

**ACTION ITEM
BOARD OF SUPERVISORS**

DATE February 19, 2008

TO Board of Supervisors

FROM Anthony J Romanello, ICMA-CM
County Administrator



ISSUE Discuss Public Notices/ & Planning/Zoning Applications

RECOMMENDATION. N/A

BUDGET IMPACT N/A

ATTACHMENTS (1)

[1] Memo dtd 2/14/08 [] Reso/Ord/Proc #

[] [] Reso/Ord/Proc #

[] [] Reso/Ord/Proc #

REVIEW [] County Administrator's Office _____

[] Legal _____

[] Budget _____

- [] Consent Agenda
- [] Discussion Item
- [] New Business
- [X] Other Business
- [] Presentation
- [] Public Hearing
- [] Unfinished Business

PRESENTATION BY: Michael P Neuhard, Deputy County Administrator

ELECTION DISTRICT N/A



MEMORANDUM

Stafford County Administrator's Office

February 14, 2008

To Board of Supervisors

From Anthony J. Romanello
County Administrator

RE Public Notices/Planning Documents

At the February 5 Board of Supervisors meeting, the Board requested information from staff regarding the feasibility of posting public notices and other additional planning and zoning information on the County's website. There was also a question about notifying adjacent property owners about zoning determinations.

The County Attorney is continuing to research and draft the ordinance relating to the notification of adjacent property owners regarding zoning determinations. He will provide additional information directly to the Board.

Currently, public notices are being advertised in the *Free Lance-Star*. These notices can be added to the County's website through the content management program. Stafford would identify all of the public notice information to be included and posted to the website, and scan the information into the content management program. This would include public notices from a variety of general government departments. Access to the information would be from the front page of the County's website.

Each notice would have an expiration date. After the public notice advertisement date requirement has expired, the information would be taken off the website and stored in the content management program. This could be accomplished with minimal staff work and could be completed in sixty (60) days.

The County has a system that is used for the tracking of planning and zoning projects called Hansen. At this time, staff of the Planning and Zoning Department scan the applications, site plans, conditional use permit applications and other information into the Hansen system. This enables the developer/customer to track the progress of the project through the computer system. This existing system could be made more accessible to the public by providing an up-to-date list of projects and posting it to the County website. This process would take minimal effort on behalf of staff and could be compiled and completed within thirty (30) days. Citizens would access the information from the Planning and Zoning Department webpage which is available through the homepage of the County's website.

Hansen could also be displayed interactively through the Integrated Web Response (IWR) system. Expansion of the IWR system would allow the public to select a specific project and display information, reviews and comments on that specific project. To expand the IWR system for public use would cost approximately \$9,500. It would take approximately 120 days to develop and test this program. If this option is chosen, access would be gained from the Planning and Zoning web page directly to the IWR system.

Unless otherwise directed, staff will move forward to implement the public notice posting and Planning and Zoning listing of projects. Expansion of the IWR system will be included in the FY09 budget for consideration.

Please let me know if you need any additional information.