

Pierce County Flood Control Zone District Comprehensive Plan of Development Administrator Guidance to Project Sponsors

Introduction

The Pierce County Flood Control Zone District (“District”) provides funding for acquisition, construction, maintenance, and operation of flood control improvements in Pierce County. The revised code of Washington, 86.15.140 sets forth the process by which flood control zone districts approve an annual budget.

The District Advisory Committee (“Advisory Committee”) provides expert policy advice to the District Board of Supervisors (“Board”). The Advisory Committee reviews and recommends an annual capital budget for the District, including capital improvement projects and funding levels, subject to approval or approval and modification by the Board. In addition, the Advisory Committee provides additional review and recommendations as directed by the Board. (Chapter 11.06.030 Pierce County Code)

This guidance document concerns the District’s Comprehensive Plan of Development (“CPOD”) and is intended to assist project sponsors that want to propose a new project for consideration by the Board or to propose adjustments or amendments to the CPOD.

Prerequisites for Capital Improvement Program

To be considered for inclusion in the Capital Improvement Program, projects must be included within the District’s CPOD and have received an initial project ranking number (see Appendix B & G of the CPOD). See Capital Improvement Program Process for additional details.

Adjustments to the Comprehensive Plan of Development

Given the breadth of the projects planned over the long term within the CPOD and the implementation time frame necessary to complete the projects some flexibility will be necessary, though limited for implementation purposes. Adjustments are allowed if:

- The adjustment does not increase the impact beyond what was approved in the CPOD and its accompanying environmental documents.
- The adjustment increases/decreases the size of a proposed project by ten (10) percent or less.
- The adjustment does not change the location or description of the project from what was identified within the CPOD.
- Corrects typo-graphical errors

Adjustments to the CPOD can be approved administratively by the District Administrator. A change in the method of construction would not require administrative approval. As an example, if the CPOD identified a floodwall, how the floodwall is constructed is up to the jurisdiction. Adjustments will be noted and tracked by District staff and will be considered to be included within the next available amendment cycle.

Process for Project Sponsors Requesting Adjustments to the Comprehensive Plan of Development

To request an adjustment a project sponsor may contact the District Administrator at any time.

Amendments to the Comprehensive Plan of Development and its Environmental Documents

Amendments to the CPOD and its environmental documents are limited in size and scope and are intended to:

- Correct oversights;
- Update project description and costs;
- Remove a project; or to,
- Update or supplement existing environmental documents.
- Adjust proposed solutions to flood problems identified in the CPOD
- Adjust the size of a proposed project more than ten (10) percent.
- Adjust the description or location of the project from what was identified within the CPOD.
- Amendments may not add a new use which must be processed as a CPOD update (see below).

Process for Project Sponsors Requesting Amendments

First Steps. Request for an amendment to the CPOD will be submitted to the District Board for their review and consideration. To begin the process, a project sponsor will need to submit a request and provide evidence of legislative action by sponsor community to initiate the amendment process.

Time line. Requests for amendments to the CPOD should be submitted to the District Administrator in writing.

The District administrator will submit requests to the Board for amendments to the CPOD within thirty (30) days of receipt. The community and the Board must be in agreement for the process to proceed.

Once the Board approves moving forward with the amendment, the project sponsor will work with the District Administrator to identify the information necessary to include in the amendment. Information will be provided to District staff who will prepare the amendment.

The District Administrator will prepare a recommendation for each amendment request, which shall include facts and findings and will present proposed amendment language to the Advisory Committee for their review and recommendation. Recommendations on the proposal will be presented to the Executive Committee for their review and recommendation. The recommended amendments will be forwarded to the Board for their approval at the next Board Meeting.

Cost. In most cases the cost of amending the CPOD and its environmental documents will be borne by the project sponsor.

Update to the Comprehensive Plan of Development and Environmental Documents

The District is committed to keeping the CPOD and its environmental documents current with the needs of the communities it serves. Pierce County, as the agent of the District will be responsible for preparing and conducting updates to the CPOD. Public participation and outreach will be implemented by Pierce County on behalf of the District. The District will ensure SEPA compliance.

Updating the CPOD is the only method to examine the addition of new projects and their environmental impacts. Review of new projects to determine project ranking will be the responsibility of the District Administrator and will use the ranking criteria in the District CPOD.

Update Schedule. The CPOD will be updated every ten (10) years. The planning and public outreach process for these scheduled updates will begin around the seventh (7th) year of each ten (10) year period to ensure that an updated CPOD is adopted prior to the beginning of the next ten (10) year phase. The next anticipated plan update is expected to begin in 2020 with adoption by 2023. The cost of a scheduled update will be borne by the District. The District may choose to partner with Pierce County in the update of the Pierce County Rivers Flood Hazard Management Plan.

Process for Project Sponsors Requesting and Update of the Comprehensive Plan of Development

The District Board may choose to start an off-cycle update of the CPOD. Request for an update of the CPOD will be submitted to the District Board for their review and consideration. Legislative action by the requesting community will be required to initiate the process. The community and the Board must be in agreement for the process to proceed.

Contacting the Flood Control Zone District Administrator

You are encouraged to contact the District to discuss project ideas prior to submitting your request. If you have interest in discussing possible projects or if you have other questions or concerns, please contact the District Administrator, at 253-798-3154 or pcfzd@co.pierce.wa.us. Requests may also be sent by US Postal Service to:

District Administrator
Pierce County Flood Control Zone District
2702 South 42nd Street, Suite 201
Tacoma, WA 98409-7322

DEFINITIONS:

- Adjustment:** A change to a project within the Comprehensive Plan of Development that can occur at any time and can be approved by the District Administrator
- Amendment:** A change to the Comprehensive Plan of Development that could occur at any time and would require Board approval
- Update:** A scheduled change on a ten year cycle to the Comprehensive Plan of Development that requires Board approval