

## SCHEDULE FOR NEW DISTRICTS

### Neighborhood Procedures

- Neighborhood requests information on designation or initiation of process
- Staff makes a presentation to a regularly scheduled neighborhood meeting. It is the neighborhoods responsibility to promote this meeting. The presentation will give information on what designation entails, the different levels of designation, and other pertinent information. While this is a somewhat informal meeting, a vote should be taken by the members to determine whether to go forward with the proposal or not.
- Authorization to proceed obtained from City Council through City Manager.
- A *minimum* of three or more meetings should be held in the neighborhood with notification responsibility being primarily the responsibility of the City with neighborhood assistance. These meetings will have the following format:
  1. Educate residents about levels of designation and choose one to pursue. Discuss preliminary boundaries and what “appropriate” and “inappropriate” work means. Work on design guidelines.
  2. Present draft design guidelines and finalized boundaries.
  3. Present final draft of design guidelines and inform residents of remaining steps in process.

### City Procedures

After design guidelines have been written and approved by neighborhood:

- 1) Submit to DDRC for recommendation
- 2) Submit to Planning Commission for recommendation
- 3) City Council
  - a) **Zoning Public Hearing**  
As soon as possible after Planning Commission/DDRC recommendations
  - b) **First reading**  
Usually one/two weeks after public hearing
  - c) **Second Reading**  
Usually one week after first hearing; if no disagreement, passes and will be entered into ordinance