

## Legislation Text

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**File #:** Ordinance 14-2016, **Version:** 2

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Agenda Date: 09/06/2016

**Subject:**

An ordinance on second reading amending chapter 1 and chapter 12 of title 10 of the city code regarding mailed notice for development applications that require public hearings before the planning board or city council.

Presented By: Jocelyn Mills, Community Development Director
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**POLICY QUESTION:**

Does city council support amending title 10 of the city code requiring that written public notice be provided to all properties within 500 feet of projects that have public hearings before planning board or city council?

**BACKGROUND:**

On June 28, 2016 a joint study session was held with the planning board and city council to discuss potential amendments to the B-2 Zone District. During that discussion, staff requested another code amendment be considered - to add written public notification to the development review processes when applications have public hearings before planning board or city council. Currently, the zoning code does not require written public notice to adjacent property owners and adding such a provision will ensure more transparency and awareness about pending land use applications within Littleton's neighborhoods.

An open house was held July 14, 2016 for public input on this topic and on updates to the B-2 Zone District, and information was posted on [LittletonPlans.org](http://LittletonPlans.org). The written comments received from the open house and [LittletonPlans.org](http://LittletonPlans.org) are attached to this staff communication.

On July 25, 2016 planning board recommended approval of this ordinance, and amended the ordinance language to enable the community development director to increase the 500 foot radius up to 1,000 square feet in those instances where the proposed development may have impacts to a larger area of the community.

Council approved the first reading of this ordinance on August 9, 2016.

**STAFF ANALYSIS:**

Section 10-1-9 of the zoning code outlines general application requirements and procedures. Subsection C and D of this section outlines procedures for bringing applications before planning board and city council, and includes rezonings, general plan development plans, planned development overlays, and conditional uses. Section 10-12-4 of the zoning code outlines procedures for amendments to the official zoning map. Subsection B, 2 and 3 includes review before planning board and city council.

Written notice would be incorporated into the process and applicants would be required to send notification (subject to city staff approval of the verbiage) via US mail no less than 10 days prior to the hearing.

See the attached draft ordinance for the specific proposed code changes.

**STAFF RECOMMENDATION:**

Staff recommends approval of the ordinance adding Section 10-1-9 and Section 10-12-4 of the zoning code, requiring written public notice to adjacent property owners within 500 feet of all development applications that require public hearings before planning board or city council. The mailed notice may be increased up to 1,000 feet of a proposed development where impacts may reach a larger area of the community.

**PROPOSED MOTION:**

I move to approve on second reading the ordinance amending chapter 1 and chapter 12 of title 10 of the city code regarding mailed notice for development applications that require public hearings before planning board or city council.