



## ITEM REPORT PLANNING AND ZONING COMMISSION

Agenda Date: 6/17/2024  
Agenda Section: New Business

**TO:** Baxter Planning and Zoning Commission

**FROM:** Joshua Doty, Community Development Director

**REQUEST:** **PUBLIC HEARING.** Comprehensive Plan Amendment to transfer authorities of the Long Range Planning Commission to the Planning Commission (City file no. 2024-022)

**APPLICANT:** City of Baxter  
N/A

**ZONING:**

### 1. Application Request

The City of Baxter is requesting a Comprehensive Plan Amendment to transfer authorities of the Long Range Planning Commission to the Planning Commission. It is unique for cities to have a Long Range Planning Commission and Baxter's Long Range Planning Commission has served the City Council and City with incredible services for many years. Most recently, the Long Range Planning Commission helped the City develop the City's most recent Comprehensive Plan and worked on many implementation projects from the Comprehensive Plan in subsequent years; and other long range planning initiatives. Given that many of the long-range planning initiatives from the Comprehensive Plan are now complete and given the city doesn't receive many requests for comprehensive plan amendments, the City Council has provided consensus support to transfer the duties of the LRPC to the Planning Commission. This amendment would officially release the Long Range Planning Commission from service. This change would not mean that the city will stop long-range planning efforts. Rather it would change how this work would be completed. The planning commission would hold hearings and make recommendations regarding amendments and updates to the plan, which increase service to the private sector by reducing time of multiple commission and council meetings for projects. However, the City Council can also consider establishing task forces for larger long range planning projects or initiatives where volunteer services are established for the period of time needed for the project or initiative, rather than an open-ended service of a formal commission.

### 2. Amendments

To transfer authorities from the Long Range Planning Commission to the Planning Commission, the City's Comprehensive Plan and the Zoning Ordinance needs to be amended. After the LRPC's consideration of the subject comprehensive plan amendment request, the Planning Commission will hold a public hearing on the zoning ordinance amendments. Below are the specific amendments to the Comprehensive Plan:

#### Chapter 1. Introduction, 1-6

##### Adopting and Amending the Comprehensive Plan

When complete, the Comprehensive Plan will be officially adopted by the City Council upon recommendation of the ~~Long Range~~ Planning Commission. Following adoption, the Plan can be amended as follows:

- Ideally the ~~Long Range~~ Planning Commission and City staff would set up an annual review of the Plan to determine if any part of the Plan needs to be reviewed and updated.

- Pertinent section(s) of the Plan can be recommended for review and revision by the City staff, citizens, property owners, the Long Range Planning Commission, other city boards and commissions, the City Council or others, at any time.
- The item is referred to the Long Range Planning Commission for study, who may refer it to City staff for research and analysis.
- Appropriate communication and discussion among affected parties – property owners, business owners, neighbors, etc. – would be managed by the Long Range Planning Commission with assistance from City staff.
- An amendment to the Plan is prepared by City staff.
- A public hearing is scheduled in front of the Long Range Planning Commission with notice given to property owners within 500 feet of the affected area(s). For large-scale amendments affecting significant portions of the City, notice need only be made in the City's official newspaper and on the City website.
- The City Council would hear the recommendation of the Long Range Planning Commission and make a final decision on the Plan amendment.
- If the amendment involves a change in land use then it should be followed with an appropriate rezoning within a reasonable period of time.
- Specific procedures for comprehensive plan amendments are in Title 10-7-2 of the zoning ordinance.

### **3. Recommendation**

Staff recommends approval of the comprehensive plan amendment, subject to the attached resolution.

### **Attachments**

Draft Resolution 2024-063 Approving Comprehensive Plan Amendment