



## **MAYOR & COUNCIL COMMUNICATION**

**DATE:** 2/16/2016  
**CONSENT/REGULAR**  
**ITEM 13a**

**AGENDA ITEM:** Comprehensive Plan Text Amendment for Congregate Housing

**SUBMITTED BY:** Stephen Wensman

**THROUGH:** Clark Schroeder, Interim City Administrator

**REVIEWED BY:** Joan Ziertman

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item .....Staff
- Report/Presentation.....Staff
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

### **RECOMENDATION:**

Arbor Glen Senior Living is requesting a Comprehensive Plan Text Amendment to increase the maximum allowed density for Senior Congregate Housing Facilities with Services from 10 units per acre to 16 units per acre. Staff and the Planning Commission recommend approval with the following motion:

***Move to approve Resolution 2016-10 approval of a Comprehensive Plan Text Amendment to increase the maximum allowed density for Senior Congregate Housing Facilities with Services from 10 units per acre to 16 units per acre”.***

### **FISCAL IMPACT:**

None

**SUMMARY:**

The Planning Commission held a public hearing on January 25<sup>th</sup> to consider the Comprehensive Plan text amendment. At the Public hearing, there were no public comments. The Planning Commission was being asked to increase the maximum allowed density from 10 units per acre to 20 units per acre, however, after discussion, the Planning Commission decided to limit the increase to 16 units per acre.

**FINDINGS:**

The City Council in its approval should identify findings of fact in its approval of the Comprehensive Plan text amendment. Staff has identified the following findings of fact:

1. Senior congregate housing is recognized as being different from standard multi-family residential development given that residents in such facilities no longer have to be at work, pick up children, or do their shopping at specific times of the day; many residents no longer drive.
2. Such facilities provide on-site services to meet resident's needs which further reduced the overall impacts typically associated with high-density residential development.
3. The City of Lake Elmo's comprehensive plan has expressed support for the establishment of senior housing facilities within the community, and has identified such units as an essential element of our life-cycle housing stock.
4. The City has reexamined its comprehensive plan and found that existing language does not adequately acknowledge the unique nature of senior housing when comparison to other multi-family dwelling types.

**RECOMMENDATION:**

Staff and the Planning Commission are recommending approval of the Comprehensive Plan Text Amendment to increase the maximum allowed density for Senior Congregate Housing Facilities with Services from 10 units per acre to 16 units per acre with the motion:

***Move to approve Resolution 2016-10 approval of a Comprehensive Plan Text Amendment to increase the maximum allowed density for Senior Congregate Housing Facilities with Services from 10 units per acre to 16 units per acre”.***

**ATTACHMENTS:**

- Planning Commission packet 1/25/2016 Items 5a & 5b
- Planning Commission minutes 1/25/2016



PLANNING COMMISSION  
DATE: 01/25/2016  
AGENDA ITEM: 5A– PUBLIC HEARING  
CASE # 2015-19

ITEM: Public Hearing for Comprehensive Plan Text Amendment

SUBMITTED BY: Stephen Wensman, City Planner

REVIEWED BY: Ben Gozola  
Jack Griffin

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### SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to consider a Comprehensive Plan Text Amendment request from Arbor Glen Senior Living LLC to allow additional density, up to 20 units/acre for senior congregate housing facilities with services. Staff is recommending that Planning Commission recommend approval of the requests with the following motions:

- 1. Move to recommend approval of a comprehensive plan text amendment to increase the maximum allowed density for senior congregate housing with services to 20 units per acre.*

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### GENERAL INFORMATION

*Applicant:* Arbor Glen Senior Living, LLC, 215 N. 2<sup>nd</sup> Street, Suite 204

*Location:* MDR/HDR/VMX Zoning Districts

*Deadline for Action:* Application Complete – November 17, 2015  
60 Day Deadline – January 16, 2016  
Extension Letter Mailed – No  
120 Day Deadline – March 17, 2016

*Applicable Code/Plans:* Article XI – Village Mixed Use District  
154.451 Permitted and Conditional Uses in Residential Districts  
Comprehensive Land Use Plan

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### REVIEW:

Arbor Glen Senior Living LLC is requesting a comprehensive plan text amendment to increase the allowed maximum density from 10 to 20 units per acre for senior congregate housing with services. The proposed comprehensive plan text amendment as proposed affects those parts of the city where congregate housing are conditionally permitted: MDR – Urban Medium Density Residential and HDR-Urban High Density Residential Zoning Districts and would be applicable for senior congregate housing with services. Presently MDR allows a maximum density of 7 units/acre and HDR allows a maximum density of 15 units per acres. The proposed text amendment is to allow 20

units per acre to allow some density flexibility in order to address potentially variable economic conditions and amenities found in offering senior congregate housing with services.

The rationale for the change is:

*Senior congregate housing is recognized as being different from standard multi-family residential development given that residents in such facilities no longer have to be at work, pick up children, or do their shopping at specific times of the day; many residents no longer drive. Such facilities provide on-site services to meet resident's needs which further reduced the overall impacts typically associated with high-density residential development.*

*In addition, the community, through the Comprehensive Land Use Plan has expressed support for the establishment of senior housing facilities within the community, and has identified such units as an essential element of our life-cycle housing stock.*

The proposed comprehensive plan text amendment to increase the allowed maximum density to 20 units per acre for senior congregate housing with services is contingent on the Metropolitan Council's approval. City Council approval of a comprehensive plan text amendment requires a 4/5<sup>th</sup> vote.

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#### **RECOMENDATION:**

*Staff recommends that the Planning Commission recommend approval of the requests with the following motions:*

- 1. Move to recommend that the City Council approve the comprehensive plan text amendment to increase the maximum allowed density for senior congregate housing with services to 20 units per acre.***

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#### **ORDER OF BUSINESS:**

- Introduction .....Planning Staff
- Report by Staff .....Planning Staff
- Questions from the Commission ..... Chair & Commission Members
- Open the Public Hearing .....Chair
- Continue the Public Hearing to the  
January 25, 2015 meeting date .....Chair
- Discussion by the Commission ..... Chair & Commission Members

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#### **ATTACHMENTS:**

1. Draft Comprehensive Land Use Plan and Metropolitan Council Application

# Memorandum

DATE: 12-23-15  
TO: Adjacent Jurisdictions & Partnering Agencies  
FROM: Ben Gozola, Consulting City Planner  
SUBJECT: Lake Elmo Minor Comprehensive Plan Update

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## Request

**Expedited review of a proposed comprehensive plan amendment for the City of Lake Elmo.** The amendment will allow “senior congregate care facilities with services” (i.e. senior housing) to be built at greater overall densities than other multi-family housing given that impacts from such units are not equivalent to other multi-family housing types.

## Overview

Since 2008, the City of Lake Elmo’s comprehensive plan has expressed support for the establishment of senior housing facilities within the community, and has identified such units as an essential element of our life-cycle housing stock. With the recent upswing in the economy and the opening of more developable areas within our City, we have re-examined our comprehensive plan and found that existing language does not adequately acknowledge the unique nature of senior housing when comparison to other multi-family dwelling types.

With this comprehensive plan amendment, the City will recognize that senior housing is unique given that residents in such facilities no longer have to be at work, pick up their children, or do their shopping at specific times of the day; some residents don’t even drive anymore. Furthermore, many senior communities provide on-site services to meet their residents’ needs which further reduces the overall impacts typically associated with high-density residential buildings. Because of these differences and the recognized need for these facilities within the City, senior/congregate housing will be allowed at densities of up to 20.0 units per acre within the land use classifications currently guided for such facilities (Urban Medium Density, Urban High Density, Village Urban Medium Density and Village Mixed Use). Please see the map on the next page which identifies all areas affected by this amendment.

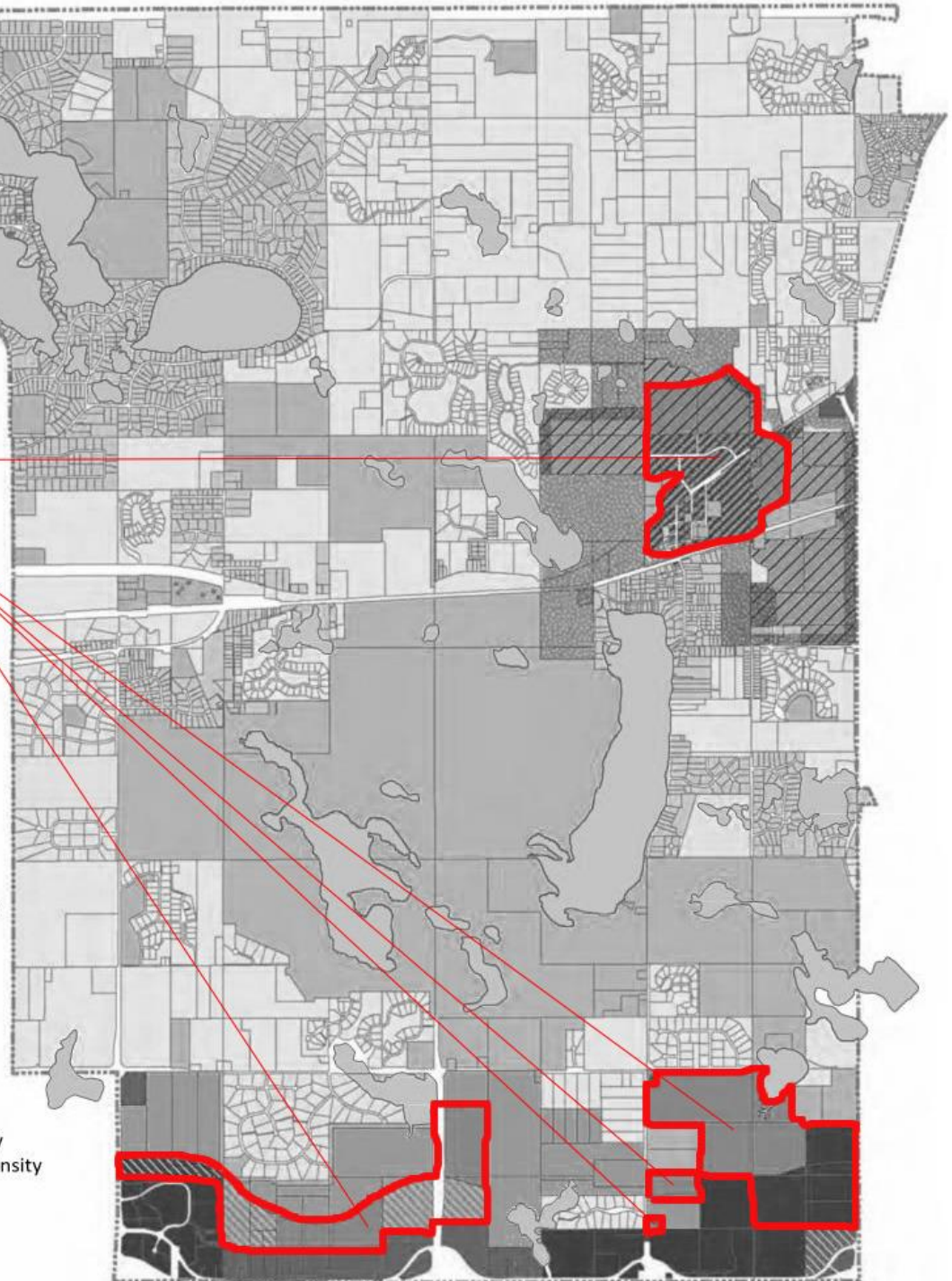
Area  
Affected by  
this amendment



- Municipal Boundary
- Village Open Space Overlay
- White hatching denotes possible mixed use areas

**Planned Land Uses**

- Business Park
- Commercial
- Limited Business
- Village Mixed Use
- Village Urban Low Density
- Village Urban Medium Density
- Urban Low Density
- Urban Medium Density
- Urban High Density
- Rural Single Family
- Residential Estate
- Rural Area Development
- Public/Park



Sources: Washington County & Metro GIS  
3-26-2015

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The only other minor change proposed is to correct an inconsistency in the current plan. While the Village Land Use Plan text currently identifies that development will occur at 6 to 10 u.p.a., the corresponding table incorrectly shows a density range of 5 to 10 u.p.a. The table is now being updated to reflect the 6 u.p.a. minimum.

Provided we receive no negative feedback from reviewing jurisdictions, the attached comprehensive plan amendment will be sent to the Metropolitan Council for approval in the beginning of 2016.

### **Action**

Because the proposed minor text amendment impacts a geographical area of more than 40 acres, the amendment does not qualify for a waiver of adjacent jurisdiction review. That said, we do not believe any jurisdiction will take issue with the proposed changes as they will not create any impacts, and will only facilitate establishment of a land use type that has been anticipated since the approval of our original plan in 2008.

Assuming you agree with our assessment, we have included a template response letter for your signature indicating your respective jurisdiction does not object to the proposed change. We thank you in advance for quickly responding to our request. If you have ANY questions whatsoever, please do not hesitate to call either Stephen Wensman (651-747-3911) or Ben Gozola (763-746-1650); we'd be happy to address any and all concerns.

Thank you and happy holidays!

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### ***Attachments***

- 1) Template Response Letter for signature*
- 2) Proposed Text Changes to the Comp Plan LAND USE Chapter*
- 3) Proposed Text Changes to the Comp Plan HOUSING Chapter*
- 4) Comp Plan Amendment Application for the Metropolitan Council*

Date: \_\_\_\_\_

Stephen Wensman  
City of Lake Elmo  
3800 Laverne Avenue N.  
Lake Elmo, Minnesota 55042

**Re: Proposed Lake Elmo Comp Plan Amendment – Senior Housing Densities**

Dear Mr. Wensman:

On behalf of \_\_\_\_\_, we have reviewed the City of Lake Elmo's proposed comprehensive plan amendment that addresses allowed densities for senior congregate care facilities with services and a correction to fix an existing language inconsistency, and have no objection to the proposed changes.

Sincerely,

*Signature:* \_\_\_\_\_

*Printed name:* \_\_\_\_\_

Please email completed letter to either:

[SWensman@lakeelmo.org](mailto:SWensman@lakeelmo.org)

OR

[bgozola@sambatek.com](mailto:bgozola@sambatek.com)

### Summary of LAND USE Plan Changes:

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- **Pg III-10:** Changing the term “senior living centers” to “senior congregate care facilities with services”
- **Pg III-11:** Updating Table 3-B to amend the minimum density in the Village Mixed Use district to 6.0 u.p.a. to be consistent with the adopted Village land use plan, and adding clarifying language that senior congregate care facilities with services may exceed listed density maximums in specific categories with a range not to exceed 20.0 u.p.a.
- **Pg III-22:** Added clarifying language that senior congregate care facilities with services may exceed listed density maximums in the V-MDR and VMX land use categories with a range not to exceed 20.0 u.p.a.

This section of the Land Use chapter establishes the City's official land use categories and the official Future Land Use Map. The map assigns planned land use types to all parcels within the community to guide current and future planning and development through the year 2030, and is the official land use designation map for the City. The assigned land use designations are intended to shape the character, type and density of future development according to sound planning principles. Any new development, redevelopment, change in land use or change in zoning is required to be consistent with the official land use guidance for each parcel.

**The official land use plan categories are as follows:**

**RURAL AREA DEVELOPMENT** – This category represents the large areas of rural residential development within the City. Common uses found in these areas include working farms, alternative agricultural uses as defined by City Code, and rural single family detached residences. Development in these areas requires 10+ acres, or a conditional use permit to authorize a cluster development meeting the City's Open Space Preservation regulations. Densities are allowed up to 0.45 dwelling units per buildable acre when planned as part of an Open Space Preservation development. No new areas of rural area development are being established by the official land use plan. [Corresponding Zoning District(s): A, RR, OP]

**RESIDENTIAL ESTATE** – This category defines areas developed specifically for large lot single family detached housing typically on 2+ acres of land. No new areas of residential estate are being established by the official land use plan. [Corresponding Zoning District(s): RE]

**RURAL SINGLE FAMILY** – This category defines a large portion of the City that was historically platted for conventional subdivision prior to 2005, but has been and will continue to be serviced by private on-site well and septic systems. Limited locations within this classification are allowed to have two-family dwellings based on zoning. [Corresponding Zoning District(s): R-1, R-2]

**URBAN LOW DENSITY** – The Urban Low Density land use category is intended primarily for single-family detached housing serviced by public sewer and water. This category allows net residential densities from two and one-half (2.5) to four (4) units per acre. Significant new areas of urban low density are guided both within the Old Village and along I-94. [Corresponding Zoning District: LDR]

**URBAN MEDIUM DENSITY** – The Urban Medium Density land use category allows net residential densities from four and one-half (4.5) to seven (7) units per acre; with greater densities only allowed if deemed appropriate and approved through the PUD process and that meet incentives for density bonus as allowed under the PUD ordinance. This category allows for a variety of housing types including single-family detached, duplexes, townhomes, and small two- and three-story apartment buildings and/or ~~senior living centers~~ [senior congregate care facilities with services](#). Significant new areas of urban medium density are guided both within the Old Village and along I-94. [Corresponding Zoning District(s): R-3, MDR]

**Table 3-B**  
**Existing and Planned Land Use Table**

Land Use	Residential Density <sup>1</sup> (units/acre)		Existing Land Use (acres) <i>City wide (Village)</i> <sup>2</sup>	Planned Land Use (acres)	Planned Land Use Changes (anticipated acreages in 5 year increments) <sup>4</sup>				Change (acres)
	Min	Max			2012 to 2015	2015 to 2020	2020 to 2025	2025 to 2030	
<i>RESIDENTIAL</i>									
Rural Area Development	n/a	0.1	7094.24	5279.92	6640.66	6187.08	5733.50	5279.92	-1814.32
Residential Estates	0.1	0.4	771.26	793.71	776.87	782.49	788.10	793.71	22.45
Rural Single Family	0.66	2.0	1665.92	1666.41	1666.04	1666.16	1666.28	1666.41	0.49
Urban Low Density	2.5	4	0.00	496.39	124.10	248.20	372.29	496.39	496.39
Urban Medium Density	4.5	7	176.08	390.49	229.68	283.29	336.89	390.49	214.41
Urban High Density	7.5	15	0.00	157.67	39.42	78.84	118.25	157.67	157.67
Village Urban Low Density	1.5	2.49	0.00	244.11	61.03	122.06	183.09	244.11	244.11
Village Urban Medium Density	2.5	4.99	0.00	119.11	29.78	59.56	89.33	119.11	119.11
<i>COMMERCIAL</i> <sup>3</sup>									
Business Park	7.5	15	120.65	329.69	172.91	225.17	277.43	329.69	209.04
Commercial	4.5	7	99.86	208.33	126.98	154.10	181.22	208.33	108.47
Limited Business	—	—	111.41	66.16	100.09	88.78	77.47	66.16	-45.25
Village Mixed Use	6.0-5.0	10.0	0.00	164.40	41.10	82.20	123.30	164.40	164.40
<i>PUBLIC/SEMI PUBLIC/OPEN SPACE</i> <sup>5</sup>									
Public/Park	—	—	3298.94	3352.24	3312.27	3325.59	3338.92	3352.24	53.3
Greenbelt Corridor <sup>5</sup>	—	—	0.00	82.67	20.66	41.34	62.01	82.67	82.67
Road ROWs	—	—	890.93	890.93	890.93	890.93	890.93	890.93	0.0
<i>UNDEVELOPED</i>									
Open Water	—	—	1355.29	1355.29	1355.29	1355.29	1355.29	1355.29	0.0
TOTALS:	—	—	15,584.58	15,584.58	15,584.55	15,584.55	15,584.55	15,584.55	0.0

<sup>1</sup> Senior congregate care facilities with services in the Urban Medium Density, Urban High Density, Village Urban Medium Density, and Village Mixed Use land use categories may exceed the listed density maximums with a range not to exceed a total of 20.0 units per acre provided the facility can satisfy all zoning and applicable conditional use permit review criteria.

<sup>2</sup> Residential uses within the “Business Park” and “Commercial” land use designations can only occur in areas specifically designated for mixed use on the planned land use map.

<sup>3</sup> It is recognized that both park and road ROW areas will expand as new development occurs, but such acreage is accounted for in the respective development land use types as such land areas must contribute towards required development densities.

<sup>4</sup> The staging plan for future development is fluid and will allow development to occur as market conditions dictate. Because of this, specific timing for development of any specific land use category is not possible. For the purposes of this table, the anticipated acreage changes are incrementally broken down into four periods of time showing a consistent rate of change between now and 2030.

<sup>5</sup> The acreage of the greenbelt corridor areas, which are portions of the Village Open Space Overlay, that are adjacent to urban zoning districts were calculated to account for the remaining acreage in the Village. The other portions of the Village Open Space Overlay are accounted for through the base land use guidance (i.e. Rural Area Development or Rural Single Family).

Elmo, including a compact assemblage of streets and blocks, a distinct edge, a historic main street and good access to parks and open space. The plan intends to extend these qualities to the newly developing areas surrounding the existing downtown. In addition, it proposes connecting the existing residential neighborhoods to the south with the village core and new neighborhoods.

The Village Land Use Plan includes a series of specific goals and objectives for each of the land use elements, and establishes the following as the overall goals and objectives for the plan:

- 1) Adhere to the Guiding Principles from the Village Master Plan, which are incorporated into this land use plan in [Table 3D](#).
- 2) Preserve the existing character of the Village while accommodating new housing and businesses to comply with the growth projections of the Comprehensive Plan.
- 3) Create a walkable, viable community with a distinct center.
- 4) Explore options to provide space for public and commercial activities around a village green that can serve as a focal point for new development.
- 5) Create an open space buffer around the new development areas to foster a true village feel.
- 6) Plan for development on a “village” scale rather than a “suburban” scale, recognizing the existing character of the Old Village.
- 7) Promote traffic calming measures along State Highway 5 to improve auto and pedestrian safety, particularly in the vicinity of Lake Elmo Avenue and Lake Elmo Elementary School.
- 8) Plan for at least one grade-separated crossing of Highway 5 for bicycles and pedestrians
- 9) Provide for the recreation needs of the new neighborhoods while building on existing facilities and accommodating the need for community-wide recreation facilities.
- 10) Create a natural system for storm water management that takes advantage of existing drainage patterns.
- 11) Plan for a new Village Parkway as a major north/south collector with a new railroad crossing approximately midpoint between Lake Elmo Avenue and Manning Ave.
- 12) Promote mixed-use development in the areas close to the Village Center.

### **Village Land Use Plan**

The Village Land Use Plan, [Map 3-5](#), identifies three primary land use categories within this planning area that will accommodate growth, and incorporates an open space overlay category to specify which portions of the area will be designated for open space. The land use categories as applied in the Village Planning Area include:

- £ V-LDR – Village Urban Low Density Residential at 1.5 to 2.5 units per acre
- £ V-MDR – Village Urban Medium Density Residential at 3.0 to 4.0 units per acre\*
- £ VMX – Village Mixed Use with residential densities of 6.0 to 10.0 units per acre\*

\* Senior congregate care facilities with services in the V-MDR or VMX land use categories may exceed the listed density maximums with a range not to exceed a total of 20.0 units per acre provided the facility can satisfy all zoning and applicable conditional use permit review criteria.

#### Summary of HOUSING Plan Changes:

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- **Pg IV-7:** Added two paragraphs. The first defines what is meant by “senior congregate care facilities with services,” and the second explains how they are different from other types of multi-family residential structures. The impact differences, the recognized need for such facilities, and the need to accommodate higher densities to make these structures successful is cited as the reasons for the new 20.0 u.p.a. cap for this specific land use.

## **Future Housing Needs**

In order for Lake Elmo to achieve balanced growth and maintain its strong sense of community, it is essential to plan and develop the future housing stock in a manner that is mindful of the city's population trends and future needs. For this reason, it is important for Lake Elmo to clearly define its goals as they pertain to housing.

### **Goals**

In planning for the land use and future growth of Lake Elmo, the City aims to achieve the following goals related to housing:

1. **Continue to support and develop family-friendly neighborhoods, emphasizing safety and access to open or recreation space.** Throughout its history, Lake Elmo has been lauded as a great place to raise a family. For this reason, many of Lake Elmo's future residents will be families with children. In planning future housing for these residents, it is the responsibility of the City to be cognizant of how site, building, and street design relate to safety and access to public recreation space. Promoting these principles will ensure that the future population of Lake Elmo is safe and healthy.
2. **When planning for the future residential neighborhoods in Lake Elmo, it is critical to incorporate walkability into the design of housing and streets to ensure a positive pedestrian environment in both the I-94 Corridor and Old Village.** In order to maintain a healthy and vibrant environment in Lake Elmo, safe and aesthetically pleasing pedestrian spaces within residential neighborhoods are essential. Additionally, for the Old Village land use plan to effectively support and promote walking in Lake Elmo's downtown, steps must be taken to ensure that walkability is considered when planning future housing. Creating a more walkable downtown area with more street amenities encourages nearby residents to travel by means other than the automobile, which in turn promotes pedestrian traffic and physical exercise. In addition, increased pedestrian accessibility to downtown should drive greater support and patronage of local businesses in the Old Village. Finally, greater pedestrian traffic could allow for reduction in needed parking facilities, decreasing the amount of impervious surfaces and easing the burden on storm water management systems.
3. **Expand housing opportunities for seniors in Lake Elmo, placing an emphasis on affordability and life-cycle housing.** As the data from the 2010 Census indicates, the Lake Elmo population is aging. 11.0% of the population in Lake Elmo is over the age of 65. In order to provide opportunities for these residents to remain in Lake Elmo, the City must strive to attract and develop a greater variety of housing that suits the needs of seniors, including those who require medical assistance or are disabled, requiring barrier-free housing. In addition, affordability is increasingly becoming an important factor for many seniors in making housing choices. To give these residents the option to remain in Lake Elmo, developing housing options that are both senior friendly and affordable will be critical over the next 25 years and beyond.

Senior congregate care facilities with services are considered to be a facility consisting of 3 or more dwelling units, typically consisting of multiple-household attached dwellings but may include other forms of attached or detached dwelling units, the occupancy of which is limited to persons 55 years of age or older. The facility may include meals, housekeeping, and personal care assistance and minor medical services; but not intermediate, long term, or extended nursing care for residents.

Senior congregate care facilities with services are recognized as being different from standard multi-family residential development given that residents in such facilities no longer have to be at work, pick up their children, or do their shopping at specific times of the day; some residents don't even drive anymore. Furthermore, many senior communities provide on-site services to meet their residents' needs which further reduces the overall impacts typically associated with high-density residential buildings. Because of these differences, the recognized need for these facilities within the City, and the fact that higher development densities are required to make these facilities successful; senior/congregate housing may be allowed at densities of up to 20.0 units per acre.

4. **Provide a greater variety of housing in terms of cost and tenure type (ownership vs. rental) in order to give more people the opportunity to live in Lake Elmo, particularly younger residents and families.** Considering the gap in the Lake Elmo population of 20–39 year olds, it is important to be cognizant of how housing affordability relates to the current demographics of the city. If the city wishes to retain younger residents and families in Lake Elmo, then opportunities for more affordable and rental housing must be present. Adding more young residents to Lake Elmo will strengthen the social fabric of the community and encourage more unique activities and programming. Additionally, providing more options in terms of affordability will allow more employees of businesses located in Lake Elmo the option of both living and working in the community.

## Future Housing

According to Met Council forecasts, the growth of Lake Elmo will result in an increase of 5,948 households by 2030, representing an increase of 214%. In order to achieve this growth in a balanced and sustainable manner, as well as fulfill Lake Elmo's housing goals, the I-94 Corridor and Old Village land use plans provide opportunity for a wide mix of housing types and densities. These housing densities will vary with a floor range of 2.0 units per acre to 10 units per acre, allowing for a greater variety of housing in Lake Elmo. These new housing units are guided for the I-94 Corridor and Old Village at the following minimum densities:

### I-94 Corridor

- Urban Low Density: 2.5 units/acre
- Urban Medium Density: 4.0 units/acre
- Urban High Density: 7.0 units/acre

### Old Village

- Village Low Density: 2.0 units/acre
- Village Medium Density: 4.0 units/acre
- Village High Density: 10.0 units/acre

# COMPREHENSIVE PLAN AMENDMENT FORM

## LOCAL PLANNING HANDBOOK

1. Name of the Comprehensive Plan Amendment (CPA):

2. Please provide the following information:

Contact Name and Title	
Address	
City, State, Zip	
Telephone Number	
Email Address	

3. Identify the type of amendment (land use change, MUSA expansion, text change, forecast adjustment, etc.) and describe the amendment including location, description, affected area in acres, number of residential units in CPA area (if any), etc. Provide any additional information relevant to the amendment.

Type of  
Amendment

Detailed  
Description

4. The local governing body must take action on the proposed amendment before submittal to the Metropolitan Council. Provide the dates of official action.

- Date acted upon by the planning commission: \_\_\_\_\_
- Date approved by governing body: \_\_\_\_\_

5. Affected Jurisdiction Review: list the adjacent local governments, school districts and other jurisdictions that were contacted and the date the copies were sent.

Jurisdictions

Date Sent

Comments

6. **Forecasts:** Does the plan amendment change the adopted Metropolitan Council population, household, or employment forecasts?

- ☐ No, no change in community-level forecasts.
- ☐ Yes. Identify the net changes to community-level forecasts:

7. **Land Use:** Describe land use changes (in acres) applicable to this amendment site.

- ☐ Not applicable. No land use changes proposed.

Land Use Designation	All Land Uses in CPA Area	
	Pre-CPA Acres	Post CPA Acres

If you have more land use changes than space permits in this table, please attach a separate page to your amendment document.

8. **Wastewater:** What type of wastewater treatment will be used to serve the proposed amendment?

- ☐ Individual Sewage Treatment System (ISTS)
- ☐ Privately Owned / Community Treatment System
- ☐ Local / Municipal Owned Wastewater Treatment Plant
- ☐ Regional Wastewater Treatment

9. **Water Supply:** Will the amendment increase or decrease projected water use from the community's current water supply plan?

- ☐ No increase or decrease in projected water use from the water supply plan.
- ☐ Yes. Provide the water supply plan amendment as an attachment to describe necessary facilities improvements or changes.

10. **Implementation:** Will the amendment require changes in zoning or subdivision ordinances, the capital improvement program (CIP), or other official controls?

- ☐ No.
- ☐ Yes. If Yes, describe proposed changes and timeline for making those changes below:

**Changes**

**Timeline**

## CONTENT REQUIREMENTS FOR AN AMENDMENT

Your comprehensive plan amendment must include the following information to be considered complete:

1. Color maps (8.5 x 11 or 11 x 17) showing the following:
  - General location of proposed changes
  - Current planned land use and proposed planned land use
  - Current and proposed sewer staging changes
2. Staff report to planning commission or local governing body.
3. Other relevant information related to the amendment including:
  - Whether or not the proposed amendment has impacts on regional systems including transportation, wastewater, and regional parks.
  - Whether the proposed amendment includes any land within the Mississippi Critical Area boundary.
  - How stormwater generated from the site will be managed.
  - Whether there are changes to the projected water use due to the amendment.
4. Comments from adjacent jurisdictions review.
5. Copy of adopted local resolution, authorizing the amendment to be submitted for review.

October 2015