



State law allows amendments to an adopted Comprehensive Plan on an annual basis (except for the initial adoption of a sub-area or neighborhood plan, adoption of a shoreline master program, and amendment of a capital facilities element that is concurrent with the City's budget). The Burien Zoning Code established a formal process for these annual amendments. The following describes the process and schedule for considering annual comprehensive plan amendments.

STEP 1: ESTABLISH THE DOCKET OF AMENDMENTS TO BE REVIEWED

- A. By September 1 each year, property owners and other interested parties will be notified of the annual Comprehensive Plan amendment request deadline. **The Amendment request deadline is November 1.** Amendment requests must be submitted in writing, using the attached application form and be accompanied by the current non-refundable filing fee for a map amendment (which includes any necessary rezone) or the current non-refundable filing fee for a text amendment.
- B. Each year, the Planning Commission will hold at least one public meeting to consider testimony and make recommendations to the City Council on which amendments to consider, and may recommend a priority be assigned to each proposed amendment.
- C. By February 1 each year, the City Council will consider the recommendations of the Planning Commission and establish a docket of Comprehensive Plan amendments for consideration.

STEP 2: PUBLIC HEARINGS AND DECISIONS ON EACH AMENDMENT

Once the final amendments docket is established, the Dept. of Community Development will analyze each amendment, prepare SEPA environmental review documents, and send the list to the State for its required review. The Planning Commission will hold public hearings on each item on the final list and will make recommendations to City Council. The projected schedule for review and a decision on each item on the final list will be established as part of the final list.

REZONES

Changes to the Comprehensive Plan map will most likely also require changes to the Zoning map (a rezone). Changes to the Zoning map (a rezone) will most likely also require changes to the Comprehensive Plan map. In these cases, both map changes are processed separately. First the comprehensive plan map change decision must occur. A comprehensive plan map change is typically followed by an application for a zoning map change.

**A COMPREHENSIVE PLAN AMENDMENT IS NOT A "PERMIT"
AND FINAL DECISIONS TYPICALLY OCCUR IN NOVEMBER OR DECEMBER.**

Suggestions on how to prepare a comprehensive plan amendment request.

Comprehensive Plan Amendment Criteria

The information below is being provided to assist those people interested in submitting a specific request for a Comprehensive Plan amendment. For the City to consider each request the following criteria shall be met. It is helpful if each of the criteria is individually addressed.



BMC 19.65.095.6 Criteria. The City Council may approve or approve with modifications a Comprehensive Plan amendment if all of the following criteria are met:

- A. The proposed amendment is the best means for meeting an identified public benefit; and
- B. The proposed amendment is consistent with the Growth Management Act, applicable Puget Sound Regional Council (PSRC) plans, King County Countywide Planning Policies and Burien Comprehensive Plan; and
- C. The proposed amendment will result in a net benefit to the community; and
- D. The revised Comprehensive Plan will be internally consistent; and
- E. The capability of the land can support the projected land use; and
- F. Adequate public facility capacity to support the projected land use exists, or, can be provided by the property owner(s) requesting the amendment, or, can be cost-effectively provided by the City or other public agency; and
- G. The proposed amendment will be compatible with nearby uses; and
- H. The proposed amendment would not prevent the City from achieving its Growth Management Act population and employment targets; and
- I. For a Comprehensive Plan land use map change, the applicable designation criteria for the proposed land use designation are met and either of the following is met:
 - i. Conditions have changed since the property was given its present Comprehensive Plan designation so that the current designation is no longer appropriate; or,
 - ii. The map change will correct a Comprehensive Plan designation that was inappropriate when established.

Plan amendment requests should thoughtfully and thoroughly address each of these criteria. Submittals may be in the form of a written letter addressing each of the criteria and, if so desired, an applicant may want to include other information as attachments to the written request. It is also beneficial for applicants to refer to applicable goals and policies in the Comprehensive Plan that are pertinent to the amendment request.

Docketing Criteria

The Planning Commission and City Council will evaluate all requests for comprehensive plan amendments using the criteria listed below. The criteria are used to determine if a request should be placed on the annual comprehensive plan docket. If an item is accepted onto the docket it will be considered for approval during the annual comprehensive plan amendment cycle.

BMC 19.65.095.4 Docketing Criteria

- A. The request has been filed on time, and either:
- B. State law requires, or a decision of a court or administrative agency has directed such a change; or,
- C. Each of the following criteria is met:
 - i. The proposed amendment presents a matter appropriately addressed through the Comprehensive Plan; and
 - ii. The City has the resources, including staff and budget, necessary to review the proposal; and
 - iii. The proposal does not raise policy or land use issues that are more appropriately addressed by an ongoing work program item approved by the City Council; and
 - iv. The proposal will serve the public interest by implementing specifically identified goals of the Comprehensive Plan or a new approach supporting the City's vision; and
 - v. The proposal has not been considered 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 a change in circumstances that justifies the need for the amendment.

The burden of proof that a proposed change meets the criteria is on the applicant; therefore, amendment requests should make a strong case on how and why the proposed amendment is consistent with the goals and policies in the Comprehensive Plan.



Comprehensive Plan Amendment Application

<u>Amendment Type</u> ___ Map amendment ___ Text amendment	<u>Reference Number</u> (staff will assign) _____
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APPLICANT INFORMATION		
Name:	Company:	Daytime Phone:
Mailing Address:		E-mail:
Contact person:	E-Mail:	Daytime Phone:
Property owner:		Daytime Phone:
Mailing Address:		E-Mail:

SITE INFORMATION (if applicable)		
Site Address:	Parcel Number:	
Existing Zoning District:	Existing Comprehensive Plan designation:	
	Requested Plan designation:	
Number of Acres:	Current Land Use:	
Critical areas present: <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Critical Aquifer <input type="checkbox"/> Landslide Hazard Area <input type="checkbox"/> Fish & Wildlife		
Brief description of proposal (attach additional sheets if necessary):		

SIGNATURE

I, _____, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate _____ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional engineers and other consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in-house staff.

Dated: _____

Signature: _____