



MEMORANDUM

FROM: Nicole Tremblay, Senior Planner
DEPT: Planning and Zoning
TO: Kelly Michaels, City Clerk
DATE: June 19, 2024
RE: Transmittal of Petition for Council Action –
Cassata Oaks 24-11RZ

SUBJECT: Transmittal of Petition for Council Action 24-11RZ

On June 18, 2024, the Planning Commission, made the following motion for the subject petition:

Petition No. 24-11RZ

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 ZONING MAP AMENDMENT PETITION NO. 24-11RZ.

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 24-11RZ 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. Concept Plan
 6. Survey
 7. Land Use Compatibility Analysis
 8. Applicant Presentation
 9. Applicant Witness List and Resumes
 10. Request for Affected Person Status
 11. Affected Party Applicant Materials
 12. Written Correspondence
- 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. 24-11RZ