



Planning & Zoning
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Conditional Use Process

1. Application

To apply for a Conditional Use permit, use the City's [online Planning Application](#). The application will prompt you to attach documents including a detailed project description and set of professionally prepared site, landscaping, and architectural plans. Applications are due by the ***last Friday of the month*** to be placed on the next month's Plan Commission meeting. We recommend that you contact the Planning & Zoning office before applying to go over the proposal, requirements, and procedures in greater detail. Staff welcomes pre-application meetings.

2. Staff Review

Plans will be reviewed by City departments including Planning & Zoning, Code Enforcement, Public Works, Engineering, Fire, and Health. Feedback will be communicated to the applicant. Staff will work with the applicant to make recommended changes to the plans prior to the Plan Commission meeting.

3. Plan Commission Review

The Plan Commission typically meets at 6:00 pm on the fourth Wednesday of each month. At this meeting, Plan Commission will review the site, landscaping, and architectural plans and make a recommendation to the Common Council.

4. Common Council Public Hearing and Vote

The Common Council typically meets at 7:00 pm on the first and third Tuesdays of each month. A Class 2 notice must be published in 2 consecutive weekly editions of the official City newspaper and property owners within 200 ft of the subject property will be notified. At this meeting, a public hearing will be held where members of the public can comment. The Common Council will then vote on a decision.

5. Required Conditions

The Common Council may approve plans with conditions that certain revisions be made or certain steps be taken. Typical conditions of approval include estimated costs of landscaping and screening, surety bonds or other forms of security in the amount of 125% of the estimated costs of landscaping and screening, documentation and approval showing compliance with the Stormwater Management Ordinance, and repair of defective sidewalks within 1 year of approval.

6. Necessary Permits

The applicant may apply for necessary permits or licenses concurrently with this process. However, permits will not be issued until the Conditional Use permit is approved by the Common Council and necessary conditions of approval are satisfied.