



MEMORANDUM

FROM: Nicole Tremblay, Senior Planner
DEPT: Planning and Zoning
TO: Kelly Michaels, City Clerk
DATE: October 2, 2024
RE: Transmittal of Petition for Council Action – Fire Station #2 Height Exception Petition 24-23HE
SUBJECT: Transmittal of Petition for Council Action 24-23HE

On October 1, 2024, the Planning Commission, made the following motion for the subject petition:

Petition No. 24-23HE

The following motion was **APPROVED** by a vote of 5-1:

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 HEIGHT EXCEPTION PETITION NO. 24-23HE.**

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 24-23HE has been created with the following attachments. Please reformat as needed for City Council:
 1. Staff Presentation
 2. Staff Report
 3. Application
 4. Narrative
 5. Elevations
 6. Existing Conditions
 7. Compatibility Analysis
 8. Decision Criteria
 9. Survey
- 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.

Yes N/A

- | | | |
|--------------------------|-------------------------------------|---|
| <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): Click or tap here to enter text. |

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

Cc: Petition No. 24-23HE