



To: Planning Commission  
From: Michelle Alexander, Director of Community Development  
Date: April 21, 2016  
Subject: TA16-0003 - An Ordinance to Amend Article 28, Rezoning and Other Amendment Procedures, of the Sandy Springs Zoning Ordinance

---

***Department of Community Recommendation:***

**APPROVAL** of an amendment to Article 28, Rezoning and Other Amendment Procedures, of the Sandy Springs Zoning Ordinance.

***Background:***

Article 28, Rezoning and Other Amendment Procedures, of the Sandy Springs Zoning Ordinance outlines the processes the Mayor and City Council, the City Planning Commission, the Department of Community Development, petitioners, and the public must follow as it relates to land use petitions.

***Discussion:***

Staff has prepared a draft ordinance that updates the regulations to the new procedures set in place in January 2016. The major elements of the proposed amendment are as follows:

Overall: All land use petitions (rezonings, use permits, zoning modifications) are required to follow the same procedures.

Sec. 28.2.1. Filing Deadlines: Sets the deadline for petition amendments to 30 days prior to PC hearing date; Stipulates the requirements for a pre-application and a First Community Meeting before filing; Sets the limit to 5 new petitions each month.

Sec. 28.3. Community Meetings: Describes the two Community Meetings requirements; Stipulates the requirements for sign posting and mailing of notices.

Sec. 28.3.2. Public Hearing Requirements: Allows the Planning Commission to defer a case for 30 days or 60 days.

Sec. 28.12. Text Amendments: Sets procedures to propose and approve text amendments to the zoning ordinance.

***Amendment Schedule:***

Planning Commission Public Hearing – April 21, 2016

City Council Public Hearing – May 19, 2016

***Attachments:***

Draft Mark-up  
Draft Ordinance

**MARKED-UP FOR AMENDMENT**

REVISED VERSION ADOPTED BY MAYOR AND CITY COUNCIL, ~~OCTOBER 20, 2009~~

ARTICLE XXVIII

REZONING AND OTHER AMENDMENT PROCEDURES

- 28.1. **GENERAL AMENDMENTS PROVISIONS.** Whenever the public necessity, convenience, general welfare or good zoning practice justify such action, and after consideration by the City Planning Commission, the City Council may, by ~~resolution~~ ordinance, change the regulations set forth in this Zoning Ordinance (text amendment) or amend the City Zoning Map.

In amending the City Zoning Map, the City Council may approve a rezoning petition, a zoning modification petition and/or use permit ~~request~~ petition ~~or a more restrictive zoning district based on the ranking of City zoning district intensities. The City Council may consider a variance filed concurrently with a rezoning petition and/or use permit request. For purposes of this Article, a rezoning petition shall be deemed to include, if applicable, a variance filed concurrently with a rezoning petition and a use permit request shall be deemed to include, if applicable, a variance filed concurrently with a use permit request.~~

In approving any rezoning petition, zoning modification petition and/or use permit ~~petition request~~, the City Council ~~shall~~ may impose conditions of approval as deemed necessary and appropriate to mitigate potentially adverse ~~influences impacts and/or to~~ otherwise promote the public health, safety or general welfare.

~~Rezoning petitions, use permit requests and/or concurrent variances~~ Petitions for rezonings, use permits, and/or modifications of conditions of zoning (“zoning modifications”), with or without concurrent variances, are sometimes referred to in this text together as “land use petitions”, and the property owner or his/her agent submitting a land use petition is referred to as the petitioner. ~~An approved use permit request is referred to in this text as a use permit. All land use petitions approved by the City Council are subject to conditions approved by the City Council.~~

- 28.2. **LAND USE PETITIONS.** Land use petitions may be initiated by the property owner or the City Council. ~~on forms included in the Department's~~ land use petition application packages ~~are provided by~~ available from the Department.

Frequency of petitions.

No final action shall be taken on a ~~land use petition rezoning or zoning modification~~ affecting the same parcel more often than one (1) time every twelve (12) months when the petition is initiated by the property owner or his/her agent. Final action may be taken on a use permit petition within twelve (12) months when the prior petition was approved or approved with conditions.

At any time, the City Council may initiate a land use petition on property which ~~was previously rezoned~~ received a final action within the previous twelve (12) months; however, a six (6) month waiting period from the date of the final City Council action is required when a land use petition was previously denied.

If a land use petition was previously denied, the petitioner must demonstrate that the proposed land use petition is significantly different from the one previously denied to the satisfaction of the City Council before it can be considered for a re-initiation. A significant difference includes, but is not limited to a change in zoning district, use, density, height, buffers or other methods of screening, or other items which were discussed at a public hearing.

#### Appeals to Superior Court.

Any appeal of, or other legal challenge to, a final decision of the City Council regarding a land use petition shall be pursued by petition for writ of certiorari filed with the Superior Court of Fulton County within thirty (30) calendar days of the date of the decision of the City Council in accordance with applicable provisions of Georgia law.

- 28.2.1. FILING DEADLINES. A land use petition, complete in all particulars, shall be submitted in accordance with the advertised filing deadlines. ~~The Director may extend the filing deadline by two (2) days or more, when deemed necessary by the Director, upon review of a letter from the petitioner justifying the delay of submittal.~~ An incomplete land use petition will not be accepted.

~~No petition shall be amended less than thirty (30) calendar days prior to the Planning Commission hearing date. A petition amended beyond this deadline shall be put on administrative hold until the following regularly scheduled Planning Commission public hearing, and the petitioner shall be responsible to re-advertise according to Sec. 28.3.~~

- a. Pre-application meeting required. The petitioner shall meet with the Department for a pre-application meeting before initiating the land use petition meetings sequence.

b. First Community Meeting required. No application shall be accepted without evidence that the First Community Meeting occurred in accordance to Section 28.3 of this article.

No more than five (5) new and complete applications, of which no more than one (1) can be a Development of Regional Impact as determined by the Atlanta Regional Commission, shall be placed on a same Planning Commission. Those in excess shall be placed on the next available Planning Commission regular agenda, in order in which they are received.

28.2.2. WITHDRAWAL PRIOR TO ADVERTISING. If a land use petition has not been advertised for public hearing, a petition may be withdrawn. The petitioner shall submit a written request for withdrawal stating the reason for the request. The request shall be made to and accepted by the Director. No refunds of petition fees will be made.

28.2.3. WITHDRAWAL AFTER ADVERTISING. After a land use petition has been advertised for public hearing, it may only be withdrawn by the City Council ~~at the public hearing.~~ The City Council may remove a case from the agenda and consider it withdrawn prior to opening the public hearing pursuant to Section 28.3.2 of this article. The City Council reserves the right to conduct a public hearing and render a decision despite a request for withdrawal from the petitioner.

A withdrawal shall not be deemed final action and shall not bar submission of a new land use petition. A written request for withdrawal stating the reason for the request shall be made to the Director prior to the City Council meeting.

28.2.4. LAND USE PETITION REQUIREMENTS. CONTENTS  
In order to be accepted by the Department, all land use petitions shall include the following both in electronic format and paper, with the required number of copies of each as prescribed by the Director:

- a. ~~Pre-petition review form~~ Project Information Sheet;
- b. Signed and notarized petition with original signatures;
- c. Legal description;
- d. Letter of intent;
- e. Survey and site plan which meets the requirements specified in Article Section 28.5.2;
- f. Site plan checklist which indicates compliance with site plan requirements specified in Section 28.5.2;
- g. Environmental Site Analysis, as described in Section 28.4.3.1;
- ~~h. 8 1/2" x 11" site plan;~~
- i. Zoning impact analysis for rezoning petitions, as described in Section 28.4.1;

- j. Justification for zoning modification petitions, as described in Section 22.12 of this ordinance;
- j. Disclosure form;
- ~~k. Public Participation Plan, as described in Section 28.4.7;~~
- l. Public Participation Report, as described in Section 28.4.7;
- m. Traffic Impact Study, as described in Section 28.4.4, if applicable;
- n. Metropolitan River Protection Act pre-preview letter, if applicable;
- ~~o. MARTA corridor plan review form, if applicable;~~
- p. Development of regional impact review form, if applicable;
- q. Environmental Impact Report, as described in Section 28.4.3.2, if applicable;
- ~~r. Other documents as identified in the pre-petition review; and~~
- s. Non-refundable filing fee.
- t. For properties located in the Sandy Springs Overlay District, land use petitions shall also be accompanied by building materials samples descriptions and schematic plan sets detailing at a minimum, if applicable:
  1. Building elevations for each side of the building(s) indicating building heights, fenestration, roof or parapet design, exterior materials and colors.
  2. ~~A-b~~Basic floor plan(s) shall also be provided showing the perimeter walls and fenestration, loading areas, etc.
- u. Additional analyses, studies or information may be required by the Director, in regards to a particular proposal and/or subject property.

**28.3. COMMUNITY MEETINGS, PUBLIC HEARINGS AND NOTICE REQUIREMENTS.**

All land use petitions shall be subject to the following procedures.

28.3.1 COMMUNITY MEETINGS. The intent of the Community Meetings is to ensure that petitioners pursue early and effective public participation in conjunction with their land use petitions, to ensure that the citizens of the City have an adequate opportunity to learn about land use petitions that may affect them, and to ensure ongoing communication between petitioners, adjoining property owners, Environmentally Stressed Communities, community associations and other organizations, elected officials and City staff.

Every land use petition shall be presented at two (2) community meetings before being placed on the Planning Commission public hearing agenda. If the petitioner fails to follow the sequence of events or to advertise by the rules established by the Director, the petition shall be put on administrative hold until the requirements are fully met.

- a. First Community Meeting (“CM1”). The First Community Meeting shall be held after the pre-application meeting. The petitioner shall be responsible for securing a location close to the subject property for the CM1. The location, date and time of the CM1 shall be confirmed with the Department prior to advertising. The petitioner shall be responsible for conducting the meeting, allocating at least thirty (30) minutes to address questions and comments from the audience.

The Department shall make available the Project Information Sheet and the site plan on the City website once the CM1 is scheduled.

The petitioner shall provide a summary of the CM1 at the time of filing, as part of their petition, pursuant to the requirements of Section 28.4.7 of this article.

- b. Second Community Meeting (“CM2”). The Second Community Meeting shall be held after the petition is filed. The CM2 shall be held at City Hall, at a date and time confirmed with the Department. The petitioner shall be responsible for conducting the meeting, allocating at least thirty (30) minutes to address questions and comments from the audience.
- c. Advertisement. Both community meetings shall be advertised by mail and by a sign posted on the subject property. The petitioner shall be responsible to advertise, organize and conduct the community meetings in accordance with the rules established by the Director and described in the application package.
- i. Sign posting. The petitioner shall prepare and post a sign on the subject property no later than fifteen (15) calendar days prior to the meeting date. The sign shall contain the time, place and purpose of the scheduled meeting, and formatted according to the Department’s regulations.
  - ii. Notice by mail. The petitioner shall give notice by regular mail to all property owners within five hundred (500) feet of the boundaries of the subject property who appear on the Fulton County tax records as retrieved by the City’s Geographic Information System (GIS). The notices shall be postmarked a minimum of fifteen (15) calendar days prior to the meeting date. Notice shall not be considered inadequate if the mail is not delivered.

The mailed notices for the CM1 and CM2 shall contain the date, time, place, and purpose of the scheduled meeting, the location of the subject property, and the present and proposed zoning classifications and/or use permit requested.

The notice for the CM2 shall additionally contain the date, time and place of the Planning Commission and City Council hearings on which agenda the case is expected to be placed. A Certificate of Mailing, obtained by the Post Office, is required. The applicant shall provide the Certificate of Mailing upon request from Staff.

28.3.1.

PUBLIC HEARING NOTICE REQUIREMENTS.

a. Published notice. Notice of the City Planning Commission and the City Council hearings shall be given simultaneously pursuant to subsections (a) and (b) below. In addition, notice of the City Council hearing shall be given at least fifteen (15) **calendar** days but not more than forty-five (45) **calendar** days prior to the date of the City Council public hearing and shall be published in a newspaper of general circulation. Newspaper re-notification is not required when a land use petition is deferred by the City Council.

a. Sign Posting. The petitioner or his/her agent shall post a sign ~~as issued by the Department in accordance with the rules established by the Director~~ in a conspicuous location on each public street frontage of the subject property not later than **fifteen (15) calendar days prior to the Planning Commission public hearing date at 8:30 a.m. on the 10<sup>th</sup> business day following the filing deadline.**

~~The sign shall be mounted and posted as specified by the Department.~~ Property that is not posted as required will be administratively removed from the agenda **until all the sign posting requirements are met. The petitioner shall be responsible to publish a new notice, and mail new notices as prescribed in this section.**

**The sign shall be updated with the new hearings dates if the land use petition is deferred by either the Planning Commission or City Council.**

It is the petitioner's responsibility to remove or cause to be removed any public notice sign required to be posted pursuant to this Article. If any sign required by this Article to be posted by the petitioner is not removed within forty-eight hours of final action on the applicable land use petition, it shall constitute a violation of this Article and the Director shall issue a citation. Any violation of this Article shall be an offense and the violator shall be subject to the penalty provisions set forth in Article XXIX.

The failure of a petitioner or agent on two (2) consecutive occasions to post notice as provided in this Section in connection with a petition shall be considered willful disregard of the petitioner's obligation to comply with this Zoning Ordinance. In such event, the petition shall be denied **automatically** and shall be subject to all provisions herein relating to denied petitions.

**Signs regulated under this article are exempt from the provisions of Article XXXIII. Signs.**

- b. ~~Notice by Mail. The Department shall give notice by regular mail to all property owners within five hundred (500) feet of the boundaries of the subject property who appear on the Fulton County tax records as retrieved by the City's Geographic Information System (GIS). The notices shall be a minimum of fifteen (15) days prior to the hearing date. Re-notification by mail is not required when a land use petition is deferred by the City Council.~~

~~The published and mailed notices shall contain the time, place, and purpose of the scheduled hearing, the location of the property, and the present and proposed zoning classifications and/or use permit requested. The posted sign shall include all of the items required in the published notice except the location of the property.~~

- 28.3.2. PUBLIC HEARING REQUIREMENTS. Before adopting any change to the City Zoning Map or text of the Zoning Ordinance, the City Council shall hold a public hearing following the public hearing by the City Planning Commission where a recommendation was made on the land use petition.

Any public hearing required by this Article shall be called and conducted in accordance with the following procedures. For purposes of this Section, the term "hearing body" shall refer to both the Mayor and City Council and the City Planning Commission. Nothing contained in this Section shall be construed as prohibiting a presiding officer or hearing body from conducting a public hearing in a fair, orderly, and decorous manner.

- a. Presiding Officer. The presiding officer shall preside over the respective public hearing. In the case of the Mayor and City Council, the Mayor shall preside, or in the absence of the Mayor, the Mayor Pro Tempore. In the absence of both the Mayor and Mayor Pro Tempore, another member of the City Council shall be designated to preside over the public hearing. In the case of the City Planning Commission, the chairman shall preside, or in the absence of the chairman, the vice chairman, if designated. If neither is present to preside, another member of the City Planning Commission shall be designated to preside.
- b. Opening of Public Hearing. The presiding officer shall indicate that a public hearing has been called on one or more land use petitions made pursuant to this Article and shall open the public hearing. Thereupon, the presiding officer shall call the first case and the hearing body shall

consider each land use petition on an individual basis in succession as printed on the published agenda. ~~or as otherwise approved by the hearing body; provided, however, that the presiding officer may at his/her discretion call and consider more than one (1) land use petition simultaneously when more than one (1) land use petition involves the same piece of property, and when proceedings would be efficiently completed by combining the hearing and discussion on more than one (1) scheduled matter.~~

- c. Report of the Director. Upon opening the public hearing, the presiding officer shall recognize the Director or his/her designee, or other agents or representatives of the City, who shall provide a summary of the land use petition and present any recommendations or results of investigations. In the case of public hearings before the Mayor and City Council, the Director or his/her designee shall also provide a written summary of the recommendations made by the City Planning Commission. Any member of the hearing body upon recognition by the presiding officer may ask questions of the Director or his/her designee or other City representative providing the report or recommendations.

~~A limited supply of~~ copies of findings of the ~~initiating party petitioner,~~ Director, and City Planning Commission shall be available ~~at the hearing or meeting and available~~ on request to interested members of the public.

- d. Petitioner. Following the report of the Director or his/her designee, the presiding officer shall recognize the petitioner or his/her agent, spokesperson, or each of them, who shall present and explain the land use petition within the permitted time. There shall be a maximum time period of ten (10) minutes per land use petition at the public hearing for the proponents to present data, evidence, and opinions; however, the City shall not be obligated to provide the full ten (10) minutes period to the proponents if they elect not to use that much time. Upon motion by a member of the hearing body and upon approval of the entire hearing body, the time allotted to the petitioner or his/her agent or spokesperson for presentation and explanation of the land use petition may be extended.

Any member of the hearing body upon recognition by the presiding officer may ask questions of the petitioner or agent of the petitioner, or both.

- e. Public. At the conclusion of the petitioner's presentation, the presiding officer shall initiate the public comment portion of the public hearing. The presiding officer may ask for identification of those persons who wish to appear as opponents of the land use petition. If it appears that the number of persons opposing the land use petition is in excess of that

which may reasonably be heard, the presiding officer may suggest that a spokesperson for the group be chosen to make presentations within the permitted time. There shall be a maximum time period of ten (10) minutes per land use petition at the public hearing for the opponents to present data, evidence, and opinions; however, the City shall not be obligated to provide the full ten (10) minute period to the opponents if they elect not to use that much time. Upon motion by a member of the hearing body and upon approval of the entire hearing body, the time allotted to opponents of the land use petition or their spoke person may be extended.

Prior to speaking, each speaker shall fill out a comment card and will identify himself/herself and state his/her current address. Any person refusing to identify himself/herself may be refused the right to address the hearing body. Each speaker shall speak only to the merits of the proposed land use petition under consideration and shall address his/her remarks only to the hearing body. Each speaker shall refrain from personal attacks on any other speaker or the discussion of facts or opinions irrelevant to the proposed land use petition under consideration. The presiding officer may limit or refuse a speaker the right to continue, if the speaker, after first being cautioned, continues to violate this procedure.

Any member of the hearing body, upon recognition by the presiding officer, may ask questions of the person giving testimony.

- f. Petitioner's Rebuttal. At the conclusion of public testimony, or upon the expiration of time allotted for public testimony, the petitioner or his/her agent, or both, shall be allowed a short opportunity for rebuttal and final comment, and the time devoted to any rebuttal shall be counted toward the time allotted to the petitioner under paragraph d. above. Any member of the hearing body upon recognition by the presiding officer may ask questions of the petitioner, his/her agent, or both.
- g. Close of Hearing. After the above procedures have been completed, the presiding officer will indicate that the public hearing is closed. Upon the closing of the public hearing, the petitioner or his/her agent and any member of the public shall no longer address the hearing body in any way, including hand waving or motions for attention; provided, however, that at any time considered appropriate the presiding officer may reopen the public hearing for a limited time and purpose for members of the hearing body to ask questions of the proponents or opponents of the land use petition.

- h. Decision. After the public hearing is closed, the hearing body shall deliberate and subsequently vote on the land use petition. The City Planning Commission shall move to take one of the following actions:
1. Recommendation for Approval;
  2. Recommendation for Approval with conditions;
  3. Recommendation for Denial;
  4. Recommendation for Withdrawal;~~or~~
  5. Deferral to the next regularly scheduled Planning Commission hearing (for approximately thirty (30) calendar days), or to the hearing following the next (for approximately sixty (60) calendar days) ~~(the Commission shall only be permitted to take this action once);~~ or
  6. Recommendation for Deferral and remand to the City Planning Commission

The Planning Commission may defer a case only once.

Should the City Planning Commission fail to pass a motion as set forth in subsections 1. through 6. above during the meeting at which the land use petition is scheduled, such land use petition shall automatically be forwarded to the Mayor and City Council for consideration with the failure to pass a motion being deemed a recommendation for deferral from the City Planning Commission.

A recommendation by the City Planning Commission to the Mayor and City Council for deferral and remand to the City Planning Commission shall not delay the land use petition from being considered at the advertised public hearing before the Mayor and City Council, nor does it prohibit the Mayor and City Council from taking a final action on the subject land use petition.

The Mayor and City Council may move to approve, approve with conditions, deny, withdraw, defer to City Council, or defer and remand to the City Planning Commission. A deferral and remand to the City Planning Commission by the Mayor and City Council requires the posting of an updated sign consistent with this Article.

- 28.3.3. SECRETARY. The Director or his/her appointee shall serve as secretary to the City Planning Commission. The secretary shall keep minutes of proceedings that shall indicate the vote of each member upon each question and the absence or failure to vote of a member. The secretary shall keep records of evidence,

examinations and official actions, all of which shall be filed and shall be public record.

- 28.4. TECHNICAL EVALUATIONS AND REPORTS.** Proposed land use petitions shall be considered by the City Council only after the evaluations and reports required below have been completed and the City Planning Commission has made a recommendation. Such reports shall be public record.

Rezoning. Rezoning petitions shall be evaluated following the zoning impact analysis factors enumerated in the following section.

Zoning modification. Zoning modifications petitions shall be evaluated following the criteria enumerated in Section 22.12, Zoning Modifications, of this ordinance.

Use permit. Use permit petitions shall be evaluated following the criteria enumerated in Section 19.2.4, Use Permit Considerations, of this ordinance.

Concurrent variances. Petitions including requests for concurrent variances shall be evaluated following the criteria enumerated in Section 22.3.1, Variance Considerations, of this ordinance.

- 28.4.1. ZONING IMPACT ANALYSIS BY THE CITY PLANNING COMMISSION AND THE DEPARTMENT FOR REZONING PETITION.** For each rezoning petition, the City Planning Commission and the Department shall investigate and make a recommendation with respect to the factors listed below, which is referred to herein as the zoning impact analysis. The Department shall make a written record of its investigation and recommendation on each rezoning petition, as well as any other factors it may find relevant, and carry out any other duties with which it is charged by the City Council.

The City Planning Commission shall make a recommendation based on the zoning impact analysis which the Department shall transmit in writing to the City Council.

The zoning impact analysis factors are as follows:

- a. Whether the proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby property;
- b. Whether the proposed rezoning will adversely affect the existing use or usability of adjacent or nearby property;
- c. Whether the property to be affected by the proposed rezoning has a reasonable economic use as currently zoned;

- d. Whether the proposed rezoning will result in a use which will or could cause an excessive burdensome use of existing streets, transportation facilities, utilities, or schools;
- e. Whether the proposed rezoning is in conformity with the policies and intent of the City's Comprehensive Plan;
- f. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning; and
- g. Whether the proposed rezoning will permit a land use which can be considered Environmentally Adverse to the natural resources, environment and citizens of the City.

28.4.2. ZONING IMPACT ANALYSIS BY PETITIONER. ~~If a rezoning petition is initiated by the property owner, a~~ A written documented analysis of the impact of the proposed rezoning with respect to each of the matters enumerated in 28.4.1 is required at the time of filing the rezoning petition.

28.4.3. ENVIRONMENTAL REPORTS. If a land use petition is initiated by the property owner, an Environmental Site Analysis and/or an Environmental Impact Report shall be filed with the land use petition pursuant to the following:

28.4.3.1. ENVIRONMENTAL SITE ANALYSIS. All land use petitions shall include an Environmental Site Analysis ("ESA") to identify environmental conditions on the site to determine if the proposed rezoning or land use may be considered Environmentally Adverse.

The ESA shall detail the following:

- a. How the proposed rezoning or land use conforms to the City's Comprehensive Plan;
- b. The presence or absence of the following and whether the proposed rezoning or land use will encroach or adversely affect any of the following:
  - 1. Wetlands;
  - 2. Floodplains;
  - 3. Streams/stream buffers;
  - 4. Slopes exceeding twenty-five percent (25%) over a ten (10) foot rise in elevation;
  - 5. Vegetation;
  - 6. Wildlife species (including fish);
  - 7. Archeological/historical sites.

- c. How the proposed rezoning or land use implements the following:
  - 1. Protection of environmentally sensitive areas (floodplains, slopes exceeding twenty-five percent (25%), river corridors);
  - 2. Protection of water quality;
  - 3. Minimization of negative impacts on existing infrastructure;
  - 4. Minimization of negative impacts on archeological/historically significant areas;
  - 5. Minimization of negative impacts on Environmentally Stressed Communities;
  - 6. Creation and preservation of green space and open space;
  - 7. Protection of citizens from the negative impacts of noise and lighting;
  - 8. Protection of parks and recreational green space;
  - 9. Minimization of impacts to wildlife habitats.

28.4.3.2. ENVIRONMENTAL IMPACT REPORT. Any land use petition for M-1, M-1A or M-2 District industrial development as described in Article X of this Ordinance shall include an Environmental Impact Report (“EIR”) to determine if the proposed use is Environmentally Adverse.

The EIR shall detail the following:

- a. Conformance to the City’s Comprehensive Plan, including adopted City policies;
- b. Impact on air quality of the surrounding area;
- c. Impact on water quality/resources including surface water, ground water, flood plains, and wetlands;
- d. Impact on vegetation, fish, and wildlife species and habitats;
- e. Impact of thermal and explosive hazards on the surrounding area;
- f. Impact of hazardous wastes on the surrounding area;

The EIR shall cite all uses and quantities of any agents listed on the Federal Environmental Protection Agency Lists of Hazardous Wastes.

The EIR shall detail strategies to mitigate or avoid impacts listed above as applicable.

28.4.3.3. REVIEW CRITERIA FOR ESA AND/OR EIR. An ESA and/or EIR shall be reviewed based upon the following:

- a. Whether the land use petition is consistent with the policies of the City’s Comprehensive Plan;

- b. The detail provided for an ESA and an EIR as outlined in Sections 28.4.3.1. and 28.4.3.2. above.

The Department shall review an ESA and an EIR submitted with a land use petition and make recommendations to the City Council with respect to the proposed rezoning or land use. The anticipated impact of the proposed rezoning or land use on an Environmentally Stressed Community will be included in the Department's recommendation.

~~As determined by the Director or his/her designee, an EIR may also be required with an application for a Land Disturbance Permit, a building permit, a temporary or permanent certificate of occupancy, or any other permit issued by the Department.~~

- 28.4.4. TRAFFIC IMPACT STUDY. A Traffic Impact Study ("TIS") is required when a land use petition equals or exceeds the thresholds indicated in the City's Development Regulations Ordinance. The TIS shall be prepared by a certified traffic engineer or transportation planner in accordance with the standards required by the Development Regulations Ordinance **Sec. 103-73(p)** and must be submitted at the time of the filing of the land use petition.

- 28.4.5. DEVELOPMENT OF REGIONAL IMPACT STUDY. A Development of Regional Impact Study ("DRI") is required when a land use petition meets or exceeds the thresholds ~~determined by the Atlanta Regional Commission indicated in the Department's land use petition application package.~~ Form 1: Initial DRI Information must be submitted at the time of filing of the land use petition.

- 28.4.6. OPEN.

- 28.4.7. ~~PUBLIC PARTICIPATION PLAN AND PUBLIC PARTICIPATION REPORT.~~

~~The Public Participation Plan is to ensure that petitioners pursue early and effective public participation in conjunction with their land use petitions, to ensure that the citizens of the City have an adequate opportunity to learn about land use petitions that may affect them, and to ensure ongoing communication between petitioners, adjoining property owners, Environmentally Stressed Communities, community associations and other organizations, elected officials and City staff. A target area for public participation should be determined by the petitioner and Department staff at the time of the pre-petition review. Petitioners are required to submit a Public Participation Plan for meeting with interested citizens to advise them of pending land use petitions and to allow citizens the opportunity to discuss concerns and provide input about the proposed development. A petitioner's responsibilities are to inform the public, solicit input, and provide a summary of these activities in the form of a written report (Public Participation Report).~~

~~The requirement for a Public Participation Plan does not give communities decision-making powers or force a consensus on issues. Petitioners are not obligated to make any concessions or changes based upon input from citizens. Refusal by the community to meet with a petitioner does not mean that the petitioner fails to meet the requirements of the Public Participation Plan.~~

~~Dialogue should occur between petitioners and communities before the City Planning Commission hearing, the first public hearing. Public Participation Plans are required with all land use petitions and must be filed simultaneously with the land use petition. Public Participation Reports are required to be submitted no less than seven (7) business days before the scheduled City Council hearing. If the Public Participation Report is not submitted as required, the City Council may defer the land use petition.~~

~~The minimum requirements for Public Participation Plans and Public Participation Reports are as follows:~~

- ~~a. Public Participation Plan. Every land use petition which requires a public hearing shall include a Public Participation Plan which must be implemented prior to the first public hearing.~~

~~Minimum standards:~~

- ~~1. Identify all property owners within five hundred (500) feet of the site and area homeowners' associations, Environmentally Stressed Communities, political jurisdictions, and any other public agencies or organizations which may be affected by a land use petition as determined by the petitioner and Department staff at the time of the pre-petition review.~~
- ~~2. Provide explanation of how interested parties will be informed of land use petitions.~~
- ~~3. Provide methods for providing opportunities for discussion of land use petitions with interested parties before public hearings are held. Petitioners are required to schedule at least one (1) meeting at a convenient location and time and notify all interested parties, as identified in subparagraph a. above, of the purpose, place and time of the meeting.~~
- ~~4. Provide petitioner's schedule for completion of the Public Participation Plan.~~

- b. Public Participation Report. Every petitioner filing a land use petition is required to provide a Public Participation Report ~~on the Department's form as required by the Department~~ no later than seven (7) business days before the scheduled City Council hearing. The Public Participation Report shall be made a part of the official file ~~and a summary will be provided to the City Council~~.

Minimum standards:

1. Provide a list of all parties that were contacted, the methods of notification that were used, and copies of all notification letters.
2. Provide dates and locations of all community and/or other meetings that were attended by the petitioner to discuss a land use petition (attach meeting notices, letters, etc.).
3. Provide the number of people who participated in meetings held to discuss a land use petition (attach sign-in sheets).
4. Provide a summary of concerns and issues expressed by interested parties in meetings held to discuss a land use petition.
5. Provide a summary of the petitioner's response to concerns and issues raised in meetings held to discuss a land use petition.

## **28.5. CONDITION STANDARDS FOR DEVELOPMENT.**

- 28.5.1. ~~DESIGNATION CONDITIONS~~. Each land use petition ~~shall~~ may contain development conditions ~~proposed~~ agreed upon by the petitioner addressing the proposed use and development of the subject property. Such conditions shall be included in a site plan provided with the land use petition.
- 28.5.2. PLANS. Site plans for land use petitions must be folded, drawn to scale, no larger than 30" x 42", and shall, at a minimum, include the following information:
- a. Key and/or legend, site location map with North arrow, and scale;
  - b. Boundary survey of the subject property which includes dimensions along property lines that match the metes and bounds of the subject property's written legal description and clearly indicates the point of beginning;
  - c. Acreage of subject property;
  - d. Location of subject property land lot lines and identification of land lots;

- e. Existing and proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property;
- f. ~~Proposed streets on the subject site;~~
- g. Current zoning of the subject site and adjoining properties;
- h. Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property;
- ~~i. Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within four hundred (400) feet of the subject site based on the City's aerial photography or an acceptable substitute as approved by the Director;~~
- j. Location of proposed buildings ~~(except single family residential lots)~~ with total square footage;
- k. Layout and minimum lot size of proposed single family residential lots;
- l. Topography (surveyed or City) on the subject site and adjacent property within two hundred (200) feet as required to assess runoff effects;
- m. Location of overhead and underground electrical and pipeline transmission/conveyance lines;
- n. Required and/or proposed ~~setbacks~~ **minimum yards**;
- o. 100 year flood plain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps;
- p. Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed;
- q. Required and proposed parking spaces; and loading and unloading facilities;
- r. Lakes, streams, and waters on the subject site and associated buffers;
- s. Proposed stormwater management facilities;

- t. Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access;
- u. Availability of water system and sanitary sewer system;
- v. Tree lines, woodlands and open fields on the subject site;
- w. ~~Entrance Access site sight distance profile assuming the driver's eye at a height of 3.5 feet~~ (see ~~City's~~ Development Regulations Ordinance Section 103-73, Driveways Intersections and Access Improvements); ~~and~~
- x. Wetlands shown on the GIS maps or survey; ~~and~~
- y. ~~Additional information as required by the Director, in regards to the particular proposal and/or subject property.~~

A request for relief from any of the above site plan requirements may be submitted in writing to the Director for approval prior to the filing deadline. The request should clearly state the reasons for the request. Projects subject to Development of Regional Impact Reviews and other large projects that will be phased shall be required to revise the site plan for each phase of the development to comply with the above standards through a Zoning Modification.

In addition to the above requirements, should the Director or his/her designee determine that the plan is illegible or have some other accuracy issue, additional plans and/or revisions may be required.

28.6. ZONING MAP. The official City Zoning Map will be amended to reflect land use petition approvals. Land use petitions that are approved and permitted but have not vested pursuant to Section 28.11. ~~may shall~~ be removed by action of the City Council from the City Zoning Map.

28.7. APPLICABLE REGULATIONS FOR LAND USE PETITION. Zoning regulations and other federal, state, and City development standards that exist at the time of acceptance of a land use petition or an application for a Land Disturbance Permit shall prevail.

28.8. PETITION FEES. Prior to accepting a land use petition or a petition for extension of land use petition approval, the Director shall collect nonrefundable fees as established by the City Council.

If consideration of a land use petition is postponed or delayed due to the petitioner's failure to comply with any of the provisions of this Article, the Director shall assess additional fees as may be determined by the Department to be the additional administrative costs associated with such postponement or delay.

28.9. ~~PROCEDURES FOR MODIFICATION OF ZONING CONDITIONS.~~ See ~~Article XXII.~~ OPEN

**28.10. EXPIRATION AND EXTENSIONS OF LAND USE PETITION APPROVALS.**

- a. Rezoning and zoning modification petition. A rezoning or zoning modification petition approved by City Council shall remain in effect until such time as the subject property is rezoned or modified by action of the City Council, or until such time as the rezoning is declared invalid by any court of competent jurisdiction. For purposes of this Section, a rezoning or zoning modification petition shall be deemed to include, if applicable, a variance filed concurrently with a rezoning petition.
- b. Use permit. A use permit shall expire unless the property owner takes action to vest the land use requested in the use permit in accordance with Section 28.11 within a period of thirty six (36) months from the date of such approval by the City Council, or fails to secure an approved extension in accordance with Section 28.11.2. For purposes of this Section, a use permit request shall be deemed to include, if applicable, a variance filed concurrently with a use permit request.

The filing of a request for extension authorized by this Article shall operate as a stay of the expiration of the use permit until a decision is made by the Department.

**28.11. VESTING OF USE PERMIT.** Upon the occurrence of one (1) of the three (3) conditions listed immediately below, a use permit shall be considered vested.

- a. Prior to the expiration of a Land Disturbance Permit pursuant to applicable provisions of the Development Regulations Ordinance, a vesting determination may be made by the Department that substantial progress (as defined in Section 28.11.1) has been made toward the completion of on-site construction depicted on the site plan approved with the use permit.
- b. The issuance of a certificate of occupancy and/or certificate of completion and/or structure specified in the approved conditions.

- c. The issuance of a business license for the approved use, but only when no new construction or land disturbance is approved and/or required as a condition of rezoning.

28.11.1. SUBSTANTIAL PROGRESS. To demonstrate substantial progress for purposes of vesting a use permit, the Department shall approve a construction schedule for a Land Disturbance Permit which includes at least fifty percent (50%) of the public improvements for a specified phase. Substantial progress shall have been demonstrated when, within one (1) year of the date of issuance of the Land Disturbance Permit, the Department observes a level of accomplishment or expenditures on the project which produces measurable and verifiable evidence that the activities undertaken comply with those objectives and representations of the approved construction schedule.

Refusal to certify that substantial progress has been achieved may be appealed in accordance with Article XXII of this Ordinance.

28.11.2. EXTENSIONS.

- a. Extension by Director. In connection with a use permit, the Director is authorized to grant, in writing, an extension for a maximum period of twelve (12) months, subject to the qualifying conditions listed in this Section. To request an extension by the Director, the property owner must submit an application to the Department at least thirty (30) days prior to the expiration of the use permit.

No more than one (1) twelve (12) month extension per use permit may be granted by the Director for any of the qualifying conditions listed in this Section (except a court action delay).

An extension may not be sought for less than the total acreage of the underlying use permit.

- b. Extension by the City Council. Any additional requests for extension of a use permit beyond the twelve (12) month extension granted by the Director may be considered by the City Council, subject to the qualifying conditions listed in this Section.

Use permits initiated by the City Council to implement the adopted City Comprehensive Plan are exempt from the provisions of this Section.

To request an extension by the City Council, the property owner must submit an application to the Department at least thirty (30) days prior to

the expiration of the twelve (12) month extension period granted by the Director pursuant this Section.

The Department shall prepare an analysis and recommendation as to whether the documentation in the application is sufficient based on one (1) of the four (4) qualifying conditions which may validate an extension request by the City Council.

The Department shall submit its recommendation to the City Council. An extension may not be sought for less than the total acreage of the underlying approved use permit request.

- c. Qualifying conditions. In every application for an extension of a use permit, the property owner(s) shall provide an affidavit documenting at least one (1) of the following:
1. A delay resulting from court action involving the use permit or a previous extension on the subject property for which an extension is sought. Extensions approved in connection with court action shall remain valid for one (1) year beyond the granting of an order or the expiration of an appeal period before any court with jurisdiction.
  2. Non-availability of utilities or facilities resulting from government inaction. In those instances where wastewater facilities are available for a fraction of the desired capacity, or when capacity was available at some time during the one (1) year period, but not during the sixty (60) days prior to expiration, the Director or the City Council, as applicable, shall evaluate such case's qualifications for an extension on its individual merits considering any evidence that might indicate a diligent effort to proceed with development.
  3. A delay in development resulting from wetlands regulatory procedures requires the petitioner to provide a copy of the application acknowledgment letter from the Savannah Regulatory Branch of the Corps of Engineers as documented evidence. Said application should have been filed at least six (6) months before the expiration of the use permit approval.
  4. An inability to obtain financing, despite documentation of the property owner's efforts during the three (3) months prior to the petitioner seeking an extension and continuing until one (1) week prior to consideration of the extension request by the Director or

the City Council, as applicable. Documentation shall consist of two (2) official denials signed by officers of two (2) different lending institutions who have final jurisdiction over such financing transactions.

~~28.11.3. NOTICE OF EXPIRATION. At least ninety (90) days prior to the expiration of a use permit, the Director shall send by certified mail a notice of expiration to each owner of record as shown in the tax records.~~

28.12. TEXT AMENDMENTS. The Mayor, City Council or Staff may propose an amendment to the text of the zoning ordinance.

a. Proposal. The proposal shall include the following:

1. A justification of the proposed amendment, substantiating the motive to modify the ordinance;
2. The existing text to be changed, including the article and section numbers;
3. The proposed text, including the article and section numbers.

b. Procedure. The proposed amendment shall be advertised pursuant to Section 28.3.1.a. Published notice, and placed on the next regularly scheduled Planning Commission agenda.

Staff shall review the proposal and make a written recommendation to the Planning Commission, based on an analysis of:

1. Contemporary planning practices;
2. Local, state and federal laws;
3. Impacts of the proposed amendment on the general welfare of the public; and
4. Other considerations as decided by the Director.

The Planning Commission shall conduct a public hearing and make a recommendation to City Council, pursuant to Section 28.3.2 Public Hearing Requirements.

TA16-0003  
Reading: May 17, 2016

STATE OF GEORGIA  
COUNTY OF FULTON

**AN ORDINANCE TO AMEND ARTICLE 28, REZONING AND OTHER AMENDMENT PROCEDURES, AND SEVERAL SUB-SECTIONS OF SECTION 3.1, DEFINITIONS, OF THE SANDY SPRINGS ZONING ORDINANCE**

WHEREAS, the Mayor and City Council of the City of Sandy Springs find that from time to time it is necessary to amend sections of the Zoning Ordinance to correct, clarify, and update the provisions of the Ordinance; and

WHEREAS, the Mayor and City Council of Sandy Springs have determined that revision of the amendment procedures provisions and their associated definitions is required for use of the ordinance by staff, citizens, and the development community; and

NOW, THEREFORE, to accomplish the foregoing, the Mayor and City Council of the City of Sandy Springs, Georgia, pursuant to their authority, do hereby adopt the following Ordinance:

1.

Article 28, *Rezoning and Other Amendment Procedures*, of the City of Sandy Springs Zoning Ordinance is hereby amended by the deletion of said article in its entirety and the following inserted therefore:

ARTICLE XXVIII

**REZONING AND OTHER AMENDMENT PROCEDURES**

**28.1. GENERAL PROVISIONS.** Whenever the public necessity, convenience, general welfare or good zoning practice justify such action, and after consideration by the City Planning Commission, the City Council may, by ordinance, change the regulations set forth in this Zoning Ordinance (text amendment) or amend the City Zoning Map.

In amending the City Zoning Map, the City Council may approve a rezoning petition, a zoning modification petition and/or use permit petition.

In approving any rezoning petition, zoning modification petition and/or use permit petition, the City Council may impose conditions of approval as deemed necessary and appropriate to mitigate potentially adverse impacts and/or to otherwise promote the public health, safety or general welfare.

Petitions for rezonings, use permits, and/or modifications of conditions of zoning (“zoning modifications”), with or without concurrent variances, are sometimes referred to in this text together as “land use petitions”, and the property owner or his/her agent submitting a land use petition is referred to as the petitioner.

**28.2. LAND USE PETITIONS.** Land use petitions may be initiated by the property owner or the City Council. Land use petition application packages are provided by the Department.

Frequency of petitions.

No final action shall be taken on a rezoning or zoning modification affecting the same parcel more often than one (1) time every twelve (12) months when the petition is initiated by the property owner or his/her agent. Final action may be taken on a use permit petition within twelve (12) months when the prior petition was approved or approved with conditions.

At any time, the City Council may initiate a land use petition on property which received a final action within the previous twelve (12) months; however, a six (6) month waiting period from the date of the final City Council action is required when a land use petition was previously denied.

If a land use petition was previously denied, the petitioner must demonstrate that the proposed land use petition is significantly different from the one previously denied to the satisfaction of the City Council before it can be considered for a re- initiation. A significant difference includes, but is not limited to a change in zoning district, use, density, height, buffers or other methods of screening, or other items which were discussed at a public hearing.

Appeals to Superior Court.

Any appeal of, or other legal challenge to, a final decision of the City Council regarding a land use petition shall be pursued by petition for writ of certiorari filed with the Superior Court of Fulton County within thirty (30) calendar days of the date of the decision of the City Council in accordance with applicable provisions of Georgia law.

**28.2.1. FILING DEADLINES.** A land use petition, complete in all particulars, shall be submitted in accordance with the advertised filing deadlines. The Director may extend the filing deadline, when deemed necessary by the Director, upon review of a letter from the petitioner justifying the delay of submittal. An incomplete land use petition will not be accepted.

No petition shall be amended less than thirty (30) calendar days prior to the Planning Commission hearing date. A petition amended beyond this deadline shall be put on administrative hold until the following regularly scheduled Planning Commission

public hearing, and the petitioner shall be responsible to re-advertise according to Sec. 28.3.

- a. Pre-application meeting required. The petitioner shall meet with the Department for a pre-application meeting before initiating the land use petition meetings sequence.
- b. First Community Meeting required. No application shall be accepted without evidence that the First Community Meeting occurred in accordance to Section 28.3 of this article.

No more than five (5) new and complete applications, of which no more than one (1) can be a Development of Regional Impact as determined by the Atlanta Regional Commission, shall be placed on a same Planning Commission. Those in excess shall be placed on the next available Planning Commission regular agenda, in order in which they are received.

28.2.2. WITHDRAWAL PRIOR TO ADVERTISING. If a land use petition has not been advertised for public hearing, a petition may be withdrawn. The petitioner shall submit a written request for withdrawal stating the reason for the request. The request shall be made to and accepted by the Director. No refunds of petition fees will be made.

28.2.3. WITHDRAWAL AFTER ADVERTISING. After a land use petition has been advertised for public hearing, it may only be withdrawn by the City Council. **The City Council may remove a case from the agenda and consider it withdrawn prior to opening the public hearing pursuant to Section 28.3.2 of this article. The City Council reserves the right to conduct a public hearing and render a decision despite a request for withdrawal from the petitioner.**

A withdrawal shall not be deemed final action and shall not bar submission of a new land use petition. A written request for withdrawal stating the reason for the request shall be made to the Director **prior to the City Council meeting.**

28.2.4. LAND USE PETITION CONTENTS. In order to be accepted by the Department, all land use petitions shall include the following **both in electronic format and paper**, with the required number of copies of each as prescribed by the Director:

- a. **Project Information Sheet;**
- b. Signed and notarized petition with original signatures;
- c. Legal description;
- d. Letter of intent;
- e. **Survey and** site plan which meets the requirements specified in **Section 28.5.2;**
- f. Site plan checklist which indicates compliance with site plan requirements specified in Section 28.5.2;
- g. Environmental Site Analysis, as described in Section 28.4.3.1;
- h. Zoning impact analysis for rezoning petitions, as described in Section 28.4.1;

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

- i. Justification for zoning modification petitions, as described in Section 22.12 of this ordinance;
- j. Disclosure form;
- k. Public Participation Report, as described in Section 28.4.7;
- l. Traffic Impact Study, as described in Section 28.4.4, if applicable; Metropolitan River Protection Act pre-preview letter, if applicable;
- m. Development of regional impact review form, if applicable;
- n. Environmental Impact Report, as described in Section 28.4.3.2, if applicable;
- o. Non-refundable filing fee.
- p. For properties located in the Sandy Springs Overlay District, land use petitions shall also be accompanied by building materials descriptions and schematic plan sets detailing at a minimum, if applicable:
  - 1. Building elevations for each side of the building(s) indicating building heights, fenestration, roof or parapet design, exterior materials and colors.
  - 2. Basic floor plan(s) shall also be provided showing the perimeter walls and fenestration, loading areas, etc.
- q. Additional analyses, studies or information may be required by the Director, in regards to a particular proposal and/or subject property.

**28.3. COMMUNITY MEETINGS, PUBLIC HEARINGS AND NOTICE REQUIREMENTS.**

All land use petitions shall be subject to the following procedures.

28.3.1 COMMUNITY MEETINGS. The intent of the Community Meetings is to ensure that petitioners pursue early and effective public participation in conjunction with their land use petitions, to ensure that the citizens of the City have an adequate opportunity to learn about land use petitions that may affect them, and to ensure ongoing communication between petitioners, adjoining property owners, Environmentally Stressed Communities, community associations and other organizations, elected officials and City staff.

Every land use petition shall be presented at two (2) community meetings before being placed on the Planning Commission public hearing agenda. If the petitioner fails to follow the sequence of events or to advertise by the rules established by the Director, the petition shall be put on administrative hold until the requirements are fully met.

- a. First Community Meeting (“CM1”).  
The First Community Meeting shall be held after the pre-application meeting. The petitioner shall be responsible for securing a location close to the subject property for the CM1. The location, date and time of the CM1 shall be confirmed with the Department prior to advertising. The petitioner shall be responsible for conducting the meeting, allocating at least thirty (30) minutes to address questions and comments from the audience.

The Department shall make available the Project Information Sheet and the site plan on the City website once the CM1 is scheduled.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

The petitioner shall provide a summary of the CM1 at the time of filing, as part of their petition, pursuant to the requirements of Section 28.4.7 of this article.

- b. Second Community Meeting (“CM2”). The Second Community Meeting shall be held after the petition is filed. The CM2 shall be held at City Hall, at a date and time confirmed with the Department. The petitioner shall be responsible for conducting the meeting, allocating at least thirty (30) minutes to address questions and comments from the audience.
- c. Advertisement. Both community meetings shall be advertised by mail and by a sign posted on the subject property. The petitioner shall be responsible to advertise, organize and conduct the community meetings in accordance with the rules established by the Director and described in the application package.
  - i. Sign posting. The petitioner shall prepare and post a sign on the subject property no later than fifteen (15) calendar days prior to the meeting date. The sign shall contain the time, place and purpose of the scheduled meeting, and formatted according to the Department’s regulations.
  - ii. Notice by mail. The petitioner shall give notice by regular mail to all property owners within five hundred (500) feet of the boundaries of the subject property who appear on the Fulton County tax records as retrieved by the City’s Geographic Information System (GIS). The notices shall be postmarked a minimum of fifteen (15) calendar days prior to the meeting date. Notice shall not be considered inadequate if the mail is not delivered.

The mailed notices for the CM1 and CM2 shall contain the date, time, place, and purpose of the scheduled meeting, the location of the subject property, and the present and proposed zoning classifications and/or use permit requested.

The notice for the CM2 shall additionally contain the date, time and place of the Planning Commission and City Council hearings on which agenda the case is expected to be placed. A Certificate of Mailing, obtained by the Post Office, is required. The applicant shall provide the Certificate of Mailing upon request from Staff.

28.3.1. PUBLIC HEARING NOTICE REQUIREMENTS.

- a. Published notice. Notice of the City Planning Commission and the City Council hearings shall be given simultaneously pursuant to subsections (a) and (b) below. In addition, notice of the City Council hearing shall be given at least fifteen (15) calendar days but not more than forty-five (45) calendar days prior to the date of the City Council public hearing and shall be published in a newspaper of general circulation. Newspaper re-notification is not required when a land use petition is deferred by the City Council.
- b. Sign Posting. The petitioner or his/her agent shall post a sign in accordance with the rules established by the Director in a conspicuous location on each public street

frontage of the subject property not later than **fifteen (15) calendar days prior to the Planning Commission public hearing date at 8:30 a.m.**

Property that is not posted as required will be administratively removed from the agenda **until all the sign posting requirements are met. The petitioner shall be responsible to publish a new notice, and mail new notices as prescribed in this section.**

**The sign shall be updated with the new hearings dates if the land use petition is deferred by either the Planning Commission or City Council.**

It is the petitioner’s responsibility to remove or cause to be removed any public notice sign required to be posted pursuant to this Article. If any sign required by this Article to be posted by the petitioner is not removed within forty-eight hours of final action on the applicable land use petition, it shall constitute a violation of this Article and the Director shall issue a citation. Any violation of this Article shall be an offense and the violator shall be subject to the penalty provisions set forth in Article XXIX.

The failure of a petitioner or agent on two (2) consecutive occasions to post notice as provided in this Section in connection with a petition shall be considered willful disregard of the petitioner’s obligation to comply with this Zoning Ordinance. In such event, the petition shall be denied **automatically** and shall be subject to all provisions herein relating to denied petitions.

**Signs regulated under this article are exempt from the provisions of Article XXXIII. Signs.**

28.3.2. **PUBLIC HEARING REQUIREMENTS.** Before adopting any change to the City Zoning Map or text of the Zoning Ordinance, the City Council shall hold a public hearing following the public hearing by the City Planning Commission where a recommendation was made on the land use petition.

Any public hearing required by this Article shall be called and conducted in accordance with the following procedures. For purposes of this Section, the term “hearing body” shall refer to both the Mayor and City Council and the City Planning Commission. Nothing contained in this Section shall be construed as prohibiting a presiding officer or hearing body from conducting a public hearing in a fair, orderly, and decorous manner.

- a. **Presiding Officer.** The presiding officer shall preside over the respective public hearing. In the case of the Mayor and City Council, the Mayor shall preside, or in the absence of the Mayor, the Mayor Pro Tempore. In the absence of both the Mayor and Mayor Pro Tempore, another member of the City Council shall be designated to preside over the public hearing. In the case of the City Planning Commission, the chairman shall preside, or in the absence of the chairman, the vice chairman, if designated. If neither is present to preside, another member of the City Planning Commission shall be designated to preside.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

b. Opening of Public Hearing. The presiding officer shall indicate that a public hearing has been called on one or more land use petitions made pursuant to this Article and shall open the public hearing. Thereupon, the presiding officer shall call the first case and the hearing body shall consider each land use petition on an individual basis in succession as printed on the published agenda.

c. Report of the Director. Upon opening the public hearing, the presiding officer shall recognize the Director or his/her designee, or other agents or representatives of the City, who shall provide a summary of the land use petition and present any recommendations or results of investigations. In the case of public hearings before the Mayor and City Council, the Director or his/her designee shall also provide a written summary of the recommendations made by the City Planning Commission. Any member of the hearing body upon recognition by the presiding officer may ask questions of the Director or his/her designee or other City representative providing the report or recommendations.

Copies of findings of the **petitioner**, Director, and City Planning Commission shall be available on request to interested members of the public.

d. Petitioner. Following the report of the Director or his/her designee, the presiding officer shall recognize the petitioner or his/her agent, spokesperson, or each of them, who shall present and explain the land use petition within the permitted time. There shall be a maximum time period of ten (10) minutes per land use petition at the public hearing for the proponents to present data, evidence, and opinions; however, the City shall not be obligated to provide the full ten (10) minutes period to the proponents if they elect not to use that much time. Upon motion by a member of the hearing body and upon approval of the entire hearing body, the time allotted to the petitioner of his/her agent or spokesperson for presentation and explanation of the land use petition may be extended.

Any member of the hearing body upon recognition by the presiding officer may ask questions of the petitioner or agent of the petitioner, or both.

e. Public. At the conclusion of the petitioner’s presentation, the presiding officer shall initiate the public comment portion of the public hearing.

The presiding officer may ask for identification of those persons who wish to appear as opponents of the land use petition. If it appears that the number of persons opposing the land use petition is in excess of that which may reasonably be heard, the presiding officer may suggest that a spokesperson for the group be chosen to make presentations within the permitted time. There shall be a maximum time period of ten (10) minutes per land use petition at the public hearing for the opponents to present data, evidence, and opinions; however, the City shall not be obligated to provide the full ten (10) minute period to the opponents if they elect not to use that much time. Upon motion by a member of the hearing body and upon approval of the

1 entire hearing body, the time allotted to opponents of the land use petition or their  
 2 spoke person may be extended.

3  
 4 Prior to speaking, each speaker shall fill out a comment card and will identify  
 5 himself/herself and state his/her current address. Any person refusing to identify  
 6 himself/herself may be refused the right to address the hearing body. Each speaker  
 7 shall speak only to the merits of the proposed land use petition under consideration  
 8 and shall address his/her remarks only to the hearing body. Each speaker shall  
 9 refrain from personal attacks on any other speaker or the discussion of facts or  
 10 opinions irrelevant to the proposed land use petition under consideration. The  
 11 presiding officer may limit or refuse a speaker the right to continue, if the speaker,  
 12 after first being cautioned, continues to violate this procedure.

13  
 14 Any member of the hearing body, upon recognition by the presiding officer,  
 15 may ask questions of the person giving testimony.

16  
 17 f. Petitioner’s Rebuttal. At the conclusion of public testimony, or upon the expiration  
 18 of time allotted for public testimony, the petitioner or his/her agent, or both, shall be  
 19 allowed a short opportunity for rebuttal and final comment, and the time devoted to  
 20 any rebuttal shall be counted toward the time allotted to the petitioner under  
 21 paragraph d. above. Any member of the hearing body upon recognition by the  
 22 presiding officer may ask questions of the petitioner, his/her agent, or both.

23  
 24 g. Close of Hearing. After the above procedures have been completed, the presiding  
 25 officer will indicate that the public hearing is closed. Upon the closing of the public  
 26 hearing, the petitioner or his/her agent and any member of the public shall no longer  
 27 address the hearing body in any way, including hand waving or motions for attention;  
 28 provided, however, that at any time considered appropriate the presiding officer may  
 29 reopen the public hearing for a limited time and purpose for members of the hearing  
 30 body to ask questions of the proponents or opponents of the land use petition.

31  
 32 h. Decision. After the public hearing is closed, the hearing body shall deliberate  
 33 and subsequently vote on the land use petition. The City Planning Commission  
 34 shall move to take one of the following actions:

- 35  
 36 1. Recommendation for Approval;  
 37 2. Recommendation for Approval with conditions;  
 38 3. Recommendation for Denial;  
 39 4. Recommendation for Withdrawal;  
 40 5. Deferral to the next regularly scheduled Planning Commission hearing (for  
 41 approximately thirty (30) calendar days), or to the hearing following the next (for  
 42 approximately sixty (60) calendar days); or  
 43 6. Recommendation for Deferral and remand to the Planning Commission

44  
 45 The Planning Commission may defer a case only once.

1 Should the City Planning Commission fail to pass a motion as set forth in subsections 1.  
2 through 6. above during the meeting at which the land use petition is scheduled, such  
3 land use petition shall automatically be forwarded to the Mayor and City Council for  
4 consideration with the  
5 failure to pass a motion being deemed a recommendation for deferral from the City  
6 Planning Commission.

7  
8 A recommendation by the City Planning Commission to the Mayor and City Council  
9 for deferral and remand to the City Planning Commission shall not delay the land use  
10 petition from being considered at the advertised public hearing before the Mayor and  
11 City Council, nor does it prohibit the Mayor and City Council from taking a final action  
12 on the subject land use petition.

13  
14 The Mayor and City Council may move to approve, approve with conditions, deny,  
15 withdraw, defer to City Council, or defer and remand to the City Planning Commission.  
16 A deferral and remand to the City Planning Commission by the Mayor and City Council  
17 requires the posting of an updated sign consistent with this Article.  
18

19 28.3.3. SECRETARY. The Director or his/her appointee shall serve as secretary to the City  
20 Planning Commission. The secretary shall keep minutes of proceedings that shall  
21 indicate the vote of each member upon each question and the absence or failure to vote  
22 of a member. The secretary shall keep records of evidence, examinations and official  
23 actions, all of which shall be filed and shall be public record.

24  
25 28.4. TECHNICAL EVALUATIONS AND REPORTS. Proposed land use petitions shall  
26 be considered by the City Council only after the evaluations and reports required below  
27 have been completed and the City Planning Commission has made a recommendation.  
28 Such reports shall be public record.

29  
30 Rezoning. Rezoning petitions shall be evaluated following the zoning impact analysis  
31 factors enumerated in the following section.

32  
33 Zoning modification. Zoning modifications petitions shall be evaluated following the  
34 criteria enumerated in Section 22.12, Zoning Modifications, of this ordinance.

35  
36 Use permit. Use permit petitions shall be evaluated following the criteria enumerated in  
37 Section 19.2.4, Use Permit Considerations, of this ordinance.

38  
39 Concurrent variances. Petitions including requests for concurrent variances shall be  
40 evaluated following the criteria enumerated in Section 22.3.1, Variance Considerations, of  
41 this ordinance.

42  
43 28.4.1. ZONING IMPACT ANALYSIS BY THE CITY PLANNING COMMISSION AND  
44 THE DEPARTMENT FOR REZONING PETITION. For each rezoning petition, the  
45 City Planning Commission and the Department shall investigate and make a  
46 recommendation with respect to the factors listed below, which is referred to herein as  
47 the zoning impact analysis. The Department shall make a written record of its

1 investigation and recommendation on each rezoning petition, as well as any other factors  
2 it may find relevant, and carry out any other duties with  
3 which it is charged by the City Council.

4  
5 The City Planning Commission shall make a recommendation based on the zoning  
6 impact analysis which the Department shall transmit in writing to the City Council.

7  
8 The zoning impact analysis factors are as follows:

- 9
- 10 a. Whether the proposed rezoning will permit a use that is suitable in view of the use
- 11 and development of adjacent and nearby property;
- 12 b. Whether the proposed rezoning will adversely affect the existing use or usability
- 13 of adjacent or nearby property;
- 14 c. Whether the property to be affected by the proposed rezoning has a
- 15 reasonable economic use as currently zoned;
- 16 d. Whether the proposed rezoning will result in a use which will or could cause
- 17 an excessive burdensome use of existing streets, transportation facilities,
- 18 utilities, or schools;
- 19 e. Whether the proposed rezoning is in conformity with the policies and intent of the
- 20 City’s Comprehensive Plan;
- 21 f. Whether there are other existing or changing conditions affecting the use and
- 22 development of the property which give supporting grounds for either approval or
- 23 disapproval of the proposed rezoning; and
- 24 g. Whether the proposed rezoning will permit a land use which can be considered
- 25 Environmentally Adverse to the natural resources, environment and citizens of the
- 26 City.

27  
28 28.4.2. ZONING IMPACT ANALYSIS BY PETITIONER. A written documented analysis of  
29 the impact of the proposed rezoning with respect to each of the matters enumerated in  
30 28.4.1 is required at the time of filing the rezoning petition.

31  
32 28.4.3. ENVIRONMENTAL REPORTS. If a land use petition is initiated by the property  
33 owner, an Environmental Site Analysis and/or an Environmental Impact Report shall be  
34 filed with the land use petition pursuant to the following:

35  
36 28.4.3.1. ENVIRONMENTAL SITE ANALYSIS. All land use petitions shall include an  
37 Environmental Site Analysis (“ESA”) to identify environmental conditions on the site to  
38 determine if the proposed rezoning or land use may be considered Environmentally  
39 Adverse.

40  
41 The ESA shall detail the following:

- 42 a. How the proposed rezoning or land use conforms to the City’s Comprehensive Plan;
- 43 b. The presence or absence of the following and whether the proposed rezoning
- 44 or land use will encroach or adversely affect any of the following:
- 45 1. Wetlands;
- 46 2. Floodplains;
- 47 3. Streams/stream buffers;

- 1 4. Slopes exceeding twenty-five percent (25%) over a ten (10) foot rise in
- 2 elevation;
- 3 5. Vegetation;
- 4 6. Wildlife species (including fish);
- 5 7. Archeological/historical sites.
- 6
- 7 c. How the proposed rezoning or land use implements the following:
- 8 1. Protection of environmentally sensitive areas (floodplains, slopes exceeding
- 9 twenty-five percent (25%), river corridors);
- 10 2. Protection of water quality;
- 11 3. Minimization of negative impacts on existing infrastructure;
- 12 4. Minimization of negative impacts on archeological/historically significant
- 13 areas;
- 14 5. Minimization of negative impacts on Environmentally Stressed
- 15 a. Communities;
- 16 6. Creation and preservation of green space and open space;
- 17 7. Protection of citizens from the negative impacts of noise and lighting;
- 18 8. Protection of parks and recreational green space;
- 19 9. Minimization of impacts to wildlife habitats.
- 20

21 28.4.3.2. ENVIRONMENTAL IMPACT REPORT. Any land use petition for M-1, M-1A or M-2  
 22 District industrial development as described in Article X of this Ordinance shall include  
 23 an Environmental Impact Report (“EIR”) to determine if the proposed use is  
 24 Environmentally Adverse.

- 25 The EIR shall detail the following:
- 26
  - 27 a. Conformance to the City’s Comprehensive Plan, including adopted City policies;
  - 28 b. Impact on air quality of the surrounding area;
  - 29 c. Impact on water quality/resources including surface water, ground water, flood
  - 30 plains, and wetlands;
  - 31 d. Impact on vegetation, fish, and wildlife species and habitats;
  - 32 e. Impact of thermal and explosive hazards on the surrounding area;
  - 33 f. Impact of hazardous wastes on the surrounding area;
  - 34

35 The EIR shall cite all uses and quantities of any agents listed on the Federal  
 36 Environmental Protection Agency Lists of Hazardous Wastes.

37 The EIR shall detail strategies to mitigate or avoid impacts listed above as  
 38 applicable.

39

40

41 28.4.3.3. REVIEW CRITERIA FOR ESA AND/OR EIR. An ESA and/or EIR shall be  
 42 reviewed based upon the following:

- 43 a. Whether the land use petition is consistent with the policies of the City’s
- 44 Comprehensive Plan;
- 45 b. The detail provided for an ESA and an EIR as outlined in Sections 28.4.3.1. and
- 46 28.4.3.2. above.
- 47

The Department shall review an ESA and an EIR submitted with a land use petition and make recommendations to the City Council with respect to the proposed rezoning or land use. The anticipated impact of the proposed rezoning or land use on an Environmentally Stressed Community will be included in the Department’s recommendation.

28.4.4. TRAFFIC IMPACT STUDY. A Traffic Impact Study (“TIS”) is required when a land use petition equals or exceeds the thresholds indicated in the City’s Development Regulations Ordinance. The TIS shall be prepared by a certified traffic engineer or transportation planner in accordance with the standards required by the Development Regulations Ordinance **Sec. 103-73(p)** and must be submitted at the time of the filing of the land use petition.

28.4.5. DEVELOPMENT OF REGIONAL IMPACT STUDY. A Development of Regional Impact Study (“DRI”) is required when a land use petition meets or exceeds the thresholds **determined by the Atlanta Regional Commission.** Form 1: Initial DRI Information must be submitted at the time of filing of the land use petition.

28.4.6. OPEN.

28.4.7. PUBLIC PARTICIPATION REPORT.  
Every petitioner filing a land use petition is required to provide a Public Participation Report **as required by the Department** no later than seven (7) business days before the scheduled City Council hearing. The Public Participation Report shall be made a part of the official file.

Minimum standards:

- a. Provide a list of all parties that were contacted, the methods of notification that were used, and copies of all notification letters.
- b. Provide dates and locations of all community and/or other meetings that were attended by the petitioner to discuss a land use petition (attach meeting notices, letters, etc.).
- c. Provide the number of people who participated in meetings held to discuss a land use petition (attach sign-in sheets).
- d. Provide a summary of concerns and issues expressed by interested parties in meetings held to discuss a land use petition.
- e. Provide a summary of the petitioner’s response to concerns and
  - a. issues raised in meetings held to discuss a land use petition.

**28.5. CONDITION STANDARDS FOR DEVELOPMENT.**

28.5.1. CONDITIONS. Each land use petition **may** contain development conditions **agreed upon** by the petitioner addressing the proposed use and development of the subject property. Such conditions shall be included in a site plan provided with the land use petition.

- 1 28.5.2. PLANS. Site plans for land use petitions must be folded, drawn to scale, no
- 2 larger than 30" x 42", and shall, at a minimum, include the following information:
- 3 a. Key and/or legend, site location map with North arrow, and scale;
- 4 b. Boundary survey of the subject property which includes dimensions along property
- 5 lines that match the metes and bounds of the subject property's written legal
- 6 description and clearly indicates the point of beginning;
- 7 c. Acreage of subject property;
- 8 d. Location of subject property land lot lines and identification of land lots;
- 9 e. Existing and proposed new dedicated and future reserved rights-of-way of all streets,
- 10 roads, and railroads adjacent to and on the subject property;
- 11 f. Current zoning of the subject site and adjoining properties;
- 12 g. Existing buildings with square footages and heights (stories), wells, driveways,
- 13 fences, cell towers, and any other structures or improvements on the subject
- 14 property;
- 15 h. Location of proposed buildings with total square footage;
- 16 i. Layout and minimum lot size of proposed single family residential lots;
- 17 j. Topography (surveyed or City) on the subject site and adjacent property within two
- 18 hundred (200) feet as required to assess runoff effects;
- 19 k. Location of overhead and underground electrical and pipeline
- 20 transmission/conveyance lines;
- 21 l. Required and/or proposed **minimum yards**;
- 22 m. 100 year flood plain horizontal limits and flood zone designations as shown on
- 23 survey or Federal Emergency Management Agency Flood Insurance Rate Maps;
- 24 n. Required landscape strips, undisturbed buffers, and any other natural areas as required
- 25 or proposed;
- 26 o. Required and proposed parking spaces; and loading and unloading facilities;
- 27 p. Lakes, streams, and waters on the subject site and associated buffers;
- 28 q. Proposed stormwater management facilities;
- 29 r. Community wastewater facilities including preliminary areas reserved for septic
- 30 drain fields and points of access;
- 31 s. Availability of water system and sanitary sewer system;
- 32 t. Tree lines, woodlands and open fields on the subject site;
- 33 u. **Access sight** distance profile (see Development Regulations Ordinance **Section 103-**
- 34 **73**, Driveways Intersections and Access Improvements);
- 35 v. Wetlands shown on the GIS maps or survey; **and**
- 36 w. **Additional information as required by the Director, in regards to the particular**
- 37 **proposal and/or subject property.**

38  
 39 A request for relief from any of the above site plan requirements may be submitted in  
 40 writing to the Director for approval prior to the filing deadline. The request should  
 41 clearly state the reasons for the request. Projects subject to Development of Regional  
 42 Impact Reviews and other large projects that will be phased shall be required to revise  
 43 the site plan for each phase of the development to comply with the above standards  
 44 through a Zoning Modification.

45

In addition to the above requirements, should the Director or his/her designee determine that the plan is illegible or have some other accuracy issue, additional plans and/or revisions may be required.

**28.6. ZONING MAP.** The official City Zoning Map will be amended to reflect land use petition approvals. Land use petitions that are approved and permitted but have not vested pursuant to Section 28.11. shall be removed by action of the City Council from the City Zoning Map.

**28.7. APPLICABLE REGULATIONS FOR LAND USE PETITION.** Zoning regulations and other federal, state, and City development standards that exist at the time of acceptance of a land use petition or an application for a Land Disturbance Permit shall prevail.

**28.8. PETITION FEES.** Prior to accepting a land use petition or a petition for extension of land use petition approval, the Director shall collect nonrefundable fees as established by the City Council.

If consideration of a land use petition is postponed or delayed due to the petitioner’s failure to comply with any of the provisions of this Article, the Director shall assess additional fees as may be determined by the Department to be the additional administrative costs associated with such postponement or delay.

**28.9. OPEN**

**28.10. EXPIRATION AND EXTENSIONS OF LAND USE PETITION APPROVALS.**

a. Rezoning and zoning modification petition. A rezoning or zoning modification petition approved by City Council shall remain in effect until such time as the subject property is rezoned or modified by action of the City Council, or until such time as the rezoning is declared invalid by any court of competent jurisdiction. For purposes of this Section, a rezoning or zoning modification petition shall be deemed to include, if applicable, a variance filed concurrently with a rezoning petition.

b. Use permit. A use permit shall expire unless the property owner takes action to vest the land use requested in the use permit in accordance with Section 28.11 within a period of thirty six (36) months from the date of such approval by the City Council, or fails to secure an approved extension in accordance with Section 28.11.2. For purposes of this Section, a use permit request shall be deemed to include, if applicable, a variance filed concurrently with a use permit request.

The filing of a request for extension authorized by this Article shall operate as a stay of the expiration of the use permit until a decision is made by the Department.

**28.11. VESTING OF USE PERMIT.** Upon the occurrence of one (1) of the three (3) conditions listed immediately below, a use permit shall be considered vested.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

- a. Prior to the expiration of a Land Disturbance Permit pursuant to applicable provisions of the Development Regulations Ordinance, a vesting determination may be made by the Department that substantial progress (as defined in Section 28.11.1) has been made toward the completion of on-site construction depicted on the site plan approved with the use permit.
- b. The issuance of a certificate of occupancy and/or certificate of completion and/or structure specified in the approved conditions.
- c. The issuance of a business license for the approved use, but only when no new construction or land disturbance is approved and/or required as a condition of rezoning.

28.11.1. **SUBSTANTIAL PROGRESS.** To demonstrate substantial progress for purposes of vesting a use permit, the Department shall approve a construction schedule for a Land Disturbance Permit which includes at least fifty percent (50%) of the public improvements for a specified phase. Substantial progress shall have been demonstrated when, within one (1) year of the date of issuance of the Land Disturbance Permit, the Department observes a level of accomplishment or expenditures on the project which produces measurable and verifiable evidence that the activities undertaken comply with those objectives and representations of the approved construction schedule.

Refusal to certify that substantial progress has been achieved may be appealed in accordance with Article XXII of this Ordinance.

28.11.2. **EXTENSIONS.**

- a. **Extension by Director.** In connection with a use permit, the Director is authorized to grant, in writing, an extension for a maximum period of twelve (12) months, subject to the qualifying conditions listed in this Section. To request an extension by the Director, the property owner must submit an application to the Department at least thirty (30) days prior to the expiration of the use permit.

No more than one (1) twelve (12) month extension per use permit may be granted by the Director for any of the qualifying conditions listed in this Section (except a court action delay).

An extension may not be sought for less than the total acreage of the underlying use permit.

- b. **Extension by the City Council.** Any additional requests for extension of a use permit beyond the twelve (12) month extension granted by the Director may be considered by the City Council, subject to the qualifying conditions listed in this Section.

Use permits initiated by the City Council to implement the adopted City Comprehensive Plan are exempt from the provisions of this Section.

1 To request an extension by the City Council, the property owner must submit an  
2 application to the Department at least thirty (30) days prior to the expiration of the  
3 twelve (12) month extension period granted by the Director pursuant this Section.  
4

5 The Department shall prepare an analysis and recommendation as to whether the  
6 documentation in the application is sufficient based on one (1) of the four (4)  
7 qualifying conditions which may validate an extension request by the City Council.  
8

9 The Department shall submit its recommendation to the City Council. An  
10 extension may not be sought for less than the total acreage of the underlying  
11 approved use permit request.  
12

- 13 c. Qualifying conditions. In every application for an extension of a use permit, the  
14 property owner(s) shall provide an affidavit documenting at least one (1) of the  
15 following:  
16
- 17 1. A delay resulting from court action involving the use permit or a previous  
18 extension on the subject property for which an extension is sought. Extensions  
19 approved in connection with court action shall remain valid for one (1) year  
20 beyond the granting of an order or the expiration of an appeal period before any  
21 court with jurisdiction.  
22
  - 23 2. Non-availability of utilities or facilities resulting from government inaction. In  
24 those instances where wastewater facilities are available for a fraction of the  
25 desired capacity, or when capacity was available at some time during the one (1)  
26 year period, but not during the sixty (60) days prior to expiration, the Director or  
27 the City Council, as applicable, shall evaluate such case's qualifications for an  
28 extension on its individual merits considering any evidence that might indicate a  
29 diligent effort to proceed with development.  
30
  - 31 3. A delay in development resulting from wetlands regulatory procedures  
32 requires the petitioner to provide a copy of the application acknowledgment  
33 letter from the Savannah Regulatory Branch of the Corps of Engineers as  
34 documented evidence. Said application should have been filed at least six (6)  
35 months before the expiration of the use permit approval.  
36
  - 37 4. An inability to obtain financing, despite documentation of the property owner's  
38 efforts during the three (3) months prior to the petitioner seeking an extension  
39 and continuing until one (1) week prior to consideration of the extension request  
40 by the Director or the City Council, as applicable. Documentation shall consist  
41 of two (2) official denials signed by officers of two (2) different lending  
42 institutions who have final jurisdiction over such financing transactions.  
43

44 **28.12. TEXT AMENDMENTS. The Mayor, City Council or Staff may propose an amendment**  
45 **to the text of the zoning ordinance.**

- 46 a. **Proposal. The proposal shall include the following:**

- 1                    1. A justification of the proposed amendment, substantiating the motive to modify
- 2                    the ordinance;
- 3                    2. The existing text to be changed, including the article and section numbers;
- 4                    3. The proposed text, including the article and section numbers.
- 5
- 6                    b. Procedure. The proposed amendment shall be advertised pursuant to Section 28.3.1.a.
- 7                    Published notice, and placed on the next regularly scheduled Planning Commission
- 8                    agenda.
- 9
- 10                   The Planning Commission shall conduct a public hearing and make a
- 11                   recommendation to City Council, pursuant to Section 28.3.2 Public Hearing
- 12                   Requirements.
- 13
- 14                   c. Analysis. Staff shall review the proposal and make a written recommendation to the
- 15                   Planning Commission, based on an analysis of:
- 16                   1. Contemporary planning practices;
- 17                   2. Local, state and federal laws;
- 18                   3. Impacts of the proposed amendment on the general welfare of the public; and
- 19                   4. Other considerations as decided by the Director.
- 20
- 21
- 22

2.

Section 3.1, *Definitions*, of the City of Sandy Springs Zoning Ordinance is hereby added, amended or deleted as indicated therefore:

ARTICLE III

DEFINITIONS

3.3.1. A  
Administrative Hold. A halt in the processing of a land use petition or relief petition put in place by the Director and to be lifted once all the requirements established by this zoning ordinance are fulfilled.

3.3.3. C  
Community Meeting. A mandatory meeting organized by a petitioner to inform the community of a land use petition, to discuss the proposal and to identify potential areas of disagreement.

3.3.13. M  
Modification. A request to change an approved condition of zoning or use permit.

Modification, Administrative. A modification that constitutes a technical change only and does not involve a matter of significant public interest.

Modification, Zoning. A modification that involves a matter of significant public interest.

3.3.16 P

1 Petition. A request filed with the Department for a variance, a modification, a rezoning, a use permit  
2 or an appeal.

3  
4 Petitioner. The applicant filing a petition.

5  
6 Public Interest. The welfare of the community of Sandy Springs as a whole (as opposed to that of one or a  
7 few individuals), as sought by the goals and policies of the Comprehensive Plan

8  
9 **3.3.18 R**  
10 Rezoning. An amendment to the zoning map which changes the designation of the subject property  
11 from one zoning district to another.

12  
13 **3.3.20 T**  
14 Technical Change. A departure from the approved conditions of zoning that would not cause a  
15 negative impact to the safety or the welfare of the public, or the use of nearby property. As an example: A  
16 change in the orientation of a building located at the back of a proposed development.

17  
18 Text Amendment. A revision, change, addition, or deletion in the text of this code, as approved by  
19 City Council.

20  
21 **3.3.21 U**  
22 Use Permit. A permit approved by the City Council, pursuant to a public hearing, which authorizes a use  
23 which must meet certain standards **supplemental to those** of the **base** zoning district.

24  
25 **3.3.26 P**  
26 Zoning Petition/Rezoning Petition. See "Petition".

27  
28  
29 **3.**

30  
31 This Ordinance is effective July 1, 2016; and

32  
33  
34 **ORDAINED** this the 17<sup>th</sup> day of May, 2016.

35  
36 Approved:

37  
38  
39 \_\_\_\_\_  
40 Russell K. Paul, Mayor

41 Attest:

42  
43  
44 \_\_\_\_\_  
45 Michael Casey, City Clerk

46  
47 (Seal)