

## Normandy Park Comprehensive Plan: Proposing a change - the amendment process

The [Normandy Park Comprehensive Plan](#) (NPCP) guides how future development will occur in the city. The process for proposing a change to the Plan, as well as key dates for submitting an amendment application, is explained below.

### What is the Comprehensive Plan amendment process?

The Comprehensive Plan Amendment Process allows individuals, groups and departments to propose changes to the NPCP. It provides a way to address changing conditions and new considerations in how growth occurs throughout Normandy Park.

### What makes the Annual and the Eight-Year Cycle processes different?

**Annual amendment: Small, routine, or technical changes considered**

The *Annual Amendment* process addresses technical updates and makes revisions that do not require substantive policy changes, such as applications that propose corrections to a technical error within the Plan or changes that do not alter the city boundary.

**Eight-Year Cycle amendment: Major changes considered, complete review of the Plan**

The *Eight-Year Cycle* process is a major update of the Plan, in which a complete review is undertaken. The previous eight-year cycle amendment occurred November 9, 2004, and was adopted as the City of Normandy Park 2004 Comprehensive Plan. The next major update of the Normandy Park Comprehensive Plan will occur in 2015. (In 2011, Governor Gregoire signed legislation to reset the periodic updates for communities in King County from 2012 to 2015.)

### How can I propose a change?

The way to propose a change to the Normandy Park Comprehensive Plan, separate from the annual or eight-year cycle amendment public comment processes, is to submit a comprehensive plan amendment application form.

The application is reviewed by the Normandy Park Community Development Department and allows citizens to request changes to the Normandy Park Comprehensive Plan, land use designations, development regulations or site specific land-use amendment.

Application forms can be submitted anytime, but must be submitted by **September 30th** of the preceding year in order to be considered in the next appropriate amendment.

The filing fee for submitting a comprehensive plan amendment application is \$2,000.00.

Each request is considered separately. The Community Development Department then batches all recommendations and sends them to the Normandy Park Planning Commission by January of each year for consideration during the annual Comprehensive Plan amendment process.

Property owners seeking site-specific changes to the Comprehensive Plan must:

1. Submit a pre-application form and a \$300 fee to the Community Development Department. Staff will schedule a meeting with the owner to discuss the proposed changes.

2. Following the pre-application meeting, applicants who wish to continue with their proposal must then submit a Comprehensive Plan Amendment Application Form, and pay a \$2,000 filing fee.
3. After the application is determined to be complete, the Community Development Department prepares a recommendation on the proposal and adds the proposal to the Planning Commission's January Agenda. Property owners within a 500 foot radius of property specific requests and others who have requested information regarding the application receive notice of the hearing date.
4. On the third Thursday of January, the annual comprehensive planning amendments are presented to the Planning Commission for a Public Hearing. These amendments are then considered in recommendations, which the City Council receives on the second Tuesday of February.

Potential zoning will be applied on an approved Comprehensive Plan amendment unless a rezone application is submitted at the same time as the original amendment application.

For more information about proposing a change to the NPCP, please contact the Normandy Park Community Development Department at 206-248-8249.