

**17.04.160 – Public notices**

**A. Published Notices**

For all applications that require a public hearing, the City shall cause a notice to be published as required by law. The notice shall include the date, time, place and purpose of the public hearing, the name of the applicant and the address or common location of the subject property. Such notice shall be published not less than fifteen (15) days nor more than thirty (30) days in advance of the scheduled hearing date.

**B. Mailed Notification**

1. For public hearings for Zoning Map Amendments, Variations, Special Uses and Amendments to Special Uses the applicant shall submit with the application a written certified list containing the names and mailing addresses of all owners of all property within two-hundred and fifty (250) feet of the property for which the application is requested, as they appear on the authentic tax records of the county in which the property is located. The two-hundred and fifty (250) feet shall be measured in all directions from the perimeter of the subject property, provided that the number of feet occupied by public roads, streets, alleys and other public ways, as well as railroad rights of way, shall be excluded in computing the two-hundred and fifty (250) foot distance.
2. The Director of Community Development shall send by first class certified mail, not more than thirty (30) days nor less than fifteen (15) days before the hearing, written notice to the owners appearing on the list furnished by the applicant. The notice shall include the date, time, and place of the public hearing, the name of the applicant and the address or common location of the subject property, and a brief statement of the nature of the applications to be considered at the public hearing.

**C. Posted Sign Notices**

For public hearings for Zoning Map Amendments, Variations, Special Uses and Amendments to Special Uses, the Director of Community Development shall direct the erection of at least one (1) sign upon the lot constituting the subject property. Where possible, signs shall be located in a conspicuous place nearest any right-of-way, street, roadway or public thoroughfare abutting the property. Signs shall be erected not less than ten (10) days before the date set for the public hearing.

Such sign or signs shall indicate the phone number of the Community Development Department where additional information can be obtained. The erection of such signs and/or their continued maintenance shall not be deemed a condition precedent to the holding of any public hearing, to the recommendation concerning or adoption of any proposed Map Amendment or Special Use, or to any other official action concerning any such amendment or Special Use.

(Ord. 2008-Z-32 § 8.)

**D. Public Examination and Copying of Applications and Other Documents**

During normal business hours, any person may examine the application and material submitted in support of, or in opposition to, the application, subject to the exceptions set forth in the Freedom of Information Act. Upon reasonable request, any person shall be entitled to copies of the application and related public documents. The Building and Code Enforcement Division Manager and Director of Community Development shall make copies of such materials available for a fee as specified by the City.

(2008-Z-32 : § 6)