

EW 020 doc

Early Warning System

(a) Responsibility for Notification.

For any matter described in Subsection (b), which has either only a local impact or a citywide impact, the City Council and every Board and Commission shall provide notice of the pending matter to the affected neighborhood council cluster office, if established, and if not, to the neighborhood council at the earliest date, and whenever practicable, at least thirty (30) days in advance of the proposed action. This notice is intended to give neighborhood councils and neighborhood council clusters adequate notice of a proposed action so that the members of the council and clusters can develop an understanding of the matter, establish a position relative to the action, and express their opinions to the decision-makers.

(b) Matters for which Notice is to be Provided.

- (1) Agendas and notices of meetings of the City Council, City Council committees, and city boards or commissions.**
- (2) Communications and motions referred to a City Council committee.**
- (3) City Council motions that are placed on the next available Council agenda without referral to a City Council committee.**
- (4) Applications for discretionary approval.**
- (5) Applications for police permits.**
- (6) Applications and proposals and other matters scheduled for hearing before a City commission for formal decision.**

(c) The 30 day advance notice requirement is applicable when practical. A notice, if given less than 30 days in advance, shall be given as early as practical. The following types of matters shall not be subject to the 30 day notice requirement:

- (1) Actions involving formally declared City emergencies.**
- (2) City matters requiring urgent action or determination.**
- (3) Actions that, by their very nature, regularly require a determination in less than thirty (30) days.**
- (4) Notwithstanding such exceptions, notices required to be given by this Charter shall be given as soon as practicable.**

4-6-99