

# Comprehensive Plan Text Amendment Application Submittal Requirements Checklist

Chapter 17.02 of the Ephrata Municipal Code outlines procedures for amendments to the City of Ephrata Comprehensive Plan. Proposed amendments will be considered by the Planning Commission at a public hearing, and their recommendation will be approved or denied by the City Council. **Comprehensive Plan amendments can only be considered once each calendar year, and all proposed amendments must be considered concurrently by staff, the Planning Commission, and the City Council in order to assess their cumulative impact.** The annual deadline for Comprehensive Plan amendments is February 15.

**THE APPLICANT MUST ADDRESS EACH OF THE FOLLOWING STANDARDS AND CRITERIA. THE INFORMATION MUST BE SUBMITTED ON SEPARATE 8 ½ x 11-INCH SHEETS OF PAPER, TYPED WITH ONE-INCH MARGINS. PROVIDE THE FOLLOWING:**

A. Ten(10) copies of responses addressing Ephrata Municipal Code Section 17.02.050 criteria which shall be used by the City Council to evaluate any proposed text amendment to the Comprehensive Plan. Such an amendment shall only be granted if the City Council determines that the request is consistent with this criteria.

1. The amendment will not result in development that will adversely affect the public health, safety and general welfare.
2. The amendment is based on new information that was not available at the time of adoption of the comprehensive plan, or that circumstances have changed since the adoption of the plan that warrant an amendment to the plan.
3. The amendment is consistent with other goals and policies of the Comprehensive Plan, and that the amendment will maintain concurrency

between the land use, transportation, and capital facilities elements of the plan.

To address the above criteria, consider the following questions:

1. What is the public necessity and/or convenience that requires this amendment?
2. What significance will the proposed amendment have to the community?
3. What effect will the proposed amendment have on other elements of the Comprehensive Plan?
4. What effect will the proposed amendment have on related ordinances, regulations and development standards?
5. What impact will the proposed amendment have on:
  - A. the health, safety and general welfare of the public;
  - B. the city design;
  - C. development interests;
  - D. neighborhoods;
  - E. environmentally sensitive areas.

**IN ADDITION TO ANSWERING THE ABOVE CRITERIA, THE APPLICANT MUST SUBMIT THE FOLLOWING INFORMATION ON SEPARATE 8 ½ x 11-INCH SHEETS OF PAPER, TYPED WITH ONE-INCH MARGINS. PROVIDE THE FOLLOWING:**

A. The completed original application making sure that all of the required signatures are included.

B. Ten(10) copies of responses answering the following questions:

1. Which goals and policies of the Comprehensive Plan are you requesting to be amended or added? List the applicable element(s) for which an amendment is being sought. (Please include the element number(s) and page number(s)).
2. What do you want to change about the Comprehensive Plan and why? Discuss the reason/Rationale for the proposed Comprehensive Plan Text Amendment.



3. What language revisions to the Comprehensive Plan text are you requesting?

C. An environmental checklist application must be completed and submitted in conjunction with this application. See Fee Schedule for environmental checklist processing fee.

All above items and any other supporting material that may be required by the city must be submitted at the time of application.



# Comprehensive Plan Text Amendment Application Instructions.

A Comprehensive Plan text amendment is an application to change the text language of the Ephrata Comprehensive Plan. This type of action requires special consideration prior to being approved because of its possible impact on other regulations and ordinances, the environment, and the growth and development of the city. The purpose of the text amendment process is to allow the public to request changes to the Comprehensive Plan and the established pattern of development resulting from the plan while ensuring compatibility between the Comprehensive Plan goals and policies and other regulations. The nature and characteristics of the proposed text amendment will be reviewed during the application and public hearing process to determine whether or not the change is appropriate, consistent with other elements of the Comprehensive Plan and compatible with other city regulations. The Planning Commission and the City Council are authorized under Chapter 17.02 of the Ephrata Municipal Code (EMC) to hold a public hearing and render a decision on Comprehensive Plan text amendments.

The City Council may consider amendments to the Ephrata Comprehensive Plan no more than once each calendar year except as provided in Section 17.07.035 of the EMC. In considering annual amendments to the Comprehensive Plan, City staff, the Planning Commission and the City Council shall consider concurrently all applications so as to assess the cumulative impact of the proposed amendments.

## I. Comprehensive Plan Text Amendment Application Process

### A. Standing of Applicant

Comprehensive Plan text amendments may be initiated by the Planning Department or other administrative staff of the City, private citizens, or the City Council.

### B. Application Form

Requests for amendments must be submitted on the forms prescribed by the Planning Department, provide all information and accompanying applications requirements and answer all criteria and standards clearly and in as much detail as possible. Return the completed forms and supporting materials with the required number of copies and the appropriate fees to the Planning Department.

### C. Filing the Application Form

#### 1. Deadlines

As provided in the EMC Chapter 17.02, amendments to the Comprehensive Plan can only be considered concurrently to assess their cumulative impact. Annual amendment applications to the Comprehensive Plan must be submitted to the Planning Department by February 15<sup>th</sup> of each calendar year, in order to be considered as part of that year's amendment process.



Requests received each year shall be considered in the year's Comprehensive Plan amendment process.

2. Completeness

Applications must be complete before they will be accepted for filing. If the application does not include the appropriate supporting information, the Planning Department will not accept it. All items requested on the application and any other supporting material that may be required by the City must be submitted at the time of application.

3. Fees

There are non-refundable application fees for the Comprehensive Plan Text Amendment and for the Environmental Checklist. See Fee Schedule. Checks should be made payable to the City of Ephrata.

4. Environmental Review

A complete environmental checklist must be submitted in conjunction with this application including all required supporting materials and the appropriate fee.

All Comprehensive Plan amendment applications are reviewed by the City's Responsible Official, who shall make a Threshold Determination on the cumulative environmental impact of all proposed amendments pursuant to the Washington State Environmental Policy Act (SEPA). If the responsible official determines that a draft final or supplemental environmental impact statement (EIS) or other appropriate

environmental review is warranted, the applicant shall be responsible for preparing these environmental documents, as determined by the Responsible Official.

D. Emergency Amendments

The City Council may consider and adopt amendments or revisions to the Comprehensive Plan more than once a year if an emergency exists. An emergency is defined as an issue of community-wide significance that promotes the public health, safety, and general welfare. Emergency Comprehensive Plan amendments may be processed separately and in addition to the standard annual update.

**II. Public Hearing Process**

A. Notice of Public Hearing

The city will publish the notice of public hearing in at least one(1) publication in the local newspaper at least ten(10) days prior to the public hearing.

B. Staff Report

The Planning Department shall prepare a report and recommendation on proposed plan amendments which shall be presented to the Planning Commission at a public hearing. The report must be provided to the Board at least seven(7) calendar days prior to the scheduled hearing and copies of the report mailed to the applicants and made available for use by any interested party for the cost of reproduction.

After the public hearing before the Planning Commission, the staff report including the Planning Department's recommendation and



the Board's recommendation shall be forwarded to the City Council for action.

### C. Public Meetings

#### Planning Commission Hearing

1. After February 15 of each year, the Planning Commission will schedule a public hearing to consider all proposed Comprehensive Plan amendments for that calendar year. Once the Planning Commission conducts the public hearing, proposed amendments will be forwarded to the City Council for their consideration. Before making a recommendation to the City Council on a Comprehensive Plan amendment, the Planning Commission shall hold at least one(1) open record public hearing thereon.
2. City Council Consideration and Decision  
Within sixty(60) days after receipt of the Planning Commission recommendation, the City Council shall either hold a public hearing to affirm, deny, or modify the proposed amendments, or return the application to the Commission for further consideration.

The City Council may approve, approve with modifications or deny amendments to the Comprehensive Plan text based upon the following criteria:

- a. The amendment will not result in development that will adversely affect the public health, safety and general welfare; and
- b. The amendment is based upon new information that was not available at the time of adoption of the

Comprehensive Plan, or that circumstances have changed since the adoption of the plan that warrant an amendment to the plan; and

- c. The amendment is consistent with other goals and policies of the Comprehensive Plan, and that the amendment will maintain concurrency between the land use, transportation and capital facilities elements of the plan.

In the event the City Council modifies the recommendation, it shall make its own findings and set forth in writing the reasons for the action taken.

### III. Appeal

An appeal of the decision of the Ephrata City Council on proposed Comprehensive Plan amendments can be made pursuant to RCW 36.70.A.

### IV. Due Process Considerations

A Comprehensive Plan amendment is categorized as a Process VI application and is subject to the requirements of 17.02 of the Ephrata Municipal Code.

**THESE INSTRUCTIONS PROVIDE GENERAL INFORMATION ONLY AND DO NOT REFLECT THE COMPLETE TEXT OF THE PERMIT PROCESS REVIEW. SEE THE EPHRATA MUNICIPAL CODE FOR COMPLETE TEXT AND REQUIREMENTS.**

