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# Administrative Rules for Posting Public Notice Signs

This document contains the administrative rules for posting public notice signs. These rules are pursuant to Milwaukie Municipal Code (MMC) 19.1001.6.C.1.d.

## Intent

The intent of public notice sign postings is to notify the general public that a land use application for a specific property is under review, to concisely describe the nature of the proposal, and to inform the public of the opportunity to give input on the decision. The number, placement, and design of posted notice signs should make it easy for passersby to see the sign and its contents.

With the exception of the sign content, the Planning Director can adjust the sign posting rules in a manner consistent with the intent statement to accommodate site-specific circumstances.

## Requirements for Signs

- Signs shall be laminated or be made of a weatherproof material, such as corrugated plastic, coated cardboard, metal, etc.
- Signs shall have a color, font, and font size that makes the sign and its contents easily visible.
- Each sign shall contain the following information. Signs produced by the applicant shall match the appearance and content of the sign provided by the City as much as possible.
- For Type II notice signs: the address of the property for which the application has been filed; a brief description of the proposal; the land use file number; date of the end of the 14-day comment period per MMC 19.1005.3.B.2.c; and the mailing, telephone, and email contact information where comments may be submitted.
- For Type III, IV or V notice signs: the date, time and place of the hearing; the body conducting the hearing; the address of the property for which the application has been filed; a brief description of proposal; the land use file number; and the mailing, telephone, and email contact information where comments may be submitted.

## Number, Size, and Placement of Signs

The Planning Director shall determine the number, size, and placement of signs.

- Signs should generally be 11" x 17". Signs of 24" x 36" or other sizes may be required for large sites or where additional visibility is necessary.
- Multiple signs may be required for sites with long frontages on a street. Sites with multiple frontages should have signs posted on each frontage.
- Streets with a higher street classification, such as an arterial, should generally have more numerous and/or prominent sign postings than streets with a lower classification.
- Signs should be placed near the edge of a sidewalk or travel lane so that they are oriented toward and visible to passersby. Placement is allowed in the right-of-way or along the edge of the property near the right of way if right-of-way placement is not possible.

- Additional signs may be required on the interior of a large site, such as a park, in locations where the public is likely to see them.
- If mounted on a post, the top of a sign shall not be higher than 6 ft above the ground, and the bottom of the sign shall be at least 16 inches above the ground.

### **City's Responsibilities**

- At the time that an application is deemed complete, notify the applicant of the number and size of signs to be posted, identify signs the applicant will need to produce, and list the date or anticipated date by which the signs must be posted.
- Provide a site map to the applicant indicating sign posting locations.
- Provide the required 11" x 17" signs to the applicant for posting.
- Provide a Sign Posting Affidavit to the applicant.

### **Applicant's Responsibilities**

- Obtain any required signs larger than 11" x 17" and supports for mounting the signs.
- Post and maintain the signs as described in MMC 19.1005.3.C, 19.1006.3.E, or 19.1007.3.E, depending upon the land use review type. The applicant shall repost damaged, defaced, or stolen notice signs within a reasonable period of time. Replacement signs may be obtained from the City at cost for time and materials. (The applicant is responsible for providing their own stakes for ground-mounted signs.)
- Submit the signed Sign Posting Affidavit and pictures of the posted signs to the planner assigned to your land use application.
- Remove all notice signs within a reasonable period of time after the associated design review meeting, hearing, or issuance of administrative decision.