



## **AGENDA MEMORANDUM**

**To:** Honorable Mayor and Member of Town Council

**From:** Bill Detweiler, Director of Development Services

**Title:** Ordinance Amending Section 17.04.060 of the Castle Rock Municipal Code Concerning Posting Requirements for Public Hearings (Second Reading)

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**Town Council approved the Ordinance by a vote of 5-0, October 4, 2016, on First Reading.**

### **Executive Summary**

The Development Services Department is proposing an amendment to the Town Municipal Code that provides clarity, flexibility and ensures the Town staff and public land use applicants have clear direction with respect to how public notification (Sign Posting) takes place for all land use applications requiring a public hearing.

The Planning Commission held a Public Hearing on this ordinance on September 8, 2016. There were no questions or concerns with the requested changes to the code and the Planning Commission voted 7-0 to recommend approval to the Town Council.

### **Background**



The Development Services Department recently obtained new public hearing signs of higher quality than previous signs used for posting notification.

The Development Services staff would like the ability to be responsible for the delivery, installation and removal of the new assets. Therefore, staff has identified the need to provide clarification in the Municipal Code with respect to who is allowed to post public hearing signs on properties as required for land use applications being presented to Planning Commission and Town Council.

## **Discussion**

Our goal is to clarify that the Town or land use applicants are allowed to install public notification signs on all land use applications that require public hearings. The Town Municipal Code currently allows only the applicant to place the public notification signs on properties being considered for a land use decision. Staff is proposing a text amendment that would allow for either the Town or applicant the ability to place the signs on site but continue to require the applicant to certify by affidavit that signs have been posted for the required number of days. Staff believes the ability to have the Town and/or applicant post notification signs for public hearing items improves the public process and maintains the intent of the Municipal Code with respect to public notification.

## **Recommendation**

On October 4, 2016, the Town Council voted 5 – 0 to approve on First Reading.

## **Proposed Motion**

I move to approve the Ordinance as introduced by title.

## **Attachments**

Attachment A: Ordinance