

WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
310 W Poplar St., Suite 200
Walla Walla, WA 99362
509-524-2610

Submit documents to: permits@co.walla-walla.wa.us

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Application deadline: November 30, 2017 at 4:00 pm

This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to Chapter 14.07 WWCC.

NOTES FOR 2018:

For the 2018 Comprehensive Plan amendment cycle, the types of applications that will be accepted will be limited to those listed in the attached press release, set by the Board of County Commissioners via Resolution 17-258. Please review this information closely before applying.

See attached press release for more information.

Prior to application submittal you are strongly encouraged to schedule a preapplication meeting, which is an opportunity to meet with staff to informally discuss the proposal, application requirements, fees, the review process and schedule, and applicable development standards, plans, policies, and laws.

If you are submitting more than one amendment request, fill out a separate application for each request.

Applicant

Name: _____
Mailing address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Applicant's Representative (optional)

Name: _____
Mailing address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

***Note: Signatures from the applicant and each property owner required on Page 4 (WWCC 14.07.025B(9)).**

Type of Proposed Amendments

- Type of proposed amendment (circle one): Text Policy Map
- Is this application accompanied by application(s) for development regulations amendments (rezone or zoning code text amendment) necessary to implement the proposed Comprehensive Plan amendment (circle one)? Yes or No

Text and Policy Amendments	
Brief description of the proposed text or policy amendments <i>* detailed statement will be required – see the Submittal Checklist on Page 4.</i>	
Comprehensive Plan page(s) that would be effected.	

Map Amendments	
Site address and/or general description of the area	
12-digit Assessor's parcel numbers (site-specific amendments only)	_____ - _____ - _____ - _____ - _____ _____ - _____ - _____ - _____ - _____
Size of the of the property/area that would be affected	
Current Land Use Designation	
Proposed Land Use Designation	
Current Zoning	
Proposed Zoning <i>*rezone application will also be required.</i>	
Is the subject property within an Urban Growth Area (UGA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify which UGA: <input type="checkbox"/> Walla Walla <input type="checkbox"/> College Place <input type="checkbox"/> Waitsburg <input type="checkbox"/> Prescott <input type="checkbox"/> Burbank <input type="checkbox"/> Attalia Industrial UGA	

Property Owner Information (site specific map amendments only)

Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

The signature of each applicant or the applicant's representative, and each property owner if different than the applicant(s), is required per [WWCC 14.07.025](#).

(We) (I) certify that the information furnished within this application, including all submittals and attachments, is true and correct to the best of (my) (our) knowledge, and understand that additional conditions may be placed on the permit if it is approved. Attach additional page if needed (for five or more signatures).

_____	/ _____	/ _____	
Printed Name	Signature	Date	<input type="checkbox"/> Owner <input type="checkbox"/> Applicant

_____	/ _____	/ _____	
Printed Name	Signature	Date	<input type="checkbox"/> Owner <input type="checkbox"/> Applicant

_____	/ _____	/ _____	
Printed Name	Signature	Date	<input type="checkbox"/> Owner <input type="checkbox"/> Applicant

_____	/ _____	/ _____	
Printed Name	Signature	Date	<input type="checkbox"/> Owner <input type="checkbox"/> Applicant

_____	/ _____	/ _____	
Printed Name	Signature	Date	<input type="checkbox"/> Owner <input type="checkbox"/> Applicant

COMPLETE SUBMITTAL CHECKLIST

Application Deadline: November 30, 2017 at 4:00 pm

Submittal Requirements

The following must be submitted with this completed form for the application to be complete. Applications that are incomplete (i.e., that do not include all the information required below) will not be accepted.

- An electronic copy**
- 15 hard copies**
- Application fee: \$2,500**, payable to Walla Walla County
(If the application is not placed on the final docket, \$2,000 will be refunded.)
- [SEPA Environmental Checklist](#) (all sections must be completed)
- SEPA Review fee: \$380**, payable to Walla Walla County.
- Exhibit A:** detailed written summary of proposed amendments. Must be labeled as "Exhibit A" and attached to application form.

Additional Requirements for Map Amendments - attach and label as follows

- Exhibit B:** an explanation of how the proposal meets the criteria in the following sections of the Walla Walla County Code. The written statement must address each of these criteria and should specifically respond to each item in this sections as required by the type of amendment. See attached. A MS Word document with these criteria is available online and can be used to generate Exhibit B.
 - [WWCC 14.10.015](#)
 - [WWCC 14.10.060D.3 \(perceived need, urgency, and appropriateness\)](#)
 - [WWCC 14.10.070B.3.](#)
 - [Section 14.10.070B.4](#) – site specific map amendments only
 - [Section 14.10.070B.5.a](#) – Urban Growth Area amendments only
 - [Section 14.10.070B.5.b](#) – Urban Growth Area amendments only
- Exhibit C:** vicinity map depicting the location of the property. Must be dated and signed by the applicant.
- Exhibit D:** legal description and notarized signature of one or more property owners.

Additional Requirements for Text or Policy Amendments - attach and label as follows

- Exhibit B:** an explanation of how the proposal meets the criteria in the following sections of the Walla Walla County Code. The written statement must address each of these criteria and should specifically respond to each item in these sections as required by the type of amendment. See attached. A MS Word document with these criteria is available online and can be used to generate Exhibit B.
 - [WWCC 14.10.015](#)
 - [WWCC 14.10.060D.3 \(perceived need, urgency, and appropriateness\)](#)
 - [WWCC 14.10.070B.3](#)
 - [Section 14.10.070B.5.a](#) – Urban Growth Area amendments only

I hereby state that the checked items are included in my application packet. I understand that errors or omissions may result in delay of application review. If all items are not submitted together, in a complete application packet, by November 30, 2017 at 4:00pm, the application will not be considered in 2018.

Applicant Signature: _____ Date: _____

EXHIBIT B

Note: As noted on the Submittal Checklist on Page 4 of the application, depending on the type of application (policy, text, map amendment, or UGA map amendment), certain criteria will not apply. Provided detailed responses to applicable criteria. A MS Word document with these criteria is available online.

1. **Explain how the proposed amendment complies with the criteria in the Walla Walla County Code [Section 14.10.015](#), which identifies the types of applications that may be considered. For the 2017 amendment cycle, the types of applications that will be accepted will be limited to those listed in the attached press release.**

2. **Explain how the proposed amendment complies with the criteria in Walla Walla County Code [Section 14.10.060D.3](#) regarding the perceived need, urgency and appropriateness of the proposed amendment.**

3. **Explain how the proposed amendment complies with criteria in Walla Walla County Code [Section 14.10.070B.3](#).**
 - a. *The proposal meets a definable public need; and*
 - b. *The public need was not recognized in the existing comprehensive plan due to:*
 - 1) *A change in circumstances in the community not anticipated or contemplated when the applicable section(s) of the comprehensive plan was last adopted; or*
 - 2) *An error in development of the comprehensive plan as it currently exists; and*
 - c. *The defined need conforms to the policy directives of the comprehensive plan and countywide planning policies; and*
 - d. *The proposed amendment does not require amendment of policies in other areas of the comprehensive plan except to resolve inconsistencies or unnecessary duplication among policies; and*
 - e. *The proposed amendment is consistent with the Growth Management Act (Chapter 36.70A RCW), any other applicable inter-jurisdictional policies or agreements, and any other state or federal laws.*

4. **Explain how the proposed amendment complies with criteria in Walla Walla County Code [Section 14.10.070B.4](#). **(SITE SPECIFIC MAP AMENDMENTS)****
 - a. *The subject parcel(s) is suitable for development under the requested land use designation and the zoning standards of one or more potential implementing zoning district(s); and*
 - b. *The proposed site-specific amendment will not create pressure to change the land use designation of other properties in the area; and*
 - c. *The proposed site-specific amendment does not adversely affect the adequacy of existing or planned public facilities and services in the immediate area or the applicable urban growth area.*

5. Explain how the proposed amendment complies with criteria in Walla Walla County Code Section 14.10.070B.5.a. (UGA MAP OR POLICY AMENDMENTS)

- a. *For each proposed amendment to an urban growth area policy or land use map the planning commission shall consider the following information:*
- 1) *The 20-year population and/or employment projections for the county; and*
 - 2) *The extent to which the urban growth occurring within the county has located within each city and the unincorporated urban growth areas; and*
 - 3) *The allocation of projected county population and/or employment to the urban growth areas; and*
 - 4) *The buildable lands analysis for each urban growth area; and*
 - 5) *Existing urban growth area boundaries; and*
 - 6) *Other proposed changes affecting urban growth areas.*

6. Explain how the proposed amendment complies with criteria in Walla Walla County Code Section 14.10.070B.5.b. (UGA BOUNDARY MAP AMENDMENTS)

- b. *For each proposed amendment to an urban growth area the planning commission shall recommend that a proposed amendment be approved, approved with modifications, or denied based on the review criteria in Section 14.10.070B.3 and Section 14.10.070B.4 if applicable, and the following additional criteria:*
- 1) *The proposed amendment necessitates:*
 - a. *Reallocation of population and/or employment within the county; and*
 - b. *Related map and/or boundary changes; or*
 - 2) *The proposed amendment requires modification of the map and/or boundary of one or more urban growth areas.*



WALLA WALLA COUNTY

Community Development Department

310 W. Poplar, Suite 200 • Walla Walla, WA 99362-2865

October 2, 2017

PRESS RELEASE

Walla Walla County Community Development Department
310 W. Poplar Street
Walla Walla, WA 99362
www.co.walla-walla.wa.us
509-524-2610

2018 WALLA WALLA COUNTY COMPREHENSIVE PLAN AND DEVELOPMENT REGULATION AMENDMENT PROCESS

Walla Walla County has begun its annual consideration of Comprehensive Plan and Development Regulation amendments for 2018. Typically, the County would not be opening the application cycle until January 1st, but because our County Comprehensive Plan is due June 30, 2018 the application cycle needs to begin as soon as possible.

The amendment process is designed to solicit from the public, other governmental jurisdictions (e.g. cities), and other agencies and organizations, which can include the Board of County Commissioners, suggested changes to the Walla Walla County Comprehensive Plan and Development Regulations for consideration.

Comprehensive Plan

The Walla Walla County Comprehensive Plan provides the policy framework for making land use and related decisions to accommodate the projected 20-year growth in the County. The plan applies to the unincorporated areas of the County only, including the urban growth areas (UGA) of College Place, Prescott, Waitsburg, and Walla Walla. However, each of our cities have their own comprehensive plans and separate amendment processes. The purpose of the comprehensive plan is to guide development in the County, including the unincorporated lands of the UGAs, as well as the unincorporated communities of Burbank, Dixie, Lowden, and Touchet. The Comprehensive Plan contains the goals and policies intended to guide land use planning in a coordinated and comprehensive manner.

For the 2018 Comprehensive Plan amendment cycle, the types of applications that will be accepted will be limited to the following criteria:

1. Technical amendments to correct errors in policies or text; and
2. Technical amendments to correct mapping errors that do not require interpretation of the criteria for the various land use designations; and
3. Text or policy changes to resolve inconsistencies or unnecessary duplication among policies; and

4. Changes to comprehensive plan appendices; and
5. Site-specific land use map amendments that do not require substantive changes to existing policy language and that do not alter the urban growth area boundary except to correct a mapping error as provided in Section 14.10.015 (C) (2); and
6. Changes required by amendments to countywide planning policies; and
7. Other types of amendments as allowed by WWCC 14.10.030 including resolution of an emergency condition or situation that involves the public health, safety or welfare and when adherence to the amendment process set forth in the Code would be detrimental to the public health, safety or welfare, and amendments due to actions from the State legislature, and/or courts, and/or Growth Management Hearings Board;
8. Annual review amendments as provided in Section 14.10.015(C); and
9. Updates to a subarea plan; and
10. County proposed substantive changes to existing text or policy language including the introduction of new text or policy language; and
11. Non-county proposed substantive changes to existing text or policy language necessary due to the demonstrated consequences of adopted text or policy language not anticipated or contemplated when the text or policy language was last adopted; and
12. Land use map changes related to a proposed text or policy as provided in Sections 14.10.015D.3 and 14.10.015D.4; and
13. Land use map changes necessary due to changed conditions on the subject property or its surrounding area not anticipated or contemplated when the land use map designation for the property was last adopted. "Changed conditions" do not include actions taken by the current or former property owners to facilitate a more intense development of the property; and
14. Amendments to the urban growth areas for the cities of College Place and Walla Walla.

Development Regulations

The Development Regulations (County Code) are the tools that implement the Comprehensive Plan. They provide the regulatory controls for development and land use activities. They include the County's zoning code, critical areas regulations, shoreline master program, planned unit development ordinances, and subdivision ordinances. The County's development regulations are applicable only to the unincorporated lands in Walla Walla County, including the urban growth areas of the cities of College Place, Prescott, Waitsburg, and Walla Walla, also the Burbank UGA, and the rural activity centers (RAC) of Dixie, Lowden, and Touchet. The cities have their own development regulations, and separate amendment processes.

Amendment Application Process

To propose amendments to the Comprehensive Plan and Development Regulations please contact the staff of the Walla Walla County Community Development Department at 509-524-2610 for information on application submittal requirements. Applicants are strongly encouraged to meet with the agency's planning staff prior to submitting an application to obtain information on the application process, including timelines, and applicable fees.

Applications for Comprehensive Plan and Development Regulation amendments must be submitted to the Walla Walla County Community Development Department, 310 W. Poplar St., Suite 200, by 4:00 p.m., Thursday, November 30, 2017. A schedule will then be followed to comply with state requirements and the Walla Walla County Code to allow opportunities for public review and

comment. A series of public hearings, first for determining the amendments to be included on the 2018 docket, and later for consideration of the final docket, will be held by the Walla Walla County Planning Commission and the Board of County Commissioners (dates and locations to be announced later). The Board of County Commissioners makes the final decision to approve, or deny an amendment request. Written comments concerning the proposed amendments will be accepted via regular mail, e-mail, or delivered directly to the County Community Development Department. Also, comments (written and verbal) can be received at public hearings.

The Department's website (www.co.walla-walla.wa.us) will provide information on the amendment process, including information about the public participation process. The target for completion of proposed amendments is June 30, 2018.

-End-