




CITY OF PALM SPRINGS  
DEPARTMENT OF PLANNING SERVICES

## MEMORANDUM

**Date:** November 7, 2012 STUDY SESSION  
**To:** Planning Commission  
**From:** Edward O. Robertson, Principal Planner   
**Subject:** Discussions on new formats for Time Extension Requests

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At its public hearing meeting on October 24, 2012, the Planning Commission directed staff to schedule a regular Study Session to discuss issues surrounding Time Extension requests. According to the provisions of Section 94.04.00(F) of the Palm Springs Zoning Code, all architectural and Planned Development District approvals are valid for a period of two years unless otherwise stated by the Planning Commission or City Council. The Code also states that extensions of time may be granted by the Planning Commission upon demonstration of good cause; extensions are requested in writing as long as such requests are received prior to expiration of original approval. The understanding of what constitutes "good cause" as required by the code has to be the impetus of this study.

Following recent discussions and concerns expressed by the Planning Commission on extensions, staff has developed some ideas for exploration but bearing in mind that extension request is not about reviewing, changing or amending a project, merely adding a year to its expiration. Up until now, the planning department has processed extension requests with information required from applicants based on the provisions of the Zoning and Municipal Code. Chapter 9.63.110 of the Municipal Code, states that...*"there are no specific findings or determinations that need to be made to grant time extension for projects"*. However, the Municipal Code does limit all time extensions to one year at a time.

Below are some ideas being developed by staff for the commission to consider:

- Staff to develop new applications for Time Extension Request in place of letter of request. In the applications, applicants could be required to provide more detailed and specific information on their efforts and steps taken over the last year that will indicate the project is moving forward. The draft application could also contain question regarding installations of any off-site improvements or installations of roadways.

- Staff to provide more detailed project background, such as the current General Plan and Zoning analysis. Staff will also provide analysis concerning existing surrounding land uses, recent developments and changes within 400' radius of the project site. Time extension staff reports to the Commission will now include attachment of previously approved staff reports and exhibits from approval body.

Items that may not be subject to discussion include finance, potential tenants and project design. However, should an applicant provide such information voluntarily, the commission could explore these issues with the applicant.