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**ORDINANCE NO.: 2023-069**

*Amending the Unified Ordinance of the City of Columbia, South Carolina, Article 2: Administration, Sec. 17-2.4 Standard Review Procedures, (f) Scheduling of Public Hearing and Public Notification, (2) Public Notification, (d) Required Content*

BE IT ORDAINED by the Mayor and Council this 18<sup>th</sup> day of July, 2023, that the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 17 (Unified Development Ordinance), Article 2, Administration, Sec. 17-2.4, Standard Review Procedures is amended to read as follows:

**Article 2: Administration**

**Sec. 17-2.4. Standard Review Procedures**

**(f) Scheduling of Public Hearing and Public Notification**

**(2) Public Notification**

**d. Required Content**

**1. Published Notices**

All required published notices of a hearing shall, at a minimum:

- (a) State the date, time, and place of the hearing;
- (b) Identify the property location;
- (c) State the type of request;
- (d) State how additional information about the application may be obtained and how and where comments on the application may be submitted before the hearing.

**2. Posted Notices**

All required posted notices of a hearing shall, at a minimum:

- (a) State the date, time, and place of the hearing;
- (b) Identify the property location; and
- (c) State the type of request

**3. Mailed Notices**

All required mailed notices of a hearing shall, at a minimum:

- (a) Identify the application by name or application number;
- (b) State the type of application and the nature and scope of the proposed development or action;
- (c) Identify the location of the land subject to the application by street address, legal description, or tax map number, and include a location map;

- (d) State the date, time, and place of the hearing and state that interested persons may appear, speak, and submit evidence or comments at the hearing; and
- (e) State how additional information about the application may be obtained and how and where comments on the application may be submitted before the hearing.

**e. Copy of Notice Maintained**

1. The ZA shall maintain in the ZA's office a copy of any notification provided by the ZA in accordance with this subsection.
2. The LDA shall maintain in the LDA's office a copy of any notification provided by the LDA in accordance with this subsection.

**f. Registration to Receive Notice by Mail**

Any person, neighborhood organization, or other organization in the City may register with the ZA to receive written notice of all applications in accordance with Sec. 17-2.4(f)(2)d.2, Mailed Notices. To be eligible for registration, the applicant shall provide the ZA information in the form required by the ZA to ensure notification can be made to the organization, along with a fee to defray the costs.

Requested by:

ACM Gentry \_\_\_\_\_

Approved by:

Chris E. S. for Tense Wilson  
City Manager

Approved as to form:

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City Attorney

Introduced: 6/20/2023  
Final Reading: 7/18/2023

  
\_\_\_\_\_  
Mayor

ATTEST:  
Erika D. Hammond  
City Clerk