

TO: Alan Tandy, City Manager
FROM: Robert E. Johnson
SUBJECT: Billboard construction in the
Planned Business District
DATE: January 6, 1978

I received a call from Mr. Williams requesting permission to install a sign advertising his mobile home park, on Glenwood and Route 24.

On checking the Zoning Code, I found that the mobile home park is in the Planned Business District, and signs are permitted, but only with the approval of the Board of Zoning Appeals. Criteria for the sign setbacks, size limitations, etc. are spelled out in the Code.

It is my opinion that a permit should be issued by the Zoning Administrator, if the sign installation would comply with all the criteria of the Code. Requiring Mr. Williams to petition for a Public Hearing, on such a routine matter, seems to be a waste of time for Mr. Williams and also for Board members.

I therefore called Bob Meyers, Chairman of the Board of Zoning Appeals, and he agreed that routine matters of this nature should be handled administratively. He advised me to issue this permit, providing the sign met all the Code regulations.

REJ:dd

