



MEMORANDUM

FROM: Josh Law, Planner
DEPT: Planning and Zoning
TO: Kelly Michaels, City Clerk
DATE: August 17, 2023
RE: Transmittal of Petition for Council Action –
23-19CP Stiles Multi-Family

SUBJECT: Transmittal of Petition for Council Action 23-19CP

On August 15, 2023, the Planning Commission, made the following motion for the subject petition:

Petition No. 23-19CP

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 COMPREHENSIVE PLAN AMENDMENT PETITION NO. 23-19CP.

Recently, we discovered that a figure from the GCCF Planned Unit Development Binding Master Plan was shown during the Planning Commission presentation however, it was not within the Planning Commission Staff Report. A corrected Staff Report showing the GCCF Binding Master Plan and surrounded uses has been created and placed in Legistar.

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.
- Amendment 23-19CP 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 23-19CP has been created with the following attachments. Please reformat as needed for City Council:
 1. Staff Presentation
 2. Staff Report (City Council)
 3. Staff Report (Planning Commission)
 4. Application and Narrative
 5. Survey – 3590 Laurel
 6. Survey – 3600 Laurel
 7. Strikethrough Underline
 8. Decision Criteria 1.5.3
 9. Location Map

- 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

- | | | |
|--------------------------|-------------------------------------|---|
| <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. 23-19CP