



East Bethel Community Development
 2241 221st Ave. NE • East Bethel, MN 55011
 Phone: (763) 367-7844 • Fax: (763) 434-9578

ZONING TEXT AMENDMENT

APPLICANT IS REQUIRED TO MEET WITH CITY STAFF **PRIOR** TO SUBMITTAL OF THIS APPLICATION

APPLICATION FEE: \$500 ESCROW: \$500*

*CONSULTING FEES ACCRUED FROM THE CITY ENGINEER, CITY ATTORNEY, ETC WILL BE TAKEN FROM THE ESCROW AMOUNT. THE REMAINING ESCROW WILL BE REFUNDED AFTER THE PROJECT IS FINISHED AND HAS MET ALL OF THE CONDITIONS DURING FINAL INSPECTION. THE APPLICATION FEE IS NON-REFUNDABLE.

NAME OF PROJECT (IF APPLICABLE): _____

PROJECT ADDRESS: _____ PRESENT ZONING: _____

LOCATION PID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

DESCRIPTION OF PROJECT: _____

PROPERTY OWNER:

NAME: _____
 PHONE: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 EMAIL: _____

APPLICANT:

SAME AS PROPERTY OWNER

NAME: _____
 PHONE: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 EMAIL: _____

I FULLY UNDERSTAND THAT I MUST MEET WITH CITY STAFF TO REVIEW ALL SUBMISSION REQUIREMENTS AND CONDITIONS PRIOR TO OFFICIAL SUBMISSION, AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNING/ZONING COMMISSION AND CITY COUNCIL SCHEDULED MEETING DATES TO ENSURE REVIEW BY CITY STAFF.

 PROPERTY OWNER SIGNATURE

 DATE

 APPLICANT SIGNATURE

 DATE

OFFICE USE ONLY

DATE SUBMITTED: _____

60 DAYS: _____

TOTAL FEE PAID: _____

120 DAYS: _____

ESCROW APPLICATION SUBMITTED: _____

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SECTION 4 – ZONING ORDINANCE TEXT AND MAP AMENDMENTS



11. - Zoning ordinance text and map amendments.

- A. *Purpose.* This section specifies the procedures for amendments to the text of this chapter or associated official zoning map.
- B. *Application.*
- 1) An amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map may be initiated by a simple majority of the city council. Any persons owning property within the city, or their designated agent, may initiate an application to amend the district boundaries or designation on the official zoning map for property in which they have a real estate interest.
 - 2) A request for an amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map shall be filed with the city on an official application form. Such application shall be accompanied by a fee as set forth by the city council. Such application shall include detailed written and graphic materials fully explaining the request. The city may require that the applicant submit the following information before the application can be deemed complete:
 - a) The name and address of the applicant(s) and fee owners;
 - b) The legal description of the area proposed to be rezoned;
 - c) The name and addresses of all the owners of property lying within such area, and a description of the property owned by each;
 - d) The present zone classification of the area and the proposed zone classification;
 - e) A description of the present use of each separately owned parcel within the area, and the intended use of any parcel of land therein;
 - f) A site plan showing the location and extent of the proposed building, parking, loading, access drives, landscaping, and other improvements;
 - g) A statement of how the rezoning would fit in with the general zoning pattern of the neighborhood, and the zoning plan of the entire city;
 - h) A survey showing the property to be rezoned, and the present zoning of the surrounding area for at least a distance of 350 feet in all business districts and R-1 and R-2 districts, and 1,250 [feet] in the RR district, including the street pattern of such area, together with an abstractor's certificate with the names and addresses of the owners of the land in each area;
 - i) Proof of ownership of the property;
 - j) Such other information as the city may require.
- C. *Notice.*
- 1) Pursuant to Minnesota Statutes, an application for an amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map shall be approved or denied within 60 days from the date of its official and complete submission. The 60-day review period can be extended an additional 60 days pursuant to Minn. Stats. § 15.99. If the initial 60-day review period is extended, the city must provide written notice of the extension to the applicant before the end of the initial review period.
 - 2) Upon receipt of a complete application as determined by the city, and following preliminary staff analysis of the application, the city, when appropriate, shall set a public hearing following proper

hearing notification. Notice of said hearing shall be published in the official newspaper at least ten days prior to the hearing. Written notification of said hearing shall also be mailed at least ten days prior to the hearing to all owners of land within 350 feet of the boundary of the property in question if the property to which the amendment applies is an area of five acres or less.

- 3) Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this chapter provided a bona fide attempt to comply with the provisions of this chapter has been made. A copy of the notice and a list of the property owners and addresses to which the notice was sent shall be made a part of the record.

D. *Procedure.*

- 1) The planning commission shall consider possible adverse effects of the proposed amendment. Its judgment shall be based upon, but not limited to, the following:
 - a) The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the city comprehensive plan;
 - b) The proposed action meets the purpose and intent of this chapter and in the case of a map amendment, it also meets the purpose and intent of the individual district;
 - c) There is adequate infrastructure available to serve the proposed action;
 - d) There is an adequate buffer or transition between potentially incompatible districts;
 - e) The proposed type of building development is in the best interest of the entire city;
 - f) The proposed action will not adversely affect property values; and
 - g) The proposed action is in the interest of the health, safety, and welfare of the public.
- 2) The planning commission, city council, and city staff shall have the authority to request additional information from the applicant.
- 3) The applicant or the applicant's representative may appear before the planning commission in order to present information and answer questions concerning the proposed request.
- 4) The planning commission shall make findings of fact and make a recommendation on the request. Such recommendation shall be in writing and accompanied by the report and recommendation of the city staff.
- 5) Upon receiving the report and recommendation of the planning commission and the city staff, the city shall schedule the application for consideration by the city council. Such reports and recommendations shall be entered in and made a part of the permanent record of the city council meeting.
- 6) Approval of a request shall require passage by a majority vote of the entire city council, except that an amendment changing a district from residential to commercial or industrial shall require a two-thirds majority vote.

Land Use Escrow Application

Property Address: _____

Owner's Name: _____ Phone: _____

Email: _____

Type of Land Use Application: _____

Person/Company paying the escrow	Person/Company receiving returned escrow (if different from the person/company paying the escrow than permission is needed)
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Phone: _____
Mailing Address: _____ _____	Address: _____ _____
Amount entered into escrow: \$ _____	Email: _____

	Escrow Amount
Type of Land Use Application	
Tax Increment Financing	\$12,000
Preliminary Plat	\$5,000
Major Mining Permit	\$1,500
Admin. Subdivision, Comp Plan Amendment, Metes and Bounds Split, Minor Mining Permit, Site Plan Review, Vacation, Zoning Map Amendment	\$1,000
Final Plat	\$1,000 + \$50/Lot if new road
Environmental Review	\$650
Concept Plan Review, Conditional Use Permit, Conditional Use Permit Amendment, Grading Permit, Planned Unit Development Amendment, Variance, Zoning Text Amendment	\$500
Interim Use Permit/Amendment	\$300

Escrow Information

Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If the City of East Bethel is to acquire these fees while working on your Land Use Application, than you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned once the work has been approved by the Building and/or Community Development Director.

Escrow Payer Signature: _____ Date: _____

Community Development Staff: _____ Date: _____

East Bethel Community Development

2241 221st Ave NE | East Bethel, MN 55011

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Application Deadlines for 2020

Planning staff has ten (10) business days to deem an application complete. The submittal dates pertain to applications deemed complete by Planning staff. These dates do not pertain to Subdivisions applications.

Application Deadline To be submitted by 4pm (30 days prior to PC meeting)	Planning Commission Meeting
Friday, December 27, 2019	January 28, 2020
Monday, January 27, 2020	February 26, 2020
Friday, February 21, 2020	March 24, 2020
Friday, March 27, 2020	April 28, 2020
Friday, April 24, 2020	May 26, 2020
Friday, May 22, 2020	June 23, 2020
Friday, June 26, 2020	July 28, 2020
Friday, July 24, 2020	August 25, 2020
Friday, August 21, 2020	September 22, 2020
Friday, September 25, 2020	October 27, 2020
Friday, October 23, 2020	November 24, 2020
Friday, November 20, 2020	December 22, 2020

Planning Commission meetings are held on the 4th Tuesday of the month, unless a holiday falls on that day.

City Council meetings are held on the 2nd and 4th Mondays of the month, unless a holiday falls on that day.

Changes to meeting dates will be posted on the East Bethel City website.

CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

CITY

- City Attorney**
Eckberg Lammers
1809 Northwestern Ave. S.
Stillwater, MN 55082
(651) 967-7344
www.eckberglammers.com/

- City Engineer**
Hakanson Anderson
Attn: Craig Jochum
3601 Thurston Ave.
Anoka, MN 55303
763-427-5860
www.haa-inc.com/

HIGHWAY/TRANSPORTATION

- Traffic Engineering Manager**
Anoka County Highway Department
1440 Bunker Lake Blvd.
Andover, MN 55304
763-862-4231
www.anokacounty.us/307/Highway-Department

- Development Review Coordinator**
MN Dept of Transportation
Metro Division, Waters Edge
1500 West County Road B-2
Roseville, MN 55113
651-234-7500
metrodevreviews.dot@state.mn.us

JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District**
Attn: Wetland Specialist
1318 McKay Dr NE, Suite 300
Ham Lake, MN 55304
763-434-2030, ext. 14
<https://www.anokaswcd.org/>

- Area Hydrologist**
MN Dept of Natural Resources
1200 Warner Road
St. Paul, MN 55106-6796
651-259-5802
<https://www.dnr.state.mn.us/>

- Ecological Services**
MN Dept of Natural Resources
1200 Warner Road
763-200-2581
<https://www.dnr.state.mn.us/>

- Board of Water & Soil Resources**
651-296-6736
<http://www.bwsr.state.mn.us/>

- U.S. Army Corps of Engineers**
180 Fifth St East, Suite 700
St. Paul, MN 55101
651-290-5282
<https://www.mvp.usace.army.mil/>

- Sunrise Watershed Management Organization**
19511 E. Tri Oak Cir
Wyoming, MN 55092
763-434-9652
LAM3@ISD.net

- Upper Rum River Watershed Management Organization**
19900 Nightingale St. NW
Oak Grove MN 55011
651-259-5755
<http://www.urrwmo.org/>