



Community & Economic Development Department
525 N 3rd Avenue, Pasco, Washington 99301 | PO Box 293
Phone (509) 545-3441 | Fax (509) 545-3499

2023 Comprehensive Plan Amendment & Procedures Guide

Thank you for your interest in the City of Pasco. This guide is intended to provide you with the necessary information to successfully apply for an amendment to the Pasco Comprehensive Plan. If you need assistance in filling out the application forms or have questions regarding the Comprehensive Plan Amendment review process, please contact the Community and Economic Development Department at (509) 544-3441 or CompPlan@pasco-wa.gov.

Purpose

Pasco's Comprehensive Plan is the city's foundational policy document that guides growth and development for the next twenty years. The Plan guides city decisions on how to address rapid population growth and housing, land-use, transportation, natural and built environment, economic opportunities and where to make capital investments aimed at improving our community's quality of life.

An amendment to the Plan is a mechanism by which the city may periodically modify its land use, development, or growth policies to reinforce the role of the Comprehensive Plan in guiding growth in our community. Comprehensive Plan amendments are legislative decisions made by the Pasco City Council, and shall abide by the public notice and public hearing requirements required by [Pasco Municipal Code 25.215.020](#).

The Pasco City Council will consider amendments to the Comprehensive Plan no more than once per year, except for emergencies and for exceptions as identified in the Washington State Growth Management Act [RCW 36.70A.130](#).

PLEASE NOTE that the annual amendment review has two components. The first is the establishment and acceptance of an annual docket, consisting of the completed applications ([PMC 25.215.020\(7\)](#)) which determines whether applications should be considered. The second process evaluates the docketed applications as required in [PMC 25.215.020\(9\)](#). Final decisions are made by the Pasco City Council.

Expected Timeline for 2023 Comprehensive Plan Amendment Applications

Per Pasco Municipal Code [25.215.020\(7\)](#), the Department of Community and Economic Development shall notify the public that the amendment process has begun, at least 60 days prior to May 1st of each calendar year. The following timeline provides an approximate estimate of the amendment process for 2023.

DATE	ACTION / DESCRIPTION
JANUARY 3, 2023	<i>Application period for 2023 Amendments begins</i>
MAY 1, 2023	<i>Deadline to submit a completed Comprehensive Plan amendment application for 2023</i>
MAY 31, 2023	<i>Department of CED establishes list of completed applications</i>
SPRING – SUMMER 2023	<i>Preliminary review and Planning Commission recommendation to Pasco City Council</i>
SUMMER – FALL 2023	<i>City Council approval of applications and establishment of docketed requests for 2023</i>
FALL 2023 – WINTER 2024	<i>Final Review, study sessions and public hearing before the Planning Commission</i>
WINTER 2024	<i>City Council action on proposed amendments</i>

How to Apply for a Comprehensive Plan Amendment

Who May Apply?

Any property owner or their representative, citizen, agency, neighborhood association or other party within the Pasco Urban Growth Area may apply for a Comprehensive Plan Amendment. The Pasco City Council, Planning Commission or staff are also eligible to apply for an amendment.

Getting Ready to Apply for a Comprehensive Plan Amendment

Step 1: Pre-Application Meeting (Required)

Applicants interested in applying for a Comprehensive Plan Amendment are required to meet with the City prior to applying. The pre-application meeting provides you with the opportunity to discuss your proposed application with City staff. Following the pre-application meeting, applicants will receive an intake letter that must be completed and submitted as part of the application. The letter confirms you (the applicant or representative) are aware of the application procedures, timelines and must be submitted with application materials. The application letter summarizes the proposed amendment and includes applicable references to the Comprehensive Plan. Written documentation identifying your proposal will be used to complete the Intake Application Letter.

Step 2: The proposed amendment application

You may contact the Department of Community and Economic Development to receive the official Comprehensive Plan Amendment application. Applicants will need to complete and submit the following:

- Pre-Application Meeting
- Intake Application Letter
- Application for a Comprehensive Plan Amendment
- SEPA Environmental Checklist

Only after the above documents have been received and verified, will the City issue a Completeness of Application.

The Comprehensive Plan Amendment application provides the applicant (or representative) the necessary support and rationale for the application. This includes:

- Identify the purpose of the amendment, describing support for, reasoning, or background information
- Consistency with the Comprehensive Plan Amendment review procedures outlined in Pasco Municipal Code [25.215.020\(7\)\(b\)\(ii\)](#)

The public hearing notice requirements for Comprehensive Plan Amendments are described in Pasco Municipal Code [25.215.020\(8\)](#). The City of Pasco provides mailed and electronic noticing materials.

Step 3: Preliminary Review and Establishment of Annual Docket

All completed applications are to be placed on an Annual Docket. The Annual Docket consists of all proposed Comprehensive Plan Amendments applications. Completed applications will be presented to the Pasco Planning Commission for a review and recommendation to the Pasco City Council. The Pasco Municipal Code [25.215.020\(7\)\(b\)\(ii\)](#) requires that the City Council determine which applications in the Annual Docket are to be evaluated, based on the following criteria:

- a) Is there sufficient time for Council to make an informed decision?
- b) Will the City be able to conduct sufficient analysis to develop policy and related development regulations?
- c) Has the proposed amendment been previously rejected for consideration?
- d) Will the amendment implement and comply with the adopted Comprehensive Plan and Washington State Growth Management Act?
- e) Is the proposed amendment better addressed through another planning process?

Step 4: Final Review of the Annual Docket

Following the establishment of the Annual Docket from Step 3, a public hearing will be scheduled at the Pasco Planning Commission. The Planning Commission will consider all of the docketed applications concurrently, and will evaluate each amendment in relationship to the approval criteria of Pasco Municipal Code [25.215.020\(8\)\(c\)](#) and [25.215.020\(9\)](#).

General Approval Criteria

- Does the proposed amendment bear a substantial relationship to the public health, safety, welfare, and protection of the environment?
- Is the proposed amendment consistent with the requirements of the Washington State Growth Management Act and to the affected portion(s) of the adopted Pasco Comprehensive Plan?
- Does the proposed amendment correct a mapping error or address a deficiency in the Comprehensive Plan?
- What are the effects on the physical environment, including open space and natural features?
- What is the compatibility and impact on adjacent land uses and surrounding neighborhoods?
- What are the impacts on public facilities, and utilities, transportation system, parks, recreation, and public schools?
- What is the effect on other components of the adopted Comprehensive Plan?

Step 5: Action on Proposed Actions

The Pasco City Council must consider the docketed items recommended by the Planning Commission within 60 days of receiving the recommendation. All amendment applications will be considered concurrently for one of the following actions on each application:

- Approve the application
- Deny the application
- Modify the application

City staff must also transmit a copy of all proposed amendments to the Washington State Department of Commerce at least 60 days prior to Council action per the requirements of [RCW 36.70A.106](#). A copy of the amendments must be forwarded to the Department of Commerce within 10 days of final City Council decision.

APPLICATION FEES

Item	Amount (Fee)
Comprehensive Plan Amendment Application	\$700.00
State Environmental Policy Act (SEPA) Checklist	\$75.00
Radius Notification	\$50.00
TOTAL	<u>\$825.00</u>

Contact Information:
Phone: (509) 545-3441
Email: CompPlan@pasco-wa.gov



Community & Economic Development Department
525 N 3rd Avenue, Pasco, Washington 99301 | PO Box 293
Phone (509) 545-3441 | Fax (509) 545-3499

Comprehensive Plan Amendment Application

Use this application to propose an amendment to the adopted City of Pasco Comprehensive Plan. Only completed applications that have been provided a Notice of Completion no later than 5:00 PM on May 1, 2023, will be considered in the 2023 annual amendment cycle. Applications or proposals received after this date will be considered in the following year cycle.

(STAFF ONLY)	
MASTER FILE #:	_____
DATE RECEIVED:	____ / ____ / ____

SECTION 1A

CONTACT INFORMATION					
Applicant:					
Company Name (if applicable):					
Mailing Address					
City		State		Zip	
Phone		Email			

SECTION 1B

AUTHORIZED AGENT			
<i>The undersigned hereby certifies that all information submitted with this application is complete and correct to the best of my knowledge.</i>			
Print Name			
Signature		Date	____/____/____

SECTION 2

GENERAL INFORMATION

If this is a proposal for a **text amendment**, provide the specific language for the proposed amendment in the space below or attach to this form. Reference the Comprehensive Plan pages or sections proposed to be amended.

The Comprehensive Plan can be accessed at <https://www.pasco-wa.gov/1088/10763/City-of-Pasco-Comprehensive-Plan>

Comprehensive Plan Text Amendment:

If this is a proposal for a **property specific amendment**, or **change to the Future Land Use Map**, describe the change you are proposing below.

Property Address	
9-Digit Parcel Identification Number	
Site Area (Acres)	
Current Comprehensive Plan Land Use	
Current Zoning	
Proposed Comprehensive Plan Land Use	

SECTION 3

COMPREHENSIVE PLAN AMENDMENT QUESTIONS

Questions 1 - 5 apply to all proposed amendments to the Pasco Comprehensive Plan. Please answer the questions below, or attach additional pages as needed.

Q1: What is the proposed amendment intended to accomplish?

Q2: How will the proposed amendment support the Goals and Policies contained in Pasco's Comprehensive Plan?

Q3: How will the proposed amendment support the Established Council Goals adopted via [Resolution No 4128](#)

Q4: What impacts the proposed amendment have on the natural environment, such as critical areas or other natural areas?

Q5: How will the proposed amendment address the long-term interests, including the health, safety, and general welfare of the community?

SECTION 4

PROPERTY/SITE AMENDMENTS AND LAND USE MAP QUESTIONS

Questions 6 - 11 apply to property specific amendments and/or changes to the Future Land Use Map. In addressing these questions, please describe potential impacts and measures to mitigate any negative impacts.

Q6: Describe the suitability of the area for the proposed designation, considering the adjacent land uses and the surrounding development pattern.

Q7: What is the potential for the uses allowed under the proposed designation to be incompatible with uses in the immediate vicinity of the property? How would adverse impacts be mitigated?

Q8: Describe the extent to which the proposed amendment supports the following:

- a) Comprehensive Plan Land Use Element
- b) Comprehensive Plan Transportation Element
- c) Comprehensive Plan Implementation Element

Q9: Describe any probable environmental impacts that might result from the proposed amendment. How would any adverse impacts be mitigated?

Q10: Describe the extent in which adequate public facilities and services are likely to be available to serve the development allowed under the proposed amendment.
Q11: Please describe how the proposed amendment is consistent with the evaluation criteria in Pasco Municipal Code 25.215.020(7)(b)(ii) and as referenced on page 2, section 3.

SECTION 5

I have read the Comprehensive Plan Amendment and Procedures Guide

I have contacted the Department of Community and Economic Development and have received an intake application and have attached that letter to the application.

I have met with the Department of Community and Economic Development and participated in the required Pre-Application Meeting on: ____ / ____ / ____

I have completed and submitted a State Environmental Policy Act (SEPA) Checklist

NOTICE OF COMPLETENESS: The application shall be considered complete within 28 days after submittal, unless other notified per Pasco Municipal Code 4.02.060

Signature of Applicant _____

Date / /

I certify that I am the owner or owner's authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the owner's agent regarding the property at the above-referenced address for the purpose of filing applications for decisions, permits or review under applicable Pasco Municipal Codes, and I have full power and authority to perform on behalf of the owner all acts required to enable the city to process and review such applications.

I certify that the information on this application is true and correct and that the applicable requirements of the City of Pasco, RCW, and the State Environmental Policy Act (SEPA) will be met.

Signature _____

Date / /

Owner or Owner's Agent