



## Executive Summary

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**Issue Title:** Administrative Code Edits

**Meeting Date:** May 20, 2025

**Time Required:** 5 minutes

**Attendees:** Colin Poff; Heather Cleveland

### Planning Commission Review and Approval of Findings of Fact

#### **Background:**

The Department of Community Development is engaging in an annual code update project. These code edits are labeled as “administrative” because they are not intended to be significant changes and may require less process and outreach than other code update projects.

#### **Meeting Purpose:**

Planning Commission held deliberations on May 6, 2025. One motion was made to change text which is documented in the right hand column of the “Summary of Proposed Code Changes”. This document is included as Attachment B of the Findings of Fact.

Staff included all changes as approved by planning commission and has provided a Findings of Fact to be approved at the May 20, 2025 meeting.

#### **Attachments:**

1. Findings of Fact (ready for signature)
2. Summary of Code Changes, including Staff Recommendations and Planning Commission Recommendations
3. DRAFT Ordinance