



CITY OF KEIZER COMPREHENSIVE PLAN MAP AMENDMENT INFORMATION SHEET

PRE-APPLICATION CONFERENCE Prior to the actual filing of a Comprehensive Plan Map Amendment, it is strongly recommended that the applicant contact Planning Staff for a pre-application conference. The meeting will enable Planning Staff and/or Public Works staff to review the proposal and determine if the Comprehensive Plan Map Amendment request is consistent with the Comprehensive Plan and implementing ordinances and whether public services are required and available.

COMPREHENSIVE PLAN AMENDMENT (Definition): A Comprehensive Plan Map Amendment Request allows a property owner to amend the Comprehensive Plan Land Use Map that is allowed within the new Comprehensive Plan Land Use Map designation for the property. Amendments to the Comprehensive Plan map shall be reviewed as a Type III action for amendments affecting 5 or fewer parcels in accordance with the procedures specified in Section 3.202.04 of the Keizer Map amendments affecting more than 5 adjacent parcels shall be reviewed as a Type IV action in accordance with the procedures specified in Section 3.203.02.

COMPREHENSIVE PLAN LAND USE DESIGNATION AND ZONE CLASSIFICATIONS. Zone classifications implement the Comprehensive Plan Land Use designations. Following are the zones allowed in each Comprehensive Plan designation:

<u>Comprehensive Plan Designation</u>	<u>Zone Classification</u>
Low Density Residential (LDR)	RS, RC, UT
Medium Density Residential (MDR)	RL, RM, RC, MU
Medium and High Density Residential (MHDR)	RL, RM, RH, RC, MU
Mixed Use (MU)	MU
Commercial (C)	CM, CR, CG, CO
Special Planning District (SPD)	EG
General Industrial (GI)	IG, IBP
Campus Light Industrial (CLI)	IBP
Special Policy Area (SPA)	IA, EFU
Civic (CI)	P
Schools (ES, MS, HS)	P
Park (P)	P

<u>Classification</u>	<u>Abbreviation</u>
Single Family Residential	RS
Limited Density Residential	RL
Medium Density Residential	RM
High Density Residential	RH
Residential Commercial	RC
Mixed Use	MU
Commercial Office	CO
Commercial Mixed Use	CM
Commercial Retail	CR
Commercial General	CG
Employment General	EG
Industrial Business Park	IBP
General Industrial	IG

Agricultural Industrial	IA
Public	P
Exclusive Farm Use	EFU
Urban Transition	UT

REQUIRED PRELIMINARY COMPREHENSIVE PLAN AMENDMENT PLAN INFORMATION

A preliminary Comprehensive Plan Amendment is required to be submitted with the application form, showing the existing and proposed Comprehensive Plan designations and Zoning of the properties and surrounding properties within 250 feet. A minimum of 15 copies of the preliminary comprehensive plan and related zone change plan must be submitted with the completed application. In addition, 1 set of 11" x 17" or 8 1/2" x 11" reductions of all larger sized plans must also be submitted with the application for copying purposes.

COMPREHENSIVE PLAN MAP AMENDMENT CRITERIA:

The applicant for a Comprehensive Plan Map Amendment is responsible for providing facts and analysis which demonstrates that the proposed comprehensive plan amendment change meets the Comprehensive Plan Amendment criteria. The supporting information demonstrating compliance with the criteria must be provided with the completed application form or the application will be deemed incomplete.

The following criteria shall be used to review and decide Comprehensive Plan map amendments. (As per Section 3.109.01 of the Keizer Land Development Code).

- A. Compliance is demonstrated with the statewide land use goals that apply to the subject properties or to the proposed land use designation. If the proposed designation on the subject property requires an exception to the Goals, the applicable criteria in the LCDC Administrative Rules for the type of exception needed shall also apply.
- B. Consistency with the applicable goals and policies in the Comprehensive Plan is demonstrated.
- C. The Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands in the Comprehensive Plan.
- D. The Plan provides more than the projected need for lands in the existing land use designation.
- E. The proposed land use designation will not allow zones or uses that will destabilize the land use pattern in the vicinity.
- F. Uses allowed in the proposed designation will not significantly adversely affect existing or planned uses on adjacent lands.
- G. Public facilities and services necessary to support uses allowed in the proposed designation are available or are likely to be available in the near future.

PROCESS: Upon receipt of the application, Planning Staff will review the application materials to determine if a complete application packet and the processing fee has been submitted. Incomplete applications will not be accepted unless specific arrangements are made with Planning Staff. Once a complete application is accepted and logged in, Planning Staff will set-up a file and begin the review of the application. This review may include requesting comments from affected public agencies such as the Keizer Public Works Department, Keizer Fire District, and additional City, County, and State agencies if required.

Upon completion of the review of the application, Planning Staff prepares a Staff Report with a recommendation for the Land Use Hearing's Officer and the application is scheduled for a public hearing in front of the Land Use Hearing's Officer. Notice of the public hearing is sent to the applicant and all affected property owners located within 250 feet of the subject property involved in the comprehensive plan amendment. At the public hearing, both oral and written testimony may be provided by any affected property owner or interested person. Staff makes a presentation of the Staff Report with a recommendation to the Land Use Hearing's Officer.

Within 14 days after the public hearing date, the Land Use Hearing's Officer will issue a written Notice of Decision with a recommendation relating to the Comprehensive Plan. A copy of the decision is sent to the applicant and all those affected property owners who testified at the public hearing or have requested a copy of the decision. In addition, decisions are available at the City Hall for review by the general public. Staff will then schedule the application for a public hearing in front of the Keizer City Council. Notice of the public hearing is sent to the applicant and all affected property owners located within 250 feet of the subject property involved in the comprehensive plan amendment and related zone change. Staff makes a presentation of the Staff Report and case background with the recommendation of the Land Use Hearing's Officer. At the public hearing, both oral and written testimony may be provided by any affected property owner or interested person. The Council decision shall be final subject to such appeals as are provided in State law. A decision to deny shall be made by Order. A decision to approve shall be made by Ordinance. Notice of the decision shall be mailed to those with standing and those who request notice prior to the close of the final hearing. Notice shall also be sent to the Department of Land Conservation and Development as required by law.

APPEAL RIGHTS: Upon final action on the Comprehensive Plan application by the Land Use Hearing's Officer, any person may appeal the decision by filing a Notice of Appeal in writing with the City Recorder and paying the appropriate fee no later than 10 (ten) days after the decision is rendered. The appeal is to the City Council who shall cause a public hearing to be held. If the Land Use Hearing Officer's decision is appealed, the City Council shall conduct a public hearing in accordance with Section 3.207 of the City of Keizer Development Code.

- _____ Application processing and filing fee. If paid by check , the check must be payable to the City of Keizer.
- _____ A copy of the latest officially recorded title transfer instrument (deed, warranty deed, or purchase contract) giving the legal description of the property. If only a portion of the subject property is being changed then a legal description prepared by a licensed surveyor for that portion to be amended or rezoned is required.
- _____ Attach additional sheets with written statements explaining the reasons for the comprehensive plan amendment. In addition, information must be provided on how the request meets the comprehensive plan amendment criteria as outlined in the information sheet provided with this application.
- _____ 15 copies of the plot plan and supporting drawings, elevations, or diagrams. The plot plan cannot be smaller than 8 1/2" x 11" in size and must be drawn in black ink. If plot plans larger than 11" x 17" are provided, the applicant must provide at least 1 reduced copy of the plot plan and supporting drawings, elevations, or diagrams for copying purposes.

8. **THE APPLICANT(S) SHALL CERTIFY THAT:**

- A. The above comprehensive plan amendment request does not violate any deed restrictions that may be attached to or imposed upon one, both, or all of the subject properties.
- B. If the application is approved, the applicant(s) will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.
- C. All of the above statements and the statements included on the plot plan and exhibits attached to the plot plan are true to the best of the applicants knowledge; and the applicants acknowledge that any permit issued on the properties may be revoked if is found that any statements are false.
- D. The applicant(s) acknowledge that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

SIGNATURE(s) of APPLICANTS

NOTE: If the applicants are not the property owner, the current property owner MUST sign the application.

 Dated this _____ day of _____, 20__.

AGENT AUTHORIZATION

Fill out and sign this portion of the application if you (the applicant) are going to designate another individual as your agent. By signing this section you authorize the person named to act as your agent and agree to be bound by all representations and agreements made by the designated agent.

I, _____, hereby authorize _____ to act as my representative and agent in all matters pertaining to the processing and approval of this land use application, and agree to be bound by all representations and agreements made by the above designated agent.

 Applicant's Signature Date

 Applicant's Signature Date