



MEMORANDUM
City of Johnston, Iowa

DATE: January 1, 2005
TO: Applicants
FROM: City of Johnston Community Development Department
SUBJECT: NOTICE REQUIREMENT; PUBLIC HEARINGS

Although the law requires notification only for City Council, it is the city's policy to notify the public for both the Planning & Zoning (P&Z) and City Council public hearings. This is so adjacent owners and interested citizens can be involved throughout the process, if they wish.

The Community Development department will take care of publishing the required notices in the newspaper, and sending letters to adjacent property owners. A copy of the notice will also be sent to you, for your information.

Our ordinance requires the owner of the property to post a 4' x 8' sign on each street frontage. Letters cannot be less than 6-inches in height. The ordinance also requires specific information that must be included and as an example, attached please find a photograph of a sign the City posted last year. You will be required to update your signs after P&Z consideration, to show the City Council public hearing date. In the past, we have simply used a removable panel for the date so the sign update is simplified.

Please remember that your signs must be in place a minimum of 8-10 days before the date of each public hearing (a schedule of meeting dates is available). We recommend that you get a utility locate before auguring the postholes. Two telephone numbers to call: Iowa One-Call (800/292-8989) and Johnston Public Works (278-0822). If you have any questions, please don't hesitate to contact us.

EXAMPLE OF SIGN THE REQUIRED REZONING SIGN

**NOTICE OF PROPOSED REZONING
PUBLIC HEARING**

R-1(100) Residential uses

to PUD, Single Family Residential Uses

7:00 p.m., January 17, 2005, Johnston City Hall

Questions? Call: 278-2344