

Comprehensive Plan Amendment

SUBMITTAL GUIDE



May 2011

This guide was developed to streamline the comprehensive plan amendment submittal process by providing instructions and applicable guidelines and policies in one location. The comprehensive plan amendment guide and form are available in digital format

online: <http://www.metrocouncil.org/planning/assistance/resources.htm>

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Comprehensive Plan Amendment Submittal Instructions

If a municipality changes any part of chapter of its comprehensive plan, it must submit the comprehensive plan amendment to the Metropolitan Council for review. Municipalities amend their comprehensive plans for various reasons, including:

- Changes resulting from interim planning activities
- Changes to a land use guiding to allow a proposed development
- Routine update of a public facilities element
- Text amendment to revise a policy or land use category
- Route update to incorporate new information

If you need assistance about whether a comprehensive plan amendment is needed or assistance completing any part of the comprehensive plan amendment form or procedures, contact the Metropolitan Council's [Sector Representative](#) assigned to your municipality for further information.

Consult the Metropolitan Council's [Local Planning Handbook](#) for detailed information about the review criteria used once comprehensive plan amendments have been submitted for review.

Steps to Take Before Submitting an Amendment for Review

Before a municipality submits a comprehensive plan amendment to the Metropolitan Council for review, it must take the following steps:

- Planning Commission approval
- Local governing body approval (but not final adoption)
- Adjacent governmental units and affected school districts review

Adjacent Review Period

The municipality must allow adjacent governments, affected special districts, and affected school districts up to **60 days** to review the comprehensive plan amendment. This waiting period allows interested parties to review and comment on the amendment before Metropolitan Council review.

Adjacent Review Period Waiver. The Council may prescribe a shorter review and comment period for "minor plan amendments," or may waive the review and comment period if a minor plan amendment involves lands that are not contiguous to other local governmental units.

A local community may waive the adjacent review and comment period for a minor plan amendment if all of the following are met:

1. The amendment involves a site of 40 acres or less;
2. The amendment does not change the community's growth

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Sector

Representatives: <http://www.metrocouncil.org/planning/assistance/sectorreps.htm>

Review Criteria in the Local Planning Handbook:

<http://www.metrocouncil.org/planning/LPH/LPHSect1.pdf#page14>

Minor Plan Amendments
[Minn. Stat. 473.858, Subd. 2](#)



Adjacent Review Waiver Criteria

- forecasts for 2010-2030 or the TAZ allocations; and
3. The amendment site is either:
 - a. More than one quarter (1/4) of a mile from an adjacent jurisdiction, or
 - b. Beyond the distance or area which the community's adopted ordinances require notice to adjacent or affected property owners, whichever distance is less.

A local community may also waive the adjacent review and comment period for a text change whose cumulative impacts meet the criteria described above.

Communities should consult with Council staff to determine if an amendment is a "minor" one for which the Council might waive the review and comment by adjacent jurisdictions.

Content Requirements

Submit the completed comprehensive plan amendment form (a part of this guide) and the following information for each comprehensive plan amendment:

1. Color maps showing the following (8.5x11 or 11x17):
 - a. General location of proposed changes
 - b. Current planned land use and proposed planned land use
 - c. Current and proposed sewer staging changes
 - d. Minnesota Land Cover Classification System, if available
2. Staff report to planning commission or local governing body
3. Other relevant information related to the amendment

How to Submit the Amendment

The Metropolitan Council encourages submission of planning documents in a digital format because it reduces the number of paper copies required. To submit a comprehensive plan amendment in **electronic format**, mail the CD with the complete electronic document and one hard copy to the Reviews Coordinator.

The Council's official review does not start until both the electronic and paper versions of the amendment materials are received and the guidelines below are followed:

1. The electronic copy is organized as one unified document. For example, "CityNameProjectCPA.pdf" is acceptable versus numerous separate files of reports, figures, and maps.
2. The CPA submittal form and any background information are included at the beginning of the electronic submittal.
3. The electronic copy and the paper copy are exactly the same.

To submit **paper** copies only, mail the comprehensive plan amendment materials and related documents to the Metropolitan Council's Review Coordinator as follows:

- Comprehensive plan amendment: Three (3) paper copies
- Surface water management plan, water supply plan, comprehensive sewer plan, CA/MNRRRA plans: Two (2) copies

CPA Submittal Checklist

- Completed CPA Submittal Form
- Staff report regarding CPA
- Other relevant information related to the CPA

And the following color maps:

- General location of CPA
- Current planned land use
- Proposed planned land use change
- Current sewer staging
- Proposed sewer staging changes
- Existing land cover (MLCCS if available)

Mail Submittals to:
Reviews Coordinator
Metropolitan Council
390 North Robert Street
St. Paul, MN 55101-1805

The official review process begins only after the Metropolitan Council receives the paper copies of the official submittal.

Review Timeline

The timeline for review of a comprehensive plan amendment is as follows:

Adjacent governmental units and affected school districts review and comment

- 60 days prior to submitting amendment to the Council for review
- Satisfaction of this requirement is one of the criteria for determining whether an application is complete for review

Council reviews for conformance, consistency, and compatibility

- 60 days upon determination by the Council that the application is complete for review

The Council may extend the review period

- An additional 60 days if needed
- Beyond 120 days if agreed to by the municipality

Administrative Review of Certain Plan Amendments

The Metropolitan Council has adopted guidelines for administratively reviewing Comprehensive Plan Amendments. The Council authorized the Regional Administrator or designee to administratively review minor comprehensive plan amendments, and the Metropolitan Council Environmental Services (MCES) General Manager to administratively review local water management and water supply plan amendments, provided that they meet the criteria outlined below. Administrative review typically occurs 30 days after receiving a complete comprehensive plan amendment submittal.

For All Minor Comprehensive Plan Amendments, Local Water Management, and Local Water Supply Plan Amendments:

The community must show that it has addressed or is committed to address through a resolution any outstanding issues with the 2030 Comprehensive Plan update or other Council actions.

Minor Comprehensive Plan Amendments must satisfy all of the following:

1. Meet the submittal requirements of the Metropolitan Land Planning Act for content or be determined to be complete for review by the Council.
2. Be consistent with local applicable controls or the jurisdictions supplies evidence that the local controls will be modified to be consistent with the proposed amendment.
3. Be within 5 percent of the Council's forecasts.
4. Conform to the regional systems plans.

Administrative review typically occurs 30 days after receiving a complete plan amendment submittal.

The Metropolitan Council adopted revisions to the Administrative Review Guidelines on July 28, 2010, [Business Item 2010-258](#).



Comprehensive Plan Amendment Criteria

5. Be consistent with the MUSA guidelines if residential units are proposed.
6. Be consistent with the Council's *2030 Regional Development Framework*.
7. Be consistent with the Council's housing policies.
8. Be compatible with the plans of adjacent jurisdictions.
9. If an adjacent jurisdiction is potentially impacted by the amendment, the Council has received documentation that the adjacent jurisdiction has been notified.
10. Propose a land use change of a size less than 80 acres, unless the land use change is for Agricultural Preserves enrollment.
11. Propose a land use change that will result in less than 100 housing units.
12. Or propose a land use change to guide land at no more than one unit per 40 acres to meet the requirements of the Agricultural Preserves Program (Minn. Stat. Ch. 473H)
13. Does not have the potential for a cumulative impact.

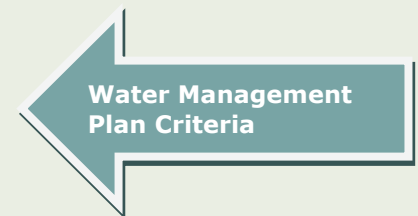
Local Water Management and Local Water Supply Plan Amendments

Local **water management plans** that are submitted as comprehensive plan amendments may be reviewed administratively if they meeting all of the following conditions:

1. The plan conforms to Council policy plans and regional systems plans.
2. The plan does not present a substantial departure from regional plans or present a substantial impact on regional systems.
3. The plan includes ordinances or refers to adopted ordinances as identified in the Council's *2030 Water Resources Management Policy Plan* to aid in plan implementation.
4. The plan includes all required elements of local water management plans as outlined in the *2030 Water Resources Management Policy Plan*.

Local **water supply plans** that are submitted as comprehensive plan amendments may be reviewed administratively if they meet all of the following conditions:

1. The plan is consistent with Council policy plans.
2. The plan is not proposing new wells in the Mt. Simon Hinckley aquifer.
3. The plan is not proposing interconnection with other communities as the main source of water for the community.
4. The plan is not proposing a residential gallons/capita/day of more than 100 gpcd.
5. The plan includes all required elements of a local water supply plan as outlined in the *2030 Water Resources Management Policy Plan*.
6. The community does not have any known significant contamination problems with their water supply source.



If you think that the administrative review process may be appropriate for your comprehensive plan amendment, contact your [Sector Representative](#) to determine how to proceed.