



**TO:** Elizabeth A. Pauli, City Manager  
**FROM:** Peter Huffman, Director, Planning and Development Services  
**COPY:** Government Performance and Finance Committee; Andy Cherullo, Director, Finance;  
Ted Richardson, Management Fellow  
**PRESENTER:** Peter Huffman, Planning and Development Services  
**SUBJECT:** Public Notification Process  
**DATE:** July 22, 2021

**PRESENTATION TYPE:**

Informational Briefing

**SUMMARY:**

On August 3, 2021, staff from Planning and Development Services (PDS), Environmental Services (ES), and the City Attorney's Office will provide an informational briefing regarding public notification processes. Public notice and educational outreach can differ in form and purpose depending on whether the notice is provided for legal purposes or for educational purposes.

**BACKGROUND:**

State law and City code requires the City to provide notice to the public and educational outreach regarding a variety of activities conducted by the City. These include permitting, planning, and services provided by numerous City departments including PDS and ES.

Public notice and educational outreach can differ in form and purpose depending on whether the notice is provided for legal purposes or for educational purposes. The type, amount, and design of public notice and educational outreach is also dependent upon the funding budgeted for the outreach effort and the source of those budgeted funds. This briefing will outline specific requirements and types of public notification and educational outreach provided by the City.

**ISSUE:**

Public notification processes differ between departments. This briefing will outline the requirements for different types of public notification within PDS and ES.

**ALTERNATIVES:**

This is an information briefing only. There are no alternatives presented.

**FISCAL IMPACT:**

This is an information briefing only. There is no fiscal impact.

**RECOMMENDATION:**

This is an information briefing only. There is no recommendation.