

CITY OF MCKINNEY

Guide to Posting On-Site Zoning Change Signs



PLANNING

221 N. TENNESSEE STREET, MCKINNEY, TEXAS 75069





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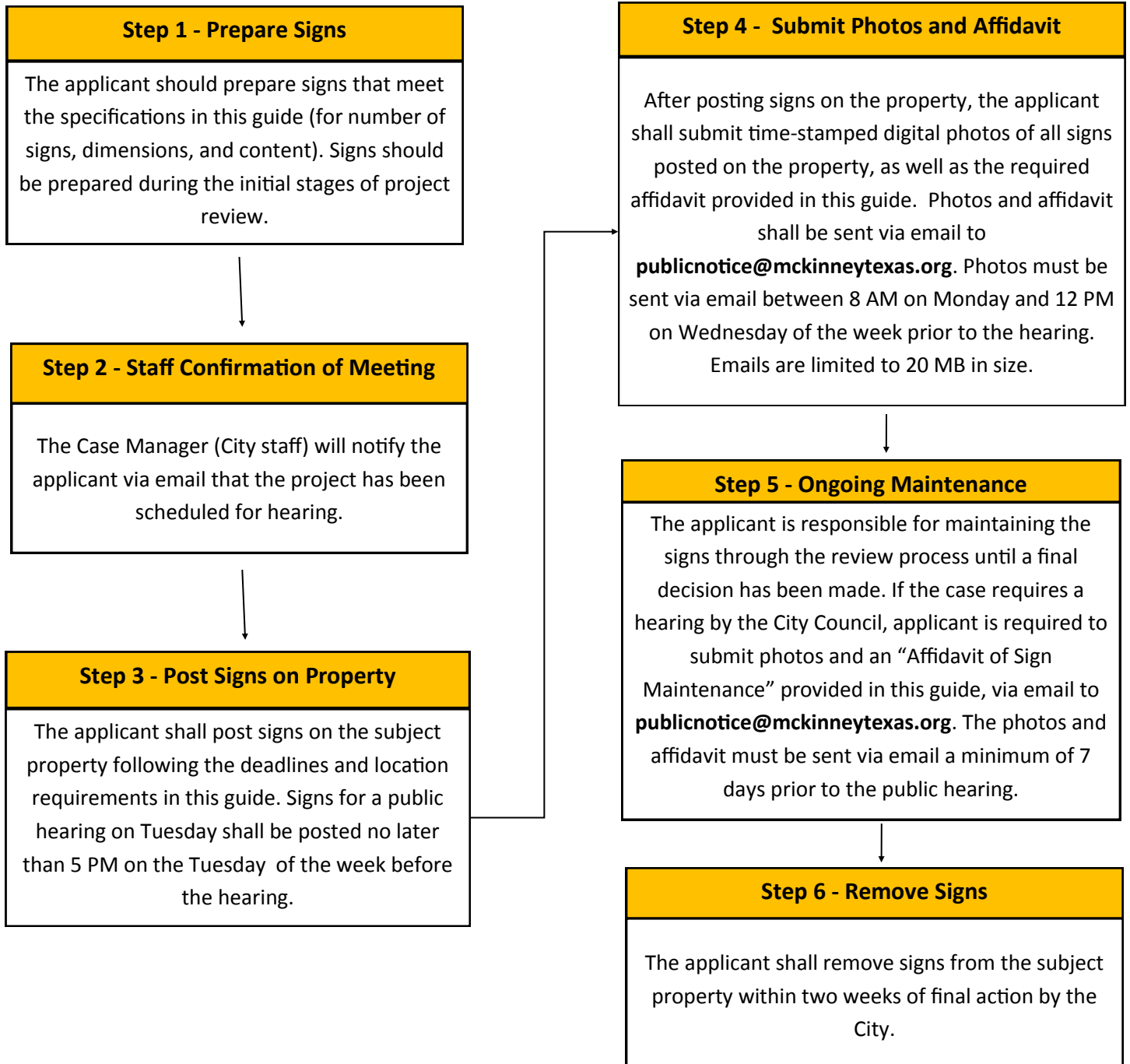
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INTRODUCTION



On-site zoning change signs are required for all zoning changes or amendments, including zoning, rezoning, amendments to planned developments, meritorious exceptions, and specific use permits.

The Director of Planning shall have the authority to determine if the posting of the subject property meets the intent of the requirements stated on the following pages. The following flow chart shows the general process for posting zoning change signs:



NOTIFICATION SIGNS



Sign Posting Requirements. The following process requirements shall apply to the posting of zoning change signs(s):

- **Failure to post the sign(s) and provide photos of the signs in accordance with the following instructions** shall result in the postponement of the review by the Commission. The applicant shall be subject to an additional fee to republish and/or re-notify due to such postponement.
- After posting the signs on the subject property, the applicant shall **email time-stamped photos of the signs and required affidavit to the Planning Department at publicnotice@mckinneytexas.org**. The email shall include as attachments the Affidavit of Sign Posting or Affidavit of Sign Maintenance as noted below. Photos shall demonstrate that signs meet all location requirements. Sample photos are provided on page 4 of this guide.

Required Hearing	Sign Posting Deadline	Email Deadline	Required Affidavit to be Emailed with Sign Photos
Planning and Zoning Commission Hearing	Signs must be posted at least seven (7) days prior to the hearing.	Time-stamped photos and affidavits must be received via email to publicnotice@mckinneytexas.org must be received by 12 PM (noon) on the Wednesday prior to the Tuesday meeting. Case number must be provided in the subject line of the email.	Affidavit of Sign Posting (on page 7)
City Council Hearing			Affidavit of Sign Maintenance (on page 8)
Special meetings	The Director of Planning shall set a sign posting schedule meeting the intent and purpose of the regulations described herein.		Either affidavit of Sign Posting or Sign Maintenance, depending on the step in the review process.

Email File Size Limits

- Email file sizes are limited to 20 MB. If photos and attachments exceed this limit, please use a filesharing service, such as Dropbox, Box, WeTransfer, or Hightail. The case number must be provided in the subject line of all emails sent to publicnotice@mckinneytexas.org. Any email not received by the deadlines above due to file size issues may result in the postponement a hearing and applicant shall be subject to an additional fee to republish and/or re-notify due to such postponement.

Sign Maintenance Process. The following process requirements shall apply to the maintenance of a zoning change sign:

- The applicant shall be responsible for maintaining the sign on the subject property until a final decision has been made. The City of McKinney is not responsible for monitoring the required notice signs. Should the City of McKinney discover through routine duties related to other aspects of their daily functions that the sign is not being maintained, the City of McKinney shall contact the applicant to investigate and, if needed, correct the situation.
- Photos of the signs posted and maintained prior to a City Council hearing shall be submitted consistent with the deadlines outlined in the table above. The applicant shall submit an "Affidavit of Sign Maintenance" certifying that the applicant has maintained and corrected any issues with the posting and indicating that the intent of the posting requirement was met. Failure to maintain the sign during the process shall not result in the postponement of the zoning change consideration so long as the applicant attempted to replace damaged or missing signs upon notification.
- The applicant shall be responsible for removing the zoning change sign(s) from the subject property within two (2) weeks of the final action by the City of McKinney.

NOTIFICATION SIGNS



Sign Locations

- Required signs shall be posted in unobstructed view on private property and in a manner in which they can be clearly read from the public right-of-way.
- On tracts of land with frontage on public right-of-way greater than 250 feet, additional signs shall be posted so the distance between signs is no greater than approximately 200 feet.
- On corner lots, a single sign may be posted at the intersection of the two streets if the frontage on either street does not exceed 250 feet.

Photo Specifications

- Photos shall be taken of each right-of-way to show that all signs are posted. Multiple photos may be necessary to show all signs. If possible, provide photos with adjacent street signs or other adjacent right-of-way information for context as shown below.
- An individual photo of each sign at a distance of approximately 10' to show the required text, logo, and QR code on each installed sign.

Sample Sign Photos:



Above: Photo showing multiple signs along right-of-way and street sign.



Above: Individual sign photo showing clear required text.

NOTIFICATION SIGNS



Sign Companies:

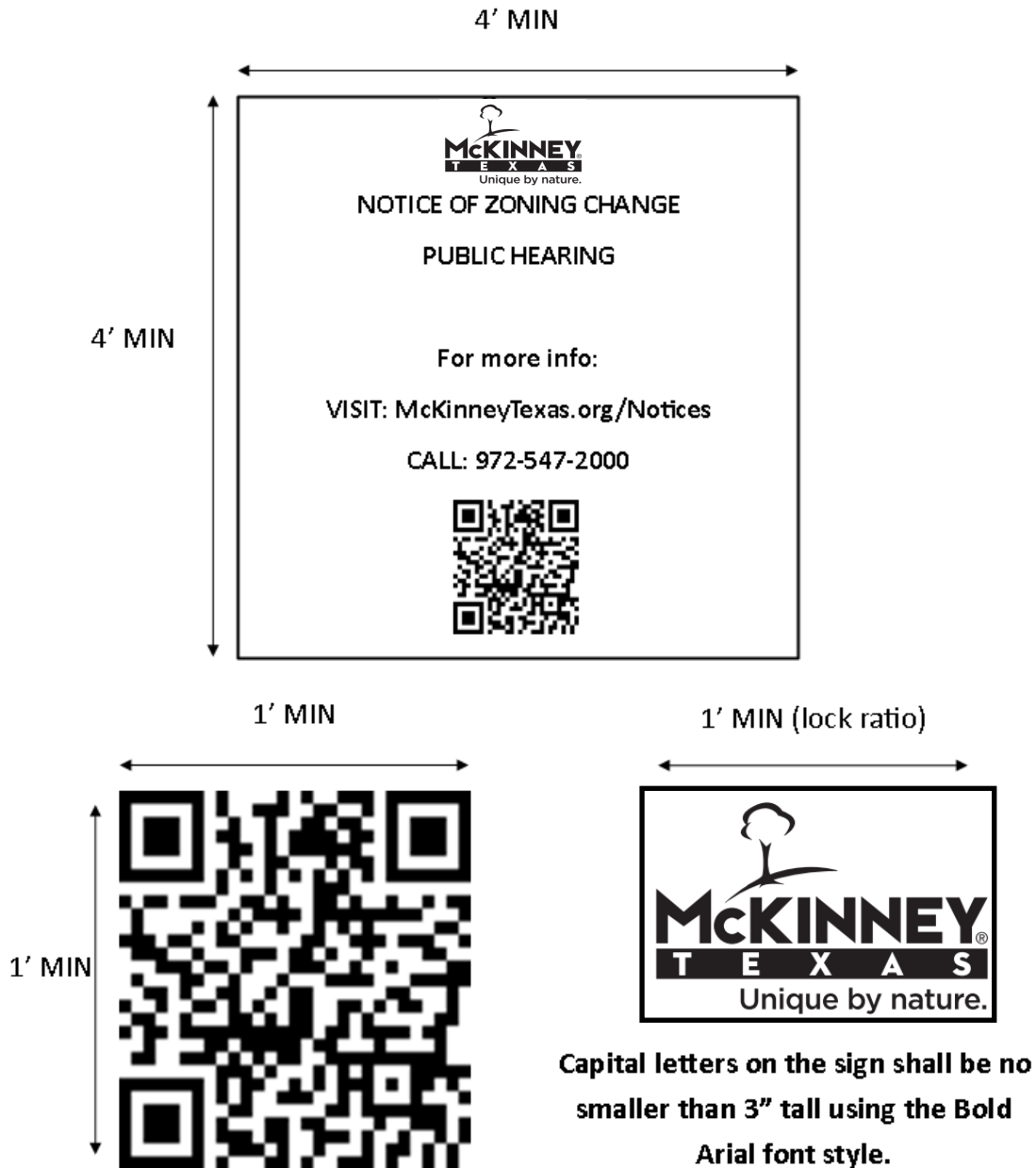
The following sign companies have the ability to produce signs to the City of McKinney’s specifications, although they are not endorsed by the City of McKinney. Contact them for rates and scheduling:

<p>Hobson’s Signs</p> <p>351 East Louisiana Street McKinney, Texas 75069 Phone: 972-540-1919 Fax: 972-542-0717 hobsonsigns@gmail.com Contact: Michael Armstrong</p>	<p>Colorit Graphic Services</p> <p>330 Industrial Blvd., Ste. # 100 McKinney, TX 75069 Phone: 214-542-6567 contact@coloritgraphics.com <u>Contact: Derrick Green</u></p>	<p>Superior Sign Company</p> <p>1814 Solitude Court Allen, Texas 75002 Phone: 972-727-0789 Fax: 972-908-2839 superiorsignsallen@yahoo.com Contact: Matt Hall</p>
<p>Sign Express</p> <p>604 Central Expressway North Allen, Texas 75013 Phone: 972-727-0789 Fax: 972-908-2839 radsigndude@yahoo.com Contact: Matt Hall</p>	<p>Sign A Rama</p> <p>1502 W. University, Ste. 108 McKinney, TX 75069 Phone: 214-544-7446 Fax: 972-542-7079 mckinneysigns@sbcglobal.net Contact: Alan Schmoyer</p>	<p>CDR Contracting Services</p> <p>107 Westwood Circle McKinney, Texas 75070 Phone: 932-333-0639 Fax: 214-548-5975 CDRContract2016@gmail.com Contact: Casey Raymond</p>



ZONING CHANGE SIGN SPECIFICATIONS

CITY OF MCKINNEY, TX



AFFIDAVIT OF SIGN POSTING



(Re)Zoning Case No. _____

Date of Planning and Zoning Commission Meeting: _____

In accordance with the requirements of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney, Texas, I _____ hereby certify that I have posted or caused to be posted Zoning Change Notification sign(s) on the property subject to zoning change, located at _____

_____.

Said sign(s) have been obtained through a designated contractor of the Planning Department and meet the specifications of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

Posting of said signs was accomplished on _____, 2_____, as provided for in Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney. Said signs have been posted in a manner which provides an unobstructed view and which allows clear reading from the public right(s)-of-way along _____

_____.

I further certify that this affidavit was filed with the Planning Department of the City of McKinney within the time provisions of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

Executed this the _____ day of _____, 2_____.

Signature of Applicant or Authorized Representative for Zoning Case No. _____

Printed Name of Applicant or Authorized Representative for Zoning Case No. _____

Notary Public

PLEASE NOTE: Failure to post the notification sign(s) on the property by the close of business (5 pm) on the Tuesday prior to the Tuesday Planning and Zoning Commission public hearing shall result in the postponement of consideration by the Commission.

STAFF USE ONLY:

Date/Time submitted: _____ Verified by: _____

AFFIDAVIT OF SIGN MAINTENANCE



(Re)Zoning Case No. _____

Date of City Council Meeting: _____

In accordance with the requirements of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney, Texas, I _____
_____ hereby certify that Zoning Change Notification sign(s) have been maintained on the property subject
to zoning change, located at _____

_____.

Said sign(s) have been maintained in a manner consistent with the requirements contained in Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

I further certify that this affidavit was filed with the Planning Department of the City of McKinney on _____
_____, 2 _____, within the time provisions of Section 146-164(2)(c) of the Code of Ordinances of the City of McKinney.

I understand that I am required to remove said signs within two weeks of any final action taken by the City of McKinney regarding the zoning change.

Executed this the _____ day of _____, 2 _____.

Signature of Applicant or Authorized Representative for Zoning Case No. _____

Printed Name of Applicant or Authorized Representative for Zoning Case No. _____

Notary Public

PLEASE NOTE: Failure to maintain the signs prior to the City Council public hearing may result in postponement of consideration if the applicant has not attempted to replace damaged or missing signs upon notification by Staff.

STAFF USE ONLY:

Date/Time submitted: _____ Verified by: _____