



Zone Text Amendment

A zoning text amendment is a legislative change to the language of the zoning code. It modifies the text of zoning regulations, affecting how land use and development are governed within the City of Anoka. Amendments can introduce new provisions, revise existing rules, or clarify zoning policies. Proposed text amendments may be initiated by the city council, the planning commission, the community development department, or by any owners or persons with an interest in the real estate in the affected district in the city.

Information Required for a Zone Text Amendment

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required Fee (non-refundable)
- The suggested wording of any proposed amendments to the zoning text
- A written narrative describing the reasons for the proposed text amendment
- Other necessary information as required by the Community Development Department

Process for Applying for a Zone Text Amendment

- Step 1: Pre-application meeting. Prior to submission of a zoning amendment application, the applicant may meet with the community development staff to discuss the zoning amendment application. Through the pre-application meeting, staff will summarize the informational requirements and issues related to the specific zoning amendment request.
- Step 2: Applicant submits application, fee, and required information (see list above)
- Step 3: Staff reviews the application and determines if the the application is complete. Staff has 15 business days to determine if additional information is needed.
- Step 4: Once a complete application has been received:
- a. City staff places the item on the next available Planning Commission meeting for consideration and a public hearing. Application deadlines are generally 39 days before the Planning Commission meeting.
 - b. City staff prepares a public hearing notice of the time and place of the hearing, not more than 30 days nor less than 10 days in advance of the hearing, by publishing notice in the official newspaper of the city
 - c. Staff prepares a written report for the Planning Commission's review.
- Step 5: The applicant attends the Planning Commission meeting and public hearing. Staff presents details of the request. The applicant may also address the commission. The commission receives testimony from anyone wishing to comment on the request. The Planning Commission makes a recommendation of approval or denial which is forwarded to the City Council for consideration.
- Step 6: At the next available City Council meeting, the City Council considers the application, staff report, and the Planning Commission's recommendation. The City Council may deny the application with

findings, or if the City Council wishes to proceed with the application, a first reading of the ordinance is held, moving the item to a second reading.

Step 7: At the next available meeting, the City Council holds a second reading of the ordinance, either approving or denying the requested text amendment.

Step 8: If approved, the ordinance is published in the official newspaper of the city and becomes effective 10 days following publication.

Meetings

Planning Commission meetings are held the first Tuesday of the month at 7:00 pm in the Council Chambers at City Hall. City Council meetings are held the first and third Monday of the month.

Additional information can be obtained by calling the City of Anoka Community Development Department at 763-576-2720.