



STEVENS COUNTY LAND SERVICES

COMPREHENSIVE PLAN AMENDMENT GUIDE

To Whom It May Concern:

Updated November, 2008

Please find attached the "Comprehensive Plan Amendment Application". This application is to be used by the public, officials or staff to submit recommended amendments to the Stevens County Comprehensive Plan. These applications will be listed on a "Docket" or list of times to be considered by the legislative bodies of Stevens County during emergencies or during the annual Comprehensive Plan review. There is a fee (**See Fee Schedule**) for a Comprehensive Plan amendment and you will be responsible for legal publishing fees.

The deadline for submitting amendments to the Stevens County Comprehensive Plan is 4:30 P.M., June 30th of each year with a review of these docketed amendment subjects to begin on July 1st of the same year. If June 30th falls on a weekend, then docketed items must be submitted on the Friday before the deadline at 4:30 P.M. Any action taken by the legislative bodies of Stevens County on the docketed items will take place no later than December of the same year.

Many topics may be docketed for amendment including textual corrections, plan deficiencies, new sub-areas or elements (i.e. recreation plan), map changes, or the addition or deletion of text. For complete information about the Comprehensive Plan Amendment process, please review Stevens County Code, Title 3, Chapter 3.31. The following is a summary of the amendment process to the Stevens County Comprehensive Plan and includes deadlines, process and amendment procedures:

The Stevens County Comprehensive Plan, elements thereof shall be subject to continuing evaluation and review by Stevens County. Any change to development regulations shall be consistent with and implement the Comprehensive Plan as adopted pursuant to RCW 36.70A. Therefore, many times you may be submitting a Rezone or Text change application concurrent with your Comprehensive Plan amendment application.

- A) *If, during project permit review, Stevens County identifies deficiencies in the Comprehensive Plan, the project permit review shall continue, and the identified deficiencies shall be docketed for possible future amendments. For purposes of this section, a deficiency in a Comprehensive Plan refers to the absence of required or potentially desirable contents.*
- B) *Any interested person, including applicants, citizens, county commission and board members, and staff of other agencies may suggest Plan amendments. The suggested amendments shall be docketed with the Planning Division of the Land Services Department and considered by Stevens County Planning Commission and Board of County Commissioners on at least an annual basis, consistent with the provision of RCW 36.70A.130, Stevens County Code, Title 3.31, and the Stevens County Comprehensive Plan.*
- C) *Proposed amendments or revisions of the Comprehensive Plan are considered by the Board of County Commissioners no more frequently than once a year except that amendments may be considered more frequently under the following circumstances:*
 - 1. *The initial adoption of a sub-area plan*
 - 2. *Capital facilities*
 - 3. *Emergency actions*
 - 4. *Resolve a Growth Management Hearings Board or court appeal*

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Planning Division: (509) 684-2401
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- D) *All proposals shall be considered by Stevens County concurrently so that the cumulative effect of the various proposals can be ascertained. However, after appropriate public participation, Stevens County may adopt amendments or revisions to its Comprehensive Plan whenever an emergency exists or to resolve an appeal of a Comprehensive Plan filed with a Growth Management Hearings Board or with the Court.*
- E) *If you are proposing a text or map change to the Comprehensive Plan that will also require an amendment to a development regulation (map or text), that application must be submitted with your Comprehensive Plan change request and will be processed concurrently. Example – in most cases a Comprehensive Plan map change will also require a Rezone application.*
- F) *For the purpose of this section, docketing refers to compiling and maintaining a list of suggested changes to the Comprehensive Plan in the Land Services Department in a manner that will ensure such suggested changes will be considered by Stevens County and will be readily available for review by the public. Docketing for the calendar year shall be from January 1st to June 30th of each calendar year. Amendments docketed after June 30th shall be considered in the following calendar year.*
- G) *Amendments to the Comprehensive Plan docketed by June 30th shall be approved or denied by the Board of Stevens County Commissioners on or before December 31st of that same calendar year.*
- H) *Comprehensive Plan amendments require a pre-application meeting with Land Services staff. Please plan in advance so your application is complete and on time.*
- H) *In order to facilitate public participation, Stevens County shall maintain and provide for the following procedures when considering amendments to the Comprehensive Plan and Development Regulations:*
1. *Broad dissemination of proposals and alternatives. The docket shall be available for public review in the Land Services - Planning Division office during regular business hours and the Land Services website. In addition, the Land Services office will utilize several other public participation methods which are discussed in SCC, Title 3.*
 2. *Opportunity for written comments. Written testimony shall be allowed from the date of docketing up to the date of closing of the written testimony portion of the public hearing.*
 3. *Public meetings. Public meetings and hearings shall be held only after effective notice has been distributed.*
 4. *Provisions for open discussion. Hearings shall allow for sufficient time allotments in order that all parties that wish to give oral or written testimony may do so.*
 5. *Consideration of a response to public comments. Planning Commission and Board of Stevens County Commissioners will review submitted written and oral testimony prior to issuing a recommendation/decision on each docketed item.*
 6. *Notice of decision. Publication in the paper of record of a notice that Stevens County has adopted the Comprehensive Plan and/or Development Regulations or amendments thereto.*

Please contact our office if you have any questions at (509) 684-2401.