



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

# COMPREHENSIVE PLAN AMENDMENT DOCKETING

*Updated May 1, 2019*

To Whom It May Concern:

Please find attached the application for Comprehensive Plan Amendment Docketing. This application is to be used by the public, officials or staff to submit recommended amendments to the Kittitas County Comprehensive Plan. These applications will be listed on a "Docket" or list of times to be considered by the legislative bodies of Kittitas County during emergencies or during the annual comprehensive plan review. Comprehensive Plan or Land Use Map amendments requires SEPA Environmental Checklist and appropriate fees.

The deadline for submitting amendments to the Kittitas County Comprehensive Plan is 5:00 PM, June 30 of each year with a review of these docketed amendment subjects to begin on July 1 of the same year. If June 30 falls on a weekend, then docketed items must be submitted on the Friday before the deadline at 5:00 PM. Any action taken by the legislative bodies of Kittitas County on the docketed items will take place no later than December of this same year.

Many topics may be docketed for amendment including textual corrections, plan deficiencies, new subareas or elements (i.e. recreation plan) or the addition and deletion of text. The following is a summary of the amendment process to the Kittitas County Comprehensive Plan and includes deadlines, process and amendment procedures:

The Kittitas County Comprehensive Plan, elements thereof, and development regulations shall be subject to continuing evaluation and review by Kittitas County. Any change to development regulations shall be consistent with and implement the comprehensive plan as adopted pursuant to RCW 36.70A.

- A) *If, during project permit review, Kittitas County identifies deficiencies in county plans or regulations, the project permit review shall continue, and the identified deficiencies shall be docketed for possible future amendments. For purposes of this section, a deficiency in a comprehensive plan or development regulation refers to the absence of required or potentially desirable contents of a comprehensive plan or development regulation. It does not refer to whether a development regulation addresses a project's probable specific adverse impacts that the permitting agency could mitigate in the normal project review process.*
- B) *Any interested person, including applicants, citizens, county commission and board members, and staff of other agencies may suggest plan or development regulation amendments. The suggested amendments shall be docketed with the Planning Department and considered by Kittitas County Planning Commission and Board of County Commissioners on at least an annual basis, consistent with the provision of RCW 36.70A.130 and the regulatory reform act ESHB 1724.*
- C) *Proposed amendments or revisions of the comprehensive plan are considered by the Board of County Commissioners no more frequently than once a year except that amendments may be considered more frequently under the following circumstances:*
  - 1. *The initial adoption of a subarea plan; and*
  - 2. *The adoption or amendment of a Shoreline Master Program under the procedures set for the in RCW 90.58.*
- D) *All proposals shall be considered by Kittitas County concurrently so that the cumulative effect of the various proposals can be ascertained. However, after appropriate public participation Kittitas County may adopt amendments or revisions to its comprehensive plan whenever an emergency exists or to resolve an appeal of a comprehensive plan filed with a growth management hearings board or with the court.*

- E) *For map amendments and related rezones to be considered together in public hearings, the Request to Rezone application shall be received on or prior to June 30 in the same docket year as the map amendment application*
- F) *For the purposes of this section, docketing refers to compiling and maintaining a list of suggested changes to the comprehensive plan or development regulations in the Planning Department in a manner that will ensure such suggested changes will be considered by Kittitas County and will be readily available for review by the public. Docketing for the calendar year shall be from January 1 to June 30 of each calendar year. Amendments docketed after June 30 shall be considered in the following calendar year.*
- G) *Amendments to the comprehensive plan or development regulations docketed by June 30 shall be approved or denied by the Board of Kittitas County Commissioners on or before December 31 of that same calendar year.*
- H) *In order to facilitate public participation Kittitas County shall maintain and provide for the following procedures when considering amendments to the comprehensive plan and development regulations:*
1. *Broad dissemination of proposals and alternatives. The docket shall be available for public review in the Planning Department during regular business hours. Alternatives to a proposal may be submitted by any party prior to the closing of the written testimony portion of the public hearing before the Planning Commission.*
  2. *Opportunity for written comments. Written testimony shall be allowed from the date of docketing up to the date of closing of the written testimony portion of the public hearing.*
  3. *Public Meetings. Study sessions and hearings shall be held only after effective notice has been distributed.*
  4. *Provisions for open discussion. Hearings shall allow for sufficient time allotments in order that all parties that wish to give oral or written testimony may do so.*
  5. *Communication programs and information services. A newsletter that summarizes amendments docketed and projected meeting and hearing dates should be provided by the Planning Department for distribution to all parties that have requested to receive it by mail. Copies of proposed amendments shall be available at cost of reproduction.*
  6. *Consideration of and response to public comments. Planning Commission and the Board of Kittitas County Commissioners members should review the testimony submitted in their findings.*
  7. *Notice of decision. Publication in the paper of record shall be made, which gives notice that Kittitas County has adopted the comprehensive plan or development regulations or amendments thereto, and such publication shall state that all petitions in relation to whether or not such actions are in compliance with the goals and requirements of RCW 90.58 or RCW 43.21C must be filed within 60 days after the publication date.*

Please contact our office if you have any questions at (509)962-7506.

Sincerely,

***Kittitas County Community Development Services***