THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Conditions & Variances Decision Follow-up

Date of Meeting: November 15, 2010

Budget Impact: ___Y _X N

Budget Impact Amount: $ None

Funding Source:
( )Annual
( )Capital
(X)N/A

Regular Meeting	(X)
Work Session	( )
Recommendation	(x)
Policy/Discussion	(X)
Report	( )
Other	( )

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Action Requested: Adopt a Policy/Procedure for Planning & Zoning Decisions.

History, Facts, Issues: Pursuant to the ZPA a Public Hearing is afforded to applicants who desire Conditional Use Permits and Variances.

At present the City of Doraville does not have a Policy/Procedure in place to ensure that the Conditions/Variances are adhered to; the applicant and City must rely on the Official Minutes for decisions which were made by Council. This necessitates anyone inquiring about the specific property to read all past minutes to determine if any conditions or variances have been attached to the property.

Options: _____

Recommended Action: The creation of a formal decision letter should be attached to:
1. The Original Application, 2. A File of Conditions/Variances by Address,
3. A Copy to Mayor & Council, 4. A Copy sent to Applicant.

Creating a file by address is necessary for future reference to ensure the City's actions on the property are adhered to for years to come.

Department: City Council Member, Pam Fleming
Department Head: Mayor Ray Jenkins

Administrative Comments and Recommendation: _____

Action Taken By Board: _____