

**Memorandum
Department of Planning**

To: Planning and Public Works Committee
From: Mike Knight, Assistant City Planner *gmk*
Date: January 23, 2020
RE: Public Hearing Signs – Proposed Policy



Overview

In October 2019 the Planning and Public Works Committee directed City Staff to undergo a review of our current Public Hearing notification process specifically pertaining to the sign posted on the site.

In December of 2019 City Staff provided documentation of the current procedure, analysis in relation to the date the sign is posted, comparison of surrounding municipalities, and provided 4 alternatives to facilitate discussion in regards to the content of the sign.

This memorandum outlines the proposed procedure, and contains an image of the proposed sign based on the feedback from the December committee meeting. Staff has also prepared City Policy P-03 that reflects this process, and is attached for the Committee’s review.

The public hearing sign is one of eight ways the City of Chesterfield communicates public hearings. Below is a table outlining the notification requirements for public hearings in the State of Missouri Revisor of Statutes followed by the current notification requirements for public hearings required by the City of Chesterfield.

Communication of Zoning Petitions	
Required by State	City of Chesterfield Process
Post in local paper (15 days before)	Post in local paper (15 days before)
	Provide notice post card to adjacent parcels (225 ft)
	Provide notice to subdivision trustees (1 mile)
	City Website: Public Notice
	City Website: Active Development Project Database Map and Listing
	Petition notification (Sign-Up)
	Petition posted on bulletin board at the front entry of City Hall
	Public hearing signs

Proposed Procedure

The Planner associated with the zoning petition places one (20”x26”) sign on each property/area having roadway frontage, within reason. The Planner will post the sign within 5 business days from when the zoning petition application meets sufficiency. The Planner will remove the sign once the zoning process is complete.

The contents of the public hearing sign include the following: “Public Notice”, City of Chesterfield logo, language that the property is subject to Public Hearing, language to contact the Planner of the Day for more information, and the Planner of the Day phone number.

Proposed Sign

Below is an image of the proposed sign based on the feedback from the December committee meeting.



Figure 1: Image of Proposed Sign

Recommendation

I recommend City Policy P-03 be forwarded to the Planning and Public Works Committee and City Council for review.

Attachments: Proposed City Policy P-03

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PLANNING	NO.	03
SUBJECT Public Hearing Signs	INDEX	P
DATE ISSUED	DATE REVISED	

POLICY

To promote the utmost awareness of a potential zoning change or special procedure within the property boundaries of the City of Chesterfield, the city provides numerous forms of communication. The Public Hearing sign is a key element within the communication process. City Policy P-03 was created to define both the required content of the public hearing sign and the procedure for installation and removal.

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The contents of the public hearing sign include the following: “Public Notice”, City of Chesterfield logo, language that the property is subject to Public Hearing, language to contact the Planner of the Day for more information, and the Planner of the Day phone number.

Below is an image of the Public Hearing Sign to be posted for every zoning petition.



RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date