CITY OF GLADSTONE – REZONING PROCESS

A summary of the steps for amending the Zoning Ordinance (rezoning property)

Sec. 30-475 & Sec. 30-476, City Code

1 APPLICATION SUBMITTED

Applicant submits a complete Rezoning Application with required materials and fee to the City.

Applicant Responsibility

Ensure all information is accurate and all required documents are included.

2 STAFF REVIEW

City staff reviews the application for completeness and compliance with City ordinances. Additional information may be requested.

Complete Application

Must include legal description of the property and other required information.

3 PUBLIC NOTICE

Public notice of the Planning Commission public hearing is provided at least 15 days in advance, as required by law.

Notice Includes

- Published notice
- Mailed notice to property owners within the required area (per state law)

4 PLANNING COMMISSION PUBLIC HEARING

The Planning Commission (zoning committee) holds a public hearing to consider the proposed rezoning. All interested persons may speak.

Hearing Requirements

- Open to the public
- Opportunity for public comment

5 RECOMMENDATION

Following the hearing, the Planning Commission reviews the proposal and provides a written recommendation with findings to the City Commission.

Recommendation May Be

- Approval
- Approval with conditions
- Denial

6 CITY COMMISSION REVIEW & DECISION

The City Commission reviews the recommendation. The City Commission may hold its own public hearing (optional) and then takes final action.

Final Decision

The City Commission approves or denies the rezoning by adoption of an ordinance amendment.

PROTEST PETITION (Sec. 30-476)

If a protest petition is filed by at least 20% of the property owners of the subject property or within 100 feet of the property, approval requires a 2/3 vote of the City Commission.

YES → 7

NO → Standard majority vote of the City Commission applies.

7 ORDINANCE ADOPTED & EFFECTIVE

If approved, the rezoning becomes effective upon adoption of the ordinance. The ordinance includes the legal description of the property. The Zoning Map is updated accordingly.

Next Steps

Applicant may proceed with permitted uses and any required permits or site plan approvals.