



# Comprehensive Plan Amendment Administrative Review Guidelines



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[metro council.org](http://metro council.org)



# Background Information

## Current guidelines

- In place since 2010
- First established in 1987
- Updated as needed

## Admin review process

- Conducted by staff
- Delegated authority granted by the Council
- Committee review not required

## Purpose of proposed changes

- Increased clarity and transparency
- Continued process improvements
- Efficient customer service

# Proposal for expanded eligibility

## Increase net change to housing units from 100 to 250

- 72% of 2040 Plan amendments processed administratively
- 61 amendments ineligible for administrative review
- 29 amendments reviewed by the Council solely due to this criterion.
- If threshold raised from 100 to 250 units:
  - 23 more amendments would have been eligible for administrative review.
  - Overall eligibility would have increased from 72% to 82%.

# Summary of Proposed Changes

## Overall

- Consolidation
- Clarity in language
- Redundancy of completeness requirement
- Transparency

## Criterion 8

- Clarity of practice and calculation
- Raise net change to housing units to 250
- Revised language:

*Propose a land use change resulting in an increase or decrease in development capacity of less than 250 housing units, determined by using the midpoint density to calculate the difference between proposed allowable units and current allowable units.*

# Findings



## **That the proposed amendment:**

- Supports a transparent review process
- Ensures consistent application of guidelines
- Removes minor redundancies and improves clarity
- Improves shared understanding of eligibility determinations
- Improves customer service

# Proposed Action

## **That the Metropolitan Council:**

1. Revise the Council's *Comprehensive Plan Amendment Administrative Review Guidelines* as shown in Attachment 1 of this Report.





Thank you

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