

Ohio Department of Development
Community Development Division
Office of Housing and Community Partnerships
77 South High Street, Columbus, Ohio 43216
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NOTICE: OHCP 07-01

SUBJECT: Public Hearing Notification Requirements

ISSUED: January 5, 2007

DISTRIBUTED TO: Office of Housing and Community Partnerships (OHCP) Award Recipients and Their Affiliates

POLICY

In lieu of requiring OHCP award recipients to publish a public hearing notice in the legal section of a newspaper, OHCP developed three alternative options for informing citizens about local public hearings and distributing information regarding the citizen participation process. The options are outlined in the attached document.

In summary, Alternative Option 1 is the current notification process, except that it allows publication of a news article about the public hearing rather than the publication of a public hearing notice in the legal section of a newspaper. Alternative Option 2 and 3 do not require a newspaper article or a public notice to be published; however, both options do require verification of another type of notification and related outreach activities. Verification may be as simple as obtaining a written statement from another entity or agency that the notice and/or materials will be posted at their site for a particular period of time (at least 10 days prior to the hearing). Note: This written verification must be maintained in the community's Citizen Participation file.

COMMENTARY

OHCP Notice 07-01 was issued to reduce the costs of public notification of upcoming public hearings and to increase the number of individuals reading such notices.

Questions regarding the public hearing notification requirements should be directed to the OHCP Field Services Section by telephone at (614) 466-2285 or by e-mail at ohcp@odod.state.oh.us.

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Notifying the Public about Public Hearings

Directions: OHCP award recipients must notify the public about public hearings regarding projects funded with OHCP-awarded dollars. To meet this requirement, award recipients may publish a public notice in the legal section of the local newspaper at least 10 days prior to the date of the hearing; or select one of the following alternative options. In all cases, check the appropriate box and place this sheet in the Citizen Participation File, along with the Public Hearing Documentation Log and a copy of the Public Hearing minutes.

Standard Public Hearing Notification Published in the Legal Section of a Newspaper that Serves the Area

Alternative Option 1 - Verification of Public Notice Publication in a Newspaper Required

OHCP award recipients must:

- in a newspaper that serves the area, publish a public notice, an article or a press release in the non-classified section;
- post a notice in common areas of city hall or county offices where it is accessible and clearly visible to local citizens using the facility; and
- if the award recipient is a county, require their local cities, villages and townships to post the notice in their local offices.

Alternative Option 2 - No Public Notice in a Newspaper Required

OHCP award recipients must:

- post a notice in common areas of city hall or county offices where it is accessible and clearly visible to local citizens using the facility;
- if the award recipient is a county, require their local cities, villages and townships to post the notice in their local offices; and meet other requirements as established in the local Citizen Participation Plan for the county; and
- provide verification that **five** of the outreach outlets listed below were used to notify the public about the public hearing.

Alternative Option 3 - No Public Notice in a Newspaper Required

OHCP award recipients must:

- post a notice in common areas of city hall or county offices where it is accessible and clearly visible to local citizens using the facility;
- if the award recipient is a county, require their local cities, villages and townships to post the notice in their local offices and meet other requirements as established in the local Citizen Participation Plan for the county;
- provide verification that **three** of the outreach outlets listed below were used to notify the public about the public hearing; and

- provide targeted outreach to each designated Investment or Target Area, which can include:
 - posting a notice in a facility accessible and frequented by households in the Investment Area (school, neighborhood center, or grocery store); and
 - direct contact with households (mailing, flyer, etc.).

Outreach Outlets

- Local Community Website
- Local Public Library (each branch library is considered a separate posting)
- Cable TV Community Access Channel Posting
- Senior Center or Community Center
- Community Action Agency Office
- Public Housing Authority
- Local Workforce Development Assistance Office
- Other Public or Private Agencies or Institutions that Serve the General Public

