

City of Connell

Instructions for Consideration of a Zone Change Application

Zone changes are authorized by Chapter 17.04 of the Connell Municipal Code (CMC). Applications may be submitted by the property owner, contract purchaser or their authorized representative. Zone changes are approved by the City Council after a public hearing by the Planning Commission. The decision-making process will be as follows:

A. Pre-Application Meeting

Pre-application meetings will be held when deemed necessary by the Administrator or as requested by an applicant. Pre-application meetings may be informal and/or formal, depending on the scope of the project. An informal meeting is to discuss, in general terms, the proposed development, City design standards, and the required permits and approval process.

If the Administrator determines the request is not consistent with the Connell Comprehensive Plan, an application to amend the plan will also be required. The plan amendment request and zone change request will then be considered at the annual review of the Comprehensive Plan.

A formal pre-application meeting must be attended by the developer/applicant. The purpose of the meeting is to discuss the nature of the proposed development, application and permit requirements, fees, review process and schedule, and applicable plans, policies and regulations. In order to expedite development review, the City will invite all affected jurisdictions, agencies and/or special districts to the formal pre-application meeting.

B. Contents of Formal Application

All application for a zone change must include the information listed on the attached sheet. The Administrator may require such other additional information as reasonably necessary to fully and properly evaluate the proposal.

The applicant must apply for all permits identified in the pre-application meeting.

C. Letter of Completeness/Consistency

Within 28 days of receiving a date stamped application, the Administrator will provide the applicant with a written determination that the application is or is not complete. If the application is not complete, the letter will state what additional information is required. The applicant will have 90 days to submit the additional information. Within 14 days thereafter, a determination that the application is or is not complete will be submitted to the applicant. If the 90-day period should lapse before the required additional information is submitted, the application will be considered null and void. Any further review will require a new application.

D. Formal and Environmental Review

Upon issuance of the letter of completeness, a formal review will be held including a review as required by the State Environmental Policy Act (SEPA). A decision on the proposal will not be made until at least 15 days after completion of SEPA review, unless the project is categorically exempt.

E. Public Notice Requirements

Within 14 days of issuing a letter of completeness, the City will issue a Notice of Development Application. The notice will include certain specifics about the proposal including, if possible, the date for a Planning Commission public hearing and a statement that a decision on the application will be made within 120 days of the letter of completeness. The notice will be published once in a local newspaper; the Administrator will notify property owners within 300 feet of the exterior boundaries of the property, and the property will be posted.

If the Planning Commission public hearing date is not included in the Notice of Development, then a second notice will be published, mailed and posted at least 15 days before the Planning Commission hearing.

F. Planning Commission Action

The Planning Commission will receive a staff reports with a recommendation and, after the public hearing, will consider the following findings of fact:

- 1) The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Connell Municipal Code.
- 2) The proposed change promotes the public necessity, convenience, and general welfare.
- 3) The proposal adequately mitigates impacts under Title 15.
- 4) The proposal is in the public interest.

For any recommendation of approval, the Planning Commission will adopt a motion setting forth its findings, conclusions, any conditions, and promptly forward the matter to the City Council for their consideration and action.

A denied application will also include findings and conclusions and will be final unless appealed to the City Council within 15 days of the Planning Commission's action. In addition, any persons aggrieved by an action of the Commission may appeal to the City Council.

G. City Council Action

Upon receiving a recommendation for approval, the City Council will consider a decision at their earliest practical meeting. No new testimony will be taken.

Appeals will be considered by the Council at a closed record appeals hearing. No new testimony will be received. The Council's decision will be based on the Planning Commission record.

H. Notice of Decision

A written notice of decision will be sent to the applicant and all parties of record.

I. Questions

Questions regarding the submittal of this packet may be addressed to the City Administrator or the City Clerk, 104 E. Adams, PO Box 1200, Connell, WA 99326, 509-234-2701.

City of Connell

Application Requirements for a Zone Change

The following information is required before an application for a zone change can be considered complete:

- A. A fully completed, signed, and acknowledged application;
- B. A verified statement by the applicant and the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
- C. Evidence of adequate water supply as required by RCW 19.27.097;
- D. Evidence of sewer availability;
- E. The name, mailing address and telephone number of a single person or entity to receive required determinations and notices;
- F. A filing fee of \$400;
- G. A fully completed, signed, and acknowledged environmental checklist and fee, unless waived by the Administrator.
- H. A list of names and addresses of all property owners within 300 feet of the exterior boundaries of the property and all contiguous property under the same ownership. This information must be obtained from the Franklin County Assessor's Office or a title company;
- I. The legal description of the property, acreage, and present improvements on the property;
- J. A statement explaining how the property suitable for the uses permitted in the proposed zone;

- K. A statement explaining the need for addition zoning of the type proposed;
- L. A statement giving reasons why uses permitted in the proposed zone would not be detrimental to surrounding land uses;
- M. A statement giving reasons how the proposed zone change conforms to the goals, objectives and policies of the Comprehensive Plan;
- N. A scaled drawing on a page no larger than 8 ½ by 14 inches, unless otherwise required by the Administrator. If a larger drawing is required, 25 copies and a reproducible must be submitted. The Administrator may accept reduced copies of the required drawing. The drawing must show the following with all dimensions:
 - 1) All existing lot lines;
 - 2) The location of all existing structures;
 - 3) A north arrow;
 - 4) The scale of the drawing;
 - 5) A vicinity map showing the location of the site to its surroundings.

The City may request additional information as deemed necessary to adequately review to project.



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

Land Use Application Form

Please complete and return form to the city clerk, City of Connell, P.O. Box 1200, Connell, WA, 99326, with fees and additional information on the instructions. A separate fee is required for each proposed action.

- | | |
|---|---|
| <input type="checkbox"/> CHANGE OF ZONE | <input type="checkbox"/> VARIANCE |
| <input type="checkbox"/> COMPREHENSIVE PLAN AMENDMENT | <input type="checkbox"/> PRE-ZONE |
| <input type="checkbox"/> CONDITIONAL USE PERMIT | <input type="checkbox"/> SITE REVIEW |
| <input type="checkbox"/> CRITICAL AREA PERMIT | <input type="checkbox"/> LOT COMBINE |
| <input type="checkbox"/> ZONING ORDINANCE AMENDMENT | <input type="checkbox"/> BOUNDARY LINE ADJUSTMENT |
| <input type="checkbox"/> PLANNED UNIT DEVELOPMENT | <input type="checkbox"/> OTHER (DESCRIBE): _____ |

NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____
STREET P.O. BOX CITY STATE ZIP

PLEASE CHECK THE ONE THAT APPLIES: OWNER CONTRACT PURCHASER
 LESSEE/RENTER OTHER (SPECIFY) _____

NAMES, ADDRESS, AND TELEPHONE OF OWNER IF OTHER THAN APPLICANT: _____

LOCATION OF PROPERTY (ADDRESS): _____

LEGAL DESCRIPTION (ATTACH IF NECESSARY) _____

TOTAL AREA OF PARCEL/PROPERTY (PLEASE LIST FOR ALL RELATED PROPERTIES):

_____ SQUARE FEET _____ ACRES

EXISTING LAND USE _____

PROPOSED LAND USE: _____

REQUESTED ACTION AND REASONS: _____

IS THE PROPOSAL IN CONFORMANCE WITH THE COMPREHENSIVE PLAN? YES NO