



Recommendation

Topic: Notification Requirements

Objective(s):

1. Ensure notification area for applications with variances, special exceptions, and public hearings is easily understood, affectively contacting relevant property owners and is easy to administer.
2. Ensure notification letters sent to adjacent property owners are received in a timely manner prior to the meeting. Citizens need time to adjust their schedules to attend the Planning Commission meetings, organize community concerns and have their questions answered by the applicant or PD staff prior to the meeting.
3. Require removal of notification signs once the Planning Commission has acted on the item.

Recommendation(s):

1. For replats that require a public hearing under state law: Maintain the 250' notification area radius and eliminate the 500' distance along the street.
2. For replats that require a public hearing under state law: Increase the minimum number of days before the Planning Commission meeting a notification letter is sent out from 16 days to 20 days. This recommendation does not impact the submittal date.
3. For in-city variances and special exceptions: Maintain the 250' notification area radius and eliminate the 500' distance along the street. Increase the minimum number of days before the Planning Commission meeting a notification letter is sent out from 7 days to 20 days. This recommendation would move the submittal date for in-city variances from 10 days before the Planning Commission meeting to 24 days before the meeting (one-standard Planning Commission cycle).
4. For in-city variances and special exceptions: Increase the minimum number of days before the Planning Commission meeting a notice sign shall be posted on the property from 10 days to 20 days.
5. Maintain the requirement to send notification to pertinent civic associations registered with the City and district Council Members in whose district the application is in. Expand requirements to include notice to all At-Large Council Members and affected Management Districts/Tax Increment Reinvestment Zones.
6. Establish a requirement that all notifications sent out for upcoming Planning Commission will be posted on our Planning Department website for public access.

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7. Simplify notification sign format and provide reference to the proposed Planning Department's notification link for easy public access to additional detailed information.
 8. Establish a requirement for all on-site notification signs to be removed within 30-days of final Planning Commission action. Evidence must be provided in the recordation package that the sign(s) have been removed. Include pertinent authorization within the Code to allow the Director, the Director's designee, or the City's Sign Administration to enforce this requirement.

Section(s) affected:

- Sec. 42-49. Replats requiring notification of adjacent property owners.
- Sec. 42-83. Notification of applications for variance or special exception.