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**TO:** Planning Board Members

**THROUGH:** Rebecca Grohall, AICP, Planning Director *rg*

**FROM:** Rebeca A. Guerra, AICP, LEED-AP, CPD, Assistant Planning Director *RG*

**RE:** Amendment to Chapter 22 - Zoning  
Article X – Administrative Provisions  
Section 22-143

**DATE:** February 5, 2019

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**STAFF REPORT**

The proposed Text Amendment seeks to modify Section 22-143 regarding the posting of signage on any property seeking an amendment of the Zoning Atlas or an application for Conditional Use. Specifically, it is proposing simplify the information listed on the sign itself so as to provide the basic information necessary to the public in order to give notice of a pending application. Additionally, the Text Amendment looks to shift the responsibility of posting the required signage from City Staff to the applicant. The timing requirements for notice by signage set forth in Section 22-143 of City Code are not being changed as part of this amendment.

The signs themselves have been modified as well, changing from metal signs to corrugated plastic signage similarly used by the Code Enforcement Division. This will enable the applicant to post a sign easily by a variety of means so that it may be readily seen by the public from the right-of-way.

The Technical Review Committee (TRC) reviewed this item on January 17, 2019. Comments from each department and agency are attached.

- Attachments:  
Proposed text amendment  
Proposed signage  
TRC comments