



MEMORANDUM

Date: November 20, 2025

To: Luke Winchester, Chairman
and Planning Commission

From: Jon Baughman, City Planner
Jill Johnson, Planner I

Re: Zoning Ordinance Amendment
Sec. 14-109 Public Notice

Request: This request, initiated by City, seeks to remove, in its entirety, the variable lot subdivision regulations (Article V, Section 5-104.3) from the City's zoning ordinance.

Overview: The public notice section of the zoning ordinance shall be amended as indicated below:

Sec. 14-109. - Public notice.

14-109.1 *Applicability.* All public hearings required by this ordinance shall be preceded by public notice as provided by this section.

14-109.2 *Notice by newspaper.* Notice in a newspaper of general circulation within the City of Mt. Juliet, shall be given at least 15 days, but not more than 30 days prior to the public hearing. This notice shall specify the location, current and proposed zoning classification and it shall contain a graphic illustration of the area.

14-109.3 *Notice by mail.* At least 15 days prior to the public hearing concerning the affected property, all owners of record of adjoining property, including those separated by a public way from the premises in question, shall be notified. The notification required to meet this provision shall be accomplished by certified mail, return receipt request. Return receipts shall be maintained and subject to public examination upon request.

14-109.4 *Notice by signage.* No public hearing shall be conducted until public notice has been provided by the posting of signs pursuant to the provisions of this section.

1. *General requirements.* The Planning and Zoning Department or its designees shall post signs on properties for which either an action by the Board of Zoning Appeals or a request for change of zoning classification has been requested. Such signs shall be posted at least ten (10) days prior to the Planning Commission or Board of Zoning Appeals meeting . The applicant shall pay a fee for usage of such signs at the Planning and Zoning Office no less than 21 days prior to the date of the public hearing. No public hearing shall be conducted nor any action taken on any request for which such notice is required until these signs are posted as required herein. The posting of the signs shall be as follows:
 - a. *Number.* One sign shall be posted for each 500 feet of frontage.
 - b. *Location.* Signs shall be located facing and within 25 feet of all public rights-of-way on which the property fronts.
 - c. *Size.* The signs shall have a minimum width of 24 inches and a minimum height of 36 inches.

- d. *Wording.* The signs shall contain wording provided by the Planning and Zoning Office, which shall be sufficient to convey the information that a zoning action is proposed for the subject property along with the contact information for the Planning and Zoning Office, so that the date, time, and additional information may be obtained.
 - e. *Fee.* The signs shall be provided by the City, subject to payment by the applicant of a fee charged to defray the administrative and printing costs. The fee shall be waived for any agency of government.
2. *Alternative requirements for zoning actions affecting large areas.* When the area included within the requested zoning action contains 100 or more parcels, the following alternative provisions shall apply:
- a. Signs shall be posted within the public right-of-way facing the inbound lane of all public streets at, or as near as possible to, the point the street crosses the boundary of property subject to the proposed action.
 - b. Signs shall also be posted at the intersection of a local street with a collector or arterial street within the area of the proposed zoning action.
 - c. Where a public street forms the boundary, or a portion of the boundary, of an area subject to a zoning action, one double face sign shall be erected on the side of the street included within the proposed change within each 1,000 lineal feet of street frontage.

Summary: The amendment above will result in earlier public notice requirements for zoning actions and help facilitate transparency.

Recommendation: Staff recommends forwarding this zoning ordinance amendment to the Board of Commissions with a recommendation for approval.