

Date Received (stamp):	Initials:	Application #:
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2009 Application to Amend the Comprehensive Plan or Land Use Regulatory Code

This application should be used to submit proposed changes or revisions to the Comprehensive Plan or Land Use Regulatory Code of the City of Tacoma. The Planning Commission considers Comprehensive Plan amendments annually pursuant to the Tacoma Municipal Code 13.02.045, *Adoption and Amendment Procedures*.

Please complete all information requested, following the *Guidelines for Submitting Applications*, as attached. Reports, photos, or other materials may be submitted to support your application and are encouraged. It is the applicant's responsibility to provide a complete application and to check on the status of the request. The Planning Commission and staff reserve the right to request additional information as needed. Any modification to the application must be submitted prior to the deadline.

The deadline for application submittal is at the close of the last business day of the year, or **5:00 p.m., Wednesday, December 31, 2008**. Applications must be received by the deadline in the following office, via U.S. mail, facsimiles or delivery. Applications received after the deadline will NOT be accepted.

MAIL: Community and Economic Development Department
 Planning Division
 747 Market Street, Room 1036
 Tacoma, WA 98402-3793

FAX: (253) 591-2002

Application fee is **\$1,200** per application, unless otherwise exempted (see the attached *Frequently Asked Questions*). Please make the check or money order payable to the "City Treasurer."

PROPOSED AMENDMENT: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Comprehensive Plan Text Change | <input type="checkbox"/> Land Use Intensity Change |
| <input type="checkbox"/> Regulatory Code Text Change | <input type="checkbox"/> Area-wide Rezone |

APPLICANT: _____

Affiliation/Title: _____

Address: _____

City/State/Zip Code: _____ Phone: (____) _____

Email: _____ Fax: (____) _____

CONTACT (if not Applicant): _____

Relationship to Applicant: _____

Affiliation/Title: _____

Address: _____

City/State/Zip Code: _____ Phone: (____) _____

Email: _____ Fax: (____) _____

I hereby state that I am the applicant listed above and the foregoing statements and answers made, and all the information and evidence submitted are, in all respects and to the best of my knowledge and belief, true and complete. I understand that submitting this application does not result in automatic acceptance of this application or guarantee its final approval.

Signature: _____

Date: _____

REQUIRED QUESTIONNAIRE

Demonstration that a change to the Comprehensive Plan or Regulatory Code is required lies solely upon the applicant. The greater the degree of change proposed, the greater the burden of showing that the change is justified. Please answer the following questions in text and/or graphic form and attach to the application. Answer all questions separately and reference the question number in your answer. Please list and label all attachments that are included with the application. **An application will be considered incomplete unless applicable questions are answered.**

Questions 1-6 must be completed for all applications:

1. Describe the proposed amendment.
2. Why is the amendment needed and being proposed?
3. Please list applicable Comprehensive Plan policies and describe how they support the requested amendment?
4. Has the proposed amendment been reviewed by the Planning Commission as part of a previous proposal? If so, what circumstances related to the proposed amendment significantly have changed (consistent with Assessment Criteria TMC 13.02.045F), or what needs of the City have changed to support an amendment at this time?
5. Describe any community outreach you have conducted and the community response to the requested amendment. (Attach letters of support or written community responses).
 - a. When and how did you conduct a neighborhood meeting? What was the response?
 - b. When and how did you contact affected and abutting property owners? What was the response?
 - c. How does the requested amendment support the Neighborhood Element of the Comprehensive Plan?
6. If submitting text changes to the Comprehensive Plan or regulatory code, attach the existing language and proposed amendatory language.

Questions 7-12 must be completed only if submitting a Land Use Intensity Change or Area-wide Rezone application:

7. Describe the current land uses of site and surrounding area including site characteristics. (Example: residential, commercial, industrial, vacant land, slope, vegetation, wildlife, wetland, etc.)
8. Describe how the amendment is compatible with existing and planned land uses and the surrounding development pattern?
9. What is the current Land Use Intensity as shown on the most recently adopted *Generalized Land Use Plan Map*? What is the desired Land Use Intensity? (Example: Single-Family, Low, Medium, or High)
10. What is the current zoning classification? What is the desired zoning classification? (Example: R-2 One Family Dwelling District; C-2 Commercial)
11. What is the applicant's interest in the property affected by the proposed intensity or zoning change? Describe any plans for future activity related to or connected with this site (i.e., rezone). If you are not the owner, submit proof that the property owners have been notified and are aware of the application.
12. Attach a map of the affected area, showing all parcels and parcel numbers, ownership, street names, and site boundaries.

Guidelines for Submitting Applications

Tacoma's Comprehensive Plan is the City's official statement concerning future growth and development. It sets forth goals, policies, and strategies for the health, welfare, and quality of life of Tacoma's residents. The Planning Commission considers Comprehensive Plan amendments annually pursuant to the Tacoma Municipal Code 13.02.045 *Adoption and Amendment Procedures*.

Types of Amendments:

Proposed amendments are subject to the requirements of the Growth Management Act and the State Environmental Policy Act. The Planning Commission completes a detailed review of the amendment and public hearings are held to solicit citizen comment. Plan amendments are classified as follows:

- **Comprehensive Plan Text Change:** A change or revision of the goals, policies, objectives, principles, standards, or narrative text of the Plan.
- **Regulatory Code Text Change:** A change or revision of development regulations or regulatory procedures placed on or involving development or land use activities within the City, including but not limited to zoning, subdivision, shoreline, and critical areas.
- **Land Use Intensity Change:** A legislative action to change the land use intensity classification(s) in order to implement and/or maintain the consistency of the Comprehensive Plan.
- **Area-wide Rezone:** A legislative action to change the zoning classification(s) on an area-wide basis in order to implement and/or maintain the consistency of the Comprehensive Plan. Area-wide zoning reclassifications, unlike parcel zoning reclassifications, are generally of area-wide significance, usually involving many separate properties under various ownerships.

Application Checklist:

- Signed Application
- Application fee of \$1,200 (check or money order made payable to "City Treasurer")
- Completed Questionnaire with attachments and supporting documents
- Parcel Map (if submitting a land use intensity or area-wide rezone application)
- Letter(s) of support from adjacent property owners and/or community groups
- Proof owner(s) of property has been notified of application (if applicant is not property owner)
- A list of all attachments included with application.

Submittal of Applications:

Mail, fax or deliver all documents no later than **5:00 p.m., Wednesday, December 31, 2008** to the following address. Applications received after the deadline will NOT be accepted.

Community and Economic Development Department
Planning Division
747 Market St, Rm 1036
Tacoma, WA 98402-3793
Phone: (253) 591-5365
FAX: (253) 591-2002

Frequently Asked Questions

1. What should be considered when proposing an amendment?

- **Has this issue been addressed by the Planning Commission in past years?**
If recent action has taken place, the request could be denied. This is based on the assumption that the Commission would have carefully arrived at its recent decision and would want to avoid continual re-examination of the same issue. The Commission retains the discretion to revisit any issue.
- **Would the request require a full-scale analysis for the Planning Commission to reach an initial determination?**
If a large-scale study is recommended, the Commission may delay the request to a subsequent year, due to, among other considerations, workloads and staffing levels.

2. Who may propose an amendment?

A proposed amendment may be submitted by any private individual, organization, corporation, partnership, or entity of any kind including any member(s) of the Tacoma City Council or the Tacoma Planning Commission or governmental Commission or Committee, the City Manager, any neighborhood or community council or other neighborhood or special purpose group, department or office, agency, or official of the City of Tacoma, or any other general or special purpose government.

3. Is there an application fee? Is it refundable? Who may be exempted?

The \$1,200 application fee is authorized by City Council Resolution No. 36447, adopted on March 18, 2005. It is intended to help offset part of the cost for processing and analyzing the application. It is not refundable. The fee is not applicable to City of Tacoma general government departments except for the utilities. The fee is also not applicable to Neighborhood Councils or Business Districts with formal written approval submitted to the City by duly elected Board of Directors or community groups involved in ongoing, long-range, planning studies with the Community and Economic Development Department.

4. What is the general timeline for the amendment review process in 2009?

Dec. 31, 2008: Deadline to submit amendment applications for 2009
January – June: Staff reviews applications for completeness and completes initial prioritization and assessment; Planning Commission reviews proposed amendments and proposes possible modifications
August: Planning Commission approves proposed amendments for public distribution
September: Planning Commission conducts a public hearing
October: Planning Commission makes recommendations to City Council
October/November: City Council conducts review, public hearing and adoption of amendments

5. Is technical assistance available?

Pre-application meetings can be scheduled, and are strongly recommended, with Planning Division staff before submitting an application. Staff is also available to answer questions after you have filed an application. All modifications to your application should be submitted by the above-mentioned deadline. For more information, please call (253) 591-5365. Additionally, the following resources are available to help you assemble a completed application:

- **Comprehensive Plan Policies:** Comprehensive Plan documents are available for your review at 747 Market Street, Room 1036. Some elements of the Plan are available online at www.cityoftacoma.org/planning (Click on "Comprehensive Plan").
- **Land Use Regulatory Code:** The Land Use Regulatory Code is Title 13 of the Tacoma Municipal Code, which can be found at www.cityoftacoma.org (Click through "City Hall" > "Public Information" > "Municipal Code").

- **Maps:** Information related to zoning, land use intensity, or current land uses can be viewed on interactive maps on the City's web site at <http://govme.cityoftacoma.org/govme>. Parcel and ownership data can be obtained from the Pierce County Assessor's office or from their web site at <http://www.co.pierce.wa.us>

6. Are applicants required to conduct community outreach?

Applicants are strongly encouraged to solicit feedback from as many interested parties as possible prior to submitting an application. Staff can provide contact information for specific community groups who may be interested in your application (e.g., neighborhood councils, business districts/associations, and environmental groups). Encouraged outreach includes:

- contacting affected and abutting property owners and/or renters
- speaking with affected and abutting neighborhood councils
- attending community meetings to discuss your proposal such as those held by neighborhood groups, neighborhood business districts, and local organizations
- facilitating your own community meeting

7. Should applicants attend Planning Commission meetings?

The Planning Commission meets on the 1st and 3rd Wednesdays of each month at 4:00 p.m. in the City Council Chambers, 1st Floor, Tacoma Municipal Building, 747 Market Street. All meetings are open to the public and applicants may attend. However, applicants will not have an opportunity to directly address the Planning Commission until the public hearing or unless requested by the Commission. Applicants are strongly encouraged to attend and testify at all public hearings during the amendment process.

8. What are the Planning Commission's criteria for amendments?

As per Tacoma Municipal Code 13.02.045G, proposed amendments must meet at least one of the criteria to be considered by the Planning Commission:

1. There exists an obvious technical error in the pertinent Comprehensive Plan or regulatory code provisions.
2. The amendment is consistent or will achieve consistency with the Comprehensive Plan's goals or policies.
3. Circumstances related to the proposed amendment have significantly changed, or a lack of change in circumstances has occurred, since the area or issue was last considered by the Planning Commission.
4. The needs of the City have changed, which supports an amendment.
5. The amendment is compatible with existing or planned land uses and the surrounding development pattern.
6. Growth and development, as envisioned in the Plan, is occurring faster, slower, or is failing to materialize.
7. The capacity to provide adequate services is diminished or increased.
8. Plan objectives are not being met as specified, and/or the assumptions upon which the Plan is based are found to be invalid.
9. Transportation and/or other capital improvements are not being made as expected.
10. Substantial similarities of conditions and characteristics can be demonstrated on abutting properties that warrant a change in land use intensity or zoning classification.
11. A question of consistency exists between the Comprehensive Plan and its elements and RCW 36.70A, the County-wide Planning Policies for Pierce County, Multi-County Planning Policies, or development regulations.