

Section 10 – Special Use Review

SPECIAL USE REVIEW – TECHNICAL CRITERIA

PROJECT NAME:	
APPLICANT:	DATE:

SPECIAL USE REQUEST IN CONJUNCTION WITH OTHER APPLICATION	
<input type="checkbox"/>	WRITTEN STATEMENT AND GRAPHICS (submit 28 copies) – Describe the precise nature of the proposed use and its operating characteristics. Illustrate how the special use review criteria have been satisfied.

STAND ALONE SPECIAL USE REQUEST	
<input type="checkbox"/>	LAND USE APPLICATION FORM (submit original, signed form)
<input type="checkbox"/>	SPECIAL USE REVIEW - TECHNICAL CRITERIA FORM (submit 3 copies)
<input type="checkbox"/>	APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)
<input type="checkbox"/>	WRITTEN STATEMENT AND GRAPHICS (submit 28 copies) – Describe the precise nature of the proposed use and its operating characteristics. Illustrate how the special use review criteria have been satisfied.
<input type="checkbox"/>	MAP (submit 8 - 24"x36" copies and 20 - 11"x17" copies) – Showing the proposed development of the site including: <ul style="list-style-type: none"> <input type="checkbox"/> Title of project <input type="checkbox"/> North arrow, scale and date of preparation <input type="checkbox"/> Topography <input type="checkbox"/> Building locations <input type="checkbox"/> Parking <input type="checkbox"/> Traffic circulation <input type="checkbox"/> Usable open space <input type="checkbox"/> Landscaped area <input type="checkbox"/> Utilities <input type="checkbox"/> Drainage features
<input type="checkbox"/>	PRELIMINARY BUILDING PLANS AND ELEVATIONS (submit 8 - 24"x36" copies and 20 - 11"x17" copies) – Sufficient to indicate the dimensions, general appearance and scale of all buildings
<input type="checkbox"/>	SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT (submit 3 copies) – <ul style="list-style-type: none"> <input type="checkbox"/> List of names and addresses of: <ul style="list-style-type: none"> <input type="checkbox"/> Surrounding property owners within 300 feet <input type="checkbox"/> Mineral interest owners of record <input type="checkbox"/> Mineral and oil and gas lessees for the property <input type="checkbox"/> Applicant certification that report is complete and accurate <input type="checkbox"/> Report is not more than 30 days old
<input type="checkbox"/>	PUBLIC HEARING NOTIFICATION ENVELOPES (submit 2 sets of stamped, addressed envelopes) <ul style="list-style-type: none"> <input type="checkbox"/> Envelopes shall have the Town's address as the mailing address and return address and the envelopes shall be addressed to the surrounding property owners within 300 feet, mineral interest owners of record, oil and gas lessees for the property, and appropriate referral agencies.
<input type="checkbox"/>	ADDITIONAL INFORMATION REQUIRED BY THE PLANNING ADMINISTRATOR <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

PLANNING COMMISSION RECOMMENDATION – SPECIAL USE REVIEW

APPROVED:	DATE:
DISAPPROVED:	DATE:
CONDITIONALLY APPROVED:	DATE:

COMMENTS:

SIGNATURE OF MAYOR

TOWN BOARD ACTION – SPECIAL USE REVIEW

APPROVED:
DISAPPROVED:
CONDITIONALLY APPROVED:

COMMENTS:

SIGNATURE OF MAYOR

PROJECT EVALUATION WORKSHEET FOR SPECIALUSE REVIEW APPLICATIONS

PROJECT NAME:	
APPLICANT:	PROJECT LOCATION:
NAME OF REVIEWER:	DATE:

ISSUE FOR REVIEW	COMMENTS
Do you have a good understanding of the proposed use? Do the written statement and graphics sufficiently describe the precise nature of the proposed use, its operating characteristics and how the review criteria will be satisfied?	
What are the adjacent land uses?	
How will the applicant provide attractive transitions and minimize conflicts between land uses?	

SPECIAL USE REVIEW CRITERIA	
CRITERION	HAS CRITERION BEEN MET?
A. The special use will satisfy all applicable provisions of the zoning code and subdivision regulations. Consider: Density and dimensional standards (16-3-490) including setbacks, floor area ratio, building height, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
B. Parking (16-2-210 - 16-2-245) <ol style="list-style-type: none"> 1. Parking does not dominate the frontage of pedestrian-oriented streets, interfere with pedestrian routes or negatively impact surrounding neighborhoods 2. Parking located to rear or side of building whenever possible 3. Off-street parking designed so vehicles may exit without backing onto a public street 4. Adequate paved off-street parking provided 5. Sufficient number of parking spaces (16-2-220) 6. Adequate bicycle parking provided 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

SPECIAL USE REVIEW CRITERIA

CRITERION		HAS CRITERION BEEN MET?	
C	<p>Sidewalks, Multi-Use Pathways and Trails (16-2-310)</p> <ol style="list-style-type: none"> Interconnected network of sidewalks 	<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:
D.	<p>Easement and Utility Standards (16-2-315)</p> <ol style="list-style-type: none"> Utility easements conform to standards Utility services permit multiple installations within easements Utilities placed underground, outside of tree lawn 	<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:
E.	<p>Landscaping (16-2-410 16-2-475):</p> <ol style="list-style-type: none"> Reinforces identity of community Provides tree-lined streets in urban areas Anchors buildings in the landscape Provides tree canopies within paved areas Is environmentally sensitive by preserving existing trees, using water conservation techniques, planting native species (when appropriate), and enhancing valuable habitat Complies with landscaping design standards (16-2-460) 	<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:
F.	<p>Buffering and Screening (16-2-480)</p> <ol style="list-style-type: none"> Buffer (combination of berming, planting and fencing) used to provide attractive transition/minimize conflicts between adjacent land uses 	<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:
G.	<p>Fencing (16-2-485)</p> <ol style="list-style-type: none"> Fencing architecturally compatible with the style, materials and colors of the principal buildings on the lot Fence complies with height limitations 	<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:
H.	<p>Architecture (16-2-510 – 16-2-735) and Design Vocabulary (16-2-835)</p> <ol style="list-style-type: none"> Consistent with Design Vocabulary – enhances Milliken's character Complies with architectural standards – building orientation, connections, accessible to pedestrians, wall articulation, facade treatment, screening of exhaust pipes, trash receptacles, etc. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No Comments:

SPECIAL USE REVIEW CRITERIA

CRITERION	HAS CRITERION BEEN MET?
I. Lighting (16-2-810) <ol style="list-style-type: none"> 1. All lights directed downward and light source is equipped with "cut-off" devices so that it will not be visible from any adjacent property; ambient skyward light is eliminated 2. Hours of lighting operation comply with 16-2-810 3. Height of freestanding and building-mounted light fixtures complies with standards 4. Appropriate lighting for trails and parking areas 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
J. Environment (16-2-815) <ol style="list-style-type: none"> 1. Wildlife and natural areas protected and adequately buffered 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments
K. Signs (Article 7) <ol style="list-style-type: none"> 1. Attractive, compatible signs 2. Type and number of signs permitted in zoning district 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
L. The special use will conform with or further the goals, policies and strategies set forth in the <i>Comprehensive Plan</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
M. The special use will be adequately served with public utilities, services and facilities and not impose an undue burden above and beyond those of the permitted uses of the district. Consider water, sewer, gas, electricity, phone, police and fire protection, etc. Have all referral agency comments been resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
N. The special use will not substantially alter the basic character of the district in which it is in or jeopardize the development or redevelopment potential of the district.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
O. The special use will result in efficient on- and off-site traffic circulation, which will not have a significant impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles adjacent to the site.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:

SPECIAL USE REVIEW CRITERIA

CRITERION		HAS CRITERION BEEN MET?	
P.	<p>Potential negative impacts of the special use on the rest of the neighborhood or of the neighborhood on the special use have been mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods.</p> <p>The applicant has satisfactorily addressed the following impacts:</p> <ol style="list-style-type: none"> 1. traffic 2. activity levels 3. light 4. noise 5. odor 6. building type, style and scale 7. hours of operation 8. dust 9. erosion control 10. visual impact <p>Has the applicant satisfactorily addressed all concerns from surrounding property owners?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	
Q.	<p>If the application is for gravel mining, has the applicant demonstrated compliance with the Aggregate Mining and Reclamation Standards in the <i>Johnstown/Milliken Parks, Trails, Recreation, and Open Space Master Plan</i>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	
R.	<p>The applicant has submitted evidence that all applicable local, state and federal permits have been or will be obtained.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	

