



Memorandum

DATE: July 7, 2010

TO: Shoreline Planning Commission

FROM: Steven M. Cohn, Senior Planner
Steven Szafran, AICP, Associate Planner

RE: Study session on a Development Code Amendment to formalize the Comprehensive Plan Amendment Annual Docket Process - File No. 301650

Summary

Periodically staff presents a group of Development Code amendments for consideration. The proposal to be studied at your July 15 meeting would formalize the process for creating the annual Comprehensive Plan Amendment docket.

Background/Analysis

Amendments to the Development Code are processed as legislative decisions. Legislative decisions are non-project decisions made by the City Council under its authority to establish policies and regulations. The Planning Commission is the review authority for legislative decisions and is responsible for holding an open record Public Hearing and making a recommendation to the City Council on the proposed amendments.

The purpose of this policy is to set forth procedures for accepting and processing Comprehensive Plan Amendments (CPAs) in order to create the annual CPA docket. RCW 36.70A.130 (2) (a) offers the following guidance:

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.

Proposal

Since the State does not offer specific guidance, cities and counties are allowed to develop their own rules for developing a docket. Shoreline has operated with informal rules since the adoption of the first Comprehensive Plan. In order to formalize the process, staff proposes the following to be adopted into the Development Code:

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

- A. Amendment proposals will be accepted throughout the year. The closing date for the current year's docket is the last business day in December.
- B. 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 in conjunction with the Comprehensive Plan amendment. There are separate fees for a Site Specific CPA request and a rezone application.
- C. 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 advertised in the newspaper and available on the City's website.
- D. Amendment proposals will be posted on the City's website and available at the Department of Planning and Development Services.
- E. The DRAFT Docket will be comprised of all complete Comprehensive Plan amendment applications received prior to the deadline.
- F. The Planning Commission will review the DRAFT docket and forward recommendations to the City Council.
- G. A summary of the amendment proposals will be published in the City's newspaper of record.
- H. The City Council will establish the FINAL docket at a public meeting.
- I. 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.

- J. The FINAL docketed amendments will be reviewed by the Planning Commission in publicly noticed meetings.
- K. The Commission's recommendations will be forwarded to the City Council for adoption.

Next Steps

The purpose of this study session is to:

- Review the proposed development code revision
- Allow staff to respond to questions regarding the proposed revision
- Identify any additional information that staff should research prior to the hearing

The amendment is tentatively scheduled for a Public Hearing and possible Planning Commission recommendation on September 2, 2010. If you have questions or comments about the recommendation, please contact Steve Cohn, Project Manager, at scohn@shorelinewa.gov or 206-801-2511.