

How to request a Conditional Use Permit

The Zoning Ordinance lists the uses that are allowed in each zoning district. These uses fall into three categories: permitted uses, permitted accessory uses and conditional uses.

Conditional Uses are those uses which requires special approval because if not carefully located or designed they may create special problems such as excessive height or bulk, abnormal traffic congestion, or environmental problems. Property owners must obtain a conditional use permit for these uses before proceeding with construction of the building and/or operation of the business.

Procedure

1. The property owner shall meet with the City Administrator to discuss their plans for the property and to be advised of the procedures. At this time the applicant will obtain the application form.
2. The applicant shall return the completed application form together with the required exhibits and fees to the City Administrator.
3. City staff will review the proposal and submit a recommendation to the Planning Commission. The Planning Commission will hold a public hearing. City staff will give notice to all property owners within 350' of applicant's property. A notice of the public hearing shall be published in the Albany Enterprise ten (10) days prior to the public hearing before the Planning Commission. The applicant should appear at the public hearing prepared to present the proposal and answer questions. The Planning Commission will then forward its recommendation to the City Council. The Planning Commission may recommend conditions which will improve the proposal or protect adjacent properties from any adverse effects of the conditional use, to preserve the character of the neighborhood to protect or enhance the view from this or other properties, or to make it more acceptable in other ways.
4. The City Council will have the final decision on granting or denying the conditional use permit. The Council may place conditions on the approval, which will be incorporated into the Conditional Use Permit.

Please note that the conditional use must commence on the property within one year of approval.