



## MEMORANDUM

**FROM:** Nicole Tremblay, Senior Planner  
**DEPT:** Planning and Zoning  
**TO:** Kelly Michaels, City Clerk  
**DATE:** June 21, 2023  
**RE:** Transmittal of Petitions for Council Action –  
Fire Station 2 Petitions 23-14AN, 23-15CP, & 23-16RZ

**SUBJECT:** Transmittal of Petitions for Council Action 23-14AN, 23-15CP, & 23-16RZ

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On June 20, 2023 the Planning Commission, made the following motions for the subject petition:

### **Petition No. 23-14AN**

The following motion was **APPROVED** by a vote of 7-0:

Based on review of the application materials, the staff report and testimony provided during the public hearing, the Planning Commission, sitting as the local planning agency, finds this petition consistent with the Comprehensive Plan, in compliance with the Land Development Code and with the affirmative Findings of Fact in the record, and RECOMMENDS APPROVAL TO CITY COUNCIL OF ANNEXATION PETITION NO. 23-14AN.

### **Petition No. 23-15CP**

The following motion was **APPROVED** by a vote of 7-0:

Based on review of the application materials, the staff report and testimony provided during the public hearing, the Planning Commission, sitting as the local planning agency, finds this petition consistent with the Comprehensive Plan, in compliance with the Land Development Code and with the affirmative Findings of Fact in the record, and RECOMMENDS APPROVAL TO CITY COUNCIL OF COMPREHENSIVE PLAN AMENDMENT PETITION NO. 23-15CP.

### **Petition No. 23-16RZ**

The following motion was **APPROVED** by a vote of 7-0:

Based on review of the application materials, the staff report and testimony provided during the public hearing, the Planning Commission, sitting as the local planning agency, finds this petition consistent with the Comprehensive Plan, in compliance with the Land Development Code and with the affirmative Findings of Fact in the record, and RECOMMENDS APPROVAL TO CITY COUNCIL OF ZONING MAP AMENDMENT PETITION NO. 23-16RZ.

To continue the processing of the petitions, please complete the following:

- Schedule the public hearings before City Council, and provide our office with the legal advertisement when sent to the Gondolier so that we may prepare the notification sign and post on the property 15 days prior, per public notice requirements.
- Amendment 23-15CP requires the State's small-scale review process, which includes two readings of the ordinance before City Council. The adopted amendment will then be transmitted to the DEO for their records.
- Legistar file CC 23-14AN has been created with the following attachments. Please reformat as needed for City Council:
  1. Staff Presentation

- 2. Staff Report
- 3. Application
- 4. Survey
- 5. Applicant Response Package
- Legistar file CC 23-15CP has been created with the following attachments. Please reformat as needed for City Council:
  - 6. Staff Presentation
  - 7. Staff Report
  - 8. Application
  - 9. Project Narrative
  - 10. Survey
  - 11. Strikethrough Underline Comprehensive Plan Pages
- Legistar file CC 23-16RZ has been created with the following attachments. Please reformat as needed for City Council:
  - 12. Staff Presentation
  - 13. Staff Report
  - 14. Application
  - 15. Project Narrative
  - 16. Survey
  - 17. Decision Criteria Statement
- The mailing list for the nearby properties is attached, but please note, if a significant amount of time passes before notices are prepared, the list will need to be updated to ensure sales/transfers are accounted for.

The Planning and Zoning Department may receive additional written correspondence on this petition, which will be forwarded to your office.

Yes    N/A

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|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | City Attorney Reviewed/Approval   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Risk Management Review  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Finance Department Review/Approval  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Funds Availability (account number): <a href="#">Click or tap here to enter text.</a> |

Attachments:      Mailing Notification List & Registered Neighborhoods List  
                             Ad/Location Map  
                             Legal Description

Cc: Petition Nos. 23-14AN, 23-15CP, 23-16RZ