

CITY OF LAKEPORT
GUIDE TO REZONING
(ZONE CHANGE) PROCEDURES

WHAT ARE ZONING DISTRICTS?

Land within the City of Lakeport has been classified into various zoning districts. These zoning districts are shown on the official zoning map available at City Hall. Within each zoning district, certain uses of land are allowed as a matter of right. Additional uses are allowed only by special authorization in the form of a zoning or use permit. Uses not listed in the City's zoning district regulations are not permitted in that district. Title 17 of the Lakeport Municipal Code provides the specific zoning regulations.

WHAT IS A REZONE?

Rezoning is the process whereby the zoning district designation applied to a specific property is changed from its existing classification to another zoning district classification. The rezoning results in a change of restrictions on use and development of land.

The zoning classification applied to a property must be consistent with the property's General Plan designation. Since the General Plan broadly defines land use, it is possible that a property can be rezoned while remaining consistent with the Plan. General Plan consistency is reviewed by staff at the time of your application.

HOW ARE ZONE CHANGES PROCESSED?

Prior to filing an application for a rezone, the applicant/owner/developer is encouraged to discuss the proposal with Community Development Department staff to determine the most appropriate zoning district, General Plan conformity, and other issues which may be involved. There may be a requirement for other applications to be filed concurrently with the rezoning request. These other applications may include a General Plan amendment and environmental review. This determination will be made by Community Development Department staff.

Once an application(s) is submitted, the following process begins:

1. The Community Development Department staff prepares a file, and the project is assigned to a staff member. This person would be the contact person throughout the review process.
2. The application is reviewed for completeness. If it is considered complete, a letter indicating so is sent to the applicant. If the project application is incomplete, the applicant is notified and requested to submit the specific information necessary for completion.
3. A complete application package is distributed to other City departments and affected agencies who may have comments or concerns with the proposal.

Once the comments are reviewed, a staff report with recommendations is prepared and the project is scheduled for a public hearing in front of the City Planning Commission. Based on staff's report and recommendation, public testimony, and discussion, the Planning Commission takes one of the following actions:

- A. Recommends to the City Council the adoption or certification of an appropriate environmental document (clearance) and subsequent approval of the zone change request.
- B. Denies the proposal. In the event the Commission denies the request, the Commission has ten days in which to transmit their recommendation to the City Council. The application would not proceed any further unless the applicant specifically requests that the City Council review the proposal. Such a request (an appeal) shall be filed with the City Clerk no more than five days after the Planning Commission has filed its recommendation with the City Council.
- 4. Following the recommendation from the Planning Commission, or an appeal request from the applicant, the City Council holds a public hearing on the proposal. The Council considers the Planning Commission's recommendation, public testimony, and any other input in reaching a final decision on the appropriate environmental clearance and whether to approve, deny, or modify the application for rezone.

If the application is approved, the actual ordinance rezoning the property would take affect 30 days after the approval date.

TIMING

The total time for processing an application does not normally exceed 60-90 days. However, the Community Development Department has 30 days in which to find an application complete. A decision by the City must be made on the project within one year. The public hearing must be held at least 60 days before the expiration of the one-year time limit. If an Environmental Impact Report (EIR) is required, a decision on the rezoning request must be made within 90 days of the certification of the EIR. These time limits can be extended for up to 90 days with the applicant's consent.

For more information, please contact:

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