CITY OF DUNWOODY
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MEMORANDUM

To: Zoning Board of Appeals

From: Howard Koontz, City Planner / City Arborist

Date: December 3, 2009

Subject: **Text amendment to ZBA Rules & Procedures**

Pursuant to the current Rules & Procedures of the Zoning Board of Appeals:

Section 8. Amendments to the Rules. Any amendments to the rules of order shall be submitted by a Board Member in writing to the City Manager or his designee no fewer than seven (7) business days before a regular meeting of the Zoning Board of Appeals. The proposed amendment shall be included in the agenda for that meeting and distributed to all Board Members. All amendments require a two-thirds vote of the Board to be adopted.

Under the advice of the City's legal counsel, staff presents for your consideration a text amendment to the Zoning Board of Appeals Rules & Procedures. This amendment more clearly identifies the Secretary of the Zoning Board of Appeals, and supplements the current roles & duties of the Secretary.

The wording of the new language shall read as follows:

> **Section 7. Secretary & Parliamentarian.** The Secretary of the Zoning Board of Appeals will be performed by the Director of Community Development or his designee. The Secretary shall serve as the official record keeper for the Board or Commission. The Secretary is authorized to execute a Certificate for payment of Costs and Certificate for Bond whenever presented as part of a Writ of Certiorari - in the Secretary's absence, the Director of the Community Development Department or his/her designee may perform this service. The Secretary shall serve as the parliamentarian for Zoning Board of Appeals meetings.

Both our legal counsel and community development staff support the change. Should you choose to, you can submit your request for change to be heard at your regular January meeting.