

2014 Council Study Issue

**CDD 14-08 Increase Noticing Distance and Related Submittal Requirements
for Large Projects**

Lead Department Community Development

Sponsor(s) Planning Commission

History 1 year ago:

2 years ago:

1. Scope of the Study

a. What are the key elements of the study?

Recent projects larger and taller than typical for an area have created concerns from surrounding areas about the visibility of the new structures and concern about traffic impacts, visual impacts (e.g. loss of privacy, light and glare), and land use compatibility. Larger projects have the same submittal and noticing requirements as any other similar project, but the increased height and larger scale of these projects may affect more people.

The study could include:

- Review of current guidelines;
- Survey other city approaches;
- Consider additional submittal requirements for projects greater than a specific height (such as three stories or more). These could include photosimulations or other visualization tools of the proposed project from the surrounding area;
- Increase the noticing distance or other noticing options for projects over a specific size or height, such as a 500 foot or more notice for projects that are three stories or more;
- Consider a method of noticing that includes owners and occupants of any property with a view of the proposed project.

b. What precipitated this study?

Recent development projects near residential areas brought up concerns about how public hearing notices were sent and the visual impacts to a neighborhood. Current requirements are for a 300 foot notice.

c. Is this a multiple year project? No Planned Completion Year 2014

2. Fiscal Impact

a. Cost to Conduct Study

i. Level of staff effort required (opportunity cost)

☐ Major ☒ Moderate ☐ Minor

ii. Amount of funding above current budget required \$0

☐ Will seek budget supplement ☐ Will seek grant funding

iii. Explanation of Cost:

b. Costs to Implement Study Results

☒ No cost to implement.

☐ Unknown. Study would include assessment of potential costs.

☐ Some cost to implement. Explanation:

3. **Expected participation in the process**

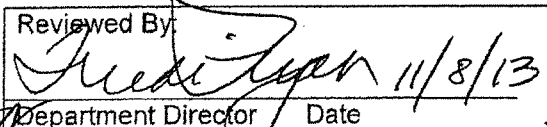
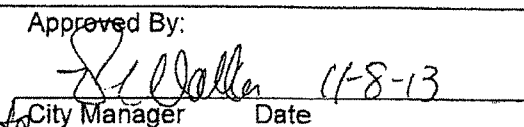
- ☐ Council-approved work plan
☐ Council Study Session
☒ Board/Commission Review by Planning Commission

4. **Staff Recommendation**

- a. Position: Support and combine with CDD 14-13.
- b. Explanation: Requiring additional noticing requirements for larger scale projects is a reasonable solution to a relatively new concern in the city. These types of projects can create greater impacts for a broader part of the community, and increased noticing could ensure input is given.

It is a goal to have standard noticing requirements listed in the code. Care must be given when having different requirements for different types of uses to avoid confusion and inefficiency. Noticing distance requirements could change based on the application type and proximity to residential areas.

This study issue should be combined with related study issue CDD 14-13, which would consider methods for improving noticing for planning projects.

Reviewed By:	Approved By:
	
Department Director	City Manager
Date 11/8/13	Date 11-8-13

2014 Council Study Issue

CDD 14-13 Methods of Posting Public Notices on Development Projects

Lead Department Community Development

Sponsor(s) City Council

History 1 year ago: 2 years ago:

1. **Scope of the Study**

a. What are the key elements of the study?

Currently, the zoning code requires notification of development applications to the community in different methods, including direct mailings, posting at public places and publication in a newspaper. For newspaper publication, the code requires publishing a copy of the notice at least once in a newspaper of general circulation in the city. The *Sunnyvale Sun* is typically the paper used for these postings.

Public notices in a newspaper may not be easily seen by the general public, and not all community members receive the local newspaper. The study would consider other methods of notifying the community about upcoming hearings and meetings, including other newspapers and electronic methods.

The study could include:

- Consider using other methods of newspaper notification other than the *Sunnyvale Sun*, including electronic methods or other newspapers;
- Improving how information on development projects are posted on the City's webpage;
- Revising mailed and posted public notices to include additional information, such as renderings or simulations.

b. What precipitated this study?

Recent development projects near residential areas brought up concerns about how effective the current method of public hearing notices.

c. Is this a multiple year project? No Planned Completion Year 2014

2. **Fiscal Impact**

a. Cost to Conduct Study

i. Level of staff effort required (opportunity cost)

☐ Major ☒ Moderate ☐ Minor

ii. Amount of funding above current budget required \$0

☐ Will seek budget supplement ☐ Will seek grant funding

iii. Explanation of Cost:

b. Costs to Implement Study Results

☒ No cost to implement.

☐ Unknown. Study would include assessment of potential costs.

☐ Some cost to implement. Explanation:

3. **Expected participation in the process**

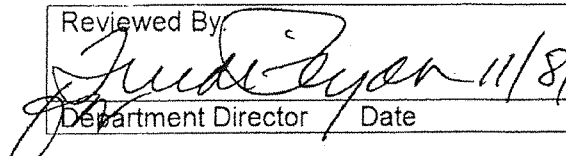
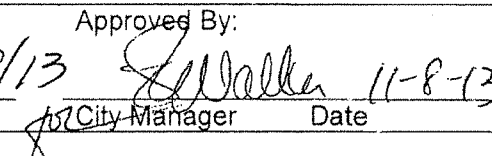
- ☐ Council-approved work plan
☐ Council Study Session
☒ Board/Commission Review by Planning Commission

4. **Staff Recommendation**

a. Position: Support and combine with CDD 14-08.

b. Explanation: The goal for any noticing is to provide the public with the information necessary to understand a development proposal and decide how to be involved in the discussion. Although it is difficult to rely solely on email or social media notification because of the potential for messages to be undelivered or that not all people make use of the technologies, expanding the options for noticing could assist the public in participation for planning applications.

This study issue should be combined with related study issue CDD 14-08, which would consider increasing the notice and submittal requirements for larger projects.

Reviewed By:	Approved By:
	
Department Director	City Manager
Date 11/8/13	Date 11-8-13