
MEMORANDUM



TO: Planning Commission

**FROM: Jason Thompson, Director
Department of Planning and Development**

DATE: May 23, 2023

CASE NO.: #UDO 23-02

RE: Proposed Text Amendment #6 to the Snellville Unified Development Ordinance (“UDO”)

Proposed text amendment to update the city’s UDO to be consistent with the updated Zoning Procedures Act as passed by the Georgia General Assembly relating to administrative variance applications considered by the Planning Director and appeal, variance and waiver applications considered by the Snellville Board of Zoning Appeals.

Administrative variance applications will now be considered at a public hearing with the Planning Director; require a minimum 30-day public notification of the meeting date, time and location. Public notification to include legal ad publication, posting of a public notice sign, and letters mailed to adjoining property owners.

The proposed text amendment moves much of the variance authority to the six-post Board of Appeals.

A Summary of Proposed Amendment is provided which summarizes each of the proposed amendments.

The Planning Department recommends **approval** of the proposed text amendment.