



SUBDIVISION REPORT - CONCEPT/SPECIAL USE

▶ **FILE #:** 5-SC-24-C **AGENDA ITEM #:** 54
5-A-24-SU **AGENDA DATE:** 6/13/2024

POSTPONEMENT(S): 5/9/2024

▶ **SUBDIVISION:** MONTEREY OAKS SUBDIVISION

▶ **APPLICANT/DEVELOPER:** LEAH METCALF

OWNER(S): BR Investments, LLC

TAX IDENTIFICATION: 68 P C 01418 [View map on KGIS](#)

JURISDICTION: City Council District 3

STREET ADDRESS: 0 MONTEREY RD

▶ **LOCATION:** Northern terminus of Monterey Rd, north of Globe Dr, east side of Wilkerson Rd

SECTOR PLAN: Northwest City

GROWTH POLICY PLAN: N/A (Within City Limits)

WATERSHED: Third Creek

▶ **APPROXIMATE ACREAGE:** 8.048 acres

▶ **ZONING:** RN-1 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)

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

▶ **PROPOSED USE:** Duplex Subdivision

SURROUNDING LAND USE AND ZONING: North: Single family residential - RN-2 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)
South: Single family residential, agriculture/forestry/vacant land - RN-1 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)
East: Single family residential, agriculture/forestry/vacant land - RN-1 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)
West: Single family residential, agriculture/forestry/vacant land - RN-1 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)

▶ **NUMBER OF LOTS:** 6

SURVEYOR/ENGINEER: Leah Metcalf, Atlas Survey & Mapping, LLC

ACCESSIBILITY: Access is via Monterey Road, a local street with a pavement width of 26 ft within a 50-ft right-of-way.

▶ **SUBDIVISION VARIANCES REQUIRED:** None

STAFF RECOMMENDATION:

▶ Postpone the application for 30 days to be heard at the July 11, 2024 Planning Commission meeting, as requested by the applicant.

▶

COMMENTS:

This request is for a 6-lot subdivision on this 8.05-acre property in the RN-1 district, with five duplexes proposed on individual lots. The property had a concept plan approved in 2014 for 18 single-family detached lots (1-SB-14-C, 5-A-16-OB), which has expired.

ESTIMATED TRAFFIC IMPACT: 120 (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: 1 (public school children, grades K-12)

Schools affected by this proposal: Norwood Elementary, Northwest Middle, and Powell 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 special use request is final, unless the action is appealed to the Knoxville City Council. The date of the Knoxville City Council hearing will depend on when the appeal application is filed.



Request to Postpone • Table • Withdraw

Leah Metcalf

05/31/2024

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

Date of Request

06/13/2024

Scheduled Meeting Date

File Number(s)

5-SC-24-C & 5-A-24-SU

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 July 11 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.

Digitally signed by Leah Metcalf
Date: 2024.05.30 21:20:23 -05'00'

Leah Metcalf

Applicant Signature

Please Print

865-248-2424

lmetcalf@atlassurveytn.com

Phone Number

Email

STAFF ONLY

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

Leah Metcalf

04/30/2024

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

Date of Request

5/9/24

Scheduled Meeting Date

File Number(s)

5-SC-24-C & 5-A-24-SU

POSTPONE

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SELECT ONE: 30 days 60 days 90 days

Postpone the above application(s) until the June 13 Planning Commission Meeting.

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AUTHORIZATION

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

Digitally signed by Leah Metcalf
Date: 2024.04.30 16:01:31 -05'00'

Leah Metcalf

Applicant Signature

Please Print

865-248-2424

lmetcalf@atlassurveytn.com

Phone Number

Email

STAFF ONLY

SAMIUL HAGUE

5/1/2024

No Fee

Staff Signature

Please Print

Date Paid

Eligible for Fee Refund? Yes No

Amount: \$ 75.00

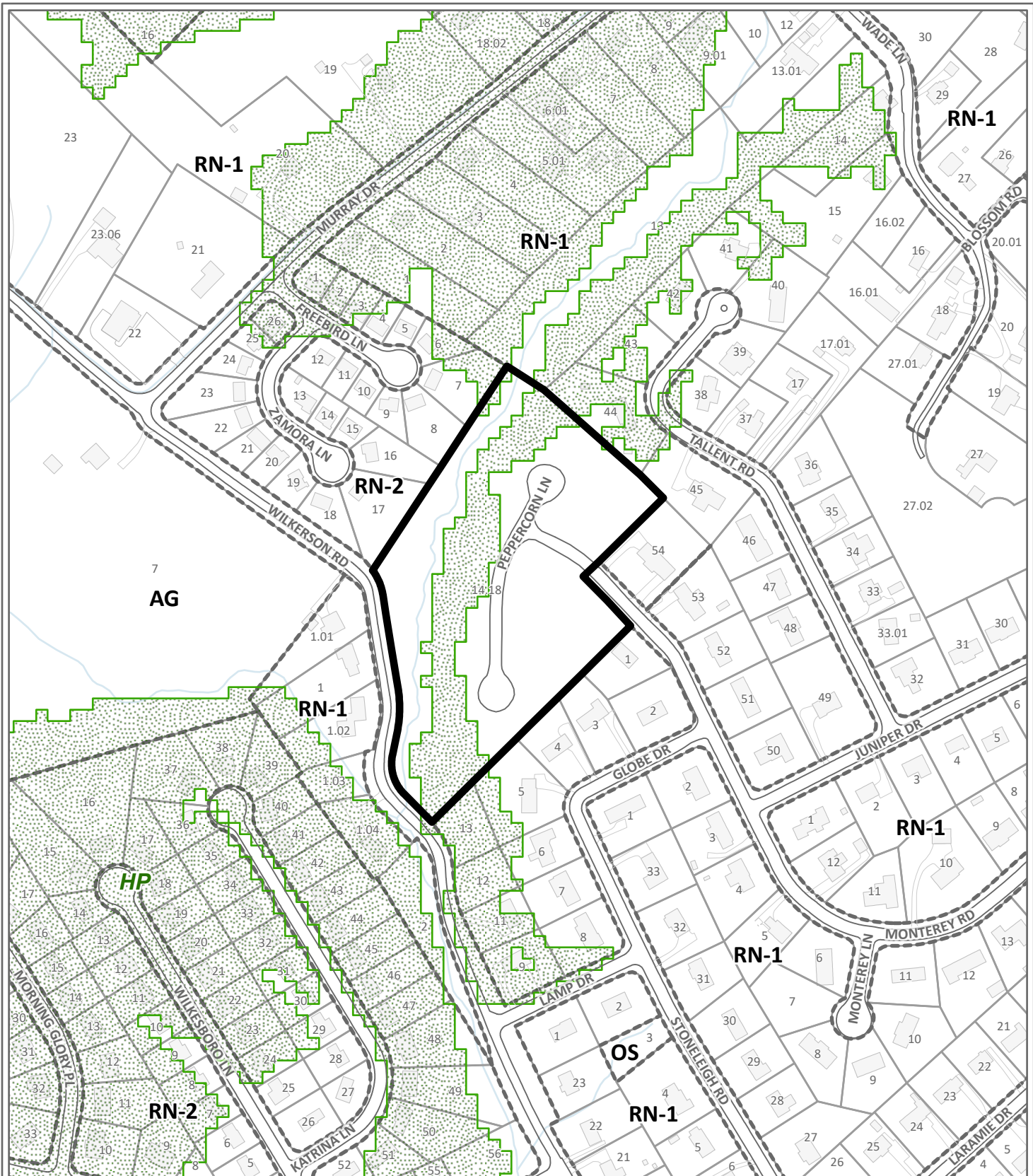
Approved by:

Date:

Payee Name

Payee Phone

Payee Address



CONCEPT PLAN

5-SC-24-C

Petitioner: Leah Metcalf



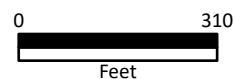
Duplexes in RN-1 in RN-1 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)

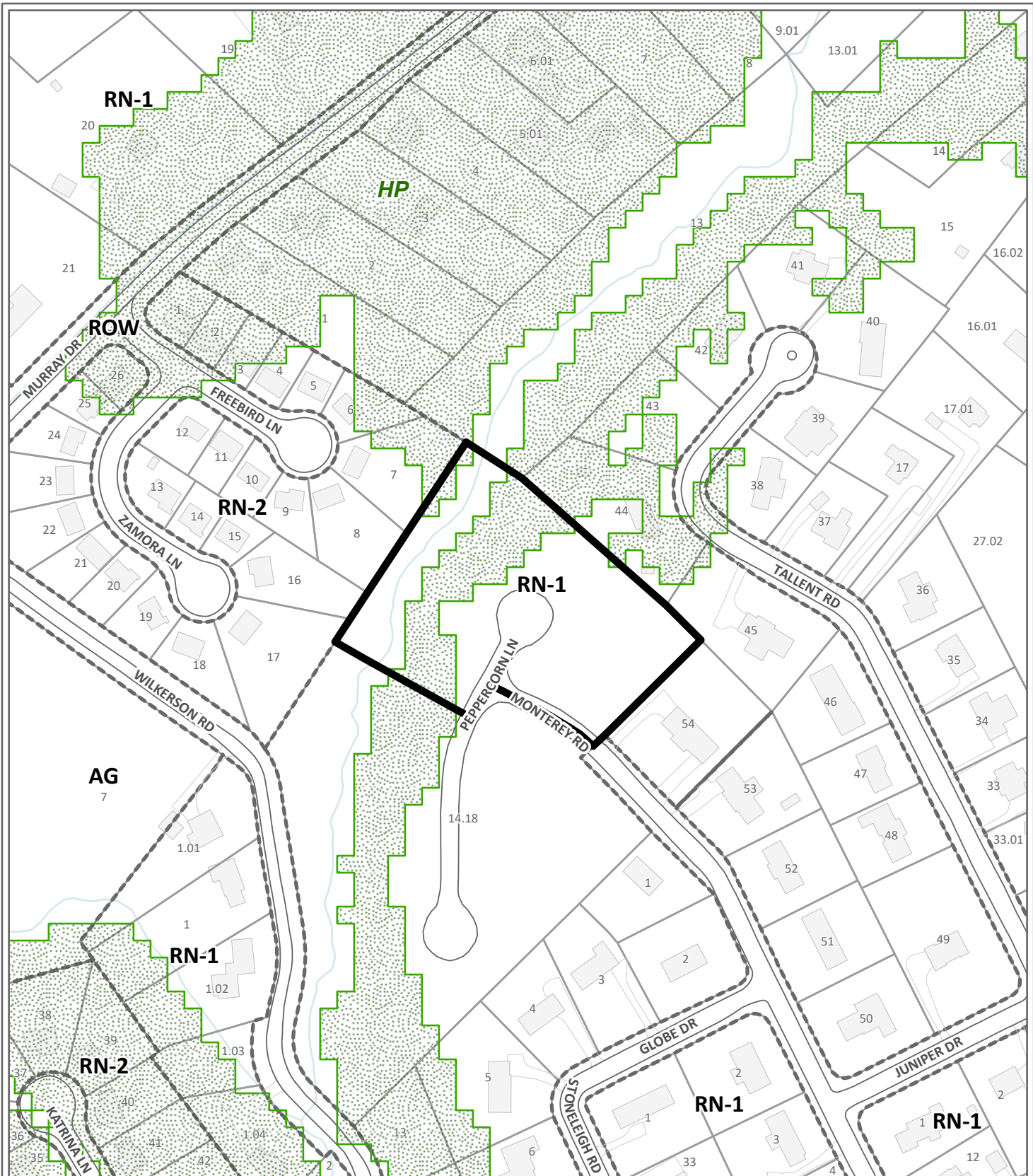
Map No: 68

Jurisdiction: City

Original Print Date: 4/2/2024

Knoxville - Knoxville County Planning Commission * City / County Building * Knoxville, TN 37902





SPECIAL USE

5-A-24-SU

Petitioner: Leah Metcalf



Duplexes in RN-1 (Single-Family Residential Neighborhood), HP (Hillside Protection Overlay)

Map No: 68
Jurisdiction: City

Original Print Date: 4/15/2024

Knoxville - Knox County Planning Commission * City / County Building * Knoxville, TN 37902

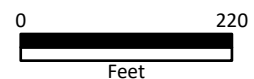
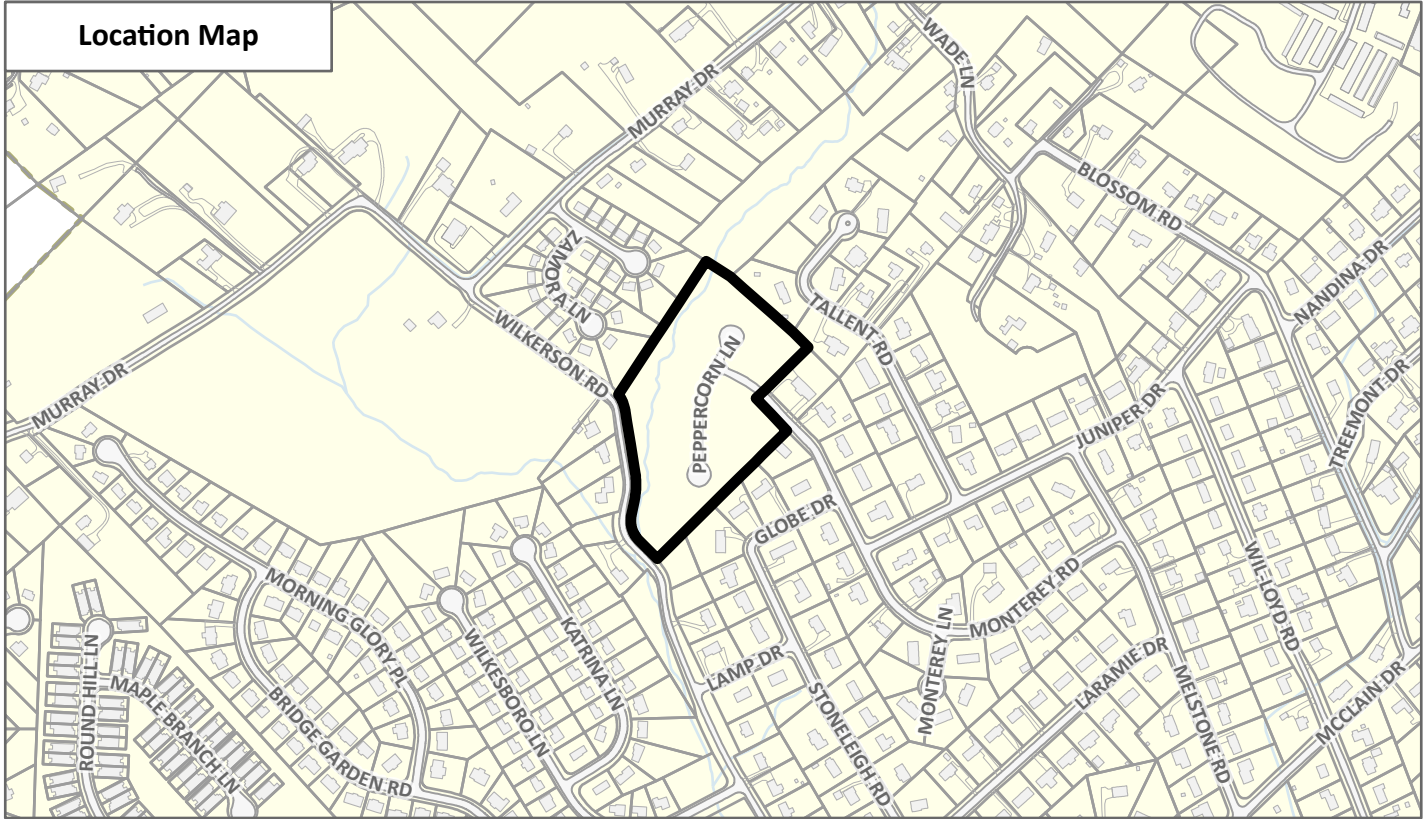


Exhibit A. Contextual Images

Location Map



Aerial Map



CONTEXTUAL MAPS 1

5-SC-24-C



Case boundary

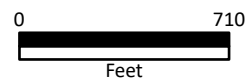
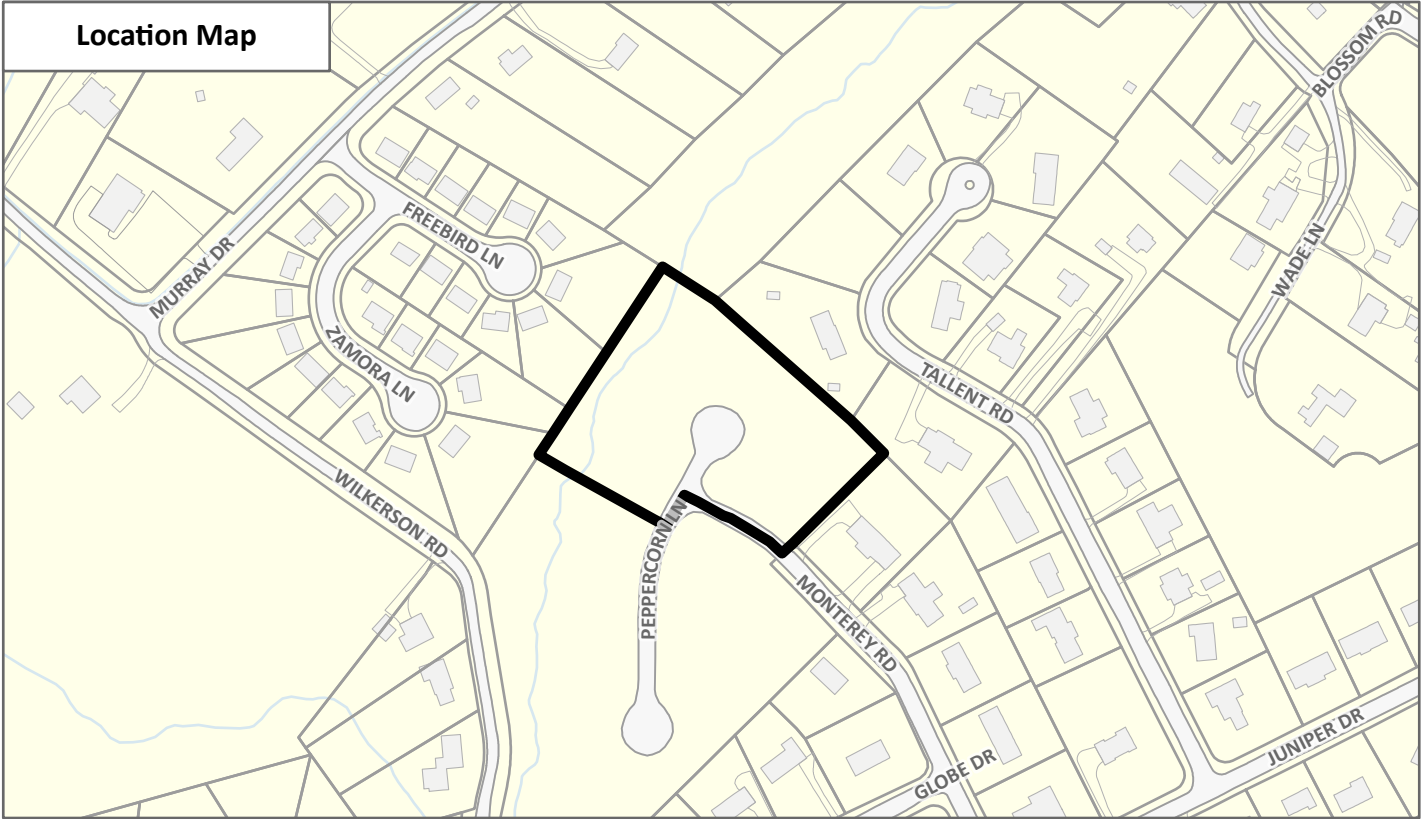


Exhibit A. Contextual Images

Location Map



Aerial Map

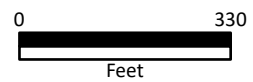


CONTEXTUAL MAPS 1

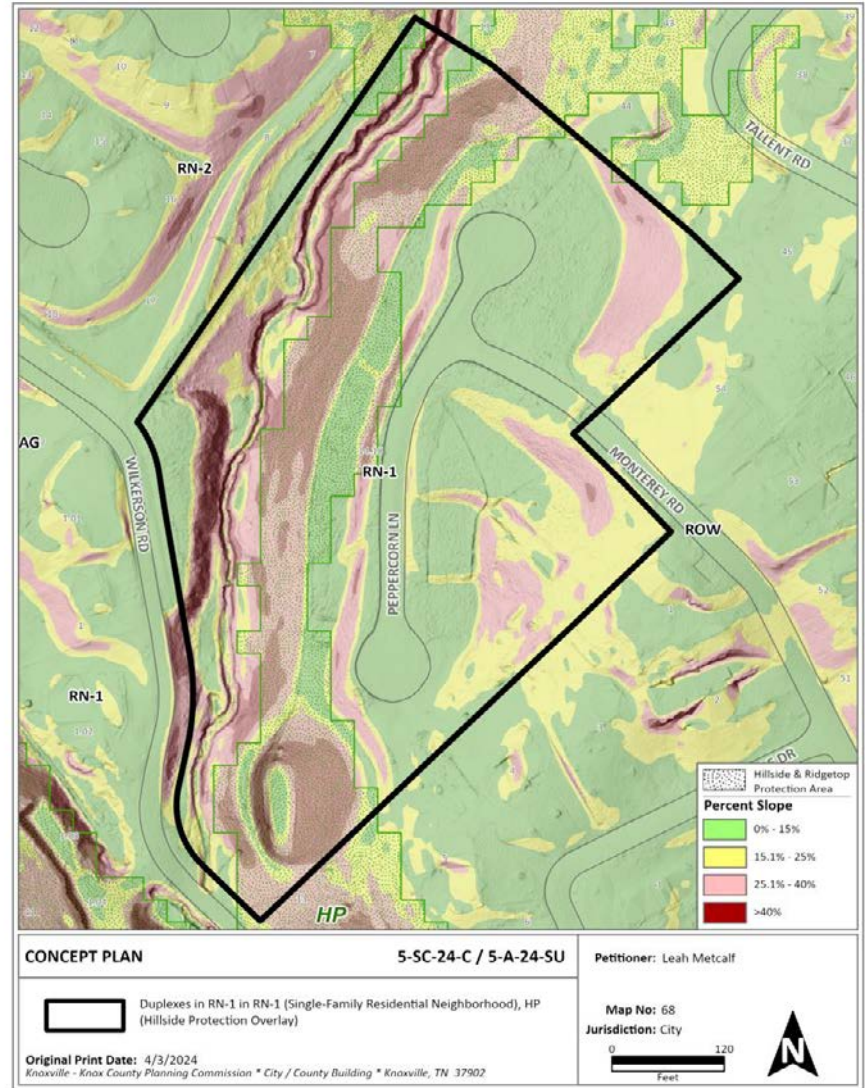
5-A-24-SU



Case boundary



CATEGORY	SQFT	ACRES	RECOMMENDED DISTURBANCE BUDGET (Percent)	DISTURBANCE AREA (Sqft)	DISTURBANCE AREA (Acres)
Total Area of Site	350,762.5	8.1			
Non-Hillside	256,437.4	5.9	N/A		
0-15% Slope	20,885.5	0.5	100%	20,885.5	0.5
15-25% Slope	9,822.8	0.2	50%	4,911.4	0.1
25-40% Slope	28,898.7	0.7	20%	5,779.7	0.1
Greater than 40% Slope	34,718.1	0.8	10%	3,471.8	0.1
Ridgetops					
Hillside Protection (HP) Area	94,325.1	2.2	Recommended disturbance budget within HP Area	35,048.4	0.8
			Percent of HP Area	37.2%	



NOTES

- PURPOSE OF PLAT: SUBDIVIDE LOT INTO SIX (6) LOTS AND ESTABLISH NEW ROAD.
- TOTAL ACRES: 393.975 SQ. FT. OR 6.648 ACRES.
- PARCELS NUMBERS SHOWN AS THUS (00) REFER TO TAX MAP 68, INSERT P. GROUP C KNOX COUNTY, TN.
- SURVEYOR'S LIABILITY FOR THE DOCUMENT SHALL BE LIMITED TO THE ORIGINAL PURCHASER AND DOES NOT EXTEND TO ANY UNNAMED PERSON OR ENTITIES WITHOUT AN EXPRESSED RE-CERTIFICATION BY WHOSE SIGNATURE APPEARS UPON THE SURVEY.
- ALL DISTANCES WERE MEASURED WITH E.D.M. EQUIPMENT AND HAVE BEEN ADJUSTED FOR TEMPERATURE.
- FOR BOUNDARY ASPECTS OF THIS SURVEY, RTK GNSS POSITIONAL DATA WAS OBSERVED ON BETWEEN JULY 1, 2023 UTILIZING TOPCON HWK 90 GNSS RECEIVERS. THE GRID COORDINATES OF THE FIXED STATIONS WERE DERIVED USING A VRS NETWORK OF TROT CORS STATIONS REFERENCED TO NAD83(2011) GEOID 18.
- TOPOGRAPHIC INFORMATION WAS DERIVED BY RANDOM SHOTS PER FIELD SURVEY AND AVAILABLE TN STATE LIDAR DATA; CONTOUR INTERVAL IS TWO (2) FOOT DATUM BASED ON NAVD 88.
- THE PROPERTY DOES NOT LIE WITHIN THE 100 YEAR FLOOD PLAIN AND IS DETERMINED TO BE IN ZONE "X" AS PER FEDERAL EMERGENCY MANAGEMENT AGENCY FIRM PANEL NUMBER 47093C0120F, DATED 05/02/2007.
- THIS SURVEYOR WAS NOT PROVIDED WITH A TITLE COMMITMENT, THEREFORE THE PROPERTY IS SUBJECT TO THE FINDINGS OF A DETAILED TITLE SEARCH.
- PRIOR TO ANY CONSTRUCTION, EXCAVATION OR ANY DISTURBANCE OF THE EXISTING GROUND ELEVATION, THE OWNER AND / OR CONTRACTOR SHOULD ASSUME RESPONSIBILITY OF CONTACTING THE LOCAL UTILITY AUTHORITIES FOR EXACT LOCATION OF UNDERGROUND GAS LINES, TELEPHONE LINES, ELECTRIC CABLES, WATER LINES, ETC. TO AVOID ANY HAZARD OR CONFLICT. IN TENNESSEE, IT IS A REQUIREMENT PER THE UNDERGROUND UTILITY DAMAGE PREVENTION ACT, THAT ANYONE WHO ENGAGES IN EXCAVATION MUST NOTIFY ALL KNOWN UNDERGROUND UTILITY OWNERS, NO LESS THAN THREE (3) NOR MORE THAN (10) WORKING DAYS PRIOR TO THE DATE OF THEIR EXCAVATION TO AVOID ANY POSSIBLE HAZARD OR CONFLICT. CALL 811 FOR A ONE CALL CENTER.
- SUBJECT PROPERTY IS CURRENTLY ZONED "R1" - SINGLE-FAMILY RESIDENTIAL. EQUIPMENTS & RESTRICTIONS CONTACT KNOXVILLE/KNOX COUNTY PLANNING SERVICES: 865-515-2500.
- REQUIRED UTILITY AND DRAINAGE EASEMENTS SHALL BE TEN (10) FEET IN WIDTH INSIDE ALL EXTERIOR LOT LINES ADJOINING STREETS. EASEMENTS OF FIVE (5) FEET IN WIDTH SHALL BE PROVIDED ALONG BOTH SIDES OF ALL INTERIOR LOT LINES AND ON THE INSIDE OF ALL OTHER EXTERIOR LOT LINES.
- ALL DEED & PLAT REFERENCES ARE MADE TO THE REGISTER'S OFFICE OF KNOX COUNTY, TN (R0CK).
 - DEED REFERENCE(S): INSTRUMENT NO. 201805160067542
 - PLAT REFERENCE(S): INSTRUMENT NO. 202402050037450
- SURVEY FIELD DATA COLLECTED ON JULY 1, 2023.

5-SC-24-C / 5-A-24-SU
03.25.2024

LEGEND

- PARCEL NO. (14)
- LOT NO. (10)
- IRON ROD (OLD) (S-P-ROD)
- IRON ROD (SD) (S-P-ROD)
- ADJACENT PROPERTY LINE
- PROPERTY LINE
- ENCE LINE
- OVERHEAD POWER LINE
- SANITARY SEWER LINE
- STORM SEWER LINE
- WATER LINE
- GAZ LINE
- ELECTRIC METER
- UTILITY POLE
- GPS WIRE
- SANITARY SEWER MANHOLE
- STORM SEWER MANHOLE
- CURB RAILT
- CLEARING
- PRE-EMMENT
- WATER METER
- WATER VALVE
- GAS METER
- GAS VALVE
- SIGN POST

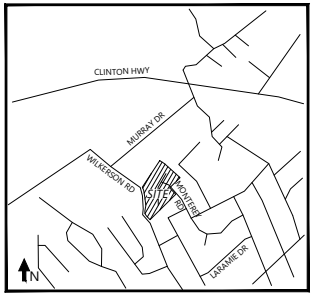
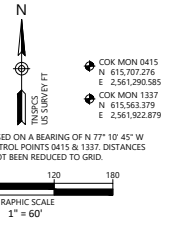
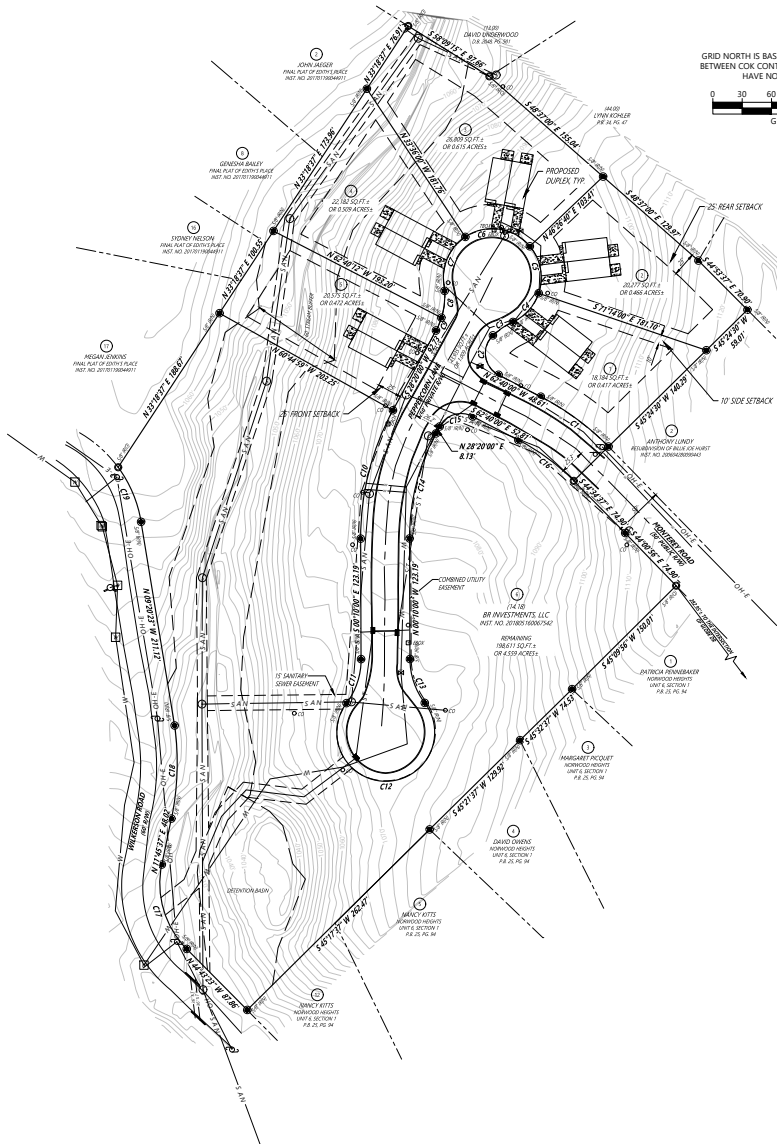
SITE DATA

PROPERTY LOCATED ON KNOX COUNTY TAX MAP 68, INSERT P. GROUP C, PARCEL 14-18

CITY: KNOXVILLE
COUNTY: KNOX
STATE: TN
DISTRICT: 6TH, WARD 40TH

SITE ADDRESS: 0 MONTEREY ROAD
KNOXVILLE, TN

OWNER: BR INVESTMENTS, LLC
2331 SUNNWOOD LANE
KNOXVILLE, TN 37912



CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	46.47	275.00	018°30'33"	N57°33'33"W	86.78
C2	47.27	25.00	109°01'00"	N06°59'00"W	48.77
C3	24.24	75.00	018°54'05"	N08°52'30"E	24.62
C4	48.24	50.00	048°29'13"	N41°32'44"E	106.61
C5	51.00	50.00	038°32'33"	S10°38'43"E	48.90
C6	73.81	50.00	081°39'33"	S81°43'10"E	64.68
C7	58.60	50.00	064°31'47"	S24°31'20"W	106.63
C8	34.90	75.00	028°52'33"	S04°29'32"W	106.62
C9	41.80	75.00	018°49'30"	N03°39'30"E	106.60
C10	136.80	275.00	028°52'33"	N46°30'11"E	107.87
C11	48.24	75.00	018°52'00"	N18°17'00"E	47.42
C12	221.43	50.00	253°43'42"	S89°10'42"W	88.81
C13	48.26	75.00	038°32'00"	S18°30'00"E	47.42
C14	111.82	225.00	038°30'00"	S14°03'30"W	110.77
C15	38.84	25.00	089°00'32"	S72°50'30"W	25.65
C16	78.69	225.00	018°30'00"	N63°39'12"W	78.40
C17	51.66	95.00	058°29'13"	S16°28'21"E	89.91
C18	95.47	288.00	019°33'38"	S01°37'33"W	95.27
C19	61.89	100.00	028°53'53"	S22°47'21"E	88.41

SURVEYOR'S CERTIFICATE

I hereby certify that to the best of my knowledge and belief the hereon shown Boundary & Topographic Survey represents a Category "1" survey having an unadjusted ratio of precision greater than 1:10,000 and is true and correct.

By: *Leah M. Metcalf* Date: 03/25/2024
LEAH M. METCALF, TN Registered Surveyor No. 3430



BR INVESTMENTS, LLC
2331 SUNNWOOD LANE
KNOXVILLE, TN 37912
865-206-4777

NO.	DATE	BY	CHK	APP	DESCRIPTION
1	03/25/2024				CONCEPT PLAN

FILE # ****
CONCEPT PLAN
MONTEREY OAKS SUBDIVISION -
PHASE 1
TAX MAP 68, INSERT P. GROUP C, PARCEL 14-18
KNOXVILLE, KNOX COUNTY, TN

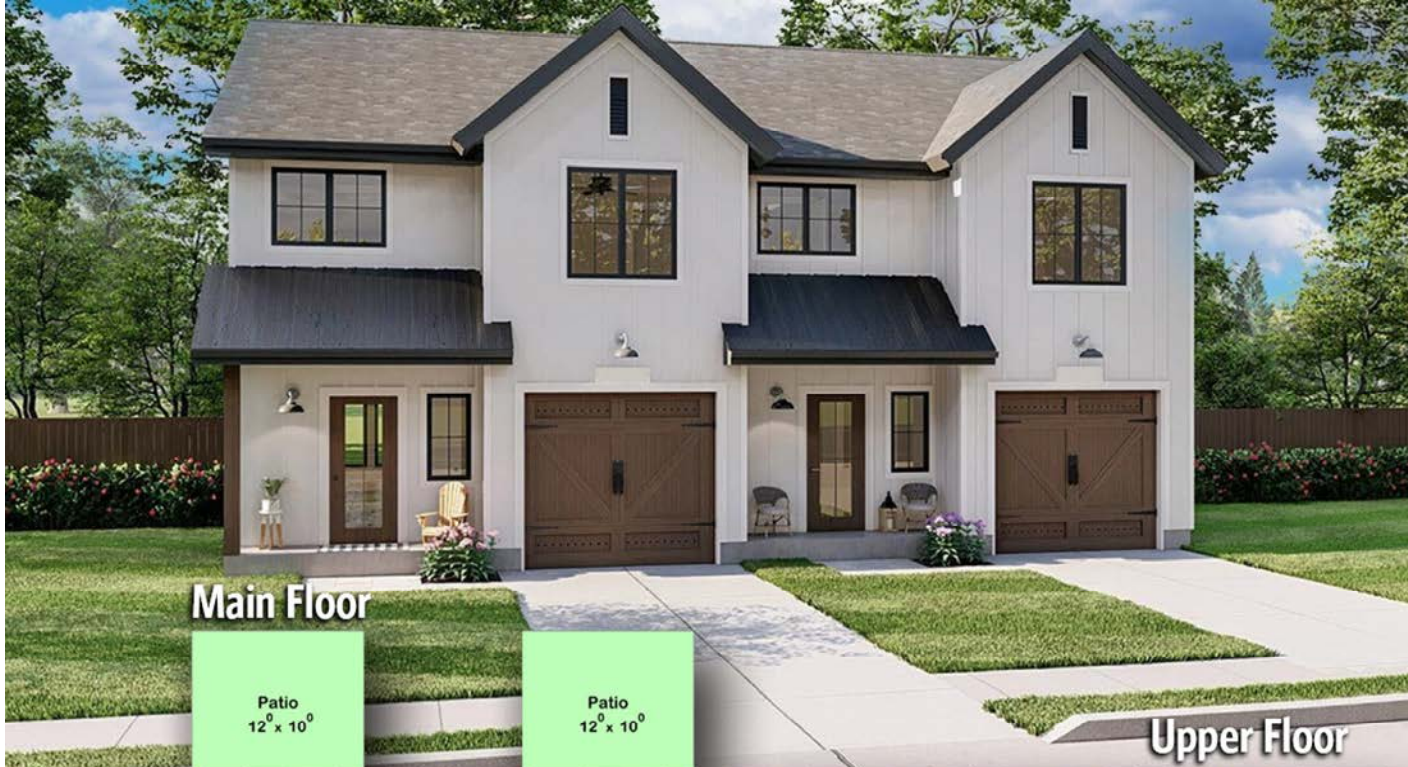


ISSUE: MARCH 25, 2024
PROJECT NUMBER: 231010
SHEET NUMBER: 1 OF 1



House Plan 623049DJ ArchitecturalDesigns.com

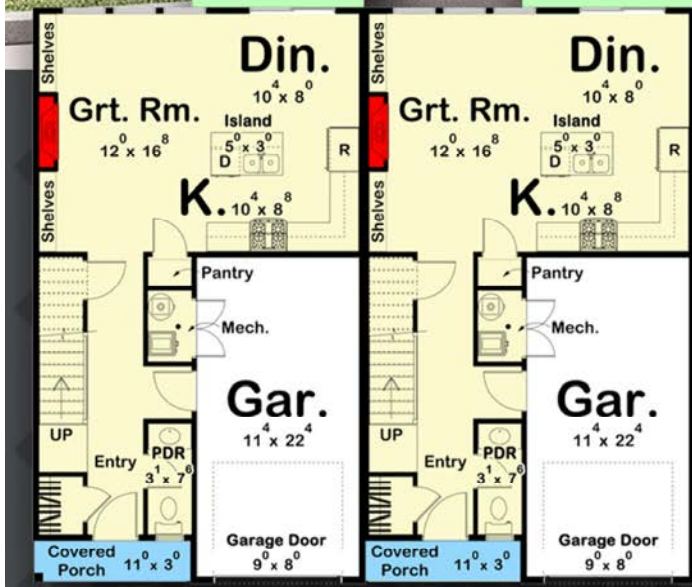
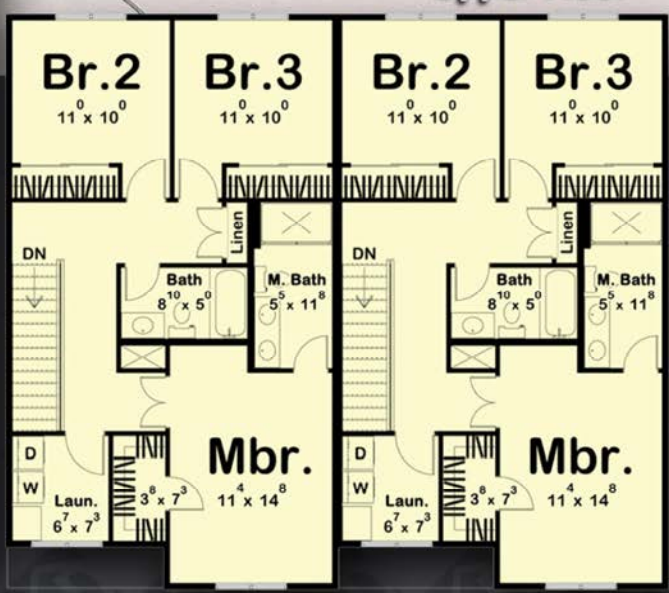
Traditional Duplex House Plan with Matching 3 Bed, 3 Bath Units



Main Floor



Upper Floor



2,928 Sq.Ft. | 2 Units | 2-Car Garage | W: 46'0" D: 40'0" H: 28'0"



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

Leah Metcalf

Applicant Name

Affiliation

3/25/2024

Date Filed

5/9/2024

Meeting Date (if applicable)

5-SC-24-C / 5-A-24-SU

File Number(s)

CORRESPONDENCE

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

Leah Metcalf Atlas Survey & Mapping, LLC

Name / Company

7016 Maize Drive Knoxville TN 37918

Address

865-248-2424 / lmetcalf@atlassurveytn.com

Phone / Email

CURRENT PROPERTY INFO

BR Investments

Owner Name (if different)

2301 Sunnywood Ln

Owner Address

865-206-4777

Owner Phone / Email

0 MONTEREY RD

Property Address

68 P C 014 18

Parcel ID

Part of Parcel (Y/N)?

8.048 acres

Tract Size

Knoxville Utilities Board

Sewer Provider

Knoxville Utilities Board

Water Provider

Septic (Y/N)

STAFF USE ONLY

Northern terminus of Monterey Rd, east of Wilkerson Rd.

General Location

City

Council District 3

**RN-1 (Single-Family Residential Neighborhood), HP
(Hillside Protection Overlay)**

Agriculture/Forestry/Vacant Land

County

District

Zoning District

Existing Land Use

Northwest City

Planning Sector

LDR (Low Density Residential), HP (Hillside Protection)

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 checked="" 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) Duplexes in RN-1	

SUBDIVISION REQUEST

Monterey Oaks Subdivision	Related Rezoning File Number
Proposed Subdivision Name	
<u>Phase 1</u>	<u>6</u>
Unit / Phase Number <input checked="" type="checkbox"/> Split Parcels	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

PLAT TYPE

Staff Review Planning Commission

ATTACHMENTS

Property Owners / Option Holders Variance Request

ADDITIONAL REQUIREMENTS

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

Fee 1	Total
\$1,700.00	
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	Leah Metcalf Please Print	3/25/2024 Date
---------------------	-------------------------------------	--------------------------

Phone / Email

Property Owner Signature	BR Investments Please Print	3/25/2024 Date
--------------------------	---------------------------------------	--------------------------

(1) Download and fill out this form at your convenience.
(2) Sign the application digitally (or print, sign, and scan).

(3) Either print the completed form and bring it to the
Knoxville-Knox County Planning offices
OR email it to applications@knoxplanning.org

Reset Form



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

Leah Metcalf

Applicant Name		Affiliation
03/21/2024	May 9, 20204	File Number(s)
Date Filed	Meeting Date (if applicable)	5-SC-24-C / 5-A-24-SU

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

Leah Metcalf		Atlas Survey & Mapping, LLC	
Name		Company	
7016 Maize Drive	Knoxville	TN	37918
Address	City	State	ZIP
865-248-2424	lmetcalf@atlassurveytn.com		
Phone	Email		

CURRENT PROPERTY INFO

BR Investments, LLC	2301 Sunnywood Ln	865-206-4777
Property Owner Name (if different)	Property Owner Address	Property Owner Phone
0 Monterey Rd	068PC01418	
Property Address	Parcel ID	
KUB	KUB	N
Sewer Provider	Water Provider	Septic (Y/N)

STAFF USE ONLY

General Location		Tract Size
<input type="checkbox"/> City <input type="checkbox"/> County	District	Zoning District
		Existing Land Use
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

Monterey Oaks Subdivision

Proposed Subdivision Name

1

Unit / Phase Number

Combine Parcels

Divide Parcel

6

Total Number of Lots Created

Related Rezoning File Number

Other (specify) _____

Attachments / Additional Requirements

ZONING REQUEST

Zoning Change

Proposed Zoning _____

Plan Amendment Change

Proposed Plan Designation(s) _____

Pending Plat File Number

Proposed Density (units/acre) _____

Previous Rezoning Requests _____

Other (specify) _____

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		\$1,700.00
0403	\$1,000.00	
Fee 3		

AUTHORIZATION

Digitally signed by Leah Metcalf
Date: 2024.03.21 13:12:10 -05'00'

Leah Metcalf

03/21/2024

Applicant Signature

Please Print

Date

865-248-2424

lmetcalf@atlassurveytn.com

Phone Number

Email

03/25/2024, SG

Steve Elmahdy

03/21/2024

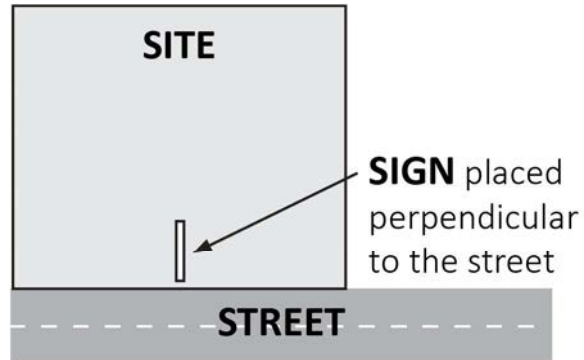
Property Owner Signature

Please Print

Date

I declare under penalty of perjury the foregoing [i.e., he/she/they is/are the owner of the property and that the application and all associated materials are being submitted with his/her/their consent] is true and correct.

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:

_____ 04/26/2024 _____ and _____ 05/10/2024 _____
(applicant or staff to post sign) (applicant to remove sign)

Applicant Name: Leah Metcalf

Date: 03/25/2024

File Number: 5-SC-24-C & 5-A-24-SU



Sign posted by Staff



Sign posted by Applicant