

Zone Change Procedures

1. The applicant confers with the staff of the planning department to determine the need for a change of zone and to discuss the nature of the applicant's project.
 2. Applicant obtains a Zone Change Application from the Planning Department. California State Law requires that the Zoning designation and the General Plan Land Use Element must be subsistent on all properties within the City. Therefore, *in most instances*, a General Plan Amendment may also be necessary.
 3. Applicant submits the completed zone change application and filing fee to the Planning Department.
 4. The Development Review Committee (DRC) reviews the project for consistency with the Zoning Ordinance and the General Plan and makes a recommendation to the Planning Commission.
 5. The department requests that the City Clerk set the matter for a public hearing before the Planning Commission.
 6. The PC conducts the public hearing and votes to recommend either approval or disapproval of the zone change request to the City Council.
 7. The City Clerk then sets a public hearing date before the City Council.
 8. The City council conducts the public hearing and votes to either approve or disapprove the change of zone request. If approved, the council directs staff to prepare an ordinance for Council action to make the zone change official.
 9. Staff prepares the zone change ordinance, which is voted upon at two consecutive City Council Meetings. The zone change goes into effect thirty (30) days after the adoption of the ordinance at its second reading before the City Council.
 10. After the effective date of the zone change, staff changes the official zoning map to reflect the new zoning designation on the property.
- * It must be noted that zone changes are not automatically approved and no applicant has an absolute right to change of zone. The City Council retains the sole right to either approve or disapprove the zone change request.