



Posted Signs with Community Participation

City Planning Commission
12-02-2025



Discussion Agenda

1. Summary of Community Participation Changes
2. Introduction
3. Proposed Requirements and Discussion
 - Timing
 - Size
 - Templates
 - Developer Responsibilities



Summary

- Adoption of Ordinance 25-24 (Public Notices and Hearings) and Ordinance 25-25 (Citizens Participation).
- Proposed language adds a signage requirement for Type 1 and Type 2 projects due to reduced public hearings.
- Research on developer signage in other communities were presented to the ORC on July 22, 2025.
- Proposed signage posting duration, placement, and content requirements were presented to the ORC on September 25, 2025.



Introduction

- Staff propose amendments to Section 5.28.4 Community Participation Requirements to add a posted sign element.
- Posted notices are intended to have the same descriptive information currently required for community participation meeting invitations, announcements, and public hearing mailed and posted notices.
 - No differentiation between Type 1 and Type 2 (size, content, placement requirements)
- Templates and guidelines will be provided by staff.
- Timing of posted notice must be within the review and approval process.
- Straightforward compliance.

Existing Community Participation Requirements



Type 1: (Public hearing required or Planning Manager discretion)

- Rezonings, PUD, SEU
- Community participation meeting (addresses within 1,000')
- Meeting invitation using city templates
- Meeting participation report
- Timing
 - 45 days after application has been accepted for review
 - Invitations mailed 15 days prior to the meeting
 - Community participation reports provided to city within 15 days after meeting

Type 2: (CPC approvals without public hearings)

- Mailed announcement (addresses within 500')
- Mailers use city templates and describe project
- Mailers sent within 15 days after application review starts

Proposed Community Participation Requirements



Type 1: (Public hearing required or Planning Manager discretion)

- All previous slide, plus:
- Posted Sign
 - Content and size requirements
 - Post: 15 days before community participation meeting
 - Remove: 15 after building permit issuance, application denial, or withdrawal

Type 2: (CPC approvals without public hearings)

- All previous slide, plus:
- Posted sign
 - Content and size requirements
 - Post: 15 days within acceptance for review
 - Remove: 15 after building permit issuance, application denial, or withdrawal



Posted Sign Requirements (Code)

- Petitioners must install a durable, all-weather sign on all property frontages using PDSU-provided guidelines and templates.
- Signs must include:
 - File number(s)
 - Main address, petitioner's name and point of contact
 - Project name (if applicable)
 - Site description: all addresses and current zoning designation
 - Project description in text and graphics: proposed use, development activity, zoning, and petitions included with the application
 - Community participation meeting information (Type 1 projects only)
 - QR code linking to Engage website



Posted Sign Requirements (Code)

Posting deadlines

- *Type 1 Projects*
 - Post: 15 days before community participation meeting
 - Remove: Within 15 days after building permit issuance, application denial, or withdrawal
- *Type 2 Projects*
 - Post: Within 15 days after PDSU accepts application for review
 - Remove: Within 15 days after building permit issuance, application denial, or withdrawal



Posted Sign Code and Template

Proposed Code:

Posted Sign

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

Draft Template:

Notice of Proposed Development/Rezoning/PUD/SEU

File Number:
Main Address:
Applicant:
Point of Contact:
Project Name and Description:

For more information regarding the petition, please visit the QR code.

QR Code

Insert rendering(s)/drawing(s)/location map(s) here

Sign posted in accordance with Chapter 55 Unified Development Code. For more information please visit Section 5.28.4 of the Unified Development Code.



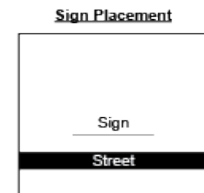
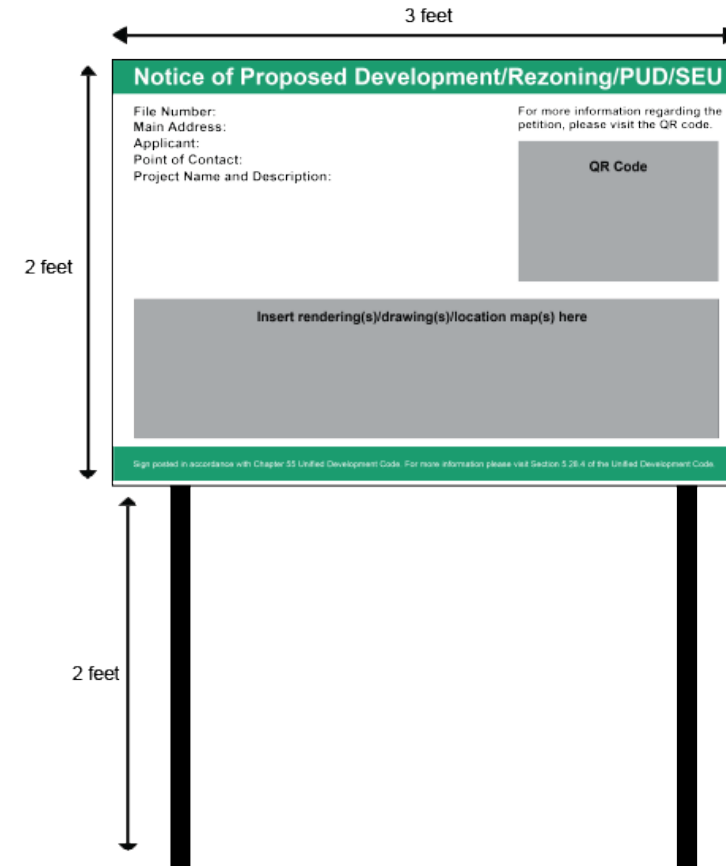
Sign Specifications (Template)

Size and Placement

- Minimum 3 feet wide by 2 feet tall
- One sign per frontage in prominent location (multiple signs required if site has multiple frontages)
- Visible from public ROW
- Freestanding signs must have posts at least 1 foot high and sit at least 2 feet above grade

Construction

- Durable all-weather material (e.g., corrugated plastic)
- Metal or wood posts
- Freestanding or securely affixed to existing structure (e.g., fence)
- Non-illuminated





Sign Specifications (Template)

Design

- Black text on white background for main body
- Green color blocking allowed for header and footer (per diagram)
- Sans serif typeface
- Font sizes
 - Heading: minimum 90-point
 - Body text: 50-point

Other

- Developer posted signage will be exempt from the standard Unified Development Code sign requirements
- The PDSU is not responsible for monitoring, posting, or maintaining signs during the review process

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Developer Responsibilities

- The property owner or applicant's representative must:
 - Contact a sign company
 - Arrange for sign preparation and placement
 - Provide photographic proof of sign posting via email to the PDSU
- Applications without verification may have their review cycles paused and will not be scheduled for CPC review

Thank you!

Emma Berger

Associate Planner

eberger@a2gov.org