

Comprehensive Plan Amendment Checklist

This document provides general guidance for preparing a request to amend the Wake County Comprehensive Plan (PLANWake) and/or an area land use plan. The county strongly recommends applicants meet with staff to discuss the proposal prior to submittal of an amendment request.

PLANWake Comprehensive Plan

PLANWake creates an overarching vision for the future of Wake County in which our community is inclusive and equitable; healthy and active; sustainable and vibrant. PLANWake sets out a strategy for growing intentionally to achieve the vision outcomes and priorities. The path to achieving the outcomes is interconnected and designed to reinforce a new system of growing intentionally.

The Development Framework Map is an important tool for growing intentionally and the applicant must explain how conditions since the adoption of PLANWake in 2021 require an amendment to the Development Framework Map. The Development Framework Map identifies desired timing of new development and character for all of Wake County and encourages municipal annexation and growth within the Transit Focus, Walkable Center, and Community areas. Community Reserve and Rural areas have many opportunities to support agriculture, forestry and preservation of open space and are therefore not the highest priority for new development. An amendment to the Development Framework Map requires justification. What infrastructure investments, changing economic conditions, or other factors are influencing the request to change the Development Framework Map? Use data, capital improvement plans, and other sources to support your reasoning.

Describe the current classification (Rural, Community Reserve, etc.) and what is being proposed in the amendment request. How will the proposed development achieve the goals and characteristics of the classification as described in PLANWake? For example, will the development be an open space subdivision as recommended in Community Reserve?

County staff will seek comments from affected municipalities if the request falls within or in proximity to a municipal transition area. The Planning Board and Board of Commissioners will review municipal plans and comments from municipal elected officials and staff when considering the amendment request.

Area Plan

If there is an area plan that covers the geographic area where the request is being made, list the name of the area plan and explain how the request is consistent with applicable goals and objectives of the area plan. List each goal that applies to the proposed amendment and describe how the proposal will meet the intent of the goal. If the area plan contains land classifications or land use character, describe how the proposal is different from the adopted plan and why a change is justified. Discuss development compatibility: types and intensities of development allowed under the proposed land use, focusing on compatibility with adjacent areas. (This may cover compatibility with adjacent land uses, with existing or proposed infrastructure or services, and with the environment, including surface and ground water, soils, and air, if applicable). Please address how the request will change projected traffic and its relationship to the current and projected capacity of area roads.

Other Requirements

Wake County expects the applicant to conduct outreach to residents potentially affected by the request before the request is presented to the Wake County Planning Board. Residents who may be impacted by the request should be notified by mail and given the opportunity to learn about the proposal and provide comment. Please consult with staff regarding what radius should be used to determine the mailing. In addition, the applicant must identify vulnerable communities living within a ½ mile radius of the request area and describe how the applicant engaged these populations in the process. Refer to the Wake County Social Equity Atlas to identify vulnerable populations. County staff will determine if outreach materials need to be provided in multiple languages.

A neighborhood meeting should be conducted prior to the Planning Board meeting. A report of outreach results should be submitted to the Planning Department 30 days prior to the Planning Board meeting. See outreach checklist below. The applicant should use their own return address on the envelopes as the meeting is a private meeting between the applicant and the neighbors. The applicant should include with the meeting notice a vicinity map. The applicant may choose the type of meeting (in-person, virtual, hybrid) but abide by the following parameters:

- An in-person meeting should be held at a place that is generally accessible to neighbors that reside in close proximity to the land subject to the application. A sign-in sheet must be used to verify attendance. Ensure each attendee signs in. Please note if any person(s) refuses to sign in. Note if no one attended.
- A virtual meeting held via an interactive online video conferencing software such as Microsoft Teams, Zoom, WebEx, or any similar platform of the applicant's choice should have a dial-in option provided. An attendance sheet must be used to log known attendees at the virtual meeting. Note if no one attended.
- A hybrid meeting (recommended) should follow all directions shown above.

Document all outreach efforts and submit materials from meetings (see checklist below). Considering the feedback received, the applicant should describe what steps will be taken to address community concerns and avoid, minimize, or mitigate any negative impacts caused by the amendment request.

Outreach Checklist

Materials related to outreach should be submitted to the Planning Department 30 days prior to the Planning Board meeting.

- ___ Agenda
- ___ Meeting invite
- ___ Meeting instructions for joining virtually
- ___ Meeting materials (maps, slides)
- ___ Participant list or sign in sheet
- ___ List of mailing addresses
- ___ Minutes or notes summarizing questions and answers

Traffic Impact Analysis Requirement

Your application may require a traffic impact analysis if the proposal is expected to increase traffic more than 100 trips per peak hour, or more than 1,000 trips per day, or as may be determined by the Land Development Administrator. Calculations are based on trip generation estimates made in accord with the most recent editions of Trip Generation and Trip Generation Handbook, published by the Institute of Transportation Engineers (ITE). Specific information can be found in the Guidelines for Traffic Impact Analysis.

Comprehensive Plan Amendment Checklist

Please check off each space or write NA for not applicable, then submit using the Permit Portal.

- Had pre-conference with Planning staff to discuss proposal
- Completed all spaces on the petition
- Owner(s) signed the petition
- Owner(s) signed all pages listing Comprehensive Plan current conditions
- Owner(s) signed all maps, drawings, etc. Used to illustrate Plan conditions
- Attached map clearly showing boundaries of area and requested Plan Amendment.
- Attached written statement of justification for amending the Area Plan and/or Plan Wake
- Attached Plan Amendment Petition fee (make check or money order payable to Wake County)
- Traffic Impact Analysis, if required