

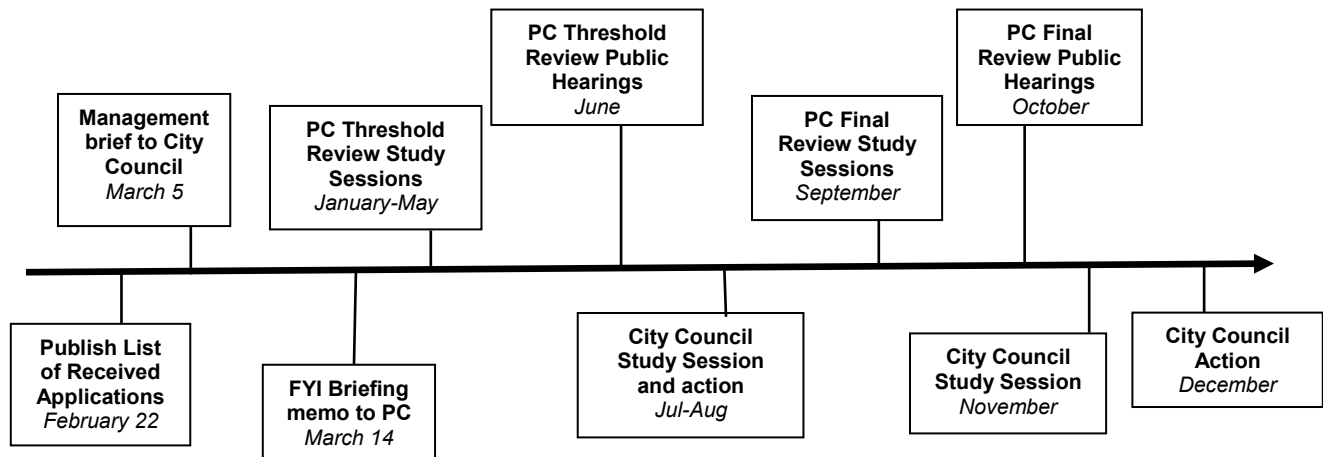


Annual CPA process overview

There are specific steps and a general timeline for the annual evaluation and review of proposed amendments to the Comprehensive Plan. This assures early and continuous public participation. Cities planning under the Growth Management Act must consider amendments to their comprehensive plans no more frequently than once per year.

The annual CPA process includes evaluation and review steps referred to, respectively, as Threshold Review and Final Review. The purpose of Threshold Review is to evaluate *whether* proposals should be considered for amendment. The *merits* of each application are reviewed during Final Review. Each step involves application of decision criteria, and a Planning Commission public hearing and recommendation:

Benchmark Dates



The **Published List of Received Applications** informs the community that privately-initiated CPAs have been proposed, marking them as complete applications for review under LUC 20.30I.

The **FYI briefing memo** to the PC introduces proposed amendments to be evaluated, and establishes the timeline for review since a city may evaluate and review no more than annually.

Threshold Review study sessions detail the initial staff evaluation of privately-initiated CPAs. This gives Planning commissioners the ability to request additional research of staff prior to the recommendation and public hearing, and asks commissioners to establish the extent of the geographic scope of a site-specific proposal.

Threshold Review Public Hearings before the **Planning Commission** are noticed and published, along with the staff recommendation, at least 14 days before the hearing date (BCC Process IV.) The hearing presents the staff recommendation based on Threshold Review decision

criteria, offers the applicant formal presentation opportunities, and solicits testimony from speakers. The staff recommendation, application and public testimony form the basis for the record of the Commission's recommendation, which it deliberates and renders in study session immediately following the hearing. The Commission's recommendation is forwarded to City Council in the form of a Transmittal.

The **City Council** in turn studies and takes legislative agenda action on the Commission's Threshold Review recommendation. The Council's direction creates the formal work program. If intended, this is the last opportunity for applicants to withdraw a proposal before a mandatory three-year waiting period occurs.

Final Review study sessions detail the initial staff review of the CPA work program. This study session gives Planning commissioners the ability to request additional research of staff prior to the recommendation and public hearing.

Final Review Public Hearings before the **Planning Commission** are noticed and published, along with the staff recommendation, at least 14 days before the hearing date. (BCC Process IV.) The hearing presents the staff recommendation based on Final Review decision criteria, offers the applicant formal presentation opportunities, and solicits testimony from speakers. The staff recommendation, application and public testimony form the basis for the record of the Commission's recommendation, which it deliberates and renders in study session immediately following the hearing. The Commission's recommendation is forwarded to City Council in the form of a Transmittal.

Council Study Session and Council Action. The City Council in turn studies and takes legislative action by ordinance on the Planning Commission's Final Review recommendations. The City Council bases its action on the entire legislative record, and constituents can provide oral and written comment to Council up to the point of its ordinance action.