

City of Anoka

Conditional Use Permit



City of Anoka Planning Department
2015 First Avenue
Anoka, Minnesota 55303
763-576-2720

Purpose: A Conditional Use Permit allows the City with discretion to determine the suitability of certain uses on the general health and welfare and public safety.

Considerations: The City may consider the following to determine the suitability of a certain use:

1. Land area and setback requirements for the use or activity must meet the minimum standards established for the zoning district in which the proposed use is located.
2. When abutting a residential use the property shall be screened and landscaped.
3. Where applicable, all city, county, state and federal laws, regulations and ordinances shall be complied with and all necessary permits secured.
4. Signs shall not adversely impact adjoining or surrounding residential uses.
5. Adequate on-site parking and loading areas shall be provided and buffered with the use of screening or landscaping from abutting residential uses.
6. The road serving the use or activity must be designed to accommodate the use or activity. The use or activity shall not generate increased traffic that creates a nuisance or hazard to surrounding land use.
7. All access roads, driveways, parking areas, and outside storage, sales or service areas must be surfaces or seeded/sodded to control dust and drainage.
8. All open and outdoor storage, sales and service areas must be screened from view from public streets and from abutting residential uses or districts.

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9. All lighting must be designed to prevent any direct source of light being visible from adjacent residential areas or from public streets.
10. The use or activity shall be properly drained to control surface water runoff.
11. The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.
12. The proposed water, sewer and other utilities shall be capable of accommodating the proposed use or activity.

Application:

Site plan and supplementary graphic or written material shall be provided with the application, containing the following information:

1. Name and address of project/development
2. Location map, including area within one-half mile of the site
3. Name and mailing address of developer/owner and engineer/architect
4. Date of plan preparation.
5. Scale and a north point indicator.
6. Boundary line of property with their dimensions.
7. Location, identification and dimensions of existing and proposed:
 - a. Topographic contours of minimum intervals of two feet.
 - b. Adjacent streets and on-street right-of-way.
 - c. On-site streets and street right-of-way.
 - d. All utility and utility right-of-way easements.
 - e. Lighting plan, showing the lighting of parking areas, walks, security lights and driveway entrance lights.

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- f. Building and structures, including:
 - 1. Elevation drawings of all proposed buildings and structures with dimensions.
 - 2. Elevation, height above mean sea level of all floors and roofs, when structure is sited in an area prone to flooding as determined by the city engineer.
 - 3. Gross square footage of existing and proposed buildings and structures.
 - 4. Exterior finish materials.
 - 5. Type of business, proposed number of employees, and times of operations.
- g. All parking facilities.
- h. Water bodies and drainage ditches.
- i. Fences and retaining walls.
- j. Landscape plan, showing size and species of each planting.
- k. On and off site traffic flow.
- l. Parking plan.
- m. Site statistics including square footage, percentage of coverage, dwelling unit density, and percentage of park or open space.
- n. Additional or lessor information may be required by the zoning administrator in particular cases.

The Conditional Use Permit process begins by filling out a **PLANNING & ZONING APPLICATION** and checking Conditional Use Permit. This, with a site plan, other appropriate drawings, and a fee determined by the City Council must be submitted to the Planning staff. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with the request.

Once the application is received, staff from the Planning, Engineering, Assessing, Fire and Police Departments reviews the application. This process takes approximately four weeks between the application due date and the Planning Commission meeting. The impacts to adjacent

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properties are discussed, and conditions are developed. A public hearing notice to all properties within a 350-foot radius of the property is sent a minimum of 10 days before the Planning Commission Meeting.

Prior to the meeting of the Planning Commission, a staff report is written and mailed to the applicant along with the meeting agenda.

The Planning Commission is made up of seven residents of the community. The meetings are held the first Tuesday of the month at 7:00 p.m. in the Council Chambers at City Hall. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding all Conditional Use Permit requests. The City Council meets the third Monday of the month at 7:00 p.m. and makes the final decision on all Conditional Use Permit requests.

Additional information regarding the Conditional Use Permit process may be obtained by calling the City of Anoka Planning Department at 763-576-2720.