



Community Development Department

MEMORANDUM

Date: November 9, 2007
To: Marcus White, Community Liaison
From: Vern Kloos, AICP, Senior Planner
Subject: Master Plan Amendment Process

The Master Plan Amendment (MPA) process involves the following steps after submission of the application to the City:

- 1) The applicant notices and holds a neighborhood meeting prior to the application being heard by the Planning Commission (PC). This can be done as a noticed Neighborhood Advisory Board (NAB) meeting or as a separate meeting. If the applicant holds a separate meeting he is still highly encouraged to present the project to the NAB. The applicant, at his own expense, must send out notices to property owners located w/in 750 feet of the perimeter of the property proposed to have the master plan amended to explain the purpose of the MPA to the neighbors surrounding the site. The notice must be sent out 10 days prior to the meeting which contains a description of the request, the place, time and location of the meeting. Verification that this meeting has been held prior to the PC hearing in accordance w/ these requirements must be provided to staff or the project cannot be heard by the PC. If these steps are verified then;
- 2) The project is then considered by the PC at a noticed public hearing (approx. 10 weeks from acceptance of the application by the City);
- 3) The project is considered by the City Council (CC) at a noticed public hearing (approx. 4 weeks after PC hearing). If the MPA is approved by the CC then; it is heard by the Regional Planning Commission (RPC) for a determination of conformance with the Regional Plan (approx. 8 weeks after CC hearing).

This whole process takes approximately 22 weeks (5.5 months).

When the PC and CC consider the MPA there are 5 findings (see attached) they must be able to make in order to approve the MPA. They really cannot consider a specific project that might be proposed with a potential zoning or a subsequent special use permit when they review the MPA findings.

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In relation to the Flying J application, per the McQueen Plan, the only zoning classification that corresponds to the Special Plan Area designation requested is PUD (Planned Unit Development). All issues related to development of the site including traffic, lighting, uses allowed, architecture, compatibility, etc., would be addressed during review of the PUD should the Master Plan amendment to Special Plan Area be approved. When the zone change is considered specific findings must be made in order to approve the requested zoning. The zone change process requires another set of public hearings through the Planning Commission and City Council.

If you have any specific questions related to the Master Plan process or findings, please call me at 334-2272.

Attachment

ATTACHMENT

Master Plan Amendment: Master Plan amendment findings. In order to adopt an amendment to the master plan, the planning commission and city council shall find all of the following:

- (1) There has been a change in the area or in the conditions on which the current designation was based which warrants the amendment;
- (2) The density and intensity of the proposed master plan amendment is sensitive to the existing land uses and is compatible with the existing adjacent land use designations;
- (3) The amendment will provide for orderly physical growth of the city, enhance the urban core and foster safe, convenient and walkable neighborhoods and shopping districts;
- (4) There are or are planned to be adequate transportation, recreation, utility and other facilities to accommodate the uses and densities permitted by the proposed master plan designation; and
- (5) The proposed change is in substantial conformance with the goals and policies of the master plan and other adopted plans and policies.