



SINGLE-STORY OVERLAY (R1-S) DISTRICT Process and Guidelines

A Single-Story Overlay District (R1-S) is a zoning designation that can be adopted to preserve and maintain single-family neighborhoods that are predominantly single-story in character. If you are interested in pursuing a Single-Story Overlay District for your neighborhood, the following steps outline the process for moving forward:

STEP 1: Applicants must define the proposed neighborhood boundaries of the Single-Story Overlay on a map using these guidelines as a reference. Planning staff will provide a map and advise on how to best comply with the criteria for establishing neighborhood boundaries.

STEP 2: Applicants must circulate the petition provided by the City to the properties within the proposed Single-Story Overlay District. At least 50% of the properties within the proposed Single-Story Overlay must sign the petition in order for the City to accept a Single-Story Overlay application for processing.

STEP 3: Applicants must submit the required application materials and fee to the Planning Division for processing. The materials required for submittal include the following:

1. A completed General Application form;
2. An application fee of \$4,870 as set by the City Council;
3. A City petition with original signatures reflecting the support of at least 50% of the properties within the proposed Single-Story Overlay District;
4. A map showing the boundaries of the proposed Single-Story Overlay; and
5. Mailing and noticing materials as follows:
 - a. A complete name and address list of the property owners within the proposed Overlay and those within a 500-foot radius of the proposed Overlay. Planning staff will provide the applicants with the address list for properties within the 500-foot radius. One (1) set of stamped, business size envelopes to be mailed to those properties within the proposed Single-Story Overlay, and to all properties within 500 feet of the proposed Overlay.
 - b. If the proposed boundary for the Single-Story Overlay District is accepted by the City Council, then the applicants must provide two (2) sets of postage stamps for all of the property owners within the approved Single-Story Overlay District. These are used for the mail-in ballot process.
 - c. If a minimum of 66-2/3% of the valid votes received by the City support the proposed Single-Story Overlay District, then the applicants must provide two (2) more sets of stamped, business-size envelopes to be mailed to those properties within the proposed Single Story Overlay District, and to all properties within 500 feet of the proposed Overlay.

These envelopes are needed to provide notice of the public hearings before the Planning and Transportation Commission and City Council.

STEP 4: Planning staff will forward the application and proposed boundaries for the Single-Story Overlay District to the City Council. The City Council will then determine if the proposed neighborhood boundary is clearly defined and meets the criteria. Once the City Council has approved the neighborhood boundary, the Single-Story Overlay District application will be deemed complete and the rezoning request may proceed. Property owners within the proposed Single-Story Overlay District and those within 500 feet will be mailed a notice of this meeting.

STEP 5: If the City Council determines that the proposed neighborhood boundary is appropriately defined, Planning staff will initiate the mail-in voting process for only those properties within the proposed Single-Story Overlay District. The standard mail-in vote process takes about four weeks. If at least 66-2/3% of the valid votes that are received by the City support the Single-Story Overlay District, then the application will be scheduled for public hearings before the Planning and Transportation Commission, and City Council.

If the proposed Overlay fails to achieve a 66-2/3% affirmative vote with the official ballots, then it does not qualify for public hearings. In this case, no application for the same or substantially the same Single-Story Overlay boundary shall be filed for a period of at least seven years.

STEP 6: If the proposed Overlay achieves at least 66-2/3% affirmative votes, than Planning staff will schedule the application for the required public hearings before the Planning and Transportation Commission and City Council. If the City Council ultimately approves the Single-Story Overlay District, then the regulations will remain in effect in the neighborhood for at least seven years. If the City Council denies the Overlay application, then the same or substantially the same Overlay application shall not be filed for a period of at least 12 months.

EXPIRATION: After seven years, removal of the Single-Story Overlay District may be considered only if a minimum of 66-2/3% of the property owners in the neighborhood now desire that the Overlay be removed. The required property owner support to remove the Single-Story Overlay District must be shown using the same means that were used to determine the initial eligibility for the District.

NEIGHBORHOOD BOUNDARY, SIZE AND CHARACTER CRITERIA:

1. The Single-Story Overlay District boundary should follow roads, creeks and/or tract boundaries so as to create an identifiable neighborhood or development. City policy is that no preference will be shown for basing neighborhood boundaries on streetscapes or backyard privacy, and that when possible, deference will be given to the neighborhood proposing the Single-Story Overlay boundary.
2. The proposed neighborhood boundary should generally not meander so as to include, or exclude, a small number of parcels in such a way as to be inconsistent with these guidelines.
3. The defined neighborhood should have at least 75% existing single-story development.
4. The neighborhood should contain a minimum of ten properties.
5. Exceptions to the number of properties may be granted in the case of unusual circumstances as determined by the City Council, such as for an isolated cul-de-sac with fewer than ten properties.