

City of Port Townsend Land Use Code Text Revision Application

Application No. LUP _____

The text of the adopted land use code (also referred to interchangeably as “development regulations”) may be changed as long as the change is consistent with the Port Townsend Comprehensive Plan, including the policies of the shoreline master program, and the city’s official land use map and shoreline environments designation map. The land use code means the controls placed on development or land use activities by the city, including, but not limited to, zoning ordinances (including PTMC Titles [17](#), [18](#), and [19](#)), shoreline master program development regulations (amendments may require approval from the Department of Ecology), critical areas ordinances, official controls, planned unit development ordinances, subdivision ordinances, and binding site plan ordinances. ¹

Deadline: All proposed amendments must be submitted to the City PCD by **February 1** of the current year to be considered during that year’s annual amendment process.

Applicant Name: _____

Applicant’s Address: _____

Please provide a description of the proposed amendment:

Explain why the amendment is being proposed. Is the amendment project related?

See attached for details on plan submittal requirements and cost.

¹ PTMC 20.04.090

SUBMITTAL REQUIREMENTS

General

- Application fee. \$1444.20 + SEPA fees. This fee is nonrefundable, as set forth in PTMC 20.09.

You will need to submit **three complete sets** of the following information:

- Land Use Text Revision Application
- SEPA Checklist (including supplemental sheet for non-project actions).
- Please prepare and label as “Exhibit A- Proposed Amendatory Language” -This exhibit must cite the section(s) of code proposed for amendment and show revisions in “bill” format (i.e., new language underlined; language proposed for deletion in strikeout). For example:

Exhibit A - Proposed Amendatory Language - Amend PTMC 17.20.020

C. Lighting Requirements in Commercial Zoning Districts. Where lighted signs and illuminated areas are permitted, such illuminating devices shall be shaded and directed so as not to provide glare toward any neighboring property.

- Please prepare and label as “Exhibit B - Compliance with Approval Criteria” – This exhibit explains how the revision meets the Approval Criteria set forth in PTMC [20.04.080\(A\)](#) (see below).
- Any additional information deemed reasonably necessary by the PCD director to evaluate the proposed amendment.

Approval Criteria Section 20.04.080 PTMC

The following are questions taken from the approval criteria set forth in Section 20.04.080 PTMC. **On a separate sheet of paper**, please provide a thorough explanation of how the amendment and associated development proposal (if any) meets, conflicts with, or relates to the following criteria (i.e., we will need more than a simple “yes” or “no” answer). Provide supporting text and/or reference to supporting documents included in the application.

For ALL applications:

1. Whether the amendment will adversely affect the public health, safety and welfare in any significant way; and
2. Whether the proposed amendment is consistent with the GMA and adopted county-wide planning policies; and
3. Whether the proposed amendment reflects current widely held community values or resolves inconsistencies in the city’s comprehensive plan; and
4. Whether the proposed amendment would maintain the appropriate balance of land uses within the city; and
5. Whether the proposal implements the comprehensive plan; or alternatively
6. Since the adoption of the comprehensive plan, there has been a substantial change in circumstances related to the proposed amendment and/or the area in which it is located which warrants the proposal.

