

**TO:** City of Dacula City Council and Mayor,  
Planning Commission and Members

**FROM:** Brittni Nix, City Administrator  
Jack Wilson, City Attorney

**DATE:** May 25, 2023

**SUBJECT:** Amendment to Sign Ordinance

---

Mayor and Members of City Council, and Planning Commission Members:

Staff has proposed an Amendment to the Sign Ordinance to allow minor variations to be handled administratively. This practice allows for efficient use of City resources including staff time and meeting time for appointed boards and elected officials. More significant variances would be routed through the public hearing process. The proposed amendment also updates the application fee. Staff recommends that the Amendment allowing administrative variances be approved in the form provided to you.

If you have any questions or need any additional information, please let us know.

Thank you.