

MEMORANDUM

TO: APC Ordinance Committee
FROM: Kathy Lind, Senior Planner
SUBJECT: required legal advertisements
DATE: February 27, 2020

Following our discussion at the February Ordinance Committee meeting regarding ways to prevent cases from being continued because of problems with the newspapers, the following changes have been implemented by staff:

- The “Standard Rezone Filing Checklist” and the “Standard BZA Filing Checklist” that are found on our website under “Forms and Applications” have been amended to show the emails and phone numbers of the Journal & Courier and the Lafayette Leader legal ads departments. (Please see the attached copies of these forms with the additions highlighted in yellow.)
- When planners “on the desk” take in new filings, petitioners are told that the bills for their legal ads will be emailed to them and to check their “spam” folders in case the email is mistakenly directed there. We also tell them when to expect the bills to be sent.
- When staff emails the legal ads to the two newspapers 21 days prior to our meetings (Executive Committee, APC, and ABZA) we now also “carbon copy” or cc that email to the petitioners on that month’s agenda.
- We have always asked the newspapers to respond to our email to let us know they received the ads and to tell us when the ads will be published. Now, if we have not received confirmation from the newspapers by the following day, we reach out to the newspapers by email or phone to make sure our email was received.

Standard Rezone Filing Checklist, (non-PD)

| Check when completed | Forms | Deadline |
|--|---|-------------------------------------|
| | Petition | At time of Filing |
| | Notarized Consent (if necessary) | At time of Filing |
| | Interested Parties List | At time of Filing |
| | Notice of Public Hearing (2 copies) | At time of Filing |
| | Notice of Public Hearing Release Form (2 copies) | At time of Filing |
| | Notice to Interested Parties Letter | At time of Filing |
| | Ordinances (17 copies) | At time of Filing |
| | WL City-Campus Community Collaboration Zone Verification (if necessary) | At time of Filing |
| | Copy of layout and Checkpoints for proposed Subdivision (required if rezoning from aguliculture to residential) | At time of Filing |
| | Fee, \$500 for rezone, \$10 per sign per frontage | At time of Filing |
| | Commitment (6), Acknowledgment of Administrative Officer Form, and additional \$100 (if necessary) | At time of Filing |
| | Purchase from APC (\$10 per sign) and post sign on each frontage of property | At least 10 days prior to meeting |
| | Mail Letters: by certified mail send to every name on the submitted list of interested parties: <u>including one to APC executive director</u> | At least 10 days prior to meeting |
| | Obtain a copy of the Proof of Publications (POP), contact newspapers if needed, may need to pay bill first | Day of APC meeting or earlier |
| <p>Please email GanLegPubNotices@gannett.com / GRSC-West-Legals@gannett.com or call Kia Thor/Derek Lindberg @ 855-288-4370 option 3 to follow up on Journal & Courier POP</p> | | |
| <p>Please email kvlegals@gmail.com or call Brenda Grandstaff @ 574-583-5121 to follow up on Lafayette Leader POP</p> | | |
| | The Affidavit of Notice to Interested Parties form, signed by you and notarized | Day of APC meeting |
| | All the Certified Mail receipts from the post office for the letters you've sent out | Day of APC meeting or after sending |
| | The Affidavit of Sign Posting form, signed by you and notarized on the day of the meeting | Day of APC meeting |

Standard BZA Filing Checklist

| Check when completed | Forms | Deadline |
|---|---|-------------------------------------|
| | Petition | At time of Filing |
| | Notarized Consent (if necessary) | At time of Filing |
| | Interested Parties List | At time of Filing |
| | Notice of Public Hearing (2 copies) | At time of Filing |
| | Notice of Public Hearing Release Form (2 copies) | At time of Filing |
| | Notice to Interested Parties Letter | At time of Filing |
| | WL City-Campus Community Collaboration Zone Verification (If Necessary) | At time of Filing |
| | Scaled Site plan (5 copies) | At time of Filing |
| | VARIANCE: Fee, \$100 for Single-family homes, plus \$50/additional request OR Other = \$500, plus \$50/additional request SPECIAL EXCEPTION: Fee, \$500 | At time of Filing |
| | Purchase from APC (\$10 per sign) and post sign on each frontage of property | At least 10 days prior to meeting |
| | Mail Letters to Interested Parties List by certified mail, send to every name on the submitted list | At least 10 days prior to meeting |
| | Obtain a copy of the Proof of Publications (POP), contact newspapers if needed, may need to pay bill first | Day of BZA meeting or earlier |
| Please email GanLegPubNotices@gannett.com / GRSC-West-Legals@gannett.com or call Kia Thor/Derek Lindberg @ 855-288-4370 option 3 to follow up on Journal & Courier POP | | |
| Please email kvplegals@gmail.com or call Brenda Grandstaff @ 574-583-5121 to follow up on Lafayette Leader POP | | |
| | The Affidavit of Notice to Interested Parties form, signed by you and notarized ONLY on day of meeting | Day of BZA meeting |
| | All the Certified Mail receipts (green and white) from the post office for the letters you've sent out. We do not need the green cards that neighbors sign. | Day of BZA meeting or after sending |
| | The Affidavit of Sign Posting form, signed by you and notarized on the day of the meeting | Day of BZA meeting |

BZA MEETING 4TH WEDNESDAY AT 6PM (except Nov./Dec. which is combined to first Wednesday in Dec.)