

# The Planning Commission Cookbook Series, Vol. II

- *The PC Café: Roles & Responsibilities*
- *Hungry for Knowledge, Pt. 1: Reviewing CPAs*
- *Hungry for Knowledge, Pt. 2: Reviewing Land Use Code Amendments*
- *Recipes: Wilburton Vision Implementation*
- *The PC Café: Hours of Operation*



# The PC Café: the Chef

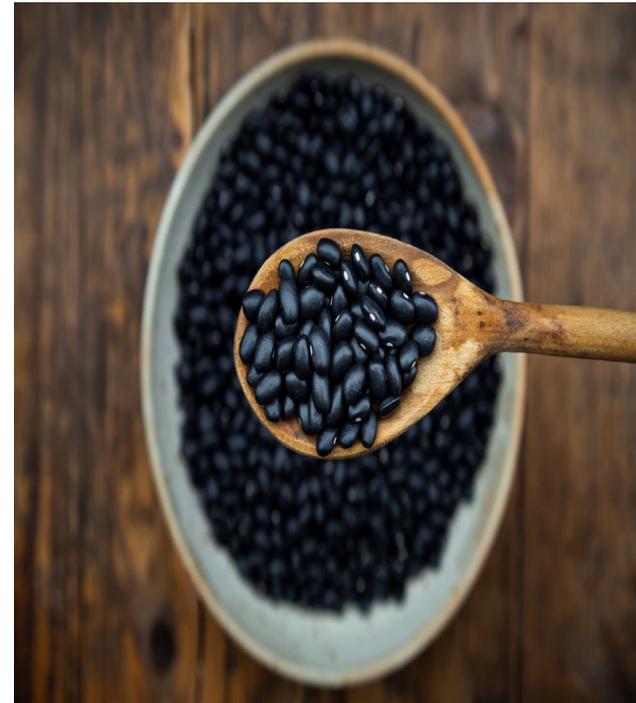
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## Meet the Chef:

Fact-finding and to act as citizen advisors to the City Council.

Not a substitute for the City Council.

Purpose of Planning Commission is to apply decision criteria and provide a recommendation to the City Council for consideration.



# Know Thy Chef's Role, Part 1

Provides input to the City Council, on planning and land use legislation.

Recommendations for changes and updates to the Comprehensive Plan and amendments to the City-wide regulations that exist in the Land Use Code.



# Know thy Chef's Role, Part 2

Because the Planning Commission is created and operates through express statutory authority, it is bound by the statutory framework established by state law (RCW 35A.63.020) and City Code (chapter 3.64 BCC).

The Planning Commission is not an elected, legislative body; the PC is a citizen advisory body that fulfills an administrative function in the City.

The Planning Commission takes a lead role in the annual amendments to the Comprehensive Plan, and a coordinating role for major updates to the Comprehensive Plan.

Department Directors for Community Development and Development Services, not the Planning Commission, are in charge of supervising Department Staff and directing administrative operations.



# The PC Café: the Cookbook

- Process IV (LUC 20.35.410):  
City Council legislative actions
- Part 20.30I LUC:  
CPAs
- Part 20.30J LUC:  
LUCAs
- PC Bylaws
- Ch. 3.64 & 3.92  
BCC



# The PC Café: Sweet or Savory?

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The State Growth Management Act (GMA) requires local governments to develop and adopt long-range comprehensive plans.



What is the difference between a comprehensive plan amendment and a Land Use Code amendment?



The GMA requires local land use regulations (referred to as development regulations) to be consistent with the comprehensive plan.

# Hungry for Knowledge

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❖ Part 1: Cooking up the Comprehensive Plan

❖ Part 2: LUCA Gumbo



## Cooking Up the Comp Plan: Overview

“Centerpiece of local planning,” foundational planning document, provides the framework for how the City seeks to grow.

Articulates goals, objectives, and policies that guide growth and development in the City over a 20-year horizon.

Sets policy that directs City actions and decisions, and guides City investments in infrastructure.

The Plan is reviewed and, if needed, updated every ten (10) years.

Review and recommendations on CPAs is the fundamental PC work program.



# Comp Plan Layers:

Contains at least 6 mandatory elements, but in particular – Land Use, Transportation, and Housing. The Plan consists of four key components:

1. The Community Vision statement.
2. General Elements.
3. Subarea Plans for fourteen (14) geographic areas in the City.
4. Transportation Facility Plans.

Creates a framework for development regulations, land use designations, the zoning map, and future land use decisions.





## 2 Meals @ the PC Café:

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CPAs Initiated by  
Persons or entitles  
other than the  
City (LUC  
20.30I.130.A);

and

City-initiated CPAs  
(LUC  
20.30I.130.B)

# Techniques, Methods, Equipment: Threshold Review

Is a CPA proposal appropriate and timely for including in the annual work program?

1. Planning Commission study sessions and public hearings; and then
2. Does the proposed CPA satisfy the threshold review decision criteria in LUC 20.30I.140? and then
3. City Council action on Planning Commission threshold review recommendations - establishes the annual work program.



# Techniques, Methods, Equipment: *Final Review*

Should the proposed CPA be adopted?

1. Planning Commission study sessions and public hearings; and then
2. Does the proposed CPA satisfy the final review decision criteria in LUC 20.30I.150; and then
3. City Council action on Planning Commission recommendations – adopts or denies amendments.



# Significantly Changed Conditions

In general, CPA and changes to Comp Plan future land use map are precondition to City zoning decisions and Land Use Districts.

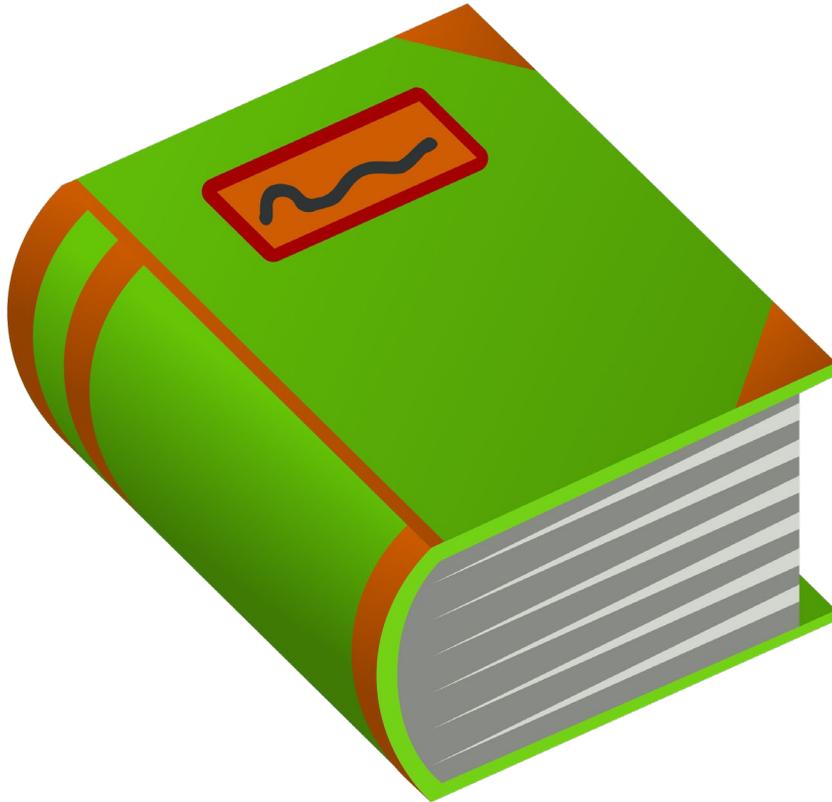
A rezone must establish that conditions have changed since the original, underlying zoning adoption, unless the rezone implements the comprehensive plan (in which case a showing of changed conditions is not required).

By including the significantly changed conditions criteria in the Part 20.30I LUC decision criteria, the City makes the necessary finding as part of the CPA process.



# Read the Book!

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- ❖ History, Creation, Powers & Duties (PC Manual, p. 2)
- ❖ Roles & Responsibilities & Procedures (pp. 3-6, 13-15, 23-33)
- ❖ Comprehensive Plan Amendments (pp. 8-10, 75-79)
- ❖ Planning in Bellevue (pp. 17-21, 84-93)
- ❖ Code of Ethics (pp. 58-71)



QUESTIONS?

*Coming Soon (7.12.23)!!*  
The PC Café: LUCA Gumbo



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What is the Land Use Code?

What's in the Land Use Code?

What is the PC Chef's primary role & essential ingredient?