

Conditional Use Permit

Approval Process:



Step 1: Pre-application Staff Meeting

Although not required, it is recommended that the applicant meet with the Community Development Director to discuss the proposed request. This step is intended to explain to the applicant the purpose and objectives of the regulations and the comprehensive plan, and to informally reach mutual conclusions regarding the general program and objectives of the proposed development.

Step 2: File Application Materials

The applicant submits a completed application form, other necessary materials, and a \$250 application fee. The application materials shall include the following items:

- a) A description of the type of structure(s) on the site, proposed operation or use, the number of employees.
- b) A Site Plan that shows the dimensions of the property, location, dimensions and setbacks of any existing or proposed buildings, parking areas, landscaping, exterior lighting, and signage.
- c) Additional information as required by the Zoning Administrator.

Upon receipt of the necessary materials, the item will be placed on the agenda for the next available Plan Commission meeting. The application deadline for getting on the agenda is twenty (20) working days prior to the meeting. The Plan Commission meets on the first Monday of the month, at 7:00 p.m. in the council chambers of City Hall.

Step 3: Staff Review

City staff, including representatives of various city departments and divisions as needed, will provide a technical review of the request and the submitted information to identify relevant issues. If extensive changes are required or more information is needed to adequately review the application (e.g. additional plans or engineering studies), the application may be rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Planning Commission meeting, subject to revised plans being submitted at a later date.

Step 4: Public Notice

City Staff shall give written notice to owners of land within one-hundred (100) feet of the subject property at least ten (10) days prior to the Plan Commission meeting.

Step 5: Plan Commission Review/ Recommendation

The Plan Commission shall review the proposed request and shall recommend that the conditional use permit be granted as requested, modified, or denied. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting.

Step 6: Council Information Meeting

The request will be placed on the Common Council agenda for information and discussion. The applicant is not required to attend this meeting, but it is an opportunity for the Council to ask questions and request additional information. The City Council meets the second and fourth Tuesdays of the month, at 7:00 p.m. in the council chambers of City Hall.

Step 6: Council Review and Action

The City Council shall review the proposed request and shall recommend that the conditional use permit be granted as requested, modified, or denied. The applicant and members of the public will be allowed to make statements regarding the request. Following such hearing and after careful consideration of the Plan Commission's recommendations and public comments, the City Council shall vote on the application. The approval may include conditions placed on the operation of the use such as hours of operation, parking, screening, etc. The City Council meets the second and fourth Tuesdays of the month, at 7:00 p.m. in the council chambers of City Hall.

In the case of a denial, no application requesting the same or similar action may be resubmitted by the original applicant or his/her agent for the same property before the passage of six (6) months following City Council action.