

## MEMO

**TO:** Northfield Township Planning Commission  
**FROM:** Patrick Sloan, AICP, Senior Principal Planner  
Erin Schlutow, Associate Planner  
**SUBJECT:** Proposed Zoning Ordinance Amendments – Public Hearing Sign Posting Requirements  
**DATE:** April 28, 2017

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At the Township's request, we have compiled the following proposed text change in order to remove special land use as requiring the posting of public hearing signage and to include conditional use permit (which is the same as a special use permit) as being exempt from sign posting requirements. Our understanding is that a proposed amendment was recommended for approval by the Planning Commission on February 5, 2014 but was not acted upon by the Board of Trustees. At this time, we recommend that the Planning Commission recommend the amendment for the Board's consideration.

The proposed amendment is presented below. Subject to any changes you wish to make, the next step would be for the Planning Commission to schedule a public hearing.

The proposed amendment is as follows. Items to be added are underlined and items to be deleted are in ~~strikethrough~~.

**Amend Article XXXIII Public Notice, Sub-section 36-1034(5) – Posting of Signage** *to remove "special land use" as an action that requires posting of signage, and add "conditional use permit" to items exempt from sign posting requirements.*

- (5) *Posting of signage.* To ensure that residents are made aware of certain public hearings that relate to land use, the posting of signage shall be required for rezoning, (map amendment), ~~special land use~~, and planned unit development. A variance, administrative appeal, ordinance interpretation, ~~and/or~~ zoning text amendment, and/or conditional use permit are exempt from these sign posting requirements.
- a. For any proposed zoning change or land use requiring the posting of a sign, property proposed for the zoning change or land use shall place a sign with a minimum area of four feet by four feet along the frontage of the property, which abuts a street. The sign shall not be erected in the road right-of-way or in a manner to obstruct vision of motorists or pedestrians.
  - b. If the property proposed for the zoning change or land use does not abut a street, the sign shall be placed on any contiguous land owned by the applicant or owner of such parcel, which does abut a street.
  - c. If no such contiguous property abutting a street is owned by the applicant or owner of the property proposed for zoning change or land use the signs shall be placed in such locations on the property that the zoning administrator deems will best inform the public of the proposed zoning change or land use. If the zoning administrator determines that there is no location where a sign could be placed that would be visible to the public, the zoning administrator may waive the requirement of posting.

- d.** Each sign shall be erected at least 15 days before the planning commission's public hearing on the petition for the subject zoning change or land use.
- e.** Each sign shall be removed from the property no later than three business days following the public hearing or the adjourned or continued date thereof, whichever is later.
- f.** Each sign shall have lettering easily readable from the abutting street. Each sign shall contain the words "Public Hearing" and shall state the purpose of the public hearing, give the street address or tax code parcel numbers, acreage and diagram of the property proposed for the subject zoning change or land use, state the current zoning of the property, state the purpose of the request and the date, time, and place of the public hearing.
- g.** Signs erected under this section 36-836(b) are exempt from other provisions of this chapter regulating signs.
- h.** Failure to comply with any provision of this section 36-836(b) shall not constitute grounds for invalidating or setting aside ~~the granting of~~ action on an application for ~~conditional use~~, but shall require adjourning and rescheduling the public hearing.