



**PLANNING AND ZONING DEPARTMENT
MEMORANDUM**

To: Kelly Michaels, City Clerk
From: Amy Nelson, AICP, Planning Manager
Date: September 21, 2022
Re: Transmittal of Petition for Council Action – Nokomis Groves Conditional Use Petition No. 22-32CU

On September 20, 2022, the Planning Commission, made the following motion for the subject petition:

Petition No. 22-32CU

The following motion was **APPROVED** by a vote of 6-0:

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 CONDITIONAL USE PETITION NO. 22-32CU.

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 so that we may prepare the notification sign and post on the property 15 days prior, per public notice requirements.
- Legistar file CC 22-32CU has been created with the following attachments. Please reformat as needed for City Council:
 1. Staff Presentation
 2. Staff Report
 3. Application and Narrative
 4. Site Plan
 5. Landscape Plan
 6. Elevations
 7. Survey
 8. Section 86-42(e)(1-9)
 9. 86-46(4)
- 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.
- Send us a copy of the ordinance for our review.

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

Attachments: Mailing Notification List & Registered Neighborhoods List
Ad/ Location Map
Legal Description
Cc: Petition No. 22-32CU