

MEMORANDUM

To: Mayor & City Council

From: Steve Foote, AICP

Date: June 8, 2015

Subject: Meeting Process Text Amendments to Chapter 27, Zoning

EXECUTIVE SUMMARY

After operating for six years, the City has conducted a review of its services and processes. As a result of this analysis, a number of efficiency and transparency measures were identified to improve the City's workflow. One of those measures before the City Council for deliberation relates to the land use and zoning amendment process.

As currently written, the process for the review and approval of an amendment is 130 to 150 days. At the recent City Council retreat, the length of this process was discussed and identified as a deterrent to the City's promotion of transparency, whereby concerned citizens are required to stay engaged in an application process for a minimum of four months and could be required to attend up to five (5) public meetings or hearings before obtaining resolution or learning the outcome of a decision.

After substantial discussion at the retreat, the consensus recommendation from City Council and staff was to redefine the pre-submittal neighborhood communication process and to disengage the Community Council from the review process. These changes will reduce the process to 90-100 days—still allowing for substantial public input—and enable the public to follow a more streamlined and efficient process.

Three separate City-managed meetings will still occur (one before Planning Commission and two before the City Council), as well as an applicant-initiated meeting conducted prior to the submittal of the application to the City. This meeting will replace the current requirement for a "neighborhood communications summary." The format of the applicant-initiated meeting, will take place in an open-house setting, where the public can address the applicant in a more informal, and potentially less intimidating, one-on-one or small group setting. The combination of these changes promote a more effective and efficient workflow that will improve the City's services and citizen engagement.

Following the May 26 City Council Meeting, staff made a change to the text to require that all meetings be held at a convenient time and location within the City of Dunwoody.

COMMUNITY COUNCIL RECOMMENDATION

At their regularly scheduled March meeting, the Community Council motioned to deny the text amendment in its entirety as written. The motion was voted and passed (5-0). Several Community Council members have subsequently submitted individually, e-mails to staff supporting their position. Staff has compiled these e-mails, which are presented as an attachment to this document. The attachment has been signed by Norb Leahy, Chair, to show that he concurs with those statements.

PLANNING COMMISSION RECOMMENDATION

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At their regularly scheduled May meeting, the Planning Commission motioned to approve the text amendment with the following condition:

The applicant will place a notice in the City's legal organ at the applicant's expense. The motion was voted and passed (4-1).

STAFF RECOMMENDATION

The condition proposed by the Planning Commission has been incorporated into the draft document. Staff recommends approval of the text amendments as proposed for City Code Chapters 27, Zoning.

Attachments

- Planning Commission Minutes 5-12-15 (Draft)
- Community Council Meeting Minutes 3-12-15
- E-mails from Community Council Members
- Chapter 27 Text Amendments

AN ORDINANCE OF THE CITY OF DUNWOODY REVISING CERTAIN PROVISIONS OF ZONING ORDINANCE (CHAPTER 27 OF THE CITY CODE) BY REMOVING THE COMMUNITY COUNCIL FROM THE ZONING PROCESS AND DISSOLVING THE COUNCIL

- WHEREAS, the City of Dunwoody is charged with providing for the health, safety and welfare of the citizens of the City; and
- WHEREAS, the City of Dunwoody's Zoning Code currently provides the Community Council as part of the process of review of zoning text amendments, map revisions, rezonings, SLUPs and other related matter as provided by the Code; and
- WHEREAS, as part of streamlining the zoning process and making it timely and accessible, the Mayor and City Council find it necessary to reduce said process to the necessary steps and believe that review by a Community Council is duplicative of the role of the Planning Commission; and
- WHEREAS, as a result, the Mayor and Council find that the need for a Community Council in the zoning process has run its course and the needs of the City and the applicants can be better served by the Planning Commission and City Council without additional steps; and
- **WHEREAS**, the Mayor and City Council have conducted a properlyadvertised Public Hearing prior to adoption of this Ordinance.

THEREFORE, THE MAYOR AND COUNCIL FOR THE CITY OF DUNWOODY HEREBY ORDAIN AS FOLLOWS:

<u>Section 1</u>: Chapter 27 (Zoning) of the City of Dunwoody Code is hereby revised by amending Article V (Review and Approval Procedures), Sections 27-306 (Neighbor Communication Summary), 27-329 (Neighbor Communication Summary), 27-332 (Community Council Meeting and Recommendation) and 27-354 (Neighbor Communication Summary) to read as follows:

Sec. 27-306. - Neighbor communication summaryApplicant-Initiated Meeting.

(a) Purpose. The purpose of neighbor communication summaryapplicant-initiated meeting requirements is to help educate applicants for development approvals and neighbors about one another's interests, to attempt to resolve issues in a manner that respects those interests, and to identify unresolved issues.

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STATE OF GEORGIA CITY OF DUNWOODY

- (b) Applicability. Neighbor communication summariesApplicantinitiated meetings are required to be submitted held whenever the provisions of this zoning ordinance expressly state that they are required. They are encouraged in all cases.
- (c) Written Notice. The applicant or his/her representative is responsible for completing all requirements of this section. Written notice is required for all applicant-initiated meetings and will be sent via first class mail to the owners of all residentially zoned property within 500 feet of the boundaries of the subject property, as those property owners are listed on the tax records of DeKalb County. The notices must be mailed at least 10 days before the date of the applicant-initiated meeting. Written notices must indicate the nature of the application and the date, time, place and purpose of the meeting. All meetings will be held at a convenient time and location within the City of Dunwoody.

In addition to the above notice procedures the following shall be performed:

(1) A notice of the meeting shall be sent to the City Planner at the below or current address:

<u>City Planner</u> <u>City of Dunwoody</u> <u>41 Perimeter Center East, Suite 250</u> <u>Dunwoody, GA 30346</u>

- (2) At least 7 days before but not more than 30 days before the date of the applicant-initiated meeting, notice of the meeting must be published in a newspaper of general circulation in the city.
- (ed) Summary report. The applicant must submit a neighbor communications summary of the applicant-initiated meeting at the time of application submittal. The summary report must describe:
 - Efforts to notify neighbors about the proposal meeting date, time, and location (how and when notification occurred, and who was notified);
 - (2) How information about the proposal was shared with neighbors (mailings, workshops or meetings, open houses, flyers, door-to-door handouts, etc.);
 - (2) Meeting location, date and time;
 - (3) Who was involved in the discussions;
 - (4) Suggestions and concerns raised by neighbors; and

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(5) What specific changes to the proposal were considered and/or made as a result of the communications meeting.

Sec. 27-329. - Neighbor communications summaryApplicant-Initiated Meeting.

Neighbor communication summaries<u>Applicant-initiated meetings</u> are required for all owner-initiated applications for amendments (see the neighbor communication summaryapplicant-initiated meeting provisions of section 27-305<u>306</u>). If there is no residential zoned propertying within 500 feet of the property under consideration, the applicant is exempt from neighbor communication summaryapplicant-initiated meeting requirements.

Sec. 27-332. - Community council meeting and recommendation.

The community council must consider proposed amendments in a public meeting and act by simple majority vote to recommend that the proposed amendment be approved, approved with conditions or denied based on the applicable review and approval criteria of section 27-335. The community council's recommendation must be transmitted to the planning commission. Failure of the community council to make a recommendation during the meeting in which the amendment is first presented does not constitute grounds for postponement, deferral or denial of any proposed amendment by the planning commission or by the mayor and city council. The Community council may not defer action on a request except at the request of the applicant.<u>Reserved</u>.

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Sec. 27-354. - Neighbor communications summaryApplicant-Initiated Meeting.

Neighbor communication summaries<u>Applicant-initiated meetings</u> are required for all special land use permits (see the neighbor communication summaryapplicant-initiated meeting provisions of section 27-305306). If there is no residential zon<u>eding property</u> within 500 feet of the property under consideration, the applicant is exempt from neighbor communication summaryapplicant-initiated meeting requirements.

STATE OF GEORGIA CITY OF DUNWOODY

ORDINANCE 2015-XX-XX

<u>Section 2:</u> Chapter 27 (Zoning) of the City of Dunwoody Code is hereby further revised by amending Article VI (Administration and Enforcement) by deleting Section 27-493 (Community Council) in its entirety and leaving the Section "Reserved."

Section 3: Upon approval of this Ordinance, the Community Council shall be dissolved.

<u>Section 4:</u> This Amendment shall become effective upon approval by the Mayor and City Council, and incorporated into the Code of the City of Dunwoody, Georgia. This Amendment hereby repeals any and all conflicting ordinances and amendments.

SO ORDAINED, this 8th day of June, 2015.

Approved:

Michael G. Davis, Mayor

ATTEST:

Approved as to Form and Content:

Sharon Lowery, City Clerk

Office of City Attorney

CITY OF DUNWOODY MAY 12, 2015 PLANNING COMMISSION MINUTES

The Planning Commission of the City of Dunwoody held a Meeting on May 12, 2015 at 6:00 PM. The meeting was held in the City of Dunwoody City Hall, 41 Perimeter Center East, Dunwoody, Georgia 30346. Present for the meeting were the following:

Voting Members:	Bob Dallas, Commission Member Bill Grossman, Commission Member Paul Player, Commission Member Heyward Wescott, Commission Member Rick Callihan, Commission Member
Also Present:	Steve Foote, Community Development Director Rebecca Keefer, City Planner

- A. CALL TO ORDER
- B. <u>ROLL CALL</u>

Kirk Anders and Renate Herod were absent.

- C. <u>MINUTES</u>
 - 1. <u>Approval of Minutes from the April 21, 2015 Planning Commission Special Called</u> <u>Meeting</u>

Andrew Russell, Planning Coordinator

Commission Member Heyward Wescott motioned to approve Commission Member Bill Grossman seconded.

The motion was voted and passed (3 - 0 - 2). Paul Player and Rick Callihan abstained.

D. ORGANIZATIONAL AND PROCEDURAL ITEMS

Bob Dallas stated the Planning Commission's preferred start time is 7:00 pm and that the Commission voted 7-0 last month to keep a 7:00 pm start time.

Steve Foote responded to the Commission's questions regarding the scheduling of the meeting time for tonight's meeting. Steve stated that the City prefers that Planning Commission meetings be held at 6:00 pm.

Paul Player, Bill Grossman, Heyward Wescott and Rick Callihan stated they would prefer a 7:00 pm meeting start time. The Commission addressed questions to the public. Robert Wittenstein stated he would prefer a 7:00 pm start time.

E. <u>UNFINISHED BUSINESS</u>

 <u>RZ 15-021: Cypress Communities, LLC, applicant, on behalf of owner, CQ Dunwoody</u> <u>Village Court, LLC, seeks permission to rezone property currently zoned Office-</u> <u>Institution (O-I) District to Multi-dwelling Residential District (RM-100) to allow for</u> <u>construction of an 81-unit townhome development. The subject property consists of</u> <u>two parcels: tax parcel 18-366-060-61 located at 1530 Dunwoody Village Parkway,</u> <u>Dunwoody, GA 30338, and tax parcel 18-366-060-65 located at 1536 Dunwoody</u> <u>Village Parkway, Dunwoody, GA 30338.</u>

Bob Dallas introduced the item and opened the public hearing.

Rebecca Keefer presented on behalf of staff and recommended approval with exhibits and conditions.

Steve Foote spoke on behalf of staff and made additional clarifications.

Carl Westmoreland, representative of the applicant, spoke on behalf of the application. Carl addressed the changes that were made to the site plan and landscape plan since the April Planning Commission meeting. Carl addressed pending agreements with adjacent property owners. Carl responded to the Commission's questions and to comments made by the public. Carl stated he is in communication with DHA regarding their agreement.

Robert Wittenstein spoke on behalf of the Dunwoody Homeowner's Association as their President, in support of the application. Robert stated the DHA believes the proposed project is good for Dunwoody, that the applicant has worked very hard to accommodate the neighbors' requests, and that the proposed development is in line with the Dunwoody Village Master Plan was put together. Robert clarified his comment at the April Planning Commission meeting regarding the obligations the applicant has for following recommendations of the Design Review Advisory Committee.

Richard Krohn, 1422 Mockwell Ct, spoke in opposition to the application. Richard stated that he opposes multi-family housing in the proposed location.

Robert Miller, 1332 Martina Drive, spoke in opposition to the application. Robert stated that he objects to these proceedings because believes they are not in compliance with procedural due process requirements, the proposed site plan does not meet the policy and intent of the Comprehensive Plan, and that the floor plans do not meet the Comprehensive Plan's goal of providing housing options targeted at empty nesters. Robert proposed that 90% of units should have the master bedroom and kitchen on the same floor, one bathroom that is framed to ADA standards with a zero entry shower, kitchen layout and wider hallways designed to ADA standards, and doorways on main level to have a minimum clear opening of 32".

Bill Grossman asked questions of the applicant related to whether there will be a model unit, the installation and code requirements of elevators, and what the minimum spacing between any sidewalk and a building is, and pointed to the sidewalk along building 72. Bill asked whether the applicant is willing to include an elevator in the model unit, and whether the elevator cost he anticipated took into account the city's code requirements for elevators that open into a garage.

Heyward Wescott asked questions of the applicant and staff regarding phasing, issues with the dumpster and neighboring office properties, and code issues pertaining to having an elevator in a garage. Heyward stated he would like to see green space between units 72 and 73 instead of parking spaces. Heyward commended the changes that the applicant has made to the site plan around the mail kiosk.

Rick Callihan asked staff about the Comprehensive Plan calling for 2 story units as a transitional buffer toward the back of the property.

Bob Dallas asked the applicant whether any units accommodate master bedroom, living room and kitchen on the same floor, and whether he could build some larger units there that could accommodate that. Bob asked questions of grading at the townhomes proposed along Dunwoody Village Parkway. Bob commended the applicant for removing the parking from the area in front of the open space between units 72 and 73.

Lonnie Moss, applicant, responded to the Commission's questions. Lonnie stated that having the kitchen, living room and master bedroom on the same floor would not be possible with these units. Lonnie stated that he envisions three or four steps down to the sidewalk along Dunwoody Village Parkway. Lonnie stated the foundations can be adjusted to make sure there are a few steps down to the sidewalk at those units.

Bill Grossman motioned to deny. Rick Callihan seconded.

The motion was voted and failed (2 - 3). Heyward Wescott, Bob Dallas and Paul Player dissented.

Heyward Wescott motioned to approve with the following conditions:

- 1. The elevation of the front of the units along Dunwoody Village Parkway shall be at grade.
- 2. The area along the private drive between units 72 and 73 will remain open space.
- 3. An elevator will be included in the model unit.

Paul Player seconded.

The motion was voted and passed (3 - 2). Bill Grossman and Rick Callihan dissented.

2. <u>Text Amendments City of Dunwoody City Code Chapter 27 Related to Meeting</u> <u>Process.</u>

Bob Dallas introduced the item and opened the public hearing.

Steve Foote presented on behalf of staff and recommended approval of the text amendment. Steve responded to the Commission's questions.

Bill Grossman asked questions of staff. Bill proposed that a single staff member attend the initial applicant-initiated meeting.

Rick Callihan asked staff who initiated the amendment. Rick stated the Community Council serves as a farm system for filling other Board seats.

Bob Dallas stated that the dialogue that takes place in formal meetings is critical and questioned whether a developer-led meeting can achieve that goal. Bob suggested that the applicant be required to publish notice of the applicant-initiated meeting in the legal organ of the city, so interested parties who may not live within the 500 foot radius would be informed.

Paul Player voiced concern that less reputable developers or attorneys could mislead the public at the developer-initiated meetings.

Bob Dallas called Robert Wittenstein up to speak. Robert suggested that the DHA be the appropriate venue for developer-led meetings. He pointed to the example of the Dunwoody Village Townhome application which came before the DHA and worked out issues early on in the process.

Heyward Wescott motioned to approve with the addition that the applicant advertise the applicant-initiated meeting in the city's legal organ. Bill Grossman seconded.

The motion was voted and passed (4 - 1). Rick Callihan dissented.

F. <u>NEW BUSINESS</u>

1. <u>Text amendments to the City of Dunwoody City Code Chapter 27 to Change the</u> <u>Classification of Massage Activities.</u>

Bob Dallas introduced the item and opened the public hearing.

Steve Foote presented on behalf of staff and recommended approval of the text amendment.

Wendy Pearson, the owner of Escentual Body, spoke in favor of the proposed text amendment, and responded to questions from the Commission. Sherise Law, the owner of Pure Aesthetics and Skincare, 1745 Old Spring House Lane, spoke in favor of the application. Sherise stated the Board of Cosmetology is the group who inspects her business.

Robert Wittenstein, 1146 Bordeaux Court, spoke in support of the application, and stated the current model is outdated.

Heyward Wescott motioned to approve. Bill Grossman seconded.

The motion was voted and passed (4 - 1). Rick Callihan dissented.

- H. PUBLIC COMMENT
- I. <u>COMMISSION COMMENT</u>

Bob Dallas asked procedural questions of staff regarding scheduling.

Bob Dallas welcomed new Planning Commission Member Rick Callihan.

Heyward Wescott thanked City Council Members Jim Riticher, Terry Nall and Denny Shortal for attending.

J. <u>ADJOURN</u>

CITY OF DUNWOODY MARCH 12, 2015 COMMUNITY COUNCIL MINUTES

The Community Council of the City of Dunwoody held a Meeting on March 12, 2015 at 6:00 PM. The meeting was held in the City of Dunwoody City Hall, 41 Perimeter Center East, Suite 103, Dunwoody, Georgia 30346. Present for the meeting were the following:

- Voting Members: Norb Leahy, Chair Rick Callihan, Vice-Chair Richard Grove, Community Council Member Deborah G. Shendelman, Community Council Member Brian Sims, Community Council Member
- Also Present: Rebecca Keefer, City Planner Andrew R. Russell, Planning Coordinator
- A. <u>CALL TO ORDER</u>
- B. <u>ROLL CALL</u>

All members were present except Sam Verniero.

- C. <u>MINUTES</u>
 - 1. <u>Approval of Minutes from the February 11, 2015 Special Called Community Council</u> <u>Meeting</u>

Rick Callihan motioned to approve. Norb Leahy seconded.

The motion was voted and Passed (5 - 0)

- D. ORGANIZATIONAL AND PROCEDURAL ITEMS
- E. <u>UNFINISHED BUSINESS</u>
- F. <u>NEW BUSINESS</u>
 - 1. Meeting process amendments to Chapter 27 of the Code of Ordinances

Norb Leahy opened the public hearing.

Rebecca Keefer introduced the item, and responded to the Community Council's questions. Rebecca explained that the item proposes to strike different parts of the text related to Community Council's involvement in the zoning amendment, text amendment and comprehensive plan amendment processes. Rebecca Keefer explained how the new process would work, that in absence of the Community Council amendment applications would involve a vamped up pre-application meeting that is open-house format and applications would go straight to the Planning Commission. Rebecca explained that as a part of the new amendment application process, a developer would be required to send written notice

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to all homes within 500 feet.

Rick Callihan voiced concerns that the move will eliminate an important source of talent for filling Zoning Board of Appeals and Planning Commission vacant seats. Additionally, Rick voiced concern that this will make it easier for developers to get developments through, and that he is opposed to the text amendment.

Richard Grove voiced concern that removing a structured format where community members can get their concerns heard in meeting minutes that can be reviewed later may be a bad tradeoff for increased efficiency; he asked whether there is a way to alter the flow of agenda items to enhance the efficiency of the system that is already in place for vetting. Richard voiced concerns that the City may be trading a community-led meeting for a developer-led meeting.

Deborah G. Shendelman indicated removal of the Community Council from the amendment process would be a disservice to the community, as it will eliminate a less formal platform for the community to be heard. Deborah asked staff what events precipitated this amendment and voiced concerns over what will and will not be required of developers and neighborhood meetings, and over the potential lack of a city presence at those meetings.

Brian Sims voiced concerns that this would put an undue burden on the Planning Commission and lead the Commission increasingly and continually deferring amendment applications each month, as items will not be properly vetted when they come before the Commission.

Norb voiced concern over what will happen when the developer is ineffective at engaging in neighborhood communications with affected citizens in the absence of the Community Council, and the fact that the audience would likely be much smaller as a result of notice only going out to residences within 500 feet of a proposed development.

Additional discussion occurred, and staff indicated that the topic of meeting efficiency, and specifically the role of Community Council, was initiated by staff and discussed by City Council at the annual retreat.

Rick Callihan motioned to Deny as written. Deborah G. Shendelman seconded.

The motion was voted and Passed (5 - 0)

- G. <u>OTHER BUSINESS</u>
- H. <u>PUBLIC COMMENT</u>
- I. <u>COMMUNITY COUNCIL COMMENT</u>
- J. <u>ADJOURN</u>

Approved by: Agach

Chairman

Attest:

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Lowery Secretary

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CHAPTER 27 - ZONING ORDINANCE

DIVISION 1. COMMON (PROCEDURAL) PROVISIONS

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Sec. 27-306. - Neighbor communication summary Applicant-Initiated Meeting.

- (a) Purpose. The purpose of neighbor communication summaryapplicant-initiated meeting requirements is to help educate applicants for development approvals and neighbors about one another's interests, to attempt to resolve issues in a manner that respects those interests, and to identify unresolved issues.
- (b) Applicability. Neighbor communication summaries <u>Applicant-initiated meetings</u> are required to be submitted <u>held</u> whenever the provisions of this zoning ordinance expressly state that they are required. They are encouraged in all cases.
- (c) Written Notice. The applicant or his/her representative is responsible for completing all requirements of this section. Written notice is required for all applicant-initiated meetings and will be sent via first class mail to the owners of all residentially zoned property within 500 feet of the boundaries of the subject property, as those property owners are listed on the tax records of DeKalb County. The notices must be mailed at least 10 days before the date of the applicant-initiated meeting. Written notices must indicate the nature of the application and the date, time, place and purpose of the meeting. All meetings will be held at a convenient time and location within the City of Dunwoody.

In addition to the above notice procedures the following shall be performed:

(1) A notice of the meeting shall be sent to the City Planner at the below or current address:

<u>City Planner</u> <u>City of Dunwoody</u> <u>41 Perimeter Center East, Suite 250</u> Dunwoody, GA 30346

- (2) At least 7 days before but not more than 30 days before the date of the applicant-initiated meeting, notice of the meeting must be published in a newspaper of general circulation in the city.
- (de) Summary report. The applicant must submit a neighbor communications summary of the applicantinitiated meeting at the time of application submittal. The summary report must describe:
 - Efforts to notify neighbors about the proposal meeting date, time, and location (how and when notification occurred, and who was notified);
 - <u>(2)</u> How information about the proposal was shared with neighbors (mailings, workshops or meetings, open houses, flyers, door-to-door handouts, etc.);
 - (2) Meeting location, date and time;
 - (3) <u>A record of who</u> was involved in the discussions (sign-in sheet, minutes, etc.);
 - (4) Suggestions and concerns raised by neighbors; and
 - (5) What specific changes to the proposal were considered and/or made as a result of the communicationsmeeting.

DIVISION 2. AMENDMENTS

Sec. 27-329. - Neighbor communications summary Applicant-Initiated Meeting.

Neighbor communication summaries Applicant-initiated meetings are required for all owner-initiated applications for amendments (see the neighbor communication summary applicant-initiated meeting provisions of section 27-305306). If there is no residential zoning within 500 feet of the property under consideration, the applicant is exempt from neighbor communication summary applicant-initiated meeting requirements.

Sec. 27-332. - Community council meeting and recommendation.

The community council must consider proposed amendments in a public meeting and act by simple majority vote to recommend that the proposed amendment be approved, approved with conditions or denied based on the applicable review and approval criteria of section 27-335. The community council's recommendation must be transmitted to the planning commission. Failure of the community council to make a recommendation during the meeting in which the amendment is first presented does not constitute grounds for postponement, deferral or denial of any proposed amendment by the planning commission or by the mayor and city council. The Community council may not defer action on a request except at the request of the applicant.

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DIVISION 3. SPECIAL LAND USE PERMITS

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Sec. 27-354. - Neighbor communications summary Applicant-Initiated Meeting.

Neighbor communication summaries<u>Applicant-initiated meetings</u> are required for all special land use permits (see the neighbor communication summaryapplicant-initiated meeting provisions of section 27-305306). If there is no residential zoning within 500 feet of the property under consideration, the applicant is exempt from neighbor communication summaryapplicant-initiated meeting requirements.

Sec. 27-493. - Community council.

A seven-member community council is established, as authorized in chapter 2 of the Municipal Code. The community council has those powers and duties expressly identified in this zoning ordinance and in chapter 2. If the regulations of this zoning ordinance conflict with those in chapter 2, the regulations of this zoning ordinance govern.