



## **COMPREHENSIVE PLAN TEXT OR MAP AMENDMENTS PROPOSING ITEMS FOR THE DOCKET**

The Washington State Growth Management Act allows cities to consider proposed amendments to their comprehensive plans no more frequently than once per calendar year. Chapter 16.30 of the Black Diamond Municipal Code establishes the process through which plan amendments may be proposed. Proposing an amendment to the docket is a mechanism to have an idea considered with no filing fee requirement. However, the Planning Commission has the discretion of whether to moving an item from the docket into the formal annual amendment process. If you want to be guaranteed that an issue is considered, you are encouraged to file an individual amendment and pay the required filing fee.

Amendments proposed for the docket cannot apply to a specific parcel of property, but must have an area-wide or city-wide applicability.

1. **One copy** of a completed City of Black Diamond Master Planning Permit Application form.
2. **Four copies** of a description of the proposed amendment and any associated development proposals, if applicable. Formal site-specific or project-related amendments shall include plans, information and/or studies that accurately depict existing and proposed uses(s) and improvements. Proposed site-specific or project related amendments that do not specify propose use(s) and potential impacts will be assumed to have maximum impact to the environment, public facilities and services;
3. **Four copies** of the proposed amendatory language, preferably shown in "bill" format (i.e., new language underlined; language proposed for deletion in strikeouts)
4. **Four copies** of a written narrative addressing each of the following:
  - Rationale for the project
  - An explanation of how the proposed amendment and associated development proposal(s) if any, conform to, conflict with, or relate to the criteria set forth in BDMC 16.10.220
  - The proposal does not raise policy or land use issues that are more appropriately addressed by an ongoing work program approved by the Mayor.
  - The proposal can be reasonably reviewed and evaluated, given existing staff and budget resources.
  - The proposal has not been voted on by the City Council in the last three years. This time limit may be waived if it is demonstrated that a) the proposal addresses an obvious technical error in the existing plan or b) a change in circumstances justifies the need for the proposed amendment.
  - Any additional information reasonably deemed necessary by the planning director to evaluate the proposed amendment.

5. **Two copies** of a completed SEPA checklist including the supplement sheet for non-project actions (if applicable)

6. Application Fee

### **Submittals**

Suggested amendments may be submitted to the Community Development Department at any time during the year. However, only proposals submitted by June 15<sup>th</sup> will be evaluated for inclusion in the following amendment cycle.

### **Review**

All proposals to the docket will be reviewed by staff and forwarded to the Planning Commission. The Planning Commission will evaluate each proposal and determine those which will proceed in the amendment process. Those moving forward will be subject to further assessment and recommendation from the staff. The Planning Commission will conduct a public hearing and shall make and forward a recommendation on each amendment proposal to the City Council, most likely in the Fall. The City Council makes the final decision on all proposed amendments to the Comprehensive Plan.

### **Questions:**

Please call the Community Development Department at 360-886-5700 if you have any questions regarding the application form or submittal requirements.