
Subject: NOTIFICATION PROCEDURE FOR
REQUESTS TO AMEND THE COMPREHENSIVE
PLAN RELATED TO CITY PARKS (1986)

No. 30.3

Date: November 10, 1986

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PURPOSE:

To establish a procedure for notifying advisory boards, affected neighborhoods and property owners of proposed amendments to the Comprehensive Plan when dealing with City parks..

SCOPE:

Applies to any/all requests to amend the Comprehensive Plan as specifically related to changing a dedicated and designated park to another land use classification.

POLICY:

The following notification procedures shall be followed regarding any amendment to the Comprehensive Plan involving the changing of all or a portion of a dedicated and designated park to another land use classification:

1. A written request for said amendment shall be submitted to the Office of Economic Development and Planning 60 days prior to a Planning commission meeting for which a public hearing will be held on the amendment.
2. Within 45 days of the Planning Commission meeting, a notice containing the written request shall be mailed to the Chairpersons of the Planning Commission, Parks and Recreation Advisory Board, Environmental Concerns Committee, and Neighborhood Associations which may be affected by said amendment. A notice shall also be mailed to all property owners within 300 feet of the proposed change; this notice shall be mailed not more than 45 days no less than 15 days prior to the Planning Commission meeting.
3. Said notice shall:
 - a. Describe the nature of the amendment.
 - b. Indicate the location of the property which is the subject of the amendment.
 - c. State when and where the Planning Commission will consider the amendment.
4. Within 20 days of the Planning Commission meeting, the Parks and Recreation Advisory board and the Environmental Concerns committee shall submit a written report to the Office of Economic Development and Planning indicating their respective Committee's position on the amendment. Said reports, as well as all other correspondence received, shall be submitted to the Planning Commission prior to the meeting.

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5. As required by P.A. 285 of 1931, as amended, a public notice shall appear in the Kalamazoo Gazette not less than 15 days prior to the Planning Commission public hearing. Notices shall also be sent to each public utility or railroad company owning or operating any public utility or railroad within the area affected by the proposed amendment.

EFFECTIVE DATE: November 10, 1986

SEE ALSO: