



ADMINISTRATIVE PROCEDURE

TITLE: Comprehensive Plan Docket Process

SUBJECT: Docketing Proposed Amendments: Comprehensive Plan or Code Amendments

DATE: February 22, 2021

PREPARER: Preston Frederickson,
Development Services Director

Docketing Process

RCW 36.70A.470 requires that cities have a procedure for any interested person to suggest comprehensive plan or development regulations amendments. Suggested changes to the comprehensive plan text which are not project based or site specific may be submitted by any individual, organization, or general or special purpose government.

1. Suggested changes must be submitted in writing to permits@wallawallawa.gov or mailed to 55 E. Moore Street, Walla Walla, WA 99362.
 - a. Identify goal and/or policy proposed for amendment and suggested edits.
 - b. If policy concept for consideration, then outline proposal.
 - c. How proposal meets criteria.
2. An item may be submitted to the docket any time during the calendar year but to be considered in the annual review cycle for the particular year must be submitted by March 31.
3. There is not a fee associated with submitting an item to the docket.
4. The docket will be reviewed annually with the City Council to determine whether to direct items to be considered by the Planning Commission during the annual comprehensive plan review.

Docket Review

1. The docket will be reviewed by the Director and City Council each May.
2. Proposed amendments on the docket may be considered for further review if the following criteria are met:
 - a. Proposed text amendment addresses a matter appropriate for inclusion in the comprehensive plan.
 - b. Proposal demonstrates a strong potential to serve the public interest.
 - c. Proposal addresses the interests and changed needs of the entire city.
 - d. Proposal does not raise a policy or land use issue(s) that may be more appropriately addressed by an on-going work program.
 - e. Proposal can be reasonably reviewed and evaluated, given existing staff and budget resources.
 - f. Proposal has not been acted upon by the City Council in the last three years.