

Expanded Notification ZOTA

Planning Commission
Work Session – 06.17.21

Samantha Castro, AICP, LEED ND
*Senior Planner, Long Range Planning
LFUCG Division of Planning*

FROM THE CITY OF LEXINGTON'S
DIVISION OF PLANNING...

02.27.2020

The Public Engagement TOOLKIT

Tools for bringing developers & residents
together to plan better communities.

imagine
LEXINGTON

LEXINGTON
Planning

04. PROCESS

How can the Division of Planning's processes become easier to understand?



Development Snapshot

Acts as a user-friendly landing page for info on current development applications.



UPDATED 10.05.2019

F2 Companies

Multi-family apartment housing development in place of an existing tobacco storage warehouse.

574 ANGLIANA AVE.

Applicant

F2 COMPANIES
6253 RIVERSIDE DRIVE, SUITE 150
DUBLIN, OH, 43017

mike@f2companies.com

Current Property Owner 

Application Details

Acreage: 5.6 net (5.91 gross) acres

Current Zoning:
Warehouse/Wholesale Business (B-4) Zone

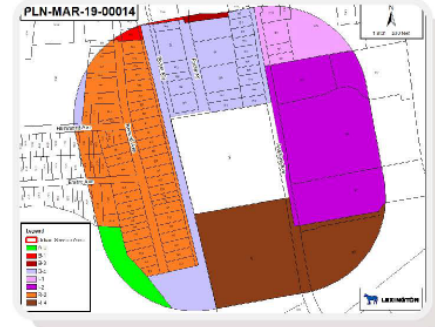
Proposed Zoning:
High Density Residential (R-5) Zone

Place-type / Development Type:
2nd Tier Urban*

For More information about the 2nd Tier Urban Place-Type see Imagine Lexington pages 279-290.

Description:

The proposed development includes six (6) multi-family apartment buildings, with a total of 385 dwelling units. The proposed development represents a density of 68.75 dwelling units per acre. Associated with the dwelling units, the petitioner is seeking to include resident amenities on-site.



Public Engagement

- Neighborhood Mailing
- Public Meeting 09/26/19
- Other
- Something else

Status

- Public Engagement
- Pre-Application Meeting
- Application Review
- Planning Staff Review
- Technical Review Committee
- Zoning/Subdivision Committee Meetings
- Planning Commission Hearing
- Urban County Council Meeting

DISCLAIMER: Plans are subject to change. Visit the Accela Citizen Portal (lexingtonky.gov/plans) or contact Planning for the latest information. You can also visit madeupwebsitehere.com for additional project information directly from the developer.



Planning Process

Engaging on a broader scale

- Widening Planning's notification demands
- Make notification letters more useful
- Use social media for updates

Increasing meeting transparency

- One-page handout for Committee meetings and Planning Public Hearings

What is the Subdivision Committee?

The Subdivision Committee functions to review a proposed plan and consider the outcomes of the Technical Review Committee (TRC), then pass on a recommendation to the full Planning Commission.

Where does Subdivision Committee fall in the approval process?

- Public Engagement
- Pre-Application Meeting
- Application Review
- Planning Staff Review
- Technical Review Committee
- Zoning / Subdivision Committee Meetings*
- Planning Commission Hearing
- Urban County Council Decision*

This committee usually meets in the morning on the first Thursday of each month, at 8:30 a.m. in the Division of Planning Office, 101 East Vine Street, 7th floor Conference Room. This is typically one week following the TRC, and one week prior to the Planning Commission's meeting devoted to development plan and subdivision requests.

For plans that are submitted in conjunction with a zone change request, the Commission's review is heard at the time the zoning is reviewed, three weeks following the Subdivision Committee meeting.

*The Zoning Committee and the Urban County Council may view and discuss a plan that was filed in conjunction with a zoning change, but do not take any action.

Who is on the Subdivision Committee?

This committee is composed of six members of the Planning Commission, and representatives of the Divisions of Traffic Engineering and Engineering. Certain additional members of Planning staff and the TRC may also be present.



How is the meeting run?

The Subdivision Committee meeting is organized by an agenda, which is ordered based on the complexity of the discussion items reflected on the staff report. Either the applicant or the representative of the applicant, typically engineer and/or lawyer, is strongly advised to be at this meeting. A member of the staff presents the basics of each plan and the outcomes of the TRC. The committee members discuss any specific concerns or issues they may have. During the committee's meeting, members may ask the applicant (or their team) specific questions or provide feedback on what revisions will be needed to meet the city's requirements.

The Subdivision Committee can recommend:

- Approval
- Referral
- Postponement
- Disapproval

From here, the plan progresses forward in the process to the Planning Commission Meeting on Subdivision Items, on the 2nd Thursday of the month at 1:30pm in the Council Chambers.

Public Engagement Toolkit

Notification Considerations:

Property Owner Notification

The typical method of notification has been to use PVA information to make any nearby property owners aware of new planning applications. Planning requires a **notification to the mailing address listed for any property owner holding property within 500' of a rezoning (or 200' of a variance or 500' of a conditional use** through the BOA). This same method can be used prior to filing an application.

Renter and Business Owner / Employer Notification

In addition, **notify renters and anyone leasing a business space** – don't assume that they have less interest or buy-in to their community. This can be done using the property's physical address and the address of the listed owner from PVA, and removing duplicate entries.

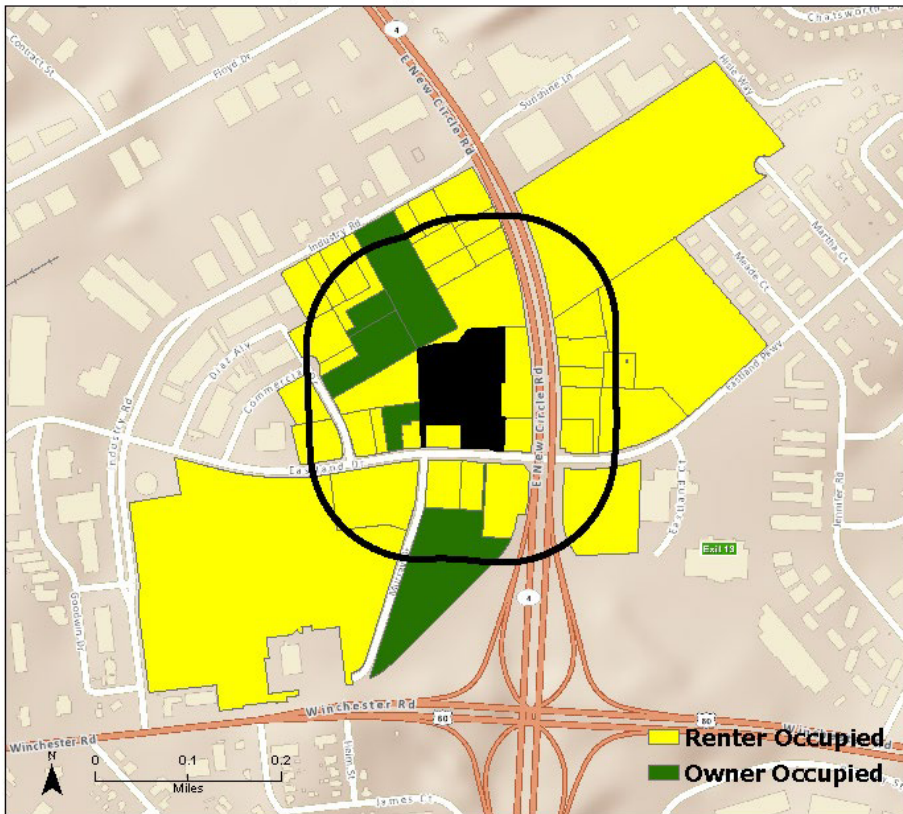
Article 6 Amendments

Sec. 6-4 Commission Procedure

(b) *Notice of Public Hearing Before the Planning Commission.* Before voting upon any proposed text amendment, zone map amendment, or binding condition or restriction amendment, notice of the time, place and reason for holding a public hearing shall be given by one (1) publication in the newspaper of highest circulation in Fayette County, Kentucky, not earlier than twenty-one (21) days or later than seven (7) days before the public hearing. In addition, for any map amendment, or binding condition or restriction amendment, notice of the public hearing shall be posted on the subject property for fourteen (14) consecutive days prior to the hearing, and notice shall be given by first-class letter at least twenty-one (21) days in advance **to owners and occupants of all property addresses within a 500-foot radius of the subject property.** In the event that the subject property adjoins land which is zoned Agricultural Urban (A-U), Agricultural Rural (A-R), Agricultural Natural (A-N), or Agricultural Buffer (A-B), notification shall be given by first-class mail to not only those ~~properties~~ **addresses** within a 500-foot radius of the subject property, but to the next two (2) properties beyond those included in the 500-foot radius; but in no event shall notice be required for property more than twenty-four hundred (2,400) feet from the subject property for a zone change or variance request, or more than one (1) mile from the subject property for a conditional use request in conjunction with a zone change as allowed in Subsection (c) of this section. For any Council- or Commission-initiated map amendment, notice by first-class letter shall be given **to all owners and occupants of property**, the classification of which is proposed to be changed, at least thirty (30) days prior to the public hearing.

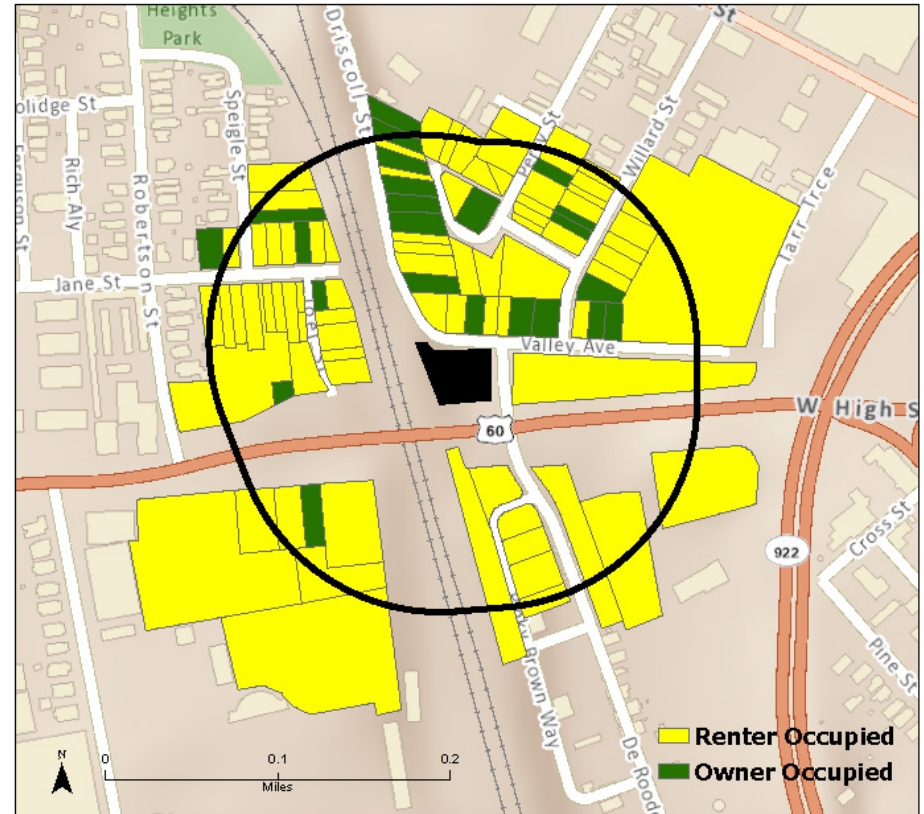
Increased Notification

Zone Change Request: 750 E New Circle



Mailers by	Count
Current Regulations (all owners)	44
Additional Notification (renters/occupants)	39
Proposed Regulations (all owners + renters)	83
Percentage Increase	189%
Current Postage	\$24.20
Postage w/Proposed Regulations	\$45.65

Zone Change Request: 850 De Roode Street



Mailers by	Count
Current Regulations (all owners)	100
Additional Notification (renters/occupants)	77
Proposed Regulations (all owners + renters)	177
Percentage Increase	177%
Current Postage	\$55.00
Postage w/Proposed Regulations	\$97.35

Article 7 Board of Adjustment

Sec. 7- 5 Notice

(b) When an application is made for a variance, written notice shall be given at least fourteen (14) days in advance of the public hearing on the application to the applicant, Division of Building Inspection, and **to the owner and occupants of every parcel of property all property addresses** within two hundred (200) feet of the property to which the application applies. In the event that the subject property adjoins land which is zoned Agricultural Urban (A-U), Agricultural Rural (A-R), Agricultural Natural Areas (A-N), or Agricultural Buffer (A-B), notification shall be given by first-class mail **to not only those properties addresses** within a 200-foot radius of the subject property, but to the next two (2) properties beyond those included in the 200-foot radius; but in no event shall notice be required for property more than twenty-four hundred (2,400) feet from the subject property.

Article 7 Board of Adjustment

Sec. 7- 5 Notice

(c) When an application is made for a conditional use permit, administrative review, non-conforming use or structure appeal, or any other appeal, written notice shall be given at least twenty-one (21) days in advance of the public hearing on the application to the applicant, Division of Building Inspection, and **to owners and occupants of parcels of property all property addresses** within five hundred (500) feet of the property to which the application applies. In the event that the subject property adjoins land which is zoned Agricultural Urban (A-U), Agricultural Rural (A-R), Agricultural Natural Areas (A-N), or Agricultural Buffer (A-B), notification shall be given by first-class mail **to not only those properties addresses** within a 500-foot radius of the subject property, but to the next two (2) properties beyond those included in the 500-foot radius; but in no event shall notice be required for property more than one (1) mile from the subject property. Notification shall also be given by first-class mail to any neighborhood or homeowner's association within the 500-foot radius of the subject property. Such association must be duly registered with the government through the Division of Planning and the Office of Geographic Information Systems (GIS). In addition, for any conditional use permit, notice of the public hearing shall be posted on the subject property for fourteen (14) consecutive days prior to the hearing.

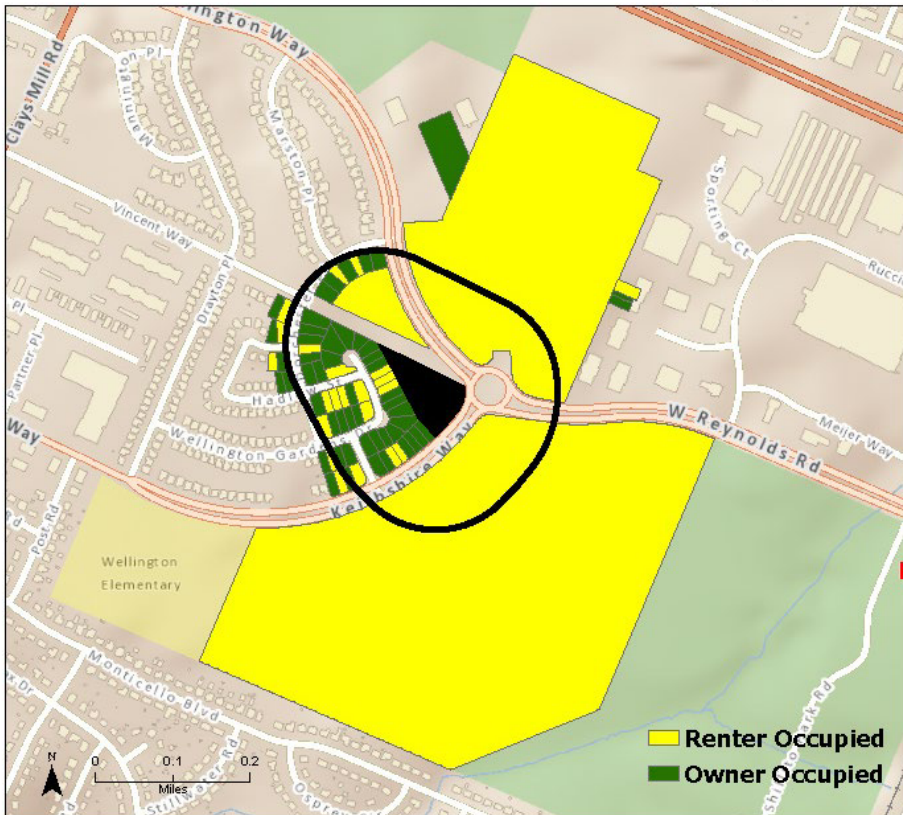
Article 7 Board of Adjustment

Sec. 7- 5 Notice

(d) All written notice shall be by first-class mail, with certification by the Board's Secretary or other officer that the notice was mailed. It shall be the duty of the applicant to furnish to the Board **the address of each parcel of property, as well as the name and address of an owner of each parcel of property** as described in this section, and of any neighborhood or homeowner's association located within the required notice area. Records maintained by the Property Valuation Administrator may be relied upon to determine **a list of the identity and those addresses** ~~address of said owner. In the event such property is in condominium or cooperative forms of ownership, then the person notified by mail shall be the president or chairperson of the owner group that administers property commonly owned by the condominium or cooperative owners.~~

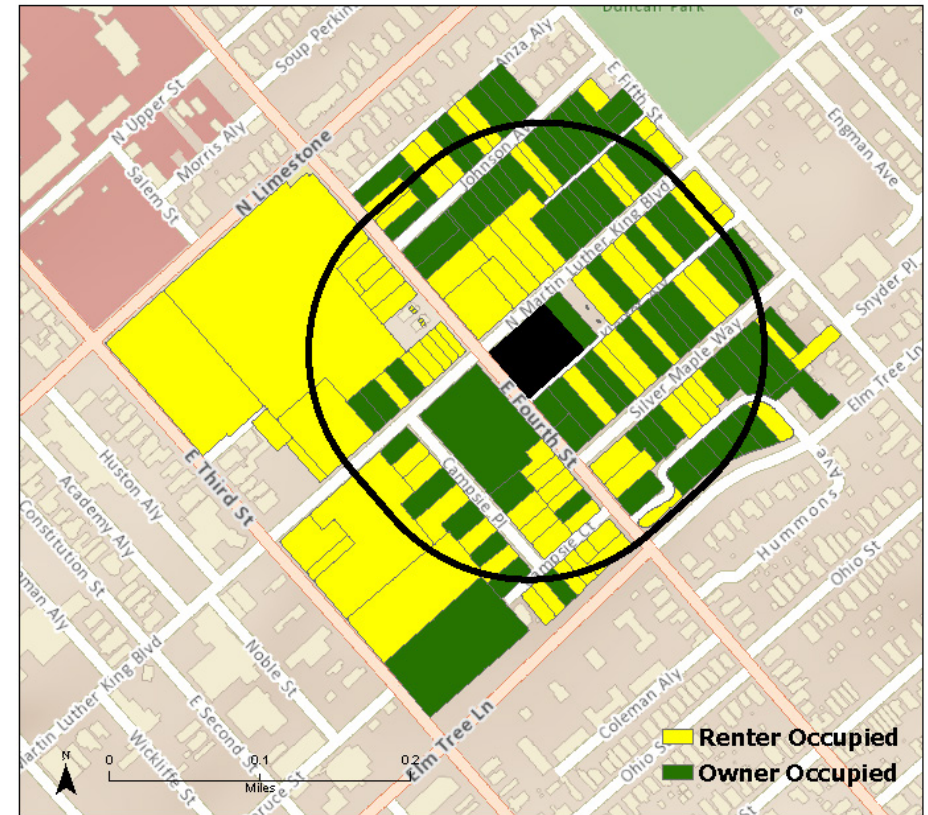
Increased Notification

BOA Case: 3157 Keithshire Way



Mailers by	Count
Current Regulations (all owners)	77
Additional Notification (renters/occupants)	26
Proposed Regulations (all owners + renters)	103
Percentage Increase	134%
Current Postage	\$42.35
Postage w/Proposed Regulations	\$56.65

BOA Case: 203 E Fourth Street



Mailers by	Count
Current Regulations (all owners)	167
Additional Notification (renters/occupants)	89
Proposed Regulations (all owners + renters)	256
Percentage Increase	153%
Current Postage	\$91.85
Postage w/Proposed Regulations	\$140.80

Summary

Expanded Notification Considerations:

- ✓ Still notifying property owners
- ✓ Reaching renters, business owners, and employees that are ALSO invested in the community
- ✓ Postage costs are still relatively low for applicants, being far outweighed by the advantages

Effective January 1, 2022



Questions / Comments

Samantha Castro, AICP, LEED ND

Senior Planner, Long Range Planning

LFUCG Division of Planning

scastro@lexingtonky.gov