



# Memo

**To:** Planning and Zoning Board Members  
**CC:** Sandy Riffle, Drew Smith, Allen Lane  
**From:** Brett Sollazzo, Administrative Assistant  
**Date:** May 5, 2022  
**Re:** Business Items Planning and Zoning Meeting May 9, 2022

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**For the May 9, 2022 Planning and Zoning Board meeting, the following is provided in your agenda packet for your review and consideration.**

**1. Variance 2022-03: 600 Gatlin Ave. – Fence & Gate**

- Variance application and plans dated 4/19/2022
- City Engineer report dated 4/26/2022
- Applicants response to City Engineer comments dated 4/26/2022
- Public response dated 5/5/2022

The notice of Public Hearing was mailed on Thursday, April 28, 2022 to those property owners within 500 feet of the subject property regarding Variance 2022-03. There were 33 notices provided by U.S. Mail. One notice was returned as undeliverable, and one public response was received at City Hall as of the date of this memo.

The City Engineer has no objections to the variance and is prepared to respond to any questions you may have regarding the request. The applicant is unable to attend the meeting, but has provided you with a response to the Engineers comments, along with his letter of hardship, explaining his reasons for the variance request.