

# MONTHLY REPORT

February 2023



PLANNING  
DIVISION

The purpose of this report is to communicate the Planning Division's workload and provide analysis of the trends to better understand staff capacity.

## SUMMARY

A total of 81 applications were received in February. Five applications require City Council approval while 14 applications require Planning Commission approval. In February, the Planning Division received a total of 394 phone calls, 112 email inquiries, and 64 walk-in inquiries.

**1.25%**

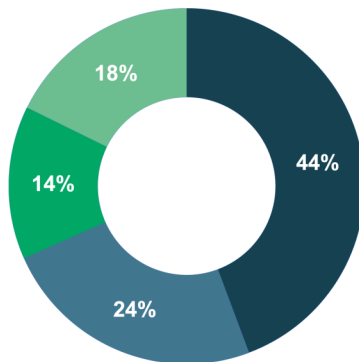
Increase from February 2022 in total applications.

**73%**

Of the applications can be processed administratively.

## APPLICATIONS

- Subdivisions
- Zoning Administrator
- HLC
- Planning Commission



## PUBLIC ENGAGEMENT

The Planning Division hosts Online Open Houses as an opportunity for constituents to stay informed, review projects, and provide comments and questions. Open houses are created throughout the month as projects are processed by Planning Staff.

The Planning Division hosted 17 Online Open Houses during the month of February, with a total of 783 visits.

## MONTHLY BREAKDOWN

- 6 items opened for public comment.
- 6 items closed for public comment.
- 5 item remains open from previous months.

## FEBRUARY APPLICATIONS 2022 2023

### APPEAL

Appeal Administrative Decision	0	2
Appeal Commission Decision	0	0
Total	0	2

### HISTORIC LANDMARK COMMISSION

Conservation District	0	0
Demolition of Contributing Structure	0	0
Demolition of Non Contributing	0	3
Designation	1	1
Economic Hardship	0	0
Major Alteration	2	1
Minor Alteration	26	29
New Construction	0	1
Relocation	0	0
Special Exception	0	0
Total	29	35

### PLANNING COMMISSION

Alley Vacation	0	0
Annexation	0	0
Conditional Use	5	0
Design Review	4	6
Master Plan Amendment	3	0
Planned Development	2	6
Special Exception	0	0
Street Closure	0	0
Transit Station Area	3	2
Zoning Amendment	0	5
Total	17	19

### SUBDIVISIONS

Consolidation	2	2
Final Plat Approval	7	3
Lot Line Adjustment	2	2
Planned Development	0	0
Preliminary Condo - New	0	0
Preliminary Subdivision	6	4
Total	17	11

### ZONING ADMINISTRATOR

Administrative Interpretation	2	0
Determination of Nonconforming Use	1	0
Variance	1	2
Zoning Verification	13	12
Total	17	14

**TOTAL APPLICATIONS 80 81**

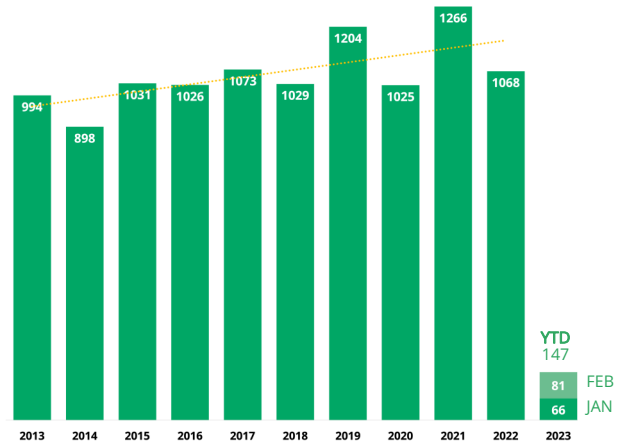


## TRENDS

Since 2013, there has been a steady increase in the number of applications received by the Planning Division. From 2013 through 2023, the average number of applications received during the month of February is 70.

February 2021 received the highest number of applications for the month of February with 88 applications. The lowest number of applications received in the month of February was in 2014 with 42 applications.

*The total number of applications received this month is 15% greater than the monthly average for February.*



## FEATURED PROJECTS

**Zoning Map Amendment at approximately 792 W 900 S**  
Cameron Broadbent, property owner, received a positive recommendation from Planning Commission for the Zoning Map Amendment for the parcels at 792 W 900 S and 875 S 800 W. The request rezones the parcels from M-1 Light Manufacturing to R-MU Residential/Mixed Use. **The new zoning of the parcels will allow for residential uses that are not permitted under the M-1 zoning regulations.**



## NEW PROJECTS

### Milk Block Adaptive Reuse Planned Development & Design Review

Meredith Warner, representing the property owner, is requesting Planned Development & Design Review approval for an adaptive reuse project at 416 E 900 S. The applicant proposes renovating the existing commercial building and adding four apartment units to the upper level. Design Review approval is required in this zoning district for buildings with a footprint over 7,500 square feet or over 15,000 gross square feet of floor area overall.

The applicant is requesting Planned Development approval to waive the 7' landscape buffer requirement at the rear of the existing building along Grace Ct. The applicant intends to demolish a portion of the existing building near the southern property line to move the loading area onto the property, increasing the building's setback from the single-family homes to the south. The required landscape buffer would reduce the circulation of the proposed loading area and require additional demolition.

## HIGHLIGHT

### Landscaping & Buffers Chapter Amendment

The City is exploring updates to the Landscaping Chapter of the Zoning Ordinance. The goal of the text amendment is to address landscaping regulations as the impacts of climate change are experienced through extreme drought conditions and changing weather patterns. **The text amendments are intended to help achieve the City's goals of water consumption, enhancement of the urban forest, and improvements to air quality and green infrastructure.**