MEMO

TO: **Planning and Zoning Commission**

FROM: **Larry Miller, Building & Planning Manager**

DATE: **February 5, 2026**

SUBJECT: **Code Amendments – 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 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 Commission will vote to approve, deny, or modify the draft language of the proposed amendment. A public hearing is optional at the Planning & Zoning Commission level but is required before the Board of Aldermen.