



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

---

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Department of Development Services

**DCM:** Cassey Ogden

**DATE:** April 14, 2025

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding proposed Code amendments related to public notification requirements.

### **BACKGROUND**

On December 9, 2024, the Development Code Review Committee (DCRC) held a discussion regarding prioritizing future potential Denton Development Code (DDC) amendment topics and provided final direction to staff, including the prioritization of amendments to the DDC related to public notification. Staff has identified items within Subchapter 2 of the DDC related to public hearing notifications that need to be clarified and refined, including the following:

- Better defining the timing and types of notices applicable to different project types;
- Clarifying the requirements for Comprehensive Plan amendment notifications, which can occur in a variety of forms that are not all suited to the same types of notification; and
- Removing the reference to the Development Handbook (which does not exist) or providing for an alternate administrative procedure manual for communicating notification procedures.

A copy of DDC Table 2.2-A *Summary of Development Review Procedures* (this includes columns specifying the notices that apply to each project type) and Subsection 2.4.6 *Step 4: Scheduling and Notice of Public Meetings/Hearings* (the portion of the “common review procedure” outlined in Subchapter 2 that describes notice requirements) are provided as Exhibit 2.

In addition to the amendments noted above that are needed to set clear expectations for the City’s notification practices, staff is also taking into consideration a recent court ruling out of Austin related to when mailed notices are required as well as a variety of bills that are currently working through the 89<sup>th</sup> legislative session that would affect the minimum standards for notifications required by state law.

At the April 14, 2025, DCRC meeting, staff will introduce the public notification topic, provide an overview of the current state standards and DDC regulations, and discuss the potential changes that may be needed to address the recent court ruling and pending legislation that would necessitate further DDC revisions to bring the City codes into compliance. At the end of the discussion, staff will seek feedback from the Committee regarding any additional topics related to notification processes that may not have been included in staff’s presentation that the DCRC would like to explore as well as seeking consensus for staff to pause this item to await the outcome of pending legislation.

### **EXHIBITS**

1. Agenda Information Sheet
2. DDC Table 2.2-A and Subsection 2.4.6
3. Presentation (to be distributed at the DCRC meeting)

Respectfully submitted:  
Tina Firgens, AICP  
Deputy Director of Development Services/  
Planning Director

Prepared by:  
Hayley Zagurski, AICP  
Assistant Planning Director