



Comprehensive Plan UGA Amendment Information and Application

This packet is designed to assist in preparing an application for an amendment to the Urban Growth Area (UGA) boundaries of the Benton County Comprehensive Plan. Amendments to revise the boundaries of an Urban Growth Area may only be submitted by the city whose Urban Growth Area is the subject of the application. Complete applications shall only be accepted between October 1st and December 1st of the every five-year review cycle beginning in 2009. COMPLETE APPLICATIONS must be received by December 1st of the preceding year (i.e., December 1, 2025 for the 2026 UGA review process).

Complete applications must be mailed or submitted to the Benton County Planning Division, Public Services Building at 102206 E. Wisner Parkway, Kennewick WA.

A complete application contains the following:

- A. A completed UGA comprehensive plan amendment application form and applicable non-refundable fee of \$2000.00.
- B. All applications for an amendment to an Urban Growth Area must also include the following:
 1. a copy of the city's State Environmental Policy Act (SEPA) checklist and determination and Environmental Impact Statement (EIS), if required by the SEPA determination;
 2. a map and aerial photograph(s) showing the proposed UGA addition with all items shown as required in the application form;
 3. a UGA Information Spreadsheet, in the form provided by the County, completed to contain the information necessary to demonstrate and allow confirmation that the proposal is consistent with Benton County County-wide Planning Policies, including but not limited to policies 3, 4, and 5;
 4. a copy of the city council resolution or ordinance authorizing submittal of the application to the County and approving the capital facilities plan referenced below with a finding that the capital facilities plan complies with RCW 36.70A.070(3); and,
 5. a Capital Facilities Plan for the area proposed to be added to the UGA that has been approved by resolution of the city council that contains the following:
 - (i) An inventory of the existing public facilities as that term is defined by RCW 36.70A.030, that are within the current UGA (inclusive of incorporated areas) and the area proposed to be added to the UGA, showing the locations and capacities

of the public facilities.

(ii) A forecast of the needs for the next twenty (20) years of such public facilities at identified levels of service that are needed within the current UGA (inclusive of incorporated areas) and the proposed area to be added to the UGA;

(iii) The necessary locations and capacities of expanded or new public facilities within the current UGA (inclusive of incorporated areas) and the proposed area to be added to the UGA;

(iv) For the proposed area to be added to the UGA at least a six- year plan to finance such public facilities within projected funding capacities that clearly identifies sources of public money for such purposes; and,

(v) Identification of revisions to the city's land use element if probable funding falls short of meeting existing needs and to ensure that the city's land use element and capital facilities plan element (and financing plan therein) are coordinated and consistent.

Application Process:

Within fourteen (14) days after receiving an application for amendment to the Comprehensive Plan, the County Planning Division shall review the application and place in the mail or personally deliver a written determination addressed to the applicant stating that the application is complete or that the application is incomplete and identifying what is necessary to make the application complete. If an application to amend an Urban Growth Area is determined to be incomplete and is returned to the applicant, unless such application is made complete and submitted by December 1st, it may not be resubmitted until the next five-year cycle for UGA amendments.

Who can propose Urban Growth Area Amendments?

An application to amend the County's Comprehensive Plan to revise the boundaries of an Urban Growth Area may only be submitted by the city whose Urban Growth Area is the subject of the application and must be signed by a representative of that city authorized in writing by that city's council to submit the application.

How often can you submit UGA amendments?

Applications to amend Urban Growth Area boundaries shall only be accepted every five (5) years to be acted upon by the Board of County Commissioners every fifth year counting from the year 2009 {i.e., 2019, 2024, etc.}. Complete applications for the five- year review cycle must be received by December 1st of the preceding year (i.e., December 1, 2025 for the 2026 UGA review process).

NOTE: APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES THAT YOUR COMPREHENSIVE PLAN AMENDMENT WILL BE APPROVED.

Any information submitted to the Benton County Planning Division is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to

What is the timing of an amendment cycle?

The Planning Division will initiate review of complete applications by listing them in a legal notice or "Docket" along with the State Environmental Policy Act (SEPA) review dates. Analysis of each application for consistency with the Washington State Growth Management Act and the Comprehensive Plan, including the adopted County-wide Planning Policies, will be conducted and summarized in a staff report. The Planning Division will make a recommendation to the Planning Commission for approval or denial of each application.

The Planning Commission will conduct at least one open record public hearing on the applications and forward a recommendation for approval or denial of each application to the Board of County Commissioners who will conduct at least one open record public hearing on the applications prior to approving, approving with modifications and/ or conditions, or denying the applications.

What Criteria is used for Comprehensive Plan Urban Growth Area Amendment Evaluation?

Proposed UGA amendments will be evaluated for consistency with the following criteria and must be found to be in substantial compliance for approval:

- a. The City has reached a 70% build-out and needs additional lands to accommodate their twenty-year population projection;
- b. An amendment is necessary to resolve inconsistencies within the County Comprehensive Plan, with other city plans or ordinances with which the county has no objection;
- c. Conditions have so changed since the adoption of the county plan or ordinances that the existing adopted provision is inappropriate;
- d. The proposed amendment is consistent with Chapter 36.70A RCW, Benton County Code, the County- wide Planning Policies, and Plan policies;
- e. Environmental impacts have been disclosed and measures imposed to either avoid or mitigate said impacts;
- f. Potential ramifications of the proposed amendment to other Comprehensive Plan Elements and supporting documents have been considered and addressed;
- g. For a proposal to be recommended for approval by County planning staff upon its review and analysis, the product of each step must be found to be consistent with the relevant Washington State RCW and/or adopted Countywide Planning Policies and goals and policies of the Benton County and City's Comprehensive Plans.
- h. Determine if the lands selected by the city and proposed for inclusion within a UGA meet the criteria identified in RCW 36.70A.110 (1), (3), 36.70A.020 (1)(2), 36.70A.070(3) and relevant Countywide Planning Policies (CWPP) and if applicable RCW 36.70A1301 for lands eligible for inclusion within a UGA, and to determine if the proposal is generally consistent with the Comprehensive Plan goals and policies for the particular County "planning area" where the proposal is located.

i. Review for completeness the elements of the capital facilities plan (CFP) required by RCW 36.70A.070(3) that have been prepared and approved by the City for providing municipal infrastructure and services to the area that is proposed for inclusion within the UGA. Consistent with the RCWs, the CFP must show generally that the city has, or will have, the resource capacity and capital infrastructure that is necessary for build-out of the entire area that is to be added to the UGA, without adverse effect on its ability to provide service to undeveloped areas within the current UGA. The CFP must also include the proposed locations and capacities of expanded or new capital facilities that will be required to bring municipal services to the area that is to be added to the UGA; and at least a six year plan that will finance such capital facilities within the projected funding capacities and clearly identifies sources of public moneys for such purposes.

Any questions regarding this process should be directed to the Benton County Planning Division, 786-5612. Our office hours are 8 a.m. to Noon and 1p.m. to 5 p.m. Monday through Friday, except holidays.



**BENTON COUNTY PLANNING DIVISION APPLICATION
COMPREHENSIVE PLAN-URBAN GROWTH AREA AMENDMENT**

CPA File No. _____

NAME OF CITY: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

Please answer the following questions, if more space is needed please use attachments.

1. Addresses, parcel numbers and legal description of properties proposed for inclusion in the UGA: (add additional pages if necessary)

2. Prepare and attach a site map and aerial photo showing the proposed area in which a UGA amendment is being sought. Please show clearly the following: the proposed UGA boundary, current corporate boundaries, major physical boundaries; both natural and man-made (i. e., including but not limited to highways, railroads, rivers, streams, power lines, schools, and other public outbuildings, critical areas, open space, etc.), the proposed land use designations, pattern and acreages of urban land uses and densities for the area proposed for inclusion, with any residential areas requiring a minimum average density of six (6) dwelling units per acre, the general location and acreage of planned open spaces and greenbelts that will remain as open space within the area(s) proposed for inclusion within a UGA, as per RCW 36.70A.110(2);section, map scale, north arrow, township and range lines, and date of preparation, are to be shown and identified. If in a shoreline area, define existing shorelines area as shown in existing shorelines master plan and indicate the existing environment designation.

3. What is the current use of the property proposed for inclusion in the UGA:

4. What is the existing comprehensive plan designation for the area in which the property proposed for inclusion in the UGA:

5. What is the City's proposed land use designation of the property proposed for inclusion in the UGA: _____

6. What are the reasons for the requested amendment and include substantial information why the provisions, map designations, etc., of the adopted plan are not sufficient to satisfy the concern that gives rise to the amendment request:

7. Include any other substantiated information that you feel is necessary or relevant for consideration:

Mayor Signature Printed Name Date

Authorized City Representative Printed Name Date

ANY INFORMATION SUBMITTED TO THE BENTON COUNTY PLANNING DIVISION IS SUBJECT TO PUBLIC RECORDS DISCLOSURE LAW FOR THE STATE OF WASHINGTON (RCW CHAPTER 42.17) AND ALL OTHER APPLICABLE LAW THAT MAY REQUIRE THE RELEASE OF THE DOCUMENTS TO THE PUBLIC.

An application fee of \$2000.00 must be submitted with this application. This fee is non- refundable. Please make check payable to Benton County Treasurer.

APPLICANT'S CHECKLIST FOR COMPLETENESS

- APPLICATION FORM COMPLETED AND SIGNED WITH REQUIRED FEES
- CITY COUNCIL ADOPTED UGA RESOLUTION
- MAPS AND AERIAL PHOTOS WITH REQUIRED INFORMATION
- UGA INFORMATION SPREADSHEET
- CITIES SEPA CHECKLIST, DETERMINATION, OR EIS IF REQUIRED
- CAPITAL FACILITIES PLAN AS REQUIRED BY RCW 36.70A.070(3) & RCW 36.70A.03