



MEMO

TO: Mayor Hahs and Members of the Board
FROM: Larry Miller, Building & Planning Manager
DATE: March 12, 2026
SUBJECT: Text Amendment – Special Use Permits

Why the change is needed

Under the current code, Special Use Permits are tied to the owner. When a property changes ownership, a new Special Use Permit is required, even if nothing about the site or use changes. Staff felt this was unnecessary and created extra steps for applicants and the Commission. The amendment streamlines the process while maintaining appropriate review where changes are proposed.

What is changing

The proposed amendment updates the Special Use Permit section 65-24 of the Code of Ordinances to clearly distinguish between permits tied to physical improvements and permits tied to a specific use of a property.

How this affects Special Use Permits going forward

- Permits approved for physical improvements will run with the land and remain valid as long as the conditions of approval are met.
- Permits approved for a specific use will transfer to a new owner as long as the same approved use continues under the same conditions. A new Special Use Permit will only be required if the new owner proposes to change, expand, or alter the special use.

The public hearing will be held under this agenda item, with Board action and a vote to occur later in the meeting. Approval requires a simple majority (5 of 8 votes).