



**Planning Commission**  
**Staff Report**

Agenda Item	Community Development Department	Date: 4/03/2025
<b>Statement of Issue:</b>	Conduct a Public Hearing to consider a variance petition submitted by Keystone Design Build (PID 91-028-3415).	
<b>Background:</b>	The background for this item will be presented in the attached PowerPoint document.	
<b>Considerations:</b>	When reviewing a request for a variance, the Planning Commission must make findings based on the attached list of considerations.	
<b>Recommendation:</b>	<p>Staff recommends that the Planning Commissioners visit the site and look at the situation.</p> <p>Prior to making a motion to approve or deny the request, the Planning Commission should make specific findings to support its recommendation and reference those specific findings in their motion to either approve or deny the variance(s).</p>	
<b>Required Action:</b>	<p>Approve a motion to either: approve, approve with additional conditions, or deny the petitioned variance.</p> <p><u>Example Motion:</u></p> <p style="padding-left: 40px;">Motion by _____, second by _____ that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby <b>(grant)(deny)</b> the following variance to Keystone Design Build for the property legally described within the presentation.</p> <ul style="list-style-type: none"> <li>• to allow a variance from the requirements of Section 30-512 Table 2-A of the Municipal Code, which lists minimum setbacks for principal structures. The variance permits an expansion of the building 5' from the west side property line.</li> </ul> <p><i>(If the Planning Commission wishes to place conditions upon their approval, the following should be added to the motion:)</i></p> <p>and that the following condition(s) shall apply: None</p>	
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• Site Map</li> <li>• Copy of the variance petition and associated documentation</li> <li>• List of the Planning Commissions Variance Considerations</li> </ul>	

