

**PUBLIC HEARING INFORMATION*****Planning Commission and City Council action is required for on Annexation, initial Zoning and Rezoning, Preliminary Development Plans, Official Development Plans or Amendments, Special Uses and Variances:***

- A) The Planning Division notifies the applicant that the project is ready for submission for Planning Commission consideration. A public hearing before the Planning Commission will be scheduled by the City.
- B) At least twenty (20) days prior to the Planning Commission meeting, the applicant will submit to their Project Planner the prepared public notice, the mailing list, and the maps indicating all property owners within the project and within 300 feet (or more, if requested by City staff) of the project to receive notice. Such list shall be provided in the form of an ownership report issued by a title company acceptable to the City. These items must be checked and approved by the Planning Division before any formal submittal involving a public hearing will be accepted.
- C) At the same time, the applicant must also submit one full size print of the plan to the Planning Division for a pre-submittal check.
- D) The applicant makes the formal submittal for Planning Commission and City Council consideration no less than twenty (20) days prior to the Planning Commission meeting. Formal submittal for said meeting shall consist of the following:
  - 1. For items that require public hearings by both the Planning Commission and the City Council: Twenty-seven (27) folded sets of paper prints of the Annexation Map, Preliminary Development Plan and Preliminary Plat. This is on a case by case basis. Staff might require less.
  - 2. For items that require a public hearing by only the Planning Commission: Fifteen (15) folded sets of paper prints of the Official Development Plan (or amendment).
  - 3. Certified list of all property owners within the project and within 300 feet of the project. The list must contain the name and address of property owners from the County's records, keyed to the appropriate lot and block number on the county address maps. Such list shall be provided in the form of an ownership report issued by a title company acceptable to the City. Add and complete the following statement to the list:

"I, \_\_\_\_\_, hereby certify that the listed property owners within 300 feet of the subject site are as listed at the County Assessor's Office as of \_\_\_date\_\_\_."

Copies of the County Assessor's maps with a line drawn in red 300 feet from all property boundaries must also be attached to the certified list.

4. Applicant must prepare a map identifying the location and addresses of the property owners.
- E) At least ten (10) days prior to the date of the hearing, the applicant shall mail, by first class mail, the individual notices (the City will prepare the form of the notice to be issued) to the listed property owners and any homeowner's association registered with the City within 300 feet of the subject property. The applicant shall also provide the Project Planner prior to the hearing, a certification that the required notices were mailed and the date of such mailing(s).
  - F) At least ten (10) days prior to the Planning Commission and at least four (4) days prior to the City Council public hearing, the property for which a rezoning, Preliminary Development Plan, Official Development Plan, annexation, or major amendment to a Preliminary Development Plan or Official Development Plan is being considered, will be posted by the City. A public notice will also be published by the City in the designated official newspaper, in a timeframe specified by City Code.
  - G) At least five (5) business days prior to the hearing, the Applicant shall provide the Project Planner with a PowerPoint presentation on a CD or by email including:
    - a) Site vicinity map (north arrow at top).
    - b) Views of existing property from different locations to indicate unique features of the property and surroundings. (Label each slide with the particular view.)
    - c) Site plan (color).
    - d) Comprehensive Land Use Plan Amendment Map (if applicable). Request this from City staff and import into PowerPoint presentation.
    - e) Landscape plan (color).
    - f) Architectural elevations or renderings of proposed structure(s) (color).
    - g) Views of comparable models/buildings, if available.

**Note:** Upon receipt of all correct, required items listed above before the deadline, the Planning Division will schedule the project for the Planning Commission (and/or City Council) agenda. Planning Commission usually meets on the second and fourth Tuesday of each month at 7 p.m., and the City Council usually meets on the second and fourth Monday of each month at 7:30 p.m. **The applicant or representative must make a brief presentation at both the Planning Commission and/or City Council meetings.**

5. Once the Commission or Council packet is ready, City staff will send a copy of the agenda to the Applicant by e-mail. If preferred, the Applicant may request to pick up a hard copy of the agenda. This is usually the Thursday prior to the hearing.
6. At the public hearing, the Planning Manager shall verify that the required notices were issued. Any person with actual notice of the public hearing shall have no standing to object to the commencement or conduct of the public hearing, even if such person failed to receive one or more of the forms of notice prescribed above.

7. The City Manager shall, upon receipt of a favorable recommendation from Planning Commission, schedule a hearing on the plan before City Council. City Council is not required to consider or hold a public hearing on items not favorably recommended by Planning Commission.
8. When plan corrections and changes have occurred during Planning Commission and City Council or City Manager consideration, the developer shall make the necessary corrections on the mylars.

#### FOLLOWING THE PUBLIC HEARING

If the project is approved, or approved with changes, the applicant shall deliver to the project planner the following:

- A) Mylars – see Mylar Specifications
- B) Fee of \$50 plus \$20 per mylar sheet for recording.