

City of Springfield

Date: March 7, 2006
To: Planning Commission Members
From: Colin Stephens, Planning Supervisor
Subject: Discussion of 300-foot neighboring property owner notification for Planning applications.

**COMMISSION
WORK SESSION
TRANSMITTAL
MEMORANDUM**

Issue

The Springfield Development Code amendments that went into effect in July of 2005, in part, expanded the notification provided for proposed developments. Under the revised standards, notification is sent to all residents and property owners within 300 feet of the boundaries of all Type II, III and IV application sites. The applicant must also post a sign provided by the City on the property which describes the applicant's intentions. Prior to the July Code amendments, the City observed the minimum notification standard set by state statute which is a 100-foot mailed notice (Newspaper publication for Type III and IV public hearings remains unchanged).

Discussion

The Development Services Department has been performing the 300-foot notification and the site posting for the past seven months. During this period, there has been positive feedback from the community and the staff regarding the posted placards because they provide development information to a wide assortment of interested parties with a relatively small investment of additional staff work.

In contrast, the 300-foot mailed notification has not resulted in any appreciable difference in the amount of participation from the public. It has added to the work load for the department's Planning Clerk who prepares the labels, stuffs the envelopes and tracks the expanded amount of returned, undeliverable mail. The insignificant increase in public participation is not commensurate with the additional labor and increased postage costs. At the work session the staff would like to have a discussion with the Commission regarding reverting back to the former 100-foot mailed notification, while maintaining the site posting standards.