

# CITY OF MANCHESTER

## PROCESS FOR SPECIAL USE PERMIT:

*More information is available online at [www.manchestermo.gov](http://www.manchestermo.gov) & specifically in Code sections 405.530 – 405.585*

1. The applicant must fill out a Special Use Application form to be reviewed by the Planning and Zoning Administrator. The applicant must pay the non-refundable application fee of three hundred dollars (\$300.00).
2. The applicant will be referred to the Planning and Zoning Commission. The Planning and Zoning Commission meets on the second and fourth Mondays of every month at the Manchester Police Headquarters, 200 Highlands Blvd, Dr., 2<sup>nd</sup> Floor, Court Room at 7:00 p.m. The agenda for these meetings closes at 4:30 PM twenty (20) days in advance of the meeting.
3. The Planning and Zoning Commission will investigate and report as to the effect of the special use upon traffic and fire hazards, the character of the neighborhood, public safety and health, and the general welfare of the community. The Commission may also require a traffic analysis and/or projected sales volume analysis to assist in evaluating the application.
4. Whenever the Commission considers an application for a special use permit for a parcel of property, notice of such application shall be given, by letter, to all property owners within one hundred eighty-five (185) feet distant from the parcel being considered for a special use permit. **The names and addresses of property owners within 185 feet shall be provided by the applicant.**
5. The Commission shall make a recommendation to the Board of Aldermen within 90 days from the first presentation to the Commission. If the Commission should have an adverse report, the Commission shall forward to the Board of Aldermen its separate written report stating the reasons for its recommended denial of the application for the special use permit.
6. Upon receipt of a report and a recommendation of the Commission, the Board of Aldermen shall set a public hearing on the request for special use. The publication shall give notice of the time and place for the hearing and shall be published in a local newspaper at least fifteen (15) days prior to the date of the hearing  
*\*The Board of Aldermen meets on the first and third Mondays of every month at the Manchester Police Headquarters, 200 Highlands Blvd, Dr., 2<sup>nd</sup> Floor, Court Room at 7:00 p.m. The agenda for these meetings closes at 12:00 noon the Wednesday prior to the meeting.*
7. After the Public Hearing, the special use permit will be taken under advisement by the Board of Aldermen. They will review the proposed use in relation to the Comprehensive Plan, principles of land use and traffic planning, and the requirements for issuance of a Special Use Permit.
8. At a time when the Board of Aldermen feels they have had enough input to make the above determinations, they will either enact an ordinance or turn down the request.

It can take a minimum of **60 to 90 days** from the date the application is received by the City until the final action by the Board of Aldermen.

## SPECIAL USE PERMIT GUIDELINES

A Special Use should be approved only if it is found that the location is appropriate and not in conflict with the City's Comprehensive Plan, that the public health, safety, morals and general welfare will not be adversely affected, that such things as adequate utilities, off-street parking facilities and signage consistent with the sign regulations of the City of

Manchester will be provided, and that necessary safeguards will be provided for the protection of the surrounding property, persons, and neighborhood values, and, further, that the building or use will not:

- Substantially increase the traffic hazards or congestions, or
- Adversely affect the character of the neighborhood, or
- Adversely affect the general welfare of the community, or
- Overtax the public utilities, or
- Adversely affect public safety and health, including substantially increasing fire hazards.

Further, the granting of a special use permit for any of the uses set forth herein shall take into account the matters set forth when applicable, and any one or more of such matters may be made a condition of the granting of the special use permit:

1. That the minimum yard requirements of the district in which the use is to be located are observed.
2. That provision is made for appropriate lighting, which will not disturb adjacent property or affect traffic on adjacent rights-of-way.
3. That the buffer area requirements of the district in which the use is to be located are observed.
4. That the area or necessary portions thereof are adequately fenced so as to prevent unauthorized persons from having access to the area.
5. That the off-street parking requirements of the district in which the use is to be located are observed.
6. That appropriate provision is made for paving all parking and drive areas.
7. That appropriate provision is made for all sanitary sewage and storm water runoff.
8. That adequate provision is made for off-street loading and unloading docks or other facilities.
9. That adequate provision is made for ingress or egress to abutting rights-of-way.
10. That there is adequate area for the intended use, which area may be greater than the minimum otherwise specified in this ordinance and which shall be sufficient to protect all surrounding properties, taking into account all aspects of the intended use.
11. In off-street parking for public use or for employees, no sales, dead storage, repair work nor dismantling of automobiles shall be permitted.
12. That adequate provision has been made for the disposition of refuse and rubbish, garbage or other materials and for screening of such facilities.
13. That all signage proposed for the use is consistent with the sign regulations of the City of Manchester.
14. That adequate provision is made for noise anticipated for the use so that adjacent property users are not unreasonably disturbed.