



## M E M O R A N D U M

To: City Planning Commission Ordinance Revisions Committee

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DATE: September 25, 2025

SUBJECT: Community Participation Posted Signs

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### 1. SUMMARY

Following adoption of Ordinance 25-24 (Public Notices and Hearings), Ordinance 25-25 (Citizens Participation), fewer development activities require a public hearing and thus fewer mailed, published, and posted notices will be available to the community. As a result, additional information and notice via signage placed on a proposed project site is being considered. Staff presented research on the notice provisions from other communities to the Ordinance Revisions Committee at its July 22, 2025 meeting.

The proposed concepts below address the feedback received from the ORC to require all projects appearing before the Planning Commission to provide on-site signage at early stages of the review and approval process. The proposed language adds a signage element to both Type 1 and Type 2 Community Participation requirements because community participation is required for all projects appearing before the Planning Commission.

### 2. INTRODUCTION

To catch all projects appearing before the Planning Commission, staff propose amendments to Section 5.28.4 Community Participation Requirements to add a posted sign element. These posted notices are intended to generally have the same descriptive information required for community participation meeting invitations or announcements, and public hearing mailed and posted notices, but could have differentiation between Type 1 and Type 2 projects by size, content, or placement requirements.

Staff also based the proposed amendments on these concepts:

- The level of detail of sign requirements should be in keeping with the requirements for similar notices (community participation meeting invitations, announcements; public hearing mailed notices, posted notices).
- Templates will be provided by staff.
- Timing must be within the review and approval process.
- Compliance should be relatively easy to attain for veteran applicants as well as first-time applicants in terms of effort, cost, and abilities.

### 3. CONCEPTUAL AMENDMENTS

Staff suggest the following conceptual amendments to Section 5.28.4 Community Participation:

#### 5.28.4 Community Participation Requirements

##### A. Purpose

The intent of this Section 5.28.4 is to:

1. Ensure that *applicants* seeking approval of certain applications that require public hearings pursue early and effective community participation in conjunction with their proposed *developments*, giving people an early opportunity to learn about, understand and comment upon proposals, and providing an opportunity for the community to be involved in the *development* of their city.
2. Provide clear expectations and formal guidance for *applicants* to gather community comments regarding their proposals so that they may respond and attempt to mitigate any real or perceived impacts of their proposed *development*.
3. Facilitate ongoing communication between *applicants* and interested or potentially affected people throughout the application review process.

##### B. Type 1 Community Participation

###### 1. Applicability

Type 1 Community Participation is required for any *development* activity that requires a public hearing by the Planning Commission or any proposed project that may require additional community participation depending on the scope, nature or unique and unusual circumstances as determined by the Planning Manager.

###### 2. Procedures

###### a. Community Participation Meeting

*Applicants* shall hold at least one community participation meeting for all property owners, addresses and registered neighborhood groups within 1,000 feet of the proposed project site. Addresses shall be provided by the PDSU.

###### b. Meeting Invitation Content

Written invitations shall be prepared based on templates provided by the PDSU which shall:

- i) Explain to whom and why the invitation is being sent.

- ii) Explain how attendees may participate and how information gathered at the meeting will be used.
- iii) Provide alternative ways to learn about the proposed project and how participants can submit questions or comments if unable to attend the meeting.
- iv) Describe the proposed project in writing and conceptual sketches and graphics.
- v) State the date, time, and location of the meeting.

**c. Posted Sign**

A sign made of durable all-weather materials and securely installed based on templates provided by PDSU shall be placed on each frontage of the proposed site which shall:

- i) Provide the file number(s), main address, name of the proposed project if any, and applicant's name.
- ii) Describe the site, including all addresses and current zoning designation.
- iii) Describe the proposed project in text and graphics, including use, development activity, zoning designation and petitions included with application.
- iv) Provide community participation meeting information.

**d. Participation Report**

*Applicants* shall provide a written report of the community participation process including a summary of comments, concerns, issues, and problems expressed by participants; how the *applicant* has addresses or intends to address these concerns, issues, or problems, or why a concern, issue or problem cannot or will not be addressed.

**d. Timing**

- i) Type 1 Community Participation meetings shall be held within 45 days after the application has been accepted for review by the PDSU.
- ii) Invitations shall be mailed to all addresses provided by the PDSU and a digital copy shall be provided to the PDSU at least 15 days prior to the meeting.
- ii)iii) Type 1 Community Participation posted signs shall be placed within 15 days after the application has been accepted
- iv) Reports shall be provided to the PDSU within 15 days after the meeting.

iii)y) Type 1 Community Participation posted signs shall be removed within 15 days after the application has approval, denial, or withdrawn.

## **C. Type 2 Community Participation**

Type 2 Community Participation is required for any development activity approved by the Planning Commission that does not require a public hearing.

### **1. Procedures**

#### **a. Community Mailed Announcement**

*Applicants* shall mail a written announcement to all property owners, addresses, and registered neighborhood groups within 500 feet of the proposed project site. Addresses shall be provided by the PDSU.

#### **b. Announcement Content**

Written announcements shall be prepared based on templates provided by the PDSU which identify the *applicants*, indicate that an application has been submitted and describe the application in writing and graphics, explain how recipients can learn more about the application, and the anticipated review and approval process.

#### **c. Posted Sign**

A sign made of durable all-weather materials and securely installed based on templates provided by PDSU shall be placed on each frontage of the proposed site which shall:

- i) Provide the file number(s), main address, name of the proposed project if any, and applicant's name.
- ii) Describe the site, including all addresses and current zoning designation.
- iii) Describe the proposed project in text and graphics, including use, development activity, zoning designation and petitions included with application.

#### **d. Timing**

Announcements shall be mailed to all addresses provided by the PDSU and a digital copy shall be provided to the PDSU, and signs shall be posted, within 15 days after the application has been accepted for review by the PDSU.

Signs shall be removed within 15 days after the application has been approved, denied, or withdrawn.

## **D. Waiver of Requirements**

The Planning Manager may waive these requirements for applications to amend the Zoning Map when:

1. The requested zoning designation is PL (Public Land).
2. The application is to annex a parcel of less than two acres and zone the parcel for *single-family* residential use.
3. There is no proposed change in land use and no *development* is proposed.
4. The application is for a special exception use that the Planning Manager has determined to be a temporary use.

#### **4. DISCUSSION TOPICS**

- Design of templates.
- Is 15 days after a Type 1 application is accepted enough time to include meeting information? Should time be increased, or meeting information not required content, neither or both?
- Should posted signs be allowed to remain longer than 15 days after conclusion to help address construction questions?

## Appendix A:

Table 5.27-1 Procedures Summary Table was updated in the 11<sup>th</sup> edition of the Unified Development Code (UDC), effective August 10, 2025 to reflect the changes on when a public hearing is required, and therefore, what public notices are required.

| TABLE 5.27-1: PROCEDURES SUMMARY TABLE                                                       |         |                |                                   |                         |                          |
|----------------------------------------------------------------------------------------------|---------|----------------|-----------------------------------|-------------------------|--------------------------|
| TYPE OF APPLICATION                                                                          | SECTION | PUBLIC HEARING | NOTICES                           | COMMUNITY PARTICIPATION | APPROVING BODY           |
| Zoning Permit                                                                                | 5.29.1  | No             | None                              | None                    | Planning Manager         |
| Sign Permit                                                                                  | 5.29.2  | No             | None                              | None                    | Planning Manager         |
| Grading Permit                                                                               | 5.29.3  | No             | None                              | None                    | PSA Administrator        |
| Wetland Use Permit                                                                           | 5.29.4  | No             | None                              | None                    | Site Plan Approving Body |
| Special Exception                                                                            | 5.29.5  | Yes            | Published<br>Mailed<br>Posted     | Type 1                  | Planning Commission      |
| Site Plan for Planning Manager                                                               | 5.29.6  | No             | None                              | None                    | Planning Manager         |
| Site Plan for Planning Commission                                                            | 5.29.6  | No             | None                              | Type 2                  | Planning Commission      |
| Site Plan for City Council                                                                   | 5.29.6  | No             | None                              | None                    | City Council [A]         |
| Area Plan                                                                                    | 5.29.7  | No             | None                              | None                    | City Council [A]         |
| Plat                                                                                         | 5.29.9  | No             | None                              | None                    | City Council [A]         |
| Land Division                                                                                | 5.29.9B | No             | None                              | None                    | Planning Manager         |
| Rezoning                                                                                     | 5.29.10 | Yes            | Published<br>Mailed<br>Posted [B] | Type 1                  | City Council [A]         |
| Planned Unit Development                                                                     | 5.29.11 | Yes            | Published<br>Mailed<br>Posted [B] | Type 1                  | City Council [A]         |
| General Appeal                                                                               | 5.29.12 | Yes            | Published<br>Mailed               | None                    | Zoning Board of Appeals  |
| Land Division Appeal                                                                         | 5.29.12 | Yes            | Published<br>Mailed               | None                    | Planning Commission      |
| Variance                                                                                     | 5.29.13 | Yes            | Published<br>Mailed               | None                    | Zoning Board of Appeals  |
| Footnotes:                                                                                   |         |                |                                   |                         |                          |
| [A] Planning Commission required to make a recommendation to City Council prior to approval. |         |                |                                   |                         |                          |
| [B] Posted notice of Planning Commission public hearing only.                                |         |                |                                   |                         |                          |