

COMPREHENSIVE PLAN ANNUAL AMENDMENT PROCESS

A. Docketing

Timing: [Applications](#) may be submitted at any time throughout the year, and are docketed for processing after March 1.

B. Early Public Awareness

Timing: January and February.

Activities: Notices and press releases to local newspapers.
Information posted and placed on the City's website.
Planning Commission hosts an informal public meeting.
Staff assists the public with application procedures.

C. Deadline for Applications

Deadline: **March 1**
All "Formal Applications" will be processed.
"Suggested amendments" require Council approval to be processed.

D. Review of Applications for "Proposed Amendments List" (PAL)

Activities: Staff reviews applications and prepares report to Planning Commission.
The Planning Commission holds work session(s).

The Planning Commission holds a public hearing to accept public comments.

The Planning Commission forwards its PAL recommendations to City Council.

E. Council Approval of Proposed Amendments List (PAL)

Timing: April

Activities: City Council holds work session(s) in late March or early April.
City Council may (not required) conduct a public hearing.
Adjustments may be made to the amendments list.
Council approves the PAL in April.

F. SEPA and Internal Referrals

Timing: April and May

Activities: Proposals are distributed to other City departments for comments.
ERC makes a SEPA determination.
Staff prepares the SEPA checklists for Environmental Review Committee (ERC) Review.

G. Planning Commission Process

Timing: April, May and June

Activities: Staff prepares detailed data, maps and analyses of the proposals.
The Planning Commission studies all proposals in work sessions.
The Planning Commission holds a public hearing to accept public comments.

Recommendations are forwarded to City Council.

All proposals and SEPA determinations are submitted for the State's 60-day review.

H. City Council Process

Timing: June, July, August and September

Activities: City Council is briefed on all proposals at early work session(s).
City Council reviews the Planning Commission's recommendations.
Reports, maps and data are updated for the Council's review.
Work sessions are held – as many as needed in June and July
Comments for the State 60-day review are accepted and considered.
Public hearings are conducted in August – public comments are accepted.
Final decisions on all proposals are scheduled in September.

I. Follow-Up Tasks

Timing: September and October

Activities: Adopted amendments are submitted to the State within 10 days.
Applicants are notified of the outcome of their proposals.
Changes are made to the Plan text and maps.
Revised maps and documents are distributed.