MEMO

TO: Planning & Zoning Commission

FROM: Clyde Han, Building Inspector

DATE: Thursday, June 7, 2012

RE: Conditional Use Permits

February 13, 2012, Chairman O'Donnell recommended that as "Conditional Use" permits are adopted by Ordinance, that when a "Conditional Use" is no longer valid for any reason, the termination of the "use" also be in "Ordinance" form. This also creates a permanent public record of the action.

After checking with our City Attorney a second time he says that if "Conditional Use" is adopted by an "Ordinance" it is a Law and it cannot be altered, changed or terminated by any other means than an Ordinance.

In order to change the ordinance a "Public Hearing" shall be held for each Conditional Use permit. We have 33 "CUP" for 29 properties. Each will require signage (I have 4 signs), 2 week public notice in newspaper, and letters sent to all property owners within 185 feet (489 letters).

How would the Commissioners like to proceed?