

DEVELOPMENT SERVICES DEPARTMENT

Planning & Zoning Division

MEMORANDUM
PZ 08-05-01

TO: Site Plan Committee

THRU: Thomas J. Willi, Town Administrator

FROM: Mark A. Kutney, AICP, Development Services Director

DATE: August 7, 2001

RE: Review of Sign Applications

Pursuant to staff research and a thorough review of Chapter 2, The Land Development Code and other records and procedures, it is clear that there is no authority granted to the Site Plan Committee to review individual sign applications. As a result of such effort, it is the staff recommendation that individual sign applications will not be processed through the Site Plan Committee effective commencing with the August 21, 2001 meeting. This intended action has the approval of the Town Administrator and will be forwarded to Town Council for their advice and consent at the August 15, 2001 Town Council meeting.

This action is necessary for three reasons:

- 1) There is no stated authority for the Site Plan Committee to review an action that is administrative by right of nature;
- 2) The Town has no appearance or aesthetic standards by which to evaluate a sign request application; and
- 3) Current staffing shortages and work priority projects necessitate staff time being utilized more prudently.

The first two reasons are crucial and could result in the town incurring a legal challenge due to process and subjective reasons.

This action would not effect sign review that is part of a site plan application and reviewed comprehensively as an entire package. However, such review is limited to

This action is taken to protect the town and the site plan committee. Future action to the contrary would necessitate code revisions on the part of the town.

Should you have any questions, please advise.

_____Approved_____Denied_____Hold for Discussion

Comments:

----- Date ----- Initials/reviewed by -----