



MEMORANDUM

FROM: Brittany Smith, Planner
DEPT: Planning and Zoning
TO: Kelly Michaels, City Clerk
DATE: September 3, 2025
RE: Transmittal of Petition for Council Action –
CPS Grand Oaks 25-42RZ

SUBJECT: Transmittal of Petition for Council Action 25-42RZ

On September 2, 2025, the Planning Commission, made the following motion for the subject petition:

Petition No. 25-42RZ

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 ZONING MAP AMENDMENT PETITION NO. 25-42RZ.**

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 25-42RZ has been created with the following attachments. Please reformat as needed for City Council:
 1. Staff Presentation
 2. Staff Report
 3. Application
 4. Project Narrative
 5. Land Use Compatibility Analysis
 6. Decision Criteria Statement
 7. 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.

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

Yes N/A

- | | | |
|--------------------------|-------------------------------------|---|
| ☐ | ☒ | City Attorney Reviewed/Approval |
| ☐ | ☒ | Risk Management Review |
| ☐ | ☒ | Finance Department Review/Approval |
| ☐ | ☒ | 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. 25-42RZ