



City of Tucker, GA
PLANNING COMMISSION

February 23, 2017

PLANNING COMMISSION

7:00 PM

AGENDA

Discover DeKalb
1957 Lakeside Parkway, Suite 510
Tucker GA 30084

A) Roll Call

B) Pledge of Allegiance

C) Approval of Minutes:

1. Planning Commission Meeting Minutes – January 12, 2017

D) Old Business: (None)

E) New Business:

1. **Public Hearing - Recommendation to Council** regarding **TA-16-001** for consideration of amendments to the City of Tucker Zoning Ordinance, including but not limited to multi-family uses and Article 7.
2. Review and Consideration of updating the Tucker Planning Commission By-Laws

F) City Business Items: (None)

1. Previous Land Use Petition Updates

G) Comments by Staff and Planning Commissioners

H) Adjournment

Item C1

Minutes



**CITY OF TUCKER
PLANNING COMMISSION MEETING MINUTES
January 12, 2017 at 7:00 PM**

The Planning Commission of the City of Tucker held a meeting at Tucker Recreation Center, 4898 Lavista Rd, Tucker, GA 30084. The following were in attendance:

Planning Commissioner Chair	George Wellborn
Planning Commissioner Vice Chair	Damyon Claar-Pressley
Planning Commissioner	Katherine Atteberry
Planning Commissioner	Ann Coppage
Planning Commissioner	Mike Williams
Community & Economic Development Director	John McHenry
Deputy Director of Community Development	Courtney Lankford
City Attorney	Brian Anderson
Administrative Assistant	Katie Coleman

CALL TO ORDER: Chair Mike Williams called the meeting to order at 7:03 pm.

MINUTES:

MOTION TO APPROVE THE MINUTES FROM THE DECEMBER 19, 2016 PLANNING COMMISSION MEETING.

By: Damyon Claar-Pressley

Seconded by: Ann Coppage

Vote: (5-0) (Claar-Pressley, Coppage, Williams, Atteberry, Wellborn)

CITY BUSINESS:

MOTION TO APPOINT GEORGE WELLBORN AS PLANNING COMMISSION CHAIR.

By: Ann Coppage

Seconded by: Mike Williams

Vote: (5-0) (Coppage, Williams, Wellborn, Atteberry, Claar-Pressley)

MOTION TO APPOINT DAMYON CLaar-PRESSLEY AS PLANNING COMMISSION VICE CHAIR.

By: Katherine Atteberry

Seconded by: Ann Coppage

Vote: (5-0) (Atteberry, Coppage, Wellborn, Claar-Pressley, Williams)

MOTION TO MOVE ITEM #3 ON THE AGENDA UNDER “NEW BUSINESS” TO #1, AND MOVE ITEM #1 TO #3.

By: Ann Coppage

Seconded by: George Wellborn

Vote: (5-0) (Coppage, Wellborn, Atteberry, Claar-Pressley, Williams)

Public hearing procedures were read to the public by Chair George Wellborn.

OLD BUSINESS:

1. LAND USE PETITION: SLUP-16-006 and SLUP-16-007

PETITIONER: Park 786, LLC

LOCATION: 2180 Northlake Parkway

CURRENT ZONING: OI (Office Institutional) District

PROPOSED ZONING: OI (Office Institutional) District

PROPOSED DEVELOPMENT: Special Land Use Permit for the conversion of an existing hotel into a senior housing development; Special Land Use Permit for density over 24 units per acre.

John McHenry, Community & Economic Development Director, gave an overview of the proposed development. He discussed some of the issues with the inter-parcel access, highlighting the lack of two-way access, issues with the curb cut and the recommendation for its closure for life and safety purposes, as well as concerns from the Fire Department in regards to the amount of space available to get their trucks in and be able to turn-around.

Kasey Sturm, attorney for the applicant, presented the project, discussing their plans for rooms dedicated to memory care, the emphasis on community living, stated that they are trying for two-way access. She stated that they will work with the Fire Marshal to make sure the site meets their standards, but that she is concerned that Staff’s recommendation of denial is discriminatory, and that denial of the land use permit is denial of constitutional rights.

Planning Commission comments included, among other things, questions about the curb cut, dumpster and parking issues, density issues, the specifics of memory care definition and who is included in that classification, what happens when memory care residents when their needs become too advanced and how that threshold is defined. Additionally, Vice Chair Damyon Claar-Pressley expressed concern about the number of assisted living facilities being developed in the City of Tucker, and worry about saturation. Chair George Wellborn opened the floor for public comment, and extended public comment time by one minute for both in favor and in opposition comments, for a total of twenty-two minutes of public comment. Janet Curtis spoke in favor of the project, emphasizing that the project will be good for the economy, because the site is across the street from a retail development and residents will likely go there and spend their money. David Kuegler also spoke in favor of the project, stating that the current Northlake Inn is bad for the area, and this project would be an improvement. Lathiel Wright, a current resident of Northlake Inn, spoke in opposition to the project, as did Steve Hagen, highlighting that the location is not ideal for older residents. Public comment closed.

MOTION TO APPROVE SLUP-16-006 AND SLUP-16-007 WITH AMENDED STAFF RECOMMENDATIONS.

By: Mike Williams

Seconded by: Ann Coppage

Vote: (4-1) (Williams, Coppage, Wellborn, Atteberry) (Claar-Pressley)

NEW BUSINESS:

1. LAND USE PETITION: SLUP-16-005, VS-16-005-01

PETITIONER: Northlake Investment Partners c/o Kathryn M. Zickert

LOCATION: 2200 Northlake Parkway and 2180 Northlake Parkway

CURRENT ZONING: C-1 (Local Commercial) District and OI (Office Institutional) District

PROPOSED ZONING: C-1 (Local Commercial) District and OI (Office Institutional)

District

PROPOSED DEVELOPMENT: Special Land Use Permit for a mixed-use, multi-family development over 24-units per acre. Concurrent variance to reduce public space requirement.

John McHenry, Community & Economic Development Director, gave an overview of the proposed development, discussing density and issues with the variance request in terms of green/open space on the project.

Brian Condie, representative for the applicant, presented the project, explaining how they had been working Staff to discuss their concerns and that their proposed development has nearly 30% open space provided.

Planning Commission comments included, among other things, concerns about the open/green spaces, pedestrian access to public space, parking and density. Chair George Wellborn opened the floor for public comments in favor or in opposition for SLUP-16-005. Brian Condie spoke in favor. No one spoke in opposition. Public comment closed for SLUP-16-005. Chair George Wellborn opened the floor for public comments in favor or in opposition for VS-16-005-01. Brian Condie spoke in favor, stressing that the proposed development offered 30% open space. Steve Hagen spoke in opposition, citing his concern over the applicant's definition of open space. Public comment closed.

MOTION TO APPROVE SLUP-16-005 WITH ALL STAFF RECOMMENDATIONS WITH THE EXCEPTION OF #3.

By: Mike Williams

Seconded by: Damyon Claar-Pressley

Vote: (5-0) (Williams, Claar-Pressley, Wellborn, Atteberry, Coppage)

MOTION TO APPROVE VS-16-005-01 WITH THE INCLUSION OF LANDSCAPED PARK.

By: Mike Williams

Seconded by: Katherine Atteberry

Vote: (5-0) (Williams, Atteberry, Wellborn, Claar-Pressley, Coppage)

2. LAND USE PETITION: SLUP-16-003, VS-16-003-01, VS-16-003-02

PETITIONER: Mt. Moriah Missionary Baptist Church of Tucker c/o Battle Law

LOCATION: 1983 Brockett Road

CURRENT ZONING: R-85 (Residential Medium Lot-85) District

PROPOSED ZONING: R-85 (Residential Medium Lot-85) District

PROPOSED DEVELOPMENT: Special Land Use Permit for an existing church and a proposed 14,500-square-foot family life center; concurrent variance to allow an accessory structure within the front yard; concurrent variance to exceed the permitted height of an accessory structure.

John McHenry, Community & Economic Development Director, gave an overview of the proposed development, explaining that the concurrent, additional variance was the main thing that was being looked at, as SLUP-16-003 and VS-16-003-01 have been

Michelle Battle, attorney for the applicant, presented the project and explained the typo that had been in the previous application, but emphasized that the typo was a minor error and does not impact the application overall. She also asked for every one present at the meeting who is in support of the development to stand up, and about half of the audience stood up at that time.

Planning Commission comments included, among other things, questions about the height structure, the lighting on the sign, and possible timers for dimming the light on the sign. Chair George Wellborn opened the floor up for public comments in favor or in opposition of SLUP-16-003. Laurel Jackson spoke in opposition, citing her concern over the late hours of possible church activities, disturbances caused by the sign, and water runoff from the detention area. Laurel also passed out papers detailing additional conditions that she would like and one revised staff condition. Public comment closed for SLUP-16-003. Chair George Wellborn opened the floor for public comment in favor or in opposition of VS-16-003-01. The attorney stated that she was in favor the variance and Laurel Jackson spoke in opposition of the variance. Public comment closed for VS-16-003-01. Chair George Wellborn opened the floor for public comment in favor or in opposition of VS-16-003-02. Wayne Moorehead spoke in favor of the variance and Laurel Jackson spoke in opposition. Public comment closed for VS-16-003-02.

MOTION TO APPROVE SLUP-16-003, VS-16-003-01, AND VS-16-003-02 WITH STAFF RECOMMENDATIONS AND ADDITIONAL CONDITION OF DOWNWARD-FACING LIGHTING.

By: Mike Williams

Seconded by: Ann Coppage

Vote: (5-0) (Williams, Coppage, Claar-Pressley, Wellborn, Atteberry)

3. Recommendation to City Council regarding LAND USE PETITION: RZ-16-001, VC-16-001-1, SLUP-16-002, CA-16-001

PETITIONER: Macauley Investments, LLC

LOCATION: 4650 Hugh Howell Road (Parcel 18 215 01 003) & 4750 Hugh Howell Road (Parcel 18 215 01 001)

CURRENT ZONING: M (Light Industrial) District & RE (Residential Estate) District

PROPOSED ZONING: MU-5 (Mixed-Use Very High Density) District

PROPOSED DEVELOPMENT: Rezoning to MU-5 for a master planned mixed-use development on 88.62 acres; Concurrent variance for a transitional buffer reduction; SLUP for senior housing; Comprehensive plan amendment from LIND (Light Industrial) to TC (Town Center).

John McHenry gave an overview of the changes that have been made to the proposed development as well as the impact of the proposed development on the City of Tucker comprehensive plan.

Planning Commission comments included, among other things, concerns about drainage and streams, aesthetics of the buildings, watershed issues, density, storm sewage, traffic and streetscape. Chair George Wellborn opened the floor for public comment on RZ-16-001. Stephen Macauley, the applicant, spoke in favor of the development, emphasizing that he and the others working on the development have worked with Staff to address their concerns. Georgia Niece, Steve Hagen, and T'Ronda Flagg spoke in opposition, citing concerns about traffic and density. Public comment on RZ-16-001 closed. Chair Georgie Wellborn opened the floor for public comment on SLUP-16-002. Several representatives from Smoke Rise spoke in favor. No one spoke in opposition. Public comment on SLUP-16-002 closed. Chair George Wellborn opened the floor for public comment on CA-16-001. Pat Soltys and Laurie Jones, among others, spoke in favor of CA-16-001. Georgia Niece, Steve Hagen, and T'Ronda Flagg all spoke in opposition. Public comment for CA-16-001 closed.

MOTION TO NOT HOLD A PUBLIC HEARING FOR VC-16-001-01.

By: George Wellborn

Seconded by: Ann Coppage

Vote: (5-0) (Wellborn, Coppage, Atteberry, Claar-Pressley, Williams)

MOTION TO APPROVE CA-16-001.

By: Mike Williams

Seconded By: Ann Coppage

Vote: (4-1) (Williams, Coppage, Wellborn, Claar-Pressley) (Atteberry)

MOTION TO APPROVE RZ-16-001 WITH AMENDMENTS TO #12 AND #13.

By: Damyon Claar-Pressley

Seconded by: Ann Coppage

Vote: (4-1) (Claar-Pressley, Coppage, Wellborn, Williams) (Atteberry)

MOTION TO APPROVE SLUP-16-001.

By: Ann Coppage

Seconded by: Damyon Claar-Pressley

Vote: (3-2) (Coppage, Claar-Pressley, Wellborn) (Atteberry, Williams)

CITY BUSINESS ITEMS: None

ADJOURNMENT: The Planning Commission adjourned at approximately 11:20 pm.

Approved,

Attest:

George Wellborn, Chair

Katie Coleman, Administrative Assistant

(Seal)

Item E1

TA-16-001

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF TUCKER, GEORGIA, FOR THE PURPOSE OF AMENDING THE ZONING ORDINANCE FOR TUCKER, GEORGIA, REPEALING CONFLICTING PROVISIONS, AND FOR OTHER PURPOSES AT THE REGULAR MEETING OF THE MAYOR AND CITY COUNCIL HELD ON _____, 2017.

WHEREAS, the Mayor and City Council have identified certain modifications to the Zoning Ordinance that will better serve the citizens of Tucker, Georgia, and specifically will clarify that it is the intent of the Mayor and City Council that multi-family residential units marketed towards senior citizens are a form of multi-family use, which are to be regulated consistently with other multi-family residential uses; and,

WHEREAS, the Mayor and City Council wish to continue to provide that personal care homes for persons with disabilities should be permitted as a matter of right in residential districts when they are of a size and intensity that is consistent with the other permitted residential uses in the district; and,

WHEREAS, the Mayor and City Council find that personal care homes with 3 or less residents is generally consistent with the size and intensity of single-family residences in the City of Tucker, Georgia; and,

WHEREAS, the Mayor and City Council wish to provide express procedures for the consideration of reasonable accommodations under the fair housing laws; and,

WHEREAS, it is the intent of the Mayor and City Council to continue to comply with the fair housing laws, and laws pertaining to the treatment of citizens with disabilities; and,

WHEREAS, having conducted duly noticed and published public hearings before the Mayor and City Council on March __, 2017, and the Planning Commission on February __, 2017;

NOW THEREFORE BE IT ORDAINED, AND IT HEREBY IS ORDAINED, by virtue of the authority vested in the Mayor and City Council by law that Chapter 27 of the Code of the City of Tucker, Georgia, which is the Zoning Ordinance of Tucker, Georgia, is hereby amended and restated as follows:

SECTION ONE

Regarding Article II of the Zoning Ordinance, and specifically **Section 2.18.1, Statement of purpose and intent** of the Mixed-Use zoning district, subsection (A)(3) shall be revised to strike references to active adult and / or senior housing as a separate form of residential living:

To offer a variety of housing options, including multi-family residential and single-family attached housing of various densities and upper-floor residential units over non-residential space; ~~or active adult and/or senior housing;~~

With the stricken language removed, the remainder of this section and Article II shall remain unchanged.

SECTION TWO

A. Regarding Article III of the Zoning Ordinance, and specifically **Section 3.35.5, Principal uses and structures** in the Northlake Overlay District, subsection **(I)** shall be revised to show that personal care homes shall be treated consistently with multi-family developments in the Northlake Overlay District:

Dwellings, multi-family (including personal care homes), up to and including twenty-four (24) units per acre, subject to the requirements of the development categories as described within section 3.35.9

B. Regarding Article III of the Zoning Ordinance, and specifically **Section 3.35.8, Special permits** in the Northlake Overlay District, subsection **(D)** shall be amended to reflect that personal care homes shall be treated consistently with other multi-family developments, and that both personal care homes and other multi-family uses will require a special use permit in the Northlake Overlay District when they have a density of more than twenty-four units per acre. Specifically, subsections **(D) 4, 5, 6 and 7** shall be marked **Reserved**, and subsection **(D) 8** shall be restated as follows:

Dwellings, multi-family (including personal care homes), more than twenty-four (24) units per acre.

The remainder of Article III of the Zoning Ordinance shall remain unchanged.

SECTION THREE

A. Regarding Article IV of the Zoning Ordinance, **Table 4.1, Use Table**, shall be amended and restated to reflect the changes shown on the attached **Exhibit A**.

B.

Regarding Article IV of the Zoning Ordinance, **Section 4.2.46, Senior housing: independent and assisted living, nursing and continuing care**, shall be removed in its entirety as it is the intent of the Mayor and City Council that senior housing and assisted living uses simply be regulated consistently with other multi-family residential uses. Hereafter, **Section 4.2.46** shall be marked **Reserved**.

SECTION FOUR

Regarding Article V of the Zoning Ordinance, and particularly **Section 5.5.3, Standards and design**, subsection **C (2)** shall be revised to remove the last sentence pertaining to senior housing:

A development project with residential uses not within one-half (0.5) mile distance to a public park or recreation facility that is required to provide enhanced open space shall incorporate at least one (1) enhanced open space type identified as clubhouse/pool amenity, neighborhood park with active recreation, and/or playground.

The remainder of Article V of the Zoning Ordinance shall remain unchanged.

SECTION FIVE

Regarding Article VI of the Zoning Ordinance, **Table 6.2, Off-street Parking Ratios**, shall be amended and restated to reflect the changes shown on **Exhibit B** attached hereto.

The remainder of Article VI of the Zoning Ordinance shall remain unchanged.

SECTION SIX

A. Regarding Article VII of the Zoning Ordinance, and specifically **Section 7.2.2, Governing Bodies**, subsection **(E.5)** shall be revised to state as follows:

5. *Hearings open to public.* All meetings of the zoning board of appeals shall be open to the public, and the agenda for each board meeting shall be made available to the public prior to any meeting of the board. Notice of all meetings of the zoning board of appeals shall be given in accordance with section 7.2.4.

B. Regarding Article VII of the Zoning Ordinance, and specifically **Section 7.2.2, Governing Bodies**, subsection **(E.9)** shall be revised to state as follows:

9. *Staff analysis, findings of fact, and recommendation on each application for a variance.* The staff of the community development department shall conduct a site inspection of and shall prepare an analysis of each application for a variance applying the applicable criteria and standards set forth in this chapter to each such application. Staff shall present its findings and recommendations in written form to the zoning board of appeals prior to the public hearing thereon. Notwithstanding staff's obligations to present its findings and a recommendation, the failure to timely do so shall not nullify the board's action on the item, constitute a ground for denial, or constitute grounds for appeal of a decision by the zoning board of appeals.

C. Regarding Article VII of the Zoning Ordinance, and specifically **Section 7.2.4, Public Hearings**, subsection **(C.1)** shall be revised and restated as follows:

1. Written notice of each public hearing shall state the nature of the proposed change, and the date, time, and place of the public hearing before either the planning commission, zoning board of appeals or the mayor and city council and shall be mailed by first class mail by the community development director

to all owners of property **within 500 feet** of the boundaries adjoining the subject property, as such property owners are listed on the records of DeKalb County tax commissioner, at least fifteen (15) days prior to said public hearing.

C. Regarding Article VII of the Zoning Ordinance, and specifically **Section 7.3.8, Action by the mayor and city council**, shall be revised to state as follows:

At the next scheduled mayor and city council meeting pursuant to the applicant zoning calendar following appearance of the matter on the planning commission agenda, the mayor and city council, after conduct of a public hearing with public notice as required by this article, may vote to approve the proposed amendment pursuant to this division, approve with conditions, approve to a less intense zoning district or land use category than that requested by the applicant, deny the proposed amendment, defer the proposed amendment, or, upon request of the applicant, permit withdrawal without prejudice. **Voting shall be consistent with the procedures provided by the City's charter for the adoption of ordinances.** In the approval of any proposed amendment to the Official Zoning Map, the mayor and city council may impose conditions in accordance with section 7.3.9. For each proposed zoning decision, the analysis submitted by the applicant, if any, the analysis prepared by the community development department, and the record prepared by the planning commission shall be presented in written form to each member of the mayor and city council. A limited supply of said findings shall be available at the public hearing and available upon request to the public. All decisions of the mayor and city council relating to each proposed amendment to the Official Zoning Map shall be made based on each of the standards and factors contained in sections 7.3.4 and 7.5.3 or 7.5.4, as appropriate. All decisions of the mayor and city council relating to amendments to the comprehensive plan maps shall be made based on each of the standards and factors contained in section 7.3.4. Any proposed amendment or any proposed substitute ordinance considered by the mayor and city council shall be presented in written form prior to being voted on by the mayor and city council, or made a part of the motion.

D. Regarding Article VII of the Zoning Ordinance, and specifically **Section 7.5.8, Appeals of decisions of the zoning board of appeals**, subsection (A) shall be revised to replace “writ of mandamus” with “writ of certiorari.”

E. Regarding Article VII of the Zoning Ordinance, Section 7.5.9, Fair Housing Act Accommodation Variance, shall be amended and restated as follows:

Notwithstanding any other provisions in this chapter to the contrary, the Zoning Board of Appeals shall consider and grant reasonable accommodations necessary to afford persons with disabilities equal housing

opportunities. In determining whether a particular accommodation is reasonable, the Board of Zoning Appeals shall consider whether the request imposes an undue burden or expense on the City and whether the proposed accommodation would create a fundamental alteration in the zoning scheme. An application for a Fair Housing Act Accommodation Variance shall comply with all other procedural requirements for consideration and approval of variances in this division.

SECTION SEVEN

Regarding Article IX of the Zoning Ordinance, and particularly **Section 9.1.3, Defined terms**, shall be amended as follows:

1. The term and definition of **Assisted living facility** shall be deleted.
2. The term and definition of **Family** shall be amended and restated as follows:

Family: One (1) or more individual(s) related by blood, marriage, adoption, or legal guardianship, or not more than three (3) unrelated individuals, who live together in a single dwelling unit and who function as a single housekeeping unit, have established ties and familiarity with each other, jointly use common areas, interact with each other, and share meals, household activities, expenses and responsibilities. For the purposes of calculating the number of persons who live in a dwelling, family members who are related by blood or legal status shall count as one (1) person. For the purposes of this ordinance, personal care homes which are designed to serve three or less residents shall be considered a family.

3. The term and definition of **Multi-family dwelling, supportive living** shall be revised and restated as follows:

Multi-family dwelling, supportive living: Four (4) or more dwelling units in a single building or group of buildings which are designed for independent living for persons with disabilities of any kind and in which are provided supportive services to the residents of the complex but which supportive services do not constitute continuous twenty-four (24) hour watchful oversight, and which do not require licensure as a personal care home by the Office of Regulatory Services of the State of Georgia Department of Human Resources. For purposes of this Zoning Ordinance, Multi-family dwelling, supportive living shall be treated in the same fashion as multi-family dwellings.

4. The term and definition of **Personal care home** shall be revised and restated as follows:

Personal care home: A building(s) in which housing, meals, personal assistance services, and twenty-four (24) hour continuous watchful oversight are provided and which facility is licensed or permitted by the State of Georgia. The term “personal care home” shall not include a “child care institution,” “transitional housing,” a “rehabilitation

housing facility,” a “rooming house,” or a “boarding house.” “Personal care home” includes a “community living arrangement,” which is an establishment licensed by the State of Georgia providing a residence for persons receiving care for mental health, development disabilities, and/or addictive diseases.

5. The term and definition of **Senior housing** shall be deleted.
6. The term and definition of **Senior living** shall be deleted.
7. The term and definition of **Supportive living** shall be deleted.

The remainder of Article IX of the Zoning Ordinance shall remain unchanged.

SECTION EIGHT

- A. Severability Clause. It is the express intention of the Mayor and City Council that each independent provision of this ordinance should be adopted, and the Mayor and City Council would have adopted each such independent provision even if the others had not been adopted. In the event that a court of competent jurisdiction finds any provision of this amendment or the Zoning Ordinance to be unlawful, invalid or unenforceable, and not amendable to a narrowing construction, it is the intent of the Mayor and City Council that the offending provision be severed, and all lawful provisions remain in force.
- B. General Repealer. Any ordinance not expressly addressed by this ordinance that is inconsistent with the provisions herein is expressly repealed to the extent that it conflicts with the provisions of this amending ordinance.
- C. Effective Date. The public welfare demanding, this ordinance shall be effective immediately after its adoption.

SO ADOPTED this _____ day of _____, 2017.

Table 4.1 Use Table. November 14, 2016

KEY: P - Permitted use
 Pa - Permitted as an accessory use
 SA - Special administrative permit from Community Development Director
 SP - Special land use permit (SLUP)

Use	RE	RLG	R-100	R-85	R-75	R-60	RSM	MR-1	MR-2	HR-1,2,3	MHP	RNC	OI	OIT	NS	C-1	C-2	OD	M	M-2	MU-1	MU-2	MU-3	MU-4,5	See Section 4.2	
AGRICULTURAL																										
Agriculture and Forestry																										
Commercial greenhouse or plant nursery																P	P	P		P	P	P				✓
Temporary or portable sawmill	SA	SA	SA	SA	SA	SA	SA												P	P						✓
Urban, community garden, up to 5 ac.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	✓
Urban, community garden, over 5 ac.	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	✓
Animal Oriented Agriculture																										
Dairy																				P	P					✓
Keeping of livestock	P	P	P	P	P							P								P						✓
Keeping of poultry/pigeons	P	P	P	P	P							P								P						✓
Livestock sales pavilion																					P					✓
Riding academies or stables	P	P	P	P	P																					✓
RESIDENTIAL																										
Dwellings																										
Dwelling, cottage home						SP	SP	SP	SP	SP		SP														✓
Dwelling, mobile home											P									Pa	Pa					✓
Dwelling, multi-family								P	P	SP									SP	SP	SP	SP	SP	SP	SP	✓
Dwelling, multi-family (supportive living)	-	-	-	-	-	-	-	SP	SP	SP	SP	SP	SP	-	-	-	-	-	-	-	SP	SP	SP	SP	SP	✓
Dwelling, townhouse							P	P	P	SP		P		P								SP	SP	SP	SP	✓
Dwelling, urban single-family							P	P	P	P		P		P								P	P	P	P	✓
High-rise apartment										P														P	P	✓
Dwelling, single-family (attached)							P	P	P	P				P								P	P	P	P	✓
Dwelling, single-family (detached)	P	P	P	P	P	P	P	P	P	P	P	P										P	P	P	P	✓
Dwelling, three-family							P	P	P	P		P										P	P	P	P	✓
Dwelling, two-family							P	P	P	P		P										P	P	P	P	✓
Dwelling, single-family, accessory (guesthouse, in-law suite)	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa													Pa	Pa	Pa	Pa	✓

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Table 4.1 Use Table. November 14, 2016

KEY: P - Permitted use SA - Special administrative permit from Community Development Director
 Pa - Permitted as an accessory use SP - Special land use permit (SLUP)

Use	RE	RLG	R-100	R-85	R-75	R-60	RSM	MR-1	MR-2	HR-1,2,3	MHP	RNC	OI	OIT	NS	C-1	C-2	OD	M	M-2	MU-1	MU-2	MU-3	MU-4,5	See Section 4.2	
Home occupation, no customer contact	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA									SA	SA	SA	SA	✓	
Home occupation, with customer contact	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP									SP	SP	SP	SP	✓	
Live/work unit													P	P		P	P		P	P	P	P	P	P	✓	
Mobile home park											P															
Accessory uses or structures	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	✓	
Housing and Lodging																										
Bed and breakfast	SP	SP	SP				SP	SP	SP	SP			P	P		P	P						P	P	P	✓
Bed and breakfast, home stay	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP		SP														✓
Boarding/Rooming house								SP	SP	SP																
Convents or monasteries	SP	SP	SP	SP	SP	SP	SP	SP	SP				P	P									P	P	P	✓
Dormitory													Pa	Pa		Pa	Pa	Pa	Pa		Pa	Pa	Pa	Pa		
Extended stay hotel/motel													SP		SP	SP						SP	SP	SP	✓	
Fraternity house or sorority house													Pa									Pa	Pa			
Hotel/Motel													P			P	P	P					P	P	P	
Nursing care facility or hospice										P			P	P		P	P					P	P	P		
Personal care home, community, 7 or more							SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	P	P		SP	SP	SP	SP	SP	✓	
Personal care home, group, 4-6	SP	SP	SP	SP	SP	SP	P	P	P	P	P	P	P	SP	SP	SP			SP	SP	SP	SP	SP	SP	✓	
Child caring institution, group, 4-6	SP	SP	SP	SP	SP	SP			SP	SP	SP	SP	P	P	SP	P	P					SP	SP	SP	✓	
Child caring institution, community, 7 or more							SP	SP	SP	SP			P	SP	SP	P	P	P				SP	SP	SP	✓	
Senior housing	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	-	-	-	-	-	-	SP	SP	SP	SP	✓	
Shelter for homeless persons, 7-20													SP	SP		SP	SP								✓	
Shelter for homeless persons for no more than six (6) persons													SP	SP		SP									✓	
Transitional housing facility, 7-20													SP	SP		SP	SP								✓	
INSTITUTIONAL/PUBLIC																										

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Community Facilities																										
Cemetery, columbarium, mausoleum	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP			P	P				P								✓
Club, order or lodge, fraternal, non-commercial													P	P		P	P	P	P		P	P	P	P		
Coliseum or stadium/not associated with church or school																P	P	P					SP	P	✓	
Funeral home, mortuary													P	P		P	P									
Golf course or clubhouse, public or private	P	P	P	P	P	P	P				P		P	P		P	P	P	P							✓
Government facilities	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Hospital or accessory ambulance service													P	P					P					P	P	
Library or museum								P	P	P			P	P	P	P	P	P				P	P	P	P	
Cultural facilities								SP	SP	SP			SP	SP		SP	SP	SP	SP		SP	SP	SP	SP		
Recreation club	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP		SP						P						SP		✓
Neighborhood or subdivision clubhouse or amenities	P	P	P	P	P	P	P	P	P	P	P	P	P	P							P	P	P	P	P	✓
Places of worship	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP		SP	P	P	P	P	P	P	P	P	P	P	P	P	P	✓
Recreation, outdoor																P	P	P	P	P						✓
Swimming pools, commercial	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	P	P		P	P	P	P				Pa	Pa	Pa	✓
Tennis courts, swimming pools, play or recreation areas, community	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	P	P		P	P	P	P				Pa	Pa	Pa	✓
Education																										
Colleges, universities, research and training facilities													P	P		P	P	P	P		P	P	P	P		✓
Private educational services, home occupation	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa		Pa						P			Pa	Pa				✓
Private kindergarten, elementary, middle or high schools	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	P	P		P	P	P				SP	SP	SP	SP	✓
Vocational schools													P	P		P	P	P	SP	SP	P	P	P	P	P	✓
Specialized schools								SP	SP	SP			P	P	P	P	P	P	SP	SP	P	P	P	P	P	✓

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Automobile, boat and trailer sales and service																										
Automobile or truck rental or leasing facilities																	SP	P		P	P				✓	
Automobile brokerage													P	P			P	P					P	P	P	✓
Auto recovery, storage																				P	P					✓
Automobile repair or maintenance, minor																	SP	SP		P						✓
Automobile repair, major																		SP		P	P					✓
Automobile sales or truck sales																	SP	P		P	P					✓
Automobile service stations															SP	SP	SP		P	P						✓
Automobile upholstery shop																		P		P	P					✓
Automobile wash/wax service																	SP	P		P						✓
Boat sales																	SP	P		P						✓
Retail automobile parts or tire store																	SP	P		P						✓
Service area, outdoor																		Pa		Pa	Pa					✓
Trailer or RV salesroom and lot																	SP	P		P						✓
Office																										
Accounting office								Pa	Pa	Pa			P	P	P	P	P	P			P	P	P	P	✓	
Building or construction office								Pa	Pa	Pa			P	P		P	P	P	P	P						✓
Building, landscape, heavy construction contractor office (material, equipment, storage)																	P	P	P	P						✓
Engineering or architecture office								Pa	Pa	Pa			P	P	P	P	P	P	P	P	P	P	P	P	P	✓
Finance office or banking								Pa	Pa	Pa			P	P	P	P	P	P				P	P	P	P	✓
General business office								Pa	Pa	Pa			P	P	P	P	P	P				P	P	P	P	✓
Insurance office								Pa	Pa	Pa			P	P	P	P	P	P				P	P	P	P	✓
Legal office								Pa	Pa	Pa			P	P	P	P	P	P				P	P	P	P	✓
Medical office								Pa	Pa	Pa			P	P	P	P	P	P				P	P	P	P	✓
Real estate office								Pa	Pa	Pa			P	P	P	P	P	P				P	P	P	P	✓
Recreation and Entertainment																										
Adult entertainment establishments																		P		P						✓
Adult service facility																		P		P	P					✓
Drive-in theater																		P		P	P					✓
Fairground or amusement park																		P		P	P					✓

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Indoor recreation (bowling alleys, movie theatres and other activities conducted wholly indoors)															P	P	P	P	P	P	P	P	P	P		
Nightclub or late night establishment																	SP	SP	SP	SP	SP	SP	SP	SP	SP	✓
Outdoor recreation (miniature golf, batting cages, tennis, Go-cart and other outdoor activities)	SP																P	P	SP						✓	
Special events facility	SP													P	P	P	P	P	P		P	P	P	P		
Theaters with live performance, assembly or concert halls, or similar entertainment within enclosed building														P	P	P	P						P	P		
Retail																										
Alcohol outlet, retail sales, primary or accessory																SP	SP	SP	P	P		SP	SP	SP	✓	
Apparel or accessories store															P	P	P				P	P	P	P		
Art gallery								Pa	Pa	Pa					P	P	P	P			P	P	P	P		
Book, greeting card, or stationery store															P	P	P	P			P	P	P	P		
Camera or photography															P	P	P	P			P	P	P	P		
Computer or computer software store															P	P	P	P			P	P	P	P	✓	
Convenience store (see alcohol outlet or fuel pumps accessory)																P	P	P	P	P	P	P	P	P	✓	
Drive-through facilities (other than restaurants) in Activity Center character areas																					SP	SP	SP	SP	✓	
Drive-through facilities (other than restaurants) in all other character areas														P	P	P	P	P	P							
Farm or garden supply store															P	P	P	P	P		P	P				
Farmer's market, permanent														P	P	P	P	P	P	P	P	P	P	P	✓	
Farmer's market, temporary/seasonal	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	✓	
Florist													Pa		P	P	P	P			P	P	P	P		
Fortune Telling																	SP	P	P							

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Specialty food stores (e.g., coffee, ice cream) (see alcohol outlet)													Pa		P	P	P	P				P	P	P	P	
Fuel dealers, manufacturers or wholesalers																	P		P	P						
Fuel pumps, accessory															SP	SP	SP		P	P						✓
Gift, novelty, or souvenir store													Pa		P	P	P	P				P	P	P	P	
Gold buying, precious metals																Pa	P	P								
Grocery stores (see alcohol outlet)								Pa	Pa	Pa					P	P	P	P				P	P	P	P	
Hardware store or other building materials store															P	P	P	P	P	P	P	P	P	P	P	
Hobby, toy or game store															P	P	P	P				P	P	P	P	
Jewelry store															P	P	P	P				P	P	P	P	
Music or music equipment store (retail)															P	P	P	P				P	P	P	P	
Liquor store (see alcohol outlet)															SP	SP	SP	P	P	P	S P	SP	SP	SP	SP	✓
News dealer or news store													P	P	P	P	P	P	P	P	P	P	P	P	P	
Office supplies and equipment store															P	P	P	P	P	P	P	P	P	P	P	
Pawn shop, title loan																	SP	P	P							✓
Pet supply store															P	P	P	P	P			P	P			
Pharmacy or drug store (see alcohol outlet)								Pa	Pa	Pa		Pa	Pa	Pa	P	P	P	P				P	P	P	P	
Radio, television or consumer electronics store																P	P	P				P	P	P	P	
Retail, 5,000 sf or less								Pa	Pa	Pa			Pa	Pa	P	P	P	P	P	P	P	P	P	P	P	
Retail, over 5,000 sf (see also shopping center)															P	P	P	P				P	P	P	P	
Retail warehouses/wholesales providing sales of merchandise with no outdoor storage																P	P	P	P			P	P	P	P	
Shopping center															P	P	P	P				P	P	P	P	
Specialty store															P	P	P	P				P	P	P	P	
Sporting goods or bicycle sale															P	P	P	P				P	P	P	P	
Tattoo Parlor and Piercing Studio															SP	P	P									
Thrift, secondhand, antique store																P	P		P							
Trade shops: electrical, plumbing, heating/cooling, roofing/siding, with no outside storage													P	P		P	P	P	P	P						

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Variety store													Pa		P	P	P	P				P	P	P	P	
Temporary Commercial Uses																										
Temporary outdoor sales, seasonal	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	✓
Temporary produce stand	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	✓
Temporary outdoor retail sales	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	✓
Temporary outdoor events	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	✓
Temporary trailer, as home sales office or construction trailer	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	✓
Restaurant/Food establishments																										
Brewpub/Beer Growler															P	P	P		P		P	P	P	P	P	✓
Catering establishments													P	P		P	P		P		P	P	P	P	P	✓
Restaurants (acc. to hotel/motel)													P			P	P	P				P	P	P	P	✓
Restaurants (non-drive-thru)								Pa	Pa	Pa		Pa	Pa	Pa	P	P	P		P		P	P	P	P	P	✓
Restaurants with a drive-thru configuration in Activity Center character area																SP	SP				SP					✓
Restaurants with a drive-thru configuration (all other character areas)																P	P				P					✓
Transportation and Storage																										
Bus or rail stations or terminals for passengers																SP	SP		SP	SP	SP	SP	SP	SP	SP	✓
Heliport													SP			SP	SP	SP	P	P				SP	SP	✓
Parking, commercial lot													Pa			P	P	P	P		P	P	P	P	P	✓
Parking, commercial garage													Pa			P	P	P	P		P	P	P	P	P	✓
Taxi, ambulance or limousine service, dispatching or storage.																P	P	P	P							✓
Taxi, ambulance, limousine dispatch office only (no vehicle parking)													P	P	P	P	P		P	P	P	P	P	P	P	✓
Taxi stand													P	P	P	P	P	P	P	P	P	P	P	P	P	✓
Services																										

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Adult day care center - 7 or more									SP	SP	SP		P	P	P	P	P	P	P			P	P	P	✓
Adult day care facility - up to 6								SP	SP	SP					P	P	P	P			P	P	P	P	✓
Animal hospitals, veterinary clinic															P	P	P	P	P	P	P	P			✓
Animal shelter/rescue center	SP															P	P	P	P	P					✓
Banks, credit unions or other similar financial institutions								Pa	Pa	Pa			P	P	P	P	P		P		P	P	P	P	
Barber shop/ beauty salon or similar establishments								Pa	Pa	Pa			Pa	P	P	P	P	P	P		P	P	P	P	
Check cashing establishment, primary																	SP		P						✓
Check cashing establishment, accessory																P	P		P	P	P	P	P	P	✓
Child day care center (Kindergarten) - 7 or more								P	P	P	P		P	P	P	P	P	P	P		P	P	P	P	✓
Child day care facility - up to 6	SP	SP	SP	SP	SP	SP	SP	SP	SP	P		SP	P	P	P	P	P	P				P	P	P	✓
Coin laundry								Pa	Pa	Pa					P	P	P					P	P	P	
Dog day care								SP	SP	SP						P	P		P	P	P	SP	SP	SP	✓
Dog grooming								Pa	Pa	Pa						P	P		P	P	P	P	P	P	✓
Dry cleaning agencies, pressing establishments, or laundry pick-up stations								Pa	Pa	Pa			P	P	P	P	P		P	P	P	P	P	P	
Fitness center	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa	Pa		P	P	P	P	P		P	P	P	P	P	P	
Kennel, breeding or boarding	SP														Pa	Pa	P		P	P					✓
Kennel, commercial	SP															P	P		P	P					
Kennel, noncommercial	SP	SP	SP	SP	SP																				
Landscape business																P	P		P	P					
Massage Establishment								Pa	Pa	P				Pa	P	P	P		P		P	P	P	P	
Mini-warehouse																SP	SP	P	P	P					✓
Multi-warehouse																SP	SP	P	P	P					✓
Outdoor storage, commercial																	P		P	P					✓

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Personal services establishment								Pa	Pa	P		Pa	Pa	Pa	P	P	P		P		P	P	P	P	
Photoengraving, typesetting, electrotyping																	P		P	P	P	P			
Photographic studios													P	P	P	P	P		P		P	P	P	P	
Plumbing, HV/AC equipment establishments with no outdoor storage																P	P		P	P					
Publishing or printing establishments													P	P			P		P	P					
Quick copy printing store													P	P	P	P	P		P	P	P	P	P	P	
Services, Medical and Health																									
Ambulance service or emergency medical services, private																P	P		P						
Health services clinic													P	P	P	P	P	P	P		P	P	P	P	
Home healthcare service													P	P		P	P		P		P	P	P	P	
Kidney dialysis center													P	P		P	P		P		P	P	P	P	
Medical or dental laboratories													P	P		P	P		P	P			SA	SA	
Services, Repair																									
Furniture upholstery or repair; home appliance repair or service																P	P		P	P					
Personal service, repair (watch, shoes, jewelry)								Pa	Pa	Pa			P	P	P	P	P		P		P	P	P	P	
Service area, outdoor																	Pa		Pa	P					✓
INDUSTRIAL																									
Alcohol or alcoholic beverage manufacturing																			P	P					
Alternative energy production																		SP	SP	SP					
Automobile/truck manufacturing																					P				
Brick, clay, tile, or concrete products terra cotta manufacturing																					P				
Building materials or lumber supply establishment																	P		P						
Cement, lime, gypsum, or plaster of Paris manufacturing																				P					
Compressed gas fuel station																	SP		P	P					
Chemical manufacture, organic or inorganic																				P					

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Contractor, general (See also Building or Construction Office)																	P		P	P		P	P		✓
Contractor, heavy construction, outside storage																	P		P	P					✓
Contractor, special trade																	P		P	P					
Crematoriums																					SP				✓
Distillation of bones or glue manufacture																					P				
Dry cleaning plant																				P	P				
Dye works																					P				
Explosive manufacture or storage																						SP			
Fabricated metal manufacture																						P			
Fat rendering or fertilizer manufacture																						SP			
Fuel dealers, manufactures or wholesalers																				P	P				
General aviation airport																				SP	SP				✓
Heavy equipment repair service or trade																	P			P	P				
Ice manufacturing plant																				P	P				
Incidental retail sales of goods produced or processed on the premises																				Pa	Pa				
Incineration of garbage or refuse when conducted within an enclosed plant																					SP				
Industrial, heavy																					SP				
Industrial, light																				P	P				
Intermodal freight terminal, bus or rail freight or passenger terminal, or truck terminal																					SP				
Leather manufacturing or processing																					P				
Light malt beverage manufacturer (See also Brewpub)															Pa	Pa	Pa			P	P	Pa	Pa	Pa	Pa
Light manufacturing																				P	P				
Manufacturing, heavy																					SP				✓
Manufacturing operations not housed within a building																					SP				✓

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Mines or mining operations, quarries, asphalt plants, gravel pits or soil pits																				SP	SP				✓
Outdoor storage, industrial																				P	P				✓
Paper or pulp manufacture																					SP				✓
Petroleum or inflammable liquids production, refining																					SP				✓
Radioactive materials: utilization, manufacture, processing or emission																					SP				✓
Railroad car classification yards or team truck yards																				SP	SP				✓
Recovered materials facility wholly within a building																				P	P				✓
Recovered materials processing wholly within a building																				P	P				✓
Recycling collection													Pa		Pa	Pa	Pa			SP	SP				
Recycling plant																				SP	SP				
Repair/manufacture of clocks, watches, toys, electrical appliances, electronic, light sheet metal products, equipment, machine tools, or machinery not requiring the use of press punch over 100 tons rated capacity or drop hammer																				P	P				
Research, experimental or testing laboratories																				P	P				
Rubber or plastics manufacture																				P	P				
Salvage yard (Junkyard)																				SP	SP				✓
Solid waste: general disposal, landfill, private industry disposal, handling facility, thermal treatment technology or hazardous/toxic materials including radioactive materials																					SP				✓
Smelting: copper, iron, zinc, or ore																					SP				
Storage yard, except vehicle																				SP	P				✓
Storage yard for damaged or confiscated vehicles																				SP	P				✓
Sugar refineries																					P				
Tire retreading or recapping																				P	P				

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Use	RE	RLG	R-100	R-85	R-75	R-60	RSM	MR-1	MR-2	HR-1,2,3	MHP	RNC	OI	OIT	NS	C-1	C-2	OD	M	M-2	MU-1	MU-2	MU-3	MU-4,5	See Section 4.2
Towing or wreckage service																			P	P					
Transportation equipment manufacture																				P					
Transportation equipment storage or maintenance (vehicle)																			P	P					✓
Truck stop or terminal																			P	SP					
Vehicle storage yard																			P	P	P				
Warehousing or Storage																		P	P	P					
COMMUNICATION - UTILITY																									
Amateur radio service or antenna	SP	SP	SP	SP	SP	SP	SP				SP														✓
Electric transformer station, gas regulator station or telephone exchange																				P					
Radio or television broadcasting studio													P				P		P	P	P	P	P	P	
Radio or television broadcasting transmission facility													Pa				P		P	P					
Satellite television antennae	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	✓
WIRELESS TELECOMMUNICATION (cell tower)																									
Attached wireless telecommunication facility, used for non-residential purposes (prohibited if used as residential)	SA	SA	SA	SA	SA	SA	SA																		✓
Stealth design up to 150'								SP	SP	SP				SP	SP						SP	SP	SP	SP	✓
New support structure or stealth design up to 199'													SA			SA	SA	SA	SA	SA					✓
COW's (non-emergency or event, no more than 120 days)	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	✓
COW's (declared emergency)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	✓
Attached wireless telecommunication facility								P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	✓
Monopole or attached facility in utility company's easements or rights-of-way	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	✓

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Minimum and Maximum Parking Spaces		
Residential		
Use	Minimum Parking Spaces Required	Maximum Parking Spaces Allowed
Detached single-family dwelling	Two (2) spaces per dwelling unit.	Four (4) spaces per dwelling unit.
Two-family and three-family dwellings	One (1) space per dwelling unit.	Four (4) spaces per dwelling unit.
Detached single-family condominium	Two (2) spaces per dwelling unit.	Four (4) spaces per dwelling unit.
Attached single-family dwelling	One and a half (1.5) spaces per dwelling unit, plus one-quarter (0.25) space per dwelling unit to accommodate guest parking.	Three (3) spaces per dwelling unit, plus one-quarter (0.25) space per dwelling unit to accommodate guest parking.
Attached two-family and three-family dwellings	One and a half (1.5) spaces per dwelling unit, not including garage, plus one-quarter (0.25) space per dwelling unit to accommodate guest parking.	Three (3) spaces per dwelling unit, not including garage, plus one-quarter (0.25) space per dwelling unit to accommodate guest parking.
Multi-family dwellings	One and one-half (1.5) spaces for every dwelling unit.	Three (3) spaces for every dwelling unit.
Mobile Homes	Two (2) spaces per mobile home lot.	Four (4) spaces per mobile home lot.
Multi-family dwellings, supportive living	One-half (0.5) space per dwelling unit.	One (1) space per dwelling unit.
Fraternity house or sorority house	One (1) space per bed.	One and one-quarter (1.25) spaces per bed.
Rooming house or boarding house, shelter	One (1) space per four (4) beds.	One (1) space per one and one-half (1.5) beds.
Senior housing	One-half (0.5) space per dwelling unit, plus one-quarter (0.25) space per dwelling unit to accommodate guest parking.	Two (2) spaces per dwelling unit, plus one-quarter (0.25) space per dwelling unit to accommodate guest parking.
Assisted Living	One-half (0.5) space per dwelling unit.	One (1) space per dwelling unit.
Personal care home, group	Two (2) spaces.	Four (4) spaces

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Table 6.2: Off-street Parking Ratios, Cont'd

Residential, Cont'd		
Use	Minimum Parking Spaces Required	Maximum Parking Spaces Allowed
Personal care home, community	One (1) space for every 3 beds.	One (1) space for every 2 beds.
Adult day care facility	Two (2) spaces.	Four (4) spaces.
Child day care facility	Two (2) spaces.	Four (4) spaces.
Child caring institution, group	Two (2) spaces.	Four (4) spaces.

Child caring institution, community	One-half (0.50) space for each employee and resident.	Three-quarters (0.75) space for each employee and resident.
Live Work dwelling	Two (2) spaces per unit.	Four (4) spaces per unit.

Institutional

Use	Minimum Parking Spaces Required	Maximum Parking Spaces Allowed
Ambulance service where accessory to a hospital, ambulance services, delivery services and other similar services	One (1) parking space for each fleet vehicle plus one-half (0.5) space for each administrative or service employee.	One (1) parking space for each fleet vehicle plus three-quarter (.75) space for each administrative or service employee.
Child day care center	One (1) space for each four hundred (400) square feet of floor area.	One (1) space for each three hundred (300) square feet of floor area.
Convent or monastery	One (1) space for each four hundred (400) square feet of floor area.	One (1) space for each two hundred (200) square feet of floor area.
Funeral home	One (1) space for each four hundred (400) square feet of floor area	One (1) space for each two hundred (200) square feet of floor area.
Hospital and similar institutional use	One (1) space per three beds.	No maximum.
Nursing care facility, nursing or convalescent home, and similar institutional use	One-quarter (.25) space per bed	One-half (.50) space per bed
Kindergarten	One (1) space per three hundred (300) square feet of floor area.	One (1) space per two hundred (200) square feet of floor area.
Places of assembly with fixed seating, including places of worship, movie theaters, stadiums, auditoriums, live performance theaters, conference centers and cultural facilities	One (1) space for each four (4) seats in the largest assembly room.	One (1) space for each two (2) seats in the largest assembly room.
Places of Assembly without fixed seating, including conference centers, gymnasiums, Place of Worship, libraries, museums, cultural facilities and art galleries	One (1) space for each forty (40) square feet of floor space in the largest assembly room.	One (1) space for each twenty (20) square feet of floor space in the largest assembly room.
Private elementary and middle school	One and one-half (1.5) spaces for each classroom.	Two (2) spaces for each classroom, plus one (1) space for each fifty (50) square feet in largest assembly room.
Private high school	Three (3) spaces for each classroom.	Five (5) spaces for each classroom, plus one (1) space for each fifty (50) square feet in largest assembly room.
Colleges, including trade, vocational, and commercial vocational schools	Ten (10) spaces per classroom, plus two and one-half (2.5) spaces for each one thousand (1,000) square feet of floor area in the library or assembly area.	No maximum.

Table 6.2: Off-street Parking Ratios, Cont'd

Recreation

Use	Minimum Parking Spaces Required	Maximum Parking Spaces Allowed
Athletic Field	Twenty (20) spaces per field.	Sixty (60) spaces per field.
Bowling alley	Four (4) spaces for each alley.	Five (5) spaces for each alley.
Driving range	One (1) space per tee	One and one-half (1.5) spaces per tee
Miniature Golf	Twelve (12) spaces	Twenty (20) spaces

Noncommercial club, lodge, or fraternal or social organization (other than fraternity and sorority houses)	One (1) space for each two hundred (200) square feet of floor area.	One (1) space for each one hundred (100) square feet of floor area.
Public or private swimming pool, neighborhood recreation club/subdivision clubhouse & amenities (recreation and meeting rooms, swimming, and playground), or similar use	One (1) space per <u>ten (10)</u> homes.	One (1) space per five (5) homes.
Public or private golf course	Fifteen (15) spaces per nine (9) holes.	Thirty (30) spaces per nine (9) holes.
Indoor recreational facilities, not including bowling alley, swimming pool, tennis courts, or neighborhood recreation centers	One (1) space for each three hundred (300) square feet of floor area.	One (1) space for each one hundred and twenty-five (125) square feet of floor area.
Special events facilities	One (1) space for each two hundred (200) square feet of space used for such activity.	One (1) space for each one hundred (100) square feet of space used for such activity.
Temporary outdoor social, religious, seasonal, entertainment or recreation activity	One (1) space for each three hundred (300) square feet of land devoted to such use; or where such use is conducted within a tent, one (1) space for each three hundred (300) square feet of area within the tent enclosure.	One (1) space for each two hundred (200) square feet of land devoted to such use; or where such use is conducted within a tent, one (1) space for each two hundred (200) square feet of area within the tent enclosure.
Public or private tennis courts	Three (3) spaces per court.	Four (4) spaces per court.
Outdoor recreational uses, waterparks, amusement parks	One (1) space for each three thousand (3,000) square feet of gross site area.	One (1) space for each one thousand (1,000) square feet of gross site area.

Commercial

Use	Minimum Parking Spaces Required	Maximum Parking Spaces Allowed
Adult entertainment establishments and adult service facilities	One (1) parking space for each four hundred (400) square feet of floor area in the building.	One (1) parking space for each twenty-five (25) square feet of floor area in the building.
Automobile repair garage, minor repair, and maintenance establishments	One (1) space for each four hundred (400) square feet of floor space.	One (1) space for each one hundred fifty (150) square feet of floor space.
Automobile service station	Two (2) spaces for each service bay, with minimum of ten (10) spaces required.	Three (3) spaces for each service bay, with maximum of fifteen (15) spaces required.
Bed and breakfast inn	One (1) space for the owner-operator plus one (1) per guest bedroom.	Two (2) spaces for the owner-operator plus one (1) per guest bedroom.
Car wash	Two (2) stacking spaces for each car wash lane plus two (2) drying spaces per lane.	Three (3) stacking spaces for each car wash lane plus three (3) drying spaces per lane.

Table 6.2: Off-street Parking Ratios, Cont'd

Commercial, Cont'd

Convenience Store without gas pumps	Three (3) spaces for each one thousand (1,000) square feet of floor area.	Four (4) spaces for each one thousand (1,000) square feet of floor area.
Convenience Store with gas pumps	One (1) space per five hundred (500) square feet of floor area	One (1) space per one hundred fifty (150) square feet of floor area.
Grocery Store	One (1) space per five hundred (500) square feet of floor area.	One (1) space per two hundred (200) square feet of floor area.

Hotel or motel	One (1) space per lodging unit, plus one (1) space per each one hundred fifty (150) square feet of banquet, assembly, or meeting area.	One and two-tenths (1.2) spaces per lodging unit, plus one (1) space per each one hundred (100) square feet of banquet, assembly, or meeting area.
Laboratory, research facility	One (1) space for each one thousand (1,000) square feet of floor area	One (1) space for each three hundred (300) square feet of floor area
Office, Professional	One (1) space for each five hundred (500) square feet of floor area.	One (1) space for each two hundred fifty (250) square feet of floor area.
Offices, Doctor and Dentist	One (1) space for each five hundred (500) square feet of floor area.	One (1) space for each two hundred (200) square feet of floor area.
Restaurant with seating for patrons (with or without drive-through)	One (1) space for each one hundred fifty (150) square feet of floor area, but not less than ten (10) spaces.	One (1) space for each seventy <u>seventy-five</u> (75) square feet of floor area, but not less than ten (10) spaces.
Late Night Establishment	One (1) space for each three hundred (300) square feet of floor area with a minimum of ten (10) spaces.	One (1) space for each one hundred fifty (150) square feet of floor area with a minimum of ten (10) spaces.
Nightclub	One (1) space for each three hundred (300) square feet of floor area, but not less than ten (10) spaces.	One (1) space for each one hundred fifty (150) square feet of floor area, but not less than ten (10) spaces.
Restaurant, drive-through, without seating area for patrons	One (1) space for each two hundred fifty (250) square feet of floor area.	One (1) space for each one hundred fifty (150) square feet of floor area.
Restaurant where accessory to hotel or motel	One (1) space for each three hundred (300) square feet of floor area, but not less than ten (10) spaces.	One (1) space for each one hundred seventy-five (175) square feet of floor area, but not less than ten (10) spaces.
Retail and personal service uses accessory to high-rise apartment building or high-rise office building	Three (3) spaces for each one thousand (1,000) square feet of floor area.	Four (4) spaces for each one thousand (1,000) square feet of floor area.
Retail uses, personal service uses, and other commercial and general business uses, but not including Convenience Stores or Grocery Stores or other uses described more particularly herein	One (1) space for each five hundred (500) square feet of floor area.	One (1) space for each two hundred (200) square feet of floor area.
Storage facilities (mini-warehouse)	One (1) space for each eight thousand (8,000) square feet of floor area	One (1) space for each five thousand (5,000) square feet of floor area

Table 6.2: Off-street Parking Ratios, Cont'd

Industrial

Use	Recommended Minimum Parking Spaces	Recommended Maximum Parking Allowed
Heavy and light industrial, manufacturing, and commercial establishments not involving retail sales	One (1) space for each two thousand (2,000) square feet of floor area.	One (1) space for each one thousand three hundred (1,300) square feet of floor area.
Warehouse, distribution	One (1) space for each two thousand twenty five (2,500) square feet of floor area.	One (1) space for each five hundred (500) square feet of floor area.

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Wholesale membership club	One (1) space for each five hundred (500) square feet of floor area	One (1) space for each two hundred (200) square feet of floor area.
Wholesale trade establishments, distribution establishments, offices in conjunction with showrooms, and similar uses	One (1) space for each two hundred (200) square feet of floor area devoted to sales or display, plus one (1) space for each two thousand (2,000) square feet of gross storage area.	One (1) space for each one hundred and fifty (150) square feet of floor area devoted to sales or display, plus one (1) space for each one thousand five hundred (1,500) square feet of gross storage area.

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Article 7. Administration

27-7.1 DIVISION 1. GOVERNING BODIES AND AUTHORITY

7.1.1. Purpose and intent; compliance with law.

- A. This article is intended to provide certain procedures to govern:
 - 1. Processing of various applications for rezoning, variances, comprehensive plan text amendments, comprehensive plan map amendments, special land use permits, administrative variances, and major and minor modifications to conditions of zoning.
 - 2. The calling and conducting of public hearings pertaining to said applications.
 - 3. Establishing criteria for making decisions on such applications.
- B. The mayor and city council, planning commission, zoning board of appeals, and community councils shall comply with all applicable provisions of state law, now and as they may be amended hereafter, including, but not limited to, state law concerning open records, open meetings and records retention.

7.1.2. Governing bodies.

- A. *Community Development Director.*
 - 1. The provisions of this Zoning Ordinance shall be administered by the community development director, in conjunction with the planning commission, the zoning board of appeals and the mayor and city council as set forth herein. The specific duties of the community development director shall include, but not be limited to, the following:
 - a. Accepting and processing applications for zoning map amendments (rezonings), special land use permits, zoning certifications, continuances of nonconforming uses, text amendments to the Zoning Ordinance, modifications of zoning conditions, variances, residential lot divisions, amendments to the map and text of the comprehensive plan, or any other such business as may be scheduled for public hearing by the planning commission, zoning board of appeals, or mayor and city council.
 - b. Researching facts and preparing reports and recommendations for the planning commission and the mayor and city council for such applications. Such reports shall be in writing and shall be made a part of the public record.
 - c. Researching facts and preparing reports and recommendations regarding variances and appeals of error, or any other business as may be scheduled for public hearing by the zoning board of appeals.
 - d. Maintenance of permanent records concerning the administration of this Zoning Ordinance and comprehensive plan, including all maps, amendments, records of public hearings, and any other business of the planning commission and zoning board of appeals.
 - e. Review of applications for permits and licensing to ensure conformity with the requirements of this Zoning Ordinance and other relevant ordinances.
 - f. Upon written request by the property owner or owner's authorized agent and payment of a fee established by the mayor and city council, the community development director may issue a certificate verifying the current zoning of a parcel of land, or a letter confirming a legal nonconforming status.
 - g. Administratively correct the Official Zoning Map after a graphic or scrivener error has been identified.

- h. Other duties as authorized in this Zoning Ordinance, including but not limited to the rendering of administrative decisions authorized by Section 7.6.

B. *Community council.*

1. There is hereby established a volunteer community council. The community council shall consist of seven (7) members, two (2) from each of the cities three districts whom shall be a resident of the district represented, and one (1) at large whom shall be a resident of the city.
2. Members of the community council shall serve at the pleasure of the mayor and city council making the appointment or until their successor is appointed and qualified, unless such term ends sooner in a manner set forth herein. Community council members may be reappointed to successive terms without limitation. Any vacancy in the membership of the community council shall be filled in the same manner as the initial appointment. If a community council member moves outside the district for which the community council is established, that action shall constitute an immediate resignation from the council, effective immediately.
3. The Community Council is created to review applications for rezonings, land use plan amendments, special land use permits and text amendments, and to report their recommendations to the planning commission. A community council may consider such ordinances and applications in relation to the applicable standards and criteria contained in this chapter, the adopted comprehensive plan and any of the community's quality of life issues.

C. *Historic preservation commission.* See chapter 13.5 of the Code for the establishment and authority of the historic preservation commission.

D. *Planning Commission.*

1. There is hereby established a Planning Commission which shall consist of five (5) members, all shall be residents of the City.
2. A planning commissioner may be removed at any time for failure to attend three (3) consecutive meetings or for failure to attend seventy-five (75) percent or more of the meetings within any calendar year or by the mayor and city council for any other good cause related to performance of duties. It shall be the duty of the secretary of the planning commission to keep a record of the attendance of members and to notify both the planning commissioner and the mayor and city council when any planning commissioner is removed pursuant to the failure to attend meetings requirement of this section. No hearing before the mayor and city council is allowed for a removal for a violation of the failure to attend meetings requirement. Such removal shall be effective ten (10) days following notification by the secretary of the planning commission to the mayor and city council. Upon request of the planning commissioner proposed for removal for cause other than for a failure to attend meetings, the mayor and city council shall hold a hearing on the removal before it becomes effective. A removal for cause other than for a failure to attend meetings shall require a majority vote of the mayor and city council. Planning commissioners may be reappointed to successive terms without limitation. Any vacancy in the membership of the planning commission shall be filled for the unexpired term in the same manner as the initial appointment. Members of the planning commission shall hold no other city office or city compensated position. If a planning commission member moves outside the city that action shall constitute a resignation from the planning commission, effective immediately.
3. The governing authority shall determine the amount of compensation, if any, to be paid to the members of the planning commission.
4. *Planning commission to hold public hearing and make recommendation on all proposed amendments.* No amendment to the text of this chapter, the Official Zoning Map, or the comprehensive plan text or maps shall become effective unless the subject matter of the amendment has been submitted to the planning commission for public hearing and recommendation pursuant to the requirements of this chapter.
5. *Planning commission to adopt rules of procedure.* The planning commission shall conduct its meetings in accordance with the procedures contained in this chapter. The planning commission

shall further adopt rules of procedure governing the conduct of its meetings; which rules shall be supplemental to and not conflict with this chapter. In any case where the rules do not address a procedural issue which arises before the planning commission, the most recent edition of Robert's Rules of Order shall govern. The planning commission may from time to time amend its rules by majority vote. A copy of the adopted rules of procedure and any subsequent amendment thereto shall be filed by the secretary of the planning commission and the mayor and city council, and copies of the rules shall be made available to the public by the secretary of the planning commission.

6. *Quorum, voting, and actions by board.* A quorum of the planning commission shall consist of at least 3 (three) members of the commission; but no official action shall be taken except upon the affirmative vote of at least three (3) members of the planning commission. A roll call vote shall be taken upon the request of any member. If there is not a quorum present, all items shall be rescheduled and re-advertised for the next regular meeting.
 7. *Annual organizational meeting.* At its first regular meeting of each year, the planning commission shall, by majority vote of its membership elect one (1) of its members to serve as chairperson to preside over the commission's meetings and one (1) member to serve as vice chairperson. The persons so elected shall serve in these capacities for terms of the calendar year or until a replacement is elected. Vacancies may be filled for the unexpired terms only by majority vote of the planning commission membership. The chairperson and vice chairperson may take part in all deliberations and vote on all issues. The chairperson and the vice-chairperson may each be elected to successive terms without limitation.
 8. *Secretary of planning commission; staff support.* The community development director or his/her designee shall serve as secretary of the planning commission. The community development department staff shall provide support to the planning commission as reasonable and necessary to accomplish said commission's duties. The community development department staff shall provide the members of the planning commission with all information submitted to, or generated by, city staff on each proposed amendment the planning commission considers, including but not limited to a copy of the application and the proposed amendment. The community development department staff shall keep minutes of the proceedings of the planning commission, showing the vote of each member upon each item, or, if a member is absent or fails to vote, indicating such fact, and shall keep records of the planning commission official actions and evidence submitted, all of which shall be filed in the office of the community development department and shall be a public record.
- E. *Zoning board of appeals.*

1. There is hereby established a zoning board of appeals which shall consist of five (5) members, each of whom shall be a resident of the city. A member of the zoning board of appeals may be removed at any time for failure to attend three (3) consecutive meetings or for failure to attend seventy-five (75) percent or more of the meetings within any calendar year or by the mayor and city council for any other good cause related to performance of duties. It shall be the duty of the secretary of the zoning board of appeals to keep a record of the attendance of members and to notify both the zoning board of appeals member and the mayor and city council when any zoning board of appeals member is removed pursuant to the failure to attend meetings requirement of this section. No hearing before the mayor and city council is allowed for a removal for a violation of the failure to attend meetings requirement. Such removal shall be effective ten (10) days following notification by the secretary of the zoning board of appeals to the mayor and city council. The mayor and city council shall have the authority to remove zoning board of appeals appointee for cause, other than for failure to attend meetings, by providing written notice to the secretary and the zoning board of appeals member proposed to be removed. Upon request of the zoning board of appeals member proposed for removal for cause other than for a failure to attend meetings, the mayor and city council shall hold a hearing on the removal before it becomes effective. Members of the zoning board of appeals may be reappointed to successive terms without limitation. Any vacancy in the membership of the zoning

board of appeals shall be filled for the unexpired term in the same manner as the initial appointment. Members of the zoning board of appeals shall hold no other city office or city compensated position. If a member of the zoning board of appeals moves outside the city, that action shall constitute a resignation from the zoning board of appeals, effective immediately.

2. The governing authority shall determine the amount of compensation, if any, to be paid to the members of the zoning board of appeals.
3. *Meetings of the zoning board of appeals.* The zoning board of appeals shall meet at a standard day and time to be determined by the board. The chairperson may, when necessary, call for special meetings of the board. A meeting may be canceled by the chairperson if there are no matters to be acted upon by the board.
4. *Rules of procedure.* The zoning board of appeals shall conduct its meetings in accordance with the procedures contained in this chapter. The board shall further adopt rules of procedure governing the conduct of its meetings, which rules shall be supplemental to and not conflict with this chapter. In any case where the rules do not address a procedural issue which arises before the board, the most recent edition of Robert's Rules of Order shall govern. The board may from time to time amend its rules by majority vote. A copy of the adopted rules of procedure and any subsequent amendment thereto shall be filed by the secretary of the zoning board of appeals with the clerk to the mayor and city council, and copies of the rules shall be made available to the public by the secretary of the zoning board of appeals and the clerk to the mayor and city council.
5. *Hearings open to public.* All meetings of the zoning board of appeals shall be open to the public, and the agenda for each board meeting shall be made available to the public ~~at least fifteen (15) days~~ prior to any meeting of the board. Notice of all meetings of the zoning board of appeals shall be given in accordance with section 7.2.4.
6. *Quorum, voting, and actions by board.* A quorum of the zoning board of appeals shall consist of at least three (3) members of the board; but no official action shall be taken except upon the affirmative vote of at least three members of the zoning board of appeals. A roll call vote shall be taken upon the request of any member. If there is not a quorum present, all items shall be rescheduled and re-advertised for the next regular meeting.
7. *Annual organizational meeting.* At its first regular meeting of each year, the zoning board of appeals shall, by majority vote of its membership elect one (1) of its members to serve as chairperson to preside over the board's meetings and one (1) member to serve as vice chairperson. The persons so elected shall serve in these capacities for terms of the calendar year or until a replacement is elected. Vacancies may be filled for the unexpired terms only by majority vote of the board membership. The chairperson and vice chairperson may take part in all deliberations and vote on all issues. The chairperson and the vice-chairperson may each be elected to successive terms without limitation.
8. *Staff support.* The community development director or his/her designee shall serve as secretary to the zoning board of appeals. The community development department staff shall make audio or video recordings and keep minutes of the proceedings of the board, showing the vote of each member upon each item, or if absent or failing to vote, indicating such fact, and shall keep records of its official actions and evidence submitted, all of which shall be filed in the office of the community development department and shall be a public record.
9. *Staff analysis, findings of fact, and recommendation on each application for a variance.* The staff of the community development department shall conduct a site inspection of and shall prepare an analysis of each application for a variance applying the applicable criteria and standards set forth in this chapter to each such application. Staff shall present its findings and recommendations in written form to the zoning board of appeals ~~at least seven (7) days~~ prior to the public hearing thereon. Notwithstanding staff's obligations to present its findings and a recommendation, the failure to timely

do so shall not nullify the board's action on the item, constitute a ground for denial, or constitute grounds for appeal of a decision by the zoning board of appeals.

27-7.2 DIVISION 2. GENERAL PROCEDURES

7.2.1. Applications and public hearing.

This division establishes procedures that apply to all application submittals and procedures for public hearings required by this Zoning Ordinance. Prior to the processing of any application for an amendment to the Official Zoning Map, commonly referred to as a rezoning, variance, comprehensive plan text amendment, comprehensive plan map amendment, special land use permit, or modification to conditions of zoning, the applicant shall be required to file documentation and follow certain procedures as set forth in this article. Additional regulations that apply to specific application types may be found in subsequent sections of this chapter.

7.2.2. Applications.

- A. Applications for city action that require a public hearing shall be filed with the community development director, along with a fee as set by the mayor and city council. Applications and procedures shall be made available to the public in the offices of the community development department.
- B. The processing of said applications shall be based upon an annual calendar. This calendar shall be made available to the public in the offices of the community development department.
 1. The community development director shall be authorized to establish application submittal requirements necessary to obtain sufficient information to allow for a compliance review of the application as well as forms and instructions for each application type or petition. No application shall be processed by the community development director unless it complies with the procedural requirements of this chapter and is found to be a Complete Application.
 2. Any application that is found to be incomplete during the review for completeness shall be rejected from processing and returned to the applicant. Return of the rejected application shall constitute notice of the rejection to the applicant.
 3. No major change to an application may be accepted later than the required deadline for advertising in the legal organ or a newspaper of general circulation within the city. There shall be no refund of application fees after the community development department has accepted an application.
 4. The following shall constitute a major change to an application that shall result in deferral and/or re-advertising of the application:
 - a. The movement of any building or structure adjacent to an exterior boundary line, closer to the boundary line of the property;
 - b. Any increase in the number of dwelling units or any increase in the total amount of floor space of any nonresidential building;
 - c. Any decrease in the size of residential units;
 - d. Any increase in the number of curb cuts;
 - e. Any decrease in the buffer requirements;
 - f. Any increase in the height of any building or structure;
 - g. Any change in the proportion of floor space devoted to different authorized uses;
 - h. Any change in the zoning classification requested; or
 - i. Any change in the land use plan classification that increases the density of the proposed use.

5. A change to a site plan or proposed condition of zoning associated with an application, which change has been accepted and allowed to be part of the application, may be deferred by the mayor and city council for a full-cycle review if the mayor and city council determines such review is reasonably necessary as a result of the change. The amended application shall be treated as if it were a new application, for the purposes of publication, review, notice and hearings, as required under this article, including review by the community council and planning commission. An amendment to an application shall not change the original filing date of that application. An amended application shall not require a new application fee. However, in the case of a deferral requested by the applicant, the applicant shall pay a required re-advertising fee.
- C. *Application fees.* The application fees for special land use permits, amendments to the Official Zoning Map and comprehensive plan map amendments shall be as established by the mayor and city council.
- D. *Site plan preparation.* The community development director shall publish a checklist of requirements for site plans submitted pursuant to this Zoning Ordinance. All site plans submitted pursuant to this Zoning Ordinance shall be submitted with the applications to which they apply and shall comply with the checklist requirements.
- E. *Notice of applications filed.* The secretary of the planning commission shall, no later than twenty-one (21) days following each closing date for receipt of applications, provide the mayor and city council with a list of all applications and amendments filed. The listing of applications shall be reasonably made available to the public.
- F. *Withdrawal of application by applicant.* Applications may not be withdrawn without permission after they have been filed for advertising for public hearing, except as otherwise provided herein.
- G. *Clerk to the mayor and city council to provide signed copy of final actions taken by the mayor and city council to community development director to be noted on Official Zoning Maps.* The clerk to the mayor and city council shall, after any final action taken by the mayor and city council, provide to the community development director a signed, certified copy of each such action. The community development director shall cause all relevant documents to be amended accordingly to reflect the final action approved by the mayor and city council.
- H. *Resubmittal of rejected or denied applications.*
 1. *Rezoning.*
 - a. If an application for rezoning is denied or assigned a zoning classification other than the classification requested in the application, then no portion of the same property may again be considered for rezoning for a period of twenty-four (24) months from the date of the mayor and city councils' final decision.
 - b. Notwithstanding paragraph (a) above, the mayor and city council may by resolution reduce the twenty-four (24) month time restriction between applications to a period no less than the minimum required by the O.C.G.A. Section 36-66-1 et seq., as it now exists and may be amended hereafter, which currently is six (6) months as of the date of adoption of this ordinance.
 - c. An applicant may request that the mayor and city council allow withdrawal of an application without prejudice, in which case, if approved, no minimum time period need expire before a subsequent application for rezoning of the property may be accepted by the community development director.
 2. *Variance.*
 - d. An application for a variance affecting all or a portion of the same property for which an application for variance for the same regulation was denied shall not be submitted before twenty-four (24) months have passed from the date of final decision by the zoning board of appeals on the previous variance.

- e. The zoning board of appeals may reduce this twenty-four (24) month time restriction by resolution, provided that the time restriction between the date of said denial and any subsequent application affecting the same property shall be no less than six (6) months.
3. *Special land use permit.*
 - a. An application for a special land use permit affecting all or a portion of the same property for which an application for the same special land use was denied shall not be submitted before twenty-four (24) months have passed from the date of final decision by the mayor and city council on the previous special land use permit.
 - b. Notwithstanding paragraph (a) above, the mayor and city council may by resolution reduce the twenty-four (24) month time restriction between applications to a period no less than the minimum required by the Zoning Procedures Law, O.C.G.A. Section 36-66-1 et seq., which is six (6) months as of the date of adoption of this ordinance.

7.2.3. Reserved.

7.2.4. Public hearings.

- A. *Zoning decisions.* The term “zoning decision” is defined in article 9 by reference to the definition of “zoning decision” set forth in state law, O.C.G.A. §36-66-3, as it now exists and may be amended hereafter.
- B. *Zoning decisions initiated by the city.* For any zoning decision initiated by the city at least fifteen (15) but not more than forty-five (45) days prior to the date of the public hearing before the mayor and city council, the city shall cause to be published within a newspaper of general circulation within the territorial boundaries of the city, a notice of the hearing. The notice shall state the time, place, and purpose of the hearing.
- C. *Zoning decisions, appeals to the zoning board of appeals, variances, extensions of special land use permits, and major modifications of conditions initiated by a party other than the city.* For any zoning decision, appeal to the zoning board of appeals, variance, extension of special land use permits, or major modification of conditions initiated by a party other than the city, notice of the public hearing shall be provided as follows:
 1. Written notice of each public hearing shall state the nature of the proposed change, and the date, time, and place of the public hearing before either the planning commission, zoning board of appeals or the mayor and city council and shall be mailed by first class mail by the community development director to all owners of property within ~~two hundred fifty (250)~~ five hundred (500) feet of the boundaries adjoining the subject property, as such property owners are listed on the records of DeKalb County tax commissioner, at least fifteen (15) days prior to said public hearing.
 2. Signs shall be posted on the subject property at least fifteen (15) days prior to the public hearing before the mayor and city council, the planning commission or the zoning board of appeals. The required information on each sign shall be as provided in O.C.G.A Section 36-66-1, et seq., as it now exists and may be amended hereafter. At least one (1) sign shall be posted on each street on which the subject property has frontage in a conspicuous location within ten (10) feet of the right-of-way. One (1) additional sign shall be posted for each additional five hundred (500) feet of frontage or fraction thereof in excess of five hundred (500) feet of frontage on each street on which the subject property has frontage. The applicant shall pay a sign fee, in an amount to be established by the mayor and city council, to the community development department.
 3. One (1) notice sign may serve both the application for an amendment to the Official Zoning Map and/or the application for a special land use permit, as long as the sign states the relevant information for all hearings relating to those actions.
 4. A dated photograph of each sign shall be submitted by the applicant to the community development director as evidence of its proper posting.

5. The city shall cause a notice of each public hearing regarding a proposed zoning decision to be published in a newspaper of general circulation within the city at least fifteen (15) days and not more than forty-five (45) days prior to the public hearing. The notice shall include the date, time and place of the hearing before the planning commission, the mayor and city council, and/or the zoning board of appeals, the address of the property, the present zoning classification of the property, the proposed zoning classification of the property, the nature of the variance sought, and the proposed special land use, as applicable.
- D. Staff's analysis and written recommendations shall be available in the community development department and on the departmental website prior to any public meeting held by the zoning board of appeals, the planning commission or the mayor and city council.
- E. After the public meeting is opened, staff shall make a presentation of the item, after which any member of the Council/Commission/Board, upon recognition by the Chair, may ask questions of the staff or other city representative providing the report or recommendations.

After presentation by staff, the applicant or those in support of the item shall receive a time period, up to the entire allotment of ten (10) minutes to present their case. If a large number of people wish to speak, it may be advisable to designate a spokesperson to make the presentation. Any member of the Council/Commission/Board, upon recognition by the Chair, may ask questions of the person. The period of questions shall not be deducted from the ten (10) minutes period. The city shall not be obligated to provide the full ten (10) minute period if it is not elected to use that much time.

Next, the Chair shall call for a show of hands of those persons who wish to appear in opposition. Opposition shall be granted a time period of ten (10) minutes at the public hearing to present data, evidence and opinions. If a large number of people wish to speak, it may be advisable to designate a spokesperson to make the presentation. 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. Any member of the Council/Commission/Board, upon recognition by the Chair, may ask questions of any person giving public comment. The period of questions shall not be deducted from the ten (10) minute period.

After completion of the procedure, the Chair will indicate that the public hearing is closed.

27-7.3 DIVISION 3. ZONING AND COMPREHENSIVE PLAN AMENDMENTS AND PROCEDURES

7.3.1. Initiation of proposals for text and map amendments.

A proposed amendment to the text of this chapter, the Official Zoning Map, or the comprehensive plan may be introduced by the community development director, one (1) or more members of the mayor and city council or by the planning commission. In addition, amendments to the Official Zoning Map (rezoning) and the comprehensive plan may be initiated upon application by the owner(s) of the subject property or the authorized agent of the owner(s). Before enacting any amendment to this ordinance, the Official Zoning Map, or the comprehensive plan maps, the mayor and city council shall provide for the public notice and public hearings required by section 7.2.4 of this article.

7.3.2. Consistency with comprehensive plan character areas.

Any applicant seeking to rezone property to a classification that is inconsistent with the comprehensive plan maps, as established in Article 1 of this Zoning Ordinance, must first obtain approval of an amendment to the comprehensive plan maps from the mayor and city council. The comprehensive plan maps shall be amended according to a schedule approved by the mayor and city council. However, exceptions may be granted by the mayor and city council in between the regular review cycle in cases of demonstrated hardship, or in cases of

large-scale developments that may provide special economic benefits to the community. Requests for exceptions shall be subject to approval by the mayor and city council during a mayor and city council meeting.

7.3.3. Staff analysis, findings of fact, and recommendations.

- A. The staff of the community development department shall conduct a site inspection on all applications for zoning map and comprehensive plan map amendments and shall investigate and prepare an analysis of each proposed text amendment to this chapter or to the comprehensive plan.
- B. The findings and recommendations of the community development department staff shall be made based on each of the standards and factors contained in section 7.3.4 or section 7.3.5, below, as applicable. In an application for rezoning, the community development staff may recommend the imposition of conditions in accordance with section 7.3.9. The staff shall present its findings and recommendations in written form to the planning commission and the mayor and city council. Copies of the written findings and recommendations of the staff shall be reasonably made available to the public.
- C. Within a reasonable amount of time after acceptance of a Complete Application, the community development director shall submit the application for review by various departments and external agencies, as may be appropriate. Such departments may include, but not be limited to, land development, watershed management, fire and rescue, transportation, and public works. External agencies may include, but are not limited to, DeKalb County School Board, Georgia Regional Transportation Authority, Georgia Department of Transportation, Metropolitan Atlanta Rapid Transit Authority (MARTA), and the Atlanta Regional Commission (ARC), and any municipality that abuts the property that is the subject of the application. Any written comments received prior to submittal of the report shall be submitted to the review bodies for consideration and such comments shall become an official public record.

7.3.4. Standards and factors governing review of proposed amendments to the comprehensive plan map.

The following standards and factors are found to be relevant for evaluating applications for amendments to the comprehensive plan map and shall govern the review of all proposed amendments to the comprehensive plan map:

- A. Whether the proposed land use change will permit uses that are suitable in consideration of the use and development of adjacent and nearby property or properties.
- B. Whether the proposed land use change will adversely affect the existing use or usability of adjacent or nearby property or properties.
- C. Whether the proposed land use change will result in uses which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
- D. Whether the amendment is consistent with the written policies in the comprehensive plan text and any applicable small areas studies.
- E. Whether there are potential impacts on property or properties in an adjoining governmental jurisdiction, in cases of proposed changes near county or municipal boundary lines.
- F. Whether there are other existing or changing conditions affecting the use and development of the affected land areas which support either approval or denial of the proposed land use change.
- G. Whether there will be an impact on historic buildings, sites, districts or archaeological resources resulting from the proposed change.

7.3.5. Standards and factors governing review of proposed amendments to the Official Zoning Map.

The following standards and factors are found to be relevant to the exercise of the city's zoning powers and shall govern the review of all proposed amendments to the Official Zoning Map:

- A. Whether the zoning proposal is in conformity with the policy and intent of the comprehensive plan.
- B. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property or properties.
- C. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.
- D. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property or properties.
- E. 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 zoning proposal.
- F. Whether the zoning proposal will adversely affect historic buildings, sites, districts, or archaeological resources.
- G. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
- H. Whether the zoning proposal adversely impacts the environment or surrounding natural resources.

7.3.6. Community council review of proposed amendments.

- A. Following the monthly closing date for the introduction or filing of an application to amend the Official Zoning Map, to amend the text of this chapter, to amend the comprehensive plan land use maps, for a special land use permit, or for a major modification to zoning conditions, a copy of all such applications shall be made available by the community development director to the appropriate community council for consideration. This requirement does not apply to the initial adoption by the City of the Official Zoning Map, the text of this chapter, and the comprehensive plan land use maps
- B. Applicants are required to attend community council meetings to present their applications. The presentation shall take place prior to the formulation of any final written recommendations by the community development director. At the discretion of community development department staff, the applicant may be required to make a formal presentation to explain the application, but at a minimum the applicant shall be available to answer questions about the application. Community councils shall consider such applications in relation to the applicable standards and criteria contained in this chapter, the adopted comprehensive plan, and any of the community's quality of life issues.
- C. The recommendation of the community council shall be presented at the subsequent planning commission meeting where the application is considered. The failure of any community council to timely comply with the provisions of this subsection shall not constitute grounds for deferral or denial of any proposed amendment by the planning commission or the mayor and city council.

7.3.7. Action by the planning commission.

The secretary of the planning commission shall provide the members of the planning commission complete information on each proposed application requiring a public hearing by the planning commission, including a copy of the application and all supporting materials. The planning commission, after conducting a public hearing with prior public notice as required by this article, shall consider the proposal and vote on its recommendation to the mayor and city council. Deferral of an application by the planning commission shall not be binding on the mayor and city council. The planning commission may recommend approval of the application, approval to a less intense zoning district or land use category than that requested by the applicant, approval of the application with conditions, denial of the application, deferral of the application, or, upon request of the applicant, withdrawal of the application without prejudice. In its recommendation of any application, the planning commission may recommend the imposition of conditions in accordance with section 7.3.9. All findings and recommendations of the planning commission relating to amendments to the Official Zoning Map shall be made based on each of the standards and factors contained in section 7.3.5. All

recommendations of the planning commission relating to amendments to the comprehensive plan maps shall be made based on each of the standards and factors contained in section 7.3.4. The secretary of the planning commission shall make and maintain a written record of the planning commission's consideration and recommendations, which shall be public record.

7.3.8. Action by the mayor and city council.

At the next scheduled mayor and city council meeting pursuant to the applicant zoning calendar following appearance of the matter on the planning commission agenda, the mayor and city council, after conduct of a public hearing with public notice as required by this article, ~~shall may~~ vote to approve the proposed amendment pursuant to this division, approve with conditions, approve to a less intense zoning district or land use category than that requested by the applicant, deny the proposed amendment, defer the proposed amendment, or, upon request of the applicant, permit withdrawal without prejudice. ~~No proposed amendment pursuant to this division shall be approved except by the affirmative vote of four (3) members of the mayor and city council. Voting shall be consistent with the procedures provided by the City's charter for the adoption of ordinances.~~

In the approval of any proposed amendment to the Official Zoning Map, the mayor and city council may impose conditions in accordance with section 7.3.9. For each proposed zoning decision, the analysis submitted by the applicant, if any, the analysis prepared by the community development department, and the record prepared by the planning commission shall be presented in written form to each member of the mayor and city council. A limited supply of said findings shall be available at the public hearing and available upon request to the public. All decisions of the mayor and city council relating to each proposed amendment to the Official Zoning Map shall be made based on each of the standards and factors contained in sections 7.3.4 and 7.5.3 or 7.5.4, as appropriate. All decisions of the mayor and city council relating to amendments to the comprehensive plan maps shall be made based on each of the standards and factors contained in section 7.3.4. Any proposed amendment or any proposed substitute ordinance considered by the mayor and city council shall be presented in written form prior to being voted on by the mayor and city council, or made a part of the motion.

7.3.9. Conditions of zoning.

Conditions of zoning may be requested by an applicant, recommended by the community development department or planning commission, or imposed by the mayor and city council, as a part of any proposed change to the Official Zoning Map, in accordance with the following requirements:

- A. Conditions of zoning may be imposed so as to ameliorate the effect(s) of the proposed developmental change for the protection or benefit of neighboring persons or properties consistent with the purpose and intent of the zoning district(s) involved, and the goals and objectives of the comprehensive plan and state law. No condition shall be imposed which reduces the requirements of the zoning district(s) involved, except as stipulated in Section 8.1.12 of this chapter. All conditions shall be of sufficient specificity to allow lawful and consistent application and enforcement. All conditions shall be supported by a record that evidences the relationship between the condition and the impact of the developmental change. No condition in the form of a development exaction for other than a project improvement shall be imposed within the meaning of the Georgia Development Impact Fee Act, as amended.
- B. Once imposed, conditions of zoning shall become an integral part of the approved amendment and shall be enforced as such. Changes to approved conditions shall be authorized only pursuant to section 7.3.10.
- C. Site plans referenced in the conditions of zoning are conceptual only unless specific aspects of the site plan or the site plan itself are approved as a separate zoning condition. Development shall meet or exceed the imposed zoning conditions and all other applicable law, standards and regulations of the City of Tucker. Compliance with the conditions of zoning shall be demonstrated prior to the issuance of a land disturbance permit or building permit and conditional improvements shall be in place prior to the issuance of the first certificate of occupancy.

7.3.10. Modifications and changes to approved conditions of zoning.

- A. The community development director shall have sole authority to approve minor changes to conditions attached to an approved zoning amendment. Minor changes are those that implement only slight alterations to the approved conditions made necessary by actual field conditions at the time of development, and that do not alter the impact of the development on nearby properties nor the intent or integrity of the conditions as originally imposed. Any request for minor changes to conditions shall be filed with the community development director or his/her designee on a written form which shall include a full description of the documents and/or information necessary for the application to be considered complete. At a minimum, if an approved site plan exists, the request for minor changes shall be accompanied by four copies of the proposed revised site plan. The community development director shall decide whether to grant or deny the request for minor changes to conditions within thirty (30) calendar days of receipt of a Complete Application for such minor changes. If the community development director does not decide within thirty (30) days the request for minor change shall be deemed denied as of the thirty-first (31st) day after receipt of a Complete Application. After making a decision, the community development director shall have ten (10) calendar days to post a sign on the subject property which reflects the decision of the director and includes the deadline for taking an appeal of the decision. Person(s) identified in section 7.5.2 B. shall have fifteen (15) calendar days from the posting of the sign to appeal the community development director's decision by filing an application for appeal with the secretary of the zoning board of appeals. Any major changes to conditions attached to an approved zoning amendment shall require an application and public hearings before the planning commission and the mayor and city council, as required in Section 7.2.4 of this article for amendments to the Official Zoning Map. Without limiting the meaning of the phrase, the following shall be deemed to constitute "major changes":
1. The movement of any building or structure adjacent to an exterior boundary line, closer to the boundary line of the property;
 2. Any increase in the number of dwelling units or any increase in the total amount of floor space of any nonresidential building;
 3. Any decrease in the size of residential units imposed in the original conditional zoning amendment;
 4. Any change in any buffer requirement(s) imposed in the original conditional zoning amendment;
 5. Any increase in the height of any building or structure;
 6. Any change in the proportion of floor space devoted to different authorized uses; or
 7. Any change to conditions, except minor changes, as defined in subsection 7.3.10(A), imposed by the city council when approving any change to the Official Zoning Map, commonly referred to as a rezoning or a zoning amendment.

7.3.11. Reserved.

27-7.4 DIVISION 4. SPECIAL LAND USE PERMITS

7.4.1. Special land use permits generally.

- A. A special land use permit is a means by which the mayor and city council gives special consideration, pursuant to a clear set of standards and criteria, to those types of uses which may or may not be compatible with uses and structures authorized as a matter of right within a particular zoning district. Special land use permits are required for uses that have operational characteristics and/or impacts that are significantly different from the zoning district's principal authorized uses and therefore require individual review pursuant to the standards and criteria set forth in this division and article.
- B. Special land use permit applications shall be authorized only for those uses specifically listed in the applicable zoning district regulations, as permitted by special land use permit, and in compliance with any applicable supplemental regulations, according to Article 4 or Section 7.4.7.

- C. An applicant desiring to apply for a special land use permit authorized within a zoning district described in this chapter shall file an application with the community development department in accordance with this division. The mayor and city council, following consideration by the planning commission, shall determine whether the proposed use, in the particular location contemplated, meets the standards and criteria set forth in this division and chapter.
- D. Such uses may further require, and the mayor and city council shall be authorized to impose, special conditions in order to assure their compatibility with surrounding uses and to minimize adverse impacts on the use of surrounding property.

7.4.2. Initiation of applications and public hearing requirements.

- A. Procedures for applications shall comply with section 7.2.2.
- B. Applications for special land use permits require a public hearing, as provided for in section 7.2.4.

7.4.3. Initiation of ordinance for application for special land use permit.

Upon receipt of a Complete Application for a special land use permit, the secretary of the planning commission shall prepare a proposed ordinance to grant the proposed special land use permit, and said proposed ordinance shall be referred to the planning commission for public hearing and consideration pursuant to the requirements of this chapter and presented to the mayor and city council at their next scheduled zoning meeting after appearance on the planning commission agenda.

7.4.4. Community council review of proposed applications.

Special land use permit applications shall be reviewed by the community council, according to the procedures in section 7.3.6. Prior to presentation to the community council, each application for a special land use permit shall be made available to the appropriate community council in accordance with the provisions of section 7.3.6 for consideration.

7.4.5. Staff analysis, findings of fact, and recommendation on each application.

An application for a special land use permit shall be filed on forms provided by the community development department and shall not be considered an authorized application unless complete in all respects. Upon receipt of a Complete Application, the staff of the community development department shall conduct a site inspection and shall prepare an analysis of each application for a special land use permit and shall present its findings and recommendations in written form to the planning commission. No application shall be amended later than the required deadline for advertising in the legal organ of the city which falls immediately prior to the scheduled hearing before the planning commission. Staff analysis and recommendations on each application for special land use permit shall be based on the criteria contained in section 7.4.6 and, in addition, where applicable to the use proposed, on the criteria contained in section 7.4.7.

7.4.6. Special land use permit; criteria to be considered.

The following criteria shall be considered by the community development department, the planning commission, and the mayor and city council in evaluating and deciding any application for a special land use permit. No application for a special land use permit shall be granted by the mayor and city council unless satisfactory provisions and arrangements have been made concerning each of the following factors, all of which are applicable to each application, and the application is in compliance with all applicable regulations in Article 4:

- A. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located.
- B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district.

- C. Adequacy of public services, public facilities, and utilities to serve the proposed use.
- D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area.
- E. Whether or not existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use.
- F. Adequacy of ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency.
- G. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.
- H. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use.
- I. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use.
- J. Whether or not the proposed use is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located.
- K. Whether or not the proposed use is consistent with the policies of the comprehensive plan.
- L. Whether or not the proposed use provides for all required buffer zones and transitional buffer zones where required by the regulations of the zoning district in which the use is proposed to be located.
- M. Whether or not there is adequate provision of refuse and service areas.
- N. Whether the length of time for which the special land use permit is granted should be limited in duration.
- O. Whether or not the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings.
- P. Whether the proposed use will adversely affect historic buildings, sites, districts, or archaeological resources.
- Q. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permit.
- R. Whether or not the proposed use will create a negative shadow impact on any adjoining lot or building as a result of the proposed building height.
- S. Whether the proposed use would result in a disproportionate proliferation of that or similar uses in the subject character area;
- T. Whether the proposed use would be consistent with the needs of the neighborhood or the community as a whole, be compatible with the neighborhood, and would not be in conflict with the overall objective of the comprehensive plan.

7.4.7. Additional criteria for specified uses.

In addition to the criteria contained in section 7.4.6 above, for which each applicant for a special land use permit is required to provide information, the following additional criteria shall apply to specific uses as specified below. No application for a special land use permit for the uses specified below shall be granted by the mayor and city council unless it is determined that, in addition to meeting the requirements contained within the zoning district in which such property is located and the criteria contained in section 7.4.6 above,

and complying with applicable regulations in Article 4, satisfactory provisions and arrangements have been made concerning each of the following criteria:

- A. *Telecommunications towers and antennas.* In determining whether to authorize a special land use permit for a telecommunication tower or antenna, the mayor and city council shall comply with and apply the requirements of section 4.2.57.
- B. *Mine, mining operation, gravel pit, quarry, or sand pit.* In determining whether to authorize a special land use permit for a mine, mining operation, gravel pit, quarry, or sand pit, the mayor and city council shall also consider each of the following criteria:
 - 1. Whether the type and volume of traffic associated with such use will cause congestion in the streets and will create noise and vibration along streets used for residential purposes or adjacent to activity centers.
 - 2. Whether the applicant has provided a soil erosion control plan and a reuse or reclamation plan which meets the requirements of the City of Tucker and of the Georgia Surface Mining Act, O.C.G.A. § 12-4-70, et seq., as amended, and the Rules of Department of Natural Resources, Chapter 391-3-3, as amended.
 - 3. Whether or not the applicant meets the requirements of the city's noise ordinance.
- C. *Child day care facility.* In determining whether to authorize a special land use permit for a child day care facility, the mayor and city council shall also consider each of the following criteria:
 - 1. Whether there is adequate off-street parking for all staff members and for visitors to the child day care facility.
 - 2. Whether the proposed off-street parking areas and the proposed outdoor play areas can be adequately screened from adjoining properties so as not to adversely impact any adjoining land use.
 - 3. Whether there is an adequate and safe location for the dropping off and picking up of children at the child day care facility.
 - 4. Whether the character of the exterior of the proposed structure will be compatible with the residential character of the buildings in the zoning district in which the child day care facility is proposed to be located, if proposed for a residential zoned district.
- D. *Biomedical waste disposal facilities, disposal facilities, landfills, solid waste disposal facilities, solid waste landfills, private industry solid waste disposal facilities, solid waste handling facilities, solid waste thermal treatment technology facilities, and disposal facilities for hazardous and/or toxic materials including radioactive materials.*
 - 1. In determining whether to authorize a special land use permit for a biomedical waste disposal facility, disposal facility, landfill, solid waste disposal facility, solid waste landfill, private industry solid waste disposal facility, solid waste handling facility, solid waste thermal treatment technology facility, or disposal facility for hazardous and/or toxic materials including radioactive materials, the mayor and city council shall also consider each of the following criteria:
 - a. Whether the proposed use does not pose any potential negative impact resulting from air pollution, degradation of soil and/or water quality, noise, odor, or other negative environmental effects.
 - b. Whether the proposed use will not have a significant deleterious effect on use of land and value of existing housing in adjacent and nearby neighborhoods.
 - c. Whether the proposed use will not create a negative traffic impact on any adjacent or nearby residential street(s) resulting from truck and other vehicular traffic associated with the facility.
 - d. Whether the proposed use does not represent an over-concentration of such uses in the area.

7.4.8. Action by the planning commission.

- A. Community development staff shall provide the members of the planning commission complete information on each proposed application for a special land use permit that the commission considers, including a copy of the application and all supporting materials. The planning commission, after conducting a public hearing with public notice, as required by this article, shall vote on its recommendation to be provided to the mayor and city council.
- B. The planning commission may recommend approval of the application, approval of the application with conditions, denial of the application, or deferral of the application.
- C. The planning commission may recommend the imposition of conditions based upon the facts of a particular application in accordance with section 7.3.9.
- D. The planning commission recommendation on each application shall be based on a determination as to whether or not the applicant has met the criteria contained in section 7.4.6, the criteria contained in section 7.4.7 where applicable to the use proposed, and the requirements of the zoning district in which such use is proposed to be located.

7.4.9. Action by the mayor and city council.

- A. The mayor and city council, after conducting the public hearing with public notice as required by this chapter, shall vote to approve the application, approve the application with conditions, deny the application, defer the application, or, upon request of the applicant, to permit withdrawal of the application without prejudice.
- B. The mayor and city council may impose conditions based upon the facts of a particular application in accordance with section 7.3.9.
- C. The decision of the mayor and city council on each application for special land use permit shall be based on a determination as to whether or not the application satisfies the criteria contained in section 7.4.6, the criteria contained in section 7.4.7 where applicable to the use proposed, and the requirements of the zoning district in which such use is proposed to be located.
- D. The mayor and city council may specify the duration of each such special land use permit approved.

7.4.10. Appeals of decisions of the city council.

All appeals of all final decisions of the mayor and city council under the provisions of this division shall be as follows:

- A. Any person aggrieved by a final decision of the mayor and city council on an amendment to the zoning ordinance which rezones property from one zoning classification to another or which changes zoning conditions, or which denies any such ordinances may seek review of such decision by petitioning the Superior Court of DeKalb County via direct appeal, setting forth plainly the alleged errors. Such petition shall be filed within thirty (30) days after the final decision of the board is rendered.
- B. Any person aggrieved by a final decision of the mayor and city council on a special land use permit may seek review of such decision by petitioning the Superior Court of DeKalb County via a writ of mandamus plainly setting forth the alleged errors. Such petition shall be filed within thirty (30) days after the final decision of the board is rendered.

7.4.11. Limitations of special land use permits.

- A. *Development of an approved special use.* The issuance of a special land use permit shall only constitute approval of the proposed use, and development of the use shall not be carried out until the applicant has secured all other permits and approvals required by any applicable law or regulation.

- B. *Expiration of a special land use permit.* Unless a building permit or other required approval(s) is applied for within twelve (12) months of the mayor and city council' approval, and construction pursuant to such building permit is promptly begun and diligently pursued thereafter, the special land use permit shall expire automatically, unless the permit is extended upon application to the mayor and city council in accordance with subsection (C) of this section.
- C. *Time extension of a special land use permit.* A time limitation imposed on special land use permits by the mayor and city council and the expiration date established pursuant to subsection (B) of this section may be extended once for twelve consecutive months upon written request by the applicant and approval by the community development director. Any further time extensions shall be by the mayor city council upon written request by the applicant and approval of the mayor and city council after compliance with the public notice provisions of section 7.2.4.C. In considering a request to extend, the community development director and the mayor and city council shall consider the criteria described in section 7.4.6.
- D. *Limitations on approvals for special land use permits.* A special land use permit shall expire automatically and cease to be of any force or effect if such use shall, for any reason, be discontinued for a period of twelve (12) consecutive months.
- E. *Modifications to a special land use permit.* Changes to an approved special land use permit, including changes to approved conditions, expansion of the approved use, or expansion of building square footage, shall be subject to the same application, review and approval process as a new application, including the payment of relevant fees.

7.4.12. Transfer of special land use permits.

A special land use permit, including the site plan and any conditions imposed at the time of the grant of the special land use permit by the mayor and city council, is granted to the person, corporation or other legal entity that applied for the permit. A special land use permit expires automatically upon change in ownership of the subject property, unless the special land use permit is transferred as authorized in this paragraph. A special land use permit may only be transferred from one person, corporation, or other legal entity to another person, corporation, or other legal entity upon application to the community development director. Any such application by any person, corporation, or other legal entity to transfer a special land use permit shall be accompanied by an affidavit of the proposed transferee certifying that the new owner or operator is familiar with and will abide by the approved site plan and all of the conditions, if any, imposed by the mayor and city council at the time of the grant of the special land use permit. At the time a special land use permit transfer is requested, the district council members shall be notified by the community development director.

7.4.13. Compliance upon denial.

If an application to the mayor and city council for a special land use permit is submitted due to an existing violation of this chapter and such application for special land use permit is denied, the violation shall be required to be corrected within thirty (30) days of such denial. Notwithstanding the foregoing, the community development director may extend the deadline for correction of the violation for a period up to ninety (90) days following the denial of the special land use permit application upon a showing that the violation cannot reasonably be corrected within thirty (30) days.

7.4.14. Reserved.

27-7.5 DIVISION 5. VARIANCES AND APPEALS TO THE ZONING BOARD OF APPEALS

7.5.1 Testimony and burden of proof.

The chairperson of the zoning board of appeals, or in his or her absence the acting chairperson, may administer oaths and compel the attendance of witnesses by subpoena.

- A. *Requirements.* The standards and requirements of this Zoning Ordinance and decisions made by public officials are presumed to be valid and just. It shall be the responsibility of an applicant seeking relief to assume the burden of proof and rebut this presumption by presenting sufficient facts and evidence to explain how the proposed appeal or variance is consistent with the general spirit and intent of this Zoning Ordinance and the comprehensive plan.
- B. *Review.* It is the duty of the zoning board of appeals to review such facts and evidence in light of the intent of the Zoning Ordinance to balance the public health, safety and general welfare against the injury to a specific applicant that would result from the strict application of the provisions of this Zoning Ordinance to the applicant's property.

7.5.2 Appeals of decisions of administrative officials.

- A. *General Power.* The zoning board of appeals shall have the power and duty to hear and decide appeals where it is alleged by the appellant that there is error in any final order, requirement, or decision made by an administrative official based on or made in the enforcement of this Zoning Ordinance or as otherwise authorized by local law. Administrative officials must make final decisions covered by this section within one hundred and eighty (180) days of receipt of all necessary information to make such decision. A failure to act prior to the passage of one hundred and eighty (180) days shall not be construed to be a final order, requirement or decision within the meaning of this division. If a decision is not made by the 181st day, the requested decision is deemed denied, and becomes appealable. All such appeals shall be heard and decided following the notice requirements of section 7.2.4, and pursuant to the following criteria and procedural requirements.
- B. *Appeals of decisions of administrative officials.* Appeals of decisions of administrative officials may be filed by (1) any person aggrieved by; (2) any elected member of the Mayor and City Council affected by; or (3) an owner of property within two hundred and fifty (250) feet of the nearest property line of the property that is the subject of any final order, requirement, or decision of an administrative official, based on or made in the enforcement of this Zoning Ordinance, or as otherwise authorized by local law by filing with the secretary of the zoning board of appeals an application for appeal, specifying the grounds thereof, within fifteen (15) days after the action was taken by the official that is the subject of the appeal.
- C. *Appeal stays all legal proceedings.* An appeal of a decision of an administrative official stays all legal proceedings in furtherance of the action or decision appealed from unless the official from whom the appeal is taken certifies to the zoning board of appeals, after notice of appeal has been filed, that by reason of facts stated in the certificate, a stay would, in that official's opinion, cause imminent peril to life or property. In such a case, legal proceedings shall be stayed only pursuant to a restraining order granted by a court of competent jurisdiction directed to the officer from whom the appeal is taken and on due cause shown.
- D. *Appeal stays land disturbance or construction activity in certain situations.* If the action or decision appealed from permits land disturbance or construction activity to commence or continue on residentially zoned property, the appeal stays the land disturbance or construction activity until the zoning board of appeals issues a decision on the appeal. Thereafter, land disturbance or construction activity in such cases shall only be stayed by an order from a court of competent jurisdiction. In all cases involving non-residentially zoned property, the appeal to the zoning board of appeals does not stay land disturbance or construction activity; such activity shall only be stayed by an order from a court of competent jurisdiction.
- E. Thereafter, in such situations land disturbance or construction activity shall only be stayed by an order granted by a court of competent jurisdiction.
- F. *Time of hearing.* The zoning board of appeals shall fix a reasonable time for the hearing of the appeal and give notice thereof pursuant to the requirements of section 7.2.4 as well as written notice to the appellant. Any party may appear at the hearing in person, by an agent, by an attorney, or by the submission of written documentation.

- G. *Decision of the zoning board of appeals.* Following the consideration of all testimony, documentary evidence, and matters of record, the zoning board of appeals shall make a determination on each appeal and shall issue a written decision explaining the reasons for its decision. The zoning board of appeals shall decide the appeal within a reasonable time, but in no event more than sixty (60) days from the date of the hearing. An appeal shall be sustained only upon an expressed finding by the zoning board of appeals that the administrative official's action was based on an erroneous finding of a material fact, erroneously applied the Zoning Ordinance to the facts, or that the administrative official acted in an arbitrary manner. In exercising its powers, the zoning board of appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and to that end shall have all the powers of the administrative official from whom the appeal was taken and may issue or direct the issuance of a permit, provided all requirements imposed by any applicable laws are met.

7.5.3 Applications for variances; and criteria to be used by the zoning board of appeals in deciding applications for variances.

The zoning board of appeals shall hear and decide applications for variances from the strict application of the regulations of this chapter and chapter 21 where the strict application of any regulation enacted under said chapters would result in exceptional and undue hardship upon the owner of such property. In determining whether or not to grant a variance, the board shall apply the criteria specified in this section to the facts of each case. The board may attach reasonable conditions to any approved variance in accordance with section 7.3.9. Once imposed, conditions shall become an integral part of the approved variance and shall be enforced as such. No changes to an approved condition attached to a variance shall be authorized except by re-application to the zoning board of appeals in full compliance with the applicable provisions of this division. No relief may be granted or action taken under the terms of this division unless such relief can be granted without substantial detriment to the public good and without substantial impairment of the intent and purpose of this chapter and the comprehensive plan. The zoning board of appeals shall apply the following criteria to the types of applications specified below as follows:

- A. Variances from the provisions or requirements of this chapter other than variances described in section 7.5.4 shall be authorized only upon making all of the following findings in writing:
1. By reason of exceptional narrowness, shallowness, or shape of a specific lot, or by reason of exceptional topographic and other site conditions (such as, but not limited to, floodplain, major stand of trees, steep slope), which were not created by the owner or applicant, the strict application of the requirements of this chapter would deprive the property owner of rights and privileges enjoyed by other property owners in the same zoning district.
 2. The requested variance does not go beyond the minimum necessary to afford relief, and does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the zoning district in which the subject property is located.
 3. The grant of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the zoning district in which the subject property is located.
 4. The literal interpretation and strict application of the applicable provisions or requirements of this chapter would cause undue and unnecessary hardship.
 5. The requested variance would be consistent with the spirit and purpose of this chapter and the Comprehensive Plan text.
- B. Appeals of decisions regarding building architectural design standards shall be evaluated using the same criteria as section 7.6.7(B).
- C. Appeals to the height standards, but not to add stories, shall be evaluated using the criteria as follows:
1. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street

parking, and all other applicable requirements of the zoning district in which the use is proposed to be located.

2. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district.
3. Adequacy of public services, public facilities, and utilities to serve the proposed use.
4. Whether or not the proposed use provides for all required buffer zones and transitional buffer zones where required by the regulations of the zoning district in which the use is proposed to be located.
5. Whether or not the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings.
6. Whether or not the proposed use will create a negative shadow impact on any adjoining lot or building as a result of the proposed building height.

7.5.4 Applications for variances to reduce or waive off-street parking or loading space requirements.

The zoning board of appeals shall hear and decide applications for variances to reduce or waive required off-street parking or loading spaces in accordance with the provisions and standards of this section. All such applications shall be heard and decided based on the notice requirements of section 7.2.4. The zoning board of appeals may waive or reduce the required number of parking or loading spaces in any district only upon an expressed finding that:

- A. The character of the use of the building(s) is such as to make unnecessary the full provision of parking or loading spaces;
- B. The lot upon which the building(s) is located is within one thousand (1,000) feet of the boundary of a MARTA Rapid Transit Station;
- C. The provision of the full number of parking spaces would have a deleterious effect on a historic building, site, district or archaeological resource;
- D. The use has a characteristic that differentiates it from the typical use example used in the formulation of this Zoning Ordinance;
- E. The location of the proposed development is relatively isolated where the opportunity for diversity of use, pedestrian access, and alternative modes is not available; or
- F. The developer is providing the additional spaces for general public parking (for hourly or daily parking charges) to serve surrounding development.

7.5.5 Limitations of authority of the zoning board of appeals.

No variance shall be granted by the zoning board of appeals to:

- A. Allow a structure or use not listed as a permitted use or a special use in the applicable zoning district or a density of development that is not authorized within such district. This prohibition does not apply to any variance from the supplemental regulations of Article 4 of this Zoning Ordinance or from any other accessory feature or characteristic of a permitted or special use, unless said variance is otherwise prohibited by the regulations of this chapter.
- B. Allow any variance which conflicts with or changes any requirement enacted as a condition of zoning or of a special land use permit by the mayor and city council.
- C. Reduce, waive or modify in any manner the minimum lot width unless the purpose is to reverse a lot merger.
- D. Reduce, waive or modify in any manner the minimum lot area established by this chapter.

- E. Extend the time period for a temporary outdoor social, religious, entertainment or recreation activity approved by the community development director.
- F. Permit the expansion or enlargement of any nonconforming use of land, nonconforming use of land and buildings in combination, nonconforming use of land and structures in combination, or nonconforming use requiring special land use permit.
- G. Permit the reestablishment of any nonconforming use of land, nonconforming use of land and buildings in combination, nonconforming use of land and structures in combination, or nonconforming use requiring special land use permit where such use has lapsed pursuant to the requirements and limitations of Article 8 of this chapter.
- H. Permit customer contact for a home occupation authorized by this chapter.
- I. Allow any variance to increase the height of a building which will result in adding a story.

7.5.6 Decision by the zoning board of appeals.

Each application presented to the zoning board of appeals regarding a variance shall be scheduled for a public hearing within sixty (60) days of the filing of a Complete Application and shall be supported by findings and conclusions which shall be a part of the record established by the zoning board of appeals for each application. The zoning board of appeals shall grant or deny the variance in writing. In its written variance decision, the zoning board of appeals must include findings of fact citing evidence of compliance with all applicable criteria imposed by this chapter or other applicable provisions of law. The zoning board of appeals may adopt the findings of fact of the staff or the applicant, they may adopt the findings of fact of the staff or applicant with modifications, or they may adopt a separate set of facts developed by the zoning board of appeals.

7.5.7 Compliance with standards upon denial.

In such case that an application to the zoning board of appeals is initiated due to an existing violation of this chapter and such application is denied, the violation shall be required to be corrected within thirty (30) days of such denial or as specified by the zoning board of appeals if a greater time period is required. The maximum extension of time the board may grant for correction shall be ninety (90) days.

7.5.8 Appeals of decisions of the zoning board of appeals.

All appeals of all final decisions of the zoning board of appeals under the provisions of this chapter shall be as follows:

- A. Only persons aggrieved by a final decision of the zoning board of appeals may seek review of such decision by petitioning the Superior Court of DeKalb County by writ of mandamus certiorari, setting forth plainly the alleged errors. Such petition shall be filed within thirty (30) days after the final decision of the zoning board of appeals is rendered.

7.5.9 Fair Housing Act Accommodation Variance.

Notwithstanding any other provisions in this chapter to the contrary, the Zoning Board of Appeals ~~may grant a variance to the limitations of this chapter that might have a discriminatory impact on a handicapped person, as that term is defined in the Federal Fair Housing Act, including but not limited to Sections 4.2.41 and 4.2.48 as well as the terms defined therein. A Fair Housing Act Accommodation Variance shall be issued if the applicant for such a variance shows a documented need for accommodation based on medical or scientific studies, that the requested accommodation is the minimum necessary variance from the restrictions of the Code, that the requested accommodation does not impose an undue burden or expense on the City or its citizens, and that the requested accommodation does not effectively create a fundamental alteration of the existing zoning scheme.~~ shall consider and grant reasonable accommodations necessary to afford persons with disabilities equal housing opportunities. In determining whether a particular accommodation is reasonable, the Board of Zoning Appeals shall consider whether the request imposes an undue burden or expense on the City and whether the proposed accommodation would create a fundamental alteration in the zoning scheme.

An application for a Fair Housing Act Accommodation Variance shall comply with all other procedural requirements for consideration and approval of variances in this division.

7.5.10 Concurrent Variance.

The Mayor and City Council may consider a concurrent variance from any standards of the Zoning Ordinance which shall be filed simultaneously with rezoning, special land use permit or zoning modification requests on the same property based on the conceptual plan submitted with the petition for the same agenda. The Community Council and Planning Commission shall also hear and make recommendations on concurrent variances filed with rezoning's or special land use permit applications. The Mayor and City Council shall consider such concurrent variance requests in accordance with the standards set forth in Section 7.5.3. Public notification shall be in accordance with Sections 7.2.4.

A. Limitations on Concurrent Variances.

1. The Mayor and City Council may only consider variance requests as part of, or in conjunction with, a rezoning, use permit or modification application.
2. If an application for a variance to the Zoning Board of Appeals duplicates a concurrent variance request denied by the Mayor and City Council, such an application shall not be accepted by the Director of the Department of Community Development prior to the expiration of twenty-four (24) months from the date of the Mayor and City Council' denial of the variance request. A variance request to the Zoning Board of Appeals cannot be considered simultaneously with the same variance request pending before the Mayor and City Council.

B. Application for Concurrent Variances.

1. Applications for a concurrent variance shall be submitted to the Director of the Department of Community Development in accordance with the advertised filing deadlines for the Mayor and City Council meetings. A regular variance fee shall be charged and the application shall comply with all advertising and notification requirements specified in Section 7.2.4. One notice sign may serve for both the rezoning, special land use permit, zoning modification, and concurrent variance request as long as the sign is marked to indicate all actions which are pending.
2. The variance case file number for each concurrent variance requested shall be included on the rezoning petition.

27-7.6 DIVISION 6. SPECIAL ADMINISTRATIVE PERMITS; WAIVERS AND VARIANCES

7.6.1. Special administrative permits generally.

The community development director is hereby authorized to consider and decide requests for special administrative permits specifically authorized in this Zoning Ordinance. All such requests for special administrative permits shall be filed in writing on forms promulgated by the community development director.

7.6.2. Standards for special administrative permits, criteria to be applied.

All applications filed for special administrative permit with the community development director shall be considered and decided pursuant to the standards contained in sections 7.4.6 and 7.4.7 of this chapter, and any supplemental regulations, as applicable, in Article 4. All special administrative permits approved by the community development director shall specify the length of time of the duration of each such special administrative permit

7.6.3. Time limitations.

All applications for special administrative permits shall be considered and decided by the community development director no later than thirty (30) days from the receipt of a Complete Application for such special administrative permit, unless an extension of time is agreed to by the applicant and the community

development director. If the community development director does not render a decision on the application within thirty (30) days the application shall be deemed denied as of the thirty-first (31st) day after receipt of a Complete Application.

7.6.4. Reserved.

7.6.5. Administrative variances, administrative waivers: authority.

- A. The community development director is hereby authorized to consider and grant or deny, pursuant to the procedures and standards contained in this division, an administrative variance or an administrative waiver from the following regulations and subject to the standard limitations:
1. Reduce by variance any front, side or rear yard setback by an amount not to exceed ten (10) percent of the district requirement, but not including any transitional buffer zone or any setback which is a condition of zoning or special land use permit, pursuant to the standards specified in section 7.5.3.
 2. Reduce by variance the required spacing between buildings in districts where multiple buildings are authorized on a single lot in an amount not to exceed ten (10) percent of the requirement, pursuant to the standards specified in section 7.5.3.
 3. Reduce by variance the off-street parking or loading requirements imposed by this chapter in an amount not to exceed ten (10) percent of the district requirement, pursuant to the standards specified in section 7.5.4.
 4. Reduce by variance the off-street parking requirements imposed by this chapter for any lot which is located within one thousand (1,000) feet of the boundary of a MARTA Rapid Transit Station in an amount not to exceed twenty-five (25) percent of the district requirement, pursuant to the standards specified in section 7.5.4.
 5. Increase by variance the retaining wall height as set forth in Article 5, Division 4 by an amount not to exceed two (2) feet, but no such variance is allowed for property located in a historic district.
 6. Increase by variance the distancing requirements for retaining walls set forth in Article 5, Division 4 by an amount not to exceed two (2) feet.
 7. Increase by variance the elevation of residential thresholds as set forth in Article 5, Division 2 by two (2) feet.
 8. Reduce by variance, as follows, if necessary to allow reasonable use following a public road right-of-way donation or acquisition:
 - a. To reduce required minimum lot size by up to fifty (50) percent only to maintain the pre-determined yield.
 - b. To reduce required setbacks for a permitted or existing structure on a lot in the event of public road right-of-way donations or acquisition that would otherwise cause the lot to be non-conforming with respect to the minimum setback standards.
 - c. To reduce the number of parking spaces for any existing or permitted structure below the minimum required parking spaces applicable to the use.
 9. Waive architectural building standards and designs provided in Article 5, Building Form Standards. The community development director shall notify the mayor and city council in writing within ten (10) days of granting said waiver.
 10. No administrative variance or waiver shall be authorized to delete, modify, or change in any manner any condition imposed by the mayor and city council or the zoning board of appeals.

7.6.6. Procedures for applications for administrative variances and administrative waivers.

- A. An application for administrative variance or administrative waiver shall be submitted to the community development director on forms approved by the community development director, along with any such fees as may be established by the mayor and city council.
 - 1. The community development director shall review and decide upon each Complete Application pursuant to the applicable standards referred to in section 7.6.7. A written decision on each such application shall be issued no later than thirty (30) days from the date a Complete Application was filed, unless an extension is agreed to by the applicant and community development director. If the community development director does not render a decision on the application within thirty (30) days the application shall be deemed denied as of the thirty-first (31st) day after receipt of a Complete Application.
 - 2. The application for an administrative variance or administrative waiver shall state the specific regulation from which exception is sought and the reasons the exception is needed. The application shall contain such information as the community development director deems necessary to evaluate the request.
 - 3. It shall be the applicant's burden to provide sufficient justification for granting the variance or waiver.
 - 4. The community development director and staff shall prepare an evaluation statement concerning each application showing the impact of the applicable criteria as set forth in this division.
 - 5. No later than 10 calendar days after making a decision, the community development director shall post a sign on the subject property and on the City's website which reflects the decision of the community development director and the deadline for taking an appeal of the decision to the zoning board of appeals.

7.6.7. Criteria used by the community development director in deciding administrative variances and administrative waivers.

- A. The community development director shall grant or deny applications for administrative variances from the strict application of the regulations identified in section 7.6.5(A), where the strict application of the associated regulations would result in exceptional and undue hardship upon the owner of such property. In determining whether or not to grant a variance, the director shall apply the criteria specified in sections 7.5.3 and 7.5.4 to the facts of each application.
- B. The community development director shall consider administrative waivers to amend, reduce, or waive architectural, design, or building material standards found in Article 5: Building Form Standards using the following criteria:
 - 1. Whether the proposed change(s) in appearance will have a substantial adverse effect on the design standards set out in Article 5.
 - 2. The extent to which the proposed project complies with the design standard in terms of architectural style, general design arrangement, texture and color (non-painted surfaces) material of architectural features, and other site features.
 - 3. The extent to which the proposal is compatible with other structures in the area.
- C. When issuing a written decision on an administrative waiver request, the community development director may make a decision to approve the waiver, approve with conditions, or deny the waiver, and shall cite the grounds relied upon in reaching the decision.

7.6.8 Persons entitled to appeal to the zoning board of appeals.

Any person identified in section 7.5.2 B shall have the right to appeal by a decision of the community development director related to administrative permits, variances or waivers to the zoning board of appeals. Such petition shall be filed within thirty (30) days after the decision of the director is rendered.

27-7.7 DIVISION 7. ENFORCEMENT, VIOLATIONS, AND PENALTIES

7.7.1 Administration and enforcement; granting of permits.

The community development director shall be responsible for the interpretation, administration and enforcement of the provisions of this chapter. The community development director shall have the duty to issue development permits as required with respect to this chapter.

7.7.2 Development permits.

Unless otherwise exempted by this article, a development permit shall be required for any proposed use of land or buildings in order to assure compliance with all provisions of this chapter and all other ordinances and regulations before any building permit is issued or any improvement, grading, or alteration of land or buildings commences.

7.7.3 Building permits and certificates of occupancy required.

A building permit and a certificate of occupancy shall be obtained from the community development director prior to occupancy of any building or structure. Such permit and certificate of occupancy shall be approved by the community development director.

7.7.4 Applications for permits and certificates of occupancy.

- A. All applications for development permits shall be made to the community development director.
- B. All applications for building permits and certificates of occupancy shall be made to the community development director.
- C. Prior to the release of a development permit, compliance with zoning shall be reviewed and verified by the community development director.

7.7.5 Development and building permits; plans required.

- A. *Plans required.* All applications for development permits shall be accompanied by complete plans, which shall be drawn to scale, filed in duplicate, and which shall contain the following information:
 1. The name and signature of the author, and the author's address and telephone number;
 2. Plans shall show the actual shape and dimensions of the lot to be built upon, based on an actual survey by a professional engineer or land surveyor registered in the State of Georgia;
 3. Plans shall show all required building setback lines, buffer zones, and open space required by this chapter;
 4. Plans shall show the exact sizes and locations on the lot of the buildings and accessory buildings then existing and the lines within which the proposed building or structure shall be erected or altered;
 5. Plans shall show the current zoning classification of the property including zoning conditions and zoning variances, if any;
 6. Plans shall show the existing or intended use of each building or part of building, and the number of families or housekeeping units the building is designed to accommodate;
 7. Plans shall show such other information as may be required by the community development director with regard to the lot and neighboring lots as may be necessary to determine and provide for the application of and enforcement of the requirements of this chapter.
- B. Plans shall be returned to the owner when the plans have been approved by the community development director.

- C. Approval of the preliminary subdivision plat and compliance with all applicable provisions of the subdivision regulations contained in Chapter 14 and in this chapter shall constitute approval of the development permit for a subdivision.
- D. Development permits for individual structures within approved residential subdivisions or developments shall not be required.

7.7.6 Issuance of development permits.

All development permits shall be issued by the community development director, which shall in no case grant any development permit for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or any other ordinances and laws of the city or the state, except as provided herein. Development permits issued on properties for which any variance or special exception has been approved by the board of zoning appeals shall be in compliance with all of the terms and conditions of such approval. Development permits issued on properties for which any special land use permit has been approved by the mayor and city council shall be in compliance with all of the terms, conditions, and site plans related to such approval. Development permits issued on properties in an R-SM, MR-1, MR-2, HR-1, HR-2, HR-3, MU-1, MU-2, MU-3, MU-4 or MU-5 district (or prior classifications of retired districts of CH, TND, or any PC District) shall be in compliance with the final plans approved by the community development director. Development permits issued on properties for which conditional zoning is approved shall be in compliance with the approved statement of zoning conditions for such application. Minor alterations of conditions shall be authorized only in accordance with the provisions of this chapter.

7.7.7 Duration of validity of development permits.

A development permit shall be valid for two (2) years from its issuance subject to the following provisions:

- A. If the work authorized in any development permit has not begun within six (6) months from the date of issuance thereof, the permit shall expire.
- B. If the work described in any development permit has not been substantially completed within two (2) years of the date of issuance thereof, the permit shall expire.
- C. Written notice of the expiration shall be given to the applicant for the permit, together with notice that further work as described in the canceled permit shall not proceed until a new development permit has been obtained.

7.7.8 Building inspection.

The building inspection duties of the community development director with respect to this chapter shall include, but not be limited to:

- A. Issuance of building permits in accordance with all provisions of this chapter and only after the community development director has issued a development permit.
- B. Making field inspections to determine that the building or structure being constructed, reconstructed or structurally altered or used is being constructed or modified in accordance with the site plan for which a development permit and building permit have been issued. When a violation is found to exist, the community development director shall immediately initiate appropriate legal action to ensure compliance.
- C. Ensuring that all construction has been completed in accordance with all applicable requirements of the Code of the City of Tucker prior to allowing occupancy.

7.7.9 Records.

The community development director shall maintain records of all official administrative actions taken by their department pursuant to their duties as set forth in this division. The community development director shall further maintain records of all complaints filed with their department pursuant to the requirements of this

chapter and of all actions taken with regard to such complaints, and of all violations discovered by whatever means, with remedial action taken and disposition of cases. All such records shall be public records and shall be retained in accord with Georgia's Records Act, O.C.G.A. § 50-18-90, et seq., and pertinent record retention schedules.

7.7.10 Inspection; right of entry.

Upon presentation of city identification to the developer, contractor, owner, owner's agent, operator or occupant, city employees authorized by the community development director may enter during all reasonable hours any property for the purpose of making inspections to determine compliance with the provisions of this chapter. Should access to the property be denied, an inspection warrant may be obtained as authorized in Section 7.7.11 below.

7.7.11 Inspection; warrants.

The community development director, in addition to other procedures provided, may obtain an inspection warrant under the conditions specified in this division. The warrant shall authorize the community development director or the director of public works to conduct a search or inspection of property, either with or without the consent of the person whose property is to be searched or inspected, under the conditions set out in this section.

- A. Inspection warrants may be issued by the recorder's court when the issuing judge is satisfied that all of the following conditions are met:
 - 1. The person seeking the warrant must establish under oath or affirmation that the property to be inspected is to be inspected as a part of a legally authorized program of inspection which includes that property or that there is probable cause for believing that there is a condition, object, activity, or circumstance which legally justifies such an inspection of that property.
 - 2. The issuing judge determines that the issuance of the warrant is authorized by this section and applicable state and federal law.
- B. An inspection warrant shall be validly issued only if it meets all of the following requirements:
 - 1. The warrant is attached to the affidavit required to be made in order to obtain the warrant.
 - 2. The warrant describes, either directly or by reference to the affidavit, the property upon which the inspection is to occur and is sufficiently accurate that the executor of the warrant and the owner or possessor of the property can reasonably determine from it the property for which the warrant authorizes an inspection.
 - 3. The warrant indicates the conditions, objects, activities, or circumstances which the inspection is intended to check or reveal.
 - 4. The warrant refers, in general terms, to the ordinance provisions sought to be enforced.

7.7.12 Remedies.

In case any building or structure is or is proposed to be erected, constructed, reconstructed, altered, converted or maintained, or any building, structure or land is or is proposed to be used in violation of any provision of this chapter, the city may, in addition to other remedies, and after due notice to the owner of the violation, issue a citation for violation of this chapter requiring the presence of the violator in court. The city may also in such cases institute injunction or other appropriate action or proceeding to prevent an unlawful erection, construction, reconstruction, alteration, conversion, maintenance or use or to correct or abate the violation or to prevent the occupancy of the building, structure or land. Where a violation of this chapter exists with respect to a structure or land, the community development director may, in addition to other remedies, require that public utility service be withheld therefrom until such time as the structure or premises is no longer in violation of this chapter.

7.7.13 Notice in writing order to stop work; revocation of permits.

Whenever any building or premises is being constructed, used, or occupied contrary to the provisions of this chapter or Chapter 7, the community development director may order the work stopped in accordance with the provisions of Chapter 7. The community development director may revoke any building permit or certificate of occupancy for any land, building or this chapter in order to protect the health, safety and general structure being constructed, used or occupied in violation of welfare of the residents of the city.

7.7.14 Fees.

Fees and charges for permits and inspections shall be as established by official action of the governing authority.

7.7.15 Certificates of occupancy.

Certificates of occupancy are required as follows and shall be issued by the community development director only after all requirements of this chapter and other applicable parts of the Code have been met:

- A. *For new or altered structures and uses.* No person shall use or permit the use of any building, structure, or premises or part thereof hereafter created, erected, changed, converted, enlarged or moved, wholly or partly, in use or structure, until a certificate of occupancy reflecting the extent and location of the use shall have been issued to the owner or tenant by the community development director. Where a building permit is involved, such certificate of occupancy shall show that the structure or use, or both, to the affected part thereof, is in conformance with the requirements of this chapter. It shall be the duty of the community development director to issue such certificate of occupancy if the community development director finds that all of the requirements of this chapter have been met, and to withhold such certificate of occupancy if the director finds that all of the requirements of this chapter have not been met.
- B. *Temporary certificates of occupancy.* A temporary certificate of occupancy for a part of a building or premises may be issued in accordance with the requirements of the Code of the City of Tucker, and the community development director may impose such additional conditions and safeguards as are necessary in the circumstances of the case to protect the safety of the occupants and of the general public.
- C. *Certificates of occupancy for existing uses or structures.* An owner may request a new certificate of occupancy for existing uses or structures. Said requests shall be in the form required by the community development director and shall require all professional surveys or certifications required by the community development director to adequately comply with said request. The community development director shall require as a part of said request, fees to process said requests as are established by the mayor and city council. Upon review of the application and other relevant investigation by the community development director, if in conformance with the requirements of this chapter, the community development director shall issue a certificate of occupancy for any buildings, premises or use, certifying that the building, premises or use is in conformance with the requirements of this chapter.

7.7.16 Violations of this chapter.

It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or use any land in the city, or cause the same to be done, contrary to or in violation of any of the provisions of this chapter.

7.7.17 Penalties.

Any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of an offense and upon conviction in court shall be punished as is provided by law. Where any violation continues, each day's continuance of a violation shall be considered a separate offense. The owner of any buildings or premises or parts thereof, where anything in violation of this chapter exists, and any architect, builder, contractor or any other agent of the owner, or any tenant, who commits or assists in the commission of any

violation, shall be guilty of a separate offense. In addition, the city may revoke the business license of any entity found guilty of violating this chapter in accordance with the procedures of this subsection for a period of time not to exceed five years, except to the extent prohibited by law.

7.7.18 Repeal of conflicting ordinances; validity of prior approvals and actions.

Nothing herein shall be construed as repealing the conditions of use, operation, or site development accompanying zoning approval(s) or permits issued under previous zoning ordinances or resolutions, provided further that modification or repeal of these past conditions of approval may be accomplished as authorized and provided by this chapter. All variances and exceptions heretofore granted by the zoning board of appeals shall remain in full force and effect, and all terms, conditions and obligations imposed by the zoning board of appeals shall remain in effect insofar as required for the initiation of any proceedings against these violations and for the prosecution of any violations heretofore commenced.

7.7.19 Reserved.

Item E2

Bylaws

City of Tucker
Planning Commission Bylaws

This resolution of the City of Tucker Planning Commission, hereinafter referred to as the "Planning Commission," is adopted through the authority delegated by the City Council pursuant to Section 2.14 of the City of Tucker Charter. It shall govern the purpose, duties, responsibilities, policies and procedures of the Planning Commission. This resolution shall keep in effect all current purposes, duties, responsibilities, policies and procedures, including adopted resolutions, unless specifically changed by this resolution.

SECTION I. PURPOSE, DUTIES AND RESPONSIBILITIES. The purpose, duties and responsibilities of the Planning Commission shall include, but not be limited to, the following:

- A. To research, review and make recommendations to the City Council on zoning, the Zoning Ordinance and any necessary changes, zoning map and overlay amendments, special uses, waivers of the development regulations, the comprehensive plan and the future land use map and the elements thereof, development regulations and other policies and procedures of the Community Development Department and related matters.
- B. To initiate changes to the Zoning Ordinance, Comprehensive Plan, and other planning and development related documents.
- C. To advise the City Council on environmental, public health, safety and general welfare matters which may include infrastructure, historic, business, residential and recreational matters, policies and procedures.
- D. To work with various public and private organizations and agencies engaged in or interested in planning and development activities so as to provide leadership in identifying and implementing City objectives for planning and development.
- E. To assist the Community Development Department, other boards and authorities when appropriate to the purposes of the Planning Commission, and the City Council in carrying out their various functions by making recommendations to achieve the desired benefits on behalf of residents and businesses.

F. To report in writing to the City Council after research and review on any matter referred to the Planning Commission by the City Council before action is taken thereon by them.

SECTION II. PLANNING DISTRICTS. All members of the Planning Commission shall be responsible for all items of business brought before the Planning Commission regardless of the geographic location of the business item within the City.

Planning Commissioners shall not have an assigned Planning District, but shall perform their duties in a manner that serves the city as a whole.

SECTION III. OFFICERS. The officers of the Planning Commission shall be elected at the first public meeting of each year. Election shall be by a majority vote of the Planning Commission members. The term of office for each officer shall begin immediately upon election.

The Planning Commission shall elect a chairman and vice-chairman from its members who shall serve for terms of one year, until re-elected, or until their successors are elected. The chairman shall have the privilege of initiating motions and voting on all matters in addition to other parliamentary responsibilities.

SECTION IV. COMMUNITY DEVELOPMENT DIRECTOR AS EXECUTIVE SECRETARY. The Community Development Director shall serve as the Secretary of the Planning Commission and may delegate the performance of the tasks required of the Secretary to his or her subordinates. The Secretary shall provide such technical, secretarial, and other support services as the Planning Commission may reasonably require in the conduct of its business, including the maintenance of minutes and records, the preparation of an agenda or all meetings, the providing of notice of all meetings, the placement of appropriate legal notices as required by the resolutions and ordinance of the City, attendance to the correspondence of the Planning Commission, providing the Planning Commission with the final action by the City Council on the recommendations of the Planning Commission, and other services which may be required, to the extent such services can be provided within the budgetary limitations of the Community Development department.

SECTION V. AGENDA AND MINUTES. The Chairman and Secretary shall determine the meeting agenda. All matters to be considered and/or acted upon by the Planning Commission shall appear on the agenda, except that upon a vote of the Planning Commission, non-agenda matters, which in the judgment of the Chairman do not involve action directly affecting the public, may be discussed and voted thereon.

Meeting minutes shall include and indicate all important facts, a report of all actions taken, and shall include a listing of those members present and those absent, a record of the vote of each member on each action taken on each matter, and a record of any explanation or commentary which is relative to the decisions made on matters before the Planning Commission.

SECTION VI MEETINGS. Meetings shall be held in accordance with a schedule adopted by the Planning Commission. A public hearing shall be held at least once each month and at such other times as the Chairman or Secretary shall determine, unless there are no agenda items for the Commission's consideration. All meetings shall be voting sessions and open to the public.

Notice of all meetings shall be caused to be published by the Secretary in a newspaper of general circulation throughout the City at least fifteen (15) days prior to the meeting date.

SECTION VII. ORDER OF BUSINESS. The normal order of business at meetings shall be:

- A. Determination of a quorum.
- B. Approval of minutes from previous meetings.
- C. Old business: Voting on matters heard and tabled from previous public hearings.
- D. New business for:
 - a. Zonings, special land uses, and review of other ___ applications.
 - b. Other new business matters requiring a public hearing or public meeting.
- E. City business items such as code amendments, plan changes, special studies, etc.
- F. Comments by staff and Planning Commissioners.
- G. Adjournment.

The Chairman may change the order of the agenda if time and purpose may be served.

SECTION VIII. RULES OF PROCEDURE FOR MEETING. The rules of procedure for meetings are as follows:

A. The Chairman shall call the matter before the Planning Commission.

B. After the public meeting is opened, staff shall make a presentation of the item, after which any member of the Council/Commission/Board, upon recognition by the Chair, may ask questions of the staff or other city representative providing the report or recommendations. ~~The Chairman shall call for presentation by the staff and ask for its report on the matter.~~

C. After presentation by staff, the applicant or those in support of the item shall receive a time period, up to the entire allotment of ten (10) minutes to present their case. If a large number of people wish to speak, it may be advisable to designate a spokesperson to make the presentation. Any member of the Council/Commission/Board, upon recognition by the Chair, may ask questions of the person. The period of questions shall not be deducted from the ten (10) minutes period. The city shall not be obligated to provide the full ten (10) minute period if it is not elected to use that much time.

~~The Chairman shall then call parties in interest who shall have privilege on the floor after appearing before the Planning Commission and identifying themselves by name, address and affiliation with any business or organization which would be relative to the matter being considered.~~

~~Proponents shall speak first, opponents shall speak second. All comments and questions from the parties in interest shall be directed to the Planning Commission. Neither proponents or opponents shall generally have more than ten minutes total to present their interest and the Chairman shall have the power to restrict or expand the period of time for presentations if, in his or her judgment, circumstances surrounding the matter may warrant such action.~~

D. Next, the Chair shall call for a show of hands of those persons who wish to appear in opposition. Opposition shall be granted a time period of ten (10) minutes at the public hearing to present data, evidence and opinions. If a large number of people wish to speak, it may be advisable to designate a spokesperson to make the presentation. 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. Any member of the Council/Commission/Board, upon recognition by the Chair, may ask questions of any person giving public comment. The period of questions shall not be deducted from the ten (10) minute period.

~~The Chairman shall call for questions from the Planning Commission to the proponents or opponents immediately after their individual presentation.~~

E. After completion of the procedure, the Chair will indicate that the public hearing is closed.

F. The planning commission, after conducting a public hearing, shall consider the proposal and vote on its recommendation to the mayor and city council. Deferral of an application by the planning commission shall not be binding on the mayor and city council. The planning commission may recommend approval of the application, approval to a less intense zoning district or land use

~~category than that requested by the applicant, approval of the application with conditions, denial of the application, deferral of the application, or, upon request of the applicant, withdrawal of the application without prejudice. The Chairman shall then call for discussion of the matter by the Planning Commission and the voting thereon. Once discussion by the Planning Commission has been called for, no further comment or presentation shall be made by parties in interest unless a Planning Commissioner has a specific question for a party in interest, or, the Chairman deems further comment to be appropriate and germane to the issues surrounding the matter before the Planning Commission.~~

~~F. The Planning Commission may defer an item and table a vote to a future date after a public hearing.~~

SECTION 9. In addition to the required legal notices, the Secretary shall notify all Planning Commissioners of each regularly scheduled meeting at least five days preceding such meeting through the delivery of a written agenda which shall include all details on matters to be considered together with supporting documents and any staff-generated reports.

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The Secretary shall notify all Planning Commissioners of all Special Called Meetings at least two days preceding such meetings through the delivery of a written notice showing the time, place and purpose of such meetings.

The Secretary shall notify all Planning Commissioners of the cancellation of any regularly scheduled meeting at least five days preceding the date of such canceled meeting through the delivery of a written notice of cancellation. However a meeting may be canceled due to inclement weather or lack of quorum without written notice.

SECTION X. QUORUM. A quorum shall consist of three Planning Commissioners and a majority vote of those present constituting a quorum shall be sufficient to decide all matters which come before the Planning Commission.

SECTION XI. VOTING. A Planning Commissioner who is part of a quorum of the Planning Commission during the consideration of any matter but not participating in the discussion or vote on a specific matter because of a conflict of interest shall be considered present for quorum purposes but absent from the voting on that specific matter.

A majority vote of a quorum of the Planning Commission is required for approval of all motions. A motion which fails by a majority vote shall not be deemed as approval of the opposite position and a new motion must be made to approve the opposite position, with any amendments and conditions, in order that the opposite position may be submitted to the City Council as the recommendation of the Planning Commission. If a motion on a proposed amendment results in a tie vote of those present, the Planning Commission may forward a report of "no recommendation" on the proposed amendment.

The Planning Commission may add conditions to the approval of any application or matter it deems necessary so that the purposes of the City's resolutions, ordinances, regulations, policies and procedures are served and so that the public health, safety and welfare of the residents of the City as a whole shall be protected and/or enhance .

The recommendation of the Planning Commission along with any explanation or commentary related to the decision of the Planning Commission on all actions on a particular matter shall accompany the Planning Commission's recommendation to the City Council.

SECTION XII. CONFLICT OF INTEREST.

A. Definitions

As used in these Bylaws, the term:

- 1) "Business entity" means any corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust.
- 2) "Financial interest" means all direct ownership interests of the total assets or capital stock of a business entity where such ownership interest is ten (10%) percent or more.
- 3) "Member of the family" means the spouse, mother, father, brother, sister, son, or daughter of a Planning Commissioner.
- 4) "Property interest" means the direct or indirect ownership of real property and includes any percentages of ownership less than total ownership.
- 5) "Real property" means any tract or parcel of land and, if developed, any building or structure located on the land.
- 6) "Rezoning action" means any rezoning, special use permit, or site plan review which requires a majority vote of the Planning Commission.

B. A Planning Commissioner who:

- 1) Has a property interest in any real property affected by a rezoning action upon which that Commissioner is authorized to vote;
- 2) Has a financial interest in any business entity which has a property interest in any real property affected by a rezoning action upon which that Planner Commissioner is authorized to vote; or
- 3) Has a member of the family having any interest described in paragraphs (1) or (2) of this section shall disclose in writing not more than five (5) working days after any action by the Planning Commission the nature and extent of such interest. The Planning Commissioner shall not participate in the discussion, questions, or voting on that particular matter, nor shall said Planning Commissioner take any action which may influence the voting of any other Planning Commissioner.

SECTION XIII. COMMITTEES. The Chairman may appoint, with the concurrence of the Planning Commission, various standing and temporary committees that may include city staff, residents, and business owners whose background and knowledge may be of benefit to the Planning Commission in accomplishing its goals.

The purpose of committees shall be to make detailed investigations, studies and recommendations to the Planning Commission as instructed pertaining to matters or classes of matters falling within its purview.

The Chairman shall be an ex-officio member of all committees.

SECTION XIV. MAXIMUM TIME FOR ACTION. The Planning Commission shall have sixty days from the date of its first scheduled public hearing on a matter in which to submit a recommendation to the City Council, except where the City Council has established another specific time period for a specific matter. The applicant and the Planning Commission may jointly agree to an extension of the 60 day period. The Planning Commission may also request an extension of time from the City Council on any matter. If the Planning Commission fails to submit a recommendation within the allowed period of time or is denied its request for an extension of time, that particular matter before the Planning Commission shall be forwarded to the City Council without recommendation.

SECTION XV. ROBERTS RULES OF ORDER. In the event that a conflict occurs between the rules and procedures of this resolution and Roberts Rules of Order, the rules and procedures of this resolution shall prevail. In all other procedural questions, Roberts Rules of Order for Small Boards shall apply.

SECTION XVI. AMENDMENTS. The provisions contained herein may be amended by a majority vote of the Planning Commission.

ADOPTED BY THE CITY OF TUCKER PLANNING COMMISSION THIS
23rd DAY of ~~August~~
~~2016~~. February, 2017.

Chairman, City of Tucker Planning Commission

PROCEDURES IN SMALL BOARDS

EXCERPT FROM ROBERT'S RULES OF ORDER

“In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- ◆ Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- ◆ There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be permitted.
- ◆ Informal discussion of a subject is permitted while a motion is pending.
- ◆ The chairman need not rise while putting question to vote.
- ◆ The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.
- ◆ Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings

To Limit Debate

When members of the assembly call out informally, “Question! Question!”, it means only that they as individuals are ready to vote on the pending question or motion. This informal “call for the question” by members must be clearly differentiated from the formal motion “to close debate and vote immediately on the pending question”, (or what is exactly the same) the formal “I move the previous question”.

To Close Debate

“I move the previous Question” is the old, brief way of moving to close debate. The current formal way of closing debate is “I move that we close debate and vote immediately on the pending question”. Requires a second. Is not debatable nor can it have a subsidiary motion to amend. Requires a two-thirds vote to pass.

NOTE: Copies of Roberts Rules of Order are available at most book stores. It is recommended the Chairman have a copy of “Parliamentary Procedure at a glance”.