

M E M O R A N D U M

To: Tom Harmer, Town Manager

From: Allen Parsons, AICP
Director, Planning, Zoning and Building Department

Report date: December 23, 2020

Meeting date: January 5, 2021

Subject: Ordinance 2020-16, Amending Chapters 33, Boards and Commissions; and 158, Zoning Code, Meeting Notice Provisions

Recommended Action

Adopt Ordinance 2020-16.

Background

At their December 7, 2020 Regular Meeting, the Town Commission held first reading, public hearing, and discussion of Ordinance 2020-16, and forwarded it for second reading, public hearing and adoption at the January 5, 2021 Regular Meeting.

The purpose of this amendment is to provide alternative mail delivery options for notices of public hearings, required to be sent to owners of property immediately adjacent to, and within 500 feet of, the perimeter of a subject property. The Town Code currently provides that such notices currently must be delivered by the U.S. Postal Service's "Certified Mail." This limitation can be problematic for international mail delivery and, more recently, when pandemic or other situations limits the ability of the U.S. Postal Service to provide certified mail delivery as an option.

This amendment permits private or other (e.g. email, for example, if future law permits) mail delivery as an option, provided that documentation of delivery confirmation can be obtained and provided. This amendment seeks to amend both Town Code Chapters 33, Boards and Commissions; and 158, Zoning Code, where notice is currently limited to certified mail only.

Planning & Zoning (P&Z) Board Recommendation

At their October 20, 2020 Regular Meeting, the P&Z Board recommended approval (6-0) of Ordinance 2020-16 to the Town Commission.

Staff Recommendation

Adopt Ordinance 2020-16.

Attachments

- A. Ordinance 2020-16 (Available in Town Clerk's Office)
- B. PowerPoint Presentation (Available in Town Clerk's Office)

End of Agenda Item