

STATE OF GEORGIA  
CITY OF DUBLIN

ORDINANCE  
# 25-18

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DUBLIN, GEORGIA, TO ADD A NEW SECTION TO ESTABLISH ADMINISTRATIVE VARIANCES FOR THE CITY OF DUBLIN; TO PROVIDE FOR SEVERABILITY; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; TO PROVIDE AN ADOPTION AND EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.**

**WHEREAS**, the City Council of Dublin, Georgia, recognizes its authority under the Georgia Constitution and state law to regulate land use, business operations, and public health, safety, and welfare within its corporate limits; and

**WHEREAS**, the City Council of Dublin, Georgia, assigns requirements for building, construction, and zoning across the municipality for operations and issues regarding the public health, safety, and welfare through various municipal ordinances; and

**WHEREAS**, the Mayor and Council have determined a need for alterations to the local zoning code to allow for a streamlined process for administrative variances to the zoning code in particular situations.

**WHEREAS**, the Mayor and Council find that it is appropriate and in the best interest of the City to authorize the City Manager to approve certain variances without the need for action by the Planning Commission or City Council.

**NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DUBLIN HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.**

**There is added to Article 8 of Appendix A of the Code of Ordinances a new Section 8.7 that shall read as follows:**

**“SECTION 8.7. - ADMINISTRATIVE VARIANCES**

8.7 Subject to the conditions listed below, the City Manager or designee shall have the power to grant variances from certain zoning regulations as established in Appendix A – Zoning where, in their opinion, the intent of the ordinance can be achieved and equal performance obtained by granting a variance.

8.7.1 The authority to grant such variances shall be limited to variances from the following requirements:

- a) Minimum Front Yard Setback – variance not to exceed ten (10) feet. No front yard setback shall be less than ten (10) feet.
- b) Minimum Side Yard Setback – variance not to exceed ten (10) feet. No side yard setback shall be reduced to less than five (5) feet.
- c) Minimum Rear Yard Setback – variance not to exceed fifteen (15) feet. No rear yard setback shall be less than fifteen (15) feet.
- d) Minimum Lot Size – variance not to exceed ten (10) percent of the minimum lot size. No lot size shall be less than the smallest lot size allowed in that general zoning category (Residential, Commercial, Industrial/Manufacturing).
- e) Minimum Lot Width – variance not to exceed ten (10) percent of the minimum required lot width.

- f) Maximum Lot Coverage – variance not to exceed five (5) percent of the maximum allowed lot coverage.
- g) Minimum Setbacks for Accessory Structures – variance such that the setback is not less than five (5) feet.
- h) Minimum Road Frontage – variance not to exceed ten (10) feet.
- i) Maximum Building Height – variance not to exceed five (5) feet.

8.7.2 Application Procedures.

- a) Applications for administrative variances shall be in such form and contain such information and documentation as shall be described by the City Manager, but shall contain at least the following:
  - 1) Name and address of the applicant, which shall be either the property owner or an authorized agent of the property owner.
  - 2) Boundary survey showing the location or proposed location of all structures, easements, impervious surfaces, and required setbacks.
  - 3) A statement of the hardship imposed on the applicant by the ordinance and a statement of why the variance will not be materially detrimental or injurious to other property or improvements in the neighborhood in which the property is located.
  - 4) A non-refundable application fee as set by council resolution.
  - 5) The City shall cause a notice (sign) to be posted on the subject property within three (3) business days of the submission of a complete application with payment. Anyone wishing to support or oppose a request for an administrative variance shall file their comments in writing with the City within five (5) business days after notice was posted on the property.
  - 6) The City shall issue a decision in writing within three (3) business days of the closing of the public comment period unless the applicant agrees to an extension.
- b) Standards for Issuance of Administrative Variances. In deciding whether to grant an application for an administrative variance, the City Planner shall consider the statement of hardship and whether the variance would cause substantial detriment to the public welfare or impair the purposes and intent of the zonings ordinances, and whether granting the requested variance would support the city council’s goals for development in the city.

**SEVERABILITY:** If any provision of this ordinance is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**EFFECTIVE DATE:** This ordinance shall become effective at 12:00 noon on the fifth day after its adoption.

**REPEALER:** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

**SO ORDAINED** this 11<sup>th</sup> day of December, 2025 by a vote of (6) FOR and (0) AGAINST.

CITY OF DUBLIN, GEORGIA:

By: [Signature]  
Mayor

ATTEST: [Signature]  
City Clerk

(SEAL)

