

Revising a Neighborhood Plan

City Council Resolution 30238 (adopted October 2000) sets forth the process for revising neighborhood plans. It lists the types of changes that can be made, the documentation that they require, and the procedures that would need to be followed. The resolution is reprinted below, and it is summarized in this table. The several components of each neighborhood plan include (1) the written plan; (2) the Goals and Policies of each plan which become a part of the Comprehensive Plan; and (3) the Approval and Adoption Matrix, which lists action items and their priority, and assigns them to various City Departments or to the community.

Type of change	Existing documentation	Action required
Group wants to add a sub project to an existing A&A Matrix activity or provide implementation steps for a broadly defined A&A activity.	Sub projects are tracked in the Sector Implementation Database and Sector Implementation Plan	Get the SIP and database updated by the City (Neighborhood Service Coordinators should be able to do this now)
Group wants to add or remove an A&A Matrix activity .	The A&A Matrix must be amended	Requires City Council Resolution to amend the A&A Matrix
Group wants to amend part of their written Neighborhood Plan, for example, to include discussion of a new initiative like the Pedestrian Zones	The Neighborhood Plan would need to be revised	The NP's are recognized by City Council by resolution, so the plan would need to be re-submitted and readopted by Council
Group wants to add, revise or delete a Neighborhood Plan goal or policy	The goals and policies would need to be revised. They are the only part of the Neighborhood Plans which were passed by City Council Ordinance into the actual Comp Plan as amendments.	Revisions would need to be submitted and adopted as part of the yearly Comp Plan amendment process

City of Seattle Legislative Information Service

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Resolution Number: h0h230238

A RESOLUTION Establishing a process and criteria for amending neighborhood plans developed through the City's Neighborhood Planning Office and for developing new neighborhood plans.

Date introduced/referred: September 11, 2000

Date adopted: October 30, 2000

Status: Adopted

Vote: 9-0

Committee: Neighborhoods, Sustainability and Community Development

Sponsor: CONLIN

Index Terms: NEIGHBORHOOD-PLANS, ADMINISTRATIVE-PROCEDURES, NEIGHBORHOOD-PLANNING-OFFICE

References/Related Documents: Related: Res 29751

Text

A RESOLUTION establishing a process and criteria for amending neighborhood plans developed through the City's Neighborhood Planning Office and for developing new neighborhood plans.

WHEREAS, the City of Seattle has recently adopted or recognized various neighborhood plans, and

WHEREAS, the City needs a process to amend these plans in the future,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE MAYOR CONCURRING, THAT:

The City Council approves the processes attached hereto as Attachment A for making changes to approved or recognized neighborhood plans and work programs, and for developing new neighborhood plans.

Adopted by the City Council the ____ day of _____, 2000, and signed by me in open session in authentication of its adoption this ____ day of _____, 2000.

President of the City Council

THE MAYOR CONCURRING:

Paul Schell, Mayor

Filed by me this ____ day of _____, 2000.

City Clerk

ATTACHMENT:

ATTACHMENT A Processes and Criteria for Amending Neighborhood Plans and Developing New Neighborhood Plans

ATTACHMENT A

PROCESSES AND CRITERIA FOR AMENDING NEIGHBORHOOD PLANS AND DEVELOPING NEW NEIGHBORHOOD PLANS

AMENDMENTS TO NEIGHBORHOOD PLANS INCORPORATED INTO THE COMPREHENSIVE PLAN

PROCESS

Neighborhood plans that have been incorporated into the Comprehensive Plan shall be amended through the process prescribed for amendments to the Comprehensive Plan contained in Resolution 29751.

The following factors will be considered by the City when considering proposed amendments to adopted neighborhood plans:

1. Citizens are encouraged to wait at least five years after the adoption of a neighborhood plan before proposing any amendments, but amendments may be proposed earlier.
2. Citizens who propose amendments to neighborhood plans are encouraged to undertake public outreach with the affected community and demonstrate community support. The City Council will determine that adequate community support exists pursuant to the procedures for public involvement contained in Resolution 29751.
3. Part of any review of proposed amendments to neighborhood plans will be an evaluation of their consistency with the existing Comprehensive Plan.

ADOPTION OF NEW NEIGHBORHOOD PLANS

PROCESS FOR NEW NEIGHBORHOOD PLANS THAT INCLUDE URBAN VILLAGES

The following steps should be taken if a neighborhood outside of an existing urban village demonstrates an interest in being designated an urban village and developing a new neighborhood plan:

1. Representatives from the area should contact the Neighborhood Development Manager (NDM) in the Department of Neighborhoods (DON) for the appropriate sector and express their interest;
2. The NDM will confer with the Strategic Planning Office (SPO) to determine whether the area meets the urban village/urban center criteria contained in the Comprehensive Plan and Resolution #29232;
3. If the area meets the criteria for urban village designation, a Comprehensive Plan amendment that preliminarily designates the village and assigns planning estimates to the area will be submitted to the City Council for their consideration;
4. At the same time, SPO will estimate the cost of the plan development and review process, including project management, information gathering, consultant support, and City department support and review; and
5. The cost of the plan development and review will be submitted to the City Council as a budget increase by DON as part of the budget process. DON, SPO, and other relevant City departments will work with the community on plan development.
6. Plan development must include demonstration of community support prior to submission to the City Council. This should include

validation consistent with the intent of the original neighborhood planning guidelines contained in Resolution 29661.

PROCESS FOR NEW NEIGHBORHOOD PLANS THAT DO NOT INCLUDE URBAN VILLAGES

Neighborhoods outside of existing urban village areas are encouraged to apply for Neighborhood Matching Funds if they are interested in developing a neighborhood plan. Neighborhoods outside of existing urban villages are encouraged to develop limited scopes of work that focus their planning on specific issues or concerns, rather than undertaking broad multi-focused planning processes.

Whether a neighborhood plan for areas not having an urban village is incorporated into the Comprehensive Plan depends upon the scope and content of the proposed plan.

UPDATES TO NEIGHBORHOOD PLANS AND WORK PROGRAMS RECOGNIZED BY CITY COUNCIL RESOLUTION

PROCESS

Updates which add new elements to neighborhood plans that had previously been recognized by the City Council are encouraged to be developed infrequently under the following circumstances:

- * they address a gap in the original neighborhood plan; or
- * circumstances have significantly changed in the area.

Significant change is to be defined by the City on a case-by-case basis, but are intended to be major changes to a community.

SPO will determine the magnitude of the update effort and its estimated cost which will be weighed in the context of other City budget priorities. Depending on the scope of the planning effort, a neighborhood may be encouraged to seek Neighborhood Matching Funds. DON, SPO, and other relevant City departments will assist the community with its update effort to the extent that resources permit.

Before recognizing an update to a neighborhood plan the City Council will seek evidence of the following:

- * demonstration of community support (this may include validation in accordance with the original neighborhood planning guidelines contained in Resolution 29661);
- * consistency with the neighborhood plan incorporated into the Comprehensive Plan.

CHANGES TO APPROVAL AND ADOPTION MATRICES

PROCESS

If a change in the Approval and Adoption matrix is proposed, in addition to any of the other changes listed above, the NDM will consider whether there is support for the change in the neighborhood and on the part of affected City departments. DON will then make the modification to the Approval and Adoption matrix.

If it is determined that the change would not be consistent with an adopted neighborhood plan or the Comprehensive Plan, or would constitute a change in policy, it will be forwarded to the City Council for consideration.