



Docket Form for Amendments to the Comprehensive Plan and Development Regulations

Please print in black ink only.

Application Name: _____ Docket #: _____
OFFICE USE ONLY OFFICE USE ONLY

Date Application Received: _____ Received by: _____

Applicant:

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ Signature: _____

Professional License No: _____ E-mail: _____

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State/Zip: _____ E-mail: _____

Signature _____

Please provide a statement in the space provided below or on an attached sheet as needed for the suggested change(s) to the comprehensive plan or development regulations with regards to the relevant criteria listed below:

- Detailed statement of the proposal and reason for the amendment;
- Anticipated impacts of the change, including the geographic area affected and issues presented;
- Why existing comprehensive plan and development regulations should not continue in effect or why existing criteria no longer apply;
- How the change would be compliant with the Growth Management Act;
- How the change would be compliant with the Countywide Planning Policies; and
- How functional plans (e.g. subarea plans, utility plans) and capital improvement programs (e.g. transportation improvement program) support the change.



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Introduction

This application form is intended to provide a docket or record of suggested amendments to the City of Kent comprehensive plan text, area-wide amendments to the Comprehensive Plan Land Use Plan Map or amendments to development regulations. This process differs from the Code Text Amendment process in that this suggested amendment will be compiled on a list or docket with discretion used to determine the appropriateness or priority on the annual work program. Code Text Amendments and requests for site-specific amendments to the Comprehensive Plan Land Use Plan Map can be submitted outside of this docketing method by submission of a complete application and appropriate application fees.

The purpose of the docket process is to allow the public to request changes, without fee, to the city comprehensive plan or development regulations.

Docket Form

Complete the attached docket form and provide all information requested on the application along with any appropriate supplemental information by September 1st or the first business day in September of each calendar year.

It is strongly recommended that an applicant submitting a docket form meet with Planning Services staff prior to submitting the form.

There is no application fee required for suggested changes through the docket process.

Annual Docket Evaluation Process

Planning Services will compile proposals for amendments, distribute them for review and comment by the responsible city departments to determine appropriate action, and solicit public comment. Planning Services shall then identify all items appropriate for the current annual cycle and present the annual docket report to the City Council

at their first meeting in December. Proposed docket amendments not included for action in the annual cycle will be considered in future docket reports for a period of three (3) years. If the city responsible official determines that an EIS, supplemental EIS, or other appropriate environmental review is warranted, applicants proposing amendments to the comprehensive plan land use plan map may be responsible for a full or proportionate share of the costs of preparing necessary documents as determined by the responsible official.

Annual Docket Evaluation Criteria

Proposed amendments to the comprehensive plan text, area-wide comprehensive plan land use plan map and development regulations on the annual docket may be appropriate for action if the following criteria have been met:

1. The proposed comprehensive plan text amendment addresses a matter appropriate for inclusion in the comprehensive plan;
2. The proposal demonstrates a strong potential to serve the public interest by implementing specifically-identified goals and policies of the comprehensive plan;
3. The proposal addresses the interests and changed needs of the entire city as identified in its long-range planning and policy documents, including but not limited to the comprehensive plan;
4. The proposal does not raise policy or land use issues that are more appropriately addressed by an ongoing work program approved by the city council;
5. The proposal can be reasonably reviewed within the timeframe of the current annual work program and existing staff and budget resources; and
6. The proposal has not been voted on by the city council in the last three (3) years. This time limit may be waived by the city council if the

proponent establishes that there exists either an obvious technical error or a change in circumstances justifies the need for the amendment.

Comprehensive Plan Amendment Standard of Review

Planning Services may recommend and the city council may approve, approve with modifications, or deny amendments to the comprehensive plan text or land use map designations based upon the following criteria:

- 1.The amendment will not result in development that will adversely affect the public health, safety, and general welfare; and
- 2.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
- 3.The amendment will result in long-term benefits to the community as a whole and is in the best interest of the community; and
- 4.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.