



## AGENDA ITEM REQUEST FORM

Name of person(s) requesting item: Kevin Carter  
(Customers name if applicable)

Contact Information: \_\_\_\_\_  
(Customers contact if applicable)

Council Meeting Date Requested: 1/9/25

Action Requested: ☒ Information Only ☐ Action (Resolution/Ordinance/motion)

Agenda Item Title: Development variances for Chemet Properties, LLC

Detailed description of agenda item: owner of property wishes to create 3 tracts and is seeking development  
variances in effort to keep project affordable, relative to hard surface road requirement, waiver of common area/green space,  
delay of detention requirements until each parcel is constructed.

### Supporting Documents Attached

☐ Sufficient Info to draft Reso./Ord. ☐ Contract ☐ Report ☒ Plats/Plans/Renderings

☐ Proposals/Bids ☐ Recommendation Letter

☐ Other (Please list): 1 \_\_\_\_\_ 3 \_\_\_\_\_  
2 \_\_\_\_\_ 4 \_\_\_\_\_

### Submission Authorization

Authorized Sponsor (Staff Member): \_\_\_\_\_

Date: \_\_\_\_\_

All requests should be submitted to the City Clerk's Office no later than the Wednesday of the week prior to the City Council meeting. Depending on the nature of the request, some actionable items require more time to draft. Minor requests that are informational and require no research **may** be added prior to distribution, please ask.