

SECTION 1.0

CONDITIONAL USE PERMIT PROCESS

1.1 GENERAL

Conditional use permits are required for uses within a zoning district that requires Planning Commission approval. The conditional use must comply with the provision of the Municipal Code.

Processing times will vary based upon availability of City staff time and the applicant's execution of the various tasks. The checklists for a conditional use permits are contained in the Development Process Manual located on the City's web site at *www.wjordan.com*.

1.2 CONDITIONAL USE PERMIT APPLICATION

The process may be initiated by submitting an application to the development department along with items listed on the conditional use permit.

Once the application is received, development department staff will determine if it is complete. No application will be scheduled for Planning Commission or City Council review until a determination has been made that the application is complete. The City needs a 36-day review period in which to complete its first review. During this time, the application will be distributed to other city departments and affected agencies, their reviews will be completed, and the development department will collect and summarize their comments.

1.3 CITY REVIEW OF CONDITIONAL USE PERMIT

The initial review of these documents will be completed as individual departments, however, a city staff project team will be assembled which will include a member from each department.

The first review may take between 2 to 3 weeks to complete based on the complexity of the project and number of projects in for review. Subsequent reviews, if needed, will be completed in 1 week. The applicant should work directly with the project team to satisfy each department's requirements

1.4 PLANNING COMMISSION REVIEW AND ACTION

Once the development department has completed its review and determined it is complete, the City Planner will schedule the conditional use permit for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Planning Commission Scheduling and Public Notices - The City Planner will schedule the proposal for review by the Planning Commission and arrange for publication of notice of a public hearing on the proposal.
- B. Planning Commission Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review.
- C. Planning Commission Review and Action - For a conditional use permit to be approved by the Planning Commission, the applicant must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will make a recommendation to the City Council.

The Planning Commission's recommendation will be in one of the following forms:

1. Approval of the conditional use permit.
2. Approval with modifications or conditions.
3. Postponement where further information or input is necessary.
4. Deny the conditional use permit.

Notice of the action will be sent by the Community Development Department to the applicant regarding the Planning Commission's action.
