

**COMPREHENSIVE LAND USE PLAN MAP CHANGE
&
COMPREHENSIVE LAND USE PLAN TEXT AMENDMENT
APPLICATION AND REVIEW PROCESS**

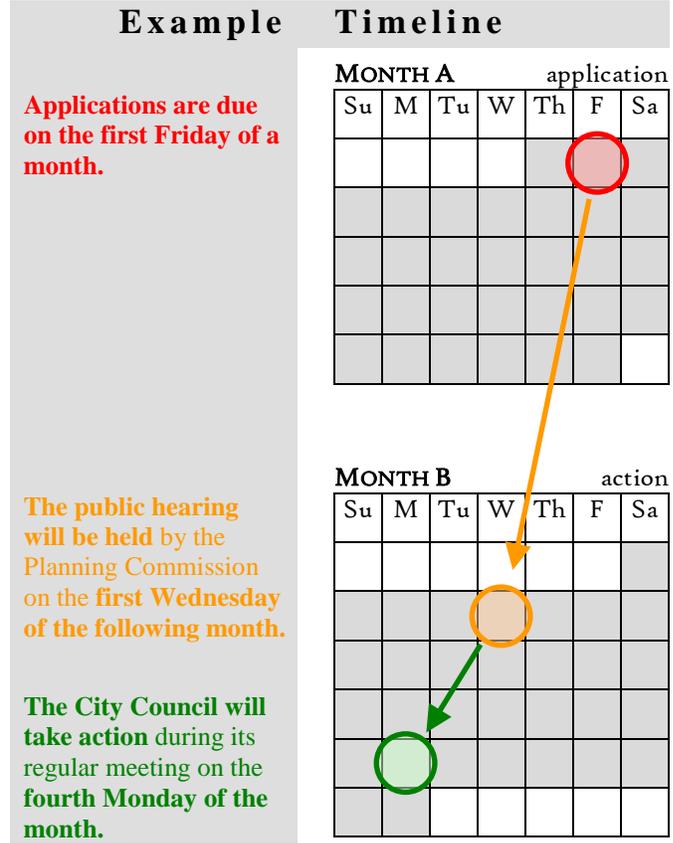
Overview: Comprehensive Land Use Plan (Comp Plan) map change and Comp Plan text amendment applications will be reviewed by City staff and discussed in a public hearing by the Planning Commission, which meets on the first Wednesday of each month, before final action is taken by the City Council at its regular meeting on the fourth Monday later that month.

Application Deadline: Applications must be received by the close-of-business on the **first Friday of each month**; applications received after this date cannot be heard at the Planning Commission meeting of the following month. Minnesota State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Note: A community open house as described below must be held prior to submission of an application for approval of a Comp Plan map change.

- Purpose: The purpose of a community open house is to provide a convenient forum for engaging community members in the development review process, to describe the proposal in detail, and to answer questions and solicit feedback.
- Timing: The open house is to be held not more than 30 days prior to the submission of an application for approval of a Comp Plan map change. An open house should be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.
- Location: The open house is to be held at a location in or near the neighborhood affected by the proposed Comp Plan map change, and (in the case of a map change near Roseville’s boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant may arrange for the meeting to be held at the City Hall Campus.
- Invitations: The applicant is responsible for preparing a printed invitation identifying the date, time, place, and purpose of the open house, and mailing the invitation to property owners within five hundred feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to



receive the invitations. The addresses of the appropriate recipients will be prepared and provided in electronic format by Community Development Department staff, and may be obtained by submitting the attached request form. The invitation must clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open house. The invitations shall also include a sentence that is substantially the same as the following:

This open house meeting is an important source of feedback from nearby property owners and is a required step in the process of seeking City approval for the proposed Comprehensive Plan map change, and a summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.

- **Summary:** A written summary of the open house must be submitted as a necessary component of a complete rezoning application.

Initial Review: Applications will be reviewed for completeness by Community Development Department staff, and a determination of completeness will be provided to the applicant, in the form of a letter, within about 10 days of the application submittal date. A letter in response to an *incomplete* application will identify the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will restart. A letter in response to a complete application will outline the schedule for the formal review and approval process described below.

Formal Review: Comp Plan map change and text amendment applications will be discussed by a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience; a summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Planning Commission.

Staff Report: Community Development staff will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances and policies, and providing a recommendation for the Planning Commission. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Planning Commission meeting.

Notice of Public Hearing: Minnesota State Law requires notice of a public hearing to be published in a specified, legal newspaper a minimum of 10 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 500 feet of the affected property. City policy also requires a "Notice of Land Use Application" sign to be posted on the subject property at least 10 days prior to the date of the public hearing; larger sites may require additional signs. Community Development Department staff is responsible for all of these notices.

Planning Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the Planning Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials. The hearing will be televised and recorded, so applicants should be prepared to speak into the microphone at the presentation table.

- **At the Public Hearing:** The Planning Commission Chairperson will call the meeting to order at the appointed time, Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask

questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a recommendation for City Council action.

- **Planning Commission Action:** The Planning Commission does not approve or deny an application; instead, it makes a recommendation of approval or denial to the City Council, and provides the rationale for its recommendation. To recommend approval of minor amendments, only a simple majority vote is necessary, but an approval recommendation for substantial amendments requires at least a five-sevenths (i.e., 5-2) vote from the Planning Commission. The application, along with the recommendation of the Planning Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Planning Commission meeting. Based on the recommendation from the Planning Commission, in addition to its own review, the City Council may approve or deny the proposal as an item on the “Consent Agenda”. At its discretion the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request. City Council may only approve a Comp Plan Map Change or Text Amendment by a four-fifths (i.e., 4-1) vote or better.

Metropolitan Council: If the City Council approves a map or text amendment to the Comp Plan, the amendment must be reviewed by the Metropolitan Council to confirm whether the approved amendment is in conformance with its regional forecasts and plans. This review process may take several weeks to complete, and the statutory action timelines for any applications (e.g., a rezoning application) submitted concurrent with an amendment to the Comp Plan may need to be extended to accommodate the Metropolitan Council’s review.

Please keep this sheet for your reference after you have submitted the attached application.



COMMUNITY DEVELOPMENT
2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ Fax: (651) 792-7070

**OPEN HOUSE ADDRESS LIST
REQUEST FORM**

CITY CODE SECTION 1009.07
www.ci.roseville.mn.us

This is not a Land Use Application and does not initiate the review timeline mandated in MN Stat. 15.99.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Purpose of Open House: Comp. Plan Map Change Interim Use Rezoning

5. Description of Proposal:

6. Additional Information: Provide a sketch plan or site plan with this request form illustrating the intended uses and their general placement on the property involved, along with any other information that would be useful in the consideration of the project or use being proposed.

7. Signature: _____ **Date:** _____



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COMPREHENSIVE LAND USE PLAN TEXT AMENDMENT APPLICATION**

CITY CODE SECTION 201
www.ci.roseville.mn.us

COMPREHENSIVE PLAN
www.ci.roseville.mn.us/CompPlan

APPLICATION FEE: \$925

Fee should be made payable to City of Roseville upon submittal of completed application.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: *(if different from above)*

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: *(if different from above)*

4. Comprehensive Land Use Plan Request: Complete item 4a and/or 4b as needed.

a. Map Change:

Existing Designation: _____

Proposed Designation: _____

b. Text Amendment: Identify the section or quote the text of the Comprehensive Land Use Plan for which the text change is requested and briefly describe how the text would be amended.

5. Statement of Intent: Describe exactly what will be done on or with the property requiring the Comprehensive Land Use Plan map change and/or text amendment.

6. Additional Required Information:

a. Legal Description and PIN: Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

b. Written Narrative: The applicant should understand the nature of the proposed changes and provide the necessary factual information, impacts that such changes may have, and pertinent policy justification in support of a proposed Comprehensive Land Use Plan map change and/or text amendment. Planning staff members can assist in identifying issues, examples, and applicable background information. *Some Comp Plan amendments may represent relatively minor changes that differ only slightly from the adopted plan, but remain basically consistent with the intent of the plan and its broader policy directives. Other amendments may represent significant departures in major plan elements or policies. For this reason, the nature and scope of the narratives in these two cases may vary greatly.*

c. Open House Summary: A written summary of at least one open house meeting is a required component of a Comprehensive Land Use Plan map change application.

7. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

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