



## **COMPREHENSIVE PLAN AMENDMENT** **AND ASSOCIATED REZONE**

**The Comprehensive Plan** means the plan for the city of Camas, comprising plans, maps or reports, or any combination thereof relating to the future economic and physical growth and development or redevelopment of the city.

The Comprehensive Plan has general land use designations - Single Family Low, Single Family Medium, Single Family High, Multi-Family Low, Multi-Family Medium, Multi-Family High, Commercial, Light Industrial, Light Industrial Business Park and Heavy Industrial. Within these general designations are specific zoning areas. Example: A commercial designation contains DC, NC, CC and RC zoning. Therefore a change to a Comprehensive Plan designation may call for a change in the zoning. If one wishes to change zoning from a CC to LMF, for example, it would be necessary to first change the Comprehensive Plan from Commercial to Multi-Family High and then proceed with the zone change.

The following procedures combine both of the actions into one process.

### **APPLICATION AND CRITERIA**

#### **18.51.010 Application and criteria therein.**

Any interested person (including applicants, citizens, Planning Commission, City Council, City staff and other agencies) may submit an application in the month of January each year for a Comprehensive Plan amendment. The application shall specify:

- A. A detailed statement of what is proposed and why;
- B. A statement of the anticipated impacts of the change, including the geographic area affected and issues presented by the proposed change;
- C. An explanation of why the current Comprehensive Plan is deficient or should not continue in effect;
- D. A statement of how the proposed amendment complies with and promotes the goals and specific requirements of the Growth Management Act;

- E. A statement of what changes, if any, would be required in functional plans (i.e., the City's water, sewer, storm water or shoreline plans) if the proposed amendment is adopted;
- F. A statement of what capital improvements, if any, would be needed to support the proposed change which will affect the capital facilities plans of the City; and
- G. A statement of what other changes, if any, are required in other city or county codes, plans or regulations to implement the proposed change.
- H. The application shall include an Environmental Checklist in accordance with the State Environment Policy Act (SEPA).

**ANNUAL REVIEW OF COMPREHENSIVE PLAN**

The Comprehensive Plan is reviewed once a year in accordance with RCW 35A.63.070 - 073 and unless there is an emergency, with the following procedure:

- A. In the months of November and December, City staff and applicants shall complete pre-application meetings.
- B. In the month of January of each year, applicants shall submit an application form containing all of the information required by Section 18.51.010 "Application and criteria therein."
- C. In the months of February and March of each year, the City shall review all proposed changes (including any changes initiated by the City of Camas). If no amendments are received, the Chairman of the Planning Commission shall so report to the Mayor and City Council, and the annual review of the Comprehensive Plan shall be considered completed. The City may take as much as 60 days from the closing of the application period (January 31) to complete the initial review of proposals. Environmental determination requirements associated with an application may lengthen this period.

**APPLICABLE ISSUES TO BE CONSIDERED**

- A. Impact upon the City of Camas Comprehensive Plan and zoning code;
- B. Impact upon surrounding properties, if applicable;
- C. Alternatives to the proposed amendment; and
- D. Appropriate code citations and other relevant documents.
- E. The report shall include a copy of the application for each proposed amendment, any written comments on the proposals received by the Department, and shall contain the Department's recommendation on adoption, rejection or deferral of each proposed change.

- F. At minimum the criteria the City Council shall use to make a decision on a proposed amendment are as follows:
1. The application and criteria established therein;
  2. The staff report and recommendation;
  3. The Planning Commission recommendation.
  4. The public interest.

#### **TYPE IV - LEGISLATIVE HEARING PROCESS**

A. Notice of Legislative Hearings.

Notice of the date, time, place and subject of an initial legislative hearing before the Planning Commission shall be published in a newspaper of general circulation within the City at least six (6) days prior to the hearing.

B. Planning Commission Review:

1. Hearing required. The Planning Commission shall hold a public hearing before recommending action on a legislative proposal. Recommendations by the Planning Commission shall be by majority vote of the entire Planning Commission.
2. Director's report. Once the Planning Commission's hearing has been scheduled and notice provided under this section, the Director shall prepare and make available a staff report on the legislative proposal at least 5 days prior to the hearing.
3. Planning Commission recommendation. At the conclusion of the initial hearing or a continued, the Planning Commission shall forward a recommendation on the proposal to the City Council.

C. City Council review:

Upon a recommendation from the Planning Commission, the City Council shall hold at least one public hearing on the proposal. At the conclusion of the hearing, the City Council may adopt, modify or reject the proposal, or it may remand the matter to the Planning Commission for further consideration. If the decision is to adopt at least some form of the proposal, and thereby amend the City's land use regulations, comprehensive plan, official zoning maps or some component of any of these documents, the City Council decision shall be enacted as an ordinance or resolution.

## **PRELIMINARY COMPREHENSIVE PLAN AMENDMENT APPLICATION REQUIREMENTS**

The following is a checklist of the required information for submitting an Amendment to the Comprehensive Plan. Applications will not be processed until ALL of the following information is submitted.

1. GENERAL APPLICATION FORM completed and signed and presented to the Planning Department along with the appropriate fee paid to the City Clerk.
2. A written narrative explaining why the comprehensive plan should be changed and what zoning is proposed for the area. The request must comply with the intentions and policies of the comprehensive plan
  - For Residential changes refer to pages 4-7 and 4-8 of the comprehensive plan for guidance.
  - For Commercial changes refer to pages 4-10 and 4-11 of the comprehensive plan.
3. A copy of the City Zoning Map identifying the property to be changed and the zoning of adjoining properties.
4. One (1) vicinity map, preferably in the form of an ASSESSOR'S QUARTER SECTION MAP. (available from the Department of Assessment and GIS).
5. LEGAL DESCRIPTION of the boundary of the plat. (*available from a Title Company, Surveyor, or Department of Assessment and GIS.*)

The proposal must comply with all applicable standards, in the Camas Municipal Code: