**Special Use Permits** allow for certain types of businesses to be located in zoning districts other than as specified in the zoning ordinance. An application for a Special Use Permit is reviewed by the Planning Commission before being considered by the City Council. Each board conducts a public hearing*.

An approved Special Use Permit may contain conditions for operation of the business that specify operation, site development, parking, signs and a duration for the permit.

Two common examples of Special Use Permit types are for day care centers and hair styling salons conducted from a home. Special Use Permits are also issued for businesses in Commercial zoning districts to operate in a district which is more restrictive than the approved use.

**Outdoor Sales/Events**

All uses providing goods for display or sale outside of the primary building require C-3 zoning or above. A Special Event Permit may be required. See a member of Community Development for details.

**Zoning Change**

Zoning and site plans may be changed with approval of the City Council. Two public hearings* are conducted to consider the request, first with the Planning Commission, then the City Council. City staff is available to guide you through this process.

*What is a public hearing?*

A public hearing is the process by which the public is invited, by certified mail & published notice, to attend meetings regarding applications filed for zoning changes, site plan revisions and other requests before the Planning Commission and City Council. Those who will receive a certified mail notice are people who own property within 185' of the property requested for change. The purpose of the public hearing is to provide a forum for citizens to express their opinion, and for questions to be asked, answered and documented.

**General Information About Operating a Home Based Business**

The Gladstone Zoning Ordinance does not allow for business to be operated in residential areas except with an approved Home Occupation License. Occupational Licenses are issued annually on a fiscal year calendar which runs from July 1st through June 30th. The fee is a $30 flat rate plus 30¢ per thousand dollars of the gross receipts for the business (this figure may be estimated the first year of operation).

The following are conditions related to operating a home based business:

- There must be no outdoor storage of materials related to the business.
- There must be no parking of commercial vehicles or commercial deliveries.
- No patrons of the business may come to the home office and there shall be no evidence of the business discernible at the perimeter of the property.
- The business must not produce any obnoxious or offensive vibration, noise, odor, dust, smoke or fumes.
- The residential appearance of the dwelling must not be changed by alterations or additions for the business or for commercial uses, and the business shall not occupy more than twenty-five (25) percent of the total floor area of the dwelling.
- Only members of the family who live in the home may carry on the business, and no persons who do not live in the home shall be employed in or assist in the business.
- An Occupation License is required for the business.
- A description of the type of business to be conducted is required on the Home Occupation form.

**Planning and Zoning** is responsible for the administration and development of rezoning, property subdivision, site plans, special use permits, home-based businesses, and variances. This brochure explains what is allowed in each zone and provides information on the processes for addressing changes in zoning.

**City of Gladstone**

Community Development

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Gladstone, MO 64118

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Zoning Information

Zoning Uses
The following is meant to be a basic guideline and does not constitute the entire list of allowable uses in any category of zoning.

What is allowed in Residential Zoning?
Housing is allowed in this type of zoning district, however no commercial businesses are allowed beyond that which is an approved home based business. Churches, public schools and publicly owned facilities are also allowed in residential zoning districts.

R-1 zoning allows only one family to live on the property. It does not allow for an owner to rent out a room or portion of the house.

R-2 zoning allows duplexes or other structures which would house two families, in addition to custodial care living units as well as single family residences.

R-3 zoning allows garden apartments as well as the types of housing allowed in R-1 and R-2 districts.

R-4 zoning allows apartment housing, boarding & lodging houses, fraternity & sorority houses, hospitals, sanitariums, and convalescent homes, in addition to the types of uses allowed in R-3, R-2 & R-1 zoning districts.

What is allowed in C-0 Zoning?
Offices such as accounting firms, doctors, dentists, lawyers, real estate agencies, insurance agents and others are allowed in C-0 districts.

What is allowed in C-1 Zoning?
C-1 zoning allows any that is allowed in C-0 zoning districts plus other professional offices such as banks, beauty shops, check cashing, tailors, photographers and shoe repair shops; shops and stores for retail notions such as jewelry, flower shops, clothing, drugs and cosmetics, hardware, furniture and antiques; post offices, utility offices and schools; eating establishments; pick-up & coin operated laundry and dry cleaning; businesses providing drive-up window service and; bakeries and doughnut shops employing less than five persons at a time.

What is allowed in C-2 Zoning?
C-2 zoning allows any businesses that are permitted in C-1 & C-0 zoning districts plus other retail shops or wholesale stores such as department stores; shops for the retail sale of automotive supplies; convenience stores; services such as clubs, radio or television broadcasting; indoor entertainment, recreational places; hotels & motels; laundry & dry cleaning; small appliance repair; printing & publishing; places where alcoholic beverages are served; places of public assembly; public parking lots; and pet shops & small animal hospitals.

What is allowed in C-3 Zoning?
C-3 zoning allows any businesses that are permitted in C-2, C-1 & C-0 zoning districts plus shops, stores and yards for the retail sale or rental of automobiles, trucks, boats, trailer, building supplies, lawn accessories and retail or wholesale sales of automotive, construction and farm equipment; retail sale of petroleum products; services such as auto repair & washing, general repair or fix-it shops; taxi service; drive-in theaters; public swimming pools; businesses where outside waitress services are provided; nurseries and greenhouses; funeral homes, bakeries and pop bottling manufacturers; or assembly of products to be sold only at retail on the premises.

What is allowed in C-4 Zoning?
Only businesses for the storage of personal property items in individual storage units, commonly known as mini-warehouses, are allowed in C-4 zoning districts.

What is allowed in M-1 Zoning?
Light industrial businesses are allowed in M-1 zoning districts including distribution centers; warehouses; packaging & shipping centers; storage buildings; motor freight depots; laboratories and testing centers; manufacturing, processing or assembly of office equipment, leather or plastic products, toys, household appliances, paper products and mobile homes.

Planned Districts
A “P” can be added to any designated zoning district listed, making the district “planned”. For example, RP-3 would be a Planned Garden Apartment District and CP-0 would be a Planned Commercial Non-Retail District.

A planned district allows for some flexibility in the location of buildings, parking, yard requirements and other features of development, but does not allow for usage other than what is allowed in the zoning type.

When a district is “planned”, there is generally a Site Plan on file which has been approved by the City Council. The site plan would show the location of the buildings, parking and sometimes details such as landscaping and sign locations. In a Planned District, the property must be developed in accordance with the approved Site Plan. No changes can be made to the Site Plan without returning to the City for review and approval.