



## **AGENDA MEMORANDUM**

Public Hearing and First Reading for the City Council Meeting of March 19, 2019  
Second Reading for the City Council Meeting of March 26, 2019

**DATE:** February 20, 2019

**TO:** Keith Selman, Interim City Manager

**FROM:** Nina Nixon-Mendez, FAICP, Director,  
Development Services Department  
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Ordinance amending the Unified Development Code  
regarding public notice requirements

### **CAPTION:**

Ordinance amending the Unified Development Code subsection 3.1.7.C.2 regarding public notice requirements; and providing penalty.

### **PURPOSE:**

The purpose of this item is to amend the requirements for posted public notice signs as required per Section 3.1.7.2 "Posted Notice" of the Unified Development Code (UDC).

### **RECOMMENDATION:**

Planning Commission and Staff Recommendation (February 6, 2019):  
Approval of the UDC text amendment.

### **Vote Results:**

For: 9  
Opposed: 0  
Absent: 0  
Abstained: 0

### **ALTERNATIVES:**

A recommendation of denial or alteration of proposed text amendments.

### **OTHER CONSIDERATIONS:**

City Council has requested that Development Services review the requirements of posted public notices as stated in the UDC. The purpose of the request is to ensure that signs are

posted in a timely manner, clearly visible, and in accordance with State law. The proposed text amendment is summarized below.

- **“Posted Notices”:** This proposed text amendment requires that City staff will be responsible for posting the public notice sign to verify that it is clearly visible to the general public and all interested parties.
  - The public notice sign current minimum standard is 3 square feet. Staff is proposing to change the sign to 4 square feet. However, it has been noted that Development Services has recently purchase two years’ worth of public notices signs that are 3 square feet and recommends implementation of the larger sign in January 2020.

**CONFORMITY TO CITY POLICY:**

The proposed text amendment conforms to City policy.

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Legal and Planning Commission

**FINANCIAL IMPACT:**

☐ Operating      ☐ Revenue      ☐ Capital      ☒ Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget				
Encumbered / Expended Amount				
This item				
BALANCE				

Fund(s):

**Comments:** None

**LIST OF SUPPORTING DOCUMENTS:**

Ordinance  
Presentation