

Chapter 6 Administration Element

I. PURPOSE OF THE COMPREHENSIVE PLAN

The Selah Urban Growth Area (UGA) is composed of the area within the current incorporated city and potential future growth area for the City of Selah. This area contains a variety of physical, environmental and economic elements. The Selah Urban Growth Area Comprehensive Plan (Plan) identifies many of these elements and their relationship to the overall UGA. The Plan begins by reviewing existing conditions and continues by attempting to forecast anticipated changes within the Selah UGA. Understanding these changes and their impacts establishes a framework within which to coordinate these changes in the best interests of the residents within the Selah UGA.

The Plan, then, is a guidebook to aid the City of Selah and Yakima County in reviewing or initiating change. It attempts to give an overall perspective of the Selah UGA. It establishes the necessary principals, criteria, and policies with which to make logical land use decisions. It is important to emphasize that the Plan is not an end but a means. It is a reference document of facts, relationships, projections and attitudes to help in the decision-making process. The Plan is not a dictation of what must be or an answer book for complicated questions. It is merely a manual and information source to help the City of Selah and Yakima County derive its own answers.

To this purpose, the Plan establishes a process through which the Selah UGA can grow in a coordinated manner. The Plan allows for an understanding of existing conditions and accepted planning principals. It then provides for an evaluation of these conditions and principals with respect to the attitudes of the community (in terms of local goals, objectives and policies). Support facilities and limits to providing these facilities are then explored. Local attitudes, existing conditions and the configuration of future services are incorporated into the elements of the Plan.

When changes to the existing environment are proposed, it should be carried through this review process:

- What is the relationship of this change to existing conditions?
- Would the change conform to established principals or current community policies?
- Is the change in general agreement with the growth objectives as graphically represented on the Future Land Use Map?
- What will be the implications of the change on the transportation system, support facilities, and the natural environment?

With the aid of the Plan, the City of Selah and Yakima County Planning Commissions, the Selah City Council and the Board of Yakima County Commissioners will either approve, approve with modifications, or deny adoption of these incremental changes. Individual decisions may result in new conditions or changes in objectives or policies. The Plan must be amended to reflect these

changes so that a current document will again be available for the evaluation of future change. Step by step, then, the Selah UGA can continue to develop, addressing both the problems of today and opportunities of tomorrow.

II. PLANNING PROCESS

In 1990, the State of Washington passed the Growth Management Act (GMA). The GMA is a framework that encourages each community to respond to growth in a realistic way. The GMA outlines a planning approach that gives each community a mechanism to respond to growth issues in a way that is consistent with its unique situation.

The GMA requires that each community create a comprehensive plan based on thirteen basic goals. Those are as follows:

- **Urban growth.** Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.
- **Reduce sprawl.** Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.
- **Transportation.** Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.
- **Housing.** Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.
- **Economic development.** Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of the state, especially for unemployed and for disadvantaged persons, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.
- **Property rights.** Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
- **Permits.** Applications for both state and local government permits should be processed in a timely and fair manner to insure predictability.
- **Natural resource industries.** Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forest lands and productive agricultural lands, and discourage incompatible uses.
- **Open space and recreation.** Encourage the retention of open space and development of

recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks.

- **Environment.** Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.
- **Citizen participation and coordination.** Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
- **Public facilities and services.** Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time development is available for occupancy and use without decreasing current service levels below locally established minimum standards.
- **Historic preservation.** Identify and encourage the preservation of lands, sites, and structures that have historical or archaeological significance.

The County-wide Planning Policy

The GMA requires that each county and its incorporated communities agree on a set of policies that will ensure coordinated planning across jurisdictional lines. Yakima County, in conjunction with the City of Selah and other communities, adopted the County-wide Planning Policy (CWPP) in 1993; the policy was updated in 2003. The CWPP provide a framework for planning that includes designation of an UGA, provision of urban services in the UGA concurrent with growth, coordinated transportation systems, coordinated policies for housing, creation of joint planning within the UGA, and consistent economic development policies. The CWPP also directly address the GMA's goals that: a) private property rights be considered, b) development permits be processed in a fair and timely manner, c) citizen participation be the foundation of all planning efforts.

The Selah UGA Comprehensive Plan is generally and specifically consistent with the CWPP. In general, as described in the Guiding Principles section of the CWPP, the Selah UGA Comprehensive Plan supports the principals of seeking solutions locally, using a common database for planning and consistent terms for comprehensive land use categories. Land use data in the Selah Comprehensive Plan is based on Yakima County Assessor's data and local knowledge of City staff, and the transportation analysis is based on data from the Yakima Valley Conference of Governments.

Specific elements of the CWPP are addressed in corresponding elements of the Selah Comprehensive Plan. These are summarized below:

Yakima County-wide Planning Policy	Selah UGA Comprehensive Plan
Urban Growth Area Policies	The Selah UGA is consistent with the Urban Growth Area policies of the CWPP. Chapter 3 provides a capacity analysis for the UGA.
Contiguous and Orderly Development Policies	The Land Use Element of the Comprehensive Plan provides for growth first in areas with available services, followed by UGA areas where future services are planned. Refer to policy LUGM 3.2.
Siting Public Facilities Policies	Objective LUGM 5 and Policy 5 in the Land Use policies support the cooperative siting of public facilities, consistent with the CWPP.
County-wide Transportation Facilities Policies	The transportation policies and Chapter 7 of the Comprehensive Plan are consistent with this element of the CWPP.
Affordable Housing Policies	Refer to the housing policies and Chapter 4 of the Selah Comprehensive Plan for affordable housing policies in support of this element of the CWPP
Joint Planning Policies	The Selah Comprehensive Plan supports the concept of joint cooperative planning with surrounding jurisdictions. Policies that address inter-local cooperation with the County and other agencies include Policy LUGM 4.2 Objective LUGM 5, Policy LUGM 5.1, Policy CFU 2.1 and Policy CFU 3.3.
Economic Development Policies	The Land Use and Economic Development elements of the Comprehensive Plan include policies to ensure that economic development is consistent with the capacity of the region's natural resources and with the City's land use and capital facilities plan. Refer to goals and policies in the Land Use and Economic Development elements.
Fiscal Impact Analysis Policies	The City's Capital facilities element provides a capital facilities plan consistent with the CWPP and includes consideration of coordination needs with other agencies. Please refer to the Capital facilities and Utilities policies and background information in Chapter 8. The Comprehensive Plan does not include consideration of an impact fee process (CWPP H 3.3).
Coordination with Special Purpose Districts, Adjacent Counties and State, Tribal and Federal Governments Policies	The Comprehensive Plan supports coordination with special purpose districts and adjacent governmental agencies. Policies that address inter-agency coordination include Policy LUGM 4.2 Objective LUGM 5, Policy LUGM 5.1, Policy CFU 2.1 and Policy CFU 3.3.

III. PUBLIC INVOLVEMENT

On October 13, 2015, the Selah City Council adopted the City of Selah Comprehensive Plan Update Public Participation Plan (PPP). The PPP establishes the following for public involvement during the Plan update:

- Planning Commission public meetings – discuss draft and final sections of Plan elements at regularly scheduled planning commission meetings or appropriately advertised special meetings.
- Public Comment – the draft will be available for review during a public comment period.
- Final Public Hearing – the draft will be modified based upon comments received during the public meetings and during the public comment period. The City Council will hold a public hearing on the final draft prior to adoption.

The objectives of the PPP include:

- Provide for “early and continuous” public participation
- Build community trust in the planning process
- Seek public input and ideas concerning the future of Selah
- Encourage participation of individuals, community groups and organizations that may not normally participate in the planning process
- Explain the laws by which the City is obligated to conduct the Update process

Roles

The day-to-day work of implementing the Selah UGA Comprehensive Plan requires support from the City and community as a whole. Key actors and their respective roles are described below:

The City of Selah and Yakima County Planning Commissions. The role of the Planning Commission is one of advisory to the legislative body. The Commission is responsible for informing the legislative body about the consequences of potential development decisions. A well-functioning Commission can help the legislative body weigh the advantages and disadvantages of alternative courses of action. The Commission should keep the public informed and seek to include their input.

The Selah City Council and Board of County Commissioners. These elected officials have the responsibility for enacting and amending land use regulations after considering the recommendations of the Commission. The Selah City Council is responsible for decision-making within the Selah City limits, while the Board of County Commissioners (BOCC) is responsible for decision-making within the unincorporated portion of Selah’s UGA. Both boards’ responsibilities include amending zoning regulations and the zoning district maps. The City Council and BOCC also play a part in the comprehensive planning process by reviewing the plans that pertain to their jurisdictions, and making recommendations. The role of the City Council and BOCC in the subdivision process includes accepting or rejecting dedications of easements, right-of-way and other public lands, approving financial guarantees or financing mechanisms to ensure construction of all public improvements, approving engineering drawings, and approving subdivisions prior to their being recorded.

The Citizens. Formalizing citizen input through public meetings and required public hearings is one of the most vital aspects of the planning process. Citizens can become involved in the

process by contributing to the meaningful dialogue surrounding particular issues or the process in general.

Planning Area

The Selah UGA is approximately 7.2 square miles, and includes the land within the City limits in addition to land dedicated outside and adjacent to City limits that is identified as land needed for future development during a 20-year planning period. Land cannot be annexed to the City of Selah unless it is contained within the UGA and is adjacent to the existing City limits, except that parcels not contiguous with existing City limits may be annexed for municipal purposes. The UGA boundary is illustrated in Figure 2-1. The UGA represents the potential annexation boundaries of the City of Selah.

Future Land Use Map

The City's Planning Commission developed the Future Land Use Map for the Selah UGA after consideration of the following factors: a projected population of 9,899 in the year 2040, and the resultant residential, commercial, industrial and public land use requirements to accommodate the projected population; existing land use patterns and environmental constraints; and public input received through the public hearing process (see Land Use Element, Figure 2.45).

The Future Land Use Map continues the land use designations established in 1997, and revisited in the 2005 Plan update, anticipating an expanded downtown commercial core, continued industrial development adjacent to the Burlington Northern-Santa Fe Railroad, and a moderate density increase near the City center and a continuation of low density residential development south and west of the existing City center.

Comprehensive Plan Amendments

IV. ANNUAL AMENDMENTS

Community Planning is an iterative process, meaning that the Plan is a living document that will be amended on a regular basis as conditions change, better information becomes available, and/or community values evolve. Under the Growth Management Act, comprehensive plan amendments may only occur once per year. The City of Selah sets January as its anniversary date of Comprehensive Plan adoption. January will also serve as the month of any given annual amendment cycle by which amendments to the Comprehensive Plan must be submitted for consideration during that cycle. Amendments submitted after January will be held over until the next annual amendment cycle. Amendment proposals may be submitted at any time during the year by members of the public by filing an application using forms available from the City, or by motion by the City Council. Non-governmental amendment proposals are subject to an application fee as per SMC § 20.22.020.

After the applications are processed by City staff, they will be considered by the Planning Commission, which will forward a recommendation to the City Council. Public comment is invited during the Planning Commission review process, including at a public hearing on the proposed

amendments. After receiving the Planning Commission recommendation, the amendments will be submitted to the Washington State Department of Commerce for the required 60-day State review. After the State review period has expired, the City Council will make the final decision on all Comprehensive Plan amendments. If approved, the amendments will be adopted by ordinance.

Within 10 days following adoption, the City will submit the adopted amendments to the Department of Commerce. The City will then also publish a notice of adoption and availability of the amendment in its newspaper of record. A final 60-day State review and comment period will commence from the date of publication. Appeals of the adopted amendments to the Growth Management Hearings Board can be filed during this final 60-day review period.

The City shall establish and broadly disseminate to the public a public participation program consistent with RCW 36.70A.035 and 36.70A.140 that identifies procedures and schedules whereby updates, proposed amendments, or revisions of the Comprehensive Plan are considered by the governing body of the City no more frequently than once every year. "Update" means to review and revise, if needed.

V. EMERGENCY AMENDMENTS

This Plan may be revised or amended outside of the normal schedule if findings are adopted to show that the amendment was necessary due to an emergency situation of a neighborhood or community-wide significance. Examples of emergency situations include those which would present an imminent threat to public health and safety, an imminent danger to public or private property, or an imminent threat of serious environmental degradation. A personal emergency on the part of a particular applicant or property owner is not considered an emergency situation. Plan and zoning amendments related to annexations may be considered during the normal annexation process and need not be coordinated with the annual Plan amendment schedule. The nature of any emergency and proposed amendment shall be explained to the City Council. The Council will decide whether or not to allow the proposal to proceed ahead of the normal amendment schedule.

In addition to emergencies, amendments may be considered more frequently than once per year under the following circumstances:

- 1) The proposed amendment concerns the initial adoption of a sub-area plan that does not modify the Comprehensive Plan policies and designations applicable to the sub-area;
- 2) The proposed amendment concerns the adoption or amendment of a shoreline master program under the procedures set forth in chapter [90.58](#) RCW;
- 3) The proposed amendment concerns the amendment of the Capital Facilities Element of a Comprehensive Plan that occurs concurrently with the adoption or amendment of a Yakima County or City budget;
- 4) The proposed amendment concerns the adoption of Comprehensive Plan amendments necessary to enact a planned action under RCW [43.21C.031](#)(2) (State environmental policy - Significant impacts), provided that amendments are considered in accordance with the public participation program established by the City and all persons who have requested notice of a Comprehensive Plan update are given notice of the amendments and an opportunity to comment.

- 5) All proposals shall be considered by the governing body concurrently so the cumulative effect of the various proposals can be ascertained. However, after appropriate public participation, the City may adopt amendments or revisions to its Comprehensive Plan to resolve an appeal of a Comprehensive Plan filed with a growth management hearings board or with the court.

VI. CRITERIA FOR APPROVING A CHANGE TO THE FUTURE LAND USE MAP

Changes in the Future Land Use Map contained in the Land Use Element will only be granted after the City Council has reviewed the proposed change to determine if it complies with the standards and criteria listed below. A change in the Future Land Use Map shall only be granted if such written findings are made:

- 1) The proposal is consistent with the provisions of the GMA and other applicable State planning requirements;
- 2) The proposal is consistent with, and will help implement the goals, policies and objectives of this Comprehensive Plan;
- 3) Required changes to implementing regulations are identified prior to adoption of the proposed change, and are scheduled for revision, so that these implementing regulations remain consistent with the Comprehensive Plan;
- 4) The proposal will increase the development or use potential of a site or area without creating significant adverse impacts on existing critical areas, or on other uses legally existing or permitted in the area;
- 5) The proposal is an extension of similar adjacent use or is of sufficient size to make the proposal logical;
- 6) The traffic generated by the proposal will not unduly burden the traffic circulation systems in the vicinity. The collector and arterial system currently serves or can concurrently be extended to serve the proposal, as needed;
- 7) Adequate public facilities and services exist or can concurrently be developed to serve the proposal;
- 8) The other characteristics of the proposal are compatible with those of other uses in the vicinity;
- 9) The other uses in the vicinity of the proposal are such as to permit the proposal to function properly;
- 10) If the proposal has impacts beyond the City limits, the proposal has been jointly reviewed by Yakima County; and
- 11) Any other similar considerations that may be appropriate to the particular case.

How Will the Plan Be Implemented?

The GMA contains requirements that communities take real steps to assure that the goals and policies are not ignored as decisions occur and are, in fact, implemented by day-to-day decisions. In order to make goals and policies actually affect what happens in the real world, several things

must happen. To assure that all government decisions made after its adoption are consistent with the Comprehensive Plan, the City codes, procedures and regulations must be amended to be consistent with the Plan. Primary implementation tools include the City Zoning Code and other development regulations, the Six-Year Transportation Improvement Program (TIP), State Environmental Policy Act (SEPA), utility plans, the critical areas ordinance, and many other city codes and programs. The implementation phase of the planning process calls for codes and programs to be amended to implement the goals and policies of the Comprehensive Plan as needed. Any proposed change to a program or ordinance will be discussed in a public hearing and must be based on citizen involvement. In this way, it can be assured that the specific steps taken are as consistent with community desires as the initial goals and policies.

Organization of this Comprehensive Plan

The GMA requires that a comprehensive plan contain a Land Use Element, Housing Element, Transportation Element, Capital Facilities Element and Utilities Element. In addition, recent changes to the GMA require a Park Element and Economic Development Element. The requirement for these latter two elements, however, is not effective until funds sufficient to cover applicable costs to local government are appropriated by the State. The Selah Comprehensive Plan contains all required elements, as well as a Parks and Recreation Element. In addition to these required elements, the City of Selah has elected to include a Natural Environment Element. Goals and Policies for each of these elements are found in the front of the Plan, followed by background information, including an analysis of existing conditions, discussion of potential future conditions, and establishment of standards for future development and service provisions, as appropriate.

A ~~community profile~~, glossary of terms, **Comprehensive Plan Amendments approved after the time of adoption of the 2005 plan** and statement of state planning goals are included as appendices to this Plan.