



Proposed Change: Notification for neighborhood workshops/ public meetings

Detail: Residents have complained about inadequate/late notification for public meetings. The Planning Department currently sends mail notifications to all residents and property owners within 400 feet of a petition site. Applicants are responsible for posting a notice for a public meeting on the petition site. All notifications are required to be sent out at least 15 business days before the public meeting date.

Neighborhood workshops are required as part of the application process for the review of certain types of petitions (future land use map changes, rezonings, special use permits, subdivisions, or development plans). Neighborhood workshops are intended to encourage applicants to be good neighbors and to allow for informed decision making, although not necessarily to produce complete consensus on all applications.

Applicants are currently required to setup and conduct their neighborhood workshops. Currently, planning staff does not attend the neighborhood workshop. Applicants are required to advertise it in a local newspaper and send mail notifications. The mail notifications must be sent to residents and property owners within 400 feet of the petition site at least 15 business days before the neighborhood workshop. The planning department supplies the mailing list to the applicant for neighborhood workshops.

Issues to consider:

- Advertise neighborhood workshops on city/planning website/ social media etc
- Increasing notification boundary beyond 400 ft. Notifying the entire neighborhood will still bring up issues of neighborhood boundary delineations. (Does the city have exact/defined neighborhood boundaries?)
- Requiring posting of neighborhood workshop notice on site could be implemented, who will pay for the additional signs that will be posted? The planning department already supplies signs for public hearings.
- Planning department is working on a 'notice me' tool which will allow residents to delineate an area of the city where they would want to receive notification anytime there is a proposed activity/ petition.
- Neighborhood workshop process and level/implications of staff involvement: Staff involvement in neighborhood workshops may be misconstrued as staff support for petition.

Related Issues: The city has expanded notifications to include residents as well as property owners. The Planning Department also has the Development Projects Map which provides the name, location, and status of all planning applications.

Initiated by: CC - Adrian Hayes-Santos

Fiscal Impact: Yes No

Stakeholders: Residents, Neighborhoods, Applicants, City staff

Timeline: Slow Moderate Fast

Code: [Art. III, Division 1, Reviewing Authorities Sec. 30-3.7. - Neighborhood workshop.](#)

Discussion/ Notes: