

CITY OF SIMONTON, TEXAS

ORDINANCE NO. 2026-03

AN INTERIM DEVELOPMENT REVIEW ORDINANCE REQUIRING A SPECIAL USE PERMIT FOR NEW DEVELOPMENT, REDEVELOPMENT, OR SUBSTANTIAL IMPROVEMENT OF PROPERTY WITHIN THE CITY LIMITS PENDING ADOPTION OF A UNIFIED DEVELOPMENT CODE; PROVIDING DEFINITIONS, APPLICATION PROCEDURES, REVIEW CRITERIA, AND EXPIRATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS

The City Council of the City of Simonton, Texas is authorized under the Constitution and laws of the State of Texas to regulate land development in order to protect public health, safety, and welfare; and

WHEREAS, the City has adopted a Comprehensive Plan establishing a long-term vision for orderly growth, compatible land use patterns, community character, infrastructure coordination, and protection of property values; and

WHEREAS, the City is presently preparing a Unified Development Code intended to modernize and consolidate the City's development regulations; and

WHEREAS, during preparation of the Unified Development Code, the City Council finds it necessary to establish interim procedures allowing review of development proposals to ensure compatibility with the Comprehensive Plan and surrounding development patterns; and

WHEREAS, this ordinance is intended to provide reasonable interim development oversight and is not intended to prohibit development, but rather to allow case-by-case evaluation by the elected representatives of the City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SIMONTON, TEXAS:

SECTION 1. PURPOSE AND INTENT

The purpose of this Ordinance is to require City Council review of development activity occurring within the City limits during preparation of the Unified Development Code in order to:

1. Evaluate the appropriateness, design, compatibility, and character of proposed development;
2. Ensure consistency with the adopted Comprehensive Plan;
3. Consider impacts on adjacent and surrounding properties;
4. Coordinate infrastructure, access, drainage, and public improvements; and
5. Protect the long-term character and orderly growth of the City of Simonton.

SECTION 2. APPLICABILITY

- A. Geographic Scope.** This Ordinance applies only to property located within the incorporated city limits of the City of Simonton, Texas.
- B. Activities Requiring Special Use Permit Approval.** No person shall undertake New Development, Redevelopment, or Substantial Improvement of Property unless a Special Use Permit (SUP) has first been approved in accordance with this Ordinance.
- C. Prerequisite to Other Development Approvals.** Issuance of a Special Use Permit is a prerequisite to submitting or receiving approval of any:
- Site plan
 - Building permit
 - Plat or replat
 - Certificate of occupancy
 - Development permit
 - License or authorization issued by the City

SECTION 3. DEFINITIONS

For purposes of this Ordinance:

- A. New Development** - The construction of any new principal building, structure, or site improvement on previously undeveloped property, including change from agricultural or vacant land to residential, commercial, institutional, or mixed-use development.
- B. Redevelopment** - The reconstruction, expansion, conversion, or change in use of an existing property or structure that alters site layout, building configuration, intensity of use, traffic generation, or functional operation of the property.
- C. Substantial Improvement of Property** - Any repair, reconstruction, rehabilitation, addition, or improvement of a structure or site that results in a significant change to the building or property, including but not limited to circumstances where:
1. The value of the work equals or exceeds fifty percent (50%) of the structure's appraised value as determined through publicly available records, appraisal district information, or other lawful means; provided that nothing in this Ordinance shall require an applicant to disclose the value of or cost of constructing or improving a residential dwelling except where such disclosure is required by federal law or FEMA regulations; or
 2. The improvement materially changes building size, site circulation, parking, access, building footprint, or operational characteristics.

Routine maintenance and interior remodeling that does not materially alter exterior appearance, building footprint, site layout, or functional operation of the property shall not constitute a Substantial Improvement..

D. Building Articulation and Fenestration — The coordinated architectural treatment of a building’s exterior designed to create visual interest, variation in massing, and pedestrian-scaled design through façade modulation and the thoughtful arrangement of exterior openings. This includes:

- *Articulation*: The use of projections, recesses, offsets, changes in wall plane, roofline variation, material changes, columns, pilasters, balconies, arcades, and similar features to break up large wall expanses and reduce perceived building mass.
- *Fenestration*: The proportion, placement, rhythm, and design of windows, doors, and other exterior openings, including considerations of transparency, spacing, and architectural detailing.

Together, articulation and fenestration standards are intended to prevent blank façades, enhance streetscape character, promote human scale, and ensure compatibility with surrounding development.

E. Unified Development Code (UDC) - A single, integrated regulatory document that consolidates a community’s land use, zoning, subdivision, site development, and related development regulations into one coordinated ordinance.

F. Special Use Permit (SUP) — A discretionary approval granted by the City Council authorizing a specific use, development activity, or site configuration that requires case-by-case evaluation to ensure compatibility with surrounding properties, consistency with the Comprehensive Plan, and protection of the public health, safety, and welfare.

SECTION 4. SPECIAL USE PERMIT REQUIRED

A Special Use Permit shall be required prior to commencement of any regulated activity described in this Ordinance.

Approval of a Special Use Permit authorizes development conceptually but does not eliminate the requirement to obtain all other permits or approvals required by law.

SECTION 5. PRE-APPLICATION CONFERENCE

A. Optional Pre-Application Meeting. Applicants may request a voluntary pre-application conference with City staff or the City’s planning consultant.

B. Purpose and Objectives of Conference. The purpose of the conference is to:

- Discuss proposal concepts;
- Identify applicable review considerations;

- Clarify application requirements; and
- Improve application completeness.

SECTION 6. APPLICATION SUBMITTAL REQUIREMENTS

Applications shall be submitted to the City Secretary and shall include:

1. Completed application form;
2. Owner authorization;
3. Legal description and survey;
4. Site plan showing:
 - Building locations
 - Parking and circulation
 - Access points
 - Utilities and drainage
 - Landscaping areas
5. Building elevations or conceptual architectural drawings;
6. Description of proposed land use and operations;
7. Plan for site lighting;
8. Stormwater management concept;
9. Any additional materials reasonably required by the City, to include, but not limited to, flood plain management materials.

SECTION 7. REVIEW PROCESS

- A. Staff or Consultant Review.** City staff or retained consultants shall review the application for completeness and prepare a report for City Council consideration.
- B. Scheduling.** Upon determination of completeness:
 - The application shall be scheduled for public hearing before the City Council, acting as the zoning commission.
 - Reasonable time shall be allowed for technical review.

SECTION 8. NOTICE AND PUBLIC HEARING

- A. Public Hearing Notice Requirements.** Notice of the public hearing shall be provided consistent with Texas law and City procedures, including posting and publication requirements.
- B. Conduct of Public Hearing.** The City Council shall conduct a public hearing allowing testimony from the applicant and the public.

SECTION 9. REVIEW AND DECISION CRITERIA

In making its decision, the City Council may consider, but is not limited to, the following:

1. Location relative to adjacent land uses;
2. Lot area, shape, and orientation;
3. Means of access and traffic circulation;
4. Provision of utilities and drainage infrastructure;
5. Pedestrian improvements and circulation;
6. Building placement and orientation;
7. Building height and overall scale;
8. Building design, articulation, fenestration, materials, and roof type;
9. Parking location, circulation, and drive-through stacking where applicable;
10. Building and site lighting;
11. Landscaping around the perimeter, parking areas, and building foundation;
12. Screening of mechanical equipment and drive-through elements;
13. Screening between subject and adjacent properties;
14. On-site stormwater management location, type, and amenities; and
15. Any other criteria determined appropriate by the City Council to ensure compatibility with the Comprehensive Plan and surrounding development.

SECTION 10. CITY COUNCIL ACTION

Following the public hearing, the City Council may:

1. Approve the Special Use Permit;
2. Approve with Conditions necessary to ensure compatibility or mitigate impacts; or
3. Deny the application.

Conditions imposed shall become binding requirements of development.

SECTION 11. SPECIAL USE PERMIT RECORD AND MAP

A. Issuance of Approved Permit. Approved Special Use Permits shall be issued to the applicant.

B. Official Recordkeeping and Map Maintenance. The City Secretary shall maintain:

- An official register of issued permits; and
- A publicly available map showing properties approved under this Ordinance.

SECTION 12. APPEALS

Any person aggrieved by a decision of the City Council may appeal the decision to a court of competent jurisdiction, including the District Court, in accordance with Texas law.

SECTION 13. EXPIRATION AND INTERIM NATURE

This Ordinance is an interim development regulation and shall remain in effect until:

1. Adoption of the City of Simonton Unified Development Code; or

2. Repeal by ordinance of the City Council,
whichever occurs first.

SECTION 14. SEVERABILITY

If any provision of this Ordinance is held invalid, such invalidity shall not affect remaining provisions.

SECTION 15. EFFECTIVE DATE

This Ordinance shall take effect immediately upon adoption.

PASSED AND APPROVED this ____ day of _____, 2026.

Laurie Boudreaux, Mayor
City of Simonton, Texas

ATTEST:

Cheyenne Graham, City Secretary



Special Use Permit (SUP) Applicant Guide and Development Handbook

WELCOME

The City of Simonton is preparing a Unified Development Code to guide future growth and development.

During this transition period, the City uses a **Special Use Permit (SUP)** process to review proposed development and ensure projects are compatible with the community's character, infrastructure, and [adopted Comprehensive Plan](#).

This handbook explains how to successfully navigate the process.

1. WHAT IS A SPECIAL USE PERMIT?

A **Special Use Permit (SUP)** is a City Council authorization required before certain development activities may occur within the city limits.

The SUP allows the City Council to review projects and determine:

- Whether the project fits the surrounding area
- Whether infrastructure can support development
- Whether building design reflects community character
- Whether impacts to neighbors are minimized

The SUP process **does not prohibit development** — it ensures thoughtful and orderly growth.

2. WHEN IS A SUP REQUIRED?

A [Special Use Permit](#) is required for:

- ✓ **New Development** - Construction on previously undeveloped property.
- ✓ **Redevelopment** - Major changes to an existing property or change in use.
- ✓ **Substantial Improvement** - Projects significantly expanding or altering buildings or site operations.

If unsure, contact [City Hall](#) before beginning design work.



3. WHY DOES THE CITY REQUIRE THIS PROCESS?

Simonton is growing.

Until the Unified Development Code is adopted, the SUP process allows the elected City Council to:

- Review projects individually
- Maintain small-town character
- Coordinate streets, utilities, and drainage
- Ensure fairness and transparency

4. OVERVIEW OF THE PROCESS

STEP 1 — Optional Pre-Application Meeting

- Discuss your idea with City staff or consultants.
- Recommended for all projects.

STEP 2 — Submit SUP Application

- Provide [application form](#) and required materials.

STEP 3 — Completeness Review

- City verifies required materials are submitted.
- Incomplete applications are returned for revision.

STEP 4 — Staff / Consultant Review

- City staff or consultants evaluate:
 - compatibility
 - access and infrastructure
 - design considerations

STEP 5 — Public Notice

- The project is scheduled for a public hearing before City Council.

STEP 6 — City Council Public Hearing

- Applicants present the project.
- Citizens may provide comments.



STEP 7 — Council Decision

City Council may:

- Approve
- Approve with conditions
- Deny

STEP 8 — Next Development Steps

- After SUP approval, applicants may pursue required permits and plans.

5. WHAT THE CITY COUNCIL REVIEWS

Council evaluates projects using consistent criteria:

- | | |
|--------------------------------------|----------------------------------------------|
| ✓ Relationship to adjacent land uses | ✓ Parking and circulation |
| ✓ Site layout and access | ✓ Lighting and landscaping |
| ✓ Utilities and drainage | ✓ Screening and buffering |
| ✓ Pedestrian improvements | ✓ Stormwater management |
| ✓ Building placement and orientation | ✓ Compatibility with surrounding development |
| ✓ Height and overall scale | ✓ Consistency with the Comprehensive Plan |
| ✓ Architecture and materials | |

6. WHAT A SUP DOES — AND DOES NOT DO

A SUP DOES:

- ✓ Allows a project concept to proceed
- ✓ Establishes development expectations
- ✓ Creates predictability for applicants and neighbors

A SUP DOES NOT:

- ✗ Issue building permits
- ✗ Approve construction drawings
- ✗ Replace other required approvals

7. REQUIRED APPLICATION MATERIALS

Typical submittals include:

- | | |
|----------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Application form | <input type="checkbox"/> Access and parking layout |
| <input type="checkbox"/> Project narrative | <input type="checkbox"/> Utility and drainage concepts |
| <input type="checkbox"/> Concept site plan | <input type="checkbox"/> Lighting and landscaping concepts |
| <input type="checkbox"/> Building elevations | |

Early conceptual drawings are acceptable.



8. CONDITIONS OF APPROVAL

City Council may attach reasonable conditions such as:

- landscaping improvements
- lighting adjustments
- screening requirements
- access modifications
- operational limitations

Conditions become part of the permit and run with the property.

9. HOW TO PREPARE A SUCCESSFUL APPLICATION

Successful applicants typically:

- ✓ Meet with the City early
- ✓ Submit clear concept drawings
- ✓ Consider neighboring properties
- ✓ Address access and drainage upfront
- ✓ Present professionally at the hearing

10. PUBLIC HEARING EXPECTATIONS

At the hearing:

- Applicant presents project overview
- Staff provides analysis
- Public comments are heard
- Council asks questions
- Decision may occur the same evening

Applicants should be prepared to explain:

- project purpose
- design choices
- compatibility with surrounding area

11. AFTER APPROVAL

Following approval:

1. Applicant receives [SUP Approval Certificate](#).
2. Permit is recorded by the City.
3. Applicant may submit plans for permitting.
4. Development must remain consistent with approval.



12. IMPORTANT NOTES

- Special Use Permits generally **run with the land**.
- Future owners must comply with approval conditions.
- Changes to approved plans may require City review.

13. FREQUENTLY ASKED QUESTIONS

Is this zoning?

No. This is an interim review process until adoption of the Unified Development Code.

How long does approval take?

Typically 30–60 days depending on application completeness.

Can neighbors stop my project?

No. Public input is considered, but decisions are made by City Council.

Do I need an engineer?

Often helpful but not required for conceptual review.

14. CONTACT INFORMATION

City of Simonton
City Hall
Address: 35011 FM 1093
Phone: (281) 533-9809
Email: info@simontontexas.gov

15. LOOKING AHEAD

The Special Use Permit process is temporary and will transition into the City's future Unified Development Code.

Projects approved today help shape **Simonton's long-term vision**.



APPLICATION NUMBER

SUP-

Date Submitted: _____

Application Fee Paid: Yes No

Receipt No.: _____

Special Use Permit (SUP) Application

SECTION 1 — PROJECT INFORMATION

Project Name: _____

Project Address / Location: _____

Legal Description: _____

Fort Bend County Parcel ID(s): _____

Total Site Area (Acres): _____

Existing Use of Property: _____

Proposed Use / Development: _____

SECTION 2 — PROPERTY OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

SECTION 3 — APPLICANT INFORMATION *(If Different)*

Applicant Name: _____

Company / Firm: _____

Address: _____

Telephone: _____

Email: _____



Relationship to Property Owner:

- Developer
- Contract Purchaser
- Authorized Agent
- Other: _____

SECTION 4 — PROJECT REPRESENTATIVES *(Check all that apply)*

- Engineer
- Architect
- Planner
- Attorney
- Surveyor
- Other: _____

Name: _____

Company / Firm: _____

Telephone: _____

Email: _____

SECTION 5 — PROJECT DESCRIPTION

Provide a narrative describing the proposed development or use, including:

- Type of development
- Building size(s)
- Operational characteristics
- Hours of operation (if applicable)
- Expected traffic or activity levels
- Relationship to surrounding properties

Attach additional sheets if necessary.



SECTION 6 — DEVELOPMENT CHARACTERISTICS

Item	Information
Proposed Building Area	_____ sq. ft.
Building Height	_____ feet
Number of Structures	_____
Parking Spaces Provided	_____ (total) _____ (ADA accessible)
Drive-Through Proposed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outdoor Storage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outdoor Seating	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phasing Proposed	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, describe: _____

SECTION 7 — CONSISTENCY STATEMENT

Explain how the project:

1. Is compatible with adjacent development;
2. Supports the City’s Comprehensive Plan;
3. Maintains community character.

SECTION 8 — PRE-APPLICATION CONFERENCE

- Requested
- Not Requested
- Held on: _____



SECTION 9 — REQUIRED SUBMITTAL MATERIALS *(Check all items submitted)*

APPLICATION DOCUMENTS

- Completed Special Use Permit Application Form
- Application fee payment
- Property owner authorization
- Project narrative describing proposed development or use

PROPERTY INFORMATION

- Legal description of property
- Parcel identification number(s)
- Boundary survey (sealed if available)
- Site acreage information

CONCEPT SITE PLAN

The site plan shall be drawn to scale and include:

- Property boundaries
- Existing and proposed buildings
- Building setbacks
- Parking layout and circulation
- Driveways and access points
- Fire lanes (if applicable)
- Pedestrian connections or sidewalks
- Adjacent streets and properties within 200 feet

BUILDING INFORMATION

- Concept building elevations or architectural renderings
- Building height
- Exterior materials description
- Roof type
- Architectural articulation and fenestration

ACCESS & CIRCULATION

- Vehicular access locations
- Drive-through stacking layout (if applicable)
- Internal circulation pattern
- Loading or service areas

UTILITIES & INFRASTRUCTURE

- Water service concept
- Drainage or stormwater management concept
- Wastewater service concept
- Utility easements (if known)

LIGHTING PLAN

- General lighting concept
- Shielding or glare mitigation
- Fixture type or description



LANDSCAPING & SCREENING

- Perimeter landscaping concept
- Foundation landscaping
- Screening of ground-, building-, and rooftop-mounted mechanical equipment
- Parking lot landscaping
- Screening between adjacent properties (if applicable)

OPERATIONS INFORMATION (IF APPLICABLE)

- Hours of operation
- Outdoor activities or storage
- Noise-generating activities
- Expected traffic or delivery activity

SUPPORTING MATERIALS (AS APPLICABLE)

- Traffic study or statement
- Drainage analysis (if available)
- Phasing plan
- Photographs of surrounding area
- Additional exhibits supporting compatibility

Incomplete applications will not be scheduled for public hearing.

SECTION 10 — AUTHORIZATION BY PROPERTY OWNER

I certify that I am the owner of the property described herein or am authorized to act on behalf of the owner and that all information provided is accurate.

Owner Signature: _____

Printed Name: _____

Date: _____

SECTION 11 — APPLICANT CERTIFICATION

I understand that:

- Approval of a Special Use Permit does not authorize construction;
- Additional permits or approvals may be required;
- The City Council may impose conditions of approval;
- The permit runs with the land.

Applicant Signature: _____

Printed Name: _____

Date: _____



SECTION 12 — CITY USE ONLY

Application Determined Complete:

Yes No

Date Complete: _____

Public Hearing Date: _____

Staff Recommendation:

- Approval
- Approval with Conditions
- Denial

City Staff/Consultant: _____

SECTION 13 — CITY COUNCIL ACTION

- Approved
- Approved with Conditions
- Denied

Council Action Date: _____

SUP Number Assigned: _____



Special Use Permit (SUP) Approval Certificate

Dear _____,

On behalf of the City of Simonton, I am pleased to inform you that the City Council has approved Special Use Permit No. SUP-_____ for the project identified as _____, located at _____.

The City Council conducted a duly noticed public hearing on _____ and, following consideration of the application materials, staff review, public testimony, and the adopted review criteria of the City's Interim Development Review Ordinance, voted to approve the Special Use Permit without conditions subject to conditions of approval.

A copy of the executed Special Use Permit Approval Certificate is enclosed for your records. Any conditions adopted by the City Council are incorporated into the permit and are binding upon the property owner, applicant, and any successors or assigns.

Next Steps

Please note the following important items:

- Approval of the Special Use Permit does not authorize construction or occupancy.
- The Special Use Permit serves as a prerequisite authorization allowing submission of subsequent applications required by the City, which may include plats, site plans, construction permits, or other licenses.

All future plans and permits must remain consistent with the approved Special Use Permit and any conditions imposed by the City Council.

City staff remains available to coordinate with you as you move forward with the next phase of the development review process. We encourage you to contact the City prior to submitting additional applications if you have questions regarding compliance with the approval.

The City appreciates your cooperation throughout the review process and looks forward to working with you toward successful implementation of the project.

If you have any questions, please do not hesitate to contact City Hall at _____ or _____.

Sincerely,

City Secretary



Enclosures:

- Special Use Permit Approval Certificate (SUP-_____)
- Conditions of Approval (if applicable)

**CITY OF SIMONTON, TEXAS
SPECIAL USE PERMIT (SUP)
APPROVAL CERTIFICATE**

SPECIAL USE PERMIT NUMBER
SUP-_____

PROJECT NAME

PROPERTY LOCATION

Address / Location: _____

Legal Description: _____

Parcel ID(s): _____

PROPERTY OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

APPLICANT / AUTHORIZED REPRESENTATIVE

Name: _____

Company / Firm: _____

Telephone: _____

Email: _____



CITY COUNCIL APPROVAL

The City Council of the City of Simonton, Texas, following a duly noticed public hearing conducted on:

Date of Public Hearing: _____

hereby APPROVES the above-referenced Special Use Permit pursuant to the Interim Development Review Ordinance adopted by the City of Simonton.

AUTHORIZED USE

This Special Use Permit authorizes the following development or land use:

CONDITIONS OF APPROVAL

- Approved without conditions
- Approved subject to conditions adopted by City Council and incorporated herein and attached as Exhibit A – Conditions of Approval, which are binding requirements of this permit.

FINDINGS

The City Council determined that the approved use:

- Is appropriate in location and design;
- Is compatible with adjacent and surrounding development;
- Advances the goals of the adopted Comprehensive Plan; and
- Meets the review and decision criteria established by the City.

EFFECTIVE DATE

Effective Date of Approval: _____

TERM OF PERMIT

This Special Use Permit shall:

- Run with the land unless revoked or amended by the City Council.
- Expire if development has not commenced within _____ months.
- Remain valid subject to compliance with all conditions and applicable laws.



REQUIRED SUBSEQUENT APPROVALS

Issuance of this Special Use Permit:

- DOES NOT authorize construction.
- IS a prerequisite for submission or approval of plats, plans, permits, or licenses required by the City.

RECORDATION

- Entered into Official Special Use Permit Register
- Added to Official Special Use Permit Map

Date Recorded: _____

AUTHORIZATION

Approved by the City Council of the City of Simonton, Texas.

Mayor

Signature _____

Date: _____

City Secretary

Signature _____

Date: _____

CITY SEAL

(Seal Here)



Special Use Permit (SUP) Staff / Consultant Review Report

CITY COUNCIL MEETING DATE

APPLICATION NUMBER

SUP-_____

1. PROJECT INFORMATION

Project Name: _____

Applicant: _____

Property Owner: _____

Location / Address: _____

Parcel ID(s): _____

Site Area: _____ Acres

Existing Land Use: _____

Proposed Development / Use: _____

2. REQUEST SUMMARY

The applicant requests approval of a Special Use Permit pursuant to the City of Simonton Interim Development Review Ordinance to allow:



The request involves:

- New Development
- Redevelopment
- Substantial Improvement of Property

3. BACKGROUND

A. Comprehensive Plan Context

Describe relevant Comprehensive Plan goals:

- Growth pattern
- Land use expectations
- Community character
- Infrastructure planning

Analysis:

B. Surrounding Development Pattern

Direction	Existing Land Use	Character
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Discussion:



4. SITE AND DEVELOPMENT ANALYSIS

A. Location & Compatibility

Evaluation of relationship to adjacent properties.

Analysis:

B. Lot Area, Shape & Orientation

C. Access & Circulation

- Access points
- Traffic circulation
- Emergency access
- Drive-through stacking (if applicable)

Analysis:

D. Utilities & Infrastructure

- Water service
- Wastewater service
- Drainage capacity
- Infrastructure availability

Analysis:



E. Pedestrian Improvements

F. Building Placement & Orientation

G. Building Height & Scale

H. Architecture & Materials

I. Parking & Site Circulation

J. Lighting

K. Landscaping & Screening



L. Mechanical Equipment Screening

M. Stormwater Management

5. PUBLIC INPUT

Public Notice

- Published
- Posted
- Mailed (if applicable)

Summary of Public Comments

6. CONSISTENCY WITH REVIEW CRITERIA

Staff/Consultant finds the request:

- Consistent with adopted Comprehensive Plan
- Compatible with surrounding development
- Supported by available infrastructure
- Appropriate with conditions
- Not consistent for reasons described below

Explanation:



7. STAFF / CONSULTANT RECOMMENDATION

Based upon evaluation of the Special Use Permit criteria, staff/consultant recommends:

- Approval
- Approval with Conditions
- Denial

8. RECOMMENDED CONDITIONS OF APPROVAL *(If Applicable)*

1. _____
2. _____
3. _____
4. _____
5. _____

9. FINDINGS SUPPORTING RECOMMENDATION

The recommendation is based on the following findings:

- The proposal is/is not compatible with adjacent uses.
- Infrastructure capacity is/is not adequate.
- The development supports/does not support community character.
- Design considerations have/have not been adequately addressed.

Additional Findings:



10. NEXT STEPS IF APPROVED

If approved by City Council:

1. Special Use Permit Certificate issued.
2. Permit entered into Official SUP Register.
3. Applicant may submit subsequent plans and permits.

11. ATTACHMENTS

- Application
- Site Plan
- Elevations
- Public Notices
- Correspondence
- Conditions Exhibit
- Other Supporting Materials

12. PREPARED BY

Name: _____

Title: _____

- City Staff
- Planning Consultant

Organization: _____

Date: _____