

COMPREHENSIVE PLAN AMENDMENT *Information*



3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

This form provides information and an explanation of the procedures for amending the City's Comprehensive Plan. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.

Purpose

The City of University Place Municipal Code Title 16.10 includes the procedure and requirements for amending the City's Comprehensive Plan. This handout is intended to provide information on those procedures and the required criteria to amend the City's Comprehensive Plan.

Who May Initiate Amendments

Any interested person, including applicants, citizens, City Council, Planning Commission, Hearings Examiners, City staff, or staff of other agencies may request amendments to the Comprehensive Plan.

Types of Amendments

There are two types of amendments to the City's Comprehensive Plan, area-wide amendments and site specific amendments:

Area-Wide Amendments: A map amendment involving four or more contiguous or adjacent parcels under different ownership that would be similarly affected by the proposed map amendment. Public notice shall be published in the newspaper, via City newsletter or similar form, and on signs posted in at least two conspicuous locations in the area subject to the proposed area-wide map amendment.

Site Specific Amendments: All privately initiated Comprehensive Plan amendment requests and for those City-initiated amendment requests not meeting the definition of an "area-wide plan amendment." Public notice shall be published in the newspaper, via mail sent to all property owners of record within a radius of 300 feet, and on a sign posted in a conspicuous location on the property to which the proposed map amendment to the Comprehensive Plan applies.

Rezones versus Reclassification: A rezone shall mean the change of a zone designation on the City's Zoning Map (see quasi-judicial amendment packet). A reclassification is a change of a Comprehensive Plan land use designation and is subject to the provisions contained in UPMC Title 16. When a proposal requires both a reclassification and a rezone, the following shall apply:

1. A reclassification and a legislative rezone may be conducted concurrently.
2. A reclassification and a quasi-judicial rezone shall be conducted in phases, with the reclassification occurring first in time.

Procedure

Application.

An applicant shall complete the necessary application form as provided by the Development Services Department. After an application is received, it is reviewed for completeness. If the application is incomplete, a notice of incomplete application specifying why the application was deemed incomplete will be sent to the applicant. Once complete, the City will send the applicant a notice of complete application.

Decision Criteria.

The City's Comprehensive Plan was developed and adopted after significant study and public participation. The principles, goals and policies contained therein shall therefore be granted substantial weight when considering a proposed amendment. Therefore, the burden of proof for justifying a proposed amendment rests with the applicant, whether privately initiated or City initiated, who must demonstrate how the request is consistent with an/or relates to the approval criteria contained in the Comprehensive Plan Amendment application form.

Public hearing and recommendation required by Planning Commission.

The Planning Commission shall make a recommendation on all proposed amendment requests from the Director, then make and forward a recommendation on each to the City Council. The Planning Commission shall hold at least one public hearing prior to making any recommendation to the City Council.

Adoption required by City Council.

The Comprehensive Plan or amendments to the Comprehensive Plan require adoption by the City Council by ordinance. The City Council shall not adopt a Comprehensive Plan amendment without first conducting a public hearing and considering a report by the Planning Commission.

When amendments may be adopted.

All amendments to the Comprehensive Plan shall be considered concurrently and no more frequently than once each calendar year except as provided for in RCW 36.70A.130.

Text amendments.

Text amendment requests may be initiated anytime during the annual amendment cycle process; however, text amendment requests received after the Planning Commission has forwarded its recommendation to the City Council may be deferred for consideration until the subsequent amendment cycle if the City Council so chooses.

Appeals to the adoption or amendment of the Comprehensive Plan.

All appeals to the adoption of the Comprehensive Plan or Comprehensive Plan Amendment shall be filed with and processed by the Central Puget Sound Growth Hearings Board.

COMPREHENSIVE PLAN AMENDMENT *Checklist*



3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

This is a checklist of materials required for a Comprehensive Plan Amendment. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

Fees must be paid at the time of submittal. The table below indicates the standard number of sets required at the time of submittal. The number of plans is subject to change based on the scope of the proposal.

# OF SETS REQUIRED	DESCRIPTION
5	Comprehensive Plan Amendment Application
5	Site Plan
2	Reduced Site Plan
5	Vicinity Map including the nearest cross streets and a North arrow
5	SEPA Checklist
2	Property Listings, Map and Mailing Labels for all lots within 300 feet (but not less than two parcels deep) of subject property. (Obtained from Pierce County Assessor, title company, or other approved method)

3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

Describe whether the capacity to provide adequate services is diminished or decreased.

Do adjacent properties have similar or compatible designations, or are there other conditions present to ensure compatibility with surrounding properties.

Have any assumptions upon which the Comprehensive Plan is based been found invalid?

Describe any sufficient change or lack of change in conditions or circumstances that has occurred since the adoption of the latest amendment to the Comprehensive Plan that dictates the need for a proposed amendment.

How is the amendment consistent with Chapter 36.70A RCW, the County-Wide Planning Policies for Pierce County, and Vision 2020: Growth and Transportation Strategy for the Puget Sound Region?

Describe how the proposed amendment advances the public interest.

I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.

Print Name: ☐ Owner ☐ Agent/Other (specify):

Signature: Date: