



SUBJECT: Public Hearing Notification Requirements

ISSUED: January 5, 2007

DISTRIBUTED TO: Office of Community Development Award Recipients and their Affiliates

POLICY

In lieu of requiring Office of Community Development (OCD) award recipients to publish a public hearing notice in the legal section of a newspaper, OCD 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 Options 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

OCD 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 OCD Field Services Section by telephone at (614) 466-2285 or at ocd@development.ohio.gov.

**Ohio Development Services Agency
Office of Community Development**

Notifying the Public about Public Hearings

Directions: OCD award recipients must notify the public about public hearings regarding projects funded with OCD-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**

OCD award recipients must:

- Post 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**

OCD 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**

OCD 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

**Ohio Development Services Agency
Office of Community Development**

Public Hearing Documentation Log

Hearing Number: _____ Type: General
 Application
 Amendment

Posted in Newspaper: No Yes Newspaper Name: _____

Posting Type: Legal Posting (attach documentation)
 Article (attach article, with date visible)

Date of Posting: _____

Date of Hearing: _____

Time of Hearing: _____

Hearing Location: _____

Hearing Minutes Attached: No Yes

List of Attendees Attached: No Yes

Public Hearing Notice and Outreach Posting Locations*

	Agency/Facility	Location (Address, City)	Notification Method	Contact	Phone
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

* Required for Alternative Options 2 and 3.