

## Staff Report

**Subject:** Ordinance Revision  
**Author:** Kimberly Barlett, Community Planner  
**Department:** Development Services  
**Meeting Date:** 03/18/2025  
**Item Description:** Consideration to discuss an amendment to the Code of Ordinances-  
**Part II- Official Code, Appendix C- Article IX- 9.2.3- Withdrawal of application**

### Summary Recommendation:

Staff recommends a discussion of the amendment to add procedures for application withdrawal.

### Executive Summary/Background:

Currently, the Planning Board does not have established rules or procedures for application withdrawals. Implementing a standardized process would benefit both applicants and staff. The key components of the proposed procedure are as follows:

1. No refunds will be issued once an application has been withdrawn.
2. Prior to advertisement, applicants may withdraw their application without restrictions on reapplying in the future.
3. After advertisement and before the Planning Board meeting, if an applicant withdraws, the application will be considered withdrawn and may not be resubmitted for a period of six months from the date of withdrawal.
4. After advertisement and once the application has been heard by the Planning Board, if the applicant withdraws the application before or during the Board of Commissioners public hearing, the request will remain on the Board of Commissioners agenda. The withdrawal request will be considered for approval or denial, with or without prejudice.
  - Postponements are not addressed in this revision. However, if postponement restrictions are deemed necessary, they can be incorporated into the process.

### Alternatives for Commission to Consider:

1. Discuss the preliminary draft of the ordinance revision and provide feedback.

**Recommended Alternative:** Staff recommends Alternative #1

**Other Alternatives:** N/A

**Department Review:** Development Services

**Funding Source:**

N/A

**Attachments:**

1. **Part II- Official Code, Appendix C- Article IX- 9.2.3- Withdrawal of application**