

# Text Amendment

---



## Application Process Summary

### **What is a Text Amendment?**

A Text Amendment changes the language within one or several sections of the City Code of Ordinances.

### **What is the application process?**

Those interested in pursuing a text amendment are encouraged to speak with staff in the Planning Department prior to filing an application. Staff can help identify any potential concerns or challenges with the proposed variance before an official application is made.

The formal Variance process begins by filling out a TEXT AMENDMENT APPLICATION. Beginning in 2022, applications will be accepted online. A complete application, along with the necessary fee(s) and submittal requirements listed in this handout must be submitted. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with processing the request.

State Statue 15.99 gives cities 15 business days to review land use items, such as a Text Amendment request, to determine if the application is complete. If your application is considered incomplete, staff will return it to you for completion. If your application is considered complete, you will be notified in writing. This notice will include the date of the anticipated Planning Commission and City Council meeting where your request will be considered. State statue also requires that the City approve or deny a land use application within 60 days of receiving a complete application, unless an additional 60 day extension is granted.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments and other affected stakeholder agencies. The impacts to adjacent properties are discussed and, if necessary, stipulations for approval are developed.

A public hearing is required for the application. In order to meet public hearing notice requirements, there are approximately four weeks between the application due date and the Planning Commission meeting.

Prior to the Planning Commission meeting, a staff report including staff recommendation is prepared. Recommended stipulations of approval or proposed modifications to the requested Text Amendment are frequently included. The staff report is presented to the Planning Commission to review at a regularly-scheduled meeting.

The Planning Commission is made up of seven residents of the community. The meetings are held the 3<sup>rd</sup> Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The notice for the Planning Commission Public Hearing will include the date of the City Council Public Hearing. A Text Amendment is approved by adopting an ordinance. Most ordinances undergo a First Reading at a City Council meeting, followed by a Second Reading and adoption at a subsequent City Council meeting. Per Fridley's City Charter, ordinance amendments take effect fifteen days after the date of its publication in the official newspaper of the City, unless a later effective date is fixed in it.

Once a decision has been made either by the Planning Commission or the City Council, the City will mail the petitioner a letter stating the outcome of the request, including the corresponding stipulations of approval or the findings of fact if the request has been denied.

Additional information regarding the Text Amendment process may be obtained by contacting the City of Fridley Planning Department at [planningdivision@fridleymn.gov](mailto:planningdivision@fridleymn.gov) or 763-572-3595 or 763-572-3599.

## What are the application requirements?

The following information is needed to process a variance application. Beginning in 2022, applications will be accepted online. Online applications can be filled out at any time but can only be submitted on pre-determined application dates.

- Property information
  - Street address
  - Anoka County Property Identification Number (PIN)
  - Legal description
  - Current zoning
  - Square footage of property
- Reason for Text Amendment
  - A brief one-sentence summary
  - A full narrative demonstrating
    - Rationale with the proposed amendment
    - Consistency with the current Comprehensive Plan for the City
    - Alternatives considered
- Petitioner (applicant) information
  - Name of individual and/or company
  - Mailing address
  - Phone number
  - Email address
  - Signature authorizing application
- Property owner information (if different from petitioner)
  - Name
  - Signature authorizing application
- Application fee
  - \$1,500
  - Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with the request.

File information for online applications:

- Maximum file size for uploads is 25 MB.
- As possible, **please submit drawings as native PDF files (not scans).**
- Narrative/text files and other documents may be Word, PDF, or image files.