

# Attachment A

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# MAILED HEARING NOTICE FOR WIRELESS COMMUNICATION FACILITIES

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**SOP Owner: Brandon Swanson**

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Revision #: 1

## PURPOSE

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Provided expanded public hearing notice and LUAC agenda distribution via mail in certain rural zoning districts for wireless communication facilities on an agenda

## RESPONSIBILITIES

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Job Class / Position	Primary Roll/s
Land Use Secretary / Office Assistant	Prepare draft hearing notice based on description in Accela. Prepare LUAC Agenda. Generate mailing list from County Assessor roll. Distributes notice via mail. Distribute LUAC agenda via mail.
Project Planner	Reviews/edits draft notice and mailing list
Planning Manager	Approves final draft notice and mailing list

## DESIRED RESULTS

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Increased public awareness of public hearings on applications proposing to install wireless communication facilities located in rural areas

## PROCEDURE

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1. **WHEN A WIRELESS COMMUNICATION FACILITY (WCF) IS SET FOR PUBLIC HEARING/MEETING:**
  - a. **Project Planner** determines and notifies **Land Use Secretary (AP, ZA, PC, BOS) or Office Assistant (LUAC)** if the WCF is in one of the following “target zoning districts”:
    - i. Farmland (F)
    - ii. Rural Grazing (RG)
    - iii. Permanent Grazing (PG)
    - iv. Resource Conservation (RC)
    - v. Open Space (O)
  - b. Standard County noticing requirements:
    - i. **Land Use Secretary (AP, ZA, PC, BOS) or Office Assistant (LUAC)** generates mailing list:
      - for all properties within at least 1,500-feet of the subject property if the project is in a “target zoning district.”

- for all properties within at least 300-feet of the subject property if the project is NOT in a “target zoning district.”
  - a. **NOTE:** The Chief of Planning may increase the required noticing radius if they determine it facilitates better opportunity for the public to participate based on the surrounding conditions.

**FOR PUBLIC HEARINGS (AP, ZA, PC, BOS)**

- ii. **Land Use Secretary** provides **Project Planner** a draft public hearing notice based on description in Accela
- iii. **Project Planner** reviews hearing notice and submits to **Planning Manager** with any modifications
- iv. **Planning Manager** delivers final notice to **Land Use Secretary**
- v. **Land Use Secretary** sends notice via mail to all properties on the mailing list.
  - a. **NOTE:** Notice must be mailed at least 10 days prior to the public hearing date

**FOR LUAC MEETINGS:**

- vi. **Office Assistant** prepares and sends a LUAC agenda to all properties on the mailing list.
  - a. **NOTE:** Notice must be received by properties on mailing list at least 72 hours prior to the LUAC meeting date.

## **NOTES TO THE READER**

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This SOP pertains to increased mailing radius in certain areas. Posting at the site and publication in one newspaper of general circulation are still required for notices of public hearings on project applications and notices for pending Administrative Permits in addition to mailed notice. No posting at the site or publication in the newspaper is required for a Land Use Advisory Committee meeting agenda.