



MEMORANDUM

FROM: Brittany Smith, Planner
DEPT: Planning and Zoning
TO: Kelly Michaels, City Clerk
DATE: November 18, 2025
RE: Transmittal of Petition for Council Action –
Zuknick Border Road No. 25-48RZ
SUBJECT: Transmittal of Petition for Council Action 25-48RZ

On November 18, 2025, the Planning Commission, made the following motion for the subject petition:

Petition No. 25-48RZ

The following motion was **APPROVED** by a vote of 6-1:

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 ZONING MAP AMENDMENT PETITION NO. 25-48RZ.

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 25-48RZ has been created with the following attachments. Please reformat as needed for City Council:
 1. Staff Report
 2. Staff Presentation
 3. Application
 4. Project Narrative
 5. Survey
 6. Sketch and Description
 7. Decision Criteria
 8. Land Use Compatibility Analysis

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)

Attachments: Ad/Location maps and mailing list

Cc: Petition No. 25-48RZ