CITY OF KIRKLAND
Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

MEMORANDUM

Date: **January 29, 2013**

To: **Kurt Triplett, City Manager**

From: **Paul Stewart, Deputy Planning Director**
Eric Shields, Planning Director

Subject: **Council Retreat Discussion – GMA Comprehensive Plan Update**

Recommendation

City Council reviews the proposed approach to the 2013-2014 Comprehensive Plan and update and memo on Neighborhood Planning Process and provides direction as appropriate.

Attached are two packets. The first one addresses the steps and approach to the Comprehensive Plan update. The second is a memo from Marilynne Beard, Deputy City Manager and Paul Stewart, Deputy Planning Director that discusses the neighborhood planning process.

Background

The City is about to embark on a two-year effort to review and update its adopted Comprehensive Plan. The City annually updates portions of the plan, with the last major update in 2005 along with a full Environmental Impact Statement. While the 2013-2014 plan update is required by the Growth Management Act, it is also an opportunity to look ahead to the next twenty years and consider the kind of community Kirkland wants to become. In addition, the update provides the City a path to incorporate the newly annexed areas into the general elements of the plan.

Attached is a background paper that sets the stage for the update and lays out the general approach. It is organized under five main topics:

- Why are we doing this?
- Growth Management Act Framework
- How do we do this?
- What do we need to do?
- Community outreach and engagement.

Included in the packet is a Comprehensive Plan Update general work program and schedule (Attachment 5). As the Council reviews the materials, questions the Council may want to discuss at the retreat include:

- Are we on the right track?
- Do we have the appropriate "check-in" points with the Council?
- Are there other major issues that should be studied and considered?
- Is there an overarching theme or touch point that captures the direction of the plan update? For example, the theme for the currently adopted Comprehensive Plan is "*Charting a Future Course.*"

Following the Council retreat, staff will form an interdepartmental team and prepare a more detailed scope of work along with an extensive public outreach program. These will be reviewed by the Planning Commission and City Council. The Planning Commission will be the lead advisory committee for this effort but it will be working closely with the Transportation Commission and the Park Board as well as the Houghton Community Council.

2013-2014 COMPREHENSIVE PLAN UPDATE

City of Kirkland, Washington

January 2013

The future belongs to those who believe in the beauty of their dreams.

- Eleanor Roosevelt

If you want to know your future, look at what you are doing in this moment.

- Proverb

The future ain't what it used to be.

- Yogi Berra

Why Are We Doing This?

"…all of us know that quality of life is not guaranteed. We maintain it through the hard work of our citizens, our businesses, and our state and local officials who make the tough decisions every day to ensure that we have a healthy natural environment, a strong sustainable economy, competitive, high-performing schools and safe and high-quality communities for all of us to enjoy.

Comprehensive Plans give expression to the values and priorities of our communities. These plans provide a 20-to-50-year vision – our roadmap for how our communities want to look and to function."

-Governor Chris Gregoire announcing Smart Communities Awards, 2007

Introduction

In 1913, Kirkland had a population of about 800 people. A hundred years later due largely to annexation the City now stands at 81,000 and is the twelfth largest city in the State of Washington. Over the next 20 years we are expected to have about 13,000 new residents with a total population of around 94,000 people.

Kirkland has a continuous history of planning for its future. The first Comprehensive Plan was adopted in 1963 and rewritten in 1977 (The Land Use Policies Plan). In 1990 and 1991, the state legislature adopted the Growth Management Act (GMA). As a result, Kirkland overhauled its Comprehensive Plan in 1995 (Charting a Future Course) to comply with the GMA. The 1995 Plan has been the foundation for our planning efforts over the past eighteen years. The City consistently updates its Comprehensive Plan annually and undertook major revisions in 2005 per the GMA. In 2008, Kirkland was awarded a *Governor's Smart Communities Award* for Implementation of the Comprehensive Plan.

The Comprehensive Plan is the framework for how we grow and provide the necessary facilities and services to direct and manage growth. More importantly it is a statement of the kind of community we want to become and believe we can achieve. It is embodied in our Vision Statement – a verbal snapshot of our desired character over the next twenty years.

COMPREHENSIVE PLAN VISION FOR KIRKLAND

Kirkland in 2022 is an attractive, vibrant, and inviting place to live, work and visit. Our lakefront community, with its long shoreline, provides views and access to the lake and is a destination place for residents and visitors. Kirkland is a community with a small town feel, retaining its sense of history while adjusting gracefully to changes in the twenty-first century…Kirkland in 2022 is a delightful place to call home.

The City of Kirkland is initiating work on its Comprehensive Plan update per the State's Growth Management Act. The update is an opportunity to look ahead to the next twenty years and shape the kind of community we want to become based on the foundation of the community we are today.

In one sense, the plan update gives us a chance to "check in" with the community to see if we are on the right track. At the same time, we can question our assumptions and see if there are any changes in direction we would prefer to pursue.

There are some broad issues and policy questions that the community should consider during the plan update process. Questions we will likely explore with this update include:

- What is our future community character and our vision?
- Where should new growth occur and how do we plan to accommodate it?
- What is the role of our business districts – particularly the Totem Lake Urban Center? What are our economic development strategies?
- What is our urban form (development pattern, design elements, mixed use)?
- What kind of innovative development and design standards should we embrace?
- How do we provide for a variety of housing – both market rate and affordable housing - to serve a growing and diverse population?
- What does it mean to be a sustainable community and how do we protect and enhance our natural environment?
- What is our approach to transportation – how do we create a multimodal system that complements our land use plan?
- What public services and capital facilities projects do we need to support growth and how do we pay for them? How do we maintain financial sustainability?
- How do we incorporate the annexation areas into the general Comprehensive Plan elements and what is the role of and approach to neighborhood plans?

This paper lays out a general approach to the Comprehensive Plan update. It is organized under four main topics:

- *What is the GMA Framework?*
- *How do we do this?*
- *What do we need to do?*
- *What is our approach to public outreach, education and community engagement?*

The last part of this paper notes next steps on where we go from here. A more detailed work program and schedule will be developed following the Council retreat. The Comprehensive Plan work program and public involvement plan will be brought to the Planning Commission and City Council for review and direction. Completion of the Comprehensive Plan update is noted on the Biennial City Work Program as proposed by the City Manager and approved by the City Council.

Note: Within this document several other documents and resource materials are highlighted as hyperlinks.

Objectives for the Update Process

State statute requires King County and all its cities to complete their update no later than June 30, 2015. For Kirkland, our target date is to complete the plan by the end of 2014. Staff has identified the following assumptions and objectives to guide the process to update the plan over the next two year period.

- Complete the updated plan by December, 2014
- Meet the requirements of the Growth Management Act and recently adopted rewrite of the Countywide Planning Policies.
- Use the current plan as the foundation for the plan update – this is not intended to be a complete re-write of the current plan.
- Have broad and continuous public involvement for all interested stakeholders
- Explore innovative planning principles (e.g. Smart Growth techniques such as mixed use, sustainable communities, walkability, and compact development)

Growth Management Act

GMA Framework

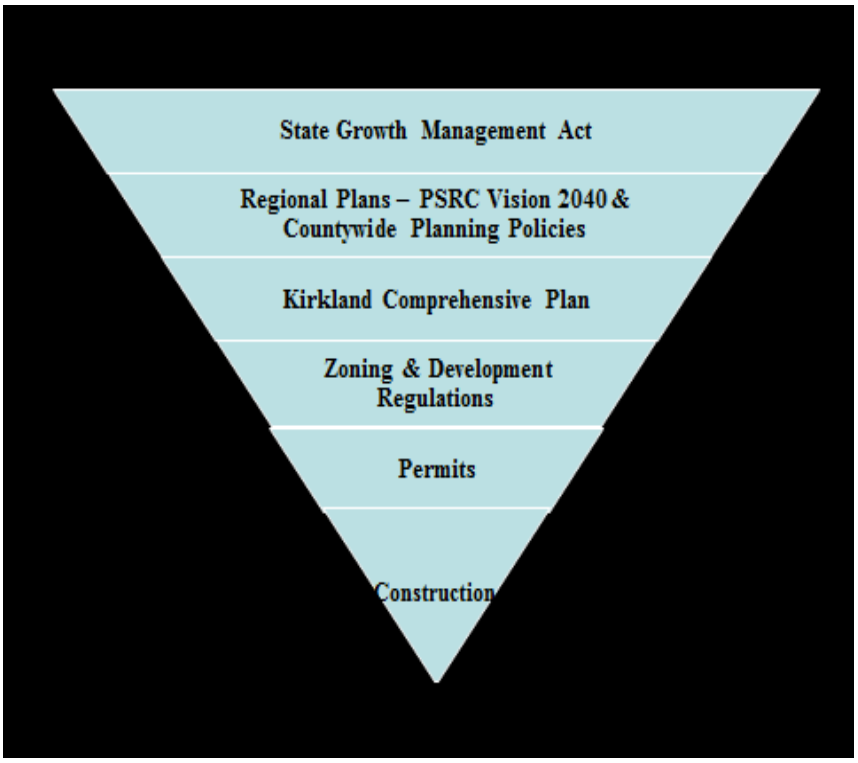
The GMA requires counties and cities to periodically conduct a thorough review of their plans and regulations to bring them up to date with any relevant changes in the statutes and to respond to changes in land use, employment and population growth. Attachment 1 is a concise "Guide to the Periodic Update Process under GMA" issued by the State Department of Commerce. The guide is short explanation on how to go

through the steps to undertake the update process. The Department of Commerce has also issued a Comprehensive Plan Checklist (see Attachment 2). The checklist is a technical assistance tool to help jurisdictions determine if they are meeting the GMA requirements. In addition, the Department of Commerce has put together a sample work program showing a typical schedule of tasks associated with a review and update of a GMA comprehensive plan and development regulations (see Attachment 3).

The Growth Management Act (generally RCW 36.70a) was enacted in response to problems associated with uncoordinated and unplanned growth and a lack of common goals in the conservation and the wise use of our lands. The problems included increased traffic congestion, pollution, school overcrowding, urban sprawl, and the loss of rural lands. The GMA contains 13 goals that communities must strive to attain.

One of the main tenets of the act is to direct growth to urban areas – primarily cities – since they are the most cost effective and efficient provider of services, utilities and facilities. In addition, by accommodating growth in urban areas, lands in agricultural, forest and rural areas can be protected from sprawl and unplanned development.

While the GMA directs growth to urban areas, it also requires cities to plan for and fund the necessary public services and facilities to support growth by setting the appropriate level of service standards. These services typically include public sewer, water, transportation, stormwater, police, fire, schools and parks.



The GMA sets up a framework for planning from broad planning goals and requirements down at the state, regional and county level to development projects at the local level.

Figure 1

Regional and Countywide Planning Policies

While the GMA sets forth the broad planning principles, the regional plans (PSRC Vision 2040 and King County Countywide Planning Policies) establish a more defined tier of planning guidance. Kirkland must plan and must be consistent with these regional goals and policies.

The Regional Growth Strategy in VISION 2040 was prepared under the auspices of the Puget Sound Regional Council (PSRC). Vision 2040 forecasts an additional 1,712,000 people in the four county central Puget Sound region by 2040 and distributes the growth to a hierarchy of places throughout the region. The different types of places are planned to accommodate growth depending on their particular characteristics and the role they play in the region. This chart shows the amount of growth by number and percent envisioned for each regional geography.

Growth: 2000–2040 Regional Geography (number of places)	People	Percent
Metropolitan Cities (5): Bellevue, Bremerton, Everett, Seattle, Tacoma	550,000	32%
Core Cities & Silverdale (14): Auburn, Bothell, Burien, Federal Way, Kent, Kirkland Lakewood, Lynnwood, Puyallup, Redmond, Renton, SeaTac, Silverdale, Tukwila	369,000	22%
Large Cities (18): Arlington, Bainbridge Island, Des Moines, Edmonds, Fife, Issaquah, Kenmore, Maple Valley, Marysville, Mercer Island, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Sammamish, Shoreline, University Place, Woodinville	240,000	14%
Small Cities (46): Algona, Beaux Arts, Black Diamond, Bonney Lake, Brier, Buckley, Carbonado, Carnation, Clyde Hill, Covington, Darrington, DuPont, Duvall, Eatonville, Edgewood, Enumclaw, Fircrest, Gig Harbor, Gold Bar, Granite Falls, Hunts Point, Index, Lake Forest Park, Lake Stevens, Medina, Milton, Newcastle, Normandy Park, North Bend, Orting, Pacific, Port Orchard, Poulsbo, Roy, Ruston, Skykomish, Snohomish, Snoqualmie, South Prairie, Stanwood, Sultan, Steilacoom, Sumner, Wilkeson, Woodway, Yarrow Point	136,000	8%
Unincorporated Urban Area (assumed to be annexed over time)	302,000	18%
Rural Area	115,000	7%
Total Increase	1,712,000	100%

Figure 2

The Regional Growth Strategy focuses the majority of the region's employment and housing growth into metropolitan and core cities, which together contain more than two dozen designated regional growth centers.

Kirkland is a designated core city as shown in Figure 3 and thus is expected to accommodate a significant share of new growth. Generally speaking, the 5 regional metropolitan centers (Seattle, Bellevue, Tacoma, etc.) are expected to accommodate the largest share of regional growth. Kirkland – a core city – is in the second tier along with cities like Bothell, Lynwood and Redmond. These core cities are anticipated to accommodate 22% of the 2040 population growth.

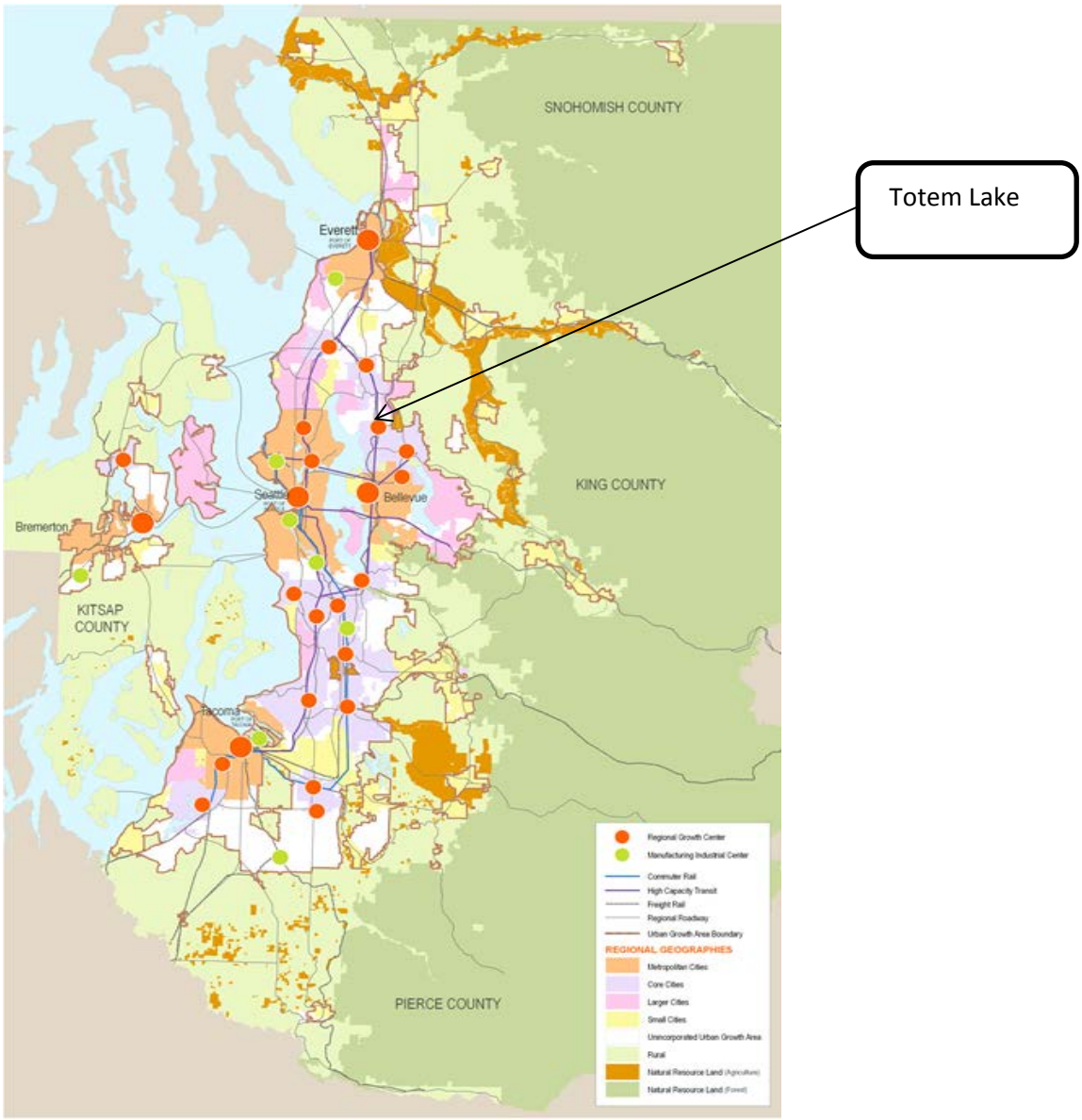


Figure 3

The Countywide Planning Policies (CPP's) are adopted by the King County Council and ratified by cities through an agreed-upon formula. Ratification of the 2012 revised CPP's is scheduled on the City Council's February 19, 2013 agenda. In King County, an interlocal agreement establishes a collaborative process for developing the CPPs, including the formation of a planning body, called the Growth Management Planning Council (GMPC), made up of elected officials from King County and cities. The CPP's provide county level guidance for local comprehensive plans each of which must be consistent with the CPP's. For example the recent update to the CPP's address climate change and healthy communities. Kirkland will need to review our Comprehensive Plan to ensure that these issues are addressed during the plan update process.

Of particular interest are the **growth targets** established through the CPP's. In accordance with the State Growth Management Act (RCW 36.70A.110), the State Office of Financial Management (OFM) provides a population projection to each county. In turn, the CPP's allocate the population as housing growth targets to individual jurisdictions. The King County CPP's also allocate employment growth targets. The allocations determined through this process are to be guided by existing relevant policies at the regional, countywide, and local levels. Forecasts prepared by the Puget Sound Regional Council assist in establishing the countywide employment targets.

Growth targets are adopted in the CPP's and are the minimum amount of growth that local governments must plan for over a 20-year planning horizon. The growth targets for King County and the cities including Kirkland are noted on Attachment 4.

The housing and employment capacity in the Urban Growth Area (UGA) based on adopted plans and regulations should be sufficient to accommodate the projected 20-year forecasted growth. According to the CPP's "*growth is to be accommodated within urban areas by increasing densities as needed.*" Phasing should occur within the UGA, as necessary, to ensure that services are provided as growth occurs.

Between 2006 and 2031, Kirkland is expected to accommodate **8,570 new housing units** and **20,850 new jobs**. Between 2006 and 2031 that averages out to about 343 housing units per year and 832 jobs per year. For comparison purposes, from 2006 through 2011 the city gained about 1,500 units for the six year period or around 250 units per year.

The City should have sufficient land capacity in the land use plan and zoning to accommodate these targets. In addition, the City needs to plan for this growth with adequate public facilities and funding to support this expected level of development.

A methodology to calculate Kirkland's overall land capacity has been developed with assistance from the City's GIS division. An analysis is currently underway to determine if we currently have enough capacity through existing zoning to accommodate the household and employment targets. If the analysis shows that we need additional capacity then the Comprehensive Plan update will need to address where and how we plan for the anticipated growth. Figure 4 shows the steps to determine if there is sufficient capacity in the land use plan for growth.

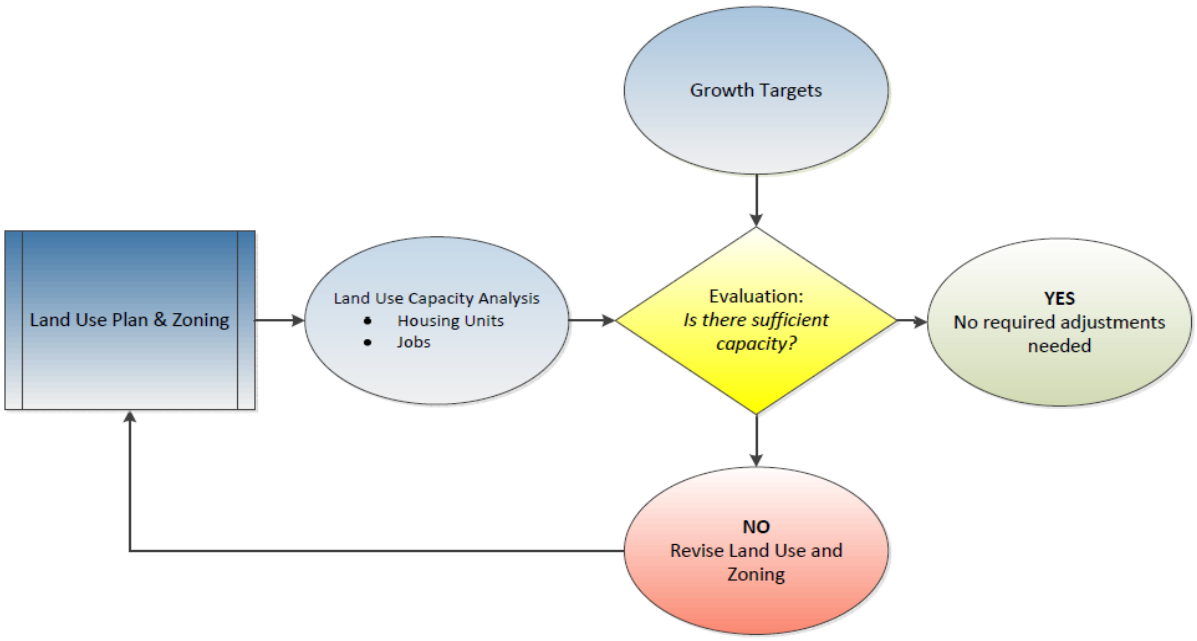


Figure 4

Kirkland's Comprehensive Plan and the Kirkland Community

Since the last major update in 2005, the City has undergone a major annexation adding an additional 31,000 people. Our geographic area is now around 18 square miles. We also have a new planning horizon year to plan for – year 2032.

Even though GMA establishes the basic planning framework, the more important question is deciding the kind of community we want to become. The Comprehensive Plan update is not just an exercise to meet GMA - it is the community's opportunity to once again look ahead and shape our future as a unique and special place where a high quality of life in enjoyed.

"Kirkland in 2012 is an attractive, vibrant and inviting place in which to live and work." (1995 Comprehensive Plan)

As we look back to 1995 we can see many of the successes and changes that have occurred. Juanita Village and the downtown have emerged as compact, mixed use and walkable communities. Residential neighborhoods are stable and have become one of the most highly desired areas to live in the region. Our parks and open spaces are the jewels of the City and the envy of many communities. New transit hubs have been located in downtown Kirkland and Totem Lake and the soon-to-be developed South Kirkland Park and Ride. The Cross Kirkland Corridor trail will be a reality. The City still has many challenges – Totem Lake revitalization, economic development, affordable housing, and transportation to name a few. However, through a variety of efforts the City continues to plan for its future by taking actions in the present.

Looking ahead 20 years is both challenging and intriguing. Former baseball player and manager Casey Stengel once said: Never make predictions, especially about the future." Yet the very nature of planning is to envision a future and strive to attain it. Looking back twenty year can be revealing. The use of the internet, e-mail and cell phones was just emerging. No one had heard of Google, Facebook or Twitter.

What will change over the next 20-50 years? Our population is aging and people will be living longer – perhaps to 125 or more. What does this mean for housing and services? There are over 100 languages currently spoken in King County. How do we respond to an increasingly diverse and international community? 2012 was the warmest year on record. How will climate change affect flooding in Totem Lake?

How "intelligent" will our transportation system be? How "smart" will our phones and cars be? Will houses actually produce all of their own energy? Will new construction

have individual built-in water and sewer systems thus not needing centralized utilities? Will we be doing permitting and planning using 3D and holographic images? How will social media evolve and influence out public outreach efforts – virtual reality town hall meetings?

Certainly the Comprehensive Plan will not answer or even address some of these trends – but it does give pause for thought. What is the future of Kirkland? What we *can* do is determine the kind of community we want to be and what steps we need to take over the next few years. Planning by its very nature is an ongoing evaluation and adjustment.

How Do We Do This?

Work Program (Attachment 5)

Attachment 5 outlines the general steps and phasing that will form the basis of a more detailed work program and timeline. This work program will show the tasks, key decision points and the schedule. The schedule anticipates a two-year time frame with completion of the update by December 2014.

This effort will require participation by and coordination with a number of key City departments. An interdepartmental team will be formed to guide the process with Planning as the overall lead and project manager.

Department	Key Issues & Involvement
Planning	Overall lead and project management Land use, housing, natural environment, capital facilities, SEPA, public outreach.
City Manager's Office	City policy, economic development, public involvement.
Public Works	Transportation, Capital Facilities, level of service standards, sewer and water, stormwater, solid waste.
Finance & Administration	Capital Facilities, utilities.
Parks & Comm. Services	Parks, recreation & open space, Capital Facilities, level of service, human services.

Department	Key Issues & Involvement
Information Technology	GIS mapping and data. Public outreach informational materials and graphics.
Fire & Building, Police	Public services.
City Attorney's Office	Legal requirements.

Roles and Responsibilities

The City Council sets the overall direction for the update and adopts the final plan. As an appointed citizen advisory body by the City Council, the Planning Commission will be the lead Commission responsible for guiding the process and ultimately making a recommendation to the City Council on the revised Comprehensive Plan. At key points in the process, it is recommended that the Planning Commission do a "check-in" with the City Council to update the Council on their progress and get direction on major policy issues.

The Houghton Community Council works in concert with the Planning Commission and often participates in joint meetings, workshops and hearings. They can also make recommendations to the Planning Commission and City Council and can potentially assert disapproval jurisdiction within the jurisdiction for those issues not mandated by statute.

Two other advisory boards play a critical role in this process: the Transportation Commission and the Park Board. Both groups will be involved in the drafting and review of several chapters of the Comprehensive Plan. In particular the Transportation Commission will take the lead preparing the **Transportation Master Plan** that will form the basis of the Transportation Element of the Comprehensive Plan. Since land use and transportation are inherently linked, both the Planning Commission and Transportation Commission will need to work closely together to ensure that the network of transportation facilities and projects support the land use at the appropriate level of service. In addition, adequate funding needs to be addressed to pay for the projects.

The GMA specifically requires that the Transportation Element be "consistent with and implements the land use element." Consistency means that the transportation plan be sufficient in scope (projects, funding and level of service) to carry out the Land Use Element. The Department of Commerce has published a guide to reviewing and updating the Transportation Element of the Comprehensive Plan titled: *"Your*

Community's Transportation System." The Transportation Plan must support the Land Use Map with adequate transportation facilities. The following diagram illustrates this relationship between land use and transportation.

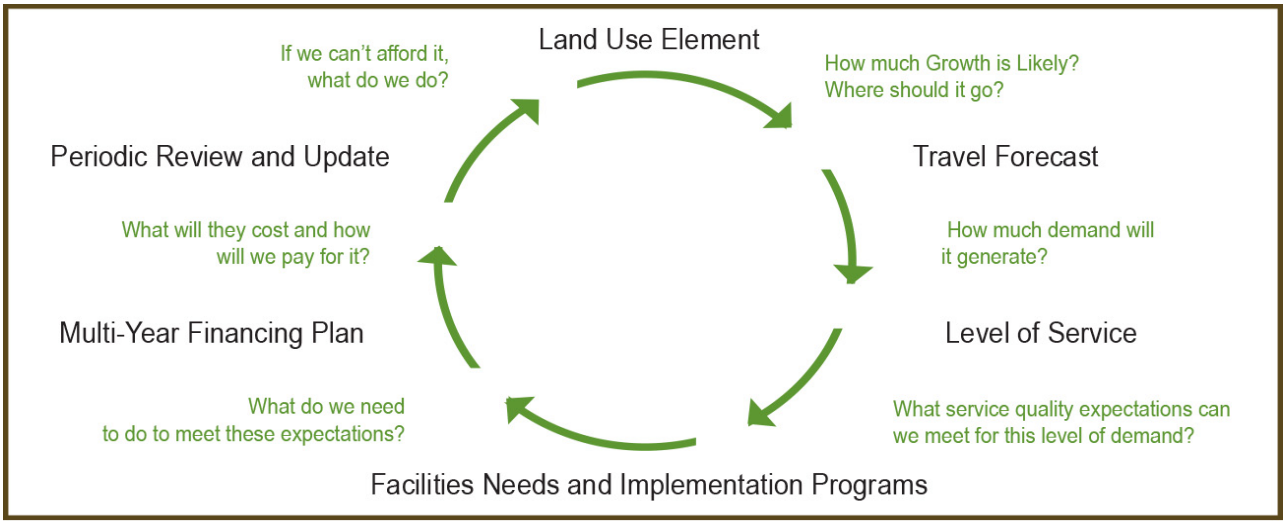


Figure 5

The Planning Commission received a briefing on January 10, 2013 from David Godfrey, the City's Transportation Engineer and Joel Pfundt, Chair of the Transportation Commission on the Transportation Commission's proposed approach to developing a new level of service standards and a revised concurrency system. The presentation mirrored the presentation given to the City Council in November, 2012. This approach will be discussed as part of the updated Transportation Element. Joint meetings between the Planning Commission and Transportation Commission will occur throughout the process. A preliminary outline of the Transportation Master Plan components was reviewed by the Transportation Commission at their January 23 meeting.

Another effort underway is the preparation of the Cross Kirkland Corridor Master Plan. The plan will look at the location of access points, types and locations of amenities, road crossings and other features. Many of the components of the Corridor Plan will be incorporated into the overall Transportation Element.

The Park Board will be undertaking two focused efforts in 2013-14 that will be integral to the overall Comprehensive Plan update. The first is the **Comprehensive Parks, Recreation and Open Space Plan (PROS**) – that will address the need and demand for park facilities and level of service standards. This process will be the foundation for the Parks, Recreation and Open Space chapter of the citywide Comprehensive Plan.

The second is a targeted plan for Totem Lake Park – a master plan with a design program and schematic design to guide the future redevelopment of the park.

Policy plans (like the PROS Plan) and functional plans (i.e. Cross Kirkland Corridor and Totem Lake Park Master Plan) feed into the overall Comprehensive Plan. Other functional plans like the Sewer and Water Comprehensive Plans also play a key role in the preparation of Comprehensive Plan chapters. The Comprehensive Plan update will take these functional plans into account and ensure that there is a consistent and coordinated approach. The following diagram illustrates the various City planning efforts that will be taken into consideration as part of the 2013-14 Comprehensive Plan Update.

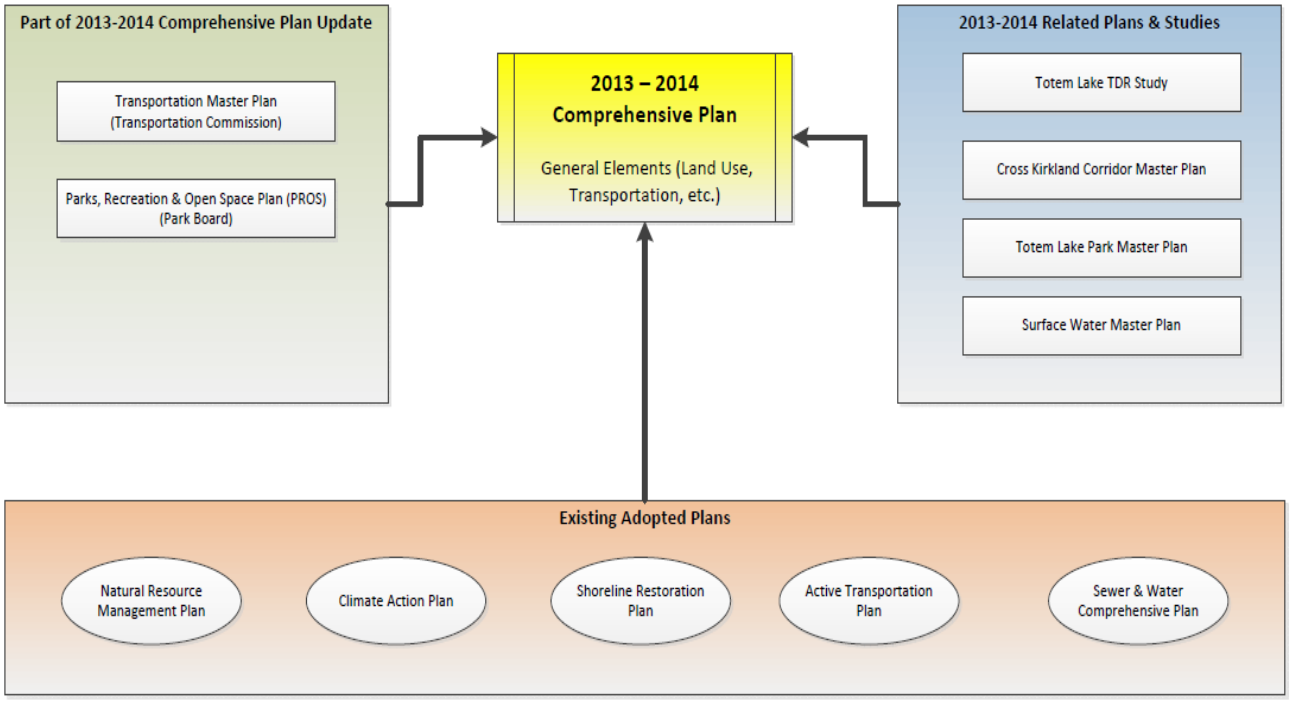


Figure 6

What Do We Need to Do?

Data and Mapping

One of the first steps the City will do is to compile a good data base. In 2005 the City updated its Community Profile. This document is a snapshot of the City focusing on demographic, housing, economic and land use information. By comparing this data over time, Kirkland can see how it has changed and take into consideration possible future trends in population, jobs and housing. The U.S. census and other recognized

sources can provide the most current data. Recent Census Bureau estimates indicate that King County is the nation's 14th most populous county and is larger in population than 14 states. Kirkland ranks 12th in population of cities in the state and 6th in King County. The nation is trending towards urbanization. Already over 80% of the country's population live in urban areas. As noted previously growth will continue to be directed to cities in the Puget Sound region.

Some of the area trends of note include an aging population, smaller family size, more single head of households and more diversity in population. We are seeing reduced vehicle miles of travel and reduced household car ownership. This will influence housing choices and future land use. Another area to look at is our economic base and employment. What is our current employment by sector and what does this mean for future job growth? As an initial step in the plan update process, the City will be preparing a revised "Community Profile" that summarizes this data.

Another important data base is the City's land capacity analysis (noted earlier in the discussion on targets). The GMA requires jurisdictions to prepare comprehensive plans that accommodate growth over a 20-year planning period. As noted above, the Countywide Planning Policies allocate 20-year household and employment targets to each jurisdiction and these targets are intended to be the basis for local plans. To assure that Comprehensive Plans provide adequate capacity for growth, the GMA also requires that jurisdictions track development trends and analyze the zoned land supply and resulting development capacity.

Every five years, King County jurisdictions collaboratively publish a "Buildable Lands Report" reporting development trends and capacity throughout the County. The report lays out a common reporting methodology for all jurisdictions. The Buildable Lands Report establishes a basic methodology for the Kirkland development capacity analysis to follow. The last report was compiled in 2007 addressing the five year period of 2000 through 2005.

Staff has already begun the land capacity analysis. It will form the initial base data to determine if we currently have sufficient capacity to accommodate our growth targets. If land use changes are needed or desired as a result of the plan update process, the capacity analysis will need to be revised to reflect the changes.

In addition to data collection and analysis, a GIS mapping effort will be helpful to graphically show some important land use characteristics such as:

- Existing land use.
- Housing, population and employment in proximity to transit stations and corridors.
- An inventory of transportation facilities.
- Employment by type.
- Redevelopment potential.
- Environmental constraints.

Another requirement from GMA is a **Housing Needs Assessment**. This assessment must include an inventory and analysis of existing and projected housing needs (including affordable housing) that identifies the number of housing units necessary to provide for projected growth over the 20-year planning period. Once all of these data are compiled, the City can begin to look at trends and factors that could influence policy choices for the Comprehensive Plan.

Comprehensive Plan Elements

The Comprehensive Plan consists of two main sections: the **general elements** or chapters and individual **subarea plans** (business districts & neighborhood plans). GMA specifies "required" elements – those that must be included in the Comprehensive Plan; and "optional" elements – those that can be included by a jurisdiction if desired. Subarea plans are optional chapters but have been part of Kirkland's Comprehensive Plan since 1977.

Figure 7 below shows the listing of the required and optional elements (general elements). Six elements are required by the GMA. Along with these six elements, Kirkland has also included elements on Community Character, Economic Development, Natural Environment and Parks, Recreation and Open Space.

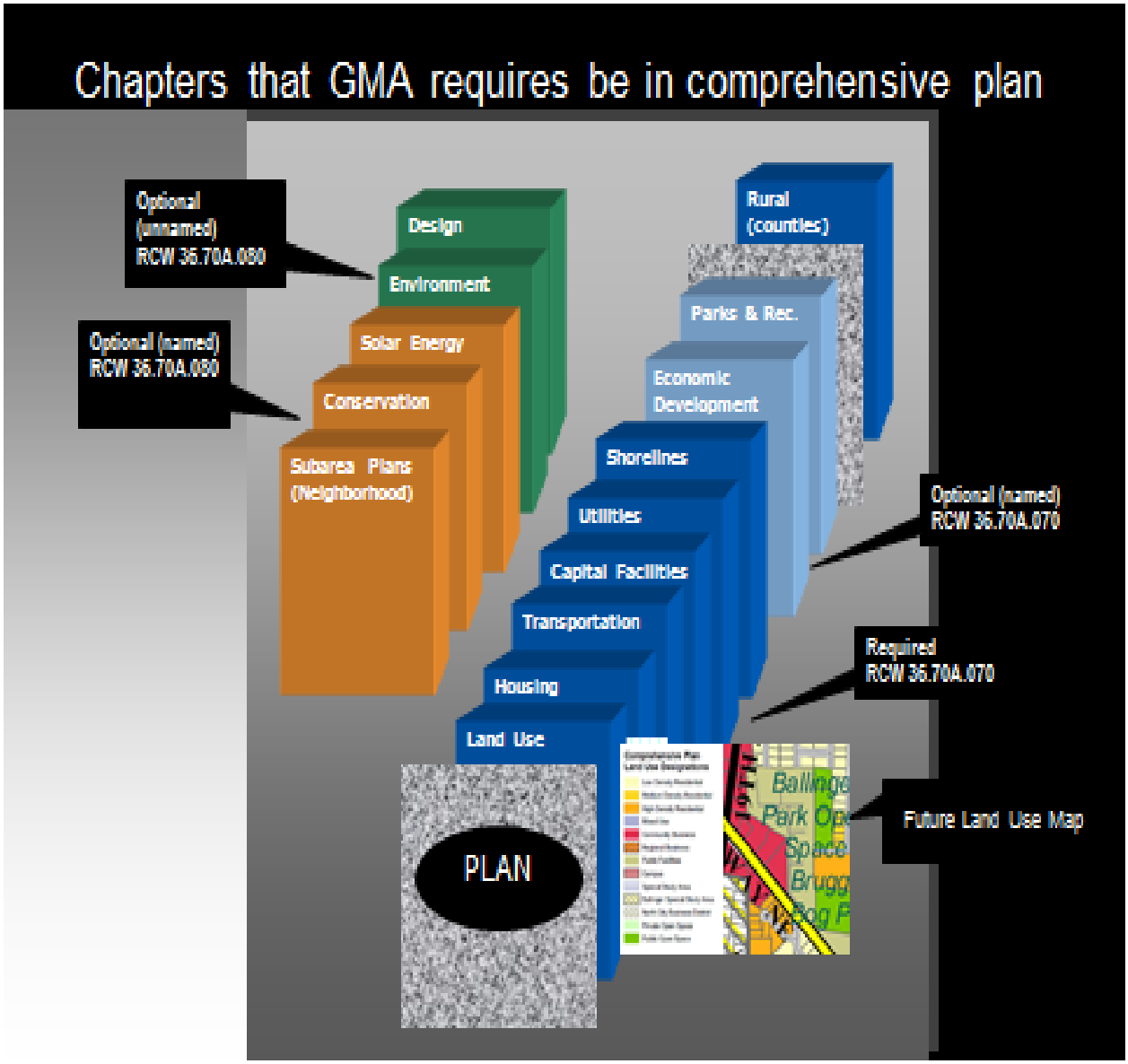


Figure 7

Below is a listing of the Citywide general elements in the City's Comprehensive Plan. The current format for the plan includes a Vision Statement and Framework Goals. Each element contains its own goal and policy statements along with explanatory narrative providing more background and rationale for the adopted policy framework. Here is a typical example of a goal, policy and narrative in the Community Character Element of the plan:

Goal CC-3: Accommodate change within the Kirkland community and the region in a way that maintains Kirkland's livability and beauty.

Policy CC-3.1: Identify and monitor specific indicators of quality-of-life for Kirkland residents.

Quality-of-life indicators provide information that reflects the status of the City. They include, but are not limited to, housing affordability and availability, public health and safety, parks, historic resources, citizen participation, natural resources, pedestrian and bike friendliness, and schools. By measuring public opinion on changes in the levels of these indicators, the City can determine where support and changes are needed.

The City should develop various community outreach programs such as surveys, cable channel programs and open houses to measure these indicators and work towards evaluating and implementing their results.

An existing adopted goal and policy may be perfectly fine with no need to change. However, as part of the update process, all goals and policies will be reviewed and amended or deleted as appropriate. An important step in the plan update is to conduct a review and scoping of each element to determine the extent of changes needed or desired. A principle assumption is that the current plan is fundamentally sound. However, we would want to scan each element to see if there are opportunities to be more clear and concise and remove any potential inconsistencies.

Incorporating the newly annexed neighborhoods into the appropriate general elements will be necessary to have a complete citywide plan. How we do that will take some thought and discussion. This is particularly important due to increased population, housing and jobs and the need for capital facilities. We will need to update our level of service standards for our capital projects to ensure that we have adequate public facilities and funding to accommodate growth.

Key issues noted below are those high level topics that should be addressed as part of the plan update. The major elements that will require the most attention are Land Use, Transportation and Capital Facilities.

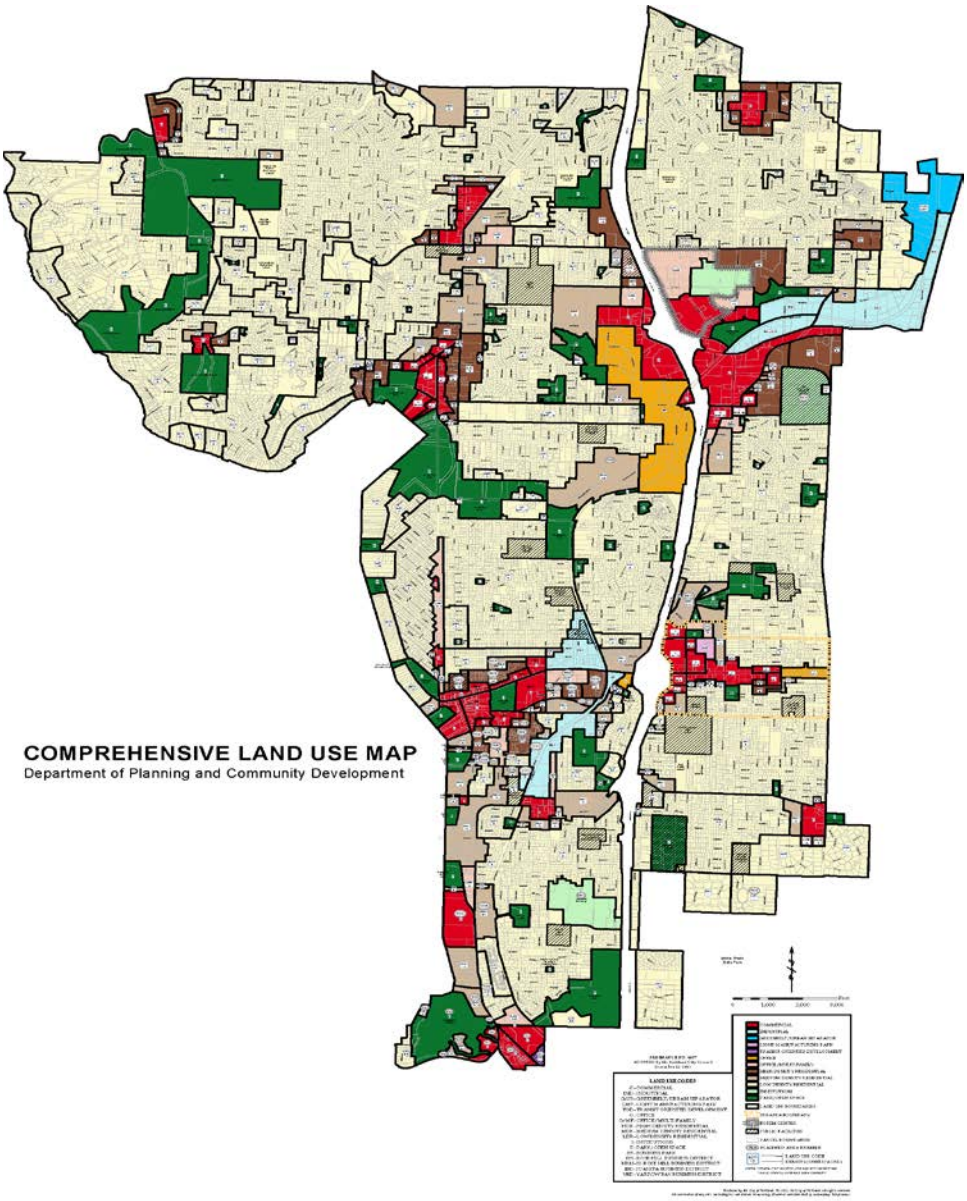
Comprehensive Plan Element	*Required or Optional*	*Key Issues*
Citywide Vision Statement and Framework Goals	Optional	• Confirm or revise as appropriate.
Community Character	Optional	• Confirm or revise as appropriate
Land Use	Required	• New planning horizon year – 2032. • New population forecast and housing and employment targets. • Land Capacity analysis. • How and where to distribute growth • Focus on business districts. • Land use and transportation in balance. • Land use supported by capital facilities and adequate public services (funding & level of service standards)
Housing	Required	• Housing needs assessment. • Innovative housing approaches. • Affordable housing techniques.
Natural Environment	Optional	• Broaden element to address built environment and energy (sustainability). • Address climate change.
Transportation	Required	• Update inventory of transportation facilities (network) and forecast demand. • Revise approach to level of service and concurrency. • Update cost estimates and funding levels. • Prepare Transportation Master Plan. • Support Land Use Plan. • Incorporate Cross Kirkland Corridor.
Capital Facilities	Required	• Update facilities needs based on new planning period and growth targets. • Review and revise level of service

Comprehensive Plan Element	*Required or Optional*	*Key Issues*
		standards as appropriate. • Update Capital Facilities Plan with appropriate funding levels.
Public Services & Utilities	Required	• Update inventory of services and facilities. • Review and revise level of service standards as appropriate.
Economic Development	Optional	• How and where to accommodate 20,000 new jobs. • Role of business districts. • Role of LIT zones. • Strategies and techniques.
Parks, Recreation & Open Space	Optional	• Update facilities needs and level of service standards. • Incorporate PROS Plan.
Human Services	Optional	• Revise as appropriate

It is also important to note that the review and revision of the Comprehensive Plan may result in **Zoning Code amendments or map changes (rezones**). This is important to ensure consistency of the plan with zoning. If these changes are appropriate, then proposed code and map amendments would be identified and considered along with any revisions to the goals and policies of the general elements.

The City's Comprehensive Plan currently contains **neighborhood and business district plans (also known as sub-area plans**). As part of the update to the Comprehensive Plan, the role and approach to these sub-area plans will be discussed. Some neighborhood plans have not been updated since the 1980's. While Finn Hill, North Juanita and Kingsgate (Evergreen Hill) have been included in the **citywide Land Use Plan** (See Figure 8) and the general elements apply, there are currently not individual neighborhood plans for these three areas.

A white paper entitled *"Improving Sub Area Plans"* was prepared in 2012 and was reviewed by the Planning Commission and transmitted to the City Council. That paper is attached to the memo in the retreat packet on the Neighborhood Planning Process.



LU-1 Comprehensive Land Use Map

Figure 8

Environmental Impact Statement

When the City did it's last GMA required Comprehensive Plan update in 2005 it also prepared an Environmental Impact Statement (EIS) to comply with SEPA (State Environmental Policy Act). The purpose of an EIS is to assist the public and decision-makers in considering decisions on the Comprehensive Plan and development regulations. The EIS will look at the broad city wide analysis of potential impacts associated with any proposed amendments to the plan or Zoning Code. It will provide both a qualitative and quantitative analysis of environmental impacts. The EIS may evaluate various land use and transportation alternatives. A new EIS based on the revised Comprehensive Plan can reduce or eliminate SEPA for future code and plan updates.

A major part of the EIS will assess our transportation network (facilities, level of service, etc.). Detailed transportation modeling will be conducted to support the network. This step will assist the City in preparing the Transportation Master Plan to be consistent with the land use plan at the appropriate funding levels and system performance level. Professional technical consulting services will be used to assist the City in this effort. Funding in the amount of $326,000 for the Comprehensive Plan update including the EIS and Transportation Master Plan has been approved in the budget.

Community Outreach and Engagement

Approach

The Planning and Community Development Department is collaborating with the City Manager's Office in the design and delivery of a public involvement strategy for the update of the Comprehensive Plan along with Public Works for the Transportation Master Plan and Parks on the PROS Plan.

The Comprehensive Plan has a number of elements that call for decisions on issues ranging from very broad strategic decisions to specific technical decisions. The Comprehensive Plan impacts every resident and business in the community and must consider factors and stakeholders outside the boundaries of Kirkland. It presents both challenges and opportunities, one of which is the ability to continue to "knit together" a larger, more diverse community.

This broad range of decisions calls for differing levels of public involvement. In keeping with the IAP2 Spectrum of Public Involvement, strategies may range from "inform" to "empower" (See Attachment 6). Based on community input to date, discussions with PCD staff and the Planning Commission, staff is recommending a three-pronged

approach to involving the public in this multi-year process. The three elements include communicate, educate and involve. Communication and education lie at the "Inform" end of the spectrum.

> *Inform*
>
> *Public Participation Goal: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions'.*
>
> *Promise to the Public: We will keep you informed.*

The "Inform" level of involvement is the lower scale of public impact, but is an important starting point for the Comprehensive Plan update and something that has been requested by the community.

Communicate

Communication is dissemination of information about the plan, the process and the status. The Communications Program Manager is developing a communication plan that will provide a variety of materials and vehicles to reach a wide range of interested stakeholders. While this is largely a one-way conversation with the City providing information out to the public, there will be opportunities for two-way conversations as well. Key elements of a communications plan include:

- Early development of **key messages** that are based on City Council and Planning Commission direction. An overarching "theme" should be developed to brand the communication plan and to form a common touch point for all the sub-element processes (e.g. "One Kirkland – One Vision for the Future" or "Building Bridges"). Key messages should be intriguing, inviting and appeal to the community's core values. Key messages should be consistently communicated throughout the process by all representatives of the City.

- Creation of **informational publications** that are approachable and accessible to a wide range of stakeholders. Materials might include:
    - Pamphlet with general information about the Kirkland Comp Plan Update
    - A short video that can be viewed on the City's website and taken to community and neighborhood meetings covering similar general information provided in the pamphlet

- News article format materials similar to the "Budget Bylines" series that present key concepts and elements of the Comprehensive Plan in terms that are relevant to most Kirkland residents. Topics may include:
  - Growth Management Act history and requirements for cities
  - Kirkland's history of land use planning
  - An overview of the comp plan and its relationship to the zoning code
  - History of the neighborhood planning process and options for the future
  - Growth targets and their implications for density
  - Smart growth concepts
  - Frequently used "planning terms" defined
  - Transportation Master Plan and concurrency
  - Capital facilities plan and level of service standards
  - Affordable housing

- Development of **a web page** where people can access information about the plan and the process. The Planning Commission suggested that a master timeline should be provided that links from key dates to related documents.

Educate

Recent meetings with neighborhood groups indicated a high level of interest in learning more about Growth Management and the Comprehensive Plan. The City has an opportunity to establish a base level of knowledge in the community that will enhance the effectiveness of public involvement efforts. A number of neighborhood issues have also been deferred to the Comprehensive Plan update process and so the community is anxious to understand how their issues will be addressed through the update process.

It will be important to provide a variety of learning opportunities that appeal to differing levels of interest, different issues, geographic areas and time commitments. Some people prefer a classroom type setting; others prefer print or on-line materials and others may want frequent and brief social media contacts that allow them to choose whether to link to an in-depth discussion of a topic.

The key messages that were developed as part of the communication plan should carry through all of the materials as well as base assumptions about givens – factors that are either out of our control, that reflect decisions that are already made and base

assumptions about the scope of the update. For instance, it is important for the public to know that the City's growth targets are established by King County through a collaborative process with the cities and the degree to which the City Council plans to use the existing Comprehensive Plan as a baseline, making marginal changes as needed or whether certain elements will undergo a major rewrite.

Elements of the education program may include:

- Development of a **Neighborhood U Curriculum** as requested by the Kirkland Alliance of Neighborhoods. Given the scope of the subject, multiple sessions might be held to include discussion groups.

- Development of a **"road show"** that can be tailored to a variety of audiences, time frames and venues about the comp plan process. Presenters may include City Council, or Planning Commission representatives or other advisory group members and City staff. Community presentations could be provided on request and outreach to other existing community groups could reach a wide range of stakeholders that may not otherwise be involved. Target groups may include:
    - Neighborhood Associations
    - Business organizations including the Chamber of Commerce, Business Roundtable and the Kirkland Downtown Association
    - Service organizations
    - Schools including classroom presentations and PTA meetings
    - City Boards and Commissions, Senior Council, Youth Council
    - City employee groups

- Sponsorship of a **visiting lecturer series or panel discussions** utilizing speakers who are experts in their fields. Topics may include smart growth, multi-modal transportation systems and the economics of growth.

- **Training for selected community leaders** who can be ambassadors for the City and help to disseminate information and/or lead discussion groups. The Kirkland Alliance of Neighborhoods expressed an interest in serving as liaisons with neighborhoods. The City could provide more detailed resource materials and skills training for them so that they can lead some efforts in their own neighborhoods.

Consult, Involve, Collaborate and Empower

The remainder of the public participation spectrum presents a range of goals and techniques that are used as appropriate for the decision to be made. For instance, reviewing and perhaps revising the 20 year Vision Statement lends itself to a more collaborative approach with broad-based engagement and direct impact on the outcome. Other components might be more appropriate for "Involve" or "Consult" where stakeholders are asked for their input which is considered by decision makers.

In all cases, it is important to accurately track public input and show how it was used in the final decision making process. The following discussion presents the Comprehensive Plan components that envision some level of public involvement beyond "inform." For each topic, a thorough review of the scope of issues and the level of public interest in them will need to be assessed before a public involvement strategy (techniques) can be identified.

Components	Decision to be Made	Level of Involvement
Vision Statement	Is the current vision statement an accurate description of the community in 2032 and, if not, what changes are needed?	Collaborate
Neighborhood Plans	How can the neighborhood planning process be more efficient and still relevant to the neighborhood?	Involve
Transportation Master Plan		
PROS Plan		
Community Character		
Land Use		
Housing		
Etc.		

Specific public involvement plans will be developed for each element consistent with the level of involvement and using techniques that are most effective for the number and types of stakeholders involved. All activities should be open and accessible to all and be designed to reach community members that may not generally be involved with City issues. Early work will be undertaken to better understand the community's perception of past involvement with City planning efforts so that we can create experiences that are rewarding and relevant. For instance, recent work with the Kirkland Alliance of

Neighborhoods on the neighborhood plan process revealed aspects of the expected outcomes and process for neighborhood plans that are important to the community (see related memo regarding the neighborhood planning process).

Summary and Next Steps

Following the Council retreat discussion staff will begin the plan update process. Staff will be briefing the Planning Commission at its February 14th meeting. The City Council and the Planning Commission will have a joint meeting on February 19 on the Planning Work Program. The Comprehensive Plan update is the single largest task on the Planning Work Program and will be the priority for Planning staff resources over the next two years.

Staff will form an interdepartmental team that will guide this effort. A detailed work program and schedule will be prepared for review by the Planning Commission and City Council. A comprehensive public outreach program will also be prepared for review by both the Commission and Council.

Attachments

1. Guide to Periodic Update Process under GMA
2. Department of Commerce Comprehensive Plan Checklist
3. Department of Commerce Sample GMA Update Work Program
4. Countywide Planning Policies 2006-2031 Growth Targets
5. City of Kirkland GMA Comprehensive Plan Work Program
6. IAP2 Spectrum

Department of Commerce
Innovation is in our nature.

Keeping Your Comprehensive Plan and Development Regulations Current

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A Guide to the Periodic Update Process under the Growth Management Act

Prepared by the Washington State Department of Commerce
Local Government & Infrastructure Division
Growth Management Services
September 2012

Acronyms and terms used in this guide

CAO - Critical Areas Ordinance

CARL – Critical Areas and Resource Lands

Commerce – Washington State Department of Commerce *(previously named the Department of Community, Trade and Economic Development or CTED prior to July 2009)*

Comprehensive plan - land use document that provides the framework and policy direction to manage where and how growth needs are met. Plan elements address land use, housing, capital facilities, utilities, rural/natural resources, transportation, economic development, environment, cultural resources, and other topics.

Development regulations - controls placed on development or land use activities by a county or city, such as codes for zoning, critical areas, planned unit developments, and subdivisions.

GMA – Growth Management Act, Chapter 36.70A, RCW

GMS – Growth Management Services, a unit in the Department of Commerce, Local Government Division that helps counties and cities implement the GMA.

OFM – Washington State Office of Financial Management

Periodic update – A regularly scheduled review and update of county and city comprehensive plans and development regulations. For most communities, the update takes place every eight years under a schedule established by the Legislature in the GMA.

RCW – Revised Code of Washington (laws adopted by the state Legislature)

SMA – Shoreline Management Act

SMP – Shoreline Master Program

UGA – Urban Growth Area

WAC – Washington Administrative Code (rules adopted by state agencies)

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I. Introduction

The comprehensive plan is the centerpiece of local planning in Washington State. Like business plans, comprehensive plans provide the framework for how our communities will grow. And like business plans, they must evolve over time to be effective.

Many communities amend their comprehensive plan annually and regularly adopt changes to the development regulations that implement them. In addition to these regular amendments, the state Growth Management Act (GMA) requires counties and cities to periodically conduct a thorough review of their plan and regulations to bring them up to date with any relevant changes in the GMA and to respond to changes in land use and population growth.[1] This mandatory "periodic update" takes place for most communities at least once every eight years, though smaller, slower-growing communities[2] may take longer.

This guide explains when and how to go through the necessary steps in the periodic update process. The level of effort and timing of the update steps will vary depending on how recently your community has comprehensively updated its plan, the size of your community, and other factors.

This guide is intended as a user-friendly supplement to the GMA statutes and administrative rules that describe procedures that must be followed and substantive issues that must be addressed.

This guide may not be able to answer all your questions about the periodic update - the Washington Department of Commerce, Growth Management Services program may be able to help. To speak with your technical assistance team, call (360) 725-3055 west of the Cascades; or 509-434-4491 east of the Cascades. Appendix A includes the Growth Management Services staff assignments by region.

Why we plan

"…all of us know that quality of life is not guaranteed. We maintain it through the hard work of our citizens, our businesses, and our state and local-elected officials who make the tough decisions every day to ensure that we have a healthy, natural environment, a strong, sustainable economy, competitive, high-performing schools, and safe and high-quality communities for all of us to enjoy.

All of this makes Washington competitive in the global economy. And if we eliminate even one of these regional values, we diminish ourselves and our communities.

Comprehensive plans give expression to the values and priorities of our communities. These plans provide a 20-to-50-year vision—a roadmap for how our communities want to look and to function. For rural towns, it may be to preserve and sustain their agricultural heritage, for another, prioritizing downtown redevelopment. It all adds up to a shared vision, tough decisions, and partnerships."

- Governor Chris Gregoire, announcing Smart Communities Awards, 2007

[1] The GMA is codified under RCW 36.70A. The "periodic update" requirements are found in RCW 36.70A.130

[2] The criteria determining whether or not a city or county qualifies are described on page 5.

Who must complete the periodic update?

Every county and city in the state is required to conduct a periodic update, though the obligation varies depending on whether the jurisdiction is fully or partially planning[3] (see sidebar).

Fully planning counties and cities must complete the periodic update for their entire comprehensive plan and development regulations.

Partially planning counties are required to periodically update their critical areas ordinance and resource lands provisions. Partially planning cities usually have no designated resource lands, so their periodic update is usually limited to their critical areas ordinance.

When is the update due?

Under the GMA, the Legislature established a schedule for when the periodic update is required to be complete.[4] The map below reflects new deadlines adopted by the 2011 legislature.[5] Except for certain small, slow-growing communities, each county and its cities must complete the periodic update by June 30 of the years shown in Figure 1, and every eight years after that.

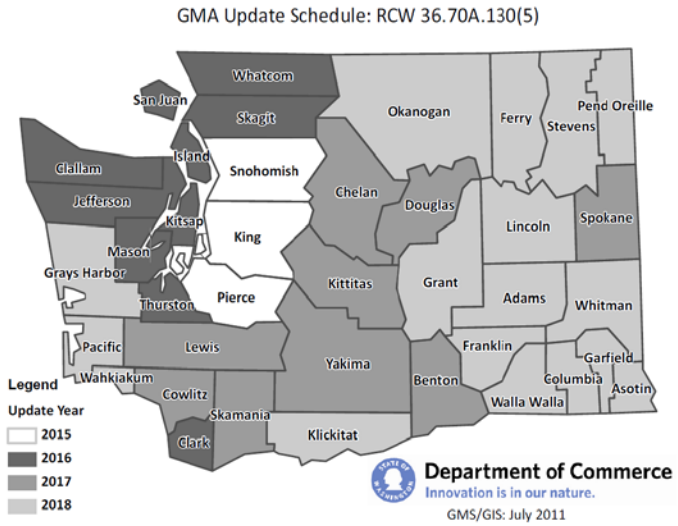

Figure 1: GMA Update Deadlines as amended in 2011 (see special cases below)

"Fully" or "partially" planning"

*"**Fully planning**" means that a city or county must meet all GMA requirements, including adoption of a comprehensive plan and a complete set of development regulations implementing the plan. Only the state's fastest growing counties and cities are required to plan fully, though a number of counties have "opted-in" by choice.*

*"**Partially planning**" jurisdictions are the counties - and the cities within their boundaries - that do not meet GMA population and growth rate thresholds and have not chosen to fully plan under the Act. Partially planning counties are required to designate and protect critical areas and designate resource lands (CARL). Partially planning cities must designate and protect critical areas, and may designate mineral resource lands. Currently there are ten partially planning counties: Adams, Asotin, Cowlitz, Grays Harbor, Klickitat, Lincoln, Okanogan, Skamania, Wahkiakum, and Whitman Counties.*

[3] Statute describing fully planning: RCW 36.70A.040(1); Statute describing "opting in": RCW 36.70A.040(2)
[4] RCW 36.70A.130(5)
[5] See ESHB 1478 and RCW 36.70A.130(5). Note: Jurisdictions should be aware of Section 4(6) of ESHB 1886, which was passed in 2011 and codified in RCW 36.70A.705 and 36.70A.710. This statute creates an additional periodic update of July 22, 2013, for Critical Areas Ordinances as they relate to agricultural activities for those counties that do not opt into the Voluntary Stewardship Program.

Smaller and slower growing cities and counties have an additional two years from the dates shown in Figure 1.

What is a small or slow-growing jurisdiction?

*A **county** with a population of no more than 50,000 and a growth rate of less than 17% in the ten years preceding the deadline established in RCW 36.70A.130.*

*A **city** with a population of 5,000 or less and has had its population increase by the greater of either no more than one hundred persons or no more than seventeen percent in the ten years preceding the deadline established in RCW 36.70A.130.*

***Growth rates** are measured using the ten-year period preceding the regular due date.*

See RCW 36.70A.130 (6)(b) & (c)

Population is taken from the OFM annual population estimate, which is released on April 1 of each year. A county or city will not know for certain what their population is until three months before the statutory deadline. If a jurisdiction is close, or expects any large annexations close to the due date, the population information should be monitored closely.

Special cases: 2013 deadline

There are a few smaller, slower-growing jurisdictions in areas represented on the map with a 2018 deadline that also have a periodic update deadline of December **2013**. This is because amendments to state law postponed their earlier 2007 periodic update deadline *[See RCW 36.70A.130(6)(b-d)]*.

The 2006 Legislature passed an optional three-year time extension for small or slow-growing jurisdictions in those areas (SB 6427). The 2010 Legislature passed another optional three-year extension for those areas (SB 6611).

Contact Commerce if you have any questions about whether your jurisdiction is one of these special cases.

May a jurisdiction complete the update early?

A jurisdiction may complete the periodic update process before its deadline.[6] The deadline for its next periodic update would still remain eight years from the original deadline established in the GMA. For example, if a jurisdiction has an update deadline of June 30, 2015, but it completes its update in 2012, then it would not be subject to another required periodic update until 2023.

To help alleviate any confusion, Commerce recommends that the final legislative action taken upon completion of the periodic update process clearly note the early adoption and the due date of the next scheduled periodic update according to statute.

[6] RCW 36.70A.130(6)(a)

II. The review and update process

There are four overall tasks counties and cities must take during the periodic update process. Tips for completing each of these tasks are included in the following sections.

1. Establish a public participation program	***2. Review relevant plans and regulations***	***3. Take legislative action.***	***4. Submit notice to state***
Develop a plan that includes a schedule for steps in the update process to ensure the public is aware of the process and knows how they can participate.	Evaluate whether there is a need to revise the urban growth area, comprehensive plan, or development regulations to ensure they are consistent with the GMA.	Adopt an ordinance or resolution finding that a review has occurred, and identifying revisions made or concluding that revisions were not needed.	Send formal notice of intent to adopt to the state at least 60 days prior to taking legislative action. Send a copy of the signed adopted ordinance or resolution 10 days after final action.

Before undertaking the update it is helpful for county or city staff to establish a **work program** that outlines the entire periodic update process. See sample work program in Appendix B.

1. Establish a public participation program

Counties and cities are required to establish a program that identifies procedures and schedules for the public to participate in the periodic update.[7] The program must provide for **early and continuous public participation**.[8] The program should clearly identify the scope of the review and identify when legislative action on the review and update component are proposed to occur. Counties and cities must ensure that **notice** of the update process is broadly and effectively disseminated.[9] See Appendix C for examples of public participation programs.

The best way for a county or city to complete this requirement is to publish a complete public participation program or schedule at the beginning of the update process. However, it is not required that a county or city establish the entire schedule at the beginning of the process, as long as a program is established and effective notice is provided for all update steps.

Local jurisdictions may want to formally adopt the public participation program by resolution or ordinance to formalize the update process and help to meet the GMA requirements for early and continuous public involvement. See sample ordinances in Appendix C.

[7] RCW 36.70A.130(2)(a)
[8] RCW 36.70A.140
[9] RCW 36.70A.035

A public participation plan can be adjusted over time if needed. The GMA provides that "errors in exact compliance with the established program and procedures shall not render the comprehensive land use plan or development regulations invalid if the spirit of the program and procedures is observed."[10]

2. Review and revise comprehensive plans and development regulations

The Department of Commerce periodic update **checklists** should be the foundation of your review. These checklists (one for cities, one for counties) provide a concise summary of the GMA requirements. See Appendix D.

Filling out the checklists will help compare your local plan and regulations against the latest requirements, determine what needs to be reviewed in greater detail, and what may need to be added, deleted, and amended in plans and codes to maintain compliance with the act.[11]

Commerce **strongly recommends** use of the checklists in designing your work program to complete the periodic update.

Counties and cities may elect to adopt an ordinance or resolution after reviewing and analyzing what will be updated and determining the scope of changes needed. This is a formal way to let the public know early "what is on the table" as part of the update. It also may help to limit appeals. If there are no challenges to the scope of revisions within 60 days after the legislative action, challenges to the jurisdiction's final ordinance will be limited to the subjects defined in the ordinance. See sample legislative actions establishing the scope of an update in Appendix C.

The statute does not exempt any portion of a comprehensive plan or any development regulations from being subject to review and evaluation. However, local governments may use common-sense factors in determining the *level* of review, taking into account when the plan and regulations were adopted and whether and how the GMA has been amended in the intervening time.

GMA periodic update:

Fully planning:

"Each comprehensive land use plan and development regulations shall be subject to ***continuing review and evaluation*** *by the county or city that adopted them. [A] county or city shall take legislative action to* ***review and, if needed, revise*** *its comprehensive land use plan and development regulations* ***to ensure the plan and regulations comply*** *with [GMA] requirements."*

Partially planning:

[A] county or city not [fully-planning under GMA]shall take action to ***review and, if needed, revise*** *its policies and development regulations regarding* ***critical areas and natural resource lands*** *…* ***to ensure these policies and regulations comply*** *with [GMA] requirements …."*

- RCW 36.70A.130(1)(a & b)

[10] RCW 36.70A.140

[11] Commerce encourages local governments to complete a checklist as part of the application to receive periodic update funds from GMS *(funds are not currently available).* The checklist can also be used at the very end of the update process to document what changes are proposed for adoption.

Mandatory items to review and revise (if needed)

The GMA calls out a number of specific items that ***must*** be reviewed as part of the periodic update.

Amendments to the GMA

The primary purpose of the periodic update is to ensure local plans and regulations comply with all current requirements. Although the basic structure of the GMA has remained intact over the years, the state legislature has amended it frequently. The checklists highlight all requirements and indicate when the changes were adopted. In addition to the checklists, Commerce has prepared a summary of these amendments by year to help you zero in on what needs to be amended, based on when your plans and regulations were last amended. See Appendix E.

Multi-County Planning Policies in Central Puget Sound

The Puget Sound Regional Council (PSRC) adopted new multi-county planning policies (MPPs) in 2008 as part of Vision 2040. These policies apply to King, Kitsap, Pierce, and Snohomish counties and the cities within them.

To implement the MPPs, these counties are amending their county-wide planning policies (CWPPs) by December 2010. Jurisdictions in those counties must ensure their comprehensive plans are consistent with both the MPPs and CWPPs.

Partially planning jurisdictions only need to review and evaluate their policies and development regulations governing critical areas and natural resource lands. Fully planning jurisdictions will need to conduct a review and evaluation of all comprehensive plan provisions and development regulations. Jurisdictions often combine the annual comprehensive plan docket (annual amendments) with the periodic update review when both are considered in the same year. When doing so, it is crucial to emphasize that the amendment includes periodic update review in the public participation plan, in notices for public hearings and in the legislative action(s). Hearings Board cases have faulted jurisdictions for not informing the public about what actions are related specifically to the periodic update.

UGAs and population projections

Urban growth areas (UGAs), which by definition include all cities, must allow development densities sufficient to accommodate the next twenty years of projected population and employment growth. If zoning regulations don't authorize the densities to accommodate this growth, jurisdictions need to increase allowed densities, expand the size of the UGA, or both.

All fully planning counties, in conjunction with cities, must review UGAs as part of the periodic update. [12]

The GMA requires that jurisdictions use twenty-year population projections from the Washington State Office of Financial Management (OFM). These projections are developed every five years.[13] The previous twenty-year population forecast from OFM was issued in 2007;[14] the most recent was issued in May 2012.

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[12] RCW 36.70A.130(3)(a)
[13] RCW 43.62.035
[14] http://www.ofm.wa.gov/pop/gma/default.asp

Jurisdictions in Clark, King, Kitsap, Pierce, Snohomish and Thurston counties will also need to review the results of the Buildable Lands report. This report is due one year prior to the due date of the periodic review.[15]

Any changes to UGAs must be consistent with adopted "County-Wide Planning Policies." The policies, adopted by counties, set the general framework for coordinated land use planning between the county and its cities to ensure respective comprehensive plans are consistent with each other. Although it is not required, counties and cities may want to review these policies as part of their periodic update.

Critical areas ordinances

One of the initial requirements of the GMA was to designate and protect critical areas. The GMA requires all counties and cities to review and evaluate these critical areas ordinances during the periodic update.[16] The GMA requires that "best available science" (BAS) be included in developing regulations to protect critical area functions and values. Meeting the BAS requirement was challenging for many jurisdictions in the initial round of periodic updates. The Department of Commerce and other state agencies, including the departments of Ecology and Fish and Wildlife, have published guidance for local communities on how to identify what constitutes BAS for critical areas protection and how local governments can include science in their policies and development regulations. These include model ordinances and lists of recommended habitats and species for protection. Counties and cities should consult these state agency recommendations for possible changes since their last periodic update. See Appendix F. In addition, they should include any other scientific information that may apply directly to their jurisdiction.

Until counties and cities have completed a comprehensive shoreline master program (SMP) update, uses or structures legally located within shoreline areas that were established or vested before the effective date of the CAO may continue as conforming uses. Cities and counties may authorize redevelopment or modification of these existing uses or structures provided they are consistent with the local SMP and will achieve no net loss of ecological functions.[17]

Mineral resource lands designations and development regulations

Another significant requirement of the initial GMA was for all counties and cities to designate mineral lands that are not already characterized by urban growth and that have long-term significance for the extraction of minerals. Fully planning jurisdictions were also required to adopt regulations that conserve these lands.[18] The GMA requires that all jurisdictions review these mineral resource lands designations and requires fully planning jurisdictions to review their regulations. Counties and cities "shall take into consideration: (1) New information made

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[15] RCW 36.70A.215

[16] RCW 36.70A.130(1)(c) , RCW 36.70A.172(1)

[17] RCW 36.70A.480(3)(c), as amended by the 2010 legislature. Under RCW 90.58.030, a "comprehensive SMP update" is defined as one that fully achieves requirements of Ecology's SMP guidelines (WAC 173-26).

[18] RCW 36.70A.170; RCW 36.70A.040 and 36.70A.060

available since the adoption or last review of its designations or development regulations, including data available from the Department of Natural Resources relating to mineral resource deposits; and (2) New or modified model development regulations for mineral resource lands prepared by the Department of Natural Resources, the Department of Commerce, or the Washington State Association of Counties."[19] See Appendix G.

Recommended items to review and revise (if needed)

Counties and cities should consider addressing the following in their periodic update. If any changes to a UGA are required, each of the following items should be reviewed and amended to reflect new population and urban area changes.

Land use element

The Land Use Element describes the "big picture" of how a community chooses to balance the goals of the GMA. Key components of the land use plan are maps showing the future shape of the community and how its essential components will be distributed. Resource lands, critical areas, open space corridors, mixed use areas, residential, commercial, industrial, and major public and private facilities should all be addressed. Because the Land Use Element is tied to other elements in the comprehensive plan, many periodic updates include amendments to the Land Use Element. Recent amendments to the GMA now require communities to consider urban planning approaches that promote physical activity as part of the land use element wherever possible.[20] Examples of policies to promote physical activity can be accessed by clicking here.

Capital facilities and transportation elements

When a community is planning for population increases, this usually triggers the need for more or larger infrastructure, such as roads, utilities, and sewer and water facilities. Changes in anticipated circumstances and needs may be addressed by updating the Transportation Element, Utilities Element, and Capital Facilities Element.[21] This task requires that planning departments collaborate closely with public works staff or other service providers. Note that if as part of your evaluation you determine that funds will fall short for needed capital facilities, your community may need to consider changes to the Land Use Element.

Internal and external consistency

Whenever a plan is being amended it is important to verify that it is "internally consistent" (e.g., that the Land Use and Transportation elements support each other) and that the development regulations are consistent with and implement the comprehensive plan.[22] Also verify that the comprehensive plan is "externally consistent," as changes to comprehensive plans and development regulations in adjacent jurisdictions, special purpose districts, or state plans may

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[19] RCW 36.70A.131
[20] RCW 36.70A.070(1)
[21] RCW 36.70A.070(3)
[22] The GMA requires this consistency in RCWs 36.70A.040(4) and 36.70A.070

create an inconsistency with the county or city's comprehensive plan or development regulations.

Inventories

Counties and cities should review existing inventories and analyze new inventory data that supports the comprehensive plan. The GMA specifically requires the following:

Housing: Inventory and analyze existing and projected housing needs, identifying the number of housing units necessary to serve projected growth.[23]

Capital Facilities: Inventory existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities, and forecast future needs and proposed locations and capacities of expanded or new facilities.[24]

Transportation: An inventory of air, water and ground transportation facilities and services, including transit alignments and general aviation airport facilities, to define existing capital facilities and travel levels and a basis for future planning. This inventory must include state-owned transportation facilities within the city or county boundaries.[25]

Jurisdictions should also review basic assumptions underlying key calculations and conclusions in the existing comprehensive plan. If recent data demonstrates that existing assumptions are no longer appropriate for the remainder of the twenty-year plan, counties and cities should consider updating them as part of the periodic update. Counties and cities required to establish a review and evaluation program under the "buildable lands program" should use that information in the periodic update.[26] The GMA now requires Transportation Elements to include a pedestrian and bicycle component. Jurisdictions may also consider including multimodal transportation strategies concurrent with development. See Appendix I.

3. Take legislative action

"Legislative action" under the GMA means adoption of a resolution or ordinance by elected officials (city or county council/commission) indicating that the community has reviewed and evaluated the comprehensive plan and regulations and identifying the revisions made. Counties and cities must provide adequate notice and hold a public hearing before taking action.

A county or city may combine the periodic update with their regular *(e.g., annual)* program for amendments to their plan, since the GMA generally prohibits comprehensive plan amendments more frequently than once per year.[27]

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[23] RCW 36.70A.070(2)
[24] RCW 36.70A.070(3)
[25] RCW 36.70A.070(6)
[26] RCW 36.70A.215
[27] RCW 36.70A.130(2)(a)

The final legislative action will be to adopt any revisions to the comprehensive plan and/or development regulations, and conclude that the periodic update is complete. The ordinance or resolution must be explicitly approved by the local government's legislative body as having been completed in accordance with GMA update requirements (citing specifically to RCW 36.70A.130), both to comply with the statute and to set time and subject matter limits for possible challenges. The resolution or ordinance should include findings that refer to any previous legislative actions that were part of the periodic update (e.g., resolutions adopting a public participation plan), and a finding that the jurisdiction has completed its periodic update requirement under the GMA.

If a city or county finds that it completely meets all GMA requirements and no amendments to the comprehensive plan or development regulations are needed, it must still take legislative action adopting findings to that effect. See sample final legislative actions in Appendix C.

Phasing legislative action

If a jurisdiction has significant amendments to their plans and regulations, it may be necessary to complete the amendments in several phases, perhaps over more than one year. In some cases, each of these amendments will be adopted through a separate ordinance or resolution by the jurisdiction's legislative body. If this process is used, a public hearing should be conducted on each ordinance or resolution. It should be clearly identified in the public hearing notice and in the findings of each ordinance or resolution that the amendments are part of the periodic update process.

Commerce recommends that the final legislative action taken upon completion of the entire periodic update process clearly reference all previously adopted amendments, and includes a finding that, taken all together, these actions fulfill the requirements of the periodic update. For an example please see the Town of Yacolt resolution included in Appendix H.

4. Submit notice to state agencies

Send Notice of Intent to Adopt *(at least 60 days before adoption)*

Under the GMA, cities and counties must notify Commerce of its "intent to adopt" plan or regulations at least sixty (60) days prior to final adoption.[28] This step is often referred to as "60-day notice."[29] Commerce adds all submitted notices and materials to a database that all reviewing state agencies can access. Agencies may provide comments to the city or county on the proposed changes during the public review process prior to adoption.

Send final plans and development regulations *(10 days after adoption)*

Cities and counties must submit a complete and accurate copy of its comprehensive plan or development regulations adopted under the GMA to Commerce within ten days after final

[28] RCW 36.70A.106(1)

[29] Some cities and counties combine this notice with their notice of determination required under the State Environmental Policy Act

adoption.[30] A copy of the signed adopting resolution or ordinance should be included, as well as indication of when the notice of adoption was published.

This is an important step as it not only finalizes the periodic update, but it also allows Commerce to update our database to signify that a specific jurisdiction has completed the periodic update. Commerce relies on this database when asked to verify that a jurisdiction is in compliance with the GMA.

How to submit plans and regulations

Submitting GMA materials to the state is as easy as sending one e-mail with a cover sheet and relevant documents to reviewteam@commerce.wa.gov. Directions are on the Commerce Website. While electronic submittal is preferred, you may send materials by mail, either on a flash drive, compact disc, or paper, addressed to the Washington State Department of Commerce, Growth Management Services Review Team, PO Box 42525, 1011 Plum Street SE, Olympia, WA 98504-2525.

III. Missed deadlines and appeals

Missing the periodic update deadline has immediate financial consequences. A county or city that has not completed the basic actions described above by the deadline set in the GMA will be ineligible to receive funds from the Public Works Trust Fund[31] or the Centennial Clean Water account[32] or to receive preference for other state grants and loans.[33]

A jurisdiction that has missed an update deadline is also vulnerable to a "failure to act" petition for review to a Growth Management Hearings Board (or for partially-planning jurisdictions, to Superior Court).

If a local government has made significant progress on its update, but hasn't finished all needed revisions by their periodic update deadline, it would be prudent to take steps to demonstrate good faith and progress. Local jurisdictions may adopt a resolution that documents progress already made and sets a schedule for completing the update. See Appendix C for an example. While this will not relieve a local government of its update requirements, or make a local government eligible for state grants and loans, it may prevent a "failure-to-act" challenge, provided the update is completed under the new schedule.

Appeals of an adopted update ordinance or resolution

Any person or organization with legal standing can appeal a resolution or ordinance adopted during the periodic update process. Challenges to actions taken by fully-planning jurisdictions must be filed with the Growth Management Hearings Boards within sixty days of publication of

[30] RCW 36.70A.106(2)
[31] RCW 43.155.070
[32] RCW 70.146.070
[33] RCW 36.70A.130(7)

final adoption. Challenges to actions taken by partially-planning jurisdictions are filed in Superior Court.

A legal challenge could potentially be filed on any legislative action taken to complete the update. However, a jurisdiction can reduce its risk of appeal by completing each of the basic actions described above and taking legislative action that clearly documents the process followed for each action, as well as the findings and conclusions of each action.

IV. Grants for periodic updates

The Department of Commerce administers a grant program for counties and cities with upcoming periodic update deadlines. The grant can be used to cover many activities related to updating comprehensive plans and development regulations, such as staff time, consultant contracts, and the cost of providing public notice, printing, and copying.

A set grant amount is typically reserved for each jurisdiction, when state funding allows, based on population and the level of required GMA responsibilities. If funding is approved by the Legislature, grants generally become available 18-24 months prior to each jurisdiction's periodic update deadline.

V. Appendices*

A. GMS Planner Map with assignments

B. Update "Work Program"

C. Example Resolutions/Ordinances

Public Participation

Scope of Periodic Update Work Program

Final "legislative action" adoption completing update

Update work not complete, set schedule for completion

D. Checklists

Periodic Update Checklist for Cities

Periodic Update Checklist for Counties

E. Changes to GMA

Amendments to the GMA from 1995-2009

Amendments to GMA from 2003 – 2010

F. Critical Areas

Critical Areas Checklist Questions Explained

Critical Areas Review for Best Available Science (BAS)

State Agency Resources for Local Governments Updating Critical Areas Ordinances

G. Resource Lands

Resources for Designating and Conserving Agriculture, Forest, and Mineral Resource Lands

H. Good Examples

Good examples of comprehensive plans and development regulations

I. Other Planning Guidance and Resources

Department of Commerce GMS Publications List by Topics

WSDOT Minimum Requirements and Resources

Municipal Research Services Center planning website

Laws, rules, legal decisions

The Growth Management Act and related statutes

Growth Management Act rules

Growth Management Hearings Boards

** These appendices are available on the Commerce GMS website at: http://www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Growth-Management-Planning-Topics/Pages/GMA-Periodic-Update.aspx*

Department of Commerce
Innovation is in our nature.

ATTACHMENT 2

Expanded Comprehensive Plan Checklist

A Technical Assistance Tool From Growth Management Services

Instructions:

This checklist is intended to help jurisdictions update their comprehensive plan, as required by RCW 36.70A.130(4 & 5). We encourage but do not require jurisdictions to complete the checklist and return it to Growth Management Services (GMS). This checklist is for local governments fully planning under the Growth Management Act (GMA), not for those planning for resource lands and critical areas only. For general information on update requirements, refer to *Keeping your Comprehensive Plan and Development Regulations Current: A Guide to the Periodic Update Process under the Growth Management Act* and WAC 365-196-610.

Bold items are a GMA requirement. Other items may be requirements of other state or federal laws, best practices, or ideas to consider. Highlighted items are links to Internet sites. Dates are included for recent additions or amendments to the GMA. If you have questions, call GMS at (360) 725-3066.

Checklist Topics:

Land Use	1
Housing	7
Capital Facilities	10
Utilities	11
Rural	12
Transportation	13
Economic Development	17
Park and Recreation	17
Shoreline	18
Essential Public Facilities	19
Optional Elements	20
Consistency	20
Public Participation	20
Amendments	21

1. The Land Use Element should be consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1), and should consider , WAC 365-196-400, WAC 365-196-405, WAC 365-196-300 through 345		
a. The element integrates relevant county-wide planning policies into the local planning process, and ensures local goals and policies are consistent. For jurisdictions in the Central Puget Sound region, the plan is consistent with applicable multicounty planning policies. WAC 365-196-305	❑ Consistency with countywide planning policies ❑ Consistency with multicounty planning policies, where applicable	
b. The element includes a future land use map (or maps). Maps fulfill the requirement to **show the general distribution of land, where appropriate, for agriculture, timber production, housing, commerce, industry, recreation, open spaces, general aviation airports, public utilities, public facilities, and other land uses.** RCW 36.70A.070(1) and WAC 365-196-400(2)(d) **The future land use map shows city limits and urban growth area (UGA) boundaries.** RCW 36.70A.110(6) and WAC 365-196-405(2)(i)(ii). **The element considers planning approaches that increase physical activity**, such as neighborhood commercial nodes to allow walking and cycling to local services, transit- or pedestrian-oriented development, linear parks and trail networks, and siting schools and other public facilities within neighborhoods to allow easy walking RCW 36.70A.070(1) and WAC 365-196-405 (2)(j)	❑ Land use map ❑ Planning for physical activity	

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
c. The plan indicates the population for which it is planning. The projected population target is the same for all comprehensive plan elements, and is consistent with the Washington Office of Financial Management's forecast for the county or the county's sub-county allocation of that forecast. If OFM population projection is not used, the plan includes the rationale for using another figure. RCW 43.62.035 and WAC 365-196-405(f) Counties should indicate the percentage of county-wide population growth allocated for urban growth areas. This allocation should be consistent with GMA goals of encouraging urban growth in urban areas, reducing sprawl, and ensuring public facilities and services are efficiently provided. WAC 365-196-405 (f)	❑ Population projection uses latest forecast	
d. **Lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses are be identified.** RCW 36.70A.150 **RCW 36.70A.150 requires that a prioritized list of acquisitions be developed.** [The list need not be part of the comprehensive plan.] RCW 36.70A.150 and WAC 365-196-340	❑ Public use lands ❑ List of acquisitions	
e. Open space corridors within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas are identified. RCW 36.70A.160 and WAC 365-196-335	❑ Open space corridors	
f. **The Land Use Element includes population densities, building intensities, and estimates of future population growth.** RCW 36.70A.070(1) WAC 365-196-405(2)(i) suggests including a table with the range of dwelling units per acre allowed in each land use designation and implementing zone as a projection of existing and projected development capacity. **If a buildable lands analysis shows measures needed to ensure appropriate densities, such measures have been adopted.** RCW 36.70A.215 and WAC 365-196-315 The *Buildable Lands Program Guidelines* includes a list of measures.	❑ Estimated population capacity and appropriate densities ❑ Reasonable measures adopted if needed	

Note: **Bold** items and checkboxes are a requirement of the GMA. Other items are other state or federal laws, advisory recommendations from the WAC, or examples of best practices.

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
g. **Urban densities and urban growth areas (UGAs) have been reviewed.** RCW 36.70A.130(3)(a), (5), and (6) and WAC 365-196-310(2) By definition, urban growth areas all incorporated lands in cities and town, and unincorporated urban growth areas designated by a county. A review should be completed as part of the 8-year update under RCW 36.70A.130. Review WAC 365-196-310(2) for suggestions on evaluating and designating UGAs. Supporting information should include: selected population growth forecast scenario RCW 43.62.035; population allocation and percentage of land devoted to urban, rural, and resource uses (counties) RCW 36.70A.070(1); land capacity analysis for UGAs, ability to provide urban services. RCW 36.70A.110, CWPPs and WAC 365-196-310. There should be a coordinated approach to planning for development in urban growth areas, especially among adjacent jurisdictions. WAC 365-196-330 Urban growth areas (incorporated or not) must plan for urban densities and urban services. If a county designates a fully contained community (FCC), part of the county's population allocation should be reserved for the FCC. RCW 36.70A.350(2) If a potential UGA expansion area is within the 100-year flood plain of major western Washington rivers, consider RCW 36.70A.110(8).	❑ UGA review (required every 8 years)	
h. **If an airport is within or adjacent to the jurisdiction, the plan includes policies, land use designations, and zoning to discourage the siting of incompatible uses adjacent to general aviation airports.** RCW 36.70.547 and WAC 365-196-455 See *www.wsdot.wa.gov/aviation/Planning/default* for guidance. Any planning adjacent to or within the "imaginary surface" areas of general aviation airports must consult with the Aviation Division of WSDOT.	❑ No incompatible uses near airports ❑ WSDOT notified	
i. If a U.S. Department of Defense (DoD) military base employing 100 or more personnel is within or adjacent to the jurisdiction, **the plan must include policies, land use designations, and consistent zoning to discourage the siting of incompatible uses adjacent to military base.** RCW 36.70A.530(3) and WAC 365-196-475 See Map of U.S. bases to help make determination of applicability. **If applicable, inform the commander of the base regarding amendments to the comprehensive plan and development regulations on lands adjacent to the base.**	❑ No incompatible uses near US DoD bases ❑ Base commander notified	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
j. **Where applicable, the Land Use Element includes a review of drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provides guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state.** RCW 36.70A.70(1); WAC 365-196-405(2)(c) RCW 90.56.010(26) defines waters of the state. Jurisdictions subject to U.S. Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) Phase 1 and Phase 2, should comply with all permit requirements. All local governments are also encouraged to: • Adopt the State Department of Ecology's Stormwater Manual for Eastern or Western Washington or the equivalent. • Adopt policies and regulations that allow low impact development practices such as limiting effective impervious surfaces, clustering development, and preserving open spaces and forests. See Puget Sound Action Team (PSAT) low impact development (LID) guidance. • Incorporate relevant land-use recommendations from adopted local watershed plans. *www.ecy.wa.gov/watershed/index.html.* • Adopt a clearing and grading ordinance if not already existing (See *Technical Guidance Document for Clearing and Grading in Western Washington*).	❑ Stormwater planning	
Critical areas are designated RCW 36.70A.170 and WAC 365-190-080 **Best available science (BAS) is used to protect the functions and values of critical areas, and give "special consideration" to conservation or protection measures necessary to preserve or enhance anadromous fisheries.** RCW 36.70A.172 and WAC 365-195-900 through 925 Plan policies should address the five critical areas listed in RCW 36.70A.030(5) (a) wetlands; (b) areas with a critical recharging effect on aquifers used for potable water; (c) fish and wildlife habitat conservation areas; (d) frequently flooded areas; and (e) geologically hazardous areas. See *Critical Areas Assistance Handbook (2003)* and *Small Communities Critical Areas Ordinance Implementation Guidebook (2007)*. Follow the process in WAC 365-195-915 to document decisions**.**	❑ BAS used to designate and protect critical areas	
k. **Geologically hazardous areas:** Designate according to criteria in WAC 365-190-120. • Defined in RCW 36.70A.030(9). Limit uses, especially facilities such as emergency response, hospitals, hazardous materials storage, etc.	❑ Geohazard areas designated and risks managed	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
l. **Wetlands:** WAC 365-190-090 • **Define wetlands using definition in RCW 36.70A.030(21).**	❑ Wetlands defined under GMA definition	
m. **Critical Aquifer Recharge Areas**:(Required if jurisdictions draw groundwater for potable water or need to manage threats to exempt wells.): WAC 365-190-100 • **The plan protects the quality and quantity of ground water used for public water supplies.** RCW 36.70A.070(1) See Ecology's guidance on *Critical Aquifer Recharge Areas* (CARAs) • For water quality, policies and implementing regulations should regulate hazardous uses in critical aquifer recharge areas (CARAs) and protect wellhead areas. See Ecology's Groundwater Quality Information • For water quantity, policies and implementing regulations should limit impervious surfaces, encourage water conservation measures, and consider Water Resource Inventory Assessment (WRIA) plans. See Ecology's Stormwater Programs for more information.	❑ CARAs protect water quality and quantity	
n. **Frequently Flooded Areas:** WAC 365-190-110 • Classifications of frequently flooded areas should include, at a minimum, the 100-year floodplain designations of the Federal Emergency Management Agency and the National Flood Insurance Program.	❑ Frequently flooded areas regulated using FEMA and Ecology guidance	
o. **Fish and wildlife habitat conservation areas:** See WAC 365-190-130 for specific habitat conservation areas, and factors to consider for their designation and protection such as coordination when habitat areas cross-jurisdictional boundaries or provide regional benefits, or retention of large blocks of habitat. See *wdfw.wa.gov/hab/phslist.htm* for lists of priority habitats and species, maps and management recommendations. See *www.dnr.wa.gov/forestpractices/watertyping* to use Washington State Department of Natural Resources (DNR)'s stream typing system. **Endangered Species:** If there are anadromous fisheries, or if the jurisdiction affected by an Endangered Species Act (ESA) 4(d) rule, the comprehensive plan should contain policies guiding decisions which may impact listed species. Special consideration may include: • Revisions to zoning to protect habitat • Revisions to the location of planned capital facilities • Revisions to stormwater regulations or clearing and grading ordinances Establishment or maintenance of monitoring programs to ensure that habitat is being maintained, See WAC 365-195-920.	❑ Fish and wildlife habitat conservation areas designated and protected ❑ Special consideration for anadromous fisheries	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
p. **Adaptive management:** If there is inadequate scientific information about critical areas, the jurisdiction may adopt an "adaptive management" policy. WAC 365-195-920 and *Critical Areas Assistance Handbook* provide guidance on the recommended approach for addressing inadequate scientific information.		
q. **Non-regulatory measures** to protect or enhance functions and values of critical areas may be used. These may include public education, stewardship programs, pursuing grant opportunities, water conservation, farm planning, joint planning with other jurisdictions and non-profit organizations, stream and wetland restoration activities, etc. See *Critical Areas Assistance Handbook* for more information.		
r. **Natural Resource Lands (NRLs) designated and conserved:** RCW 36.70A.170 RCW 36.70A.060 NRLs include forest, agricultural, and mineral resource lands. See process to classify and designate at WAC 365-190-040. **If forest or agricultural lands of long-term commercial significance are designated inside UGAs, they must be subject to transfer and/or purchase of development rights (TDR, or PDR).** RCW 36.70A.060(4)	❑ TDR or PDR program for forest or agricultural lands inside UGAs	
s. **Designate and Conserve Forest Resource Land:** RCW 36.70A.170 RCW 36.70A.060 Forest land is defined at RCW 36.70A.030(8). Review WAC 365-190-060 for recommendations on forest lands.	❑ Forest lands designated	
t. **Designate and conserve agricultural resource lands (ARLs):** RCW 36.70A.170 and RCW 36.70A.060 ARLS are defined at RCW 36.70A.030(2). See WAC 365-190-050 for recommendations to designate, and WAC 365-196-815 to protect agricultural lands. RCW 36.70A.177(3) includes innovative techniques to conserve agricultural land and permitted accessory uses.	❑ Agricultural lands designated ❑ Limit accessory uses on agricultural lands	
u. **Designate mineral resource lands:** RCW 36.70A.131 requires consideration of new information including data available from the Department of Natural Resources relating to mineral resource deposits when reviewing mineral resource land designations. Minerals defined in RCW 36.70A.030(11) to include sand, gravel and valuable metallic substances. See WAC 365-190-070 for guidance on designation.	❑ Review mineral resource lands	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
v. **Development outside UGAs: If applicable, development planned outside UGAs must be consistent with the following:** Major industrial development: RCW 36.70A.365 and WAC 365-196-435 Master planned development: RCW 36.70A.367 and WAC 365-196-470 Master planned resorts RCW 36.70A.360, RCW 36.70A.362, and WAC 365-196-460	❑ If applicable, development outside UGA consistent with RCW	

2. The Housing Element is intended to ensure the vitality and character of established residential neighborhoods, encourage the availability of affordable housing to all economic segments of the population, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock. It should be consistent with relevant CWPPs, RCW 36.70A.070(2), and should consider WAC 365-196-410.		
a. **Include an inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to provide for projected growth over the planning period.** RCW 36.70A.070(2)(a) and WAC 365-196-410(2)(b) and (c) and Commerce's *Assessing Your Housing Needs (1993, Updated by March 2013)*	❑ Inventory and assess housing needs using latest population projection	
b. **Include goals, policies, and objectives for the preservation, improvement, and development of housing.** RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a).	❑ Goals, policies for housing	
c. **Identify sufficient land for housing, including but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, group homes, and foster care facilities.** RCW 36.70A.070(2)(c) **Regulations treat a residential structure occupied by persons with handicaps the same as a similar residential structure occupied by a family or other unrelated individuals.** RCW 36.70A.410 **Manufactured housing regulated no differently than site built housing**. RCW 35.21.684, 35.63.160, 35A.21.312, and 36.01.225 *A local government may require that manufactured homes (1) new, (2) are set on a permanent foundation, and (3) comply with local design standards applicable to other homes in the neighborhood; but may not discriminate against consumer choice in housing. National Manufactured Housing Construction and Safety Standards Act of 1974*	❑ Identify sufficient land for housing ❑ Special housing not subject to discrimination ❑ No discrimination against manufactured housing	

Note: **Bold** items and checkboxes are a requirement of the GMA. Other items are other state or federal laws, advisory recommendations from the WAC, or examples of best practices.

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
d. **Provisions for existing and projected housing needs of all economic segments of the community**. RCW 36.70A.070(2)(d) If enacting or expanding affordable housing programs under RCW 36.70A.540, the plan identifies certain land use designations within a geographic area where increased residential development will assist in achieving local growth management and housing policies. Examples include: density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed use projects. WAC 365-196-410(2)(e)(iii) recommends an evaluation of the extent to which the existing and projected market can provide housing at various costs and for various income levels, and an estimation of the present and future populations that would require assistance to obtain housing they can afford. This section should also identify existing programs and policies to promote adequate affordable housing and evaluate their effectiveness. Affordable housing is defined as when the total housing costs, including basic utilities, does not exceed 30 percent of the income limit (for renters, 50 percent or less of the county median family income, adjusted for family-size, and for owners, 80 percent or less of the county median family income, adjusted for family size for owners). WAC 365-196-410(e)(i)(C) (I-V)	❑ Affordable housing planned	
e. **If the city has a population of over 20,000, or the county has a population of over 125,000, the jurisdiction allows accessory dwelling units (ADUs) in single-family residential areas.** RCW 36.70A.400 RCW 43.63A.215(3) See *Accessory Dwelling Unit Ordinance Study and Recommendations* (1994) available from Commerce. For counties, ADU provisions in rural areas should review decisions from the appropriate hearings board.	❑ ADUs allowed	
f. **Family daycare providers are allowed in all residential dwellings located in areas zoned for residential or commercial use and are any zoning conditions imposed no more restrictive than conditions imposed on other residential dwellings in the same zone.** RCW 36.70A.450 Family daycare provider means someone who regularly provides child daycare for 12 or fewer children in their home. RCW 43.215.010(c)	❑ Family daycares allowed	

Note: **Bold** items and checkboxes are a requirement of the GMA. Other items are other state or federal laws, advisory recommendations from the WAC, or examples of best practices.

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
3. The Capital Facilities Plan (CFP) Element needs to be consistent with county-wide planning policies and RCW 36.70A.070(3), should consider WAC 365-196-415, and should serve as a check on the practicality of achieving other elements of the plan. This element should cover all the capital facilities planned, provided, and paid for by public entities including to local government and special districts, etc. This should include water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities. Capital expenditures from Park and Recreation elements, if separate, should be included in the capital facilities plan element. For additional information see *Making Your Comprehensive Plan a Reality: A Capital Facilities Preparation Guide Washington Department of Community Trade and Economic Development (CTED), 1993.*		
a. Goals and policies relating to capital facilities, levels of service, and regulatory strategies for concurrency to guide decisions. RCW 36.70A.120 and WAC 365-196-415 Adopted levels of service for public services. **Policy to reassess the Land Use Element if probable funding falls short of meeting existing needs and to ensure that the Land Use Element, Capital Facilities Element, and financing plan within the Capital Facilities Element are coordinated and consistent.** [RCW 36.70A.070(3)(e) and WAC 365-196-415(2)(d)(iii)(F) recommends that the plan set forth how pending applications for development will be affected while such a reassessment is being undertaken.	❑ Land Use reassessment policy included	
b. **Inventory showing the locations and capacities of existing capital facilities owned by public entities** RCW 36.70A.070(3)(a) and WAC 365-196-415(2)(a) recommends the inventory include water, sanitary sewer, stormwater, solid waste management, school, park, and recreation facilities, police and fire protection facilities. The element should reference water or other system plans, indicate locations of facilities, and show where systems currently have unused capacity. Public services and facilities are defined in RCW 36.70A.030(12) and (13).	❑ Inventory of existing facilities	
c. **Forecast of future needs to maintain adopted levels of service over the planning period.** RCW 36.70A.070(3)(b) requires a forecast of future needs, and WAC 365-196-415 (b) recommends the forecast be based on projected population densities, and distribution of growth over the planning period. This section should consider whether the jurisdiction has sufficient water rights, sewage treatment, or other needed public facilities to support the plan's projected 20-year growth. This may also consider system management or demand management strategies to meet forecast need. **Proposed locations and capacities of expanded or new capital facilities.** RCW 36.70A.070(3)(c) requires proposed locations and capacities, and WAC 365-196-415 (3)(C) suggests that the phasing schedule in the Land Use Element should dictate when and where capital facilities will be needed over the 20-year life of the plan. Consider if the concurrency ordinance or other mechanisms have been effective in providing public facilities and services concurrent with development	❑ Forecast of future needs ❑ Proposed locations and capacities of expanded or new facilities.	

Note: **Bold** items and checkboxes are a requirement of the GMA. Other items are other state or federal laws, advisory recommendations from the WAC, or examples of best practices.

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
d. **Six-year plan (at least) to finance planned capital facilities within projected funding capacities, and identifies sources of public money for such purposes.** RCW 36.70A.070(3)(d), RCW 36.70A.120 and WAC 365-196-415(c)(i) This CFP should include all public expenditures for capital expenses including water, sewer, transportation, etc. WAC 365-196-415(2)(c)(ii) suggests that the plan be updated at least biennially so that financial planning remains sufficiently ahead of the present for concurrency to be evaluated. For a list of funding sources, see *http://www.infrafunding.wa.gov/* and *www.awcnet.org.* **If impact fees are collected, the public facilities for which money is to be spent on are included in this element.** RCW 82.02.050(4) and WAC 365-196-850	❑ Six-year funding plan consistent with comp plan ❑ Impact fees used only for projects included in the CFP	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed

4. The Utilities Element should relate to all services provided, planned for, paid for, and delivered by providers other than the jurisdiction. This should be consistent with relevant CWPPs and RCW 36.70A.070(4), and should consider WAC 365-195-420.		
a. **The general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines.** RCW 36.70A.070(4). WAC 365-195-420 recommends goals and policies relating coordination in construction, permits, utility corridor use and management. Counties and cities should evaluate whether any utilities should be identified as essential public facilities in case of siting difficulties.	❑ General location and capacity of existing and proposed facilities	

5. The Rural Element **(counties only)** should be consistent with RCW 36.70A.070(5), RCW 36.70A.030(15) through (17), and consider RCW 36.70A.011 and WAC 365-196-425. Rural lands are lands not included in urban growth areas, or designated as agricultural, forest, or mineral resource lands. For additional information, see Keeping the Rural Vision: Protecting Rural Character & Planning for Rural Development, 1999.		
a. **A definition of rural character and rural development consistent with** RCW 36.70A.030, (15), (16), and (17). WAC 365-196-425(2) provides suggestions.	❑ Definition of rural character	
b. Allows forestry, agriculture, and a variety of rural densities and uses. RCW 36.70A.070(5) See WAC 365-196-425(3) for examples of rural densities. The plan may include optional techniques such as limited areas of more intensive rural development (LAMIRDs), clustering, density transfer, design guidelines, and conservation easements to accommodate rural uses not characterized by urban growth as specified in RCW 36.70A.070(5)(d). See WAC 365-196-425(5) for innovative zoning techniques.	❑ Variety of densities	
c. A written record explaining how the rural element harmonizes the planning goals and meets the requirements of the Growth Management Act. RCW 36.70A.070(5)(a). WAC 365-196-425(1) notes that the county may consider local circumstances in establishing patterns of rural densities and uses, but must develop a written record of the rural element harmonizes the planning goals and meets the requirements of the act.	❑ A written record relating to rural character	
d. A definition of rural governmental services needed to serve the permitted densities and uses. RCW 36.70A.070(5)(b). WAC 365-196-425(4) recommends some definitions of rural services and provides suggestions for appropriate level of service standards.	❑ Definition of rural services	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
e. Measures protecting rural character. RCW 36.70A.070(5)(c) Measures include containing/controlling development, assuring visual compatibility, reducing inappropriate conversion to low-density sprawl, protecting critical areas, and protecting against conflicts with natural resource lands.	❑ Measures to protect rural character	
f. **Limited areas of more intense rural development (LAMIRDs) designated and managed consistent with** RCW 36.70A.070(5)(d). See WAC 365-196-425(6) for guidance relating to LAMIRDs. Commerce suggests that jurisdictions consider Growth Management Hearings Board cases and Commerce's Keeping the Rural Vision: Protecting Rural Character & Planning for Rural Development, 1999 for guidance on appropriate rural densities and levels of governmental services in LAMIRDs.	❑ LAMIRDs designated and regulated consistent with GMA	

6. The Transportation Element should be consistent with relevant CWPPs and RCW 36.70A.070(6), RCW 36.70A.108, and should consider WAC 365-196-430.		
a. **The element includes goals and policies for roadways; fixed route and demand response public transit; bicycle and pedestrian travel; water, rail, air, and industrial port and intermodal facilities; passenger and freight rail; and truck, rail, and barge freight mobility**. WAC 365-196-430(2)(b)]	❑ Goals and policies	
b. **An inventory of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports to define existing capital facilities and travel levels as a basis for future planning.** RCW 36.70A.070(6)(a)(iii)(A). WAC 365-196-430(2)(c) provides recommendations for meeting inventory requirements.	❑ Transportation inventory	
c. **The element includes land use assumptions used in estimating travel.** RCW 36.70A.070(6)(a)(i) . WAC 365-196-430(2)(a)(i) recommends counties and cities use consistent land use assumptions, population forecasts, and planning periods for both the land use and transportation elements.	❑ Land use assumptions	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
d. **The element includes regionally coordinated level of service (LOS) standards for all arterials and transit routes to gauge the performance of the system, LOS for highways of statewide significance, and LOS for other state highways consistent with the regional transportation plan.** RCW 36.70A.070(6)(a)(iii)(B) WAC 365-196-430(2)(e)(v) recommends LOS reflect access, mobility, mode-split and capacity goals. WAC 365-196-430(2)(e)(vi) recommends measurement methodology and standards vary based on the urban or rural character of the surrounding area. Also, balance community character, funding capacity, and traveler expectations through a variety of suggested methods. In urban areas, WAC 365-196-430(2)(e)(vii) recommends some methodologies for analyzing the transportation system from a comprehensive, multimodal perspective. See *Coordinating Transportation and Growth Management Planning (1998 Legislation HB: 1487 – "Level of Service Bill),"* WSDOT and CTED, 1998.	❑ Levels of service for all facilities; local, regional, and state	
The element identifies specific actions and requirements for bringing into compliance locally owned transportation facilities and services that are below an established LOS standard. RCW 36.70A.070(6)(a)(iii)(D) and WAC 365-196-430(2)(g) **Concurrency policies are consistent with** RCW 36.70A.070(6)(b), **and multimodal improvements are considered** RCW 36.70A.108. Strategies such as increased public transit, ride sharing programs, and other multimodal strategies may be used to ensure that development does not cause service to decline on a locally owned facility below adopted levels of service. **If required, a commute trip reduction plan to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted consistent with the comprehensive plan and submitted to the regional transportation planning organization.** RCW 70.94.527. **The element includes policies and provisions consistent with regional efforts to reduce criteria pollutants from mobile sources.** WAC 173-420-080 If the planning area is within a National Ambient Air Quality Standards nonattainment area, WAC 365-196-430(2)(d) recommends including a map of the nonattainment area, severity of the violation, and measures to be implemented consistent with the state implementation plan for air quality.	❑ Concurrency	
e. **The element describes existing and planned transportation demand management (TDM) strategies, such as HOV lanes, parking policies, high occupancy vehicle subsidy programs, etc.** RCW 36.70A.070(6)(a)(vi). WAC 365-196-430(2)(i) provides suggested TDM strategies.	❑ TDM Strategies	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
f. **The element includes a pedestrian and bicycle component.** RCW 36.70A.070(6)(a)(vii). WAC 365-196-430(2)(j) recommends jurisdictions inventory existing pedestrian and bicycle facilities, and identify and plan improvements for facilities. Improvements could focus on safe routes to school, hazard areas, or pedestrian-generating areas, and should be funded in capital facility or transportation improvement plans. See Bicycle and pedestrian planning information and resources at *www.wsdot.wa.gov/Walk/default.htm* and *www.wsdot.wa.gov/bike/default.htm* and the National Center for Bicycling and Walking *www.bikewalk.org/.*	❑ Bicycle and pedestrian planning	
g. **The element includes a forecast of traffic for at least 10 years, based on the Land Use Element, to provide information on the location, timing, and capacity needs of future growth.** RCW 36.70A.070(6)(a)(iii)(E). WAC 365-196-430(2)(f) suggests including bicycle, pedestrian or planned transit service in a multimodal forecast. Forecasts should be consistent with regionally adopted strategies and plans.	❑ 10-year Traffic forecast	
h. **The element identifies state and local system expansion needs to meet current and future demands.** RCW 36.70A.070(6)(a)(iii)(F). WAC 365-196-430(2)(f) recommends including bicycle, pedestrian or planned transit service in needs. **WSDOT's Ten-Year Capital Improvement and Preservation Program for state-owned facilities (Required by RCW 47.05.030) is detailed in the Transportation Executive Information System** http://www.transinfo.state.wa.us/ Click on the current projects list, select the most recent legislative final project list and you can select projects by county.	❑ Future needs	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
i. **The element analyzes the funding capability to judge needs against probable funding resources.** RCW 36.70A.070(6)(a)(iv)(A). WAC 365.196-430(2)(k)(iv) recommends counties and cities consider the cost of maintaining facilities when considering new facilities. **A multiyear financing plan is included in the element based on the needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the six-year street, road, or transit program required by RCW 35.77.010 for cities, RCW 36.81.121 for counties, and RCW 35.58.2795 for public transportation systems.** RCW 36.70A.070(6)(a)(iv)(B). WAC 365-196-430(2)(k)(ii) recommends that the horizon year be the same as the time period for the travel forecast and identified needs. **If probable funding falls short of meeting identified needs, there is a discussion of how additional funding will be raised, or how land use assumptions will be reassessed to ensure that LOS standards will be met.** RCW 36.70A.070(6)(a)(iv)(C). WAC 365-196-430(2)(l)(ii) states that this review must take place, at a minimum, as part of the eight-year periodic review and update and update of UGAs [eight years per 2011 amendments to RCW 36.70A.130]. Several choices for addressing funding shortfalls are provided.	❑ Funding analysis ❑ Funding program ❑ Funding shortfall strategy	
j. **The element discusses intergovernmental coordination efforts, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions.** RCW 36.70A.070(6)(a)(v). WAC 365-196-430(2)(a)(iv) recommends developing transportation elements using the county-wide planning policies to ensure they are coordinated and consistent with the comprehensive plans of other counties and cities sharing common borders.	❑ Intergovernmental coordination	
k. **The element discusses how the transportation plan implements and is consistent with the land use element, and how it is consistent with the regional transportation plan.** RCW 36.70A.070(6). WAC 365-196-430(2)(a)(i) recommends that consistent land use assumptions, population forecasts, and planning periods should be used for both the land use and transportation elements. WAC 365-196-430(2)(a)(iii) recommends considering consistency with the regional transportation plan during development and review of the transportation element to facilitate certification of the element by the regional transportation planning organization. RCW 47.80.23(3) and RCW 47.80.026	❑ Plan certified by RTPO	.

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
7. The Economic Development Element is not currently because funding was not provided to assist in developing local elements when this element was added to the GMA. However, provisions for economic growth, vitality, and a high quality of life are important, and supporting strategies should be integrated with the land use, housing, utilities, and transportation elements. RCW 36.70A.070(7) An Economic Development Element should include:		
a. **A summary of the local economy such as population, employment, payroll, sectors, businesses, and sales.** RCW 36.70A.070(7)(a). WAC 365-196-435(2)(a) recommends using population information consistent with the land use and housing elements. Employment, payroll, and other economic information is available from state and federal agencies. Consider gathering data and information for your community data profile pertaining to business, transportation, labor, real estate, utilities, incentives, regulatory, government, and quality of life. See Commerce's *Guidebook on Economic Development* (2005*)*.		
b. **A summary of the strengths and weaknesses of the local economy defined as the commercial and industrial sectors and supporting factors such as land use, transportation, utilities, education, work force, housing, and natural/cultural resources.** RCW 36.70A.070(7)(b). WAC 365-196-435(2)(b) recommends consulting with local development organizations, economic development councils, or economic development districts. Methods for identifying strengths and weaknesses include shift-share analysis, identify of industry clusters, public input, and asset mapping.		
c. **Identification of policies, programs, and projects to foster economic growth and development and to address future needs.** RCW 36.70A.070(7)(c). WAC 365-196-435(2)(c) recommends identify policies, programs and projects that address identified weaknesses or capitalize on strengths identified by the community. Consider using performance targets to measure success.		

8. A Parks and Recreation Element is not required because the state did not provide funding to assist in developing local elements when this provision was added to the GMA. However, park, recreation, and open space planning are GMA goals, and it is important to plan for and fund these facilities. RCW 36.70A.070(8). Commerce's Guidebook *Planning for Parks, Recreation, and Open Space in your Community*, can provide step-by-step assistance. *Also see www.rco.wa.g-ov/doc_pages/index.shtml* for additional assistance. A Parks and Recreation Element should include:		
a. **Goals and policies to guide decisions regarding facilities.** WAC 365-196-440(2)(b) recommends a visioning process to engage the public in identifying needs, evaluating existing recreational opportunities, and developing goals for the parks and recreation element.		

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
b. **Estimates of park and recreation demand for at least a ten-year period based on adopted levels of service and population growth.** RCW 36.70A.070(8)(a). WAC 365-196-440(2)(c) recommends establishing levels of service standards that reflect community goals. LOS should focus on those aspects that relate most directly to growth and development.		
c. **An evaluation of facilities and service needs over the planning period.** RCW 36.70A.070(8)(b). WAC 365-196-440(2)(d) lists factors to consider when estimating demand for parks, open space and recreational services.		
d. **An evaluation of intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand.** RCW 36.70A.070(8)(c). WAC 365-196-440(2)(f) recommends identifying other local, statewide and regional recreation plans for future facilities and opportunities for public and private partnerships to meet regional demand. **The element is consistent with and is a part of the Capital Facilities Element as it relates to park and recreation facilities.** RCW 36.70A.070(3)(e). WAC 365-196-440(2)(e) recommends identification of future facilities and services consistent with the land use and capital facilities elements. WAC 365-196-440(2)(g)(iii) recommends identifying strategies for financing in the parts and recreation element, a separate parks plan, or the capital facilities element.		

9. The Shoreline Element of the comprehensive plan is the goals and policies of the Shoreline Master Program (SMP). RCW 36.70A.480 The SMP goals and policies may also be included in an Environmental Element. The SMP goals and policies should be consistent with the rest of the comprehensive plan.		
SMP goals and policies included in the comprehensive plan. RCW 36.70A.480. When a jurisdiction updates its SMP consistent with Ecology's new guidelines (Chapter 173-26 WAC), and according to a schedule in RCW 90.58.080, protection for critical areas within shorelines is transferred from the critical areas ordinance to the SMP. Protection must be at least equal to that from the CAO under the GMA. See *Questions and Answers on ESHB 1933* for assistance.	❑ SMP goals and policies.	

10. Provisions for Siting Essential Public Facilities (EPFs) should be consistent with CWPPs, RCW 36.70A.200, and should consider WAC 365-196-340 and 550. This section can be included in the Capital Facilities Element, Land Use Element, or in its own element. Sometimes the identification and siting process for EPFs is part of the CWPPs.

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
a. **The plan includes a process or criteria for identifying and siting essential public facilities (EPFs). EPFs include those facilities that are typically difficult to site, such as airports, state education facilities, state or regional transportation facilities, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities.** [RCW 36.70A.200(1)] WAC 365-196-550 suggests a potential process.	❑ EPF identification and siting process	
b. **State or regional transportation facilities and services of statewide significance (TFSS) and secure community transition facilities (SCTF)** (defined in RCW 71.09.020(14)) **have been added to list of EPFs.** RCW 36.70A.200. WAC 365-196-550(d) provides a list of essential public facilities.	❑ TFSSs and SCTFs added to list of essential public facilities	
c. **Policies that address the statutory requirement that no comprehensive plan may preclude the siting of essential public facilities.** RCW 36.70A.200(5). WAC 365-196-550(3) list types of comprehensive plan provisions or development regulations that could make the siting of an essential public facility impossible or impractible.	❑ No preclusion policy	
d. **Jurisdiction considered the Office of Financial Management's list of essential state public facilities that are required or likely to be built within the next six years.** RCW 36.70A.200(4). (Instructions to find the list are available from GMS)	❑ List considered	

11. Optional plan elements and sub-area plans may be included in the comprehensive plan.		
Additional elements are included in the plan, such as energy conservation, historic preservation, natural hazards, or community design?. [RCW 36.70A.080 and WAC 365-196-445] These elements should be consistent with all other elements of the plan. Resources: *Historic Preservation: A Tool for Managing Growth*, Commerce, 1994, revised in 2005, *Optional Comprehensive Plan Element for Natural Hazard Reduction, Commerce, 1999.*		
If any sub-area plans included in the plan, they consistent with the other plan elements. RCW 36.70A.080(2).		

12. Consistency is required by the GMA.

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
a. **All plan elements are consistent with relevant county-wide planning policies (CWPPs) and the GMA.** RCW 36.70A.100 and 210 and WAC 365-196-400(2)(c) and 520. WAC 365-197-400(2)(c) suggests CWPPs be referenced in each element, or be appended to the plan to clearly show consistency. Some jurisdictions use a table to show consistency.	❑ CWPPs	
b. **The plan describes how all elements fit together, such as consistency of plan elements and future land use map, and consistency of land use and capital facilities elements.** RCW 36.70A.070 (preamble). WAC 365-197-400(2)(f) recommends inclusion at the beginning of the comprehensive plan a section which summarizes how the various pieces of the plan fit together.	❑ Internal consistency	
c. **Policies directing that capital budget decisions be made consistent with the comprehensive plan.** RCW 36.70A.120.	❑ Budget decisions consistent with plan	
d. **Plan is coordinated with the plans of adjacent jurisdictions.** RCW 36.70A.100. e. WAC 365-196-520 suggests counties and cities circulate their proposed plans and SEPA documents with other counties and cities with which they share a common border or has related regional issues. Counties and cities are encouraged to resolve conflicts through consultation and negotiation.	❑ External consistency	

13. Public participation**, plan amendments and monitoring**		
a. **Plan ensures public participation in the comprehensive planning process.** RCW 36.70A.020(11), .035, and .140. WAC 365-196-600(3) provides a list of possible public participation choices.	❑ Public participation	
b. **The plan describes the process for making amendments.** RCW 36.70A.130(2)(a). WAC 365-196-600 provides a list of suggestions for meeting the public participation requirements. Once established, the public participation plan must be broadly disseminated. **Plan provides that amendments are to be considered no more often than once a year, not including the exceptions described** in RCW 36.70A.130(2)**.** WAC 365-196-640	❑ Broadly publicized plan amendment process. ❑ Plan amendments no more than once a year.	

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Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
c. **Plan sets out a procedure for adopting emergency amendments and defines emergency.** RCW 36.70A.130(2)(b) and RCW 36.70A.390. WAC 365-196-650(4) states that public notice and an opportunity for public comment must precede the adoption of emergency amendments to the comprehensive plan. Provisions in RCW 36.70A.390 apply only to moratoria or interim development regulations. They do not apply to comprehensive plans amendments. If a comprehensive plan amendment is necessary, counties and cities should adopt a moratoria or interim zoning control. The county or city should then consider the comprehensive plan amendment concurrently with the consideration of permanent amendments and only after public notice and an opportunity for public comment.	❑ Process for emergency plan amendments	
d. Plan or program for monitoring how well comprehensive plan policies, development regulations, and other implementation techniques are achieving the comprehensive plan's goals and the goals of the GMA . WAC 365-196-660 discusses a potential review of growth management implementation on a systematic basis.		

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Sample GMA update work program for jurisdictions with a June 30, 2015 deadline.

This work program is a sample schedule of tasks associated with a review and update of GMA comprehensive plan and development regulations. The dates here are samples only, but we consider them realistic estimates of time.
Local governments may combine Update work with annual (or "docket") amendments to the Comprehensive Plan that are proposed by public and/or private applicants. We recommend these be clearly distinguished throughout the update process.

Example Timeline	Tasks	Notes
Initial Staff Review, develop grant with Commerce		
4/2013 – 6/2013	Review existing comprehensive plan, subarea plan(s) and development regulations. Consider: • Commerce checklist • Any updates to Best Available Science • Consult with Ecology on coordination with Shoreline Master Program update	Check required items against your comprehensive plan and development regulations to see if they need to be updated. Document in the checklist where in your plan or regulations requirements are addressed. This initial review using the checklist will help set the scope of work for the grant and will speed up Planning Commission review.
4/2013 – 6/2013	Develop Scope of Work for grant with Commerce	Note that in most cases the Scope of Work in the Commerce grant will not cover the entire cost of the update.
6/2013	Sign final grant agreements	Commerce needs original signed copies for records
Get professional help (if needed)		
6/2013 – 7/2013	Hire contractor using local hiring procedures	Smaller jurisdictions may consider joining with other jurisdictions (Council of Governments, joint consultant contracts) Develop contract with clear tasks, deliverables, and timeframes. Tie contract payments to submission of deliverables.
Staff (or consultant) analytical work		
6/2013 – 1/2014	Update any relevant inventories, demographics and/or land-capacity analysis	This task may be necessary depending on the scope identified above. This work can be done parallel with the formal update work program tasks described below.
Planning Commission recommends Update Work Program		
8/17/2013 – 9/17/2013	Planning Commission initial review of the Update Work Program	Use the Commerce checklist in establishing the formal scope of review for the city/county update.
9/2013	*Option:* If your jurisdiction is formally adopting a Work Program, send Commerce 60-day "Notice of	Counties and cities are not required to formally adopt their Work Program by resolution. However, many find it useful to preclude

	Intent" to adopt the Work Program.	challenges later on whether the county/city should have reviewed a particular comprehensive plan element or development regulation.
10/2013	Planning Commission public hearing on Update Work Program	
10/2013	Planning Commission discussion of hearing testimony and possible modifications	
11/2013	Final Planning Commission recommendation on the Update Work Program	
***Option:* City Council action on Update Work Program**		
11/2013	*Option:* City Council study session and public hearing on the Update Work Program	
11/ 2013	*Option:* City Council adoption by resolution of the Update Work Program	If adopted, send copy of resolution to Commerce within 10 days of date of adoption
Planning Commission review and hearings on revisions to comprehensive plan and development regulations		
11/2013 – 9/2014	Planning Commission review of revisions to the comprehensive plan and development regulations.	
7/2014 – 9//2014	Conduct SEPA review analyzing environmental consequences that would result from the proposed changes.	Some cities find it useful to start SEPA review at the early phases of developing plans and regulations.
10/2014	*Option:* Send Commerce draft Planning Commission update documents for informal review before hearings	Commerce recommends sending preliminary draft revisions to the state at least 30 days prior to your public hearing, so state agency comments can be considered by the Planning Commissioners. This is in addition to the formal 60-day review period for the final changes.
11/2014	Planning Commission first public hearing on draft Update amendments	
11/2014	Planning Commission discussion of hearing testimony and possible modifications	
12/2014	Planning Commission further review	
12/2014	Planning Commission public hearing and Final Recommendation on draft Update amendments	

City Council review and action		
2/2015 - 3/2015	Schedule City Council study sessions on draft Update amendments developed by Planning Commission	
4/2015	City Council public hearing on draft Update amendments	
4/2015	City Council hearing # 2 of draft Update amendments	
4/2015	Send Commerce 60 days Notice of Intent to Adopt	Note: Update amendments can be combined with annual (docket) amendments
6/2015	City Council adoption of draft Update amendments	Commerce recommends the final adopting resolution/ordinance indicates all the major steps in update process and include a definitive statement that this action concludes the required Update process required by GMA.
6/2015	Publish Notice of Adoption in paper	Date of publishing triggers 60-day appeal period
6/2015	Submit final update ordinance to State	GMA requires submittal to state 10 days after final action

Table DP-1: King County Jurisdiction Growth Targets 2006-2031

		Net New Units 2006-2031		Net New Jobs 2006-2031	
		Housing Target	Potential Annexation Area Housing Target	Employment Target	Potential Annexation Area Emp Target
Metropolitan Cities					
	Bellevue	17,000	290	53,000	
	Seattle	86,000		146,700	
Metropolitan Cities Subtotal		**103,000**		**199,700**	
Core Cities	Auburn	9,620		19,350	
	Bothell	3,000	810	4,800	200
	Burien	4,440		4,960	
	Federal Way	8,100	2,390	12,300	290
	Kent	9,270	90	13,280	210
	Kirkland	8,570		20,850	
	Redmond	10,200	640	23,000	
	Renton	14,835	3,895	29,000	470
	SeaTac	5,800		25,300	
	Tukwila	4,800	50	15,500	2,050
Core Cities Subtotal		**78,638**		**168,340**	
Larger Cities	Des Moines	3,000		5,000	
	Issaquah	5,750	290	20,000	
	Kenmore	3,500		3,000	
	Maple Valley	1,800	1,060	2,000	
	Mercer Island	2,000		1,000	
	Sammamish	4,000	350	1,800	
	Shoreline	5,000		5,000	
	Woodinville	3,000		5,000	
Larger Cities Subtotal		**28,050**		**42,800**	
Small Cities	Algona	190		210	
	Beaux Arts	3		3	
	Black Diamond	1,900		1,050	
	Carnation	330		370	
	Clyde Hill	10		0	
	Covington	1,470		1,320	
	Duvall	1,140		840	
	Enumclaw	1,425		735	
	Hunts Point	1		0	
	Lake Forest Park	475		210	
	Medina	19		0	
	Milton	50	90	160	
	Newcastle	1,200		735	
	Normandy Park	120		65	
	North Bend	665		1,050	
	Pacific	285	135	370	
	Skykomish	10		0	
	Snoqualmie	1,615		1,050	
	Yarrow Point	14		0	
Small Cities Subtotal		**10,922**		**8,168**	
Urban Unincorp	Potential Annexation Areas	10,090		3,220	
	North Highline	820		2,170	
	Bear Creek UPD	910		3,580	
	Unclaimed Urban Uninc.	650		90	
Urban Incorporated Subtotal		**12,470**		**9,060**	
Urban Growth Area Total		**233,077**		**428,068**	

Kirkland Department of Planning and Community Development

Comprehensive Plan Update Program and Related Projects

ATTACHMENT 5

2013 (by month) | 2014 (by month)

COMP PLAN UPDATE PROGRAM	J F M A M J J A S O N D	J F M A M J J A S O N D	NOTES
INITIAL APPROACH & COUNCIL DISCUSSION • City Council Retreat • CC & PC Joint Meeting			
DEVELOP WORK PROGRAM, SCHEDULE AND STAFFING • Form interdepartmental team • Staff kickoff meetings • PC & CC review work program	PC & CC review		Planning Commission & City Council review work program and schedule.
DATA COLLECTION AND MAPPING • Update Community Profile • Capacity analysis • GIS Mapping • Housing Needs Assessment			Capacity analysis may need to be revised based on land use plan.
COMMUNITY OUTREACH • Develop public outreach program (CC & PC to review) • Neighborhood U on GMA • Issues and Interest Scoping • Develop informational materials • Continuous public involvement events	PC & CC review		Planning Commission and City Council review and approve public outreach program.
COMMUNITY VISIONING • Confirm or revise vision statement and framework goals	PC review & CC confirm		
REVIEW OF COMPREHENSIVE PLAN ELEMENTS • Prepare issue papers for each element (Land Use, Transportation, Housing, etc.) • ID potential plan amendments • ID potential zoning amendments • Review by Planning Commission • PC check in with City Council		Check in with City Council	Issue papers would address GMA requirements, identify outdated policies, and provide initial discussion on proposed goal and policy direction.
NEIGHBORHOOD PLAN APPROACHES • Council retreat discussion • Neighborhood Outreach • Update issue paper • Address with Comp Plan	Check in with City Council		
SEPA COMPLIANCE • RFP for consulting services • Scoping • Develop alternatives • Impact analysis • Prepare draft EIS • Prepare Final EIS			EIS to be prepared in conjunction with the Transportation Master Plan.
TRANSPORTATION MASTER PLAN • RFP for consulting services • Incorporate into EIS process • Identify network, projects and costs • Conduct LOS analysis & transportation modeling effort. • Prepare final plan			Effort to be led by Transportation Commission and close coordination with Planning Commission. Land use to be supported by transportation system and LOS approach. TMP becomes Transportation Element of Comprehensive Plan
PARKS, RECREATION AND OPEN SPACE PLAN (PROS PLAN) • Public involvement • Technical analysis • LOS consideration			Effort to be led by Park Board. PROS Plan forms basis for Parks, Recreation & Open Space element of the Comprehensive Plan.
PREPARE UPDATED DRAFT COMPREHENSIVE PLAN ELEMENTS • Draft Goals, policies, maps, etc. Draft Transportation Master Plan • Draft EIS • Draft code and map changes			Review of draft elements at study sessions.
FINAL PLAN REVIEW • Planning Commission and HCC review, hearings and recommendation • CC review, revision & adoption • HCC final action		City Council Action	Planning Commission & HCC review, conduct public hearings and transmit a recommendation to the City Council. City Council review and provide direction on any revisions. Final adoption by City Council and HCC final action.
RELATED PROJECTS	**J F M A M J J A S O N D**	**J F M A M J J A S O N D**	**NOTES**
TOTEM LAKE STUDY (TDR, MARKET) • Market Analysis • Infrastructure Finance Tools • Draft TDR Program • ID potential amendments	City Council Review		Analysis will provide basis for possible changes to Totem Lake.
CROSS KIRKLAND CORRIDOR PLAN • Prepare goals and vision • Develop guidelines & principles • Identify alternatives & cost estimates • Prepare plan			Incorporated into Transportation Master Plan. Effort led by Public Works.

IAP2 Spectrum of Public Participation

International Association for Public Participation

Increasing Level of Public Impact

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example techniques	▪ Fact sheets ▪ Web sites ▪ Open houses	▪ Public comment ▪ Focus groups ▪ Surveys ▪ Public meetings	▪ Workshops ▪ Deliberative polling	▪ Citizen advisory committees ▪ Consensus-building ▪ Participatory decision-making	▪ Citizen juries ▪ Ballots ▪ Delegated decision

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