

OFFICE OF
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MEMORANDUM

DATE: January 2, 2025

TO: Planning and Zoning Commission

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

RE: Conditional Use Permit Application – Withdrawal – 20 Cliff Street

STAFF FINDINGS:

On December 11, 2024, an Application for a Conditional Use Permit and an application fee of \$500.00 was received by the Planning and Zoning department. The request was for a Dwelling Unit, Single Family at 20 Cliff Street and was submitted by potential buyers of the property. The buyers are interested in having an office on the main floor of the building, while converting the basement into a Dwelling Unit that will be occupied, on occasion, by the owner of the main floor office.

While reviewing the application, it was determined that a Dwelling Unit, for Hired Personnel Only was the appropriate designated use for the property, which is in a CH – Commercial Highway zoning district. Per 17.40.020 (T), a Dwelling Unit, for Hired Personnel Only is a Use By Right within a CH – Commercial Highway zoning district, and therefore, no Conditional Use Permit is required.

As a result, the Application for Conditional Use Permit has been withdrawn from consideration by the Planning and Zoning department. A refund of the application fee will be processed.

RECOMMENDED ACTION:

Acknowledgment of the Withdrawal of Conditional Use Permit Application for 20 Cliff Street.