

## Chapter 5—Administrative and Decision Making Bodies – 03/23/2004

---

§5.010	Purpose and Intent
§5.020	Definitions Referenced
§5.030	Applicability
§5.040	City Council
§5.050	Planning Commission
§5.060	Board of Zoning Appeals
§5.070	Staff Agencies and Departments
§5.080	Other Agencies

---

### **§5.010 Purpose and Intent**

It is the purpose and intent of this chapter to identify the organization, functions, and other relevant information regarding the boards, commissions, and administrative officials as related to planning, zoning, and development activities in the City of Newnan.

### **§5.020 Definitions Referenced**

The definitions of certain terms referenced in this Chapter are set forth in Chapter 3, "Definitions", of this Ordinance, as amended.

### **§5.030 Applicability**

The provisions of this chapter shall apply to the administrative and decision making bodies listed below. Where there is a conflict between the terms and/or requirements contained in this section and another section contained in this ordinance as amended or any other ordinance, code or regulation of the City of Newnan, the more strict shall apply.

### **§5.040 City Council**

#### 1. Powers and Duties

In the administration, enforcement, and fulfillment of this ordinance, the City Council of the City of Newnan shall:

- a. Adopt and amend the Comprehensive Plan and all of its components pursuant to the Georgia Growth Strategies Act 634 (Georgia Law 1989, pp. 1317-1391), also known as the Georgia Planning Act of 1989.
- b. Consider, amend, adopt, repeal, or reject zoning and other development regulations including this Ordinance.
- c. Consider, amend, adopt, repeal, or reject proposed amendments to the City's official zoning map.
- d. Establish fees, charges, and expenses applicable to land use and development activities.
- e. Consider and make decisions regarding special exception requests as required herein.

- f. Enforce or cause to be enforced zoning and other development regulations through initiation of appropriate administrative and legal action.
- g. Appoint and confirm members of the Planning Commission, Board of Zoning Appeals, or any other board, committee, or task force recommended by the Comprehensive Plan or required by zoning and other development regulations including this Ordinance.
- h. Direct Planning and Zoning staff to perform or contract for studies or plans related to planning issues, problems, challenges, or opportunities.
- i. Designate historic resources as such, and apply and enforce the rules and regulations related to historic preservation according to the provisions of this Ordinance as well as other pertinent development regulations of the City of Newnan and, as applicable, the State of Georgia, concerning the historic and archaeological resources within the City.
- j. Authorize, when appropriate, grant applications for assistance available from federal, state, or other sources for planning, and other community development related projects.
- k. Exercise all powers and duties consistent with the grant of power specified under Georgia Laws.

**§5.050 Planning Commission**

1. Purpose; Creation

In order to guide and accomplish a coordinated and harmonious development of the city which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity, and the general welfare as well as efficiency and economy in the process of development, the City of Newnan Planning Commission, hereinafter referred to as "the Planning Commission," is hereby created and established as authorized by the provisions of Article IX Sec. II Paragraph IV of the 1982 Constitution of the State of Georgia and the Zoning Procedures Law of 1985.

2. Membership; Appointment Terms, Compensation, and Removal

The Planning Commission shall consist of seven (7) members who shall be residents of the city and appointed by the City Council. The terms of the members shall be for three (3) years. All terms shall expire on the 31<sup>st</sup> day of December of the expiration year. City Council shall have the authority to remove any member for cause, on written charges, which shall be heard at a public hearing should the member in question so request such a hearing. All members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties. Failure of any regular member to attend a minimum of seventy-five (75) percent of all meetings and workshops of the Planning Commission during any calendar year or at least three (3) consecutive scheduled meetings or both shall result in automatic removal from membership on the Planning Commission.

3. Vacancies

Any vacancy in membership shall be filled by appointment of City Council for the unexpired portion of the term of the member affected and shall follow the procedures for this purpose as established by Council. It shall be the duty of the Chairman of the Planning Commission to notify the City Council within ten (10) days after any vacancy does occur among members. Appointment shall be made by Council for the unexpired

term of the member affected within forty-five (45) days after such vacancy occurs.

4. Qualifications of Members

Persons shall be qualified for membership in the Planning Commission provided that:

- a. Such persons currently reside in the City of Newnan and have so resided for a period of not less than one (1) year;
- b. Such persons are registered to vote in the City of Newnan; and
- c. Such persons are chosen based on a perceived ability to represent the public interest.

5. Officers and Organization

The Planning Commission shall elect a chairman, vice-chairman, and any other officers as the Commission sees fit to create, from its members during the first meeting of the new year. The term of the officers shall be one (1) year from the date of election and shall be effective immediately upon such vote.

6. Staff

The secretary of the Planning Commission shall be the Planning Director for the City of Newnan or his/her designee. The Planning Commission may request the Planning Director to seek information from such employees and staff as necessary to complete its work and may, with approval of the City Manager, contract with the Regional Development Center or other relevant agency and with City planners and other consultants for such services as it may require.

7. Meetings and Rules

a. Generally

The Planning Commission shall make its own rules of procedure in the form of officially adopted bylaws. Such bylaws, necessary to its governance and the conduct of its affairs, shall be in keeping with the applicable provisions of Georgia law and this ordinance. Such bylaws shall be made available in written form to persons appearing before the commission and to the public. The commission shall also determine the time, date, and place of meetings. Meetings shall be held on the second Tuesday of each month. Other meetings may be held at the call of the chairman or at other such times as the commission may determine. Meetings that are not regularly scheduled shall be held with at least twenty-four (24) hours notice to each member and to the public. Four (4) members of the Planning Commission shall constitute a quorum for the transaction of business.

b. Order of Business

The order of business at meetings shall be as follows unless so modified by the Commission by a show of hands:

- 1) Convene
- 2) Roll call
- 3) Review and approval of minutes

- 4) Public hearings
- 5) New business
- 6) Old business
- 7) Committee reports
- 8) Other business and comments by members or staff
- 9) Public comments
- 10) Adjourn

8. Other Procedural Requirements

a. Minutes and Other Records

The Planning Commission shall direct the secretary for the Commission to keep records of its proceedings, showing the vote of each member (including the chairman and vice-chairman) or if absent or failing to vote, indicating such fact and to record the attendance of members. The secretary shall keep records of the Commission's examinations and other official actions, all of which shall be a public record and be filed in the offices of the Planning and Zoning Department, upon official approval of said minutes and signature of the Chairman.

b. Representation

Applicants and/or their representatives shall be present at the meeting to discuss their application. Failure to appear may result in the application being tabled. However, the Planning Commission may take action at any time regardless of whether the applicant or representative is present.

c. Voting

All regular members of the Planning Commission shall be entitled to vote on matters before the Commission. On all items before the commission, a majority vote of those present and constituting a quorum shall prevail.

d. Open Meeting Requirement

All meetings of the Planning Commission shall be open to the public and shall meet all of the requirements of the "Open and Public Meetings Act", O.C.G.A. §50-14-1 through §50-14-6.

e. Finances

The expenditures of the Planning Commission and its members carrying out their official duties shall be within the amount appropriated for that purpose by the City Council.

9. Functions, Powers, and Duties

The Planning Commission shall have all the powers, duties and responsibilities as directed by the City Council, as contained in the Code of Ordinances for the City of

Newnan and as set forth in the Zoning Procedures Act of 1985, as amended. Additional powers, duties and responsibilities deemed necessary by the City Council shall be as follows:

a. General Duties

The Planning Commission may request the Planning Director to furnish or cause to be furnished available records or information as may be required in its work. The Planning Commission or its designees may, in the performance of official duties, enter upon lands and make recommendations or surveys in the same manner as other authorized city agents and employees, and shall have other powers as are required for the successful and unhindered performance of official functions in carrying out the purposes of the Planning Commission. Generally the Planning Commission shall:

- 1) Make requests for special studies on the location, adequacy, and conditions of specific facilities in the city. These may include but are not limited to studies on housing, commercial and industrial conditions and facilities, recreation facilities, public and private utilities, roads and other transportation facilities, and the like.
- 2) Seek to acquire and cause to be maintained such information and materials necessary for an understanding of past trends, present conditions, and the forces at work to cause changes in these conditions. Such information and materials may include maps and photographs of natural and man-made features of the city, statistics on past trends and near-present conditions with respect to populations, property values, economic base, land use, and other such information as is important or likely to be important in determining the amount, direction, and kind of development to be expected or sought in the City.
- 3) Make requests for studies and project plans for the improvement of the City, with a view toward its future development and extension, and to recommend to the City Council all matters for the development and advancement of the City's facilities, layout and appearance.
- 4) Make requests for plans and maps of the whole or any portion of the City.
- 5) To conduct such public hearings as may be required to obtain the information necessary for the drafting of codes, ordinances, and other regulations as is directed by the comprehensive plan.
- 6) To confer with and advise property owners pertaining to location and development of structures in order to promote conformity to the overall City plan.
- 7) To assist all other municipal and governmental agencies, and especially the City Council, in formulating and executing proper plans of municipal development.
- 8) To plan and recommend the location, plan, and extent of City alleyways, viaducts, bridges, parkways, parks, playgrounds, airports, automobile parking places and other public properties, and of public utilities, including railroads, railroad depots, and terminals, whether publicly or privately owned, for water, lights, sanitation, sewerage,

sewage disposal, drainage, flood control, transportation, communication, power, and for the removal, relocation, widening, extension, narrowing, vacation, abandonment or change of use of any of the foregoing public places, works, buildings, facilities, or utilities.

- 9) To select and recommend to the City Council routes of streets, avenues, and boulevards, and particularly to investigate and recommend the opening, widening, or abandonment of streets, avenues, boulevards, and alleys or the changing thereof to conform with the City's system, present and future, of boulevards, streets, avenues, alleyways, parks and parkways.
- 10) Review petitions for abandonment made to the City and make recommendations to the City Council to abandon or vacate public rights-of-way or easements. In addition, the Planning Commission shall make a recommendation regarding the zoning district in which the former right-of-way or easement shall be brought into.
- 11) To investigate, consider, and report to the City Council upon the layout or platting of new subdivisions of the City.
- 12) To recommend to the City Council for adoption and promulgation rules and regulations governing plats and subdivision of land within the corporate limits of the City to promote the health, safety, morals, and general welfare of the community, and the safe, orderly and healthful development of such community.
- 13) To recommend plans to the City Council for improving, developing, expanding and beautifying the parks, parkways, and streams and to cooperate with the City Council and other agencies and commissions of the City in devising, establishing, locating, improving, selecting, expanding and maintaining the public parks, parkways, playgrounds and places for public recreation.
- 14) To suggest plans for clearing the city of deteriorated and blighted areas.
- 15) Perform any other duties as directed by the City Council.

b. Comprehensive Plan Duties

In addition to the general duties as described above, the Planning Commission may perform the following functions related to the comprehensive plan:

- 1) Prepare or cause to be prepared the comprehensive plan for the City of Newnan, Georgia.
- 2) Coordinate or oversee the preparation of said comprehensive plan, or elements or portions thereof.
- 3) Review all proposed amendments to the comprehensive plan to ensure that they are consistent with the overall goals and objectives of the City and shall make recommendations regarding such amendments to City Council.
- 4) Monitor and oversee the implementation of the Comprehensive Plan and conduct such public hearings as may be required to gather such

information for the drafting, establishment, and maintenance of the various components of the Comprehensive Plan and such additional public hearings as are specified under the provisions of this ordinance.

- 5) Review the comprehensive plan and prepare or cause to be prepared periodic evaluative reports for City Council. Such reports shall be prepared at least once every two (2) years after the adoption of the comprehensive plan or of a short-term work program. Such reports may, at the request of Council, be prepared at lesser intervals.
- 6) Establish procedures for providing effective public participation, in a manner consistent with the planning process, to obtain citizen and public input into all phases of the comprehensive planning process.
- 7) Prepare or cause to be prepared recommendations to the Council regarding such ordinances, regulations, or other proposals required for the implementation of the action statements set forth in the Comprehensive Plan, as amended.

c. Zoning and Special Exception Duties

In addition to the above referenced duties, the Planning Commission shall perform the following functions related to rezoning applications:

- 1) Review and make recommendations to the City Council on amendments to the Official City of Newnan Zoning Map, consistent with zoning procedures for rezoning applications as provided by this Ordinance.
- 2) Review and make recommendations to the City Council for any change in the zoning classification of a lot or parcel of land, at the request of or with the concurrence of the owner, with such restrictions imposed upon the property, provided that such restrictions conferred upon the applicant or subject property involve no privilege otherwise denied by this Ordinance to other lands, structures, buildings in the same district.
- 3) Review the progress of development of properties, the fulfillment of applied conditions or proffers, or other performance requirements as specified by the approval of any application reviewed by the Commission and to take any action necessary and proper as permitted by this Ordinance to insure that such requirements are met in full.
- 4) Review and decide upon variances for planned developments and mixed use developments.

**§5.060 Board of Zoning Appeals** (Amended by City Council on 03/23/2004)

1. Purpose; Creation

A Board of Zoning Appeals is hereby created for the purpose of hearing and deciding on administrative appeals where it is alleged that there is an error, conflict, misinterpretation, or ambiguity in any order, decision, or determination by staff in the administration, interpretation, or enforcement of this ordinance. It is also created for the purpose of hearing and deciding on variances from the terms of this ordinance except for variances in the PD and Mixed Use districts, and to make determinations regarding Special Exception uses.

2. Membership; Appointment Terms; Compensation; and Removal

The Board of Zoning Appeals shall consist of five (5) members who shall be residents of the city and appointed by the City Council. Members shall serve overlapping terms of three (3) years. All terms shall expire on the 31<sup>st</sup> day of August of the expiration year. City Council shall have the authority to remove any member for cause, on written charges, which shall be heard at a public hearing should the member in question so request such a hearing. All members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties. Failure of any regular member to attend a minimum of seventy-five (75) percent of all meetings and workshops of the Board of Zoning Appeals during any calendar year or at least three (3) consecutive scheduled meetings or both shall result in automatic removal from membership on the Board. The Board shall elect a Chairman and Vice-Chairman from its membership. The Board shall adopt rules in accordance with the provisions of this ordinance for the conduct of its affairs.

3. Vacancies

Any vacancy in membership shall be filled by appointment of City Council for the unexpired portion of the term of the member affected and shall follow the procedures for this purpose as established by Council. It shall be the duty of the Chairman of the Board of Zoning Appeals to notify the City Council within ten (10) days after any vacancy does occur among members. Appointment shall be made by Council for the unexpired term of the member affected within forty-five (45) days after such vacancy occurs.

4. Qualifications of Members

Persons shall be qualified for membership on the Board of Zoning Appeals provided that:

- a. Such persons currently reside in the City of Newnan and have so resided for a period not less than one (1) year;
- b. Are registered to vote in the City of Newnan; and
- c. Are chosen based on a perceived ability to represent the public interest.

5. Officers and Organization

The Board of Zoning Appeals shall elect a chairman, vice-chairman, and any other officers as the commission sees fit to create, from its members during the first meeting of the new year. The term of the officers shall be one (1) year from the date of election and shall be effective immediately upon such vote.

6. Staff

The secretary of the board shall be the Planning Director for the City of Newnan or his/her designee.

7. Meetings and Rules

The Board of Zoning Appeals shall make its own rules of procedure in the form of officially adopted bylaws. Such bylaws, necessary to its governance and the conduct of its affairs, shall be in keeping with the applicable provisions of Georgia law and this ordinance. Such bylaws shall be made available in written form to persons appearing

before the commission and to the public. The Board shall also determine the time, date, and place of regular meetings. Meetings shall be held on the first Tuesday of each month. Other meetings may be held at the call of the chairman or at other such times as the board may determine. Meetings that are not regularly scheduled shall be held with at least twenty-four (24) hours notice to each member and to the public. All meetings of the board at which official action is taken shall be open to the public. Three (3) members of the Board of Zoning Appeals shall constitute a quorum for the transaction of business.

8. Other Procedural Requirements

a. Minutes and Other Records

The Board of Zoning Appeals shall direct the secretary for the Board to keep records of its proceedings, showing the vote of each member (including the chairman and vice-chairman), or if absent or failing to vote, indicating such fact. The secretary shall keep records of the Board's examinations and other official actions, all of which shall be a public record and be filed in the offices of the Planning Director, upon official approval of said minutes and signature of the Chairman.

b. Representation

Applicants and/or their representatives shall be present at the meeting to discuss their application. Failure to appear may result in the application being tabled. However, the Board of Zoning Appeals may take action at any time regardless of whether the applicant or representative is present.

c. Voting

All regular members of the Board of Zoning Appeals shall be entitled to vote on matters before the board. On all items before the board, a majority vote of those present and constituting a quorum shall prevail.

d. Open Meeting Requirement

All meetings of the Board of Zoning Appeals shall be open to the public and shall meet all of the requirements of the "Open and Public Meetings Act", O.C.G.A. §50-14-1 through §50-14-6.

e. Finances

The expenditures of the board and its members carrying out their official duties, exclusive of gifts, shall be within the amount appropriated for that purpose by the City Council.

9. Powers and Duties

a. Administrative Appeals

1) Authority

The Board of Zoning Appeals shall have the power to hear and decide administrative appeals where it is alleged there is error, conflict, misinterpretation, or ambiguity in any order, requirement, decision, or determination of any staff member or appointed official in the enforcement of this Ordinance.

2) Appeals; How Taken

Appeals to the Board of Zoning Appeals may be taken by any person aggrieved or by any officer, department, Board, or Bureau of the City of Newnan, Georgia affected by any administrative decision of any staff member making such order, requirement, decision, or determination. Such appeals shall be taken within a reasonable time, as provided by the rules of the Board, by filing with the Planning Director and with the Board of Appeals a notice of appeal specifying the grounds thereof. The Planning Director shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken. A fee payable to the Board set forth in the City's schedule of fees shall accompany the appeal to cover the approximate cost of the procedure.

b. Variances

The Board of Zoning Appeals shall have the power to authorize, upon appeal in specific cases, variances from the provisions of this ordinance. The Board of Zoning Appeals may grant such variances upon a finding that all of the following conditions exist:

- 1) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography.
- 2) Such conditions are peculiar to the particular piece of such property involved.
- 3) Such conditions were not imposed by the action or will of the owner of the property.
- 4) The application of the ordinance to the particular piece of property would create an unnecessary hardship. Such hardship does not include financial hardship in that if the variance were granted, the applicant could receive a higher rate of financial return on the use of the property and that without the variance, a lesser but still reasonable return could be realized.
- 5) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of this ordinance.
- 6) No variance may be granted for a use of land or building or structure that is prohibited by this ordinance. If an application for a variance is denied by action of the Zoning Board of Appeals, then the same property may not again be considered for a variance until the expiration of at least six (6) months immediately following said denial.

c. Special Exceptions

The Board of Zoning Appeals shall have the power to hear and final decision to approve or deny all "special exception" requests, except of said requests that relate to regional impact decisions. The City Council shall have sole authority to hear and approve or deny all "special exception" requests concerning regional impact decisions. All "special exception" decisions shall be made in

accordance with the procedures and requirements set forth in Chapter 33, "Additional Regulations Governing Structures and Uses" of the Ordinance.

d. Authority

In exercising the above powers, the Board of Zoning Appeals may, in conformity with the provisions of this Ordinance, reverse or affirm, wholly or partly, or may modify any order, requirement, decision or determination of any staff member or appointed official in the enforcement of this ordinance, and to that end shall have all powers of the officer from whom the appeal is taken may direct the issuance of a permit.

e. Recourse

Any person or persons, jointly or severally aggrieved by any decision of the Board of Zoning Appeals may seek review of such decision by a court of record, as specified by law.

f. Stay of Proceedings

An appeal stays all legal proceedings in furtherance of the action appealed from unless the Zoning Administrator certifies to the Board of Zoning Appeals after the notice of appeal shall have been filed with him, that by reason of facts stated in the certificate a stay would, in his opinion cause imminent peril to life and property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Zoning Appeals or by a competent court on application, or notice, to the officer from whom the appeal is taken and on due cause shown.

**§5.070 Staff Agencies and Departments** (Amended by City Council on 03-23-2004)

1. Planning and Zoning Department

a. General Powers and Duties

The Planning and Zoning Department, through the authority of the Director of Planning and Zoning, shall be responsible for carrying out the following general functions and duties:

- 1) Collect, analyze, and interpret data and other information related to the development and growth of the City of Newnan and to make such information available to the Planning Commission, City Council, and others including the general public in a timely and useable manner and format.
- 2) To serve as the City liaison to the U.S. Department of Commerce, Bureau of the Census, for all census related activities.
- 3) To serve in the role of Grant Administrator including making applications for grants as directed by City Council and to administratively assure that the requirements of approved grants are carried out.
- 4) To administratively process subdivision applications as prescribed in Subdivision Regulations Ordinance.

b. Planning Powers and Duties

The Planning and Zoning Department, through the authority of the Director of Planning and Zoning, shall be responsible for carrying out the following planning functions and duties:

- 1) Act to prepare the text of the Comprehensive Plan and any amendments hereto in a timely manner or to direct or coordinate the work of others who may have this responsibility.
- 2) Act to implement the goals, objectives, and policies or other provisions of the Comprehensive Plan and any amendments hereto in a timely manner including coordinating the work of others whose responsibility for specific elements within the Comprehensive plan has been established.
- 3) Act to prepare area or specific plans as may be prescribed by the Comprehensive Plan or by authorization by the Planning Commission or City Council in a timely manner or to direct or coordinate the work of others who may have this responsibility.
- 4) Provide data and other information to the Planning Commission or City Council to allow such body to make planning recommendations and decisions.

c. Zoning Powers and Duties

The Planning and Zoning Department, through the authority of the Director of Planning and Zoning, shall be responsible for carrying out the following zoning functions and duties:

- 1) Administratively approve such applications or requests as designated by this Ordinance.
- 2) Administratively decide such questions or issues as designated by this Ordinance.
- 3) Waive required information for applications as designated by this Ordinance.
- 4) Provide a staff member to serve on the Development Review Committee as created by this ordinance and to serve as "Chairman-in-Rotation" for this committee as the rules establishing this committee prescribe.
- 5) Make interpretations regarding the provisions of this Ordinance unless otherwise specified herein.
- 6) Approves conditional uses as prescribed by the conditions required by this Ordinance.
- 7) Provides recommendations to the City Council, Planning Commission, and Board of Zoning Appeals, or any other board, committee, or task force recommended by the Comprehensive Plan or required by zoning and other applicable development regulations including this Ordinance.

- 8) Acts in an advisory capacity to the City Council, provides staff support to the Planning Commission, Board of Zoning Appeals, or any other board, committee, or task force recommended by the Comprehensive Plan or required by zoning and other applicable development regulations including this Ordinance.
- 9) Provides, as needed, education and training assistance to the Planning Commission regarding the functions, powers, and duties of the Commission.
- 10) The Director may designate any member of the Planning and Zoning staff to act within his/her authority.

2. Building Inspection Department

a. Powers and Duties

The Building Inspection Department, through the authority of the Building Official, shall be responsible for carrying out the following functions and duties:

- 1) Conducts building and site inspections.
- 2) Performs architectural plan review functions.
- 3) Acts on standard housing service requests.
- 4) Approves sign permits.
- 5) Issues building permits.
- 6) Issues Certificates of Occupancy.
- 7) Issues other permits as provided by Chapter 42, "Other Permits, Licenses, and Applications" of this Ordinance.
- 8) Provides staff support, when applicable, to the Board of Zoning Appeals.
- 9) Provide a staff member to serve on the Development Review Committee as created by this ordinance and to serve as "Chairman-in-Rotation" for this committee as the rules establishing this committee prescribe.
- 10) Administratively processes site plan applications as specified in Chapter 45, "Site Plans" of this Ordinance.

3. Beautification Department

a. Powers and Duties

The Beautification Department, through the authority of the Landscape Architect, shall be responsible for carrying out the following functions and duties:

- 1) Reviews and approves landscaping plans.
- 2) Reviews and approves tree protection plans.

- 3) Manages the Beautification Department functions including directing staff in the maintenance and improvement of city right-of-way and other City property.
- 4) Maintains and administers to the landscaping provisions of the Zoning Ordinance.
- 5) Provide a staff member to serve on the Development Review Committee as created by this Ordinance and to serve as "Chairman-in-Rotation" for this committee as the rules establishing this committee prescribe.

4. Zoning Administrator

The Zoning Administrator shall be the Planning Director, unless otherwise appointed by the City Manager and shall have the responsibility to carry out those duties as prescribed by this Ordinance.

5. Development Review Committee

The Development Review Committee (DRC) shall be an administrative body delegated the authority to review and comment on the following applications and plans:

- a. Site plans
- b. Subdivisions
- c. Zoning map changes and special exceptions
- d. Other applications and plans as provided by this Ordinance

The DRC shall consist of representatives from the following administrative departments and other agencies:

- a. Planning and Zoning
- b. Building
- c. Engineering
- d. Beautification
- e. Streets
- f. Public Works
- g. Police
- h. Fire
- i. Newnan Utilities
- j. Coweta County School Board
- k. Coweta County (Amended by City Council on 11/27/2001)

The DRC shall meet on a regular basis as established from time to time by a majority vote of the full body of representatives. The DRC shall have the authority to review and make comments on said applications and plans and make requests of the applicant to provide changes in said plans in conformance with the provisions of this Ordinance and other applicable codes and ordinances of the City of Newnan. The DRC shall be administered by a revolving chair involving all member departments and functions. Such chair shall be responsible for the development of an agenda and other responsibilities as shall be decided by the Committee.

**§5.080 Other Agencies**

1. Fire Department—The City of Newnan Fire Department which shall conduct plan reviews for fire hazards and other fire and safety-related issues.
2. Police Department—The City of Newnan Police Department which shall conduct plan reviews to determine public safety issues.
3. Street Department—The City of Newnan Street Department which shall conduct plan reviews to determine issues related to public streets and other rights-of-way.
4. Public Works Department—The City of Newnan Public Works Department which shall conduct plan reviews to determine any issues related to sanitation and other public works.
5. Main Street Program—The Main Street Program shall be consulted regarding any issues related to development in the central business district.
6. Development Authority—The City of Newnan Development Authority is a City-established quasi-judicial authority which has the full power of a development authority as established under O.C.G.A. §36-62-1 et. seq. and shall be consulted regarding economic development issues arising as a part of plan review or other process as governed by this Ordinance.
7. Downtown Development Authority—The City of Newnan Downtown Development Authority is a City-established quasi-judicial authority which has the full power of a development authority as established under O.C.G.A. §36-42-1 et. seq. and shall be consulted regarding economic development issues in the central business district arising as a part of plan review or other process as governed by this Ordinance.
8. Newnan Utilities—The Newnan Utilities is a City-established quasi-judicial authority which has the full power of a public utility as established under the Charter of the City of Newnan, Georgia and shall be consulted regarding utility issues including water, sewer, electricity, cable television, and internet services, arising as a part of plan review or other process as governed by this Ordinance.
9. Coweta County School Board--Responsible for the timely provision of school facilities and programs to meet the needs of the residents of Coweta County and the City of Newnan in particular as it applies to the administration of this Ordinance.