



Community Development

2025 NE Kresky Avenue
Chehalis WA 98532

January 26, 2022

Jim and Cindy Smith
PO Box 283
Adna, WA 98522

RE: Notice of Complete Application and Procedures for Amending the Comprehensive Plan

Dear Mr. and Mrs. Smith,

On December 29, 2021, the Lewis County Department of Community Development received your petition for designating Parcel 01852001000, located at 107 and 109 Bunker Creek Road, as a STMU (small town mixed use) per Lewis County Code (LCC) 17.05.040(e) and 17.12 (Ordinance No. 1330, Attached).

The department has reviewed your application and deem it complete to place it on the 2022 Comprehensive Plan Amendment docket. To assist you in understanding this process, I am outlining the steps that will be necessary for the county to review your application from this point forward.

Please keep in mind that your petition is a site specific rezone that, if approved, will amend the future land use maps within the Lewis County Comprehensive. This map change will remove the current designation of this parcel as agricultural on Map LU-3 and change it to small community on Map LU-2. This action allows the county to designate the parcel as STMU on the county's zoning map. The Growth Management Act requires consistency between the future land use maps in the plan and the county's zoning map.

The specific processes for amending the county's comprehensive plan falls under 17.12 LCC. These steps include:

1. Within fourteen (14) days from the issuance of the Determination of Complete Application, the county will issue a Notice of Application.
 - a. The county will send copies of the Notice of Application to you, your representatives, owners of property within $\frac{1}{4}$ mile of the parcel boundaries, county departments, agencies with jurisdiction (including tribal governments), community groups or local governments that the county identifies as having an interest in the proposal, and any other person requesting in writing a copy of the notice.

- b. The Notice of Application also will require publication in the county's official newspaper of record and posting on the property.
2. Comments on the application are due to Lewis County Community Development based on the date in the Notice of Application. Comments received by Lewis County will be provided to you and your representative. All individuals and groups whom provide comments become parties of record.
3. After you receive comments, you may choose to amend your application to address some or all of the comments. You must let Lewis County Community Development know, in writing, of your intent to amend your application within fourteen (14) days of receiving the comments. If you do not respond within fourteen (14) days, it is assumed that you are not amending your application and the process will continue.
 - a. If you amend your application, a new Notice of Application is sent and posted.
4. If there are no further amendments to the application, Lewis County will make a SEPA Determination and schedule a workshop with the Lewis County Planning Commission.

Please note that if the SEPA threshold decision requires further environmental analysis or an Environmental Impact Statement, the comprehensive plan amendment process halts until that process is complete.

5. At the Planning Commission workshop county staff will present the proposal to the commissioners, including comments received on the Notice of Application and the SEPA Determination.
 - a. The workshop is not a public hearing, although the Planning Commission may choose to allow you, your representatives, or the public to comment on the materials presented by county staff.
 - b. If the Planning Commission deems it necessary, they may hold additional workshops on the proposal.
6. Once the Planning Commission determines it needs no further workshops on the proposal, it will schedule a date for a public hearing. The county will then publish and circulate a Notice of Public Hearing at least fifteen (15) days before the hearing. The county also will circulate the proposal for review by the Washington State Department of Commerce, the parties of record and the public. The proposal will include copies of the application and attachments, materials prepared by the county, and all comments received up to that date.

7. Written testimony on the proposal will be due to the Planning Commission by 5:00pm on the date of the public hearing.
8. When the chair of the Planning Commission convenes the public hearing, county staff will provide a presentation on the proposal including written testimony received by 5:00pm that day. Planning Commission members may ask questions of staff at this time. The chair will then open the hearing to oral testimony from any person in attendance, including you and your project representatives. Members of the commission may continue to ask questions of any speaker. After conclusion of public testimony, the Planning Commission Chair may close the public hearing to new testimony and begin deliberations on the proposed amendment. Alternatively, the Planning Commission has the option of continuing the public hearing to another date to provide more time for testimony and deliberations.
9. The final step for the Planning Commission is to prepare a recommendation on the proposal for consideration by Board of County Commissioners. At the completion of its deliberations, the commission shall vote to recommend adopting, not adopting, or amending the proposal, plan amendments or development regulations in relationship to the approval criteria under LCC 17. 12.100.
10. Upon receipt of the Planning Commission recommendation, the Board of County Commissioners may hold a public hearing to consider approving the proposal or they may remand the proposal back to the Planning Commission for further consideration. If the Board approves the proposal for amending the comprehensive plan, it will do so by ordinance. Generally, the Board's final action will occur by the end of November.
11. County staff will then submit the final decision to the Department of Commerce. There are two appeal periods associated with comprehensive plan map and zone map amendments. There is a procedural appeal period of 21 days pursuant to RCW 36.70C.040(3) available to parties with standing under RCW 36.70C.060. There is a substantive appeal period of 60 days pursuant to RCW 36.70A.290 available to any party that has standing under RCW 36.70A.280(2). If there is no appeal, the decision is final.

If you have any questions regarding these procedures, please free to contact me.

Sincerely,
Mindy Brooks, Senior Long Range Planner

Cc: Chris Aldrich, RB Engineering