



# CITY OF EAST WENATCHEE

## COMMUNITY DEVELOPMENT DEPARTMENT

271 9<sup>TH</sup> STREET NE \* EAST WENATCHEE, WA 98802

PHONE (509) 884-5396 \* FAX (509) 884-6233

### **Assistance Brochure for COMPREHENSIVE PLAN AND/OR DEVELOPMENT REGULATION AMENDMENT**

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#### **DESCRIPTION**

Title 19 of the East Wenatchee Municipal Code (EWMC) includes the official process for amendments to the City's development regulations and the Comprehensive Plan. This brochure summarizes that process. There are two types of amendments: (1) amendments to the text of the Comprehensive Plan or to a development regulation and (2) amendments to the official Comprehensive Plan map or zoning map. Development regulations include the City zoning ordinance, subdivision ordinance, critical areas ordinance, and design standards.

A change in the land use designation of a specific piece of property will generally include both an amendment to the official zoning and an amendment to the City's Comprehensive Plan map. A land use designation change for a specific piece of property requires demonstration that circumstances have changed in the vicinity of the property, and that the proposed designation would be more appropriate than the existing designation because of those changed circumstances. Amendments to development regulations must be consistent with the City Comprehensive Plan.

#### **APPLICATION & FEES**

The applicant must submit a complete Master Land Use Application form to the Community Development Department, and a Narrative addressing the questions or issues listed in the following section, and include a non-refundable processing fee including a SEPA review fee. Additionally, the applicant shall reimburse the City for the actual costs of all engineering fees incurred by the City in processing the application.

#### **NARRATIVE RESPONSE AND DOCUMENTATION SHALL BE PROVIDED ADDRESSING THE FOLLOWING QUESTIONS:**

1. What is the current use of the site?
2. Please describe adjacent land uses in all directions around the subject property.
3. A detailed statement how the proposed amendment is consistent with the Growth Management Act (RCW 36.70A), the Greater East Wenatchee Area Comprehensive Plan, and applicable policies in the Douglas County Regional Policy Plan.
4. A detailed statement explaining why the proposed land use designation is more appropriate for the site than the existing land use designation.
5. A statement explaining how the site is suitable for the proposed designation and that there is a lack of appropriately designated alternative sites in the vicinity.
6. Will the proposed amendment adversely affect lands designated as resource lands of long term commercial significance or critical areas?

7. Are public facilities, infrastructure and transportation systems present to serve the intended land use amendment or have provisions been made in accordance with the EWMC to provide the necessary facilities?

## **PROCEDURE**

Opportunities to submit requests for amendments to the City's development regulations and the Comprehensive Plan occur annually. Development regulation amendment proposals must be submitted by April 30, for consideration by the City between July and December of that year. Comprehensive Plan amendment proposals must be submitted by October 31, for consideration by the City between January and June of the following year. .

City staff will mail the amendment requests to agencies for their review, and prepare a report and recommendation to the Planning Commission. The Planning Commission will consider the request at a public hearing. Following the public hearing the Planning Commission will transmit its written findings, conclusions, and a recommendation to the State of Washington for the required 60-day review process. At the expiration of the State review process, the Planning Commission's recommendation will be transmitted to the City Council. The item will be placed on the appropriate City Council meeting agenda, and the City Council will take final action on the proposal. The timeline for completion of this process is generally between 90 and 120 days.

## **JUDICIAL APPEAL**

The City's final decision on an application may be appealed by a party of record with standing to file a land use petition in Douglas County Superior Court. The petition must be filed within 21 days of issuance of the final decision.

**For further information or to discuss a particular proposal, please call the  
East Wenatchee Community Development Department at 884-5396.**

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