



# City of Sultan

## Planning Department

### CITY OF SULTAN COMPREHENSIVE PLAN AMENDMENT REVIEW AND PUBLIC HEARING PROCEDURES

1. The Planning Department receives applications\* at any time during the year. Applications, which are associated with a development proposal for a specific parcel of land, shall be accompanied by a fee as established in Resolution Number 10-01. There shall be no fee for other applications until such time as they are accepted for further review by the City Council.
2. All applications shall be docketed as required by RCW 36.70A.470. Applications received prior to July 1<sup>st</sup> of any year shall be docketed for preliminary consideration by the Council as soon as practicable after the July 1 deadline.
3. All applications associated with a development proposal for a specific parcel of land shall be referred to the Planning Commission, and shall be maintained on the docket for review in the current year.
4. For all other applications, the Council, by a majority vote, shall either docket the application for review by the Planning Commission or deny the application. When docketing applications for review by the Planning Commission, the Council may defer some applications for review in a subsequent year.
5. The Planning Department advises the Planning Commission of amendments referred by the City Council and docketed for review during the current year.
6. The Planning Department schedules meeting(s) with the Planning Commission to consider the amendments and to prepare recommendations for the public hearing(s).
7. The Planning Commission conducts public hearing(s) on the amendments and considers comments received at the hearing(s). The Planning Commission then prepares final recommendations for the City Council.
8. Recommendations of the Planning Commission are submitted to the Washington State Office of Community Development for review and comment prior to City Council review.
9. The City Council conducts public meeting(s), which shall not be an open record hearing as defined in Chapter 347 Laws of Washington 1995, Section 402, and considers recommendations of the Planning Commission and Washington State Office of Community Development.
10. Amendments approved by the City Council are incorporated into the Comprehensive Plan and distributed to plan holders.

**\* 15 copies of the completed petition and all attachments required**

COMPREHENSIVE PLAN

AMENDMENT

REVIEW AND

PUBLIC HEARING

PROCEDURES

PACKET

City of Sultan, Planning Department  
P.O. Box 1199 - 319 Main Street  
Sultan, WA 98294-1199  
(360) 793-2231 FAX (360) 793-3344

## Comprehensive Plan Amendment Petition

Date Received: \_\_\_\_\_

Type of Amendment – Please Check

Rezone Application Required: \_\_\_\_\_

\_\_\_\_\_ Policy

\_\_\_\_\_ Map

\_\_\_\_\_ Regulation

\_\_\_\_\_ Plan

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

### Proponent Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Amendment Information:** The merits of a proposed amendment shall be measured against the petition submittal requirements listed below to ensure consistency in the review and decision making. Please provide the following information (attach additional pages if necessary):

1. A detailed statement of what is proposed to be changed and why.

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2. A statement of anticipated impacts to be caused by the change, including geographic area affected and issues presented and why.

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3. A demonstration of why an existing comprehensive plan policy, plan or recommendation should not continue to be in effect or why an existing, plan or recommendation no longer applies.

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4. A statement of how the amendment complies with the comprehensive plan's community vision statements, goals, objectives, and policy directives.

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5. A statement of how facility plans and capital improvement plans support the change.

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6. A statement of how the change affects land use regulations (i.e. zoning, subdivision, etc.) and the necessary text changes to bring that land use regulations into compliance with the plan.

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7. A demonstration of public review of the recommended change.

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8. A statement of how the public should participate in your proposed amendment.

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9. An estimated time frame or schedule necessary to complete the amendment.

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10. An estimate cost to complete the amendment in consideration of staff time, consultant services, printing, mapping, public notices and information, etc.

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11. Will a Citizen's Advisory Committee or Technical Advisory Committee acting as a subcommittee of the Planning Commission be necessary to evaluate the amendment?

Yes: \_\_\_\_\_

No: \_\_\_\_\_

**If Yes:**

A. What are your recommendations for a membership on the committee? 5.

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11. Continued.

B. How and when will the meetings be conducted?

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C. How will the City Council and Planning Commission be advised of the Committee's Progress?

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D. How will the public participate in the Committee meetings?

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12. A detailed statement describing how the map amendment complies with the Comprehensive Plan Land Use Element (for map amendment only).

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