

## **ARTICLE L. COMMUNITY ZONING INFORMATION MEETING**

### **Sec. 10-2234. PURPOSE**

The Community Zoning Information Meeting (CZIM) is established for presentation of all applications regarding re-zonings, zoning modifications, variances, special use permits, subdivisions (minor and preliminary plats), and other related land use petitions. CZIM is further established to:

- 1.) Allow applicants an opportunity to present their applications;
- 2.) Allow the citizens of East Point opportunities to review all applications submitted and ask questions of the applicant and express any preliminary concerns;
- 3.) Provide for a standard meeting location, day and time; and
- 4.) Allow issues and concerns to be addressed in a public forum in the presence of citizens, staff and any other City staff in attendance.

### **Sec. 10-2235. NOTIFICATION**

A. Once an application is placed on the CZIM agenda, the applicant shall be required to provide notification in the manner set out in subsections (1) through (6) below.

1. All notices shall be postmarked the same day the application is scheduled for CZIM to allow a reasonable time for receipt of the notices prior to the meeting date.
2. All written and emailed notices shall state the location of the subject property, the nature of the application and the date, time and location of the CZIM.
3. All notices shall provide the anticipated dates that the application will come before the Planning & Zoning Commission and City Council.
4. Written notice in the form of a postcard mailer shall be mailed to all property owners within 500 feet radius of the proposed development. A copy of the mailing list and a postmarked copy of the mailer shall be forwarded to the Planning & Zoning staff. (Ord. No. 019-12, 12-17-12)
5. All City Council Members shall be given notice in the form of a postcard mailer postmarked the date the application is filed. (Ord. No. 019-12, 12-17-12)
6. All presidents of the currently listed neighborhood/community associations in the Ward of the subject site shall be notified by postcard mailer. Where there is an adjoining Ward within the 500-foot radius a postcard mailer shall also be sent to the neighborhood/community association presidents of the adjoining Ward surrounding the subject site. Subject sites zoned B-P, I-1, and I-2 where there is an adjoining Ward within the 1000-foot radius a postcard mailer shall also be sent to the neighborhood/community

association presidents of the adjoining ward. (Ord. No. 019-12, 12-17-12, Ord. No. 055-016, 05-16-2016)

B. In the event an application is not presented at CZIM as scheduled, due to the applicant's failure to attend or due to a request for rescheduling by the applicant, it shall be the applicant's duty to repeat the notification process set out above with respect to the rescheduled CZIM date.

C. Notification pursuant to Subsection A above shall be in addition to any notice required by the Zoning Procedures Law, including Public Hearing signs to be posted by the applicant and the formal advertising of public hearings to be arranged by staff.

**Sec. 10-2236. IMPLEMENTATION**

A. **Scheduling.** The filing deadline to have an application placed on the CZIM agenda shall be the first Friday of each month. The CZIM shall be held on the second Tuesday immediately following the filing deadline from 6:30 p.m. until 8:00 p.m. in a location owned and/or operated by the City of East Point.

B. **Meeting Procedures.** The CZIM shall consist of an informational presentation of each proposed project by the respective applicant and in the manner set forth in subsections (1) through (3)

1. Staff representative(s) will be present to facilitate;
2. Sign-in sheets and comment cards will be provided for attendees with respect to each application; and
3. Staff will furnish copies of the completed sign-in sheets and comment cards on each application to the respective applicant.

C. **CZIM Report.** Each applicant must submit a report to the Department of Planning & Zoning seven (7) days prior to the Planning and Zoning Commission Meeting. The report shall include the following:

1. Date of CZIM;
2. Copy of site plan;
3. Proof of notification; and
4. Summary of discussion items and associated results.

D. **Additional Community Meetings.** Applicant's attendance at any additional neighborhood/community association meetings will be optional. Any private agreements between the applicant and the neighborhood will be considered a civil matter and will only be included in staff's recommendation if the item(s) are zoning related.

Additionally, each applicant is required to submit a report of the meeting to the Department of Planning & Zoning ten (10) days prior to the City Council Meeting. City Council may defer an action if the report is not received. The report shall include the following:

1. Date, time and location of the meeting;
2. Number of people in attendance;
3. Copy of the sign-in sheet;
4. List of discussion items and associated results; and

5. Copy of private agreements to be placed in the case file.

E. **Residential Infill.** CZIM is not required for residential infill projects. However, residential infill projects shall require a meeting in accordance with Chapter 4, Article J, Sections 10-4092 thru 10-4095 with the respective neighborhood/community association before the building permit is approved.

**Sec.10-2237. APPLICANT ATTENDANCE REQUIRED**

Attendance at the CZIM by the applicant or by the applicant's representative is mandatory. An application cannot proceed to Planning & Zoning Commission for recommendation or to City Council for action without participation in CZIM.

(Ord. No. 005-10, §, 03-15-2010)