



CITY OF
TOPEKA

Conditional Use Permit

Guidelines for Evaluation of Applications

**PLANNING & DEVELOPMENT
DEPARTMENT**

(A) Land Use Compatibility

(1) Development density: Site area per unit, or intensity of use, should be similar to surrounding uses if not separated by major physical improvements or natural features.

(B) Height and Scale

(1) Height and bulk: Development should minimize difference in height and building size from surrounding structures. Substantial differences shall be justified by urban design considerations.

(2) Setbacks: Development should respect preexisting setback lines in surrounding area. Variations shall be justified by significant site features or operating characteristics.

(3) Building coverage: When possible, building coverage should be similar to that displayed in surrounding areas. Higher coverage should be mitigated by landscaping, buffering or other site amenities.

(C) Site Development

(1) Frontage: Generally, a project's frontage along a street or private way should be similar to its lot width.

(2) Parking and internal circulation:

(i) Parking and circulation should serve all structures with minimal vehicular and pedestrian conflicts.

(ii) All structures shall be readily accessible to public safety vehicles.

(iii) Development shall have access to adjacent public streets or private ways. Internal circulation should distribute traffic to minimize congestion at access points.

(3) Landscaped Areas: When possible, building coverage should be similar to that displayed in surrounding areas. Higher coverage should be mitigated by landscaping or other site amenities.

(D) Building Design

(i) Architectural design and building materials should be compatible with surrounding properties if located adjacent to residential districts or in highly visible locations.

(ii) The adaptive reuse and restoration of historically significant structures shall be considered. "Historically significant structures" means structures listed on the National Register of Historic Places or the State Register of Historic Places.

(E) Operating Characteristics

- (1) Traffic capacity:** Projects should not materially reduce the existing level of service on adjacent streets. Projects will be required to make street improvements and/or dedicate right-of-way to mitigate negative effects.
- (2) External traffic:** Project design should direct nonresidential traffic away from residential areas.
- (3) External effects:** Projects with long operating hours shall minimize effects on surrounding residential areas. Buffering techniques which isolate the conditional use from adjacent lower intensity uses may be required.
- (4) Outside storage:** If permitted, outside storage areas shall be screened from adjacent streets and less intensive zoning districts and uses.

(F) Public Facilities

- (1) Sewage disposal:** Developments involving sewage effluent shall connect to the public sewer system when available. If permitted, individual systems must not adversely affect public health, safety, or welfare.
- (2) Sanitary sewer:** Sanitary sewer shall have adequate capacity to serve the development when connection to a sewer system is required.
- (3) Stormwater management:**
 - (i) Development design should handle stormwater runoff without overloading or substantially diminishing capacity of public storm sewer system.
 - (ii) Development should not inhibit development of other properties.
 - (iii) Development should not increase probability of erosion, flooding, landslides, or other endangerment to surrounding properties.
- (4) Utilities:** Projects requiring utility service shall provide evidence of such service to the site.

(G) Comprehensive Plan

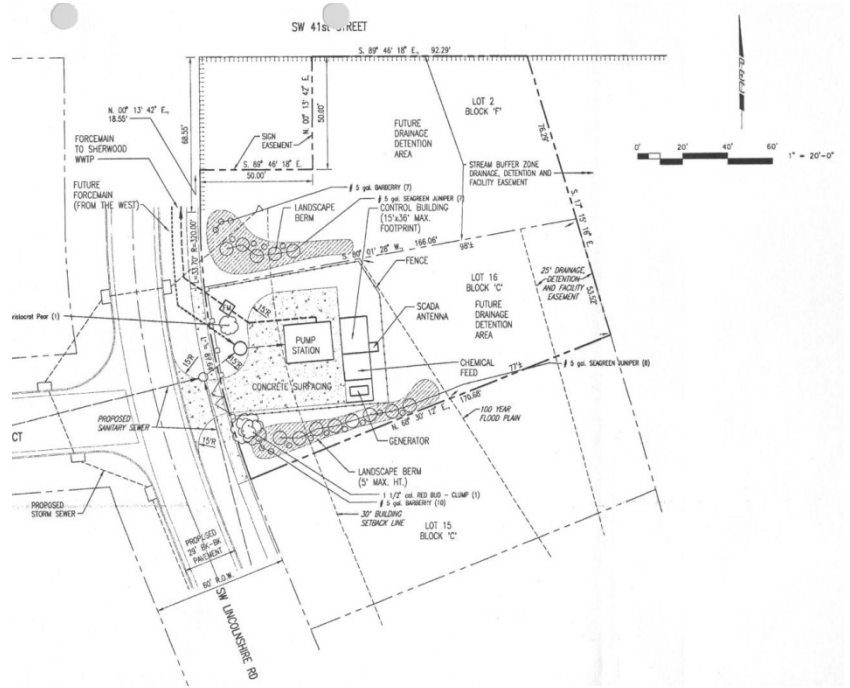
Projects should be consistent with the policies of the comprehensive metropolitan plan and should minimize adverse economic effects on surrounding properties.

(H) Additional Regulations

In addition to the foregoing guidelines, conditional uses shall be required to conform to the additional regulations specifically listed for a use as set forth in Chapter [18.225](#) TMC.

SITE PLANS FOR CONDITIONAL USE PERMITS

- a. Legal description of the property
- b. Location map.
- c. Dimension and bearing of all property lines.
- d. Name and address of property owner.
- e. Name, address and phone number of plan preparer.
- f. Date, scale, including bar scale, and north arrow.
- g. Names and dimensions of all adjacent and proposed streets and alleys.
- h. Location and dimensions of existing/proposed buildings, including setbacks to property lines
- i. Dimension of parking area including stalls and aisles.
- j. Location and dimensions of existing and proposed curb openings.
- k. Identify location, type and height of landscaping, fencing, and lighting
- l. Location and dimension of existing and proposed utilities, utility easements, fire hydrants.
- m. Location, height, area and setback of existing/proposed signage.
- n. Indicate existing zoning and provide a brief statement of use.



SAMPLE SITE PLAN