

(4) Petitions Subject to Staff Recommendation

(A) Staff Report

If a petition is subject to staff review and recommendation to another review and decision-making body as indicated in Table 06-1: Summary Table of Review Procedures, staff shall prepare a written staff report that summarizes the proposal, findings, and recommendations.

(B) Distribution and Availability of Petition and Staff Report

The Planning and Transportation Director shall submit a copy of the staff report to the petitioner and the advisory and/or decision-making body, and shall make the staff report and related materials available for public review prior to the public meeting or public hearing at which the petition is scheduled to be heard.

(5) Petitions Subject to Staff Decision

(A) If a petition is subject to staff review and a final decision by the Planning and Transportation Director, the Planning and Transportation Director shall make a decision based on the review standards applicable to the petition type. The decision shall be in writing and shall clearly state reasons for a denial, conditions of approval, or commitments.

(B) Any appeal of an administrative decision shall be made pursuant to Section 20.06.080(d) (Administrative Appeal).

(6) Approval Criteria

(A) Applicability

- i. When Sections 20.06.050 through 20.06.080 cross-reference this Section 20.06.040(d)(6), city review and decision-making bodies shall review all petitions submitted pursuant to this UDO for compliance with the general review criteria stated below.
- ii. The petition may also be subject to additional review criteria specific to the type of petition, as set forth in Sections 20.06.050 through Section 20.06.080.
- iii. If there is a conflict between the general review criteria in this section and the specific review criteria in Sections 20.06.050 through Section 20.06.080, the applicable review criteria in Sections 20.06.050 through Section 20.06.080 shall control.

(B) General Compliance Criteria

All petitions shall be subject to review pursuant to the following criteria and shall only be approved if they comply with these criteria.

i. Compliance with this UDO

The proposed use and development shall comply with all applicable standards in this UDO, unless the standard is lawfully modified or varied. Compliance with these standards is applied at the level of detail required for the subject submittal.

ii. Compliance with Other Applicable Regulations

The proposed use and development shall comply with all other city regulations and with all applicable regulations, standards, requirements, or plans of the federal or state governments and other relevant entities with jurisdiction over the property or the current or proposed use of the property. This includes, but is not limited to, floodplain, water quality, erosion control, and wastewater regulations.

iii. Compliance with Utility, Service, and Improvement Standards

1. As applicable, the proposed use and development shall comply with federal, state, county, service district, city, and other regulatory authority standards, and design/construction specifications for roads, access, drainage, water, sewer, schools, emergency/fire protection, and similar standards.
2. Municipal sewer and water hookup are required for all developments except for instances where written approvals by the City Utilities Department and the County Health Department grant an exception to the hookup requirement. All sewer and water facilities shall meet the design specifications of the City Utilities Department.
3. When public improvements are required, the petitioner or authorized representative shall post performance and maintenance guarantees for such improvements. Such financial guarantees shall be submitted, reviewed, and approved per 20.06.060(c)(3)(E)iii (Financial Bond Required).

iv. Compliance with Prior Approvals

The proposed use and development shall be consistent with the terms and conditions of any prior land use approval, plan, or plat approval for all or part of the property that is in effect and not proposed to be changed. This includes consistency with any approved phasing plan for development and installation of public improvements and amenities.

(C) Additional Criteria Applicable to Conditional Uses

i. Consistency with Comprehensive Plan and Other Applicable Plans

The proposed use and development shall be consistent with and shall not interfere with the achievement of the goals and objectives of the Comprehensive Plan and any other applicable adopted plans and policies.

ii. Provides Adequate Public Services and Facilities

Adequate public service and facility capacity shall exist to accommodate uses permitted under the proposed development at the time the needs or demands arise, while maintaining adequate levels of service to existing development. Public services and facilities include, but are not limited to, streets, potable water, sewer, stormwater management structures, schools, public safety, fire protection, libraries, and vehicle/pedestrian connections and access within the site and to adjacent properties.

iii. Minimizes or Mitigates Adverse Impacts

1. The proposed use and development shall not result in the excessive destruction, loss or damage of any natural, scenic, or historic feature of significant importance.

2. The proposed development shall not cause significant adverse impacts on surrounding properties nor create a nuisance by reason of noise, smoke, odors, vibrations, or objectionable lights.
3. The hours of operation, outside lighting, and trash and waste collection shall not pose a hazard, hardship, or nuisance to the neighborhood.
4. The petitioner shall make a good-faith effort to address concerns of the adjoining property owners in the immediate neighborhood as defined in the pre-submittal neighborhood meeting for the specific proposal, if such a meeting is required.

iv. Rational Phasing Plan

If the petition involves phases, each phase of the proposed development shall contain all of the required streets, utilities, landscaping, open space, and other improvements that are required to comply with the project's cumulative development to date and shall not depend upon subsequent phases for those improvements.

(D) Additional Criteria Applicable to Primary Plats and Zoning Map Amendments (Including PUDs)

i. Consistency with Comprehensive Plan and Other Applicable Plans

The proposed use and development shall be consistent with and shall not interfere with the achievement of the goals and objectives of the Comprehensive Plan and any other adopted plans and policies.

ii. Consistent with Intergovernmental Agreements

The proposed use and development shall be consistent with any adopted intergovernmental agreements and shall comply with the terms and conditions of any intergovernmental agreements incorporated by reference into this UDO.

iii. Minimization or Mitigation of Adverse Impacts

1. The proposed use and development shall be designed to minimize negative environmental impacts and shall not cause significant adverse impacts on the natural environment. Examples of the natural environment include water, air, noise, stormwater management, wildlife habitat, soils, and native vegetation.
2. The proposed use and development shall not result in the excessive destruction, loss or damage of any natural, scenic, or historic feature of significant importance.
3. The proposed use and development shall not result in significant adverse fiscal impacts on the city.
4. The petitioner shall make a good-faith effort to address concerns of the adjoining property owners in the immediate neighborhood as defined in the pre-submittal neighborhood meeting for the specific proposal, if such a meeting is required.

iv. Adequacy of Road Systems

1. Adequate road capacity must exist to serve the uses permitted under the proposed development, and the proposed use and development shall be designed to ensure safe ingress and egress onto the site and safe road conditions around the site, including adequate access onto the site for fire, public safety, and EMS services.
2. The proposed use and development shall neither cause undue traffic congestion nor draw significant amounts of traffic through residential streets.