



# SUBDIVISION REPORT - CONCEPT

▶ **FILE #:** 9-SA-23-C **AGENDA ITEM #:** 11  
 POSTPONEMENT(S): 9/14/2023, 10/5/2023 **AGENDA DATE:** 11/9/2023

▶ **SUBDIVISION:** MILLERTOWN VILLAS

▶ **APPLICANT/DEVELOPER:** MIKE BALLINGER

OWNER(S): Kenneth Lockhart, John Meade & Mike Ballinger

TAX IDENTIFICATION: 59 M E 005 [View map on KGIS](#)  
 JURISDICTION: City Council District 4  
 STREET ADDRESS: 4602 MILLERTOWN PIKE

▶ **LOCATION:** South side of Millertown Pk, west of Amelia Rd

SECTOR PLAN: East City  
 GROWTH POLICY PLAN: N/A (Within City Limits)  
 WATERSHED: Love Creek

▶ **APPROXIMATE ACREAGE:** 2.15 acres

▶ **ZONING:** O (Office)

▶ **EXISTING LAND USE:** Agriculture/Forestry/Vacant Land

▶ **PROPOSED USE:** Townhouse Subdivision

SURROUNDING LAND USE AND ZONING: North: Single family residential, agriculture/forestry/vacant - RN-1 (Single-Family Residential Neighborhood)  
 South: Single family residential - RN-1 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)  
 East: Single family residential - RN-1 (Single-Family Residential Neighborhood)  
 West: Agriculture/forestry/vacant - O (Office)

▶ **NUMBER OF LOTS:** 6

SURVEYOR/ENGINEER: David Hurst Robert G. Campbell and Associates

ACCESSIBILITY: Access is via Millertown Pike, a minor arterial street with a 20-ft pavement width within a 40-ft right-of-way.

▶ **SUBDIVISION VARIANCES REQUIRED:** N/A

**STAFF RECOMMENDATION:**

▶ Table the concept plan application as requested by the applicant.

ESTIMATED TRAFFIC IMPACT: 265 (average daily vehicle trips)

Average Daily Vehicle Trips are computed using national average trip rates reported in the latest edition of "Trip Generation," published by the Institute of Transportation Engineers. Average Daily Vehicle Trips represent the total number of trips that a particular land use can be expected to generate during a 24-hour day (Monday through Friday), with a "trip" counted each time a vehicle enters or exits a proposed development.

ESTIMATED STUDENT YIELD: Not applicable.

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



# Request to Postpone • Table • Withdraw

Mike Ballinger

10-24-2023

Applicant Name (as it appears on the current Planning Commission agenda)

Date of Request

11-09-2023

Scheduled Meeting Date

9-SA-23-C

File Number(s)

## POSTPONE

**POSTPONE:** All applications are eligible for postponement if the request is received in writing and paid for by noon on Thursday the week prior to the Planning Commission meeting. All requests must be acted upon by the Planning Commission, except new applications which are eligible for one 30-day automatic postponement. If payment is not received by the deadline, the item will be tabled.

**SELECT ONE:**  30 days  60 days  90 days

Postpone the above application(s) until the \_\_\_\_\_ Planning Commission Meeting.

## WITHDRAW

**WITHDRAW:** Applications may be withdrawn automatically if the request is received in writing no later than 3:30pm on Thursday the week prior to the Planning Commission meeting. Requests made after this deadline must be acted on by the Planning Commission. Applicants are eligible for a refund only if a written request for withdrawal is received no later than close of business 2 business days after the application submittal deadline and the request is approved by the Executive Director or Planning Services Manager.

## TABLE

*\*The refund check will be mailed to the original payee.*

**TABLE:** Any item requested for tabling must be acted upon by the Planning Commission before it can be officially tabled. There is no fee to table or untable an item.

## AUTHORIZATION

*By signing below, I certify I am the property owner, and/or the owners authorized representative.*

Richard LeMay

Applicant Signature

Please Print

865-671-0183

rlemay@lemayassociates.com

Phone Number

Email

## STAFF ONLY

Samiul Haque

No Fee

Staff Signature

Please Print

Date Paid

Eligible for Fee Refund?  Yes  No

Amount:

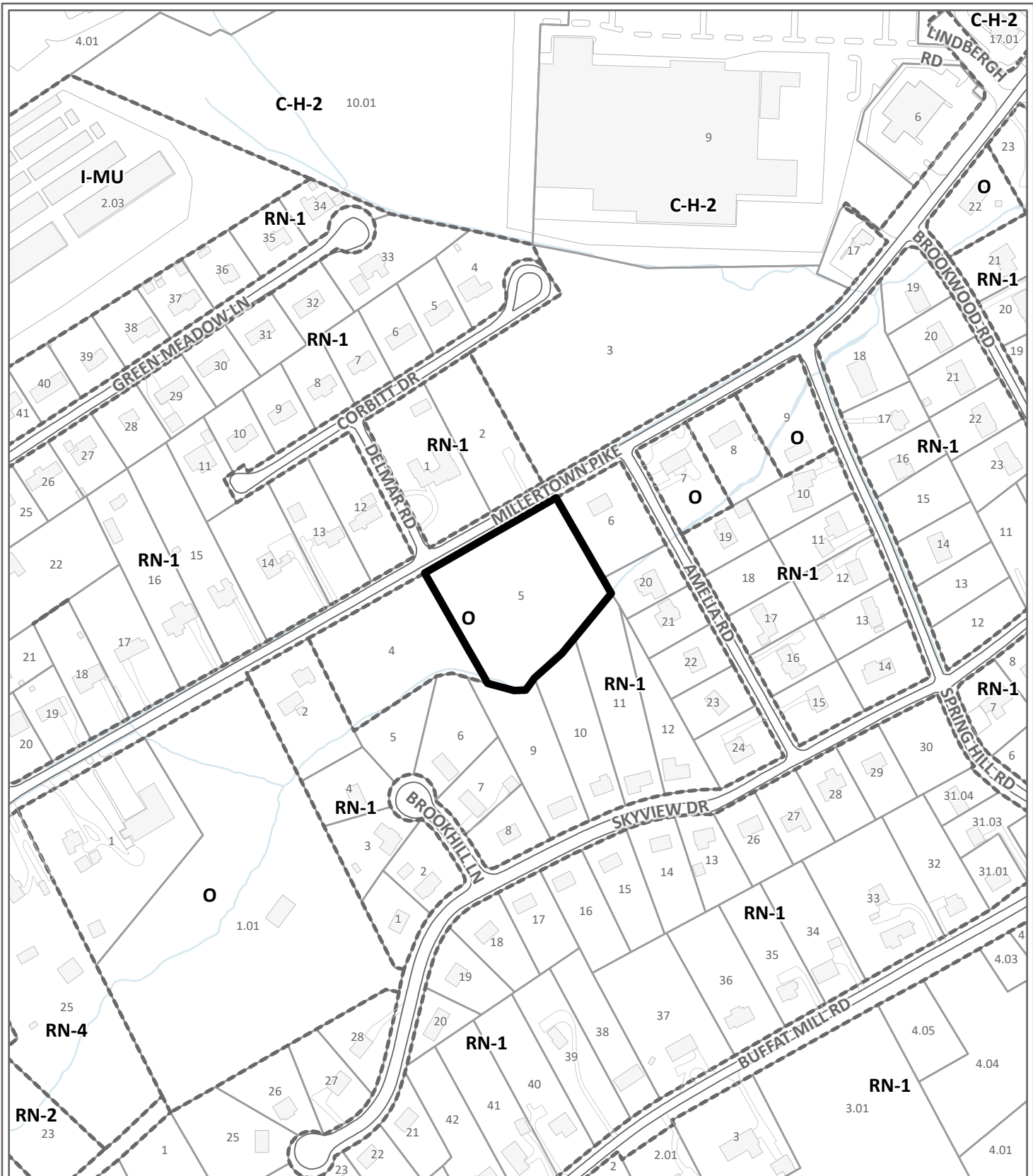
Approved by:

Date:

Payee Name

Payee Phone

Payee Address



**CONCEPT PLAN**

**9-SA-23-C**

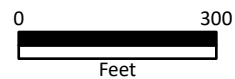
**Petitioner:** Mike Ballinger



Townhouse Subdivision in O (Office)

**Map No:** 59  
**Jurisdiction:** City

**Original Print Date:** 8/18/2023  
Knoxville - Knoxville County Planning Commission \* City / County Building \* Knoxville, TN 37902



# Exhibit A. Contextual Images

Location Map



Aerial Map

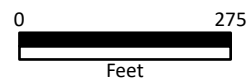


CONTEXTUAL MAPS 1

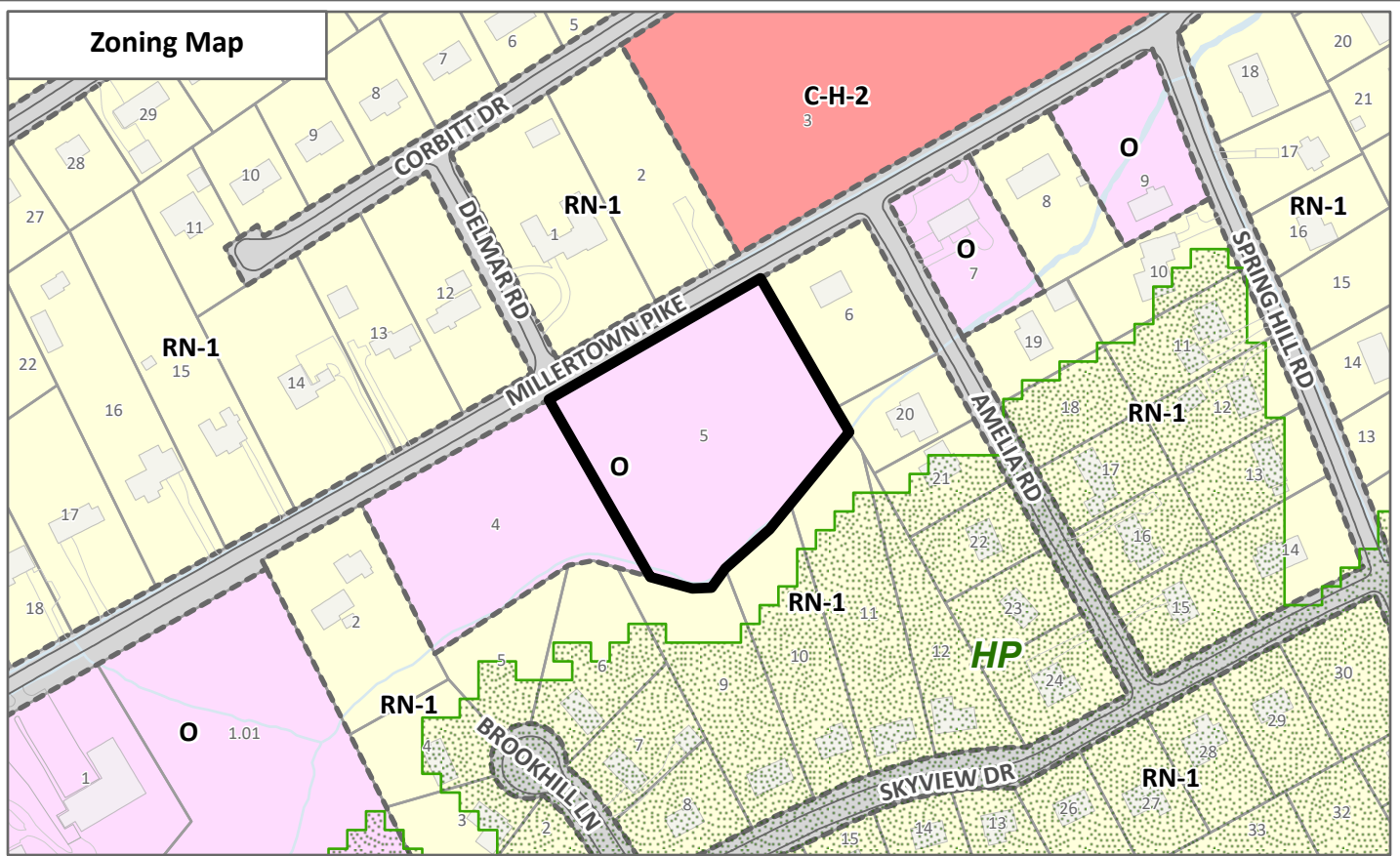
9-SA-23-C



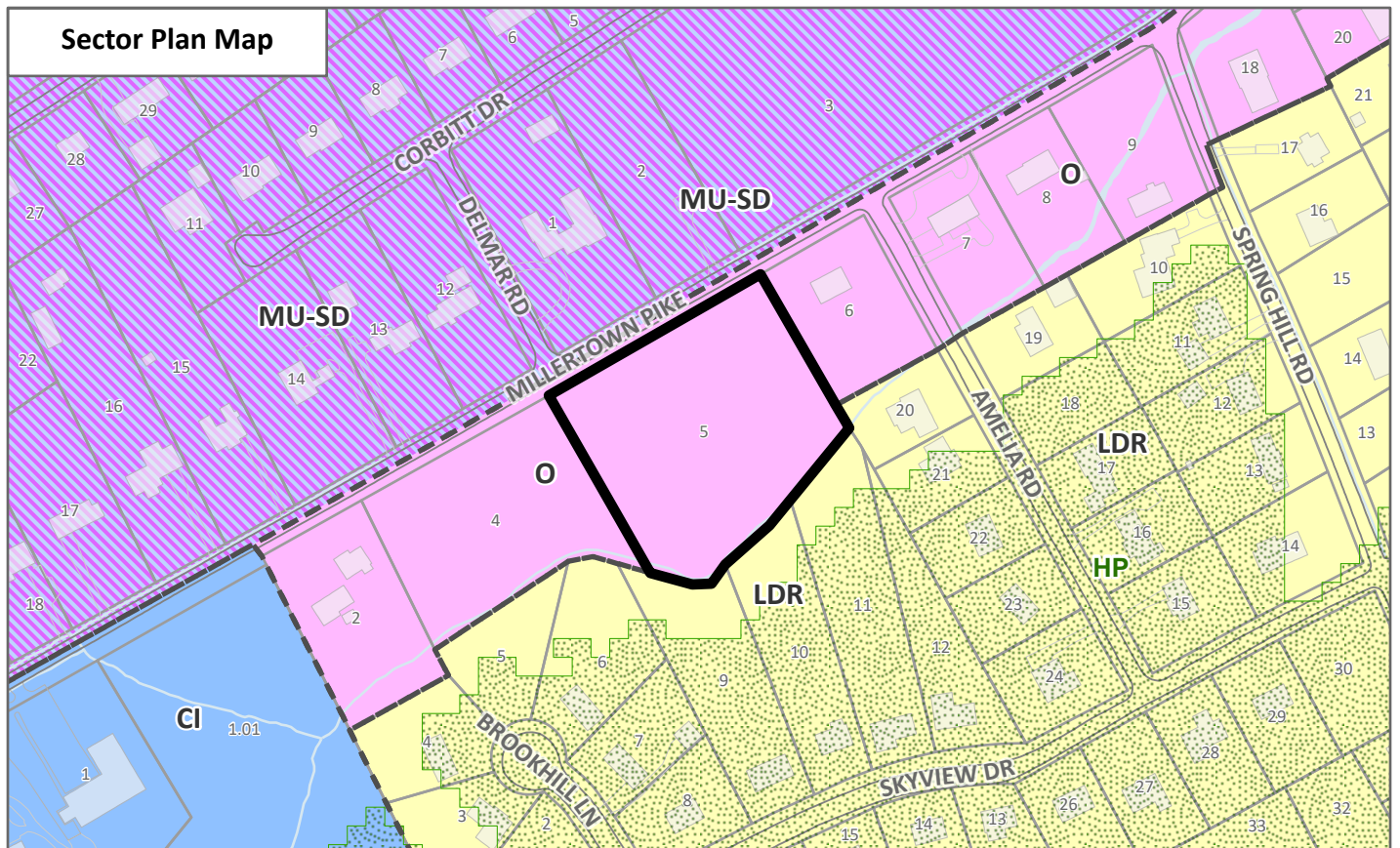
Case boundary



### Zoning Map



### Sector Plan Map

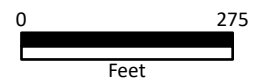


### CONTEXTUAL MAPS 2

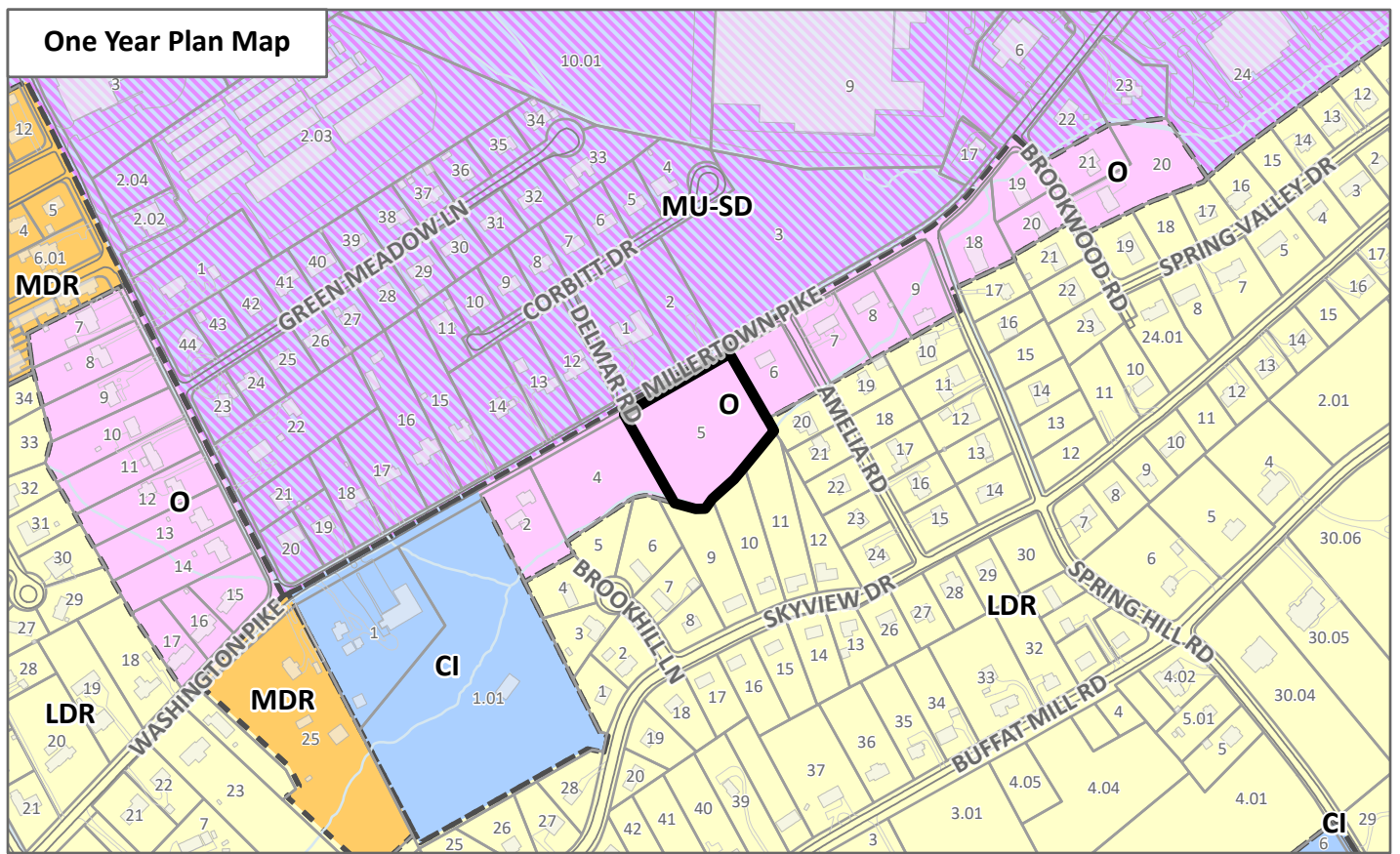
9-SA-23-C



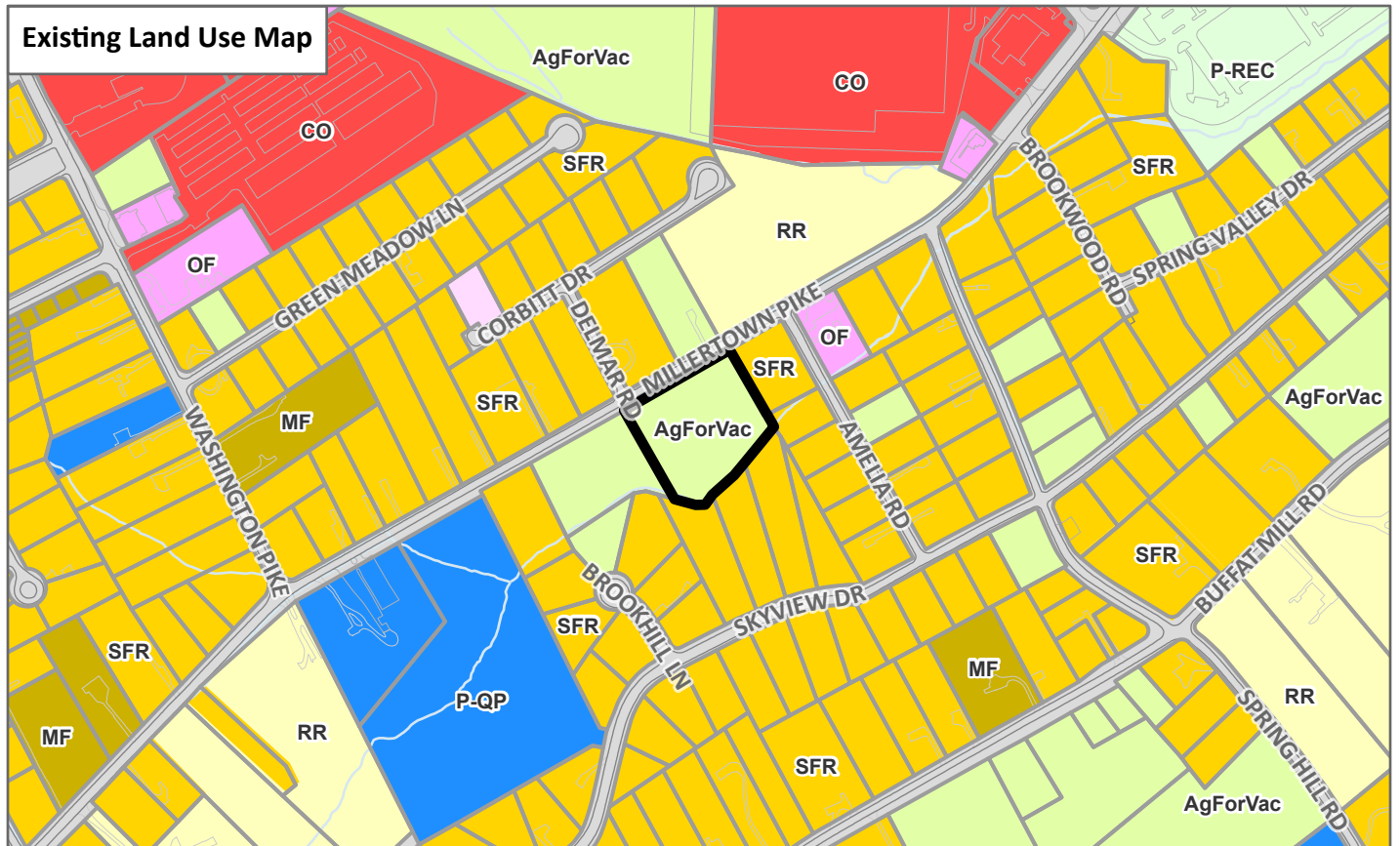
Case boundary



**One Year Plan Map**



**Existing Land Use Map**

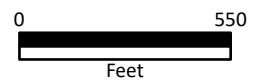


**CONTEXTUAL MAPS 3**

9-SA-23-C



Case boundary





# Request to Postpone • Table • Withdraw

Mike Ballinger

9-13-2023

Applicant Name (as it appears on the current Planning Commission agenda)

Date of Request

~~Sept 14, 2023~~

October 5, 2023

Scheduled Meeting Date

File Number(s)

9-SA-23-C

## POSTPONE

**POSTPONE:** All applications are eligible for postponement if the request is received in writing and paid for by noon on Thursday the week prior to the Planning Commission meeting. All requests must be acted upon by the Planning Commission, except new applications which are eligible for one 30-day automatic postponement. If payment is not received by the deadline, the item will be tabled.

**SELECT ONE:**  30 days  60 days  90 days

November 9th

Postpone the above application(s) until the ~~12 Oct 2023~~ Planning Commission Meeting.

## WITHDRAW

**WITHDRAW:** Applications may be withdrawn automatically if the request is received in writing no later than 3:30pm on Thursday the week prior to the Planning Commission meeting. Requests made after this deadline must be acted on by the Planning Commission. Applicants are eligible for a refund only if a written request for withdrawal is received no later than close of business 2 business days after the application submittal deadline and the request is approved by the Executive Director or Planning Services Manager.

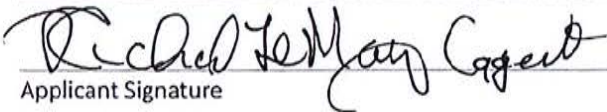
## TABLE

*\*The refund check will be mailed to the original payee.*

**TABLE:** Any item requested for tabling must be acted upon by the Planning Commission before it can be officially tabled. There is no fee to table or untable an item.

## AUTHORIZATION

*By signing below, I certify I am the property owner, and/or the owners authorized representative.*



Richard LeMay

Applicant Signature

Please Print

865-671-0183

rlemay@lemayassociates.com

Phone Number

Email

## STAFF ONLY



Shelley Gray

09/14/2023

Staff Signature

Please Print

Date Paid

No Fee

Eligible for Fee Refund?  Yes  No Amount:

Approved by:

Date:

Payee Name

Payee Phone

Payee Address





# Request to Postpone • Table • Withdraw

MIKE BALLINGER

Applicant Name (as it appears on the current Planning Commission agenda)

Date of Request

9-14-23

Scheduled Meeting Date

9-SA-23-C

File Number(s)

## POSTPONE

**POSTPONE:** All applications are eligible for postponement if the request is received in writing and paid for by noon on Thursday the week prior to the Planning Commission meeting. All requests must be acted upon by the Planning Commission, except new applications which are eligible for one 30-day automatic postponement. If payment is not received by the deadline, the item will be tabled.

SELECT ONE:  30 days  60 days  90 days

10/5/2023

Postpone the above application(s) until the ~~Oct 12, 2023~~ Planning Commission Meeting.

## WITHDRAW

**WITHDRAW:** Applications may be withdrawn automatically if the request is received in writing no later than 3:30pm on Thursday the week prior to the Planning Commission meeting. Requests made after this deadline must be acted on by the Planning Commission. Applicants are eligible for a refund only if a written request for withdrawal is received no later than close of business 2 business days after the application submittal deadline and the request is approved by the Executive Director or Planning Services Manager.

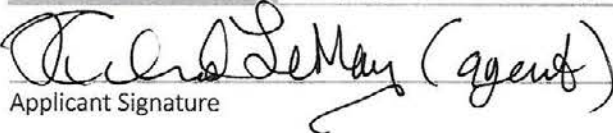
## TABLE

*\*The refund check will be mailed to the original payee.*

**TABLE:** Any item requested for tabling must be acted upon by the Planning Commission before it can be officially tabled. There is no fee to table or untable an item.

## AUTHORIZATION

By signing below, I certify I am the property owner, and/or the owners authorized representative.

  
Applicant Signature

Richard LeMay  
Please Print

865-671-0183  
Phone Number

rlemay@lemayassociates.com  
Email

## STAFF ONLY

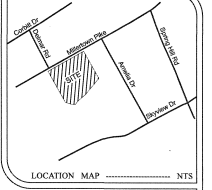
Staff Signature: Shelley Gray Please Print Date Paid: SG, 08/30/2023  No Fee

Eligible for Fee Refund?  Yes  No Amount:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Payee Name Payee Phone Payee Address

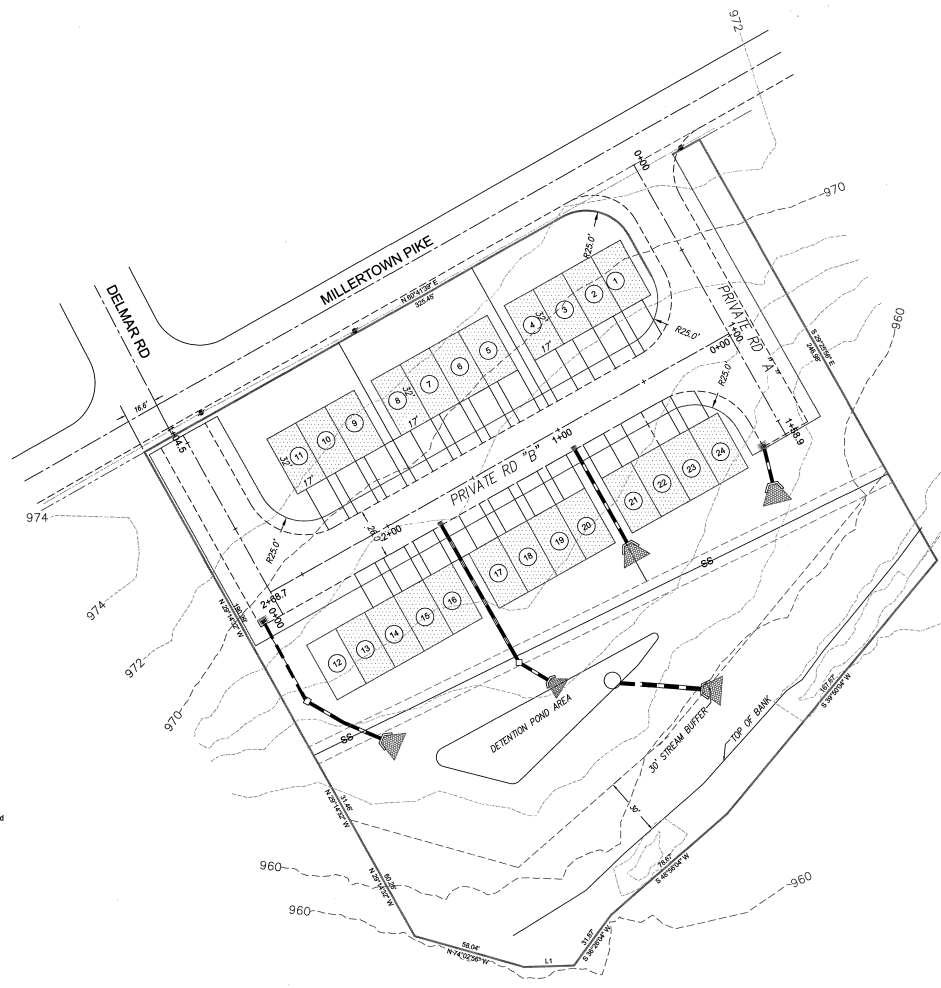
| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 88°18'04" W | 25.62'   |



GRID

**LEGEND**

- ⊙ SMH SANITARY SEWER MANHOLE
- ⊙ WMH WATER MANHOLE
- ⊙ SDH STORM DRAIN MANHOLE
- □ CB CATCH BASIN
- ⊙ SP SERVICE POLE
- ⊙ PFP POWER POLE
- ⊙ SWI SWIRE FIRE WIRE
- ⊙ FI FIRE HYDRANT
- ⊙ M MONITOR WELL
- ⊙ MW WATER METER
- ⊙ LS LIGHT STANDOFF
- ⊙ CO CLEANOUT
- ⊙ EL ELECTRIC BOX
- ⊙ STP STAND PIPE
- ⊙ GM GAS METER
- ⊙ FL FLOOD LIGHT
- ⊙ R(O) IRON ROD (OLD)
- ⊙ R(N) IRON ROD (NEW)
- ⊙ CMP CORRUGATED METAL PIPE
- ⊙ RCP REINFORCED CONCRETE PIPE
- W WATER LINE
- G GAS LINE
- OE OVERHEAD ELECTRIC
- UE UNDERGROUND ELECTRIC
- OP OVERHEAD PHONE LINE
- UP UNDERGROUND PHONE LINE
- OU OVERHEAD UTILITY LINE
- UU UNDERGROUND UTILITY LINE
- ND NATURAL DRAINAGE
- S SINK HOLE
- CH CHECK DAM
- H.C. HANDICAP RAMP
- STOP SIGN
- SALT FENCE
- TREE PROTECTION FENCING
- OPEN SPACE



**Certification of Concept Plan by Registered Engineer**

I hereby certify that I am a registered engineer, licensed to practice engineering under the laws of the State of Tennessee. I further certify that the plan and accompanying drawings, documents and statements conform, to the best of my knowledge, to all applicable provisions of the Knoxville-Knox County Subdivision Regulations except as has been itemized and described in a report filed with the Planning Commission.

Registered Engineer: *[Signature]*  
Tennessee License No. 76415918  
Date: 1-14-2023

9-SA-23-C  
07/17/2023

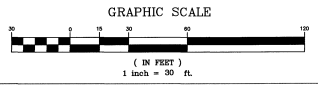
**SITE UTILITIES ARE AVAILABLE**

SANITARY SEWER : KUB  
WATER : KUB  
ELECTRIC : KUB  
GAS : K.U.B.  
TELEPHONE : BELL SOUTH

**CURRENT OWNER**

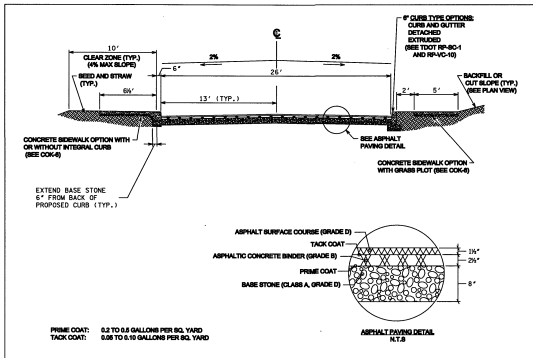
LOCKHART KENNETH W &  
MEADE JOHN & BALLINGER  
MIKE  
3411 BOLES RD  
KNOXVILLE, TN 37932

- SITE NOTES**
- CORNER MONUMENTS AS SHOWN HEREON
  - VERIFY EXACT SIZE, DEPTH AND LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
  - A FIVE (5) FOOT UTILITY, DRAINAGE AND CONSTRUCTION EASEMENT ON EACH SIDE OF INTERIOR LOT LINES, A TEN (10) FOOT UTILITY, DRAINAGE AND CONSTRUCTION EASEMENT ON INSIDE OF ROAD RIGHTS-OF-WAY AND EXTERIOR BOUNDARY LINES.
  - DEED REFERENCE: INSTRUMENT # 20210920020216
  - PROPERTY ID: PARCEL ID: 059ME005
  - PROPERTY SUBJECT TO ALL APPLICABLE EASEMENTS, SETBACKS AND RESTRICTIONS OF RECORD.
  - TOTAL AREA: 2.24 ACRES INTO 6 LOTS, 22 UNITS
  - CURRENTLY ZONED: O
  - ZONE S-BUILDING SETBACKS:
    - FRONT YARD = 15'
    - SIDE = 15' UNLESS ABUTTING A RESIDENTIAL DISTRICT, THEN 25'
    - REAR YARD = 25' UNLESS ABUTTING A RESIDENTIAL DISTRICT, THEN 30' OR 20% OF LOT DEPTH, WHICHEVER IS LESS

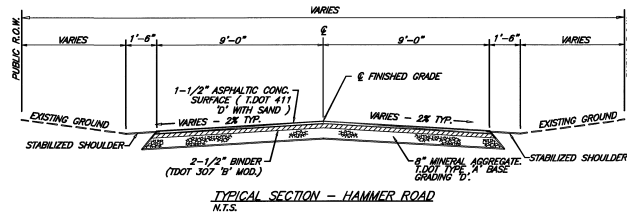


**LeMAY AND ASSOCIATES** PH: 865-671-0183 FAX: 865-671-0213  
10816 KINGSTON PIKE  
CONSULTING ENGINEERS KNOXVILLE, TENNESSEE 37934

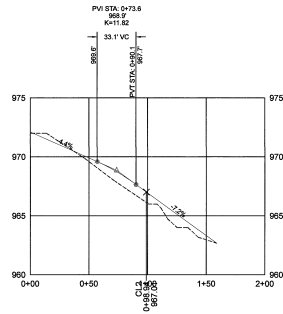
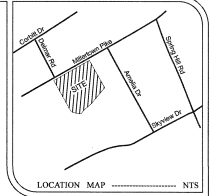
|   |                     |  |                               |
|---|---------------------|--|-------------------------------|
| CONCEPT PLAN OF:                                      |                     | SHEET 1 OF 2   |                               |
| <b>MILLERTOWN VILLAS</b>                              |                     |  |                               |
| DISTRICT 7 * CITY OF KNOXVILLE * 4602 MILLERTOWN PIKE |                     | KNOX COUNTY * TENNESSEE * PARCEL ID: 059ME005 * CITY BLK 32410 |                               |
| DRAWN BY:<br>RELJ                                     | APPROVED BY:<br>REL | DATE:<br>1-10-2023   | LATEST REVISION:<br>7-14-2023 |
|   |                     | SCALE:<br>1" = 30'   | DRAWING NUMBER:<br>6105       |



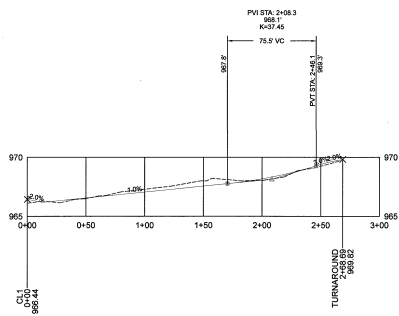
TYPICAL ROADWAY SECTION - LOCAL STREET  
N.T.S.



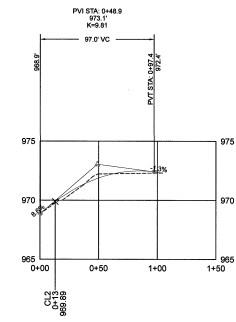
TYPICAL SECTION - HAMMER ROAD  
N.T.S.



PRIVATE ROAD "A"



PRIVATE ROAD "B"



TURNAROUND

PROFILE SCALE: 1"=50' HORIZONTAL  
1"=5' VERTICAL

SITE UTILITIES ARE AVAILABLE  
SANITARY SEWER : KUB  
WATER : KUB  
ELECTRIC : KUB  
GAS : K.U.B.  
TELEPHONE : BELL SOUTH

CURRENT OWNER  
LOCKHART KENNETH W &  
MIGUE JOHN & HALLINGER  
MIK  
3411 BOLES RD  
KNOXVILLE, TN 37932

LeMAY AND ASSOCIATES PH: 865-671-0183 FAX: 865-671-0213  
CONSULTING ENGINEERS 10816 KINGSTON PIKE  
KNOXVILLE, TENNESSEE 37934

| ROAD PROFILES   |                     |                    |                 | SHEET 2 OF 2       |                         |
|---|---------------------|--------------------|-----------------|--------------------|-------------------------|
| <b>MILLERTOWN VILLAS</b>  |                     |                    |                 |                    |                         |
| DISTRICT 7 • CITY OF KNOXVILLE • 4602 MILLERTOWN PIKE<br>KNOX COUNTY • TENNESSEE • PARCEL ID: 059PMED005 • CITY BLK 32410 |                     |                    |                 |                    |                         |
| DRAWN BY:<br>REL#   | APPROVED BY:<br>REL | DATE:<br>1-10-2023 | LATEST REVISION | SCALE:<br>1" = 30' | DRAWING NUMBER:<br>6105 |



# Development Request

### DEVELOPMENT

- Development Plan
- Planned Development
- Use on Review / Special Use
- Hillside Protection COA

### SUBDIVISION

- Concept Plan
- Final Plat

### ZONING

- Plan Amendment
  - Sector Plan
  - One Year Plan
- Rezoning

**Mike Ballinger**

Applicant Name

Affiliation

**7/17/2023**

Date Filed

**9/14/2023**

Meeting Date (if applicable)

**9-SA-23-C**

File Number(s)

## CORRESPONDENCE

*All correspondence related to this application should be directed to the approved contact listed below.*

**Richard LeMay LeMay and Associates**

Name / Company

**10816 Kingston Pk. Pk. Knoxville TN 37934**

Address

**865-671-0183 / rlemay2@lemayassociates.com**

Phone / Email

## CURRENT PROPERTY INFO

**Kenneth Lockhart, John Meade & Mike**

Owner Name (if different)

**3411 Boles Rd Knoxville TN 37932**

Owner Address

Owner Phone / Email

**4602 MILLERTOWN PIKE**

Property Address

**59 M E 005**

Parcel ID

**2.15 acres**

Tract Size

Part of Parcel (Y/N)?

**Knoxville Utilities Board**

Sewer Provider

**Knoxville Utilities Board**

Water Provider

Septic (Y/N)

## STAFF USE ONLY

**South side of Millertown Pike, west of Amelia Road**

General Location

City

**Council District 4**

**O (Office)**

**Agriculture/Forestry/Vacant Land**

County District

Zoning District

Existing Land Use

**East City**

Planning Sector

**O (Office)**

Sector Plan Land Use Classification

**N/A (Within City Limits)**

Growth Policy Plan Designation

## DEVELOPMENT REQUEST

|   |                               |
|---|-------------------------------|
| <input type="checkbox"/> Development Plan <input type="checkbox"/> Planned Development <input type="checkbox"/> Use on Review / Special Use | Related City Permit Number(s) |
| <input type="checkbox"/> Hillside Protection COA <input type="checkbox"/> Residential <input type="checkbox"/> Non-residential              |                               |
| Home Occupation (specify) _____   |                               |
| Other (specify) _____   |                               |

## SUBDIVISION REQUEST

|   |  |
|---|--|
| <b>Millertown Villas</b>  | Related Rezoning File Number             |
| Proposed Subdivision Name   |  |
| Unit / Phase Number <input checked="" type="checkbox"/> Split Parcels | <b>6</b><br>Total Number of Lots Created |
| Additional Information _____  |  |
| <input type="checkbox"/> Attachments / Additional Requirements        |  |

## ZONING REQUEST

|   |                 |                          |
|---|-----------------|--------------------------|
| <input type="checkbox"/> Zoning Change                    | Proposed Zoning | Pending Plat File Number |
| <input type="checkbox"/> Plan Amendment                   |                 |                          |
| Proposed Density (units/acre)    Previous Zoning Requests |                 |                          |
| Additional Information _____                              |                 |                          |

## STAFF USE ONLY

|   |                 |       |
|---|-----------------|-------|
| <b>PLAT TYPE</b><br><input type="checkbox"/> Staff Review <input type="checkbox"/> Planning Commission  | Fee 1           | Total |
| <b>ATTACHMENTS</b><br><input type="checkbox"/> Property Owners / Option Holders <input type="checkbox"/> Variance Request   | <b>\$700.00</b> |       |
| <b>ADDITIONAL REQUIREMENTS</b><br><input type="checkbox"/> COA Checklist (Hillside Protection)<br><input type="checkbox"/> Design Plan Certification (Final Plat)<br><input type="checkbox"/> Site Plan (Development Request)<br><input type="checkbox"/> Traffic Impact Study<br><input type="checkbox"/> Use on Review / Special Use (Concept Plan) | Fee 2           |       |
|   | Fee 3           |       |

## AUTHORIZATION

I declare under penalty of perjury the foregoing is true and correct: 1) He/she/it is the owner of the property, AND 2) the application and all associated materials are being submitted with his/her/its consent.

|                     |                                       |                          |
|---------------------|---------------------------------------|--------------------------|
| Applicant Signature | <b>Mike Ballinger</b><br>Please Print | <b>7/17/2023</b><br>Date |
|---------------------|---------------------------------------|--------------------------|

|                          |  |                          |
|--------------------------|--|--------------------------|
| Phone / Email            |  |                          |
| Property Owner Signature | <b>Kenneth Lockhart, John Meade &amp; Mike Ballinger</b><br>Please Print | <b>7/17/2023</b><br>Date |



# Development Request

## DEVELOPMENT

- Development Plan
- Planned Development
- Use on Review / Special Use
- Hillside Protection COA

## SUBDIVISION

- Concept Plan
- Final Plat

## ZONING

- Plan Amendment
  - SP
  - OYP
- Rezoning

MIKE BALLINGER

|                |                              |                |
|----------------|------------------------------|----------------|
| Applicant Name |                              | Affiliation    |
| 7/14/2023      | 9/14/2023                    | File Number(s) |
| Date Filed     | Meeting Date (if applicable) |                |

**CORRESPONDENCE** *All correspondence related to this application should be directed to the approved contact listed below.*

Applicant  
  Property Owner  
  Option Holder  
  Project Surveyor  
  Engineer  
  Architect/Landscape Architect

|                     |  |                    |                |
|---------------------|--|--------------------|----------------|
| Richard LeMay       |  | LeMay & Associates |                |
| Name                |  | Company            |                |
| 10816 Kingston Pike | Knoxville  | TN                 | 37934          |
| Address             |  | City               | State      ZIP |
| (865) 671-0183      | rlemay@lemayassociates.com / rlemay2@lemayassociates.com |                    |                |
| Phone               | Email  |                    |                |

**CURRENT PROPERTY INFO**

|  |                                   |                      |
|--|-----------------------------------|----------------------|
| LOCKHART KENNETH W & MEADE JOHN & <sup>+</sup> | 3411 BOLES RD KNOXVILLE, TN 37932 | (865)405-8123        |
| Property Owner Name (if different)             | Property Owner Address            | Property Owner Phone |
| 4602 MILLERTOWN PIKE                           | 059ME005                          |                      |
| Property Address                               | Parcel ID                         |                      |
| KUB  | KUB                               | N                    |
| Sewer Provider                                 | Water Provider                    | Septic (Y/N)         |

**STAFF USE ONLY**

|   |                                     |                                  |
|---|-------------------------------------|----------------------------------|
| South side of Millertown Pike, west of Amelia Road  |                                     | 2.2 acres                        |
| General Location  |                                     | Tract Size                       |
| <input checked="" type="checkbox"/> City <input type="checkbox"/> County           4th District | O (Office)                          | Agriculture/forestry/vacant land |
|   | Zoning District                     | Existing Land Use                |
| East City   | O (Office)                          | N/A                              |
| Planning Sector   | Sector Plan Land Use Classification | Growth Policy Plan Designation   |

## DEVELOPMENT REQUEST

- Development Plan    Use on Review / Special Use    Hillside Protection COA  
 Residential    Non-Residential

Home Occupation (specify) \_\_\_\_\_

Other (specify) \_\_\_\_\_

Related City Permit Number(s)

## SUBDIVISION REQUEST

**Millertown Villas**

Proposed Subdivision Name

Unit / Phase Number    Combine Parcels    Divide Parcel

6  
Total Number of Lots Created

Other (specify) Townhouse subdivision

Attachments / Additional Requirements

Related Rezoning File Number

## ZONING REQUEST

Zoning Change   Proposed Zoning

Plan Amendment Change   Proposed Plan Designation(s)

Proposed Density (units/acre)   Previous Rezoning Requests

Other (specify) \_\_\_\_\_

Pending Plat File Number

## STAFF USE ONLY

### PLAT TYPE

- Staff Review    Planning Commission

### ATTACHMENTS

- Property Owners / Option Holders    Variance Request

### ADDITIONAL REQUIREMENTS

- Design Plan Certification (*Final Plat*)  
 Use on Review / Special Use (*Concept Plan*)  
 Traffic Impact Study  
 COA Checklist (*Hillside Protection*)

| Fee 1 |          | Total    |
|-------|----------|----------|
| 0102  | \$700.00 |          |
| Fee 2 |          | \$700.00 |
| Fee 3 |          |          |

## AUTHORIZATION

**Richard LeMay Jr.** Digitally signed by Richard LeMay Jr.  
Date: 2023.07.13 15:38:43 -04'00'

**MIKE BALLINGER**

**7-13-2023**

Applicant Signature

Please Print

Date

**(865)671-0183**

**rlemay2@lemayassociates.com**

Phone Number

Email

*Mike Ballinger*

**Mike Ballinger**

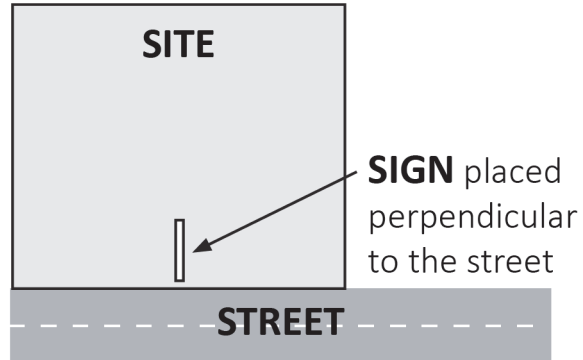
**7-13-2023 SG, 07/17/2023**

Property Owner Signature

Please Print

Date

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-of-way 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:*

\_\_\_\_\_ 09/01/2023 \_\_\_\_\_ and \_\_\_\_\_ 09/15/2023 \_\_\_\_\_  
 (applicant or staff to post sign) (applicant to remove sign)

Applicant Name: Mike Ballinger

Date: 07/17/2023

File Number: 9-SA-23-C

- Sign posted by Staff
- Sign posted by Applicant