



Meeting Name: Town Council
Meeting Date: August 26, 2025
Prepared By: Davila, F. CFM.
Item Title: Request for Site Plan Approval Extension – Holy Spirit Lutheran Church

BACKGROUND:

During the September 28, 2022, Town Council meeting, the Council reviewed and approved a petition for a Major Amendment to an Approved Site Plan for the Holy Spirit Lutheran Church (Resolution No. 2022-10).

The amendment was to replace an aging manufactured structure, currently housing the church office on the Holy Spirit campus. The plan proposed an addition to house the existing functions of the Church Office and their existing staff. Please note that the addition is not intended to house any additional staff nor any expanded functions on their campus. For your reference, please see the attached site plan that was unanimously approved by Town Council.

The Site Plan approval by Town Council is valid for two years and was set to expire on September 28, 2024. At the September 11, 2024, Town Council meeting, the Council provided a one-year extension to the approved site plan to expire on September 28, 2025.

DISCUSSION:

The Town's Code of Ordinances, Chapter 34, Article II, Division 4, Section 34-119 (b) provides that "Prior to the expiration of the two-year period, a one-year extension to commence development may be applied for with the town council. An extension may be granted upon a determination by the town council that the applicant has made a good faith effort to commence construction but has been prevented from doing so for reasons beyond control of the applicant. The town council may, at the request of the applicant and in the exercise of its discretion, grant additional extension(s) pursuant to this paragraph when warranted by the totality of the circumstances."

The applicant is requesting a one-year extension to the approved site plan which, if approved, will extend the expiration of the approved site plan to September 28, 2026. The Church has moved forward with the approved plan and has submitted the Building Permit, and it is currently going through the review process with outside agencies. Unfortunately, the issuance of the building permit and commencement of the

development with a passed first building inspection will not likely be accomplished within the September 28, 2025, timeframe.

RECOMMENDATION:

Staff recommends that the Town Council approve the proposed site plan extension for the Holy Spirit Lutheran Church, subject to the submittal to the same conditions of approval stated in resolution 2022-10.

Attachment(s):

- Applicant Site Plan Approval Extension Request and backup material.
- Resolution 2022-10