



Olmsted County Planning Department

Land Use Plan Amendment (LUPA) Application Process:

- Consult planner about the land use plan amendment. A pre-application meeting is encouraged.
- LUPA's involving Resource Protection or Urban Service Area must be received as a request from Township Board, County Board, or County Planning Commission
- Process for landowner requested LUPA is as follows (potential suburban to suburban development):
- See deadline calendar on Olmsted County website or what is provided by planner
- Submit application packet as follows-
 - a. Land Development Application
 - b. Application fee
 - c. Letter of Township Board Action
 - i. Carbon copy form provided to you by the planner during pre-application meeting
 - ii. Applicant fills out top of form, contact township clerk prior to attending township meeting, and attend township meeting to get it signed
 - iii. Township Board will fill in comments and sign
 - iv. The completed form is submitted with the Land Development Application
 - d. Legal Description of the area to change land use plan designation
 - e. Exhibit for land use plan amendment
 - i. 1 copy if 8½x11 or 11x17 size plans
 - ii. 6 copies for plan sizes larger than 11x17 (must include one copy of smaller size plan)
- Application materials are sent out for comments by referral agencies.
- Planner reviews application, writes staff report and creates environmental checklist
- Public Hearing notices sent
- Staff report posted to website (about a week before the meeting)
- Public Hearing with Olmsted County Planning Advisory Commission (OPAC)
 - a. Staff presents staff report and findings
 - b. Public Hearing is opened by commission
 - i. Applicant and/or consultant should speak during this time
 - ii. Chair will ask for comments from the public prior to closing public hearing
 - c. Planning Commission will make recommendation on request
- Public Hearing with Olmsted County Board of Commissioners
 - a. Staff presents staff report and findings

- b. Public Hearing is opened by Board
 - i. Applicant and/or consultant should speak during this time
 - ii. Chair will ask for comments from the public prior to closing public hearing
- c. County Board will make decision on application
- Staff will receive copy of signed resolution, staff will record resolution and forward to GIS so that the maps can be updated to reflect new land use plan designation.

Applications that typically run concurrently with LUPA:

1. Zoning District Change
2. General Development Plan
3. Preliminary Plat

Updated April, 2021

CHAPTER NINE: LAND USE PLAN AMENDMENTS AND LONG-TERM MONITORING

The Olmsted County General Land Use Plan (Plan) is a dynamic document that will be adjusted when changes in population or employment projections, major land use, or land use policy make amendments necessary. Such amendments to the Land Use Plan must be made in a consistent, orderly way that recognizes the long-term impacts to the community. This section of the Plan outlines a program to carry out Plan amendments and to track changes in the factors that have been used to determine land use map designations and Plan policies.

There are four processes covered in this section, including site-specific map amendments, text amendments, periodic Plan reviews and updates, and Land Use Plan monitoring.

SITE-SPECIFIC MAP AMENDMENTS

Site-specific amendments to the Future Land Use Plan Map may be initiated by

- the property owner of the parcel that is proposed for change, with the exception of changes to the “Resource Protection – Potential Suburban” designation,
- the Olmsted County Board of Commissioners,
- the Olmsted County Planning Advisory Commission,
- a township board, generally for properties under multiple ownership within its jurisdiction,
- a city council, generally for properties under multiple ownership, for changes in the lands included in an urban service area abutting the city limits or for changes in detailed urban Land Use Plan designation within the currently adopted urban service area as shown on the County Future Land Use Plan Map, or
- staff of the Rochester Olmsted Planning Department, when it receives notice of a township or city Plan that reflects a change in the adopted Future Land Use Plan Map.

Private parties may not initiate Land Use Plan text amendments and may initiate Plan map amendments only for properties that they own.

When initiated by a private party, the Plan map amendment process requires the submittal of a completed application form that provides basic information about the site and the proposed change, the township recommendation, and a processing fee.

All Land Use Plan amendments will entail the following:

- a staff report and recommendation to be provided at the public hearing;
- a public hearing conducted by the Planning Advisory Commission in accordance with state law, at which the Commission will consider the staff report, referral agency comments, comments from township boards and affected cities, and public input, and will make a recommendation to the County Board of Commissioners; and

- a public hearing conducted by the County Board of Commissioners in accordance with state law, following which the Board will reach its decision.

Proposed map amendments must be compared to the land use policies and locational criteria for the requested land use category. In addition, the analysis of proposed map amendments will address the following questions:

- Was a mistake made in the data used or in the application of the data at the time the Plan was adopted?
- Have conditions of land use, land subdivision, ownership, or growth in the community changed the character of the site and surrounding area?
- Have policies related to the proposal changed since the Plan was adopted?
- Is there an unanticipated shortage of land available for the proposed use?
- Is the land under consideration as suited or better suited for the proposed use than other lands now designated for the proposed use, and are those lands now properly designated according to the land use policies? (This analysis will be based in part on the Comprehensive Land Use Evaluation System model.)
- Is the proposed amendment consistent with the policies of the Plan (recognizing that those values must be addressed and balanced in land use decisions)? Specifically, how does the proposed amendment address the key community values and planning principles listed in Chapter 3?
- Is there an alternative to the proposed change that better meets the intent of the Plan (a different use designation or a smaller land area, for example)?

Future Land Use Plan Map amendments will be evaluated based on the cumulative impacts of similar amendments.

ANNUAL PLAN MAP AMENDMENT REVIEW

This Plan establishes new policies on Land Use Plan amendments based on the County's experience with Land Use Plan amendments between 1978 and 1995. Land use principles and policies in this Plan encourage a proactive decision-making process that identifies the best lands for various uses, in particular, suburban development. In order to implement those policies this Plan establishes an annual process of review based on market demand for land and on the application of the Comprehensive Land Use Evaluation System model. Each year the Planning Advisory Commission will review the development trends for residential development and determine if additional lands will be needed in the "Resource Protection – Potential Suburban" designation to determine the need for additional suburban development land, as described above in Chapter 5. The County Board of Commissioners may amend the Future Land Use Plan Map after conducting a hearing.

PERIODIC REVIEWS AND UPDATES OF THE PLAN

This Land Use Plan will be reviewed and updated every five years, in order to address the changing needs of the community brought about by employment, population, housing growth, and other influences affecting land use, public services and facilities, and the environment. The County will use an abbreviated planning process including



Land Development Application

Application No: _____

Type of application

Is this an amendment? Yes No

- | | |
|---|--|
| <input type="checkbox"/> Appeal | <input type="checkbox"/> General Development Plan (name) _____ |
| <input type="checkbox"/> + Conditional Use Permit | <input type="checkbox"/> Land Use Plan Amendment _____ to _____ |
| <input type="checkbox"/> Temporary Construction | <input type="checkbox"/> *+ Metes and Bounds <input type="checkbox"/> Preliminary (different application for final approval) |
| <input type="checkbox"/> Home Occupation (CUP) | <input type="checkbox"/> *^ Preliminary Plat – # lots _____ |
| <input type="checkbox"/> Erosion Control/Grading Plan | <input type="checkbox"/> + Variance _____ |
| <input type="checkbox"/> * Final Plat – # lots _____ | <input type="checkbox"/> Rezoning _____ to _____ |

* relates to GIS Impact & E911 Addressing Fees
 + relates to Environmental Review Fees
 ^ relates to Subdivision Review Fees

Site Location Legal description attached

Site Address	# of Acres
PINs	Township/Section

Proposal *Full documentation must accompany application*

Complete all applicable sections — Select only ONE person as primary contact

Applicant

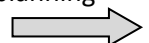
<input type="checkbox"/> Primary contact	Name		E-mail		
	Mailing address		City	State	Zip
	Daytime phone	Cell phone	FAX		
	Typed/printed name		Signature	Date	

Fee Property Owner

<input type="checkbox"/> Primary contact	Name		E-mail		
	Mailing address		City	State	Zip
<input type="checkbox"/> Additional owners on Back	Daytime phone	Cell phone	FAX		
	Typed/printed name		Signature	Date	

Consultant

<input type="checkbox"/> Primary contact	Business name		Contact Name		
	Mailing address		City	State	Zip
	Daytime phone	Cell phone	E-Mail		



Land Development Application

Application No: _____

Complete all applicable sections — Select only ONE person as primary contact

Additional fee property owners/applicants and addresses

<input type="checkbox"/> Applicant <input type="checkbox"/> Fee Owner	Name _____	E-mail _____		
	Mailing address _____	City _____	State _____	Zip _____
	Daytime phone _____	Cell phone _____	FAX _____	
	Typed/printed name _____		Signature _____	Date _____

ENVIRONMENTAL REVIEW

***** Required prior to submitting a Conditional Use Permit, Plats & Metes & Bounds, & Variance application*****

Written acknowledgement by Rochester-Olmsted Planning Department Well & Septic Code Enforcement Inspector of their preliminary review.

Comments _____

Signature: _____

PROPERTY RECORDS REVIEW

***** Required prior to submitting a FINAL Metes & Bounds application*****

Written acknowledgement by Olmsted County Property Records of their preliminary review of the proposed metes and bounds subdivision.

Comments _____

Signature: _____

NOTE: Applications only accepted with ALL required support documents. See Informational

Deadline for agency action

60 Days: _____ 120 Days _____

Shaded areas are for office use only

Received By: _____	Date: _____
Reviewed By: _____	Date: _____
Development App Fee:	\$ _____
+ Environmental Review Fee: <i>(CUP, Variance, M&B)</i>	\$ _____
* GIS Impact Fee: <i>(M&B and Plats)</i>	\$ _____
* E911 Addressing Fee: <i>(Final Plats and Metes & Bounds)</i>	\$ _____
^ Subdivision Review Fee	\$ _____

(12/15/15)

Distribution: Planning Department (all) • Applicant (all)

COUNTY OF OLMSTED, MINNESOTA

LETTER OF TOWNBOARD ACTION

DATE: _____

TO: County of Olmsted
Rochester – Olmsted Planning Department
2122 Campus Dr. SE, Suite 100
Rochester, Minnesota 55904

RE: Report of Action by the Townboard of _____ Township on the
Application by _____ (Applicant),
Located in the _____ Quarter of Section _____.

TYPE OF APPLICATION: _____

The Townboard of _____ Township met on _____ (date) and
considered the application of _____ (applicant)
on the above referred property.

The Townboard has reviewed this application and makes the following comments:

Sincerely,

Clerk of _____ Township (Signature Required)

Townboard Members (Signature Required)

DISTRIBUTION:

Planning Department: (white copy)
Townboard (canary copy)
Applicant (pink copy)