

Appendix E: Plan Amendment Procedures

Introduction

The Steamboat Springs Area Community Plan and other adopted subarea plans are policy documents used to guide decision-making within Steamboat Springs and the surrounding community. For the plan to function over time, it must be able to be reviewed, revised, and updated on an as needed basis, in order to respond to significant trends or changes in the economic, physical, social, or political conditions of the area.

A Comprehensive Review of the Plan should occur at a minimum of every five years. The purpose of a Comprehensive Plan Review is to thoroughly review the goals, policies, and strategies contained within the Plan and identify those that continue to reflect the community's preferred direction and those that should be changed or removed.

Revisions to the Area Community Plan, including changes to the Urban Growth Boundary, will be conducted according to two distinct and different procedures: Plan Updates and Minor Amendments.

Plan Amendment Process and Procedures

Plan Update

A Plan Update may be initiated 1) upon completion of a periodic Comprehensive Plan Review, 2) at the directive of City Council and the Board of County Commissioners, or 3) in response to a proposal for a major change to the Urban Growth Boundary.

In making a determination of the timing and scope of a Plan Update, a prime consideration should include what changes have occurred since the Plan was last updated. These changes may be in the economy or the environment, housing affordability, traffic congestion, local priorities or issues, projected growth, etc. A Plan Update should include meaningful opportunities for involvement by the public, boards and commissions, elected and appointed officials, city and county staff, and other affected interests.

The City Council and Board of County Commissioner shall then approve, approve with revisions, or deny the update based on its

consideration of the recommendations from their respective Planning Commissions, staff, boards and commissions, and evidence from public hearings.

Minor Amendment

A separate process has been established for Minor Amendments to the Plan and related elements. Minor Amendments may include minor revisions to one or a few sections of the Area Community Plan as a result of 1) adoption of a subarea or other plan, 2) a directive from City Council or the Board of County Commissioners, or 3) approval of a minor change to the Urban Growth Boundary. Minor Amendments may include changes to the Future Land Use Plan map. Other Minor Amendments may be as small as correcting text or map errors.

All Minor Amendments shall be considered by the City Council and Board of County Commissioners, after recommendation by the Planning Commissions and staff. Notice of such action shall be given as required for resolutions pursuant to City and County regulations. The City Council and County Commissioners shall then approve, approve with revisions, or deny the amendment based on its consideration of the recommendations and evidence from the public hearings. Approval of the amendments shall be by resolution.

A Minor Amendment may be approved if the elected bodies make specific findings that:

1. The existing Area Community Plan and/or any related element thereof is in need of the proposed amendment;
2. The proposed amendment will promote the public welfare and is compatible with the surrounding area and the goals and policies of the Plan;
3. The proposed amendment will have no major negative impacts on service provision, including adequacy or availability of urban facilities and services, and will have minimal effect on existing and planned service provision;
4. The proposed amendment is consistent with the City's ability to annex the property; and
5. Strict adherence to the Plan would result in a situation neither intended nor in keeping with other key elements and policies of the Plan.

Urban Growth Boundary Change

Changes to the UGB will be evaluated according to the Plan Update and Minor Amendment processes described above. The appropriate process will depend upon whether the proposed UGB change is determined to be Major or Minor.

Determination of Level of Review

The Planning Directors for the County and City are responsible for determining whether an amendment is to be considered a Major or Minor Change based on the policy and criteria established in Chapter 4, Growth Management. If the Planning Directors cannot reach agreement, the City Council and Board of County Commissioners shall determine the appropriate level of review based on the policy and criteria established in Chapter 4.

Minor Change to UGB

The purpose of the Minor Change process is to provide a mechanism to make changes to the UGB that will not have significant impact beyond the immediate area of the change. Proposed changes to the UGB that are determined to be Minor shall proceed through the Minor Amendment process described above. Additional review criteria for Minor Changes are detailed in Chapter 4 Growth Management.

Major Change to UGB

The purpose of the Major Change process is to provide a mechanism to evaluate proposed UGB changes that do not qualify as Minor. Major Changes to the UGB may be considered through the Plan Update process, described above, which fully considers all of the implications of significantly changing the limits of urban development.

Proposed changes that are found to be Major by the Planning Directors shall be scheduled for public hearing before the City Council and Board of County Commissioners to determine whether there is concurrence with the Planning Directors' determination that the proposed change does not qualify as a Minor Change.

A Full Plan Impact Review shall be completed for all proposed Major Changes to identify all aspects of the Area Community Plan that may be impacted by the proposed Major Change.

The Full Plan Impact Review shall be presented during one or more public hearings before the City Council and Board of County Commissioners to determine whether a Plan Update will be initiated to further evaluate the proposed Major Change. If initiated, the scope of the Plan Update shall be targeted to those areas of the Plan identified in the Full Plan Impact Review. Applicable policy for evaluating Major Changes is detailed in Chapter 4 Growth Management. Proposed Major Changes shall be considered denied unless the City Council and Board of County Commissioners initiates a Plan Update.