



PLANNED DEVELOPMENT PRELIMINARY PLAN

► FILE #:	12-A-24-PD	AGENDA ITEM #:	40
POSTPONEMENT(S):	12/12/2024, 2/13/2025	AGENDA DATE:	2/13/2025
► APPLICANT:	HEYOH DESIGN & DEVELOPMENT		
OWNER(S):	Brian Conley / Cardinal Place LLC		
<hr/>			
TAX ID NUMBER:	82 M C 02603,037	View map on KGIS	
JURISDICTION:	City Council District 6		
STREET ADDRESS:	2805 DELROSE DR (0 RIVERSIDE RD)		
► LOCATION:	North side of Delrose Dr, south side of Brooks Ave, west side of Riverside Rd		
► APPX. SIZE OF TRACT:	31.34 acres		
SECTOR PLAN:	East City		
GROWTH POLICY PLAN:	N/A (Within City Limits)		
ACCESSIBILITY:	Access is via Delrose Drive, a major collector street with a 23-ft pavement width within a 40-ft right-of-way. Access is also via Brooks Avenue, a minor arterial street with a 21-ft pavement width within a 42-ft right-of-way.		
UTILITIES:	Water Source: Knoxville Utilities Board Sewer Source: Knoxville Utilities Board		
FIRE DISTRICT:	Knoxville Fire Department		
WATERSHED:	Williams Creek		
<hr/>			
► ZONING:	RN-1 (Single-Family Residential Neighborhood), RN-4 (General Residential Neighborhood), HP (Hillside Protection Overlay)		
► EXISTING LAND USE:	Agriculture/Forestry/Vacant Land, Rural Residential		
► PROPOSED USE:	Preliminary plan for a residential development		
HISTORY OF ZONING:	A rezoning to the RN-4 district was approved for most of the subject property in response to a request for the RN-6 district in March of 2024 (1-I-24-RZ). A rezoning request for RP-1 (Planned Residential) with a proposed density of 12 du/ac was denied per staff recommendation in 2003 (4-J-03-RZ).		
SURROUNDING LAND USE AND ZONING:	North: Single family residential, agriculture/forestry/vacant land - RN-2 (Single-Family Residential Neighborhood), RN-1 (Single Family Residential Neighborhood) South: Single family residential, agriculture/forestry/vacant land, publicquasi public land - RN-1 (Single-Family Residential Neighborhood), OS (Parks and Open Space) East: Rural residential, office, single family residential - RN-1 (Single-Family Residential Neighborhood), CN (Neighborhood Commercial), HP (Hillside Protection Overlay) West: Public-quasi public land, public parks - RN-1 (Single-Family Residential Neighborhood), OS (Parks and Open Space)		

NEIGHBORHOOD CONTEXT: This area of East Knoxville is predominantly comprised of single family homes. There is a small multifamily community nearby to the southeast. Williams Creek Golf Course is located to the west and a landfill is located to the southeast. Sarah Moore Greene Elementary School and the Knoxville Botanical Gardens and Arboretum are nearby to the north.

STAFF RECOMMENDATION:

- **Postpone for 30 days to the March 13, 2025 Planning Commission meeting per the applicant's request.**

ESTIMATED TRAFFIC IMPACT: 4970 (average daily vehicle trips)

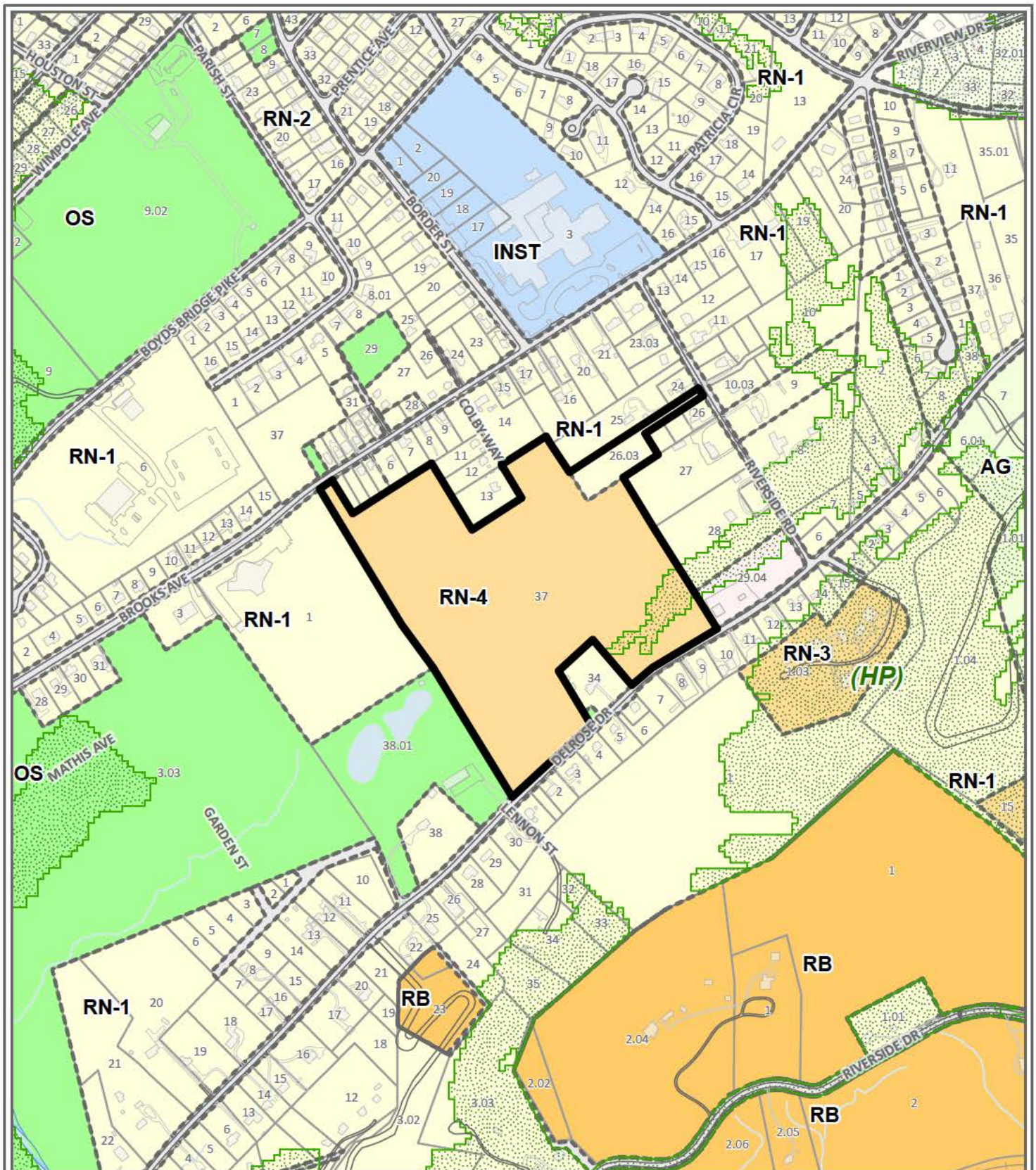
Average Daily Vehicle Trips are computed using national average trip rates reported in the latest edition of "Trip Generation," published by the Institute of Transportation Engineers. Average Daily Vehicle Trips represent the total number of trips that a particular land use can be expected to generate during a 24-hour day (Monday through Friday), with a "trip" counted each time a vehicle enters or exits a proposed development.

ESTIMATED STUDENT YIELD: 52 (public school children, grades K-12)

Schools affected by this proposal: Sarah Moore Greene Magnet, Vine Middle Magnet, and Austin East High.

- Potential new school population is estimated using locally-derived data on public school student yield generated by new housing.
- Students are assigned to schools based on current attendance zones as determined by Knox County Schools. Students may request transfers to different zones, and zone boundaries are subject to change.
- Estimates presume full build-out of the proposed development. Build-out is subject to market forces, and timing varies widely from proposal to proposal.
- Student yields from new development do not reflect a net addition of children in schools. Additions occur incrementally over the build-out period. New students may replace current population that ages through the system or moves from the attendance zone.

If approved, this item will be forwarded to Knoxville City Council for action on 4/1/2025 and 4/15/2025. If denied, Knoxville-Knox County Planning Commission's action is final, unless the action to deny is appealed to Knoxville City Council. The date of the appeal hearing will depend on when the appeal application is filed. Appellants have 15 days to appeal a Planning Commission decision in the City.



PLANNED DEVELOPMENT

12-A-24-PD

Petitioner: Heyoh Design & Development



Preliminary plan for a residential development in RN-1 (Single-Family Residential Neighborhood), RN-4 (General Residential Neighborhood), HP (Hillside Protection Overlay)

Original Print Date: 1/3/2025

Knoxville - Knox County Planning Commission * City / County Building * Knoxville, TN 37902

Map No: 82

Jurisdiction: City

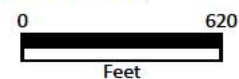
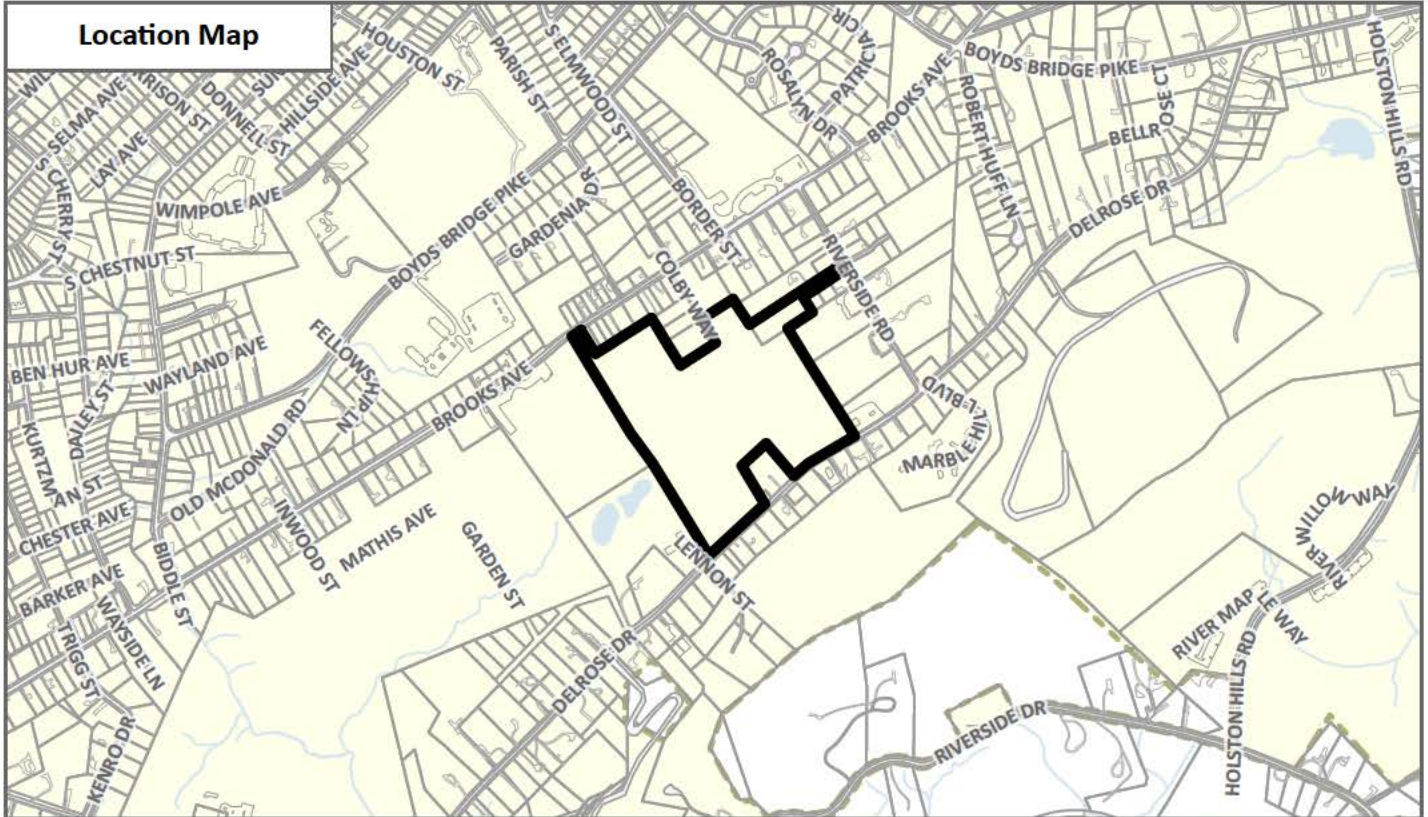
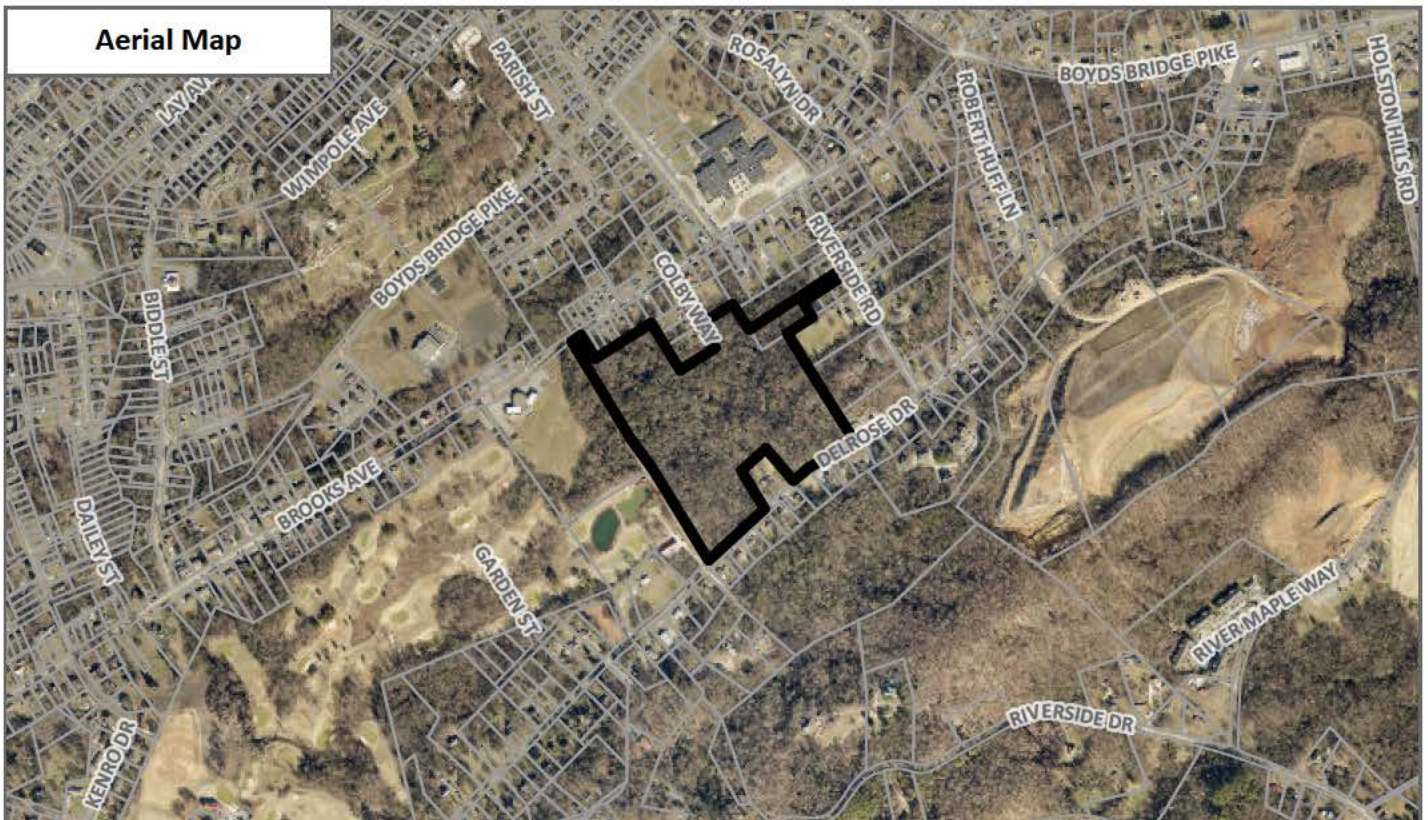


Exhibit A. Contextual Images

Location Map



Aerial Map

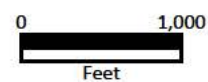


CONTEXTUAL MAPS 1

12-A-24-PD



Case boundary



CARDINAL PLACE

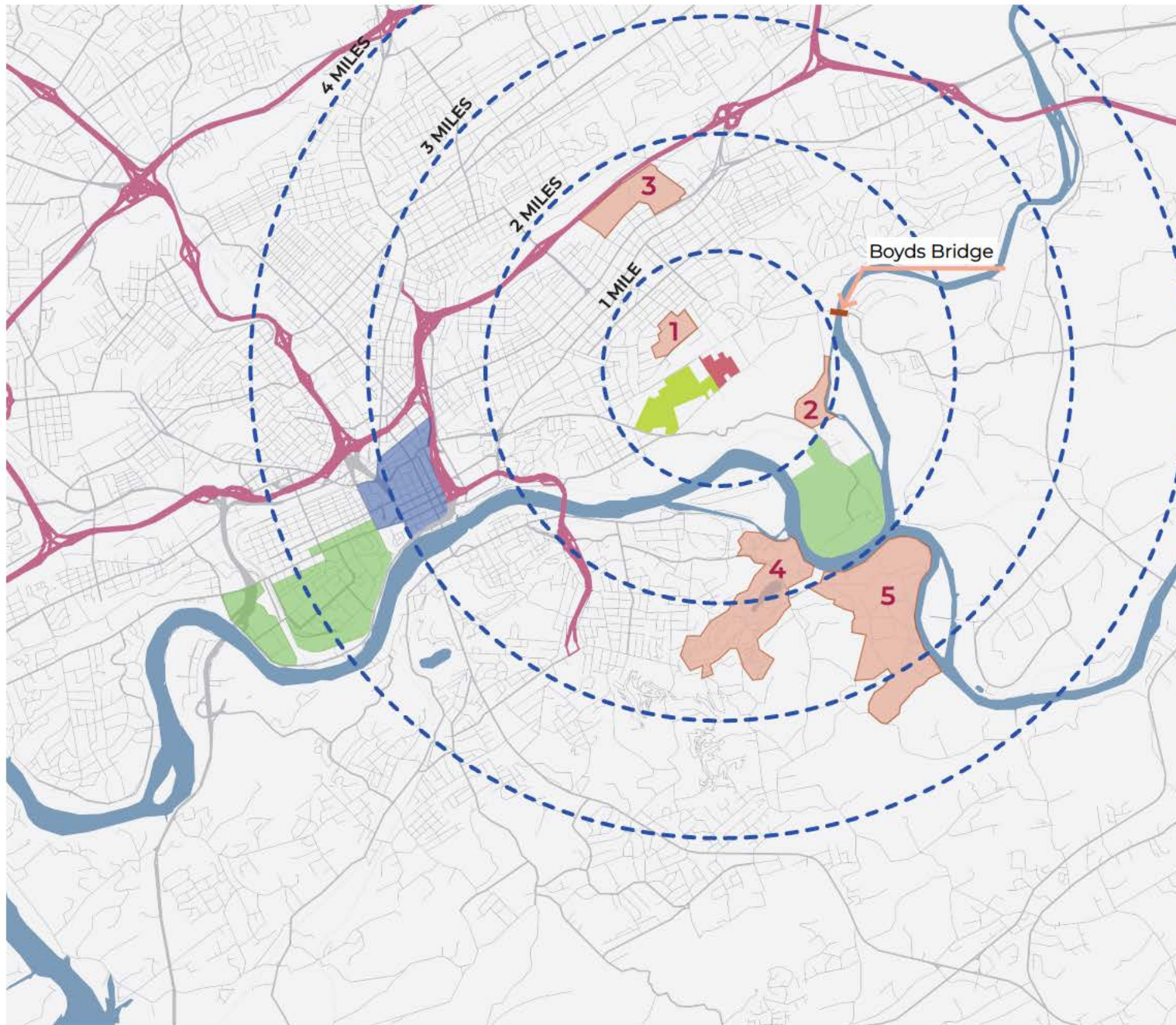
PLANNED DEVELOPMENT





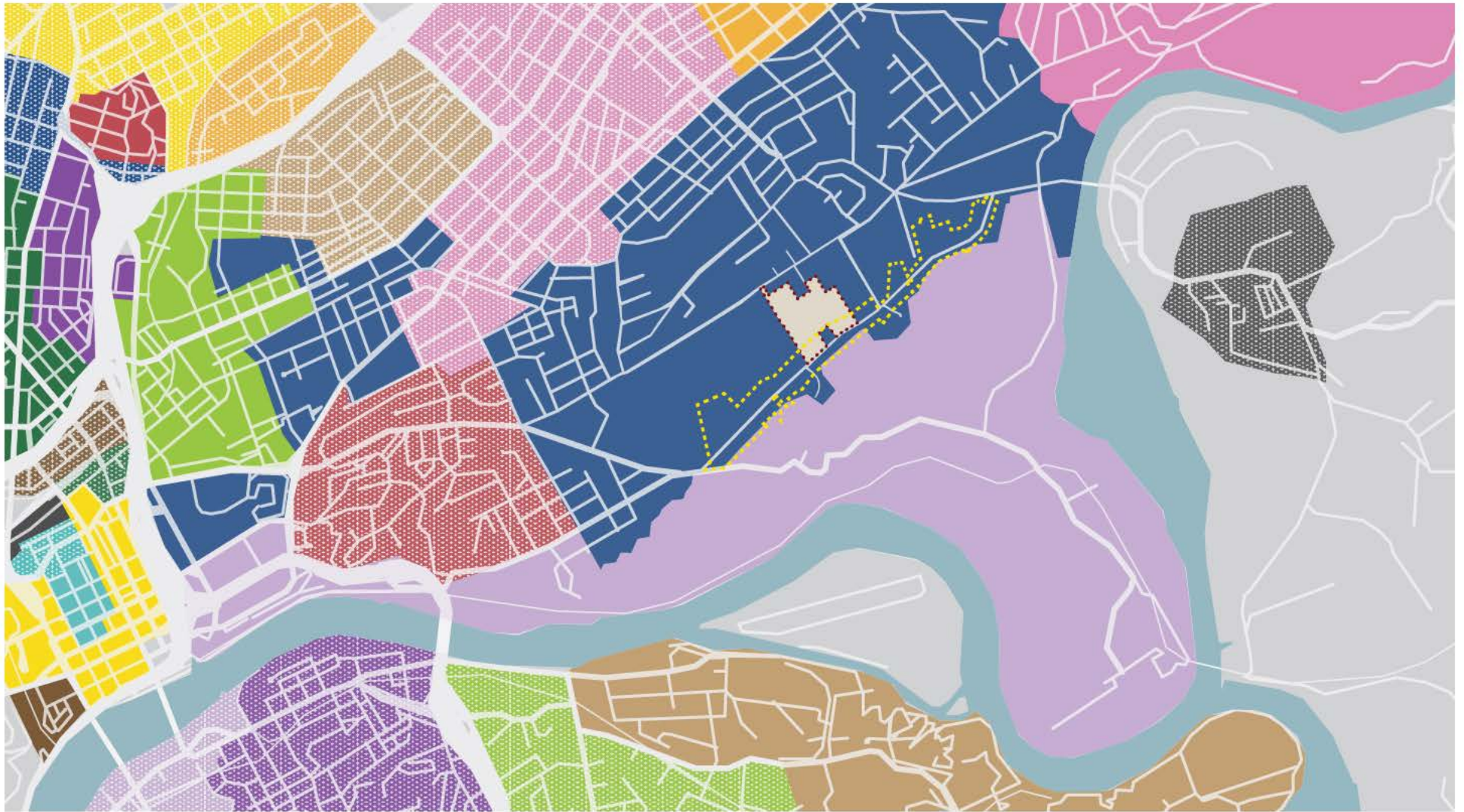
- 03 VICINITY MAP
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This application has been prepared to seek approval from Knox County under the Planned Development Process. Furthermore, this application will serve to inform and to explain to Knox County residents, elected officials, and staff why “Delrose Development Plan” should be approved, how the project will move forward if approved and a timeline of project.



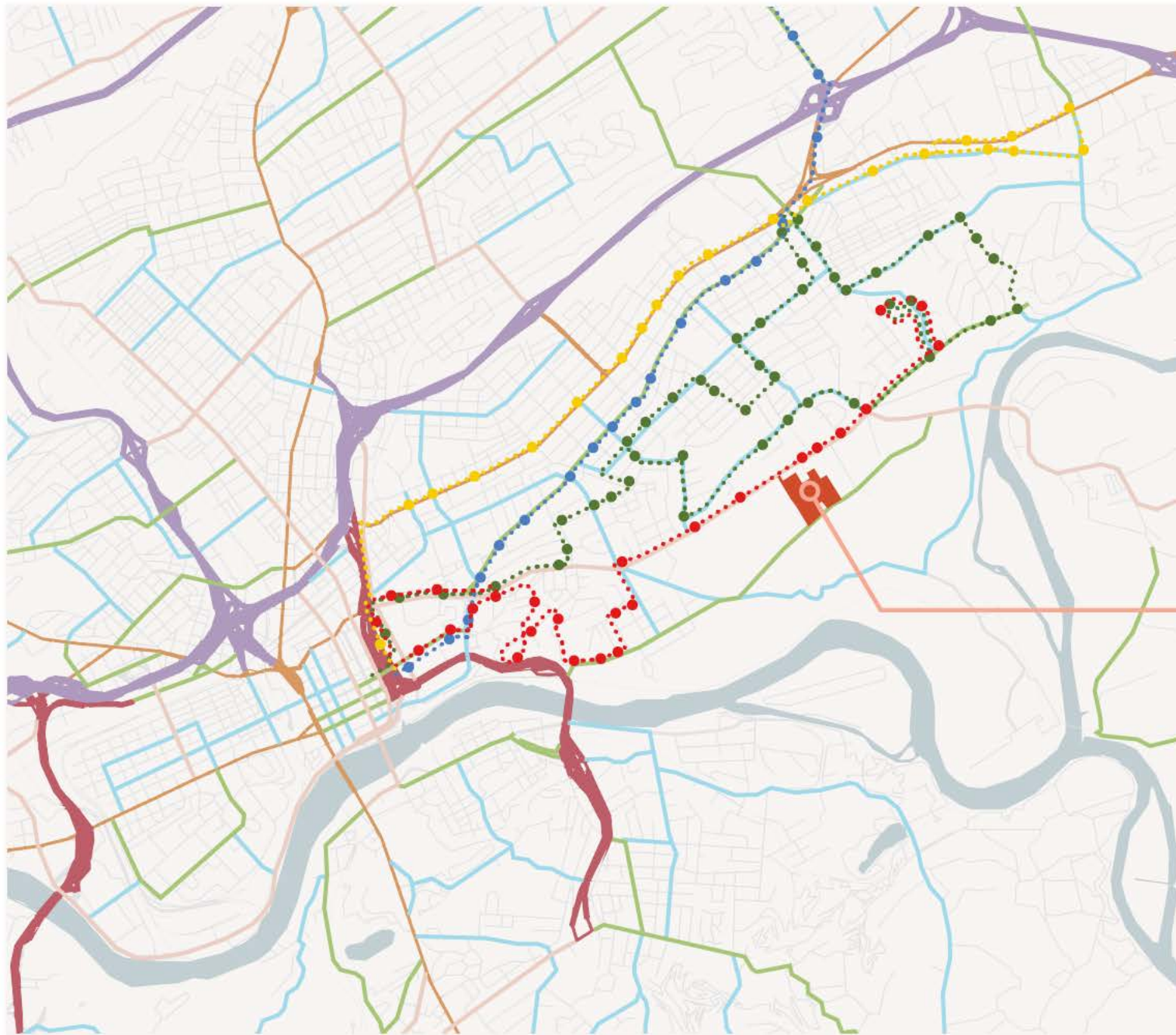
- 2805 Delrose Dr.
- Downtown
- University of Tennessee
- Williams Creek Golf Course
- - - Proximity Radius (1 mile increments)
- Nearby trails and public spaces:**
 1. ■ Knoxville Botanical Gardens
 2. ■ Holston River Park
 3. ■ Chilhowee Park & Knoxville Zoo
 4. ■ Ijams Nature Center
 5. ■ Forks of the River Wildlife Management Area

Located just minutes from downtown Knoxville and UT the property offers convenient access to numerous recreational and cultural amenities that contribute to a high quality of life for residents, making 2805 Delrose Drive an ideal location for a new residential development.



Brownlow	Fourth & Gill	Maplehurst	North Knoxville	Parkridge	Summit Hill
Burlington	Holston Hills	Marble Hill	Old City	Ramsey	2805 Delrose Dr.
Downtown	Island Home	Market Street	Old North Knoxville	South Haven	Delrose Drive Neighborhood Watch
Downtown North	Jackson Ave Warehouse	Morningside	Old Sevier	South of Magnolia	
East Knoxville	Magnolia Warehouse	New Town	Park City	South Waterfront	

NEIGHBORHOODS



Road Plan Classification Type

- Minor Collector
- Major Collector
- Minor Arterial
- Major Arterial
- Expressway
- Interstates

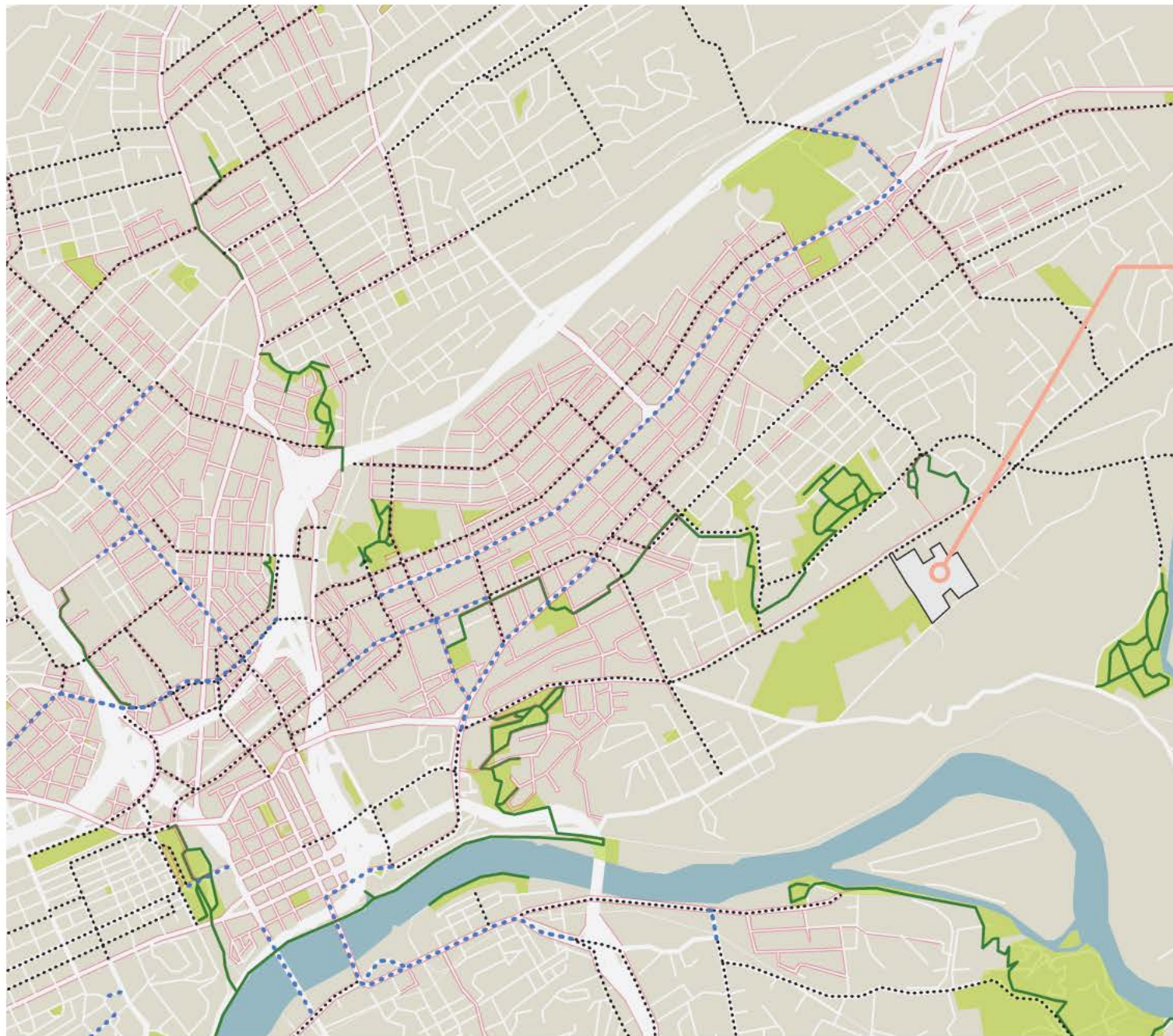
Bus Routes

- Route 31
- Route 32
- Route 33
- Route 34
- Bus Stops

2805 Delrose Dr.

The Knoxville Area Transit (KAT) provides convenient access to public transportation near 2805 Delrose Drive, enhancing connectivity for residents. Key routes such as Route 34: Burlington offer frequent services to and from downtown Knoxville.

Additionally, the property benefits from its proximity to major interstates and expressways, such as Interstate 40, which provides quick access to other parts of Knoxville and beyond.



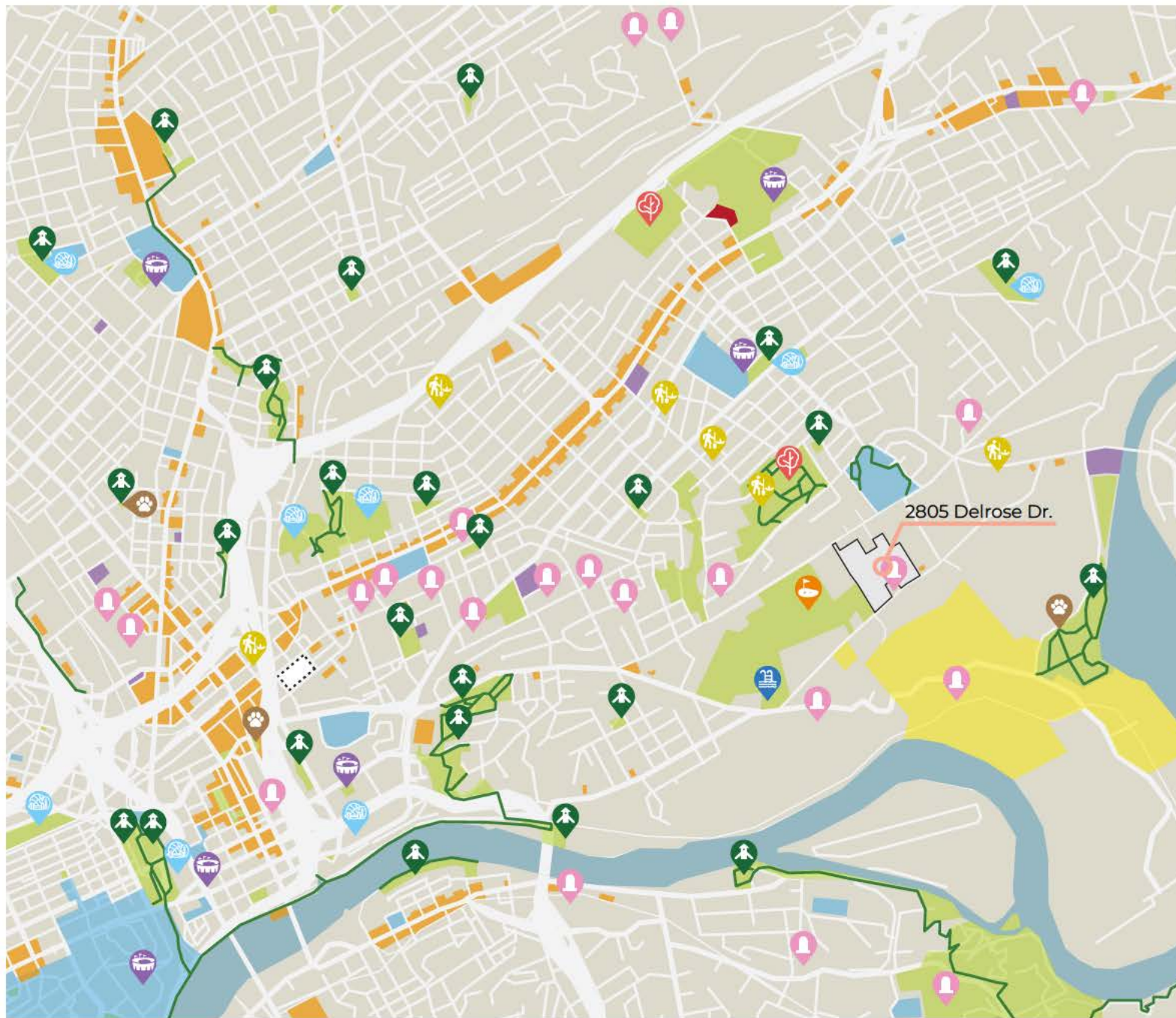
- Pedestrian
- - - - - Comfortable Biking
- - - - - Bike Lane
- Greenway
- Outdoor Recreation Facilities
- 2805 Delrose Dr.

The area around 2805 Delrose Drive features a network of greenways, bike lanes, and pedestrian-friendly paths, making it ideal for outdoor activities and sustainable transportation.

Nearby greenways, such as the James White Greenway and Will Skelton Greenway, connect residents to downtown and recreational spots like Ijams Nature Center.

Dedicated bike lanes and safe pedestrian pathways promote biking and walking, enhancing the area's accessibility and encouraging a healthy, active lifestyle.

The proposed interconnected sidewalks and walking paths will further improve walkability and community connectivity.



- Outdoor Recreation Facilities
- Public Playground
- Dog Park
- * Community Garden
- Public Pool
- Golf Course
- Zoo/Botanical
- Stadium/Auditorium
- Sports
- Historic Cemeteries
- Educational Facilities/ Schools
- Commercial/Retail Facilities
- Hospital/Health Facilities
- Mine/Quarry
- Muse (Kids Museum)
- Greenway
- Smokies Stadium (Coming Soon)

*Source: <https://knoxgardenalliance.org/>

This comprehensive map showcases the diverse and valuable resources available in close proximity to 2805 Delrose Drive, making it an attractive location for residential development.

POINTS OF INTEREST



AERIAL VIEW

OVERVIEW + PROPOSED USE

2805 Delrose Drive in East Knoxville is a 30.43-acre site set for residential development. This land, located 3 miles from downtown Knoxville, features diverse vegetation and rock outcroppings. It was rezoned in 2024 from RN-1 to RN-4 to accommodate changing conditions and surrounding developments. However, due to the maximum lot size limitations under the current zoning, a Planned Development (PD) is the most suitable approach to achieve the intended vision for the site.

The Planned Development we are requesting would create a number of community benefits and adjust zoning exceptions to a small number of items that are specific to this plan. Proposed development includes 550 apartments distributed in four-story buildings at the center and 77 townhouses on the perimeter. It will provide 832 vehicle parking spaces, bike parking, bike repair stations, and EV charging stations.

Planned amenities include a community garden, natural park, dog park, pool house, greenways, and playgrounds. The development plans to preserve the historic Williams-Masterson Cemetery and existing trees while maintaining the Hillside Protection Overlay. Infrastructure improvements will focus on water quality mitigation, green spaces, and elevated walking paths. Additionally, a variety of housing options will promote a diverse and sustainable residential community.

In the following pages, this packet will explain the benefits of this plan and why the new use is appropriate for this site.

PROJECT SCHEDULE	
February 2025	Preliminary Plan to be Heard at Knoxville Knox-County Planning Commission.
Summer 2025	Submit Final Plan and construction drawings for approval
Fall 2025	Finalize construction drawings
Spring 2026	Break ground on new work

REQUESTED CHANGES TO ZONING + DIMENSIONAL STANDARDS

Standard/Zoning Ordinance	2805 Delrose Dr
USES	
Dwelling, Multi-Family	P
Dwelling, Townhouse	P

RN-4 DIMENSIONAL STANDARDS (current zone) (Exception adapted from other zones as applicable)		Adapted From
Minimum Lot Area	TH 3,000 SF/DU; MF 2,000 SF/DU; TH: 2,000 SF/DU	RN-5
Maximum Lot Area	40,000 SF; N/A	RN-5, RN-6 & RN-7
Maximum Building Height	TH: 35'; MF: 45', unless adjacent to a single-family dwelling, then 35';	RN-4
SETBACKS		
Minimum Interior Side Setback	TH 5'; no less than 15' combined MF 12' or 15% of lot width whichever is greater; MF: 12', plus 1' additional setback for each 2 feet of building height over 35'	RN-5

REQUESTED ZONING EXCEPTIONS:

Regarding section 4.2.B and Table 4-1, we would request the exemption from the requirement for Special Use on review since the development plan exceeds "9 or more units total on lot."

Regarding Table 4-2: Residential Districts Dimensional Standards, we would request the following exceptions:

- The minimum lot area permitted in RN-4 is 3,000 SF/DU for Townhouses and 2,000 SF/DU for Multi-family. **We would request that this requirement be partially based on RN-5: 2,000 SF/DU for Townhouses. The MF requirement can remain from RN-4 (2000 SF/DU).**

- The maximum lot area permitted is 40,000 SF. **We would request for this requirement to be Not Applicable (N/A)**
- The maximum building height is 45' for multi-family unless adjacent to a single-family dwelling, then 35'. **We would request the removal of this restriction. It is important to note that we plan to establish a transition buffer between the development and the surrounding neighborhood. This buffer will include townhouses at the perimeter of the property that conform to the specified height requirements, as well as the preservation of as many trees as possible to minimize any negative visual impact on the neighborhood.**
- The minimum interior side setback for Multi-family 12' or 15% of lot width whichever is greater. **Due to the large dimensions of the lot, we request that this requirement be based on RN-5, which stipulates 12', plus 1' additional setback for each 2 feet of building height over 35'**

Regarding Table 12-2, we would request a **partial allowance to not require Class A Buffer when a parking lot of a multi-family dwelling abuts a residential district**, applying these on the baptist church lot on the left and the residence adjacent to the access to Riverside Road on the right.

NUMBER OF UNITS PROPOSED

~593 Apartments

77 Townhouses

NUMBER OF PARKING SPACES PROPOSED

812 total parking spaces provided

- 2.25 spaces/townhouse = 174
- 1.2-2.2 spaces per apartment (1.4 average based on majority 1BR units) = 830
- Minimum required number of spaces based on preliminary plan = 1004
- 30% Reduction for being located within 1/4 of a mile of a transit route = 302

Minimum required spaces = 702

112 parking provided over the required minimum

BENEFITS OF DELROSE PLANNED DEVELOPMENT

The following list outlines how the proposed development adheres to the key characteristics required for a Planned Development. Each element has been designed to meet or exceed the standards necessary to justify exceptions to the zoning district's dimensional, design, and use regulations.

These features ensure that the project aligns with the broader goals of sustainable growth, community enhancement, and responsible land use, while preserving the unique qualities of the site

COMMUNITY BENEFITS

a. Recreational Facilities:

- Creation of a community playground, community garden, and accessible pool available to the community.
- Development of interconnected sidewalks and walking and bike path connecting Delrose Drive, Brooks Avenue, Riverside Road and future greenway.

b. Sustainable Building Practices:

- By not subdividing and limiting lot sizes, the structures can have the flexibility to allow for greenspace and better preservation of natural grade

c. Preservation of Natural Features:

- By not subdividing and limiting lot or building sizes, the structures built can have more units under one roof, preventing the use of hundreds of tons of building material that would be needed for the same number of units if limited by the RN-4 maximum lot size.

- Furthermore, utilizing the parking in a grid pattern instead of a series of small parking lots will prevent many tons of paving and impervious area

d. Heritage Conservation:

- Commitment to the clean-up and preservation of the Historic Williams-Masterson Cemetery.

e. Community Parks and Recreation:

- Proposal of a park and dog park for the community.
- Creation of greenspaces and extended connection to future East Knoxville greenways

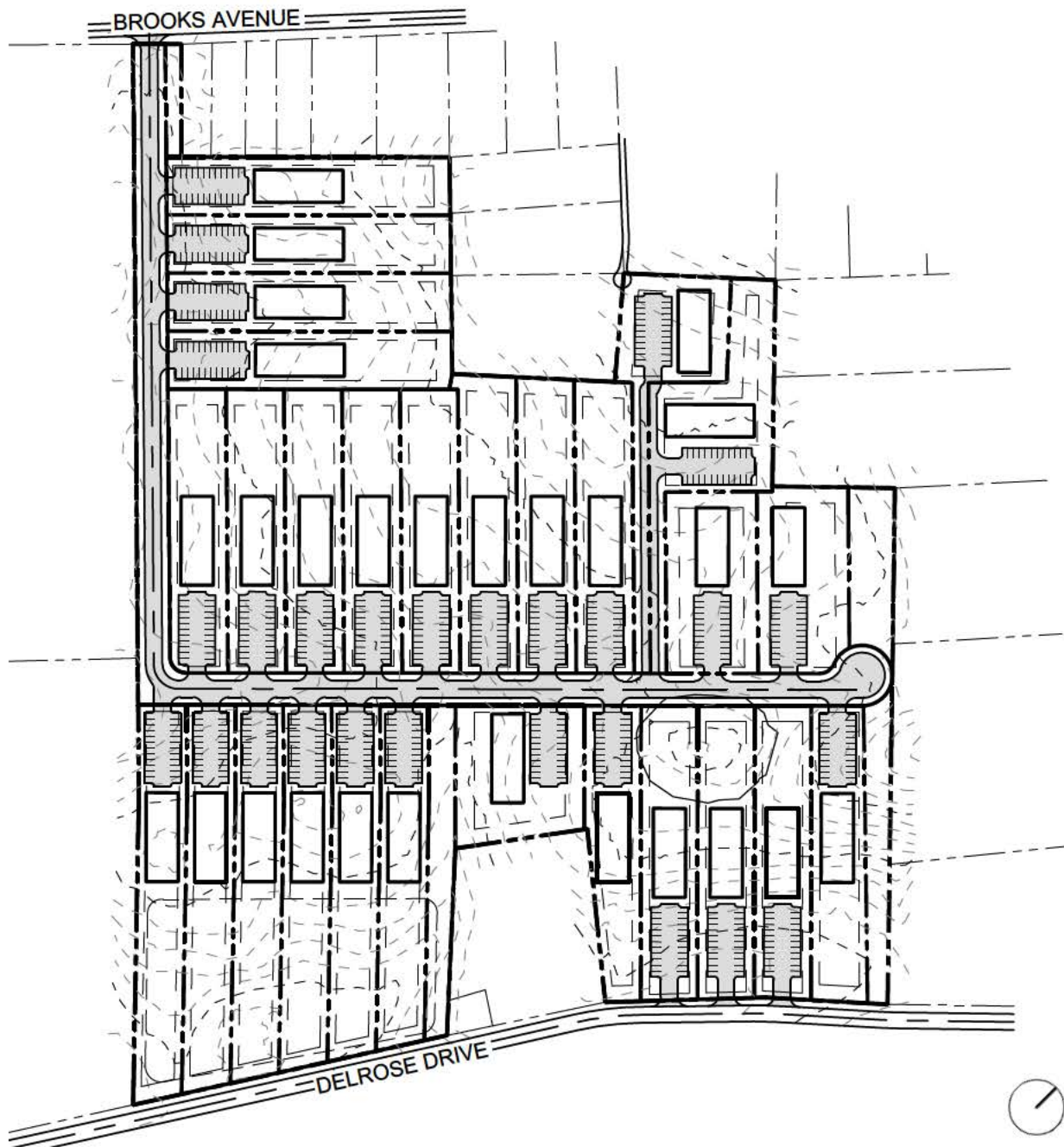
f. Transportation and Accessibility:

- Provision of bike parking and storage for residents and community members.
- Parking for community use of public spaces.
- Installation of a bike repair station and electric vehicle charging stations throughout the development.
- Multiple connection points to arterial and collector streets.
- Improvement of existing sidewalks and infrastructure.
- *Complete widening of Riverside Road to 18' and building of a sidewalk from Riverside Road entrance to Brooks Ave.

g. Inclusive Design:

- Commitment to a more inclusive community by providing more than the legally required number of accessible units.
- Use of Middle Housing Types to create a transition buffer between the development and the surrounding neighborhood.
- Townhouse units will be Owner-occupied residences.

*Subject to recommendation by CoK Engineering



If the development were to proceed under the existing limitations, the result would be a compromised plan. Key impacts include:

- Reduced green space and buffers between the development and neighboring properties, affecting overall privacy.
- Decreased pedestrian engagement and accessibility, leading to a less walkable connected environment.
- Limited or no common amenities, reducing the overall quality of life for residents and community.
- Waste of construction materials due to smaller, fragmented footprint buildings, increasing inefficiencies.
- The existing topography would require extensive grading, which would increase stormwater runoff into adjacent facilities, potentially causing environmental concerns.
- Fewer opportunities to preserve existing trees, rock outcroppings, and other distinctive landscape features.
- A more car-focused layout, with increased hardscape due to additional drive aisles, resulting in greater stormwater runoff.
- A lack of alignment with neighborhood character, creating a development that feels disjointed and suburban in nature.

This approach, as evident, would not be optimal, as it would compromise the overall vision of the project, ultimately detracting from the sense of community.



COMMUNITY BENEFITS

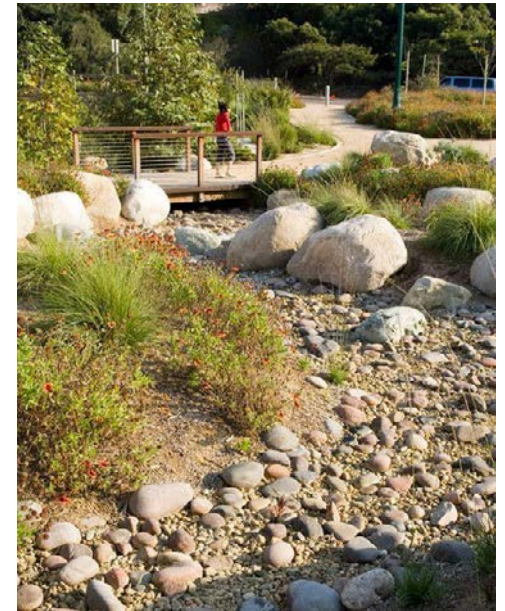
- b. By not limiting lot sizes, structures can have the flexibility to allow for greenspace and better preservation of natural grade
- f. Provision of vehicle parking, electric charging stations, bike parking and repair stations and storage for residents and community.
- c. Preservation of 35' natural buffer between adjacent properties and new development and increased buffer/outdoor space accessible to adjacent neighbors
- f. Complete widening of Riverside Road to 18' and building of a sidewalk from that entrance to Brooks Ave.
- a. Interconnected walkpaths to Delrose Drive, Brooks Avenue and Riverside Road and potential future connectivity to existing golf course.
- e. Park and dog park for the community
- e. Creation of greenspaces and extended connection to future East Knoxville greenways
- c. Grid pattern parking to prevent many tons of pavement and impervious area
- a. Community gardens, playground, pickleball courts, pool and clubhouse.
- g. Middle Housing Types to create transition buffer between development and surrounding neighborhood.
- d. Clean-up and preservation of the Historic Williams-Masterson Cemetery.
- f. Multiple connection points to arterial and collector streets.

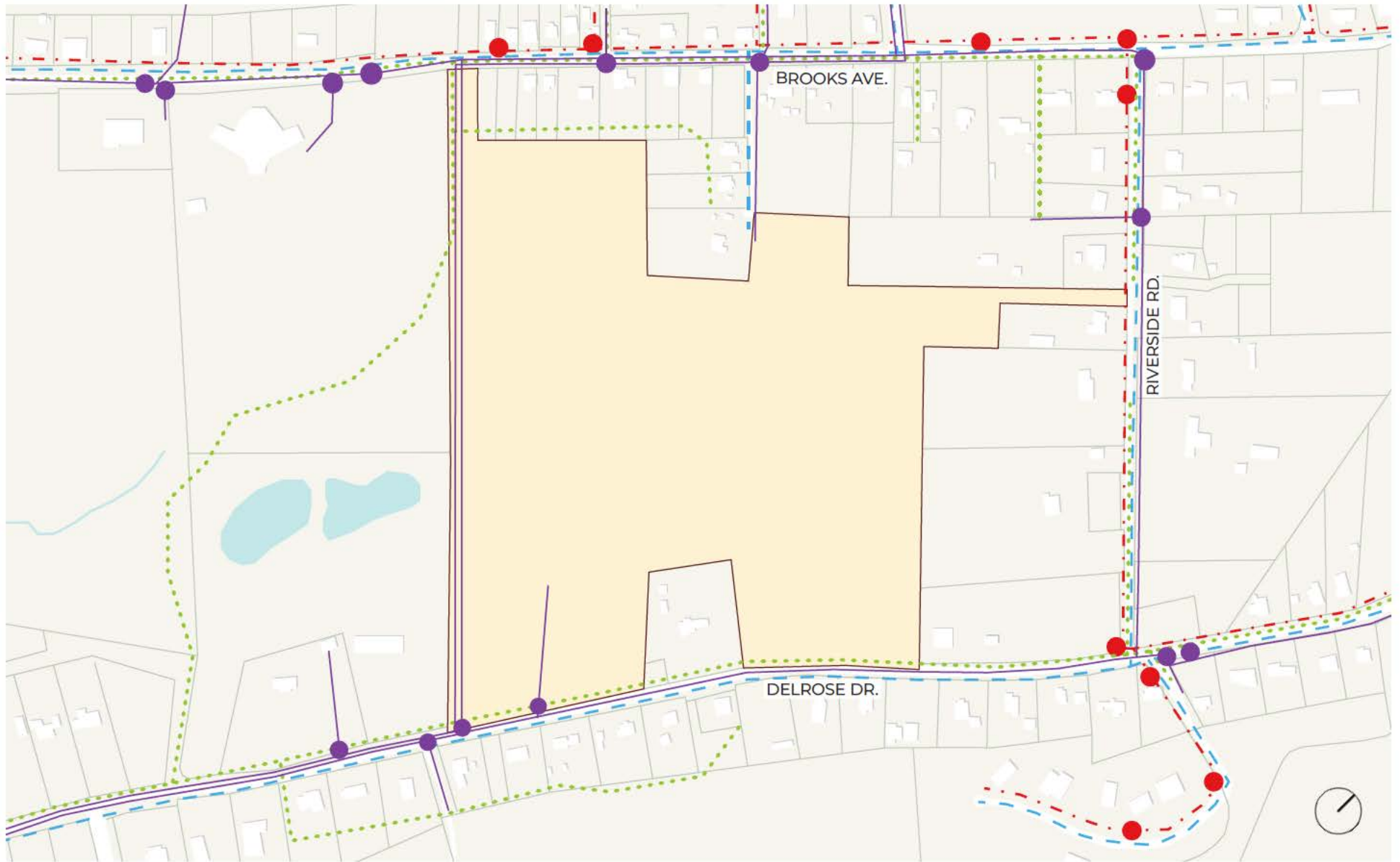
SITE MAP + COMMUNITY BENEFITS

ARCHITECTURE CONCEPT IMAGES



AMENITIES CONCEPT IMAGES





—●— ELECTRIC UTILITIES

..... SEWER UTILITIES

- - -●- - - GAS UTILITIES

- - - WATER UTILITIES

APPENDIX B: UTILITY MAP



Development Request

DEVELOPMENT

- ☐ Development Plan
☒ Planned Development
☐ Use on Review / Special Use
☐ Hillside Protection COA

SUBDIVISION

- ☒ Concept Plan
☐ Final Plat

ZONING

- ☐ Plan Amendment
☐ SP ☐ PA
☐ Rezoning

Heyoh Design & Development

Architect

Applicant Name

Affiliation

10-25-2024

December 12, 2024

File Number(s)

Date Filed

Meeting Date (if applicable)

12-A-24-PD

CORRESPONDENCE

All correspondence related to this application should be directed to the approved contact listed below.

- ☒ Applicant ☐ Property Owner ☐ Option Holder ☐ Project Surveyor ☐ Engineer ☐ Architect/Landscape Architect

Logan Higgins

Heyoh Design & Development

Name

Company

133 S Gay Street, Suite C

Knoxville

TN

37902

Address

City

State

ZIP

8652360430

Phone

Email

CURRENT PROPERTY INFO

CARDINAL PLACE LLC

6800 Sherwood Drive, Knoxville TN 37919

Property Owner Name (if different)

Property Owner Address

Property Owner Phone

2805 Delrose Drive & 0 Riverside Drive

082MC037 & 082MC02603

Property Address

Parcel ID

KUB

KUB

Sewer Provider

Water Provider

Septic (Y/N)

COMMUNITY ENGAGEMENT

Sign and return the **Public Notice & Community Engagement** form with this application.

Planning strives to provide community members with information about upcoming cases in a variety of ways. In addition to posting public notice signs, our agency encourages applicants to provide information and offer opportunities for dialogue related to their upcoming case(s). We require applicants to acknowledge their role in this process.

DEVELOPMENT REQUEST

- ☒ Development Plan ☐ Use on Review / Special Use ☐ Hillside Protection COA
☐ Residential ☐ Non-Residential

Home Occupation (specify) _____

Other (specify) City of Knoxville Planned Development Concept Plan

Related City Permit Number(s)

SUBDIVISION REQUEST

Proposed Subdivision Name _____

Unit / Phase Number ☐ Combine Parcels ☐ Divide Parcel _____ Total Number of Lots Created _____

☐ Other (specify) _____

☐ Attachments / Additional Requirements _____

Related Rezoning File Number

ZONING REQUEST

☐ Zoning Change

Proposed Zoning _____

☐ Plan Amendment Change

Proposed Plan Designation(s) _____

Pending Plat File Number

Proposed Density (units/acre) _____

Previous Rezoning Requests _____

☐ Other (specify) _____

STAFF USE ONLY

PLAT TYPE

☐ Staff Review ☒ Planning Commission

ATTACHMENTS

☐ Property Owners / Option Holders ☐ Variance Request
☐ Amendment Request (*Comprehensive Plan*)

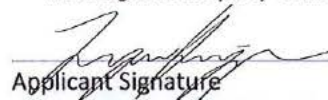
ADDITIONAL REQUIREMENTS

☐ Use on Review / Special Use (*Concept Plan*)
☐ Traffic Impact Study
☐ COA Checklist (*Hillside Protection*)

Fee 1	Total
Fee 2	
	\$5,634.00
Fee 3	

AUTHORIZATION

☒ I declare under penalty of perjury the foregoing is true and correct: 1) He/she/it is the owner of the property AND 2) The application and all associated materials are being submitted with his/her/its consent. If there are additional owners or options holders, each additional individual must sign the Property Owners/Option Holders Form.



Logan Higgins

10-25-2024

Applicant Signature

Print Name / Affiliation

Date

8652360430

Phone Number

Email


Property Owner Signature

Brian Conley

Please Print

10/28/2024, SG

Date Paid



Public Notice and Community Engagement

Sign Posting and Removal

The Administrative Rules and Procedures of the Knoxville-Knox County Planning Commission require a sign to be posted on the property for each application subject to consideration by the Planning Commission.

Planning staff will post the required sign. If a replacement sign(s) is needed, the applicant is responsible for picking up the new sign(s) from Planning and will be charged \$10 for each replacement.

Location and Visibility

The sign must be posted on the nearest adjacent/frontage street and in a location clearly visible to vehicles traveling in either direction. If the property has more than one street frontage, the sign should be placed along the street that carries more traffic. Planning staff may recommend a preferred location for the sign to be posted at the time of application.

Timing

The sign(s) must be posted not less than 12 days prior to the scheduled Planning Commission public hearing and must remain in place until the day after the meeting. In the case of a postponement, the sign can either remain in place or be removed and reposted not less than 12 days prior to the next Planning Commission meeting. The applicant is responsible for removing the sign after the application has been acted upon by the Planning Commission.

Community Engagement

Planning strives to provide community members with information about upcoming cases in a variety of ways. In addition to posting public notice signs, our agency encourages applicants to provide information and offer opportunities for dialogue related to their upcoming case(s).

Acknowledgement

By signing below, you acknowledge that public notice signs must be posted and visible on the property consistent with the guidelines above and between the dates listed below.

11-29-2024

12-13-2024

Date to be Posted

Date to be Removed

Have you engaged the
surrounding property owners
to discuss your request?

- ☐ Yes ☐ No
- ☒ No, but I plan to prior to the
Planning Commission meeting

Heyoh Design & Development

10-25-2024

Applicant Signature

Applicant Name

Date



Request to Postpone • Table • Withdraw

Heyoh Design & Development

12/3/2024

Applicant Name (as it appears on the current Planning Commission agenda)

Date of Request

12/12/2024

Scheduled Meeting Date

File Number(s)

12-A-24-PD

POSTPONE

■ **POSTPONE:** All applications are eligible for postponement if the request is received in writing and paid for by noon on Thursday the week prior to the Planning Commission meeting. All requests must be acted upon by the Planning Commission, except new applications which are eligible for one 30-day automatic postponement. If payment is not received by the deadline, the item will be tabled.

SELECT ONE: ☐ 30 days ☒ 60 days ☐ 90 days

Postpone the above application(s) until the 2/13/2025 Planning Commission Meeting.

WITHDRAW

☐ **WITHDRAW:** Applications may be withdrawn automatically if the request is received in writing no later than 3:30pm on Thursday the week prior to the Planning Commission meeting. Requests made after this deadline must be acted on by the Planning Commission. Applicants are eligible for a refund only if a written request for withdrawal is received no later than close of business 2 business days after the application submittal deadline and the request is approved by the Executive Director or Planning Services Manager.

TABLE

**The refund check will be mailed to the original payee.*

☐ **TABLE:** Any item requested for tabling must be acted upon by the Planning Commission before it can be officially tabled. There is no fee to table or untable an item.

AUTHORIZATION

By signing below, I certify I am the property owner, and/or the owners authorized representative.

Logan Higgins

Applicant Signature

Please Print

865.236.0430

logan@heyohdesign.com

Phone Number

Email

STAFF ONLY

Jessie Hillman

Jessie Hillman

Staff Signature

Please Print

Date Paid

☐ No Fee

Eligible for Fee Refund? ☐ Yes ☐ No

Amount:

Approved by:

Date:

Payee Name

Payee Phone

Payee Address



Request to Postpone • Table • Withdraw

Heyoh Design

Applicant Name (as it appears on the current Planning Commission agenda)

Date of Request

2/13/2025

Scheduled Meeting Date

File Number(s)

12-A-24-PD

POSTPONE

- ☒ **POSTPONE:** All applications are eligible for postponement if the request is received in writing and paid for by noon on Thursday the week prior to the Planning Commission meeting. All requests must be acted upon by the Planning Commission, except new applications which are eligible for one 30-day automatic postponement. If payment is not received by the deadline, the item will be tabled.

SELECT ONE: ☒ 30 days ☐ 60 days ☐ 90 days

Postpone the above application(s) until the March 13, 2025 Planning Commission Meeting.

WITHDRAW

- ☐ **WITHDRAW:** Applications may be withdrawn automatically if the request is received in writing no later than 3:30pm on Thursday the week prior to the Planning Commission meeting. Requests made after this deadline must be acted on by the Planning Commission. Applicants are eligible for a refund only if a written request for withdrawal is received no later than close of business 2 business days after the application submittal deadline and the request is approved by the Executive Director or Planning Services Manager.

TABLE

**The refund check will be mailed to the original payee.*

- ☐ **TABLE:** Any item requested for tabling must be acted upon by the Planning Commission before it can be officially tabled. There is no fee to table or untable an item.

AUTHORIZATION

By signing below, I certify I am the property owner, and/or the owners authorized representative.

Applicant Signature

Please Print

LOGAN HILLMAN

Phone Number

Email

LOGAN@HEYOHDESIGN.COM

STAFF ONLY

Staff Signature

Please Print

Date Paid

☐ No Fee

Eligible for Fee Refund? ☐ Yes ☐ No

Amount:

Approved by:

Date:

Payee Name

Payee Phone

Payee Address

October 2022