



City of Gainesville

Department of Sustainable
Development

City Plan Board Staff Report

Petition Information

Public Hearing Date: June 27th, 2024

Project Name and Number: LD23-000160 Community Meetings with Notice Text Change

Application Type: Text Change to the Land Development Code (Legislative)

Recommendation: Staff recommends denial of Petition LD23-000160 TCH

City Project Contact: Nathaniel Chan, AICP

Application Information

Applicant: Margaret (Peggy) Carr

Company/Organization: Gainesville Neighborhood Voices, Inc.

Related Petition(s): N/A

Legislative History: N/A

Petition Description

This privately-initiated text change application proposes to amend four sections of the Land Development Code pertaining to public notice and participation: Section 30-2.1. – Definitions; Section 30-3.7. – Public participation; Section 30-3.8. – Public notice; and Section 30-3.12. – Review procedures.

This petition is related to Goal 5: “Best in Class” Neighbor Services of the City of Gainesville Strategic Plan.

Summary of requested changes (Four Community Meetings with Mailed Notice)

The requested text change to the Land Development Code would require citywide legislative and quasi-judicial items (those affecting more than 5% of the City's land area) to hold 4 "community meetings" (one meeting in each City Commission district) before the items are routed to the City Plan Board, with associated regulations. This change would apply to all planning petitions that affect more than 5% of the City's land area, like most text changes and some future land use change and rezoning petitions. As expressed in meetings between staff and the applicant, the purpose and intent of the changes is to:

1. Ensure early and effective citizen participation in determining the impacts each quasi-judicial/legislative decision might have on individuals and/or neighborhoods;
2. Ensure that every person has an adequate opportunity to learn about each quasi-judicial decision that may affect them;
3. Allow applicants, city employees, appointed officials, and elected officials to work with the public to resolve concerns at an early stage of the decision-making process; and
4. Create an adequate record of citizen participation to inform applicants, city employees, appointed officials, and elected officials throughout the decision-making process.

The proposed text change requires that of the four required community meetings, one meeting should be held in each of the four City Commission Districts, with the suggestion that each City Commissioner representing the district attend the meeting. Community meetings must start between 6pm and 8pm on weekdays or between 9am and 5pm on weekends. Additional requirements include a public participation report summarizing the feedback received at each community meeting, collection of contact information from attendees, and **mailed notice of the meeting to all residents within the City**. The mailed notice should be mailed at least 15 calendar days before the first community meeting and must include the date, time, and location of all scheduled community meetings, a narrative description of the potential impacts, and a website link that will include subsequent information.

The applicant proposes that no more than two sequences of community meetings are held per year (4 meetings in each sequence, 8 meetings total per year), where applicable petitions are grouped into one sequence of community meetings. Additionally, the applicant proposes that if there are multiple petitions within a sequence of community meetings, then associated costs for mailed notice at this stage are shared and split between petitions and their applicants. The two exemptions to the proposed “community meeting with notice” requirement are annexation-related future land use change and rezoning petitions and legislative changes required by state statute. The applicant also proposes that all applicable planning petitions affecting more than 5% of the City’s land area require a newspaper advertisement for each public hearing held.

Staff Analysis and Recommendation

This petition was reviewed by staff for its consistency with the Comprehensive Plan and the Land Development Code. Additionally, staff reviewed the proposed text change in terms of recent public notification and engagement efforts, staff capacity, and costs to the City of Gainesville. Since this change would affect many of the Planning Division’s petitions, a fiscal analysis was also conducted to assess how the change would impact recent petitions.

Review of Florida Statute Requirements for Notification

Based on staff review of Florida Statute, there are various requirements for public notice of ordinance hearings. Public notice as regulated by Florida Statute typically takes the form of newspaper ad requirements. Depending on the type of ordinance being heard (future land use amendment, rezoning, text changes, etc), different requirements apply for the number of newspaper advertisements, the content of the ads, when the ads must run, number of hearings needed, and when the ordinance can be heard (F.S. 163.3184, F.S. 163.3187, F.S. 166.041, F.S. 286.86). For example, a small-scale (less than or equal to 50 acres) future land use amendment not initiated by the City requires 1 weekday public hearing and 1 newspaper ad at least 5 days prior to

the adoption hearing, and must include the ordinance title, date, time, and place of the meeting, and other required verbiage. Other ordinance types may require more newspaper ads, more hearings, or both. Prior to scheduling first reading of an ordinance at the City Commission, the City prepares and sends public notice in compliance with the applicable Florida Statute requirements.

Florida Statute does not regulate mailed notice to affected parties and property owners or posted notice on the subject property. Both mailed and posted forms of notice are considered courtesy notice as it is not regulated by Florida Statute, but rather each municipality's Land Development Regulations. Prior to placement of a planning item on an advisory board or City Commission agenda, staff prepares the required mailed and posted notice as regulated by Section 30-3.7 of the Land Development Code.

Overview of Current Code Requirements for Public Participation and Notice

Section 30-3.7 of the Land Development Code regulates public participation for almost all planning projects that require board approval, including future land use changes (LUC), rezonings (ZON), variances (VAR), special use permits (SUP), right-of-way/street vacations (SVA), certificates of appropriateness (COA), subdivisions (SUB), and development plan review of intermediate and major projects. Public participation begins at the neighborhood workshop stage prior to submittal of any formal application to the City. There, the applicant and/or owner can speak directly to the public regarding the proposed changes to their private property, and can receive direct suggestions and feedback. The applicant is also required to produce a public participation report, summarizing the feedback provided at the neighborhood workshop stage. The public participation report along with the other neighborhood workshop materials are submitted with the application for city staff's review and consideration. After submitting a formal application, public participation typically continues by meeting directly with staff and at public hearings, if the petition requires them (advisory board meetings and City Commission meetings).

Section 30-3.7 (B) of the Land Development Code provides a few exemptions to the neighborhood workshop requirement. These exemptions are as follows:

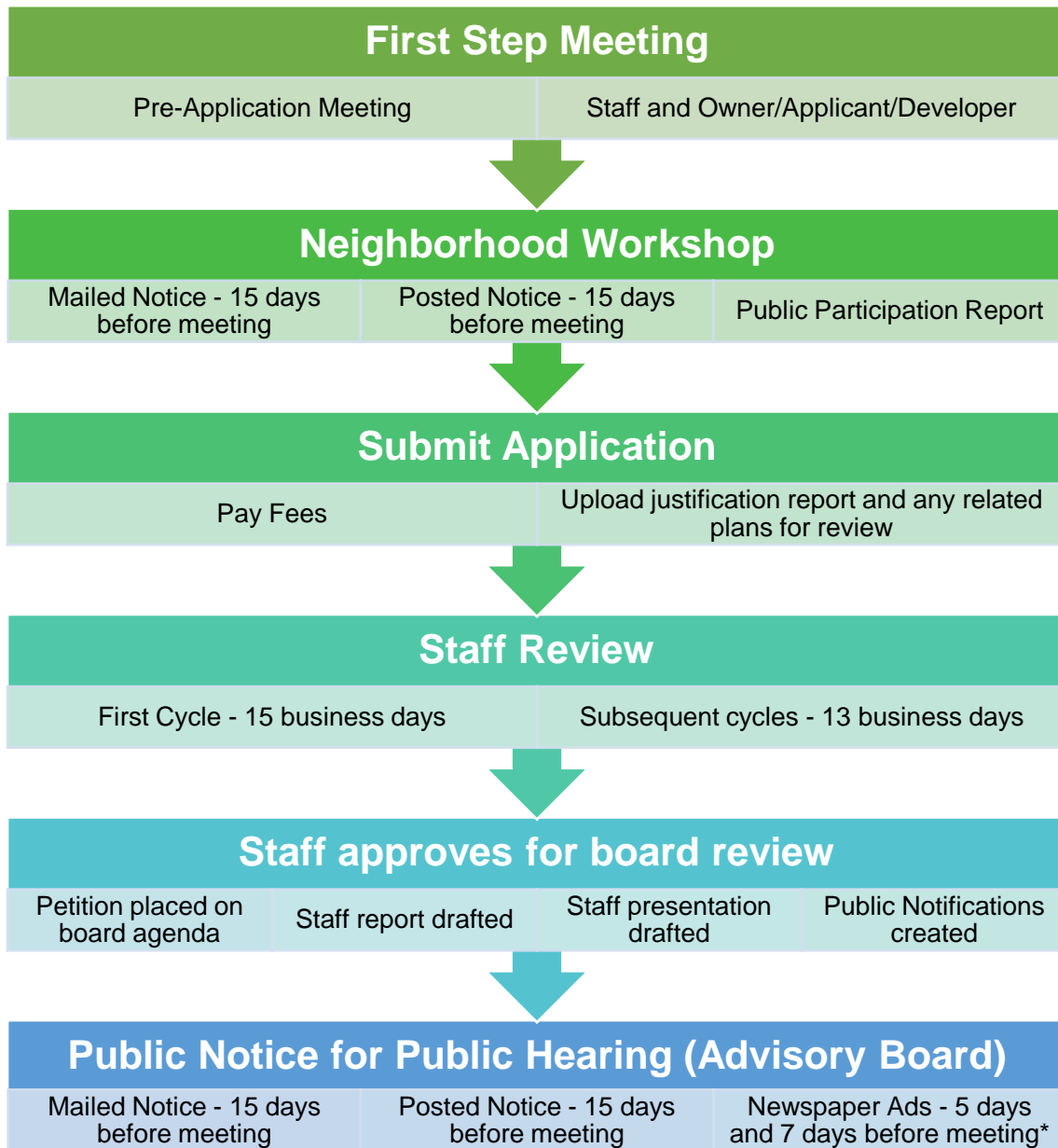
1. Text changes to the Comprehensive Plan or Land Development Code.
2. City-initiated amendments to the future land use map of the Comprehensive Plan that change the future land use from Alachua County to City of Gainesville categories (annexation-related future land use map change)
3. City initiated amendments to the zoning map that change the zoning from Alachua County to City of Gainesville districts (annexation-related rezoning)
4. Development plan applications for nonresidential projects of 10,000 square feet or less of floor area when not abutting or adjacent to property zoned for single-family residential use (minor/rapid development plan reviews)
5. Development plan applications for residential projects of ten units or less (minor/rapid development plan reviews)
6. Environmental remediation or safety improvements required by local, state, and federal agencies

While text changes to the Land Development Code, text changes to the Comprehensive Plan, and City-initiated future land use changes and zoning changes are exempt from neighborhood workshop requirements, they are still required to undergo the public hearing review and notification process (advisory board and City Commission review).

Public notification/notice of public participation events occurs in many forms through various avenues. For neighborhood workshops, the applicant is required to mail notice to properties within 400ft of the subject property and include information on the proposal, time, and date of the workshop. The 400ft distance is determined through the GIS “buffer” tool that measures and selects properties within 400ft of the subject property and creates a list of addresses of properties that touch the 400ft buffer line. For public hearings (advisory boards like the City Plan Board, and Development Review Board, as well as the City Commission), the same tool is used to send mailed notice “postcards” to owners and occupants within 400ft. Additionally, staff sends

postcards to all listed neighborhood associations that the City has on file for all petitions that require advisory board or City Commission review/approval, unless exempt from mailed notice requirements. Signs are posted on the subject property for both neighborhood workshops and public hearings. Additionally, depending on the type of item, newspaper ads may be required to notify the public of public hearings. See Figure 1 below for an overview of the process for advisory board review.

Figure 1. Process for Advisory Board Review



*if required by state statute

The City is committed to a robust and timely engagement and participation process. A great deal of time and effort is dedicated to ensuring that all planning petitions are noticed correctly at their various injunctions (neighborhood workshops, City Plan Board, City Commission, Development Review Board, and the Historic Preservation Board). Mailed notice/postcards, posted notice/signs on the property, newspaper ads, and neighborhood workshops contribute to the City's commitment to notifying neighbors of pertinent items. While not a requirement of the Land Development Code, additional community workshops and engagement sessions are typically held for projects that have a large scope and a potentially large impact. Some recent examples include the additional workshops and meetings held for the exclusionary and inclusionary zoning efforts (2022), listening sessions and online review for the Comprehensive Plan update ImagineGNV (2021-present), the workshops for small lot reform (2024), and more.

Recent public notification and engagement changes (History)

The most recent change to Public Participation occurred in 2021 with Ordinance 200650, which was a text amendment to the Land Development Code changing the requirements for neighborhood workshops and levels of development review. These city-initiated changes were intended to strengthen community engagement through the neighborhood workshop process and require major development plans to be further noticed and reviewed by the Development Review Board. The following list summarizes the most recent changes to the public notification and participation section of the Land Development Code:

- Required sign postings for neighborhood workshops
- Removed newspaper ad requirement for neighborhood workshops
- Required public participation report and narrative for neighborhood workshops
- Allowed neighborhood workshops to be held virtually
- Required major development plans to be reviewed by the Development Review Board
- Required neighborhood workshop for right-of-way vacations
- Required posted notice for right-of-way vacations

Staff Analysis of Requested Changes

As planning professionals, it is essential to plan for the public interest and conduct transparent public engagement, ideally towards building consensus. Many of the existing requirements regarding public participation and notice speak to this notion, as there are several instances for which the public and all stakeholders can learn about upcoming and ongoing petitions, attend meetings, and provide feedback. The proposal to mandate four community meetings for legislative and quasi-judicial items raises numerous concerns including costs, staff time, venue uncertainties, inconsistencies with the Land Development Code, and an overall deceleration of the planning process.

Costs and Limited Budget

Of utmost concern of the requested changes is the costs and limited budget for notifying all city residents of four community meetings for each sequence. As of March 2024, there are approximately 66,988 residential addresses citywide. This number is expected to grow with Gainesville’s growing population, the City’s desire to increase housing stock, and as new residential developments are completed. The Planning Division’s budget for mailed notice (for public hearings) in FY2024 is currently \$16,000 for printing (printing maps, business cards, and regular printing), and \$6,400 for postage (postcards and other mailed items). Table 1 below summarizes the current costs per postcard (printing + postage) through the City’s existing agreement with Renaissance Printing.

Table 1. Current Cost per Postcard (Renaissance Printing)

Printing cost per postcard	Postage	Flat Rate for mailing	Total cost per postcard
.53 cents	.45 cents	\$15 (prepare all postcards for shipping)*	.98 cents + \$15 flat rate for mailing batch
*flat rate for shipping could change for large orders			

Based on the .53 cents for printing and .45 cents for postage of each mailed notice postcard, the total cost per postcard equates to .98 cents plus a \$15 flat rate for

mailing. Renaissance printing (vendor for mailed notices) informed city staff that the flat rate for shipping could increase based on the volume of the order. The proposed text change would require four community meetings with mailed notice to all residential addresses for legislative items and quasi-judicial items that affect more than 5% of the City’s land area (approximately 1,823 acres). The applicant proposes holding no more than two sequences of community meetings per year (4 meetings in each sequence, 8 meetings total per year), where applicable petitions are grouped into one sequence of community meetings. The applicant proposes that multiple petitions share a single postcard for the purposes of mailed notice. Table 2 estimates the total cost of mailed notification to all residential addresses citywide in a given year if two sequences of community meetings are held (8 meetings total).

Table 2. Total cost for mailed notification with the proposal (addition of four Community Meetings)

Sequence of Community Meetings	Cost per postcard	Citywide Residential Addresses	Total mailed notice cost (not including \$15 flat rate)
Sequence 1: Four Community Meetings	.98 cents	66,988	\$65,648.24
Sequence 2: Four Community Meetings	.98 cents	66,988	\$65,648.24
TOTAL COST:			\$131,296.48*

*does not include flat rate cost for shipping, which could increase with large orders

Based on 66,988 residential addresses citywide and .98 cents per postcard, the total cost of mailed notice for one sequence of four community meetings is approximately \$65,648.24. This estimate does not include the \$15 flat rate for shipping which could increase with a larger order, or any subsequent notices that are already required for public hearings. In total, two sequences of four community meetings (totaling 8 community meetings) would cost \$131,296.48 in mailed notice. The applicant proposes that the costs for community meetings be split between all planning petitions within a sequence. Additional work is needed to coordinate how payments can be split between

applicants in the same sequence of community meetings after an application is received. If the city were the applicant on a planning petition (legislative or quasi-judicial) that affected more than 5% of the city’s land area, the city would incur the shared mailed notice costs. The proposal to increase mailed notice by \$131,296.48 far exceeds Sustainable Development’s budget for mailed notice.

An additional analysis was completed to determine the number of applicable petitions from January 2023 to June 2024 if community meetings and mailed notices were required. The following petitions in Table 3 were petitions that met the criteria for needing a sequence of four community meetings and notice as described in the proposal, in that they are either legislative or quasi-judicial petitions that affected more than 5% of the City’s land area (approximately 1,823 acres).

Table 3: Applicable Petitions that would have required Community Meetings (January 2023 – June 2024)

Petition Number	Application Type	Summary of Application
LD23-000020	Large-Scale Land Use Amendment	Restoring Exclusionary Zoning
LD23-000021	Zoning Map Change	Restoring Exclusionary Zoning
LD23-000023	Text Change	Comprehensive Plan Amendment to Restore Exclusionary Zoning
LD23-000054	Text Change	Substandard Lots and RSF-4 Side Setback
LD23-000084	Text Change	Lighting Code Update
LD23-000121	Text Change	Occupancy Limit and Definitions
LD23-000122	Text Change	Board Probationary Period
LD23-000160	Text Change	Community Meetings with Notice
LD24-000009	Text Change	EV Charging Stations and Infrastructure

Petition Number	Application Type	Summary of Application
LD24-000010	Text Change	Single-Room Occupancy (SRO)
LD24-000028	Text Change	Comprehensive Plan Amendment – Small Lot Reform
LD24-000032	Text Change	Small Lot Reform
LD24-000043	Text Change	Alcoholic Beverage Establishments
LD24-000051	Text Change	Lighting Exemptions for Nature Parks, Centers, and Conservation Areas
Total Applicable Petitions: 14		

Between January 2023 and June 2024, there were 14 petitions that met the subject text change’s criteria and would have required a sequence of four community meetings. Of the 14 petitions, 8 petitions were initiated in 2023 and 6 petitions were initiated in 2024. 12 of the impacted planning petitions are text changes, either to the Land Development Code or the Comprehensive Plan. The city was the applicant on all of the planning petitions in the assessed period (they were city-initiated changes) except for one which was privately-initiated, LD23-000054. If the subject proposal were passed in 2023, the city would have been responsible for 3 sequences of community meetings: two sequences of community meetings in 2023 and one sequence of community meetings in 2024, with their associated mailed notice costs.

Venue Uncertainties

The proposed text change would require a sequence of four community meetings, with one community meeting in each Commission District. Many typical city-owned venues are within Commission Districts 1 and 4 (MLK Recreation Center: District 4; Albert Ray Massey: District 4; Bo Diddley Plaza: District 1; Depot Park: District 1, etc). While there may be additional venue spaces not listed, accessibility and capacity are two added concerns. Locating a venue that could support a large capacity of neighbors (when mailed notice is sent to 66,988 residential addresses) and meets accessibility

standards may prove to be difficult. Furthermore, a prospective venue may also be limited by their schedule for availability and costs associated with using their space. In summation, there are many uncertainties associated with securing four venues large enough to accommodate a large group of people with associated pricing and availability constraints.

Staff time

Adding four community meetings to the planning process would require a considerable amount of staff time to implement and upkeep. As written, the four community meetings would require both working hours and after-hours staff time, coordination between departments and venue staff, and attendance from various departments. Since the proposed text change requires community meetings to be held after 6pm on weekdays with the option for meetings to be held on weekends, city staff would need to navigate scheduling conflicts with City meetings that occur past 6pm (City Commission and other advisory boards). If held on weekends, staff would need to adjust personal non-working hours. The proposed recommended attendance by the presiding Commissioner in their district will further complicate scheduling. Below is a breakdown of City departments and their anticipated level of involvement in the proposed community meeting process:

Planning Division:

- Scheduling community meeting by coordinating with the venue, preparing mailed notice postcards, creating a presentation, and assisting private applicants through the new process
- Hosting community meeting by attending the meeting, collecting contact information through a sign-in sheet, presenting the petition, and answering questions from the community
- Synthesizing feedback through the public participation report, uploading documentation of community meeting, and maintaining online/website materials of community meetings
- Preparing additional newspaper advertisements at the public hearing stage

- Coordinating split payments for mailed notice between applicants within the same sequence of community meetings

Communications Department:

- Since community meetings are proposed to be advertised to all residential addresses, coordination with the communications department in relation to the media/press is necessary
- Synthesizing feedback through the public participation report and uploading documentation of community meeting
- Creating and maintaining online/website materials of community meetings, including descriptions of the petitions and backup information

City Manager's Office:

- Coordination with executive assistants and availability of Commissioner schedules to attend community meetings

Facilities

- Depending on venue setup and equipment needs, facilities may need to be involved to help setup and take down equipment

Deceleration of the planning process and varying scope of planning petitions

The addition of four community meetings as a requirement for both legislative and quasi-judicial petitions affecting more than 5% of the City's land area would increase the review time needed to process planning petitions. Currently, planning petitions within this threshold (affecting more than 5% of the City's land area) can occur on an as-submitted basis. Since only 2 sequences of community meetings are proposed per year, planning petitions within this threshold would need to be placed on-hold until the next sequence of community meetings. Additionally, if an applicable petition were submitted while a sequence of community meetings was underway, the petition would need to wait until the next sequence of community meetings before continuing through the planning process. Requiring community meetings and all the steps that are

involved (scheduling, notification, public participation report, and other requirements) will add several months to a process that can already take a year or longer to complete.

As submitted, the proposal does not consider the varying scope of planning petitions. Some text changes to the Land Development Code and the Comprehensive Plan are small changes in scope, like recent text changes to lighting standards (LD23-000084), advisory board probationary period (LD23-000122), and occupancy limit and definitions (LD23-000121), among others in previous years. Requiring community meetings and mailed notification to all residential addresses in the City for these small changes will increase costs for property-owners and privately-initiated petitioners, increase fiscal impacts to the city, and increase costs overall due to longer review times.

Consistency with the Land Development Code and Comprehensive Plan

The subject text change presents various inconsistencies with the existing Land Development Code, including the proposed definitions for neighborhood workshop, public hearing, and others. The addition of “community meeting” as a defined term may further confuse users of the Land Development Code as it is definitively synonymous with “neighborhood workshop” outside of the LDC. Should the subject proposal be passed, staff will work with the applicant and the City Attorney’s Office to ensure that these inconsistencies are resolved so that the Land Development Code contains consistent language across all sections.

The proposed text change is related to Objective 5.4 of the [Future Land Use Element](#) of the [Comprehensive Plan](#), which states that “The City shall partner with neighborhoods to facilitate effective communication between the neighborhood residents and the City and develop specific actions to address neighborhood identified goals and improvements”.

Recommendation

Based on staff analysis of the proposed text change, staff recommends denial of Petition LD23-000160 TCH.

Staff finds that the existing requirements for public notice and participation are robust and foster a transparent and engaging planning process. The recent neighborhood workshop changes adopted in 2022 increased public notice and public participation in planning petitions. Neighborhood workshops, mailed notice, posted notice, newspaper ads, public hearings, and individual community and neighborhood meetings all contribute to the vast number of ways that the city engages with its neighbors. As explained in staff analysis, the proposed text change would increase mailed notice cost beyond what is currently budgeted. With two sequences of community meetings and notice per year, the proposed text change would increase the time needed to review and process planning petitions. In summation, the proposed text change would come with the cost of both time and budget.

Staff understands the ongoing need to review and improve public participation and public notice. Separate from this petition, staff is exploring additional options to increase or improve public participation in the planning process, such as neighborhood workshop information on the city’s website, improved newspaper ad visibility, and other cost-effective strategies.

Draft Motion for Consideration

I move to deny Petition LD23-000160 TCH.

Appendices

Appendix A. – Application Documents

APPENDIX A

Application Documents

Proposal to Enhance Public Participation in City Land Use Decision-making

GAINESVILLE NEIGHBORHOOD VOICES PRESENTATION

CITY PLAN BOARD – JUNE 27, 2024

Recent History of Proposed City-wide Changes

- 2018 - GNV Rise – Significant changes to all RSF classifications
- 2020 – 2 ADUs/residence allowed
- 2022 – 2023 Upzoning of all RSF zoning classifications to allow quadraplexes
- 2023 – Coffey Proposal for changes to all RSF-4 zoned properties
- 2023 – 2024 Eastman Proposal for changes to all RSF zoning classifications
- 2024 – Proposed changes to side setbacks Transects U3-U7
- 2024 – GNVoices Current Proposal for substantial revision of Public Participation and Public Notice sections of LDC

Conclusion: Large scale and significant changes to our land use regulations can be made with little public participation and/or public notice resulting in substantial late-process citizen angst

Motivation

City-wide land use changes are a new phenomenon in Gainesville and elsewhere.

City-wide changes currently require LESS public notice and public participation than proposed changes to individual properties.

Local press is becoming less reliable and not well subscribed.

City land use regulations are written for experts—planners and developers—yet they impact the daily lives of everyday people.

Creating resident-friendly processes can increase civic engagement and trust.

Parts of Proposed Amendment

- Part 1 - Added Definitions
- Part 2 – Enhanced Public Participation
- Part 3 – Enhanced Public Notice
- Part 4 - Website

Critical Added Definitions

Part 1

Legislative decision means a decision that formulates a city policy that may apply to a quasi-judicial decision. Every decision to adopt or amend a part of the comprehensive plan is a legislative decision.

Quasi-judicial decision means a decision that applies existing city policy to facts about specific real property.

Additional Definitions

Part 1

Public hearing means a meeting of the city plan board or the city commission.

Public notice pursuant to this chapter is the means by which the city notifies its citizens of public hearings.

Public participation means the active involvement of citizenry in the consideration of proposed legislative and quasi-judicial changes to the Land Development Code.

Additional Definitions

Part 1

Neighborhood workshop means a gathering organized and paid for by the applicant to inform neighbors of a quasi-judicial and/or legislative change that affects less than 5% of the city.

Community meeting is a meeting to be held and paid for by the applicant to discuss a proposed quasi-judicial and/or legislative change that affects 5% or more of the city area. Such meetings will provide applicants with early, substantive feedback and may lead to the modification of the proposal.

Part 2 - Enhanced Public Participation

- Less than 5% of City Area
 - Legislative decisions
 - Quasi-judicial decisions
- 5% of City Area and greater
 - Legislative decisions
 - Quasi-judicial decisions

No change from current practice

- Applicant responsible for a neighborhood meeting
- Applicant responsible for notifying owners of properties within 400' of project by mail
- Applicant responsible for providing a report about the neighborhood meeting including list of attendees
- Applicant responsible for posting property

Less than 5%
of City Area –
Public
Participation

Part 2

Applicant responsible for one mailed notification to all city residents

- Mailing to contain explanation of proposed change(s)
- Link to city-maintained website for subsequent meeting information and project updates
- Costs:
 - Estimated unit cost range: \$.50 - \$1.00
 - Estimated residential addresses: 67,000
 - Cost range for applicant: \$33,500 - \$67,000

5% of City
Area or
Greater –
Public
Participation

Part 2

5% of City Area or Greater – Public Participation

*Applicant(s) responsible for 4
community meetings, one in each
commission district*

- Two community meeting cycles/year
(proposed changes can be grouped)

Suggested Calendar for Community Meetings

2024-315A

5% of City
Area or
Greater –
Public
Participation

Part 2

- Month 1 – 2
Application period for Cycle One closes at end of month 2
- Month 3
Staff prepares mailout and organizes Cycle One community meeting schedule
- Month 4 - 5
Cycle One Community Meetings held
Meeting reports are prepared
Staff prepares agenda item(s) for City Plan Board Meeting
- Month 6
City Plan Board Meeting for Cycle One applications
- Months 7-12
Schedule repeats

5% of City
Area or
Greater –
Public
Participation

Part 2

Possible venues for Community Meetings:

- District 1 - Eastside Community Center or T. B. McPherson Community Center
- District 2 - Alachua County Senior Recreation Center
- District 3 - Church or Oak Hammock
- District 4 - Ray Massey Community Center or Thelma Boltin Center

5% of City Area or Greater – Public Participation

Estimated Costs

- Facility charge: \$0 - \$100
- City staff time: estimated @ 20 hours x \$100/meeting
- Maximum meetings/year: 8
- Maximum estimated cost/year: \$16,800

5% of City
Area or
Greater –
Public
Participation

*Applicant responsible for
providing a report about the
community meetings including list
of attendees*

Part 2

Part 3 - Enhanced Public Notice

- Less than 5% of city area – no change to current requirements
- 5% and more of city area – all non-exempt legislative and quasi-judicial changes will require a newspaper advertisement for each hearing

Part 4 - Website

- Easy to navigate
- Constantly updated

Projected Cost for City* Initiated Changes

- Mailings
- Community Meetings
 - Staff time
 - Facility rental
- Additional Advertising Costs for Public Hearings
- Website – added costs for proposals impacting 5% or more of the city land area

* For changes proposed by others, applicant will cover costs

Estimate for Mailings

Costs

67,000 addresses x \$1/postcard =
\$67,000 x maximum of 2 cycles/year
= maximum cost of **\$134,000**

Estimate for Community Meetings

Costs

- Staff Time: 20 hrs/meeting x
4 meetings = 80 hrs x \$100/hr =
\$8,000/cycle x maximum of 2 cycles =
\$16,000
- Facility Rental: \$100/meeting x
4 meetings = \$400 x maximum of 2 cycles =
\$800
- Maximum cost of **\$16,800**

Estimate for Additional Advertising

City Plan Board Ad - \$400

2 City Commission Ads - \$300

Total = \$700/cycle x 2 = **\$1,400**

Costs

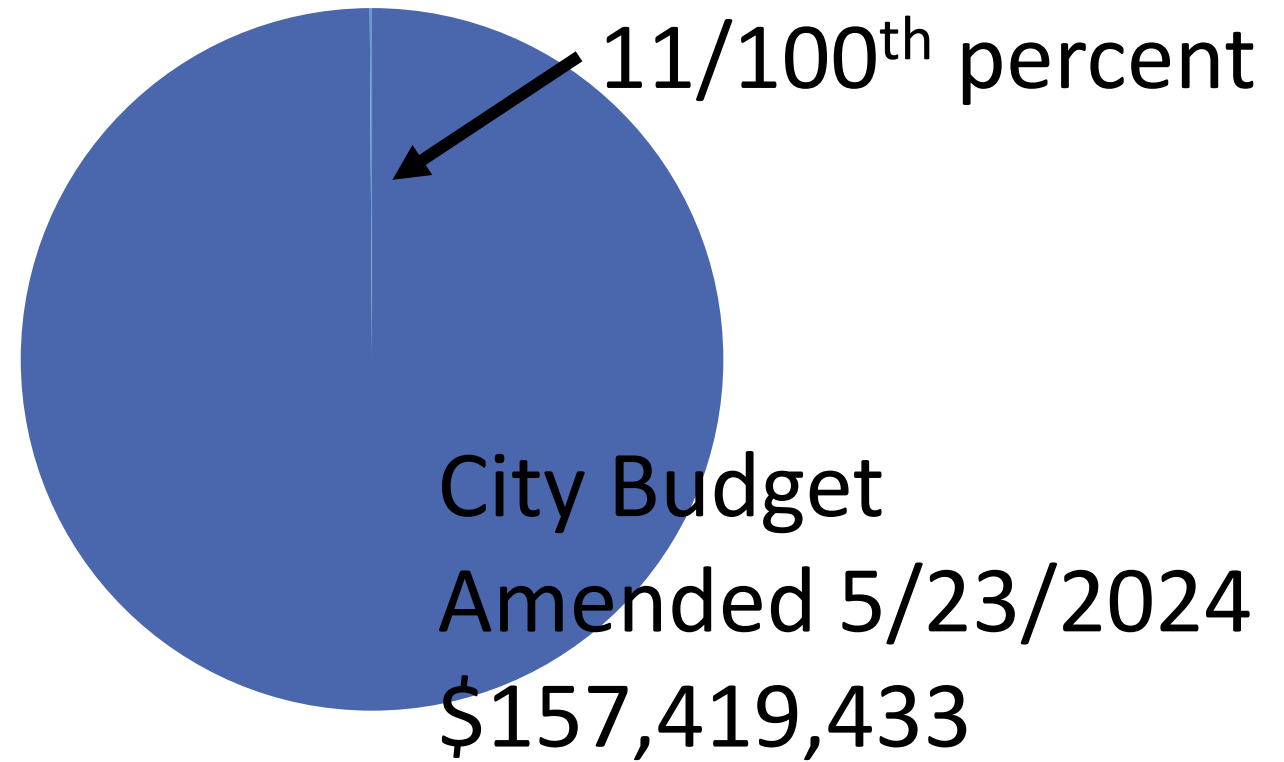
Estimate for
Website for
proposals
impacting
5% or more
of the city
land area

Costs

10 hours/week for 8 weeks per cycle =
80 x \$100/hour = \$8000
x maximum of 2 cycles =
Maximum cost of **\$16,000**

Cost in Perspective

Item	Cost
Mailings	\$134,000
Meetings	\$16,800
Website	\$16,000
Ads	\$1,400
Total	\$168,200*



* Costs will be shared by all applicants

Summation

- **Consistent with the City's Strategic Plan**
 - Equitable Community - Enhance the access to city services, information, programs, facilities and activities for all Neighbors
 - Best in Class Neighbor Services - Maintain and enhance proactive city communications policies, strategies and tools to inform the community and our neighbors
- **Will improve Community – Commission relations**
- **Will assist staff & CPB with scheduling**
- **Request: Each of the 4 parts be considered separately**