



**What do I check if an applicant is proposing a change of use (zoning)?**

- Is the proposed use allowed in the zoning district?
- Is the proposed use subject to any conditions, like a use permit?
- Is there a special permit on the site?
- Does the proposed change affect required parking? If so, refer to Traffic.

**What if an applicant is proposing a change of occupancy (building code)?**

- If the use is allowed in the zoning district, a change of occupancy (Building Code) alone should not require any changes to existing site conditions.
- Does the proposed occupancy change affect required parking? If so, refer to Traffic.

**If the project scope is a tenant improvement, remodel or addition less than 2,000 square feet what should I remember?**

- Existing legally non-conforming development does not have to meet current standards.
- New landscaped areas are not required unless new parking areas are proposed.
- Screening of existing mechanical equipment or parking is not required (new equipment and parking must be screened).

**When do I use the Planning Commission Policy and what does the Planning Commission Policy require?**

- Use the Planning Commission policy for complete exterior structural remodeling of commercial uses.
- New landscaping is to be provided in existing planters that no longer have trees.
- The policy requires the introduction of new landscape planters at ends of parking rows and approximate 100' spacing between rows.
- If the parking provided exceeds 10% of required parking, then full landscape planters are to be provided.
- If the parking provided is not more than 10% required parking, then diamond planters are to be provided to conserve existing parking and to provide additional landscaping.

**What do I do when there are buildings over property lines?**

- No action is required for existing buildings built over property lines if the properties are currently owned by the same owner.
- No action is required for additions or new buildings that do not cross property lines.
- For additions or new buildings that would cross over property lines: a replat or covenant agreement with the building official is required.

Refer to Infill Incentive and Adaptive Reuse policies for additional guidelines.