

To the Mayor and Members of the City Council

November 17, 2020

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**SUBJECT: ZONING PUBLIC HEARING SIGNAGE**

The purpose of this Informal Report is to outline the current process used to place signs on properties where a zoning change has been requested and to propose moving responsibility of sign placement from the City to applicants in 2021.

State law does not require a municipality to provide notice by placing a sign on a property when a zoning change is requested. The City does require a notification sign as a supplement to the notice required by State law and the Zoning Ordinance. Specifically, Section 3.502 B of the Zoning Ordinance provides for posted notice to be erected no less than 10 days before the public hearing with signs to be removed subsequent to the final action. However, the placement or continued maintenance of the sign is not a condition precedent for the case to proceed to public hearings by the Zoning Commission and City Council.

Notification and Transparency

Below is a list of current methods for notifying the public and providing access to zoning information and public meetings:

Notification and Access	State Law Requirement	City Ordinance Requirement	City Practice
Television	NO	NO	YES
Recorded Meeting on City Cable	NO	NO	YES
Courtesy Notices	NO	NO	YES
Signs	NO	YES/NO*	YES
Newspaper	YES	YES	YES
Written Notice Direct Mailing	YES 200 Feet	YES 300 Feet	YES 300 Feet
City Website	YES	YES	YES
Live Meeting	YES	YES	YES

*\* The posting of a sign is not a condition precedent to the holding of a public hearing, a recommendation, or other official action*

The Transportation and Public Works Department (TPW) has been installing metal signs at zoning change locations for over 15 years, typically bolting them onto existing poles whenever possible. Staff responds to occasional complaints that signs have been removed or have not been installed.

Current Process for Zoning Change Application and Sign Placement:

The calendars below illustrate when sign placement occurs within the Zoning Commission public hearing cycle. TPW receives one list per month from Development Services containing about 20 locations on average. Once received, staff has two weeks to install the signs. TPW also removes signs from prior zoning locations, fabricates new signs as needed, and performs utility locates for signs that cannot be placed on existing poles. This task costs TPW approximately \$20,000 per year and 60 staff hours per month, which could be spent on the team's core traffic safety functions.

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## Current Zoning Change and Sign Placement Process

October 2020						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12 November Zoning Application Deadline, Day 1	13	14 Zoning Commission Public Hearing	15 Application review for completeness and case mapping	16	17	18
19 ☆ Zoning case sign location map	20	21 Notify TPW of case location, Day 9	22 TPW installs signs (23 in Oct over various districts)	23	24	25
26 ★	27	28	29	30	31	1
TPW installs signs (23 in Oct over various districts)						



Courtesy go out to Neighborhood Associations, within half mile



Legal notices mailed, 300 feet from property

November 2020						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6 ★	7	8
TPW installs signs (23 in Oct over various districts)						
9 December Zoning Application Deadline, Day 1	10	11 Zoning Commission, Day 23	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



Docket posted online

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**To the Mayor and Members of the City Council****SUBJECT: ZONING PUBLIC HEARING SIGNAGE**Applicant Sign Placement in North Texas

More cities are requiring applicants to place zoning signs on their own property. Arlington and Dallas both require applicants to place signs and they provide the applicant with signage as part of their overall application fee. Frisco provides the requirements for notification and it is up to the applicant to print, post, and remove the sign.

Recommendation

Staff will work with the Development Advisory Committee and applicants to develop options for applicant-placed signs and provide a recommendation to the City Council in the spring 2021. In the interim, TPW will continue to install signs and Development Services will provide as much time as possible for TPW installs.

For any questions on this report, please contact D.J. Harrell, Development Services Director, at 817-392-8032.

**David Cooke**  
**City Manager**



**Zoning Notification Sign**  
**Arlington, Texas**