

General Plan Amendment Procedures

1. Applicant confers with the planning staff to determine the need for a general Plan Amendment and to discuss the applicant's project. State Law requires the General Plan Land Use designation and Zoning to be consistent on all properties within the incorporated City Limits. Therefore, in most instances, the applicant will be required to obtain both a General Plan Amendment and a Zone Change application. Municipal ordinance also requires that general Plan amendments can only be processed at regular Planning Commission and City Council meetings in February, June and October. There is one additional "Emergency" General Plan Amendment Provision, which can be taken at any time of the year. This ordinance does not, however, apply to residential subdivisions intended for occupancy by low & moderate-income families. Please contact the Planning Dept. for additional info.
2. The applicant obtains a General Plan Amendment application from the Planning Department.
3. Applicant submits the completed application and filing fee to the department.
4. The City Clerk sets the matter for a public hearing before the Planning Commission.
5. The Planning Commission conducts a public hearing and then makes a recommendation to the City Council on whether the General Plan Amendment should be approved or disapproved.
6. After receiving the recommendation from the Planning Commission. The City Council sets the matter for a public hearing.
7. The City Council conducts the public hearing and votes to either approve or disapprove the General Plan Amendment.
8. If the Council votes to approve the general Plan Amendment, the Council directs staff to prepare a resolution to make the change official.
9. If the Council approves resolution at its next regular meeting, the General Plan Amendment is effective as of the date the resolution is approved.
10. The Planning Department changes the General Plan land use map to reflect the new designations.