



San Juan County

Community Development & Planning

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Information and Procedures for Proposing Amendments to the Comprehensive Plan, its Land-Use Maps, or to the Unified Development Code

An amendment to the Comprehensive Plan or Unified Development Code (UDC) is a legislative action that is governed by the procedures and regulations in the UDC, Title 18 of the San Juan County Code, Sections 18.90.010, .020, and .030.

Under Section 130 of the Growth Management Act, the County may consider and make changes to the Comprehensive Plan and its land-use maps once each year. Any interested person, organization, agency, business, or tribe may submit suggestions, proposals, or requests to the County for amendments to the Comprehensive Plan or the regulations of the UDC, or for non-site-specific amendments to the Comp Plan's Official Maps. (Note: a request for a site-specific redesignation of a parcel has more specific application requirements and a more limited submittal period under UDC Section 18.90.030: contact the Community Development and Planning Department.)

In accordance with this direction, the County has established a docketing system for the annual receipt, processing, and consideration of suggested amendments. The full set of submittals for amendment may be examined at the Community Development and Planning Department. Submittal procedures are described below. Note: submittals do not need to use County forms as long as the required information and signatures are provided.

Procedures

Application Period. Suggestions, proposals or requests for amendments may be submitted to the Community Development and Planning Department at any time during the year. To be considered in the next annual amendment process, submittals must be received no later than the end of January. Submittals that are received after the end of January will be considered in the amendment process in the next year.

Notice. The County will publish a legal notice(s) in the official County newspaper each year to inform the public of the opportunity to submit suggestions or requests for changes to the Comprehensive Plan and UDC. All suggestions and requests will be considered at advertised public hearings before the Planning Commission and Board of County Commissioners, in accordance with state law and County requirements. Notice of public hearings or public meetings will be provided to the public as set forth in Section 18.80.030(C) of the UDC, and all other notice required by RCW 36.32.120 will be provided.

Review and Decision Procedures. All proposed amendments will be handled according to the procedures established in the Comprehensive Plan and in Sections 18.90.010, .020, and .030 of the UDC. Nothing in Chapter 18.90 or the permit processing procedures of the UDC shall limit the authority of the

BOCC to make changes to the County's Comprehensive Plan or the UDC as part of the annual revision process.

- Each year beginning in February the Community Development and Planning Department will evaluate all suggestions and requests for amendments, and will prepare recommendations for a hearing before the Planning Commission at its regular September meeting. Community Development and Planning Department recommendations will not generally involve extensive analysis of issues, but will consider the problem to be resolved, applicable direction from state laws and regulations, and where applicable, alternative solutions and available budget and staffing. Should detailed analysis be needed, this will be conducted once the Planning Commission or BOCC have selected the issues for action or for the Department's work program—*see below*. In addition to the Department's recommendations, the full set of suggestions and requests will be provided to the Planning Commission for its consideration.
- The Planning Commission will consider the requests for amendments, and the Community Development and Planning Department's recommendations, in an open meeting/workshop and a public hearing. The Planning Commission and Community Development and Planning Department will then make recommendations to the BOCC following the hearing. In addition to these recommendations for action, the full set of suggestions and requests will be provided to the BOCC for its consideration.
- The BOCC will consider the requests for amendments, and the recommendations of the Planning Commission and Community Development and Planning Department, and will determine 1) which proposals to approve for amendment, 2) which proposals to refer to the Community Development and Planning Department for further staff work (as part of the Department's work program), and 3) which proposals will not be approved.

The BOCC may at its option consider the Planning Commission's recommendation in a public meeting or hearing held in accordance with the requirements of the Comprehensive Plan.

- Any amendments to the Comp Plan or UDC are subject to environmental review and public notice.
- The Community Development and Planning Department will notify the state Department of Community, Trade, and Economic Development (DCTED) of the County's intent to adopt amendments to the Comprehensive Plan or UDC at least sixty days prior to final adoption.
- Final action is reserved for the BOCC. The BOCC's decision shall become effective by passage of an ordinance or resolution, and publication of a notice of implementation. For changes to the Shoreline Master Program, this action is further subject to certification by the Washington Department of Ecology (WDOE) as required by RCW 90.58.120. Within ten days of final adoption the county will transmit a copy of the amended Comprehensive Plan and UDC or sections thereof to DCTED, and a copy of the amended Shoreline Master Program or sections thereof to the WDOE.

Appeal Procedures. Appeals of BOCC decisions must be filed with the Superior Court and served on all parties within 21 days of the issuance of the decision. Procedures for such appeals are specified in RCW 36.70C.005. A decision by the WDOE to approve, adopt by rule, or deny a proposed master program amendment may be appealed to the Western Washington Growth Management Hearing Board as provided in RCW 90.58.190 and Chapter 461-08 WAC.

Required Information for Amendment Proposals

The County-provided forms do not need to be used; however, the following information is required for all proposals, suggestions or requests for amendment:

1. Name, address, and phone number of the person(s) or interested party(ies) who is(are) submitting the suggestions or requests for amendment.
2. Describe the suggested or proposed amendment:
 - Describe your suggestion or proposal for amending the Plan, UDC, or Maps;
 - Provide suggested new language or new wording that would meet your concerns; and
 - Provide a reference to the particular section or sections of the Comprehensive Plan or UDC that you think should be amended.
3. Describe how the policies or regulations in their current form affect you or your organization, and how the change would benefit you if it were made.
4. Fully explain the reasons why the change should be made, and why it is in the public interest. Describe how the proposed change will:
 - Correct an incorrect citation or description, or an obvious omission;
 - Correct an inconsistency or improve consistency within the documents or with state law (indicate specifically what the inconsistency is, and the specific policies or regulations that you believe to be inconsistent); or
 - Address an issue or problem that is not satisfactorily addressed by the current documents, or on which the documents are silent.
5. Signature(s) of the person(s) who is(are) submitting the proposal for amendment. If an agent is submitting the proposal, the agent must demonstrate that he or she is authorized to submit this application on behalf of the person or organization.

For Further Information. If you have questions or need assistance, please contact the Community Development and Planning Department at the Courthouse Annex or by phoning (360) 378-2354.

Proposal, Suggestion or Request for Amendment to the Comprehensive Plan or Unified Development Code

Please Print or Type the Following Information:

Name: _____

Address: _____

Telephone: (_____) _____ e-mail: _____

Organization or Agency (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

If you own property in the county, please provide the following information about your property:

Island: _____ Legal Parcel Number (12 digits): _____

Street Address (if different than above) : _____

If an agent is submitting this request for amendment, please provide the following information. If additional persons or parties are submitting this request for amendment, please provide the above information and a signature for each person or party.

Name of Agent: _____

Telephone: (_____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature

Date

Signature

Date

For Community Development and Planning Department Use Only

Date Received: _____ Comp Plan _____ UDC _____ Number: _____

