



ITEM SUMMARY

MEETING DATE: March 21, 2022

FROM: Kara Irwin-Ferris, AICP, Development & Neighborhood Services Director

SUBJECT: **Ordinance 2022-05, ZTA-22-03**
Public Hearings

BACKGROUND

City Staff is proposing to add a chart to the Zoning Code to provide approvals and notice requirements for development applications in a visually appealing and easy format to understand. The chart will supplement the language that is already contained within the Zoning Code; not change any of the requirements that exist today.

Zoning Codes are often based on copious amounts of data that can be summarized and easily read through tables and graphs. Visual elements such as graphs, charts, tables, photographs, diagrams, and maps capture a readers' attention and helps them to understand a Zoning Code requirement more fully. They are like the illustrations that help tell the story. These visuals help to augment the written ideas and simplify complicated textual descriptions. They can help the reader understand a complicated process or visualize trends in the data. The key concept to remember here is that visuals *clarify*, *illustrate*, and *augment* a written text; they are not a replacement for written text. The old adage, "a picture is worth a thousand words" may not always hold true in technical writing but adding visuals may save a hundred words or so of additional explanation and clarification.

The Development Review Committee has reviewed these text amendments and is recommending approval. The Planning and Zoning Board of Appeals reviewed this staff-initiated text amendment on March 10, 2022, and recommended approval by a vote of 3-0.

ANALYSIS

City staff initiated this code change after investigating the requirements for development petition and notice requirements. After searching through the Zoning Code, City Staff realized that there are multiple locations within the Zoning Code that an applicant would have to review to determine what is required. City Staff is reviewing the Zoning Code to see where, if possible, amendments can be made so the Zoning Code is more customer service friendly. The addition of a chart will provide a visual element that will allow users of the City's Zoning Code to obtain an answer to their question on development petition approvals and notice requirements quicker and easier.

FINANCIAL INFORMATION

N/A

LEGAL

Ordinance 2022-05 was prepared in accordance with all applicable state statutes and City Code Requirements.

STAFF RECOMMENDATION

Approval of ZTA-22-03 through the adoption of Ordinance 2022-05.