

PROPOSED NEW CHAPTER**Chapter 17.92 PUBLIC HEARING NOTICE PROCEDURES****Sections:****17.92.010 Purpose and intent.****17.92.020 Contents.****17.92.030 Publication.****17.92.040 Mailing.****17.92.050 On-site signage.****17.92.060 - Failure to notify individual properties or persons.****17.92.010 - Purpose and intent.**

The purpose of this chapter is to establish uniform procedures for providing notice where a public hearing on a land use or zoning matter under this title is required by federal, state, county, or city law.

17.92.020 - Contents.

The notice of a public hearing will be prepared by the city and must, at minimum, contain the time and place of the hearing, the body hearing the matter, a summary of the proposed action or use, and the location of any applicable property.

17.92.030 - Publication.

- A. Standard Publication Notice. The notice must be published at least once in a newspaper of general circulation in the city and posted on the city's website not less than 10 days before the hearing date.
- B. Special Planning Commission Zoning Ordinance Publication Notice. Where the matter is a proposed zoning ordinance or amendment to a zoning ordinance that affects the permitted uses of real property to be considered by the planning commission, the notice must be published at least once in a newspaper of general circulation in the city and posted on the city's website not less than 20 days before the hearing date.

17.92.040 - Mailing.

- A. Mailing List Preparation. As part of the application process and subject to the applicable fee, the city will prepare a list of property owners and their addresses within a radius of 500 feet of the exterior boundaries of the subject property, including properties outside of the city limits ("mailing list").
- B. Standard Mailing Notice. Not less than 10 days before the hearing date, the city will mail the notice to:
 - 1. the applicant;
 - 2. all property owners on the mailing list;
 - 3. all property owners or home owners associations on record with the city as having an interest in the subject property, as well as those associations that have an

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interest in properties that are within a radius of 500 feet of the exterior boundaries of the subject property to the extent such interests can be readily identified in existing city records, including any property located outside of the city limits; and

4. any person who has filed a written request for such notices with the community development department.
- C. Special Planning Commission Zoning Ordinance Mailing Notice. Where the matter is a proposed zoning ordinance or amendment to a zoning ordinance that affects the permitted uses of only a specific parcel to be considered by the planning commission, the notice must be mailed not less than 20 days before the hearing date, to:
1. the applicant;
 2. all property owners on the mailing list;
 3. all property owners or home owners associations on record with the city as having an interest in the subject property, as well as those associations that have an interest in properties that are within a radius of 500 hundred feet of the exterior boundaries of the subject property to the extent such interests can be readily identified in existing city records, including any property located outside of the city limits; and
 4. any person who has filed a written request for such notices with the community development department.
- D. The date of mailing is the date of notice.

17.92.050 - On-site signage.

One sign on the subject property and such additional signs as the department deems appropriate must be posted not less than 10 days before the hearing date, unless the matter also involves a proposed zoning ordinance or amendment to a zoning ordinance that only affects the permitted uses of the specific parcel and is to be considered by the planning commission, in which case the sign must be posted not less than 20 days before for the hearing date.

17.92.060 - Failure to notify individual properties or persons.

The validity of any proceeding under this title will not be affected by the failure of any property, property or business owner, resident, or neighborhood or community organization to receive any mailed notice required under this chapter.