

DATE ISSUED: May 11, 2001

REPORT NO. 01-096

ATTENTION: Land Use and Housing Committee  
Agenda of May 16, 2001

SUBJECT: Revision to Real Estate Assets Department Manual Section 3.18

SUMMARY

THIS IS AN INFORMATION ITEM ONLY. NO ACTION IS REQUIRED ON THE PART OF THE COMMITTEE OR THE CITY COUNCIL.

BACKGROUND

The LU&H Committee in 2000 requested the City Manager to revise Real Estate Assets Department Manual Section 3.18, "Planning Department Review of Leases, Permits, and Sales." The purpose of the revision is to provide for notice of proposed leases, permits, and sales to affected citizens' groups prior to Committee or Council action. While Section 3.18 already had some language to that effect, the following updated language has been developed to be more clear and specific:

The Property Agent shall contact the Planning Department and, if applicable, the Park and Recreation Department early in the review process for assistance in giving notice of the proposed project to the appropriate officially recognized citizen's planning group(s). Such notice will include scheduling the item for discussion at the citizen group's meeting, if requested, and sending the group a copy of the Committee or Council agenda in which the item will be heard.

Respectfully submitted,

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William T. Griffith      Approved:  
Real Estate Assets Director

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Bruce A. Herring  
Deputy City Manager

GRIFFITH/PTC