

Comprehensive Plan Amendments

General Information

A Comprehensive Plan Amendment (CPA) allows a property owner or the City to change the underlying land use designation on a property located within the City's boundaries or other portions of the Comprehensive Plan. The land use designation is used to guide what types of developments are allowed throughout the City. The underlying land use must be in line with the zoning designation of the property; therefore, oftentimes a zoning amendment request must also accompany the CPA request.

Application Requirements

- Complete planning/subdivision application form
- Payment of application fees
- Legal description of property to be amended
- A written narrative describing the request and proposed use of property
- Color maps showing the following: general location of proposed changes (scaled appropriately for the site), current planned land use and proposed land use, and current and proposed sanitary sewer staging changes
- Net density of the property once proposed improvements are completed, including the following calculations expressed in acres: gross residential property size, public parks and open space, wetlands/water bodies/ponds at or under the 100-year floodplain elevation, arterial road right-of-way, and others as may be requested by Planning Department staff
- Plans for managing stormwater generated from the site
- Changes to projected water use
- Submission of a complete zoning amendment application (if applicable)
- Traffic study (if applicable)
- Other necessary information as requested by Planning Department staff

Review Process & Timeline

- Schedule and complete a pre-application meeting with Planning staff to go over preliminary plans and proposed amendments
- Applicant submits application, fee, and required information
- Planning staff reviews the application and makes a determination of whether the application is complete. Staff has 15 business days to determine if additional information is needed and will send a letter to the applicant requesting any additional items. If an application is deemed incomplete, the 60-day time limit for the City to approve or deny the application does not start. The 60-day time period may be

extended an additional 60 days if the City provides written notice of the extension to the Applicant before the initial review period ends.

- Once a complete application is received, Planning staff will send the request to all relevant review agencies for comment. Some requests may require adjacent and affected jurisdiction review and comment.
- Public hearing notices are mailed to property owners within 750 feet of the property and posted in the newspaper and on the City's website. Postcards are also mailed to property owners, and a sign is placed on the site.
- Planning Commission receives a staff report from City staff, holds public hearing, and collects testimony from anyone wishing to speak for or against the request. The applicant or their representative must attend the Planning Commission meeting. The Planning Commission may continue the public hearing or recommend approval or denial to the City Council.
- The City Council considers the application, staff report, and Planning Commission recommendation and makes a final decision.
- The City Council's decision and supporting documentation is forwarded to the Metropolitan Council for review. All requests must be authorized by the Metropolitan Council to be effective. This process takes place outside of the 60-day time limit and can take an additional 60 to 120 days.