

Application for amendment to comprehensive plan

Requirements and process overview

The City of St. Louis Park is required to update its comprehensive plan every 10 years. From time to time, land uses change at a more rapid pace than can be accommodated by the regular update. These dynamics may require amendments to the plan.

Property owners may request to have the comprehensive plan designation of their property changed by completing a comprehensive plan amendment application and submitting it to the community development department.

Once submitted, the comprehensive plan amendment application will be reviewed by community development and presented to the planning commission at a public hearing. The planning commission will make a recommendation of approval or denial to the city council.

Amendments to the comprehensive plan require a 2/3 majority vote of the city council contingent upon approval of the Metropolitan Council.

Submittal checklist

- Application form
- Filing fee
- A map or plat showing the lands proposed to be changed and all lands within 500 feet of the boundaries of the parcel.
- A complete and accurate legal property description. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (a Warranty Deed, for example) must accompany the application.
- Two sets of names and address labels of all property owners within 500 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
- Electronic copy (CD or flash drive) of all exhibits
- Any supplementary information deemed necessary by city staff

An application is not complete until all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration.

Amendments to the comprehensive plan will be considered based on the following:

Future use details

- Proposed land use
- Information regarding existing land use(s) and the land uses for 1,000 feet around the location of the proposed amendment
- Number of residential units or additional square footage
- Proposed density
- Proposed building footprint
- Building footprints, size, dimensions and materials in relation to the surrounding neighborhood
- Parking areas
- Ingress and egress points
- Other relevant physical characteristics

Impact analysis

- Effects on surrounding land uses
- Site amenities and considerations, including floodplain, topography, vegetation, wetlands, soils and trees
- Effects on regional transportation systems, including public roadways and transit systems
- Effects on trails, parks, waterways and other recreation areas
- Method for handling storm water
- Ability of local sanitary sewer and water systems to accommodate development
- Effects on any other public or private utility systems
- Relationship to housing goals of the city

Staff recommendations

- Staff decision on whether to recommend approval or denial of any given proposal to amend the plan will be based on the following criteria:
- Evidence that the proposed development surmounts constraints or offers new or different opportunities that were not previously considered by the plan
- Demonstration that the proposed amendment has merit beyond the interest of those parties responsible for its proposal
- Ability of the city to account for the proposed change within the constraints of the adopted Capital Improvement Program
- Consideration of the impacts of the proposed amendment on current and future special assessments and utility receipts, future property tax assessments or other fiscal impacts upon the city

Staff must be able to answer the following questions regarding the proposed amendment to the plan:

- How does the proposed amendment impact surrounding properties?
- How does the proposed amendment change the physical character of the location and neighborhood?
- Does the proposed amendment improve or degrade the transitions between existing land uses?
- How does the proposed amendment impact the natural environment?
- Are there unaccounted benefits to the proposed amendment, like the removal of blighted properties?
- Will the proposed amendment affect the city's ability to maintain compliance with the regional planning guidelines set by the Metropolitan Council?
- Does the proposed amendment require analysis by an outside expert, including but not limited to traffic engineers, financial consultants, hydrologic engineers or environmental engineers?

Experience *LIFE* in the Park

Application due dates for consideration at planning commission meetings

Applications are reviewed by the planning commission on the first and third Wednesday of the month. To be eligible for consideration, a completed application must be received by the community development department on the following dates:

Date received:	Planning commission meeting of:	Consideration at city council on:
Nov. 5, 2018	Dec. 5, 2018	Jan. 7, 2019
Nov. 19, 2018	Dec. 19, 2018	Jan. 22, 2019*
Dec. 3, 2018	Jan. 2, 2019	Feb. 4, 2019
Dec. 17, 2018	Jan. 16, 2019	Feb. 19, 2019*
Jan. 7, 2019	Feb. 6, 2019	March 4, 2019
Jan. 22, 2019	Feb. 20, 2019	March 18, 2019
Feb. 4, 2019	March 13, 2019*	April 11, 2019
Feb. 19, 2019	March 20, 2019	April 15, 2019
March 4, 2019	April 3, 2019	May 6, 2019
March 18, 2019	April 17, 2019	May 20, 2019
April 1, 2019	May 1, 2019	June 3, 2019
April 15, 2019	May 15, 2019	June 17, 2019
May 6, 2019	June 5, 2019	July 1, 2019
May 20, 2019	June 19, 2019	July 15, 2019
June 3, 2019	July 3, 2019	Aug. 5, 2019
June 17, 2019	July 17, 2019	Aug. 19, 2019
July 1, 2019	Aug. 7, 2019	Sept. 3, 2019*
July 15, 2019	Aug. 21, 2019	Sept. 16, 2019
Aug. 5, 2019	Sept. 4, 2019	Oct. 7, 2019
Aug. 19, 2019	Sept. 18, 2019	Oct. 21, 2019
Sept. 3, 2019	Oct. 2, 2019	Nov. 4, 2019
Sept. 16, 2019	Oct. 16, 2019	Nov. 18, 2019
Oct. 7, 2019	Nov. 6, 2019	Dec. 2, 2019
Oct. 21, 2019	Nov. 21, 2019	Dec. 16, 2019
Nov. 4, 2019	Dec. 4, 2019	Jan. 6, 2020
Nov. 18, 2019	Dec. 18, 2019	Jan. 21, 2020*
Dec. 2, 2019	Jan. 8, 2020*	Feb. 3, 2020
Dec. 16, 2019	Jan. 15, 2020	Feb. 18, 2020*

An application is not considered complete and will not be accepted until all requirements are satisfied. Requirements are included with application.

*If the first or third Wednesday of the month is a holiday, the planning commission meeting will be held the following Wednesday.

**If the first or third Monday is on a holiday, the city council meeting will be held the following Tuesday unless that Tuesday is also a holiday. If this is the case, the meeting will be moved to the next succeeding Monday that is not a holiday.

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Fee – \$2,150

Applicant/contact

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Current fee owner

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Street address of property involved

Street address: _____

City: _____ State: _____ ZIP code: _____

Legal description of property

Torrens Abstract

* If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is Abstract, a copy of the most recent deed or instrument of transferring the title must accompany the application.

Current comprehensive plan designation

RL RM RH MX COM IND
 OFC BP CIV PRK ROW RRR

Proposed comprehensive plan designation

RL RM RH MX COM IND
 OFC BP CIV PRK ROW RRR

Section of comprehensive plan to be amended:

What changed or changing conditions make the passage of this amendment necessary?

What is the expected effect of the proposed amendment?

What other circumstances justify the amendment?

Provide a brief summary of the proposed project, to be published on the city's website, which addresses the amendment request. (Approximately 50-75 words)

Acknowledgement and signature

The undersigned hereby grants permission to the city to enter the property at any time during the application process and to install sign(s) on the property notifying the public of their application.

The undersigned hereby represents upon all of the penalties of law, for the purpose of including the City of St. Louis Park to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of St. Louis Park and the laws of the State of Minnesota.

Applicant

Print name

Signature

Current fee owner

Print name

Signature (if different from applicant) or attach letter from current fee owner