



## CITY COUNCIL AGENDA ITEM STAFF REPORT

MEETING DATE:	February 26, 2018
TITLE:	Notification requirement when Contractor or Owner changes during land development activities
DEPARTMENT:	Community Development
PROJECT MANAGER:	David B. Bookless, Director of Community Development
REQUESTED ACTION:	Approval
STRATEGIC PLAN GOAL(S):	Goal #1: <i>Preferred Place To Live</i> , Goal #3: <i>Quality Infrastructure</i> , Goal #7: <i>Financial Stewardship &amp; Sustainability</i>
ATTACHMENTS:	Staff Report to Planning Commission, Draft Planning Commission Meeting Minutes, draft ordinance

### EXECUTIVE SUMMARY:

A city-initiated request to amend Title 15 Buildings and Construction, Title 16 Subdivisions, Title 17 Zoning, and Title 18 Land Development to establish new requirements for permittees, property owners and/or contractors to provide written notification to the City when property ownership and/or contractor(s) changes during land development activities; and to include a provision related to owed monies as adopted in Title 4, *Fees*, by City Council.

### BACKGROUND & HISTORY:

Land development often takes a considerable period of time as projects often start with the subdivision of land, continue through zoning, and site plan approval, infrastructure installation, and ultimately with building permits and site construction. It is not unusual for there to be property ownership changes along the way, as well as changes in contractors conducting work under a number of different construction permits or authorizations; and it is important that the City know who is responsible for the project's construction and completion. Having the correct ownership and contractor information is important, therefore allowing the City to contact the appropriate party for permissions, inspections, notifications, citations, etc. Incorrect information can pose problems for the City, both in terms of timely actions and legal implications.

### STAFF REVIEW & ANALYSIS:

The purpose of these amendments is to ensure that all permittees, property owners and/or contractors involved in development activities provide written notification to the City when property ownership and/or contractor(s) changes.

### RECOMMENDATION:

The Director of Community Development and the Planning Commission recommend approval of the ordinance.