

# City of Helena

## Zoning Process (Pre-Zoning, Zone Changes, CUPs)

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### Pre-Application

- Applicants are encouraged to attend a pre-application consultation with a member of planning staff. This consultation may also include various City department staff members based on the nature of the rezoning request
- The pre-application consultation provides the applicant with an understanding of our processes, schedule, fees, and submittal requirements
- Consultation also allows staff an opportunity to ensure the request is proper and applicable



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### Application Submittal

- The applicant submits the completed application, fees, and requisite materials by the published deadline
- A copy of the application and associated checklist is located on the Community Development website
- An application will not be considered submitted until such time the requisite application fees have been provided



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### Completeness Review

- Staff begins the evaluation on an application's completeness  
*Has the applicant provided the items required for a proper and complete application?*
- A checklist is provided in the application materials
- Staff has *5 working days* from receipt of an application to finish the completeness review and notify the applicant
- Hearing date for the Zoning Commission is set and a tentative City Commission date is provided



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### General Review

- Detailed review of project materials by relevant City departments and outside agencies (10 working days)
- Feedback and comments will be formulated in a report by Community Development staff
- The staff report is made available to the applicant, Zoning Commission and City Commission



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### Public Notices

- Planning staff prepares public hearing notices for publishing in the local paper (Helena IR), mailing to adjacent property owners, and for posting on the subject property
- Separate notices will be published in the IR for the Zoning Commission and City Commission hearings
- The notices provide basic property info, meeting dates and times, and online and in person meeting info



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### Zoning Commission

- The Zoning Commission will hold a public hearing and review and make a recommendation on the zoning request
- This recommendation will be forwarded to the City Commission for their consideration
- The Zoning Commission public hearing will be followed by a hearing before the City Commission approximately 4 weeks after the Zoning Commission hearing



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### Public Hearings

- Public hearings are conducted by both the Zoning Commission and the City Commission
- Hearings are held in conjunction with each body's regularly scheduled meeting
- Anyone who wishes to comment, either in favor or against the request, may speak to one or both bodies
- Any comment received prior to the public hearing will be presented at the respective hearing and become part of the public hearing record



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### Commission Action

- The City Commission will hold a public hearing, typically, 4 weeks after the Zoning Commission hearing
- The hearing will be noticed as provided for in City Code, similar to the Zoning Commission hearing notice
- The City Commission may approve or deny the proposed zone change or approve, approve with conditions, or deny a CUP

