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## MEMORANDUM

**TO:** Mayor Kyriacou and Members of the City Council  
of the City of Beacon

**FROM:** Keane & Beane, P.C.

**RE:** Proposed Local Law Concerning the Posting Requirements for  
Public Notice Signs

**DATE:** February 4, 2020

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Our office has prepared the attached Local Law to amend Chapter 223, Section 61.3, Subsection C of the Code of the City of Beacon entitled “Public Notice Signs” to require applicants to post one notification sign on the subject property, no later than 10 days prior to the initial public hearing. The City Code previously required an applicant to post the required public notice sign no later than 14 days prior to the initial public hearing.

Applicants are required to mail public hearing notices to neighboring properties at least 10 days before the public hearing. (City Code § 223-61.3.B). The proposed Local Law eliminates the 14 day posting requirement to require that the public notice sign and written public hearing notices be posted and mailed within the same time period, which is at least 10 days before the public hearing.

An applicant cannot post their public notice sign before the public hearing is scheduled. While the ZBA and Planning Board meet once a month and the 14 day sign posting requirement can be satisfied in advance of their meetings, the City Council meets every two (2) weeks and applicants are unable to post their public notice signs in time for the next Council meeting, but rather must present their applications a month later at the next meeting (30 days later).