



**JEFFERSON COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

621 Sheridan Street, Port Townsend, WA 98368  
(360) 379-4450

**Guidance to Create Findings for MLA08-00475**  
Shoreline Master Program (SMP) Comprehensive Update

**Proposed Amendment to:**  
Jefferson County Comprehensive Plan and  
Unified Development Code (JCC 18.25)

**July 15, 2009**

**‘HOW TO DECIDE’ Supplement for Planning Commission**  
For MLA08-00475: Shoreline Master Program (SMP) Comprehensive Update

**1. Make a motion, second, discussion?**

Recommendation (one of the following):

- 1) Approve
- 2) Deny
- 3) Approve with conditions or modifications

PC Motion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Deliberations—discussion of proposal and entering findings & conclusions**

*“For all proposed amendments, the planning commission shall develop findings and conclusions and a recommendation which consider the growth management indicators set forth in JCC 18.45.050 (4)(b)(i) through (4)(b)(vii), as well as the following:”*

*[NOTE: text from JCC 18.45.080 (1)(b). The indicators mentioned in .050 will be introduced and addressed later in this worksheet.]*

**a) Required findings; adapted from JCC 18.45.080 (1)(b)(i-iii) :**

- (i) Have circumstances related to the proposed amendment and/or the area in which it is located substantially changed since the adoption of the Jefferson County Comprehensive Plan? *[Answer ‘yes’ or ‘no’ and describe why]*

PC Response: \_\_\_\_\_  
\_\_\_\_\_

(ii) Are the assumptions upon which the Jefferson County Comprehensive Plan is based no longer valid; or is new information available which was not considered during the adoption process or any annual amendments of the Jefferson County Comprehensive Plan? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(iii) Does the proposed amendment reflect current, widely held values of the residents of Jefferson County? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“In addition to the required findings set for in [the subsection above], in order to recommend approval of a formal site-specific proposal to amend the comprehensive Plan, the planning commission must also make the following findings:”

*[NOTE: JCC 18.45.080 (4)(c)(i) through (4)(c)(viii)]*

**b) Additional required findings, adapted from JCC 18.45.080 (4)(c)(i) through (4)(c)(viii)**

**(i)** The proposed site-specific amendment meets concurrency requirements for transportation and does not adversely affect adopted level of service standards for other public facilities and services. *[Answer 'yes', 'no', or 'not applicable' and describe why]*

PC Response: \_\_\_\_\_

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**(ii)** The proposed site-specific amendment is consistent with the goals, policies and implementation strategies of the various elements of the Jefferson County Comprehensive Plan. *[Answer 'yes', 'no', or 'not applicable' and describe why]*

PC Response: \_\_\_\_\_

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**(iii)** The proposed site-specific amendment will not result in probable significant adverse impacts that cannot be mitigated, and will not place uncompensated burdens upon existing or planned service capabilities. *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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**(iv)** The subject parcels are physically suitable for the requested land use designation and the anticipated land use development, including planned surrounding land uses. *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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**(v)** The proposed site-specific amendment will not create a pressure to change the land use designation of other properties, unless the change is in the long-term best interests of the county as a whole. *[Answer 'yes', 'no', or 'not applicable' and describe why]*

PC Response: \_\_\_\_\_

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**(vi)** The proposed site-specific amendment does not materially affect the land use and population growth projections that are the bases of the Comprehensive Plan. *[Answer 'yes', 'no', or 'not applicable' and describe why]*

PC Response: \_\_\_\_\_

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**(vii)** Within an Urban Growth Area, the proposed site-specific amendment does not materially affect the adequacy or availability of urban facilities and services to the immediate area and the overall UGA. *[Answer 'yes', 'no', or 'not applicable' and describe why]*

PC Response: \_\_\_\_\_

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**(viii)** The proposed amendment is consistent with the Growth Management Act (Chapter 36.70A RCW), the County-Wide planning Policies for Jefferson County, any other applicable inter-jurisdictional policies or agreements, and any other local, state or federal laws. *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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**c) JCC 18.45.050(4)(b)(i) through (4)(b)(vii)**

Inquiry into the Growth Management Indicators:

**i)** Is growth and development as envisioned in the Comprehensive Plan occurring faster or slower than anticipated, or is it failing to materialize? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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**ii)** Has the capacity of the county to provide adequate services diminished or increased? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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**iii)** Is there sufficient urban land, as designated and zoned to meet projected demand and need? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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**iv)** Are any of the assumptions upon which the plan is based no longer found to be valid? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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**v)** Are there changes in the county-wide attitudes? Do they necessitate amendments to the goals of the Comprehensive Plan and the basic values embodied within the Comprehensive Plan Vision Statement? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

\_\_\_\_\_

**vi)** Are there changes in circumstances which dictate a need for amendment to the Comprehensive Plan? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

\_\_\_\_\_

**vii)** Do inconsistencies exist between the Comprehensive Plan and the GMA or the Comprehensive Plan and the Countywide Planning Policies for Jefferson County? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

\_\_\_\_\_

**d) The Record**

- 1) In addition to the guidance provided by GMA, the County-Wide Planning Policies, the Jefferson County Code, and the Comprehensive Plan, what else is in the record with respect to this proposal? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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2) Can assertions in the record be confirmed by information from other sources?

*[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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3) Is the decision we are about to make based on the record? *[Answer 'yes' or*

*'no' and describe why]*

PC Response: \_\_\_\_\_

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4) Does the decision we are about to make, so far as we know, satisfy legal

criteria? *[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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5) Is the decision we are about to make limited to the specific request at hand?

*[Answer 'yes' or 'no' and describe why]*

PC Response: \_\_\_\_\_

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Are there any additional findings of fact or conclusions of law pertinent to this decision?

PC Response: \_\_\_\_\_

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**3. Repeat motion and vote** (one of the following):

- a. In favor - Yea
- b. Opposed - Nay
- c. Abstain - I