

### 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
<b>Initial Staff Review, develop grant with Commerce</b>		
4/2013 – 6/2013	Review existing comprehensive plan, subarea plan(s) and development regulations. Consider: <ul style="list-style-type: none"> <li>• Commerce checklist</li> <li>• Any updates to Best Available Science</li> <li>• Consult with Ecology on coordination with Shoreline Master Program update</li> </ul>	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
<b>Get professional help (if needed)</b>		
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.
<b>Staff (or consultant) analytical work</b>		
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.
<b>Planning Commission recommends Update Work Program</b>		
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

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	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	
<b>Option: City Council action on Update Work Program</b>		
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
<b>Planning Commission review and hearings on revisions to comprehensive plan and development regulations</b>		
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	

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<b>City Council review and action</b>		
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