



# **BENTON COUNTY PLANNING DEPARTMENT**

## **INFORMATION HANDOUT FOR UGA COMPREHENSIVE PLAN AMENDMENTS**

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, 2008 for the 2009 UGA review process).

Complete applications must be mailed or submitted to the Benton County Planning Department, P.O. Box 910, 1002 Dudley Avenue, Prosser, WA 99350, or to the Benton County Building Department, 5600 W. Canal Drive, Kennewick, WA 99336 during normal office hours.

### **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) 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 Department 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.

Any information submitted to the Benton County Planning Department 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.

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

**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., 2014, 2019, etc.}. Complete applications for the five-year review cycle must be received by December 1st of the preceding year (i.e., December 1, 2008 for the 2009 UGA review process).

**What is the timing of an amendment cycle?**

The Planning Department 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 Department 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 Countywide 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 36.70A.1301 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 monies for such purposes.

Any questions regarding this process should be directed to the Benton County Planning Department, 786-5612 - Prosser or 736-3086 - Tri-Cities. Our office hours are 8 a.m. to Noon and 1p.m. to 5 p.m. Monday through Friday, except holidays.

# Benton County Planning Department

Planning Annex, P.O. Box 910, 1002 Dudley Avenue, Prosser WA 99350, Phone: (509) 786-5612 or (509) 736-3086, Fax (509) 786-5629

## BENTON COUNTY PLANNING DEPARTMENT APPLICATION COMPREHENSIVE PLAN-URBAN GROWTH AREA AMENDMENT

CPA File No. \_\_\_\_\_

NAME OF CITY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**OFM<sup>1</sup> 2014-2034 BENTON COUNTY POPULATION PROJECTION ALLOCATIONS<sup>2</sup>**

Projection	OFM High Series					County-wide		Total	Year
	Benton Co	Benton City	Kennewick	Prosser	Richland	W Richland			
ACTUAL US CENSUS	32,639	3,038	73,917	5,714	48,058	11,811	175,177	2010	
204,290	42,901	4,086	77,630	6,129	57,201	16,343	204,290	2015	
218,021	45,784	4,360	82,848	6,541	61,046	17,442	218,021	2019	
235,285	49,410	4,706	89,408	7,059	65,880	18,823	235,285	2024	
252,549	53,035	5,051	95,969	7,576	70,714	20,204	252,549	2029	
269,813	56,661	5,396	102,529	8,094	75,548	21,585	269,813	2034	

**OFM High Series Allocations by Jurisdiction**

Benton County				Benton City				West Richland			
Projection	High			Projection	High			Projection	High		
175,177	0.21	32,639	2010	175,177	0.02	3,038	2010	175,177.00	0.08	11,811	2010
204,290	0.21	42,901	2015	204,290	0.02	4,086	2015	204,290.00	0.08	16,343	2015
218,021	0.21	45,784	2019	218,021	0.02	4,360	2019	218,021.00	0.08	17,442	2019
235,285	0.21	49,410	2024	235,285	0.02	4,706	2024	235,285.00	0.08	18,823	2024
252,549	0.21	53,035	2029	252,549	0.02	5,051	2029	252,549.00	0.08	20,204	2029
269,813	0.21	56,661	2034	269,813	0.02	5,396	2034	269,813.00	0.08	21,585	2034

Kennewick				Prosser				Richland			
Projection	High			Projection	High			Projection	High		
175,177.00	0.38	73,917	2010	175,177.00	0.03	5,714	2010	175,177.00	0.28	48,058	2010
204,290.00	0.38	77,630	2015	204,290.00	0.03	6,129	2015	204,290.00	0.28	57,201	2015
218,021.00	0.38	82,848	2019	218,021.00	0.03	6,541	2019	218,021.00	0.28	61,046	2019
235,285.00	0.38	89,408	2024	235,285.00	0.03	7,059	2024	235,285.00	0.28	65,880	2024
252,549.00	0.38	95,969	2029	252,549.00	0.03	7,576	2029	252,549.00	0.28	70,714	2029
269,813.00	0.38	102,529	2034	269,813.00	0.03	8,094	2034	269,813.00	0.28	75,548	2034

1 Office of Financial Management 2012 Projections

2 Population allocations based on BC/21%, Benton City 2%, Kennewick 38%, Prosser 3%, Richland 28%, West Richland 8%