

OFFICE OF
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MEMORANDUM

DATE: November 5, 2025

TO: Planning and Zoning Commission

FROM: Kevin Kuchenbecker, Historic Preservation Officer & Planning and Zoning Administrator

RE: Extension – Conditional Use Permit

STAFF FINDINGS:

On April 21, 2025, a Conditional Use Permit was issued for a Vacation Home Establishment at 9 Shine Street. Per Chapter 17.76.060 (H), if the use permitted under the terms of a Conditional Use Permit has not been started within six (6) months of the date of issuance thereof, the permit shall expire and be canceled by the City Planning Department.

Due to extensive remodeling of the property, the intended use has not yet begun. The property owner has stated the remodel will pick up again in January and should be complete within a few weeks. He requests an extension on his Conditional Use Permit until the remodel is complete.

RECOMMENDED ACTION:

Approval /denial of the continuation of Conditional Use Permit for 9 Shine Street