



# MEMO

To: Raffi Boloyan, City of Dixon

From: Martha Miller, Miller Planning Associates

Date: December 21, 2022

Subject: Dixon Zoning Code and Map Update – Draft Regulations Review Process Overview

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In July 2021, the City initiated a Comprehensive update to the City's Zoning Ordinance and Zoning Map. This initiative was the next step following the City's General Plan update, which was adopted in May 2021.

In early February 2022, an introductory presentation on the zoning ordinance update project and process was provided to the Planning Commission and City Council, at their respective meetings on Feb 1 and Feb 8, 2022. Both the Council and the Commission accepted the report, and provided very high level feedback that encouraged staff to get the message out on the update process and solicit community input.

One of the first tasks of the project consisted of background review, including a city tour, technical analysis and evaluation of the existing zoning code, General Plan and other planning documents, ordinances, and policies. The principal findings and conclusions of the background review were summarized in a Recommendations Memo that was presented to the Planning Commission on March 8, 2022. The Recommendations Memo is available on the project website, [www.cityofdixon.us/zoningupdate](http://www.cityofdixon.us/zoningupdate).

A set of preliminary outreach activities, consisting of workshops and a survey, were conducted between July and September 2022. These activities were intended to inform the community about the project, invite them to participate, and get input on neighborhood-focused issues and concerns. The Workshop and Survey Input Summary is also available on the project website, [www.cityofdixon.us/zoningupdate](http://www.cityofdixon.us/zoningupdate).

City staff and the project consultants are now working on preliminary drafts of updated regulations that will make up the updated Zoning Code and Map. In all, the updated Title 18-Zoning will comprise five divisions, in the following order:

Division I – Introductory Provisions

Division II – District Regulations

Division III – Citywide Standards

Division IV – Administration and Permits

Division V – Terms and Definitions

To facilitate review, major portions of the Zoning Code and Map will be drafted and reviewed in sections prior to review of the Zoning Code and Map in its entirety. Proceeding with discrete, digestible groups of specific sections make the project more approachable.

Joint City Council and Planning Commission Study Sessions will be conducted on each set of preliminary draft regulations to introduce, discuss, and gather input from decision-makers and the community at-large. Prior to each Study Session, City staff and the project consultant will host “office hours” where community members can view materials, ask questions, and discuss specific topics with planners and the consultant. The anticipated dates and topics of each study session are listed below.

- **Study Session #1: District and Use Regulations.** Session #1 will cover Zoning District Regulations (use and development standards) Overlay Zoning Districts, Standards for specific uses, and Use classifications (definitions of uses) and the Draft Zoning Map.
  - Date: Tuesday, 1/31/2023, 6:30 – 9:00 p.m.
- **Study Session #2: Citywide Standards.** Session #2 will cover Citywide Standards, i.e. General Site Regulations, Affordable Housing/Density Bonus, Landscaping, Nonconforming Uses/Structure/Lots, Parking, Performance Standards, Measure B, and Signs.
  - Date: Monday, 3/20/2023, 6:30 – 9:00 p.m.
- **Study Session #3: Administrative Provisions.** Session #3 will cover Administration and Permits, Procedures, Authorities, Zoning Clearance, Design Review, Use Permit, Temporary Use Permit, Modifications, Variance, Amendment, Rezoning and Enforcement.
  - Date: Monday, 4/24/2023, 6:30 – 9:00 p.m.

Prior to each Study Session and “office hours”, preliminary draft regulations will be available on the project website ([www.cityofdixon.us/zoningupdate](http://www.cityofdixon.us/zoningupdate)) for a minimum of two weeks to provide opportunities for community members to review and comment on the material.

Preliminary draft regulations will then be revised and packaged into a complete Draft Zoning Code and Map for public review and decisionmaker consideration prior to a formal review and adoption process where the Planning Commission will make a recommendation to the City Council, who will make a decision on the adoption of an updated Zoning Code and Map.