



Department of Commerce
Innovation is in our nature.

Keeping Your Comprehensive Plan and Development Regulations Current

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
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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 communities² 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 planning³ (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.

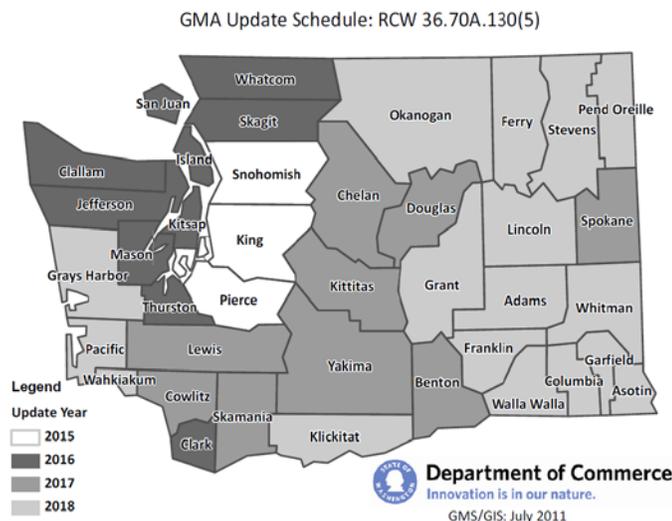


Figure 1: GMA Update Deadlines as amended in 2011 (see special cases below)

“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.

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.

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.

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.

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.

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.

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

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

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

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 Fund³¹ or the Centennial Clean Water account³² 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*

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B. Update “Work Program”

C. Example Resolutions/Ordinances

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Scope of Periodic Update Work Program

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Update work not complete, set schedule for completion

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Periodic Update Checklist for Counties

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State Agency Resources for Local Governments Updating Critical Areas Ordinances

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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](#)

* 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>

Laws, rules, legal decisions

[The Growth Management Act and related statutes](#)

[Growth Management Act rules](#)

[Growth Management Hearings Boards](#)

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
<p>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)</p> <p>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)</p>	<input type="checkbox"/> Population projection uses latest forecast	
<p>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 identified. RCW 36.70A.150</p> <p>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</p>	<input type="checkbox"/> Public use lands <input type="checkbox"/> List of acquisitions	
<p>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</p>	<input type="checkbox"/> Open space corridors	
<p>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.</p> <p>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 <i>Buildable Lands Program Guidelines</i> includes a list of measures.</p>	<input type="checkbox"/> Estimated population capacity and appropriate densities <input type="checkbox"/> Reasonable measures adopted if needed	

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<p>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)</p> <p>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.</p> <p>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).</p>	<input type="checkbox"/> UGA review (required every 8 years)	
<p>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</p> <p>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.</p>	<input type="checkbox"/> No incompatible uses near airports <input type="checkbox"/> WSDOT notified	
<p>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</p> <p>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.</p>	<input type="checkbox"/> No incompatible uses near US DoD bases <input type="checkbox"/> Base commander notified	

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<p>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.</p> <p>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.</p> <p>All local governments are also encouraged to:</p> <ul style="list-style-type: none"> • 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). 	<input type="checkbox"/> Stormwater planning	
<p>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</p> <p>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.</p>	<input type="checkbox"/> BAS used to designate and protect critical areas	
<p>k. Geologically hazardous areas: Designate according to criteria in WAC 365-190-120.</p> <ul style="list-style-type: none"> • Defined in RCW 36.70A.030(9). Limit uses, especially facilities such as emergency response, hospitals, hazardous materials storage, etc. 	<input type="checkbox"/> Geohazard areas designated and risks managed	

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<p>1. Wetlands: WAC 365-190-090</p> <ul style="list-style-type: none"> • Define wetlands using definition in RCW 36.70A.030(21). 	<input type="checkbox"/> Wetlands defined under GMA definition	
<p>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</p> <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> CARAs protect water quality and quantity	
<p>n. Frequently Flooded Areas: WAC 365-190-110</p> <ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> Frequently flooded areas regulated using FEMA and Ecology guidance	
<p>o. Fish and wildlife habitat conservation areas:</p> <p>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.</p> <p>See wdfw.wa.gov/hab/phslist.htm for lists of priority habitats and species, maps and management recommendations.</p> <p>See www.dnr.wa.gov/forestpractices/watertyping to use Washington State Department of Natural Resources (DNR)’s stream typing system.</p> <p>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:</p> <ul style="list-style-type: none"> • Revisions to zoning to protect habitat • Revisions to the location of planned capital facilities • Revisions to stormwater regulations or clearing and grading ordinances <p>Establishment or maintenance of monitoring programs to ensure that habitat is being maintained, See WAC 365-195-920.</p>	<input type="checkbox"/> Fish and wildlife habitat conservation areas designated and protected <input type="checkbox"/> Special consideration for anadromous fisheries	

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<p>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.</p>		
<p>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.</p>		
<p>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.</p> <p>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)</p>	<input type="checkbox"/> TDR or PDR program for forest or agricultural lands inside UGAs	
<p>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.</p>	<input type="checkbox"/> Forest lands designated	
<p>t. Designate and conserve agricultural resource lands (ARLs): RCW 36.70A.170 and RCW 36.70A.060</p> <p>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.</p> <p>RCW 36.70A.177(3) includes innovative techniques to conserve agricultural land and permitted accessory uses.</p>	<input type="checkbox"/> Agricultural lands designated <input type="checkbox"/> Limit accessory uses on agricultural lands	
<p>u. Designate mineral resource lands:</p> <p>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.</p>	<input type="checkbox"/> Review mineral resource lands	

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<p>v. Development outside UGAs: If applicable, development planned outside UGAs must be consistent with the following:</p> <p>Major industrial development: RCW 36.70A.365 and WAC 365-196-435</p> <p>Master planned development: RCW 36.70A.367 and WAC 365-196-470</p> <p>Master planned resorts RCW 36.70A.360, RCW 36.70A.362, and WAC 365-196-460</p>	<p><input type="checkbox"/> If applicable, development outside UGA consistent with RCW</p>	

<p>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.</p>		
<p>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 <i>Assessing Your Housing Needs (1993, Updated by March 2013)</i></p>	<p><input type="checkbox"/> Inventory and assess housing needs using latest population projection</p>	
<p>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).</p>	<p><input type="checkbox"/> Goals, policies for housing</p>	
<p>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)</p> <p>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</p> <p>Manufactured housing regulated no differently than site built housing. RCW 35.21.684, 35.63.160, 35A.21.312, and 36.01.225</p> <p><i>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</i></p>	<p><input type="checkbox"/> Identify sufficient land for housing</p> <p><input type="checkbox"/> Special housing not subject to discrimination</p> <p><input type="checkbox"/> No discrimination against manufactured housing</p>	

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<p>d. Provisions for existing and projected housing needs of all economic segments of the community. RCW 36.70A.070(2)(d)</p> <p>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.</p> <p>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.</p> <p>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)</p>	<input type="checkbox"/> Affordable housing planned	
<p>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)</p> <p>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.</p>	<input type="checkbox"/> ADUs allowed	
<p>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)</p>	<input type="checkbox"/> Family daycares allowed	

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<p>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 <i>Making Your Comprehensive Plan a Reality: A Capital Facilities Preparation Guide Washington Department of Community Trade and Economic Development (CTED), 1993.</i></p>		
<p>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</p> <p>Adopted levels of service for public services.</p> <p>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.</p>	<p><input type="checkbox"/> Land Use reassessment policy included</p>	
<p>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).</p>	<p><input type="checkbox"/> Inventory of existing facilities</p>	
<p>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.</p> <p>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</p>	<p><input type="checkbox"/> Forecast of future needs</p> <p><input type="checkbox"/> Proposed locations and capacities of expanded or new facilities.</p>	

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<p>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)</p> <p>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.</p> <p>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</p>	<p><input type="checkbox"/> Six-year funding plan consistent with comp plan</p> <p><input type="checkbox"/> Impact fees used only for projects included in the CFP</p>	

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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](#).

<p>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.</p>	<input type="checkbox"/> General location and capacity of existing and proposed facilities	
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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](#).

<p>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.</p>	<input type="checkbox"/> Definition of rural character	
<p>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.</p>	<input type="checkbox"/> Variety of densities	
<p>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.</p>	<input type="checkbox"/> A written record relating to rural character	
<p>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.</p>	<input type="checkbox"/> Definition of rural services	

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<p>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.</p>	<input type="checkbox"/> Measures to protect rural character	
<p>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.</p>	<input type="checkbox"/> LAMIRDs designated and regulated consistent with GMA	
<p>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.</p>		
<p>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)</p>	<input type="checkbox"/> Goals and policies	
<p>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.</p>	<input type="checkbox"/> Transportation inventory	
<p>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.</p>	<input type="checkbox"/> Land use assumptions	

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<p>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 <i>Coordinating Transportation and Growth Management Planning (1998 Legislation HB: 1487 – “Level of Service Bill),”</i> WSDOT and CTED, 1998.</p>	<p><input type="checkbox"/> Levels of service for all facilities; local, regional, and state</p>	
<p>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.</p> <p>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.</p> <p>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.</p>	<p><input type="checkbox"/> Concurrency</p>	
<p>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.</p>	<p><input type="checkbox"/> TDM Strategies</p>	

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<p>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/.</p>	<input type="checkbox"/> Bicycle and pedestrian planning	
<p>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.</p>	<input type="checkbox"/> 10-year Traffic forecast	
<p>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.</p>	<input type="checkbox"/> Future needs	

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<p>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:</p>		
<p>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).</p>		
<p>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.</p>		
<p>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.</p>		

<p>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 <i>Planning for Parks, Recreation, and Open Space in your Community</i>, can provide step-by-step assistance. <i>Also see www.rco.wa.gov/doc_pages/index.shtml</i> for additional assistance. A Parks and Recreation Element should include:</p>		
<p>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.</p>		

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
<p>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.</p>		
<p>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.</p>		
<p>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.</p> <p>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 parks and recreation element, a separate parks plan, or the capital facilities element.</p>		
<p>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.</p>		
<p>SMP goals and policies included in the comprehensive plan. RCW 36.70A.480.</p> <p>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.</p>	<input type="checkbox"/> SMP goals and policies.	
<p>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.</p>		

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
<p>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.</p>	<input type="checkbox"/> EPF identification and siting process	
<p>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.</p>	<input type="checkbox"/> TFSSs and SCTFs added to list of essential public facilities	
<p>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 impracticable.</p>	<input type="checkbox"/> No preclusion policy	
<p>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)</p>	<input type="checkbox"/> List considered	

<p>11. Optional plan elements and sub-area plans may be included in the comprehensive plan.</p>		
<p>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: <i>Historic Preservation: A Tool for Managing Growth</i>, Commerce, 1994, revised in 2005, <i>Optional Comprehensive Plan Element for Natural Hazard Reduction</i>, Commerce, 1999.</p>		
<p>If any sub-area plans included in the plan, they consistent with the other plan elements. RCW 36.70A.080(2).</p>		

<p>12. Consistency is required by the GMA.</p>

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
<p>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.</p>	<input type="checkbox"/> CWPPs	
<p>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.</p>	<input type="checkbox"/> Internal consistency	
<p>c. Policies directing that capital budget decisions be made consistent with the comprehensive plan. RCW 36.70A.120.</p>	<input type="checkbox"/> Budget decisions consistent with plan	
<p>d. Plan is coordinated with the plans of adjacent jurisdictions. RCW 36.70A.100.</p> <p>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.</p>	<input type="checkbox"/> External consistency	

13. Public participation, plan amendments and monitoring		
<p>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.</p>	<input type="checkbox"/> Public participation	
<p>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.</p> <p>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</p>	<input type="checkbox"/> Broadly publicized plan amendment process. <input type="checkbox"/> Plan amendments no more than once a year.	

Comprehensive plan provisions	Page # and how addressed in plan	Update action, if needed
<p>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.</p>	<p><input type="checkbox"/> Process for emergency plan amendments</p>	
<p>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.</p>		

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: <ul style="list-style-type: none"> • 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	<i>Option:</i> 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	<i>Option:</i> City Council study session and public hearing on the Update Work Program	
11/ 2013	<i>Option:</i> 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	<i>Option:</i> 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
Core Cities	Metropolitan Cities				
	Bellevue	17,000	290	53,000	
	Seattle	86,000		146,700	
	Metropolitan Cities Subtotal	103,000		199,700	
	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		

Chapter: DEVELOPMENT PATTERNS



COMP PLAN UPDATE PROGRAM	2013 (by month)												2014 (by month)												NOTES
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
INITIAL APPROACH & COUNCIL DISCUSSION • City Council Retreat • CC & PC Joint Meeting	[Green bar: Jan]																								
DEVELOP WORK PROGRAM, SCHEDULE AND STAFFING • Form interdepartmental team • Staff kickoff meetings • PC & CC review work program	[Green bar: Jan]												[Red diamond: Feb]												Planning Commission & City Council review work program and schedule.
DATA COLLECTION AND MAPPING • Update Community Profile • Capacity analysis • GIS Mapping • Housing Needs Assessment	[Green bar: Jan]												[Green bar: Apr]												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	[Green bar: Jan]												[Red diamond: Feb]												Planning Commission and City Council review and approve public outreach program.
COMMUNITY VISIONING • Confirm or revise vision statement and framework goals	[Green bar: Jan]												[Red diamond: Feb]												
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	[Green bar: Apr]												[Red diamond: May]												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	[Green bar: Jan]												[Red diamond: May]												
SEPA COMPLIANCE • RFP for consulting services • Scoping • Develop alternatives • Impact analysis • Prepare draft EIS • Prepare Final EIS	[Green bar: Apr]												[Green bar: Apr]												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	[Green bar: Jan]												[Green bar: Apr]												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	[Green bar: Jan]												[Green bar: Apr]												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	[Green bar: Apr]												[Green bar: Apr]												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	[Green bar: Apr]												[Red diamond: May]												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																									
TOTEM LAKE STUDY (TDR, MARKET) • Market Analysis • Infrastructure Finance Tools • Draft TDR Program • ID potential amendments	[Green bar: Jan]												[Red diamond: Feb]												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	[Green bar: Jan]												[Green bar: Apr]												Incorporated into Transportation Master Plan. Effort led by Public Works.



International Association
for Public Participation

IAP2 Spectrum of Public Participation

Increasing Level of Public Impact

Public participation goal

Inform

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult

To obtain public feedback on analysis, alternatives and/or decisions.

Involve

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower

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


CITY OF KIRKLAND
City Manager's Office

123 Fifth Avenue, Kirkland, WA 98033 425.587.3001

www.kirklandwa.gov
MEMORANDUM

To: Kurt Triplett, City Manager

From: Marilynne Beard, Deputy City Manager
 Paul Stewart, Deputy Planning Director
 Kari Page, Neighborhood Services Outreach Coordinator

Date: January 21, 2013

Subject: NEIGHBORHOOD PLANNING PROCESS

The City Council is planning to discuss the neighborhood planning process at the upcoming City Council retreat. By way of background, a report from the Planning Commission was prepared (included as part of the Comprehensive Plan Update staff report) that discusses options for making the process more efficient. The report was partially a response to budget reductions made in the 2009-2010 Budget and again in the 2011-2012 Budget that cut staff resources available to support neighborhood plans.

In order to develop a more specific recommendation about the future of neighborhood plans, it will be helpful to understand the City Council's views on the purpose and process for neighborhood plans in the future. As a first step, staff conducted a facilitated discussion with the Kirkland Alliance of Neighborhoods about their perceptions of the neighborhood plans. Three questions were asked:

1. What is the value of having of neighborhood plan for your neighborhood?
2. What about the process works well?
3. What are the opportunities for improving the process?

A summary of the comments received at the KAN meeting is attached to this memo. Staff is recommending that the City Council answer the same three questions from their perspective.

Staff recommends that the topic of neighborhood plans would benefit from further public involvement beyond KAN and that, based on KAN and City Council input and additional input from other interested stakeholders, an updated recommendation can be prepared.



Kirkland Alliance of Neighborhoods

Wednesday, January 9, 2013

Input on Neighborhood Plans and the Planning Process

NEIGHBORHOOD PLANS (*the product*)

What is the value of a neighborhood plan:

- Predictability about a piece of property
- Vision of the future over a defined time period
- Focus on future
- Knowing where density is going to go
- Protection for the neighborhood
- Understanding your neighborhood in the context of wider community and adjacent neighborhoods
- Acknowledgement that neighborhoods are distinct and so are plans
- Useable at neighborhood level by residents
- Clear statement of objectives over time
- Having goals for the neighborhood
- Relevance to me – relates to my neighborhood

Opportunities for improvement:

- Write the plan so everyone can understand
- The plan should provide predictability but also acknowledge and respond to change
- Provide consistency between the Comprehensive Plan, Neighborhood Plans, and the zoning code.
- Perhaps the Plan should be more visionary and less burdened with details – concise and easily digestible
- Need an agreed upon “life” of each Neighborhood Plan (20 years is too long – 5 year is too short) and stick to it

NEIGHBORHOOD PLANNING (*the process*)

What we like:

- Starting with an overall vision and identification of key values – helps direct the process and bring everyone together
- Starting with big picture
- Discussion of values helps bring everyone together and helps get to solutions
- Lots of staff support
- Ability to provide input into the process
- Meetings with businesses, schools, church groups, and other community members that aren’t typically at their neighborhood meetings
- Include current status in each meeting plan (i.e. where we have been, where we are, and where we are going in the)
- Consider using former Planning Commissioners to volunteer their expertise to various projects
- Learning about the future and deciding how we want things to change
- Understanding of where we are today, what development pressures will come to bear (growth) and what we can do to absorb growth and still maintain important neighborhood character based on local values
- New neighborhood (Finn Hill) is looking forward to in a Neighborhood Planning Process:
 - Understanding today’s zoning (what’s on the books now)
 - Understanding what Finn Hill has to absorb for their part of density

- Discover how the density can be absorbed into strategic places that can enhance their overall values and preserve the parks – etc.
- Learn about public services and other elements of the plan
- Looking for win/win alignments with growth and their mission
- Define what the residents/Finn Hill Neighborhood can do to help
- New neighborhood (Evergreen Hill) is looking forward to a Neighborhood Planning Process:
 - Most of Evergreen Hill is already developed so it may be more difficult creating interest in participating in the planning process in this area
 - Where will the parks come from (1/2 mile radius goal)
 - What happens to the private parks and all of the Homeowners Associations –
 - How can we get people involved and engaged in becoming a Neighborhood Association rather than many separate homeowners associations

Opportunities for improvement:

Timeline and Process

- Too many meetings, process is too long, and feels bureaucratic
- Hard to get continuity in membership as most people can't commit this much time (1.5 years for Houghton called fast track. When asked to raise hands - no one in the room said they could commit that much time if the Neighborhood Planning process came to their neighborhood)
- Every 20 years may be too long – couldn't we have a check in every X years?
- Try breaking up the plan into different sections and invite people to participate in the section they are most interested in (let them decide when to jump in and exit)
- Make assumptions known about density and growth for 5, 10 and 15 years out
- Speed up the education pieces and reduce the level of detail so the timeline can be reduced
- Save tough issues to the end – process can be consumed by conflict with private amendments and zone changes on one or two parcels
- Hold meetings in the evening so people who work can participate
- Very important that there be a representative and an alternate from each neighborhood involved in the Comprehensive Planning process and that either the representative or the alternate be a KAN rep for the neighborhood (so that information can flow).
- KAN is uniquely qualified to assume role of "translator" for our neighborhoods in the Comprehensive Planning Process
- KAN can and should understand and interpret Comp Plan process for our neighborhood and likewise, interpret and act on the opinions and reactions from our neighbors
- More people may participate if the process wasn't so long

Communication

- Use language that everyone understands – speak in non-planner terms
- Use email
- Keep messages short and sweet – like twitter with links for more information
- Create a step by step process (handbook) on what the Neighborhood Planning Process is and how it works so people not involved know what it is and how it works
- Make the information relevant to "me"
- How will decisions impact the people (what does it mean)
- Relate specifics of the plan to what it means to the neighborhood (4 floors of housing looks like this)

- Clearly articulate what the City's purpose of the Neighborhood Plan is and explicitly how it will be used
- Explain how the Neighborhood Plan relates to the zoning code
- Need a better way to connect the planning process/decisions with the rest of the neighborhood (who doesn't attend the meetings)

Geographical

- Look at surrounding neighborhoods across borders – impacts don't stop at boundary
- Could keep neighborhood process intact but do them simultaneously within a sub area for collaboration across neighborhood boundaries
- Like focus inward on my neighborhood only – keep this intact

Plan Changes (e.g. Private Amendment Requests)

- Mail notices to multiple people in the neighborhood if requested by the neighborhood or if they are inactive
- Change should come from the neighborhood rather than the City
- Better educate the residents to understand the plan and how to monitor it over time
- Continued education and feedback as the plan is implemented
- Want to rely on the plan – not to see it changed immediately after creation
- Follow the plan after it is adopted
- Clear process for learning about how the product/plan changes over time – create neighborhood "experts"
- Clarify if the plan is meant to be static or dynamic
- Include photos/pictures of proposed change so people better understand what is being proposed
- KAN can help neighborhoods stay on top of change
- Hot Sheet helps and can feed proposal information to the neighborhoods and KAN
- Provide feedback loop on how and why plans are changed after they have been changed (especially to neighborhoods who recently underwent the process so they better understand why)
- Make the messages more clear when they come out announcing a proposed change for the plan (people don't understand the language or importance of the message – and it gets lost or overlooked)



Improving Subarea Plans

Planning & Community Development

January, 2012

Improving Subarea Plan Updates

1. The Problem

The Kirkland Comprehensive Plan contains twelve neighborhood plans and two corridor plans. With the recent annexation, two new neighborhoods were added and another neighborhood was expanded, resulting in sixteen areas for which plans potentially need to be prepared and maintained. A map of the neighborhood boundaries is attached. With current resources and other priorities, keeping the plans up to date will be a significant challenge. Consequently, it would be desirable to find a way to either speed up the cycle of neighborhood plan updates or find alternatives to neighborhood planning.

2. Purpose of Neighborhood Plans

Kirkland has prepared neighborhood plans since 1977. The plans have enabled the City to examine and plan for issues at a localized scale, addressing the unique characteristics of different parts of the City. Land use policies and regulations have been developed at a very fine geographic scale.

In addition, the neighborhood plans have encouraged greater citizen participation and involvement in the planning process.

These objectives remain valid today; although localized planning need not be done at the scale of recognized neighborhoods. In acknowledgement of this, the remainder of this paper will use the term subareas, which may or may not coincide with neighborhoods.

3. Outcomes of Neighborhood Plans

Neighborhood plans address a broad variety of conditions, ranging from high density mixed use business districts to low density residential areas. The update process is an opportunity to comprehensively review issues within a localized geographic area. The neighborhood planning process also provides an opportunity to review private amendment requests within the context of a broader area.

Often new ideas emerge over the course of the plan update process that were not anticipated in the initial stages of the plan update.

As an outcome of previous neighborhood plan updates, the following innovative ideas have been adopted by the City:

- **A new vision for a mixed use, pedestrian oriented mini urban village for the Yarrow Bay Business District (Lakeview Neighborhood Plan).**
- **Creative flexible development standards for clustering and smaller lots for the South Houghton slope area (Lakeview Neighborhood Plan)**
- **Small lot allowances and historic preservation incentives (Market and Norkirk plans)**
- **Increased height and development intensity (Totem Lake and NE 85th Street Corridor Plan).**

Following the completion of the Lakeview and Central Houghton Neighborhood Plans staff noted the following observations on what worked well and what didn't with these two updates. These plans didn't follow the typical process since the Houghton Community Council (HCC) took the lead on the updates.

What Worked Well

- Having the HCC take the lead.
- Joint meetings and public hearing with the Planning Commission (PC) and HCC.
- Joint transmittal memo on recommendations from the PC and HCC.
- Heritage Society drafting the historic section.
- Getting comments from the Parks Board and Transportation Commission.
- Combining topics for Lakeview and Central Houghton (e.g. small lot provisions)

What Didn't Work as Well

- Advisory group process (selection of members, the time it takes, confusion on role and participation, the number of meetings, frustration with the process). Many participants quit coming to meetings.
- Neighborhood University (holding this event in the beginning was somewhat confusing).
- Sending out a final action postcard (confusing and not cost-effective).
- Waiting to do the Houghton Business District

4. How Often Should Subarea Plans Be Updated?

In order to consider ways to improve subarea planning, it would be helpful to identify the desired frequency for examining localized land use issues and updating subarea plans.

The current status of neighborhood and corridor plans is shown below by the date the plans were most recently updated:

2011:	Lakeview and Central Houghton;
2007:	Market, Norkirk and Market Corridor;
2005:	Highlands
2003:	North Rose Hill
2002	Totem Lake (some amendments in 2008 & 2009)
2001:	NE 85 th St.
1991:	South Rose Hill (partial update)
1990:	North/ South Juanita
1989:	Moss Bay (CBD updated more recently)
1988:	Everest
1986:	Bridle Trails
No plans:	Finn Hill, Kingsgate and recently annexed portion of North Juanita

In accordance with the Growth Management Act, major updates of the Comprehensive Plan must be done every eight years, at which time the plan must address growth issues over the subsequent 20 year period. Other plan updates are allowed on an annual basis.

An ambitious goal for subarea plan updates would be to have each plan reviewed during the eight year period between major Comprehensive Plan updates. This really amounts to reviewing plans on a six year cycle, since the major Plan updates typically take two years and dominate the attention of the Planning Commission and staff during that time. With fourteen neighborhood plans and two corridor plans, this would equate to updating an average of about three of the existing neighborhood/ corridor plans per year.

A less ambitious goal would be to strive to review all subarea plans over the course of two major Comprehensive Plan update cycles or once every sixteen years. With this schedule, however, most of the plans would be out of date well before their next scheduled update.

Another option would be to establish different update schedules for different areas. Areas experiencing greater growth pressures, business districts for example, typically need to be updated more often. Consequently, high growth areas could be assigned more frequent updates.

5. Staff Resources

One of the variables that has a significant effect on how often neighborhood plans can be updated is the number of staff able to be assigned to neighborhood plans. Over the past two years, there has been 1.5 – 2.0 FTE of project planner time focused on neighborhood plans. During this time, two neighborhood plans were rewritten. However, the availability of staff is affected from year to year by competing tasks, their relative priorities, and funding levels. A copy of the most recently adopted Planning Work Program is attached.

6. Public Participation

A major reason that neighborhood plans take as long to update as they do is the public participation process. Recent plan updates included the following participation elements:

- one or more kick off meetings;
- appointment of an advisory committee, with several months of committee meetings;
- several study session meetings of the Planning Commission (and where applicable the Houghton Community Council), particularly early in the process to help set direction and then again following the work of the advisory committee to review and approve the final plan;
- presentations at neighborhood meetings
- mailouts and information handouts
- posting of public notice signs
- web page listing
- listserv messages
- One or more public workshops or open houses
- One or more public hearings before the PC or HCC

Ways to streamline the process without shortchanging the opportunity for the public to influence the outcome of the plan may be explored. Some ideas include:

- Use an up-front scoping process, that narrows the topics under review;
- Eliminate the use of advisory committees, instead use focused outreach to interest groups, such as neighborhood associations and businesses;
- Use facilitated public workshops that focus input on key questions.
- Use on line surveys or web based tools

Public meetings are inherently time intensive. They must be scheduled well in advance and there needs to be adequate time between meetings for preparation, follow-up and adequate public notice. Unless there are very few issues of substance or a significant change in the process, it's unlikely that a plan update could be completed in less than a year and half or two years.

7. Scope of Issues Considered in Subarea Plans

One way of reducing the time it takes to complete subarea plan updates would be to limit the scope of issues addressed. The update could start with a scoping process to narrow down the range of issues that will be under review. Land use, streets, walkways and parks are typically the biggest issues. Topics that are adequately covered by citywide policies could be eliminated.

Although this may save some amount of time, the most difficult and time consuming issues to address during the sub area plan updates are land use issues – which are at the inherently at the heart of the plans.

It should also be noted that if there are to be any land use changes, it is important to incorporate any rezoned and code regulations concurrently with the plan update. This does add additional time and notice requirements. However, it is inherently more efficient do it at the time of the sub area plan rather than delaying to a future date following plan adoption.

8. Simplify and Standardize the Subarea Plan Format

Another idea would be to restructure sub area plans into a shortened format. For example, rather than having the plans list of a series of goals and policies, they could be oriented around a series of maps with a succinct text explanation of items identified on the maps. The key maps would be land use map, which would be broken up to highlight specific areas or districts within the neighborhood. Here's one idea:

<u>Page</u>	<u>Topic</u>
1	Overview and Vision
2	History
3	Natural Features Map and Text
4	Land Use Map – overview of entire sub area
5- 9	Land Use Districts – maps highlighting specific districts with descriptive text
10	Public Facilities (transportation, parks, etc.)
11	Public Facilities text – desired improvements
12	Urban Design

9. Geographic Scope of Planning Areas

Plan for Larger Geographic Areas Rather than preparing a plan for each neighborhood, one idea would be to prepare subarea plans for logical groupings of neighborhoods. This could involve a single plan for each subarea, or multiple neighborhood plans updated as part of a single subarea planning process. Following are two alternative approaches to subareas.

a. Four subareas:

- Finn Hill, Juanita,
- Kingsgate, Totem Lake
- North Rose Hill, NE 85th St. Corridor, South Rose Hill, Bridle Trails
- Market, Market Corridor, Norkirk, Highlands, Moss Bay, Everest, Lakeview, Central Houghton

b. **Six subareas:**

- Finn Hill
- Juanita
- Kingsgate, Totem Lake
- North Rose Hill, NE 85th St. Corridor, South Rose Hill, Bridle Trails
- Market, Norkirk, Highlands, Market Corridor, Moss Bay
- Everest, Lakeview, Central Houghton

Business District Focus Another idea would be to focus detailed planning on the geographic areas where the majority of growth and development is anticipated – primarily in and adjacent to business districts. This could involve eliminating neighborhood plans altogether, except for the portions that address the business districts and other areas of higher intensity development (which are typically adjacent to business districts). This would result in thirteen or fourteen business district plans, which could be organized in groups to update over a six year cycle.

Alternatively, subarea plans would continue to cover all areas within a subarea, but updates would be limited to the geographic area within and immediately surrounding the business districts.

Eliminate Neighborhood Plans A more radical idea would be to eliminate neighborhood and subarea plans altogether. With this alternative, the Comprehensive Plan would consist entirely of the general elements focused on specific topics - for example, Land Use, Economic Development, Transportation, etc. The Comprehensive Land Use Map would continue to show land use designations at whatever level of detail is necessary, but there would be much less background about the rationale for the designations at specific locations or the specific policies pertaining to each area. While this would simplify the Plan, it could diminish its effectiveness. In addition, with this approach we'd no longer be systematically reviewing planning issues and engaging the community at a focused geographic level.

10. Plan Update Schedule

The most recent schedule (January, 2011) of neighborhood plan updates is attached.

As noted above, the following neighborhood plans have been completed in the past ten years and are in relatively good shape: North Rose Hill, NE 85th St., Market, Norkirk, Highlands, Lakeview, and Central Houghton.

We have a window of only a year before work on the major Comprehensive Plan update begins. The update will likely take up to two years beginning in early to mid 2013 and culminating by mid 2015. We've tentatively planned for the update to include an examination of planned land use for Totem Lake as called for in the Totem Lake Action Plan. Staff time needed for the update will

reduce and possibly eliminate the time available for sub area planning, but until we fully develop a scope of work and prioritize other potential work tasks, it's hard to know for sure.

Consequently, the most immediate question is where do we focus our attention in the next year or so? Options include the following:

- **Prepare plans for the new annexation neighborhoods.** Due to the geographic scope of the annexation area together with the time limitation, this may need to be a shorter plan (or plans) compared with those that we've done in the past, but this would provide an opportunity to implement a new format that can be used for all sub areas, as discussed above. In addition, the geographic scope of the plan(s) would match the selected subarea organization for future plans.
- **Update the most out of date neighborhood plans in the pre-annexation City.** The next neighborhood on the update list is the South Rose Hill/Bridle Trails plan. If this option is selected, we would need to consider if or how the plan would be integrated into a larger subarea. In both of the examples provided above, South Rose Hill and Bridle Trails would be combined into a single subarea with North Rose Hill and the NE 85th St. Corridor. It would be very ambitious to complete a new plan for such a large subarea in the limited time available. Furthermore, the North Rose Hill and NE 85th St. Corridor plans are not as out of date and in need of updating as South Rose Hill and Bridle Trails.

Other candidate pre-annexation neighborhoods with out of date plans include Moss Bay and Everest.

- **Focus on planning for targeted business districts.** In this option we could prepare the plans for one or more of the following districts:
 - Houghton Business District, as called for in the recently adopted Houghton Neighborhood Plan
 - Bridle Trails
 - Annexation neighborhood business districts

City of Kirkland
Comprehensive Plan Update

COMMUNICATIONS
PLAN



Marie Stake, Communications Program Manager
City Manager's Office
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March 22, 2013

Comprehensive Plan Update: Project Outline

Beginning in 2013, the City of Kirkland, WA will undertake updating its Comprehensive Plan. With guidance from the Washington State Growth Management Act (GMA), the City of Kirkland, through its Comprehensive Plan, decides such issues as where future growth in the number of people working and living in Kirkland should go, how to provide open space and recreational opportunities, and what transportation policies will most effectively manage traffic. The Comprehensive Plan must address a period of at least 20 years into the future. This update will envision Kirkland in the year 2035. The focus will be on updates to the 15 general element chapters and not updates to the individual neighborhood plans.

For counties and cities planning under GMA, they are required to renew and update their comprehensive plans every eight (8) years. Kirkland's first Comprehensive Plan was adopted in 1963 and rewritten in 1977. In 1990-1991, the State adopted the Growth Management Act (GMA) which established specific requirements for Comprehensive Plans. As a result, Kirkland overhauled its Comprehensive Plan in 1995 to comply with the GMA. The City annually updates its Plan to keep it current and in 2002 undertook a major review as required by the GMA with adoption of an updated Comprehensive Plan in 2004. The Comprehensive Plan is now due for the State mandated update which must be completed by June 2015.

The City Council and Planning Commission will be reviewing the approach of the Update (e.g. timeline of how and when the Update will be conducted) in early 2013. The Update will result in an revised Comprehensive Plan document which is intended to be considered by the City Council by the end of 2014.

Purpose of Comprehensive Plan Update Communications Plan

This **Communications Plan** is intended to outline the methods in which the City will communicate the purpose of the Comprehensive Plan Update ("Update"), opportunities for public involvement, and results of public engagement. It also identifies communications objectives and key stakeholders (target audiences) intended to receive information about the Update. This document is supplemental to the Comprehensive Plan Update Project Timeline (Attachment A). Further, this Communications Plan is intended to support the goals of the Public Involvement Plan to educate the public, communicate with them, and encourage their participation in the Update. (Attachment B). Some similar goals, objectives, tools and techniques may be contained in both plans.

Education

- To explain the requirements of the Growth Management Act and Comprehensive Plan.
- To provide objective information to assist stakeholders in understanding issues and solutions.

- To encourage involvement in the Comprehensive Plan Update program.
- To explain the process of the Update.
- To inform interested stakeholders of the progress, status, and key policy discussions throughout the Update.

Communications

- To use multiple means of communications (print, media, social networking, public involvement).
- To integrate key messages in all city communications.
- To integrate the “SLOGAN” brand into all city communications.
- To inform elected and appointed officials and city staff through continual communications about the purpose, scope, and objectives of the Update.
- To provide two-way communication as much as possible.
- To be mindful that communications need to be simplified as comprehensive planning is a complex topic and to use non-technical language and simple graphics to explain the technical aspects of the project.
- To establish internal review of content that will result in timely and accurate release of information.
- To coordinate communications for the Comprehensive Plan Update with other strategic, master plan, and functional plans being initiated this year such as the Parks, Recreation, & Open Space (PROS) Plan Update and the Transportation Master Plan.
- To acknowledge the input on issues and concerns received from stakeholders and participants during the project.

Participation

- To encourage public participation in the Update and associated plans and studies; including elected and appointed officials.
- To build trust by providing timely and accurate information.
- To provide information to those traditionally unreachable in city communications.
- To ensure all public meetings are held in buildings that are accessible to people with disabilities.

What are the Most Important Messages We Will Convey?

Key Messages

- *Kirkland’s Comprehensive Plan contains a broad expression of the desires of the community for the City’s 20 year future projection*
 - Planning for Kirkland’s future makes good sense.

- The 2013-2014 Update will bring into focus the vision of what community members desire Kirkland to be in the year 2035.
 - Kirkland's comprehensive planning is intended to serve the best interests of the community.
 - In 1913, Kirkland's population was 800; in 2013 its population is 81,000.
 - Kirkland is the 12th largest city in Washington State.
 - Over the next 20 years, Kirkland's population is expected to grow by 13,000 new residents making the total population around 94,000.
 - Between 2006 and 2031, Kirkland is expected to accommodate 8,570 new housing units and 20,850 new jobs.
 - Kirkland's Comprehensive Plan consists of a Land Use Map which designates general land use categories and the desired use of lands.
 - Kirkland's Comprehensive Plan is a coordinated effort to ensure the City has sufficient capacity of land planned for and zoned to accommodate its housing and job growth targets.
 - Kirkland's Comprehensive Plan is the centerpiece of local planning that also ensures the City has adequate public facilities and funding to support expected public and private development.
 - As either part of the Comprehensive Plan Update or following adoption, the City may need to amend its zoning and development regulations to ensure consistency with the Plan.
- *Public participation is vital to Kirkland's comprehensive planning.*
 - The 2013-2014 Update involves a review of the current Comprehensive Plan as a collaborative effort among community stakeholders, elected and appointed officials, and city staff in updating the document.
 - The 2013-2014 Update will include extensive public involvement opportunities based upon the International Association of Public Participation (IAP2) as outlined in the Public Involvement Plan. (Attachment B)
 - The 2013-2014 Update affects all residents, business owners and employees.
- *Kirkland's Comprehensive Plan is required by the State Growth Management Act*
 - The GMA was enacted in 1990 and amended in 1991 in response to rapid population growth and concerns with suburban sprawl, environmental protection, quality of life, and related issues. ⁱ
 - Citizens and lawmakers saw how population growth and suburban sprawl threatened Washington's forest and agricultural lands, wetlands, and wildlife habitat. ⁱⁱ

- The GMA has been amended several times and is primarily found in Chapter 36.70A Revised Code of Washington.
- The GMA requires that the Comprehensive Plan be consistent with county and regional policies as well as with adjacent cities.
 - For Kirkland, this means the City is to coordinate its Comprehensive Plan with King County and the Puget Sound Regional Council (PRSC) and ensure the City's Plan is consistent with "King County Countywide Planning Policies" and the Vision 2040 polices.
- The 2013-2014 Comprehensive Plan Update is expected to be completed by December 2014.

With Whom Will We Communicate? Key Stakeholders

The City will strive to use multiple means of communications to educate, communicate, and encourage participation in the Comprehensive Plan Update and will seek out the following key stakeholders:

City of Kirkland Officials and Organizations

- Kirkland City Council
- Houghton Community Council
- Advisory Boards
 - Kirkland Planning Commission
 - Kirkland Transportation Commission
 - Kirkland Park Board
 - Kirkland Human Services Committee
 - Kirkland Design Review Board
 - Kirkland Cultural Arts Commission
 - Kirkland Senior Council
 - Kirkland Youth Council
 - Kirkland Library Board
- City employees and consultants
- A Regional Coalition of Housing (ARCH)
- Municipal Research and Service Center (MRSC)

Neighborhood Leadership

- Kirkland Alliance of Neighborhoods
- Central Houghton Neighborhood Association
- Everest Neighborhood Association
- Evergreen Hill Neighborhood Association
- Finn Hill Neighborhood Alliance
- Highlands Neighborhood Association
- Juanita Neighborhood Association
- Lakeview Neighborhood Association
- Market Neighborhood Association
- Moss Bay Neighborhood Association
- Norkirk Neighborhood Association
- North Rose Hill Neighborhood Association
- South Rose Hill/Bridle Trails Neighborhood Association
- Totem Lake Neighborhood Association

Government Agencies/Representatives

- Washington State
 - Legislative Districts: 1st, 45th, & 48th
 - Department of Parks (Bridle Trails and St. Edwards State Parks)
 - Department of Commerce
 - Commerce will notify state agencies: Departments of Transportation, Ecology, Natural Resources, Fish & Wildlife, Puget Sound Water Quality Action Team, Health, Social and Health Services, Parks and Recreation Commission and Corrections
 - Office of Financial Management
 - Office of the Land Commissioner

- King County
 - King County Member District 1 and District 6
 - Development & Environmental Services
 - Metro Transit
 - Parks & Recreation
 - Housing Authority
 - WRIA 8/Lake Washington-Cedar-Sammamish Watershed
 - King Conservation District (Washington State Conservation Commission)

- Federal Government
 - U.S. Army Corps of Engineers
 - U.S. Environmental Protection Agency
 - U.S. Federal Highway Administration
 - U.S. Fish & Wildlife

- Other Government
 - City of Bellevue
 - City of Bothell
 - City of Clyde Hill
 - City of Hunts Point
 - City of Kenmore
 - City of Medina
 - City of Redmond
 - City of Woodinville
 - Northshore Fire Department

- Transit Agencies
 - Sound Transit

Tribes

- Mukleshoot Tribal Council

Regional/State Associations

- Puget Sound Regional Council
- Puget Sound Partnership
- Association of Washington Cities
- Cascade Water Alliance Board of Directors

Utilities

- Northshore Utility District
- Woodinville Water District
- Seattle City Light (easement transmission line)
- Puget Sound Energy

Non-profit, Community & Faith-Based Agencies

- Boys and Girls Club of Kirkland
- Cascade Bicycle Club
- Eastside Human Services Forum
- Eastside Trail Advocates
- Friends of Youth
- Hopelink
- Kirkland Heritage Society
- Kirkland Interfaith Transition in Housing (KITH)
- Kirkland Rotary Club
- Kiwanis Club of Kirkland
- Youth Eastside Services (YES)
- YMCA of Seattle (Kirkland Teen Union Building)

Education

- Lake Washington School District, Board of Directors
 - Parent Teacher-School Associations (PTSAs)
- Lake Washington Institute of Technology, Board of Directors
- Northwest University, Board of Directors

Business Associations

- Evergreen Health & Medical Center
- Kirkland Chamber of Commerce
- Kirkland Downtown Association
- Kirkland Business Roundtable
- Kirkland Tourism Networking Group
- Kirkland's Developers Forum
- Master Builders Association of King & Snohomish Counties
- Real Estate Associations

Environmental Stewardship and Land Use Associations

- Eastside Audubon Society
- Forterra
- Futurewise
- Green Kirkland Partnership
- Kudos Kirkland
- Sustainable Kirkland

Internal Stakeholders

- Comprehensive Plan Update Project Team
- Department Directors
- Green Team
- City employees

How Will We Ensure Effective Communications? Communications Methods

Dedicated Project Website

The dedicated webpage will lie within the main domain (www.kirklandwa.gov) and have short url such as www.kirklandwa.gov/kirkland2035. Content uploads will be made by Planning & Community Development (PCD) and City Manager's Office (CMO). I.T. Webmaster will be asked to implement "search engine optimization" techniques so that those searching for the site can find it easily. All printed materials (e.g. publications, news releases, stakeholder feedback, staff memos) will be posted to the webpage. The page will include an email address (kirkland2035@kirklandwa.gov) that will be received by CMO and PCD members of the Project Team to ensure timely response. Other features: social media integration, embedded video, online surveys, calendar and a listening log page where citizen questions are posted with responses.

The I.T., Planning and City Manager's Departments will explore the concepts of an interactive timeline that reflects the Comprehensive Plan Update program.

City Publications

City produced materials (e.g. newsletters, dedicated publications, fact sheets) will contain the "Kirkland 2035: Your voice. Your vision. Your future." brand so that readers begin to familiarize themselves with it. All printed materials will be available in electronic formats.

- **Posters, postcards, brochures and flyers** will be developed to raise awareness about the Comprehensive Plan Update, encourage public involvement, announce meetings and promote the project website.

- **City Update newsletter** is published at the end of March, June, September and December and will be a primary source of project update information.

- **"Kirkland 2035" dedicated publication** similar to the City's "Budget Bylines" will be produced and may cover topics such as:
 - GMA/Comprehensive Plan
 - Comprehensive Plan & Zoning
 - Concurrency and Level of Service (LOS)
 - Density/Growth Targets
 - Smart Growth/History of Planning
 - Glossary of Comprehensive Planning terms
 - Capital Facilities
 - Transportation Master Plan
 - Parks, Recreation & Open Space Plan update
 - Neighborhood Planning

RECOMMENDATION: Funding for postage and printing to mail one, some or all of the newsletters with the dedicated publication (see below) and an insert.

- **Other publications** will allow the City to share its achievements and challenges in the Comprehensive Plan Update. Possible online and printed publications include:
 - Association of Washington Cities “CityVision” magazine
 - Municipal Research & Services Center “Insight” magazine
 - American Planning Association “Planning” magazine
 - American Public Works Association “PUBLICWorks” magazine
 - Kirkland Heritage Society “The Blackberry Press”

Meeting Notices and Mailings

The City Council sets the overall direction for the update and adopts the final Comprehensive 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. The Houghton Community Council works in concert with the Planning Commission and often participates in joint meetings, workshops and hearings. It 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 will 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 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.

Elected and appointed boards offer the ability for public input through:

- Public comment at public meetings and public testimony at public hearings
- Email and mail correspondence directly to members or through city staff

The following table shows the City's notifications for the Council and key advisory boards.

Meeting	When/Where	Notices			
		Electronic Agenda/Package & List Serv	City Online Calendar	City Hall Posting	Other
City Council* (Elected)	Meets 1 st & 3 rd Tuesday of each month 6 p.m. Study Session 7:30 p.m. Regular Meeting	X	X		Seattle Times newspaper for special meetings only KGOV & Klife TV channels (Dates/Times/Location)
Houghton Community Council* (Elected)	Meets the 4 th Monday of each month 7 p.m.	X	X	X	Seattle Times newspaper for special meetings only KGOV channel (Dates/Times/Location) Public Calendar on PCD web
Planning Commission* (Appointed)	Meets the 2 nd and 4 th Thursday of each month 7 p.m.	X	X	X	Seattle Times newspaper for special meetings only KGOV channel (Dates/Times/Location) Public Calendar on PCD web
Transportation Commission* (Appointed)	Meets the 4 th Wednesday of each month 6 p.m.	X	X		Seattle Times newspaper for special meetings only KGOV TV channel (Static Meeting Info)
Park Board* (Appointed)	Meets the 2 nd Wednesday of each month 7 p.m.	X	X		Seattle Times newspaper for special meetings only KGOV channel (Static display)

*Meetings held at City Hall, Council Chamber, 123 5th Avenue

Neighborhood Association Relations

There are 13 formal neighborhood associations in Kirkland (see Key Stakeholders list). All associations hold regular meetings throughout the year. Some associations have websites, social media sites and/or email distribution lists. The City will conduct an assessment of communications tools offered by associations and will contact each association and explore ways to further the City's communications through:

- A direct link or RSS feed from the association website to the Comprehensive Plan Update website, where feasible.
- An email notification that associations can forward to their members announcing the Update project and the city project webpage.
- A request encouraging neighborhood association members to sign up for the Comprehensive Plan Update list serv.

Also as part of the City's outreach on the Update, presentations will be made to the Kirkland Alliance of Neighborhoods and at association meetings.

When available, the Communications Program Manager will subscribe to email subscriptions provided through neighborhood association websites to gauge if City information about the Update is being distributed to association members.

Press Releases

City news releases will be drafted and routed to the appropriate Public Involvement Coordinating Team member. City news releases are distributed to the following:

- City Council, City Manager's Office and City Public Information Officers
- Posted to the News Room webpage
- Linked from the homepage of the City website
- Typically Tweeted (<https://twitter.com/kirklandgov>)
- Emailed to News Room and Neighborhood news list serv subscribers
- Posted at City Hall, City community centers and libraries
- Emailed to newspapers, local news, community and opinion blogs, Seattle TV and radio stations

Media Paid Advertising

An effective means to communicate the City's efforts on the Comprehensive Plan Update is through paid print and online advertising such as:

- The **City's Recreation Guide** is published twice each year and mailed to all single and multi-family addresses in the 98033 and 98034 zip codes. The Summer/Spring Guide is published March; content is due in early January. The Fall/Winter Guide is published

RECOMMENDATION: Funding for paid advertising to announce project launch on major public involvement events.

August; content is due in early June. Public involvement activities could be advertised in the Guide. Advertisement rates vary on the color and size of the ad: \$119 for 1/8 page ad up to \$599 for a full page ad.

- The **Kirkland Reporter** offers paid advertising in its printed newspapers and its online version. In addition to display ads, pop-up and banner online ads are available.

RECOMMENDATION: Funding for paid advertising to announce project launch on major public involvement events.

Outreach

In addition to the public involvement activities outlined in the Public Involvement Plan that are intended to engage stakeholders in decision making processes for the Comprehensive Plan Update, the following outreach efforts may be conducted as a means to educate and communicate the Comprehensive Plan Update:

- **Neighborhood University** (“Neighborhood U”) sponsored by the Kirkland Alliance of Neighborhoods. (Spring, 2013)
 - KAN has request Comprehensive Plan be topic of educational series
- **Civics Academy** sponsored by the City Manager’s Office (Spring, 2014)
 - Educational series gives insight to the workings of Kirkland city government
- **“Talk of the Town” Road Show** could be made available to neighborhood, community and business groups as an informative presentation by city and community representatives. The City could train selected community members as speakers.
- **Visiting lecturer series** would present industry experts on topics such as smart growth, multimodal transportation systems, and the economics of growth.
- **Community events** often offer a way to reach many people at their places of leisure. The Friday Juanita Market, sponsored by the City of Kirkland, and the Kirkland Wednesday Market offer “community information” booth space throughout their seasons (May – October). Kirkland is host to may special events such as runs, walks, and other sports events.
- **Informational Kiosks** could be set up at public places such as the community centers, libraries, grocery stores and parks that would information about the Update. To better engage community members, kiosks may be staff by city or community representatives.

Video Media

To provide the full spectrum of communications, video media is recommended. Educational videos could be developed in addition to feature and news stories in Currently Kirkland, the City’s information news program. Videos should be integrated into the City’s outreach efforts (see above.) Videos would be embedded into the City’s project website and city and community social media sites.

Social Media

Currently, the City has a government Twitter Account, a Tourism and Environmental Services Facebook accounts that will be used for communications on the Update. The City will explore and ensure policies are in place to support the use of blogs and other social media tools. The City will further explore online social media tools that allow for citizen-posted ideas and comments that can

be “voted on” by others and also allow the City to initiate a post that encourages a virtual conversation. Earlier investigation of these tools revealed that some have a polling feature.

Surveys

Surveys will be a vital communications and public involvement tool to obtain feedback from citizens and issues pertaining to the Update, to gauge current understandings of the Update and learn if the City’s communications and public involvement efforts are effective. Surveys also allow citizens an alternative way to participate in the Update, especially when they are not be able to attend public involvement events. The City has the capability, through the I.T. Department, to create surveys. The City also has a “Survey Monkey” account. The City will explore the idea of creating QR Codes on printed materials that will allow someone to link to a survey from a “smart phone.”

Internal Communications

The City is committed to keeping city employees and members of advisory boards informed and will:

- Encourage subscription to email updates
- Create an informational page on KirkNet (Sharepoint Intranet)
<http://kirknet/KirkNetSites/kirkland2035/SitePages/Home.aspx>
- Discuss progress at the City Manager’s Fireside Chats
- Encourage updates at Department staff meetings

Communications Performance Measures

The following measures will ensure the City is effectively using a broad range of communications and will be evaluated throughout and after the completion of the update.

Communications Objectives	Performance Measures
Build credibility and trust among stakeholders and participants.	City materials answered questions completely, accurately, and quickly.
Use non-technical language and simple graphics to explain technical aspects of the project.	City materials presented to the public were reviewed to eliminate overly technical language.
Use a variety of media (website, printed materials, email updates, social media, multi-media) to provide information about the project.	Communication methods other than public meetings were used when appropriate to obtain feedback from stakeholders and participants.
Provide information to those traditionally unreachable in city communications.	Conduct assessment at the onset to identify populations traditionally not engaged in citywide public involvement efforts.
Conduct short questionnaires of participants on their level of satisfaction of staying informed	At pre-identified stages of the Comprehensive Plan Update project, assess whether participants are receiving the information they seek in their preferred method.
Provide responses to citizen, media, and elected officials in a timely manner.	Project Team members will respond to all inquiries regarding the Comprehensive Plan Update within 5-7 business days.

3/22/13

ⁱ Municipal Research and Services Center of Washington, "Comprehensive Planning/Growth Management,"

ⁱⁱ Washington State Dept. of Commerce, "Overview of GMA," Nov. 2011

