



MEMORANDUM

To: Mayor Bowlin and City Council Members

From: Ryan S. Thomas, City Administrator

Date: November 23, 2016

Re: City Council Policy on Agenda Item Notifications

Background

The City of Wildwood has specific code requirements or City Council policies, which are used as a basis for notifying the public of hearings before the City Council. On occasion in the past, requests have been made to provide a greater level of notification, either through additional mailings or use of the City's electronic message boards. Late this summer, the use of an electronic message board was called into question, as it only targeted a portion of the population impacted by an upcoming action item of the City Council.

For your information, attached is a table indicating the types of City Council hearings that require some form of public notice, and what the standard practice has been for those items. Additionally, a few neighboring municipalities have been surveyed to determine how they handle similar items, and those results are also indicated on the table.

Recommendation

It is recommended that the City Council follow its adopted code requirements and policies, and to only consider a special notification outside these parameters if specifically authorized by a majority of the City Council by motion.

Reasons for Recommendation

1. Consistency in public notifications avoids setting new precedents and changed expectations from the public.
2. In most cases, the current standard practices of public notice for the City of Wildwood are already well in excess of what is minimally required by City code and more extensive than surrounding municipalities.

At its September 7, 2016 Meeting, the Committee concurred with this recommendation, subject to confirming whether the City's current practice of hardcopy agenda posting is compliant with State statute. City Attorney Young has confirmed that it is in compliance.

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At its October 25, 2016 Meeting, the Administration/Public Works Committee directed this recommendation to be forwarded to the City Council for final consideration. I will be available for any questions or comments at the November 28, 2016 City Council Work Session, and request a motion supporting the Committee's recommendation.

RST

NOTIFICATIONS

Public Hearings at City Council

Municipality	Type of Request	Mailing Notification & Distance from Site	Posting of Sign On Site	City's Website	City's E-Newsletter	Other
Wildwood	<p>Amending the Zoning Ordinance (A petition is filed with the Director of Planning to amend, supplement, or change the regulations, zoning district boundaries, or classification of property). Following the public hearing at the Planning and Zoning Commission and the subsequent meetings at the Planning and Zoning Commission, item is scheduled at City Council.</p>	<p>Yes – 3,000 feet radius from the subject site's boundaries in the NU Non-Urban Residence District*</p> <p>1,500 feet radius in all other locations*</p> <p><i>*City Council Policy – Adopted January 10, 2011</i></p>	<p>Yes – 15 days prior to scheduled public hearing</p>	<p>Yes – 15 days prior to scheduled public hearing</p>	<p>Link to upcoming Public Hearings published each Friday.</p>	<p>Posting on recommendations from the Planning and Zoning Commission, Historic Preservation Commission, and Planning/Parks Committee, when required due to City Council forwarding land use action from various boards and commissions.</p> <p>The public hearing announcement is placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing</p>
Wildwood	<p>Historic Register Request</p>	<p>Yes – 3,000 feet radius from the subject site's boundaries in the NU Non-Urban Residence District*</p> <p>1,500 feet in all other locations*</p> <p><i>*City Council Policy – Adopted January 10, 2011</i></p>	<p>Yes – 15 days prior to scheduled public hearing</p>	<p>Yes – 15 days prior to scheduled public hearing</p>	<p>Link to upcoming Public Hearings published each Friday.</p>	<p>The public hearing announcement is placed in a newspaper and posted at City Hall.</p>

NOTIFICATIONS

Public Hearings at City Council

Municipality	Type of Request	Mailing Notification & Distance from Site	Posting of Sign On Site	City's Website	City's E-Newsletter	Other
Wildwood	Application for Liquor License	Yes – 200 feet radius from the subject site's boundaries	No	Yes – 10 days prior to scheduled public hearing	Link to upcoming Public Hearings published each Friday.	The public hearing announcement is placed in a newspaper and posted at City Hall.
Wildwood	Budget Hearing	No	No	Yes – prior to scheduled public hearing	Link to upcoming Public Hearings published each Friday.	The public hearing announcement is placed in a newspaper one week prior to scheduled public hearing and posted at City Hall.
Ballwin	Amending the Zoning Ordinance	No	Yes – with phone number to call the 'zoning hotline' – pre-recorded message pertaining to requests	Yes – 15 days prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper and posted at City Hall
Ballwin	Historic Register Request	No	No	Yes – 15 days prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper and posted at City Hall
Ballwin	Application for Liquor License	No	No	Yes – prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper and posted at City Hall
Ballwin	Budget Hearing	No	n/a	Yes – prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper and posted at City Hall
Chesterfield	Amending the Zoning Ordinance	Yes – 225 feet radius from the subject site's boundaries, and trustees of adjoining subdivisions	Yes – 15 days prior to scheduled public hearing (1 sign per frontage)	Yes – 15 days prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper (specifically <u>The Post-Dispatch</u>) and posted at City Hall

NOTIFICATIONS

Public Hearings at City Council

Municipality	Type of Request	Mailing Notification & Distance from Site	Posting of Sign On Site	City's Website	City's E-Newsletter	Other
Chesterfield	<u>Historic Register Request (LPA)</u>	Yes – 225 feet radius from the subject site's boundaries, and trustees of adjoining subdivisions	Yes – 15 days prior to scheduled public hearing (1 sign per frontage)	Yes – 15 days prior to scheduled public hearing	No	The public hearing announcement is placed in a newspaper (specifically <u>The Post-Dispatch</u>) and posted at City Hall
Chesterfield	Application for Liquor License	No	No	Yes – prior to scheduled public hearing	n/a	Reviewed by Business License Staff Person and approved by City Council
Chesterfield	Budget Hearing	No	No	Yes – prior to scheduled public hearing	n/a	The public hearing announcement is placed in a newspaper (specifically <u>The Post-Dispatch</u>) and posted at City Hall
Ellisville	Amending the Zoning Ordinance	Yes – 185 feet radius from the subject site's boundaries, if a surrounding property is effected	Yes – with phone number with recorded message pertaining to information on the request	No	No	The public hearing announcement is also placed in a newspaper and posted at City Hall.
Ellisville	Historic Register Request	n/a	n/a	n/a	n/a	n/a
Ellisville	Application for Liquor License	No	No	No	No	Reviewed and Approved by City Council/Board of Alderman
Ellisville	Budget Hearing	No	No	Notice of Public Hearing posted on agenda	No	The public hearing announcement is also placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing
Eureka	Amending the Zoning Ordinance	No	Yes – 15 days prior to scheduled public hearing	Yes – 15 days prior to scheduled public hearing	n/a	The public hearing announcement is also placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing

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Public Hearings at City Council

Municipality	Type of Request	Mailing Notification & Distance from Site	Posting of Sign On Site	City's Website	City's E-Newsletter	Other
Eureka	Historic Register Request	n/a	n/a	n/a	n/a	n/a
Eureka	Application for Liquor License	No	No	Notice of Public Hearing posted on agenda	No	Reviewed and Approved by City Council
Eureka	Budget Hearing	No	No	Notice of Public Hearing posted on agenda		The public hearing announcement is also placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing
Manchester	Amending the Zoning Ordinance	Yes – 185 feet radius from the subject site's boundaries, if a surrounding property is effected	No	Notice of Public Hearing posted on agendas	No	The public hearing announcement is also placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing
Manchester	Historic Register Request	n/a – no Historic Preservation Commission – separate entity reviews historic properties not affiliated with the City	n/a	n/a	n/a	n/a
Manchester	Application for Liquor License	No	No	Notice of Public Hearing posted on agenda	No	Reviewed and Approved by City Council/Board of Alderman
Manchester	Budget Hearing	No	No	Notice of Public Hearing posted on agenda	No	The public hearing announcement is placed in a newspaper and posted at City Hall – 15 days prior to scheduled public hearing

Key:

- **Yellow highlighted items** required by one of the following: Chapter 415. Zoning Regulations of the City of Wildwood's Zoning Ordinance, which derives its authority from Chapter 89 of the Missouri Revised Statutes (the enabling legislation that allows cities to implement zoning powers; Chapter 440. Historic Preservation and Restoration Code of the City of Wildwood's Zoning Ordinance; Chapter 600. Alcoholic Beverages of the City of Wildwood's Municipal Code; or Chapter 140. Finance of the City of Wildwood's Municipal Code.