

# Conditional Use

## PUBLIC HEARING PROCESS



### WHAT IS A CONDITIONAL USE?

“Conditional use” means a use similar to the allowed uses in a given zone but permitted only after review by the hearing examiner. The granting of a conditional use permit is based on compliance with performance standards intended to ensure that the use compatible with other allowed uses in the same vicinity and zone.

### WHAT IS THE APPLICATION PROCESS FOR A CONDITIONAL USE?

For purposes of determining conformance with the criteria, conditions, and requirements of LFP Municipal Code, an applicant must provide a completed application for conditional use, along with a site plan showing:

- Ultimate location and use of all buildings.
- Location of signs.
- Location and amount of off-street parking areas.
- Location and adequacy of ingress to and egress from parking areas.
- Any traffic and pedestrian improvements.
- Existing and proposed landscaping.
- Environmentally critical areas.
- Location of any proposed drainage facilities.
- Exterior lighting plans.
- Sketches to scale showing the building elevations.

### HOW IS AN APPLICATION FOR A CONDITIONAL USE REVIEWED?

Once the Planning Department receives a complete application proposing a conditional use, staff will review the proposal and develop a staff report and a recommendation to the hearing examiner.

The staff recommendation typically will be one of the following: approval of the proposal, approval of the proposal with specific conditions, or denial of the proposal.

See [Help Topic 5.1 Public Hearing Rules & Procedures](#) for more information about the hearing process.

Criteria used for review of conditional uses in general are as follows:

- A. The proposed use is consistent with the policies and goals of the comprehensive plan;
- B. The proposed use is not materially detrimental to other property in the neighborhood;
- C. The proposed use will supply goods or services that will satisfy a need of the community;
- D. The proposed use is designed in a manner which is compatible with the character and appearance with the existing or proposed development in the vicinity of the subject property;
- E. The proposed use is designed in a manner that is compatible with the physical characteristics of the subject property;
- F. Any requested modifications to the standards of the underlying zoning shall require a variance and be subject to mitigation to minimize or remove any impacts from the modification;
- G. The proposed use is not in conflict with the health and safety of the community;
- H. The proposed use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood;
- I. The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities;
- J. The applicant’s past performance regarding compliance with permit requirements and conditions of any previously issued land use permit including building permits, conditional uses or variances, shall be considered before approving any new permit.

**NOTE:** Additional submittal information may be required for the applicant to demonstrate that a proposal conforms to specific development criteria established for uses described in [LFPMC 18.54](#).

**PLEASE NOTE**

It is the responsibility of the applicant to demonstrate that all of the following criteria are met in order for the Hearing Examiner to consider approval of the application

**Questions?**

For more information, please contact the Planning Department  
[aplanner@cityoflp.com](mailto:aplanner@cityoflp.com)  
206-957-2837

**Access to Information**

Electronic versions of all forms, permits, applications, and codes  
are available on the Lake Forest Park website:  
<http://www.cityoflp.com/>  
Paper copies of all of the above are available at City Hall:  
17425 Ballinger Way Northeast, Lake forest Park, WA 98155

**DISCLAIMER:** The information included herein is meant to provide general information and guidance into general conditional use exception information in accordance with the Lake Forest Park Municipal Code and is not intended to be all inclusive. The following does not include information pertaining to environmentally critical area requirements or other land use and building permit requirements and procedures. Conditional use requirements can and do sometimes change after action by the City Council. Interested parties should always verify current requirements with the City Planning Department.