

DEPARTMENT OF  
PLANNING AND DEVELOPMENT

**CITY OF SACRAMENTO**  
CALIFORNIA

1231 I STREET  
ROOM 300  
SACRAMENTO, CA  
95814-2904

DEVELOPMENT  
SERVICES  
916-264-5381  
FAX 916-264-8329

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT:** Zoning Ordinance Amendment related to Requiring a Special Permit for Development in the R-1A Zone (M97-021)

**LOCATION:** City wide

**COUNCIL DISTRICT:** All districts

**RECOMMENDATION:** Planning Commission and staff recommend that the City Council adopt the attached ordinance approving the Zoning Ordinance Amendment related to requiring a Special Permit for development within the R-1A zone.

**CONTACT PERSONS:** Joy Patterson, Zoning Administrator, 264-5607  
Carol Shearly, Associate Planner, North Team, 264-5893

**FOR COUNCIL MEETING OF:** September 16, 1997 (afternoon)

**SUMMARY:** The proposed Zoning Ordinance amendment deletes an exception added recently to expedite development in the R-1A zone in specific circumstances and reinstates the requirement that all development in the R-1A zone require a Special Permit from the Planning Commission.

**COMMITTEE/ COMMISSION ACTION:** On August 28, 1997, the City Planning Commission recommended approval of the Zoning Ordinance Amendment.

**BACKGROUND INFORMATION:** On May 27, 1997, the Council adopted a Zoning Ordinance Amendment to expedite development for single family residential projects in a PUD. Incidental to that amendment was a provision to clarify that a Special Permit is not required for development within the R-1A zone under specific circumstances. Specifically, proposed residential development in the R-1A zone that complies with the yard requirements and lot coverage of the Standard Single Family (R-1) zone was allowed to develop without a Special

City Council  
Zoning Ordinance Amendment related to Development within the R-1A Zone  
September 16, 1997

Permit. Development in the R-1A zone that did not comply with the R-1 zone yard requirements and lot coverage would continue to require a Special Permit.

After approval of the amendment, two concerns were raised: 1) Planning staff relies on the Special Permit to provide the desired, and promised, level of review to impose conditions on projects in the R-1A zone (not within a PUD) to improve the design of the project, particularly in the area outside the Expanded North Area Design Review Area; and 2) to give incentives to build standard single family homes in the R-1A zone defeats the purpose of the zone: to encourage entry-level homes in order to increase the likelihood of home ownership.

FINANCIAL CONSIDERATIONS: The Fee and Charge Report is not proposed to be amended in conjunction with this Zoning Ordinance amendment.

ENVIRONMENTAL CONSIDERATIONS: The Zoning Ordinance Amendment is exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Section 15061(b)(3).

POLICY CONSIDERATIONS: The proposed Zoning Ordinance Amendment is intended to reflect the City Council's desire to expedite development within the City but not at the expense of appropriate project review. In the absence of residential design guidelines to which residential projects can be required to comply, the Special Permit process to review projects in the R-1A zone is appropriate. Once city-wide residential design guidelines are approved, perhaps a Zoning Ordinance amendment to expedite R-1A development that complies with the guidelines should be considered.

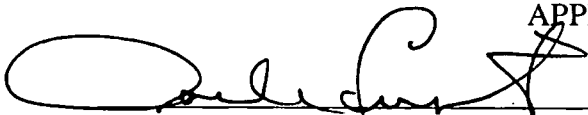
MBE/WBE: No procurement of goods or services is proposed for this project.

Respectfully submitted,

  
\_\_\_\_\_  
GARY L. STONEHOUSE  
Planning Director

FOR INFORMATION

WILLIAM H. EDGAR  
City Manager

APPROVED:  
  
\_\_\_\_\_  
JACK CRIST  
Deputy City Manager

Attachments

Ordinance Amending the Zoning Ordinance related to Development within the R-1A Zone

M97-021.CC

**ORDINANCE NO. 97-056**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

APPROVED  
BY THE CITY COUNCIL  
SEP 16 1997  
OFFICE OF THE  
CITY CLERK

ON DATE OF \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 7-C OF THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF SACRAMENTO, ORDINANCE NO. 2550, FOURTH SERIES, AS AMENDED, RELATED TO REQUIRING A SPECIAL PERMIT FOR DEVELOPMENT WITHIN THE SINGLE FAMILY ALTERNATIVE (R-1A) ZONE (M97-021)**

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO AS FOLLOWS:

Section 1.

Section 7-C of the Comprehensive Zoning Ordinance (Ordinance No. 2550, Fourth Series as amended) is hereby amended to read as follows:

C. SPECIAL PERMIT REQUIRED: A Special Permit granted by the Planning Commission is required by any development within the R-1A zone except as provided below. The Commission, in granting said Special Permit, may modify any of the provisions of Chapter 40 of the City Code in accordance with Section 2-H-3 of this ordinance. (See Ordinance No. 3362, Fourth Series, Section 2) (Ordinance No. 87-061, June 2, 1987)

Exception - Single Family, Duplex and Halfplex Development within a PUD: Subject to the provisions and restrictions of Section 8 of this Ordinance, a Planning Director's Special Permit, rather than a Planning Commission Special Permit, shall be required for single family, duplex, or halfplex residential development on property zoned R-1A, provided that all of the following requirements are satisfied: i) the property is designated for planned unit development (PUD) pursuant to Section 8; ii) PUD Guidelines and Schematic Plan have been approved for such development; and iii) the PUD Guidelines provide that a Planning Director's Special Permit may be approved to allow for single family development.

---

**FOR CITY CLERK USE ONLY**

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

PASSED FOR PUBLICATION:

PASSED:

EFFECTIVE:

ATTEST:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

M97-021

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

# ORDINANCE NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 7-C OF THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF SACRAMENTO, ORDINANCE NO. 2550, FOURTH SERIES, AS AMENDED, RELATED TO REQUIRING A SPECIAL PERMIT FOR DEVELOPMENT WITHIN THE SINGLE FAMILY ALTERNATIVE (R-1A) ZONE (M97-021)

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO AS FOLLOWS:

Section 1.

Section 7-C of the Comprehensive Zoning Ordinance (Ordinance No. 2550, Fourth Series as amended) is hereby amended to read as follows:

C. SPECIAL PERMIT REQUIRED: A Special Permit granted by the Planning Commission is required by any development within the R-1A zone except as provided in paragraphs ~~1 and 2~~ below. The Commission, in granting said Special Permit, may modify any of the provisions of Chapter 40 of the City Code in accordance with Section 2-H-3 of this ordinance. (See Ordinance No. 3362, Fourth Series, Section 2) (Ordinance No. 87-061, June 2, 1987)

~~1. Exception - Residential Development that Meets R-1 Setbacks and Lot Coverage: No Special Permit shall be required for single family residential development within the R-1A zone which meets all setback and lot coverage requirements applicable to development in the R-1 zone.~~

2. Exception - Single Family, Duplex and Halfplex Development within a PUD: Subject to the provisions and restrictions of Section 8 of this Ordinance, a Planning Director's Special Permit, rather than a Planning Commission Special Permit, shall be required for single family, duplex, or halfplex residential development on property zoned R-1A, provided that all of the following requirements are satisfied: i) the property is designated for planned unit development (PUD) pursuant to Section 8; ii) PUD Guidelines and Schematic Plan have been approved for such development; and iii) the PUD Guidelines

---

FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

provide that a Planning Director's Special Permit may be approved to allow for single family development.

PASSED FOR PUBLICATION:

PASSED:

EFFECTIVE:

ATTEST:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

M97-021

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



PASSED FOR  
PUBLICATION  
& CONTINUED  
TO 9.16.97

~~1.1~~  
3.3

DEPARTMENT OF  
PLANNING AND DEVELOPMENT

**CITY OF SACRAMENTO**  
CALIFORNIA

1231 I STREET  
ROOM 300  
SACRAMENTO, CA  
95814-2904

DEVELOPMENT  
SERVICES  
916-264-5381  
FAX 916-264-5328

August 21, 1997

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: ORDINANCE AMENDING SECTION 7-C OF THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF SACRAMENTO, ORDINANCE NO. 2550, FOURTH SERIES, AS AMENDED, RELATED TO REQUIRING A SPECIAL PERMIT FOR DEVELOPMENT WITHIN THE SINGLE FAMILY ALTERNATIVE (R-1A) ZONE. (M97-021)**

**LOCATION AND DISTRICT:** Citywide

**RECOMMENDATION:**

It is recommended that the item be passed for publication of title and continued to September 16, 1997.

**CONTACT PERSON:** Carol Shearly, Associate Planner, 264-5893

**FOR COUNCIL MEETING OF:** September 9, 1997

**SUMMARY:**

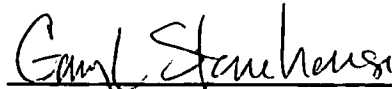
This item is presented at this time for approval of publication of title pursuant to City Charter, Section 32.

Zoning Ordinance Amendment related to requiring a Special Permit for Development in the R-1A Zone-M97-021  
August 21, 1997

**BACKGROUND INFORMATION:**

Prior to publication of an item in a local paper to meet legal advertising requirements, the City Council must first pass the item for publication. The City Clerk then transmits the title of the item to the paper for publication and for advertising the meeting date.

Respectfully submitted,



GARY L. STONEHOUSE  
PLANNING DIRECTOR

FOR CITY COUNCIL INFORMATION:  
WILLIAM H. EDGAR  
CITY MANAGER

APPROVED:



JACK CRIST, DEPUTY CITY MANAGER  
PLANNING & DEVELOPMENT



# ORDINANCE NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 7-C OF THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF SACRAMENTO, ORDINANCE NO. 2550, FOURTH SERIES, AS AMENDED, RELATED TO REQUIRING A SPECIAL PERMIT FOR DEVELOPMENT WITHIN THE SINGLE FAMILY ALTERNATIVE (R-1A) ZONE (M97-021)**

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO AS FOLLOWS:

Section 1.

Section 7-C of the Comprehensive Zoning Ordinance (Ordinance No. 2550, Fourth Series as amended) is hereby amended to read as follows:

C. SPECIAL PERMIT REQUIRED: A Special Permit granted by the Planning Commission is required by any development within the R-1A zone except as provided in paragraphs 1 and 2 below. The Commission, in granting said Special Permit, may modify any of the provisions of Chapter 40 of the City Code in accordance with Section 2-H-3 of this ordinance. (See Ordinance No. 3362, Fourth Series, Section 2) (Ordinance No. 87-061, June 2, 1987)

1. ~~Exception - Residential Development that Meets R-1 Setbacks and Lot Coverage: No Special Permit shall be required for single family residential development within the R-1A zone which meets all setback and lot coverage requirements applicable to development in the R-1 zone.~~

2. Exception - Single Family, Duplex and Halfplex Development within a PUD: Subject to the provisions and restrictions of Section 8 of this Ordinance, a Planning Director's Special Permit, rather than a Planning Commission Special Permit, shall be required for single family, duplex, or halfplex residential development on property zoned R-1A, provided that all of the following requirements are satisfied: i) the property is designated for planned unit development (PUD) pursuant to Section 8; ii) PUD Guidelines and Schematic

---

FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

Plan have been approved for such development; and iii) the PUD Guidelines provide that a Planning Director's Special Permit may be approved to allow for single family development.

PASSED FOR PUBLICATION:

PASSED:

EFFECTIVE:

ATTEST:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

M97-021

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

# ORDINANCE NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 7-C OF THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF SACRAMENTO, ORDINANCE NO. 2550, FOURTH SERIES, AS AMENDED, RELATED TO REQUIRING A SPECIAL PERMIT FOR DEVELOPMENT WITHIN THE SINGLE FAMILY ALTERNATIVE (R-1A) ZONE (M97-021)**

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO AS FOLLOWS:

Section 1.

Section 7-C of the Comprehensive Zoning Ordinance (Ordinance No. 2550, Fourth Series as amended) is hereby amended to read as follows:

- C. **SPECIAL PERMIT REQUIRED:** A Special Permit granted by the Planning Commission is required by any development within the R-1A zone except as provided below. The Commission, in granting said Special Permit, may modify any of the provisions of Chapter 40 of the City Code in accordance with Section 2-H-3 of this ordinance. (See Ordinance No. 3362, Fourth Series, Section 2) (Ordinance No. 87-061, June 2, 1987)

**Exception - Single Family, Duplex and Halfplex Development within a PUD:** Subject to the provisions and restrictions of Section 8 of this Ordinance, a Planning Director's Special Permit, rather than a Planning Commission Special Permit, shall be required for single family, duplex, or halfplex residential development on property zoned R-1A, provided that all of the following requirements are satisfied: i) the property is designated for planned unit development (PUD) pursuant to Section 8; ii) PUD Guidelines and Schematic Plan have been approved for such development; and iii) the PUD Guidelines provide that a Planning Director's Special Permit may be approved to allow for single family development.

---

FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

PASSED FOR PUBLICATION:

PASSED:

EFFECTIVE:

ATTEST:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

M97-021

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

ORDINANCE NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

M 97-021



RECEIVED  
CITY CLERKS OFFICE  
CITY OF SACRAMENTO  
AUG 21 8 46 AM '97

DEPARTMENT OF  
PLANNING AND DEVELOPMENT

**CITY OF SACRAMENTO**  
CALIFORNIA

1231 I STREET  
ROOM 301  
SACRAMENTO, CA  
95814-2998

PLANNING SERVICES  
916-264-7037  
FAX 916-264-7185

August 22, 1997

**MEMORANDUM**

TO: Virginia Henry, Assistant City Clerk  
FROM: *Grace* Grace Garcia, Typist Clerk III  
SUBJECT: REQUEST TO SCHEDULE HEARING - AFTERNOON (ROUTINE)

- 1. M97-021 ZONING ORDINANCE AMENDMENT RELATED TO REQUIRING A SPECIAL PERMIT FOR DEVELOPMENT IN THE R-1A ZONE (CITYWIDE) (Carol Shearly, x5893)
  - A. Ordinance amending Section 7-C of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, as amended, related to requiring a Special Permit for Development within the Single Family Alternative (R-1A) zone.

Staff requests that this item be scheduled for the session of the City Council afternoon agenda on September 16, 1997.

Attachments

*Nancy -  
This needs to  
be advertised 15 days  
ahead. V.*

FFP DATE: 9-9-97  
HEARING DATE: 9-16-97 afternoon  
FINAL COUNCIL ACTION DATE: \_\_\_\_\_

M97-021 - ZONING ORDINANCE AMENDMENT RELATED TO REQUIRING  
A SPECIAL PERMIT FOR DEVELOPMENT IN THE R-1A ZONE

LOCATION: Citywide

STAFF CONTACT: Carol Shearly, 264-5893

RECOMMENDATION: Staff recommends that the Planning Commission recommend approval of the attached ordinance amending the Zoning Ordinance to require a Special Permit for development within the R-1A zone and forward to the City Council (see Attachment A).

SUMMARY: The proposed Zoning Ordinance amendment deletes language added to the Zoning Ordinance in a recent amendment effectively reinstating the Special Permit requirement for development within the R-1A zone.

BACKGROUND INFORMATION: On May 27, 1997, the Council adopted a Zoning Ordinance Amendment to expedite development for single family residential projects in a PUD. Incidental to that amendment was a provision to clarify that a Special Permit is not required for development within the R-1A zone under specific circumstances. Specifically, proposed residential development in the R-1A zone that complies with R-1 zone yard requirements and lot coverage was allowed to develop without a Special Permit. Development in the R-1A zone that did not comply with the R-1 zone yard requirements and lot coverage would continue to require a Special Permit.

After approval of the amendment, two concerns were raised:

- 1) Because the south area does not yet have residential design guidelines like the Expanded North Area Design Review checklist, Planning staff relies on the Special Permit level of review to impose conditions on projects in the R-1A zone (not within a PUD) to improve the design of the project. By not requiring a Special Permit for development in the R-1A zone that meets R-1 standards, a developer can proceed with development without the desired, and promised, level of review, particularly for design concerns; and
- 2) The Single Family Alternative (R-1A) zone is intended to encourage entry-level homes on small lots to enhance the likelihood of home ownership. To expedite the development of standard single family homes on a property zoned R-1A defeats the intention of the zone.

ZONING ORDINANCE  
AMENDMENT RE R-1A SP  
MAIL LIST  
M97-021.LBL

MIKE HANAMURA  
NEIGH, PLNG, + DEV DEPT  
AREA MANAGER 1  
(ORG. 4646)

ANDREA JACKSON  
ADMINISTRATIVE ASSISTANT  
COUNCIL DISTRICT 6  
(ORG. 0100)

GARY LITTLE  
NEIGH, PLNG, + DEV DEPT  
AREA MANAGER 2  
(ORG. 4646)

PAT CLARK/DAVID PLAG  
ADMINISTRATIVE ASSISTANT  
COUNCIL DISTRICT 7  
(ORG. 0100)

MAX FERNANDEZ  
NEIGH, PLNG, + DEV DEPT  
AREA MANAGER 3  
(ORG. 4646)

TONIA WALTON  
ADMINISTRATIVE ASSISTANT  
COUNCIL DISTRICT 8  
(ORG. 0100)

KELLY MONTGOMERY  
NEIGH, PLNG, + DEV DEPT  
AREA MANAGER 4  
(ORG. 4646)

MICHAEL PICKER  
CHIEF OF STAFF  
MAYOR'S OFFICE  
(ORG. 0100)

CYNTHIA COOKE  
ADMINISTRATIVE ASSISTANT  
COUNCIL DISTRICT 1  
(ORG. 0100)

BRANCHE JONES  
ADMINISTRATIVE ASSISTANT  
COUNCIL DISTRICT 5  
(ORG. 0100)

FRANKLIN BURRIS  
ADMINISTRATIVE ASSISTANT  
COUNCIL DISTRICT 2  
(ORG. 0100)

ANNE VALENTI  
ADMINISTRATIVE ASSISTANT  
COUNCIL DISTRICT 3  
(ORG. 0100)

JEANETTE CHAN/JOANNA BURRIS  
ADMINISTRATIVE ASSISTANTS  
COUNCIL DISTRICT 4  
(ORG. 0100)

~~HELEN HEWITT  
ADMINISTRATIVE ASSISTANT  
COUNCIL DISTRICT 5  
(ORG. 0100)~~

M97-021



**OFFICE OF THE  
CITY CLERK**

VALERIE A. BURROWES, CMC/AAE  
CITY CLERK

VIRGINIA K. HENRY, CMC/AAE  
ASSISTANT CITY CLERK

**CITY OF SACRAMENTO  
CALIFORNIA**

CITY HALL  
915 I STREET  
ROOM 304  
SACRAMENTO, CA  
95814-2671

FAX 916-264-7672  
HTTP://WWW.SACTO.ORG

ADMINISTRATION  
PH 916-264-5799

OPERATIONAL SERVICES  
PH 916-264-5426

SPECIALIZED SERVICES  
PH 916-264-7200

August 22, 1997

To All Interested Parties,

On August 21, 1997, the following matter was filed with the Office of the City Clerk to set a hearing date before the City Council:

- M97-021 ZONING ORDINANCE AMENDMENT RELATED TO REQUIRING A SPECIAL PERMIT FOR DEVELOPMENT IN THE R-1A ZONE (CITYWIDE)
- A. Ordinance amending Section 7-C of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, as amended, related to requiring a Special Permit for Development within the Single Family Alternative (R-1A) zone

This hearing has been set for September 16, 1997, 2:00 p.m., City Council Chambers, Second Floor, City Hall, 915 "I" Street, Sacramento, California. Interested parties are invited to appear and speak at the hearing.

If you challenge the nature of the proposed action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the Office of the City Clerk at or prior to the public hearing.

Pursuant to Council Rules of Procedures, Chapter 5 continuance of the above matter may be obtained only by the property owner of the above property, applicant, or appellant, or their designee, by submitting a written request delivered to this office no later than noon the day prior to the scheduled hearing date. If written request is not delivered to this office as specified herein, a continuance may only be obtained by appearing before the City Council at the time of the hearing and submitting a verbal request to the Council.

Any questions regarding this hearing should be directed to the City Planning Division, 1231 I Street, Sacramento, California, phone 264-5604.

*Valerie A. Burrowes*  
Valerie A. Burrowes  
City Clerk

cc: MAILING LIST - M97-021 (13)



**AFFIDAVIT OF MAILING & POSTING**

ON August 22, 1997, NOTICES OF HEARING, A TRUE AND CORRECT COPY OF WHICH IS ATTACHED HERETO AND BY THIS REFERENCE INCORPORATED HEREIN, WERE MAILED AND THE LEGAL AD WAS POSTED ON THE FOLLOWING PROJECT:

M97-021 ZONING ORDINANCE AMENDMENT RELATED TO REQUIRING A SPECIAL PERMIT FOR DEVELOPMENT IN THE R-1A ZONE (CITYWIDE)

A. Ordinance amending Section 7-C of the Comprehensive Zoning Ordinance of the City of Sacramento, Ordinance No. 2550, Fourth Series, as amended, related to requiring a Special Permit for Development within the Single Family Alternative (R-1A) zone

THE ABOVE DESCRIBED HEARING NOTICES WERE MAILED BY PLACING COPIES THEREOF IN THE UNITED STATES MAIL, POSTAGE PREPAID, AND ADDRESSED TO THE FOLLOWING, AS INDICATED BY A CHECK MARK WHERE APPLICABLE:

OWNER OF PROPERTY: To All Interested Parties

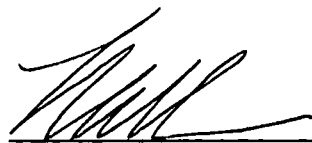
APPLICANT: To All Interested Parties

APPELLANT:

MAILING LIST FOR P-NUMBER: M97-021

SIGNERS OF PETITION (IF APPLICABLE)

I DECLARE UNDER PENALTY OF PERJURY THE FOREGOING IS TRUE AND CORRECT. EXECUTED AT SACRAMENTO, CALIFORNIA, ON THE 22nd DAY OF August 1997.



\_\_\_\_\_  
SIGNATURE OF PERSON MAILING NOTICE