



## MEMORANDUM

**FROM:** Nicole Tremblay, AICP, Senior Planner  
**DEPT:** Planning and Zoning  
**TO:** Kelly Michaels, City Clerk  
**DATE:** June 19, 2023  
**RE:** Transmittal of Petition for Council Action –  
Housing Element Comprehensive Plan Amendment 23-31CP

**SUBJECT:** Transmittal of Petition for Council Action 23-31CP

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On June 6, 2023, the Planning Commission, made the following motion for the subject petition:

**Petition No. 23-31CP**

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. 23-31CP.**

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 23-31CP has been created with the following attachments. Please reformat as needed for City Council:
  1. Staff Report
  2. Application
  3. Comp Plan Strikethrough Underline
  4. Clean Copy

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): <a href="#">Click or tap here to enter text.</a>

Cc: Petition No. 23-31CP