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**CITY COUNCIL AGENDA ITEM**

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**TO:** Mayor & City Council

**DATE:** September 11, 2013

**FROM:** John McDonough, City Manager

**AGENDA ITEM:** Confirmation of Administrative Modification 201302757 - 145  
Cliftwood Drive, Applicant: Custom Sign Factory, to delete condition  
3.g. of Z87-0028 related to signage

**MEETING DATE:** For Submission onto the September 17, 2013, City Council Regular  
Meeting Agenda

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**BACKGROUND INFORMATION:** *(Attach additional pages if necessary)*

See attached:

Memorandum  
Application

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**APPROVAL BY CITY MANAGER:**  APPROVED

**PLACED ON AGENDA FOR:** 9/17/2013

**CITY ATTORNEY APPROVAL REQUIRED:** (  ) YES (  ) NO

**CITY ATTORNEY APPROVAL:** 

**REMARKS:**



To: John McDonough, City Manager

From: Angela Parker, Director of Community Development 

Date: September 5, 2013 for submission onto the September 17, 2013 City Council meeting

Agenda Item: **Confirmation of Administrative Modification**

***Director of Community Development Recommendation:***

Confirmation by the Mayor and City Council of the Department of Community Development Administrative Modification decision.

***Background:***

Per Section 22.11, *Administrative Modification*, an Administrative Modification application may be filed if the Director of the Department of Community Development determines that the request is not prohibited by Section 22.2.4, *Limitation on Authority* and, will constitute only a technical change to the approved conditions of zoning and does not involve significant public interest, or public interest has been addressed by letters expressing no objections from property owner(s) with standing and/or neighborhood associations. Rendered Administrative Modification decisions are required to be sent to the City Council for Confirmation.

***Discussion:***

The following is a list of Administrative Modifications to conditions of zoning, which have been acted upon by the Department of Community Development. Said Administrative Modifications are now submitted for review and confirmation by the City Council.

<b>ITEMS FOR CONSENT AGENDA</b>			
<b>ADMINISTRATIVE MODIFICATIONS</b>			
<b>Agenda Item</b>	<b>Council District</b>	<b>Staff Action</b>	<b>Action Date</b>
1. 201302757 145 Cliftwood Drive <i>Applicant: Custom Sign Factory</i> ▪ To delete condition 3.g. of Z87-0028 related to signage.	3	201302757 – Approved	08/28/13



September 6, 2013

Custom Sign Factory  
Attn: David Smith  
4200 Steve Reynolds Boulevard  
Suite 8  
Norcross, GA 30093

Re: 201302757 – An Administrative Modification Request for the property located at 145 Cliftwood Drive, Sandy Springs, GA 30328

Dear Mr. Smith:

The subject application indicates that you are requesting an Administrative Modification for property located at 145 Cliftwood Drive. The subject property is currently zoned O-I (Office Institutional District) conditional under Z87-0028 and is currently developed with a single-family home.

The request to delete condition 3.g. of Z87-0028 related to signage is within that allowed by administrative approval by the Zoning Ordinance and you have provided the needed documentation to gain approval for the Administrative Modification.

Based on the material that you have provided, the Administrative Modification to delete condition 3.g. of Z87-0028 is hereby approved. The revised condition(s) shall read as follows:

3. To the owner's agreement to the following site development considerations:

~~g. Limit the free-standing project identification signage on the entire property to no more than one unlighted, double-faced pole sign/monument sign adjacent to Cliftwood Drive, having no more than 4 square feet of surface area per face and further not to exceed a height of 4 feet from finished grade measured from the base of the sign structure.~~

Please include a copy of this letter as a part of any applications for permits that you may seek in accordance with this administrative modification.

Should you have any questions, please do not hesitate to contact me at (770) 730-5600.

Sincerely,

Patrice S. Dickerson, AICP  
Manager of Planning and Zoning

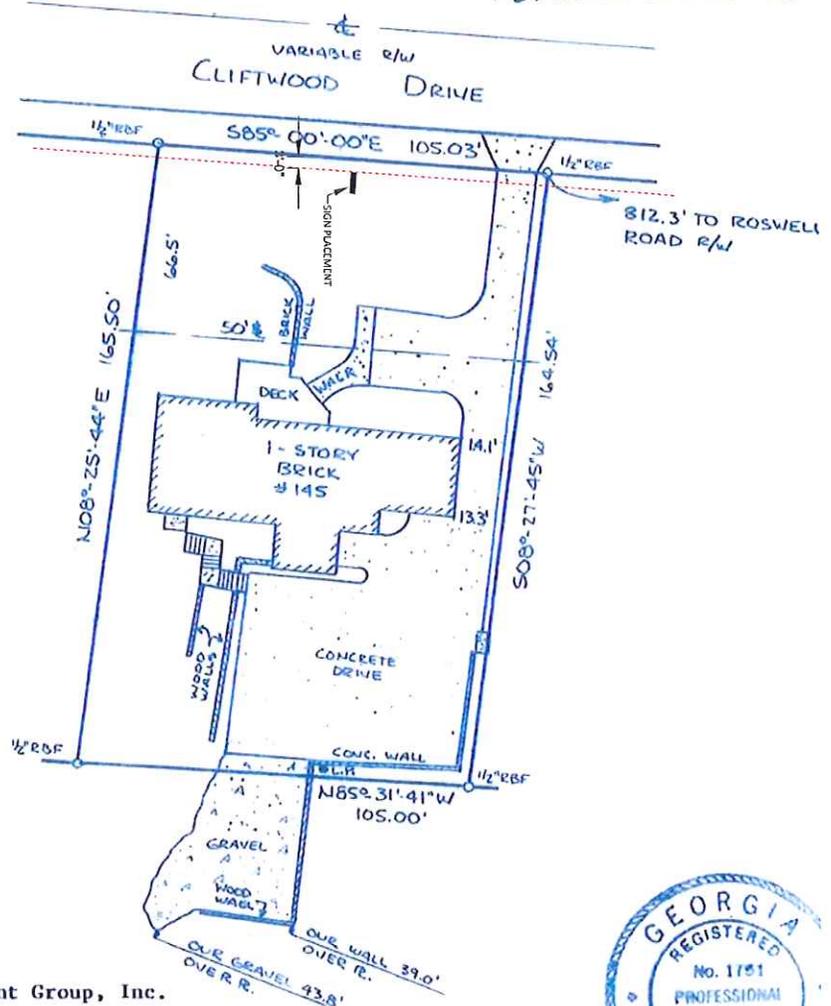
PD/sf  
X:\CommunityDevelopment\Planning & Zoning\Modification - Administrative Modification\2013\201302757 (145 Cliftwood Drive)\Approval  
201302757.doc

LOT - 6  
 BLOCK - B  
 UNIT -  
 SUBDIVISION - BRISTOL HILLS

THE FLOOD INFORMATION ON THIS PLAT HAS BEEN DETERMINED AFTER REVIEW MAPS WHICH ONLY APPROXIMATE THE LOCATION OF THE APPLICABLE FLOOD HAZARD AREA. A SECOND OPINION OR COMPREHENSIVE FLOOD EVALUATION STUDY IS SUGGESTED FOR MORE ACCURATE INFORMATION. FOR FURTHER INFORMATION CONTACT THE LOCAL DRAINAGE DEPARTMENT, CORPS OF ENGINEERS, AND INSURANCE COMPANY OR AN APPRAISER.

I HAVE, THIS DATE, EXAMINED THE "FIA OFFICIAL FLOOD HAZARD MAP" AND THE REFERENCES PARCEL DOES NOT APPEAR TO BE IN AN AREA HAVING SPECIFIC FLOOD HAZARDS.

131210142E



**The Leasing Management Group, Inc.**

CERTIFICATION IS MADE TO PURCHASER OF SURVEY, AND IS NOT TRANSFERABLE TO OTHERS. THIS PLAT WAS PREPARED TO SHOW THE APPROXIMATE LOCATION OF IMPROVEMENTS, AND IS NOT RECORDABLE. FENCES SHOULD NOT BE PLACED USING SIDE DIMENSIONS FROM HOUSE. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHTS OF WAYS, PUBLIC AND PRIVATE. ALL MATTERS OF TITLE ARE EXCEPTED. THIS MAP IS BASED ON AN OPEN TRAVERSE.

EQUIPMENT USED - TOPCON TOTAL STATION; DATA COLLECTOR; 100' CLOTH TAPE.

*[Signature]*

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED.

This map or plat has been calculated for closure and is found to be accurate within one foot in 93,908 feet.

REF. - P.B. 56, P. 93.



<b>LEGEND</b>		<b>DATE:</b> 3-3-2008	<b>SCALE:</b> 1" = 40'
RF (S)	REBAR FOUND (SET)	<b>DRAWN BY:</b> GD	
CTF (S)	CRIMP TOP FOUND (SET)	<b>LAND LOT</b> 90	<b>DISTRICT</b> 17 <sup>th</sup>
OTF (S)	OPEN TOP FOUND (SET)	<b>FULTON</b>	<b>COUNTY</b> GEORGIA
FC	FENCE CORNER	<b>GEORGIA LAND SURVEYING CO.</b>	
X-X	FENCE	155 CLIFTWOOD DRIVE, ATLANTA, GA 30328	
S-D	DECK	PH (404)255-1671 FAX (404)255-6607 WWW.GLSURVEY.COM	
CONC	CONCRETE	8-4-06	
R/W	RIGHT-OF-WAY		
A	ARC		
R	RADIUS		
C	CHORD		
PP	POWER POLE		
PB	POWER BOX		
SP	SERVICE POLE		
SS	SANITARY SEWER		
CB	CATCH BASIN		
JB	JUNCTION BOX		
DI	DROP INLET		
HW	HEAD WALL		
CMP	CORRUGATED METAL PIPE		
RCP	REINFORCED CONC. PIPE		
SSE	SANITARY SEWER EASEMENT		
DE	DRAINAGE EASEMENT		
MH	MANHOLE		
P	PORCH		
S	STOOP		
BL	BUILDING LINE		
PL	PROPERTY LINE		

Client Verification Requirement: By initialing this drawing you agree to the content, and accuracy of this drawing.

PROJECT NUMBER: \_\_\_\_\_ PAGE: 1 of 1

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- Concept
- Proof
- Production

Account Manager: \_\_\_\_\_  
 David Smith  
 Drawn By: \_\_\_\_\_  
 DRS  
 Date: \_\_\_\_\_  
 Revision: \_\_\_\_\_  
 0

PROJECT ADDRESS  
 145 Cliftwood Dr. NE  
 Atlanta, GA 30328

CLIENT  
 Alliance Activation

4200 Steve Reynolds Blvd.  
 Suite 8  
 Norcross, GA 30093  
 Office: (770) 717-7755  
 Fax: (866) 300-9440

