

Comprehensive plan amendment

Requirements and process overview

The City of St. Louis Park is required to update its comprehensive plan every 10 years. From time to time, land uses change at a more rapid pace than can be accommodated by the regular update. These dynamics may require amendments to the plan.

Property owners may request to have the comprehensive plan designation of their property changed by completing a comprehensive plan amendment application and submitting it to the community development department.

Once submitted, the comprehensive plan amendment application will be reviewed by community development staff and presented to the planning commission at a public hearing. The planning commission will make a recommendation of approval or denial to the city council.

Amendments to the comprehensive plan require a two-thirds majority vote of the city council contingent upon approval of the Metropolitan Council.

Submittal checklist

- [Planning and zoning application](#), submitted electronically through ePermits.
 1. Click “Apply for Permit” in the upper left corner of the website.
 2. Register for an account as a “Plan Submitter” or login with a previously created account.
 3. On the Permits page, select “Planning & Zoning Application” under Planning Applications on the left side of the website.
 4. Click “I Agree – Apply for Permit” after reviewing permit information
 5. Provide the following information:
 - Primary property address
 - Your contact information, as the Plan Submitter
 - Type of work
 - Type(s) of application(s)
 - Current fee owner name and contact information
 - Addresses of all properties in the project
 - Property type
 - A concise statement summarizing the project to be published on the city website. This should be approximately 50 words.
 - Project’s current and proposed zoning district.
 - To determine the existing zoning visit the [Official Zoning Map](#).
 - Acknowledgement and signature
- Supplemental information, submitted electronically through ProjectDox. Once you have applied with ePermits above, ProjectDox will email you with information on how to create an account and upload the following materials under the permit number created by ePermits:
 - A project narrative, including the existing land use, proposed land use, and how the change in land use furthers the goals and strategies of the Comprehensive Plan.
 - Contact information and signature of current fee owner of the property, consenting to the Plan Submitter to submit an application for their property.

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- A map or plat showing the lands proposed to be changed and all lands within 500 feet of the boundaries of the parcel.
 - A complete and accurate legal property description in digital text format that can be copied and pasted, such as Word or PDF. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (e.g., a warranty deed) must accompany the application.
 - PDF of names and address labels of all property owners within 500 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
 - Any supplementary information deemed necessary by city staff
- Filing fee** (collected electronically through ePermits after staff have reviewed application materials uploaded into ProjectDox). Note, your application will not be found complete until the filing fee has been paid.

An application is not complete until all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration.

Amendments to the comprehensive plan will be considered based on the following:

Future use details

- Proposed land use
- Information regarding existing land use(s) and the land uses for 1,000 feet around the location of the proposed amendment
- Number of residential units or additional square footage
- Proposed density
- Proposed building footprint
- Building footprints, size, dimensions and materials in relation to the surrounding neighborhood
- Parking areas
- Ingress and egress points
- Other relevant physical characteristics

Impact analysis

- Effects on surrounding land uses
- Site amenities and considerations, including floodplain, topography, vegetation, wetlands, soils and trees
- Effects on regional transportation systems, including public roadways and transit systems
- Effects on trails, parks, waterways and other recreation areas
- Method for handling stormwater
- Ability of local sanitary sewer and water systems to accommodate development
- Effects on any other public or private utility systems
- Relationship to housing goals of the city

Staff recommendations

Staff decision on whether to recommend approval or denial of any given proposal to amend the plan will be based on the following criteria:

- Evidence that the proposed development surmounts constraints or offers new or different opportunities that were not previously considered by the plan
- Demonstration that the proposed amendment has merit beyond the interest of those parties responsible for its proposal
- Ability of the city to account for the proposed change within the constraints of the adopted Capital Improvement Program
- Consideration of the impacts of the proposed amendment on current and future special assessments and utility receipts, future property tax assessments or other fiscal impacts upon the city

Staff must be able to answer the following questions regarding the proposed amendment to the plan:

- How does the proposed amendment impact surrounding properties?
- How does the proposed amendment change the physical character of the location and neighborhood?
- Does the proposed amendment improve or degrade the transitions between existing land uses?
- How does the proposed amendment impact the natural environment?
- Are there unaccounted benefits to the proposed amendment, like the removal of blighted properties?
- Will the proposed amendment affect the city's ability to maintain compliance with the regional planning guidelines set by the Metropolitan Council?
- Does the proposed amendment require analysis by an outside expert, including but not limited to traffic engineers, financial consultants, hydrologic engineers or environmental engineers?