



## MEMORANDUM

**FROM:** Amy Nelson, AICP, Planning Manager  
**DEPT:** Planning and Zoning  
**TO:** Kelly Michaels, City Clerk  
**DATE:** January 7, 2026  
**RE:** Transmittal of Petition for Council Action – Annual Data Update for Comprehensive Plan Amendment Petition No. 25-73CP  
**SUBJECT:** Transmittal of Petition for Council Action 25-73CP

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On January 6, 2026, the Planning Commission made the following motion for the subject petition:

**Petition No. 25-73CP**

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. 25-73CP.**

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

- Schedule the public hearings before City Council and provide our office with the legal advertisement when sent to the Gondolier. This amendment requires the State's expedited review process which includes a transmittal hearing (1<sup>st</sup> reading) before City Council, then transmittal to the Florida State Department of Commerce (DOC). Once it is reviewed by the DOC and other State agencies, it will be returned for a City Council adoption hearing (2<sup>nd</sup> reading). The adopted amendment will then be transmitted to the DOC for their records.
- Legistar file CC 25-73CP has been created with the following attachments. Please reformat as needed for City Council:
  1. Application
  2. Staff Report
  3. ~~Strikethrough~~/Underline
- Send us a copy of the ordinance for our review when prepared.

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) |

Cc: Petition No. 25-73CP