

CONDITIONAL USE APPLICATION AND REVIEW PROCESS

Overview: Applications for conditional use approval will be reviewed by City staff and discussed in a public hearing by the Planning Commission, which meets on the first Wednesday of each month, before an application is approved or denied by the City Council at its regular meeting on the fourth Monday later that month.

Application Deadline: Applications must be received by the close-of-business on the **first Friday of each month**; applications received after this date cannot be heard at the Planning Commission meeting of the following month. Minnesota State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Initial Review: Applications will be reviewed for completeness by Community Development Department staff, and a determination of completeness will be provided to the applicant in writing within about 10 days of the application submittal date. A response to an *incomplete* application will identify the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will restart. A response to a complete application will outline the schedule for the formal review and approval process described below.

Formal Review: Applications for conditional use approval will be discussed by the Development Review Committee (DRC). The DRC members will address points of concern based on their respective City departments and professional experience; a summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Planning Commission.

Staff Report: Community Development staff will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances, and policies, and providing a recommendation for the Planning Commission. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Planning Commission meeting.

Example

Applications are due on the first Friday of a month.

The public hearing will be held by the Planning Commission on the first Wednesday of the following month.

The City Council will take action during its regular meeting on the fourth Monday of the month.

Timeline

application

Su	M	Tu	W	Th	F	Sa

action

Su	M	Tu	W	Th	F	Sa

Notice of Public Hearing: Minnesota State Law requires notice of a public hearing to be published in a specified, legal newspaper a minimum of 10 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 500 feet of the affected property. All of these notices are prepared and sent by Community Development staff.

Planning Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the Planning Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials. The hearing will be televised and recorded, so applicants should be prepared to speak into the microphone at the presentation table.

- **At the Public Hearing:** The Planning Commission Chairperson will call the meeting to order at the appointed time, Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a recommendation for City Council action.
- **Planning Commission Action:** The Planning Commission does not approve or deny an application; instead, it makes a recommendation of approval or denial to the City Council and provides the rationale for its recommendation. The application, along with the recommendation of the Planning Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Planning Commission meeting. Based on the recommendation from the Planning Commission in addition to its own review, the City Council may approve or deny the proposed conditional use as an item on the "Consent Agenda". At its discretion the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.

Validation and Expiration: A conditional use approval must be validated by the applicant through the commencement of the authorized use or of any necessary construction (subject to permit requirements) in support of the conditional use within 1 year of the date of the approval. A conditional use approval will automatically expire if the approval is not validated or if a validated conditional use which has become nonconforming ceases operation for a continuous period of 1 year or longer.

Please keep this sheet for your reference after you have submitted the attached application.



COMMUNITY DEVELOPMENT

2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ planning@cityofroseville.com

CONDITIONAL USE APPLICATION

CITY CODE SECTION 1009.02
www.cityofroseville.com

RESIDENTIAL APPLICATION FEE: \$510

COMMERCIAL APPLICATION FEE: \$775

Application fee (and escrow deposit) should be made payable to City of Roseville upon submittal of completed application.

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

1. Property Owner Information:

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

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

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. Proposed Plans:** In addition to a scaled site plan, 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 the Community Development Department. **Plans for residential applications may be on 8½"x 11" or 11"x 17". For commercial applications, please provide 1 full-size copy of all plans in both electronic format (preferably PDF) and printed format.**
- c. 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 1009.02 (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 Code 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: _____

Date: _____

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