



# COMPREHENSIVE PLAN AMENDMENT PROCESS

## I. APPLICATION REQUIREMENTS

Anyone may propose an amendment to the *Federal Way Comprehensive Plan*. Proposed amendments may include changes to the text or to the comprehensive plan map (site-specific requests). Properties requesting annexation to the city may also request a change to the pre-annexation comprehensive plan designation and zoning.

Applications for a proposed amendment must be made by submitting a completed application form to the Community Development Department between August 1<sup>st</sup> and September 30<sup>th</sup> by 5:00 p.m., each year. Applications for a comprehensive plan amendment will not be accepted prior to August 1<sup>st</sup> of each year. Applications are considered the following year. Prior to August 1<sup>st</sup>, any amendment may be docketed with the city (please refer to the “Docket Process” handout).

## II. HOW TO PROPOSE AN AMENDMENT

A request for any comprehensive plan amendment shall be made on an application form available from the Community Development Department.

## III. SELECTION PROCEDURE

After the deadline for accepting requests, the city shall prepare a summary of all requests to be presented to the City Council for determination of which requests should be considered during the upcoming amendment process.

The City Council shall, in a public meeting, consider the following criteria in selecting the comprehensive plan amendments to be addressed during the upcoming cycle:

1. Whether the same area or issue was studied during the last amendment process and conditions in the immediate vicinity have significantly changed so as to make the requested change within the public interest.
2. Whether the proposed amendment is consistent with the overall vision of the comprehensive plan.
3. Whether the proposed amendment meets existing state and local laws, including the Growth Management Act (GMA).

4. In the case of text amendments or other amendments to goals or policies, whether the request benefits the city as a whole versus a selected group.

If the request meets the criteria set forth in 1-4 above, it shall be further evaluated according to the following criteria:

5. Whether the proposed amendment can be incorporated into planned or active projects.
6. Amount of analysis necessary to reach a recommendation on the request. If a large-scale study is required, a request may have to be delayed until the following year due to workloads, staffing levels, etc.
7. Volume of requests received. A large volume of requests may necessitate that some requests be reviewed in a subsequent year.
8. Order of requests received.

Based on its review of requests according to the above criteria, the City Council shall determine which requests shall be further considered for adoption, and shall forward those requests to the Planning Commission for its review and recommendation. Steps 1-3 below must be complete prior to the public hearing by the Planning Commission.

#### **IV. REVIEW OF PROPOSED AMENDMENTS**

1. After the selection process is complete and a decision has been made on the comprehensive plan amendments to be considered in the upcoming cycle, the city shall notify all applicants as to the status of their request for consideration.
2. *Preapplication Conference* – All applicants seeking an amendment to comprehensive land use designations of the official comprehensive plan (site-specific requests) must apply for a preapplication conference with the city’s Community Development Review Committee (CDRC). The fee for the preapplication conferences is non-refundable. In order to be further considered, a fee must be submitted for *ALL* other requests for comprehensive plan amendments.<sup>1</sup>

At the preapplication conference, the city will discuss the proposed amendment’s consistency with applicable city policies and comprehensive plan goals and policies.

After the preapplication conference is completed, if the applicant decides to pursue the comprehensive plan amendment, the remaining portion of the comprehensive plan amendment fee must be paid and other documents must be submitted.

3. *State Environmental Policy Act (SEPA Review)* – The city will prepare a SEPA determination.
4. *Public Hearing by Planning Commission* – After the SEPA process has been completed, a staff report summarizing the proposed changes to the comprehensive plan will be forwarded to the Planning Commission for a public hearing.

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<sup>1</sup>For additional information relating to application submittal requirements, please refer to the “Application Form for Comprehensive Plan Amendments” handout.

5. *Review and Recommendation by the Land Use/Transportation Committee (LUTC)* – After the close of the Planning Commission public hearing, the Planning Commission’s recommendation and findings shall be forwarded to the LUTC for their review and recommendation to the City Council.
6. *Action by City Council* – After the LUTC has completed their review; their recommendation will be forwarded to the full City Council for their consideration at a public meeting.

Please contact the Permit Center at 253-835-2607, or [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com), if you have questions or would like additional information.