

156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
www.newrichmondwi.gov

December 29, 2016

**TO ALL PLAN COMMISSION MEMBERS:**

<b>Fred Horne</b>	<b>Ron Volkert</b>
<b>Jim Zajkowski</b>	<b>David Wilford</b>
<b>Mike Kastens</b>	<b>Kyle Hinrichs</b>
<b>MaryKay Rice</b>	<b>Sarah Skinner (ex officio)</b>

**This is to notify you that there is a Plan Commission meeting scheduled for Tuesday, January 3, 2017 at 5:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, City of New Richmond, WI.**

**AGENDA:**

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of the Minutes of the Previous Meeting, December 6, 2016**
- 4. Public Hearing to consider the following:**
  - a) An application for Conditional Use Permit from All Exteriors to allow outdoor sales of storage buildings within a Z3 Multi-Use Corridor District. Property is located at 1051 North Dakota Avenue and described as: PT OF OL 461, COM 66 FT W OF NE COR, TH W 152 FT, TH S 200 FT, TH E 152 FT, TH N 200 FT TO POB & A PARCEL 80' X 471' IN REAR EXC PT TO CITY OF NR IN 2929/404 & INC PT FROM CITY OF NR IN 2929/406**
- 5. Action on Public Hearing Agenda**
- 6. Communications and Miscellaneous**
- 7. Adjournment**

**Fred Horne  
Mayor**

**cc:**

**The News  
Mike Darrow  
Bob Meyer  
Jim VanderWyst  
Steve Skinner**

**Northwest Cable  
Nick Vivian  
Tom Rickard  
Craig Yehlik**

**City Website  
Mike Demulling  
Dan Licht  
Beth Thompson**

PLAN COMMISSION MEETING  
DECEMBER 6, 2016, 5:00 P.M.

Members Present: Fred Horne, Jim Zajkowski, Mike Kastens, Kyle Hinrichs, MaryKay Rice, Ron Volkert, David Wilford, and Sarah Skinner (ex-officio)

Others Present: Beth Thompson, Mike Darrow, and Lori Brinkman

Fred Horne called the meeting to order and roll call was taken.

Mike Kastens moved to adopt the agenda as presented, seconded by Jim Zajkowski and carried.

MaryKay Rice moved to approve the minutes of the previous meeting on November 2, 2016, seconded by David Wilford and carried.

**Public Hearing to consider a Petition for Annexation from the City of New Richmond for five properties to be annexed from the Town of Star Prairie.**

Beth Thompson gave an overview of the possible annexation of five parcels that are owned by the City of New Richmond but are located in the Township of Star Prairie. Two of the parcels are currently being used by the New Richmond School District for the Farm to Table program. The other three parcels are located in the wetland area near the southeast portion of the airport.

The Airport Commission has looked at the properties and gave their approval. The properties fit into the Corridor Land Use and Comp Plan appropriately.

Parcels		Area	Intended Use	Zoning District Designation
Northwest	038-1096-50-000	5.00ac.	Agriculture (crops / livestock)	Z1 District
	038-1096-50-200	14.70ac.		
Southeast	038-1102-80-000	9.29ac.	Wetlands/airport facility	Z7(A) District
	038-1103-30-000	15.00ac.		
	038-1103-50-000	20ac.		

The City recommends annexing the properties as zoned above.

The State does not need to approve this annexation because the lands are City-owned. Mike has notified the Township as a courtesy.

The Public Hearing closed at 5:08 p.m.

Kyle Hinrichs moved to approve the plan to annex the five properties as presented, seconded by Mike Kastens and carried.

### **Recommendation for Comprehensive Plan Consultant**

Beth Thompson described the process of selecting a Comprehensive Plan Consultant firm. Beth and other City staff felt it was important for community members to help select the consultant firm and therefore gathered 20 community members to meet with the four consultant firms who responded to our RFQ. The firms were tasked with engaging the public (these 20 community members) for 30 minutes. They gave presentations and some had hands-on exercises for the citizens. Then City interview committee then did a formal interview with the four firms.

It was the recommendation of the 20 community members as well as the City interview committee to recommend Weber Community Planning as the City's Comprehensive Plan Consultant.

Kyle Hinrichs, Mike Darrow, and Beth Thompson described the decision to recommend Weber Community Planning (experienced, organized, engaging).

Jim Zajkowski moved to accept the recommendation to hire Weber Community Planning as the Comp Plan Consultant, seconded by MaryKay Rice and carried.

### **Communications & Miscellaneous**

Kyle Hinrichs moved to adjourn the meeting, seconded by Mike Kastens and carried.

Meeting Adjourned at 5:23 p.m.

Lori Brinkman  
Deputy Clerk/Treasurer



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 28 December 2016

RE: New Richmond – All Exteriors; Outdoor storage (sales) CUP

TPC FILE: 164.02

## BACKGROUND

City staff observed in April 2016 that storage sheds had been placed on the property at 1051 N. Dakota Avenue by All Exteriors LLC and were being displayed for sale. City staff subsequently learned that the property had been acquired by All Exterior LLC in July 2016 and that the business occupied the northern building on the property for their offices. Between July 2016 and November 2016, City staff and All Exteriors LLC had discussions regarding the use of the property and Zoning Ordinance requirements.

The property is zoned Z3 District, which allows outdoor storage (sales) areas as a conditional use. Occupancy of the property without approval of a conditional use permit is a violation of the Zoning Ordinance. To resolve the issue, the City has initiated a conditional use permit process to allow outdoor storage (sales) use of the property. Conditional use permit applications are processed in accordance with Section 121-32 of the Zoning Ordinance. A public hearing to consider the conditional use permit has been noticed for the Plan Commission meeting on 3 January 2017.

### Exhibits:

- Site location map
- Draft conditional use permit
- Site drawing

## ANALYSIS

**Timeline.** A timeline and brief history of activity between the property owner and City regarding the property has been outlined by Building Inspector Sarah Skinner as follows:

- Storage sheds placed at site in late April 2016
- Staff discussion at May Development Review Committee
- TPC letter sent to property owner on June 9, 2016(returned to sender)
- TPC letter sent to business owner on June 28, 2016
- Property owner office visit with Building Inspector Sarah Skinner in early July 2016
- All Exteriors acquired ownership of property in July 2016
- Permit application received for building alterations from All Exteriors on July 26, 2016
- Email from Building Inspector Sarah Skinner to All Exteriors regarding allowed building materials and exterior site requirements on July 27, 2016
- Email from Building Inspector Sarah Skinner to All Exteriors clarifying display area criteria on July 29, 2016
- Email response from All Exteriors to Building Inspector Sarah Skinner asking what needs to be hard surfaced and standards for other displays in the City on July 29, 2016
- Email response from Building Inspector Sarah Skinner to All Exteriors addressing surface questions and grandfathered outdoor displays on July 29, 2016
- Email to All Exteriors regarding site plan on August 1, 2016
- Email from All Exteriors to Building Inspector Sarah Skinner asking for Planner to call on August 4, 2016
- Permit for building remodeling issued with conditions on August 4, 2016
- Inspections by Building Inspector Sarah Skinner on August 8 and 19, 2016 (no final requested yet)
- Email from Building Inspector Sarah Skinner to All Exteriors with ordinance sections sent per request on August 17, 2016
- Building Inspector Sarah Skinner asked for project status regarding final inspection on Oct 10, 2016
- Email from Building Inspector Sarah Skinner to All Exteriors asking for a sit down meeting with City staff on Oct 17, 2016 (cancelled)
- Temporary banners (feather flags) placed on property week of October 17, 2016
- All Exteriors noticed by Building Inspector Sarah Skinner of sign regulations (email), provided ordinance sections (again), and meeting invite on October 21, 2016
- Email from All Exteriors to Building Inspector Sarah Skinner on Oct 21, 2016
- Meeting on November 2, 2016 at All Exteriors with City staff to discuss outdoor display and sign issues.

In addition to the communications enumerated above, there were also multiple phone conversations between All Exteriors LLC and Building Inspector Sarah Skinner regarding the allowed use of the property, and later between All Exterior's attorney and Community Development Director Beth Thompson.

**Comprehensive Plan.** The Highway 64/65 Corridor & Thoroughfares Plan guides the subject site for commercial land uses. The office use by an off-site service business and outdoor display of the storage sheds is an appropriate use for the existing developed property. The proposed conditional use permit would be consistent with the Comprehensive Plan.

**Zoning.** The property is zoned Z3 District. The definition of “outdoor storage” included in Section 121-15 includes outdoor sales and display activities:

*Outdoor storage. The location of any goods, wares, merchandise, commodities or any other item outside of a completely enclosed building for a continuous period longer than 24 hours.*

Table 3 of the Zoning Ordinance identifies outdoor storage as an allowed use within the Z3 District upon approval of a conditional use permit in accordance with process outlined in Section 121-32 of the Zoning Ordinance. No conditional use permit application was received or approved by the City prior to the storage sheds being displayed upon the property. Approval of a conditional use permit to allow the storage sheds to be displayed upon the property is subject to compliance with all applicable performance standards of the Zoning Ordinance.

**Surrounding Uses.** The subject site is surrounded by the following existing and planned land uses. The primary compatibility issue with the proposed use of the property is the transition to the existing single family neighborhood to the south, which will necessitate installation of screening as required by the Zoning Ordinance.

Direction	Land Use Plan	Zoning Map	Existing Use
North	--	--	Highway 64
East	Commercial	Z3 District	Business/VFW
South	Commercial	Z3 District Z4 District	Business Single family
West	Commercial	Z3 District	Restaurant/recreation

**Lot Requirements.** The subject site and outdoor display are subject to the lot coverage and setback provisions for the Z3 District as established by Table 6 of the Zoning Ordinance:

- Maximum Lot coverage: 70%
- Setbacks:
  - N. Dakota Ave.: 25ft.
  - W. North Shore Dr.: 20ft.
  - West lot line (rear): 20ft.
  - South lot line (side): 5ft.

The property owner has not provided a site plan indicating the proposed outdoor display area within the property, but the current location of the storage sheds appears to encroach into the

required setback from North Shore Drive. No structure is also allowed to encroach within the traffic visibility zone established by Section 121-53 of the Zoning Ordinance. A site plan drawn to scale on a current certificate of survey of the property will be required to be submitted indicating the location of the proposed outdoor display area and compliance with all setback requirements. City staff recommends that a stipulation of the conditional use permit be that all existing outdoor storage on the property is to be relocated by June 1, 2017 to comply with the above listed setback requirements and traffic visibility zone.

**Access/Off-Street Parking.** The subject site has one access to North Shore Drive and two accesses to N. Dakota Avenue. The existing off-street parking area is located north and east of the two existing buildings on the property and defined by a gravel surface. The gravel surface and no curb is a non-conforming condition that will be allowed to continue until such time as there is a substantial redevelopment or expansion of use upon the property.

The storage sheds are currently being displayed to the west of the two buildings on the property. Off-street parking requirements for accessory uses are to be determined by the Development Review Committee based on the specific type of activity. As an accessory use to the office occupancy of the property, the outdoor storage area should not generate additional parking demand. The site plan required to be submitted by the applicant will need to indicate the number of stalls that can be accommodated within the existing off-street parking area and show that the door display area does not take up designated parking stalls required by Section 121-52 of the Zoning Ordinance.

**Signs.** All signs upon the property are subject to compliance with Section 121-44 of the Zoning Ordinance, which allows freestanding and wall signs as established by Table 11. There are banner signs displayed on the storage sheds on the property and multiple portable signs were installed on the property in October 2016, which are defined by Section 12 1-15 as signs, and more specifically as portable signs:

*Sign. Any emblem, painting, banner, pennant, placard, design, identification, description, illustration or device, illuminated or non-illuminated, to advertise, identify, convey information or direct attention to a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise. For the purpose of removal, signs shall also include all sign structures, but not including any buried foundations.*

*Banner. A sign made of flexible materials and supported along one or more sides or at two or more corners by staples, tale, wires, ropes, strings. Or other materials that are not fixed or rigid.*

*Portable sign. Any sign not permanently attached to the ground or building.*

Section 121-44.F.8 requires issuance of a permit prior to placement of a sign upon a property. No permit was applied for or obtained prior to placement of the business related signs upon

the property. Section 121-44.F.8 further restricts use of portable signs to not more than one sign displayed for up to thirty days per year. City staff recommends a stipulation be included with the conditional use permit that the property owner must bring all existing signage into compliance with the Zoning Ordinance and apply for and obtain approval of a sign permit issued by the Zoning Administrator prior to placement of any sign upon the property.

**Screening.** Section 121-55.K.1.b of the Zoning Ordinance requires provision of screening of the outdoor storage area from view of adjacent residential districts. The required screening must be a buffer strip not less than 15 feet wide with either an eight foot tall solid fence or planted with six-foot tall evergreen trees at 25 feet center. Section 121-55.I.2 of the Zoning Ordinance requires the property owner to provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan. The security is to be held by the City until it is verified that all plantings have survived through two winter seasons between October 31 and April 30.

**Exterior Lighting.** No information has been provided regarding exterior light fixtures added to the property. Installation of any exterior lighting from the time the business occupied the property must comply with Section 121-51 of the Zoning Ordinance. Installation of any exterior lighting upon the property will be subject to review and approval of the Zoning Administrator.

**Grading Plan.** No grading plan has been prepared for the proposed use of the subject site. The storage sheds are currently displayed upon a grass surface. The grass surface creates potential for property maintenance issues, erosion caused by the grass under the structures dying due to lack of sun and air, as well as surface rutting from moving the structures. To avoid storm water management issues within the subject site and potential impacts to adjacent properties or the public storm sewer, the outdoor display area must be surfaced with a material suitable to support the storage sheds and control dust and drainage. City staff recommends a condition of approval be that the outdoor storage area is to be surfaced by June 1, 2017 with asphalt, concrete, Class-5, or trap rock suitable to support the items displayed. All grading issues related to storm water management and erosion control will be subject to approval of the Public Works Director upon review of the required site plan.

**Utilities.** The proposed outdoor storage area is not anticipated to impact any municipal sanitary sewer, water or electric utilities. The required site plan must identify existing drainage and utility easements within the property. No outdoor display area may encroach upon any existing drainage and utility easement.

## **RECOMMENDATION**

City staff has made reasonable efforts to work with All Exteriors LLC regarding the use of the property for outdoor display and the applicable requirements of the Zoning Ordinance, and we believe that these efforts have been productive. However, as outlined above, the current use

of the property involving outdoor display and portable banner signs is in violation of the Zoning Ordinance. City staff recommends approval of a conditional use permit in the form attached hereto to resolve the property status and allow the outdoor storage use in compliance with the Zoning Ordinance.

## **POSSIBLE ACTIONS**

- A. Motion to **approve** a conditional use permit allowing outdoor storage (sales) at 1051 N. Dakota Avenue, subject to the following conditions:
1. The property owner shall submit a site plan prepared in accordance with Section 121-31.C.3 and 5 of the Zoning Ordinance by April 1, 2017, subject to review and approval of City staff.
  2. The outdoor storage area shall be surfaced with asphalt, concrete, Class-5, or trap rock suitable to support the items displayed by June 1, 2017 to control drainage and prevent erosion to protect public health, safety and welfare.
  3. All signs upon the property shall comply with Section 121-44 of the Zoning Ordinance and are limited to the following:
    - a. Freestanding sign(s) as allowed by Table 11 of the Zoning Ordinance.
    - b. Wall sign(s) as allowed by Table 11 of the Zoning Ordinance.
    - c. Temporary or portable sign(s): Use of banners, feather flags, pennants, balloons or other temporary or portable signs shall be limited to not more one (1) sign displayed for a period of not more than thirty (30) days per calendar year in accordance with Section 121-44.H.2.a of the Zoning Ordinance.
    - d. The property owner shall apply for and obtain approval of a sign permit issued by the Zoning Administrator prior to erection of any sign(s) upon the property in accordance with Section 121-44.C.1 of the Zoning Ordinance.
  4. Installation of any exterior light fixtures for the outdoor sales display area shall comply with Section 121-51 of the Zoning Ordinance.
  5. The outdoor display area does not take up designated parking stalls required by Section 121-52 of the Zoning Ordinance.

6. The display area is screened from view of neighboring residential uses by a fence or a staggered row of evergreen trees spaced not more than 25 feet on center in compliance with Section 121-55 of the Zoning Ordinance; if landscaping is used for the required screening, the property owner shall to provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan to be held by the City until it is verified that all plantings have survived through two winter seasons between October 31 and April 30 in accordance with Section 121-55.I.2 of the Zoning Ordinance.
7. The outdoor display area shall comply with the lot coverage and setback provisions for the Z3 District as established by Table 6 of the Zoning Ordinance as follows:
  - a. Maximum Lot coverage: 70%
  - b. Setbacks:
    - (1) N. Dakota Ave.: 25ft.
    - (2) W. North Shore Dr.: 20ft.
    - (3) West lot line (rear): 20ft.
    - (4) South lot line (side): 5ft.
  - c. No structure shall encroach within the traffic visibility zone established by Section 121-53 of the Zoning Ordinance.
  - d. Existing outdoor storage on the property shall be relocated by June 1, 2017 to comply with the above listed setback requirements and traffic visibility zone.
- B. Motion to **deny** a conditional use permit based on a finding that the request does not comply with the requirements of the Zoning Ordinance.
- C. Motion to **table**.
- c. Michael Darrow, City Administrator  
Sarah Skinner, Building Inspector/Zoning Administrator  
Jeremiah Wendt, Public Works Director  
Nick Vivian, City Attorney  
Alan Clark, All Exteriors LLC  
Mackenzie Campbell, Doar, Drill & Skow

**CITY OF NEW RICHMOND  
ST. CROIX COUNTY, WISCONSIN**

**CONDITIONAL USE PERMIT**

**APPLICANT:** All Exteriors LLC

**APPLICATION:** Request for approval of conditional use permit to allow outdoor storage (sales) within a Z3 District.

**FINDINGS:** Based upon review of the application and evidence received, the New Richmond Plan Commission now makes the following findings of fact:

A. The legal description of the property is:

PT OF OL 461, COM 66 FT W OF NE COR, TH W 152 FT, TH S 200 FT,  
TH E 152 FT, TH N 200 FT TO POB & A PARCEL 80' X 471' IN REAR  
EXC PT TO CITY OF NR IN 2929/404 & INC PT FROM CITY OF NR IN  
2929/406.

B. The property is guided for commercial land uses by the Comprehensive Plan, as amended.

C. The property is zoned Z3 Multi-Use / Corridor District.

D. The applicant is proposing outdoor storage (sales) of accessory storage buildings upon the property; outdoor storage as defined by Section 121-14 or the Zoning Ordinance, allowed as a conditional use with the Z3 District by Table 3.k of the Zoning Ordinance.

E. The Plan Commission and City Council must take into consideration the possible effects of the conditional use with their judgment based upon (but not limited to) the criteria outlined in Section 121-32.D of the Zoning Ordinance:

1. Compliance with and effect upon the City Comprehensive Plan, including public facilities and capital improvement plans.

2. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public, health safety, morals or comfort.
  3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.
  4. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
  5. Adequate public facilities and services are available or can be reasonably provided to accommodate the proposed use.
  6. The conditional use shall, in all other respects, conform to the applicable regulations of the zoning district in which it is located.
  7. The conditional use and site conforms to the standards in this Ordinance.
- F. The planning report dated 28 December 2016 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
- G. Applications for a conditional use permit are processed in accordance with Section 121-32 of the Zoning Ordinance and are subject to review of the Development Review Committee and approval of the Plan Commission.
- H. The Plan Commission held a public hearing at their regular meeting on January 3, 2017 to consider the application, preceded by published and mailed notice.

**DECISION:** Based on the foregoing information and applicable ordinances, the request is hereby **APPROVED** and is subject to the following conditions:

1. The property owner shall submit a site plan prepared in accordance with Section 121-31.C.3 and 5 by April 1, 2017, subject to review and approval of City staff.
2. The outdoor storage area shall be surfaced with asphalt, concrete, Class-5, or trap rock suitable to support the items displayed by June 1, 2017 to control drainage and prevent erosion to protect public health, safety and welfare.
3. All signs upon the property shall comply with Section 121-44 of the Zoning Ordinance and are limited to the following:
  - a. Freestanding sign(s) as allowed by Table 11 of the Zoning Ordinance.
  - b. Wall sign(s) as allowed by Table 11 of the Zoning Ordinance.
  - c. Temporary or portable sign(s): Use of banners, feather flags, pennants, balloons or other temporary or portable signs shall be limited to not more one (1) sign displayed for a period of not more than thirty (30) days per calendar year in accordance with Section 121-44.H.2.a of the Zoning Ordinance.

- d. The property owner shall apply for and obtain approval of a sign permit issued by the Zoning Administrator prior to erection of any sign(s) upon the property in accordance with Section 121-44.C.1 of the Zoning Ordinance.
- 4. Installation of any exterior light fixtures for the outdoor sales display area shall comply with Section 121-51 of the Zoning Ordinance.
- 5. The outdoor display area does not take up designated parking stalls required by Section 121-52 of the Zoning Ordinance.
- 6. The display area is screened from view of neighboring residential uses by a fence or a staggered row of evergreen trees spaced not more than 25 feet on center in compliance with Section 121-55 of the Zoning Ordinance; if landscaping is used for the required screening, the property owner shall to provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan to be held by the City until it is verified that all plantings have survived through two winter seasons between October 31 and April 30 in accordance with Section 121-55.1.2 of the Zoning Ordinance.
- 7. The outdoor display area shall comply with the lot coverage and setback provisions for the Z3 District as established by Table 6 of the Zoning Ordinance as follows:
  - a. Maximum Lot coverage: 70%
  - b. Setbacks:
    - (1) N. Dakota Ave.: 25ft.
    - (2) W. North Shore Dr.: 20ft.
    - (3) West lot line (rear): 20ft.
    - (4) South lot line (side): 5ft.
  - c. No structure shall encroach within the traffic visibility zone established by Section 121-53 of the Zoning Ordinance.
  - d. Existing outdoor storage on the property shall be relocated by June 1, 2017 to comply with the above listed setback requirements and traffic visibility zone.

**MOTION BY:**

**SECOND BY:**

**ALL IN FAVOR:**

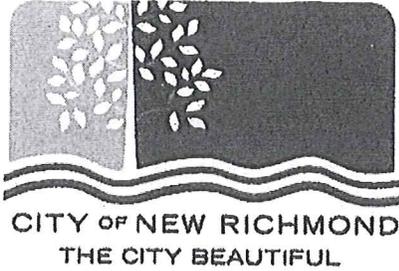
**THOSE OPPOSED:**

**ADOPTED by the Plan Commission of the City of New Richmond this 3<sup>rd</sup> day of January, 2017.**

**CITY OF RICHMOND PLAN COMMISSION**

By: \_\_\_\_\_  
Fred Horne, Mayor

Attest: \_\_\_\_\_  
Tanya Batchelor, City Clerk



# CONDITIONAL USE APPLICATION

City of New Richmond  
156 East First Street ❖ New Richmond, WI 54017  
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 121-32  
www.newrichmondwi.gov

**APPLICATION FEE: \$250**      **ESCROW \$500**

*Application fee should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.*

Please complete the application by typing or printing in ink. Use additional paper if necessary.

**1. Property Owner Information:**

Company name: All Properties LLC  
Last name: Nelson      First name: Ron & Pat  
Address: 8606 Washburn Ave S.      City/State/Zip: Bloomington, MN 55431  
Phone number: 651-357-5894      Email address: \_\_\_\_\_

**2. Applicant Information: (if different from above)**

Company name: All Exteriors LLC  
Last name: Clark      First name: Alan      General Manager  
Address: 1051 N. Dakota Ave      City/State/Zip: New Richmond WI  
Phone number: 715-781-1696      Email address: \_\_\_\_\_ 54017

**3. Address(es) of Property Involved: (if different from above)**

See Above

**4. Zoning Designation:** ?

**5. Comprehensive Plan Designation:** ?

**6. Statement of Intent:** Briefly describe what will be done on or with the property requiring the conditional use approval. Construction & Gutter Company

**7. Additional Required Information:**

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g. traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. **Proposed Plans:** In addition to a scaled site plan, the following documentation may be requested: a landscape plan, grading and drainage plan, photometric plan, traffic study, and exterior building elevation drawings showing building materials may also be required if deemed necessary by City Staff. Plans for residential applications may be on 8½"x 11" or 11"x 17" paper; full size plans and digital copies must be submitted for commercial applications.
- d. **Written Narrative:** The written narrative should thoroughly address the following general items in addition to any specific requirements pertaining to the proposed use, which Section 121-259 (Conditional Uses) of the City Code directs the City Council to evaluate during consideration of conditional use applications:
  - 1) The proposed use is not in conflict with the Comprehensive Plan;
  - 2) The proposed use is not in conflict with any Regulating Maps or other adopted plans;
  - 3) The proposed use is not in conflict with any City Ordinance requirements;
  - 4) The proposed use will not create an excessive burden on parks, streets and other public facilities; and
  - 5) The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.

8. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant:  Alex Entero LLC Date: 12-29-16

Fee Paid: \$250 Date: NA Receipt # NA

Escrow Paid: \$500 Date: NA Receipt # NA

Applications for conditional use approval must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.

HWY 64

HWY 64

NORTH SHORE DR

N DAKOTA AVE

← Setback Line

← Property Line

By TPL  
28 Dec 16  
1 inch = 50 feet

