
CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council

DATE: November 30, 2012

FROM: John McDonough, City Manager

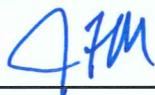
AGENDA ITEM: Zoning Process Improvements

MEETING DATE: For Submission onto the December 4, 2012, City Council Work Session Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

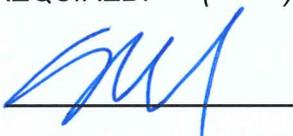
See attached:

Memorandum
Presentation

APPROVAL BY CITY MANAGER:  APPROVED

PLACED ON AGENDA FOR: 12/4/2012

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL: 

REMARKS:



To: John McDonough, City Manager

From: Angela Parker, Community Development Director

Date: November 30, 2012 for Submission onto the December 4, 2012 City Council Work Session Agenda

Subject: Zoning Process Improvements

Background:

Community Development has been operating under the same public notice and sign posting provisions for quite some time. However, there has been heightened interest in these requirements due to the recent deferral of two hotly contested zoning cases for reasons associated with posting and advertising. (The Mitchell Road applicant failed to modify the sign to reflect the Planning Commission hearing date and we discovered that the Neighbor newspaper, distributing two distinctly different papers to Sandy Springs residents north and south of I-285, was not running our zoning ads in both papers.) This heightened public interest has been the catalyst for a staff review of the Zoning Ordinance notice provisions and procedures associated with the zoning process.

Discussion:

The attached summary sheet provides a number of changes that will, in staff's opinion, significantly improve the zoning process. Implementation of changes that do not require Council action is underway. Changes that require amendment of the Zoning Resolution warrant a public input process and action by the Planning Commission prior to presentation to City Council for action.

Recommendation:

Staff recommends proceeding with the public input process for these zoning process improvements, submittal of recommendations to the Planning Commission and ultimate presentation to Council for action.

Attachment:

Zoning Process Changes Summary Sheet

Zoning Process Improvements Summary Sheet

Note: bullets in *italics* have already been implemented

Public Notice

Newspaper notices

- *Advertise in both neighborhood newspapers (The Reporter and the Neighbor); run advertisements in the Buckhead and Sandy Springs Neighbor editions*

Mailed Notices

- Expand notice via mail from all property owners within 300 feet to all property owners within 500' of the subject property

Signage

- *Require applicant provide staff with a photo of the signage on the property*
- Require applicant post sign no later than 5 business days after the application submittal deadline
- Include the date and time of the CZIM/CDRM on the sign

Other Recommendations

- Add a zoning petition section to the City's website where site plans, applications and a brief description of the request will be posted within 5 working days of the submittal
- Include a link on the City's website where public comments regarding a zoning proposal can be submitted
- Add QR code to post cards providing a link to information on the zoning petition
- *Add zoning info to the City's E-newsletter and social media outlets*
- *Email notice of zoning status to attendees that provide an email address on the CZI/CDR meeting sign in sheet*
- Revise ordinance to permit the Planning Commission to defer a zoning case one time
- Combine CZI and the CDR meetings
- Shorten zoning process by one month (from 4 months to 3 months)
- Explore providing automatic call notification to surrounding property owners

ZONING PROCESS IMPROVEMENTS

December 4, 2012



Background - Complaints

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- Limited circulation area of advertisement in local newspapers
- Number of citizens who receive City mailed zoning notices should be expanded
- Failure of applicants to properly post property

Background - Complaints

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- Notification for Community Zoning Information Meeting (CZIM) and Community Developer Resolution Meeting (CDRM) should be improved
- Too many meetings for non-controversial zoning petitions
- Zoning process takes too long

Public Notice

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Mailed Notices

- Expand notice via mail from all property owners within 300 feet, to all property owners within 500 feet of the subject property

Signage

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- *Require applicant provide staff with a photo of the signage on the property*
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- Include the date and time of the CZIM/CDRM on the sign

Other Recommendations

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Other Recommendations

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Other Recommendations

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- Combine CZI and the CDR meetings
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QUESTIONS?

Zoning Process Improvements

