



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Sally Nash, Director of Planning and Zoning

Date: July 23, 2021

Subject: O-32-21, Zoning Code - Use and Occupancy Permits

The purpose of this ordinance is to ensure that Title 21 is coordinated with Title 17 for Use and Occupancy (U&O) permits. These permits are issued when building work is complete and the applicants may occupy the structure. Currently, in certain cases, these permits are issued before all site work is complete. This legislation will bring the completion of grading permits into this process to ensure that full compliance is accomplished before unconditional U&Os are approved. The Departments of Planning & Zoning and Public Works have begun development of the steps needed to implement this process. The code change will help ensure the durability of the new process.

Prepared by Sally Nash, Director of Planning and Zoning