

March 26, 2003

Dear Applicants:

Enclosed is your application for the 2003 Comprehensive Plan amendment process. On March 18, 2003 the City Council adopted Ordinance No. 2003-19 (full copy enclosed), which establishes new policies and procedures for an annual Comprehensive Plan amendment process. This year only the open application period will be abbreviated; applications will be accepted for this year's consideration until 5:00 pm April 30th. Any applications received thereafter will be automatically held over for consideration during the following year. I cannot stress strongly enough the importance of your application being complete in all regards. Only complete applications will be processed. Any incomplete applications will run the risk of missing out on this year's opportunity.

The application fee for a map amendment request is \$500. There is no fee for text amendments. In addition to your application a completed environmental checklist is required for both map and text amendments. The application fee for this environmental review is \$138.

The Regional Planning Commission will be meeting on Thursdays throughout the month of May from 4:00 pm to 6:00 pm for their study sessions. These meetings are open to the public but no testimony will be heard. Public hearings on your request will be scheduled at the conclusion of the study sessions.

Although the Planning staff cannot complete any part of your application for you they are available to answer your questions and provide direction. My advice to you is to start early; the deadline for applications is only five weeks away. In closing, I wish you the best of luck in pursuing your Comprehensive Plan amendment.

Sincerely,

Doug Maples
Building Codes and Planning Division Manager

Enclosures: Application form, SEPA checklist, Ordinance 2003-19