



COMMUNITY DEVELOPMENT DEPARTMENT
1309 Myrtle Avenue, Enumclaw, Washington 98022
Phone (360) 825-3593 - FAX (360) 825-7232

Comprehensive Plan Map and/or Zoning Map Amendments - Instructions and Application -

Every property in the city has both a zoning and Comprehensive Plan Land Use designation. These separate designations are visually represented on maps that serve to direct the character of development throughout the city and help support the community's larger development objectives. The Comprehensive Plan Land Use and Zoning designations work in concert to provide clear direction as to how property may be developed and to direct land uses to the most appropriate areas within the city.

Each property within the City is assigned to a zoning district as indicated on the official Zoning Map. The zoning designation for a property determines what specific land uses are possible and prescribes specific development standards. A zoning map amendment (also called a "rezone") changes the zoning designation for a property, therefore changing the possible land uses and development standards.

The city's land use designations are shown on the Comprehensive Plan Land Use Map, which serves to manage land uses citywide in order to meet the community's needs. The zoning map may be amended only if the proposed change conforms to the Comprehensive Plan Land Use Map. A request to change the Zoning map is often accompanied by a request to change the Land Use map; therefore the two amendment procedures can be addressed as a single application process.

Anyone may request an amendment to the Comprehensive Plan by submitting a complete application and fee to the Administrator by the fourth Monday in January, as identified in Enumclaw Municipal Code (EMC) 15.32.030(B). In the unlikely event that a rezone application does not require a Comprehensive Plan Map amendment, it may be initiated year-round, and is not required to comply with the January deadline. Staff can help you determine whether or not your request requires a Comprehensive Plan Map amendment.

Site-specific map amendments are Type IV permit actions in which the Hearing Examiner makes a recommendation to Council, who in turn makes the final decision. Area-wide map amendments are legislative actions, initiated by either the Planning Commission or Council, in which the Planning Commission makes a recommendation to Council, who in turn makes the final decision.

Application Process

A. Pre-application Meeting: The applicant is strongly encouraged (and may be required) to participate in a pre-application meeting with city staff in order to acquaint the city with the potential application and to acquaint the applicant with the requirements of the municipal, fire and building codes and other relevant criteria and procedures prior to submitting a formal application (and associated fees). Contact staff well in advance of the January deadline to schedule your pre-application meeting.

B. Application Forms: Map amendment requests must be submitted on the forms provided by the Community Development Department. In completing the application forms, provide all information and materials requested, giving as much detail as possible.

C. Application Deadline for Comprehensive Plan Map Amendments: A Comprehensive Plan Map amendment request must be completely filled out and include all required supporting information before it will be accepted as meeting the application deadline of 4:30 P.M. on the fourth Monday in January. Per the requirements of city code and state law, the Comprehensive Plan Map may be amended no more than once per year. If successful, your amendment will be a part of the City's annual update process. Applications that are incomplete or received after the deadline will not be considered until the following year.

Applications for Zoning Map amendments which do not require changes to the Comprehensive Plan Land Use Map may be submitted at any time.

D. Submittal of Formal Application: The applicant shall complete and submit a *Formal Application*, which includes a SEPA checklist, and all appropriate fees, before the request can be considered. The City will not begin processing an application until all required materials and fees have been received.

E. Environmental Review: An Environmental Checklist and associated fee must accompany the *Formal Application*. 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 an 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 non-refundable fees are required with the submittal of the *Formal Application*. Fees are per the current Fee Schedule found here: <https://www.cityofenumclaw.net/documentcenter/view/6618>

- Comprehensive Plan and/or Zoning Map Amendment – Application fee plus public notification costs;
- Environmental Checklist – Application fee plus public notification costs.

Applications will not be considered complete or be reviewed until all applicable fees are paid.

Public Process

A. Public Hearing: Once the proposed amendment and all accompanying applications have been received, reviewed by staff, and an environmental review has been completed, an open Public Hearing date will be scheduled. The City will follow the method of publication as outlined in EMC 15.30.030, which entails one or more notice postings onsite and on the land use bulletin board at least 15 days prior to the joint public hearing. The city will publish the Public Hearing notice in the Enumclaw Courier Herald at least 10 days prior to the public hearing and will mail notices to all property owners within 300 feet of the affected property.

The Public Hearing serves as a forum for decision makers and citizens to hear public testimony on the proposal. No decision will be made on that date. Once the Public Hearing record is closed, no new public testimony on the proposal will be accepted.

Following the initial hearing, written findings of fact and a recommendation will be forwarded to Council for a final decision on the proposal over the course of two or more regularly scheduled Council meetings.

B. Staff Reports: Community Development staff will prepare a report, findings of fact, and recommendation on the proposed amendment, and present the report at the hearing. Copies of the staff report will be mailed to all parties of interest prior to the hearing.

C. City Council Consideration and Decision: City Council may approve, approve with modifications or conditions, or deny amendments to the Comprehensive Plan and/or Zoning Map designations based upon the following general criteria identified in EMC 15.32.038:

1. Will the amendment result in development that will adversely affect the public health, safety and general welfare?
2. Is the amendment based upon new information that was not available at the time of adoption of the comprehensive plan, or have circumstances changed since the adoption of the plan that warrant an amendment to the plan?
3. Is the amendment consistent with other goals and policies of the comprehensive plan, and will the amendment maintain concurrency between the land use, transportation, and capital facilities elements of the plan?
4. Does the amendment address an existing or significant need for a public necessity or convenience?
5. Is the amendment in the public's best interest?
6. If the council elects to make the amendment, would it be compatible with all adjacent comprehensive plan and zoning map designations?
7. Is the amendment compatible with all elements of the comprehensive plan and zoning code?
8. If approved, would the amendment be compatible with, and not adversely impact, related ordinances, regulations and development standards?
9. How would the amendment impact the city design, development interests, neighborhoods, environmentally sensitive areas, or any historic areas?

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



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Comprehensive Plan Map and/or
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Application

Comprehensive Plan and/or Zoning Map Amendment Application Fee
SEPA Checklist Fee
Plus public notification costs

1. INITIAL APPLICATION INFORMATION:

Application name _____

Address/location _____

King County Parcel Number(s) _____

Legal Description _____

(attach additional pages if necessary)

Acreage or square footage of the site _____

Applicant Name _____

Mailing Address _____

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

Email address _____

Signature _____

Additional Property Owner Name (If different from above. If more than one additional owner,
attach additional information/signature sheets) _____

Mailing Address _____

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

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 of pre-application meeting: _____

Date formal application received and applicable fees paid: _____

Date of SEPA threshold determination: _____

Date application determined complete: _____

Fee amount(s) _____

2. FORMAL APPLICATION OF PROPOSED AMENDMENT:

About Map Amendments: Comprehensive Plan and Zoning Map Amendments must meet the approval criteria of EMC Titles 15.24 and 15.32 of the Enumclaw Municipal Code. Requests for Zoning Map amendments may be considered concurrently with a Comprehensive Plan Map amendment.

How to Address the Approval Criteria: The burden of proof is upon the applicant to show how their request meets the approval criteria that are listed below. In addition to answering questions on pages 6 and 7, the applicant will need to submit a separate written narrative that fully describes the proposed amendment and the intended future land uses, should the amendment be approved. The applicant should use the approval criteria as an outline when completing the written narrative.

Review standards for comprehensive plan amendments – from EMC 15.32.038:

1. Will the amendment result in development that will adversely affect the public health, safety and general welfare?
2. Is the amendment based upon new information that was not available at the time of adoption of the comprehensive plan, or have circumstances changed since the adoption of the plan that warrant an amendment to the plan?
3. Is the amendment consistent with other goals and policies of the comprehensive plan, and will the amendment maintain concurrency between the land use, transportation, and capital facilities elements of the plan?
4. Does the amendment address an existing or significant need for a public necessity or convenience?
5. Is the amendment in the public's best interest?
6. If the council elects to make the amendment, would it be compatible with all adjacent comprehensive plan and zoning map designations?
7. Is the amendment compatible with all elements of the comprehensive plan and zoning code?
8. If approved, would the amendment be compatible with, and not adversely impact, related ordinances, regulations and development standards?
9. How would the amendment impact the city design, development interests, neighborhoods, environmentally sensitive areas, or any historic areas?

A SEPA environmental checklist needs to be submitted at the same time as the formal application.

Please attach all applicable information requested below on either 8 ½” x 11” or 11” x 17” pages. All attachments must be of reproducible quality.

	<u>CURRENT DESIGNATION</u>	<u>REQUESTED DESIGNATION</u>
LAND USE PLAN MAP:	_____	_____
ZONING MAP:	_____	_____

- a. Describe what type of development is envisioned for the area proposed for amendment. A conceptual site plan drawing of potential future development is required.
- b. Identify the adjacent land uses surrounding the proposed amendment.
- c. Attach a vicinity map suitable for public notice purposes.
- d. If the requested rezone is parcel-specific (rather than an area-wide rezone), submit a dimensioned site plan (to engineering scale) of the site and the surrounding properties to a distance of 100 feet, including:
 - 1) Date, scale, and north arrow.
 - 2) Existing property lines, structures, streets, parking facilities, landscaping, vehicular and pedestrian circulation, signs, and fences.
 - 3) Existing public and private roads, driveway accesses and road right-of-ways and access easements with dimensions and road names
 - 4) Existing building dimensions
 - 5) Lot dimensions
 - 6) Setback distances from all existing structures to property lines
 - 7) Areas of future development
 - 8) All existing manmade or natural features
 - 9) Location of any critical areas (wetlands, aquifer recharge areas, frequently flooded areas, geologically hazardous areas, or fish and wildlife habitat areas).
- e. Please answer the questions below in writing and attach them to the application. Answer all questions separately and reference the question number in your answer.
 - 1) What does your Comprehensive Plan and/or Zoning Map Amendment intend to accomplish?
 - 2) Is your amendment request in the public’s interest?
 - 3) Why is this property more suited for the proposed land use / zoning designation than the present designation?
 - 4) What are your long-term plans for the property?
 - 5) How will your amendment proposal support the goals, policies and provisions contained in Enumclaw’s Comprehensive Plan? Some examples of these goals are included on page 7 of this form.
 - 6) What are the potential impacts for the proposed change? Specifically, what are the impacts that could negatively affect the health, safety and general welfare of the public; the city design; development interests; neighborhoods; environmentally sensitive areas; and/or historic areas? How would adverse impacts be mitigated?
 - 7) Describe any probable adverse environmental impacts that might result from the proposed zoning change. How would adverse impacts be mitigated?
 - 8) Describe the extent to which adequate public facilities and services are likely to be available to serve the development allowed under the proposed land use designation.

Listed below are a few examples of Enumclaw's Comprehensive Plans goals. For a complete list, visit www.cityofenumclaw.net/acrobat/Pubworks/compplanFinal.pdf

Land Use

1. Create innovative and flexible zoning for smaller lot sizes.
2. Encourage compact development of vacant or under-utilized land to limit pressure for expanding the city's boundaries.
3. Maximize use of vacant or underutilized space within the city limits.
4. To promote a mix of higher density housing that supports development of a broad range of services.
5. To create land use patterns supporting a multi-modal transportation system connecting all areas of the community.

Transportation

1. To develop a consistent transportation system for community land use needs while accommodating through-traffic requirements.
2. To emphasize "wayfinding" for optimal multi-modal travel enjoyment and efficiency.

Housing

1. To preserve, protect and strengthen the vitality and stability of existing neighborhoods.
2. To create a workable model for a variety of housing types, including clustered development, small-lot single-family, cottage housing, and condominiums.

Community Design

1. To maintain and enhance neighborhood identity and character as the community evolves.
2. To link the central business district more effectively to SR 410 and to the neighborhoods surrounding it.

Economic Development

1. To be a rural center supporting the varied needs and demands of the community and surrounding area.
2. To stimulate and diversify the community's economy.