



TO: City Commission

FROM: Kev Freeman, Planning Director 

RE: Planning Board Mailout

DATE: 14TH September 2023

STAFF ANALYSIS

Background: The City Commission requested staff investigate a proposal regarding Planning Board public notification requirements. Staff have investigated and provide an example of a potential code amendment.

Proposed Parameters of Code Addition:

Mailout Notice Prior to Planning Board.

- (a) All applications which are heard by the Planning Board shall be subject to this mailout requirement.
- (b) This section does not override any other public notice required by State Statute or by City Code.
- (c) Notice shall be mailed to all current addresses within 500ft lineal feet of the boundary of the subject property at minimum 10-days prior to the hearing before the Planning Board.
- (d) It shall be the responsibility of the applicant or petitioner to mail the required notice and provide proof thereof to the city.
- (e) All property owners' associations and occupiers of dwelling units located within the prescribed distance shall be notified.
- (f) The notice shall advise the addressee of the time, place, and purpose of the hearing and shall state the substance of the proposed action as it affects the addressee.
- (g) Such notice shall be mailed by regular U.S. mail. Notice shall be deemed complete upon mailing regardless of whether or not the notice was actually received by the addressee.
- (h) A signboard shall be posted on site which advises of the time, place, and purpose of the hearing and shall state the substance of the proposed action as it affects the addressee.
- (i) At the commencement of the hearing which is the subject of the mailed notice, the applicant or petitioner shall present evidence that the notice was mailed in accordance with the provisions of this Code. Such evidence shall be under oath and may be in the form of live testimony or the

affidavit of someone with personal knowledge. The evidence shall include a copy of the mailed notice, the date of mailing, and the list of the addressees and their addresses.

Community Meeting

- (a) The applicant is encouraged to set a community outreach meeting to inform citizens of the proposal prior to the Planning Board hearing.