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To: [City Council](#)
Subject: Comprehensive Plan Docket Requirements
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The March 19, 2015 Planning Commission Public Hearing on the Comprehensive Plan did NOT include Amendment #8 and Amendment #9 (see the posted staff report and minutes here: <http://cityofshoreline.com/Home/Components/Calendar/Event/7680/182?toggle=allpast>)

There were only 7 amendments in all, one citizen submitted amendment and 6 city generated amendments, which did not include Amendment #8 (the Westminster Way truck route designation) and Amendment #9 (the multi-model LOS). Therefore, the staff report is inaccurate in stating that the Planning Commission made no recommendation as both Amendment #8 and Amendment #9 were not included on the agenda for the March 19, 2015 agenda. The annual docket had been established before that time, and the mandatory public participation required under the GMA was established only for Amendments #1-#7, Amendment #8 and Amendment #9 have been added after the annual docket had been established. Thus, the planning commission and the public have not had an opportunity to make any comments or recommendations for Amendment #8 and Amendment #9, which were added after the annual docket had been established under SMC 20.33.343 -- these two amendments missed the cut off date for inclusion in the annual docket.

20.33.343 Amendment and review of the Comprehensive Plan (legislative action). **.0 SHARE**

A. Purpose. A Comprehensive Plan amendment or review is a mechanism by which the City may modify the text or map of the Comprehensive Plan in accordance with the provisions of the Growth Management Act. in order to

respond to changing circumstances or needs of the City. and to review the Comprehensive Plan on a regular basis.

B. Decision Criteria. The Planning Commission may recommend and the City Council may approve, or approve with modifications an amendment to the Comprehensive Plan if

1. The amendment Is consistent with the Growth Management Act and not Inconsistent with the Countywide Planning Policies, and the other provisions of the Comprehensive Plan and City policies: or

2. The amendment addresses changing circumstances, changing community values, incorporates a sub area plan consistent with the Comprehensive Plan vision or corrects information contained in the Comprehensive Plan, or

3 The amendment will benefit the community as a whole. will not adversely affect community facilities, the public health. safety or general welfare

C. The **City** of Shoreline's process for accepting and reviewing Comprehensive Plan amendments for the annual docket shall be as follows:

- 1 Amendment proposals will be accepted throughout the year. The closing date for the current year's docket is the last business day in December.
 - 2 Anyone can propose an amendment to the Comprehensive Plan.
 - There is no fee for submitting a general text amendment to the Comprehensive Plan
 - An amendment to change the land use designation, also referred to as a site specific Comprehensive Plan amendment requires the applicant to apply for a rezone application to be processed En conjunction **with** the Comprehensive Plan amendment. There are separate fees for a site specific CPA request and a rezone application.
 - 3 At least three weeks prior to the closing date. there will be general public dissemination of the deadline for proposals for the current year's docket Information will include a staff contact. a re-statement of the deadline for accepting proposed amendments, and a general description of the amendment process. At a minimum, this information will be available on the City's website and through a press release.
 4. Amendment proposals will be posted on the City's website and available at the Department.
 - 5_ The draft docket will be comprised of all Comprehensive Plan amendment applications received prior to the deadline.
 6. The Planning Commission will review the draft docket and forward recommendations to the City Council.
 7. A summary of the amendment proposals will be made available. at a minimum. on the City website. in Currents, and through a press release.
- B_ The City Council will establish *the* final docket at a public meeting.
- 9 The City will be responsible for developing an environmental review of combined impacts of the proposals on the final docket. Applicants for site specific Comprehensive Plan amendments will be responsible for providing current accurate analysis of the impacts from their proposal.
 10. The final docketed amendments will be reviewed by the Planning Commission in publicly noticed meetings
 11. The Commission's recommendations will be forwarded to the City Council for adoption. (Ord. 695 5 1 (Exh. A). 2014: Ord. 591 § 1 (Exh. A), 2010. Ord. 238 Ch. III § 7(f). 2000)_

WAC 365-196-210

(3)(a) Relationship to the comprehensive plan amendment process. Cities and counties may amend the comprehensive plan no more often than once per year, as required in RCW [36.70A.130](#)(2), and referred to as the docket. If a city or county conducts a comprehensive plan docket cycle in the year in which the review of the comprehensive plan is

completed, it must be combined with the periodic review process. Cities and counties may not conduct the periodic review and a docket of amendments as separate processes in the same year.

(2)(a) Each county and city shall establish and broadly disseminate to the public a public participation program consistent with RCW [36.70A.035](#) and [36.70A.140](#) that identifies procedures and schedules whereby updates, proposed amendments, or revisions of the comprehensive plan are considered by the governing body of the county or city no more frequently than once every year, except that, until December 31, 2015, the program shall provide for consideration of amendments of an urban growth area in accordance with RCW [36.70A.1301](#) once every year. "Updates" means to review and revise, if needed, according to subsection (1) of this section, and the deadlines in subsections (4) and (5) of this section or in accordance with the provisions of subsection (6) of this section. Amendments may be considered more frequently than once per year under the following circumstances:

This section does NOT apply to the Westminster Way truck route designation as it was omitted from the Aurora Square CRA DEIS as a planned action:

(v) The adoption of comprehensive plan amendments necessary to enact a planned action under *RCW [43.21C.031](#)(2), provided that amendments are considered in accordance with the public participation program established by the county or city under this subsection (2)(a) and all persons who have requested notice of a comprehensive plan update are given notice of the amendments and an opportunity to comment.