



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Department of Development Services

CM: Todd Hileman

DATE: September 19, 2017

SUBJECT

Consider adoption of an ordinance of the City of Denton, Texas amending the schedule of fees contained in Ordinance 2017-073 by amending the public hearing notification fee as authorized by the Denton Development Code for the City of Denton, Texas; providing for a severability clause and an effective date.

BACKGROUND

In April of 2017, staff presented recommendations to the City Council related to public hearing notification. City Council directed staff to implement the following requirements to improve the notification process:

1. Mail out public hearing notices (8½" x 11" full color) to property owners within a 200-foot radius of the subject property via regular mail and certified mail.
2. Mail out courtesy postcards notices (4" x 6" full color) to residents within 500-foot radius of the subject property via regular mail.
3. Post a public hearing notice on the city's webpage "Notices."
4. Enlarge the public hearing sign dimension from 2' x 1½' to 4' x 3½' and require the applicant to post the sign on the subject property. The sign shall include contact information and a shortened website URL for more information.
5. Implement an electronic notification system where all city notifications are centralized in a prominent location on the city's website, and users can subscribe to email notifications when a notice is posted.
6. Revise the notification fee so that all notifications (public hearing notice, courtesy notice, and newspaper publication) will be paid by the applicant based on the actual costs.
7. Standardize notification procedures for public hearings, neighborhood or stakeholder meetings, construction notices, and other informational notices.

Starting June this year, the Planning Division implemented the following;

- Mailing public hearing notices via regular mail and certified mail,
- Mailing courtesy postcard notices via regular mail,

- Posting public hearing notices on the city's website, and
- Implemented an electronic notification system.

With regard to standardization of notification procedures for public hearings, neighborhood meetings, construction notices, and other informational notices, city departments are working on these processes.

The purpose of the proposed ordinance is to revise the notification fee so that all notifications (public hearing notice, courtesy notice, and newspaper publication) costs are paid by the applicant which are based on the actual costs. In addition, applicants will be required to purchase and post signs on the subject property. This will take effect upon approval of the ordinance. A template of the sign requirements and associated instructions will be provided to the applicant.

The Development Review Fee Schedule is proposed to be amended by replacing the current fee with the following:

Activity	Fee
Public Hearing Notification	The fee will be calculated by staff and provided to the applicant 10 days prior to the first public hearing date. The fee includes the cost of mailing public hearing notices, mailing courtesy postcards notices, and publishing legal notices in the newspaper. The fee must be paid by the applicant prior to the first public hearing date.

Currently the Development Review Fee Schedule provides a line item, assessing a public hearing notification flat fee of \$220.

Applicants will be notified of this requirement in advance of the effective date of this ordinance. Announcements of these changes will be made to applicants during their Pre-Development Meeting. Furthermore, the development community will be informed via ProjectDox, the website and fliers.

OPTIONS

1. Approve as submitted.
2. Approve subject to conditions.
3. Deny.
4. Postpone consideration.
5. Table item.

PRIOR ACTION/REVIEW (Council, Boards, Commissions)

April 27, 2016, Planning and Zoning Commission Work Session
 October 12, 2016, Planning and Zoning Commission Work Session
 October 26, 2016, Planning and Zoning Commission Work Session
 April 25, 2017, City Council Work Session

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Economic Development

Related Goal: 3.4 Encourage development, redevelopment, recruitment, and retention

EXHIBITS

1. Agenda Information Sheet
2. Draft Ordinance

Respectfully submitted:
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