



FRANKLIN COUNTY

PLANNING AND BUILDING DEPARTMENT

COMPREHENSIVE PLAN MAP AMENDMENT (CPA) APPLICATION PACKET

FREQUENTLY ASKED QUESTIONS:

What is a County Comprehensive Plan?

The Comprehensive Plan is the adopted land use plan for Franklin County. This plan guides the future growth and development of the county. The state definition of a "comprehensive plan" is: a generalized, coordinated land use map and policy statement of the governing body of a local government that interrelates all functional and natural systems and activities relating to the use of lands, including but not limited to sewer and water systems, transportation systems, educational facilities, recreational facilities, and natural resources and air and water quality management programs. The Comprehensive Plan covers a 20-year planning horizon, with periodic updates mandated by RCW 36.70a.

What is Comprehensive Plan -Map Amendment Application?

A map amendment is a procedure that changes the Comprehensive Land Use Map (to include Urban Growth Areas) or another map of the adopted county Comprehensive Plan. From time to time, land use designations or boundaries in the Plan may need to be changed in order to better serve the needs of the County and its citizens. In those cases, the Comprehensive Land Use Plan Map may be changed. In most cases the County is the initiator of this process, but occasionally a resident/landowner/representative or a municipality initiates the process for the change in the Land Use Map. If approved, the result of the process is for the Board of County Commissioners to pass an ordinance amending the Comprehensive Land Use Plan Map. The procedure for a map amendment is outlined in Franklin County Code, Chapter 17.84.

Who can apply?

Generally, applications may be initiated by a property owner/representative, Municipality, or Franklin County. However, expansions or modifications to Urban Growth Areas must be forwarded to the County by the affected City.

Is there a specific time to apply for a map amendment to the Franklin County Comprehensive Plan?

Yes. In compliance with State RCW 36.70A, the County accepts applications to amend the comprehensive plan no more than one (1) time per year. With this, the County has established an annual application deadline for applications to review. This deadline is generally around the 3rd week of March. Complete applications typically appear on the Planning Commission Agenda for review in May or June of that year.

How do I initiate a Comprehensive Plan map amendment with the County?

Planning and Building Department staff will assist you through the process of applying for a map amendment to the County Comprehensive Plan. The County Planning Commission will review and make a recommendation regarding the request. The Board of County Commissioners make the final decision. In this decision-making process, all established standards, criteria, and policies regarding the map change will be reviewed.

How do I apply for a map amendment?

A pre-application meeting with the Planning and Building Department staff is encouraged for all map amendment applications. Please call the Planning and Building Department at 509-545-3521 or visit our office. Complete applications are to be submitted to the Planning and Building Department. The following minimum application requirements shall be submitted:

1. General Land Development Application;
2. Application for Comprehensive Plan Map Amendment;
3. Petition information for a map amendment; and
4. Fees (see application checklist).

What happens after I apply?

During the time prior to the public hearing, the Planning and Building Department staff will notify in writing (copy of Public Hearing Notice) the applicant of the map amendment. Additionally, the staff will conduct a review of your request and will do the following:

1. Establish a hearing date for the request;
2. Send notification of the hearing to local newspapers;
3. Send notification of the request to applicable technical agencies for comments;
4. Send notification of the request to neighboring landowners (if applicable); and
5. Compile public and agency comments to help develop a staff Report for the hearing.

What happens at the public hearing?

A public hearing is held to review your request and any other requests that are submitted for the annual docket. The applicant or representative is encouraged to be present to discuss and answer any questions the Planning Commission or public may have. Anyone who wants to testify for or against your request will be allowed to do so. Changes to the Comprehensive Plan are legislative in nature, and there may be multiple hearing and/or workshops held by the Planning Commission and Board of County Commissioners.

When do I find out if my amendment request was approved or denied?

At conclusion of their review, the Planning Commission will make a recommendation to the County Commissioners to approve, approve with modifications, or deny the amendment request. The recommendation is sent to the State of Washington for review and comment during what is known as a 60-day review period with the State. Once the 60-days review is completed with the State, the amendment will appear before the Board of County Commissioners for a final decision. For additional information regarding the timely filing of an appeal, and Commissioners review and decision, please see Chapter 17.84 of the Franklin County Code or contact the Planning and Building Department for details and specifications.



FRANKLIN COUNTY COMPREHENSIVE PLAN MAP AMENDMENT (CPA) APPLICATION SUPPLEMENT

Submittal Checklist:

<input type="checkbox"/>	General Land Development Application
<input type="checkbox"/>	\$800.00 Comprehensive Plan Amendment Fee: Check made payable to the Franklin County Planning and Building Department.
<input type="checkbox"/>	\$150.00 SEPA Fee: Check made payable to the Franklin County Planning and Building Department.
<input type="checkbox"/>	SEPA Checklist: A completed State Environmental Policy Checklist shall be completed and submitted with this application, <i>including the supplemental sheet for Non-Project Actions</i> .
<input type="checkbox"/>	\$80.00 Variance Report Fee: Check made payable to the Franklin County Assessor's Office. An applicant <u>does not</u> need to contact the Assessor's Office to obtain this report. At the time of application, the Planning Division will request the report from the Assessor's Office. The report includes the Adjoining Property Owners Names and Addresses (500 feet within an Urban Growth Area or one (1) mile outside an Urban Growth Boundary). As an alternative to the Assessor's Office, an applicant may also obtain this report from a licensed title company.
<input type="checkbox"/>	Written narrative addressing the following: <ul style="list-style-type: none"> • Existing and historic land use; • Soil types (general description); • Any known cultural, archaeological or historic resources; • Any previous or pending land use permit activity; • The availability of public facilities, such as roads, sewer, water, and other required public services; • State how the proposed amendment is consistent with the Growth Management Act goals and requirements (RCW 36.70A), the latest adopted Franklin County Comprehensive Plan, applicable capital facilities plans, and official population growth forecasts and allocations; • Describe how the site is more consistent with the criteria for the proposed map designation, as compared to the criteria for the existing map designation; • Describe how the site is suitable for the proposed designation and describe if there is a lack of appropriately designated alternative sites within the vicinity; • Detail how a full range of necessary public facilities and services can be adequately provided in an efficient and timely manner to serve the proposed designation. Such services may include water, sewage, storm drainage, transportation, fire protection and schools; • Describe how the proposed future land use map amendment will not prematurely cause the need for nor increase the pressure for additional plan map amendments in the surrounding area; • If the request is to change a resource designation (i.e. Agricultural Resource Land, Mining Resource Land), provide the following justification: <ul style="list-style-type: none"> ○ Respond to a substantial change in conditions beyond the property owner's control applicable to the area within which the subject property lies; or ○ Better implement applicable comprehensive plan policies than the current map designation; or

	<ul style="list-style-type: none"> ○ Correct an obvious mapping error; or ○ Address an identified deficiency in the plan. In the case of resource lands, the applicable designation criteria in the “Agricultural Resource Lands” or “Mining Resources Lands” section of the Resource Lands Sub-Element of the Land Use Element shall be followed. ● Address the seven items listed in FCC 17.84.030: <ul style="list-style-type: none"> A. The date the existing zone or comprehensive plan designation became effective; B. The changed conditions which are alleged to warrant other or additional zoning or comprehensive plan designations; C. Facts to justify the change on the basis of advancing the public health, safety and general welfare; D. The effect it will have on the value and character of the adjacent property and the comprehensive plan; E. The effect on the property owner or owners if the request is not granted; F. The current comprehensive plan land use designation for the property; G. Such other information as the planning commission requires.
<input type="checkbox"/>	<p>Map: Provide a map on 8.5” x 11” or 11” x 17” paper, drawn neatly and to scale, that includes:</p> <ul style="list-style-type: none"> ● North arrow, Legend stating the Owner/Applicant name, date the map was prepared, tax parcel number (if applicable), and scale; ● Current and proposed Comprehensive Plan Land Use designations; ● Features such as: roads, existing structures, and infrastructure (i.e. driveways, wells, septic drain fields, etc.); ● Vegetation (include general types and areas); ● Known critical areas (wetlands, streams, rivers, lakes, drainages, steep slopes, wildlife habitat areas, floodplains) on the area proposed to be changed, and within 300 feet; ● Shorelines and shoreline environmental designations (per the Franklin County Shoreline Master Program) on the area proposed to be changed, and within 300 feet; ● Land use and zoning designations of adjacent properties; ● Water (Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone) and sewerage facilities (Location of proposed or existing drain field area, extension area, and tank area as well as replacement areas and distances to structures and property lines); and ● All major man-made and natural physical features such as railroads, canals, streams, creeks, drainage ditches, hills, depressions, steep slopes, lakes, shorelines, floodplains*, floodways, the 100-year base flood elevations etc. on-site or adjacent to the site.
<input type="checkbox"/>	<p>If the application is for a UGA expansion, include an analysis and address the County-Wide Planning Policies as separate attachments.</p>

COMPREHENSIVE PLAN MAP AMENDMENT INFORMATION

PARCEL NUMBER(S) AND/OR LEGAL DESCRIPTION OF THE PROPERTY:	See Attached; Exhibit #A
WHAT IS THE CURRENT USE OF THE PROPERTY:	See Attached
EXISISTING COMPREHENSIVE PLAN DESIGNATION:	See Attached
EXISTING ZONING:	See Attached
REQUESTED COMPREHENSIVE PLAN DESIGNATION:	See Attached; Exhibit #B, Appendix A (Map Folio)
LOT/PARCEL SIZE:	See Attached
DETAILED DESCRIPTION OF THE PROPOSED USE / DEVELOPMENT PROPOSAL (ATTACH ADDITIONAL SHEETS IF NEEDED): N/A: Proposed use and development proposal is for the 2018-2038 City of Pasco Comprehensive Plan and Urban Growth Area.	
WHAT ARE THE REASONS FOR THE REQUESTED AMENDMENT? INCLUDE SUBSTANTIAL INFORMATION AND JUSTIFICATION ON WHY THE CURRENT MAP DESIGATIONS ARE NOT SUFFICIENT OR APPROPRIATE: The Pasco City Council adopted Resolution No 3997 declaring the preferred Urban Growth Area for the City of Pasco and Resolution No 3998 adopting the 2018-2038 Comprehensive Plan, Future Land Use Map and Final Environmental Impact Statement in accordance with RCW 36.70A and RCW 36.70A.130. See attached for additional detail.	
DESCRIBE HOW THE SUBJECT PROPERTY IS SUITABLE FOR THE PROPOSED DESIGNATION, AND INLCUDE INFORMATION ON THE AVAILABILITY AND LOCATION OF UTILITIES, ROADS, WATER AVAILABILTIY, WASTE DISPOSAL, SCHOOLS, PARKS, AND SHERIFF/FIRE PROTECTION: The preferred Urban Growth Area was evaluated for the necessary capital facilities to service the expanded area (approx 3,400 acres). Capital facility requirements were projected for both the 6-year and 20-year time periods. See attached for additional detail and description.	
INCLUDE ANY OTHER INFORMATION YOU FEEL IS NECESSARY OR RELEVANT FOR CONSIDERATION: Additional information attached, including: 2018-2038 Comprehensive Plan (Volume 1 & Volume 2); Comprehensive Plan Final Environmental Impact Statement; Growth Management Act Comprehensive Plan Checklist; Capital Facilities Analysis and Expanded Infrastructure Evaluation for the Urban Growth Area.	
IRRIGATION SOURCE: <input type="checkbox"/> NONE <input type="checkbox"/> PRIVATE <input type="checkbox"/> SCBID <input type="checkbox"/> FCID	See Attached; Exhibit #B, Volume 2 (PG 69)
DOMESTIC WATER SUPPLY: <input type="checkbox"/> ON-SITE WELL <input type="checkbox"/> COMMUNITY WELL (Well ID # and location):	See Attached; Exhibit #B, Volume 2 (PG 57)

<input type="checkbox"/> OTHER (SPECIFY):	
SEWAGE DISPOSAL:	
<input type="checkbox"/> ON-SITE SEPTIC <input type="checkbox"/> OTHER (SPECIFY):	See Attached; Exhibit #B, Volume 2 (PG 63)
LIST UTILITY PROVIDERS:	
Power –	See Attached; Exhibit #B, Volume 2 , Capital Facilities Element (PG 53)
Telephone –	
Natural Gas –	
Cable / Broadband –	
Sanitary waste disposal -	

ALL persons with an ownership interest in the property on which the land use action is proposed must sign the application (other than interests exclusively limited to ownership of the parcel's mineral rights). Use additional pages if necessary.

I, the undersigned, hereby authorize the filing of this application and certify under penalty of perjury that the information contained in this application is complete and correct to the best of my knowledge. Further, I hereby grant Franklin County staff or representatives to enter my property during the course of this review to inspect my property as needed.

☐ **This authorizes the designated Applicant's representative (if applicable) to act on behalf of the applicant for the processing of this request.**

	Date		10/26/20	Date
Owner		Applicant/Representative		
Print Name: _____		Print Name: <u>RICK WHITE</u>		



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SIGNATURE PAGE – CORPORATION/PARTNERSHIP/LLC

If the applicant/legal owner is a corporation/partnership/LLC etc. please use the following signature block. Please make a copy of this page if more than one corporation/partnership/LLC signature is required.

Applicant/legal owner: City of Pasco, Department of Community & Economic Development

By: RICK WHITE CED DIRECTOR
Print Name Title

Signature: R White "
Signature Title

The above signed officer of _____ (*name of entity*) warrants and represents that all necessary legal and corporate actions have been duly undertaken to permit _____ to submit this application and that the above signed officer has been duly authorized and instructed to execute this application.

Rev. Jan 2019

