



Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: July 16, 2018

Re: Public Notice Procedures and Process – Planning and Zoning Division Actions

Executive Summary

The attached report provides an overview of the public notification procedures and processes used by the staff of the Community Development Department's Planning and Zoning Division. This report was prepared in response to requests made by Councilpersons Skala and Peters.

Discussion

Public notification procedures for all Planning and Zoning Division related matters are addressed within the Section 29-6.3 of the City's Unified Development Code (Chapter 29) of the City's Code of Ordinances. The following report is broken into two sections.

Section One provides an overview of the notification procedures that staff use to providing public notices relating to Planning and Zoning Commission, Board of Adjustment, and Planning and Zoning Division and departmental activities as they relate to the zoning or development-related matters. Section Two provides an overview of several public engagement opportunities related to zoning and development matters and the notification processes that staff follows to alert the public of them.

Public notification is broken into four primary categories pursuant to Section 29-6.3. These categories are Published Notice, Posted Notice, Mailed Notice, and Electronic Notice. These types of notices are further described as either being "courtesy" or "mandatory" notice. The distinction between being a "courtesy" or "mandatory" notice depends on the type of case action that is being proposed or processed. In some instances, "courtesy" notices have become City of Columbia "best practices" and are view as being equivalent to "mandatory" notice.

Within Section One of the report major cases types are shown within tables for each type of notice (published, posted, mailed or electronic). The tables also indicate what Board or Commission is responsible for the action, if the notice is courtesy or mandatory, and the number of days that such notices is sent in advance of a public hearing.

Within Section Two of the report a single table displays the major case types that have public engagement opportunities. Following this table is an explanation of each type of engagement opportunity and how notice is provided to public about their ability to participate in the public process relating to the specific zoning or development related action.



The report attempts to better define what public notice obligations the Community Development Department’s Planning and Zoning Division staff must comply with. The report also illustrates that the procedures for public notice and the process to ensure compliance is complex and often exceeds what is required by statutory provisions. Over the years the City has expanded public notifications beyond the minimum requirements. It is also worth remarking that staff encourages applicants for complex city approvals to inform neighborhood groups of their plans at the earliest opportunity and many applicants take the initiative to discuss their projects with interested parties while their plans are in the formative stages.

The report has been provided as information at the request of Councilpersons Skala and Peters.

Fiscal Impact

Short-Term Impact: None
Long-Term Impact: None

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Operational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Report has been provided for informational purposes only.