

BOARD OF COMMISSIONERS  
GWINNETT COUNTY  
LAWRENCEVILLE, GEORGIA

RESOLUTION

READING AND ADOPTION:

At the regular meeting of the Gwinnett County Board of Commissioners, held in the Justice and Administration Center Auditorium, 75 Langley Drive, Lawrenceville, Georgia.

<u>Present</u>	VOTE
Wayne Hill, Chairman	AYE
Marcia Neaton-Griggs, District 1	AYE
Albert Nasuti, District 2	ABSENT
John Dunn, District 3	AYE
Kevin Kenerly, District 4	AYE

On motion of CHAIRMAN HILL, which carried 4-0,

the following resolution was adopted:

ADOPTION OF REVISED PUBLIC NOTIFICATION POLICIES FOR REZONING AND SPECIAL USE PERMIT APPLICATIONS IN UNINCORPORATED GWINNETT COUNTY, TO INCREASE THE SCOPE AND GEOGRAPHIC AREA OF WRITTEN NOTIFICATION TO POTENTIALLY AFFECTED NEIGHBORS, AND TO PROVIDE FOR NEW ZONING NOTICE SIGN POSTING POLICIES

WHEREAS, it is desirable to increase the scope and geographic area of written notification to potentially affected neighbors of properties proposed for rezoning or special use permit consideration; and

WHEREAS, such expanded notification will have the beneficial effect of increasing public awareness and involvement in the public hearing process; and

WHEREAS, the Department of Planning and Development staff has reviewed the notification policies of other jurisdictions in the metropolitan area, and has developed an effective and appropriate set of notification policies for Gwinnett County; and

WHEREAS, the Board has determined that it is in the best interest of the citizens of Gwinnett to adopt such policies to promote public involvement and awareness of the rezoning process;

NOW, THEREFORE, BE IT RESOLVED by the Gwinnett County Board of Commissioners this the 26TH day of NOVEMBER, 2002, that the following rezoning and special use permit public notification policy be adopted:

Written notification and sign posting for rezoning and special use permit applications shall be subject to the following:

1. WRITTEN NOTIFICATION: :

A. The applicant shall give notice of the proposed rezoning or Special Use Permit by first class mail to all property owners of record within 1,000 feet of the property proposed for Rezoning or Special Use Permit as shown by Gwinnett County tax records. Such notice shall be mailed at least fifteen days prior to the first Planning Commission public hearing and shall include:

- a copy of the application cover sheet, letter of intent, applicant/contact person, vicinity map and the site plan
- the rezoning or Special Use Permit case number
- the date, time, place and purpose of public hearings
- The applicant is required to submit to the Planning Division a certificate of mailing from a U.S. Post Office verifying the attempt to notify all property owners within 1,000 feet of the of the property proposed for rezoning or Special Use Permit

- The certificate of mailing must be submitted to the Planning Division no later than 12:00 noon on Wednesday of the week preceding the first scheduled hearing or the application may be tabled by the Planning Commission or Board of Commissioners

B. For Special Use Permit applications which are proposed to operate in a dwelling or as an accessory to a dwelling, the Department of Planning and Development shall give notice of the proposed Special Use Permit by regular mail to all abutting property owners of record as shown by Gwinnett County Tax Assessor's records. Such notice shall be mailed at least fifteen days prior to the first Planning Commission public hearing and shall include a description of the application and the date, time, place and purpose of public hearings. Notice deposited as first class U.S. Mail with adequate postage thereon and addressed to the owner(s) of record as shown by the Gwinnett County Tax Assessor's records shall be deemed to be adequate compliance with the written notification policy.

## 2. SIGN POSTING

- A. For Rezoning and Special Use Permits, the applicant shall erect a sign at or near the right-of-way line (near the center of the frontage) and not interfering with sight distance at any intersection or driveway.
- B. The sign shall contain the following information: location of the property, the present zoning of the property, the proposed zoning of the property, and the date, time and location of the public hearing. The sign shall be erected not less than fifteen (15) days prior to the date of the public hearing.
- C. Signs must be posted prior to the established posting deadline, and failure to meet this deadline shall result in an administrative withdrawal of the application from the agenda. Failure to maintain sign(s) continuously throughout the process may, at the discretion of the Board of Commissioners, delay or prohibit consideration of the application. The Director may require the placement of signs at multiple locations for large acreage tracts or sites with multiple road frontages.
- D. No less than fifteen (15) days prior to the first public hearing, the Planning Division shall inspect and photograph the sign(s). Signs shall remain the property of Gwinnett County and shall be returned to the Planning Division after final action on the case.
- E. For cases tabled to a subsequent month, the Planning Division shall provide the applicant with new sign faces displaying the revised public hearing dates. The applicant will be responsible for reposting and maintaining these signs as prescribed above.
- F. The applicant shall make a sign deposit with the Planning Division in the amount of \$100.00.
- G. The applicant shall return the sign within fifteen (15) days after the final Board action on the request or forfeit the sign deposit.
- H. For Special Use Permit applications which are proposed to operate in a dwelling or as an accessory to a dwelling, the Department of Planning and Development shall erect a sign towards the center of the site near the right-of-way line such that the sign faces are perpendicular to the road-frontage visible to those traveling in either direction.

BE IT FURTHER RESOLVED that said policies shall become effective with the rezoning and Special Use Permit new business scheduled for the March 2003 agenda, and that all regulations or parts of same in conflict with this Resolution are hereby rescinded to the extent of said conflict.


GWINNETT COUNTY BOARD OF COMMISSIONERS

BY:


  
F. Wayne Hill, Chairman

Date Signed: Dec .9, 2002

ATTEST:

  
Clerk (Seal)

APPROVED:

  
Van Stephens  
Chief Asst. County Attorney