



## MEMORANDUM

TO: Governing Board

FROM: District Planning Staff

DATE: August 28, 2013

RE: Adopted Plan Amendment Guidelines

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The District is legally required to conduct an annual plan review and report to EPD on the status of its plans and is required to update the plans no less than every five (5) years. However, there may be instances where an amendment is needed prior to the major update to the plans. The following Plan Amendment Guidelines outline an amendment process which provides for three categories of amendments. This will allow local governments to continue to plan and provide the necessary services for their citizens without waiting for the regular scheduled five year plan update.

### **Process**

Anyone may submit a request to amend a District plan in writing. Once a request is received, the Planning Staff will work with the Chairman to schedule an Executive Committee Meeting to review the request and will provide the committee a copy of each request and a recommendation concerning each request prior to the meeting. The category recommended for each proposed amendment will dictate the scope and timing of review. The Executive Committee will review each proposed amendment and will select one of the following categories:

(1) Administrative Change – modification to the plan that does not alter the original intent of the plan. This category includes items such as typographical or data entry errors. Once the Executive Committee determines that a proposed amendment is an ‘Administrative Change’, the modification will be made to the plan without any additional public involvement activities.

(2) Minor Amendment – modification to the plan that is local in nature and is without objection from other local parties. This category includes items such as a change in timing of a plant expansion or change in short-term plant capacity that does not affect other counties in the District. Any proposed amendment that is determined by the Executive Committee to be a ‘Minor Amendment’ will result in a legal notice being placed in the newspaper followed by a 15-day comment period. Any comments received will be

provided to the committee in advance of the next meeting where the proposed amendment will be considered for adoption.

(3) Major Amendment – modification to the plan that is regional in nature or a modification to the plan that is local in nature but is objected to by other local parties. This category includes projects with regional significance or major modification to the plan. Any proposed amendment that is determined by the Executive Committee to be a ‘Major Amendment’ will result in a legal notice being placed in the newspaper followed by a 30-day comment period.

<b>Category</b>	<b>Scope of Public Review</b>	<b>Estimated Time (after designation of category)</b>
Administrative Change	n/a	2-3 weeks
Minor Amendment	15-day public comment	2-3 months
Major Amendment	30-day public comment	2-3 months

### **Appeal of Decision of Executive Committee**

Plan amendment decisions made by the Executive Committee may be appealed to the full District Board.

### **Amendments to Plan Amendment Procedures and Rules**

These procedures may be amended or modified from time to time by the District Board.