



## Zone Change

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A zone change request allows a property owner or the City to change the zoning designation on property located within the City's boundaries. Changing the zoning designation changes the permitted, accessory and special uses allowed on the property.

### Information Required for a Zone Change

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required Fee (non-refundable)
- Scaled Map Showing Property to be Rezoned
- 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 Zone Change

- 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 or denial will be forwarded to the next available City Council meeting.

Step 9: The City Council will consider the application, staff report, and Planning Commission recommendation and make a hold a first reading. No decision is made at this first City Council meeting.

Step 10: The City Council will hold a second hearing and make a final decision of approval or denial.

Step 10: If approved, the ordinance will be published in the Anoka County Union and the change will become official 10 days following the approval.

### **Meetings**

As noted above, there are three required meetings for a zone change. 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 the Planning Commission are two City Council meetings. City Council meets the first and third Monday of the month. The entire process takes about two and a half months if there are no delays caused by incomplete applications.

Additional information can be obtained by calling the City of Anoka Planning Department at 763-576-2720.