

Unified Development Code (UDC) Amendment Process

UDC amendments are governed by Jefferson County Code, JCC 18.45.090, and subject to review under the State Environmental Policy Act (SEPA), WAC 197-11. The UDC amendment process can be simplified to **8 Steps** detailed below.

1. Amendment initiated by Department of Community Development (DCD) staff, the Board of County Commissioners (BoCC), the Planning Commission (PC) or by application submittal.
2. DCD staff provides preliminary review of the proposed amendment and presents to BoCC for direction on whether or not to place on DCD work plan.
3. DCD staff reviews the amendment, prepares a staff report and makes recommendation.
 - a. When an Environmental Impact Study (EIS) or Supplemental EIS (SEIS) is required, the applicant works under the supervision of the SEPA Responsible Official to provide special studies and prepare the Draft EIS (DEIS). This process includes a public scoping meeting to determine the scope of the EIS and a public comment period for the DEIS. SEPA is an administrative review that may occur outside of the Planning Commission process.
 - b. The DCD staff report will reference the DEIS or FEIS as applicable.
4. Notice of Intent to amend the development regulations shall be provided, and public hearing before the PC is scheduled
 - a. At least 10 days prior to the date of the hearing per JCC 18.45.090(2)(b); and
 - b. At least 60 days prior to final adoption per WAC 365-195-620.
5. The PC shall hold a public hearing, JCC 18.45.090(3), to solicit testimony.
6. The PC shall make a recommendation to the BoCC using the site-specific criteria set forth in JCC 18.45.080(1)(b) and (1)(c), as applicable.
7. The BoCC shall consider the proposed amendment at a regularly scheduled meeting and apply the criteria set forth in JCC 18.45.080(1)(b) and (1)(c), as applicable.
8. The BoCC may adopt the PC recommendation or may conclude a change in the recommendation is necessary.
 - a. A change requires the Board conduct its own public hearing and comply with notice requirements.
 - b. The FEIS shall be issued at least seven days prior to the Board's decision.