



Planning Application

2010 Howell, North Kansas City, MO | 816-274-6006

OFFICE USE ONLY
APPLICATION #:
PC CASE #:
PC MEETING:
CC MEETING:
BZA MEETING:
NEWSPAPER NOTICE:
SIGN/LETTER:

PROJECT LOCATION INFORMATION

Project Address (Parcel ID if No Address Assigned)

Legal Description (attach as a separate page if too large)

Existing Zoning	Existing Land Use	Proposed Zoning	Proposed Land Use
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APPLICATION (check all that apply)

LAND USE	LAND SUBDIVISION	MASTER PLANS	
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Master Planned Development – Regulating Plan	<input type="checkbox"/> Master Planned Development – Final Development Plan
<input type="checkbox"/> Zoning Map Amendment	<input type="checkbox"/> Final Plat		
<input type="checkbox"/> Zoning Text Amendment	<input type="checkbox"/> Administrative Survey Plat		

SITE DEVELOPMENT		OTHERS	
<input type="checkbox"/> Administrative Site Plan Review	<input type="checkbox"/> Planning Commission Site Plan Review	<input type="checkbox"/> Vacation	<input type="checkbox"/> Sign Variance
		<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Appeal of Administrative Decision

APPLICANT & PROPERTY OWNER INFORMATION

Name of Applicant (Agent)	Company	Phone	Email Address
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Address	City	State	Zip Code
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I agree to allow the City of North Kansas City to copy and distribute all submitted project plans, materials, and information and post on the official City of North Kansas City web site as necessary for the project approval process, including public hearings. Furthermore, all submitted plans, materials, and information meet all City requirements unless specifically stated otherwise in an attached letter. Additionally, I agree that the Applicant and the Property Owner are jointly and severally liable to pay the City of North Kansas City all applicable fees and costs required for the project approval process.

X
Applicant Signature _____ Date _____

Name of Property Owner	Phone	Email Address
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Address	City	State	Zip Code
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I declare, under penalty of perjury, that in applying for this application, I am the owner of this property and that the statements herein and all information herewith submitted are, to the best of my knowledge and belief, true and correct. In the event of corporate ownership, all Directors, Officers, Stockholders of each Corporation owning more than five percent (5%) of any class of stock is listed in an attached letter. With the signing and submittal of this application, I authorize the City of North Kansas City to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by City Council, Boards & Commissions, and City Staff. Additionally, I agree that the Applicant and the Property Owner are jointly and severally liable to pay the City of North Kansas City all applicable fees and costs required for the project approval process.

X
Property Owner Signature _____ Date _____

REQUIRED DOCUMENTS CHECKLIST FOR ALL APPLICATIONS

REQUIREMENT	DESCRIPTION	NUMBER
<input type="checkbox"/> Project Location Information	Complete on 1 st page of this Application	
<input type="checkbox"/> Legal Description <i>(digital copy required for public hearings only)</i>	One 8.5" x 11" hard copy & a digital copy emailed to commdev@nkc.org	1
<input type="checkbox"/> Plans Set Sealed by the Proper Entity Registered in the State of Missouri	Full plans set rolled & collated	3 sets
	Digital copy emailed to commdev@nkc.org	1 set
<input type="checkbox"/> Technical Studies or Other Documents Required during the Pre-Application Meeting	Codes, covenants, & restrictions; stormwater study; traffic study; Dev. & Maint. Agree., etc. One collated hard copy & a digital copy email to commdev@nkc.org	1 set
<input type="checkbox"/> Fee	See fee schedule on page 4	

PROJECT DESCRIPTION:

-- STAFF TO COMPLETE THIS SECTION --

PUBLIC WORKS	COMMUNITY DEVELOPMENT	FIRE DEPARTMENT
<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND APPROVAL
<input type="checkbox"/> RECOMMEND DENIAL	<input type="checkbox"/> RECOMMEND DENIAL	<input type="checkbox"/> RECOMMEND DENIAL
SIGN OFF: <hr/>	SIGN OFF: <hr/>	SIGN OFF: <hr/>

CONTACT INFORMATION FORM (*complete all that apply*)

X

NAME OF APPLICANT **Company** **Phone** **Email Address**

Address **City** **State** **Zip Code**

X

NAME OF DEVELOPER **Company** **Phone** **Email Address**

Address **City** **State** **Zip Code**

X

NAME OF ENGINEER **Company** **Phone** **Email Address**

Address **City** **State** **Zip Code**

X

NAME OF ARCHITECT **Company** **Phone** **Email Address**

Address **City** **State** **Zip Code**

X

NAME OF SURVEYOR **Company** **Phone** **Email Address**

Address **City** **State** **Zip Code**

X

NAME OF LANDSCAPE ARCHITECT **Company** **Phone** **Email Address**

Address **City** **State** **Zip Code**

X

NAME OF ATTORNEY **Company** **Phone** **Email Address**

Address **City** **State** **Zip Code**

X

NAME OF OTHER **Company** **Phone** **Email Address**

Address **City** **State** **Zip Code**

FEE SCHEDULE

APPLICATION	FEE	TOTAL
SITE PLAN		
Site Plan Review - Less than 1 acre	\$150	\$
Site Plan Review - 1 to 10 acres	\$250	\$
Site Plan Review - More than 10 acres	\$350	\$
LAND USE		
Conditional Use Permit	\$350	\$
Zoning Map Amendment	\$350	\$
MASTER PLANNED DEVELOPMENT		
Master Planned Development – Regulating Plan	\$350	\$
Master Planned Development – Final Development Plan	\$350	\$
SUBDIVISIONS		
Minor Subdivisions	\$200 + cost of recording*	\$
Preliminary Plat	\$350 + cost notice and recording*	\$
Final Plat	\$200 + cost of notice and recording*	\$
OTHERS		
Vacation	\$25 + cost of notice and recording*	\$
Zoning Variance	\$350	\$
Sign Variance	\$300	\$
Appeal of Administrative Decision	\$	\$
TOTAL		\$

*** Prior to the city recording the plat, applicants shall reimburse the city for the cost of publishing public notice for required public hearings and shall pay to the city a sum of money equal to the cost of recording the ordinance and the plat, which are based upon the fees set by the Clay County Recorder of Deeds.**

MASTER PLANNED DEVELOPMENT

- A. **Applicability.** The master planned development process is intended for development concepts that require a higher degree of specific planning based on the scale and complexity of the project, the relationship of the project to the context, and the ability to meet the purpose, intent and objectives of this title with more flexible application of the standards. A planned development application is a type of zoning map amendment based on a specific and integrated development plan, and must follow the procedures and meet the requirements of the rezoning process. A development plan should include a minimum of five acres; at the Director's discretion it may include less if the plan still affects planning and design concepts beyond a specific project or parcel, based on the context. It should not be used for project- or site-specific deviations through this code, which should be addressed through the site plan review process or other applications. In addition to the general requirements in Table 17-08-1 and Section 17.08.010, the following requirements are specific to master planned development applications.
- B. **Development Plan.** A development plan is a specific plan for coordinated development of an area. The purpose of a development plan is to allow preliminary review of a proposed planned development before substantial technical work has been undertaken, but to also grant flexibility and establish expectations for development resulting from a greater emphasis on planning and urban design assurances reflected in the plan. A development plan shall generally include:
1. *Illustrative Plan.* A plan identifying full future development of the area, including relationship of general land use categories, the arrangement and character of streets and open spaces, and the anticipated scale, intensity and character of development through maps and illustrations of development concepts.
 2. *Existing Conditions.* Analysis identifying the general layout of any existing structures, streets or infrastructure and the location of natural features such as watercourses, steep grades, significant stands of trees, specimen trees or other significant or sensitive features.
 3. *Public Input Summary.* A summary of the type, extent and outcomes from any public engagement or neighborhood meetings regarding the plan and future development.
 4. *Public Realm Plan.* A plan outlining the location, design characteristics, and specific dimensions and functions of all proposed streets, storm water management systems, and open and civic spaces – whether public, common or private – that will create the public realm for the plan. This plan may also serve as a preliminary plat, to the extent it addresses requirements in Title 16.
 5. *Regulating Plan.* A plan identifying the development standards for different blocks and lots, and where transitions of these standards will occur within the area. This plan identifies that base zoning districts, and then any project-, block-, or site-specific standards that differ from requirements of the base district and this code, based on the development plan. The Regulating Plan typically indicates the specific land uses and their density/intensity, block and lot patterns and transitions, building types and scale, design characteristics, and other building and site design elements that reflect the proposed scale and character of development. This plan shall also include the requirements for a zoning map amendment of Section 17.08.060.
 6. *Phasing or Implementation.* A strategy indicating the estimated timing of development, and any other administrative details of implementing the plan through future final plats and site plans.
 7. *Detail Plans.* The development plan may include detail plans and specifications such as renderings, elevations or plans of buildings, streetscapes, and public spaces or other urban design and architectural details demonstrating how the plan will be executed according to the applicable development standards.
- C. **Review Criteria.** A master planned development shall be reviewed according to the following criteria:
1. The plan represents better implements the Master Plan beyond what could have been accomplished through strict application of otherwise applicable base zoning district standards.
 2. The benefits from any flexibility in the standards proposed in the plan promote the general public health, safety and welfare of the community, and in particular that of the areas immediately near or within the proposed project, and are not strictly to benefit the applicant or a single project.
 3. The benefits from any flexibility in the standards proposed in the plan allow the project to better meet or exceed the intent statements of the base zoning district(s).
 4. The benefits from any flexibility in the standards proposed in the plan better meet or exceed the design objectives of the specific standards proposed to be modified.
 5. The plan reflects generally accepted and sound planning and urban design principles with respect to applying the goals and objectives of the Master Plan to the area.
 6. The plan meets all of the review criteria for a zoning map amendment.

- D. **Specific Procedure.** The following specific procedures supplement the general procedures in Table 17-08-1 and Section 17.08.010 applicable to planned developments.
1. The planned development process involves at least two steps – the development plan, and a final development plan or site plan for specific components of the development plan. However, based on the complexity of projects and degree of advanced planning and urban design necessary for a project, the elements of a development plan in subsection B. may be broken into two or more steps to review concepts and preliminary designs prior to approval of the full development plan.
 2. In most cases land will need to be subdivided in order to carry out a development plan. The subdivision process is a separate process, but may run concurrently with the planned development process.
- E. **Effect of Decision.** Approval of a development plan shall constitute acceptance of the overall planning concepts and development parameters, and may constitute additional rights as specified below.
1. **Illustrative Plan.** Approval of the illustrative plan, existing conditions and public input summary without any other plans only approves the project concepts, and reserves judgment and discretion regarding criteria applied to other required Planned Development approvals.
 2. **Regulating Plan.** Approval of the regulating plan, in association with the other components of the development plan, shall have the same effect as a zoning map amendment specified in Section 17.08.060. Sites governed by an approved regulating plan shall be designated on the Official Zoning Map with the letters of the proposed base zoning district plus "P" (planned). (For example, where a portion of the development plan uses the R-4, R-1A and the C-1 base zoning districts, the zoning of each area of an approved regulating plan shall be R-4-P, R-1A-P, and C-1-P respectively.) Any "P" designation shall refer to the approved Master Development Plan to be kept on file with the Community Development Department.
 3. **Public Realm Plan.** Approval of a public realm plan in association with other components of a development plan, shall have the same effect as approval of a preliminary plat as specified in Title 16, provided it includes or is accompanied by information required for preliminary plats.
 4. **Final Development.** Prior to applying for permits for final development, any project included as part of a master development plan shall first require approval of a final plat and a site plan as provided in these regulations. In addition to all other information and criteria required for those applications, submittals under an approved development plan shall include all necessary information to demonstrate that all applicable standards, requirements, and conditions of the development plan have been met.

Site Plan Review

- A. **Applicability.** The site plan process ensures that development projects meet the development and design standards of this code, and all other standards as they relate to a specific property and context. The following requirements are specific to site plan applications. The site plan process does not apply to detached houses or duplexes, but applies to all other buildings and sites subject to the following:
1. All new buildings.
 2. Exterior additions that expand the footprint of a building, change the massing, or significantly alter architectural features or character of buildings. This excludes ordinary maintenance, but may include things such as re-facing or changing exterior materials, altering the composition of the façade by changing patterns of windows and doors, or changing architectural details and ornamentation.
 3. Any site alterations that expand impervious surfaces, alter site access and circulation, construct accessory structures regulated by this code, or result in other significant changes in the relationship of the site to the public streetscape.
 4. Any exterior alterations of a building or site associated with a new use.
 5. Any uses, activities or development associated with other permits or approvals may require site plans to accompany review of the application.
- B. **Site Plan Review Committee.** The Director may convene a Site Plan Review Committee, and include any staff or department the Director determines necessary for the review. The committee shall conduct the staff review of the application, and may ask other staff members, consultants, or outside professionals to assist the committee in its review and determination.
- C. **Planning Commission Review.** The following site plans shall require review and approval by the Planning Commission:

1. Non-residential uses and buildings that are permitted in residential districts.
2. Site Plans in the C-2 zoning district, or otherwise in the Downtown and Gateway Commercial character areas of the Master Plan, that involve a new principle building or that the Director determines is a substantial modification to the existing building form or site design.
3. Site plans associated with other applications required to go to the Planning Commission.
4. The Director may determine that any other application meeting the eligibility criteria for staff site plan review presents significant changes or potential impacts on the area, or presents interpretation questions, and therefore must be reviewed and approved by the Planning Commission.

D. Review Criteria. A site plan shall be reviewed according to the following criteria:

1. In general, any site plan in compliance with all requirements of this title shall be approved.
2. In making a determination of compliance, or for site plans accompanying any discretionary review or administrative relief, the review body shall consider whether:
 - a. The site is capable of accommodating the building(s), proposed use, access and other site design elements required by this title and will not negatively impact the function and design of rights-of-way or adjacent property.
 - b. The design and arrangement of the building(s) and open spaces is consistent with good planning, landscape design and site engineering principles and practices, considering the existing natural conditions of the site, and generally avoids unnecessary grading or removal of existing natural features and vegetation.
 - c. The architecture and building design use quality materials and the style is appropriate for the context considering the proportion, massing, and scale of different elements of the building.
 - d. The overall design is compatible to the context considering the location and relationships of other buildings, open spaces, and public streetscapes.
 - e. Whether any additional site-specific conditions are necessary to meet the intent of the zoning district or the intent and design objectives of any of the applicable development standards.
3. The application does not present any apparent conflicts with other applicable codes and standards needed to build the project as proposed.
4. The Director may approve minor revisions to a previously approved site plan, or site plan approved in association with another development application where they are necessary due to technical considerations discovered after the decision, were not reasonably anticipated prior to the application, or result from further refinement of previously approved concepts; provided these changes will not result in designs or other impacts materially different from what was proposed.

E. Effect of Decision. Approval of a site plan shall authorize the applicant to apply for a building permit, and other applicable permits. An approved site plan shall expire and be of no further effect if an application for a permit is not filed and acted upon within one year of the approval. Any lapse of work on an approved site plan for more than 180 days may be cause for the Director to revoke the site plan approval. The Director may grant an extension for up to one additional year. Any extension beyond more than one year may only be granted by the Planning Commission or City Council.

F. Appeal. A site plan decision may be appealed to the Planning Commission, which shall evaluate the application according to the same standards and criteria in this section. For site plans required to be approved by the Planning Commission, appeals may be made to the City Council.

Land Subdivision

Introduction. No portion of an existing parcel may be sold or transferred to another party without first legally subdividing the property according to this ordinance.

The purpose of the subdivision regulations are to provide for the orderly arrangement of land intended for subdividing. Specifically, the subdivision of land shall provide for:

- A. the orderly growth and development of the city through a logical pattern of lots, blocks, that are appropriately sized and shaped for the range of uses for which they are zoned, before such land is made available for sale,
- B. an efficient pattern of streets which provide safe and convenient access to each lot and reasonable connections beyond the boundaries of the subdivision,

- C. appropriate easements,
- D. the implementation of the master plan, zoning ordinance, and other associated regulations,
- E. the creation of an accurate public record of lot, tract and easement boundaries,
- F. the protection of the health, safety and welfare of the general public.

Preliminary Plat Application Instructions/Process:

1. The preliminary plat must be prepared by a registered land surveyor or professional engineer. The surveyor or engineer may also function as the agent for the applicant. Attorneys have also functioned as agents.
2. With the designation of an agent, the applicant agrees to allow the agent to be the means of communication with the city. Duties of the applicant referred to in this application may also be interpreted as duties of the agent.
3. The applicant shall schedule a pre-application conference with the zoning administrator, which shall also include the chief building official and director of public works. A draft of the preliminary plat is required for discussion purposes. This application and checklist will be discussed with applicant. The conference will also confirm the appropriate platting process (standard or abbreviated) and discuss the potential for utility or infrastructure improvements. Upon completion of the conference, the applicant may proceed with the appropriate subdivision application as determined by the conference.
4. The applicant must file the application with Zoning Administrator, at least 30 days in advance of the regularly scheduled planning commission meeting.
5. Within 5 days of the receipt of the application materials, the Zoning Administrator will review the application and materials for sufficiency and completeness.
6. The zoning administrator will inform the applicant of the meeting date if application is complete, or will inform applicant as to what is lacking in order to have a completed application.
7. If the application is determined to have been sufficient and complete, the zoning administrator will publish legal notice in a local paper 15 days in advance of the hearing date. (*note 1: city usually has to have notice to paper 5 - 7 days before it is scheduled to appear*)
8. The staff will prepare the planning commission's packet for the public hearing, which includes this application and staff report.
9. The packet will be distributed to the planning commission, staff, consultants, and applicant approximately one week before the commission meeting/public hearing.
10. In conducting the public hearing, the planning commission may be opened and closed the same meeting or possibly continued to another date pending additional information, etc.
11. When the hearing is concluded, the planning commission will act upon the preliminary plat application.
12. The planning commission will approve, conditionally approve or disapprove a preliminary plat within 60 days of receiving the plat application.

Final Plat/Minor Plat Application Instructions/Process:

1. The plat must be prepared by a registered land surveyor. The surveyor may also function as the agent for the applicant. Attorneys have also functioned as agents.
2. With the designation of an agent, the applicant agrees to allow the agent to be the means of communication with the city. Duties of the applicant referred to in this application may also be interpreted as duties of the agent.
- 3a. In the case of a *minor plat*, a pre-application conference is required. The applicant shall schedule a pre-application conference with the zoning administrator, which shall also include the chief building official and director of public works. This application and checklist will be discussed with applicant. The conference will also confirm the appropriate platting process (standard or abbreviated) and discuss the potential for utility or infrastructure improvements. site plan showing existing conditions is required. The site plan must show sufficient existing elements and conditions in order that the City may determine if the proposed minor plat will comply with zoning and subdivision regulations if the minor plat is approved.
 - A draft of the proposed minor plat is required.
 - A site plan showing future conditions is recommended, but not required.
 - Upon completion of the conference, the applicant may proceed with the appropriate subdivision application as determined by the conference.

-or-

- 3b. If the application is a *final plat* subsequent to a preliminary plat, a pre-application conference may or may not be required, as determined by the zoning administrator.

4. If preliminary infrastructure plans were determined to be necessary from the pre-application conference, said plans will be submitted to the director of public works according to APWA standards for the Kansas City region. Such preliminary plans must be approved before filing a final plat application.
5. The applicant must file this plat application with Zoning Administrator, at least 15 days in advance of the regularly scheduled planning commission meeting.
6. Within 5 days of the receipt of the application materials, the Zoning Administrator will review and approve the application and materials for sufficiency and completeness, or will inform the applicant as to what is lacking in order to have a completed application.
7. Provided the application is considered sufficient, the zoning administrator will then transmit copies of the plat to any involved city departments and will inform the applicant of the meeting date.
8. Depending upon the circumstances associated with the plat, the city may elect to transmit copies of the final plat showing proposed utility easements to any or all involved utilities which will be allowed to comment within 15 days. They may also within that time request reasonable additional time for review.
9. The staff will prepare the planning commission's packet for the public hearing, which includes this application and staff report.
10. The packet will be distributed to the planning commission, staff, consultants, and applicant approximately one week before the commission meeting/public hearing.
11. In acting upon the application, the Planning Commission will make recommendations to the City Council.
12. The City Council will consider the plat at their regularly scheduled meeting, (1st or 3rd Tuesday of the month) after the Planning Commission makes their recommendation.
13. The final plat would be subject to approval by the city council by ordinance.
14. Upon City Council approval by ordinance, the City will proceed to record the final plat with the Clay County Recorder of Deeds. Execution of recording may be subject to the applicant completing any conditions that were associated with the approval of the plat. Such conditions may include:
 - A. Dedication of Lands. If the subdivision intends to have dedicated certain land for streets, alleys, or other public purposes, tax certificates from both the city and county shall be submitted, stating that all taxes and encumbrances have been satisfied;
 - B. Restrictive Covenants. One copy of any private restrictions affecting the subdivision or any part thereof for future reference by the city, shall be submitted;
 - C. Final Infrastructure Plans. If any new facilities, or improvements to existing facilities are required, the subdivider shall prepare and submit to the director, as applicable, final infrastructure plans and profiles of public streets, sanitary sewers, final storm water plans, and a final water supply and distribution plan according to latest edition of APWA standards for the Kansas City region.
 - D. Guarantees of Infrastructure Installation.
 - E. Prior to the city recording the plat, applicants shall reimburse the city for the cost of publishing public notice for required public hearings.
 - F. Recording fees: Prior to the city recording the plat, applicants shall pay to the city a sum of money equal to the cost of recording the ordinance and the plat, which are based upon the fees set by the Clay County Recorder of Deeds.

Sign Variance

- A. The board of zoning adjustment may consider variances from the provisions of this chapter 15.
- B. The variance procedures established herein shall be available only for the erection of signs subsequent to the effective date of this chapter and such variance shall not be issued for nonconforming signs in existence on the effective date of this chapter.
- C. Such variances may be granted only to those regulations of this chapter which designate number of signs, sign area, sign height limits or sign setback. In no event shall a variance be granted for the erection of a sign in a district wherein such proposed sign is prohibited.
- D. Variance from the sign ordinance may be granted when all of the following criteria are found:
 1. There exist special circumstances involving size, shape, topography, location or surroundings which do not apply generally to other properties in the same district.
 2. Any variance granted shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and district in which such property is situated.
 3. Granting the variance furthers one or more of the purposes in this chapter as well as or better than applying the standard, and does not undermine any of the purposes when considering the special circumstances.

- E. It shall be the obligation and burden of the applicant to establish the compliance with the criteria and guidelines established herein.
- F. Applications for variances shall be made in writing and shall contain such information as shall from time to time be prescribed by this section.
- G. A uniform fee of three hundred dollars (\$300.00) shall be paid to the city upon the filing of each application for variance for the purpose of defraying expenses resulting from the proceedings.
- H. The application for variance shall contain the legal description of the property involved and the property use, along with the complete plans of all proposed signs and the location of existing signs. Such application shall contain a reference to the specific provisions of this chapter from which such sign is sought to be exempted.
- I. The board of zoning adjustment shall cause such investigation of facts bearing on the application to be made as will provide necessary information to assure that the action on each application is consistent with the intent and purpose of this chapter.
- J. Upon referral to the board of zoning adjustment of an application for variance, the board shall fix a time and place of hearing and give notice thereof to the applicant and any other interested parties. Such notice shall include a notice of such hearing published in a newspaper of general circulation in the city, such publication to be at least fifteen (15) days; the board shall also notify by ordinary mail at their last known address all persons owning property within one hundred eighty-five (185) feet of the location of the proposed sign variance; provided however, that the failure of such persons to actually receive such notice shall not invalidate any decision by the board on such application for variance.
- K. In the event the board determines that the variance should be granted, it may grant the variance either with or without conditions.
- L. Approval of a variance shall be by a motion of the board of adjustment with a concurring vote of at least four members.
- M. In the event the application is denied, the applicant may within thirty (30) days of the date of the order appeal the order to the Circuit Court of Clay County pursuant to R.S.Mo. Chapter 536.

Conditional Use Permit

- A. **Applicability.** A conditional use permit provides flexibility for different uses within a zoning district based on a case-specific review of the context, location, configuration, design or other operational conditions of the proposed use. These additional uses may not be generally compatible for the district, but due to the characteristics of the proposal or due to the specific conditions in the area where the use is proposed, they may be appropriate. In addition to the general requirements in Table 08-1 and Section 17.08.010, the following requirements are specific to conditional use applications
- B. **Review Criteria.** A conditional use permit shall be reviewed according to the following criteria:
 1. The application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.
 2. Any proposed construction activity is accompanied by a site plan that meets all of the criteria for a site plan approval.
 3. Whether any design elements not included in the standards or site plan conditions are necessary to mitigate potential impacts of the use on the public streetscape or adjacent property, such as traffic, noise, odors, visual nuisances or other similar adverse effects.
 4. Whether any additional site-specific conditions are necessary to meet the purposes of this title and the intent or design objectives of any applicable subsections of this title.
 5. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.
 6. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.

7. Whether a limited time period for the permit is reasonably necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.
 8. The application will not hinder development and use of the neighboring property in accordance with the applicable development regulations.
 9. The long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.
 10. The recommendations of professional staff or other technical reviews associated with the application.
- C. **Effect of Decision.** Approval of a conditional use permit by the City Council shall authorize the applicant to apply for a building permit, and other applicable permits. Any development work associated with the approval shall be authorized in the same manner as an approved site plan. Any conditional use not otherwise established within 180 days is cause for revocation of the permit. Any use discontinued for more than 1 year, or the expiration of a time limit on the permit, shall terminate the permit and the use may not be conducted without a new conditional use permit. The Director may grant a 1-year extension to this time period in order to process a new permit.
- D. **Revocation.** A permit may be revoked by the City Council for any violation of the conditions or other applicable regulations, after a public hearing requiring notice in the same manner as the original permit. The City Council may refer the matter to the Planning Commission for a report and recommendation prior to the hearing. The Director may summarily revoke any conditional use permit prior to the hearing where the violation of the regulations or conditions pose an immediate danger or threat to the health, safety, or welfare or property values of the public or adjacent owners.