

2018

Planning and Zoning Commission Requests for Information

Note: This is a working draft of pending Planning and Zoning Commission items and is subject to change without notice.

Request		Request Date	Status
Provide an overview of current requirements for providing recycling containers in commercial developments	Ellis	6/15/17	Staff to present at an upcoming work session.
Tree Code *What is the status of the tree code?	Beck	6/15/17	Staff is working to provide an update.
Hold a work session to explore the option of including financial impact analysis to staff reports	Strange	4/12/17	The Legal Department will present at an upcoming work session.
Provide clarification on what type of discussion is allowed in work session.	Ellis	1/25/17	The Legal Department will address at an upcoming work session.
Provide a training for commissioners on the Gas Well ordinance.	Leal	11/30/16	The Legal Department will present at an upcoming work session.
Re-evaluate roadway impact fees and other ESA mitigation obligations for required city improvements.	Strange/ Rozell	10/26/16	Staff to present at an upcoming work session.
Hold a work session on Traffic Engineering Items: <ul style="list-style-type: none">• Collection and management of fees• Traffic Impact Analysis fees• Roundabouts	Ellis	1/24/18	Traffic Engineering Staff to present at an upcoming work session.
Hold a discussion regarding Environmentally Sensitive Areas.	Sanchez	4/25/18	Staff will present at an upcoming work session.
Public Hearing Sign Requirements	Ellis	4/25/18	Backup materials provided with 5/23/2018 matrix.



**Development Services
Department**

SOP #

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Standard Operating Procedure

1. Purpose

The purpose is to outline the procedures for posting public hearing notification signs required to publicize the following requests:

- Future Land Use Map Amendment
- Zoning Change
- Specific Use Permit
- Variance request
- Historic Landmark Designation

2. Scope

Staff responsible for requests which require public hearings and approval by City Council or an appointed Board or Commission must ensure that public hearing notification signs have been posted in accordance with the regulations set forth by City policy.

3. Prerequisites

Prior to the placement of any public hearing notification sign, the City of Denton must receive and review an application for a request which requires a public hearing.

4. Responsibilities

Project Managers are responsible for the following:

- Provide *Public Hearing Notification Sign Criteria and Affidavit*, the number of required signs, and sign(s) placement map to applicant at the time of the First Review Comments.
- Confirm delivery of a fully executed *Affidavit of Sign Posting* 10 days prior to the scheduled public hearing.
- Verify the Date and Time submitted on the *Affidavit of Sign Posting*.
- Provide the *Affidavit of Sign Posting* and photos as part of the exhibits associated with the staff analysis and Agenda Information Sheet.
- Postpone consideration of the request if the sign is not posted in accordance with requirements.

Front counter staff or Planning Techs are responsible for the following:

- Notify Project Manager when an *Affidavit of Sign Posting* and photos are delivered to Development Services.

5. Procedure

Step One

First Review, Project Manager

- a. Once an application is received, confirm the request will require a public hearing
- b. During review, measure the subject property's linear feet street frontage (one sign is required per 500 linear feet of each street frontage)



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- c. Add the following comment to the Review Comments:
"The request requires public notification. It is the applicant's responsibility to place and maintain all required signs until final decision by the approving body, after which, all signs must be removed. Please refer to the *Public Hearing Notification Sign Criteria and Affidavit* and sign placement map for detailed instructions on sign design, placement, and proof of posting. Failure to comply with the regulations could result in delays."
- d. Prepare and upload to ProjectDox a map with aerial imagery indicating the general location of each required sign
- e. Upload the *Public Hearing Notification Sign Criteria and Affidavit* to ProjectDox

Step Two

Project Manager releases First Review Comments with the relevant posting information uploaded to ProjectDox.

Step Three

- a. Ten days prior to the first public hearing, applicant delivers the *Affidavit of Sign Posting* and photos to Development Services
- b. If applicant fails to deliver the *Affidavit of Sign Posting* and photos, the Project Manager notifies the applicant that consideration of the request will be postponed

Step Four

- a. Each Monday morning, Project Managers conduct site visits to verify that the sign locations are consistent with the sign placement map
- b. Once the Project Manager has confirmed that the sign(s) are in place, he or she completes the date and time submission section of the *Affidavit of Sign Posting*

Step Five

- a. Project Manager creates a PDF of the *Affidavit of Sign Posting* and photos to be included as part of the Notification exhibit provided to the Planning and Zoning Commission, Zoning Board of Adjustment, or City Council

Step Six

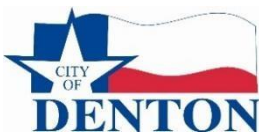
- a. After final decision by the approving body, the Project Manager sends a reminder to remove the sign to the applicant

If at any time the Project Manager is notified that the sign(s) is destroyed or missing from the property, the Project Manager must verify with the applicant that the sign has been replaced.

6. References

For additional information, please refer to the *Public Hearing Notification Sign Criteria and Affidavit*, as updated on April 11, 2018

7. Definitions



DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 215 W. Hickory Street – Denton, Texas 76201 voice: (940) 349-8541 www.cityofdenton.com

Public Hearing Notification Sign Criteria and Affidavit

A public hearing notification sign is a sign erected on the subject property to publicize a Future Land Use or Zoning Change request, a Specific Use Permit request, a Variance request, or a Historic Landmark Designation request. ***The number of signs and the placement of signs shall be determined at the time of First Review Comments for each specific request.*** It is the responsibility of the owner/project representative to contact Development Services Department to verify the number and location of signs needed.

Sign Criteria:

SIGN DESIGN

- ☐ Signs shall be three and a half (3 ½) feet wide by four (4) feet tall. (Please refer to attached sign exhibit.)
- ☐ The sign shall be constructed in accordance with the City's design standards for public hearing notification signs.
 - a. Two (2) sided, ten (10) millimeter Coroplast sign or other material of equivalent strength and durability.
 - b. Lettering shall be placed on both sides of the sign.
 - c. The letter font style shall be Trebuchet MS. The required font size is 230 (bold) for the sign heading and 180 for all but for the remainder of the sign. Of the smaller words on the sign, everything is bold with the exception of the number field, name field, request field, and the website address. (Please refer to attached sign exhibit.)
 - d. Metal or wood posts shall be used.
- ☐ The sign shall comply with the layout and dimensions on the attached Public Hearing Notification Sign Specification sheet.

PLACEMENT

- ☐ The sign shall be posted perpendicular to the property line, and visible and legible from adjacent rights-of-way, but except alleys, at a location(s) determined by staff.
- ☐ If the subject property is on more than one (1) right-of-way, one (1) sign shall be posted along each right-of-way for each 500 feet of linear street frontage of the property.
- ☐ Signs shall be located outside of the public right-of-way, and shall be a minimum of two (2) feet off the ground, unless otherwise directed by the Director of Development Services or designee.

PROOF OF POSTING

- ☐ At least 10 days prior to the public hearing, the applicant shall submit an executed affidavit of proof of the posting (attached) and photographs of the installed sign to the Planning Project Manager.

Failure to post the notification sign(s) and submit the affidavit and photographs will require that the public hearing item be withdrawn and re-noticed until the next public hearing date available.

- ☐ The property owner is responsible for maintaining the sign on the property throughout the entire public hearing process. If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign and posting the sign on the property promptly.

REMOVAL OF SIGNS

- ☐ The property owner or his/her representative must remove the sign within three (3) calendar days subsequent to the final decision by the approving body.

**CITY OF DENTON PUBLIC HEARING NOTIFICATION SIGN
SPECIFICATIONS**



PUBLIC HEARING NOTIFICATION SIGN AFFIDAVIT OF SIGN POSTING

Project No. _____

Date of Planning and Zoning Commission Meeting: _____

I hereby certify that I have posted or caused to be posted Public Hearing Notification sign(s) on the property subject to Project Name/Number _____, located at _____

Said sign(s) have been obtained through a sign contractor of choice and meet the specifications as stated in the City of Denton Public Hearing Sign Criteria Sheet.

Posting of said signs was accomplished on _____, 20_____. Said signs have been posted in a manner which provides an unobstructed view and which allows clear reading from the public right(s) of-way along _____. Said signs will be maintained on the property throughout the entire public hearing process and will be removed within three (3) calendar days subsequent to the final decision by the approving body.

I further certify that this affidavit was filed with the Planning Department of the City of Denton within the time provisions specified in the City of Denton Public Hearing Sign Criteria Sheet.

Executed this the _____ day of _____, 20_____.

Signature of Applicant or Authorized Representative for Project No. _____

Printed Name of Applicant or Authorized Representative for Project No. _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this _____ day personally appeared _____ (printed owner's name) the above signed, who, under oath, stated the following:

"I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____.

Notary Signature (seal)

PLEASE NOTE: Failure to post the notification sign(s) on the property by the close of business (5 pm) on the tenth (10th) day prior to the first public hearing shall result in the postponement of consideration by the Board or Commission.

STAFF USE ONLY:

Date/Time submitted: _____ Verified by: _____