



To: Board of Zoning Appeals

From: Andrew R. Gray, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development

Date: July 30, 2021

Subject: **Planning and Zoning Commission Report and Recommendation**

BACKGROUND

Special Exception Applications 21-04 and 21-05 went before the Board of Zoning Appeals (BZA) on July 6, 2021. During the July 6, 2021 hearing, the BZA was informed that although previous special exception applications were not referred to the Planning and Zoning Commission (Commission), pursuant to City of Westminster Zoning Ordinance Section 164-166F., *"The Board shall refer all petitions for special exceptions to the [Planning and Zoning] Commission for its report and recommendation. Thereafter, the Commission may, in its discretion, issue a report and recommendation."* As 21-04 and 21-05 shall be referred to the Commission, the BZA unanimously continued 21-04 and 21-05 to a future BZA meeting. Due to the July 6, 2021 BZA discussion, Special Exception Application 21-06 submitted on June 29, 2021 was also referred to the Commission.

PLANNING AND ZONING COMMISSION RECOMMENDATION

The Commission reviewed 21-04, 21-05, and 21-06 at its August 15, 2021 meeting. The Commission unanimously voted to not make a recommendation to the BZA for 21-04, 21-05, and 21-06.