



## CITY OF RICHMOND

### Department of Planning & Development Review *Staff Report*

**PCR 2015-010:** To adopt a policy for the posting of public notification signs in conjunction with public hearings.

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**To:** City Planning Commission  
**From:** Land Use Administration  
**Date:** July 20, 2015

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#### **PETITIONER**

City of Richmond

#### **PURPOSE**

To adopt a policy for posting public notification signs in conjunction with public hearings related to zoning cases.

#### **SUMMARY & RECOMMENDATION**

An ordinance (Ord. No. 2015-148) will go before Council for consideration on July 27, 2015 that would revise the City's Zoning Ordinance. The proposed amendment to the Zoning Ordinance would amend the requirements for the posting of public notification signs in conjunction with public hearings related to zoning cases and would accomplish two objectives:

1. The Department of Planning & Development Review would assume the responsibility of posting the signs, as opposed to the current requirement that the applicant be the responsible party.
2. The specifications for the size, design, placement and timing of the signs would be removed from the code and would be established by a separate Resolution of the Planning Commission.

If this ordinance is adopted, a sign posting policy will need to be adopted by the Planning Commission. The proposed sign posting policy includes the following:

1. The sign(s) shall contain the words "Zoning Change Pending" together with the words "For Info on Public Hearings Please Call (804) 646-6304 City of Richmond <https://richmondva.legistar.com>"
2. The sign(s) shall be posted along each street frontage of the property, and shall be located at approximately the mid-point of the street frontage in such manner as to be readable from the street. In the case of street frontages greater than 1000 feet in length, signs shall be posted at approximately 500-foot intervals. The required number and/or location of signs may be adjusted by the secretary of the planning commission, provided that the spirit and intent of the notice requirements are met.
3. The sign(s) shall not be illuminated.

4. The secretary of the planning commission shall keep a photo of the sign(s) verifying that the sign(s) is posted as required.
5. The applicant shall be responsible for notifying the secretary of the planning commission the theft or damage of any required sign. Any sign which is the subject of theft or damage shall immediately be replaced or repaired in accordance with this policy.
6. The color, size and material of the sign(s) shall be constructed substantially as shown by the sign displayed to the Commission at the July 20, 2015 meeting and kept by the Department of Planning and Development Review.

A picture of the proposed sign is included with the agenda. Staff recommends approval of the proposed sign posting policy.

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