

Conditional Uses

The Blue Springs Unified Development Code provides for different types of zones and permitted uses in each zone. The ordinance also lists uses in each zone, which may be permitted with certain conditions. Conditional uses may have a greater impact on neighboring property due to increased traffic, hours of operation, etc.

The public hearing process for a Conditional Use permit provides a means to study these uses to determine impacts neighboring properties. The Planning Commission has the authority to approve conditional use permits, provided they meet certain criteria listed in the Unified Development Code (Section 403.060.E).

In addition, other conditions or standards may be imposed for several reasons in order to:

- Minimize adverse impacts on the surrounding area;
- Protect the intent of the Unified Development Code and the Comprehensive Plan; and
- Ensure that location, layout and methods of operation are compatible with the area.

Property must be platted in accordance to Section 403.050 of the UDC. Site Plan and Design Review may be required as part of the Conditional Use process.

Conditional Use Process

A conditional use request is subject to Planning Commission review and approval. Decisions of the Planning Commission may be appealed to the City Council. The process generally consists of the following steps:

1. Pre-Application Conference.

2. Application Submittal.
3. Review and Report by Staff.
4. Planning Commission Review/Public Hearing and Action.

Pre-Application Conference

Prior to submittal of an application, applicants are required to schedule a meeting with city Planning and Engineering staff to review the proposed conditional use. Contact the Community Development Department at 228-0207 for scheduling. Useful information for the meeting includes:

- Address of property and legal description
- A detailed sketch or plat of the area
- Proposed use of the site

Application Submittal

A Conditional Use Permit application, checklist, fee schedule, and a schedule of Planning Commission meeting dates/ deadlines can be obtained from the Community Development Department. A complete application, filing fee and checklist must be submitted to the Director of Community Development **no later than noon** of the Friday deadline date, 24 days prior to the Planning Commission meeting. The applicant is also required to provide proof of ownership, names/addresses/ parcel numbers of property owners within 185 ft. of the site, and a drawing identifying the 185 ft. notification area. Late applications will be scheduled for the next available meeting. All information listed on the application and checklist must be submitted for the application to be complete. Incomplete applications will not be scheduled and materials will be returned to the applicant.

Notification

The City publishes notification of the public hearings in a newspaper of general circulation within the City. The City will attempt to notify, by mail, all property owners whose property limits are within 185 ft. of the boundaries of the district proposed to be changed.

Review and Report—

Dir. of Community Development

The Director of Community Development will prepare a staff report that reviews the application in light of the Comprehensive Plan, and the applicable review criteria listed below:

1. If the proposed conditional use complies with all applicable provisions of the UDC and will conform to the general intent and purpose of the UDC;
2. If the proposed conditional use, at the specified location, will contribute to and promote the welfare or convenience of the public;
3. If the proposed conditional use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located;
4. If the location and size of the conditional use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the conditional use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations;
5. If adequate utility, drainage, and other such necessary facilities have been or will be provided; and

6. If adequate access roads or entrance and exit drives will be provided.

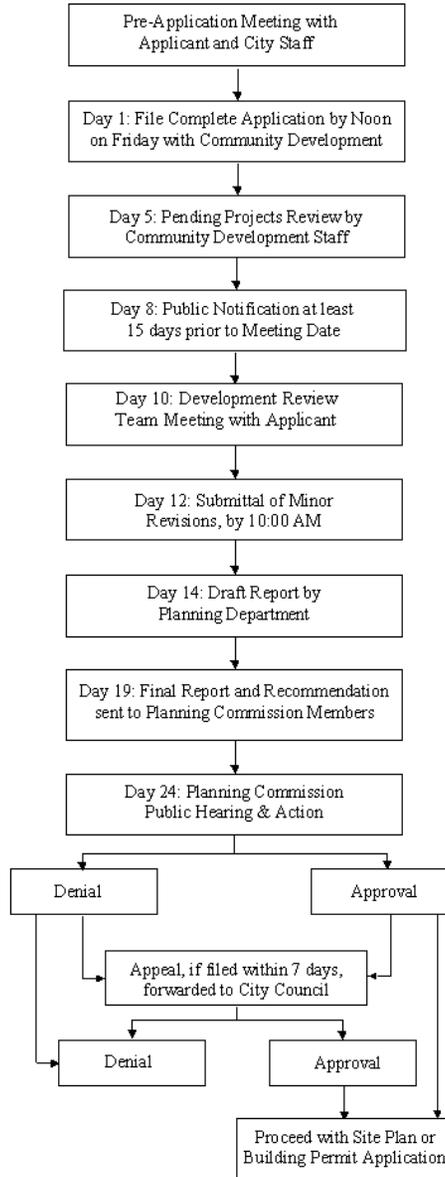
Planning Commission Review and Action

The Planning Commission shall recommend approval, modified approval, or denial of the conditional permit. The Commission may impose conditions, safeguards or restrictions upon the premises benefited by the conditional use that may be necessary to reduce or minimize any potentially injurious effect upon other property in the area, or to carry out the general purpose and intent of the UDC, so long as the condition, safeguard, or restriction relates to a situation created or aggravated by the proposed use.

Appeal of Decision to City Council

Appeals of the Planning Commission's action may be taken to the City Council by filing an appeal within seven (7) days of the close of the Planning Commission public hearing.

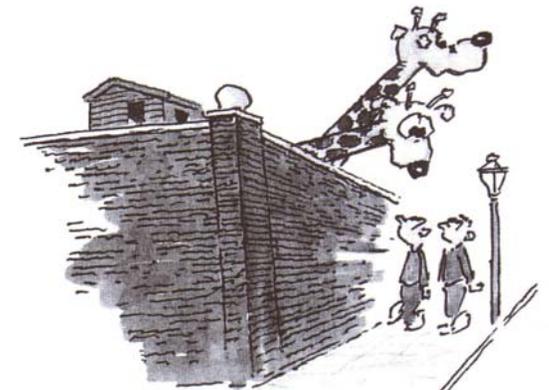
Application Process Flowchart



Please be advised that this brochure is only a guide and may not answer every question. For more information, contact the City of Blue Springs Community Development Department by phone at 816-228-0207, or by mail at: **City of Blue Springs
Community Development Dept.
903 NW Main Street
Blue Springs, MO 64015**

A Guide to Conditional Use Permits

Guidelines for Development in Blue Springs, Missouri



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