

SUBDIVISION REPORT - CONCEPT/USE ON REVIEW

► FILE #: 11-SD-21-C AGENDA ITEM #: 26

11-C-21-UR AGENDA DATE: 11/10/2021

► SUBDIVISION: TERRI'S PLACE

► APPLICANT/DEVELOPER: TERRY E. ROMANS

OWNER(S): Frank Aparicio

TAX IDENTIFICATION: 150 020 View map on KGIS

JURISDICTION: County Commission District 9

STREET ADDRESS: 9109 Chapman Hwy.

LOCATION: West side of Chapman Highway, south of W. Simpson Road

SECTOR PLAN: South County

GROWTH POLICY PLAN: Planned Growth Area

WATERSHED: Hinds Creek

APPROXIMATE ACREAGE: 12.37 acres

ZONING: PR (Planned Residential)

EXISTING LAND USE: Vacant land

▶ PROPOSED USE: Attached residential subdivision

SURROUNDING LAND North: Residences, office -- A (Agricultural) and CA (General Business)

USE AND ZONING: South: Residences -- A (Agricultural) and CA (General Business) East: Chapman Hwy, business, vacant land -- CB (Business and

Manufacturing) and CA (General Business)

West: Residences, vacant land -- A (Agricultural)

► NUMBER OF LOTS: 117

SURVEYOR/ENGINEER: Terry E. Romans / Romans Engineering

ACCESSIBILITY: Access is via Chapman Hwy, a four lane major arterial street with a

continuous center turn lane with approximately 150' of right-of-way.

► SUBDIVISION VARIANCES

REQUIRED:

VARIANCES:

1. REDUCE THE MINIMUM TANGENT BETWEEN BROKEN BACK

CURVES FROM 150' TO 132' AT STA. 3+04.26, ROAD A

2. REDUCE THE MINIMUM TANGENT BETWEEN REVERSE CURVES

FROM 50' TO 45' AT STA. 6+40.21, ROAD B

ALTERNATIVE DESIGN STANDARDS REQUIRING PLANNING

COMMISSION APPROVAL:

1. REDUCE THE MINIMUM LOT WIDTH FROM 25' TO 20'

2. REDUCE THE MINIMUM PRIVATE RIGHT-OF-WAY WIDTH FROM 50'

TO 40'

3. REDUCE THE MINIMUM HORIZONTAL CURVE RADIUS FROM 100'

TO 75' AT STA 6+40.21, ROAD B

STAFF RECOMMENDATION:

Approve variances 1-2 and alternative design standards 1-3 on the recommendations of the Knox County Department of Engineering and Public Works and because the site conditions restrict compliance with the Subdivision Regulations and the proposed variances will not create a traffic hazard.

Approve the Concept Plan subject to 10 conditions.

- 1) Connection to sanitary sewer and meeting any other relevant requirements of the utility provider.
- 2) Provision of street names that are consistent with the Uniform Street Naming and Addressing System within Knox County (County Ord. 91-1-102).
- 3) Providing a 25' common area strip between the Chapman Highway and lots 42-46, 102-117, per section 3.02.A.4 (Double Frontage Lots) of the Knoxville-Knox County Subdivision Regulations, and as shown on the Concept Plan.
- 4) Providing sight distance easement on the final plat across the common area west of the southern Road 'B' intersection with Road 'A' and across lots 55 and 97 in the curve of Road 'B' per the requirements of Knox County Engineering and Public Works during the design plan phase.
- 5) Implementing the recommendations of the Terri's Place Townhouses Transportation Impact Analysis (Ajax Engineering, 10/26/2021) as revised and approved by Planning staff, Knox County Department of Engineering and Public Works, and Tennessee Department of Transportation (TDOT). See exhibit A.
- 6) Providing guest parking as required by the Subdivision Regulations when an alternative design standard is requested to reduce the 25-ft minimum lot frontage requirement. The guest parking must be similar to what is shown on the Concept Plan.
- 7) Meeting all other applicable requirements of the Knox County Department of Engineering and Public Works.
- 8) Meeting all applicable requirements of the TDOT, including but not limited to the installation of the exclusive southbound right-turn lane and the location of the Road 'A' intersection with Chapman Highway. If the Road 'A' intersection is required to be moved, Planning staff and Knox County Engineering and Public Works staff may review and approve the realignment. If additional variances to the subdivision regulations are required then they must either be approved as part of a new Concept Plan application or the Final Plat for the subdivision.
- 9) Submitting to Planning staff prior to final plat review by the Planning Commission or Planning staff, the certification of design plan approval form as required by the Knoxville-Knox County Subdivision Regulations.
- 10) Prior to certification of the final plat for the subdivision, establishing a property owners association that will be responsible for maintenance of the common area, roads, amenities, and drainage system.
- Approve the development plan for up to 117 attached dwelling units on individual lots, subject to 1 condition.
 - 1) Meeting all applicable requirements of the Knox County Zoning Ordinance.

With the conditions noted, this plan meets the requirements for approval in the PR (Planned Residential) district and the criteria for approval of a use on review.

COMMENTS:

This proposal is a 117 lot attached residential development on 12.37 acres with a density of 9.46 du/ac. The dwelling units will be 2-3 stories tall and have a 1-car garage (see example images attached). The development will have private streets with 26-ft of pavement and 40-ft private right-of-way. Access to the site is via Chapman Highway in a section that the Tennessee Department of Transportation (TDOT) recently improved by adding a center turn lane and realigning the Sevierville Pike and E. Simpson Road intersections. In 2004, a similar attached residential development was approved for this site with 95 dwellings (10-SC-4-C / 10-H-04-UR).

A transportation impact study (TIS) was performed to evaluate the potential impacts of the development on Chapman Highway. The conclusions and recommendations of the study include: a) the northbound left-turn lane storage provided in the recently constructed center turn lane on Chapman Highway is adequate in length and no modifications to the striping are recommended; b) an exclusive right-turn lane on Chapman Highway be provided; and, c) maintaining the proposed site entrance location even though the intersection sight distance is 570-ft to the south which does not meet the TDOT minimum standard of 625-ft for a 50-mph posted speed limit, however, it does meet the Knox County minimum standard of 500-ft.

The TIS recommends keeping the proposed entrance as shown because shifting the proposed entrance further to the north to meet TDOT's requirement is not achievable until the proposed entrance is located less

than 400-ft from Sevierville Pike because of the vertical curvature of Chapman Highway. The Subdivision Regulations require a minimum of 400-ft between intersections on an arterial road. Condition #8 states that Planning and Knox County Engineering and Public Works staff may review and approve the realigned entrance if TDOT requires it to be shifted to the north. This assumes that no additional variances to the Subdivision Regulations will be required. If it is not feasible to shift the entrance to the north, TDOT may require other types of improvements or potentially restrict exiting turn movements to right-out only onto Chapman Highway.

DEVELOPMENT STANDARDS FOR USES PERMITTED ON REVIEW (ARTICLE 4.10 - SECTION 2)

The planning commission, in the exercise of its administrative judgment, shall be guided by adopted plans and policies, including the general plan and the following general standards:

- 1) THE PROPOSED USE IS CONSISTENT WITH THE ADOPTED PLANS AND POLICIES, INCLUDING THE GENERAL PLAN AND SECTOR PLAN.
- A. The South County Sector Plan recommends LDR (Low Density Residential), however, Planning staff initiated a sector plan amendment application to MDR (Medium Density Residential) because it was determined there was an error when the sector plan was last updated in 2012 (see item 11-D-21-SP on the November agenda).
- B. The MDR sector plan designation allows consideration of up to 12 du/ac and the proposed density is 9.46 du/ac.
- C. The property is in the Planned Growth area on the Knoxville-Knox County-Farragut Growth Policy Plan map.
- D. The property is located in the HP (Hillside Protection) area, however, the entire property was graded in 2003 to create a flat building site.
- 2) THE USE IS IN HARMONY WITH THE GENERAL PURPOSE AND INTENT OF THE ZONING ORDINANCE.
- A. The PR (Planned Residential) zone is intended to provide optional methods of land development which encourage more imaginative solutions to environmental design problems. Residential areas thus established would be characterized by a unified building and site development program, open space for recreation and provision for commercial, religious, educational, and cultural facilities which are integrated with the total project by unified architectural and open space treatment. Each planned unit development shall be compatible with the surrounding or adjacent zones. Such compatibility shall be determined by the planning commission by review of the development plans.
- B. The PR (Planned Residential) zoning for this property allows up to 10 du/ac and the proposed subdivision has a density of 9.46 du/ac.
- C. The proposed development is providing common areas throughout the development with unspecific use.
- 3) THE USE IS COMPATIBLE WITH THE CHARACTER OF THE NEIGHBORHOOD WHERE IT IS PROPOSED, AND WITH THE SIZE AND LOCATION OF BUILDINGS IN THE VICINITY.
- A. The existing development in the immediate area does not have consistent design characteristics or size and location of buildings.
- B. The two closest uses are two houses to the south and will be approximately 175-ft from the closest townhome.
- 4) THE USE WILL NOT SIGNIFICANTLY INJURE THE VALUE OF ADJACENT PROPERTY.
- A. The proposed residential use is compatible with the surrounding residential and business uses and will not significantly impact the value of the adjacent property.
- 5) THE USE WILL NOT DRAW ADDITIONAL TRAFFIC THROUGH RESIDENTIAL AREAS.
- A. This development will have direct access to Chapman Highway which is a major arterial street.
- 6) THE NATURE OF DEVELOPMENT IN THE SURROUNDING AREA IS NOT SUCH AS TO POSE A POTENTIAL HAZARD TO THE PROPOSED USE OR TO CREATE AN UNDESIRABLE ENVIRONMENT FOR THE PROPOSED USE.
- A. There are no known uses in the area that could be a potential hazard or create an undesirable environment for the proposed use.

ESTIMATED TRAFFIC IMPACT: A traffic impact study was prepared by the applicant. The findings of that study were used in formulating the recommendations of this staff report.

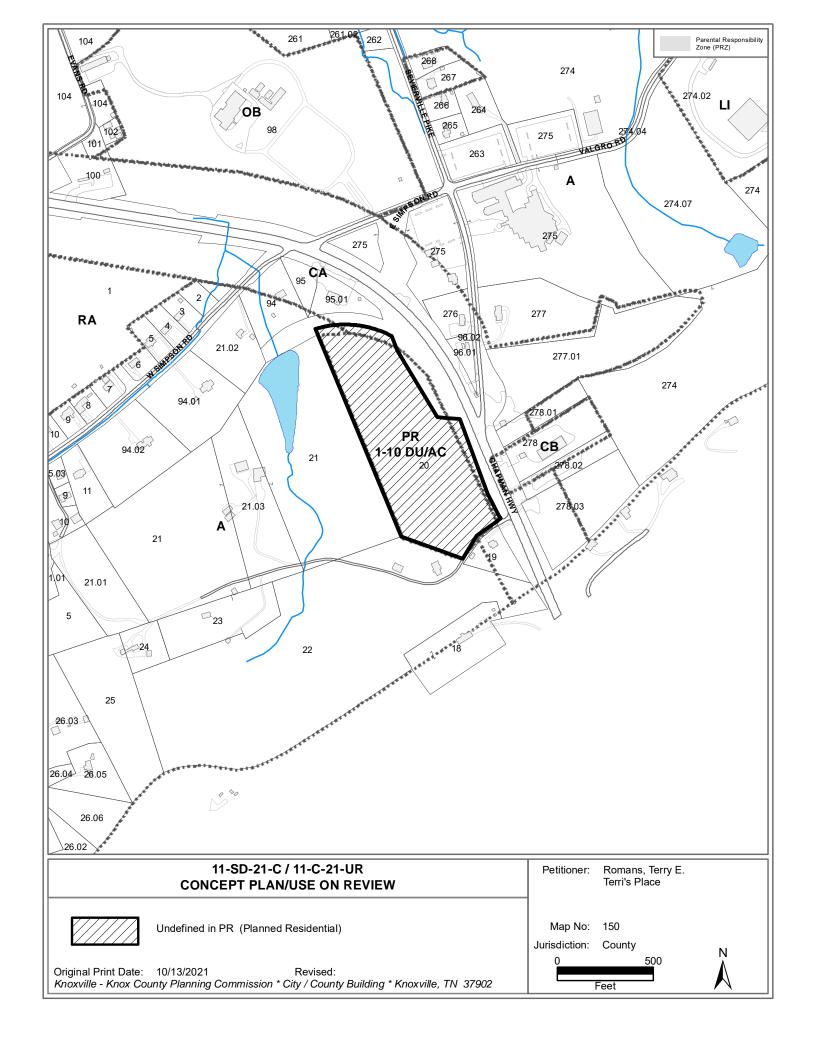
ESTIMATED STUDENT YIELD: 3 (public school children, grades K-12)

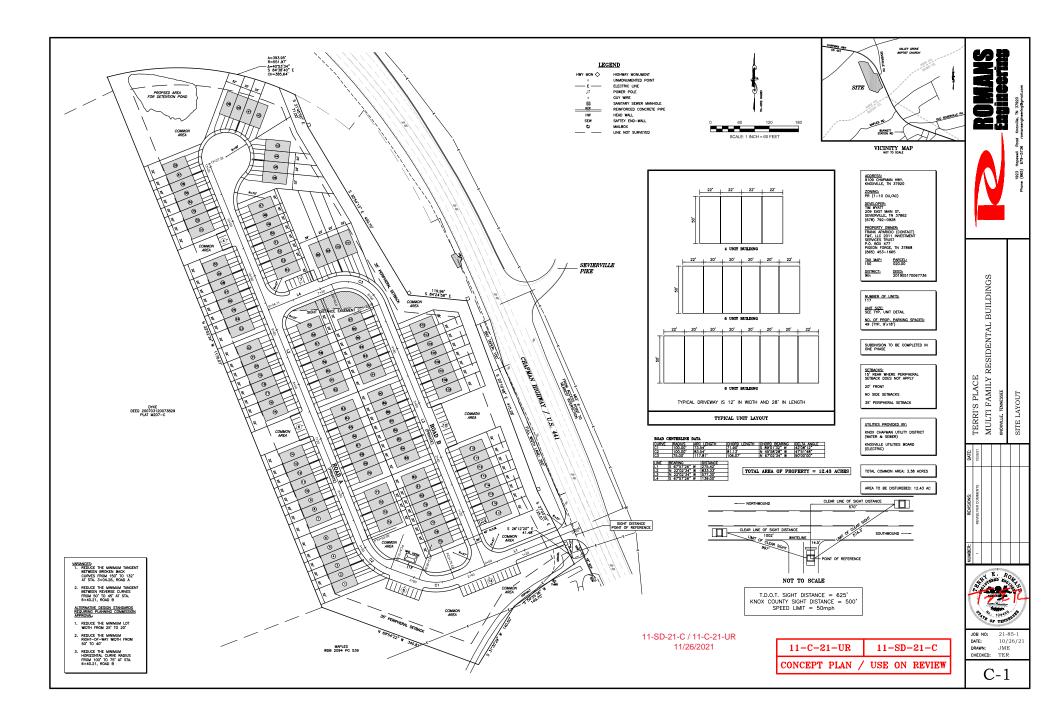
Schools affected by this proposal: New Hopewell Elementary, South Doyle Middle, and South Doyle High.

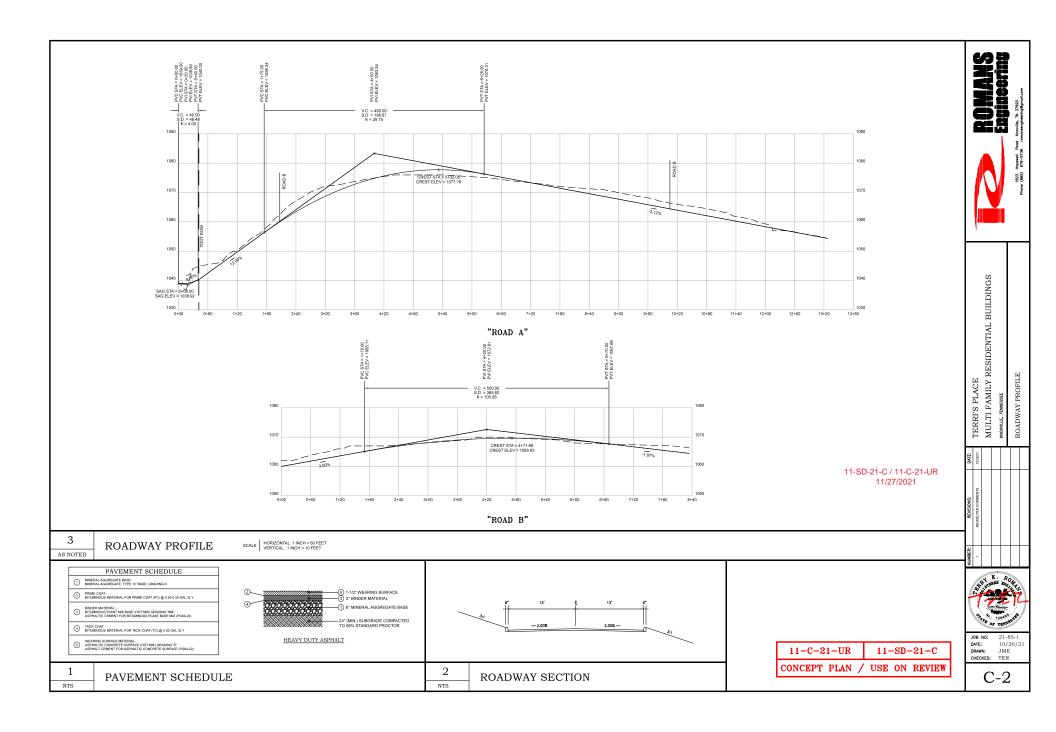
- Potential new school population is estimated using locally-derived data on public school student yield generated by new housing.
- Students are assigned to schools based on current attendance zones as determined by Knox County Schools. Students may request transfers to different zones, and zone boundaries are subject to change.
- Estimates presume full build-out of the proposed development. Build-out is subject to market forces, and timing varies widely from proposal to proposal.
- Student yields from new development do not reflect a net addition of children in schools. Additions occur incrementally over the build-out period. New students may replace current population that ages through the system or moves from the attendance zone.

Knoxville-Knox County Planning Commission's approval or denial of this concept plan request is final, unless the action is appealed to Knox County Chancery Court. The date of the Knox County Chancery Court hearing will depend on when the appeal application is filed.

Knoxville-Knox County Planning Commission's approval or denial of this use on review request is final, unless the action is appealed to the Knox County Board of Zoning Appeals. The date of the Knox County Board of Zoning Appeals hearing will depend on when the appeal application is filed.







Villages at Seymour Potential Product





11-SD-21-C / 11-C-21-UR

9/27/2021









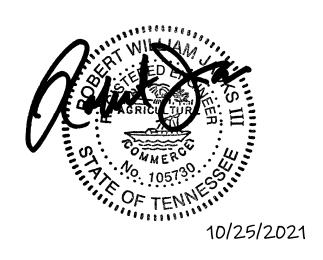


Transportation Impact Study Terri's Place Townhouses Knox County, Tennessee



Revised October 2021

Prepared for: Land Art USA Mr. John Moore jmoore@landartusa.com



11-SD-21-C 11-C-21-UR

Revised: 10/26/2021

CONCLUSIONS & RECOMMENDATIONS

The following is an overview of recommendations to minimize the impacts of the proposed Terri's Place Townhouses development on the adjacent transportation system while attempting to achieve an acceptable traffic flow and safety level.



Chapman Highway at the Proposed Entrance: This intersection was calculated to operate adequately in the projected 2025 conditions with respect to vehicle delays. However, motorists attempting to turn left from the Proposed Entrance towards the north on Chapman Highway during the PM peak hour will experience relatively high vehicle delays due to the large volumes on Chapman Highway. The 2025 projected intersection capacity of



this proposed intersection was modeled with separate exiting eastbound left and right-turn lanes and with existing left-turn storage provided in the TWLTL on Chapman Highway. The results shown in Table 4 were also based on providing an exclusive southbound right-turn lane which is warranted based on the projected volumes and speeds on Chapman Highway.

Due to the limited northbound left-turn storage length newly provided in the center TWLTL on Chapman Highway, it is critical to ensure that enough storage length will be available. An additional software program was used to determine the projected northbound left-turn vehicle queues at the intersection to ensure storage length adequacy. The previously mentioned Synchro Traffic Software includes SimTraffic. The Synchro portion of the software performs the macroscopic calculations for intersections, and SimTraffic performs micro-simulation and animation of vehicular traffic. However, both programs estimate 95th percentile vehicle queue lengths.

The 95th percentile vehicle queue length is the recognized measurement in the traffic engineering profession as the design standard used when considering vehicle queue lengths. A 95th percentile vehicle queue length means 95% certainty that the vehicle queue will not extend beyond that point.



For this proposed intersection, the projected vehicle queue results for the eastbound exiting lanes were calculated from the Synchro software. The northbound left-turn queue lengths were calculated from the SimTraffic software. Both software packages were used since SimTraffic cannot accurately model intersections with center TWLTL's and their effects on vehicle gap acceptance. SimTraffic will only model vehicles to wait for gaps in both directions of traffic before turning (i.e., the vehicles are not allowed to cross halfway into the center TWLTL and wait for another gap to enter the opposite lane traffic stream). Due to this limitation, the Synchro 95th percentile vehicle queue results are recommended to determine the eastbound exiting left-turn queue lengths since it accounts for two-stage left-turns when the median is sufficient to store a vehicle temporarily. The results from the Synchro software for the eastbound entering lanes are included in the worksheets included in the capacity analyses and shown in Appendix H.

The calculated vehicle queue results for the northbound left-turn vehicle queues were based on averaging the outcome obtained during ten traffic simulations in the SimTraffic software. The vehicle queue results from the SimTraffic software for the northbound left-turn lane (TWLTL) are in Appendix J. The 95th percentile vehicle queue lengths at the intersection for the projected 2025 conditions are shown in Table 5.

TABLE 5
TURN LANE STORAGE & VEHICLE QUEUE SUMMARY 2025 AM AND PM PEAK HOUR TRAFFIC VOLUMES

INTERSECTION	APPROACH/	STORAGE	95 th PERCENTILE QUEUE LENGTH		ADEQUATE
	MOVEMENT	PROVIDED	AM PEAK HOUR	PM PEAK HOUR	LENGTH?
Chapman Highway at	Eastbound Left *	n/a	12.5'	20'	n/a
Proposed Entrance	Eastbound Right *	75'	2.5'	5'	YES
	Northbound Left (TWLTL) **	102'	18'	41'	YES

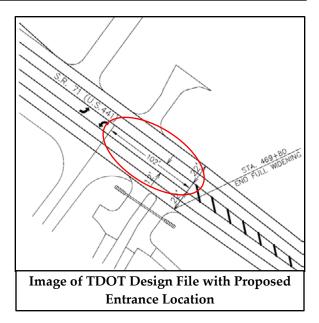
^{* 95&}lt;sup>th</sup> percentile queues were calculated in Synchro 8 software

The available storage for northbound left-turns in the center TWLTL of Chapman Highway is 102 feet. This storage length was determined by obtaining the TDOT design files that detailed the center transverse pavement markings and inserting the Proposed Entrance location into the TDOT design file. The transverse markings signify where the center lane decreases in width and ends the TWLTL as it approaches Shooks Gap to the south. The calculated results indicate that the existing provided in the TWLTL vehicle storage is adequate.



^{** 95&}lt;sup>th</sup> percentile queues were calculated in SimTraffic 8 software

To further ensure the capability of the provided northbound vehicle storage length in the center TWLTL, a worst-case analysis was completed that assumed 65% of the entering PM peak hour traffic would occur from the south instead of the north, as shown in Figure 6. The PM peak hour was examined since it is the most critical with the larger conflicting southbound traffic volumes on Chapman Highway. The results indicated that the existing storage length would also be adequate if 65% of entering traffic in the PM peak hour came from the south (northbound). The 95th percentile for this scenario was calculated to be 56 feet for the northbound left-turns in the TWLTL. The results of this worst-case scenario are also provided in Appendix J.



1a) The results indicate that the northbound left-turn storage provided in the recently constructed center TWLTL on Chapman Highway will be adequate in length based on an available storage length of 102-Due to the minimal feet. projected northbound left-turns at the Proposed Entrance, it is not specifically recommended that the newly applied TWLTL pavement markings be modified on Chapman Highway.



1b) It is recommended that an exclusive right-turn lane on Chapman Highway be provided for southbound traffic entering the proposed development. As discussed previously, this turn-lane is warranted based on the projected volumes and the associated vehicle speeds. With a posted speed limit of 50-mph on Chapman Highway, it is recommended



that the southbound right-turn lane be a minimum of 11-feet in width, have a 100-foot bay taper plus a minimum deceleration length of 350 feet (total distance of 450′). These recommended distances are based on values presented in Table 9-22 of the 2011 Green Book by AASHTO that assumes that the speed differential between turning vehicles and following thru vehicles is 10-mph when the turning vehicle clears the thru-lane. These distances also adhere to TDOT Roadway Design Guidelines in Chapter 2, Table 2-3. In Table 2-3, TDOT lists a recommended deceleration length of 425 feet for vehicles to come to a complete stop. However, for the right-turn lane at this development, the entering vehicles will not come to a complete stop. The right-turn lane should include the appropriate right-turn arrow pavement markings (Refer to TDOT standard drawing T-M-4).

- It is recommended that a Stop Sign (R1-1) be installed, and a 24" white stop bar be applied to the Proposed Entrance approach at Chapman Highway. The stop bar should be applied a minimum of 4 feet away from the pavement edge of Chapman Highway and placed at the desired stopping point that maximizes the sight distance.
- Intersection sight distance at the Proposed Entrance must not be impacted by existing or future landscaping or signage. Based on a posted speed limit of 50-mph on Chapman Highway, the required intersection sight distance (ISD) at the Proposed Entrance is 625 feet looking to the north and south based on TDOT standards. However, based on Knox County's standards, the ISD requirement is 500 feet. Based on an existing road grade of 4.4% on Chapman Highway and a posted speed limit of 50-mph, the stopping sight distance (SSD) is calculated to be 460 feet for northbound vehicles and 400 feet for southbound vehicles on Chapman Highway. Visual observation and a land survey determined that the required SSD's are available. The available sight distance meets TDOT and Knox County ISD requirements looking to the north. To the south, the available sight distance meets Knox County ISD requirements but does not meet TDOT's.

Due to the physical layout of Chapman Highway and the vertical curve to the south, meeting TDOT's requirement of 625 feet is not feasible without shifting the entrance so far north that it would encroach upon the intersection operations of Sevierville Pike at Chapman Highway. Ultimately, shifting the Proposed Entrance further to the north to meet a TDOT requirement of 625 feet would not be achievable until the Proposed Entrance is located less than 400 feet to Sevierville Pike. Knox County requires a spacing



of intersecting roads on an arterial road of at least 400 feet. Based on these facts, it is recommended that the Proposed Entrance location remain as shown in the site plan with an available sight distance of 570 feet looking to the south.

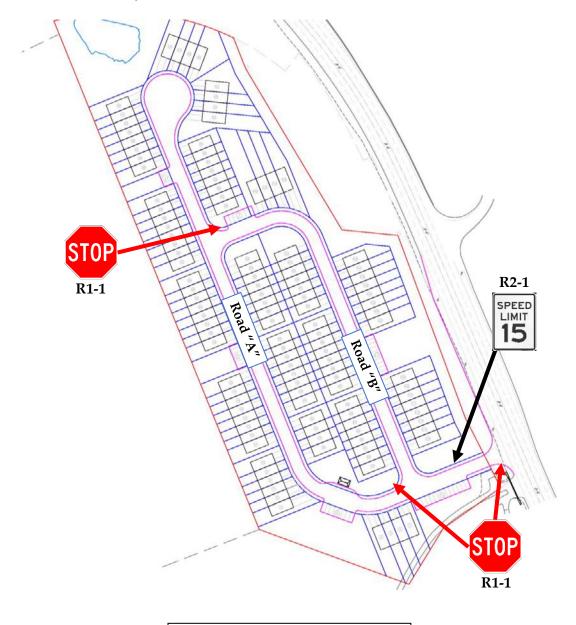
1e) The construction of the Proposed Entrance on Chapman Highway will require a TDOT Highway Entrance Permit, and the site designer will need to apply for this permit and coordinate with TDOT as to their specific requirements for this entrance.





<u>Terri's Place Townhouses Internal Roads:</u> The proposed plan layout shows two new private roads constructed within the development, as shown below and in Figure 3.

- 2a) A 15-mph Speed Limit Sign (R2-1) is recommended to be installed near the beginning of Road "A" within the development off Chapman Highway. Since the internal development roads will not be public, a posted speed limit of less than 25-mph is acceptable and recommended.
- 2b) Stop Signs (R1-1) with 24" white stop bars and other traffic signage should be installed at the locations, as shown below:



Internal Traffic Sign Locations



Sight distance at the new internal intersections in the development must not be impacted by new signage, future landscaping, parked vehicles, or other structures. With a proposed internal speed limit of 15-mph, the internal intersection sight distance requirement is 170 feet, and the stopping sight distance required is 80 feet for a level road grade. The site designer should ensure that internal sight distance lengths are met and account for other designed road grades.

The internal southern intersection of Road "A" and Road "B" will need particular attention due to the proposed geometrics of the intersection and the location of parked vehicles across from the mail center/kiosk, potentially reducing sight distance.

- 2d) All drainage grates and covers for the residential development need to be pedestrian and bicycle safe.
- 2e) Traffic calming measures may be needed to decrease internal vehicle speeds. The north-south internal roadways have long and straight segments. It is recommended that the site designer consider installing speed humps or speed tables within the development to reduce internal speeds.
- 2f) All internal and external road and intersection elements should be designed to AASHTO, TDOT, and Knox County specifications and guidelines to ensure proper operations.





Existing Land Use

Development Request

Planning KNOXVILLE I KNOX COUNTY	DEVELOPMENT ☐ Development Plan ☐ Planned Development ☐ Use on Review / Special ☐ Hillside Protection COA	☐ Final	cept Plan	ZONING □ Plan Amendment □ SP □ OYP □ Rezoning	
Terry E. Romans			Surve	eyor / Engineer	
Applicant Name			Affiliat	ion	
09/27/21	11/10/21		File Number(s		
Date Filed	Meeting Date (if applicab	ole)	11-SD-21-C		
			1	1-C-21-UR	
CORRESPONDENCE All of	correspondence related to this app	olication should be dir	ected to the a	pproved contact listed below.	
☐ Applicant ☐ Owner ☐ Opt	ion Holder 📕 Project Surveyor	■ Engineer □	Architect/Land	dscape Architect	
Terry E. Romans		Romans Engine	ering		
Name		Company			
1923 Hopewell Rd		Knoxville	TN	37920	
Address		City	State	ZIP	
(865) 679-5736	romansengineering(@gmail.com			
Phone	Email				
CURRENT PROPERTY INFO					
Frank Aparicio	P.O. Box 477	Pigeon Forge, TN	37868	(865) 453-1665	
Owner Name (if different)	Owner Address			Owner Phone	
9109 Chapman Hwy, Knoxville	e, TN 37920	150 020			
Property Address	Parco				
CTAFF LICE ONLY					
STAFF USE ONLY					
West side of Chapman Highw	ay, south of W. Simpson Roa	ad	12.37	7 acres	
General Location			Tract S	ize	
9th		PR 1-10	du/ac		
Jurisdiction (specify district above)	☐ City ■ County	Zoning Dis	trict		
South County	LDR and HP		Planned Growth		
Planning Sector	Sector Plan Land Use Classification		Growth Policy Plan Designation		
Vacant land	No	KUB	Knox-Chapman		

Septic (Y/N)

Sewer Provider

Water Provider

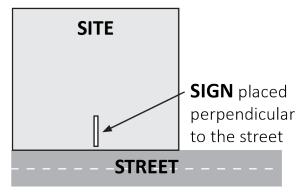
DEVELOPMENT REQUEST				
☐ Development Plan ☐ Use on Review / Special Use ☐ Hillside Protection COA ☐ Residential ☐ Non-Residential ☐ Home Occupation (specify)			Related City	/ Permit Number(s)
Other (specify) Attached residential dwellin	gs on individual lots			
SUBDIVISION REQUEST				
Terri's Place			Related Rez	zoning File Number
Proposed Subdivision Name		118		
Unit / Phase Number ☐ Combine Parcels ☐	Divide Parcel	mber of Lots Created		
Other (specify)				
Attachments / Additional Requirements				
ZONING REQUEST				51 . 51 . N
☐ Zoning Change			Pending	Plat File Number
Proposed Zoning				
☐ Plan Amendment Change				
Proposed Plan Design	ation(s)			
Proposed Density (units/acre) Previous	us Rezoning Requests			
Other (specify)				
STAFF USE ONLY				
PLAT TYPE		Fee 1		Total
☐ Staff Review ☐ Planning Commission		0108		
ATTACHMENTS		Fee 2		\$4,040
☐ Property Owners / Option Holders ☐ Variance	e Request	. 55 2		74,040
ADDITIONAL REQUIREMENTS				
☐ Design Plan Certification (Final Plat)☐ Use on Review / Special Use (Concept Plan)		Fee 3		
■ Traffic Impact Study				
COA Checklist (Hillside Protection)				
AUTHORIZATION By signing below, I certif	y I am the property owne	er, applicant or the own	ers authorized	representative.
Terry E. Romans Digitally signed by Terry E. Romans Date: 2021.08.30 13:25:39 -04'00'	Terry E. Romans		09/2	7/21
Applicant Signature	Please Print		Date	
(865) 679-5736	romansengineering@gmail.com			
Phone Number	Email			
Michael Reynolds Digitally signed by Michael Reynolds Date: 2021.09.27 12:36:02 -04'00'	Michael Reynolds		9/27,	/2021 le/ak
Staff Signature Please Print			Date	



Sign Posting & Removal Requirement

Revised April 2021

The Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission require a sign to be posted on the property for each application subject to consideration by the Planning Commission, including the following applications: rezoning, plan amendment, concept plan, use on review/special use, planned development, right-ofway closure, and name change.



The required public notice sign(s) will be provided by Planning to the applicant when an application is submitted. If an application is submitted electronically, Planning staff will post the required sign. If a replacement sign(s) is needed, the applicant is responsible for picking up the new sign(s) from Planning and will be charged \$10 for each replacement.

LOCATION AND VISIBILITY

The sign must be posted on the nearest adjacent/frontage street and in a location clearly visible to vehicles traveling in either direction. If the property has more than one street frontage, the sign should be placed along the street that carries more traffic. Planning staff may recommend a preferred location for the sign to be posted at the time of application.

TIMING

The sign(s) must be posted **not less than 12 days prior to the scheduled Planning Commission public hearing** and must remain in place until the day after the meeting. In the case of a postponement, the sign can either remain in place or be removed and reposted not less than 12 days prior to the next Planning Commission meeting. The applicant is responsible for removing the sign after the application has been acted upon by the Planning Commission.

The individual below is responsible for posting and removing the sign(s) provided consistent with the above guidelines and between the dates of:

and	d			
(applicant or staff to post sign)	(applicant to remove sign)			
Applicant Name:				
Date:	Sign posted by Staff			
File Number:	Sign posted by Applicant			