

## Public Hearing Noticing Options

Hearing Body	Type of Notice	State Law Requirement	Current Rollingwood Ordinance	Mailed before P&Z, Newspaper before City Council, Keeping same notice requirements	Mailed before P&Z, Newspaper before City Council, Reduce P&Z Mailed notice to 20 days	Leave all noticing requirements the same, but change to the business process	Other Considerations
				Recommended Option A	Recommended Option B	Recommended Option C	
Planning & Zoning Commission	Newspaper	None	Published notice in Newspaper at least 16 days prior to the public hearing at City Council	None	None	Published notice in Newspaper at least 16 days prior to the public hearing at City Council	Newspaper notice is costly and ads in the AAS are less likely to be seen by residents than previously. Staff Recommends following minimum state law requirements for newspaper noticing.
	Mailed Notice	Mailed notice to each property owner within 200 feet of the subject property before the 10th day before the public hearing at P&Z	Mailed notice to each property owner within 250 feet of the subject property not less than 30 days prior to the public hearing at P&Z	Mailed notice to each property owner within 250 feet of the subject property not less than 30 days prior to the public hearing at City Council	Mailed notice to each property owner within 250 feet of the subject property not less than 20 days prior to the public hearing at City Council	Mailed notice to each property owner within 250 feet of the subject property not less than 30 days prior to the public hearing at P&Z	Currently all mailed notice requirements are to a greater area than the 200ft legal protest area. In the case of protests, staff must prepare two notice maps for each case, one compliant with the City's notice requirements and the second to compute legal protest. Standardizing this requirement would save staff time and reduce chance for error but would notice a smaller area of potentially affected properties.
			Zoning classification changes other than R-Residential district or P-Park District, mailed notice to all property owners within the City, not less than 30 days prior to the public hearing at P&Z	Zoning classification changes other than R-Residential district or P-Park District, mailed notice to all property owners within the City, not less than 30 days prior to the public hearing at both P&Z and City Council	Zoning classification changes other than R-Residential district or P-Park District, mailed notice to all property owners within the City, not less than 20 days prior to the public hearing at both P&Z and City Council	Zoning classification changes other than R-Residential district or P-Park District, mailed notice to all property owners within the City, not less than 30 days prior to the public hearing at P&Z	The code currently treats R-Residential and P-Park districts differently than the non-residential districts for mailed notice. Standardizing this requirement may reduce staff time spent and the chance for error.
	Website Notice	None	None	None	None	None	Though it is not currently a requirement of our code, increasing our web presence may be a good option to supplement our noticing process. Information about dates and times of hearings, or the content of the hearings, can be posted and we can direct the public there in communications.
City Council	Newspaper	Published in the Newspaper before the 15th day before the public hearing at City Council	Published notice in Newspaper at least 16 days prior to the public hearing at P&Z	Published notice in Newspaper at least 16 days prior to the public hearing at P&Z	Published notice in Newspaper at least 16 days prior to the public hearing at P&Z	Published notice in Newspaper at least 16 days prior to the public hearing at P&Z	The newspaper notice requirement for public hearings before the City Council must remain as is to stay in compliance with state law.
	Mailed Notice	None	Mailed notice to each property owner within 250 feet of the subject property not less than 30 days prior to the public hearing at P&Z	None	None	Mailed notice to each property owner within 250 feet of the subject property not less than 30 days prior to the public hearing at P&Z	
			Zoning classification changes other than R-Residential district or P-Park District, mailed notice to all property owners within the City, not less than 30 days prior to the public hearing at P&Z	None	None	Zoning classification changes other than R-Residential district or P-Park District, mailed notice to all property owners within the City, not less than 30 days prior to the public hearing at P&Z	
	Website Notice	None	None	None	None	None	

**Recommended Option A**

Benefits	This option will almost entirely eliminate the risk of re-noticing because each notice is tied to only one meeting and the City Council date not being set until after the P&Z makes a recommendation.
	Notice will be sent out at two separate times, once by mail at least 30 days before the P&Z public hearing and a second notice in the newspaper at least 16 days before the City Council public hearing.
	Provides more flexibility on meeting scheduling for both meetings since they are not noticed together.
Consequences	Currently from time of notice to possible action by City Council is approximately 45 days (30 day notice to P&Z & 14 days between P&Z and City Council). This option will add at least 4 weeks to the overall time frame increasing it from approximately 45 days to closer to 72-75 days.
	the City Council date can still be announced at the end of the P&Z agenda item as long as the Commission takes action and provides a recommendation.
Cost	In this option, only mailed notice would be provided before the P&Z public hearing and after a recommendation is provided, published notice before City Council. This might be marginally cheaper than current practices due to less information that needs to be published. The risk of re-noticing and associated costs is greatly reduced.

**Recommended Option B**

Description	All same Benefits, Consequences and Cost as Recommendation A, but this will allow P&Z to decide to hold a public hearing at a regular meeting and have the public hearing properly noticed by their next regular meeting date (a month apart.)
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**Recommended Option C**

Description	This option proposes not changing the code requirements but instead shifting the city's business process and meeting timing. The 30 day mailed notice and 16 day newspaper published notice will still be required for both P&Z and City Council, however instead of having both public hearings in the same month (P&Z on 1st Wednesday and City Council on 3rd Wednesday) we would bump the City Council hearing to the following month (approximately 6 weeks later).
Benefits	Allows for an additional regular P&Z meeting in between the scheduled hearings which could be used in the event the Commission did not make a recommendation at the meeting where the public hearing was held.
	No ordinance amendment is required.
Consequences	Currently from time of notice to possible action by City Council is approximately 45 days (30 day notice to P&Z & 14 days between P&Z and City Council). This option will add at least 4 weeks to the overall time frame increasing it from approximately 45 days to closer to 72-75 days.
	All public hearing notice will be issued more than 70 days prior to City Council's public hearing and possible action date. This may cause people to forget about the public hearings due to receiving notice several months before City Council hearing.
	If there are additional delays in the P&Z Commission making recommendations, it is possible that full re-noticing (mailed and published) of the City Council public hearing would be needed. In addition to the extra financial cost, re-noticing will add at least 1 more month of time.
Cost	In this option, both public hearings can be noticed together with 1 mailer and 1 newspaper publication as is the current practice of the City. The risk of having to re-notice public hearings is reduced under this option due to the extra time between meetings.