



Department Source: Law

To: City Council

From: City Manager & Staff

Council Meeting Date: May 16, 2016

Re: Supplemental Information – Establishing an Administrative Delay on the Processing of Applications for a Building Permit for Multi-Family Housing in Specified Areas

## Executive Summary

Staff has prepared an amended bill for council consideration. The amendments address concerns related to the potential conversion of existing structures into multi-family housing and the potential for construction of three or more dwelling units by using a series of single family and duplex structures on a single lot (or combination of adjoining lots). In addition, the mayor's request at the last meeting to amend the ordinance to ensure demolition permits were expressly included has been accomplished as well as an eastern boundary line adjustment from College Avenue to Hitt Street.

## Discussion

Staff has received inquiries regarding the application of the administrative delay and prepared the amended bill to ensure the scope of the administrative delay is clear and in keeping with the original intent of the proposal, which is to ensure no irreparable harm while the council studies additional measures to preserve historic resources and protect the public health, safety, and general welfare of the city. The circumstances under which a property owner may request relief from the administrative delay are set forth in Sections 3 and 4 of the ordinance.

In order to obtain relief from the delay, a property owner (or other authorized applicant) must make a written request to the city council providing sufficient information for council to determine whether or not the circumstances set forth in the ordinance are met. The request will appear on the next available council agenda under new business in the form of a resolution authorizing relief from the delay for processing of the application(s), which council may vote yes or no. If authorized, staff will process the applications(s) and issue/deny the permit(s) using the regular administrative review processes and procedures.

For informational purposes, a detailed updated map shading the area covered by the administrative delay is attached.

## Fiscal Impact

Short-Term Impact: Not known.

Long-Term Impact: Not known.



## Vision & Strategic Plan Impact

### Vision Impacts:

Primary Impact: Community Facilities & Services, Secondary Impact: Development, Tertiary Impact: Not Applicable

### Strategic Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Operational Excellence, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Environmental Management, Tertiary Impact: Not Applicable

## Legislative History

Date	Action
04/18/2016	Mayor Treece requested staff to draft legislation for discussion purposes.

## Suggested Council Action

No suggestion.