



PREPARED FOR THE URBAN DESIGN COMMISSION

**Project Address:** 75 Nob Hill  
**Application Type:** Appeal to the UDC from Decision of the Zoning Administrator, MGO Ch. 31, Sign Control Ordinance  
**UDC is an Approving Body**  
**Legistar File ID #:** [81637](#)  
**Prepared By:** Jessica Vaughn, AICP, UDC Secretary

## Background Information

**Applicant | Contact:** Robert Procter, Attorney for Adams Outdoor Advertising, Axley Brynelson, LLP

**Project Description:** Pursuant to MGO Ch. 31, Sign Control Ordinance, the applicant is requesting an Appeal to the UDC from a Decision of the Zoning Administrator.

**Approval Standards:** The UDC is an **approving body** on this request. Pursuant to MGO 31.043, Urban Design Commission and Comprehensive Design Review, *“The UDC shall hear and decide appeals of decisions of the Zoning Administrator when it is alleged there is error in any order, requirements, decision or determination made by the Zoning Administrator in enforcement of this chapter, where application, Official Notices issued by the Building Inspection Division or the Zoning Administrator related to signs under this chapter, except decisions regarding structural or mechanical concerns which are appealable to the Building Board of Examiners and Appeals under Sec. 31.043(3)(b)1...”*

## Procedure

Staff recommends that the UDC’s consideration of this item proceed as follows:

1. Appellant presents its appeal (10-15 minutes).
2. The Zoning Administrator responds to the Appellant’s presentation (10-15 minutes).
3. Appellant replies to the Zoning Administrator’s response (10-15 minutes).
4. UDC discussion.

As part of the UDC’s discussion, the Commission may ask questions of staff, the appellant, or the appellee to clarify the information presented or as it relates to the Commission’s review purview or that are process related.

5. UDC motion.

The UDC shall include findings of fact in their motion. Findings of fact are the reasons, or evidence in the record, in support of the motion. Staff recommends that the Commission should be as specific as possible.

Potential motion language is provided below for reference:

*“Motion to reverse the Zoning Administrator’s decision...”*

*“Motion to affirm the Zoning Administrator’s decision...”*

6. UDC discussion and vote on the motion.
7. Chair announces the decision.