



Permit Center

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COMPREHENSIVE / NEIGHBORHOOD PLAN AMENDMENT
DOCKET APPLICATION FORM

TO BE COMPLETED BY STAFF: Date Received \_\_\_\_\_ Case Number \_\_\_\_\_

Use this form to request docketing of a proposed Comprehensive Plan and or Neighborhood Plan amendment(s). Applications may be submitted at any time but must be received by April 1 of each year for review during the following year. Please complete the following and attach additional pages as needed. Incomplete applications will not be accepted.

1. An application must include the following materials:

- [X] Docket Application Form.
[X] Fee payment calculated at 10% of the total comprehensive plan amendment fee.\* The fee is not refunded if the proposal is not docketed. The fee is calculated as follows:

(a) Non-site specific Comprehensive / Neighborhood Plan amendments:

\$1,594 base fee + \$255 notice fee x 0.1 = \$185 due at docket application.

OR

(b) Site specific Comprehensive / Neighborhood Plan amendments:

\$1,594 base fee + \$255 notice fee + \$213 per acre over first acre (\$12,750 max.) x 0.1 = fee due at docket application. Final fees will be calculated at the time the application is submitted.

\*Recognized Neighborhood Associations are exempt from this fee.

2. Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of contact if applicant is a group: \_\_\_\_\_

I have read the application materials and acknowledge that if the proposed amendment is approved by the City Council for inclusion in the annual docket, a complete Comprehensive / Neighborhood Plan Application must be submitted within 30 days of the Council's docket decision or a date approved by the Planning and Community Development Director in order to continue to final review. Failure to submit a complete application prior to the deadline may result in removal from the docket.

Applicant signature: [Signature] Date: 9/28/2020

3. Provide an explanation of how the proposed Comprehensive or Neighborhood Plan amendment meets one or more of the docking criteria listed in **Bellingham Municipal Code 20.20.030 A. (2)**. (Docketing criteria - page 4 attached)
4. If the proposal includes general Comprehensive Plan or Neighborhood Plan amendments that are not site-specific, please describe your amendment proposal as specifically as possible and attach it to this form. If specific wording changes are proposed, show the changes in ~~strickthrough~~ and underline format. Reference the location in the Plan where the change is proposed.

**Complete the following sections if the proposal includes a site-specific amendment to a comprehensive plan land use designation.**

**Property Owner**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner's Authorized Agent/Contact**

Name: Curtis Lawyer, Director Capital Project Phone: 360-296-2406

Address: 1306 Dupont Street, Bellingham, WA 98225

City/State/Zip: \_\_\_\_\_

Email: Curtis.lawyer@bellingshamschools.org Fax: \_\_\_\_\_

**Property Information**

1. Assessor Parcel Numbers: \_\_\_\_\_

2. Attach a map (8.5" x 11") identifying the property included in the proposed amendment and showing parcels and streets located within and adjacent to the site.

3. Neighborhood Name: \_\_\_\_\_ Area Number: \_\_\_\_\_

Current Comprehensive Plan Land Use Designation: \_\_\_\_\_

4. Proposed Comprehensive Plan Land Use Designation: \_\_\_\_\_

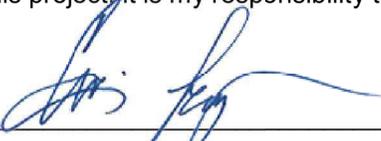
5. Current Zoning: \_\_\_\_\_

6. Proposed Zoning: \_\_\_\_\_

**Property Owner(s)**

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct.

I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature by Owner/Applicant/Agent:  Date: 9/24/2020  
City and State where this application is signed: Bellingham, WA

**BELLINGHAM MUNICIPAL CODE**

**20.20.030 ANNUAL DOCKETING CRITERIA**

A. The City shall use the following criteria in selecting proposals for inclusion in the annual docket of comprehensive plan/neighborhood plan amendments. In order to be included on the annual docket, a proposal must meet the following criteria:

- (1) The City has the resources, including staff and budget, necessary to adequately and comprehensively review the proposal within the timeframe of the annual review process; and
- (2) The proposal meets one or more of the following criteria:
  - a. The proposed amendment represents an issue appropriately addressed in the comprehensive plan or in a neighborhood plan;
  - b. The proposal demonstrates strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan;
  - c. The public interest would be best served by considering the proposal in the next amendment cycle, rather than delaying consideration to a future plan update process;
  - d. The amendment addresses changing circumstances, changing community values, or corrects or updates information in the comprehensive plan or a neighborhood plan; or
  - e. State law requires, or a decision of a court or administrative agency has directed a change to the comprehensive plan or a neighborhood plan.

Description of Proposed Amendment:

The Bellingham School District (the “District”) proposes that the City of Bellingham consider the adoption by reference into the City’s Comprehensive Plan the District’s 2021-27 Capital Facilities Plan. The City’s adoption of the District’s 2021 CFP will ensure that the City meets the Growth Management Act planning goal related to public facilities and services. In addition, the City’s adoption will ensure that the District remains eligible to receive school impact fees to help fund the capacity projects needed to serve new residential growth permitted by the City. The City adopted previously the District’s 2015 Capital Facilities Plan for the same purposes. The District is in the process of updating the 2015 Capital Facilities Plan with a 2021 update and will, as lead agency, review the draft 2021 Capital Facilities Plan pursuant to the State Environmental Policy Act prior to adoption by the District’s Board of Directors and transmittal to the City.

The City’s 2016 Comprehensive Plan, at page 3 of the Appendix, adopts the “Bellingham School District No. 501 Capital Facilities Plan (2015-2021).” This proposal would provide for the following amendment: “Bellingham School District No. 501 Capital Facilities Plan (~~2015-21-~~2021-27)” with updated references and information in the Capital Facilities & Utilities Chapter of the Comprehensive Plan.

Compliance with Docketing Criteria (BMC 20.20.030):

- (2). The proposal meets one or more of the following criteria:
  - a. The proposed amendment represents an issue appropriately addressed in the comprehensive plan or in a neighborhood plan;

RESPONSE: The Growth Management Act provides as a planning goal that a planning jurisdiction must “ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.” RCW 36.70A.020(12). The GMA includes education and schools within the statutory definition of public facilities and services. Consistent with RCW 36.70A.070(3), the District’s Capital Facilities Plan identifies the District’s current facilities inventory as based on the locally established service standard, a forecast of future needs, proposed locations and capacities of expanded or new capital facilities, a six-year finance plan, and recognition to reassess capacity needs in the future. The Capital Facilities Plan also includes a proposed school impact fee to address the impacts of new development on school facilities, in furtherance of Policy CF-69.

**Bellingham School District**

**September 2020 Docket Application Form**

**Attachment – Description of proposed amendment and analysis of how proposal meets the City’s Docketing Criteria in BMC 20.20.030**

2. The proposal demonstrates strong potential to serve the public interest by implementing specifically identified goals and policies of the comprehensive plan;

RESPONSE: See response to Item 1 above. The provision of adequate schools to serve the City’s residential population and integrated planning is an ongoing public benefit to the community. *See generally*, Introduction, Capital Facilities & Utilities Chapter. The City’s consideration of the District’s updated 2021 Capital Facilities Plan is consistent with and implements Comprehensive Plan Policy LU-33, Policy ED-12, Goal CF-1, Policies CF-1-4, Policy CF-12, Goal CF-7, and Policies CF 65-72, all as related to ensuring adequate school facilities, coordinated planning, and the collection of school impact fees.

3. The public interest would be best served by considering the proposal in the next amendment cycle, rather than delaying consideration to a future plan update process;

RESPONSE: The City last adopted the District’s Capital Facilities Plan in 2015. The District’s 2015-2021 Capital Facilities Plan will expire in December 2021. *See* BMC 19.08.040(B). Without an update, the District will have no basis for the continued collection of school impact fees. Furthermore, the projects as a basis for the impact fees and the related calculated amounts are aging out and need to be updated.

4. The amendment addresses changing circumstances, changing community values, or corrects or updates information in the comprehensive plan or a neighborhood plan; or

RESPONSE: See response to Item 3 above. The District’s 2021 Capital Facilities Plan will update the 2015 Capital Facilities Plan and include updated and/or new information regarding current facilities, expected student enrollment growth, and related capacity needs. The City’s adoption of the 2021 Capital Facilities Plan by reference as a part of the Comprehensive Plan will enable the City to demonstrate appropriate analysis of public facilities and services needs as a part of its Comprehensive Plan and consistent with GMA planning goals. In addition, the City’s adoption will enable the District to remain eligible for and pursue updated school impact fees pursuant to Chapter 19.08 BMC.

5. State law requires, or a decision of a court or administrative agency has directed a change to the comprehensive plan or a neighborhood plan.

RESPONSE: N/A