

# appendix a adoption and amendment process

The adoption of a comprehensive (or master) plan is the primary function and duty of a city planning commission under Alabama statutes. A planning commission may amend, extend, or add to the plan from time to time. A city council is under no mandatory obligation to adopt its planning commission's plan, but may choose to do so in order to establish a firm legal basis for its land use regulations.

This appendix includes the procedures for adoption of the Prattville Comprehensive Plan by the Prattville Planning commission and adoption by the City Council. It sets the requirements for continuous and periodic review of the plan, and outlines amendment procedures. Sample certifications, resolutions and other formal actions associated with the initial adoption of the plan, amendments, and other actions to maintain the plan area included as well.

## *adoption process*

When the Planning Commission has completed its studies and discussions and has prepared a Comprehensive Plan, it must

hold a public hearing, with proper notice given, before passing a formal resolution of adoption. The formal resolution, when adopted, shall be included in the front of the plan. If, however, the city council established its intent to adopt the plan, the Planning Commission may dispense with its public hearing because the City Council must hold a public hearing before proceeding with a resolution to adopt the plan.

In adopting a comprehensive plan, the resolution(s) must refer specifically to the documents, charts and maps that make up the plan. Separate, large-area, small-scale maps displayed in City Hall, or other Planning Commission meeting spaces, are appropriate elements of the plan, which may be adopted in display form.

## *amendment process*

The amendment process is divided into two subsections: one for major amendments, and one for minor amendments and corrections. A major amendment would cause change in policy such that the type or pattern of development

depicted on any official map adopted as part of the Comprehensive Plan would be substantially changed. Major amendments will be accepted at any time during the year. The Planning Commission may set a public hearing and proceed with adoption of each such amendment, or consider all such amendments together during the annual review of the plan.

A minor amendment would cause no substantial change in policy, or the application of policy, to proposed development types or patterns depicted on official maps adopted as a part of the Comprehensive Plan. Rather, minor amendments include editorial corrections, inclusion of obvious omissions, and explanations or interpretations of portions of the plan, that do not alter its intent. Such minor amendments may be made at any time during the year by a vote of the Planning Commission at any regular meeting, subject to final review and adoption during the annual review of the Comprehensive Plan.

### *annual review and major amendments*

The Prattville Comprehensive Plan shall be review and amended by the Planning Commission, as necessary, each year beginning in March with the annual review of the Comprehensive Plan and concluding by the end of May with the adoption of the amendments. The reviewed, and amended, plan shall be ready for presentation to the City of Prattville for inclusion in the budgetary review process which begins on July 1 on each year. During these annual or major amendment proceedings, the Planning Commission

should:

1. Receive, review and discuss the impact of new information reported to the Planning Commission addressing at least:
  - a. census updates and projections,
  - b. completion of major projects,
  - c. new plans of the federal government, state government, Autauga County, Elmore County, and Prattville boards, commissions and authorities,
  - d. proposed amendments of the zoning ordinance, particularly those not in accord with the Comprehensive Plan,
  - e. building permits issued and trends identified, and
  - f. minor corrections and amendments made to the Comprehensive Plan during the past year.
2. Receive, review and discuss reports from city departments, board, authorities and commissions submitted to the Planning Commission during April for their impact on the Comprehensive Plan.
3. Receive, review and discuss major amendments submitted or suggested during the past year.
4. Analyze all new information, plans, and proposed amendments to the Comprehensive Plan; hold public hearings; and, adopt the Comprehensive Plan with all approved amendments.
5. Report all actions and transmit the amended plan to the City Council no later than July 1 for its consideration and adoption during the annual budget process.

The Planning Commission shall publish all text and map changes made to the Comprehensive Plan, as the result of its annual review, in July of each year.

### *minor amendments*

The Prattville Comprehensive Plan may be corrected for errors and omissions, edited, expanded, and interpreted or explained at any time by the formal action of the Planning Commission at any regular meeting, so long as such changes do not alter the intent of any adopted provision of the plan. When errors, omissions, or misunderstandings are noted, notification, either written or oral, which identifies the problem should be given to the Planning Commission. The Planning Commission should have the problem investigated, along with the implications of proposed

corrections and alternatives for resolving the problem. The Planning Commission should then adopt, by a majority of those present voting in favor, such minor amendments as may be necessary.

All minor amendments adopted during the year shall be identified to the Planning Commission during its annual review of the Comprehensive Plan. At that time, the adoption of each shall be confirmed and included in the annual resolution of the plan amendment.

### *certifications*

Sample resolutions of the Prattville Planning Commission and City Council that may be used for adoption of the Prattville Comprehensive Plan are shown on the following pages. With minor modifications, they may be used to adopt the plan as it may be amended from time to time.

*sample resolution of the planning commission*

A RESOLUTION TO ADOPT  
THE PRATTVILLE COMPREHENSIVE PLAN

WHEREAS, The Planning Commission, has engaged in extensive studies of the environment, the patterns of development, the distribution of population, and the characteristics of the social and economic structure of the City of Prattville; and

WHEREAS, The Planning Commission, has studied and analyzed the plans of the State, county, regional and municipal governments and agencies having an impact on the planning process and the Prattville area; and

WHEREAS, The Planning Commission, has assembled the Prattville Comprehensive Plan, which it deems appropriate and necessary for purposes of promoting the health, safety and general welfare of the City of Prattville; and

WHEREAS, all requirements of the laws of the State of Alabama with regard to preparation and discussion of said Prattville Comprehensive Plan have been met;

NOW THEREFORE BE IT RESOLVED by the Planning Commission of this City of Prattville, Alabama that the document entitled the Prattville Comprehensive Plan and all official maps pertaining thereto specially identified with the seal of the Planning Commission are hereby adopted this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

*sample resolution of the city council*

A RESOLUTION TO ADOPT  
THE PRATTVILLE COMPREHENSIVE PLAN

WHEREAS, The Planning Commission, has engaged in a study of Prattville and has assembled and adopted the Prattville Comprehensive Plan, which it deems appropriate and necessary for purposes of promoting the health, safety and general welfare of the City of Prattville; and

WHEREAS, all requirements of the laws of the State of Alabama with regard to preparation and discussion of said Prattville Comprehensive Plan have been met;

NOW THEREFORE BE IT RESOLVED by the City Council of this City of Prattville, Alabama that the document entitled the Prattville Comprehensive Plan and all official maps pertaining thereto specially identified with the seal of the Planning Commission are hereby adopted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

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President, Prattville City Council

Authenticated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

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City Clerk

Approved

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Mayor, City of Prattville

