



## OFFICE OF THE CITY ATTORNEY

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**TO:** Mayor and Council  
**FROM:** Charles I. Wadams, City Attorney  
**DATE:** December 9, 2022  
**SUBJECT:** Consideration of Proposed Ordinance No. 1032-22 (Permit Extensions)

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**ACTION REQUIRED:** Within the City Council's discretion.

**RECOMMENDATION:** None.

**FISCAL IMPACT/BUDGET IMPLICATIONS:** There is no significant financial impact to the City.

**BACKGROUND:** The allotted time periods for permit extensions in the building regulations and development code vary from project to project. This ordinance sets forth a standard extension time and lengthens the amount of time granted for both permits and permit extensions in Title 7 and Title 8.

**ANALYSIS:** This ordinance amends criteria related permit extensions by providing uniform and reasonable time periods for extensions on permits governed by the development code. This ordinance proposes that the permit times be lengthened for subdivisions, extensions, and other permits under the development code. The goal is to reduce the number of permit extension requests and allow applicants reasonable time to complete their projects. The ultimate purpose of this ordinance is to make the permitting and permit extension processes more unified and usable to benefit staff and developers.

A neighborhood meeting was held on Thursday, November 17, 2022. The public hearings are on Wednesday, December 21, 2022, in front of the Planning and Zoning Commission, and Monday, January 9, 2023, in front of City Council. Also on the agenda for those dates are ordinances related to parking, sureties, and accessory dwelling units.

This ordinance does not present a significant fiscal impact to the City and serves to unify codified requirements for permit extensions. Therefore, I am recommending that this ordinance be passed.

**MEMORANDUM ON EXTENSIONS, CPAFY2023-0002 & PROPOSED  
ORDINANCE NO. 1032-22**