

SECTION 8.0

GENERAL PLAN TEXT AMENDMENT PROCESS

8.1 GENERAL

Text amendments to the general plan may be initiated by the City Council based upon a vote of the City Council, upon recommendation of the Planning Commission, or any party.

Processing times will vary based upon availability of City staff time and the Applicant's execution of the various tasks. The checklists for a general plan text amendments are contained in the Development Process Manual located on the City's web site at *www.wjordan.com*.

8.2 AUTHORIZED APPLICANT

An applicant for an amendment to change the text of the general plan shall be any party, the Planning Commission or City Council on its own motion at a public meeting.

8.3 GENERAL PLAN TEXT AMENDMENT APPLICATION SUBMITTAL

The process may be initiated by submitting the application to the development department along with items listed on the general plan text amendment checklists

Once the application is received, the development department staff will determine if it is complete. No application will be scheduled for Planning Commission or City Council review until a determination has been made that the application is complete. The City needs a 36-day review period in which to complete its first review. During this time, the application will be distributed to other City departments and affected agencies, their reviews will be completed, and the development department will collect and summarize their comments.

8.4 PLANNING COMMISSION REVIEW AND ACTION

Once the development department has completed its review and determined it is complete, the City Planner will schedule the general plan text amendment for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the proposal for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review and will include the adequate public facilities letter from the Engineering Department
- C. Review and Action – For a general plan text amendment to be recommended by the Planning Commission, the applicant requesting the change must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will make a recommendation to the City Council.

The Planning Commission's recommendation will be in one of the following forms:

1. The Planning Commission may make a positive recommendation to the City Council.
2. The Planning Commission may make a negative recommendation to the City Council.
3. The Planning Commission may make a positive recommendation with modifications to the City Council.
4. The Planning Commission may continue the application to a future date within 45 days after holding the public hearing. If the Planning Commission fails to forward a recommendation on proposed amendment within 60 days, after closing the public hearing, it shall be forwarded to the City Council as if the Planning Commission made a negative recommendation

Notice of the action will be sent by the Community Development Department to the applicant regarding the Planning Commission's action.

8.5 CITY COUNCIL REVIEW AND ACTION

After the Planning Commission has reviewed the proposed general plan text amendment, made its recommendation and passed those along to the party requesting the amendment, the amendment can then be reviewed by the City Council. The following activities will take place as part of this task:

- A. Scheduling and Public Notices - The Community Development Director will schedule the proposal for review by the City Council and arrange for publication of a notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for City Council review. The staff report will include the Planning Commission's recommendations.
- C. City Council Review and Action - For the general plan text amendment to be approved by the City Council, the applicant must attend the City Council meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the City Council, the City Council will take action.

The City Council's action will be in one of the following forms:

1. The City Council may approve the general plan text amendment.
2. The City Council may change the text other than as proposed but within the scope of the notice given for the Public Hearing.
3. The City Council may reject the proposed general plan text amendment.

Notice of the action will be sent to the applicant regarding the City Council's action.
