

PLANNING ESSENTIALS: COMPREHENSIVE PLAN AMENDMENT

HOW TO APPLY

Submit the following information:

- Comprehensive plan amendment application
- A current document identifying proof of ownership. This may include a certificate of title, deed or property tax statement
- Statement describing:
 - Intended use of the property,
 - Why you believe the city should approve the proposed amendment
 - How the proposal meets the development code requirements listed below
- Plans:
 - One 8 1/2" x 11" and one 11" x 17" half-scale reproducible print for each required sketch, drawing, or plan
 - Two 24"x36" copies of each plan sheet (if required by staff)
 - Digital Copies of plans can be submitted at shoreviewmn.gov

APPLICATION FEES

- Filing fee: \$600 or \$100 if it's an amendment to the natural or residential sections
 - Non-refundable

PROCESSING YOUR APPLICATION

This request requires a public hearing. Staff will review the application in accordance with sections 203.053 and 203.020 (A) of the city code. After review, staff will schedule a public hearing.

- Notice:
 - Newspaper publication:
 - Staff will provide published notice 10 days before the public hearing
 - Notice will include the purpose, time, date, and location of the public hearing
 - Affidavits of publication will be part of the meeting's record
 - Mailed notice:
 - Staff will provide written notice to property owners within 350 feet of the property 10 days before the public hearing
 - Notice will include the purpose, time, date, and location of the public hearing
 - An affidavit with the names and addresses of the property owners will be part of the meeting's records
 - The process will not be invalidated if:
 - Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt



- Public hearing
 - Planning commission will:
 - Hold a public hearing and review the request according to the city code
 - Make a recommendation for approval or denial to the city council and provide the reasons for it
 - The request can also be tabled for further review
 - City council will:
 - Consider the request based on the planning commission's recommendation
 - The city council can also hold a public hearing instead of the planning commission
 - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions:
 - If approved, the city council may impose conditions and safeguards that ensure the use:
 - It will not be detrimental to the health, safety or general welfare of the community
 - Is in harmony with the general purpose and intent of the development ordinance and the comprehensive guide plan
 - If denied, the city council will provide reasons for it
- Decision:
 - Comprehensive guide plan amendments require a 4/5 majority vote of the city council for approval
 - Decisions are final
- Metropolitan Council:
 - Staff must submit proposed amendments to Metropolitan Council and affected governmental units for comments
 - Excludes housekeeping or capital improvement program amendments
 - Metropolitan Council needs to accept all amendments before they go into effect

DEVELOPMENT CODE REQUIREMENTS

- Proposed designation:
 - Will not allow development that will have an adverse impact on nearby properties
 - Existing land use of nearby properties will be basis for review
 - Staff may require documentation said that supports these findings
- Staff, planning commission, and city council will consider these elements during review:



- Site and characteristics of nearby land uses
- Potential building mass differences,
- Traffic generation,
- Separation and buffering between different land uses;
- Site capacity for sewer, water, access, topography, etc.

MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. Additional applications related to the proposal will also need to be submitted with this application. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

QUESTIONS?

Shoreview Community Development Department
651-490-4680 | shoreviewmn.gov

