

# ACTION

DATE

COMMITTEE

M.A.P.C. Reformed Report: Item I-15-82  
Reformed no action taken - 2/1/83

~~BCC/B-006~~

M.A.P.C. Reformed change 5/19/83  
in form of notice  
Denial balance

BCC Approved change 6-14-83  
of notice  
Approved the use of origio  
Denial balance

M.A.P.C. informal on draft policy 6/30/83

M.A.P.C. Approved 7/14/83  
Policy Statement #20

NOTE  
SEE TO 11/15/80  
SINCE

BCC Referred into 7/26/83

BCC Approved 8-2-83  
3-2

M.A.P.C. Readopted policy 5-3-84  
without amount provision

BCC Approved without 5-25-84

DR 82-18 - CPO Zone Change Notification Committee Proposals.  
(See Policy Statement No. 20)

# ACTION

DATE

COMMITTEE \_\_\_\_\_

M.A.P.C. Informal no action taken 7-15-82  
Informal no action taken 7-21-83

~~B.C.C./B.C.C.~~ \_\_\_\_\_

MAPC (formal) Authorized change 5/19/83  
in form of notice  
Denial balance

BCC Approved change 6-14-83  
of notice  
Suppressed the use of signs  
Denial balance

Note  
See Policy  
Statement #20.

MAPC informal on draft policy 6/30/83

MAPC approved 7/14/83  
Policy Statement #20

BCC Deferred 7/26/83

BCC Approved 8-2-83  
3-2

MAPC Readopted policy 8-3-84  
without sunset provision

BCC Approved without 5-29-84  
sunset provision

DR 82-18 - CPO Zone Change North-  
Easton Committee Proposals  
(see Policy Statement No. 20)

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

POLICY STATEMENT NO. 20

SUBJECT: Instructions for Posting Signs  
MAPC Approved: 7-14-83  
BCC Approved: 8-02-83  
MAPC Reapproved: 5-03-84  
BCC Reapproved: 5-29-84

At the time an application for rezoning property in the City of Wichita is filed, the applicant or agent will be required to acknowledge that he or she has read this sheet and understands how and where to post the required sign(s). It is the applicant's responsibility to insure that the sign(s) remain on the application area for the specified time. The sign(s) will be purchased by the applicant from the Planning Department at the time the application is filed.

Location of Sign(s)

Generally, one double faced sign will be required on the primary street frontage. The sign should be located so it can be read from the street and is not hidden by other signs, cars, shrubs, etc. For those areas that are odd shaped, more than 400 feet wide, have unique circumstances, additional signs may be required. There are sketches showing general examples of where signs should be placed on the back of this sheet.

How to Post Sign(s)

It is suggested that each sign be affixed to two 2"x2", stock wood stakes, driven into the ground approximately one foot or to a substantial depth to assure that it will remain upright. Steel posts or other similar supports are also acceptable. The distance from the bottom of the sign to the ground should not be less than 3 feet. The applicant is responsible for insuring that the sign is not hidden and for replacing the sign(s) if it is blown off, removed or otherwise damaged. Signs shall not be placed on public street right-of-way. The signs should not be placed more than 10' behind the property line adjacent to the street.

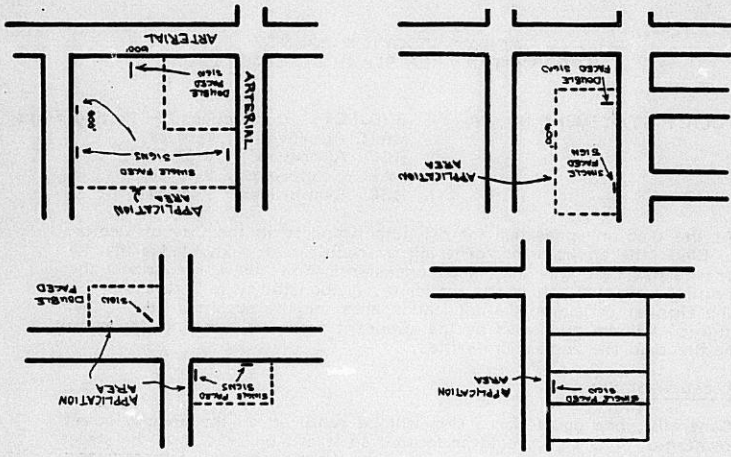
The Planning Department may vary any of the above guidelines where there are special circumstances in order to insure that the sign will be visible to the general public. The Planning Department will furnish the applicant a sketch of the application area indicating where the signs should be posted and any special circumstances that would result in the sign(s) being posted in a substantially different manner than described above.

Posting Time

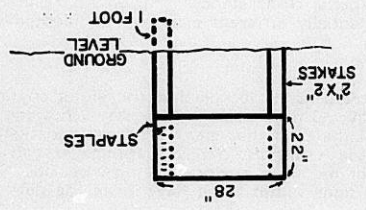
The applicant is responsible for placing the signs on the application area on the Friday, 13 days prior to the MAPC hearing date. The sign(s) shall remain until the MAPC has made a recommendation on the rezoning request or the case is withdrawn. The applicant shall be responsible for maintenance of the signs during this time period. The applicant shall remove the signs within three days from the date of the MAPC meeting.

The signs are disposable and not returnable to MAPD.

(over)

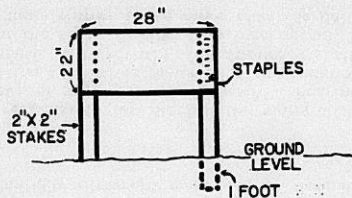


The following sketches show general examples of where signs should be placed.

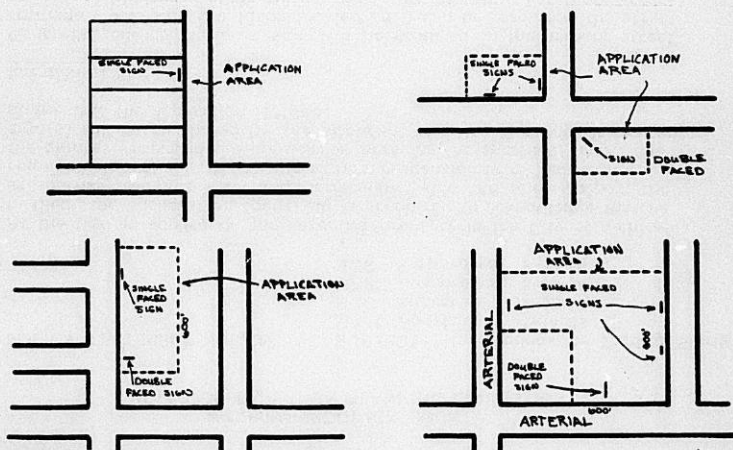


Example of How to Post Sign

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The following sketches show general examples of where signs should be placed.



WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

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Location of Sign(s)

Generally, one double faced sign will be required on the primary street frontage. The sign should be located so it can be read from the street and is not hidden by other signs, cars, shrubs, etc. For those areas that are odd shaped, more than 400 feet wide, have unique circumstances, additional signs may be required. There are sketches showing general examples of where signs should be placed on the back of this sheet.

How to Post Sign(s)

It is suggested that each sign be affixed to two 2"x2", stock wood stakes, driven into the ground approximately one foot or to a substantial depth to assure that it will remain upright. Steel posts or other similar supports are also acceptable. The distance from the bottom of the sign to the ground should not be less than 3 feet. The applicant is responsible for insuring that the sign is not hidden and for replacing the sign(s) if it is blown off, removed or otherwise damaged. Signs shall not be placed on public street right-of-way. The signs should not be placed more than 10' behind the property line adjacent to the street.

The Planning Department may vary any of the above guidelines where there are special circumstances in order to insure that the sign will be visible to the general public. The Planning Department will furnish the applicant a sketch of the application area indicating where the signs should be posted and any special circumstances that would result in the sign(s) being posted in a substantially different manner than described above.

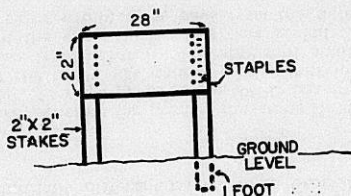
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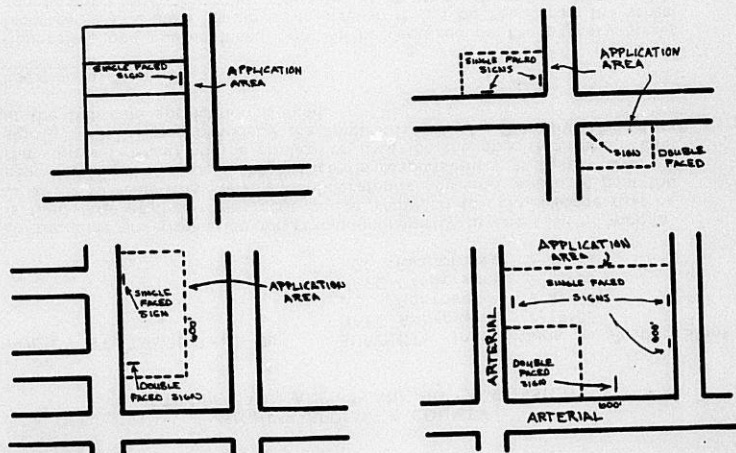
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(over)

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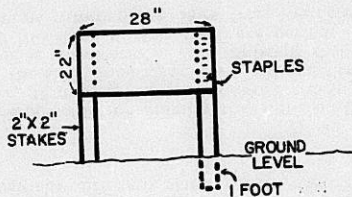
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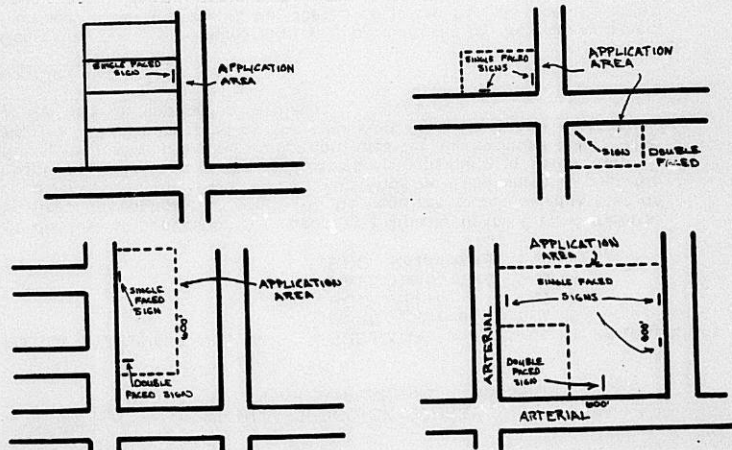
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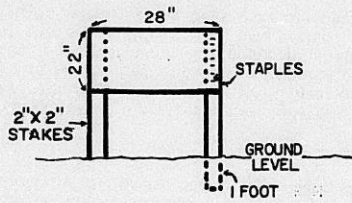
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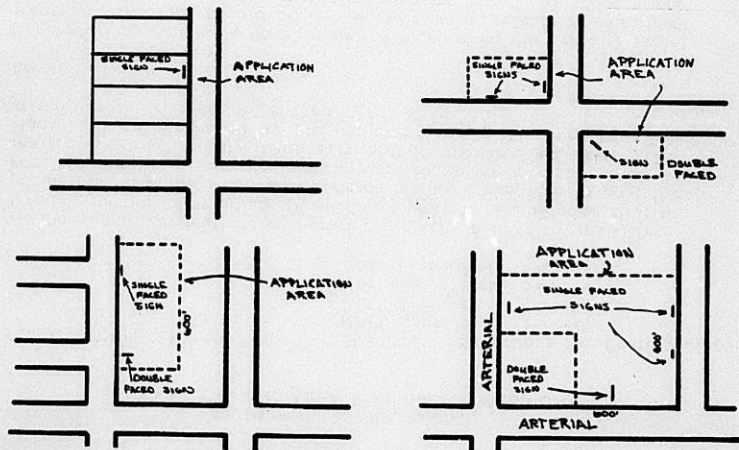
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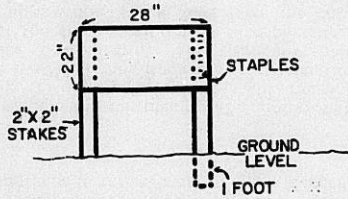
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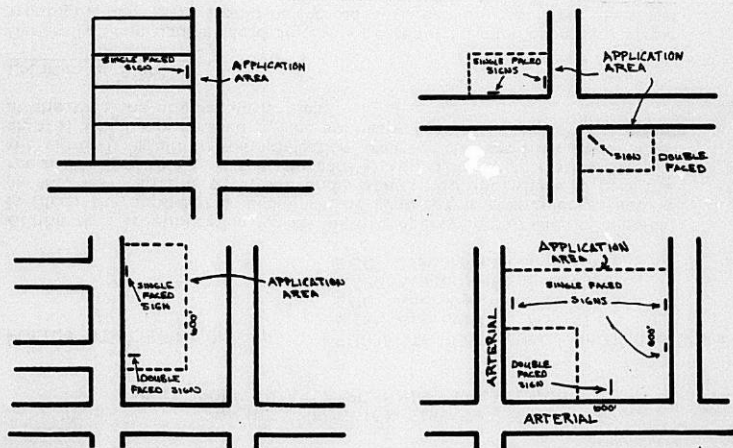
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Example of How to Post Sign



The following sketches show general examples of where signs should be placed.



FROM Chambers DATE 10/19/82

ADMINISTRATION	ADVANCE PLANS	CURRENT PLANS	GRAPHICS
<input checked="" type="checkbox"/> Lakin	<input type="checkbox"/> Stockwell	<input checked="" type="checkbox"/> <del>Chambers</del>	<input type="checkbox"/> Pierce
<input type="checkbox"/> Walter	<input type="checkbox"/> Schwartz	<input type="checkbox"/> Lytle	<input type="checkbox"/> Commer
<input type="checkbox"/> Doramus	<input type="checkbox"/> Leivo	<input type="checkbox"/> Young	<input type="checkbox"/> Crook
<input type="checkbox"/> Eubanks	<input type="checkbox"/> Bechtel	<input checked="" type="checkbox"/> Chambers	<input type="checkbox"/> Garland
<input type="checkbox"/> Hanson	<input type="checkbox"/> Curfman	<input type="checkbox"/> Fieck	<input type="checkbox"/> Singhal
<input type="checkbox"/> Henderson	<input type="checkbox"/> Dudark	<input type="checkbox"/> Nagley	<input type="checkbox"/> Whitney
<input type="checkbox"/> Lakin, E.	<input type="checkbox"/> Flynn	<input type="checkbox"/> Ollvarez	<input type="checkbox"/> —
<input type="checkbox"/> Nelson	<input type="checkbox"/> Hart	<input type="checkbox"/> Shirkey	
<input type="checkbox"/> Scott	<input type="checkbox"/> Losew	<input type="checkbox"/> McDonald	
<input type="checkbox"/> —	<input type="checkbox"/> Shen		
	<input type="checkbox"/> Spain		
	<input type="checkbox"/> Vinson		
	<input type="checkbox"/> —		

<input type="radio"/> Note & Return	<input type="radio"/> Signature
<input type="radio"/> Handle	<input type="radio"/> Library
<input type="radio"/> All Staff	<input checked="" type="radio"/> Information
<input type="radio"/> Comment	<input type="radio"/> Files

REMARKS Note Carl Send 1977, P2, 21  
back to me like all responses find the process  
portions w/ little of our concern evident.



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FAIRFAX**  
4100 CHAIN BRIDGE ROAD  
FAIRFAX, VIRGINIA 22030



October 13, 1982

**RECEIVED**

OCT 19 1982

METROPOLITAN PLANNING

ROUTE  600

Arthur D. Chambers, AICP  
Metropolitan Area Planning Department  
455 N. Main Street  
Wichita, Kansas 67202

Dear Mr. Chambers:

This is in response to your letter of September 29, 1982 requesting information concerning our procedures for posting properties involved in rezoning applications.

To put our procedures in context, let me note that, in accordance with the attached Zoning Ordinance provisions, we perform as a staff function the posting of properties which are the subject of public hearings. This involves approximately 140 rezoning and 160 special exception applications per year for hearings before both the Board of Supervisors and the Planning Commission and approximately 100 special permit and 200 variance applications per year heard by the Board of Zoning Appeals. To accomplish this substantial job, we have one staff person whose sole responsibility is to prepare signs and install and remove them.

In order to accommodate this variety of hearing bodies and types of applications, we use one standard base board made of one-half inch plywood, painted yellow and lettered in black as shown on the attached sketch. Posterboard inserts are attached to the base board showing the hearing body, application number, name of the applicant and details of the application. The insert shown on the sketch is for the Board of Supervisors hearing on a rezoning application. The inserts are pre-printed with the format, then the specific information is added using waterproof markers. A different color is used for the insert prepared for Planning Commission, Board of Supervisors, and Board of Zoning Appeals public hearings.

Cost and effectiveness are tricky words when applied to this kind of an operation. Obviously, the cost is substantial: one Planning Aide and one County vehicle fully committed are the main elements. The cost of signs is a lesser factor, however, we lose about 50 signs per year to vandalism and theft. Effectiveness is harder to gauge; however, we receive a substantial number of calls from citizens who have seen the signs. Posting of properties for the purposes enumerated above has been a standard practice for

600  
total  
cases

many years and is fully expected by County citizens. While there are other elements to our notification procedures, including mail notification of adjacent property owners and newspaper advertising, posting is the most evident notification for the general public and is often the only means by which people become aware of impending hearings.

I hope that this information satisfies your needs; if not, please do not hesitate to contact me for further discussion.

Sincerely yours,

*Philip G. Yates*  
Philip G. Yates, AICP  
Zoning Administrator

PGY/RDF:cd

Enclosures  
a/s

**Required Notice for Public Hearings**

No public hearing as required by the provisions of this Ordinance shall be held unless documented evidence can be presented that the following notice requirements have been satisfied.

The subject of the public hearing need not be advertised in full, but may be advertised by reference. Every such advertisement shall contain a reference to the place or places within the County where copies of the subject of public hearing may be examined.

1. **Publication:** Public notice of any hearing held shall be published once a week for two (2) successive weeks in a local newspaper having general circulation in the County. Such notice shall be published not less than six (6) days nor more than twenty-one (21) days before the date of the hearing, and shall specify the time and place of the hearing and the nature of the matter before the hearing body. Such notice shall be the responsibility of the hearing body.
2. **Written Notice to Appellant/Applicant:**
  - A. With respect to an appeal from an order, requirement, decision or interpretation made by the Zoning Administrator as provided for in Part 3 of this Article, the Clerk of the ZEA shall either (a) send to the appellant by registered mail a notice of a hearing on such appeal, or (b) cause such notice to be served personally on the appellant, in either case at least ten (10) days before the time of said hearing. A copy of such notice shall be sent to the County Attorney.
  - B. With respect to an application for a variance, the hearing body shall submit written notice to the applicant by first class mail, such to be postmarked at least twenty (20) days before the day of the hearing.
  - C. With respect to an application for amendment to the Zoning Map, when the proposed amendment involves a change in the zoning classification of twenty-five (25) parcels or less of land, the hearing body shall submit written notice to the property owner(s) of each parcel involved, and the applicant if different from the property owner(s), such to be postmarked at least twenty (20) days before the day of the hearing. Such written notice shall be by certified mail, return receipt requested, delivered to the last known address of such owner(s) as shown on the current real estate tax assessment books.
  - D. With respect to an application for a special permit or a special exception, the hearing body shall submit written notice to the applicant, and owner(s) of the subject property if different from the applicant, by first class mail, such to be postmarked at least twenty (20) days before the day of the hearing.
3. **Posting:**
  - A. The Zoning Administrator shall, at least fifteen (15) days before the date of the first hearing, post on the land or building involved in any application, or appeal, as provided for in Part 3 of this Article, a notice of the public hearing. Said notice(s) shall be removed no later than seven (7) days after the conclusion of the last hearing to which they pertain. In no instance shall such notice(s) remain for more than seven (7) weeks from the date of the original posting.
  - B. Said notice shall be posted at reasonable intervals along every street abutting the subject property, or, if there is no abutting street, then along the exterior boundary lines of the subject property and within a distance of 300 feet along every street providing access thereto.
  - C. Said notice shall contain the date, location and time of the public hearing, the nature of the proposed change, the property affected, such other information as may be necessary to provide adequate identification of the application, and additionally, where further information on the application may be obtained.

- D. Said notice may be placed on private property if such is necessary to provide adequate posting.
- E. For the purpose of distinguishing between hearing bodies, said notices shall be printed on posters of differing colors and posted on yellow signboards in accordance with the following schedule:

<u>Color</u>	<u>Hearing Body</u>
Yellow	Board of Supervisors
Orange	Planning Commission - Zoning Map Amendment
Green	Planning Commission - Site Approval for public facility & utility under Sect. 15.1-456 of the Code of Virginia
Blue	Board of Zoning Appeals

- F. Posting shall not be required when (a) the hearing involves an application for a comprehensive amendment to the Zoning Map initiated by resolution of intention by the Planning Commission or Board, or (b) the hearing involves an application for an amendment to the Zoning Map involving twenty-six (26) or more parcels of land initiated by resolution of intention by the Planning Commission or Board, or (c) the hearing involves an application for a variance or special permit involving twenty-six (26) or more parcels of land, or (d) the hearing body specifically waives or modifies such requirement

4. Written Notice to Adjacent Property Owners:

- A. With respect to an application for amendment to the Zoning Map, the Planning Commission staff or its designee shall send written notice to all owners of property abutting and immediately across the street from the subject property. If such property owners total less than twenty-five (25), then written notice shall be given to other property owners in the immediate vicinity so that notices are sent to not less than twenty-five (25) owners.

Such written notice shall state the date, time and place of the public hearing, the present and requested zoning of the property, the location and size of the property, the nature and use of the land proposed, and the name of the applicant. Such written notice shall be sent by certified mail, return receipt requested, and postmarked not less than fifteen (15) days prior to the hearing, to the last known address of the owner(s) as shown on the current real estate assessment books. Notice as required by this Paragraph shall include notice to owners of property abutting and immediately across the street which lies in an adjoining county or city. Provided, however, that the requirements of this Paragraph shall not apply to an amendment which is initiated by resolution of intention by the Planning Commission or the Board and which involves a change in the zoning classification of twenty-six (26) or more parcels of land.

B. With respect to an application for a special exception, the applicant shall send written notice to all owners of property abutting and immediately across the street from the subject property. If such property owners total less than twenty-five (25), then written notice shall be given to other property owners in the immediate vicinity so that notices are sent to not less than twenty-five (25) owners. Such written notice shall state the date, time, place and subject matter of the hearing, and the name of the applicant. Such written notice shall be sent by certified mail, return receipt requested, and postmarked not less than fifteen (15) days prior to the hearing, to the last known address of the owner(s) as shown on the current real estate assessment books. Notice as required by this Paragraph shall include notice to owners of property abutting and immediately across the street which lies in an adjoining county or city.

C. With respect to an appeal from an order, requirement, decision or interpretation made by the Zoning Administrator as provided in Part 3 of this Article, an application for a variance or special permit, the applicant shall send written notice to all owners of property abutting and immediately across the street from the subject property. If such property owners total less than ten (10), then written notice shall be given to other property owners in the immediate vicinity so that notices are sent to not less than ten (10) owners. Such written notice shall state the date, time, place and subject matter of the hearing, and the name of the applicant. Such written notice shall be sent by certified mail, return receipt requested, and postmarked not less than fifteen (15) days before the hearing, to the last known address of the owner(s) as shown on the current real estate assessment books. Notice as required by this Paragraph shall include notice to owners of property abutting and immediately across the street which lies in an adjoining county or city.

5. Additional Notice: The hearing body may by resolution prescribe additional means and forms of notices in connection with any matter falling within its jurisdiction.

32"  
PUBLIC HEARING  
FAIRFAX COUNTY  
CALL-691-

48"  
BOARD OF SUPERVISORS

CASE NO.

APPL. ....

FROM:

TO:

FOR:

Board Room. Massey Bldg.  
4100 Chain Bridge Road

Informed Citizens are the  
Cornerstone of Good Government  
Please do not disturb this sign.

AFTER FIVE DAYS RETURN TO  
COUNTY OF FAIRFAX  
OFFICE OF COMPREHENSIVE PLANNING  
ZONING ADMINISTRATION DIVISION  
THE MASSEY BUILDING  
4100 CHAIN BRIDGE ROAD  
FAIRFAX, VIRGINIA 22030

For Police, Fire  
Rescue Emergencies  
Dial 911



Arthur D. Chambers, AICP  
Metropolitan Area Planning Dept.  
455 N. Main St.  
Wichita, Kansas 67202

CITY OF SAINT LOUIS  
COMMUNITY DEVELOPMENT AGENCY

Landmark Louderman Building  
317 N. Eleventh Street • Saint Louis, Missouri 63101  
Telephone 314-622-3400

VINCENT C. SCHOEMEHL, JR., Mayor

October 5, 1982

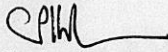
Mr. Arthur D. Chambers, AICP  
Senior Planner  
Metropolitan Area Planning Department  
City Hall - Tenth Floor  
455 North Main Street  
Wichita, Kansas 67202

Dear Mr. Chambers:

I think the best way to get the information you are seeking would be to call Ed Dobbs at the offices of the St. Louis Building Division. He should be very familiar with all aspects of our sign procedures. He can be reached at 314/622-3666.

Good luck in your study.

Sincerely,



Charles P. Kindleberger  
Director of Planning

CPK:nf

RECEIVED

OCT 7 1982

METROPOLITAN PLANNING  
ROUTE  act

**CITY OF SAINT LOUIS  
COMMUNITY DEVELOPMENT COMMISSION**

LANDMARK LOUDERMAN BUILDING  
317 N. ELEVENTH STREET • SAINT LOUIS, MISSOURI 63101  
TELEPHONE 314-622-3400



Mr. Arthur D. Chambers, AICP  
Senior Planner  
Metropolitan Area Planning Department  
City Hall - Tenth Floor  
455 North Main Street  
Wichita, Kansas 67202

The City of  
Oklahoma City

Community Development  
200 N. Walker  
Oklahoma City, Okla. 73102



CITIZENS PARTICIPATION OFFICE

SG \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

JUL 1 1982

Sec. \_\_\_\_\_  
 Copies to \_\_\_\_\_  
 File \_\_\_\_\_

June 23, 1982

Human Resources Department  
City Hall, Second Floor  
455 North Main Street  
Wichita, Kansas 67202

Dear Ms. Mast:

This is in response to your letter of June 11, 1982, concerning notification of proposed rezoning changes to area residents. Oklahoma city does not place signs on property proposed for rezoning, however, enclosed please find a copy of our regulations concerning public hearing and notice requirements.

If you have any questions or comments related to this information, please do not hesitate to contact our department.

Sincerely,

A handwritten signature in cursive script that reads 'Karin Collins'.

Karin Collins, Planning Intern

tlf  
enclosures

## 7200.6 Public Hearing and Notice Requirements

7200.6 Public Hearing and Notice Requirements. In order to encourage citizen participation and assure that all interested and affected parties shall be heard, notice of public hearings regarding planning and zoning matters shall be given as specified by this Section.

A. District Boundary Changes, Planned Unit Developments, and Special Permits. Adoption or amendment of zoning district boundaries, including approval of Planned Unit Developments and specific special permits, shall require the giving of notice as follows:

- (1) Planning Commission Hearing. Notice of Planning Commission hearing shall be given at least 20 days prior to such hearing by mailing written notice to all owners of property within a three hundred foot radius of the exterior boundary of the subject property. Such notice by mail shall be given by the Secretary of the Planning Commission.
- (2) City Council Hearing.
  - (a) Newspaper publication. At least 15 days notice of the date, time and place of the City Council hearing shall be given by publication in a newspaper of general circulation within the City.
  - (b) Notice by mail. Notice of City Council hearing shall be given at least 20 days prior to such hearing by mailing written notice to all owners of property within a 300 foot radius of the exterior boundary of the subject property. Such notice by mail shall be given by the Secretary of the Planning Commission.
- (3) Notice to Property Owner when City Originates Change Request. In the event a change described above originates with the City on motion of the City Council or on the recommendation of the Planning Commission, notice by mail in the manner specified above shall be given to the owner of the subject property for which the boundary change is proposed as such ownership is recorded in the Office of County Clerk. All other notice as required by this Section shall also be given.

## 7200.6 Public Hearing and Notice Requirements

**B. Changes in General Zoning Regulations.** Adoption or amendment of non site specific general zoning and planning regulations, other than those specifically provided for in this Section shall require the giving of notice as follows:

**(1) Planning Commission Hearing.**

Newspaper publication. At least 15 days notice of the date, time and place of the Planning Commission hearing shall be given by publication in a newspaper of general circulation within the City.

**(2) City Council Hearing.**

Newspaper publication. At least 15 days notice of the City Council Hearing shall be given by publication in a newspaper of general circulation within the City.

**C. Plat and Subdivision Approval.** Consideration by the Planning Commission of plats and subdivision of land, to include consideration by the Planning Commission itself of deeds conveying land described by metes and bounds and containing 5 acres or less, shall require the giving of notice as follows:

**(1) Newspaper publication.** At least 15 days notice of the date, time and place of the Planning Commission hearing shall be given by publication in a newspaper of general circulation within the City.

**(2) Notice by mail.** Notice of the date, time and place of Planning Commission hearing shall be given at least 20 days before such hearing by certified mail with return receipt requested to the applicant and by certified mail to all owners of land immediately adjoining the subject tract.

**D. Changes in Subdivision Regulations.** At least 15 days notice of the date, time and place of the Planning Commission hearing shall be given in a newspaper of general circulation within the City for adoption or amendment of general regulations governing the subdivision of land. After adoption, all such subdivision regulations shall be published as provided by law for the publication of ordinance.

## 7200.6 Public Hearing and Notice Requirements

- E. Comprehensive Plan.** The adoption or amendment of the Comprehensive Plan for the City, or for any part of the City, shall require at least 15 days notice of the date, time and place of the Planning Commission Hearing in a newspaper of general circulation within the City. An attested copy of such Comprehensive Plan or parts thereof, shall be certified to the City Council.
- F. Board of Adjustment.** Notice of public hearing for all Board of Adjustment matters shall be given by the Clerk of the Board of Adjustment as follows:
- (1) **Newspaper publication.** At least 15 days notice of the date, time and place of the Board of Adjustment hearing shall be given in a newspaper of general circulation within the City.
  - (2) **Notice by mail.** Notice of Board of Adjustment hearing shall be given at least 20 days prior to such hearing by mailing written notice to all owners of property within a 300 foot radius of the subject property.
- G. Revocable Permits.** Consideration by the City Council or revocable permits approval shall require the giving of notice as follows:
- (1) **Newspaper publication.** At least fifteen (15) days notice of the date, time and place of the City Council hearing shall be given by publication in a newspaper or general circulation within the City.
  - (2) **Notice by Mail.** Notice of City Council hearing shall be given at least 20 days prior to such hearing by mailing written notice to all owners of property adjoining the public way or easement which is the subject of the revocable permit request. For the purpose of this Section, adjoining shall mean that property which abuts the public way or easement in question and is no farther than 100 feet from the location of the structure or use, as reflected in the plans submitted, which is the subject of the revocable permit.
  - (3) **Emergencies.** Where in the opinion of the Director there exists an emergency and danger to the public health and welfare of the community and necessitating the issuance of a revocable permit to enable

## 7200.6 Public Hearing and Notice Requirements

the applicant to connect to a City water line or sanitary sewer line, a revocable permit may be granted by the Director or his designate. In such cases, the notice requirements in subsection (1) and (2) above may be waived. The Director shall notify the Council by memorandum at the next Council meeting of any action taken granting any revocable permit issued as an emergency hereunder.

**H. Content of Notice by Mail by Newspaper Publication.**

- (1) Whenever notice by mail is required by this Section, such notice shall contain the following:
  - (a) A legal description of the subject property and also a street address or approximate location of the property.
  - (b) The present zoning and classification of the subject property and the type of approval, rezoning, or Board of Adjustment relief sought by the applicant.
  - (c) The date, time, and place of the public hearing.
- (2) Whenever notice by newspaper publication is required by this Section in connection with a particular tract, such notice shall contain all information specified for notice by mail above. In other instances when notice by newspaper publication is required by this Section, such notice shall include the date, time and place of public hearing and also the subject matter of such public hearing.

**I. Compilation of Neighborhood Property Owners List.** When notice by mail to neighboring property owners is required by this Section, The listing of such neighboring property owners shall be submitted by the applicant and shall be compiled from the current year's records of the County Clerk or the current year's tax records of the county or counties in which subject property is located; and further, such required listing of neighboring property owners shall be certified as true and correct by the applicant. Such listing of neighboring property owners shall include complete mailing addresses, including zip codes, and shall include legal descriptions.



TOPEKA-SHAWNEE COUNTY METROPOLITAN PLANNING COMMISSION  
820 SE. QUINCY, SUITE 512 • 913/295-3969 • TOPEKA, KANSAS 66612

CFO

June 18, 1982

Ms. Shirley Mast  
City of Wichita  
Human Resources Department  
455 N. Main Street  
Wichita, Kansas 67202

Dear Ms. Mast:

The method of notifying area residents of proposed zone changes is as follows:

The applicant obtains a vicinity map from this department showing the area in which property owners must be notified of the proposed zoning change. The radial area is 200 feet for property inside the city and 1,000 feet outside the city in unincorporated areas.

The applicant takes the vicinity map to an abstract company and has prepared a certified list of property owners in the notification area. This department then notifies the listed property owners of the proposed change and the time and place of the Public Hearings.

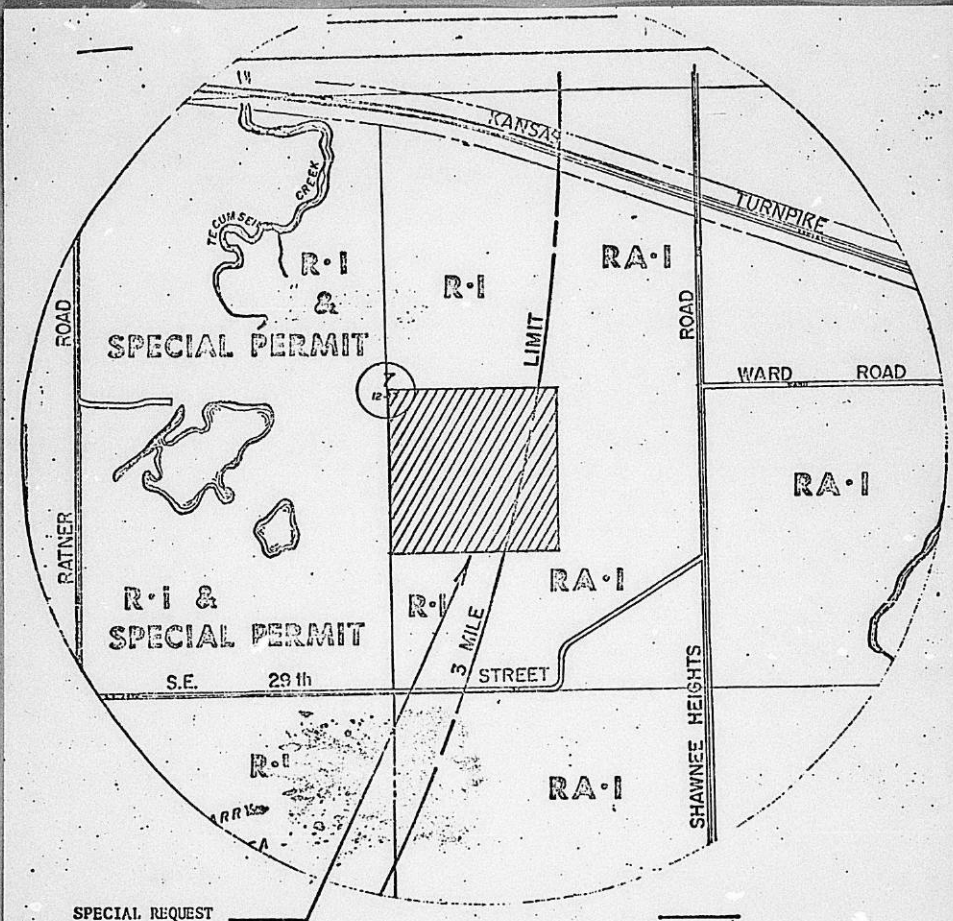
Approximately 30 days before the Public Hearing we publish a legal notice of the pending action. The notice includes a description of the case and a vicinity map and the time and location of the Public Hearing.

If we can be of further service, please advise.

Respectfully,

  
James H. Schlegel, II, Director

JHS/ao



SP77/16 by Charles D. Davis requesting permission to extract stone, sand and gravel from property located about one quarter mile northwest of S.E. 29th Street and Shawnee Heights Road.



TOPEKA-SHAWNEE COUNTY METROPOLITAN PLANNING COMMISSION  
820 SE. QUINCY, SUITE 512 • 913/295-3969 • TOPEKA, KANSAS 66612

Dear Property Owner:

Enclosed is a vicinity map indicating the area proposed for special permit #SP77/16 by Charles D. Davis

requesting permission to extract stone, sand and gravel from property located about one quarter mile Northwest of S.E. 29th St. and Shawnee Heights Rd.

As an adjacent property owner, you are invited to express your opinion regarding this case at the public hearing held by the Topeka-Shawnee County Metropolitan Planning Commission, City Commission Chambers, September 16, 1977, at 1:30 PM as well as to the Board of County Commissioners, Room 205, Courthouse, on September 22, 1977, at 11:00 AM, at which time this proposal will be considered for final approval, disapproval or revision by the Governing Body.

TOPEKA-SHAWNEE COUNTY  
METROPOLITAN PLANNING COMMISSION

SPT/116

Bonded  
Abstracters

CERTIFICATE

THE COLUMBIAN TITLE AND TRUST COMPANY, hereby certifies that according to the records in the office of the Register of Deeds of Shawnee County, Kansas the owner(s) as shown on pages 1 to 4 inclusive are true and correct.

Dated at Topeka, Kansas, June 13, 1977 at 7:00 A. M.

Topeka,  
Kansas

THE COLUMBIAN TITLE AND TRUST COMPANY,

BY: John L. Elder

Re: A tr. in N.90  
ac. of SE $\frac{1}{4}$  Sec.  
7-12S-17

THE COLUMBIAN TITLE AND TRUST COMPANY

SPECIAL PERMIT

M-2937

The  
Columbian  
Title and  
Trust  
Company

A tract of land in the North 90 acres of the Southeast Quarter of Section Seven, Township Twelve south, Range Seventeen east of the sixth P.M. of Shawnee County, Kansas described as follows: Beginning at a point 811.5 feet south of the northeast corner of said southeast one-quarter; thence south along the east line of said southeast one-quarter 55.02 feet; thence west parallel with the north line of said southeast one-quarter 245.75 feet; thence north parallel with the east line of said southeast one-quarter 445.02 feet; thence west parallel with the north line of said southeast one-quarter 175.75 feet; thence north parallel with the east line of said southeast one-quarter 361.50 feet; thence west parallel with the north line of said southeast one-quarter to a point on the east line of the west 47.1 acres of the North 90 acres of said southeast one-quarter; thence north parallel with the east line of said southeast one-quarter 60 feet to a point on the north line of the southeast one-quarter; thence east along the north line of said southeast one-quarter to a point 361.5 feet west of the northeast corner of said southeast one-quarter; thence south parallel with the east line of said southeast one-quarter 361.5 feet; thence east parallel with the north line of said southeast one-quarter 175.75 feet; thence south parallel with the east line of said southeast one-quarter 450 feet; thence east parallel with the north line of said southeast one-quarter 185.75 feet to the point of beginning. ALSO the west 47.1 acres of the north 90 acres of said southeast one-quarter. WD 1955-869

Bonded  
Abstracts

✓ PROTEST AREA. Owner: Charles Duane Davis.

SECTION 7 - 12 - 17

'SOUTHEAST QUARTER

LEGAL: A tract of land in the North 90 acres of the Southeast Quarter, described as follows: Beginning at a point on the East line of said Southeast quarter which is 866.52 feet South of the Northeast corner of said Southeast quarter; thence West parallel with the North line of said Southeast Quarter, 245.75 feet; thence North parallel with the East line of said Southeast Quarter, 445.92 feet; thence West parallel with the North line of said Southeast Quarter 175.75 feet; thence North parallel with the East line of said Southeast Quarter, 361.5 feet; thence West parallel with the North line of said Southeast Quarter to a point on the East line of the West 47.1 acres of the North 90 acres, said point being 60 feet South of the North line of said Southeast Quarter; thence South along the East line of said West 47.1 acres to the South line of said North 90 acres; thence East along said South line to the East line of said Southeast Quarter; thence North along the East line of said Southeast Quarter to the point of beginning. Except the South 240 feet of the East 182 feet of said North 90 acres and also except the South 215 feet of the East 185.75 feet of the North 1081.52 feet of said Southeast Quarter. WD 1925-651.

Topeka,  
Kansas

OWNER: Keith Gay  
2641 SE Shawnee Heights Road, Tecumseh, Ks.

LEGAL: A tract of land in Southeast Quarter: Beginning at a point on the East line of said quarter section and 241.0 feet South of the Northeast corner of said quarter section; thence South along the East line of said quarter section 120.5 feet; thence West parallel to the North line of said quarter section 178.25 ft.; thence North parallel to the East line of said quarter section 120.5 ft.; thence East parallel to the North line of said quarter section 178.25 ft., to the place of beginning. WD 1635-264.

✓ OWNERS: Jerry William Arthur  
Donna L. Arthur  
2531 SE Shawnee Heights Road, Tecumseh, Ks.

THE COLUMBIAN TITLE AND TRUST COMPANY

The  
Columbian  
Title and  
Trust  
Company

LEGAL: A tract of land in the Southeast quarter; beginning at the Northeast corner; thence South along the East line of said Quarter Section 120.50 feet; thence West parallel to the North line of said Quarter Section 178.25 feet; thence North parallel to the East line of said Quarter Section 120.5 feet to the North line of said Quarter Section; thence East along the North line of said Quarter Section 178.25 feet to the point of beginning; and ALSO another tract of land in said Southeast Quarter; beginning at a point on the North line of said Quarter Section 178.25 feet West of the Northeast corner of said Quarter Section; thence South parallel to the East line of said Quarter Section 120.5 feet; thence West parallel to the North line of said quarter Section 183.25 feet; thence North parallel to the East line of said quarter Section 120.5 feet to the North line of said Quarter Section; thence East along the North line of said Quarter Section 183.25 feet to the point of beginning. WD 1627-327

OWNERS: Jimmie L. Bayless  
Carol J. Bayless  
Route #1, Tecumseh, Ks.

Bonded  
Abstracters

LEGAL: Part of the Southeast Quarter; beginning at a point on the East line of said Quarter Section and 120.5 feet South of the Northeast corner of said Quarter Section; thence South along the East line of said Quarter Section 120.5 feet; thence West parallel to the North line of said Quarter Section 178.25 feet; thence North parallel to the East line of said Quarter Section 120.5 feet; thence East parallel to the North line of said Quarter Section 178.25 feet to the place of beginning.  
ALSO Beginning at a point 120.5 feet South and 178.25 feet West of the Northeast corner of said Quarter Section; thence South parallel to the East line of said Quarter Section 120.5 feet; thence West parallel to the North line of said Quarter Section 183.25 feet; thence North parallel to the East line of said Quarter Section 120.5 feet; thence East parallel to the North line of said Quarter Section 163.25 feet to the place of beginning. WD 1729-35

OWNERS: John W. DeMand IV  
Sandy Sylvia DeMand, aka Sylvia Yvonne DeMand  
2521 SE Shawnee Heights Road, Tecumseh, Ks.

Topick,  
Kansas

LEGAL: A tract of land in the Southeast Quarter; beginning at a point which is 511.50 feet South of the Northeast corner of said Southeast Quarter; thence South 150 feet; thence West parallel with the North line of said Southeast Quarter 185.75 feet; thence North parallel with the East line of said Southeast Quarter, 150 feet; thence East parallel with the North line of said Southeast Quarter, 185.75 feet to the place of beginning. WD 1677-463

OWNERS: James L. Herl  
Barbara J. Herl  
2551 SE Shawnee Heights Road, Tecumseh, Ks.

LEGAL: A tract of land in the Southeast Quarter; beginning at a point which is 361.50 feet South of the Northeast corner of said Southeast Quarter; thence south 150.0 feet; thence west parallel with the north line of said Southeast Quarter 185.75 feet; thence north parallel with the east line of said Southeast Quarter 150.0 feet; thence east parallel with the north line of said Southeast Quarter 185.75 feet to the point of beginning. WD 1617-195

OWNERS: Charles E. Gish, Jr.  
Fern E. Gish  
2541 SE Shawnee Heights Road, Tecumseh, Ks.

THE COLUMBIAN TITLE AND TRUST COMPANY

The  
Columbian  
Title and  
Trust  
Company

LEGAL: A tract of land in the Southeast Quarter; beginning at a point which is 661.50 feet South of the Northeast corner of said Southeast Quarter; thence South 150.0 feet; thence West parallel with the North line of said Southeast Quarter, 185.75 feet; thence North parallel with the East line of said Southeast Quarter, 150.0 feet; thence East parallel with the North line of said Southeast Quarter, 185.75 feet to the point of beginning. WD 1539-473

OWNERS: Richard A. Reinheimer  
Ella Ann Reinheimer  
2621 SE Shawnee Heights Road, Tecumseh, Ks.

LEGAL: A part of the Southeast Quarter; beginning at the Southeast corner of said Southeast Quarter; thence 80 Rods due West; thence 20 Rods due North, thence running Northeastly and intersecting the East line of said Section 7 at a point 70 Rods North of the Southeast corner of said Section 7; thence due South 70 Rods to the place of beginning; ALSO the West 35 acres of the South 70 acres of the Southeast Quarter. (jt.T.) WD 1605-552

OWNERS: Berl C. Simonton  
Edith M. Simonton  
5825 SE 29th Street, Tecumseh, Ks.

Beneficial  
Abstracts

LEGAL: A tract of land containing 12½ acres, more or less, described as follows: Beginning at a point 70 rods North of the Southeast corner of the Southeast Quarter of Sec. 7; thence due West 80 Rods; thence South 50 Rods; thence Northeast to the place of beginning. QCD 1625-20

OWNERS: Patricia Ann Martin  
915 Naismith Place,  
Topeka, Ks. ✓ L. H. McDowell  
Alice McDowell  
5936 SE 29th Street, Tecumseh, Ks.

NORTHEAST QUARTER 7-12-17

LEGAL: Beginning at the Southeast corner of the NE¼; thence West 2641.40 feet to the Southwest corner of said NE¼; thence North 1039.35 feet; thence East 1855.35 feet to a point which is 787 feet West of the East line of said Section; thence South 376.94 feet; thence East 787 feet to the East line of said Section; thence South 662.41 feet to the point of beginning.

OWNERS: Betty L. Schrader  
Loyd A. Schrader  
RFD #4, Topeka, Ks. QCD 1855-948

Topeka,  
Kansas

NORTHWEST QUARTER & SOUTHWEST QUARTER 7-12-17

LEGAL: The South 1/2 of the Northwest fraction 1/4 of Section 7;  
ALSO: The Southwest fractional 1/4 of Section 7; Except a tract of land beginning at the southwest corner of said quarter section, thence East 52 rods, thence North 40 rods, thence West 52 rods, thence South 40 rods to place of beginning. CWD 1458-72

OWNERS: Martin-Marietta Corporation  
Box 790  
Cedar Rapid, Iowa.

THE COLUMBIAN TITLE AND TRUST COMPANY

PUBLICATION

NSAS, SHAWNEE COUNTY, SS:

Mercer

being first duly sworn, says: That she is Legal Clerk KA CAPITAL-JOURNAL, a daily newspaper in the State of Kansas, and of general circulation in n and of general paid nty, Kansas, with a general paid on a monthly basis in SHAWNEE sas, and that said newspaper is , religious or fraternal pub-

per is a daily published at least times a year; has been so pub- inously and uninterrupted in and state for a period of more ears prior to the first publication ice; and has been admitted at the of Topeka in said County as s matter.

tached notice is a true copy was published in the regular and e of said newspaper for 1 (one) days, the first publication ng made as aforesaid on the 19th March, 198 2, ent publications being made on the

ates:

\_\_\_\_\_, 198 \_\_\_\_\_, 198

\_\_\_\_\_, 198 \_\_\_\_\_, 198

\_\_\_\_\_, 198 \_\_\_\_\_, 198

*Amy Mercer*

and sworn to before me this 23rd.

March, 198 2

*Phyllis J. Christopher*

Notary Public

My Commission Expires: February 10, 1985

Fee \$ 131.95

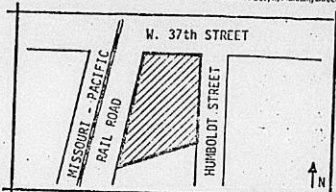
copies \$ \_\_\_\_\_

PHYLLIS J. CHRISTOPHER  
NOTARY PUBLIC  
STATE OF KANSAS  
My Appointment Expires:  
*02/10/85*

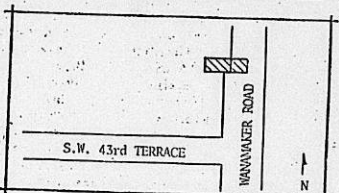
NOTICE OF PUBLIC HEARING

Notice is hereby given by my and all interested persons that a Public Hearing will be held on April 19, 1987, at 7:00 P.M. in the City of Topeka, Kansas, at the City Commission Chambers, Municipal Auditorium, 8th Avenue and Monroe Street, Topeka, Kansas, at which time the Topeka Shawnee County Metropolitan Planning Commission will consider the following projects and proposals in accordance with the Zoning and Subdivision Regulations. The following projects will be considered at the aforementioned time and place. All interested persons are invited to attend and a statement of course in conjunction thereto.

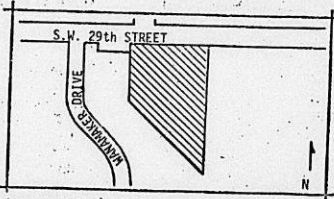
JAMES H. SCHITCEI, II, Planning Director.



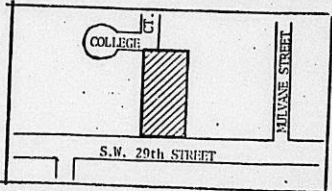
282/11 by Terry E. Edwards proposing to amend the district zoning classification from "F" Neighborhood Shopping District to "C" Commercial District on property located at 101 W. 37th Street, and legally described as follows:  
Block "A", Lots 1 & 2 of Southern Hills Subdivision, City of Topeka, Shawnee County, Kansas.



598/76 by Kenneth Brad on behalf of Rural Water District # 6 requesting a Shawnee County Special Use Permit to construct a structure to house pump station equipment on property located at about 4145 S.W. Wanner Road, and legally described as follows:  
A part of the North Half of Section 20, Township 12 South, Range 15 East of the 6th P.M., Shawnee County, Kansas. More particularly described as follows:  
Beginning at the Northeast corner of the Southeast quarter of said Section 20; thence West coincident with the South line of said North Half 100'; thence North 30'; thence East 100' to the East line of said Southeast quarter; thence South 30' coincident with said East line to the point of beginning.



279/53A by the Oak Park Development Co., Inc. to revise the existing site plan of a "D & O" Multiple Family Dwelling and Office Park on property located about 500 feet west of the southwest corner of S.W. 29th Street and Ninth Lane, and legally described as follows:  
A tract of land in the northeast quarter of Section 10, Township 12, Range 15, City of Topeka, Shawnee County, Kansas, also being Lot 2 and Part of Lot 1, Block 8, Foxcroft Four Subdivision, described as follows:  
Beginning at the northwest corner of said subdivision; thence East on A 87 degrees, 55 minutes, 59 seconds, 247.07 feet along the north line of said subdivision; thence on A 177 degrees, 55 minutes, 59 seconds, 257.08 feet to a point on the west line of said subdivision; thence on A 213 degrees, 05 minutes, 29 seconds, 492.80 feet along said west line; thence on A 238 degrees, 02 minutes, 59 seconds, 207.60 feet along said west line to the point of beginning, containing 3.049 acres more or less.



282/12 by Stephens and Flange Inc. to amend the district zoning classification from "A" Single Family Dwelling District to "D & O" Multiple Family Dwelling and Office District on property located at 1616 S.W. 29th Street, and legally described as follows:

DEPARTMENT OF PLANNING & DEVELOPMENT  
MUNICIPAL OFFICE BUILDING, ONE CIVIC PLAZA  
KANSAS CITY KANSAS 68101 371-2000



CPD

June 18, 1982

Ms. Shirley Mast  
Administrative Aide III  
Human Resources Department  
455 North Main Street  
Wichita, KS 67202

Dear Ms. Mast:

The City of Kansas City, Kansas, does not currently require the posting of signs on property to be rezoned. We have considered this alternative and may yet turn to it. However, our investigation and experience do point out that assuring that the signs are erected and maintained can be a rather costly and time consuming process. On occasion vandalism may require that a particular rezoning be delayed.

As for other notification methods, we do formally notify relevant Community Development citizen groups of proposed rezonings in their respective areas. We have found this to be quite worthwhile.

Very truly yours,

Steve Speise  
Zoning Administrator  
Planning Department

SAS:bn

CITIZENS PARTICIPATION OFFICE

SG \_\_\_\_\_  \_\_\_\_\_  
 \_\_\_\_\_  \_\_\_\_\_  
 \_\_\_\_\_  \_\_\_\_\_

JUN 23 1982

Sec. \_\_\_\_\_  
 Copies to \_\_\_\_\_  
 File \_\_\_\_\_



American  
Planning  
Association

Planning  
Advisory  
Service

1313 East 60th Street  
Chicago, Illinois 60637  
Phone 312.947.2575

Robert A. Lakin  
Director of Planning  
Wichita-Sedgwick County  
Metropolitan Area Planning  
Department  
City Hall - 10th Floor  
455 North Main Street  
Wichita, Kansas 67202

August 24, 1982

Dear Mr. Lakin:

As you requested, please find enclosed a variety of zoning provisions that require the posting of property for a proposed rezoning. Posting requirements are fairly common, but always accompany other notice requirements such as direct mail to adjoining properties and newspaper notice. Very stringent posting requirements can be difficult to enforce since such signs are often damaged by winds and storms.

I hope this material is useful and if I may be of further assistance on this or other matters, feel free to contact me.

Sincerely,

Tom Smith  
Research Associate

TS:gc

Enclosures: sample ordinances from: (to keep)  
Savannah, Georgia  
El Paso County, Colorado  
Prince George's County, Maryland  
Fairfax County, Virginia  
Montgomery County, Maryland  
St. Louis County, Missouri

RECEIVED

AUG 27 1982

METROPOLITAN PLANNING

ROUTE

WICHITA - SEDGWICK COUNTY



METROPOLITAN AREA PLANNING  
DEPARTMENT

CITY HALL - TENTH FLOOR  
455 NORTH MAIN STREET  
WICHITA, KANSAS 67202  
(316) 268-4561

RECEIVED

OCT 20 1982

METROPOLITAN PLANNING

ROUTE

September 29, 1982

Veda Nayak, AICP  
Planning Policy Coordinator  
County Office Building  
Rockville, Maryland 20850

Dear Ms. Nayak:

We are currently reviewing the possibility of requiring applicants requesting a rezoning to post a sign on the application area stating that a rezoning request will be considered by the Planning Commission. Planning Advisory Service has supplied us with a copy of the applicable local ordinance or state statutes requiring the posting of the application area. In order for us to determine the cost and effectiveness of posting property, we would appreciate receiving any personal views on this matter as well as information about cost, deposits responsibility of posting signs, sign size, etc. If there is a charge for any material please let me know before it is sent.

Thank you for your cooperation.

Sincerely,

  
Arthur D. Chambers, AICP  
Senior Planner

ADC:el

Mr. Nayak is no longer with the Council. I am sending you these two items suggested by our Hearing Examiner's office. I'm sorry I can't help you with personal views but I understand all your other questions will be answered in the attached material.

Julie Morris  
County Council Office  
10/15/82



Montgomery County Government

July 27, 1982

TO: Interested Parties, Persons and Counsel  
FROM: Philip J. Tierney, Administrative Hearing Examiner  
SUBJECT: Sign Deposit Fees and Refunds

Under the authority invested in this office by County Council Resolution 8-2005, the sign deposit fee for individual zoning signs is continued at \$50.00 per sign but the refund amount is changed to \$37.50 to conform with the sign refund policy of the Board of Appeals and the Department of Environmental Protection. In the future \$37.50 shall be refunded upon return of zoning signs, in good condition, to the Office of the Hearing Examiner and within the time limitations and conditions required by the provisions of the Zoning Ordinance. If the signs are not returned, this office intends to strictly enforce the sign deposit forfeiture provisions contained in the Zoning Ordinance, Section 59-H-4.23(b).

PJT:mkt

Office of the Hearing Examiner

100 Maryland Avenue, Rockville, Maryland 20850, 301/279-1341

ORDINANCE NO. 9-78

Introduced: January 19, 1982  
Adopted: July 27, 1982

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND  
SITTING AS A DISTRICT COUNCIL FOR THAT PORTION  
OF THE MARYLAND-WASHINGTON REGIONAL DISTRICT  
WITHIN MONTGOMERY COUNTY, MARYLAND

By: District Council

Filed as Zoning Text Amendment No. 82002

AN AMENDMENT to Article 59-H, title "Amendment Procedures," Division 59-H-4, title "Public Hearing," Section 59-H-4.23, title "Posting of Property—Local Map Amendments," for the purpose of clarifying and further specifying the requirements related to posting of the zoning sign on or near property that is the subject of a local map amendment.

OPINION

Zoning Text Amendment No. 82002 was introduced on January 19, 1982, by the District Council for the purpose of clarifying Section 59-H-4.23 of the Zoning Ordinance, which regulates the posting of zoning signs. The amendment also proposes to modify the Zoning Ordinance to add a definition for "public road." This text amendment was introduced at the request of the Hearing Examiner's Office to more clearly specify the requirements for posting zoning signs on properties which are the subject of zoning applications.

The Montgomery County Planning Board has recommended to the Council that Zoning Text Amendment No. 82002 be approved with certain minor modifications.

The Council held a public hearing on March 2, 1982, to receive testimony concerning the proposed text amendment. Subsequent to the public hearing this matter was assigned to the Council Committee on Planning, Land Use, and Transportation for a report and recommendation.

The Committee met on July 15, 1982, and reviewed the proposed text amendment with the Hearing Examiner and the Montgomery County Planning Board. The Committee agrees that the text amendment provides a needed clarification and reorganization of existing posting requirements and that such revisions serve to make this section of the Zoning Ordinance simpler and clearer to use. The Committee also supports the recommendation of the Montgomery County Planning Board concerning the definition of public road. The Committee also felt that additional clarification was needed to the posting requirements pertaining to property not abutting a public road. The posting requirements should be sufficiently clear in this regard to inform the public that the zoning sign in question relates to property located at a place other than adjacent to the site. The Committee supports the revision to Section (c) "posting of property not abutting a public road" as suggested by the Hearing Examiner as suitable for meeting the Committee's objectives in this matter.

The County Council met on July 27, 1982, to review the material of record in connection with Zoning Text Amendment No. 82002, and the recommendations of the Planning, Land Use, and Transportation Committee. It is the opinion of the Council that Zoning Text Amendment No. 82002 should be approved as revised for the reasons set forth by the Committee on Planning, Land Use and Transportation.

For these reasons and because to grant this application will assist in the coordinated, comprehensive, adjusted and systematic development of the Maryland-Washington regional District located in Montgomery County, Zoning Text Amendment No. 82002 will be APPROVED as amended.

ORDINANCE

BE IT ORDAINED by the County Council for Montgomery County, Maryland, sitting as a District Council for that portion of the Maryland-Washington Regional District in Montgomery County, Maryland, that the Montgomery County Zoning Ordinance is hereby amended as follows:

Sec. 1. Amend Section 59-H-4.23, title "Posting of Property--Local Map Amendments," to read as follows:

- (a) Posting of property generally. Within three days after acceptance for filing of an application for a local map amendment the applicant shall erect a sign, to be furnished by the ~~District Council or its authorized designee~~ hearing examiner, on the land proposed to be reclassified. The bottom of the sign shall be not less than two and one-half feet from the ground. The sign shall be of metal, wood or masonite, shall have a height and width of not less than two and three feet, respectively, and shall bear conspicuously in lettering in black on a yellow background not less than four inches in height, the words:

ZONING  
RECLASSIFICATION  
APPLICATION  
 NO. . . . . PENDING  
TO . . . . .  
CALL 279-1434\*  
. . . . .\*\*

- The text of footnotes omitted and not to be amended

The blanks shall be filled in by the assigned application number and the classification or two alternative classifications sought, respectively. Any zoning sign or other posting shall be continuously maintained by the applicant until a decision on the application has been made by the District Council, and then shall be removed by the applicant and returned to the county. It shall be unlawful for any person, except the applicant or the District Council or an authorized agent of either, to remove or

tamper with any such sign during the period it is required to be maintained under this section. At the hearing, it shall be the duty of the applicant to establish by affidavit that the requirement of this section has been satisfied and the zoning sign or other posting has been continuously maintained up to the time of the hearing.

- (b) Posting of property abutting a public road. The ~~such~~ sign shall be erected by the applicant within approximately ten feet of whatever boundary line of such land abuts the ~~most-traveled~~ nearest public road as defined herein. ~~and if no public road abuts thereon, then facing in such manner as may be most readily seen by the public.~~ For the purposes of posting in accord with this section, a public road shall be defined as being a state or county road dedicated and accepted for public use but not including a deadend road providing only immediate access to abutting property owners and not generally used by the public at large.
- (c) Posting of property not abutting a public road. If the land does not abut a public road, or abuts an unpaved road, then, in addition to a sign placed on the property facing in such a manner as may be most readily seen by the public, a sign shall be placed either within ~~approximately ten feet of the right-of-way of the nearest most-traveled public road, depending on the approval of County or State transportation officials,~~ or within approximately 10 feet of the right-of-way. However, if the owner of the property abutting the nearest ~~most-traveled~~ public road is unwilling to permit the posting of any such sign, and the applicant files an affidavit stating such fact, then posting shall be made in such manner as the ~~District Council or its authorized designee~~ hearing examiner shall direct. The sign shall contain a statement that it is not located on or near the subject property and is intended to call attention to the fact that property having no road frontage is the subject of the application. In addition, the Hearing Examiner shall require additional posting when necessary to assure the interested public is made aware of the application.
- (d) Posting of property abutting two or more public roads. ~~in addition to the aforementioned posting requirements, where a parcel of~~ If the land proposed to be reclassified is five acres or more and abuts more than one public road, then a sign shall be posted within approximately ten feet of the boundary line of each public road which abuts the property.
- (e) Posting of property located in more than one block. If the land lies within more than one block, as shown on a plat recorded in the land records of the county, then a sign shall be erected by the applicant on the land in each such block.
- (f) Posting by special applicant. If the applicant is a person other than the owner, his attorney, agent or other representative, or a person who has contracted with the owner for the purchase of the land, or a person otherwise in privity with the owner and the owner is unwilling to permit posting on the land, the applicant shall file an affidavit stating such facts and posting shall be made in such manner as the Hearing Examiner shall direct.

~~The bottom of the sign shall be not less than two and one-half feet from the ground. The sign shall be of metal, wood or masonite, shall have a height and width of not less than two and three feet, respectively, and shall bear conspicuously in lettering in black on a yellow background not less than four inches in height, the words:~~

~~ZONING-  
RECLASSIFICATION-  
APPLICATION-~~

~~NO . . . . . PENDING~~

~~TO . . . . .~~

~~CALIF. 273-1434~~

~~The blanks shall be filled in by the assigned application number and the classification or two alternative classifications sought, respectively, if the land sought to be reclassified lies within more than one block, as shown on a plat recorded in the land records of the county, then a sign shall be erected by the applicant on the land in each such block.~~

- (g) Zoning sign deposit and refund. ~~No sign shall be furnished to the applicant unless the applicant has first delivered to the district council or its authorized designee Hearing Examiner a receipt from of the Director of Finance showing payment to the County of a deposit in an amount as prescribed by the District Council or its authorized designee for such sign hearing examiner. On return of the sign by the applicant, as hereinafter provided, there shall be repaid to the applicant on order of the District Council or its authorized designee a portion of his deposit as prescribed by the Hearing Examiner. If the applicant is a person other than the owner, his attorney, agent or other representative or a person who has contracted with the owner of the purchase of the land, or a person otherwise privy with the owner, and the applicant files an affidavit stating such fact and that the owner is unwilling to permit the posting of any such sign, then posting shall be made in such manner as the District Council or its authorized designee shall direct. At the hearing, it shall be the duty of the applicant to prove by affidavit that he has fully complied with this paragraph and has continuously maintained the sign or other posting up to the time of the hearing.~~
- (b) Removal of sign. ~~Any such sign or posting shall be maintained at all times by the applicant until a decision on the application has been made public by the District Council, and then shall be removed by the applicant and returned to it within five days thereafter. Any sign not returned within twenty days after a decision has been made public on a zoning application shall summarily be removed. It shall be unlawful for any person, except the applicant or the District Council or an authorized agency of either, to remove or tamper with any such sign during the period it is required to be maintained under this section.~~


- (e) ~~Refunds on sign deposit.--When a sign has been furnished and not returned by the applicant or his authorized agent within twenty days after the District Council has rendered a decision in connection with any zoning application, the applicant shall not be entitled to a refund on this deposit. When a sign is returned by the applicant or his agent within twenty days after the District Council has made public decision in connection with any zoning application he, the applicant shall be entitled to a refund~~ refunded a portion of the deposit as prescribed by the ~~District Council or its authorized designee~~ hearing Examiner. Otherwise, no refund is authorized.

Sec. 2. This Ordinance shall become effective immediately upon adoption.

EXPLANATIONS: Underlining indicates text to be added.  
~~Dashes~~ indicate text to be deleted.

A True Copy.

ATTEST:

  
Anna P. Spates, Secretary  
of the County Council for  
Montgomery County, Maryland



MONTGOMERY COUNTY COUNCIL  
100 Maryland Avenue  
Rockville, Maryland 20850

PRESORTED  
FIRST-CLASS



Mr. Arthur D. Chambers  
Metropolitan Area Planning Department  
City Hall - Tenth Floor  
455 North Main Street  
Wichita, Kansas 67202



CITY OF SAVANNAH  
office of the city manager  
p o box 1027 savannah, georgia 31402

October 5, 1982


Mr. Arthur D. Chambers, AICP  
Senior Planner  
Wichita-Sedgwick County  
Metropolitan Area Planning Dept.  
City Hall - Tenth Floor  
455 North Main Street  
Wichita, Kansas 67202

Dear Mr. Chambers:

We do require that property up for rezoning be posted with notice of a public hearing on the requested rezoning. The sign posted is for hearings before City Council rather than MPC. The owner of the property in question is responsible for posting the signs and pays a fee to cover the cost.

We believe the use of signs is far more cost effective than a legal ad and is more certain to be seen by affected adjoining property owners.

Sincerely,

  
Arthur A. Mendonsa  
City Manager

AAM/cj

**RECEIVED**  
OCT 7 1982  
METROPOLITAN PLANNING  
ROUTE



CITY OF SAVANNAH  
office of the city manager  
p.o. box 1027 savannah, georgia 31402



Mr. Arthur D. Chambers, AICP  
Senior Planner  
Wichita-Sedgwick County  
Metropolitan Area Planning Dept.  
City Hall - Tenth Floor  
455 North Main Street  
Wichita, Kansas 67202

SAVANNAH, Georgia Zoning Ordinance

38-173

38-173

APA

Sec. 38-173. Procedure for Amendment (continued).

(d) Application for Map Amendment (continued).

- (1) The community or area in which is located the land proposed to be reclassified and the street number, if any, or if none, the location with respect to the nearby public roads in common use.
- (2) A legal description of the land by lot, block, and subdivision designations, or if none, by metes and bounds.
- (3) The present zoning classification and the classification proposed for such land.
- (4) The name and address of the owners of the land.
- (5) The area of the land proposed to be reclassified stated in square feet if less than one (1) acre and in acres if one acre or more.
- (6) The present and proposed land uses of the property petitioned for rezoning and all adjoining properties if under the same ownership.

(e) Posting of Property.

\*  
(1) ERECTION OF SIGNS. At least 15 days prior to scheduled date of public hearing of an application for a map amendment, the applicant shall erect a sign, to be furnished by the zoning administrator, on the land proposed to be reclassified. Such sign shall be erected by the applicant within ten feet of whatever boundary line of such land abuts the most traveled public road; and, if no public road abuts thereon, then such sign shall be erected to face in such a manner as may be most readily seen by the public. The lower edge of the sign face shall be of sufficient height so as to be read from the roadway. The sign furnished by the zoning administrator shall be non-returnable, weather-resistant or equal, shall have a minimum size of thirty by forty inches, shall show the application number, the present zoning classification, the proposed zoning classification, the scheduled date, time and place of public hearing and the telephone number to call for further information. If the land sought to be reclassified lies within more than one block, as shown on a plat recorded in the land records of the County, additional signs shall be placed to give general area covered.

(2) PAYMENT FOR SIGN. No sign shall be furnished by the zoning administrator unless the applicant shall pay the sum of \$2.00 dollars to be applied to the cost of such sign.

(3) REMOVAL OF SIGNS. Any such sign shall be maintained at all times by the applicant until a decision on the application has been made public by the governing authority and for a period of twenty days thereafter, and then shall be removed by the applicant unless a reconsideration shall have been applied for, in which event such sign shall remain until after the disposition of the application for consideration has been made by the governing authority with changes made on sign for date of reconsideration.

## El Paso Co., Colorado

APA

1/80

- e. Within ten (10) working days of the hearing, the petitioner shall be notified by the Land Use Department by letter indicating the action taken by the Planning Commission and the time and place of the Board of County Commissioner's public hearing.

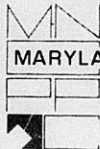
### 9. Action and Procedure of the Board of County Commissioners:

- a. The Board of County Commissioners shall hold a hearing on each petition at a regularly scheduled public meeting.

\*

#### b. Public Notice:

- (1) Posting - Plain notice, not less than two (2) square feet in size of the date and place of hearing of all petitions shall be posted in a conspicuous place on the property site by the Land Use Department at least two (2) weeks prior to the Board of County Commissioners' meeting. The notice shall contain the specific subject matter of the hearing, including the present zone, if any, the proposed zone, or the special use contemplated. The location and phone number of the public office where additional information may be obtained shall also be included on such notice. Such notices shall be changed in the event that the time or place of such hearings is changed.
  - (2) Zoning and Rezoning Petitions (only) - At least thirty (30) days notice of the time and place of a public hearing on zoning and rezoning petitions shall be given by at least one publication in a newspaper of general circulation in El Paso County.
  - (3) Adjoining Property Owners - The Land Use Department shall notify all adjoining property owners of the date, time and place of the public hearing on each petition.
  - (4) Agenda - The agenda of the Board of County Commissioners' meetings shall be made available to the news media and the public no later than three (3) days prior to the meeting.
- c. Prior to any action, the Board shall review the plans, reports, recommendations, and comments from the Land Use Department, the Planning Commission, the petitioner or a representative of the petitioner, and interested citizens.
  - d. Action of the Board of County Commissioners:
    - (1) Action
      - (i) The Board may approve, approve subject to certain conditions, or disapprove the petition.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

14741 Governor Oden Bowie Drive  
Upper Marlboro, Maryland, 20870

October 14, 1982

RECEIVED

OCT 18 1982

METROPOLITAN PLANNING

ROUTE  101  
 \_\_\_\_\_

Arthur D. Chambers  
Metropolitan Area Planning Department  
City Hall - Tenth Floor  
455 North Main Street  
Wichita, Kansas 67202

Dear Mr. Chambers:

This is in response to your inquiry of September 29, 1982, regarding our experience with the posting of signs for zoning applications.

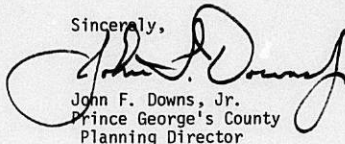
We, rather than the applicant, have been posting such signs since 1965, and since 1978 have charged \$25.00 for each sign. A recent review of the costs indicate that we spent \$12,878 and collected \$15,115 in fees during the 12 month period of 5/1/81 - 4/30/82. The major cost was for staff time (\$9,080), whereas the supplies and truck maintenance came to approximately \$3,800.

Judging by the extensive public involvement in zoning decisions, we believe that the posting of signs is the most effective means of informing the public. The Zoning Ordinance specifies that such signs shall be located on all property frontages at no more than 1,000' intervals and it is rare that we receive a complaint that our signs are not visible.

In the case of subdivision applications, we supply the applicant with a sign and it is his responsibility to post it and furnish us with a photograph of the posted sign. There have been a few complaints of missing signs or difficult-to-see signs.

Generally speaking, we think that it works better to post the signs ourselves.

Sincerely,



John F. Downs, Jr.  
Prince George's County  
Planning Director

JFD:bh



beautiful, historic . . . and progressive

14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772



THE  
MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING  
COMMISSION



beautiful, historic . . . and progressive



Mr. Arthur D. Chambers  
Metropolitan Area Planning Department  
City Hall - Tenth Floor  
455 North Main Street  
Wichita, Kansas 67202

Prince George's Co, Maryland

APA

§ 30.3

ZONING

§ 30.3

ment by the persons preparing the technical staff report that a new report is unnecessary or inappropriate. Requests for such amendment shall be directed to the Planning Board at least ten (10) days prior to the date of its action, or within ten (10) days after the date of the Planning Board action if recommended by the Planning Board. Such amendment shall not be permitted if more than ten (10) days have elapsed since the date of the Planning Board's recommendation.

(d) Notification of any amendments made pursuant to this Section will be furnished to any person, corporation, or association having requested a copy of the technical staff report in writing. (Adopted 7/18/67)

**30.3 Public Hearing and Notice Thereof (Amended 10/29/74)**

Within a reasonable time after receipt of application for Zoning Map Amendment and the Prince George's County Planning Board's recommendation thereon, the Chief Zoning Hearing Examiner shall designate a date for public hearing and shall notify the applicant and the Planning Board thereof. Notice of the time and place of the hearing, a description of the property, and the proposed zoning reclassification shall be published by the Clerk of the Council two (2) times in at least the three (3) newspapers of record. The first notice shall be published at least thirty (30), but not more than sixty (60), days prior to the scheduled date of public hearing. During the period after advertisement and prior to the hearing, the application for Zoning Map Amendment and the map showing the area included within the proposed amendment and all other record evidence pertaining to the proposed amendment shall be available for public examination in the Office of Zoning Hearing Examiner and in the Prince George's County Regional Office of the Commission (Planning Board).

\* **30.31 Posting of Signs**

**30.311 Prior to Public Hearing**

Upon receipt of notice of hearing date on a proposal for Zoning Map Amendment, the Commission shall post the subject property with a sign or signs at least thirty (30) days prior to the hearing date, which signs shall contain the following information:

- (a) Zoning Map Amendment application number.
- (b) Present and proposed zoning classifications.
- (c) Total area of the property.
- (d) Date, time and place of public hearing.
- (e) Instructions for obtaining further information regarding the application.

All such signs shall be posted in such a manner as to be conspicuous and legible. There shall be one (1) sign near each improved public road which abuts the property, and if no improved public road abuts thereon, then the sign shall be placed so as to be most readily seen by the public.

In addition, there shall be one (1) sign posted for each one thousand (1,000) feet or part thereof, of frontage on any one road on which the property has frontage. If the land does not abut a public road then, in addition to the sign placed on the property, a sign shall be placed within the right-of-way of the nearest most traveled public road. This sign shall contain the following information:

- (a) Zoning Map Amendment application number.
- (b) Present and proposed zoning classifications.
- (c) Name of owner of property.
- (d) Date, time and place of public hearing.
- (e) Instructions for obtaining further information regarding the application.
- (f) Statement that this sign is not on the subject property and is intended to call attention to the fact that a property having no road frontage is the subject of this application. (Adopted 7/18/67)

The applicant shall be responsible for the reasonable maintenance of all signs posted pertaining to his application.

**30.4 District Council Action on Proposed Amendment (Amended 10/29/74)**

**30.41 Comprehensive Design Zone Approval**

The District Council may approve, approve with modification, or deny an application for a Comprehensive Design Zone, including the basic plan. Approval of the application and basic plan shall be an approval of the land use types, land use relationships, and maximum and minimum land use quan-

Fairfax Co., Virginia

APA

18 - 6

nature of the matter before the hearing body. Such notice shall be the responsibility of the hearing body.

2. Written Notice to Appellant/Applicant:

- A. With respect to an appeal from an order, requirement, decision or interpretation made by the Zoning Administrator, the Clerk of the BZA shall either (a) send to the appellant by registered mail a notice of a hearing on such appeal, or (b) cause such notice to be served personally on the appellant, in either case at least ten (10) days before the time of said hearing. A copy of such notice shall be sent to the County Attorney.
- B. With respect to an application for a variance, the hearing body shall submit written notice to the applicant by first class mail, such to be postmarked at least twenty (20) days before the day of the hearing.
- C. With respect to an application for amendment to the Zoning Map, when the proposed amendment involves a change in the zoning classification of twenty-five (25) parcels or less of land, the hearing body shall submit written notice to the property owner(s) of each parcel involved, and the applicant if different from the property owner(s), such to be postmarked at least twenty (20) days before the day of the hearing. Such written notice shall be by certified mail, return receipt requested, delivered to the last known address of such owner(s) as shown on the current real estate tax assessment books.
- D. With respect to an application for a special permit or a special exception, the hearing body shall submit written notice to the applicant, and owner(s) of the subject property if different from the applicant, by first class mail, such to be postmarked at least twenty (20) days before the day of the hearing.



3. Posting:

- A. The Zoning Administrator shall, at least fifteen (15) days before the date of the hearing, post on the land or building involved in any application or appeal a notice of the public hearing.
- B. Said notice shall be posted at reasonable intervals along every street abutting the subject property, or, if there is no abutting street, then along the exterior boundary lines of the subject property and within a distance of 300 feet along every street providing access thereto.
- C. Said notice shall contain the date, location and time of the public hearing, the nature of the proposed change, the property affected, such other information as may be necessary to provide adequate identification of the application, and additionally, where further information on the application may be obtained.
- D. Said notice may be placed on private property if such is necessary to provide adequate posting, and in any instance, all posted notices shall be removed no later than seven (7) days after the conclusion of the hearing to which they pertain.
- E. For the purpose of distinguishing between hearing bodies, said notices shall be printed on posters of differing colors and posted on yellow signboards in accordance with the following schedule:

<u>Color</u>	<u>Hearing Body</u>
Yellow	Board of Supervisors
Orange	Planning Commission - Zoning Map Amendment
Green	Planning Commission - Site Approval for public facility & utility under Sect. 15.1-456 of the Code of Virginia

## Blue Board of Zoning Appeals

- F. Said notice shall be placed on all parcels of land involved in an application or appeal, unless (a) the hearing involves an application for a comprehensive amendment to the Zoning Map initiated by resolution of intention by the Planning Commission or the Board, or (b) the hearing involves an application for a variance or special permit involving twenty-five (25) or more parcels of land, or (c) unless the hearing body may specifically waive or modify such requirement.
4. Written Notice to Adjacent Property Owners:
- A. With respect to an application for amendment to the Zoning Map, the Planning Commission staff or its designee shall send written notice to all owners of property abutting and immediately across the street from the subject property. If such property owners total less than twenty-five (25), then written notice shall be given to other property owners in the immediate vicinity so that notices are sent to not less than twenty-five (25) owners. Such written notice shall state the date, time and place of the public hearing, the present and requested zoning of the property, the location and size of the property, the nature and use of the land proposed, and the name of the applicant. Such written notice shall be sent by certified mail, return receipt requested, and postmarked not less than fifteen (15) days prior to the hearing, to the last known address of the owner(s) as shown on the current real estate assessment books. Notice as required by this Paragraph shall include notice to owners of property abutting and immediately across the street which lies in an adjoining county or city.
- B. With respect to an application for a special exception, the applicant shall send written notice to all owners of property abutting and immediately across the street from the subject property. If such property owners total less than twenty-five (25), then written notice shall be given to other property owners in the immediate vicinity so that notices are sent to not less than twenty-five (25) owners. Such written notice shall state the date, time, place and subject matter of the hearing, and the name of the applicant. Such written notice shall be sent by certified mail, return receipt requested, and postmarked not less than fifteen (15) days prior to the hearing, to the last known address of the owner(s) as shown on the current real estate assessment books. Notice as required by this Paragraph shall include notice to owners of property abutting and immediately across the street which lies in an adjoining county or city.
- C. With respect to an appeal from an order, requirement, decision or interpretation made by the Zoning Administrator, an application for a variance or special permit, the applicant shall send written notice to all owners of property abutting and immediately across the street from the subject property. If such property owners total less than ten (10), then written notice shall be given to other property owners in the immediate vicinity so that notices are sent to not less than ten (10) owners. Such written notice shall state the date, time, place and subject matter of the hearing, and the name of the applicant. Such written notice shall be sent by certified mail, return receipt requested, and postmarked not less than fifteen (15) days before the hearing, to the last known address of the owner(s) as shown on the current real estate assessment books. Notice as required by this Paragraph shall include notice to owners of property abutting and immediately across the street which lies in an adjoining county or city.
5. Additional Notice: The hearing body may by resolution prescribe additional means and forms of notices in connection with any matter falling within its jurisdiction.

Montgomery Co., Maryland

APA

§ 59-201

ZONING

§ 59-201

(2) All roads, streets, alleys, parks, governmental or other public areas in public ownership or on public rights of way or proposed therefor on a plan adopted by the commission, and all streams and railroad rights of way within the area required to be covered by the map, and the names thereof.

(b) A map or maps of the area prepared by a civil engineer, surveyor or other competent person and certified by him to be correct and in conformity with this subsection showing, if the area lies in whole or in part within an area covered by a sectional highway plan map adopted by the commission, a copy of such map. The scale of the maps required under this subsection shall be noted thereon and shall be an appropriate scale not less than four hundred feet to the inch. A north direction arrow shall appear on such map. (Mont. Co. Code 1965, § 111-44; Ord. No. 7-25, § 3.)

\*

**Sec. 59-201. Same — Posting of property.**

(a) *Erection of sign.* Within three days after acceptance for filing of an application for a local map amendment the applicant shall erect a sign, to be furnished by the department, on the land proposed to be reclassified. Such sign shall be erected by the applicant within ten feet of whatever boundary line of such land abuts the most traveled public road, and if no public road abuts thereon, then facing in such manner as may be most readily seen by the public. If the land does not abut a public road then, in addition to a sign placed on the property, a sign shall be placed within ten feet of the right of way of the nearest most traveled public road. However, if the owner of the property abutting the nearest most traveled public road is unwilling to permit the posting of any such sign, and the applicant files an affidavit stating such fact, then posting shall be made in such manner as the department shall direct. In addition to the aforementioned posting requirements, where a parcel of land proposed to be reclassified is five acres or more and abuts more than one road, then a sign shall be posted within ten feet of the boundary line of each public road which abuts the property. The bottom of the sign shall be not less than two and one-half feet from the ground. The sign furnished by the department shall be of metal, wood or masonite, shall have a height and width of not less than two and

three feet, respectively, and shall bear conspicuously in lettering in black on a yellow background not less than four inches in height, the words:

ZONING  
RECLASSIFICATION  
APPLICATION

No. .... PENDING

TO .....

.. Call 279-1434 \*

.....  
.....  
The blanks shall be filled in by the assigned application number and the classification or two alternative classifications sought, respectively. If the land sought to be reclassified lies within more than one block, as shown on a plat recorded in the land records of the county, then a sign shall be erected by the applicant on the land in each such block. No sign shall be furnished by the department to the applicant unless the applicant has first delivered to the department a receipt of the director of finance showing payment to the county of a deposit in an amount prescribed by the county executive for such sign. On return of the sign to the department by the applicant, as hereinafter provided, there shall be repaid to the applicant on order of the department a portion of his deposit as prescribed by the county executive. If the applicant is a person other than the owner, his attorney, agent or other representa-

\* Or such other telephone designation as may be prescribed by resolution of the county council.

\*\* Insert one of the following or such other designation as may be provided from time to time by resolution of the county council for the zone applied for:

- |                   |  |
|-------------------|--|
| (1) Single-family | RE-2, RE-2C, RE-1, R-200,<br>R-150, R-90, R-60 |
| (2) Duplex        | R-40   |
| (3) Fourplex      | R-4Plex  |
| (4) Town houses   | R-T  |
| (5) Apartments    | R-30, R-20, R-10, R-11                         |

§ 59-201

ZONING

§ 59-201

- (6) Offices
- (7) Commercial
- (8) Industrial
- (9) Mix use development
- (10) Central business district
  
- (11) Transit station development
- (12) Hotel-motel
- (13) Mobile home development
- (14) Rural Zone

- C-P, C-O, OM
- C-1, C-2, C-I, C-T, C-3
- I-1, I-2, I-3
- P-R-C, P-N, T-S, P-D
- R-CBD, R-OCBD, CBD-1, CBD-2,
- CBD-3, CBD-0.5, CBD-R
- TS-R, TS-M
- H-M
- R-MH
- Rural

348.1

Supp. # 3, 10-75

tive or a person who has contracted with the owner for the purchase of the land, or a person otherwise privy with the owner, and the applicant files an affidavit stating such fact and that the owner is unwilling to permit the posting of any such sign, then posting shall be made in such manner as the department shall direct. At the hearing, it shall be the duty of the applicant to prove by affidavit that he has fully complied with this paragraph and has continuously maintained the sign or other posting up to the time of the hearing.

(b) *Removal of sign.* Any such sign or posting shall be maintained at all times by the applicant until a decision on the application has been made public by the district council, and then shall be removed by the applicant and, in the case of the sign furnished by the department, returned to it within five days thereafter. Any sign furnished by the department, not returned to the department within twenty days after a decision has been made public on a zoning application shall summarily be removed by the director of the department. It shall be unlawful for any person, except the applicant or the director or an authorized agent of either, to remove or tamper with any sign furnished by the department during the period it is required to be maintained under this section.

(c) *Refunds on sign deposit.* When a sign has been furnished by the department and not returned to the department by the applicant or his authorized agent within twenty days after the district council has rendered a decision in connection with any zoning application, the applicant shall not be entitled to a refund on his deposit. When a sign is returned to the department by the applicant or his agent within twenty days after the district council has made public a decision in connection with any zoning application he shall be entitled to a refund as prescribed by the county executive. (Mont. Co. Code 1965, § 111-45; Ord. No. 6-200; Ord. No. 6-225, § 1; Ord. No. 7-25, § 3.)

**Sec. 59-202. Commission recommendation.**

Within a reasonable time and not more than five days in any case after acceptance for filing of any application under section 59-195, the department shall promptly transmit two copies thereof to the commission for its study and recom-

St Louis Co, Missouri Zoning Ordinance

APA

If the deficiencies are not corrected within the 15 day period, the Department shall return the petition to the petitioner and recommend to the County Council that the filing fees be refunded.

- \* 3. Hearing Date—Notice—Posting of Signs: Upon filing with the Planning Director of a petition to amend, supplement, or change the regulations, zoning district boundaries of classification of property now or hereafter established, or upon initiation of a resolution of intention by the Planning Commission or the County Council, the matter shall be studied by the Planning Director and a written or oral report submitted to the Planning Commission and a public hearing be set before the Planning Commission within 90 days. The Planning Director shall:
- ( 1) Cause public notice of hearing to be given as follows: Publication at least once in some daily, tri-weekly, semi-weekly, or weekly newspaper of general circulation in St. Louis County which shall have been admitted to the post office as second class matter and shall have been published regularly and consecutively for a period of three years. Publication shall commence not more than thirty nor less than fifteen days before the hearing date. Every affidavit of proof of publication shall state that said publication and the newspaper in which notice was published has met the requirements of the foregoing provisions and those of Chapter 493, R.S. Mo. 1969, governing legal publications, notice and advertisement. Notice shall contain, in addition to the legal description of the parcel of land, the approximate street location or address when possible, the name of the person seeking the zoning change, and the present zoning district classification and the zoning district classification sought.
  - ( 2) Cause a sign or signs, not less than twenty (20) inches by twenty-six (26) inches, to be placed on each parcel of land on which an application for a zoning district change has been filed with the Planning Commission. Said sign or signs shall be placed on such land at least fifteen days prior to the public hearing to be held by the Planning Commission, and shall be posted in a conspicuous place upon said land at a point nearest to the right-of-way of any street or roadway abutting such land, and so as to be clearly visible to the traveled portion of such street or roadway. The Planning Director shall determine the number of additional signs to be placed that may be necessary to carry out the intent of this ordinance. Any such sign shall bear thereon, in letters not less than two and one-half inches in height and not less than three-eighths inch in width, the following: "PUBLIC HEARING" and in letters not less than three-fourths inch in height, and not less than one-fifth inch in width, the following: "ZONING CHANGE OR SPECIAL PROCEDURE PERMIT" and in letters not less than one-half inch in height and not less than one-tenth inch in width the following: "APPLICATION FOR ZONING CHANGE AND/OR SPECIAL PROCEDURE PERMIT FILED WITH THE ST. LOUIS COUNTY PLANNING COMMISSION. PUBLIC HEARING WILL BE HELD ON (insert date and time) IN THE COUNTY GOVERNMENT CENTER, CLAYTON, MISSOURI, 63105". The Planning Director may provide for such additional information to be placed on any such sign which would serve to fully inform the public as to the nature of such a zoning change pending before the Planning Commission.
4. Penalty for Removal or Defacement of Signs: Any person or persons, firm, association, or corporation, who shall remove, mar, scratch, obliterate or in any manner deface, hide from view or tamper with any such sign or signs shall be deemed guilty of a violation of this Ordinance and upon conviction shall be punished as provided for in Section 1003.410 of this ordinance.

5. Notice Required: Amendments to the Zoning Ordinance that are of a general nature, not pertaining to a specific property as in the case of a change in the boundaries of a zoning district, shall require publication of notice at least once in some daily, tri-weekly, semi-weekly, or weekly newspaper of general circulation in St. Louis County which shall have been admitted to the post office as second class matter and shall have been published regularly and consecutively for a period of three years. Publication shall commence not more than thirty nor less than fifteen days before the hearing date. Every affidavit of proof of publication shall state that said publication and the newspaper in which notice was published has met the requirements of the foregoing provisions and those of Chapter 493 R.S. Mo. 1969, governing legal publications, notice and advertisement. Public notice for such general amendments shall not require posting of any signs. It shall not be necessary to publish notice or hold public hearings on amendments to this Chapter pertaining to procedural matters and to the duties and powers of officials, officers, boards, commissions, and bureaus in carrying out the regulations of this Chapter.
6. The Planning Director's report shall be given to the Planning Commission prior to the forwarding of a decision or recommendation by the Planning Commission to the County Council.
7. Approval of Rezoning Portion of Property: The Planning Commission may recommend that a petition for a change of zoning district classification be approved or denied for all or part of the property described in the petition. The County Council may enact by ordinance such a partial granting of a petition for a change in zoning district classification.
8. Approval of Different Classification: The Planning Commission may recommend and the County Council may enact by ordinance a zoning district classification other than that requested in the petition, provided that the recommendation or ordinance is for a district classification of the same use type as that requested by the petitioner. District classification of the same type as referred to in this section shall include "C-8" Planned Commercial District in the "C" district classification and "M-3" Planned Industrial District in the "M" district classification when a petitioner proposes a particular use and presents plans at or prior to the public hearing which are substantially similar to those required by the "C-8" and "M-3" rezoning procedures respectively.
9. Withdrawal: Any request for withdrawal of a legally filed application for amendment or supplement to the St. Louis County Zoning Ordinance may be denied, approved with prejudice, or approved without prejudice by the Planning Commission. (O. No. 9306-Adopted 8/2/79)



City Plan Commission

CPO

City of Kansas City, Missouri  
Heart of America

15th Floor, City Hall  
Kansas City, Missouri 64106

816 274-1844

June 17, 1982

Ms. Shirley Mast  
Human Resources Department  
City Hall, Second Floor  
455 North Main Street  
Wichita, Kansas 67202

Dear Ms. Mast:

In response to your letter of 11 June 1982 the City of Kansas City, Missouri relies on four routine procedures for notifying neighborhoods and surrounding property owners of proposed zoning changes:

1. Advertising in a newspaper as required by law.
2. Notification by mail of all property owners within 185 feet of the subject property.
3. Posting of a sign on the premises which indicates that a rezoning is pending, when and where the hearing will be held and where to call for information.
4. City In Transition - summary of applications filed noting the hearing date is mailed to those who requested to be on the mailing list which includes neighborhood groups.

In addition, the city attempts to notify any existing neighborhood organizations in the area.

Sincerely,

  
Bruce E. Fowler,  
Planner III

BEF:ml

Enclosures

CITY OF KANSAS CITY, MISSOURI  
CITY PLAN COMMISSION

NOTICE OF HEARING

CASE NO.

AREA:

LOCATION:

APPLICANT:

REQUESTING:

PURPOSE:

A public hearing to consider the above noted request has been scheduled before the City Plan Commission

at  
on Tuesday,

The hearing will be held in the Council Chambers on the 26th Floor of the City Hall at 414 East 12th Street, Kansas City, Missouri.

A summary report prepared by the staff will be posted on the bulletin board outside the Council Chambers (26th Floor) on the day of the hearing. Additional information including any plans, drawing and reports submitted by the applicant are available for inspection before the day of the hearing in the office of the Department of City Development (816-274-1844).

The Commission desires that all persons interested in the matter be informed of the public hearing. It would be appreciated if you would contact your neighbors in the event they did not receive a notice. Even if you do not wish to testify on this matter, you and your neighbors are invited to attend.

Respectfully yours,  
CITY PLAN COMMISSION

Richard E. Duncan,  
Assistant Secretary

RED:m1

THIS IS A COURTESY NOTICE ONLY -- NOT REQUIRED BY LAW

The staff planner assigned to this case is

REZONING PENDING


Each applicant for rezoning shall, not later than fifteen (15) days prior to the date of the hearing scheduled before the City Plan Commission, place a sign upon the lot, tract or parcel of land for which the application was filed. Said sign shall be furnished by the City to the applicant and the applicant shall firmly affix and attach the sign to a wood or metal backing or frame and place the sign as hereinafter set forth.

Said sign shall be maintained and kept in place by the applicant until the conclusion of the public hearing before the City Plan Commission for such application, or until withdrawal of the application, at which time the sign may be removed by the applicant, but in any event, the sign shall be removed by the applicant after final action on the application. The applicant shall file an affidavit at the time of said public hearing before the City Plan Commission that the sign was placed and maintained to said hearing date. No application shall be heard by the City Plan Commission unless such affidavit has been filed.

The bottom of said sign shall be a minimum of two feet above the ground line. Said sign shall be placed within five feet of the street right-of-way line, in a central position on such lot, tract or parcel of land and shall have no visual obstructions thereto. If the lot, tract or parcel of land has more than one street abutting thereto, the sign shall face the street with the greatest traffic flow. If the lot, tract, or parcel of land is larger than five acres, a sign as required by this ordinance shall be placed so as to face each of the streets abutting thereto.

Approved by the City Plan Commission this 31st day of January, 1978.

E. CRICHTON SINGLETON



CHAIRMAN, CITY PLAN COMMISSION

A F F I D A V I T

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

\_\_\_\_\_, being duly sworn upon his oath, being of sound mind and legal age deposes and states:

That he is the \_\_\_\_\_ (agent, owner, attorney) of the lot, tract, or parcel of land for which the application was filed and did not later than fifteen (15) days prior to the date of the hearing scheduled before the Planning Commission, place a sign upon the lot, tract or parcel of land in compliance with City Plan Commission By-Laws As Amended January 31, 1978 and that said sign or signs were maintained to the date of the public hearing.

\_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 197\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

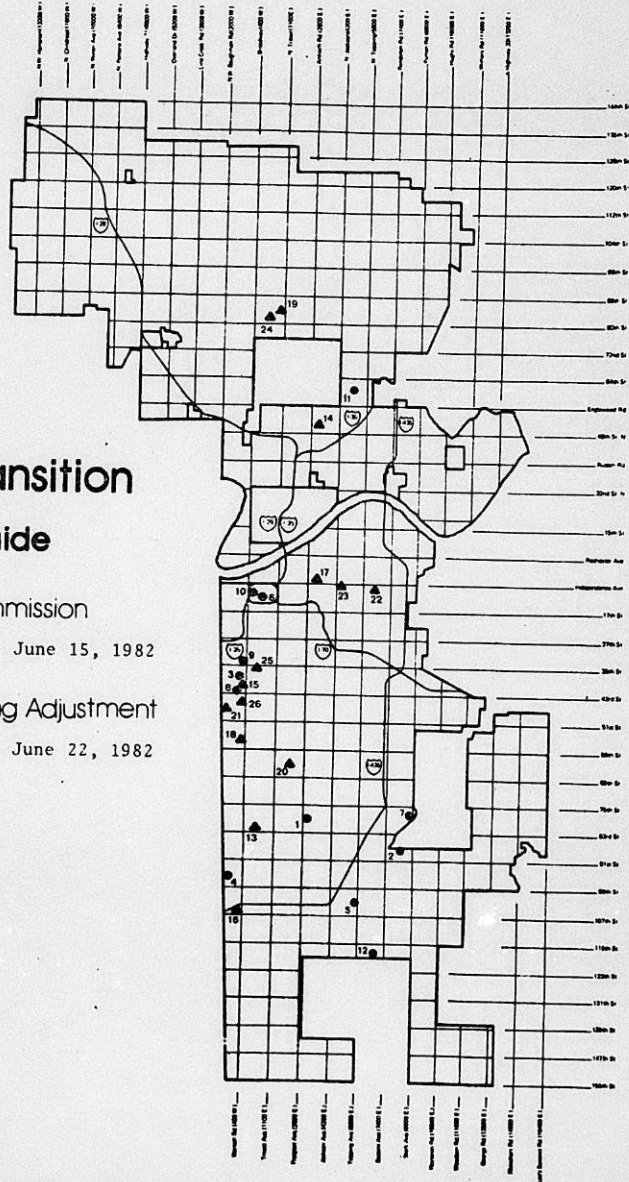
# City In Transition

## Location Guide

- City Plan Commission  
Date Tuesday, June 15, 1982
- ▲ Board Of Zoning Adjustment  
Date Tuesday, June 22, 1982



Issue 187



A summary of applications filed with the  
City Development Department of Kansas City, Missouri

● City Plan Commission

▲ Board Of Zoning Adjustment

No.	Case	Location	Request / Applicant
1.	7901-P -1	About 0.93 acre on the E side of Prospect between 78th St. Terrace and 79th Street	To consider rezoning from District C-2 (local retail business) to M-1-p (Light Industry Limited) so as to continue the use for wood cutting and the storage of logs on the site and approval of a preliminary development plan. / Robert J. & Dennis L. Stevens NEW CASE - June 15, 1982
2.	8258-P -1	About 21 acres at the southeast corner of James A. Reed Road and 87th Street	To consider rezoning from District R-1b (one family dwellings) to District R-4p (low apartments, limited); and approve a preliminary plan for the development of a nursing home with 75,000 sq. ft., 30,000 sq. ft. of apartments and a convent (12,000 sq. ft.). / Little Sisters of the Poor NEW CASE - June 15, 1982
3.	8846-P	About 0.48 acre (21,000 sq. ft.) at 811 W. 38th Street	To consider rezoning from District R-2a (two family dwellings) to District C-2-p (local retail business, limited) and approve a preliminary plan to allow the relocation of an existing carriage house and reducing the number of units in a large residential structure on the site. / U.S.B.A. Realty NEW CASE - June 15, 1982
4.	PRE-LIMI-NARY PLAT	The Sanctuary - About 3.25 acres at the NE corner of Bannister Road and State Line Road	To consider its subdivision into ten (10) lots in District R-1a (one family dwellings). / John H. Moffitt NEW CASE - June 15, 1982
5.	8850-P	About 17 acres approximately 900 feet W of Hillcrest Road on the south side of 103rd Street	To consider rezoning from District R-1a (one family dwelling) to District R-5 (high apartments) to consider the reuse of Baptiste Junior High School for office use and related activities. / Consolidated School District No. 1 NEW CASE - June 15, 1982

A summary of applications filed with the  
City Development Department of Kansas City, Missouri

● City Plan Commission

▲ Board Of Zoning Adjustment

No.	Case	Location	Request/Applicant
6.	287-S/ Ordinance 38826/	THE CROSSTOWN REDEVELOPMENT PROJECT - About 14.6 acres generally between Baltimore Avenue and Walnut Street (excluding the blocks east of Walnut Street), south of 12th Street and north of the Crosstown Freeway	To consider an amendment to the approved Crosstown Redevelopment Project as provided for in Chapter 36.10 of the General Ordinances of Kansas City, Missouri. / Crosstown Redev. Corp. NEW CASE - June 15, 1982
7.	5915-P -1	About 2.74 acres at 7801 Blue Ridge Boulevard	To consider rezoning from District C-1 (local retail business) to District M-1p (light industry, limited) and approve a preliminary plan for a 3,440 sq. ft. building for rental equipment and storage, and off-street parking. / Eugene B. Chambers NEW CASE - June 15, 1982
8.	534-V	Alley SE of SW Blvd, NE of Roanoke	Alley vacation. / A.J. Shirk Roofing Co. NEW CASE - June 15, 1982
9.	544-V	34th Terrace between Broadway and Washington	Street vacation. / Panhandle Eastern NEW CASE - June 15, 1982
10.	542-V	Portions of Broadway, 9th and Bank Streets	Street vacation. / R. Bradley Hansen & Dwight Hartwick NEW CASE - June 15, 1982
11.	8779-P	About 55.6 acres at the NE corner of Pleasant Valley Road and N. Brighton	To consider rezoning from District RA (agriculture) to District R-4 (low apartments). / Dr. C.E. Kavanaugh CONTINUED CASE - June 15, 1982
12.	8780-P	About 15.2 acres generally between 117th Terrace, 119th Street, Holiday Drive and Newton Avenue	To consider rezoning from District R-1b (one family dwellings) to District R-4 (low apartments). / Dr. C.E. Kavanaugh CONTINUED CASE - June 15, 1982

A summary of applications filed with the  
City Development Department of Kansas City, Missouri

● City Plan Commission

▲ Board Of Zoning Adjustment

No.	Case	Location	Request/Applicant
13.	8842-A	8229 Brookside	Request for variance of front yard setback requirements. / Aracelis Scarbrough NEW CASE - June 22, 1982
14.	8847-A	5208 N. Bellefontaine	Request for variance of yard setback requirements. / Ernest Besette NEW CASE - June 22, 1982
15.	8848-A	4016 Washington	Request for a special use permit for a customer/employee parking lot. / Ti Mi Inc. NEW CASE - June 22, 1982
16.	8584-A -1	10631 Wornall Road	Request for a special use permit for a school carnival. / Notre Dame De Sion, rep. by Rosalie G. Doctor NEW CASE - June 22, 1982
17.	8849-A	622 Benton Blvd	Request for variance of rear yard setback requirements and variance of parking requirements. / James Privitt, rep. by Terry Chapman NEW CASE - June 22, 1982
18.	8852-A	540 W 56th Street	Request for variance of rear yard setback requirements. / Gary Butz, rep. by Jeff Alpert NEW CASE - June 22, 1982
19.	8853-A	1000 N.E. Barry Road	Request for a church. / Christ Church Unity North, rep. Bud Greene NEW CASE - June 22, 1982
20.	8854-A	1815 E. 63rd.	Request for a sign in a residential district. / Nazarene Publishing, rep. by Tom Ely NEW CASE - June 22, 1982
21.	8841-A	1507 W. 47th Street	Request for variance of yard setback requirements and variance of parking requirements. / Act II, Inc., rep. by Gloria Everhart NEW CASE - June 22, 1982

A summary of applications filed with the  
City Development Department of Kansas City, Missouri

● City Plan Commission

▲ Board Of Zoning Adjustment

No.	Case	Location	Request/Applicant
22.	8796-A	801 Fuller	Special use permit for a church. / Mr. George F. Cross CONTINUED CASE - June 22, 1982
23.	8729-A	528 Spruce	Appeal from the decision of the Codes Administrator that property is in violation of the Zoning Ordinance and not to issue a certificate of legal nonconforming use. / Robert C. Flagg CONTINUED CASE - June 22, 1982
24.	8807-A	8238 N. Oak Trafficway	Appeal from the decision of the Codes Administrator that property is in violation of the Zoning Ordinance. / Ties Unlimited, rep. by George Crego CONTINUED CASE - June 22, 1982
25.	8452-A	3729 Baltimore	Appeal from the decision of the Codes Administrator that property is in violation of the Zoning Ordinance and request for variance of lot size requirements. / Joseph Borich REQUEST FOR REHEARING - June 22, 1982
26.	8781-A	N.W. corner of 46th and Washington, N.E. corner of 46th and Pennsylvania	Request for a special use permit for a customer/employee parking lot. / Miller Nichols REQUEST FOR REHEARING - June 22, 1982

cpo

**incog** indian nations council of governments

707 south houston · tulsa, oklahoma 74127 · (918) 584-7526 or (918) 587-3178

June 17, 1982

CITIZENS PARTICIPATION OFFICE

SG \_\_\_\_\_  \_\_\_\_\_  
 r-1 \_\_\_\_\_  \_\_\_\_\_  
 s \_\_\_\_\_  \_\_\_\_\_  
 \_\_\_\_\_  \_\_\_\_\_

JUN 21 1982

Ms. Shirley Mast  
Human Resources Department  
City Hall, Second Floor  
455 North Main Street  
Wichita, Kansas 67202

Sec. \_\_\_\_\_  
 Copies to \_\_\_\_\_  
 File \_\_\_\_\_

Dear Ms. Mast:

As per your letter dated June 11, 1982, asking for information as to our public notice procedures, I have enclosed a copy of Oklahoma State Statutes and Tulsa City and County Zoning Ordinances.

In summary, for a rezoning application, we require three forms of public notice:

1. Publish in newspaper of general circulation (Tulsa Daily Legal News).
2. Mail all property owners within 300 feet a public notice.
3. Post a rezoning sign on the property.

If we can be of any further assistance to you, please contact me at (918) 584-7526.

Sincerely,

*Ricky L. Jones*

Ricky L. Jones  
Land Regulation Administrator

RLJ/kkm  
Enclosures

a voluntary association of local governments serving creek, osage and tulsa counties

## STATE LAW

### SECTION 43-106. ADDITIONAL NOTICE REQUIREMENTS FOR PROPOSED ZONING CHANGES AND RECLASSIFICATIONS

A. In addition to the notice requirements of Section 43-104, notice of a public hearing on any proposed zoning change shall be given twenty (20) days prior to the hearing by mailing written notice by the secretary of the planning commission or by the municipal clerk, if there is no planning commission, to all owners of property within a three hundred (300) foot radius of the exterior boundary of the subject property. The notice shall contain:

1. Legal description of the property and the street address or approximate location in the municipality;
2. Present zoning and classification of the property and the classification sought by the applicant; and
3. Date, time and place of the public hearing.

In addition to written notice requirements, notice may also be given by posting notice of such hearing on the affected property at least twenty (20) days before the date of the hearing.

B. In cases of proposed zoning reclassifications, the governing body may require additional notice of the public hearing by posting a sign on the property affected by the proposed zoning reclassification. The sign and the lettering thereon shall be of sufficient size so as to be clearly visible and legible from the public street or streets toward which it faces. The notice shall contain:

1. The date, time and place of the public hearing;
2. By whom the public hearing will be conducted;
3. The desired zoning classification;
4. The proposed use of the property; and
5. Other information as deemed necessary to provide adequate and timely public notice.

*THIS MUST  
APPEAR ON  
ZONING SIGN*

## TULSA City and COUNTY ZONING ORDINANCES

### 1730.3 Notice Required

The Planning Commission shall give: Twenty (20) days notice of a public hearing on a proposed map amendment by publication in a newspaper of general circulation; twenty (20) days notice of a public hearing by posting of the property sought to be rezoned; and twenty (20) days notice of a public hearing by mailing written notice to all owners of property within a three hundred (300) foot radius of the exterior boundary of the property. The notice shall contain:

- a. Date, time and place of public hearing.
- b. Legal description of the property and the street address or approximate location of the property.
- c. Present zoning district classification of the property and the proposed zoning district classification

c 90

**LINCOLN CITY—LANCASTER COUNTY PLANNING DEPARTMENT**

555 SOUTH 10TH STREET • 402/471-7491 • LINCOLN, NEBRASKA 68508-3992

June 21, 1982

**CITIZENS PARTICIPATION OFFICE**

<input type="checkbox"/> SG	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

JUN 24 1982

Shirley Mast  
Human Resources Department  
City Hall, Second Floor  
455 North Main Street  
Wichita, KS 67202

<input type="checkbox"/> Sec.	_____
<input type="checkbox"/> Copies to	_____
<input type="checkbox"/> File	_____

Dear Shirley:

This is in response to your request for information about our notification method for zoning hearings.

The City of Lincoln and Lancaster County and the twelve small municipalities in Lancaster County have the same general notification methods required by Nebraska law and reflected in zoning regulations as follows:

1. Signs posted in a conspicuous place on or near the property.
2. Publication in a daily paper of general circulation in the municipality/county.

The number of days prior to the public hearing, the notification must be given varies between 5 and 10 days among various municipalities and the county.


In addition to those notification methods required by law, we endeavor to give whatever other notice may be appropriate for the situation. For example, if the change of zone request is in the area of a recognition neighborhood organization, that organization is contacted by telephone.

One Lincoln City Councilperson has requested a change in our notification methods that would include the notification by mail of all property owners within 300 feet of proposed zone change. This method has not been approved as of this writing.

Attached is a section from Lincoln's zoning ordinance and County's zoning resolution in regard to notification.

We hope you find this information helpful.

Sincerely,



Jim Felton  
Planner I

JF/bjb

Enclosures

8, 1979).

**27.81.040 Amendments.** The city council may from time to time on its own motion, or on petition, amend, supplement, or otherwise modify this title. Any such proposed amendment, supplement, or modification shall first be submitted to the planning commission for its recommendations and report. Said report shall contain the findings of the commission regarding the effect of the proposed amendment, supplement, or modification upon adjacent property and upon the Comprehensive Plan of the City of Lincoln. After the recommendations and report of the planning commission have been filed, the city council shall, before enacting any proposed amendment, supplement, or modification hold a public hearing in relation thereto, giving notice of the time and place of such hearing as provided in section 27.81.050 hereafter.

In the event that the proposed amendment or change is denied by the city council, no new request shall be made for the same or substantially similar amendment or change within one year of said denial thereof. (Ord. 12571 §423; May 8, 1979).

**27.81.050 Notice of public hearings.** Public hearings required under chapters 27.57, 27.63, 27.75, and 27.81 of this title shall not be held until notice thereof has been given in compliance with the following provisions:

(a) A notice shall be posted in a conspicuous place on or near the property upon which action is pending. The notice shall be posted upon or as near to the subject premises as possible so that it is easily visible from the street, and such notice shall be so posted for at least eight (8) consecutive days before the date of such hearing. It shall be unlawful for any person to remove, mutilate, destroy, or change the posted notice prior to the hearing;

(b) For public hearings required under chapters 27.81 only, at least eight (8) days before the date of hearing, the city clerk shall have published in a daily newspaper having a general circulation in the City of Lincoln a notice of the time, place, and subject matter of the public hearing;

(c) No public hearing shall be held by the planning commission or the board of zoning appeals as required in this title until the provisions of this section have been

complied with and notice has been posted pursuant thereto;

(d) It shall not be necessary to give further notice of adjourned or continued public hearing.

(e) Other notice, as may be deemed appropriate by the public body conducting the hearing, may be given in advance of public hearings. Such notice is not mandatory or required as a condition precedent to any such public hearing. (Ord. 12571 §424; May 8, 1979; 13219; Oct. 1981)

**27.81.060 Enforcement.** It shall be the duty of the superintendent for codes administration of the City of Lincoln to enforce this title. Appeals from a decision of the superintendent for codes administration may be made to the board of zoning appeals as provided in chapter 27.75. (Ord. 12571 §425; May 8, 1979).

**27.81.070 Violation and penalty.** The owner or agent of a building or premises in or upon which a violation of any provision of this title has been committed or shall exist, or the lessee or tenant of an entire building or entire premises in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part, or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred dollars (\$100.00). Each and every day that such violation continues after notification may constitute a separate offense.

In case any building or structure is erected, constructed, reconstructed, altered, repaired, converted, or maintained or any building, structure, or land is used in violation of this title, the appropriate authorities of the City of Lincoln in addition to other remedies may institute injunction, mandamus, or other appropriate action or proceeding to prevent such unlawful erection, construction, reconstruction, alteration, conversion, maintenance, or use or to correct or abate such violation or to prevent the occupancy of said building, structure, or land. (Ord. 12571 §426; May 8, 1979).

**27.81.080 Severability.** If any section, subsection, sentence, clause, or phrase of this title is for any reason held to be unconstitutional or invalid, such decision shall not

CITY OF  
LINCOLN

ARTICLE 22  
GENERAL PROVISIONS, LEGISLATIVE PROVISIONS, PENALTY

Each  
showing  
and  
may be  
applications  
codes

**22.001. Interpretation, Purpose and Conflict.** In interpreting and applying the provisions of this resolution, they shall be held to be the minimum requirements for the promotion of the public safety, health, convenience, comfort, morals, prosperity and general welfare. It is not intended by this resolution to interfere with or abrogate or annul any easements, covenants or other agreements between parties, except that if this resolution imposes a greater restriction, this resolution shall control.

**22.003. Amendments.** The County Board may from time to time on its own motion or on petition, amend, supplement, change, modify or repeal by resolution the boundaries of districts or regulations, or restrictions herein established. Any proposed amendment, supplement, change, modification or repeal shall first be submitted to the Lincoln-Lancaster County Planning Commission for its recommendations and report, such report to be made within thirty (30) days thereafter. Said report shall contain the findings of the Commission regarding the effect of the proposed amendment, supplement, change, modification or repeal upon adjacent property and upon the comprehensive zoning plan of the County of Lancaster. After the recommendations and report of the Lincoln-Lancaster County Planning Commission have been filed, the County Board, shall, before enacting any proposed amendment, supplement, change, modification or repeal, hold a public hearing in relation thereto, giving notice of the time and place of such hearing. In the event the proposed amendment or change is denied by the County Board, no new request shall be made for the same or a substantially similar amendment or change within one year of said denial thereof.

**22.005. Notice of Hearing.** Hearing required under Articles 13, 19 and 22 of this resolution shall not be held until notice thereof has been given in compliance with the following provisions:

- a) A notice shall be posted in a conspicuous place on or near the property upon which action is pending. Such notice shall be not less than twenty-four (24) inches in height and thirty-six (36) inches in width with a yellow background and black letters, not less than one and one-half (1 1/2) inches in height. Such posted notice shall be so placed upon such premises that it is easily visible from the street and shall be so posted at least five (5) days before the date of such hearing. It shall be unlawful for any person to remove, mutilate, destroy or change such posted notice prior to such hearing;
- b) At least five (5) days before the date of hearing the County Board shall have published in a daily newspaper having a general circulation in the City of Lincoln and Lancaster County, a notice of the time, place, and subject matter of such hearing;
- c) It shall not be necessary to give further notice of adjourned or continued meetings.

**22.007. Enforcement.** It shall be the duty of the Superintendent of Codes Administration to enforce this resolution.

**22.009. Violation and Penalty.** If any person shall violate any provisions of this resolution, such person shall be punished upon conviction as provided by the Statutes of the State of Nebraska.

LANCASTER  
COUNTY

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

POLICY STATEMENT NO. 20

SUBJECT: Instructions for Posting Signs

MAPC Approved: 7-14-83

BCC Approved: 8-02-83

MAPC Reapproved: 5-03-84

BCC Reapproved: 5-29-84

At the time an application for rezoning property in the City of Wichita is filed, the applicant or agent will be required to acknowledge that he or she has read this sheet and understands how and where to post the required sign(s). It is the applicant's responsibility to insure that the sign(s) remain on the application area for the specified time. The sign(s) will be purchased by the applicant from the Planning Department at the time the application is filed.

Location of Sign(s)

Generally, one double faced sign will be required on the primary street frontage. The sign should be located so it can be read from the street and is not hidden by other signs, cars, shrubs, etc. For those areas that are odd shaped, more than 400 feet wide, have unique circumstances, additional signs may be required. There are sketches showing general examples of where signs should be placed on the back of this sheet.

How to Post Sign(s)

It is suggested that each sign be affixed to two 2"x2", stock wood stakes, driven into the ground approximately one foot or to a substantial depth to assure that it will remain upright. Steel posts or other similar supports are also acceptable. The distance from the bottom of the sign to the ground should not be less than 3 feet. The applicant is responsible for insuring that the sign is not hidden and for replacing the sign(s) if it is blown off, removed or otherwise damaged. Signs shall not be placed on public street right-of-way. The signs should not be placed more than 10' behind the property line adjacent to the street.

The Planning Department may vary any of the above guidelines where there are special circumstances in order to insure that the sign will be visible to the general public. The Planning Department will furnish the applicant a sketch of the application area indicating where the signs should be posted and any special circumstances that would result in the sign(s) being posted in a substantially different manner than described above.

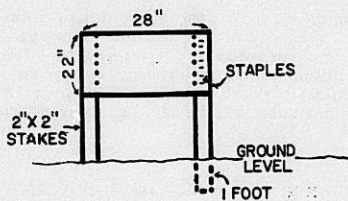
Posting Time

The applicant is responsible for placing the signs on the application area on the Friday, 13 days prior to the MAPC hearing date. The sign(s) shall remain until the MAPC has made a recommendation on the rezoning request or the case is withdrawn. The applicant shall be responsible for maintenance of the signs during this time period. The applicant shall remove the signs within three days from the date of the MAPC meeting.

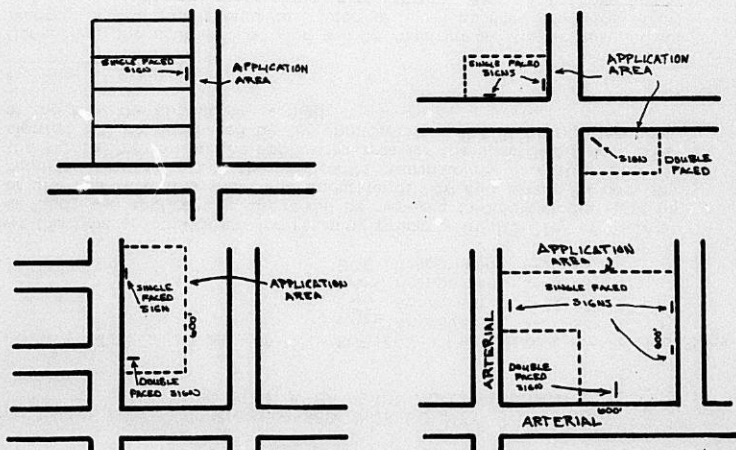
The signs are disposable and not returnable to MAPD.

(over)

Example of How to Post Sign



The following sketches show general examples of where signs should be placed.



WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

POLICY STATEMENT NO. 20

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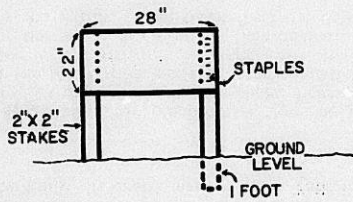
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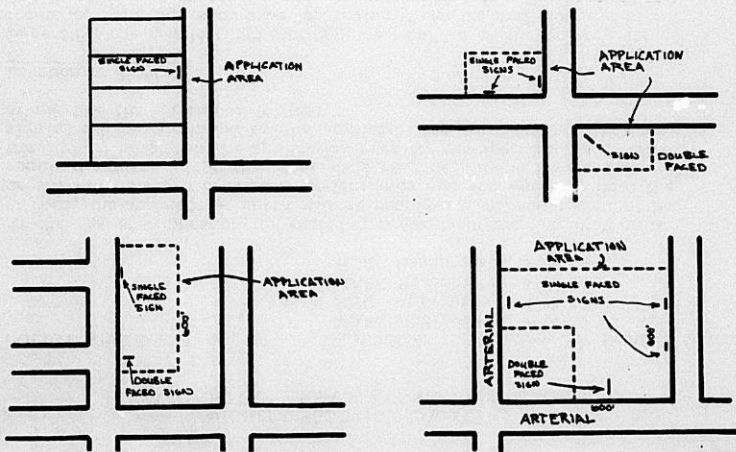
The signs are disposable and not returnable to MAPD.

(over)

Example of How to Post Sign



The following sketches show general examples of where signs should be placed.



WICHITA-SEDGWICK COUNTY

22

DATE

METROPOLITAN AREA PLANNING DEPARTMENT

May 21, 1984

TO Board of City Commissioners  
Thru E. H. Denton

FROM Robert A. Lakin, Director of Planning

SUBJECT Policy Statement #20: Zoning Signs

*Carroll/Brown  
w/ 1/20 Summary  
Substitute  
by 4/15/84  
of 3-2*

On May 3, 1984 the MAPC reconsidered Policy Statement Number 20 regarding zoning signs. They were furnished the following information.

History:

In August, 1983, the City Commission adopted Policy Statement Number 20 that required a sign to be posted on property proposed for rezoning in the City of Wichita. The policy was adopted with the provision that it remain in effect until August 1, 1984.

Discussion:

During the first six months the policy was in effect, 55 City rezoning requests were filed. A total of 129 signs were to be posted. Most of the cases (51%) were required to post a double face sign. An additional 27% only posted one sign. The largest number of signs posted on one case was ten.

Staff has not had any major problems with selling the signs or instructing the applicant or agent about where and when to post the signs. Except for two or three cases, the signs have been posted on time and in the right location. Staff has indicated at MAPC meetings where they, or CPO members, have noticed that signs were not posted. Based upon our conversation with applicants and agents, there have been few problems in physically posting the signs. We have not heard of any major problems with the signs being vandalized or destroyed by the weather. In fact, one agent reuses signs for different cases.

There has been an increase in telephone calls since the sign policy was adopted. While no formal log has been kept, staff estimates that they receive an average of three additional calls per case. The more visible locations and controversial cases generate the most calls. There are some cases that do not generate any inquiries from area residents. The increase in calls has not made a distinguishable impact on the staff's work load.

CPO staff has indicated that the sign policy has generally worked very well. The CPO Councils have not had problems with the signs and are supportive of the policy.

MAPC Action:

After a brief discussion the MAPC adopted the following motion:

That Policy Statement #20: Zoning Signs be readopted without the "sunset" provision. Goebel moved, Peters seconded and it carried with a vote of 5 in favor (Goebel, Peters, Chisholm, Hansen and Wilson) and 1 opposed (Bayouth). Crockett and Gardner were not present. Banzer and Moore were absent.

Recommended Action:

That the City Commission concur with the MAPC's recommendation and readopt Policy Statement #20: Zoning Signs without the "sunset" provision.



Robert A. Lakin  
Director of Planning

RAL:ADC:sad

cc: Stan Scott, CPO Coordinator  
Wichita Area Builders Association, 730 North Main Street,  
Wichita, Kansas 67203  
Wichita Metropolitan Area Board of Realtors, Inc., 717 North  
Emporia, Wichita, Kansas 67203  
Wichita Chamber of Commerce, 350 West Douglas, Wichita, KS. 67202  
Colleen Johnston, CPO  
Howard Boys, CPO  
Chuck Harris, CPO

THE CITY OF WICHITA

OFFICE OF CITIZEN RIGHTS & SERVICES      DATE    May 23, 1984

TO        E.H. Denton, City Manager

FROM      Annie Montgomery, Citizen Rights and Services Director

SUBJECT   Policy Statement #20:  
            Zoning Signs

During the May meetings, the CPO Neighborhood Councils reviewed the report on policy statement #20 which requires that a sign be posted on property proposed for rezoning and the recommendation that the policy be readopted without "sunset" provisions.

Listed below are the Council's comments and recommendations:

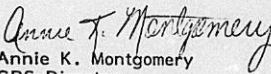
- A - No recommendation
- B - Voted 5-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- C - Voted 7-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- D - Voted 4-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- E - Voted 7-0 to endorse policy statement #20 being readopted without "sunset" provisions and to also recommend when signs are not posted on property as required, that there be a provision for delaying the public hearing and if there are no existing enforcement provisions, that such provisions be incorporated into the policy.
- F - Voted 8-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- G - Voted 5-0 to endorse policy statement #20 being readopted without "sunset" provisions.

E.H. Denton, City Manager  
Policy Statement #20  
Page 2

- H - Voted 7-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- I - Voted 5-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- J - Voted 6-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- K - Voted 6-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- L - Voted 6-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- M - Voted 6-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- N - Voted 5-0 to endorse policy statement #20 being readopted without "sunset" provisions.
- O - Voted 7-0 to endorse policy statement #20 being readopted without "sunset" provisions and to also recommend that the zoning sign policy be enforced and used on all zoning related matters (reference to Board of Zoning Appeals cases).

In summary fourteen Councils (B thru O) supported policy statement #20: zoning signs being readopted without the "sunset" provision and the one remaining Council (A), did not have an opportunity to make any formal comments.

Please advise the City Commission of the CPO Councils' comments and recommendations when the matter is considered on May 29th.

  
Annie K. Montgomery  
CRS Director

AKM:SM:sm

cc: Robert Lakin, Director of Planning  
Jack Galbraith, Chief Planner ✓

WICHITA-SEDGWICK COUNTY

METROPOLITAN AREA PLANNING DEPARTMENT

April 16, 1984

TO: METROPOLITAN AREA PLANNING COMMISSION  
FROM: Robert A. Lakin, Director of Planning  
SUBJECT: Policy Statement #20: Zoning Signs

In August, 1983, the City Commission adopted Policy Statement Number 20 that required a sign to be posted on property proposed for rezoning in the City of Wichita. The policy was adopted with the provision that it remain in effect until August 1, 1984. The MAPC and City Commission need to reconsider the policy and to decide whether it should be continued or eliminated.

During the first six months the policy was in effect, 55 City rezoning requests were filed. A total of 129 signs were to be posted. Most of the cases (51%) were required to post a double face sign. An additional 27% only posted one sign. The largest number of signs posted on one case was ten.

Staff has not had any major problems with selling the signs or instructing the applicant or agent about where and when to post the signs. Except for two or three cases, the signs have been posted on time and in the right location. Staff has indicated at MAPC meetings where they, or CPO members, have noticed that signs were not posted. Based upon our conversation with applicants and agents, there have been few problems in physically posting the signs. We have not heard of any major problems with the signs being vandalized or destroyed by the weather. In fact, one agent reuses signs for different cases.

There has been an increase in telephone calls since the sign policy was adopted. While no formal log has been kept, staff estimates that they receive an average of two additional calls per case. The more visible locations and controversial cases generate the most calls. There are some cases that do not generate any inquiries from area residents. The increase in calls has not made a distinguishable impact on the staff's work load.

CPO staff has indicated that the sign policy has generally worked very well. The CPO Councils have not had problems with the signs and are supportive of the policy.

-2-

Based on the observations of my staff, current budget and work load, and continued support of CPO, I see no reason why the policy should not be made permanent and the Sunset provision removed.

Recommended Action:

That Policy Statement #20: Zoning Signs, be readopted without the "sunset" provisions.

This will be on the MAPC Agenda for the meeting of May 3, 1984.



Robert A. Lakin  
Director of Planning

RAL:ADC:blw

cc: Board of City Commissioners  
Gene Denton, City Manager  
Stan Scott, CPO Coordinator  
Wichita Area Builders Association, 730 North Main Street,  
Wichita, Kansas 67203  
Wichita Metropolitan Area Board of Realtors, Inc., 717 North  
Emporia, Wichita, Kansas 67203  
Wichita Chamber of Commerce, 350 West Douglas, Wichita, KS. 67202  
Colleen Johnston, CPO  
Howard Boys, CPO  
Chuck Harris, CPO

in study in 6-10 months  
observations by MAPP  
in field

people attending meetings  
wright - ask people signing  
petition

• Wright/Kirk 3/2 <sup>2000</sup> <sub>1999</sub>

Colleen has asked CPS  
staff / Councils to keep  
an informal tally of CPS  
meetings on how people  
hear about meetings

done

get new application package ready

Instruction sheet > will be revised after consultants group

new applications

Policy Statement No. 20 (plus 50 extras)

Summary Sheet

We have approx 125 complete packets on hand

plus about 100 applications

could use summary sheets

hold off

After case goes to Kirby send it back

to Ede to make 5 copies of picture sheet

for Shirkley, ~~Chambers~~, Gullmuth, ~~Harold~~?

no

Do we need sheet staff meeting to discuss

case & staff position

- or prepare staff report prior to signing letter

OK

Have graphics and other staff send notes  
on visibility of signs to Art to hold  
for review in 1984.

City or County	Posting required	Size of sign	Deposit or cost	Who posts	Days before hearing	Other type of notice
Lincoln, NE	Yes	18" x 24" <i>Black on yellow</i>	NO	City posts & picks	8	Newspaper
Lancaster County, NE	Yes	24" x 36"	Unknown	Unknown	5	Newspaper
Tulsa, OK	Maybe	Sufficient size	\$50 per sign	Sign Company	20	Mail and newspaper
Kansas City, MO	Yes	17" x 22"	Unknown	Applicant	15	Mail
St. Louis County, MO	Yes	20" x 26"	No	County	15	Newspaper
Montgomery County, MD	Yes	24" x 36"	\$50/\$137.50 Returned	Applicant	3 days after filing	Unknown
Fairfax County, VA	Yes	32" x 48"	No	County	15	Mail
Prince George, MD	Yes	Unknown	\$25	City	30	Newspaper
El Paso County, CO	Yes	2 Sq. Ft.	Unknown	County	14	Mail and newspaper
Savannah, GA	Yes	30" x 40"	\$2	Applicant	15	Newspaper

*Can be posted across the street*

*all signs the same*  
*no case #s*  
*just phone #*

*regarded by State Law*  
*rely on it*  
*no printed case*

*seems to be working*

*instructed sheet*  
*affidavit*  
*fab to it*  
*works really well*

**Dallas**

*John Kemberly*  
*Zoning Administrator*  
*670-4215*

*24" x 36"*  
*cardboard*  
*nonreturnable*

**NONE**

*applicant*

**10**

*state*  
*mail & newspaper*

*experimented the last 1/2 year*  
*10:30*  
*Barry Sills*  
*670-4204*  
*not required by PC has*  
*felt it is very good*

*now it is voluntary compliance*

*PD's office*  
*(303) 329-0123*  
*Jim Hatcher*  
*Alan White*

*Yes per count*  
*24" x 30"*  
*yellow*  
*Zoning Administration 575-2191*  
*Douglas Appell*  
*Planning coord for Denver*

**NONE**

*2 signs per lot*  
*applicant*  
*send request out to check*  
*\$250000 acre*  
*rely on it*

**21 days**

*newspaper*  
*notify neighborhood association*

RAC - JG: 6/29

Cost of notices (7 cases: 285 notices)

Old way: 8.33

New way: 28.53  
excluding cost  
of map preparation

342.5% increase  
in duplicating  
cost of notices  
this year

FYI -

E-

NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS. NOTICE IS HEREBY GIVEN THAT THE PROPERTY UPON WHICH THIS SIGN IS POSTED SHALL BE CONSIDERED FOR A CHANGE IN ZONING FROM RURAL RESIDENTIAL TO COMMERCIAL PURSUANT TO THE CURRENT DOUGLAS COUNTY ZONING RESOLUTION. FURTHER INFORMATION MAY BE OBTAINED BY CALLING THE DOUGLAS COUNTY PLANNING DEPARTMENT AT 688-6640. THE PUBLIC HEARING IS TO BE HELD ON ~~JULY 26~~ <sup>AUG. 8</sup> 1983 IN THE COMMISSIONERS HEARING ROOM AT <sup>8:00 PM AND 1:00 PM</sup> OR AS SOON THEREAFTER AS POSSIBLE. NAME OF PROPOSAL: WEST CREEK STORE REZONING PROJ. NO. 83-71 DATE POSTED MAY 28, 1983

Source Jim Wilson

MAPC

8/11/83

## STAATS DECALS



SCREEN PRINTING  
DECALS  
SIGNS  
POSTERS

PHONE 265-3914  
P. O. BOX 12748  
1710 LAURA  
WICHITA, KANSAS 67277

6-21-83

Mr. Gary Pierce  
Metropolitan Area Planning Department  
City Hall, Tenth Floor  
455 N. Main Street  
Wichita, Kansas 67202

Dear Mr. Pierce:

Following are the three proposals I am making in regard to the printing of the rezoning signs.

71st Board  
#2.97/sign  
1c

1. I will print the signs on 10 ply weatherized cardboard (material used for political signs). If the city purchases and inventories the signs the price for 500 would be \$1.20 each for one color and \$1.80 for two colors.
2. If I print 500 signs at one time but deliver to the city a quantity called for once a month, & invoice the city once a month the cost will be \$1.45 each for one color and \$2.15 each for two colors.
3. I will print the signs, inventory the signs, and install the signs inside the city limits of Wichita. The cost for this service would be \$2.00 per sign if one color or \$2.70 for two colors. The following criteria would be included



## STAATS DECALS



SCREEN PRINTING  
DECALS  
SIGNS  
POSTERS

PHONE 265-3914  
P. O. Box 12748  
1710 LAURA  
WICHITA, KANSAS 67277

*in this proposal.*

- A. City would guarantee the sale of the 500 signs, but not the installation.*
- B. Signs would be staked or attached to a existing structure. No installation would be made in asphalt or concrete.*
- C. Review of the cost to install the signs would be made in 90 days.*

*Thank you for the opportunity to be of assistance in this program.*

*Sincerely,  
Ken Hengerty*



WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING DEPARTMENT

April 16, 1984

TO: METROPOLITAN AREA PLANNING COMMISSION  
FROM: Robert A. Lakin, Director of Planning  
SUBJECT: Policy Statement #20: Zoning Signs

In August, 1983, the City Commission adopted Policy Statement Number 20 that required a sign to be posted on property proposed for rezoning in the City of Wichita. The policy was adopted with the provision that it remain in effect until August 1, 1984. The MAPC and City Commission need to reconsider the policy and to decide whether it should be continued or eliminated.

During the first six months the policy was in effect, 55 City rezoning requests were filed. A total of 129 signs were to be posted. Most of the cases (51%) were required to post a double face sign. An additional 27% only posted one sign. The largest number of signs posted on one case was ten.

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CPO staff has indicated that the sign policy has generally worked very well. The CPO Councils have not had problems with the signs and are supportive of the policy.

Based on the observations of my staff, current budget and work load, and continued support of CPO, I see no reason why the policy should not be made permanent and the Sunset provision removed.

Recommended Action:

That Policy Statement #20: Zoning Signs, be readopted without the "sunset" provisions.

This will be on the MAPC Agenda for the meeting of May 3, 1984.



Robert A. Lakin  
Director of Planning

RAL:ADC:blw

cc: Board of City Commissioners  
Gene Denton, City Manager  
Stan Scott, CPO Coordinator  
Wichita Area Builders Association, 730 North Main Street,  
Wichita, Kansas 67203  
Wichita Metropolitan Area Board of Realtors, Inc., 717 North  
Emporia, Wichita, Kansas 67203  
Wichita Chamber of Commerce, 350 West Douglas, Wichita, KS. 67202  
Colleen Johnston, CPO  
Howard Boys, CPO  
Chuck Harris, CPO

July 15, 1983

Board of City Commissioners  
Through E. H. Denton, City Manager

Robert A. Lakin, Director of Planning

Policy Statement No. 20 Posting Signs on property in the  
City of Wichita proposed for rezoning.

Attached for your information is a copy of the above referenced policy statement. Your motion on June 14, 1983, requiring the posting of signs, directed MAPC to adopt guidelines on how, when and where to post signs, and send a copy of the guidelines to you for your information. However, it would be preferable for you to concur with the policy and add it to the BCC body of zoning policy.

Please note the policy has a sunset provision. We will be responsible for rescheduling this item before the MAPC in sufficient time to review the policy before its expiration.

We intend to require signs to be posted on August 12, for the MAPC meeting of August 25, 1983.

RECOMMENDATION

Concur with MAPC Policy No. 20 and include the policy in the BCC body of zoning policy.

Robert A. Lakin  
Director of Planning

RAL:ADC:el

Attachment

cc: Clemencia Prieto, CPO  
Coleen Johnston, CPO  
Howard Boys, CPO  
Chuck Harris, CPO  
Wichita Board of Realtors, 717 N. Emporia, Wichita 67214  
Wichita Area Builders Associates, 730 N. Main, Wichita 67203

WICHITA-SEDGWICK COUNTY

DATE

**METROPOLITAN AREA PLANNING DEPARTMENT**

July 6, 1983

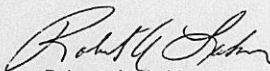
**TO** Metropolitan Area Planning Commission  
**FROM** Robert A. Lakin, Director of Planning  
**SUBJECT** Policy Statement No. 20 - Policy for Posting Signs

Attached is a revised proposed policy statement that provides instructions on how, when and where to post signs on property within the City of Wichita proposed for rezoning. The attached copy contains most of the changes suggested at the informal MAPC meeting on June 30, 1983. Mandatory words and phrases have been deleted where possible, and now the policy provides for guidelines. The attached policy authorizes MAPD to vary the guidelines where there are special circumstances.

I have instructed the purchasing department to solicit bids on the 22"x28" sign shown at the informal meeting as there did not appear to be any disagreement regarding the wording, color or size.

After the policy is adopted, we will need to have the signs printed, revise application forms to include an acknowledgement and inform potential applicants that signs will be required as per the adopted policy. We hope to have everything ready by July 20, which is one week prior to the closing date for the August 25, 1983 MAPC meeting.

We would recommend that you approve the proposed policy and authorize staff to purchase signs, revise application forms, and proceed to implement the policy.



Robert A. Lakin

RAL:ADC:sad

cc: Clemencia Prieto, CPO  
Colleen Johnston, CPO  
Chuck Harris, CPO  
Howard Boys, CPO  
Wichita Area Builders Association, 730 North Main, Wichita 67203  
Wichita Board of Realtors, 717 North Emporia, Wichita 67214

Revised Draft 7/6/83

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

POLICY STATEMENT NO. 20

SUBJECT: Policy for Posting Signs  
EFFECTIVE DATE:  
BCC Approved: 6-14-83  
MAPC Approved:

At the time an application for rezoning property in the City of Wichita is filed, the applicant or agent will be required to acknowledge that he or she has read this sheet and understands how and where to post the required sign(s). It is the applicant's responsibility to insure that the sign(s) remain on the application area for the specified time. The sign(s) will be purchased by the applicant from the Planning Department at the time the application is filed.

Location of Sign(s)

Generally, one double faced sign will be required on the primary street frontage. The sign should be located so it can be read from the street and is not hidden by other signs, cars, shrubs, etc. For those areas that are odd shaped, more than 400 feet wide, have unique circumstances, additional signs may be required. There are sketches showing general examples of where signs should be placed on the back of this sheet.

How to Post Sign(s)

It is suggested that each sign be affixed to two 2"x2", stock wood stakes, driven into the ground approximately one foot or to a substantial depth to assure that it will remain upright. Steel posts or other similar supports are also acceptable. The distance from the bottom of the sign to the ground should not be less than 3 feet. The applicant is responsible for insuring that the sign is not hidden and for replacing the sign(s) if it is blown off, removed or otherwise damaged. Signs shall not be placed on public street right-of-way. The signs should not be placed more than 10' behind the property line adjacent to the street.

The Planning Department may vary any of the above guidelines where there are special circumstances in order to insure that the sign will be visible to the general public. The Planning Department will furnish the applicant a sketch of the application area indicating where the signs should be posted and any special circumstances that would result in the sign(s) being posted in a substantially different manner than described above.

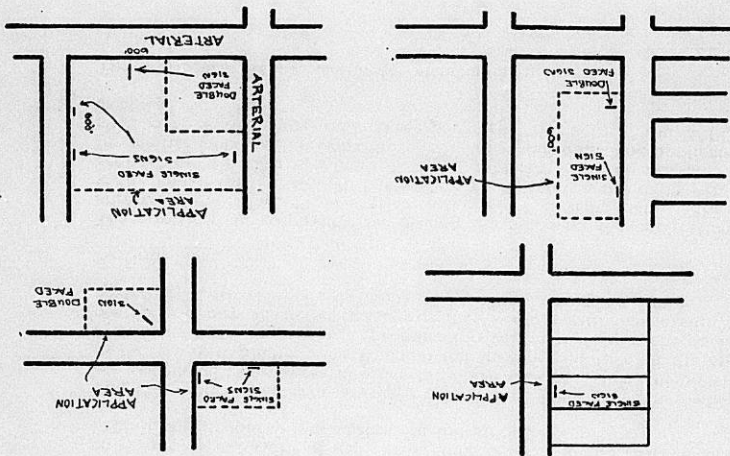
Posting Time

The applicant is responsible for placing the signs on the application area on the Friday, 13 days prior to the MAPC hearing date. The sign(s) shall remain until the MAPC has made a recommendation on the rezoning request or the case is withdrawn. The applicant shall be responsible for maintenance of the signs during this time period. The applicant shall remove the signs within three days from the date of the MAPC meeting.

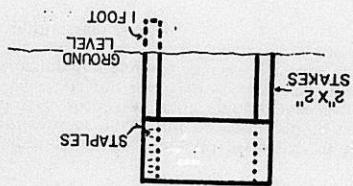
The signs are disposable and not returnable to MAPD.

(over)

This policy shall be in effect until August 1, 1984.



The following sketches show general examples of where signs should be placed.



Example of How to Post Sign



Wichita Metropolitan Area Board of REALTORS®  
717 N. Emporia  
Wichita, Kansas 67214  
Telephone (316) 263-3167

*Note*

*Presented at Informal  
MAPC Meeting on 4/30/83*

June 30, 1983

David D. Bayouth  
Metropolitan Area Planning Commission  
455 N. Main Street  
Wichita, KS 67202

RE: DR 82-18-Changes to Notification Procedures on Rezoning Request.

Dear Mr. Bayouth:

The Wichita Metropolitan Area Board of REALTORS®, Inc. is not in favor of clogging up or bogging down the process of rezoning with a sign on the property unless it is at the option of the owner of the property requesting the change.

We believe rezoning should be approached in a positive manner. It is to the advantage of the entire city and county to have the inflow of the industry and business. The posting of signs for rezoning would, in our opinion be notifying large numbers of disinterested persons who would appear and object with no other motive that to negate the rights the business enterprise has to be in the community.

As long as the applicant for rezoning does not destroy the character of the neighborhood, we continue to believe that notification should be made only to those persons within the legally required limits of the applicants property.

Sincerely,

A handwritten signature in dark ink that reads 'Michael A. Wayne'.

Michael A. Wayne  
Executive Vice President

MAW/ww

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

POLICY STATEMENT NO. 20

SUBJECT: Instructions for Posting Signs  
EFFECTIVE DATE:  
BCC Approved: 8-02-83  
MAPC Approved: 7-14-83

At the time an application for rezoning property in the City of Wichita is filed, the applicant or agent will be required to acknowledge that he or she has read this sheet and understands how and where to post the required sign(s). It is the applicant's responsibility to insure that the sign(s) remain on the application area for the specified time. The sign(s) will be purchased by the applicant from the Planning Department at the time the application is filed.

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Posting Time

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The signs are disposable and not returnable to MAPD.

This policy shall be in effect until August 1, 1984.

(over)

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

POLICY STATEMENT NO. 20

SUBJECT: Instructions for Posting Signs  
EFFECTIVE DATE:  
BCC Approved: 8-02-83  
MAPC Approved: 7-14-83

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Posting Time

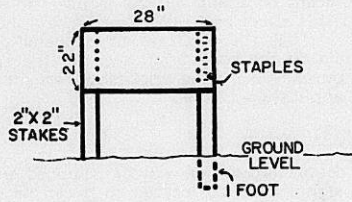
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The signs are disposable and not returnable to MAPD.

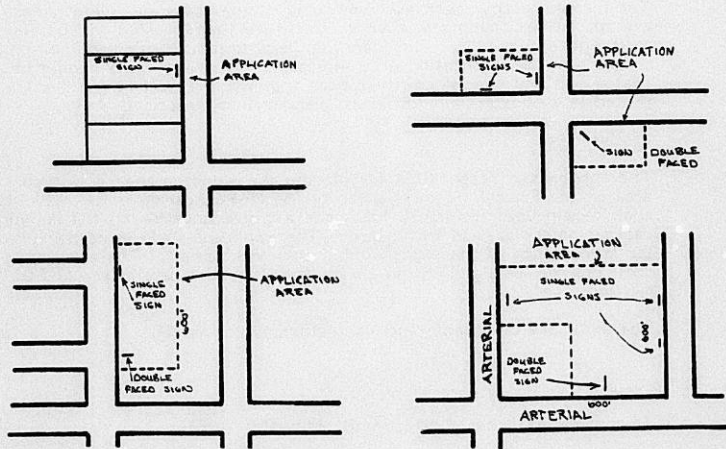
This policy shall be in effect until August 1, 1984.

(over)

Example of How to Post Sign



The following sketches show general examples of where signs should be placed.



July 1, 1983

Board of County Commissioners

Robert A. Lakin, Director of Planning

Posting of Signs on Property Proposed for Zoning Changes

The City's CPO (Citizens Participation Organization) lobbied for, and was successful in obtaining a City Commission decision to require posting of signs on property proposed for zoning changes. The thrust of the argument is that even though we notify people by mail, that there is even a greater interest in zoning changes than what might be reached by mailing notices and newspaper advertising. In response to the City Commission's direction we have prepared a draft policy which we will be submitting to the Planning Commission at its meeting on July 14. We have not proceeded to develop and make this policy effective outside of the City.

In line with trying to keep our regulations similar, we would be more than willing to develop this for submission to the Planning Commission and the County Commission if there is an interest to do so. I would like to discuss this matter with you and will be calling you for a time to talk about this. A draft of an earlier policy statement is attached, as well as the minutes of the Planning Commission that were sent to the City Commission prior to the City Commission's adopting its policy. You will note the Planning Commission did not want to do this, but was imposed by the governing body. You will also note the staff did not support it, feeling that we do reach a reasonable number of people, particularly those that we feel are more immediately impacted by proposed changes. I am not recommending that we do this on the County side just because the City is doing it, but I did not want to ignore the possibility that both governing bodies might want to do it irrespective of staff's previous recommendations and the Planning Commission's judgment.

---

Robert A. Lakin  
Director of Planning

RAL:rme  
Attachments

**National  
Snap-a-part**

131202

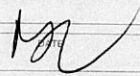
**Quicki-Letter®**

FOLD AT (-) FOR WINDOW ENVELOPE

To	Jack H. Galbraith, Chief Planner	From	Robert A. Lakin, Director
Subject	DR 82-18	Date	7/1/83

Message When we send transmittal copies of the zoning posting policy to the City Commission, make sure that we include a copy of the Michael Wayne Board of Realtors's letter to Bayouth. Also when we send out the revised policy to the Planning Commission next meeting, include a copy of this and note that it was furnished to us at our informal session. Lets discuss the changes that we can recommend to the Planning Commission as a result of our informal session. You might have Art work up some suggestions on that.

Reply \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



 47-223  
Made in U.S.A.

SIGNED \_\_\_\_\_  
THIS COPY FOR PERSON ADDRESSED

WICHITA-SEDGWICK COUNTY

DATE

**METROPOLITAN AREA PLANNING DEPARTMENT**

June 22, 1983

**TO** Metropolitan Area Planning Commission  
**FROM** Robert A. Lakin, Director of Planning  
**SUBJECT** DR 82-18 - Changes to Notification Procedures on Rezoning Requests  
(Posting Signs for Zoning Changes)

On June 14, 1983, the City Commission considered the recommendations made by the MAPC on May 19, 1983 in regard to notification procedures on zoning. Their action was to concur in the recommendations regarding notification time and the use of a revised notice. Their action on signs was to require signs to be posted on property proposed to be rezoned. The City Commission indicated that the MAPC should establish the guidelines for posting and that we should move to immediate implementation of such a posting policy. They also indicated that the use of signs should be simple and inexpensive.

Our first thought that probably the easiest and least expensive way to handle the signs would be to have the applicant purchase the signs from MAPD when the application was filed and make the applicant responsible for posting the sign. As we talked to some printing firms, they advised us that they would be willing to contract with the City for the posting of all signs rather than the applicant having to post the sign.

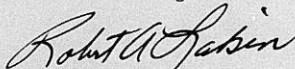
While it would be easier for staff and most applicants or firm to post the signs, it is likely that such a procedure would involve a higher cost to the applicant.

A copy of a draft instruction sheet (to be used if MAPD sells the signs) is attached. It lists guidelines for when to post, where to post and how to attach the sign to the stakes. We intend to use a form to sketch the application area and the location of the signs. There would be an affidavit on the form stating that the applicant had read and understood the instruction sheet.

If a sign company posts the signs, the applicant would need to sign an affidavit stating that they understand and agree to have a sign posted on the application area. We would inform the sign company where signs should be posted after we had determined which cases would be heard for a particular MAPC meeting.

MAPC Memo  
6/22/83  
Page 2

We have scheduled this for your informal MAPC meeting on June 30, 1983 to discuss the draft guidelines. If there are no major revisions, I would anticipate placing this matter on the formal agenda for the July 14, 1983 MAPC meeting. Then, assuming that signs can be delivered, or a contract issued, signs would be required for those cases scheduled for the August 11, MAPC meeting.



Robert A. Lakin  
Director of Planning

RAL:ADC:s-d

cc: Clemencia Prieto, CPO  
Colleen Johnston, CPO  
Chuck Harris, CPO  
Howard Boys, CPO  
Wichita Area Builders Association, 730 North Main, Wichita 67203  
Wichita Board of Realtors, 717 North Emporia, Wichita

Draft

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

POLICY STATEMENT NO. 20

SUBJECT: Policy for Posting Signs  
EFFECTIVE DATE:  
BCC Approved:  
MAPC Approved:

At the time an application for rezoning property in the City of Wichita is filed, the applicant or agent will be required to sign an affidavit saying that he or she has read this sheet and understands how and where to post the required signs. It is the applicant's responsibility to insure that the sign(s) remain on the application area for the specified time. The sign(s) will be purchased by the applicant from the Planning Department at the time the application is filed.

Location of Signs

At the time the application is filed, the Planning Department will provide the applicant a sketch of the application area showing where the sign(s) should be placed. Generally, at least one sign will be required for each street frontage. Where a street frontage is in excess of 400' additional signs may be required. When the application area is odd shaped or there are unique circumstances or where physical elements exist that would hide the signs, additional signs may be required.

The following sketches show general examples of where signs should be placed.

June 24, 1983

Draft  
Policy Statement No. 20  
6/24/83  
Page 2

#### How to Post Signs

The signs are to be purchased from the Planning Department and are 22"x28" cardboard signs that should withstand the weather for 120 days. It is suggested that each sign shall be affixed to two 2"x2" pieces of wood, driven into the ground a minimum of one foot. Steel posts or other similar supports are also acceptable. The distance from the bottom of the sign to the ground should not be less than 3 feet. The applicant is responsible for insuring that the sign is not hidden by weeds, poles, other signs, fences, etc., and for replacing the sign(s) if it is blown off, removed or otherwise damaged. Signs shall not be placed on public street right-of-way. The signs shall be placed not more than 10' behind the property line adjacent to the street unless specific written approval is provided by the MAPD.

#### Posting Time

The applicant is responsible for placing the signs on the application area on the Friday, 13 days prior to the MAPC hearing date. The sign(s) shall remain until the City Commission has approved or denied the rezoning request or the case is withdrawn. The applicant shall be responsible for maintenance of the signs during this time period. The applicant shall remove the signs within three days from the date of the final City Commission action on the case.

The signs are disposable and not returnable to MAPD.

WICHITA-SEDGWICK COUNTY

16

DATE  
June 1, 1983

**METROPOLITAN AREA PLANNING DEPARTMENT**

OFFICE  
COPY

TO The Board of City Commissioners  
Through E. H. Denton, City Manager

FROM Robert A. Lakin, Director of Planning

SUBJECT DR 82-18 - Changes to Notification Procedures  
on Rezoning Requests.

On May 19, 1983 the MAPC considered changes to existing notification procedures that were proposed by the CPO Zone Change Notification Committee. A copy of this memorandum to the MAPC that outlined the background of this issue, the costs involved, and my recommendations, is attached for your review. Also, included with this memorandum are the attachments to my memo to the MAPC which included CPO Zone Change Notification Committee proposals, two tables listing notification information from other cities and a revised notice that includes a map. Minutes of the MAPC meeting are also attached.

6/14/83  
King Wt - How Sign  
weight  
(only 1/2 time)  
Kick  
let house measure  
& proceed to  
implementation  
3-1  
(Canada)

The action of the Planning Commission was to approve a motion, by a 7 (Chisholm, Gardner, Bayouth, Lofton, Moore, Parsons and Wilson) to 1 (Hansen) vote, that recommended:

1. That the notification schedule used by MAPD remain the same;
- That the revised notice that includes a map be approved; and
3. That posting property not be required and that no further consideration be given to the use of signs.

ACTION:

That the City Commission concur in the recommendations of the MAPC and direct staff to: continue coordinating activities to reduce scheduling conflicts; use the revised notice that includes a map; and to not use signs as a means of notification.

or

2. Take whatever action the City Commission deems to be in the best interests of the City.

*Robert A. Lakin*  
Robert A. Lakin  
Director of Planning

RAL:ADC:e1  
Attachments

cc: Continued on Page 2

Page 2

BCC Thru E.H.Denton  
June 1, 1983

cc: Clemencia Prieto  
Colleen Johnston  
Howard Boys  
Chuck Harris  
Wichita Association of Builders, 730 N. Main, Suite 1,  
Wichita, 67203  
Wichita Board of Realtors, 717 N. Emporia, 67214

WICHITA, SEDGWICK COUNTY

DATE

May 13, 1983

**METROPOLITAN AREA PLANNING DEPARTMENT**

**TO** Metropolitan Area Planning Commission

**FROM** Robert A. Lakin, Director of Planning

**SUBJECT** DR 82-18 - Changes to Notification Procedures on Rezoning requests.

BACKGROUND:

In June 1982, CPO staff sent a memo (see attachment A) to me regarding proposed changes to notification procedures for zone change requests. The CPO Zone Change Notification Committee endorsed three specific proposals for discussion with the MAPC. The proposals were: 1) Increase the notification period from two to three weeks in order to provide more review time and to eliminate occasional conflicts with meeting schedules; 2) Modify the notice to area property owners and the notice published in the paper; and 3) Placement of signs on property proposed to be rezoned.

On July 15, 1982, the MAPC held an informal meeting to discuss the CPO Committee's proposals. In addition to MAPC members and MAPD staff, there were representatives from the CPO Committee and CPO staff present. Prior to discussion of the three proposals, the State Statutes regarding notification were reviewed as were the current notification procedures used by the City. In regard to increasing the notification time, it was decided to notify the CPO staff as soon as possible so that if there were conflicts in meeting dates, notices could be mailed earlier. During the past months there have only been a few schedule conflicts and I believe that area residents were notified about the zone case prior to the CPO meeting. To extend the notice time increases processing time and cost to development, this has been objected to previously by the MAPC. I feel that the current method of notifying CPO staff has worked successfully.

Much of the discussion dealt with modifying the notice sent to area residents. It was suggested that the mailed notice be written in simpler language and a map added. Everyone agreed that the addition of a map would be very helpful for the people receiving the notice in identifying the property proposed for rezoning. A revised notice (see attachment B), with a map, was distributed to you prior to the April 21, 1983 informal session. Other than a few suggestions about minor changes, everyone who has seen the revised notice feels that it will provide a better notice. As I stated in my April 14, 1983 memo, we intend to begin using the revised notice around the middle of June.

There was also some discussion about including a map in the legal advertisement published in the paper. Although I initially supported that suggestion, it became apparent that adding a map would become very costly. It was felt that the map should be published in the Wichita Eagle-Beacon. If a map was published in the Eagle-Beacon, our costs would have increased 5.5 times to approximately \$130 per case. Maps published in The Daily Record would have been less expensive but would not be seen by the general public.

Another major item of discussion concerned the posting of property proposed to be rezoned with a sign. I stated that the potential problems with signs (vandalism, verification of posting, cost, staff time, etc.) would outweigh the benefits of posting (increased public awareness, identification of property, etc.). Although there was no clear consensus on whether or not signs should be used, a majority of the Planning Commissioners present at the July 1982 informal meeting felt that signs were not needed.

It was suggested that other cities be surveyed about the use, cost and effectiveness of posting property. During the latter part of the summer we requested information from planning schools, Planning Advisory Service, and several cities and counties that post property. The information received is shown on attachment C. Also included in attachment C is information CPO staff received from a similar survey. Attachment D is the information CPO Council "F" presented to the City Commission on April 26, 1983. Both surveys report favorably the use of signs with no significant abuses occurring.

On April 21, 1983 a second informal MAPC meeting was held. MAPD staff, CPO staff and CPO representatives were in attendance. As was stated above, everyone thought that the revised notice would provide a more meaningful notice. Much of the discussion was about the advantages and disadvantages of posting property. Two of the CPO representatives felt that signs were needed so that people living in the area, but not within the notification area, could be aware of pending rezoning cases. They felt that the cost of the signs and the amount of staff time needed to handle the signs would not be significant. While no consensus was reached on the need for signs, it was decided to place the CPO proposals on a formal MAPC agenda for recommendation to the City Commission.

COST:

One of the items discussed has been the cost of new notices and the cost of signs. We have estimated that the new notices would cost approximately \$277 per year, versus \$96 per year for the existing notices. The cost was figured on an average of 35 notices per case with 150 City zoning, County zoning, Conditional Uses and C.U.P.'s per year. The primary reason for the increase is that the new notices will require xeroxing of both sides, while the existing notice is run off on a ditto machine. In addition, there will be additional staff time required to prepare the map and to xerox the notices. I view this cost to be relatively insignificant.

In 1982, my staff prepared a cost estimate of approximately \$2,400 for purchasing 100 signs. The signs were a "real estate" type metal sign and included replaceable vinyl strips to show the proposed zoning. It was anticipated that City Staff would be responsible for placing the signs on the property and for insuring that they stayed on the property.

We also priced less permanent signs similar to CPO's suggestion. An applicant could be required to place a posterboard (coated with a weather protector) sign on the property. The sign would state that there is a proposed rezoning and give the MAPD telephone number to call for information. Cost of purchasing 100 of the printed 22"X36" signs has been estimated at \$257. The applicant would then be required to either nail the sign (or signs as determined by MAPD) to a structure or put it on stakes in a front or side yard. The cost here is relatively insignificant as long as the applicant is responsible for posting. The costs occur if staff is to check for compliance either initially or during the proceedings. There will also be applicant cost in time (to post) and delay if any deferrals occur due to lack of, improper or removed posting.

SUMMARY:

Judging from the discussions and meetings over the past year, it seems that of the three CPO proposals the timing of notices and posting of property are still unresolved. I believe the coordination between MAPD and CPO staffs appears to be satisfactorily dealing with scheduling conflicts.

The revised notice that incorporates a map has been well received and we will begin using it in June.

No agreement, either formally or informally, has been reached on the use of signs. CPO representatives strongly feel that posting property would result in significant benefits by increasing the public's awareness of proposed rezonings. As I have stated before, I do not feel that posting property will significantly improve the quality or meaningfulness of our notice procedures. This is based on my observation of public attendance and interest in zoning cases heard by MAPC. If the MAPC and BCC want posting, we will work with CPO and the Legal Department to develop a policy and/or ordinance to implement it.

BCC ACTION:

CPO Council "F" made a formal presentation to the City Commission on April 26, 1983 regarding the posting of property proposed to be rezoned. A copy of the material presented to the City Commission was also distributed at the April 21 informal MAPC meeting. Attachment D is a table summarizing the data Council "F" collected. The action of the City Commission was to refer the item to the MAPC for study and recommendation.

RECOMMENDATIONS:

This should be sent to the BCC with CPO Council "F"'s recommendation for a policy decision. I would recommend that the current notification timing be continued and that MAPC work with CPO staff to handle the occasional scheduling conflicts. I would recommend approval of the new form of written notice.

Although I am not recommending "posting", if the Commission desires to use this technique, I would recommend that we be asked (after the BCC concurs) to draft a written policy and/or ordinance change. Features of the policy would be:

- Posterboard signs.
- Number to be posted.
- Time for posting.
- Posting responsibility to applicant.
- Removal policy after hearing on case.

RECOMMENDED ACTION:

The MAPC should make recommendations on each of the issues

1. Timing of notices
2. Form of written notices
3. Posting on site of notice

*Robert A. Lakin* *MLH*

Robert A. Lakin  
Director of Planning

RAL:ADC:e1  
Attachments

cc: Clemencia Prieto, CPO Aide  
Colleen Johnston  
Howard Boys  
Chuck Harris  
Builders Association  
Board of Realtors

Attachment A

THE CITY OF WICHITA

OFFICE OF CITIZEN PARTICIPATION

DATE June 18, 1982



TO Robert Lakin, Director of Planning  
FROM Shirley Mast, Administrative Aide III

SUBJECT CPO Zone Change Notification  
Committee Proposals

As you know, the CPO Zone Change Notification Committee has been meeting during the last year, to discuss concerns regarding the notification procedure on zone change request and possible alternative and/or supplemental notification methods.

At the Committee's June 8th meeting, three proposals were endorsed for presentation to the MAPC in informal session prior to being presented for formal consideration.

- 1) Increase the notification period from two to three weeks. The Committee contended that this would allow residents of the area and the CPO Councils more time to study the proposed zone change(s), as well as eliminate the occasional scheduling problems which occur with those CPO Councils that meet on the first and third Thursday of each month.
- 2) Modified notice to adjoining property owners that will use language understandable to the average reading citizen and include a map of the area to be rezoned, plus publication of the zone change notice in the Eagle-Beacon Newspaper in the same format.
- 3) Placement of signs on property to be rezoned (responsibility of the applicant). The City could lease the signs, the applicant would be required to pay a deposit (part of application process). The sign(s) would remain on the property being rezoned during the 3 week notification period or until the final disposition of the case (i.e. the matter is disposed of by the City Commission). The sign(s) would be visible from both directions of traffic and contain general information, "this property to be considered for rezoning, call MAPD # for more information."

Please advise the Committee of a time when the proposals can be discussed with the MAPC in informal session. Committee representatives will be in attendance of the scheduled meeting to discuss the proposals and respond to questions.

If you have questions, please contact me at 4516.

*Shirley Mast*  
Shirley Mast  
Administrative Aide III

SM:dm

Noted:

*Sarah Gilbert*

Sarah Gilbert  
CP Coordinator

cc: Jack Galbraith, Chief Planner

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION  
CITY HALL, TENTH FLOOR, 455 NORTH MAIN STREET  
WICHITA, KANSAS 67202-1688

NOTICE OF PUBLIC HEARING

Case No. Z-0000

Location: Generally located at the southeast corner of 27th Street North and Arkansas.

Address: Approximately 2760 Arkansas

Request: To change the existing "A" Two-Family zoning to the "BB" Office district on property legally described on the back of this notice.

A public hearing to consider the above noted request has been scheduled before the Wichita-Sedgwick County Metropolitan Area Planning Commission (MAPC),

On Thursday, March 24, 1983.

The hearing will begin at 1:30 p.m. in the City of Wichita City Commission Meeting Room, First Floor, City Hall, 455 North Main, Wichita, Kansas.

As an owner or occupant of property in the area, you have the right to appear at the MAPC meeting either in person or by agent or attorney, to support or oppose this request. If you have no interest or objection to the requested change, you have no obligation to appear at the public hearing.

The Citizen Participation Organization (CPO) neighborhood council will consider this case for the purpose of making a formal recommendation to the MAPC and City Commission. If you have an interest in this case, you are encouraged to express your opinions at your CPO Council meeting. The date, time and location of the CPO meeting may be obtained by calling 268-4516.

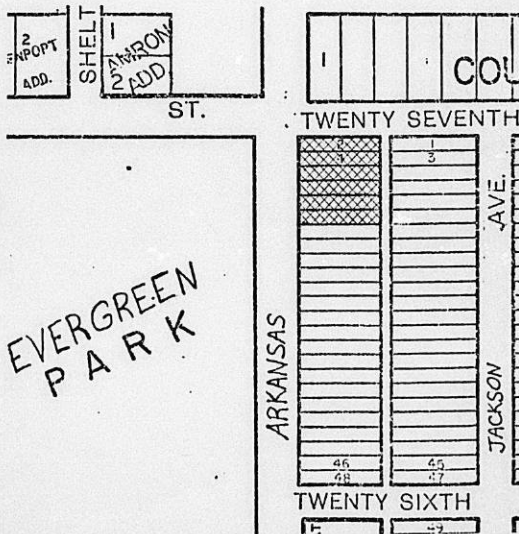
If you have any questions or wish additional information, please call 268-4421.

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

APPLICATION  
AREA



EVERGREEN  
PARK



SEE REVERSE SIDE

LEGAL DESCRIPTION OF THE AREA PROPOSED TO BE ZONED

CASE NO. Z-0000

Zone change from the "A" Two-Family Dwelling District to the "BB" Office District

Lots 2, 4, 6, 8, 10, 12, on Arkansas, McTaggart's Addition to Wichita, Sedgewick County, Kansas. Generally located at the southeast corner of 27th Street North and Arkansas.

Most Restrictive



Least Restrictive

DISTRICT	NAME OF DISTRICT AND USES PERMITTED (FOR COMPLETE REGULATIONS AND EXCEPTIONS - SEE TEXT OF ORDINANCE)	
AA	ONE FAMILY DWELLING	One Family Dwellings, Parks, Schools, Golf Courses, Nurseries, Farming, Truck Gardening, Churches
A	TWO FAMILY DWELLING	Uses Permitted in "AA" District and Two Family Dwelling, Care Homes (5 & Less)
RB	FOUR FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Four Family Dwellings
R-5	GENERAL RESIDENCE DISTRICT	Any Use Permitted in the "A" District and Multiple Family Dwellings
R-6	GENERAL RESIDENCE DISTRICT	Uses permitted are identical with those in the "R-5" District
B	MULTIPLE FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Multiple Family Dwellings, Boarding and Lodging Houses, Hospitals, Greenhouses, Off Street Parking
BD	OFFICE DISTRICT	Any Use Permitted in More Restrictive Zones and General Offices, Medical Laboratories
OC	OFFICE COMMERCIAL	Offices, Limited Retail and Service Uses Operated Within a Building, and Recreational Uses as Permitted in the "R-5" District
LC	LIGHT COMMERCIAL	Any Use Permitted in Residential and Office Zones and Purely Retail Business Operated Within a Building
C	COMMERCIAL	Uses Permitted in All Preceding Zones and Others not Offensive Because of Dust, Noise, Odor or Smoke
E	LIGHT INDUSTRIAL	All Industrial and Commercial Uses Except Those Most Offensive Because of Noise, Dust, Smoke, Odors and Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts
F	HEAVY INDUSTRIAL	Any Use, Some Conditional Upon Specific Approval of City Commission Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts

Special Districts

D	CENTRAL BUSINESS DISTRICT	Any Use Permitted in More Restrictive Zones and Others Not Offensive Because of Dust, Noise, Odor, Smoke or Fire Danger
G	MOBILE HOME	Mobile Home Park When Complying With Title 26 of the City Code, Schools, Churches, Parks, Day Nurseries, Home Occupations
U	UNIVERSITY	Universities, Colleges, Seminars and other institutions of learning and related uses
CUP	COMMUNITY UNIT PLAN	Shopping Center/Residential Permits Those Use Groups Approved as Part of a Total Development Plan

## Attachment C

City or County	Posting Required	Size of Sign	Deposit or Cost	Who Posts	Days Before Hearing	Other Type of Notice Mail Newspaper	
Lincoln, NE	Yes	18"x24"	None	City	8		X
Lancaster County, NE	Yes	24"x36"	Unk	Unk	5		X
Tulsa, OK	Maybe	9 Sq.Ft.	\$50	Sign Co.	20	X	X
Oklahoma City, OK	No					X	X
Kansas City, MO	Yes	17"x22"	None	Applicant	15	X	
St.Louis County, MO	Yes	20"x26"	None	County	15	X	
Denver, CO	Yes	24"x36"	None	Applicant	10	X	X
El Paso County, CO	Yes	2 Sq.Ft.	Unk	County	14	X	X
Dallas, TX	No	24"x36"	None	Applicant	10	X	X
Fairfax County, VA	Yes	32"x48"	None	County	15	X	
Montgomery County, MD	Yes	24"x36"	\$50	Applicant	3 days after filing		Unk
Prince George County, MD	Yes	Unk	\$25	County	30		X
Savannah, GA	Yes	30"x40"	\$2	Applicant	15		X
Topeka/Shawnee County, KS	No					X	X
Kansas City, KS	No					X	X

## STUDY RESULTS

<u>CITY/POPULATION</u>	<u>NEWSPAPER</u>	<u>SIGNS</u>	<u>LETTERS</u>	<u>NOTIFICATION DISTANCE</u>
1. Albuquerque, New Mexico - 331,767	0	0	0	100 ft.
2. Alexandria, Louisiana - 51,565	0	0		100 ft.
3. Beckley, West Virginia - 19,884	0			
4. Birmingham, Alabama - 284,413	0	X	0	500 ft.
5. Boise, Idaho - 102,451	0	X	0	300 ft.
6. Flint, Michigan - 159,611	0	X	0	300 ft.
7. Fresno, California - 218,202		0	0	300 ft.
8. Jackson, Mississippi - 202,895	0	0	0	160 ft.
9. La Crosse, Wisconsin - 48,347	0		0	up to 1,000 ft.
10. Little Rock, Arkansas - 158,461	0	0	0	200 ft.
11. Louisville, Kentucky - 298,451	0	0	0	*
12. Memphis, Tennessee - 646,356	0		0	500 ft.
13. Minneapolis, Minnesota - 370,951		0	0	350 ft.
14. Orlando, Florida - 128,291	0	0	0	300 ft.
15. Peoria, Illinois - 124,160	0	0	0	200 ft.
16. Phoenix, Arizona - 789,704	0	0		
17. Portland, Oregon - 366,383	0	0	0	400 ft.
18. Reno, Nevada - 100,756	0	X	0	300 ft.
19. San Antonio, Texas - 785,880	0	0	0	200 ft.
20. Santa Barbara, California - 74,414	0	0	0	450 ft.
21. Sarasota, Florida - 48,868	0	0	0	250 ft.
22. Shreveport, Louisiana - 205,820	0	0	0	300 ft.
23. South Bend, Indiana - 109,727	0	0	X	
24. Syracuse, New York - 170,105	0	X	0	400 ft.
25. Tacoma, Washington - 158,501	0	0	0	100 ft.

0 - yes

X - no

\*Further explanation needed.

Information from Survey made  
by CPO Council "F".

EXCERPT FROM PLANNING COMMISSION MINUTES OF MAY 19, 1983

9. Case No. DR 82-18 - CPO Zone Change Notification Committee Proposals.

LAKIN apologized to the Commission and the Citizen Participation members that have been involved in this proposal for the delay in presenting it to them. LAKIN stated that one of the three main issues raised by CPO is the notification lead time that is provided so CPO's and others can have a chance to review the cases before they are put on the Planning Commission agenda. That conflict essentially boils down to the Planning Commission meeting every other week, while the CPO's meet twice monthly. He said that the CPO's have asked for an increased amount of lead time in order to reduce the number of scheduling conflicts. He said that staff has tried to work with CPO staff to try to overcome that to the greatest degree possible. He said that he was not sure it has been totally resolved, but he felt that the problem has been reduced over the last year. LAKIN said that although the time can be increased it also adds time in the development process. This Commission and the City Commission have been rather firm on trying to do those things which could reduce the development time, thereby the holding time, cost, etc., on development projects.

LAKIN said the second proposal dealt with changing the notices that are mailed out. He said that the notices have evolved over time. They have been approved by previous legal counsel and meet all of the legal tests, but in large part are not all that informative to people receiving them. He said that staff has tried to rework those notices and are ready to start using them in June. He said that they would like to use the revised form for awhile to see what sort of response is received. LAKIN said as near as he knows the CPO has been positive toward those changes, and this Commission, in its last informal session seemed to be positive on it.

LAKIN said the third issue was one of whether or not the application areas should be posted physically with a sign prior to its public hearing. He said that information given to the Planning Commission reflected research that the staff had done by contacting other communities and by contacting the American Planning Association Planning Advisory Service. He said that some of the staff's concerns about defacement, vandalism, signs being pulled off, etc., do not appear to be a problem in the cities that staff surveyed. He said that when staff originally looked at signage, the first thing that came to his mind was that they would have to make sure that the signs were up and were solid so as not to be blown over. LAKIN said that the Planning Commission had been given a cost figure for what a metal "real estate" sign would cost. Staff time had not been figured in the total cost. He said that he was not interested in posting the signs and did not want the physical storage problem. He did not want to have to go out to see if they are there three days after they are put up. CPO members suggested putting up cardboard signs as a less expensive way to post property.

LAKIN stated that based on the years that he has spent in meetings and public hearings, he would be amazed if signs resulted in more people involved in the hearings than what they currently get through the existing notification process. He said that people learn about zoning changes in number of ways.

WILSON asked if it would be too much of a problem to change the CPO schedule to every two weeks which would help resolve the scheduling conflicts.

LAKIN said that he would like for the CPO representatives to respond to that when they make their presentation. Staff has discussed that as a possibility over the last year.

WILSON commented that since it is the CPO that is proposing the use of signs, why not have CPO post the signs, keep them up and be responsible for them.

LAKIN felt that might be a possibility. He said he has not discussed that with CPO staff. He felt the problem that they were going to find was that CPO is going to lose a staff position. He said that he was going to lose a staff position which would be in the support area and frankly he would rather transfer the responsibility to the applicant.

LOFTON said that he was inclined to agree with Lakin. He did not know how much good signs would do, but he did have a little experience with signs. He said if they didn't have a real good sign they would be wasting their time. He mentioned the winds in Kansas, and said that if they did not go to some type of metal sign they would not stay put. He said if they were going to go to signs, he felt some type of procedure would need to be worked out as to how the signs would be placed. LOFTON felt the applicant could pay for the sign and be responsible for having someone that has had some experience put the signs up.

LAKIN felt that a metal sign could be used. If they used something like a campaign sign that is intended to survive for a short period of time, they would sell them at the counter when an applicant files a zone case and add the cost onto the bill. He said he would give them a diagram of that piece of land and say that a sign would have to be posted every 300 feet, or whatever, and tell them to keep the signs off of the property line. The person would sign an affidavit that he had received the map, and it would be the applicant's responsibility to post the property. He felt that if they had a rule that says it was the applicant's responsibility to take care of the signs, most applicants would make a reasonable effort to comply.

MOORE commented that there would not be a sign problem if it is not voted in. He said that he would be totally opposed to the idea.

BAYOUTH stated that there were other alternatives. When the Health Department quarantines something they put a sign on the building. When a house is condemned, a sign is put on the building. BAYOUTH proposed that the Planning Commission form another subcommittee and let them be responsible for putting up the signs.

COLLEEN JOHNSTON, 4710 East 26th Street North, CPO Council Area "I" representative, stated that the CPO had made three recommendations. She said that they appreciated the effort of staff in making the letter of notification that goes out to the property owners in the notification area more readable. They support it very strongly. She said that they would also like to continue their recommendations of increasing the zoning notification period from 2 to 3 weeks. They realize there is a problem in scheduling. She said her Council meets twice a month and most CPO Councils, when an item comes up which needs to be taken care of, will meet more often. So it was not a matter of needing to meet every two weeks. She said that their bylaws required them to meet twice a month.

JOHNSTON stated that the last recommendation they made, and it was approved almost unanimously by all of the CPO Neighborhood Councils and the Zoning Notification Committee, was that signs be used on properties that were to be rezoned. Signs, according to the studies made by Planning staff and by the CPO Council, are not a major problem. She said there were three cities in both studies that said they had minor problems of vandalism. JOHNSTON said the fact was that for many zoning cases, even though the zoning notification area has been increased in many cases to 1,000 feet or more, more residents should be informed.

CHUCK HARRIS, CPO Council Area "F" representative, said that he was one of the persons who did the extensive study to determine what was fact and what was fiction, because they had heard a little of both about signs. He said that a person who has ulterior motives in seeking

approval of a development plan often can see the potential aggravation if more people were notified and he would not want increased notification. He would want the least possible amount under the law. He said that a lot of the people have the actual belief that it is their right to do these things by virtue of their willingness to invest their money to start a project. They do not feel that it is the right of the public to know what they are doing. HARRIS said that was the reason why they went to work on this. He mentioned that there were a lot of people in their neighborhoods that have broached this very idea and said that they were not being informed about what was about to happen to them until after it had happened.

HARRIS said that was politics, and it will continue unless there is somebody who takes issue with the current procedures and advocates letting people have tools to work with to protect themselves. He did not feel there had been much advocacy from this Planning Department in that regard and even less from the Commission itself. He felt it was time they started realizing that public officials have duties, by law, to serve the public interest, should start thinking about how to be able to serve the public better. Signs just happen to be one of the things that they feel could be effective in informing the public. He urged the Commission, before they vote, to look at their consciences. He said that they were dealing with a lot more than the personal needs of certain business interests, developers, promoters, bankers and insurance people. They are involved now with something that involves the welfare of the community. He felt the protection of the community should be a consideration of this Council.

HOWARD BOYS, CPO Council Area "F" representative, stated that he felt that the matters that had been proposed could be simplified a little bit more. BOYS said that they see too many cases where people come in that did not get a notice. He said that there have been cases where the person who has the property also owns all the property up and down the block within 200 feet. He is the only person who gets an official notice. Signs would go beyond that, and would give the Commission a clue as to how the neighbors perceive a zone change. BOYS added in the early days of the CPO, they all felt that they were taking a negative approach. Now a great improvement has been added and he felt the CPO Council, by having people come in and talk to them, get a better idea of proposed projects. He said in having people come before them that they have found inconsistency between what the applicant said he wanted to build and what the City staff had given him permission to build. BOYS felt the sign business was beneficial.

LINDA PERKINS, 309 North Market, Chairperson of CPO Council Area "L" and also a member of the Zoning Notification Committee, stated that they would like three weeks notification time in order to give the neighborhood a chance to discuss the issue with each other. She said that they liked the reworded notice very well. She felt the signs were important to people who live outside the 200 foot notification area.

HANSEN commented that she would support a recommendation to the City Commission that they try the signs for a period of time. She asked Lakin if there was any cost figures relating to the signs.

LAKIN pointed out that in his memo of May 13, 1983, to the Commission, cost estimates were mentioned.

HANSEN said the basic cost of the signs does not trouble her as much as enforcement.

LAKIN said that if staff was required to put up the signs and check weekly to see if the sign is there, that was going to take additional money.

BAYOUTH felt that this item should have been on the agenda before the zoning cases were heard so that they could hear from both sides. They only have one side and that was CPO's. He wanted to make it clear that he still supports the present method of notification. He did not feel that signs would make much difference and did not feel that people six blocks away should have input on proposed rezoning.

LAKIN noted for the record that notification of this hearing was sent to the Board of Realtors and to the Homebuilders Association. He also noted that the question comes down to who legitimately has an interest in rezoning requests. He felt that there were two approaches to that. He said that the State statutes have defined where there is an interest and they have defined it rather narrowly as those owners with 200 foot. He said that the City Commission and Planning Commission have, in the past, said they think there are additional people who legitimately have an interest and therefore they have gone from 200 to 1000 foot notification for certain size tracts. LAKIN said the real issue before the Commission was were there other people who have a legitimate interest who are not being notified.

GARDNER felt that several things needed to be said. He said that on an annual basis the Planning staff produces a calendar that contains closing dates for both MAPC and Subdivision meetings. They have in addition to those meetings, meetings that they conduct with other Departments, in particular Engineering, to discuss the various elements of the cases that come before the MAPC. GARDNER said that because the State statute provides for the time period of notification, and because a large number of people are involved in the processing of the paperwork necessary to these cases, that the one group that was out of sync at this point was the CPO. He felt that it was something that could be rectified with an annual schedule change. He said that he understood the desire to be in better coordination but he did not think a three week notification period synchronizes everything as well as the present schedule. He felt that staff could accommodate within the existing time schedule a better arrangement for the CPO. This has been a problem since he was on the CPO several years ago. GARDNER said that the number of cases involved for that is a small problem compared to the number of cases the Planning Commission hears on an annual basis. He said that to his recollection, he was not sure they could afford the expense to make the system perfect. He felt they were dealing with a small number of cases that pose problems.

GARDNER stated that most people when they get a zone change notification do not really know what they have received from the postman. He said that people probably engage in changing their zoning less frequently than they engage in buying houses. So it is something that is new and strange and they are not well educated in terms of what the districts are, what the impact will be, or how it affects them. He said one thing, however, is very obvious, they are being notified that a change is being considered and discussed. GARDNER said, as a general rule that simple notification of a change being considered, is enough to alert them to the fact that something is occurring that could jeopardize their neighborhood. He said that people respond in one of two ways to the notification. They either become very concerned and call to ascertain what the scope and magnitude of the change is. That puts them at a juncture where they make one or more decisions. The second response is that they acknowledge the notice but are not concerned enough to call. He said that he would bet that the Planning staff does not receive a call for every notice they send out. He guessed that at least some of the people believe that they are not being significantly jeopardized enough to call and exhibit concern.

GARDNER said that those who do call respond in one or two ways. They can say, "I don't believe it proposes a hazard to me or is something that is of imminent nature that would concern me." GARDNER said that that was a minority group in terms of the number of people who show up at this hearing to say, "It isn't going to bother me and I'm

for it", or "it isn't going to bother me, I'm neutral". GARDNER said that the other response involves those people who are concerned, and come down to the meeting. They generally are opposed to the rezoning. He said that one would be absolutely amazed at the list of reasons upon which they base their opposition. Some are factual, many are totally hypothetical and a great number have a substantial emotional basis.

GARDNER said that most of the cases that come before this bench seem to be handled with a unanimous vote where there is not a significant amount of opposition from the neighborhood. He said he was not saying that all of the recommendations that tend to be peaceful are necessarily unanimous or reflect a common agreement, but it is the distinct minority of cases that cause controversy. GARDNER submitted that the notification system that they have today was sufficient to impact and totally stall out anybody's zoning change proposal until basic questions are answered and basic issues are dealt with. He felt the process presently works. He felt it was a good process, and felt that the Planning Commission was pretty conscientious. GARDNER said that the Commission does hear the issues, and by and large, they search deeply for resolution. They are not hesitate to talk to members of the City Commission about problems when they do concern them.

GARDNER said that he would like to submit that while other communities use signs, we have gotten along for several years without them being a necessity. GARDNER felt the process works. He said that they were talking about adding some additional regulation and technicalities to a process that already works pretty well. He did not feel sufficient reason has been demonstrated in terms of positive impact to justify the problems created by putting up signs.

GARDNER stated that he frankly felt that when people are forced to post a property, they create a situation where they stand out and are subject then to potential abuse by high emotion in the neighborhood. He submitted that a sign on someone's front yard has the capacity and the capability of being an aggravation to someone who says, "I am so fed up with that thing being up there and those people pursuing that, that I am going to do something about it." GARDNER did not feel that the Commission has really weighed that and although other communities have indicated it not being a problem, he was not sure how applicants in those cities view posting. He believed it to be a risk and he considered it a serious one. He felt that vandalism has become a heightened element in this world and unfortunately that might be something that would aggravate it. He felt that signs were not necessary.

GARDNER said that the new notice staff has proposed would very adequately address the neighborhood. He said that if a scheduling change is needed, it probably needs to come from the group who is expressing the concerns.

MOORE commented that the CPO's are a watchdog group, and if they are so concerned, that they can watch the newspaper for advertisements. Then if they think that someone ten blocks out of the way needs notification, let them do the notification. He said he still saw no purpose in changing.

WILSON said he was not in favor of the signs because of the added expense. He concurred with Commissioner Gardner. He felt the signs might create more problems than benefits.

LOFTON agreed. He did not think signs were necessary.

CHISHOLM said that the system was not perfect. He said that he has looked at some of cities that have utilized the signs, and he still did not see that it would be much more beneficial. He said that he objected to the fact that for some reason people constantly try to put the Planning Commission and the CPO's in adversarial situations. He said that he felt that they were working together to accomplish the desired end result. The demands on the CPO's and on this Commission

are extensive. CHISHOLM said from his point of view he would be totally dependent on the staff as far as the timing of notices. He felt the form has been adequately addressed and he was anxious to see it work. He said that he was opposed to signs.

HANSEN commented that the Planning Commission has the paper in front of them that shows that almost every CPO Council in the community feel that signs would be a help to them. She said that it seems to her there must be some perception that people are not getting notified or they would not have come to the Commission again and again saying "what are you going to do about it". She said that she would like to see them give signs a chance.

BAYOUTH asked if the CPO was trying to tell the Commission that they were not getting a complete hearing before the Planning Commission.

COLLEEN JOHNSTON said that she did not feel that any of the CPO's were saying that they were not getting fair hearings before the Commission; except when they have been told informally that the decision had already been made, and that their having an input was just an adjunct. JOHNSTON said that she knew when she came today that the majority of the Planning Commissioners were not going to accept signs. She said that they all disagree on different things sometimes and in different areas. She said that she did not feel that most of the CPO people who come before the Commission, or who send people before the Commission, feel that they get an unfair hearing.

BAYOUTH said that the procedural statement that he reads at each Commission meeting states that if people feel that they have had an unfair hearing they can submit it in writing to the City Commission. He said he has this feeling that CPO believes that the Commission is not giving the public what they want.

JOHNSTON said that if Bayouth was asking that as a question then, no, the Commission is not giving the CPO's what they want. She said the Commission rarely have 15 CPO's come before the Commission with a unanimous vote. In this case they have all but three of the CPO's unanimously supporting signs. Two of the other three have a concensus vote in support of signs. So there obviously is a large majority of the people who are elected to represent the neighborhoods of this city who feel that notification is not getting out where it needs be.

GARDNER commented that he understood the feeling of the CPO's that there should be additional notification. He felt it was possible to so praise a proposition that when one goes forth to solicit support for doing something better that it is almost impossible for people to be opposed to that concept. He said he has the feeling that that is what has happened on this issue. He said that he did not believe that the general knowledge of the members of the CPO was so expensive that they are aware of the length, duration or content of these meetings and the extent of public involvement which does occur. He felt that if they sat through several years of these meetings with the Commission they would have a better feeling or at least fewer pangs of conscious about whether the system was doing its job adequately.

BOYS said that Commissioner Gardner indicated earlier that he saw only the people coming here and that a lot of people got their notices and decided it would be an improvement. He felt that perhaps Gardner may have overlooked the fact that a lot of the people agree with the rezoning so they don't see them. He said that there could be a lot of people say that there is nothing that can be done about it and they don't come. BOYS asked if it would be possible to, as soon as an applicant indicates that he wants to change the zoning on a property, he indicate to the CPO that this is taking place. He said that perhaps even putting a sign up at that time would be helpful. Then

maybe they could make some suggestions on how to improve it for the benefit of the developer rather than putting the CPO in a position where they take a negative attitude that everything that comes up for a zoning change was no good. He asked if the Commission felt that a year's trial of using signs would be acceptable to see if they work. BOYS asked the Commission if they ever have someone call them ahead of time and say "this is coming up, can I depend upon your vote."

GARDNER responded that he received calls from people, ranging from those who are thinking about zoning cases to people who are actively involved in neighborhoods in opposition to zone cases. He said that he was sensitive as to whether or not he was willing to give someone a prior commitment on a case. He said that even though he may have feelings and opinions based upon knowledge of the case, the neighborhood and surroundings, that he felt that making commitments to people before hand to some degree indicates a prejudice and whether or not he goes in with an open mind. He said that is something that he feels strongly about.

GARDNER said the aspect of trying something for a year leaves him cold. He said there are a dozen operations around this city that they took on trying for a year and they cannot shake them. He said that he did not know how they begin to curtail things bugetarily unless they just learn to say no. GARDNER said he frankly sees this as one of those areas where somebody ought to say "no".

GARDNER said he did not believe that the people who receive notices are bashful about coming down and talking to the Commission. Whether or not they have their full say together when they hit the CPO is not for him to judge. But everybody and his brother is anxious to come down and provide input on major parcels and proposals without hesitation. He said he did not see them having a problem or difficulty there in needing to go out and beat the bushes to get more people in.

CHISHOLM stated that it was not frequent but sometimes, where there is a problem with one of the cases coming before the Commission that long before he knows it exist he gets telephone calls from opponents as well as proponents.

**MOTION:** That the Planning Commission recommend to the City Commission the following:

1. That the current notification schedule used by MAPD remain the same. They also suggested that CPO may want to investigate the possibility of holding meetings every two weeks instead of twice a month.
2. Endorsed the use of a revised notice that includes a may for notifying area property owners.
3. That posting property not be required and that no further consideration be given to the use of signs.

Gardner moved, Chisholm seconded and it carried with a vote of 7 in favor (Gardner, Chisholm, Bayouth, Lofton, Moore, Parsons and Wilson) and 1 opposed (Hansen). Goebel was absent. One vacancy.

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**THE CITY OF WICHITA**

OFFICE OF CITIZEN PARTICIPATION

DATE May 17, 1983

TO Robert Lakin, Director of Planning

FROM Clemencia L. Prieto, Administrative Aide III

SUBJECT CPO Zone Change Notification  
Recommendations

On Tuesday, May 10th, the CPO Zone Change Notification Committee met to review its June 8th, 1982 proposals and the Notice of Public Hearing redesigned by Planning staff, prior to the May 19th MAPC formal consideration.

The Committee was unanimous in 1) continuing its recommendation to increase the notification period from two to three weeks; 2) supporting the "Notice of Public Hearing" as redesigned by Planning Department staff, with the addition of lot footage under the Legal Description, as it is presently done; 3) recommending the use of signs on property to be rezoned.

The Committee is not recommending publication of the zone change notice in the Eagle-Beacon newspaper.

Attached for your information is a memo listing the actions and or comments by CPO Councils on the Council "F" Zone Change Notification Study.

The Committee asked to go on record as recognizing the need for expanding the notification area.

Please provide the Committee's recommendation to the MAPC prior to its May 19th meeting. If you have any questions, please call me at 268-4516.

*Clemencia L. Prieto*  
Clemencia L. Prieto  
Administrative Aide III

CLP:dm

Attachments

RECEIVED  
MAY 17 1983  
METROPOLITAN PLANNING  
ROUTE  \_\_\_\_\_  
 \_\_\_\_\_

THE CITY OF WICHITA  
OFFICE OF Citizen Participation

DATE April 18, 1983

TO CPO Council "F"

FROM Dean Kruthof, Administrative Aide III

SUBJECT Council "F" Zone Change Notification  
Study.

Listed are the actions and/or comments by other CPO Councils concerning the Council "F" Zone Change Notification Study.

Area "A" - Voted 5-0 to support.

Area "B" - No vote was taken. The consensus of the Council was to support the study.

Area "C" - Took no action on the study.

Area "D" - Voted 8-0 to support.

Area "E" - Voted 6-0 to support.

Area "G" - Voted 5-0 to support.

Area "H" - Voted 5-0 to support.

Area "I" - Voted 5-0 to support.

Area "J" - Consensus of the Council was to take no action. Some members indicated they did support sign notification and some indicated they were opposed to the use of signs.

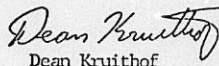
Area "K" - Voted 5-0 to support.

Area "L" - No vote was taken. The consensus of the Council was to support the study.

Area "M" - Voted 6-0 to support.

Area "N" - Voted 8-0 to support.

Area "O" - No vote was taken. The consensus of the Council was to support the study.

  
Dean Kruthof  
Administrative Aide III

DK:pk

May 23, 1983

Colleen Johnston, CPO Chairperson

Jack H. Galbraith, Chief Planner, Current Plans

DR 82-18 CPO Zone Change Notification Committee Proposals

On May 19, 1983, the MAPC considered the three proposals for changes to the notification procedures submitted by your committee in 1982. Their action was to recommend the following:

1. That the current notification schedule used by MAPD remain the same. They also suggested that CPO may want to investigate the possibility of holding meetings every two weeks instead of twice a month.
2. Endorsed the use of a revised notice that includes a map for notifying area property owners.
3. That posting property not be required and that no further consideration be given to the use of signs.

This matter will be forwarded to the Board of City Commissioners for consideration at their regular meeting on June 14, 1983. This meeting to be held in the City Commission Meeting Room, First Floor, City Hall, 455 North Main, Wichita, Kansas. We would remind you that Planning items are considered after all other matters of business.

If you have any questions concerning this matter, please contact our office.

Sincerely yours,

Jack H. Galbraith  
Chief Planner

JHG:ADC:sad

cc: Clemencia Prieto, CPO Aide  
Howard Boys, CPO Chairperson  
Chuck Harris, CPO Chairperson  
Linda Perkins, CPO Chairperson  
Wichita Area Builders Association, 730 North Main, Wichita 67203  
Wichita Board of Realtors, 407 South Oliver, Wichita 67218

**THE CITY OF WICHITA**

**OFFICE OF**            **CITIZEN PARTICIPATION**

**DATE** May 17, 1983

**TO** Robert Lakin, Director of Planning

**FROM** Clemencia L. Prieto, Administrative Aide III

**SUBJECT** CPO Zone Change Notification  
Recommendations

On Tuesday, May 10th, the CPO Zone Change Notification Committee met to review its June 8th, 1982 proposals and the Notice of Public Hearing redesigned by Planning staff, prior to the May 19th MAPC formal consideration.

The Committee was unanimous in 1) continuing its recommendation to increase the notification period from two to three weeks; 2) supporting the "Notice of Public Hearing" as redesigned by Planning Department staff, with the addition of lot footage under the Legal Description, as it is presently done; 3) recommending the use of signs on property to be rezoned.

The Committee is not recommending publication of the zone change notice in the Eagle-Beacon newspaper.

Attached for your information is a memo listing the actions and or comments by CPO Councils on the Council "F" Zone Change Notification Study.

The Committee asked to go on record as recognizing the need for expanding the notification area.

Please provide the Committee's recommendation to the MAPC prior to its May 19th meeting. If you have any questions, please call me at 268-4516.

*Clemencia L. Prieto*  
Clemencia L. Prieto  
Administrative Aide III

CLP:dm

Attachments

**RECEIVED**

MAY 17 1983

METROPOLITAN PLANNING  
ROUTE  \_\_\_\_\_  
 \_\_\_\_\_

THE CITY OF WICHITA  
OFFICE OF Citizen Participation

DATE April 18, 1983

TO CPO Council "F"

FROM Dean Kruthof, Administrative Aide III

SUBJECT Council "F" Zone Change Notification  
Study.

Listed are the actions and/or comments by other CPO Councils concerning the Council "F" Zone Change Notification Study.

Area "A" - Voted 5-0 to support.

Area "B" - No vote was taken. The consensus of the Council was to support the study.

Area "C" - Took no action on the study.

Area "D" - Voted 8-0 to support.

Area "E" - Voted 6-0 to support.

Area "G" - Voted 5-0 to support.

Area "H" - Voted 5-0 to support.

Area "I" - Voted 5-0 to support.

Area "J" - Consensus of the Council was to take no action. Some members indicated they did support sign notification and some indicated they were opposed to the use of signs.

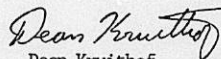
Area "K" - Voted 5-0 to support.

Area "L" - No vote was taken. The consensus of the Council was to support the study.

Area "M" - Voted 6-0 to support.

Area "N" - Voted 8-0 to support.

Area "O" - No vote was taken. The consensus of the Council was to support the study.

  
Dean Kruthof  
Administrative Aide III

DK:pk

WICHITA-SEDGWICK COUNTY

DATE  
May 13, 1983

**METROPOLITAN AREA PLANNING DEPARTMENT**

**TO** Metropolitan Area Planning Commission  
**FROM** Robert A. Lakin, Director of Planning  
**SUBJECT** DR 82-18 - Changes to Notification Procedures on Rezoning requests.

BACKGROUND:

In June 1982, CPO staff sent a memo (see attachment A) to me regarding proposed changes to notification procedures for zone change requests. The CPO Zone Change Notification Committee endorsed three specific proposals for discussion with the MAPC. The proposals were: 1) Increase the notification period from two to three weeks in order to provide more review time and to eliminate occasional conflicts with meeting schedules; 2) Modify the notice to area property owners and the notice published in the paper; and 3) Placement of signs on property proposed to be rezoned.

On July 15, 1982, the MAPC held an informal meeting to discuss the CPO Committee's proposals. In addition to MAPC members and MAPD staff, there were representatives from the CPO Committee and CPO staff present. Prior to discussion of the three proposals, the State Statutes regarding notification were reviewed as were the current notification procedures used by the City. In regard to increasing the notification time, it was decided to notify the CPO staff as soon as possible so that if there were conflicts in meeting dates, notices could be mailed earlier. During the past months there have only been a few schedule conflicts and I believe that area residents were notified about the zone case prior to the CPO meeting. To extend the notice time increases processing time and cost to development, this has been objected to previously by the MAPC. I feel that the current method of notifying CPO staff has worked successfully.

Much of the discussion dealt with modifying the notice sent to area residents. It was suggested that the mailed notice be written in simpler language and a map added. Everyone agreed that the addition of a map would be very helpful for the people receiving the notice in identifying the property proposed for rezoning. A revised notice (see attachment B), with a map, was distributed to you prior to the April 21, 1983 informal session. Other than a few suggestions about minor changes, everyone who has seen the revised notice feels that it will provide a better notice. As I stated in my April 14, 1983 memo, we intend to begin using the revised notice around the middle of June.

There was also some discussion about including a map in the legal advertisement published in the paper. Although I initially supported that suggestion, it became apparent that adding a map would become very costly. It was felt that the map should be published in the Wichita Eagle-Beacon. If a map was published in the Eagle-Beacon, our costs would have increased 5.5 times to approximately \$130 per case. Maps published in The Daily Record would have been less expensive but would not be seen by the general public.

Another major item of discussion concerned the posting of property proposed to be rezoned with a sign. I stated that the potential problems with signs (vandalism, verification of posting, cost, staff time, etc.) would outweigh the benefits of posting (increased public awareness, identification of property, etc.). Although there was no clear consensus on whether or not signs should be used, a majority of the Planning Commissioners present at the July 1982 informal meeting felt that signs were not needed.

It was suggested that other cities be surveyed about the use, cost and effectiveness of posting property. During the latter part of the summer we requested information from planning schools, Planning Advisory Service, and several cities and counties that post property. The information received is shown on attachment C. Also included in attachment C is information CPO staff received from a similar survey. Attachment D is the information CPO Council "F" presented to the City Commission on April 26, 1983. Both surveys report favorably the use of signs with no significant abuses occurring.

On April 21, 1983 a second informal MAPC meeting was held. MAPD staff, CPO staff and CPO representatives were in attendance. As was stated above, everyone thought that the revised notice would provide a more meaningful notice. Much of the discussion was about the advantages and disadvantages of posting property. Two of the CPO representatives felt that signs were needed so that people living in the area, but not within the notification area, could be aware of pending rezoning cases. They felt that the cost of the signs and the amount of staff time needed to handle the signs would not be significant. While no consensus was reached on the need for signs, it was decided to place the CPO proposals on a formal MAPC agenda for recommendation to the City Commission.

COST:

One of the items discussed has been the cost of new notices and the cost of signs. We have estimated that the new notices would cost approximately \$277 per year, versus \$96 per year for the existing notices. The cost was figured on an average of 35 notices per case with 150 City zoning, County zoning, Conditional Uses and C.U.P.'s per year. The primary reason for the increase is that the new notices will require xeroxing of both sides, while the existing notice is run off on a ditto machine. In addition, there will be additional staff time required to prepare the map and to xerox the notices. I view this cost to be relatively insignificant.

In 1982, my staff prepared a cost estimate of approximately \$2,400 for purchasing 100 signs. The signs were a "real estate" type metal sign and included replaceable vinyl strips to show the proposed zoning. It was anticipated that City Staff would be responsible for placing the signs on the property and for insuring that they stayed on the property.

We also priced less permanent signs similar to CPO's suggestion. An applicant could be required to place a posterboard (coated with a weather protector) sign on the property. The sign would state that there is a proposed rezoning and give the MAPD telephone number to call for information. Cost of purchasing 100 of the printed 22"x36" signs has been estimated at \$257. The applicant would then be required to either nail the sign (or signs as determined by MAPD) to a structure or put it on stakes in a front or side yard. The cost here is relatively insignificant as long as the applicant is responsible for posting. The costs occur if staff is to check for compliance either initially or during the proceedings. There will also be applicant cost in time (to post) and delay if any deferrals occur due to lack of, improper or removed posting.

SUMMARY:

Judging from the discussions and meetings over the past year, it seems that of the three CPO proposals the timing of notices and posting of property are still unresolved. I believe the coordination between MAPD and CPO staffs appears to be satisfactorily dealing with scheduling conflicts.

The revised notice that incorporates a map has been well received and we will begin using it in June.

No agreement, either formally or informally, has been reached on the use of signs. CPO representatives strongly feel that posting property would result in significant benefits by increasing the public's awareness of proposed rezonings. As I have stated before, I do not feel that posting property will significantly improve the quality or meaningfulness of our notice procedures. This is based on my observation of public attendance and interest in zoning cases heard by MAPC. If the MAPC and BCC want posting, we will work with CPO and the Legal Department to develop a policy and/or ordinance to implement it.

BCC ACTION:

CPO Council "F" made a formal presentation to the City Commission on April 26, 1983 regarding the posting of property proposed to be rezoned. A copy of the material presented to the City Commission was also distributed at the April 21 informal MAPC meeting. Attachment D is a table summarizing the data Council "F" collected. The action of the City Commission was to refer the item to the MAPC for study and recommendation.

RECOMMENDATIONS:

This should be sent to the BCC with CPO Council "F"'s recommendation for a policy decision. I would recommend that the current notification timing be continued and that MAPC work with CPO staff to handle the occasional scheduling conflicts. I would recommend approval of the new form of written notice.

Although I am not recommending "posting", if the Commission desires to use this technique, I would recommend that we be asked (after the BCC concur) to draft a written policy and/or ordinance change. Features of the policy would be:

- Posterboard signs.
- Number to be posted.
- Time for posting.
- Posting responsibility to applicant.
- Removal policy after hearing on case.

RECOMMENDED ACTION:

The MAPC should make recommendations on each of the issues

1. Timing of notices
2. Form of written notices
3. Posting on site of notice

*Robert A. Lakin* 

Robert A. Lakin  
Director of Planning

RAL:ADC:el  
Attachments

cc: Clemencia Prieto, CPO Aide  
Colleen Johnston  
Howard Boys  
Chuck Harris  
Builders Association  
Board of Realtors

Attachment A

**THE CITY OF WICHITA**

OFFICE OF CITIZEN PARTICIPATION

DATE June 18, 1982



TO Robert Lakin, Director of Planning

FROM Shirley Mast, Administrative Aide III

SUBJECT CPO Zone Change Notification  
Committee Proposals

As you know, the CPO Zone Change Notification Committee has been meeting during the last year, to discuss concerns regarding the notification procedure on zone change request and possible alternative and/or supplemental notification methods.

At the Committee's June 8th meeting, three proposals were endorsed for presentation to the MAPC in informal session prior to being presented for formal consideration.

- 1) Increase the notification period from two to three weeks. The Committee contended that this would allow residents of the area and the CPO Councils more time to study the proposed zone change(s), as well as eliminate the occasional scheduling problems which occur with those CPO Councils that meet on the first and third Thursday of each month.
- 2) Modified notice to adjoining property owners that will use language understandable to the average reading citizen and include a map of the area to be rezoned, plus publication of the zone change notice in the Eagle-Beacon Newspaper in the same format.
- 3) Placement of signs on property to be rezoned (responsibility of the applicant). The City could lease the signs, the applicant would be required to pay a deposit (part of application process). The sign(s) would remain on the property being rezoned during the 3 week notification period or until the final disposition of the case (i.e. the matter is disposed of by the City Commission). The sign(s) would be visible from both directions of traffic and contain general information, "this property to be considered for rezoning, call MAPD # for more information."

Please advise the Committee of a time when the proposals can be discussed with the MAPC in informal session. Committee representatives will be in attendance of the scheduled meeting to discuss the proposals and respond to questions.

If you have questions, please contact me at 4516.

*Shirley Mast*  
Shirley Mast  
Administrative Aide III

SM:dm

Noted:

*Sarah L. Gilbert*

Sarah Gilbert  
CP Coordinator

cc: Jack Galbraith, Chief Planner

WICHITA-SEDCWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION  
CITY HALL, TENTH FLOOR, 455 NORTH MAIN STREET  
WICHITA, KANSAS 67202-1688

NOTICE OF PUBLIC HEARING

Case No. Z-0000

Location: Generally located at the southeast corner of 27th Street North and Arkansas.

Address: Approximately 2760 Arkansas

Request: To change the existing "A" Two-Family zoning to the "BB" Office district on property legally described on the back of this notice.

A public hearing to consider the above noted request has been scheduled before the Wichita-Sedgwick County Metropolitan Area Planning Commission (MAPC),

On Thursday, March 24, 1983.

The hearing will begin at 1:30 p.m. in the City of Wichita City Commission Meeting Room, First Floor, City Hall, 455 North Main, Wichita, Kansas.

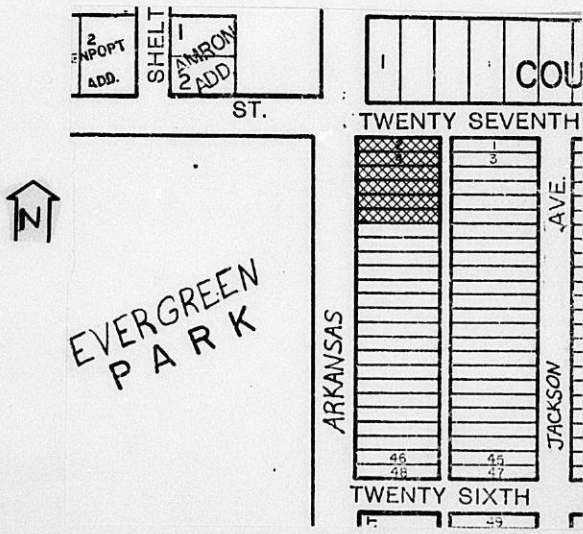
As an owner or occupant of property in the area, you have the right to appear at the MAPC meeting either in person or by agent or attorney, to support or oppose this request. If you have no interest or objection to the requested change, you have no obligation to appear at the public hearing.

The Citizen Participation Organization (CPO) neighborhood council will consider this case for the purpose of making a formal recommendation to the MAPC and City Commission. If you have an interest in this case, you are encouraged to express your opinions at your CPO Council meeting. The date, time and location of the CPO meeting may be obtained by calling 268-4516.

If you have any questions or wish additional information, please call 268-4421.

WICHITA-SEDCWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

APPLICATION  
AREA



SEE REVERSE SIDE

LEGAL DESCRIPTION OF THE AREA PROPOSED TO BE CHANGED

CASE NO. Z-0000

Zone change from the "A" Two-Family Dwelling District to the "BB" Office District

Lots 2, 4, 6, 8, 10, 12, on Arkansas, McTaggarts Addition to Wichita, Sedgwick County, Kansas. Generally located at the southeast corner of 27th Street North and Arkansas.

Most Restrictive



Least Restrictive

DISTRICT	NAME OF DISTRICT AND USES PERMITTED (FOR COMPLETE REGULATIONS AND EXCEPTIONS - SEE TEXT OF ORDINANCE)	
AA	ONE FAMILY DWELLING	One Family Dwellings, Parks, Schools, Golf Courses, Nurseries, Farming, Truck Gardening, Churches
A	TWO FAMILY DWELLING	Uses Permitted in "AA" District and Two Family Dwelling, Care Homes (5 & Less)
RB	FOUR FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Four Family Dwellings
R-5	GENERAL RESIDENCE DISTRICT	Any Use Permitted in the "A" District and Multiple Family Dwellings
R-6	GENERAL RESIDENCE DISTRICT	Uses permitted are identical with those in the "R-5" District
B	MULTIPLE FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Multiple Family Dwellings, Boarding and Lodging Houses, Hospitals, Greenhouses, Off Street Parking
BB	OFFICE DISTRICT	Any Use Permitted in More Restrictive Zones and General Offices, Medical Laboratories
OC	OFFICE COMMERCIAL	Offices, Limited Retail and Service Uses Operated Within a Building, and Residential Uses as Permitted in the "R-5" District
LC	LIGHT COMMERCIAL	Any Use Permitted in Residential and Office Zones and Purely Retail Business Operated Within a Building
C	COMMERCIAL	Uses Permitted in All Preceding Zones and Others not Offensive Because of Dust, Noise, Odor or Smoke
E	LIGHT INDUSTRIAL	All Industrial and Commercial Uses Except Those Most Offensive Because of Noise, Dust, Smoke, Odors and Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts
F	HEAVY INDUSTRIAL	Any Use, Some Conditional Upon Specific Approval of City Commission Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts

Special Districts

D	CENTRAL BUSINESS DISTRICT	Any Use Permitted in More Restrictive Zones and Others Not Offensive Because of Dust, Noise Odor, Smoke or Fire Danger
G	MOBILE HOME	Mobile Home Park When Complying With Title 26 of the City Code, Schools, Churches, Parks, Day Nurseries, Home Occupations
U	UNIVERSITY	Universities, Colleges, Seminaries and other institutions of learning and related uses
CUP	COMMUNITY UNIT PLAN	Shopping Center/Residential Permits Those Use Groups Approved as Part of a Total Development Plan

## STUDY RESULTS

<u>CITY/POPULATION</u>	<u>NEWSPAPER</u>	<u>SIGNS</u>	<u>LETTERS</u>	<u>NOTIFICATION DISTANCE</u>
1. Albuquerque, New Mexico - 331,767	0	0	0	100 ft.
2. Alexandria, Louisiana - 51,565	0	0		100 ft.
3. Beckley, West Virginia - 19,884	0			
4. Birmingham, Alabama - 284,413	0		0	500 ft.
5. Boise, Idaho - 102,451	0	X	0	300 ft.
6. Flint, Michigan - 159,611	0	X	0	300 ft.
7. Fresno, California - 218,202		0	0	300 ft.
8. Jackson, Mississippi - 202,895	0	0	0	160 ft.
9. La Crosse, Wisconsin - 48,347	0		0	up to 1,000 ft.
10. Little Rock, Arkansas - 158,461	0	0	0	200 ft.
11. Louisville, Kentucky - 298,451	0	0	0	*
12. Memphis, Tennessee - 646,356	0		0	500 ft.
13. Minneapolis, Minnesota - 370,951		0	0	350 ft.
14. Orlando, Florida - 128,291	0	0	0	300 ft.
15. Peoria, Illinois - 124,160	0	0	0	200 ft.
16. Phoenix, Arizona - 789,704	0	0		
17. Portland, Oregon - 366,383	0	0	0	400 ft.
18. Reno, Nevada - 100,756	0	X	0	300 ft.
19. San Antonio, Texas - 785,880	0	0	0	200 ft.
20. Santa Barbara, California - 74,414	0	0	0	450 ft.
21. Sarasota, Florida - 48,868	0	0	0	250 ft.
22. Shreveport, Louisiana - 205,820	0	0	0	300 ft.
23. South Bend, Indiana - 109,727	0	0	X	
24. Syracuse, New York - 170,105	0	X	0	400 ft.
25. Tacoma, Washington - 158,501	0	0	0	100 ft.

0 - yes

X - no

\*Further explanation needed.

Information from Survey made  
by CPO Council "F".

## Attachment C

City or County	Posting Required	Size of Sign	Deposit or Cost	Who Posts	Days Before Hearing	Other Type of Notice	
						Mail	Newspaper
Lincoln, NE	Yes	18"x24"	None	City	8		X
Lancaster County, NE	Yes	24"x36"	Unk	Unk	5		X
Tulsa, OK	Maybe	9 Sq.Ft.	\$50	Sign Co.	20	X	X
Oklahoma City, OK	No					X	X
Kansas City, MO	Yes	17"x22"	None	Applicant	15	X	
St.Louis County, MO	Yes	20"x26"	None	County	15	X	
Denver, CO	Yes	24"x36"	None	Applicant	10	X	X
El Paso County, CO	Yes	2 Sq.Ft.	Unk	County	14	X	X
Dallas, TX	No	24"x36"	None	Applicant	10	X	X
Fairfax County, VA	Yes	32"x48"	None	County	15	X	
Montgomery County, MD	Yes	24"x36"	\$50	Applicant	3 days after filing		Unk
Prince George County, MD	Yes	Unk	\$25	County	30		X
Savannah, GA	Yes	30"x40"	\$2	Applicant	15		X
Topeka/Shawnee County, KS	No					X	X
Kansas City, KS	No					X	X

**THE CITY OF WICHITA**

OFFICE OF CITY MANAGER

DATE April 27, 1983

*RF*  
*Art*

TO Robert A. Lakin, Director of Planning  
FROM Robert G. Finch, Deputy City Manager

SUBJECT CPO "F" Recommendations for  
Notice to the Public of  
Proposed Zoning Changes

On April 26, 1983, Mr. Chuck Harris, CPO Area "F" Council member, appeared before the City Commission in behalf of a survey conducted by CPO "F" of zoning notice procedures used by other cities and to recommend that sign notification be a required part of public notification process for zoning changes in Wichita.

Because the matter of changes to notification procedures on zoning requests is now being considered by the Metropolitan Area Planning Commission (MAPC), the City Manager recommended that the matter be referred to the MAPC for study and recommendation. This action was directed by the City Commission.

Please bring the Area "F" CPO proposal to the attention of the MAPC for its formal action. A copy is enclosed.



Robert G. Finch  
Deputy City Manager

RGF/pd  
Attachment

**RECEIVED**

APR 27 1983

METROPOLITAN PLANNING

ROUTE

ELDON W. MEYER  
8814 BUNTING DRIVE  
WICHITA, KANSAS 67218  
April 20, 1983

TO: The Wichita Board of City Commissioners

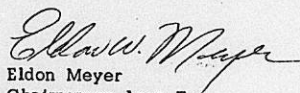
FROM: Area "F" C.P.O.

SUBJECT: Request for time under the City Managers agenda for the  
B.C.C. Meeting Tuesday, April 26, 1983.

1. Agenda Item -- Report of the Area "F" C.P.O.  
independent survey of 36 selected U.S. cities  
on their methods of notifying the public of proposed  
zoning changes.

Approximately 10 to 15 minutes will be needed.

Each Commissioner and the City Manager will have  
been provided a copy of the survey and C.P.O.  
Area "F's" position paper.

  
Eldon Meyer  
Chairperson Area F

REFERENCE: ITEM #1-CM  
AGENDA FOR: APR 26 1983

Position Paper of CPO Council "F"  
Regarding Zoning Notification Procedures

Background

In August, 1981, the CPO Councils began a study of the methods used by the City to notify neighborhood residents of proposed zoning changes. The goal of the CPO Zone Change Notification Committee was to determine possible changes in the notification procedure which would increase citizen awareness of proposed zoning changes.

Several steps to improve notification were developed by the Committee and reviewed by the Councils. These methods included an expansion of the area notified, increasing the length of time of notification, placing a notice in the Wichita Eagle-Beacon, and requiring the posting of signs on property under consideration for zoning.

In January, 1982, the committee met with Robert Lakin, Director of Planning, and Jack Galbraith, Chief Planner-Current Plans, to review the proposals. From that meeting the Committee endorsed the newspaper notification and the increase in notification length. In June, 1982, the Committee also endorsed the sign posting requirement.

Members of the Committee met with the Metropolitan Area Planning Commission in July, 1982, to discuss the proposals previously endorsed. The MAPC asked its staff to study the proposals. The Committee is currently awaiting a report from the MAPC staff concerning alternative notification procedures.

Council "F" concern

CPO Council "F" took an active part in the CPO Zone Changes Notification Committee.

It was the consensus of the Council that the proposal for posting signs did not receive adequate consideration from the MAPC and its staff during the January and July meetings. In September, 1982, the Council undertook its own study, at members expense, of the use of signs in various cities. The purpose of the study was to determine the feasibility of the sign notification option.

#### Methodology

Council "F" selected 36 cities at random nationwide for the study. The Mayor of each city was sent a brief letter (attached) requesting information about the methods of notification used. The letter indicated that the Council was taking the survey to determine how widespread the use of signs was in various cities.

Of the 36 cities sent letters, 28 (78%) responded. Two cities (Harrisburg, Pennsylvania and Trenton, New Jersey) sent information unrelated to the survey and one (Houston, Texas) had no zoning ordinance, that left 25 (69%) cities sending usable responses.

#### Results

A table showing the responses is attached. A blank space in the table indicates that the respondent did not provide information concerning the specific method of notification. A blank should not be interpreted as a positive or negative response on the notification method.

Of the 25 cities responding, all indicated that they use some type of notification.

Delivered Notices - Twenty-one (84%) cities indicated they sent notices to adjoining property owners informing them of the proposed zone change. Twenty (80%) cities indicated the minimum notification distance which averaged 285.5 feet. Twelve (48%) indicated the notification length which averaged 15 days.

Newspaper Notices - Twenty-three (92%) indicated they printed the notice in a general circulation newspaper. Nine (36%) indicated the notification length which averaged 15 days.

Signs - Seventeen (68%) indicated the requirement that signs be posted on the property being considered for a zone change. Eight indicated the required posting length which averaged 12 days.

Of those who commented on the practicability of the use of signs, typical comments were: "No difficulty with destruction", "Few difficulties-usually due to erroneous real estate records", "No difficulties with signs", "Signs working well", "Signs sometimes subject to weather damage (hurricanes) or vandalism", "The posted notice has been very effective-public complaints now minimal".

Conclusion

Council "F" has, as a result of this survey, unanimously concludes and recommends that sign notification must be a part of the public notification process when zoning changes are applied for.

## STUDY RESULTS

<u>CITY/POPULATION</u>	<u>NEWSPAPER</u>	<u>SIGNS</u>	<u>LETTERS</u>	<u>NOTIFICATION DISTANCE</u>
1. Albuquerque, New Mexico - 331,767	0	0	0	100 ft.
2. Alexandria, Louisiana - 51,565	0	0		100 ft.
3. Beckley, West Virginia - 19,884	0			
4. Birmingham, Alabama - 284,413	0	X	0	500 ft.
5. Boise, Idaho - 102,451	0	X	0	300 ft.
6. Flint, Michigan - 159,611	0	X	0	300 ft.
7. Fresno, California - 218,202		0	0	300 ft.
8. Jackson, Mississippi - 202,895	0	0	0	160 ft.
9. La Crosse, Wisconsin - 48,347	0		0	up to 1,000 ft.
10. Little Rock, Arkansas - 158,461	0	0	0	200 ft.
11. Louisville, Kentucky - 298,451	0	0	0	*
12. Memphis, Tennessee - 646,356	0		0	500 ft.
13. Minneapolis, Minnesota - 370,951		0	0	350 ft.
14. Orlando, Florida - 128,291	0	0	0	300 ft.
15. Peoria, Illinois - 124,160	0	0	0	200 ft.
16. Phoenix, Arizona - 789,704	0	0		
17. Portland, Oregon - 366,383	0	0	0	400 ft.
18. Reno, Nevada - 100,756	0	X	0	300 ft.
19. San Antonio, Texas - 785,880	0	0	0	200 ft.
20. Santa Barbara, California - 74,414	0	0	0	450 ft.
21. Sarasota, Florida - 48,868	0	0	0	250 ft.
22. Shreveport, Louisiana - 205,820	0	0	0	300 ft.
23. South Bend, Indiana - 109,727	0	0	X	
24. Syracuse, New York - 170,105	0	X	0	400 ft.
25. Tacoma, Washington - 158,501	0	0	0	100 ft.

0 - yes  
X - no

\*Further explanation needed.

CPO ZONE CHANGE NOTIFICATION COMMITTEE ENDORSEMENTS

At the Committee's June 8th meeting, three proposals were endorsed for presentation to the MAPC in informal session prior to being presented for formal consideration.

1. Increase the notification period from two to three weeks. The Committee contended that this would allow residents of the area and the CPO Councils more time to study the proposed zone change(s), as well as accommodate the occasional scheduling problems which occur with those CPO Councils that meet on the first and third Thursday of each month.
2. Modified notice to adjoining property owners that will use language understandable to the average reading citizen and include a map of the area to be rezoned, plus publication of the zone change notice in the Eagle-Beacon Newspaper in the same format.
3. Placement of signs on property to be rezoned (responsibility of the applicant). The City could lease the signs, the applicant would be required to pay a deposit (part of application process). The sign(s) would remain on the property being rezoned during the 3-week notification period or until the final disposition of the case (i.e. the matter is disposed of by the City Commission). The sign(s) would be visible from both directions of traffic and contain general information, "this property to be considered for rezoning, call MAPD # for more information."

REPLY TO

ELDON W. MEYER  
5514 EUNTING DRIVE  
WICHITA, KANSAS 67218

Attachment #3

September 21, 1982

Dear Sirs:

Our city is in the process of determining the most cost-effective methods of notifying the public of proposed zoning changes.

We would appreciate knowing the procedures you use, whether or not signage is used to advertise, what difficulties, if any are incurred by use of signs, and what other means of notification are used.

Thank you for the information.

Respectfully yours,

Eldon W. Meyer  
Chairperson, Citizens  
Participation Organization  
Area F.

Informal 4/21/83

Howard Zayas  
Chuck Harris  
Callen Johnson  
Clemencia Prieto  
Ray Bruggeman  
Mike Lindeloh  
Schwartz  
Bechtel  
Jack  
pt  
RAL

Lakin had comments about notice, signs, etc.



Wilson - add something about "area resident  
has a right to appear"

Chuck Harris  
Howard Boyd  
Bob Finch  
Art Chambers

4/20  
in Major's office

didn't like way MAPC acted earlier

didn't hear anything from MAPD

thought that we did this because CPO's had  
acted on this

WICHITA-SEDGWICK COUNTY

DATE

April 14, 1983

**METROPOLITAN AREA PLANNING DEPARTMENT**

**TO** Metropolitan Area Planning Commissioners  
**FROM** Robert A. Lakin, Director of Planning  
**SUBJECT** DR 82-18 - Changes to Notification Procedures  
on Rezoning Requests.

Last year the MAPC met informally with CPO representatives to discuss possible changes to the procedures used to notify area residents of a public hearing on a rezoning request. The proposed changes included increasing the notification time by a week, including a map on the notice to adjoining property owners and posting a sign on the site being rezoned. At the informal meeting, there was a consensus that extending the notification time would not be significantly more beneficial than the present notification period.

We have redesigned the notice that is sent to adjoining property owners, primarily to include a map. A copy of the revised notice is attached. It has been shown to several Planning Commissioners, CPO Staff and others. Everyone who has seen it has felt that it is an improvement and will result in a more meaningful notice. We intend to start using the new notice within the next sixty days.

The third item that was discussed last year was the possibility of posting property being considered for a zoning change. Although there was considerable discussion about the cost and effectiveness of posting property, no consensus was reached. We have contacted other cities and counties that post property, for information regarding cost, size of sign, etc. A table summarizing the information is attached for your review.

All of the people we talked to thought that posting property was an effective means of notifying people about a proposed rezoning. The type of signs used ranged from a simple paper sign posted by the applicant, to metal signs posted by a sign company. Many of the cities and counties used a cardboard type sign stating that a rezoning was proposed and gave a telephone number to call for information. In every city and county except Dallas, there were either state or local requirements for posting.

In previous discussions I have stated that it did not seem that posting property would result in a more meaningful or

Page Two  
Metropolitan Area Planning Commissioners  
April 14, 1983

effective notice. The problems that I see associated with posting include cost of purchasing signs, maintenance, vandalism, and ensuring that the property is posted. I still have doubts that posting property would significantly increase the effectiveness of our notice procedure. The proof is in the neighborhood response we currently get at our public hearings. Before it is decided to post property, I would recommend that we evaluate our new notice for six months to see if additional types of notice are needed. At that time, the Planning Commission or City Commission may wish to post property on a trial basis. I can not at this time recommend additional procedures for posting, either by the applicant or ourselves.

I have advised the CPO Staff that the Planning Commission will have an informal session on April 21, beginning at 11:30 a.m. to discuss this matter. If any of the Commissioners have questions prior to the meeting, please feel free to call.

Robert A. Lakin  
Director of Planning

RAL:ADC:el

Attachments

cc: Shirley Mast, Interim CP Coordinator  
Clemencia Prieto, Administrative Aide III

WICHITA-SEDGWICK COUNTY  
 METROPOLITAN AREA PLANNING COMMISSION  
 CITY HALL, TENTH FLOOR, 455 NORTH MAIN STREET  
 WICHITA, KANSAS 67202-1688

NOTICE OF PUBLIC HEARING

Case No. Z-0000

Location: Generally located at the southeast corner of 27th Street North and Arkansas.

Address: Approximately 2760 Arkansas

Request: To change the existing "A" Two-Family zoning to the "BB" Office district on property legally described on the back of this notice.

A public hearing to consider the above noted request has been scheduled before the Wichita-Sedgwick County Metropolitan Area Planning Commission (MAPC),

On Thursday, March 24, 1983.

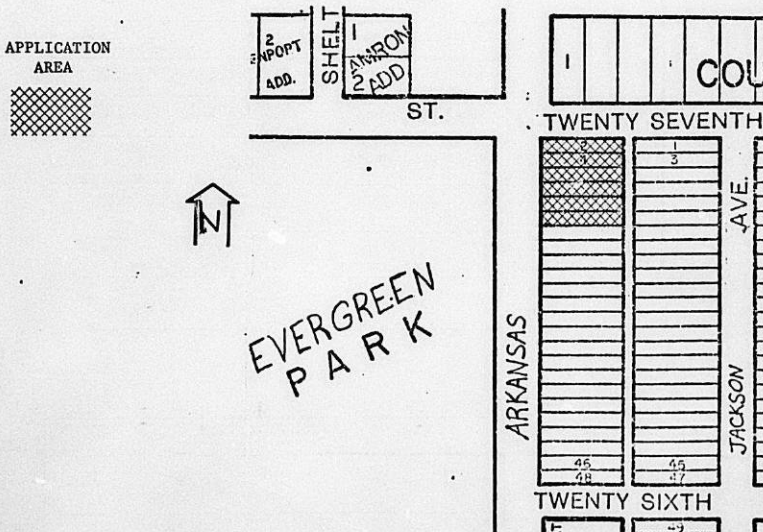
The hearing will begin at 1:30 p.m. in the City of Wichita City Commission Meeting Room, First Floor, City Hall, 455 North Main, Wichita, Kansas.

As an owner of property in the area, you have the right to appear at the MAPC meeting either in person or by agent or attorney, to support or oppose this request. If you have no interest or objection to the requested change, you have no obligation to appear at the public hearing.

The Citizen Participation Organization (CPO) neighborhood council will consider this case for the purpose of making a formal recommendation to the MAPC and City Commission. If you have an interest in this case, you are encouraged to express your opinions at your CPO Council meeting. The date, time and location of the CPO meeting may be obtained by calling 268-4516.

If you have any questions or wish additional information, please call 268-4421.

WICHITA-SEDGWICK COUNTY  
 METROPOLITAN AREA PLANNING COMMISSION



SEE REVERSE SIDE

LEGAL DESCRIPTION OF THE AREA PROPOSED TO BE CHANGED

CASE NO. Z-0000

Zone change from the "A" Two-Family Dwelling District to the "BB" Office District

Lots 2, 4, 6, 8, 10, 12, on Arkansas, McTaggart's Addition to Wichita, Sedgwick County, Kansas. Generally located at the southeast corner of 27th Street North and Arkansas.

Most Restrictive



Least Restrictive

DISTRICT	NAME OF DISTRICT AND USES PERMITTED (FOR COMPLETE REGULATIONS AND EXCEPTIONS - SEE TEXT OF ORDINANCE)	
AA	ONE FAMILY DWELLING	One Family Dwellings, Parks, Schools, Golf Courses, Nurseries, Farming, Truck Gardening, Churches
A	TWO FAMILY DWELLING	Uses Permitted in "AA" District and Two Family Dwelling, Care Homes (5 & Less)
RB	FOUR FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Four Family Dwellings.
R-5	GENERAL RESIDENCE DISTRICT	Any Use Permitted in the "A" District and Multiple Family Dwellings.
R-6	GENERAL RESIDENCE DISTRICT	Uses permitted are identical with those in the "R-5" District
B	MULTIPLE FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Multiple Family Dwellings, Boarding and Lodging Houses, Hospitals, Greenhouses, Off Street Parking
BB	OFFICE DISTRICT	Any Use Permitted in More Restrictive Zones and General Offices, Medical Laboratories
OC	OFFICE COMMERCIAL	Offices, Limited Retail and Service Uses Operated Within a Building, and Residential Uses as Permitted in the "R-5" District.
LC	LIGHT COMMERCIAL	Any Use Permitted in Residential and Office Zones and Limited Retail Business Operated Within a Building
C	COMMERCIAL	Uses Permitted in All Preceding Zones and Others not Offensive Because of Dust, Noise, Odor or Smoke
E	LIGHT INDUSTRIAL	All Industrial and Commercial Uses Except Those Most Offensive Because of Noise, Dust, Smoke, Odors and Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts.
F	HEAVY INDUSTRIAL	Any Use, Some Conditional Upon Specific Approval of City Commission Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts

Special Districts

D	CENTRAL BUSINESS DISTRICT	Any Use Permitted in More Restrictive Zones and Others Not Offensive Because of Dust, Noise, Odor, Smoke or Fire Danger
G	MOBILE HOME	Mobile Home Park When Complies With Title 26 of the City Code, Schools, Churches, Parks, Day Nurseries, Home Occupations
U	UNIVERSITY	Universities, Colleges, Seminaries and other institutions of learning and related uses
CU	COMMUNITY UNIT PLAN	Shopping Centers, Professional Permits Those Uses Permitted as Part of a Total Development Plan

City or County	Size of Sign	Deposit or Cost	Who Posts	Days before Hearing	Other Type of Notice
Lincoln, NE	18" X 24"	None	City	8	Newspaper
Tulsa, OK	9 sq. ft.	\$50	Sign Co.	20	Mail & Newspaper
Kansas City, MO	17" X 22"	None	Applicant	15	Mail
St.Louis County,MO	20" X 26"	None	County	15	Newspaper
Denver, CO	24" X 36"	None	Applicant	10	Mail & Newspaper
El Paso County, CO	2 sq. ft.	Unknown	County	14	Mail & Newspaper
Dallas, TX	24" X 30"	None	Applicant	21	Newspaper
Montgomery County,MD	24" X 36"	\$50	Applicant	3 days after filing	Unknown
Fairfax County, VA	32" X 48"	None	County	10	Mail
Prince George, MD	Unknown	\$25	City	30	Newspaper

FROM Chambers

DATE 4/12/83

**ADMINISTRATION**

- Lakin
- Walter
- Doramus
- Eubanks
- Hanson
- Henderson
- Lakin, E.
- Nelson
- Scott
- \_\_\_\_\_

**ADVANCE PLANS**

- Stockwell
- Schwartz
- Leivo
- Bechtel
- Curfman
- Dudark
- Flynn
- Hart
- Losew
- Shen
- Spain
- Vinson
- \_\_\_\_\_

**CURRENT PLANS**

- Galbraith
- Lytle
- Young
- Chambers
- Fleck
- Nagley
- Olivarez
- Shirkey
- McDonald

**GRAPHICS**

- Pierce
- Commer
- Crook
- Garland
- Singhal
- Whitney
- \_\_\_\_\_

*Shut her on Campbell.*

*go ahead w/ 2 posters more city to go w/ approved*

**REMARKS**

*run the new ideas into signa like need for election posters (see example on hand would run 2.57 ea. Do you want any examples for the inform?*

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Note & Return | <input type="checkbox"/> Signature   |
| <input type="checkbox"/> Handle        | <input type="checkbox"/> Library     |
| <input type="checkbox"/> All Staff     | <input type="checkbox"/> Information |
| <input type="checkbox"/> Comment       | <input type="checkbox"/> Files       |

35"

23"

PROPOSED REZONING  
FOR MOR INFORMATION  
CALL 208-442-  
- MAPC

need 2 photos

WICHITA-SEDGWICK COUNTY

DATE

METROPOLITAN AREA PLANNING DEPARTMENT

April 12, 1983

TO Robert A. Lakin, Director of Planning  
FROM Arthur D. Chambers, Senior Planner  
SUBJECT DR 82-18 - Notification Changes

Attached is a copy of a draft "notice to adjoining property owners" that has been shown to several Planning Commissioners and CPO Staff. They all believe that it is better than our existing notice and should work very well. If we use the revised notice, it will result in a higher cost because we will have to xerox both sides of the notice. It should not require too much more time to prepare the notice, however. The following table gives a breakdown of the costs for the new notice and the old notice. It does not include secretary's time to run copies.

Number of notices	Existing Notices	Revised Notices
10	.45	.80
35 (average)	.64 <sup>1.28</sup>	1.85 <sup>3.70</sup>
50	.75	2.20
100	1.12	4.10

We have been averaging 100 City zone cases per year with an average of 35 notices per case. Cost of the new notice, based on the average, would run \$185 per year versus \$64 per year if the ditto machine was used. The cost to the Department would be even more if we use a map on County zoning, conditional uses and C.U.P. I do not feel that adding a map to the notices for conditional uses or C.U.P.'s would be all that useful. If a map was needed, we could insert an extra sheet. If we add a map to City zone cases we probably should add a map to County zone cases.

*Of the map in  
the complex or  
out of need to  
put on notice  
we should  
leave a blank  
& add a sheet*

Also attached is a table listing cities and counties that post property that is being rezoned. Generally, the planners that I talked to, when compiling the information, felt that signs were effective and beneficial. An interesting item is that in Dallas posting is "voluntary", but the Planning Commission has been deferring cases if the property was not posted.

Page Two  
Robert A. Lakin  
April 12, 1983

Of the ten agencies surveyed, six handle the posting themselves. Three of the agencies receive additional money or a deposit for the sign. Several of the agencies said that their rezoning fees were high enough to cover the cost of the signs. The signs are all about the same size and are generally posted two or three weeks before the hearing.

After talking to several people, it seems that the best way to post property would be to have signs made out of poster board (coated with a weather protector) and given to the applicant to post. Gary is obtaining some estimates on 100 non-returnable signs. Basically, all they would do is state that there is a proposed rezoning and give a telephone number. I believe Gary estimated 100 "real estate" signs that would have more information and would be reusable and would cost approximately \$1400.

Personally, I would recommend that we try posting property for six months to see if anyone notices. After the six months an evaluation should be done to see if most people like posting, and then amend the zoning ordinance to require it. During the six months I would not post property involved in County cases, and maybe never.

I have attached a draft memorandum to the MAPC for an informal on April 21. Included in the memo is a possible schedule for the sign issue to be considered by CPO, MAPC and the BCC on a formal basis. If you have any questions or want to discuss this matter, just let me know.

*Arthur D. Chambers*  
Arthur D. Chambers  
Senior Planner

ADC:el

Attachments

*I'm not yet convinced.*  
*If we post, the County cases need it more than they since notices filed affect only few cases.*

D R A F T

Metropolitan Area Planning Commissioners

Robert A. Lakin, Director of Planning

DR 82-18 - Changes to Notification Procedures  
on Rezoning Requests.

Last year the MAPC met informally with CPO representatives to discuss possible changes to the procedures used to notify area residents of a public hearing on a rezoning request. The proposed changes included increasing the notification time by a week, including a map on the notice to adjoining property owners and posting a sign on the site being rezoned. At the informal meeting, there was a consensus that extending the notification time would not be significantly more beneficial than the present notification period.

We have redesigned the notice that is sent to adjoining property owners, <sup>primarily</sup> to include a map. A copy of the <sup>revised</sup> proposed notice is attached. It has been shown to several Planning Commissioners, CPO Staff and others. Everyone who has seen it has felt that it is an improvement and will result in a more meaningful notice. We intend to start using the new notice within the next sixty days.

The third item that was discussed last year was the possibility of posting property being considered for a zoning change. Although there was considerable discussion about the cost and effectiveness of posting property, no consensus was reached.

We have contacted other cities and counties that post property, for information regarding cost, size of sign, etc. A table summarizing the information is attached for your review.

All of the people we talked to thought that posting property was an effective means of notifying people about a proposed rezoning. The type of signs used ranged from a simple paper sign posted by the applicant, to metal signs<sup>y</sup> posted by a sign company. <sup>Most</sup> of the cities and counties used a cardboard type sign stating that a rezoning was proposed and gave a telephone number to call for information. In every city and county except Dallas, there were either state or local requirements for posting.

In previous discussions I have stated that it did not seem that posting property would result in a more meaningful or effective notice. The problems that I see associated with posting include cost of purchasing signs, maintenance, vandalism, and ensuring that the property is posted. I still have doubts that posting property would significantly increase the effectiveness of our notice procedure. Before it is decided to post property, I would recommend that we evaluate our new notice <sup>for</sup> after six months to see if additional types of notice are needed. At that time, the Planning Commission or City Commission may wish to post property on a trial basis.

I have advised the CPO Staff that the Planning Commission will have an informal session on April 21, beginning at \_\_\_\_\_ to discuss this matter. If any of the Commissioners have questions prior to the meeting, please feel free to call.

Robert A. Lakin  
Director of Planning

RAL:ADC:el

Attachment

cc: Shirley Mast, Interim CP Coordinator  
Clemencia Prieto, Administrative Aide III

City or County	Size of Sign	Deposit or Cost	Who Posts	Days before Hearing	Other Type of Notice
Lincoln, NE	18" X 24"	None	City	8	Newspaper
Tulsa, OK	9 sq. ft.	\$50	Sign Co.	20	Mail & Newspaper
Kansas City, MO	17" X 22"	None	Applicant	15	Mail
St.Louis County,MO	20" X 26"	None	County	15	Newspaper
Denver, CO	24" X 36"	None	Applicant	10	Mail & Newspaper
El Paso County, CO	2 sq. ft.	Unknown	County	14	Mail & Newspaper
Dallas, TX	24" X 30"	None	Applicant	21	Newspaper
Montgomery County,MD	24" X 36"	\$50	Applicant	3 days after filing	Unknown
Fairfax County, VA	32" X 48"	None	County	10	Mail
Prince George, MD	Unknown	\$25	City	30	Newspaper

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION  
CITY HALL, TENTH FLOOR, 455 NORTH MAIN STREET  
WICHITA, KANSAS 67202-1688

NOTICE OF PUBLIC HEARING

Case No. Z-0000

Location: Generally located at the southeast corner of 27th Street North and Arkansas.

Address: Approximately 2760 Arkansas

Request: To change the existing "A" Two-Family zoning to the "BB" Office district on property legally described on the back of this notice.

A public hearing to consider the above noted request has been scheduled before the Wichita-Sedgwick County Metropolitan Area Planning Commission (MAPC),

On Thursday, March 24, 1983.

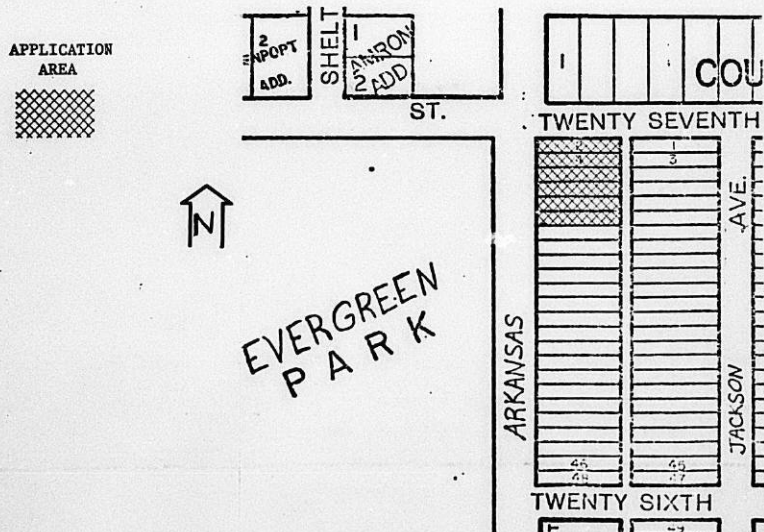
The hearing will begin at 1:30 p.m. in the City of Wichita City Commission Meeting Room, First Floor, City Hall, 455 North Main, Wichita, Kansas.

As an owner of property in the area, you have the right to appear at the MAPC meeting either in person or by agent or attorney, to support or oppose this request. If you have no interest or objection to the requested change, you have no obligation to appear at the public hearing.

The Citizen Participation Organization (CPO) neighborhood council will consider this case for the purpose of making a formal recommendation to the MAPC and City Commission. If you have an interest in this case, you are encouraged to express your opinions at your CPO Council meeting. The date, time and location of the CPO meeting may be obtained by calling 268-4516.

If you have any questions or wish additional information, please call 268-4421.

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION



SEE REVERSE SIDE

LEGAL DESCRIPTION OF THE AREA PROPOSED TO BE CHANGED

CASE NO. Z-0000

Zone change from the "AA" Two-Family Dwelling District  
to the "BB" Office District

Lots 2, 4, 6, 8, 10, 12, on Arkansas, McTaggarts Addition  
to Wichita, Sedgwick County, Kansas. Generally located  
at the southeast corner of 27th Street North and Arkansas.

Most Restrictive



Least Restrictive

DISTRICT	NAME OF DISTRICT AND USES PERMITTED (FOR COMPLETE REGULATIONS AND EXCEPTIONS - SEE TEXT OF ORDINANCE)	
AA	ONE FAMILY DWELLING	One Family Dwellings, Parks, Schools, Golf Courses, Nurseries, Farming, Truck Gardening, Churches
A	TWO FAMILY DWELLING	Uses Permitted in "AA" District and Two Family Dwelling, Care Homes (5 & Less)
RB	FOUR FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Four Family Dwellings.
R-5	GENERAL RESIDENCE DISTRICT	Any Use Permitted in the "A" District and Multiple Family Dwellings.
R-6	GENERAL RESIDENCE DISTRICT	Uses permitted are identical with those in the "R-5" District
B	MULTIPLE FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Multiple Family Dwellings, Boarding and Lodging Houses, Hospitals, Greenhouses, Off Street Parking
BB	OFFICE DISTRICT	Any Use Permitted in More Restrictive Zones and General Offices, Medical Laboratories
OC	OFFICE COMMERCIAL	Offices, Limited Retail and Service Uses Operated Within a Building, and Residential Uses as Permitted in the "R-5" District.
LC	LIGHT COMMERCIAL	Any Use Permitted in Residential and Office Zones and Purvey Retail Business Operated Within a Building
C	COMMERCIAL	Uses Permitted in All Precinct Zones and Others not Offensive Because of Dust, Noise, Odor or Smoke
E	LIGHT INDUSTRIAL	All Industrial and Commercial Uses Except Those Most Offensive Because of Noise, Dust, Smoke, Odors and Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts
F	HEAVY INDUSTRIAL	Any Use, Some Conditional Upon Specific Approval of City Commission Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts

Special Districts

D	CENTRAL BUSINESS DISTRICT	Any Use Permitted in More Restrictive Zones and Others not Offensive because of Dust, Noise, Odor, Smoke or Fire Danger
G	MOBILE HOME	Mobile Home Park When Complying With Title 26 of the City Code, Schools, Churches, Parks, Day Nurseries, Home Occupations
U	UNIVERSITY	Universities, Colleges, Seminars and other institutions of learning and related uses
CUP	COMMUNITY UNIT PLAN	Shopping Center/Residential Permits Use Groups Approved as Part of a Total Development Plan

WICHITA-SEDGWICK COUNTY

DATE  
December 9, 1982

**METROPOLITAN AREA PLANNING DEPARTMENT**

**TO** Jack H. Galbraith, Chief Planner  
Robert A. Lakin, Director of Planning

**FROM** Arthur D. Chambers, Senior Planner

**SUBJECT** DR 82-18 - Changes to notification procedures  
on rezoning requests.

After the informal meeting on July 15, 1982 between the MAPC and representatives of CPO, there were basically two issues to be looked into: 1. Revising the notification form sent to nearby property owners; and 2. Investigating the costs and effectiveness of posting the property being rezoned with signs. The other issue of increasing the notification time from two to three weeks has been resolved between MAPD and CPO staffs by CPO requesting early notice when they know that a CPO meeting will be held prior to our notices being sent out.

There were several comments made that the notices should be written so the "average" person can understand them. I have attached three different drafts of a possible revised notice. They all contain basically the same information and a map. In preparing the drafts I used the picture sheet map which seems to be the least time consuming way to include a map. The inclusion of the map will result in having to xerox the notices instead of using the ditto machine.

Example #1 contains most of the information that is on the current notice. Although the inclusion of the map helps, it still seems like there is too much information and that nothing has been gained. It is still difficult to pick out pertinent information such as meeting date, address, etc.

Examples #2 and #3 seem to be the easiest to read and pick out information. I would suggest that the meeting dates, times, zoning districts, be all caps or possibly in the orator type. One problem would be that we would have to run the legal on the back and xerox the front. Either form could be revised to put the legal on the front and some of the information, such as CPO on the back. However, for some cases the legal will be so long that it will need to be put on a separate sheet.

Eunice is compiling some cost figures on what it is costing us now and what it would cost us to send out a revised form. I feel that if the notice contains a map there would be little benefit gained by publishing a map in the paper. Plus, it

Page Two  
DR82-18  
December 9, 1982

would significantly increase our advertising costs.

If these examples are satisfactory, I will prepare a memo to CPO asking for their comments. After we receive their comments, I will prepare a memo to the MAPC for their approval of a revised notification form.

In regard to signs, I have information from thirteen Cities. Of the thirteen Cities, three do not require posting of property. I have attached a table with the information regarding signs that I have received. According to Shirley Mast one of the CPO Councils has obtained some information on signs and posting of property. If, and when I can get that information, I will add it to the table.

After reading the responses from the Cities and Counties, it appears that they are generally satisfied with the use of signs. The costs range from \$2 per sign (non returnable), posted by the applicant in Savannah, Georgia to Prince George's County spending \$9,080 on staff time and \$3,800 on supplies and maintenance. They also collected \$15,115 in fees during that year. Fairfax County has one staff person whose sole responsibility is to prepare, install and remove signs (for approximately 600 cases).

Personally, I feel that posting property would be beneficial, but only if the costs can be kept within reason. Gary indicated that the cost of 100 signs would be approximately \$2,400. If that money could be obtained from someplace other than our budget (CDBG, CPO) the cost to the department would be minimal if the applicant would be required to post the sign.

Before I proceed much farther on the sign issue, I would like some direction, such as should I work up some cost estimates on staff time, how the posting requirement would be adopted, etc. Also, I would like to know if we should try to schedule another informal with CPO or just try to resolve the issue by memo.

*Arthur D. Chambers*  
Arthur D. Chambers  
Senior Planner

ADC:el

Attachments

City or County	Posting required	Size of sign	Deposit or cost	Who posts	Days before hearing	Other type of notice
Lincoln, NE	Yes	Unknown	Unknown	Unknown	8	Newspaper
Lancaster County, NE	Yes	24"x36"	Unknown	Unknown	5	Newspaper
Tulsa, OK	Maybe	Sufficient size	Unknown	Unknown	20	Mail and newspaper
Kansas City, MO	Yes	Unknown	Unknown	Applicant	15	Mail
St. Louis County, MO	Yes	20"x26"	No	County	15	Newspaper
Montgomery County, MD	Yes	24"x36"	\$50/\$137.50 Returned	Applicant	3 days after filing	Unknown
Fairfax County, VA	Yes	32"x48"	No	County	15	Mail
Prince George, MD	Yes	Unknown	\$25	City	30	Newspaper
El Paso County, CO	Yes	2 Sq. Ft.	Unknown	County	14	Mail and newspaper
Savannah, GA	Yes	30"x40"	\$2	Applicant	15	Newspaper

WICHITA-SEDGWICK COUNTY  
 METROPOLITAN AREA PLANNING COMMISSION  
 CITY HALL, TENTH FLOOR, 455 NORTH MAIN STREET  
 WICHITA, KANSAS 67202-1688

Example No. 1  
 DRAFT

ZONING CHANGE NOTICE TO NEARBY PROPERTY OWNERS

This is a notice of a public hearing to be held to consider an application for a zone change on property in your area. The MAPC will consider the application at its meeting in the City Commission Meeting Room, City Hall, First Floor, 455 North Main, Wichita, Kansas, beginning at 1:30 p.m. on .

As an area property owner you have the right to appear at the MAPC meeting to support or oppose the application. If you desire to be heard at the MAPC meeting, you are invited to do so, either in person or by agent or by attorney. If you have no interest or objection to the application, you have no obligation to appear at the public hearing.

The Citizen Participation Organization (CPO) Neighborhood Council will consider the application for the purpose of making a formal recommendation to the MAPC and City Commission. If you have an interest in the application, you are encouraged to attend the CPO Council meeting. The date, time and location of the CPO meeting may be obtained by calling 268-4516.

If you have questions about the application, contact the Metropolitan Area Planning Department (MAPD) at 455 North Main, 10th Floor, Wichita, or call 268-4421.

CASE NO. Z-0000

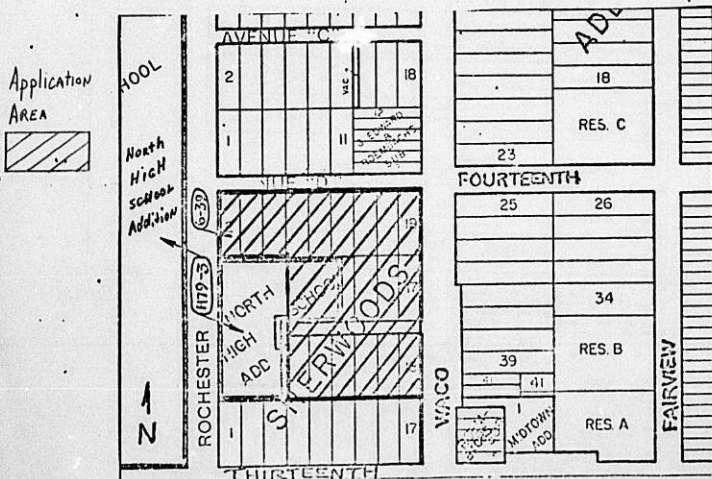
Generally located on the west side of Waco, in an area between 13th and 14th Street.

Zone Change from the "B" Multiple-Family Dwelling District to the "BB" Office District

Address: 1456, 58 & 80 on Rochester, and 1720, 22 & 24 on 14th Street.  
 Legal Description: Lots 2-4-6 on Ave. D, now 14th St., Sherwood Addition. AND

Zone Change from the "A" Two-Family Dwelling District, The "RB" Four-Family Dwelling District, The "B" Multiple-Family Dwelling District, The "BB" Office District and the "LC" Light Commercial District to the "LC" Light Commercial District

Address: 1520 N. Waco, 17, 11, 13, 16 & 18 on 14th Street and the Dillons parking lot on Ave. A.  
 Legal Description: Lots 8-10-12-14-16-18 on Ave. D, now 14th St., E 1/2 Lot 11, Lots 13-15-17 on Ave. A, Lots 8-10-12-14-16-18 on Ave. A, all in Sherwood's Addition, and that part of Lot 1, North High School Addition, lying east of the west line of Lot 8 on Ave. D, extended north (Sherwood's Addition).



Most Restrictive

Least Restrictive

Special Districts

DISTRICT	NAME OF DISTRICT AND USES PERMITTED (FOR COMPLETE REGULATIONS AND EXCEPTIONS - SEE TEXT OF ORDINANCE)	
AA	ONE FAMILY DWELLING	One Family Dwellings, Parks, Schools, Golf Courses, Nurseries, Farming, Truck Gardening, Churches
A	TWO FAMILY DWELLING	Uses Permitted in "AA" District and Two Family Dwelling, Care Homes (5 & Less)
RB	FOUR FAMILY DWELLING	Any Use Permitted in More Restrictive Zones any Four Family Dwellings.
R-5	GENERAL RESIDENCE DISTRICT	Any Use Permitted in the "A" District and Multiple Family Dwellings.
R-6	GENERAL RESIDENCE DISTRICT	Uses permitted are identical with those in the "R-5" District
B	MULTIPLE FAMILY DWELLING	Any Use Permitted in More Restrictive Zones and Multiple Family Dwellings, Boarding and Lodging Houses, Hospitals, Greenhouses, Off Street Parking.
BB	OFFICE DISTRICT	Any Use Permitted in More Restrictive Zones and General Offices, Medical Laboratories
LC	LIGHT COMMERCIAL	Any Use Permitted in Residential and Office Zones and Purely Retail Business Operated Within a Building
C	COMMERCIAL	Uses Permitted in All Preceding Zones and Others not Offensive Because of Dust, Noise, Odor or Smoke
E	LIGHT INDUSTRIAL	All Industrial and Commercial Uses Except Those Most Offensive Because of Noise, Dust, Smoke, Odors and Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts
F	HEAVY INDUSTRIAL	Any Use, Some Conditional Upon Specific Approval of City Commission Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts

D	CENTRAL BUSINESS DISTRICT	Any Use Permitted in More Restrictive Zones and Others Not Offensive Because of Dust, Noise Odor, Smoke or Fire Danger
G	MOBILE HOME	Mobile Home Park When Complying With Title 26 of the City Code, Schools, Churches, Parks, Day Nurseries, Home Occupations
U	UNIVERSITY	Universities, Colleges, Seminaries and other institutions of learning and related uses
CUP	COMMUNITY UNIT PLAN	Shopping Centers, Residential Permits, Those Use Groups Approved as Part of a Total Development Plan

Steps in processing a request for a zone change:

1. Notification of property owners in the area (this notice).
2. Neighborhood Citizen Participation Organization (CPO) meeting
3. Metropolitan Area Planning Commission (MAPC) meeting  
MAPC recommends to the Board of City Commissioners, that the application be approved or denied.
4. Board of City Commissioners (BCC) meeting to <sup>approve</sup> with MAPC recommendation, defer, or refer back to MAPC. Upon return of the case to the BCC, they may approve, deny, or modify the requested change

The MAPC meeting constitutes the "Public Hearing" on this matter, and therefore, the City Commission has adopted the following policy with regard to consideration of zoning change requests:

"All applications for change of zoning or amendments to the zoning text shall be based on the written record of the Planning Commission, including staff recommendations, which shall be forwarded to the City Commission. The Commission may inquire of staff, proponents or opponents for clarification of any matter before the Commission. Requests for introduction of new evidence or facts shall be in writing and filed with the City Clerk prior to the closing of the City Manager's Agenda (by 5:00 p.m., on the Wednesday preceding the scheduled Tuesday BCC hearing). In all cases where such requests are submitted, the Board of City Commissioners may refer said case to the Planning Commission for rehearing."

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION  
CITY HALL, TENTH FLOOR, 455 NORTH MAIN STREET  
WICHITA, KANSAS 67202-1688

↓  
Example No. 2  
DRAFT

NOTICE OF PUBLIC HEARING

Case No. Z-0000

Location: Generally located

Address:

Request: To change the existing " " zoning to the  
" " district on property legally described on  
the back of this notice.

A public hearing to consider the above noted request has been scheduled  
before the Wichita-Sedgwick County Metropolitan Area Planning Commission (MAPC).

*Begining* at 1:30 p.m.  
on Thursday,

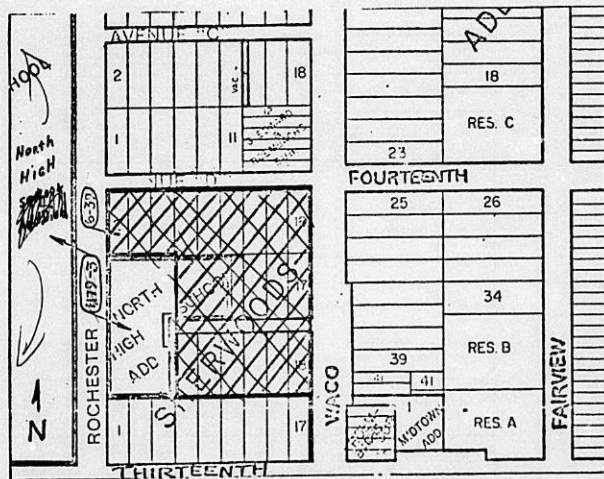
The hearing will be held in the City of Wichita City Commission Meeting  
Room, First Floor, City Hall, 455 North Main, Wichita, Kansas.

As a property owner, you have the right to appear at the MAPC meeting,  
either in person or by agent or attorney, to support or oppose this request.  
If you have no interest or objection to the requested change, you have no  
obligation to appear at the public hearing.

The Citizen Participation Organization (CPO) neighborhood council will  
consider this case for the purpose of making a formal recommendation to the  
MAPC and City Commission. If you have an interest in this case, you are  
encouraged to express your opinions at your CPO Council meeting. The date,  
time and location of the CPO meeting may be obtained by calling 268-4516.

If you have any questions or wish additional information, please call  
268-4421.

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION



Application Area

(OVER)

7/28/82

# LEGAL DESCRIPTION OF THE AREA PROPOSED TO BE CHANGED

CASE NO. Z-2276

## Zone Change from the "AA" One Family Dwelling District to the "A" Two Family Dwelling District

Beginning at the NW corner of Lot 2, Block 2, Northwest Village to Wichita, Sedgwick County, Kansas; thence parallel with and 50.00 feet distant from the centerline of Tyler Road, being the west line of the SW Quarter of Section 9, T 27 S, R 1 W of the 6th P.M., bearing a C°00'00" E, a distance of 439.00 feet to a point 64.02' south of the SW corner of Lot 1, Block 1, Northwest Village 3rd Addition to Wichita, Sedgwick County, Kansas; thence parallel with and 64 feet distant from the south line of said Lot 1 bearing S 88°40'55" E, a distance of 314.10 feet; thence bearing S 1°19'05" W, a distance of 438.93 feet to a point on the north line of said Northwest Village thence on the north line of said Northwest Village bearing N 03°40'55" W, a distance of 304.00 feet to the point of beginning.

Most Restrictive

Least Restrictive

Special Districts

*OCT*

DISTRICT	NAME OF DISTRICT AND USES PERMITTED (FOR COMPLETE REGULATIONS AND EXCEPTIONS - SEE TEXT OF ORDINANCE)
AA	ONE FAMILY DWELLING One Family Dwellings, Parks, Schools, Unit Lounges, Nurseries, Farming, Truck Gardening, Churches
A	TWO FAMILY DWELLING Uses Permitted in "AA" District and Two Family Dwellings, Care Homes (5 & Less)
RB	FOUR FAMILY DWELLING Any Use Permitted in More Restrictive Zones and Four Family Dwellings
R-5	GENERAL RESIDENCE DISTRICT Any Use Permitted in the "A" District and Multiple Family Dwellings
R-6	GENERAL RESIDENCE DISTRICT Uses permitted are identical with those in the "R-5" District
B	MULTIPLE FAMILY DWELLING Any Use Permitted in More Restrictive Zones and Multiple Family Dwellings, Boarding and Lodging Houses, Hospitals, Greenhouses, Off Street Parking
BB	OFFICE DISTRICT Any Use Permitted in More Restrictive Zones and General Offices, Medical Laboratories
LC	LIGHT COMMERCIAL Any Use Permitted in Residential and Office Zones and Purely Retail Business Operated Within a Building
C	COMMERCIAL Uses Permitted in All Preceding Zones and Others not Offensive Because of Dust, Noise, Odor or Smoke
E	LIGHT INDUSTRIAL All Industrial and Commercial Uses Except Those Most Offensive Because of Noise, Dust, Smoke, Odors and Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts
F	HEAVY INDUSTRIAL Any Use, Some Conditional Upon Specific Approval of City Commission Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts
D	CENTRAL BUSINESS DISTRICT Any Use Permitted in More Restrictive Zones and Others Not Offensive Because of Dust, Noise, Odor, Smoke or Fire Danger
G	MOBILE HOME Mobile Home Park When Complying With Title 26 of the City Code, Schools, Churches, Parks, Day Nurseries, Home Occupations
U	UNIVERSITY Universities, Colleges, Seminaries and other institutions of learning and related uses
CUP	COMMUNITY UNIT PLAN Shall apply under the Subdivision Ordinance and shall be subject to the same provisions as Part of a Total Development Plan

Example No. 3

DRAFT

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION  
CITY HALL, TENTH FLOOR, 455 NORTH MAIN STREET  
WICHITA, KANSAS 67202-1688

CASE NO. Z-0000. Generally located

Dear Property Owner:

An application to change the current zoning of the property legally described on the back of this notice to the district has been scheduled for a public hearing before the Wichita-Sedgwick County Metropolitan Area Planning Commission (MAPC). As an area property owner, you are invited to express your opinion at the MAPC meeting to be held on , beginning at 1:30 p.m. in the Wichita City Commission Meeting Room, First Floor, City Hall, 455 North Main, Wichita, Kansas.

The Citizen Participation Organization (CPO) neighborhood Council will consider this case in the immediate future for the purpose of making a formal recommendation to the MAPC and City Commission. If you have an interest in this case, you are encouraged to express your opinion at your CPO Council meeting. The date, time and location of the CPO meeting may be obtained by calling 268-4516.

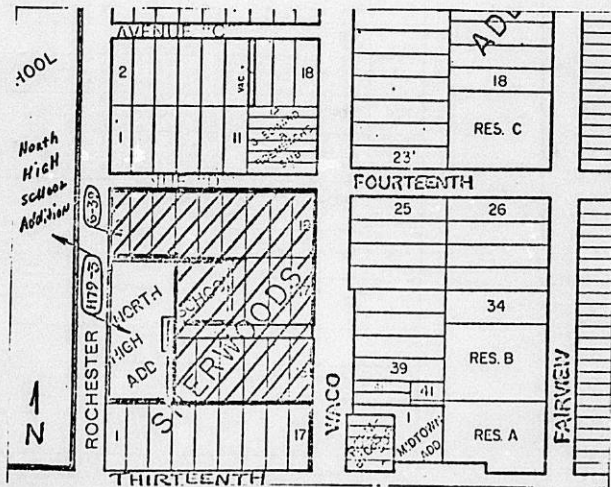
If you have any questions or wish additional information please call 268-4421.

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application  
AREA



7/28/82

# LEGAL DESCRIPTION

CASE NO. Z-2276

Zone Change from the "AA" One Family Dwelling District  
to the "A" Two Family Dwelling District

Beginning at the NW corner of Lot 2, Block 2, Northwest Village to Wichita, Sedgwick County, Kansas; thence parallel with and 50.00 feet distant from the centerline of Tyler Road, being the west line of the SW Quarter of Section 9, T 27 S, R 1 W of the 6th P.M., bearing N 0°00'00" E, a distance of 439.00 feet to a point 64.02' south of the SW corner of Lot 1, Block 1, Northwest Village 3rd Addition to Wichita, Sedgwick County, Kansas; thence parallel with and 64 feet distant from the south line of said Lot 1 bearing S 08°40'55" E, a distance of 314.10 feet; thence bearing S 1°19'05" W, a distance of 438.95 feet to a point on the north line of said Northwest Village; thence on the north line of said Northwest Village bearing N 08°40'55" W, a distance of 304.00 feet to the point of beginning.

Most  
Restrictive

Least  
Restrictive

Special  
Districts

DISTRICT	NAME OF DISTRICT AND USES PERMITTED (FOR COMPLETE REGULATIONS AND EXCEPTIONS - SEE TEXT OF ORDINANCE)
AA	ONE FAMILY DWELLING One Family Dwellings, Parks, Schools, Lull Courts, Nurseries, Farming, Truck Gardening, Churches
A	TWO FAMILY DWELLING Uses Permitted in AA District and Two Family Dwelling, Care Homes (5 & Less)
RB	FOUR FAMILY DWELLING Any Use Permitted in More Restrictive Zones and Four Family Dwellings
R-5	GENERAL RESIDENCE DISTRICT Any Use Permitted in the "A" District and Multiple Family Dwellings
R-6	GENERAL RESIDENCE DISTRICT Uses permitted are identical with those in the "R-5" District
B	MULTIPLE FAMILY DWELLING Any Use Permitted in More Restrictive Zones and Multiple Family Dwellings, Boarding and Lodging Houses, Hospitals, Greenhouses, Off Street Parking
BB	OFFICE DISTRICT Any Use Permitted in More Restrictive Zones and General Offices, Medical Laboratories
LC	LIGHT COMMERCIAL Any Use Permitted in Residential and Office Zones and Purely Retail Business Operated Within a Building
C	COMMERCIAL Uses Permitted in All Preceding Zones and Others not Offensive Because of Dust, Noise, Odor or Smoke
E	LIGHT INDUSTRIAL All Industrial and Commercial Uses Except Those Most Offensive Because of Noise, Dust, Smoke, Odors and Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts
F	HEAVY INDUSTRIAL Any Use, Some Conditional Upon Specific Approval of City Commission Except Those Uses First Permitted in AA, A, RB, R-5, R-6, B, and G Districts

D	CENTRAL BUSINESS DISTRICT Any Use Permitted in More Restrictive Zones and Others Not Offensive Because of Dust, Noise, Odor, Smoke or Fire Danger
G	MOBILE HOME Mobile Home Park When Complying With Title 26 of the City Code, Schools, Churches, Parks, Day Nurseries, Home Occupations
U	UNIVERSITY Universities, Colleges, Seminaries and other institutions of learning and related uses
CUP	COMMUNITY UNIT PLAN Zoning Center, Residential Permits Those Use Groups Approved as Part of a Total Development Plan

September 29, 1982

Charles P. Kindleberger  
Director - Planning and Programs  
Community Development Agency  
317 North 11th Street  
St. Louis, Missouri 63101

Dear Mr. Kindleberger:

We are currently reviewing the possibility of requiring applicants requesting a rezoning to post a sign on the application area stating that a rezoning request will be considered by the Planning Commission. Planning Advisory Service has supplied us with a copy of the applicable local ordinance or state statutes requiring the posting of the application area. In order for us to determine the cost and effectiveness of posting property, we would appreciate receiving any personal views on this matter as well as information about cost, deposits responsibility of posting signs, sign size, etc. If there is a charge for any material please let me know before it is sent.

Thank you for your cooperation.

Sincerely,

Arthur D. Chambers, AICP  
Senior Planner

ADC:el

September 29, 1982

Philip G. Yates  
Zoning Administrator  
Fairfax County  
10555 Main Street  
Fairfax, Virginia 22030

Dear Mr. Yates:

We are currently reviewing the possibility of requiring applicants requesting a rezoning to post a sign on the application area stating that a rezoning request will be considered by the Planning Commission. Planning Advisory Service has supplied us with a copy of the applicable local ordinance or state statutes requiring the posting of the application area. In order for us to determine the cost and effectiveness of posting property, we would appreciate receiving any personal views on this matter as well as information about cost, deposits responsibility of posting signs, sign size, etc. If there is a charge for any material please let me know before it is sent.

Thank you for your cooperation.

Sincerely,

Arthur D. Chambers, AICP  
Senior Planner

ADC:el

September 29, 1982

Veda Nayak  
Planning Policy Coordinator  
County Office Building  
Rockville, Maryland 20850

Dear Ms. Nayak:

We are currently reviewing the possibility of requiring applicants requesting a rezoning to post a sign on the application area stating that a rezoning request will be considered by the Planning Commission. Planning Advisory Service has supplied us with a copy of the applicable local ordinance or state statutes requiring the posting of the application area. In order for us to determine the cost and effectiveness of posting property, we would appreciate receiving any personal views on this matter as well as information about cost, deposits responsibility of posting signs, sign size, etc. If there is a charge for any material please let me know before it is sent.

Thank you for your cooperation.

Sincerely,

Arthur D. Chambers, AICP  
Senior Planner

ADC:el

September 29, 1982

John F. Downs, Jr.  
County Planning Director - Prince Georges County  
14741 Governor Oden Bowie Drive  
Upper Marlboro, Maryland 20870

Dear Mr. Downs:

We are currently reviewing the possibility of requiring applicants requesting a rezoning to post a sign on the application area stating that a rezoning request will be considered by the Planning Commission. Planning Advisory Service has supplied us with a copy of the applicable local ordinance or state statutes requiring the posting of the application area. In order for us to determine the cost and effectiveness of posting property, we would appreciate receiving any personal views on this matter as well as information about cost, deposits responsibility of posting signs, sign size, etc. If there is a charge for any material please let me know before it is sent.

Thank you for your cooperation.

Sincerely,

Arthur D. Chambers, AICP  
Senior Planner

ADC:el

September 29, 1982

Ronald J. Simpson  
Assistant Planning Director  
El Paso County Land Use Department  
27 East Vermijo  
Colorado Springs, Colorado 80903

Dear Mr. Simpson:

We are currently reviewing the possibility of requiring applicants requesting a rezoning to post a sign on the application area stating that a rezoning request will be considered by the Planning Commission. Planning Advisory Service has supplied us with a copy of the applicable local ordinance or state statutes requiring the posting of the application area. In order for us to determine the cost and effectiveness of posting property, we would appreciate receiving any personal views on this matter as well as information about cost, deposits responsibility of posting signs, sign size, etc. If there is a charge for any material please let me know before it is sent.

Thank you for your cooperation.

Sincerely,

Arthur D. Chambers, AICP  
Senior Planner

ADC:el

September 29, 1982

Arthur A. Mendosa  
City Manager  
P.O. Box 1027  
Savannah, Georgia 31402

Dear Mr. Mendosa:

We are currently reviewing the possibility of requiring applicants requesting a rezoning to post a sign on the application area stating that a rezoning request will be considered by the Planning Commission. Planning Advisory Service has supplied us with a copy of the applicable local ordinance or state statutes requiring the posting of the application area. In order for us to determine the cost and effectiveness of posting property, we would appreciate receiving any personal views on this matter as well as information about cost, deposits responsibility of posting signs, sign size, etc. If there is a charge for any material please let me know before it is sent.

Thank you for your cooperation.

Sincerely,

Arthur D. Chambers, AICP  
Senior Planner

ADC:el

August 16, 1982

Planning Advisory Service  
American Planning Association  
1313 East Sixtieth Street  
Chicago, IL 60637

We are currently researching the use and effectiveness of posting a sign on property that is the subject of a zone change request. At this time the only states, that we are aware of, that require a property to be posted are Nebraska and Missouri. Oklahoma permits posting of property, but does not require it. We are interested in what types of signs (i.e., size, information, location, etc.) are used and how the placement and maintenance of the signs are enforced. Any information you could provide would be appreciated.

Sincerely,



Robert A. Lakin  
Director of Planning

RAL:ADC:vn

August 16, 1982

J. Lee Rodgers, Jr., Chairman  
Department Regional and City Planning  
650 Parrington Oval  
Norman, OK 73019

Dear Professor Rodgers:

We are currently researching the use and effectiveness of posting a sign on property that is the subject of a zone change request. At this time the only states that we are aware of, that require a property to be posted are Nebraska and Missouri. Oklahoma permits posting of property but does not require it. We would be interested in what types of signs (i.e., size, information, location, etc.) are used and how the placement and maintenance of the signs are enforced. Any information you could provide would be appreciated.

Sincerely,

Arthur D. Chambers, AICP  
Senior Planner  
Current Plans Division

ADC:vn



*The*  
**University of Oklahoma**

DEPARTMENT OF  
REGIONAL AND CITY PLANNING  
650 Parrington Oval, Room 205  
Norman, Oklahoma 73019  
(405) 325-6591

August 31, 1982

**RECEIVED**

SEP 2 1982

METROPOLITAN PLANNING  
ROUTE  102  
 \_\_\_\_\_

Mr. Art Chambers, Senior Planner  
Wichita-Sedgwick County Planning Dept.  
455 North Main Street, City Hall  
Wichita, Kansas 67202

Dear Art:

I do not have any written information on signs posted on property, but have used signs as a method of notification with several planning agencies in Oklahoma and the process was as follows:

The city or county involved initially had signs prepared at government expense out of permanent materials. Standardized lettering from 2"- 3" high was used with blanks left so that specific details of the proposal could be added. These additions were usually made on cardboard fastened to the face of the wood or metal. The signs range from 3' x 3' to 4' x 6' in size and were installed and removed by city staff. Three to four signs were required on large tracts, i. e., more than 10 acres, and were located facing the street or sidewalk. Details could not easily be read from the street but the notice of zoning change in larger letters could be read by passing motorists. Where large corner lots were involved signs were placed on both streets.

The total cost of the posting was charged to the applicant by making a rental charge on the permanent sign, plus having the applicant bear the full cost of additional printing required for the specific rezoning. This means that cost of this type of posting will normally run \$50 - \$100 per sign, or more in some instances. However, city rental of signs is far less expensive to applicants than to require the applicant to furnish a sign for each new zoning. We used signs with the Oklahoma County Planning Commission when I served as their planning consultant in the 1950's.

Page 2 - Art Chambers

Both the City of Norman and the City of Ada currently use signs posted on property. The City of Norman's signs are red and white metal signs with 3" lettering that give the date and nature of the hearing, and a phone number to call for additional information. They use a grease pencil to add specific pertinent material. The charge for the sign is included in the cost of the zoning hearing, which ranges from \$50 - \$200. The City of Ada uses a sign printed on cardboard with additional hand-written information written on the cardboard. This is affixed to a permanent standard and placed on the site. Some vandalism has occurred with cardboard signs, but they are relatively inexpensive and can be replaced at a small cost. Although this method involves staff responsibility and is somewhat troublesome, I think it is an excellent process of notification in large urban areas, but not in suburban and rural areas. This procedure obviously will add some expense. I would suggest that you write the Planning Advisory Service of APA and see if you can obtain the names of towns or cites that may utilize this posting method.

Our fall program is just getting under way. Planning enrollment is off a bit, a reflection of greater competition for planning jobs and a reduction of support of planning activities at the federal level. Employment opportunities here in the Southwest seem to continue to be quite good, but I notice more agencies are receiving larger numbers of applications from East and West Coast planners than occurred two or three years ago. The long term future for the planning profession looks very bright, but I think we will be in for a period of short term problems.

I hope this material will be helpful.

Sincerely,



Lee Rodgers,  
Chairman

LR:jh



*The*  
**University of Oklahoma**

DEPARTMENT OF  
REGIONAL AND CITY PLANNING  
Norman, Oklahoma 73019

State of Oklahoma  
OFFICIAL MAIL  
PRIVATE USE ILLEGAL  
HB 1724 (1976)



Mr. Art Chambers, Senior Planner  
Wichita-Sedgwick County Planning Dept.  
455 North Main Street, City Hall  
Wichita, Kansas 67202

**THE CITY OF WICHITA**  
**OFFICE OF CITIZEN PARTICIPATION**

**DATE** July 22, 1982



**TO** Art Chambers, Senior Planner

**FROM** Shirley Mast, Administrative Aide III

**SUBJECT** Information on Zone Change  
Notification Methods used  
in other Cities

As indicated during our telephone conversation, earlier this year, the Citizen Participation Office contacted different cities regarding the type of zone change notification methods they use (with emphasis on "signs").

Provided are copies of the material received from the cities that responded to the request. I hope the information will be of some assistance.

*Shirley Mast*  
Shirley Mast  
Administrative Aide III

Noted:

*Sarah Gilbert*  
Sarah Gilbert  
CP Coordinator

Attachments

cc: Robert Lakin, Director of MAPD

Informal or Notification

①

7/15/82

Lakin

Chambers

Shirley Mast CPO

Dorothy Slean, CPO

Colleen Johnson CPO

Chuck Harris CPO

Gardner

Seibel

Bayente

Parsons

Wilson

Lefton

Harold Bays CPO

Sarah Silbert CPO

Cozel

Stockwell

Lytlo

Lakin reviewed memo & had comments

went over zoning applications notification area

reviewed state statute

reviewed existing system

Cost of ownership list

Gardner re amount of names is a function of  
size, location and surrounding properties

2  
Loken - will look at suggestions for wording of notice

Bay <sup>putting</sup> se address on notice

Collins - need for public to know what is going on  
3 proposals

1. Publication of advertisement - they are not read
2. Notice - present owner should get but they don't

simple language  
map - legal advertisement  
still wants signs

Boys

Dudner

Doelke likes signs doesn't particularly care to increase notification

Bayouth doesn't want to increase notification  
likes maps agree that we need simple language  
doesn't agree with signs "hot line"

Lofton doesn't agree with signs would need large sign

Gardner likes maps doesn't like increased notification

Chelms - survey other cities to see how it  
works costs, success etc

Lakin doesn't like signs  
if signs no advertisement

Consensus according to Gardner  
re design notice with map

maybe signs)

*R. Lakin*  
*out*  
*file*

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION  
INFORMAL AGENDA

JULY 15, 1982

11:30 a.m.

1. Discussion on CPO recommendations as to zoning notices.  
(MAPC & CPO members)

-----

2. Other Matters

-----

Robert A. Lakin  
Secretary

Lunch will be served to MAPC & CPO Committee Members.

*Colleen - want - Beacon -*  
*- no legal fine address*  
*- Sign -*

*converse*  
*- what is off James design for 100%*  
*- Sign - conclusion*  
*- cost -*  
*\* written now to understand - what precisely*  
*do - address when avail*  
*\* Netline*  
*\* map on notice*

WICHITA-SEDGWICK COUNTY

DATE

**METROPOLITAN AREA PLANNING DEPARTMENT**

February 18, 1982

**TO** Robert A. Lakin, Director of Planning  
**FROM** Gary L. Pierce, Graphics Supervisor  
**SUBJECT** Notice of Zone Changes

The cost breakdown on adding a location map to the legal publication varies considerably from paper to paper.

Using a 30 line legal description and a map that is square to two columns of copy, we would have the following costs for each legal published:

Derby Daily Reporter

Current publication cost	\$ 9.00
Adding the map	\$14.00
Total	\$23.00

for a map and a two-column description 2.5 times as much

Daily Record

Current publication	\$22.44
Adding the map	\$20.00
Total	\$42.44

2 times as much

Wichita Eagle-Beacon

Current publication	\$23.40
Adding the map	\$80.64
New publication rate for legal	\$50.40
Total	\$131.04

5.5 times as much

Eagle personnel say their rate goes to the display copy rate instead of the legal publication rate when we add the map.

There would possibly be two hours graphic time to make up the map. We would probably draw it up each time, but no big problem.

The signs proposed would be 24" x 36" with double support legs on each end of the sign. These would be driven into the ground.

Page 2  
February 18, 1982

The cost for 100 signs with stands and printing costs would be \$23.52 each or a total of \$2,352.00. The identification changes to the zoning classification would be made with adhesive backed vinyl and would cost \$.72 each time the designation was changed.

The main problem with the signs are:

- Lack of staff time to maintain, past and remove  
(physical ability to post the signs i.e., frozen ground would be almost impossible to drive into the ground)
- Legal responsibility for the signs.
- Vandalism.

If there is an insistance on using the signs then have the cost come out of CPO funds and have Sarah Gilberts group maintain the signs and check them out to the applicants who would be responsible for placing the sign on the site.

---

Gary L. Pierce, Graphics Supervisor

GLP:vn

cc: Jack H. Galbraith, Chief Planner, Current Plans Division, MAPD  
Arthur D. Chambers, Senior Planner, Current Plans Division, MAPD

July 7, 1982

Metropolitan Area Planning Commission

Robert A. Lakin, Director of Planning

DR 82-18 - CPO Zone Change Notification Committee Proposals

Over the last year, there has been a CPO Zone Change Notification Committee meeting and discussing ways in which they believe notification procedures for zoning should be changed and/or improved. Attached is correspondence that we have had with that group. I have mentioned this briefly to your Chairman on one or more occasions. I met with the Committee on at least one occasion to discuss with them their proposals, pointing out those items which I believe that I could support as Director of Planning, and those which I felt were inappropriate.

Notification procedures are now conducted in what we believe is a statutorily correct fashion. In short, we notify by, 1) publishing in the official paper of either the City or the County, and 2) mailing notices to all property owners within the statutory notification radius of 200 feet (or County up to 1,000 feet). In addition, for County cases we publish in the nearest small city newspaper, and for City cases, we send written notices to property owners based on a notification radius based on the size of the property requesting a change. This can range from the statutory 200 feet up to 1,000 feet. A sample of a typical notice which we send is attached for your information. You will notice it contains the time and place of the meeting, an identification of the case involved, a description of the type or types of zoning requested, and a general location, as well as the legal description. We also provide information concerning CPO meetings and who to contact, as well as the policy on deferrals. On the back of the notice is a short summary of the various zoning districts to acquaint those who are not familiar with them as to the types of activities that might be involved. These are mailed out of our office approximately fourteen days in advance of the public hearing so that most people have approximately one and one-half week's actual notice. We found that sending them out much earlier, that some of them were being disregarded. A shorter time is insufficient. A certified ownership list provided by an abstract company and paid for by the property owner requesting the change is used as the basis of who we mail notices to. Addresses are to be on the ownership list, but we check City directories, cross-directories and telephone books for address for those names without addresses.

As to the CPO recommendations, I feel that the increase in notification time length from 2 to 3 weeks is essentially

Metropolitan Area Planning Commission  
July 7, 1982  
Page 2

in opposition to the stated City Commission and Planning Commission policy to shorten the procedure as much as possible. The basic problem and conflict is that the Planning Commission meets every two weeks throughout the year, where CPO Councils meet twice monthly. Sooner or later we run into the two week yearly difference and the Council meetings are out of synch with the Planning Commission schedule. I have suggested as a counter-proposal that CPO go to an every other week meeting, throughout the year.

As to modified notices, I would be pleased to examine and use any language that is more understandable. I have also supported the inclusion of a map to be put in the paper with the legal notice. Generally, I believe the average citizen is unaware or unable to locate property based on legal descriptions. The use of maps would result in an increase in cost but may be worth it for what I perceive to be a better notice.

As to the placement of signs on the property, I have generally been opposed to this procedure. Part of the reason for using signs on the property is to get the attention of renters as well as owners (though absentee owners would not benefit by it). I view the signs to be a problem because they tend to become spite items in a "zoning war". They are often defaced. If they turn up missing, there is a question about the validity of the proceedings and quality of notice, etc. There is also the problem of maintaining a stock of signs, managing the checking out of the signs, etc. There is no question in my mind that signs would be more of a problem than they would be of a benefit. I am sure, however, that this is one of the items that the CPO group feels very strongly about and will want to speak to you on this issue.

Several of these issues are policy in nature and can be accomplished without ordinance changes or without necessarily requiring a formalized public hearing.

The CPO committee has requested that they be allowed to discuss this with you in an informal session. I have advised the CPO staff that we will be available on July 15 at a meeting beginning at 11:00 a.m. If any of the Commissioners have questions prior to the meeting on this subject, please feel free to call either myself or Jack Galbraith.

RAL:rme  
Attachment

---

Robert A. Lakin  
Director of Planning

cc: Shirley, Mast, Administrative Aide III  
Sarah Gilbert, CP Coordinator

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION  
CITY HALL, TENTH FLOOR, 455 NORTH MAIN STREET  
WICHITA, KANSAS 67202

July 15, 1982

**NOTICE TO ADJOINING PROPERTY OWNERS:**

This is a notice of a request for a zoning change in your area and on property legally described below. As an area property owner, you have the right to appear before the Metropolitan Area Planning Commission (MAPC) meeting in support or in opposition to this request. If you have no interest or objection to the requested change, you have no obligation to appear or comment. If you desire to appear at the MAPC meeting, you are invited to do so, either in person or by agent or attorney.

The MAPC will consider the following case at its meeting in the City Commission Meeting Room, City Hall, First Floor, 455 North Main, Wichita, Kansas, beginning at 1:30 p.m., on July 29, 1982.

**CASE NO. Z-2448**

Zone Change from the "AA" One-Family Dwelling District  
to the "A" Two-Family Dwelling District

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11, Block 11,  
and Lots 1, 2, 3, 4, 5, 6 and 7, Block 12, all in WESTWOOD  
HEIGHTS SECOND ADDITION. Generally located on the north  
and south sides of 19th Street and Northwest Parkway, between  
Woodchuck and Northwest Parkway Court.

The following is a sequence of events in the processing of a request for zone change: Notification of adjoining property owners (this notice); then Neighborhood Citizen Participation Organization (CPO) meeting; then Metropolitan Area Planning Commission (MAPC) meeting (scheduled above); and then Board of City Commission (BCC) meeting to concur with MAPC action, defer, or refer back to MAPC. On return of the case to the BCC, they may approve or deny or modify the change requested.

The Citizens Participation Organization (CPO) neighborhood council will consider this case in the immediate future for the purpose of making a formal recommendation to the MAPC and BCC. If you have an interest in this case, you are encouraged to express your opinions at your CPO Council meeting. The date, time and location of the CPO meeting may be obtained by calling 268-4516.

It should be noted that the MAPC meeting constitutes the "Public Hearing" on this matter, and therefore the City Commission has adopted the following policy with regard to consideration of zoning change requests:

"All applications for change of zoning or amendments to the zoning text shall be based on the written record of the Planning Commission, including staff recommendations, which shall be forwarded to the City Commission. The Commission may inquire of staff, proponents or opponents for clarification of any matter before the Commission. Requests for introduction of new evidence or facts shall be in writing and filed with the City Clerk prior to the closing of the City Manager's Agenda (by 5:00 p.m., on the Wednesday preceding the scheduled Tuesday BCC hearing). In all cases where such requests are submitted, the Board of City Commissioners may refer said case to the Planning Commission for rehearing."

Additional information concerning this case and official protest procedures may be obtained from the Planning Department, 10th Floor, City Hall, or by calling 268-4421.

Robert A. Lakin  
Secretary

11/20  
7/14

**THE CITY OF WICHITA**

**OFFICE OF** CITIZEN PARTICIPATION

**DATE** June 18, 1982



**TO** Robert Lakin, Director of Planning

**FROM** Shirley Mast, Administrative Aide III

**SUBJECT** CPO Zone Change Notification  
Committee Proposals

As you know, the CPO Zone Change Notification Committee has been meeting during the last year, to discuss concerns regarding the notification procedure on zone change request and possible alternative and/or supplemental notification methods.

At the Committee's June 8th meeting, three proposals were endorsed for presentation to the MAPC in informal session prior to being presented for formal consideration.

- 1) Increase the notification period from two to three weeks. The Committee contended that this would allow residents of the area and the CPO Councils more time to study the proposed zone change(s), as well as eliminate the occasional scheduling problems which occur with those CPO Councils that meet on the first and third Thursday of each month.
- 2) Modified notice to adjoining property owners that will use language understandable to the average reading citizen and include a map of the area to be rezoned, plus publication of the zone change notice in the Eagle-Beacon Newspaper in the same format.
- 3) Placement of signs on property to be rezoned (responsibility of the applicant). The City could lease the signs, the applicant would be required to pay a deposit (part of application process). The sign(s) would remain on the property being rezoned during the 3 week notification period or until the final disposition of the case (i.e. the matter is disposed of by the City Commission). The sign(s) would be visible from both directions of traffic and contain general information, "this property to be considered for rezoning, call MAPD # for more information."

Please advise the Committee of a time when the proposals can be discussed with the MAPC in informal session. Committee representatives will be in attendance of the scheduled meeting to discuss the proposals and respond to questions.

**RECEIVED**

JUN 21 1982

METROPOLITAN PLANNING

ROUTE  \_\_\_\_\_  
 \_\_\_\_\_

Robert Lakin, Director of Planning  
CPO Zone Change Notification Committee Proposals  
June 18, 1982 - PAGE 2

If you have questions, please contact me at 4516.

*Shirley Mast*  
Shirley Mast  
Administrative Aide III

SM:dm

Noted:

*Sarah Gilbert*  
Sarah Gilbert  
CP Coordinator

cc: Jack Galbraith, Chief Planner

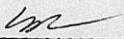
July 6, 1982

Shirley Mast, Administrative Aide III

Robert A. Lakin, Director of Planning

DR 82-18 - CPO Zone Change Notification Committee Proposals

I intend to put your request for discussion of CPO zone change notification committee proposals on an informal agenda before the Planning Commission at its meeting of July 15. We will commence at either 11:00 a.m. or 11:30 a.m., and go through until we break to go to our regular meeting at 1:30 p.m. The meeting will be held on the 10th Floor in our large Conference Room. We will furnish lunches to your committee and your staff attending. Please advise me as to how many you will need. I will furnish you a copy of the agenda and a copy of my transmittal memo as soon as they are ready.

  
\_\_\_\_\_  
Robert A. Lakin  
Director of Planning

RAL:rme

cc: Sarah Gilbert, CP Coordinator

WICHITA-SEDGWICK COUNTY

DATE

METROPOLITAN AREA PLANNING DEPARTMENT

February 18, 1982

TO Robert A. Lakin, Director of Planning  
FROM Gary L. Pierce, Graphics Supervisor  
SUBJECT Notice of Zone Changes

The cost breakdown on adding a location map to the legal publication varies considerably from paper to paper.

Using a 30 line legal description and a map that is square to two columns of copy, we would have the following costs for each legal published:

Derby Daily Reporter

Current publication cost	\$ 9.00
Adding the map	\$14.00
Total	\$23.00

for a map and a two-column description 2.5 times as much

Daily Record

Current publication	\$22.44
Adding the map	\$20.00
Total	\$42.44

2 times as much

Wichita Eagle-Beacon

Current publication	\$23.40
Adding the map	\$80.64
New publication rate for legal	\$50.40
Total	\$131.04

5.5 times as much

Eagle personnel say their rate goes to the display copy rate instead of the legal publication rate when we add the map.

There would possibly be two hours graphic time to make up the map. We would probably draw it up each time, but no big problem.

The signs proposed would be 24" x 36" with double support legs on each end of the sign. These would be driven into the ground.

COPY

Page 2  
February 18, 1982

The cost for 100 signs with stands and printing costs would be \$23.52 each or a total of \$2,352.00. The identification changes to the zoning classification would be made with adhesive backed vinyl and would cost \$.72 each time the designation was changed.

The main problem with the signs are:

- Lack of staff time to maintain, post and remove  
(physical ability to post the signs i.e., frozen ground would be almost impossible to drive into the ground)
- Legal responsibility for the signs.
- Vandalism.

If there is an insistance on using the signs then have the cost come out of CPO funds and have Sarah Gilberts group maintain the signs and check them out to the applicants who would be responsible for placing the sign on the site.

---

Gary L. Pierce, Graphics Supervisor

GLP:vn

cc: Jack H. Galbraith, Chief Planner, Current Plans Division, MAPD  
Arthur D. Chambers, Senior Planner, Current Plans Division, MAPD

**WICHITA-SEDGWICK COUNTY**

DATE

**METROPOLITAN AREA PLANNING DEPARTMENT**

January 22, 1982

**TO** Gary Pierce, Graphics Supervisor  
**FROM** Robert A. Lakin, Director of Planning  
**SUBJECT** Notice of Zoning Change

The CPO group has a special committee looking at improving notice procedure for zoning cases. Among items being considered is the posting of signs on the property proposed to be changed. Another alternative is to change the form of our notice in the newspaper, including a small map to provide location for the property. I know until we formalize a final procedure, exact cost will be difficult to determine, but I would like for you to look at what it would cost us to get into the business for each of these alternatives. Be sure to determine what the cost of publication will be with the increased mapping. See if there is any processing cost in order to run a map that would be added to the normal line rate.

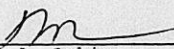
Work with Jack and Art utilizing essential the same format and amount of material that are in our current newspaper notices and look at producing a small map which would be published as a part of an integral to that notice. Chambers has some material from Hays (see attachment), and I also dummied up a map which could be used based on the 200 sheets that we use for the front of our zone cases. I really don't think we want a lot of busy lines on a map, and especially I do not want a land use or what have you. If we could just simply quickly trace an outline map of certain areas, cross-hatch it in and use that, I think that would be sufficient. I'm not interested in any larger map area than is needed to be adequately identifiable by the reader. I think the Hays' column inch and space seems to be adequate for nearly everything that I know that we will be working with. I would think that we need not worry terribly about scales. What I did was take a 200 base map out of the files and xeroxed it on a reduction basis until I got a map that I felt was a good size. Again, see Art or Jack for the dummy copy I made.

Also develop a number for me for building a sign which would clearly identify that the site in question is a subject of a proposed change. One of the CPO members had a draft layout of a sign, but he was talking of a very small sign, almost a real estate size. I am somewhat of the opinion that that is inadequate in size and they had a lot of words on it, although it was pretty well designed to carry the message. Sketch out something. Don't spend much time on it as to a notification sign. Give me an idea about size. Work with Jack on that. We might pick two or three

Gary Pierce  
January 22, 1982  
Page 2

sizes, but I would think at least a 36 or 42 x 24 or 30 would be an appropriate size. After you have that done, give me an estimate of what it would cost to build such a sign and have it available here. I assume we are going to have to have something that is fairly durable. The cost of doing the painting or stenciling or whatever is used to create one of those. Something sufficient to withstand weather and wind. See also how its going to get into the ground; whether it can be driven in or whether there will have to be holes drilled for it to be put in. I would prefer something that can be driven in the ground and then pulled back out. Insofar as the zone case number, if that is determined appropriate to put on the sign, the CPO person suggested that something like a bumper sticker, where you just tape that over the old number and the new sign is then applicable to that site. I am not sure whether or not a zone change number is really needed or whether if you have questions call "X" number. Talk with Jack and see what you think you need for a number of signs to be built so that we can get a handle on the total cost involved. I would estimate that a minimum of two, maximum of four signs would probably be needed for each case. The average would probably run about three. Since we have ten cases a meeting, and the cases should be posted at least a full meeting ahead, and will be slow in getting some back in, I would think that we would need to cover at least three meetings worth of cases, if not four. If we have a maximum of ten, plus one or two that are carry-overs, that is 12 times 3 signs, times 3 meetings, or something like 72 signs. The bottom line is how much does it cost us. Give me any other thoughts that you have either pro or con about using that as a notification device.

Please give me a response back in about the next week.

  
\_\_\_\_\_  
Robert A. Lakin  
Director of Planning

RAL:rme

cc: Jack H. Galbraith, Chief Planner, Current Plans Division  
✓ Art Chambers, Senior Planner

THE CITY OF WICHITA

OFFICE OF CITIZEN PARTICIPATION

DATE December 2, 1981

RECEIVED

DEC 3 1981

METROPOLITAN PLANNING  
ROUTE  46



TO Robert Lakin, Director of Planning  
FROM Shirley Mast, Administrative Aide III

SUBJECT CPO Zone Change Notification  
Committee Proposals

Thank you for your response of November 19th regarding the CPO Zone Change Notification Committee Proposals.

The Committee met on November 30th and was advised that staff of MAPD asked for further explanation on the mechanics of proposal #4 "area notification rather than distance", and for time to evaluate and discuss the proposals either in informal or formal session with the MAPC prior to meeting with the Zone Change Notification Committee.

The Committee defined area notification (the property owners to be notified of a zone change) as "all property owners in all directions of all immediately adjacent blocks". They said the intent of the proposal is to notify more property owners that are actually affected by a zone change than those within the established "distance ownership list for the City of Wichita", i.e., up to and including 1 acre, property owners within 200 feet are notified, over 1 acre to 6 acres, property owners within 350 feet are notified, etc.

The Zone Change Notification Committee agreed not to schedule another meeting until you have notified staff of the CP Office that MAPD staff will be available to meet and discuss the proposals with the Committee.

For your reference, I have attached a copy of all the alternative notification methods that were proposed by the Committee as well as the CPO Neighborhood Councils' responses to the proposals. Comments from MAPD staff were requested on proposals numbers 1, 3, and 4.

If you have additional questions about this matter, or would like me and/or a Committee representative to explain the proposals to the MAPC members in informal session, please contact me at 4516.

*Shirley Mast*  
Shirley Mast  
Administrative Aide III

SM:mw

cc: Jack Galbraith, Chief Planner, Current Plans ✓

Noted:

*Sarah Gilbert*  
Sarah Gilbert  
CP Coordinator

#### CPO ZONE CHANGE NOTIFICATION COMMITTEE PROPOSALS

1. Increase the notification period from two to three weeks minimum. This would allow residents of the area and the CPO Councils more time to study the proposed zone change as well as eliminate the occasional scheduling problems which occur with those CPO Councils that meet on the first and third Thursdays of each month.
2. The CP Office, upon receipt of zone change notices, immediately notify the area Chairperson. The Chairperson will then notify the other Council members. Council members will notify area residents through the use of door hangers. The notice would contain a statement to the effect "if you are renting property please forward notification to your landlord".
3. Placement of signs on property to be rezoned (responsibility of applicant). The City could lease the signs, the applicant would be required to pay a deposit. The signs size would be dependent on the property area to be rezoned. The sign would be visible to both directions of traffic.
4. Area notification rather than distance notification. The Committee defined area notification (the property owners to be notified of a zone change) as "all property owners in all directions of all immediately adjacent blocks". The intent of this proposal is to notify more property owners that are actually affected by a zone change than those within the established "distance ownership list for the City of Wichita", i.e., up to and including 1 acre, property owners within 200 feet are notified, over 1 acre to 6 acres, property owners within 350 feet are notified, etc.

*File  
DR22-8*

November 19, 1981


Shirley Mast, Administrative Aide III

Robert A. Lakin, Director of Planning

**CPO Zone Change Notification Committee Proposals**

It has just come to my attention that you have sent Jack Galbraith several proposals involving zone change notification procedures. In a policy area of this nature, I would appreciate at least being copied in on such requests and would prefer that policy issues be directed through me.

Because of the holidays and other meeting commitments, and the need to evaluate the proposals, I would not think that it would be fruitful to meet on the 30th. I would like, prior to meeting with your committee, 1) have further explanation from you concerning what you envision to be the mechanics of item 4 (there appears to be no decision rules) and to discuss some of these policy issues with the MAPC either in informal or formal sessions. As soon as I have this completed I will be happy to arrange a meeting with your committee.

  
\_\_\_\_\_  
Robert A. Lakin  
Director of Planning

RAL:rme

cc: Harold Peterson, Human Resources Director  
Sarah Gilbert, CPO Coordinator  
Jack H. Galbraith, Chief Planner, Current Plans Division

FROM

*[Handwritten Signature]*

DATE 11-18-81

ADMINISTRATION

- Lakin
- Walter
- Doramus
- Eubanks
- Hanson
- Henderson
- Holdeman
- Lakin, E.
- Nelson
- Scott

ADVANCE PLANS

- Stockwell
- Funk
- Leivo
- Bechtel
- Curtman
- Dudark
- Flynn
- Haas
- Hart
- Losew
- Shen
- Spain
- Vinson
- 

CURRENT PLANS

- Galbraith
- Lytle
- Young
- Chambers
- Fleck
- Nagley
- Olivarez
- Shirkey

GRAPHICS

- Pierce
- Stafford
- Commer
- Crook
- Garland
- Singhal
- Whitney
- 

- |   |   |
|---|---|
| <input type="checkbox"/> Note & Return      | <input type="checkbox"/> Signature              |
| <input type="checkbox"/> Handle             | <input type="checkbox"/> Library                |
| <input type="checkbox"/> All Staff          | <input checked="" type="checkbox"/> Information |
| <input checked="" type="checkbox"/> Comment | <input type="checkbox"/> Files                  |

REMARKS

*This is policy and we need to discuss before I make any statements*

**THE CITY OF WICHITA**

OFFICE OF CITIZEN PARTICIPATION

DATE November 18, 1981

TO Jack Galbraith, Chief Planner

FROM Shirley Mast, Administrative Aide III

SUBJECT CPO Zone Change Notification  
Committee Proposals

The CPO Zone Change Notification Committee met and discussed concerns regarding the notification procedure on zone change request and possible alternatives and/or supplemental notification methods. The alternative notification methods that were proposed by the Committee are provided below. Also attached is a copy of the CPO Neighborhood Councils responses to the Committee proposals.

1. Increase the notification period from two to three weeks minimum. This would allow residents of the area and the CPO Councils more time to study the proposed zone change as well as eliminate the occasional scheduling problems which occur with those CPO Councils that meet on the first and third Thursdays of each month.
2. The CP Office, upon receipt of zone change notices, immediately notify the area Chairperson. The Chairperson will then notify the other Council members. Council members will notify area residents through the use of door hangers. The notice would contain a statement to the effect "if you are renting property please forward notification to your landlord".
3. Placement of signs on property to be rezoned (responsibility of applicant). The City could lease the signs, the applicant would be required to pay a deposit. The signs size would be dependent on the property area to be rezoned. The sign would be visible to both directions of traffic.
4. Area notification rather than distance notification.  
(See attached diagram)

The Committee would like to hear your comments on proposals Numbers 1, 3, and 4, and request that you attend their next Committee meeting on Monday, November 30th at 7:00 p.m. in the Board Room, First Floor of City Hall.

If you have questions regarding this matter, please contact me at 4516.

*Shirley Mast*  
Shirley Mast  
Administrative Aide III

SM:dm  
Noted

*Sarah Gilbert*  
Sarah Gilbert  
CP Coordinator

AREA NOTIFICATION DIAGRAM

4

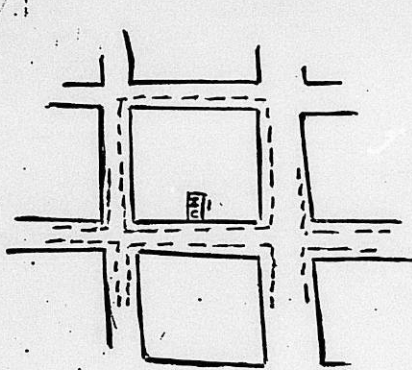


FIG. 1. RESIDENTIAL

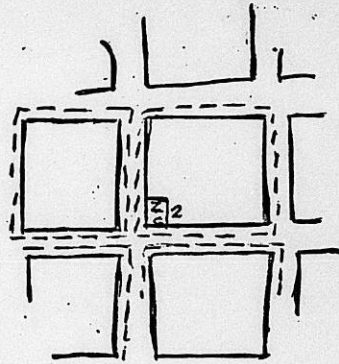
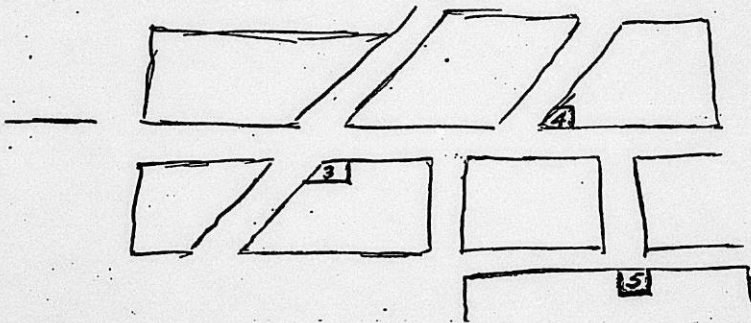


FIG. 2. RESIDENTIAL



▭ zone change  
-- area Notified

Extend notification, 3 wks. minimum	Council notify area residents/ door hangers	Sign Notification	Area Notification
A - endorsed	did not endorse	endorsed	endorsed a broader notification area
B - endorsed	did not endorse	endorsed-provided easily seen, includes zone change	endorsed
C - endorsed	did not endorse	endorsed	endorsed
D - endorsed	MAPC should be responsible for notifying area residents directly	endorsed	ask for area definition
E - endorsed	endorsed with deletion of Council members notifying residents through use of door hangers	endorsed	endorsed
F - endorsed	took no action	took no action	did not endorse - favor if "area" determined by MAPD
G - endorsed	endorsed	endorsed	endorsed
H - did not endorse	did not endorse	requested more information on item	endorsed, suggested that definition of area and its limits should be clear
I - endorsed	did not endorse	endorsed	endorsed a broader notification area
J - endorsed	did not endorse	endorsed	asked that MAPD look into expanding the present distance notification
K - endorsed	took no action	took no action	supported, area definition should be specific
L - endorsed	did not endorse	endorsed	endorsed
M - endorsed	did not endorse	endorsed, cost should be part of fee, opposed deposit	endorsed
N - endorsed	endorsed	endorsed	endorsed
O - endorsed	endorsed	endorsed, should establish time	endorsed