



## Comprehensive Plan Amendment

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A comprehensive plan amendment (CPA) allows a property owner or the City to change the underlying land use designation on property located within the City's boundaries. The land use designation is used to guide what the types of developments allowed throughout the City. It ensures residential uses are protected from negative effects of Industrial or Commercial uses. The underlying land use must be in line with the zoning designation of the property; therefore, often times a zone change request must also accompany the CPA request.

### Information Required for a CPA

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required Fee (non-refundable)
- Scaled Map Showing Property to be changed
- Description of Proposed Use of Property
- Electronic plans may be required as directed by staff
- Other necessary information as required by the Community Development Department

### Process for Approving a CPA

- Step 1: Schedule a pre-application meeting with the Community Development Department to go over preliminary plans and proposed change.
- Step 2: Applicant submits application, fee, and required information (see list above).
- Step 3: Staff will review the submission and make a determination of whether the application is complete. Staff has 15 days to determine if additional information is needed and will send a letter to the applicant requesting the documents be submitted. If an application is deemed incomplete, the 60 day time limit (beginning the day the application is submitted) for the City to approve or deny the application will stop. 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.
- Step 4: Once a complete application has been received, the Community Development Department will send the request to all relevant review agencies for comment. Agencies include the city engineer, fire chief, police chief, county and state transportation departments, building official, etc.
- Step 5: Staff will prepare a report of the request and place the item on the next available Planning Commission meeting. Applications must be received 39 days before the meeting to provide time for agency review.

- Step 6: Public hearing notices are mailed to all property owners within 350 feet of the property in question by the Community Development Department and published in the Anoka County Union 10 days prior to the meeting.
- Step 7: The Applicant or their representative attends the Planning Commission public hearing. The Planning Commission shall consider if the proposed change is consistent with the general purpose and intent of the Comprehensive Plan. The Commission will hear testimony from anyone wishing to speak for or against the request. At this time the Applicant or their representative should speak to their request.
- Step 8: The Planning Commission recommendation of approval, denial, or approval with conditions will be forwarded to the next available City Council meeting. Conditions of approval may be attached to mitigate any negative effects the CUP may have.
- Step 9: The City Council will consider the application, staff report, and Planning Commission recommendation and make a final decision of approval, denial, or approval with conditions.
- Step 10: If approved, the resolution will be published in the Anoka County Union.
- Step 11: The staff report, resolution, and supporting documentation will be forwarded to the Metropolitan Council, a regional policy-making body, planning agency, and service provider for the Twin Cities metropolitan region. All Comprehensive Plan Amendments must be submitted to the City of Anoka's sector representative at the Metropolitan Council to ensure the proposal meets the regional plan for land use, the waste treatment facility, and economic projections. The sector rep will review the application and make a determination within 60 days of submission by the City.

### **Meetings**

As noted above, there are two required meetings for a CUP. The first is the Planning Commission, a seven member appointed board of community residents. Meetings are held the first Tuesday of the month at 7:00 pm in the Council Chambers at City Hall. Following this meeting, the request will be heard by the City Council at their meeting on the third Monday of the month at 7:00 pm and make a final decision.

Additional information can be obtained or a pre-application meeting scheduled by calling the City of Anoka Planning Department at 763-576-2720.