

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Agenda

Thursday, April 24, 2025
6:30 PM

2nd Floor Conference Room
Zoning Board of Appeals

Michael Walsh, Chair

Taylor Walker

Bob Evely

DaVida Cole

Naim Harrison

- I. **Call to Order**
PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES
- II. **Presentation of previous meeting minutes for acceptance.**
[Zoning Board of Appeals - Zoning Board of Appeals - Feb 27, 2025, 6:30 PM](#)
- III. **Old Business**
- IV. **New Business**
 1. [25-7306](#) **ZBA2025-002 5634 Ballard Way**
Request a variance from UDO Chapter 200, Article 2, section 202-2 (h) (1b), supplemental use standards for fences in a residential zoning district.

[Staff Report ZBA2025-002](#)

[Application ZBA2025-002](#)
 2. [25-7307](#) **ZBA2025-003 53 Born Street**
Request a variance from UDO Chapter 200, Article I, section 201-7 (b), minimum lot width.

[Staff Report ZBA2025-003](#)

[Application ZBA2025-003](#)
- V. **ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**
- VI. **Adjourn**

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Thursday, February 27, 2025
6:30 PM

2nd Floor Conference Room
Zoning Board of Appeals

Michael Walsh, Chair

Taylor Walker

Bob Evely

DaVida Cole

Naim Harrison

I. Call to Order at 6:30 PM by Chair Michael Walsh

Attendee Name	Title	Status	Arrived
Michael Walsh	Chair	Present	
Taylor Walker	Board Member	Present	
Bob Evely	Board Member	Present	
DaVida Cole	Board Member	Present	
Naim Harrison	Board Member	Present	

II. Presentation of previous meeting minutes for acceptance.

A. Zoning Board of Appeals - Zoning Board of Appeals - Jan 23, 2025, 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Walsh, Chair
SECONDER:	Taylor Walker, Board Member
AYES:	Walsh, Walker, Evely, Cole, Harrison

III. Old Business

IV. New Business

a. 25-7250: ZBA2025-001 155 Buchanan Street

Staff presented the case. The applicant seeks a variance for an encroachment of the side setback for a proposed portico addition on the left side of the home, as outlined in Chapter 200, Article I, section 201-6 (b), R100 lot development standards. This code section requires a 10-foot side setback on one side, and a total of 25 feet. The applicant is seeking to reduce the side setback from the code required 15 feet to one (1') foot adjacent to the east property line as shown on the proposed site plan, which has been made a part of this analysis. Staff also noted that the architectural elevations for the existing home (including the portico) were approved during the 2/18/2025 ARB meeting.

Applicant Stan Howington added further context to the request, mentioning that the portico was not included as a part of the original permits for the home, and was built and then torn down. Mr. Howington also mentioned that he was one of the adjacent neighbors of the subject property and stressed the importance of having all weather access for the family of the subject property. Board member Bob Evely spoke about the size of the portico, asking Mr. Howington if the portico was large enough for car access and the needs of the family. The family of the subject property has a child with accessibility needs.

After a brief discussion of the case, the Chair called for approval as presented by staff.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Walsh, Chair
SECONDER:	Naim Harrison, Board Member
AYES:	Walsh, Walker, Evely, Cole, Harrison

V. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA

VI. Adjourn

Board Chair Michael Walsh at 6:33 pm motioned to adjourn, seconded by Taylor Walker. Unanimous.

Minutes Acceptance: Minutes of Feb 27, 2025 6:30 PM (Presentation of previous meeting minutes for acceptance.)



City of Norcross

Legislation Details (With Details)

65 Lawrenceville Street
Norcross, GA 30071

770-448-2122

770-242-0824

File#: 25-7306 **Version:**

Type: Agenda Item **Status:** Agenda Ready

File Created: 4/23/2025 **In Control:** Zoning Board of Appeals

On Agenda: 4/24/2025 6:30 PM **Status:** Scheduled

Title: ZBA2025-002 5634 Ballard Way

Sponsors:

Code Sections: Chapter 200, Article 2, section 202-2 (h) (1b), supplemental use standards for fences in a residential zoning district.

Attachments:

1. [Staff Report ZBA2025-002](#)
2. [Application ZBA2025-002](#)

Title
ZBA2025-002 5634 Ballard Way

Drafter
LeJarius Scott



Meeting Date: April 24, 2025 at 6:30pm Petition Number: ZBA2025-002

Property Location:	5634 Ballard Way
Tax Parcel ID:	6225 344
Petitioner:	Melvin and Jennifer Johnson
Petitioner's Request:	Request a variance from UDO Chapter 200, Article 2, section 202-2 (h) (1b), supplemental use standards for fences in a residential zoning district.

Vicinity Map:



Attachment: Staff Report ZBA2025-002 (25-7306 : ZBA2025-002 5634 Ballard Way)

PROPERTY INFORMATION	
Property Location	5634 Ballard Way
Acreage	0.31 acres
Existing Zoning/Land Use	PRD (Planned Residence District)
Character Area	11 South Norcross Neighborhoods
Existing Lot Dimensions	Frontage along Ballard Way: Approximately 102.47 feet Frontage along Mitchell Road: Approximately 128 feet
Proposed Building Dimensions	N/A
Topography	High Point: 948 Low Point: 944
Elevation	High Point: East Low Point: Southwest
Encumbrances:	N/A

EXISTING ZONING AND LAND USE OF PROPERTIES WITHIN 500 FEET			
Location relative to subject property	Zoning/Land Use	Address(es)	Land Area (acres) (Approximate)
North	PRD/Single Family Residential	2256 Landings Court	0.49 AC
South	R75/ Single Family Residential	5647 Charmaine Bend	0.45 AC
West	RD / Duplexes	2245 and 2235 Mitchell Road	0.48 AC and 0.65 AC
East	PRD/ Single Family Residence	5624 Ballard Way	0.22 AC

Project Description:

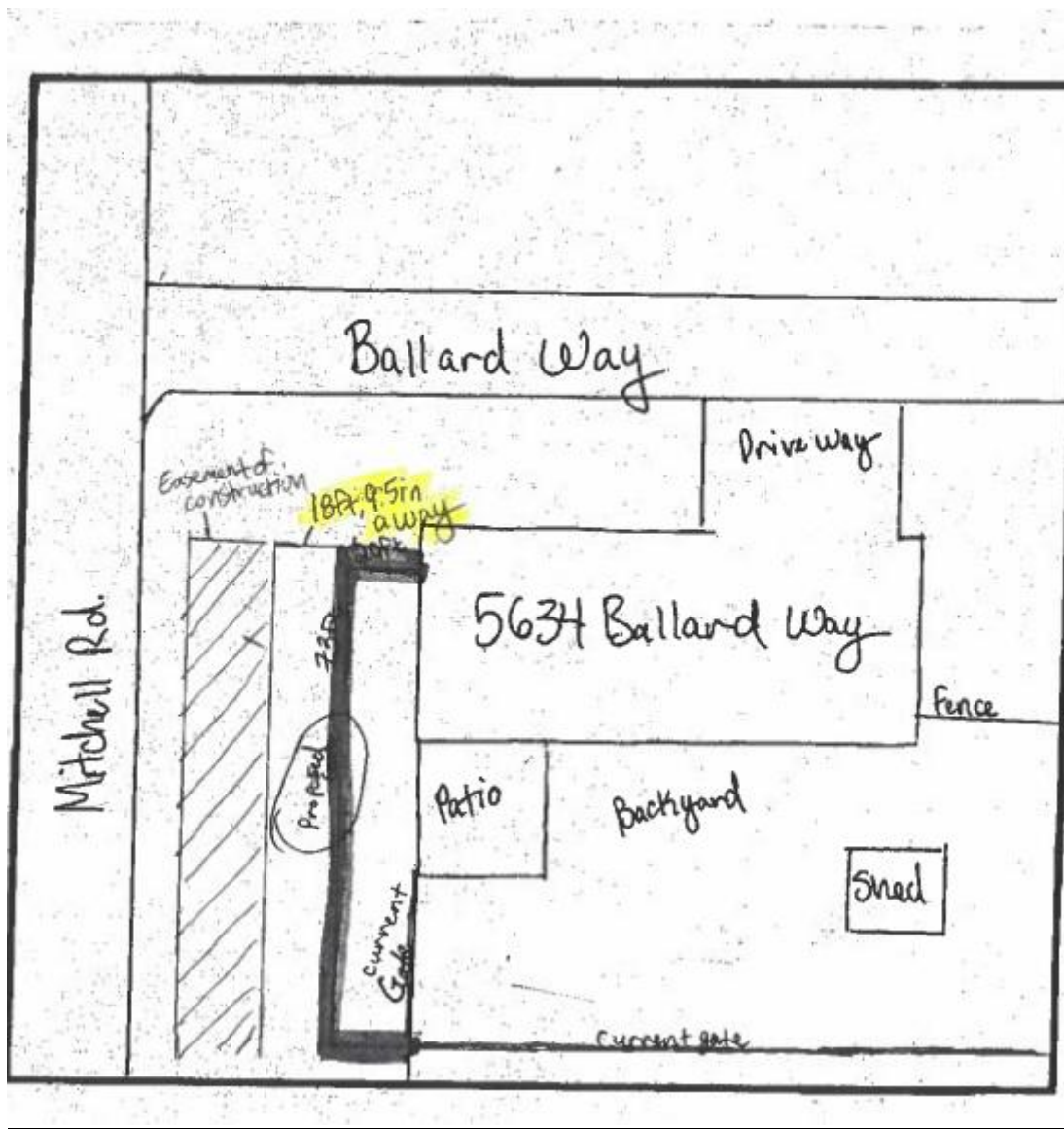
The applicant seeks a variance for Chapter 200-Land Use and Zoning, Article 2- Sec. 202-2 (h)(1b) Supplemental Use standards of the UDO for fences and walls in a residential zoning district for relief of a fence that extends into the front yard and exceeds the maximum height allowed of four (4') feet. The applicant is proposing a six (6') foot fence approximately 20 feet by 73 feet.

Attachment: Staff Report ZBA2025-002 (25-7306 : ZBA2025-002 5634 Ballard Way)

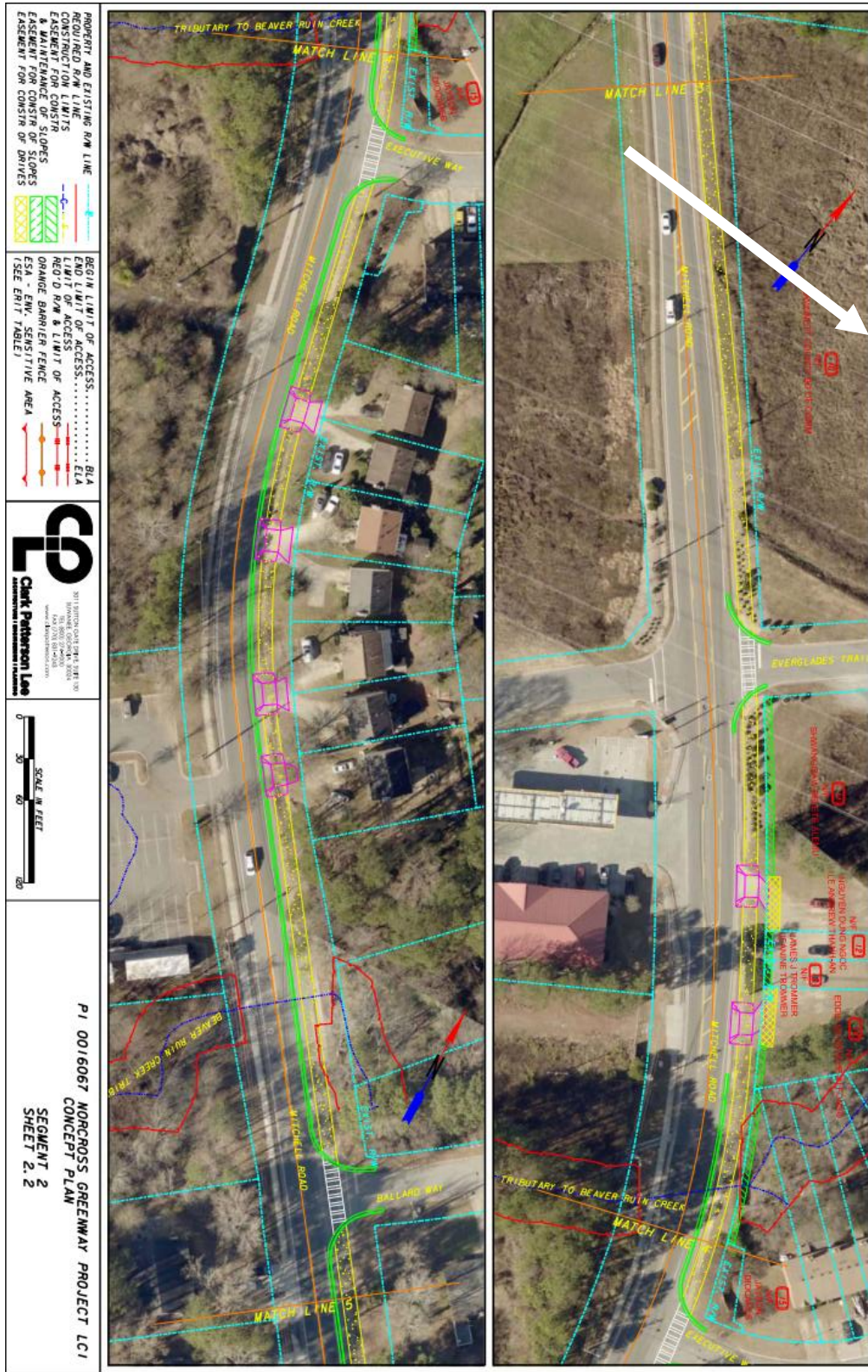
Existing Conditions:

The property is currently developed as a single-family residence. The Georgia Department of Transportation (GDOT) has a proposed Greenway project that includes an approximate 3.3-mile shared use path which is offering a commute and recreational transport alternative. Mitchell Road is included in an 8- to 10-foot-wide concrete shared use path which will result in the subject property losing a substantial amount of square footage.

Site Plan:

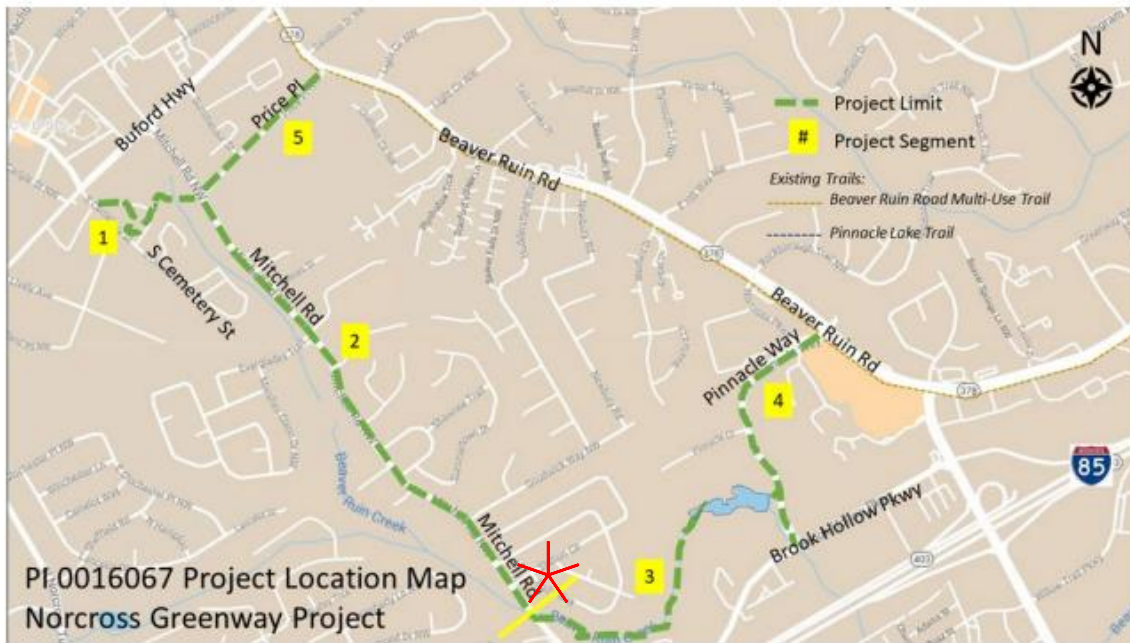


Norcross Greenway Project Concept Plan:



Attachment: Staff Report ZBA2025-002 (25-7306 : ZBA2025-002 5634 Ballard Way)

PROJECT LOCATION MAP



Zoning Analysis:

The Unified Development Ordinance (UDO) was adopted in 2019. Chapter 200-Land Use and Zoning, Article 2- Sec. 202-2 (h)(1b) Supplemental Use standards for fences and walls in a residential zoning district allows a fence that extends into the front yard to be a maximum height of four (4') feet.

Variance Criteria:

Please see below for the staff interpretation of the variance criteria. The applicant has also prepared answers to the variance criteria that can be viewed in his application.

- 1. Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.**

The GDOT Greenway project will expand the sidewalk adjacent to Mitchell Road and will result in most of the trees being removed, eliminating the existing natural privacy barrier for the subject property. The presumption is that the GDOT project

will result in additional pedestrian traffic along Mitchell Road, so the applicant is anticipating that they will need additional privacy measures.

2. Whether the application of the UDO to this particular piece of property would create unnecessary hardship.

With more pedestrian activity along Mitchell Road, the standard four (4') foot fence does not provide adequate screening for privacy. GDOT will put into place a temporary construction easement which will result in the removal of trees, resulting in reduced privacy and an increase in noise with the previous vegetative buffer removed.

3. Whether such conditions are peculiar to the particular piece of property involved.

Since the property faces two different roads, it technically has two (2) front yards and two (2) side yards based on code. Although Mitchell Road may be viewed as a side yard (code allows for a max height of 8 feet for a fence constructed in the side yard), its technically a front yard. Based upon the specific needs of the applicant, the condition is considered peculiar to the particular property in question.

4. Whether such conditions are the result of any actions of the property owner.

Such conditions are not the result of any actions of the property owner. The Georgia Department of Transportation is expanding the sidewalk for a community project which will result in less privacy for the subject property.

5. Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO.

The requested relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the UDO.

Recommendation:

Staff recommends **approval** of the applicant's request subject to:

1. Fence shall be setback a minimum of three feet from the edge of the right of way; and
2. Fence may be constructed of brick, stone, wood, stucco, wrought iron or split rail. No chain link.



APPLICATION FOR A VARIANCE TO THE PLANNING AND ZONING BOARD OF APPEALS

PROPERTY OWNER INFORMATION

Owner's Name: Melvin and Jennifer Johnson
 Owner's Address: 5634 Ballard Way Norcross, Ga 30071
 Phone: 478-397-1361 / 229-289-7277 Email: mjohnson4thewin@gmail.com/jrivera31779@gmail.com
jrivera31779@gmail.com

APPLICANT INFORMATION

Contact Name: Melvin and Jennifer Johnson
 Company Name: _____
 Phone: 478-397-1361 / 229-289-7277 Email: mjohnson4thewin@gmail.com/jrivera31779@gmail.com

PROPERTY INFORMATION FOR REQUESTED VARIANCE

Tax Parcel Number: 30 Size in Acres: 0.033 Number of existing structures: 0
 Current Zoning: R6225 344 Project Name: Application for Gate Variance
 Address: 5634 Ballard Way Norcross, GA 30071

DESCRIPTION OF REQUESTED VARIANCE

This variance describes the addition of a 6ft. Safety/Privacy fence connecting adjacent to our property on what is considered by Norcross as a front section of our yard. This will give our two small children, years 2 and 3, a safe & effective area away from the high foot-traffic front yard being the corner lot. This will also act as a replacement barrier of the predominant trees & greenery near our front side house that will be cleared by the city of Norcross and Georgia Department of Transportation for the Greenway Project.

ACTION REQUESTED FROM THE BOARD OF APPEALS

Approve the construction/permitting of a 6ft. privacy for property approximately 20ft by 73ft attached to the side of our house; front facing Ballard Way and side facing Mitchell Road.

REQUIRED ATTACHMENTS

- Site plan (to scale) of subject property indicating area of variance Legal description Vicinity Map
- Include a narrative that explains the reason for the requested variance

STATEMENT

Has the subject property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals, Planning and Zoning Board, or any other City Board in the past 24 months? YES NO

If yes, list the board and reference number: _____

APPLICANT'S SIGNATURE


Signature

3/1/2025

Date

CITY USE ONLY BELOW THIS LINE

Date received: _____ Receipt Number: _____ Application Number: _____

Fee Paid: \$ _____ Meeting Date: _____

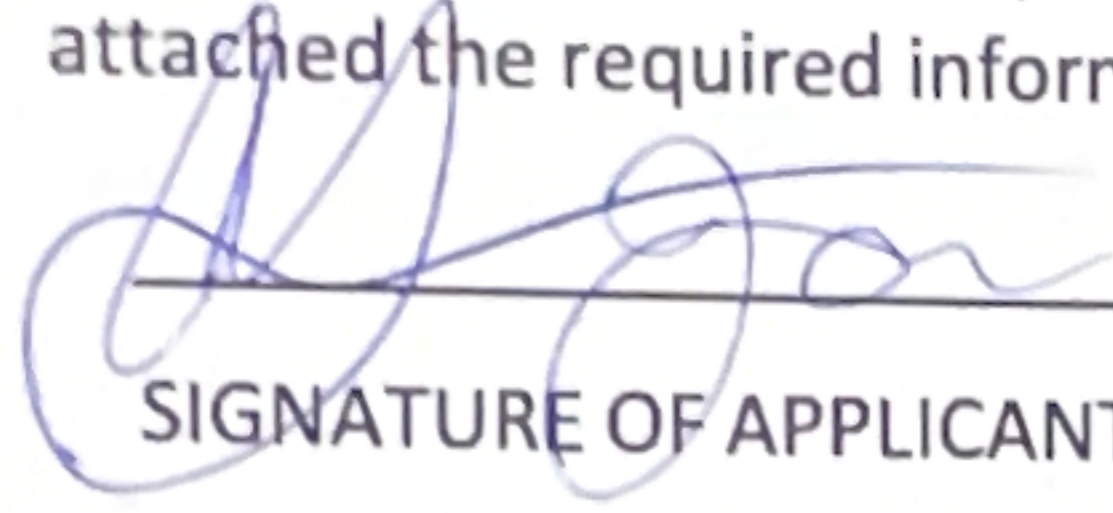
DEADLINE AND HEARING SCHEDULE

See calendar on the Community Development website for pre-application conference deadlines, application submission deadlines and scheduled meeting dates.


(THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT EACH PUBLIC HEARING IS REQUIRED)

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.


31/1/2025
Jennifer Johnson
Melvin Johnson 31/1/2025

SIGNATURE OF APPLICANT DATE TYPE OR PRINT NAME AND TITLE

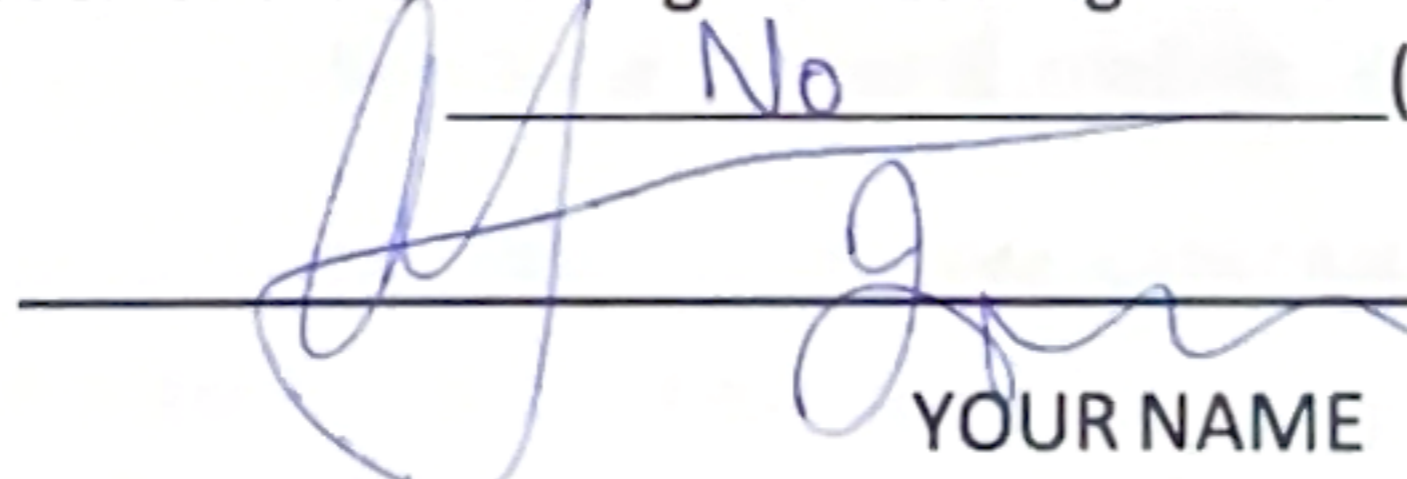


 SIGNATURE OF APPLICANT'S DATE TYPE OR PRINT NAME AND TITLE
 ATTORNEY OR REPRESENTATIVE

DISCLOSURE OF CAMPAIGN CONTRIBUTION

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a City of Norcross Mayor/Council Member or a Member of the Planning and Zoning Board

No (YES or NO)



 YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO \$250.00 OR MORE)	DATE CONTRIBUTION WAS MADE (WITHIN THE LAST TWO YEARS)

Attach additional sheets if necessary to disclose or describe all contributions

CRITERIA FOR EVALUATING VARIANCE REQUESTS

1. Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.

- The property is a corner lot at the intersection of Mitchell Road & Ballard Way, which naturally exposes it to more foot traffic than a typical property.
- The GDOT Greenway project will expand the sidewalk and remove majority trees along Mitchell road, eliminating an existing natural sound and privacy barrier for the property.
- The property will be significantly altered due to project, making it more exposed than most other properties in the area.

2. Whether the application of UDO to this particular piece of property would create an unnecessary hardship.

- The standard 4-foot fence does not provide adequate privacy or security, especially considering that many people will be walking directly past the home due to the sidewalk expansion.
- The removal of trees due to the temporary easement and construction project will increase noise and visibility into the home, particularly in areas like the kitchen and main living spaces.
- A 6-foot fence is necessary to restore the privacy that is being lost due to the project, ensuring that the property owners and their ~~children~~ young children (ages 2 and 7) have a safe and secure home environment.

3. Whether such conditions are peculiar to the particular piece of property involved

- The property is not just a typical front yard - due to city zoning definitions, the side of the house along Mitchell Road is considered a second front yard even though it functions as a side yard, meaning the property is unusually impacted by the height restriction.
- The project is taking a large portion of the yard, making the remaining space more exposed than other homes in the area.
- Unlike other properties that maintain some tree coverage or buffer zones, this home will lose its natural barriers, creating a unique situation that warrants an exception.

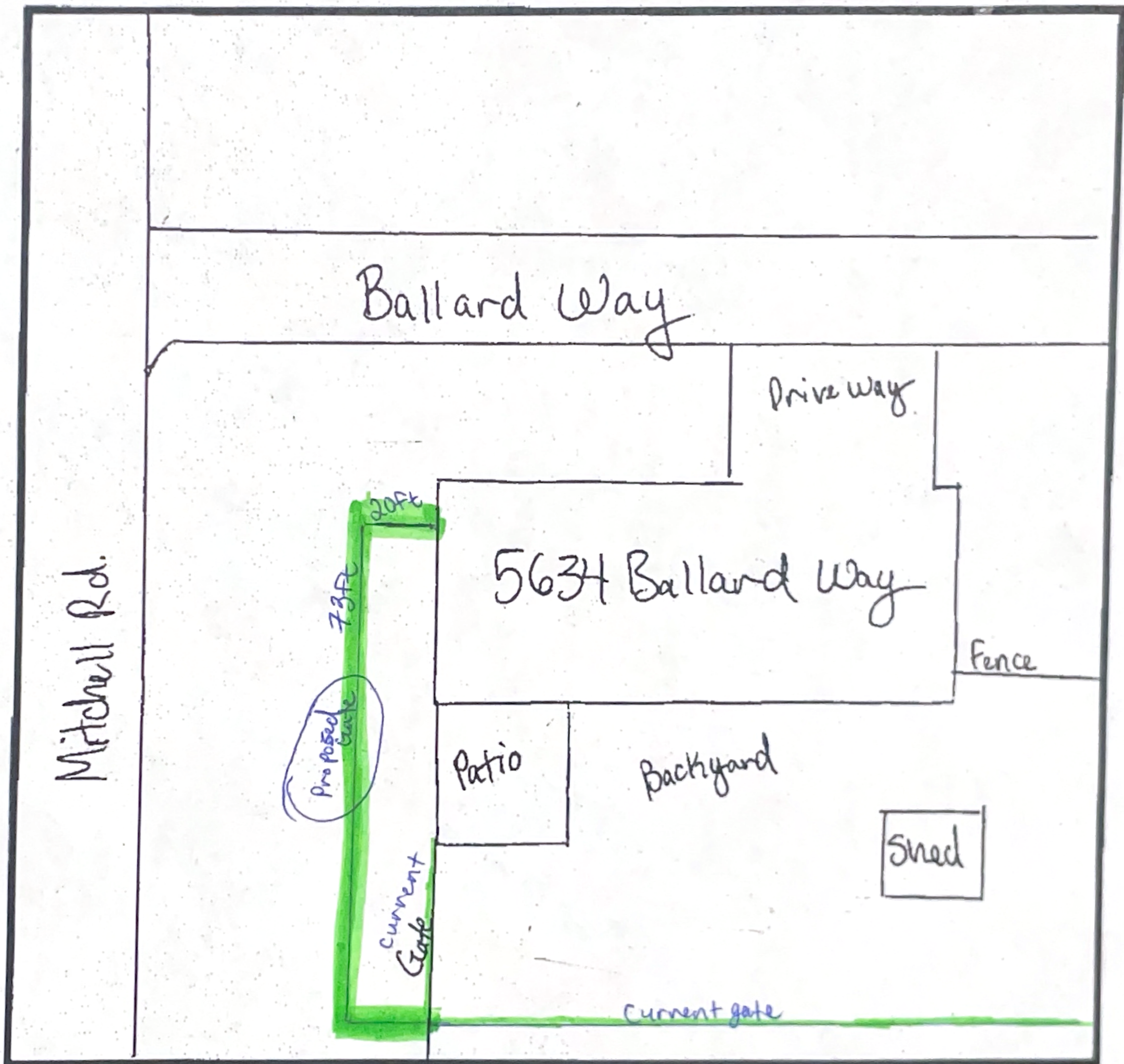
4. Whether such conditions are the result of any actions of the property owner

- These conditions are not due to any actions of the property owner but are a direct result of the Greenway Project.
- The property owner did not choose to remove the trees and expand the sidewalk - these changes are being imposed by the city and GDOT.
- The Variance request is simply a reasonable adjustment to maintain the property's privacy, security and livability, especially given the unique loss of buffer space and increase in public traffic near the home.

5. Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO

Approving this request would not negatively impact public safety, traffic visibility, or neighborhood aesthetics:

- The 6-foot fence would align with the character of nearby properties that have been granted similar Variances.
- The fence would be designed to complement the aesthetic goals of the Greenway Project, ensuring a visually cohesive streetscape.
- Allowing this variance would not obstruct pedestrian views or hinder walkability - it would simply restore a level of privacy and security that will be lost due to the sidewalk expansion.





City of Norcross

Legislation Details (With Details)

65 Lawrenceville Street
Norcross, GA 30071

770-448-2122

770-242-0824

File#: 25-7307 **Version:**

Type: Agenda Item **Status:** Agenda Ready

File Created: 4/23/2025 **In Control:** Zoning Board of Appeals

On Agenda: 4/24/2025 6:30 PM **Status:** Scheduled

Title: ZBA2025-003 53 Born Street

Sponsors:

Code Sections: Chapter 200, Article I, section 201-7 (b), minimum lot width.

Attachments:

1. [Staff Report ZBA2025-003](#)
2. [Application ZBA2025-003](#)

Title
ZBA2025-003 53 Born Street

Drafter
LeJarius Scott



Meeting Date: April 24, 2025 at 6:30pm Petition Number: ZBA2025-003

Property Location: 53 Born Street
Tax Parcel ID: 6255 068
Petitioner: Laura Rogers
Petitioner's Request: Request a variance from UDO Chapter 200, Article I, section 201-7 (b), minimum lot width.

Vicinity Map:



Attachment: Staff Report ZBA2025-003 (25-7307 : ZBA2025-003 53 Born Street)

PROPERTY INFORMATION	
Property Location	53 Born Street
Acreage	0.84 acres
Existing Zoning/Land Use	R75 (Single Family Residence)
Character Area	7 Town Center
Existing Lot Dimensions	Frontage: 141.52 ft on Born Street, Depth is 237.35'
Proposed Building Dimensions	N/A
Topography	High Point: 1080 Low Point: 1070
Elevation	High Point: Middle of the property Low Point: Northeast Corner
Encumbrances:	The site is located in the National Historic District

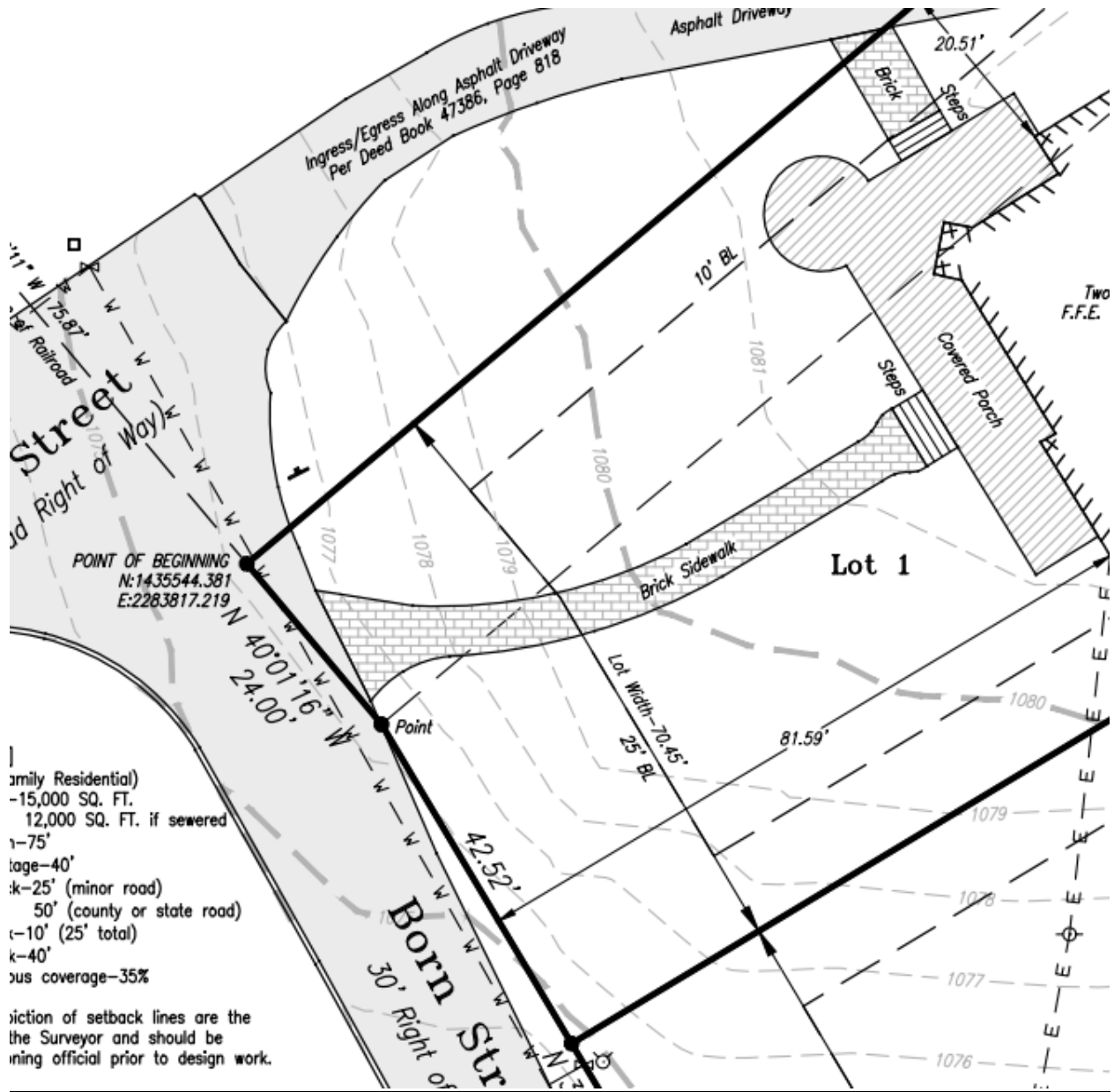
EXISTING ZONING AND LAND USE OF PROPERTIES WITHIN 500 FEET			
Location relative to subject property	Zoning/Land Use	Address(es)	Land Area (acres) (Approximate)
North	Norfolk Southern Railroad	N/A	N/A
South	R75/ School	150 Hunt Street	8.63 AC
East	R75 / School	150 Hunt Street	8.63 AC
West	R75 / Single Family Residence	390 Wingo Street	0.33 AC

Project Description:

The applicant seeks a variance for Chapter 200-Land Use and Zoning, Division 2-Single Family Residential Districts, Section 201-7-R75(b) Single Family Residential R75 lot development standards for relief from the minimum lot width of 75-feet at the 25-foot setback line. The applicant filed a preliminary plat to subdivide the property into two (2) lots for another single-family residence. Lot 1 will have a lot width at the 25-foot front setback line of 70.45 feet. The width of the lot reaches the 75-feet requirement at a 35-foot setback from the property line.

Attachment: Staff Report ZBA2025-003 (25-7307 : ZBA2025-003 53 Born Street)

Close up exhibit:



Family Residential)
-15,000 SQ. FT.
12,000 SQ. FT. if sewer
1-75'
age-40'
k-25' (minor road)
50' (county or state road)
-10' (25' total)
k-40'
bus coverage-35%

iction of setback lines are the
the Surveyor and should be
ning official prior to design work.

Attachment: Staff Report ZBA2025-003 (25-7307 : ZBA2025-003 53 Born Street)

Zoning Analysis:

The Unified Development Ordinance (UDO) was adopted in 2019 and Chapter 200, Article I, section 201-7 (b), outlines R75 development standards and more specifically the minimum lot width required, which is 75 feet. Lot width means the horizontal distance between the side lines of a lot measured at the minimum required front yard (building setback) line. In R75, the setback line is established at 25 feet.

Variance Criteria:

Please see below for the staff interpretation of the variance criteria. The applicant has also prepared answers to the variance criteria that can be viewed in his application.

- 1. Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.**

The lot is slightly pie shaped due to the Born Street configuration at the intersection with Wingo Street, which is a curve. The lot is narrower at the front, widening from 66.52 feet at the front property line to 77.87 feet at the rear property line.

- 2. Whether the application of the UDO to this particular piece of property would create unnecessary hardship.**

Residential lot width ensures that there is adequate space to build a home, and while the existing home will have 70.45 feet of lot width at the front setback line, the home does remain compliant regarding building setbacks, minimum lot size, and impervious surface coverage standards.

- 3. Whether such conditions are peculiar to the particular piece of property involved.**

Due to the proposed lot subdivision to build a second home on Lot 2, there is a challenge meeting the minimum lot width requirement at this juncture. Based upon the specific needs of the applicant, the condition is considered peculiar to the particular property in question.

- 4. Whether such conditions are the result of any actions of the property owner.**

Such conditions are not the result of any actions of the property owner. The applicant filed for a preliminary plat to subdivide the lot to build another single-family home and it was identified by staff that a variance would be needed for Lot 1, which has 70.45 feet of lot width at the front building line setback.

5. Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO.

The requested relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the UDO.

Recommendation:

Staff recommend **approval** of the applicant's request with the following condition:

1. The residence on this parcel, when developed, must be setback a minimum of 35-feet from the property line at the point where the lot reaches the 75-foot width.



APPLICATION FOR A VARIANCE TO THE PLANNING AND ZONING BOARD OF APPEALS

PROPERTY OWNER INFORMATION

Owner's Name: Laura Rogers and Gregory A Heim
Owner's Address: 53 Born Street, Norcross GA 30071
Phone: 404-587-1234 Email: laura@heimfamily.us

APPLICANT INFORMATION

Contact Name: Laura Rogers
Company Name: NA - resident
Phone: 404-587-1234 Email: laura@heimfamily.us

PROPERTY INFORMATION FOR REQUESTED VARIANCE

Tax Parcel Number: 6255 068 Size in Acres: .83 Number of existing structures: 2
Current Zoning: R75 Project Name: Sub-divide 53 Born Street
Address: 53 Born Street, Norcross GA 30071

DESCRIPTION OF REQUESTED VARIANCE

Chapter 200-Land Use and Zoning, Division 2-Single Family Residential Districts, Sec. 201-7-R75(b) Single Family Residential R75 lot development standards for relief from minimum lot width of 75-feet at the 25-foot setback line.

ACTION REQUESTED FROM THE BOARD OF APPEALS

Requesting relief from Chapter 200 Land Use and Zoning, Division 2-Single Family Residential Districts, Sec. 201-7-R75(b) Single Family Residential R75 lot development standards for relief from minimum lot width of 75-feet at the 25-foot setback line.

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

SIGNATURE OF APPLICANT DATE TYPE OR PRINT NAME AND TITLE

SIGNATURE OF APPLICANT'S DATE TYPE OR PRINT NAME AND TITLE
ATTORNEY OR REPRESENTATIVE

DISCLOSURE OF CAMPAIGN CONTRIBUTION

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a City of Norcross Mayor/Council Member or a Member of the Planning and Zoning Board

No _____ (YES or NO)

YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO \$250.00 OR MORE)	DATE CONTRIBUTION WAS MADE (WITHIN THE LAST TWO YEARS)

Attach additional sheets if necessary to disclose or describe all contributions _____

CRITERIA FOR EVALUATING VARIANCE REQUESTS

- 1. Whether there are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography.**

The lot does have exceptional conditions, due to the road configuration and the shape of the lot which is smaller along the road frontage, widening to the rear, which makes meeting the required lot width at the front setback line impossible when the lots are subdivided. The lot width, however, is greater than the required width for the majority of the lot beginning shortly past the 25ft set back.

- 2. Whether the application of UDO to this particular piece of property would create an unnecessary hardship.**

That meeting the code requirement above does create an unnecessary hardship because then we can't subdivide and meet the lot width at setback requirements. Note: this is only short by ~4 feet.

- 3. Whether such conditions are peculiar to the particular piece of property involved.**

These conditions are peculiar to this lot because of the road frontage and alignment (which has a curve) and how the lot lines were established when the lot was originally platted.

- 4. Whether such conditions are the result of any actions of the property owner.**

No

- 5. Whether the requested relief, if granted, would cause substantial detriment to the public good or impair the purpose and intent of the UDO.**

No

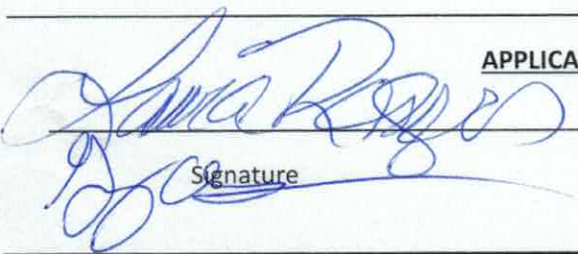
REQUIRED ATTACHMENTS

- Site plan (to scale) of subject property indicating area of variance Legal description Vicinity Map
- Include a narrative that explains the reason for the requested variance

STATEMENT

Has the subject property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals, Planning and Zoning Board, or any other City Board in the past 24 months? YES NO

If yes, list the board and reference number: _____



APPLICANT'S SIGNATURE

3/14/2025

Signature

Date

CITY USE ONLY BELOW THIS LINE

Date received: _____ Receipt Number: _____ Application Number: _____

Fee Paid: \$ _____ Meeting Date: _____

DEADLINE AND HEARING SCHEDULE

See calendar on the Community Development website for pre-application conference deadlines, application submission deadlines and scheduled meeting dates.

(THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT EACH PUBLIC HEARING IS REQUIRED)