



COMMUNITY DEVELOPMENT DEPARTMENT

1309 Myrtle Avenue
Enumclaw, WA 98022

PHONE 360-825-3593 FAX 360-825-7232

Comprehensive Plan Text Amendments - Instructions and Application (02/16/2023)-

A Comprehensive Plan Text Amendment application is a request to change the text language of the Enumclaw Comprehensive Plan. This action requires special consideration because of its possible impact on other regulations and ordinances, the environment, and the growth and development of the City. The purpose of the text amendment process is to allow the public to request changes to the Comprehensive Plan and the established pattern of development resulting from the plan, while ensuring compatibility between the Comprehensive Plan goals and policies and other regulations.

Comprehensive Plan text amendments may be initiated by Community Development staff or other administrative staff of the City, private citizens, Planning Commission, or City Council.

Requests to amend the Enumclaw Comprehensive Plan are accepted once each calendar year. Following the submittal deadline, all proposed amendments are concurrently considered by staff and Planning Commission in order to assess their cumulative impact. The annual deadline for comprehensive plan amendment applications is the fourth Monday in January.

Application Process

A. Pre-application Meeting: The potential applicant is strongly encouraged to submit preliminary materials for staff review and/or to participate in a pre-application meeting.

B. Application Form: Amendment requests must be submitted on the form provided by the Community Development Department. In completing the form, please provide all information and materials requested, giving as much detail as possible. Incomplete forms will not qualify as meeting the deadline.

C. Application Deadline: Applications for comprehensive plan text amendment requests must be submitted by the fourth Monday in January of any given year. Applications must be completely filled out and must include all required supporting information before they will be accepted as meeting the application deadline. Applications that are incomplete or are received after this date will not be considered until the following year.

D. Annual Consideration of Amendment Requests: Following the January Comprehensive Plan Amendment request deadline, Planning Commission will review each new and held over amendment proposal and will make a determination on which of the requests to consider during the course of the year. Applicants will be notified by staff prior to the Planning Commission meeting, and will be informed of the results afterwards.

E. Submittal of Environmental Checklist: Proponents of requests selected for further consideration must submit Environmental Checklists (for SEPA review) and appropriate fees to the City within 60 days of the Planning Commission determination, or else forfeit their request.

E. Environment Review: The City's SEPA Responsible Official will review the applications and make a threshold determination on the cumulative environmental impact of the proposed amendments pursuant to the Washington State Environmental Policy Act (SEPA). If the responsible official determines that a draft final or supplemental environmental impact statement (EIS) or other appropriate environmental review is warranted, the applicant may be responsible for a full or proportionate share of the costs of preparing these environmental documents, as determined by the responsible official. Amendment proposals cannot be scheduled for public hearing until environmental reviews have been completed.

F. Fees: The following fees are non-refundable and are required at the time of submittal. Fees are as per the current Fee Schedule found here: <https://www.cityofenumclaw.net/documentcenter/view/6618>

- Comprehensive Plan Text Amendment – Application Fee plus public notification costs
- Environmental Checklist – Application Fee plus public notification costs

Applications will not be assigned a file number or considered complete, nor receive further review until all applicable fees are paid.

Public Process

A. Notice of Public Hearing: Once the proposed amendment and all accompanying applications have been received, reviewed by staff, and an environmental review has been completed, a public hearing date will be scheduled for joint review by Planning Commission and City Council. The City will post one or more notice boards on the property at least 15 days prior to the joint public hearing, and will also post the notice on its land use bulletin board. The City will publish the public hearing notice in the Enumclaw Courier Herald at least 10 days prior to the public hearing and, when applicable, will mail notices to all property owners within 300 feet of the affected property.

B. Public Meeting Schedule: Several public meetings will be held prior to a decision being made by City Council. The purpose of the first meeting, the joint public hearing, is to accept public testimony on the proposal. No decision will be made on that date. Once the public hearing is closed, no new public testimony on the proposal will be accepted.

Following the joint public hearing, Planning Commission will schedule time at their next regular monthly meeting(s) to consider the proposal. Planning Commission will ultimately make a recommendation with findings of fact to City Council, which will then make a final decision on the proposal over the course of two or more regularly scheduled Council meetings.

C. Staff Reports: Community Development staff will prepare a report, findings of fact, and recommendation on the proposed amendment, and present the report at the joint public hearing of Planning Commission and City Council. Copies of the staff report will be mailed to Board and Council members and to the applicant(s) prior to the hearing.

Staff reports and memos may also be provided to Planning Commission, City Council and the applicant(s) in preparation for additional meetings. These reports may modify recommendations that were previously presented.

D. City Council Consideration and Decision: City Council may approve, approve with modifications or deny amendments to the Comprehensive Plan text based upon the following criteria:

1. Is the Comprehensive Plan Amendment request reasonably necessary?
2. Is the Comprehensive Plan Amendment request in the public interest?
3. Comprehensive Plan considerations
4. Zoning Code considerations
5. Environmental considerations

In the event that City Council modifies the recommendation made by Planning Commission, it shall make its own findings and set forth in writing the reasons for the action taken.

Due Process Considerations

A comprehensive plan text amendment is categorized as a Legislative Action and is subject to the requirements of Title 15.32 of the Enumclaw Municipal Code.

Appeals Process

The decision by City Council may not be administratively appealed. Judicial review is available pursuant to RCW 36.70C.



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Comprehensive Plan Text Amendment Application

APPLICATION (page 1 of 3)

Comp Plan Text Amendment Fee
Plus Public Notification Costs

Application name _____

Comprehensive Plan Chapter and subject addressed _____

Applicant 1 Name _____

Mailing Address _____

Phone numbers (home) _____ (work) _____ (FAX) _____

Email address _____

Signature _____

Applicant 2 Name _____

Mailing Address _____

Phone numbers (home) _____ (work) _____ (FAX) _____

Email address _____

Signature _____

Agent/Consultant/Attorney name _____

(Mandatory if primary contact is different from applicant)

Mailing Address _____

Phone numbers (home) _____ (work) _____ (FAX) _____

Email address _____ License No: _____

Office Use Only: City-initiated Privately-initiated

Date Application received: _____ and determined complete _____

Date approved for consideration by Planning Commission _____

Date Environmental Checklist received and applicable fees paid _____

Fee amount(s) _____

APPLICATION (page 2 of 3)

DESCRIPTION OF PROPOSAL:

(attach additional 8½ x 11” pages if necessary)

Describe the intent of the proposed Comprehensive Plan text amendment:

Provide proposed wording and location of revised text:

Provide the reason/rationale for proposed text amendment:

APPLICATION (page 3 of 3)**CRITERIA:**

Please respond to each of the criteria listed below. To address each of these criteria, consider the following questions: *What is the public necessity that requires this amendment? What significance will the proposed amendment have to the community? What impacts, both positive and negative, will the proposed amendment have on the health; safety and general welfare of the public; the city design; development interests; neighborhoods; historically significant buildings; and environmentally sensitive areas.* Your response to each criteria will be used by Planning Commission and City Council to evaluate your proposal.

- a) Is the Comprehensive Plan Amendment request reasonably necessary?
- b) Is the Comprehensive Plan Amendment request in the public interest?
- c) What are the Comprehensive Plan considerations?
- d) What are the Zoning Code considerations?
- e) What are the Environmental considerations?