

COMPREHENSIVE PLAN AMENDMENT DOCKETING

Updated July 23, 2026

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, on the first Friday in April of each year. 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.

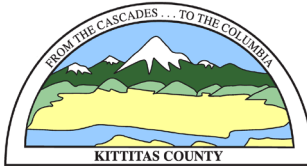
- A) *If, during project permit review, Kittitas County identifies deficiencies in county plans or regulations, the project permit review shall continue, and the identified deficiencies shall be docketed for possible future amendments. For purposes of this section, a deficiency in a comprehensive plan 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 the first Friday in April 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 the first Friday in April of each calendar year. Amendments docketed after the first Friday in April shall be considered in the following calendar year.*
- G) *Amendments to the comprehensive plan or development regulations docketed by the first Friday in April of each year 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



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

COMPREHENSIVE PLAN AMENDMENTS DOCKETING

(Proposing a text or map amendment as part of annual docketing, pursuant to KCC 15A.10 and KCC 17.98)

CHECK THE APPROPRIATE BOX(ES) SHOWING WHICH TYPE OF AMENDMENT IS REQUESTED:

COMP PLAN MAP

☐

COMP PLAN TEXT

☐

NOTE: If the amendment you are applying for is within an URBAN GROWTH AREA or you are proposing a UGA expansion of the Ellensburg, Cle Elum, or Roslyn UGA you are required to docket your item with that City as well. You must contact the appropriate City for filing deadlines, fees, application, and costs.

Please type or print clearly in ink. Attach additional sheets as necessary. Pursuant to KCC 15A.03.040, a complete application is determined within 28 days of receipt of the application submittal packet and fee. The following items must be attached to the application packet.

REQUIRED ATTACHMENTS

- ☐ Site plan of the property with the following features (as applicable): all buildings, points of access, roads, parking areas, septic tank, drainfield, drainfield replacement area, areas to be cut and/or filled, natural features such as contours, streams, gullies, cliffs, etc.
- ☐ SEPA Checklist (if not exempt per KCC 15.04 or WAC 197-11-800)
- ☐ Project Narrative responding to Questions 9-12 on the following pages.

APPLICATION FEES:

\$3,530.00 **TEXT AMENDMENT:** Kittitas County Community Development Services (KCCDS) –OR–

\$3,850.00 **MAP AMENDMENT:** Kittitas County Community Development Services (KCCDS)

\$600.00 **SEPA Checklist:** Kittitas County Community Development Services (KCCDS)

Based on amendment **Total fees due for this application** (One check made payable to KCCDS)

FOR STAFF USE ONLY

Application Received By (CDS Staff Signature):

DATE:

RECEIPT #

DATE STAMP IN BOX

COMMUNITY PLANNING • BUILDING INSPECTION • PLAN REVIEW • ADMINISTRATION • PERMIT SERVICES • CODE ENFORCEMENT

FORM LAST REVISED: 02-21-2023

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GENERAL APPLICATION INFORMATION

1. Name, mailing address and day phone of land owner(s) of record:

Landowner(s) signature(s) required on application form.

Name: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

2. Name, mailing address and day phone of authorized agent, if different from landowner of record:

If an authorized agent is indicated, then the authorized agent's signature is required for application submittal.

Agent Name: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

3. Name, mailing address and day phone of other contact person

If different than land owner or authorized agent.

Name: _____

Mailing Address: _____

City/State/ZIP: _____

Day Time Phone: _____

Email Address: _____

4. Street address of property:

Address: _____

City/State/ZIP: _____

5. Legal description of property (attach additional sheets as necessary):

6. Tax parcel number: _____

7. Property size: _____ (acres)

8. Land Use Information:

Zoning: _____

Comp Plan Land Use Designation: _____

PROJECT NARRATIVE

(INCLUDE RESPONSES AS AN ATTACHMENT TO THIS APPLICATION)

9. Narrative **project description:** For **all** proposed Comp Plan amendments, provide the following information:
- Why is the amendment needed and being proposed?
 - How does the proposed amendment consistent with the County-Wide Planning Policies for Kittitas County?
 - How is the proposed amendment consistent with the Kittitas County Comprehensive Plan?
 - How have conditions changed that warrant a comprehensive plan amendment?
10. **Transfer of Development Rights:** According to KCC 17.13.080.2 some comprehensive plan amendments require a transfer of development rights. This process is described in KCC 17.13. Please describe whether this amendment will require transferred development rights, and if they are required, describe how this requirement will be met.
11. For **map amendments** attach the following additional information for **each** parcel involved:
- Parcel Information**
 - Tax parcel number(s)
 - Total Acreage
 - Site Address
 - Owner
 - Mailing Address
 - Owner's Home Phone Number
 - Land Use Information**
 - Current and proposed comprehensive plan designation
 - Current and proposed zoning designation
 - (Note: Rezone requests require separate Rezone application and fee).
 - Present use of the property
 - Surrounding land use
 - Services:**
 - Whether the site is currently served by sewer or septic
 - Name of sewer purveyor (if on public sewer system).
 - Whether the site is currently served by a public water system or well
 - Name of water purveyor (if on public water system)
 - Whether the site is located on a public road or private road.
 - Name of road
 - Fire District
12. For **text amendments**, attach the following additional information
- Identify the sections of the Comprehensive Plan and Zoning Ordinance that you are proposing to change and provide the proposed wording.

AUTHORIZATION

13. Application is hereby made for A COMPREHENSIVE PLAN AMENDMENT to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the agencies to which this application is made, the right to enter the above-described location to inspect the proposed and or completed work.

All correspondence and notices will be transmitted to the Land Owner of Record and copies sent to the authorized agent or contact person, as applicable.

Signature of Authorized Agent:
(REQUIRED if indicated on application)

Date:

X _____

Signature of Land Owner of Record
(Required for application submittal):

Date:

X _____
