



MEMORANDUM

FROM: Brittany Smith, Planner
DEPT: Planning and Zoning
TO: Kelly Michaels, City Clerk
DATE: February 18, 2026
RE: Transmittal of Petition for Council Action –
Chalets at Venice No. 25-19AN

SUBJECT: Transmittal of Petition for Council Action 25-19AN

On February 17, 2026, the Planning Commission, made the following motion for the subject petition:

Petition No. 25-19AN

The following motion was **APPROVED** by a vote of 6-0 (with 1 member absent):

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 ANNEXATION PETITION NO. 25-19AN.**

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 25-19AN 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. Decision Criteria
 7. 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

- | | | |
|--------------------------|-------------------------------------|-------------------------------------|
| <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) |

Attachments: Ad/Location maps and mailing list

Cc: Petition No. 25-19AN