirements.
Section 25-2-63. Procedure for use permit.
Section 25-2-64. Action on use permit.
Section 25-2-65. Criteria for granting a use permit.
Section 25-2-66. Appeal of a use permit decision.
Section 25-2-67. Revocation of a use permit.

Division 7. Plan Approval.

Section 25-2-70. Purpose.
Section 25-2-71. Applicability; plan approval required.
Section 25-2-72. Application for plan approval; requirements.

ii

Section 25-2-73. Plan approval application and procedure
Section 25-2-74. Plan approval application requirements
Section 25-2-75. Plan approval application requirements
Section 25-2-76. Action on plan approval application
Section 25-2-77. Review criteria and conditions of appeal
Section 25-2-78. Construction in conformity with plan
Section 25-2-79. Appeal of a plan approval decision.

Article 3. Establishment of Zoning Districts.

Section 25-3-1. Designation of districts.
Section 25-3-2. Designation of special districts.
Section 25-3-3. Method and effect of establishment of districts.
Section 25-3-4. Establishment of building lines, future width lines and plan lines for future streets.
Section 25-3-5. Application of district regulations.
Section 25-3-6. Rules for interpretation of district boundaries.
Section 25-3-7. District classification of streets.
Section 25-3-8. Legal effect of establishment of building lines, future width lines, and plan line.

Article 4. General Development Regulations.

Division 1. Use Regulations.

Section 25-4-1. Existing buildings.
Section 25-4-2. Conditions for construction of buildings designed for human occupancy.
Section 25-4-3. Establishment of permitted uses.
Section 25-4-4. Uses prohibited.
Section 25-4-5. Uses authorized by other permits.
Section 25-4-6. Use of streets.
Section 25-4-7. Bed and breakfast establishments.
Section 25-4-8. Temporary real estate offices and model homes.
Section 25-4-9. Guest houses.
Section 25-4-10. Mobile dwellings.
Section 25-4-11. Power lines, utility substations, public buildings.
Section 25-4-12. Telecommunication antennas or towers.
Section 25-4-13. Home occupations.
Section 25-4-14. Flag lots.
Section 25-4-15. Agricultural tourism.
Section 25-4-16. Short-term vacation rentals.
Section 25-4-16.1. Short-term vacation rental nonconforming use certificate.

Type of Permit, Process or Decision	Cross Reference	TAC	PDS/City Staff	BOA	PC	[Legislative Body]
Concept Development Plan Review	13.04	R	R		<R>	DM
Final Development Plan Review	13.04		DM		<A>	
Text Amendment	13.06	R	R		<R>	DM
Map Amendment	13.05	R	R		<R>	DM
Administrative Appeals	13.07		R	<DM>		
Variance	13.09		R	<DM>		
Conditional Use	13.10		R	<DM>		
Changes from one nonconforming use to another nonconforming use	13.08		R	<DM>		
Zoning Permits	13.12		DM	<A>		
Certification of Zoning Compliance	13.11		DM	<A>		

R = Review Body
< > = Public Hearing Required

DM = Final Decision-Making Body
A = Authority to Hear and Decide Appeal of DM's Action

Sample Process Chart

Existing Process Chapters