



CITY OF
TUMWATER

**GENERAL GOVERNMENT COMMITTEE
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Conference
Room, 555 Israel Rd. SW, Tumwater, WA
98501**

**Wednesday, August 09, 2023
8:00 AM**

1. Call to Order
2. Roll Call
- [3.](#) Approval of Minutes: General Government Committee, July 12, 2023
- [4.](#) Enterprise Resource Planning System Update (Troy Niemeyer)
- [5.](#) Hazards Mitigation Plan for the Thurston Region Update (Erika Smith-Erickson)
- [6.](#) Preliminary Docket for 2023 Annual Housekeeping Amendments (Erika Smith-Erickson and Brad Medrud)
- [7.](#) 2025 Comprehensive Plan Periodic Update – Work Program and Schedule (Brad Medrud)
8. Additional Items
9. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/82280736315?pwd=V2hFM2t4WINVRVQxNmpXelowZ1NJZz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 822 8073 6315 and Passcode 496653.

Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

Audio of the meeting will be recorded and later available by request. Please email CityClerk@ci.tumwater.wa.us

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and

benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
July 12, 2023 Page 1**

CONVENE: 8:00 a.m.

PRESENT: Chair Michael Althaus and Councilmembers Joan Cathey and Leatta Dahlhoff.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Community Development Director Michael Matlock, Finance Director Troy Niemeyer, Water Resources & Sustainability Director Dan Smith, Planning Manager Brad Medrud, Communications Manager Ann Cook, and Housing and Land Use Planner Erika Smith-Erickson.

**APPROVAL OF MINUTES:
GENERAL
GOVERNMENT
COMMITTEE,
JUNE 14, 2023:**

MOTION: Councilmember Dahlhoff moved, seconded by Councilmember Cathey, to approve the minutes of June 14, 2023 as published. A voice vote approved the motion unanimously.

**SERVICE PROVIDER
AGREEMENT
AMENDMENT TWO FOR
TREE AND VEGETATION
PRESERVATION CODE
UPDATE:**

Manager Medrud reported the request is for a recommendation of approval to the City Council and scheduling the second amendment to the Service Provider Agreement for consideration at the Council meeting on July 18, 2023.

Manager Medrud advised that the updates of the Tree and Vegetation Preservation Code, Landscape Code, and the Street Tree Code have completed the first stage of the review involving community outreach, community conversations, and the gap analysis. Staff and the consultants completed drafts of proposed code language. During the drafting process, staff reviewed the new Washington Wildland Urban Interface Code, a new state requirement through the State Building Code Council for adoption by the City later in the year. Following analysis of the new requirements, it was clear there would be some significant conflicts between the three code updates and the new state requirements. Staff recommends placing the code updates on hold temporality until staff reviews impacts of the new requirements to the City.

DCG/Watershed is assisting staff through the update process. The consultant team is working with staff and with other jurisdictions to identify how they are addressing the new state requirements. The proposed amendment would facilitate and support that process. Staff anticipates completing the updates, but require additional time to review new state requirements. The proposed agreement

TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
July 12, 2023 Page 2

incorporates some additional tasks and extends the term of agreement through mid-2024. Similar amendments for other consultants on the other codes will be presented as well.

Councilmember Cathey inquired about any pushback from any group or jurisdiction concerning the new requirements. Manager Medrud said the State Building Code Council is responsible for updating and maintaining all building codes in the state. The Building Code Council received direction from the Legislature to pursue changes in 2019. The Building Code Council reviewed the International Wildland Urban Interface Code and included some Washington-based amendments for consideration by the Legislature. The requirements are included in the Washington Administrative Code (WAC). Some pushback has occurred following an initial review of the impacts of the new requirements. All jurisdictions are working on possible changes to ensure the requirements can be accomplished within an urban area.

Councilmember Cathey offered that the regulations appear to be more applicable to Eastern Washington than Western Washington. The Building Code Council's recommendations are excessive and the proposal is antithetical to the City's goals for clean air and tree canopies. Manager Medrud replied that although there are differences in terms of fire hazards in Eastern Washington, Western Washington is experiencing a level of fire hazard that should be addressed; however, the new requirements might not be the full extent of what should be addressed for Western Washington. Staff has been in contact with other jurisdictions to ensure there is a coordinated response to the new requirements.

Manager Medrud addressed questions about the WAC and how the City cannot adopt less restrictive requirements but could adopt requirements that are more restrictive than the WAC. He added that staff has been meeting with other state agencies about critical areas regulations because of the new state requirements and how critical areas regulations coexist with the new code. Department of Ecology representatives have indicated that for wetlands, the City will be required to ensure both sets of regulations are effective. A similar conversation is scheduled with staff from the Department of Fish and Wildlife to discuss similar issues and its effects on habitat because of potential conflicts.

Councilmember Cathey asked about the role of the Legislature with respect to the new requirements. Manager Medrud explained that the Legislature directed the State Building Code Council to address the issues and pursue administrative changes to update the WACs. He is not aware whether the Legislature must approve the changes.

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
July 12, 2023 Page 3**

Councilmember Cathey said some discussions are indicative of the Legislature not pleased with the changes as the changes are too dramatic. Manager Medrud said the original adoption date was July 1, 2023. Staff was not surprised the implementation date was delayed because of current efforts on the state energy code.

Chair Althausen asked about the role of the Department of Natural Resources as the department produced the map of the City subject to the new requirements. He asked whether most of the issues would be resolved if the map was corrected. Manager Medrud explained that DNR completed mapping of the City in 2019 and 2020 in a large grain format. The map does not align with many existing conditions. Staff is completing a mapping exercise based on the new requirements. If the City has the ability to revise the mapping, the City could demonstrate how it plans to meet the requirements of the code.

MOTION:

Councilmember Dahloff moved, seconded by Chair Althausen, to schedule Amendment Two to the Service Provider Agreement for the July 18, 2023 City Council consent calendar with a recommendation of approval. A voice vote approved the motion unanimously.

**2025 COMPREHENSIVE
PLAN PERIODIC UPDATE
PROCESS – COMMUNITY
ENGAGEMENT PLAN:**

Manager Medrud reported the proposal is the final version of the Community Engagement Plan for the Comprehensive Plan Update. The Planning Commission reviewed the plan. Next steps include implementing actions within the Community Engagement Plan.

Planner Smith-Erickson reported the Comprehensive Plan Update slogan is *“Balancing Nature and Community: Tumwater’s Path to Sustainable Growth.”* State law requires the City to establish a public participation program for updates to the City’s Comprehensive Plan and development regulations. The plan is a roadmap on how members of the community will be involved in guiding policies. The Comprehensive Plan articulates a series of goals, objectives, policies, actions, and standards outlining the City’s vision and future direction. The plan and process assists the City in interacting with the community and stakeholders. The International Association for Public Participation (IAP2) serves as guidance for the public participation process with five levels of engagement identified. Public engagement spans open houses, websites, fact sheets, public comments, focus groups, surveys, public meetings, workshops, polling, citizen advisory committees, community representatives, stakeholders, and subject matter experts with diverse perspectives.

TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
July 12, 2023 Page 4

Ten Community Engagement Goals include:

1. Provide information to enhance community understanding of issues
2. Seek early and continuous involvement from people who care about the Plan and the community
3. Offer opportunities for the community to provide feedback to staff, and appointed and elected officials
4. Develop an accessible, equitable, and engaging Plan
5. Make community-driven planning a priority
6. Highlight projects implemented since the last update
7. Use a flexible, phased approach
8. Integrate and consolidate goals from all elements of the Plan
9. Develop a Plan that is in an easy to read and in an understandable format
10. Rely on multiple communications strategies, tactics, and platforms to share information

Throughout the update, staff will use the IAP2 process to identify target audiences and stakeholders and will reach out to stakeholders and stakeholder groups (as listed in the staff report), utilize an email contact list, provide an updated webpage, social media, surveys, news releases, and open houses. The community will be notified of all public meetings, including open houses, briefings, worksessions, and hearings. The City Council and Planning Commission will receive updates throughout the community engagement process and the community will be notified of key meetings and open houses via the update webpage, social media, Tumwater On-Tap e-newsletter, and the City's email contact list.

Online community surveys will be available on the update webpage during 2023 to assess community priorities. Vision, goals, and policies in the current Plan serve as the starting point for survey questions. Community members will be notified of surveys via email, the update webpage, the City's social media platforms, and other outreach venues. During the 2016 update, a pamphlet was sent to the community requesting input on goals and visions. The City received 96 responses, which will serve as the basis for the surveys during this update process.

All materials associated with the update will be posted on the update webpage on the City's website. The update webpage includes a list of frequently asked questions, background summary, meeting information, staff introductions, interactive map of meeting location and times, visuals, and opportunities to sign up for email notifications. Staff will work with community partners to share updates and surveys and will issue news releases to advertise

TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
July 12, 2023 Page 5

surveys, key open houses, and other important information.

Open houses will feature update topics with the community prior to the start of the adoption process. The goal of open houses is to meet people where they are and to ensure equity and diversity throughout the community. Information on open house dates and other key meeting dates will be distributed through news releases, social network blog, update webpage, social media platforms, and email contact lists. City staff will create interactive tools to engage involvement and interest such as pamphlets, displays, and comment forms.

Phase I of the community engagement process begins in summer 2023 through winter 2024. Staff will review visions, goals, and policies in the current Plan and prepares gap analyses of all elements of the Plan. Staff will review development regulations and prepare gap analyses of relevant chapters. The community and stakeholders will be introduced to the update process. The website launch date is anticipated to be in July 2023. The first public outreach meeting is tentatively scheduled in August 2023.

Phase II is Plan Development beginning in winter 2024 through spring 2024. Feedback obtained during Phase I will be incorporated into the draft elements and regulations. Contact and engagement with community will continue. Staff will consult with the Historic Preservation Commission, Parks & Recreation Commission, Planning Commission, General Government Committee, Public Works Committee, and the City Council. Focus groups of technical experts will reviews elements, such as Transportation and Economic Development.

Chair Althausen asked about the identity of the technical experts. Manager Medrud said the experts include both staff and consultants who frequently work with staff teams.

Chair Althausen asked about the Regional Housing Council's (RHC) role within the update process. It is important for the RHC to have some alignment of its elements with local housing plans to ensure all bodies plan from mutual plans. Manager Medrud advised that the City would likely not have any consultant funds for the Housing Element but will utilize individuals staff has worked with on the technical team of the RHC to review policies for the Housing Element. State requirements for housing have changed dramatically. Other jurisdictions and Thurston County are updating comprehensive plans on the same timeline and under the same requirements.

TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
July 12, 2023 Page 6

Planner Smith-Erickson reported Phase III, the legislative process, begins in summer 2024 with the Draft Plan comprised of draft versions of elements and regulations. The Draft Plan will be available to the community through the update webpage, social media platforms, and email contact list. The City's boards and commissions will develop recommendations to forward to the Planning Commission in June 2025. The Planning Commission will conduct a number of worksessions to review and discuss plan elements and regulations. Opportunities for joint sessions will be considered. The Planning Commission will conduct a public hearing to receive community comments on the Draft Plan prior to any recommendations by the Planning Commission.

The General Government Committee and Public Works Committee will hold briefings and worksessions to discuss the Planning Commission recommendation. The City Council will hold worksessions to discuss the Planning Commission recommendation with the adoption process culminating with the Council's adoption of the Plan and development regulations to meet the state deadline of June 30, 2025.

Councilmember Dahlhoff questioned the City actions of providing plenty of notices versus sparking action by community members to feel seen, heard, and respected. Manager Medrud said the City completed an extensive public engagement process for the urban forestry amendments. There was some turnout at each public meeting; however, attendance was similar with most participants attending because urban forestry was an important topic to them personally. Staff is outreaching to a variety of different groups to identify other outreach methods in addition to social media efforts. Staff will need to cultivate relationships with many groups in addition to noticing the meetings through various venues. Conversations will be necessary beyond the comprehensive plan to ensure community members understand how the comprehensive plan aligns with other important issues in the City. Staff continues to explore the best venues to accomplish those objectives.

Councilmember Dahlhoff noted the public engagement plan identifies specific public agencies while information on community members is vague. She recommended identifying community members with no internet or computer accessibility by location and identifying the demographics using each individual platform. Discussions on establishing a youth council could be another avenue, as well as the Thurston County Opioid Response Task Force or Tumwater HOPES. The update could provide an opportunity to collaborate with the school district and using the school's platforms to engage with guardians, parents, and youths.

**TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
July 12, 2023 Page 7**

She asked whether those methods would be capable of tracking to avoid the City establishing duplicate processes. Manager Medrud said collaborating with the school district is important. All the recommendations will be pursued by staff. However, the City has limited resources and it will require considering ways to accomplish those various contacts by leveraging existing resources to achieve the biggest impact.

Manager Cook noted that the communications team and Planner Smith-Erickson have been working on strategies during the utilization of the IAP2 model for engagement. The City is utilizing the IAP2 model. Staff continues to review and breakdown stakeholder lists. Planner Smith-Erickson has some excellent ideas for outreaching, which will address issues associated with equity and age demographics, etc.

Chair Althaus commented that in addition to soliciting feedback from the community, the plan for disseminating the information, memorializing, and making it available to the community would be just as important, as well as including the City's boards and commissions as it will affect their input on the final Plan.

Councilmember Cathey said most members of the community have no knowledge of the City's Comprehensive Plan. It would be important to define and provide examples of the Plan and how the Plan is utilized by the City.

Councilmember Dahlhoff recommended framing the Comprehensive Plan differently to highlight new and different information versus standard baseline requirements.

Manager Medrud said that at the next meeting, the committee will receive an overview of the required update elements from the guidance the state provided to the City.

ADJOURNMENT:

With there being no further business, Chair Althaus adjourned the meeting at 8:51 a.m.

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

TO: General Government Committee
FROM: Troy Niemeyer, Finance Director
DATE: August 9, 2023
SUBJECT: Enterprise Resource Planning System Update

1) Recommended Action:

Provide feedback on staff proposal. Next month, take proposal to the full Council.

2) Background:

The City began implementation of a new Enterprise Resource Planning (ERP) system in December 2021. The first two modules (Financials and Productivity) went live on April 3, 2023. The project is on time and under budget. However, we are finding that the amount of work involved, and the pace of the implementation, is too much, too fast. Staff are working on multiple modules at a time, while trying to keep up with daily duties and deadlines. It is causing stress, burnout, and turnover. Staff recommend slowing the pace to one module at a time to take better care of, and retain, our people.

3) Policy Support:

People. "As we pursue our goals and the long-term sustainability of the City organization, we value the contributions and diversity of our staff, support their continued personal and professional growth, and act to retain their expertise for the good of the community."

4) Alternatives:

☐ Instruct staff to evaluate additional alternatives.

5) Fiscal Notes:

The project is currently \$20,000 under budget. We will transfer the savings from the first phase to the next. The proposed amendment would add up to two years of time, and \$7,800. The increased contract price may be absorbed by the current savings.

6) Attachments:

None.

TO: General Government Committee
FROM: Erika Smith-Erickson, Land Use and Housing Planner
DATE: August 9, 2023
SUBJECT: Hazards Mitigation Plan for the Thurston Region Update

1) Recommended Action:

Read materials and be prepared to discuss as part of a briefing on the 2023 *Hazards Mitigation Plan for the Thurston Region* update.

2) Background:

The Thurston Region is susceptible to many natural hazards. In order to receive federal mitigation funding and assistance in the event of a natural disaster, the City must develop a plan to reduce impacts to people, property, and the economy.

The City Council adopted the third edition of the *Hazards Mitigation Plan for the Thurston Region* in 2017. The Plan was based on a multi-jurisdictional process to develop mitigation strategies to reduce the risks of the most destructive hazards that threaten the region. The City is required to update their plan every five years and have it approved by FEMA to maintain eligibility for federal mitigation grant programs. The City has an annex in the Plan that identified initiatives that the City will undertake to address hazards present in the City.

Over 20 local agencies in Thurston County have been working together to prepare the fourth edition of the Plan in 2022-23. Several workgroup meetings have been held, and other opportunities for public engagement will be publicized on the project website (<https://trpc.org/160/Hazards-Mitigation-Plan>).

3) Policy Support:

Goal C-1: Recognize the significant role played by natural features and systems in determining the overall environmental quality and livability of Tumwater.

Goal LU-1: Ensure the Land Use Element is implementable and coordinated with all applicable City plans and the plans of other jurisdictions in the Thurston region.

City Council 2023 Strategic Priorities – Continue to update and advance the Climate Action Plan, Update the Tree Protection Ordinance, Expand the Community Risk Reduction Program, Implement City Emergency Management Program

4) Alternatives:

☐ None.

5) Fiscal Notes:

This is entirely an internally funded work program task.

6) Attachments:

- A. Presentation
- B. City of Tumwater Draft Initiatives

Hazards Mitigation Plan City of Tumwater Annex 2023



HAZARDS
MITIGATION PLAN
FOR THE THURSTON REGION



Issue

- Earthquakes, landslides, severe storms, floods, wildland fires, volcanic events, and other hazards cause lengthy disruptions and are costly to communities
- Hazards mitigation planning is intended to identify and implement sustained actions that eliminate long-term risks to life and property



Background

- The federal hazard mitigation requirements are outlined in the Disaster Mitigation Act of 2000
- Jurisdictions must adopt a federally approved Hazards Mitigation Plan to apply for or to receive federal mitigation assistance program grants
- Federal mitigation planning requires the plan to be updated and reapproved every five years
- The current Hazards Mitigation Plan was last substantially updated in 2017



Mitigation



Benefits of Hazard Mitigation

- It saves lives and reduces property losses.
- It safeguards critical community lifelines, so that key services (like water, power, medical, law enforcement, fire response, and communication) can continue to function after a disaster.
- It helps people and communities recover more quickly.
- It reduces short- and long-term impacts to the local economy and environment.
- It reduces the cost of disaster recovery and reconstruction. A 2017 report from the National Institute of Building Sciences estimates that every dollar invested in hazard mitigation saves four dollars in loss prevention.



Plan Update

- Over 20 local agencies in Thurston County are working together to update the Thurston Regional Plan
- Several workgroup meetings are being held, and other opportunities for public engagement will be publicized on the project website:
<https://trpc.org/160/Hazards-Mitigation-Plan>
- Plan adoption is projected to start December 2023



Plan Update Participants

Public & Community Stakeholders

Plan Partners

Agencies seeking plan adoption: Thurston County, towns, cities, special districts, colleges, and others

Steering Committee

The Emergency Management Council of Thurston County (EMC)

Project Manager

Thurston Regional Planning Council (TRPC)

Hazard Mitigation Planning Workgroup

Representatives from each plan partner and other interested stakeholders

Technical Partners

Local, state, and federal government staff and academic support for development of the risk assessment

Regulatory Partners

FEMA, Washington Emergency Management Division, other state agencies



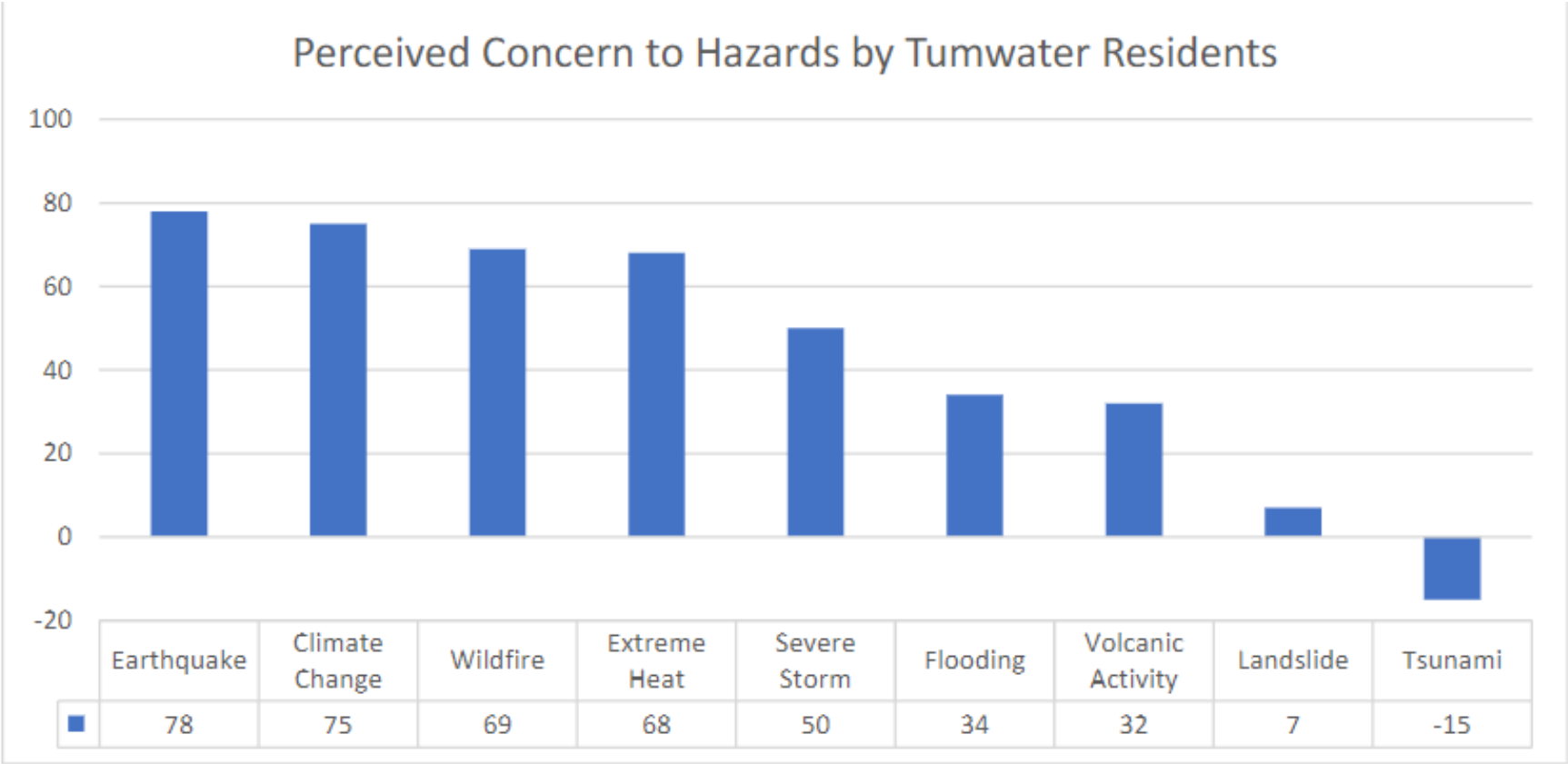
Measuring Risk

Hazard Risk Rating Model

Probability \times (Sum of impacts on Population, Property, and the Economy) $=$ risk score



Thurston County Communities Natural Hazards and Resiliency Survey



Responses are weighted +2 for "Very Concerned", +1 for "Somewhat Concerned", and -1 for "Not Concerned". Responses of "No Opinion" did not add or subtract from the total.

City of Tumwater Hazards

| Municipalities | Dam Failure (1) | | Earthquake (2) | | Flooding (3) | | Landslide (4) | | Sea Level Rise (5) | | Severe Weather (6) | | Tsunami (7) | | Volcano/Lahar (8) | | Wildfire (9) | |
|----------------|--------------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|
| | Risk Ranking Score | Category | Risk Ranking Score | Category | Risk Ranking Score | Category | Risk Ranking Score | Category | Risk Ranking Score | Category | Risk Ranking Score | Category | Risk Ranking Score | Category | Risk Ranking Score | Category | Risk Ranking Score | Category |
| Bucoda | 18 | Medium | 36 | High | 48 | High | 0 | Low | 0 | Low | 21 | Medium | 0 | Low | 0 | Low | 18 | Medium |
| Lacey | 0 | Low | 34 | High | 0 | Low | 18 | Medium | 0 | Low | 21 | Medium | 0 | Low | 0 | Low | 14 | Low |
| Olympia | 0 | Low | 34 | High | 18 | Medium | 18 | Medium | 18 | Medium | 21 | Medium | 6 | Low | 0 | Low | 14 | Low |
| Rainier | 0 | Low | 32 | Medium | 0 | Low | 18 | Medium | 0 | Low | 21 | Medium | 0 | Low | 0 | Low | 18 | Medium |
| Tenino | 0 | Low | 32 | Medium | 18 | Medium | 18 | Medium | 0 | Low | 21 | Medium | 0 | Low | 0 | Low | 18 | Medium |
| Tumwater | 0 | Low | 36 | High | 15 | Low | 18 | Medium | 0 | Low | 21 | Medium | 0 | Low | 0 | Low | 17 | Medium |
| Yelm | 0 | Low | 32 | Medium | 15 | Low | 18 | Medium | 0 | Low | 21 | Medium | 0 | Low | 0 | Low | 18 | Medium |
| Unincorporated | 6 | Low | 34 | High | 18 | Medium | 18 | Medium | 18 | Medium | 21 | Medium | 6 | Low | 6 | Low | 51 | High |
| Total | 6 | Low | 34 | High | 18 | Medium | 18 | Medium | 18 | Medium | 21 | Medium | 6 | Low | 6 | Low | 51 | High |



Thurston Regional Plan and Tumwater Annex

2 for 1 Plan Framework



Basic Plan

- Goals and Objectives
- Countywide Mitigation Initiatives
- Risk Assessment
- Implementation & Maintenance
- Planning Process

Scope

- Countywide
- Affects all partners
- Adopted by all



Annexes

- Jurisdiction's Proof of Adoption
- Local Planning Activities
- Community Mitigation Strategy
- Risk Assessment Variations
- NFIP Compliance

Scope

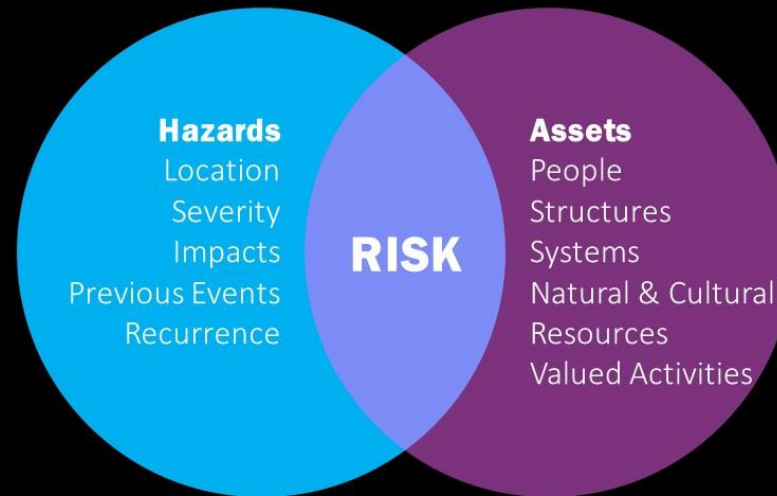
- Jurisdiction-specific
- Adopted with the Basic Plan
- Required for FEMA approval



Primary Plan Contents

- Community Profile & Capability Assessment
- Risk Assessments

Risk exists where vulnerable assets intersect with hazards



Primary Plan Contents – Continued

- City of Tumwater mitigation initiatives (actions)
 - Currently adopted
 - Completed
 - New
 - Future land use plans, zoning, and development regulations

Draft Mitigation Initiatives – Earthquake

- Risk Ranking – High
- Four actions proposed:
 - Conduct a voluntary non-structural earthquake readiness inspection for all critical facilities on an annual basis (2017 HMP)
 - Have a professional engineer or otherwise qualified person assess infrastructure for earthquake vulnerability (2017 HMP)
 - Include retrofitting/replacement of critical system elements in Capital Improvement Plan (LOTT)/Capital Facilities Plan (City) (2023 Proposed)
 - Install auxiliary generator to power City main well/water supply (2023 Proposed)



Draft Mitigation Initiatives – Wildfire

- Risk ranking- Medium
- Five actions proposed:
 - Establish fire breaks and routine maintenance on Tumwater Hill adjacent to City property, the newly created City park, and the elementary school (2017 HMP)
 - Adopt the Washington Wildland-Urban Interface Code (WWUIC), International Building Code (IBC) and International Residential Code (IRC) to meet WUI requirements (2023 Proposed)
 - Update the City of Tumwater map to show wildland urban interface map layers to coincide with the 2023 Building Code Update (2023 Proposed)
 - Routinely inspect the functionality of fire hydrants (2023 Proposed)
 - Develop a vegetation management plan, Incorporating proper species selection, planting, and maintenance practices into landscape code updates (2023 Proposed)



Draft Mitigation Initiatives – Severe Storm/Weather

- Risk ranking- Medium
- Four actions proposed:
 - Inspect all trees within falling distance of the four City-owned critical facilities to determine if they pose a hazard to the facility or operation of the facility during a storm (2017 HMP)
 - Reduce heat islands by implementing urban forestry code updates (2023 Proposed)
 - Modify land use and environmental regulations to support vegetation management activities that improve reliability in utility corridor (2023 Proposed)
 - Assess feasibility of installing solar power and battery storage at City Hall and Tumwater Library (secondary emergency operations center) (2023 Proposed)



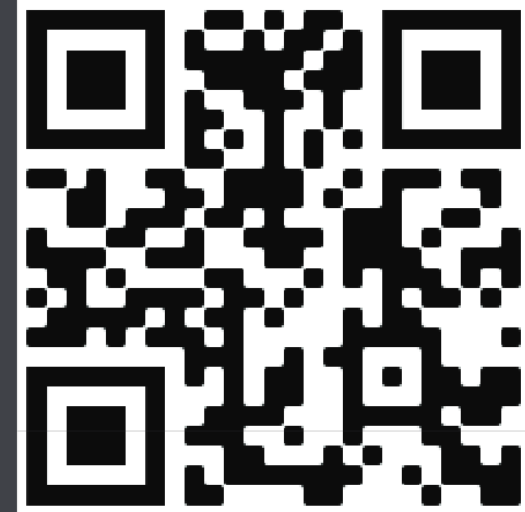
Online Open House and Survey

Local governments are working together to make our communities safer from disasters, but we need your help.

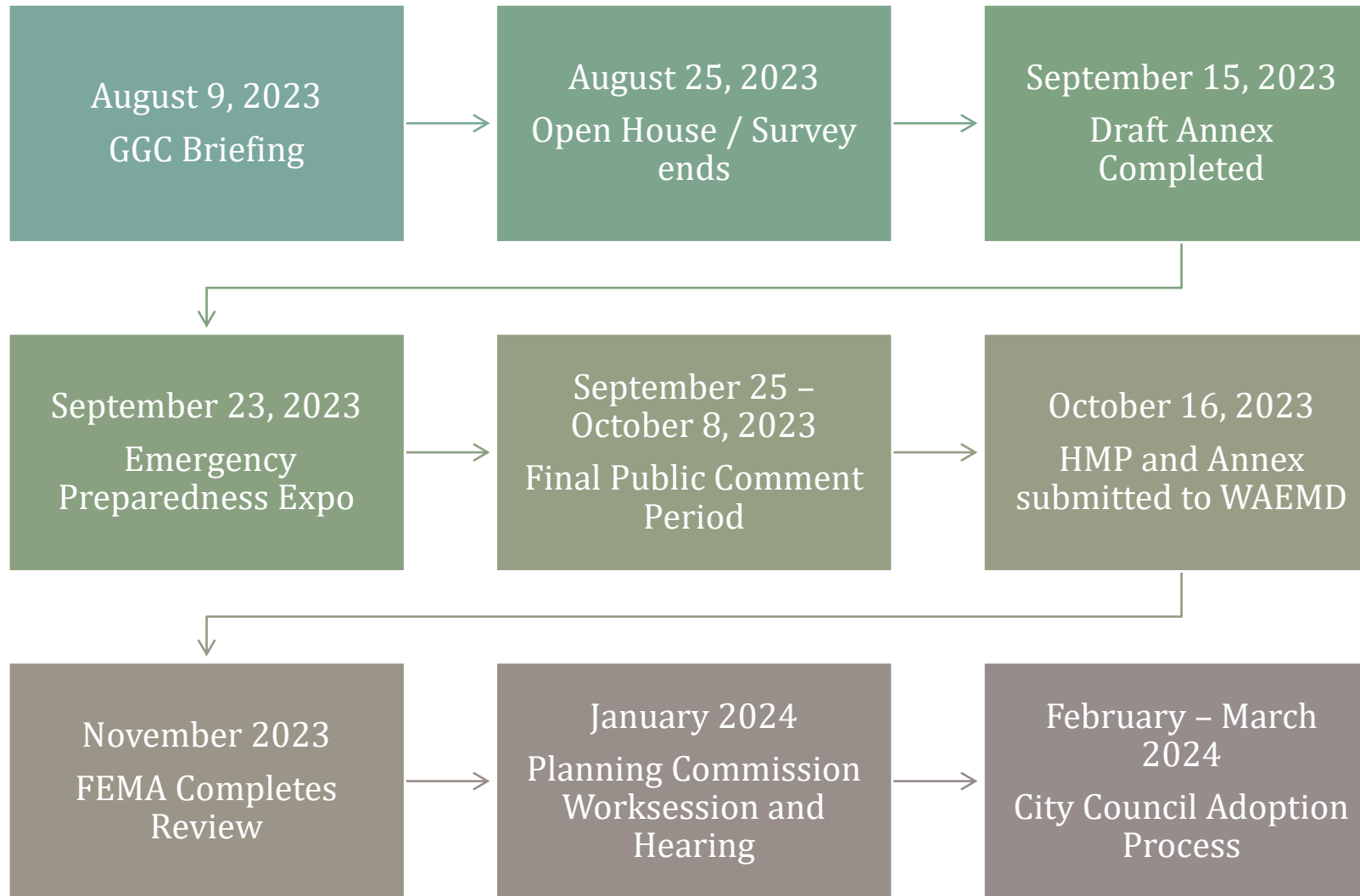
Visit an online open house to learn which natural hazards pose the greatest risks to our communities.

Tell us what actions we should prioritize to reduce our risks. Take a short survey by August 25, 2023.

www.trpc.org/HAZARDS



Next Steps



| Hazard Addressed | Action and Description | Priority Rating |
|-------------------|---|------------------------|
| Earthquake Hazard | <p>Conduct a voluntary non-structural earthquake readiness inspection for all critical facilities on an annual basis.</p> <p>Tumwater Staff will ensure that all critical facilities are prepared for the possibility of an earthquake. An annual inspection should be completed.</p> | TUM-EH- 4 (34) |
| Storm Hazard | <p>Inspect all trees within falling distance of the four City-owned critical facilities.</p> <p>Critical facilities include both fire stations, the public works shop, the Police Department/City Hall building), related equipment such as generators, and utilities such as power and communication lines. The removal of hazard trees that could damage, destroy, or even hinder the operation of critical facilities will help to keep critical facilities functioning properly when they are needed the most.</p> | TUM-SH-8 (29) |
| Flood Hazard | <p>Floodproof the Tumwater Valley golf course clubhouse structure to FEMA standards to stop the infiltration of floodwaters during a flood event.</p> <p>The clubhouse is a City owned property that underwent a multimillion-dollar remodel in 2009. Floodproofing the structure could prevent damage to the structure. Evaluations on floodproofing methods should include costs, benefits, impacts to nearby properties including the Tumwater Valley Athletic club, as well as impacts to the floodplain as a whole.</p> | TUM-FH- 11 (25) |

| Hazard Addressed | Action and Description | Priority Rating |
|-------------------|--|-----------------------|
| Wildfire Hazard | <p>Establish firebreaks and routine maintenance on Tumwater Hill adjacent to City property, the newly created City park, and the elementary school.</p> <p>Tumwater Hill is at high risk for wildfire due to slopes, vegetation and tree cover, and development. Establishing firebreaks next to the new houses in this area and then periodically cutting the remainder brush would help to minimize damages in the event of a localized wildfire.</p> | TUM-WH-10 (27) |
| Earthquake Hazard | <p>Have a professional engineer or qualified person assess infrastructure for earthquake vulnerability.</p> <p>Inspections and assessments of key infrastructure, such as bridges, water towers and pump stations, sewer lift stations, and water/sewer main lines, should be completed in regards to their ability to withstand earthquakes will help to prioritize projects and upgrades.</p> | TUM-EH-3 (36) |
| Volcanic/Lahar | <p>Keep a supply of air filters on hand for critical equipment, generators, and vehicles in case of ash fall, fire, or wildfire.</p> <p>In order to keep critical facilities operating during a volcanic ash fall situation or fire, emergency operations equipment such as police vehicles, fire trucks, medic one units, the HVAC system for the Emergency Operations Center, and generators supporting critical facilities, etc., should have extra air filters on hand. Continued operation of emergency response equipment and critical facilities during a disaster is very important to the health, safety, and welfare of the citizens of Tumwater.</p> | TUM-VH-9 (28) |

| Hazard Addressed | Action and Description | Priority Rating |
|------------------|--|------------------------|
| Flood Hazard | <p>Reforest corridors along the Deschutes River and stream shorelines</p> <p>Reestablish forested edges along river and stream shorelines to reduce the impacts of flood and the force of water. Planting and revegetation will help to reduce erosion and bank stabilization.</p> | TUM-FH- 12 (23) |
| Flood Hazard | <p>Continue to be actively involved in inter-jurisdictional flood hazard reduction efforts where Tumwater and other jurisdictions are located within the same basin.</p> <p>Tumwater, being located at the mouth of the Deschutes River, is directly affected by activities occurring upstream and "downstream." Tumwater should work closely with upstream jurisdictions as well as Olympia, which is "downstream", to ensure that any activities in these other jurisdictions do not adversely affect Tumwater.</p> | TUM-FH- 3 (36) |
| Flood Hazard | <p>Draft a prioritized list of residences Tumwater would acquire (buyout) if state or federal monies are available.</p> <p>Frequently flooded properties and structures can become a health and life safety issue for both residents, emergency responders, and the community in general. The City of Tumwater should work with regional, state, and federal agencies in determining which residences should be purchased and how the funding for such actions will be acquired.</p> | TUM-FH- 12 (23) |
| Flood Hazard | <p>Mail flood insurance information to owners of properties located within a floodplain and to residents who live in a floodplain.</p> <p>Knowledge of flood insurance opportunities and other related information will be helpful for residents and property owners who may not be aware of the options.</p> | TUM-FH- 13 (22) |

| Hazard Addressed | Action and Description | Priority Rating |
|------------------|--|----------------------|
| Flood Hazard | <p>Investigate funding sources for projects that will reduce or eliminate damage from flooding for streets, structures, utilities and appurtenances, and other infrastructure within areas prone to flooding.</p> <p>Elevating or other means of floodproofing will reduce damages, reduce or eliminate damages to provision of services (utilities), and allow travel of emergency vehicles as well as daily traffic during periods of flooding.</p> | TUM-FH-5 (33) |
| Wildfire Hazard | <p>Adopt the Washington Wildland-Urban Interface Code (WWUIC), International Building Code (IBC), and International Residential Code (IRC) to meet WUI requirements.</p> <p>To reduce the loss of life and property due to wildfires, the WWUIC establishes minimum state requirements for land use and built environment in designated wildland-urban interface areas. These requirements include specific fire resistant materials for structures and limiting the amount and type of trees and vegetation in “defensible space” within 30 to 100 feet of structures.</p> | TUM-WH-1 |
| Wildfire Hazard | <p>Update the City of Tumwater map to show wildland urban interface map layers to coincide with the new Building Code Update.</p> <p>All development and building permit applications submitted after the adoption of the WWUIC will need to be evaluated by the City’s building official to determine if they are within the wildland-urban interface area. If development or building permit applications are within these mapped areas, then the WWUIC requirements apply. Updating the City’s online map will help inform citizens and developers if they are within a wildland urban interface area and need to meet WWUIC requirements.</p> | TUM-WH-5 (33) |

| Hazard Addressed | Action and Description | Priority Rating |
|-------------------|--|----------------------|
| Wildfire Hazard | <p>Routinely inspecting the functionality of fire hydrants.</p> <p>Water is a key factor in suppressing fire. Ensuring fire hydrants are functioning correctly is critical in reducing the spread of wildfires and increasing public safety.</p> | TUM-WH-9 (28) |
| Wildfire Hazard | <p>Incorporate proper species selection, planting, and maintenance practices into City landscape code updates.</p> <p>Establishing a drought tolerant tree and plant species list decreases the chances of landscaping vegetation becoming wildfire fuel.</p> | TUM-WH-2 |
| Storm Hazard | <p>Reduce heat islands.</p> <p>By implementing updates to the City of Tumwater Tree and Vegetation Code, Landscape Code, and Street Tree code, proper tree and vegetation planting and maintenance will help reduce the effects of warming developed urban areas known as “Heat Islands”. Increasing tree and vegetation cover lowers surface and air temperatures by providing shade and cooling and reducing the amount of energy needed to cool buildings, resulting in improved reliability of the electric system, particularly during extreme weather events.</p> | TUM-SH-3 (36) |
| Landslide Hazards | <p>Review and Update Critical Areas Ordinance during the Periodic Update</p> <p>During the periodic update, staff will review the Critical Area Checklist and City of Tumwater Municipal Code to ensure Geological/Landslide hazards are minimized using the most current development regulations.</p> | TUM-LH-6 (31) |

| Hazard Addressed | Action and Description | Priority Rating |
|-------------------|---|-----------------------|
| Storm Hazard | <p>Reduce damage to utilities by updating City development code.</p> <p>By updating land use and environmental regulations to support vegetation management activities that improve reliability in utility corridors, the risk of having critical infrastructure damaged during a storm is reduced. The landscape code and other ordinances will be modified to encourage appropriate plantings near overhead power, cable, and phone lines.</p> | TUM-SH- 7 (30) |
| Earthquake Hazard | <p>Include retrofitting/replacement of critical system elements in Capital Improvements Plan (CIP)/CFP</p> <p>Repair, replacement, and improvements to existing critical systems and critical infrastructure with seismic retrofits are included as part of the City of Tumwater 2020 Water System Plan. A seismic backbone map was created to identify critical structures and the distribution systems that would be used to serve the public after a seismic event.</p> | TUM-EH-6 (31) |
| Multiple Hazards | <p>Encourage the public to be prepared to be self-sufficient for the first 72 hours after a disaster.</p> <p>The City continues to promote emergency preparedness through our City website and in partnership with Thurston County Emergency Management. The City will schedule an annual distribution of Emergency Preparation information. On September 23, 2023, the City is participating in the Emergency Preparedness Expo in conjunction with the Thurston County Emergency Management Council.</p> | TUM-MH-4 (34) |

| Hazard Addressed | Action and Description | Priority Rating |
|-------------------|--|-----------------------|
| Earthquake Hazard | <p>Install auxiliary generator to power City main Well/Water supply.</p> <p>Water is critical for public health and safety. In case of an earthquake and loss of power, a backup generator will keep the well functioning and in service.</p> | TUM-EH-6 (31) |
| Storm Hazard | <p>Install solar power and battery storage at City Hall and Tumwater Library (secondary emergency operations center).</p> <p>Tumwater City Hall and Library are critical facilities. In an event of a storm, solar power will keep the Tumwater City Hall and police station functioning during an emergency.</p> | TUM-SH- 7 (30) |

TO: General Government Committee

FROM: Erika Smith-Erickson, Land Use and Housing Planner and Brad Medrud, Planning Manager

DATE: August 9, 2023

SUBJECT: Preliminary Docket for 2023 Annual Housekeeping Amendments

1) Recommended Action:

Conduct a briefing on and schedule the item for consent by the City Council for their September 5, 2023 on which amendments to include in the TMC 18.60.025(A) final docket.

2) Background:

TMC 18.60.025(A) establishes a process by which the preliminary docket of annual development code housekeeping amendments undergoes an initial review by the Planning Commission for recommendation to the City Council. The City Council will make the final determination on which of the proposed amendments will be included in the final docket later in the summer.

Once the docket becomes final, staff will review and analyze the proposed amendments as part of our long range planning work program and come back to the Planning Commission and City Council for the final review and recommendation process in the fall of 2023.

The staff report contains summaries of the four proposed amendments.

The Planning Commission was briefed on the preliminary docket at their June 27, 2023. The Planning Commission continued their discussion at their July 11, 2023 meeting and recommended that the General Government Committee include all the items in the preliminary docket in the final docket of amendments.

3) Policy Support:

Economic Development Plan Goal 1: "Establish a development climate that stimulates economic activity and desirable investment."

Economic Development Plan Strategy 1.D: "Ensure a predictable and efficient experience for business owners and developers seeking to invest in Tumwater."

Land Use Element Implementation Policy 11 of Section 3.3: "Modify the land use regulatory review, permitting, and approval system for consistency with the Growth Management Act and adopted plans to ensure predictability and allow processing of development permits in a timely and fair manner."

3) Alternatives:

☐ None

5) Fiscal Notes:

This is an internally funded work program task.

6) Attachments:

- A. Staff Report
- B. Presentation

MEMORANDUM

Date: August 9, 2023
 To: General Government Committee
 From: Erika Smith-Erickson, Land Use and Housing Planner and Brad Medrud,
 Planning Manager



Preliminary Docket for 2023 Annual Housekeeping Amendments

During 2022 and 2023, staff gathered information on proposed minor housekeeping amendments to the development code in the Tumwater Municipal Code to be considered collectively in 2023. TMC 18.60.025(A) establishes a process for such development code amendments that is similar to the one the City follows for annual Comprehensive Plan amendments.

A preliminary docket of proposed amendments will be reviewed in the summer for consideration as part of the final docket that would be reviewed by the Planning Commission and approved by the City Council in the fall of 2023 and winter of 2024.

Contents

| | |
|--|---|
| Summary | 1 |
| Background | 2 |
| Development Code Housekeeping Preliminary Docket | 2 |
| Public Approval Process | 4 |
| Public Notification | 4 |
| Staff Conclusions | 5 |
| Staff Recommendation | 5 |
| Effects of the Proposed Amendments | 5 |
| Staff Contacts | 5 |

Summary

The proposed four amendments are intended make minor corrections to the City's development regulations.

Background

TMC 18.60.025(A) establishes a process by which the preliminary docket of annual development code housekeeping amendments undergoes an initial review by the Planning Commission for recommendation to the City Council. The City Council will then make the final determination on which of the proposed amendments will be included in the final docket.

After the docket is final, staff will review and analyze the proposed amendments and come back to the Planning Commission with a draft ordinance to start the final review and recommendation process on October 24, 2023.

The amendments are a part of the approved 2023 Long Range Planning work program.

Development Code Housekeeping Preliminary Docket

The following is a summary of the proposed amendments that make up the development code housekeeping preliminary docket:

A. Manufactured Home Parks Required Open Space

Clarify the open space requirements for manufactured home parks that are not subject to the land division process under Title 17 *Land Division*.

The intent of Ordinance No. O2020-015, which the City Council approved in 2021, was that new or redeveloped manufactured home parks would provide park and open space. TMC 18.49.060(F) Park and Open Space Area states:

New development in the MHP zone district shall set aside land for park and open space area as specified in TMC 17.12.210 and 18.42.130 and the citywide design guidelines.

If land division were not required pursuant to TMC 17.12.210, then the requirements of TMC 18.42.130 would apply. TMC 18.42.130(A) states:

For new residential developments in which the majority of the dwelling units will be multifamily dwellings or roominghouses, or five or more dwelling units as rowhouses or townhomes, and the land is not being divided, a minimum of fifteen percent of the gross site area shall be set aside for park and open space area.

As the code is written currently, manufactured home parks that are not subject to the land division process under Title 17 *Land Division* would not be required to provide 15% open space.

Code Section to be amended:

- 18.42.130 – General Land Use Regulations – Park and open space area standards for development without divisions of land

B. Undergrounding Utilities Requirements

Clarify the requirement that new and existing electrical power, telephone, cable television, fiber optics and other transmission lines shall be installed underground and establishing an appeals process through the Engineering Services Manager in the Transportation & Engineering Department.

Code Section to be amended:

- TMC 17.12.200 – General Design Standards – Underground Utilities

C. Town Center Mixed Use Subdistrict First Floor Uses

Clarify the uses that would be allowed on the first floor of commercial and residential developments along main streets in the Town Center Mixed Use subdistrict.

The intent of the Town Center Mixed Use subdistrict is to create a pedestrian environment with first floor land uses that generate pedestrian activity which complement the wide sidewalks, street trees, pedestrian-level streetlights, street furniture, and mid-block crossings that characterize the pedestrian-oriented streetscape.

As the code is written currently, it is unclear what uses would be allowed in this situation.

Code Section to be amended:

- TMC 18.23.050 – TC Town Center Zone District – Development and design standards – Specific to properties fronting main streets

D. Building Heights Over Sixty-Five Feet for Specific Industrial Uses

Establish a conditional use permit process for specific industrial uses that exceed sixty-five feet in the LI Light Industrial and HI Heavy Industrial zone districts.

Prior to the approval of Ordinance No. O2017-006 by the City Council in 2017, “buildings or structures over permitted height restrictions” were allowed subject to conditional use permit approval in the GC General Commercial, MU Mixed Use, LI Light Industrial, and HI Heavy Industrial zone districts. In addition to the general conditional use permit requirements, solar access and articulation conditions had to be addressed.

To partially address the need for taller structures in the LI Light Industrial zone district, the maximum height in the LI Light Industrial zone district was raised by Ordinance No. O2016-037 in 2017 from 50 feet to 65 feet.

Code Section to be amended:

- TMC 18.24.040 – LI Light Industrial Zone District – Conditional uses

- TMC 18.25.040 – HI Heavy Industrial Zone District – Conditional uses
- TMC 18.56.110 – Conditional Use Permits – “B” uses

Public Approval Process

Consistent with TMC 18.60.025, the Planning Commission held a briefing on the preliminary docket on June 27, 2023 and a worksession on July 11, 2023. At the end of the worksession, the Planning Commission recommended that all the items on the preliminary docket to go forward to the final docket for more review.

The General Government Committee will discuss the Planning Commission’s recommendation on the items to go forward to the final docket for more review at their August 9, 2023 meeting. The General Government Committee is expected to recommend that the preliminary docket be placed on the City Council’s consent agenda for their September 5, 2023 meeting.

An Environmental Checklist for a non-project action will be prepared in September 2023 under the State Environmental Policy Act (Chapter 43.21C RCW), pursuant to Chapter 197-11 WAC, and a Determination of Non-Significance will be issued later in September 2023.

The ordinance expected to be sent to the Washington State Department of Commerce in September 2023 for the required 60-day review before the proposed text amendments were adopted, in accordance with RCW 36.70A.106.

The Planning Commission is expected to receive a briefing on the final docket of proposed code amendments on October 24, 2023 and hold a worksession on the final docket November 14, 2023.

A Notice of Public Hearing for the Planning Commission is expected to be issued on November 17, 2023 prior to a public hearing. The notice will be posted, published as a press release, distributed to interested individuals and entities that have requested such notices, and published in The Olympian.

The Planning Commission is expected to hold a public hearing for the proposed amendments on November 28, 2023. Following the public hearing and deliberations, the Planning Commission will make a recommendation that Council on the proposed amendments.

The General Government Committee is scheduled to review the proposed amendments in a briefing on January 10, 2024 and recommend that the ordinance be discussed at a City Council worksession. The City Council is scheduled to review the amendments at a worksession on January 23, 2024 and consider the amendments on February 6, 2024.

Public Notification

A Notice of Public Hearing for the November 28, 2023 the Planning Commission public hearing is expected to be issued, posted, mailed to interested parties, and published in The Olympian on November 17, 2023, after the Planning Commission is expected to set the public hearing date on November 14, 2023.

Staff Conclusions

Based on the above review and analysis, staff will need to conclude that the proposed text amendments are consistent with the requirements of the Washington State Growth Management Act and the Tumwater Comprehensive Plan.

Staff Recommendation

Staff recommends that the General Government Committee forward a recommendation to the City Council that all the items in the 2023 development code housekeeping preliminary docket go forward for review as part of the final docket.

Effects of the Proposed Amendments

The proposed text amendments would necessitate changes to the Tumwater Municipal Code.

Staff Contacts

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2023 Annual Development Code Housekeeping Amendments Preliminary Docket



General Government Committee – August 9, 2023

Issue

- During 2022 and 2023, staff gathered information on minor housekeeping amendments to the Tumwater Municipal Code to be considered in 2023
- The proposed amendments are intended make minor corrections to the City's development regulations



Preliminary Docket

- TMC 18.60.025(A) establishes a process that is similar to the one the City follows for annual Comprehensive Plan amendments
- A **preliminary docket** of proposed amendments will be reviewed by the Planning Commission for a recommendation to City Council on what amendments will be a part of the final docket



Final Docket

- Once the City Council approves the contents of the **final docket** of code amendments, staff will prepare an ordinance for consideration by the Planning Commission and City Council in the fall of 2023



General Topics Covered

- A. Manufactured Home Parks Required Open Space
- B. Undergrounding Utilities Requirements
- C. Town Center Mixed Use Subdistrict First Floor Uses
- D. Building Heights Over Sixty-Five Feet for Specific Industrial Uses



Next Steps

Preliminary Docket

City Council

- General Government Committee briefing – August 9, 2023
- Consent agenda – September 5, 2023

Next Steps

Final Docket

Planning Commission

- Briefing – October 24, 2023
- Worksession – November 14, 2023
- Hearing – November 28, 2023

Next Steps

Final Docket

City Council

- General Government Committee briefing – January 10, 2024
- City Council worksession – January 23, 2024
- City Council consideration – February 6, 2024



TO: General Government Committee
 FROM: Brad Medrud, Planning Manager
 DATE: August 9, 2023
 SUBJECT: 2025 Comprehensive Plan Periodic Update – Work Program and Schedule

1) Recommended Action:

This is a discussion item about the work program and schedule for the 2025 Comprehensive Plan periodic update. Please review the attached memorandum and be prepared to discuss.

2) Background:

On a ten-year cycle, the City is required to conduct a Growth Management Act periodic update of its Comprehensive Plan and related development regulations. For the current cycle, the City is required to complete work on the periodic update by June 30, 2025. Work on the periodic update started last fall.

The Comprehensive Plan document that will come out of the periodic update process will be shorter, leaner, and more user friendly and consist of shorter individual Elements focusing on goals, policies, and actions with appendices containing the required technical information. At the end of the process, there will also be a brief Comprehensive Plan goal and policy guide for use by staff and policymakers.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate climate mitigation, adaptation, and sustainability goals and actions either in a separate new Element or as part of all the individual Elements.

The intent of this worksession is to present and discuss the work program and schedule for GGC briefings on elements of the periodic update.

3) Policy Support:

Goal LPP-1: Provide sufficient and efficient services to Tumwater and the Urban Growth Area.

Goal LU-1: Ensure the Land Use Element is implementable and coordinated with all applicable City plans and the plans of other jurisdictions in the Thurston region.

4) Alternatives:

☐ None.

5) Fiscal Notes:

This is primarily an internally funded work program task. The City has filed an application

for a Washington State Department of Commerce grant funding to support the periodic update of \$125,000.

6) Attachments:

- A. Memorandum
- B. Presentation
- C. A Guide to the Periodic Update Process Under the Growth Management Act
- D. Periodic Update Checklist for Fully-Planning Cities
- E. Critical Areas Checklist

MEMORANDUM

Date: August 9, 2023
 To: General Government Committee
 From: Brad Medrud, Planning Manager



2025 Comprehensive Plan Update Work Program

On a ten-year cycle, the City is required to conduct a Growth Management Act periodic update of its Comprehensive Plan and related development regulations. For the current cycle, the City is required to complete work on the periodic update by June 30, 2025. Work on the periodic update started last fall.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate a large number of state required changes addressing housing, climate change, and other topics.

The intent of the General Government Committee meeting on Wednesday August 9, 2023, is to present the revised work program and schedule to complete the periodic update and to start the discussion of the state guidance materials.

Contents

| | |
|--|----|
| Phase 1 – Community Engagement (Summer 2023 – Fall 2023)..... | 2 |
| 1. Community Outreach..... | 2 |
| 2. Gap Analysis..... | 2 |
| 3. Commerce Grant..... | 5 |
| 4. Data Collection..... | 6 |
| 5. Format of Updated Comprehensive Plan | 6 |
| 6. Schedule..... | 7 |
| 7. Specific Topics Addressed as Part of the Update | 10 |
| Phase 2 – Plan Development (Winter 2024 – Fall 2024) | 27 |
| 1. Community Outreach..... | 27 |
| 2. Schedule..... | 27 |
| Phase 3 – Legislative Process (Fall 2024 – June 30, 2025)..... | 30 |
| 1. Community Outreach..... | 30 |

| | |
|----------------------------|----|
| 2. Schedule..... | 31 |
| Appendix A – Guidance..... | 33 |
| Appendix B – Schedule..... | 34 |

Phase 1 – Community Engagement (Summer 2023 – Fall 2023)

Staff will review the visions, goals, and policies in the existing Comprehensive Plan and prepare gap analyses of the Comprehensive Plan and Development Code. The community and stakeholders will be introduced to the periodic update process through a series of communications and asked to prioritize the Comprehensive Plan's vision, goals, and policies through a variety of media outreach methods, including surveys, utility inserts, open houses, informal meetings, presentations, and social media.

1. Community Outreach

- Initial Actions:
 1. Complete Periodic Update Webpage – July 2023
 2. Post final Community Outreach Plan – July 2023
 3. Prepare Email Contact List – July 2023
 4. Prepare News Releases and Media Advertisements – August 2023
 5. Post webpage Survey – August 2023
 6. Schedule Community Open Houses and Coffees – August 2023
 7. Internal and External Stakeholders
 - Establish mailing list – July 2023
 - Schedule meetings – August 2023

2. Gap Analysis

- Start July 2023, finish September 2023
- Process that will be followed:
 1. Prepare gap analysis to review the following in each of the Elements in the current Comprehensive Plan and the Development Code:
 - Current Comprehensive Plan
 - Goals, policies, and actions
 - Technical information

- Maps
- Subarea Plans
- Regulations
 - Title 3 – *Revenue and Finance*
 - Title 14 – *Development Code Administration*
 - Title 16 – *Environment*
 - Title 17 – *Land Division*
 - Title 18 – *Zoning*
 - Citywide Design Guidelines
 - Adopted by TMC 18.43 *Citywide Design Guidelines*
 - Development Guide
 - Adopted by TMC 15.02 *Public Works Construction Standards*
- 2. By using the following materials (details provided below):
 - Commerce Periodic Update Checklist
 - Ecology Critical Areas Checklist
 - Commerce Periodic Update Materials
 - 2022-23 State Legislation
 - Plans Adopted by the City since 2016
 - Specific Plans from Agencies Outside the City
- 3. To identify what needs to be updated or added to the following:
 - Goals, policies, and actions
 - Technical information
 - Maps
 - Appendices
- Materials used in the Gap Analysis:
 1. Commerce Checklist
 - *Periodic Update Checklist for Fully Planning Cities* (Commerce, March 2023)
 - *A Guide to the Periodic Update Process Under the Growth Management Act – Fully-Planning Counties & Cities* (Commerce, 2022)
 2. Ecology Checklist
 - *Critical Areas Checklist* (Commerce, November 2022)

- *Critical Areas Handbook* (Commerce, 2018, Version 3)
- *Wetland Guidance for Critical Areas Ordinance (CAO) Updates* (Ecology, October 2022)
- Best Available Science (WAC 365-195-900 through -925)
- 3. Commerce Periodic Update Materials, including:
 - Capital Facilities Planning
 - *Capital Facilities Planning Guidebook* (Commerce, October 2014)
 - Climate
 - *Climate Element Planning Guidance* (Commerce, July 2023)
 - Economic Development
 - *Economic Development Element Guide* (PSRC, February 2022)
 - General Update Materials
 - *Quick Guide to Washington State Agencies* (Commerce, 2023)
 - Hazard Mitigation
 - *Washington Plan Integration Resource Guide* (FEMA/Commerce, July 2020)
 - Housing
 - *Establish Housing Targets for Your Community* (Commerce, July 2023)
 - *Guidance to Address Racially Disparate Impacts* (Commerce, April 2023)
 - *Guidance for Updating Your Housing Element* (Commerce, 2022)
 - Missing Middle
 - *Frequently Asked Questions about Middle Housing* (Commerce, May 2023)
 - *Middle Housing in Washington: Fact Sheet for Implementing E2SHB 1110* (Commerce, May 2023)
 - *Planning for Housing in Washington* (Commerce, March 2023)
 - Land Use
 - *Growth Management Act Amendments 1995-2023* (Commerce, 2023)
 - *A Short Course on Local Planning Resource Guide* (Commerce, 2017)
 - Stormwater
 - *Building Cities in the Rain: Watershed Prioritization for Stormwater Retrofits* (September 2016)
 - Transportation

➤ *Your Community's Transportation System* (Commerce, 2012)

4. 2022-23 State Legislation

- Annexations (2SHB 1425)
- Clean Energy Siting (ESHB 1173/E2SHB 1216)
- Climate (E2SHB 1170/E2SHB 1181)
- Housing (HB 1220/ESHB 1042/E2SHB 1110/ESHB 1293/EHB 1337)
 - Missing Middle (E2SHB 1110)
 - Capacity (HB 1220)
 - ADUs (EHB 1337)
 - Design Standards (ESHB 1293)
- Impact Fees for Construction of Smaller Residential Units (SB 5258)
- Impact Fee Study for Bicycle and Pedestrian Facilities (SB 5442)
- Organic Materials Management (E2SHB 1799)
- Project Permit Review (2SSB 5290)
- SEPA (SSB 5818/2SSB 5412)
- Tribal Participation (HB 1717)
- Urban Growth Area Land Swaps (Coordination with Thurston County is Required/SB 5593)

5. Plans Adopted by the City since 2016

- NPDES Stormwater Permit Update
- Thurston Climate Mitigation Plan
- Tumwater Housing Action Plan
- Urban Forestry Management Plan

6. Specific Plans and Agencies Outside the City

- 5-Year Homeless Crisis Response Plan
- Regional Housing Council

3. Commerce Grant

- Apply for Grant – July 2023
- Expected grant amount is \$125,000
- Grant Contract Approval – Fall 2023

1. State
2. City
- Consultant Selection and Contracting – Fall 2023
 1. Transportation Consultant
 - Update Transportation Plan
 - Prepare and Issue RFP
 - Consultant Selection
 - Contract Approval
 2. Economic Development Consultant
 - Economic Development Plan Data Workbook Update
 - Prepare and Issue RFP
 - Consultant Selection
 - Contract Approval

4. Data Collection

- Start July 2023, finish Spring 2024
- TRPC Population Projections – Likely ready by December 2023
- TRPC Housing Projections – Likely ready by December 2023
- Transportation Data – Consultant derived once Commerce grant applied for, awarded, and contract and work completed – 2024
- Economic Data – Consultant derived once Commerce grant applied for, awarded, and contract and work completed – 2024
- Mapping – Schedule time to meet and discuss with GIS Team – August 2023

5. Format of Updated Comprehensive Plan

- Start July 2023, finish September 2023
- The updated Comprehensive Plan will be shorter, leaner, and more user friendly. It will consist of shorter individual Elements and Plans with appendices that contain the required technical information. At the end of the process, there will also be a brief Comprehensive Plan goal and policy guide for use by staff and policymakers.
 1. Brief outline of how the current Comprehensive Plan is structured

2. Prepare Template for Updated Comprehensive Plan

- Updated Comprehensive Plan will consist of shorter Individual Elements and Plans Focused on Goals and Policies with More Technical Appendices
- Each Element would consist of the following
 - Goal, Policy, and Action Document
 - Technical Document
 - Appendix, as needed
- Create a Goal and Policy book for Policymakers containing all Comprehensive Plan goals, policies, and actions, cross referenced
- Create a User Guide

6. Schedule

- Initial Community Outreach
 - July 2023 – December 2023
- Data Collection
 - July 2023 – Spring 2024
- Gap Analysis
 - July 2023 – September 2023
- Commerce Grant and Contracting
 - July 2023 – Fall 2023
- Internal Coordination Meetings
 1. City Administrator
 - Starting August 2023
 2. Community Development
 - Starting August 2023
 3. Transportation & Engineering
 - Starting September 2023
 4. Water Resources & Sustainability
 - Starting September 2023
- General Comprehensive Plan and Development Code Meetings
 1. Work Program and Schedule

- Planning Commission Worksession
 - July 25, 2023
- General Government Committee Briefing
 - August 9, 2023
- 2. Update Check In
 - Joint City Council – Planning Commission Meeting
 - December 12, 2023
- Initial Comprehensive Plan Element Meetings – Goals, Policies, and Actions
 - 1. Climate Element
 - Planning Commission Worksession
 - October 24, 2023
 - General Government Committee Briefing
 - November 8, 2023
 - 2. Conservation Element
 - Planning Commission Worksession
 - October 24, 2023
 - General Government Committee Briefing
 - November 8, 2023
 - 3. Economic Development Plan
 - Planning Commission Worksession
 - November 14, 2023
 - General Government Committee Briefing
 - December 13, 2023
 - 4. Housing Element
 - Planning Commission Worksessions
 - August 22, 2023
 - September 26, 2023
 - General Government Committee Briefing
 - September 13, 2023
 - 5. Land Use Element
 - Includes Appendices, Maps, and Subarea Plans

- Planning Commission Worksessions
 - August 8, 2023
 - September 12, 2023
- General Government Committee Briefing
 - September 13, 2023
- 6. Lands for Public Purposes Element
 - Planning Commission Worksession
 - November 28, 2023
 - General Government Committee Briefing
 - December 13, 2023
 - Public Works Committee Briefing
 - January 18, 2024
- 7. Transportation Plan
 - Planning Commission Worksession
 - January 9, 2024
 - General Government Committee Briefing
 - January 10, 2024
 - Public Works Committee Briefing
 - January 18, 2024
- 8. Utilities Element
 - Planning Commission Worksession
 - November 28, 2023
 - General Government Committee Briefing
 - December 13, 2023
- Initial Development Code Amendment Meetings
 - Planning Commission Worksession
 - October 10, 2023
 - General Government Committee Briefing
 - October 11, 2023
- Coordination with Other Jurisdictions and Agencies
 - 1. Thurston County

- Starting September 2023
- 2. City of Olympia
 - Starting September 2023
- 3. Intercity Transit
 - Starting September 2023
- 4. LOTT
 - Starting September 2023
- 5. Port of Olympia
 - Starting September 2023
- 6. Thurston Regional Planning Council
 - Starting September 2023

7. Specific Topics Addressed as Part of the Update

- Incorporate consideration of Diversity, Equity, and Inclusion throughout
 - 1. Environmental Justice
 - Special consideration for environmental justice in goals and policies (E2SHB 1181)
- Comprehensive Plan Update
 - 1. General
 - Create a new format for the Comprehensive Plan that will be shorter, leaner, and more user friendly. The updated Comprehensive Plan will consist of shorter individual Elements and Plans with appendices that contain the required technical information.
 - Use the new Community Outreach Plan for the periodic update process.
 - Create a new Comprehensive Plan Goal and Policy Guide for use by staff and policymakers.
 - Create a new User Guide to the Comprehensive Plan.
 - Create a new Glossary for the Comprehensive Plan.
 - The County-Wide Planning Policies (2015) will not be revised for the 2025 periodic update.
 - Ensure that the updated Comprehensive Plan is internally consistent.

- Ensure that all the Comprehensive Plan Elements and Plans are consistent with County-Wide Planning policies, the Growth Management Act, coordinated with the Plans of adjacent jurisdictions, individual Comprehensive Plan Elements and Plans, and the future land use map.
 - Update all maps that are a part of the Comprehensive Plan, including the City-Wide Land Use Map and all maps in the individual Comprehensive Plan Elements and Plans.
 - Update all the appendices in the Comprehensive Plan.
 - Review entire Plan to address the use of terms such as “neighborhood character,” stability, and similar terms in support of the Tumwater Housing Action Plan as part of Planning Commission’s 2022 Comprehensive Plan amendment cycle recommendations.
 - Provide for a mutually agreeable Memorandum of Agreement between the City and tribes about collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period.
 - Provide for consideration for preserving property rights. The City must evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property
 - Update list of all adopted Plans.
 - Update City strategic priorities.
 - Revise planning period to 2025 – 2045.
 - Update discussion of Growth Management Act goals.
 - Add references to the updated Shoreline Master Program (2019) and Economic Development Plan (2019) and the new Tumwater Housing Action Plan (2021), Thurston Climate Mitigation Plan (2021), and Urban Forestry Management Plan (2021).
 - Simplify, reduce, and update goals, policies, and actions.
2. Capital Facility Plan
- Include green infrastructure (E2SHB 1181)
 - Identify all public entities that own capital facilities make a good faith effort to gather info from them (E2SHB 1181)
 - Prepare an inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities.
 - Prepare a forecast of the future needs for such capital facilities.
 - Show the proposed locations and capacities of expanded or new capital facilities.

- Prepare a six-year Capital Facilities Plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes.
 - Include a requirement 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 Plan, and financing plan within the Capital Facilities Plan are coordinated and consistent.
 - Include park and recreation facilities in the Capital Facilities Plan.
 - Update policies or procedures to ensure capital budget decisions are in conformity with the Comprehensive Plan.
 - Update the inventory of existing capital facilities owned by public entities.
 - Update the forecast of needed capital facilities based on projected population and adopted levels of service over the planning period.
 - Update the proposed locations and capacities of expanded or new capital facilities. Infrastructure investments should consider equity and plan for any potential displacement impacts.
 - If impact fees are collected, identify the public facilities on which money is to be spent.
3. Climate Element
- New state requirement
 - Based on the following
 - Sustainable Thurston
 - Thurston Climate Adaptation Plan
 - Thurston Climate Mitigation Plan
 - Greenhouse gas emissions reduction subelement consistent with Commerce guidelines to reduce greenhouse gas emissions and per capita vehicle miles traveled, prioritizing reductions that benefit overburdened communities (E2SHB 1181)
 - Adoption and implementation of this subelement not subject to SEPA appeal (E2SHB 1181)
 - Greenhouse gas subelement may be submitted to Commerce for approval, with 120-day advance notice of intent. If approved, Commerce may be subject to GMHB appeal rather than the city (E2SHB 1181)
 - Resiliency subelement to avoid or reduce adverse impacts of climate change consistent with best available science, prioritizing actions that benefit overburdened communities (E2SHB 1181)

- Goals and policies must include: natural areas to foster resiliency and protect vital habitat for species migration
- Social, economic and built environment factors (E2SHB 1181)
- Address natural hazards aggravated by climate change (E2SHB 1181)

4. Conservation Element

- Update to address City's intent to develop a Habitat Conservation Plan for the effective management of affected listed species and prairie ecosystems across private and public lands in the City.
- Update policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas. In developing these policies, the city must have included the best available science 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.
- If forest or agricultural lands of long-term commercial significance are designated inside City, update the program authorizing transfer or purchase of development rights in coordination with the County.
- Review updating greenhouse gas emission targets in the Conservation Element to address HB 2311 as part of Planning Commission's 2022 Comprehensive Plan amendment cycle recommendations.
- Urban Forestry Management Plan
- Update Maps

5. Economic Development Plan

- Update the data workbook for the Plan.
- Add new initiatives.

6. Housing Element

- Update goals, policies, and actions for the preservation, improvement, and development of housing.
- Revise to consider of housing locations in relation to employment locations and the role of accessory dwelling units.
- Revise inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of housing need, as provided by the State Department of Commerce.
- Revise to include adequate provisions for existing and projected housing needs for all economic segments of the community.

- Revise identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing.
- Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability.
- Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, Plans, and actions.
- Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments.
- Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing.
- Update information on federal, State, and local financing programs.
- Update housing services provided by public and private service agencies.
- Update information on housing needs gap.
- Consider policies to support rental and residential inspections programs.
- Update regulatory barrier assessment, citywide housing needs, and existing and future housing needs to year 2045.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Address Regional Housing Council and Five-Year Thurston County Homeless Plan

7. Land Use Element

- Update the following:
 - Tumwater Community Profile from Thurston Regional Planning Council.
 - 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.

- Estimates of population densities and building intensities based on future land uses and housing needs.
- City land use patterns and distribution information.
- City-Wide Future Land Use Map.
- Buildable Lands:
 - Existing land use and existing residential density charts.
 - Commercial/industrial vacant land supply analysis.
 - Net buildable industrial land table.
 - Total dwelling units buildout table.
 - Address current and future Habitat Conservation Plan conservation areas.
- Strategic Priorities – City Council
- Update Land Use Maps
- Review and Update Subarea Plans
 - At the City Council's direction on March 1, 2022, review of the Littlerock Subarea Plan area and revisions to mixed use land designation citywide.
 - Update Littlerock Road Subarea Plan to address land use changes since adoption.
 - Update Black Hills Subarea Transportation Plan to address land use changes since adoption.
 - Update Brewery District and Capitol Boulevard Corridor Plan as needed.
- Update Neighborhood Appendix to incorporate current information describing existing development patterns.
- Specific Topics
 - Airport
 - Update policies, land use designations, and zoning to discourage the siting of incompatible uses adjacent to the Olympia Regional Airport.
 - The Plan and associated regulations must be filed with the State Department of Transportation for review.
 - Definitions
 - New definitions (E2SHB 1181)
 - Essential Public Facilities (From 2022 Comprehensive Plan Amendments)
 - Shorten, remove regulations in Element

- Clean energy and treatment program facilities amendments to essential public facilities per E2SSB 5536
- Forest or Agricultural Lands of Long-Term Commercial Significance
 - If forest or agricultural lands of long-term commercial significance are designated inside City, update the program authorizing transfer or purchase of development rights in coordination with the County.
- Green Spaces and Urban Forests
 - Designate greenspaces and urban forests (E2SHB 1181)
- Growth Management Goals
 - Address new Growth Management Goals (E2SHB 1181)
- Habitat Conservation Plan
 - Remove existing conservation lands from land capacity
 - Policy for removing new conservation lands from land capacity
 - Change the land use designation and zone district of existing conservation lands to OS Open Space or GB Green Belt
- Manufactured Home Parks
 - MHP Manufacture Home Park land use designation and zone district expansion
- Missing Middle
 - Two housing units allowed on every lot, independent of allowed densities.
 - Need to determine how densities will work in this situation now.
 - Does this mean “lots per acre” is the measure?
 - See guidance for how this will work with accessory dwelling units requirements
- Mixed Use/Neighborhood Commercial
 - Review the “neighborhood center” concept.
 - Look at 88th and Old Highway 99 as a mixed use center, as it has General Commercial and Mixed Use land use designations.
 - Look at 79th and Old Highway 99 as the area is currently designated Light Industrial but the informal Warehouse District functions as a General Commercial and Light Industrial land use designation hybrid.
- Natural Hazard Mitigation

- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Adopt Natural Hazard Mitigation Plan that addresses entire subelement by reference (E2SHB 1181)
- May be eligible to request a timeline extension of 48 months to update a FEMA Natural Hazard Mitigation Plan (E2SHB 1181)
- Permanently Affordable Housing
 - Address actions from the Housing Action Plan
- Physical Activity
 - Consider utilizing urban planning approaches that promote physical activity.
- Residential Densities
 - Update minimum and maximum residential densities
 - Review 2020 Comprehensive Plan Amendment residential up zone criteria and apply to 2025 Update
- Schools
 - Review land use designations and zone districts for schools.
- Single Family and Multifamily Land Use Designations
 - Replace single family and multifamily land use designations with a range of residential intensities (R1, R2, R3, etc.) in text and maps
- Transfer of Development Rights
 - Remove transfer of development rights requirement for maximum densities in residential land use designations.
 - Example SFL would become 4 minimum, 7 maximum with needing a TDR (Tumwater Housing Action Plan)
 - Coordinate with County
- Tree Canopy
 - Canopy coverage evaluation (E2SHB 1181)
- Urban Growth Area
 - Coordinate with Thurston County on new 2021-2022 legislation regarding urban growth area size, patterns of development, suitability, and infrastructure.
- Vehicle Miles traveled

- Consider approaches to reduce per capita vehicle miles travel (E2SHB 1181)

➤ Wildfires

- Reduce and mitigate the risk of wildfires (E2SHB 1181)

8. Lands for Public Purposes Element

- Update inventory and projected needs for public buildings, facilities and services over the 20-year planning period.
- Use the updated City and urban growth area 20-Year population forecasts.
- Update provisions for protection of the quality and quantity of groundwater used for public water supplies.
- Update chart of zone districts that allow essential public facilities.
- Update the process or criteria for identifying and siting essential public facilities including the reentry and rehabilitation facilities as defined in State law.
- Update to include regional transit authority facilities in the list of essential public facilities.
- Update to allow an expansion of the area in the City that would allow for essential public facilities such as inpatient facilities including substance abuse facilities as part of Planning Commission's 2022 Comprehensive Plan amendment cycle recommendations. These essential public facilities uses include, but not limited to, intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities.
- Update the identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses.
- Where applicable, update the review of drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the State.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Address Organics Management Facility Siting (ESSHB 1799).
- Water Plan
 - Group A water system plans must include climate resilience element if initiated after June 30, 2024
- Sewer Plan

- Stormwater update
 - NPDES Stormwater Permit
- Update Maps
- 9. Parks, Recreation, and Open Space Plan
 - Not part of update (City Administrator and Mayor 2022)
- 10. Shoreline Master Program
 - Update Complete, next update 2030 (HB 1544)
- 11. Transportation Plan
 - Update Maps
 - Update existing conditions and operations.
 - Update planned improvements and future operations to 2045.
 - Update transportation improvement program.
 - Update financial analysis.
 - Update traffic impact fees.
 - Update land use assumptions used in estimating travel.
 - Update estimated traffic impacts to state-owned transportation facilities resulting from land use assumptions to assist the State Department of Transportation in monitoring the performance of State facilities, to plan improvements for the facilities, and to assess the impact of land-use decisions on state-owned transportation facilities.
 - Update facilities and services needs, including:
 - 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 as a basis for future planning. This inventory must include state-owned transportation facilities within the city or county's jurisdictional boundaries.
 - Level of service standards for all locally owned arterials and transit routes to serve as a gauge to judge performance of the system. These standards should be regionally coordinated.
 - For state-owned transportation facilities, include the level of service standards for highways to gauge the performance of the system.
 - Specific actions and requirements for bringing into compliance locally owned transportation facilities or services that are below an established level of service standard.

- Forecasts of traffic for at least ten years based on the adopted Land Use Element to provide information on the location, timing, and capacity needs of future growth.
- Identification of State and local system needs to meet current and future demands. Identified needs on state-owned transportation facilities must be consistent with the statewide multimodal transportation plan.
- Update financial analysis, including:
 - An analysis of funding capability to judge needs against probable funding resources.
 - A multiyear financing plan based on the needs identified in the Comprehensive Plan, the appropriate parts of which shall serve as the basis for the six-year street, road, or transit program required for cities and for public transportation systems. The multiyear financing plan should be coordinated with the ten-year investment program developed by the office of financial management.
 - If probable funding falls short of meeting identified needs, a discussion of how additional funding will be raised, or how land use assumptions will be reassessed to ensure that level of service standards will be met.
- The Transportation Plan, the six-year Capital Facilities Plans for cities and for public transportation systems, and the ten-year investment program for the State, must be consistent.
- Provide a projection of State and local system needs to meet current and future demand.
- Provide a pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles. Consider urban planning approaches that increase physical activity.
- Describe any existing and planned transportation demand management strategies, such as high occupancy vehicle lanes or subsidy programs, parking policies, etc.
- Provide an analysis of future funding capability to judge needs against probable funding resources.
- Provide a multi-year financing plan based on needs identified in the Comprehensive Plan, the appropriate parts of which serve as the basis for the six-year street, road or transit program.
- If probable funding falls short of meeting identified needs, provide a discussion of how additional funds will be raised, or how land use

assumptions will be reassessed to ensure that level of service standards will be met.

- Describe intergovernmental coordination efforts, including an assessment of the impacts of the Transportation Plan, land use assumptions on the transportation systems of adjacent jurisdictions, and how the Plan is consistent with the regional transportation plan.
- Identify lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses.
- Identify open space corridors within and between urban growth areas, including lands useful for trails.
- Update, as needed, the process or criteria for identifying and siting essential public facilities in coordination with the periodic update of the Lands for Public Purposes Element.
- Update information on intergovernmental coordination efforts, including an assessment of the impacts of the Transportation Plan and land use assumptions on the transportation systems of adjacent jurisdictions.
- Update demand-management strategies.
- Update information on pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Revisions to allow for some form of Intercity Transit turnarounds on Littlerock and Highway 99 to allow for future transit service.
- Update to include work done on the Thurston Thrives walkability work, Intercity Transit work, and the Old Highway 99 Corridor Study.
- Allow active transportation facilities, TDM, or public transportation services to meet concurrency (E2SHB 1181)
- Equitable implementation (E2SHB 1181)
- Estimate multimodal LOS impacts to state transportation facilities (E2SHB 1181)
- Impact fee revenue for bike and pedestrian facilities (SB 5442)
- Multimodal LOS and needs forecasts for arterials, transit routes, and active transportation facilities (E2SHB 1181)

- Priority to the greatest multimodal safety benefit to each category of roadway users (E2SHB 1181)
- Include ADA transition plan (E2SHB 1181)
- Funding analysis that includes state transportation facilities (E2SHB 1181)

12. Utilities Element

- Include all electrical, telecommunication, and natural gas systems and make a good faith effort to gather information from them (E2SHB 1181)
 - Update general location, proposed location and capacity of all existing and proposed gas, electric, cable television, and telecommunications to year 2045.
 - Update wireless telecommunication facilities information as needed.
 - Update the general location, proposed location, and capacity of all existing and proposed utilities.
 - Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
 - Update Maps
- Development Regulation Update
 1. Accessory Dwelling Units (EHB 1337)
 - Expanding housing options by easing barriers to the construction and use of accessory dwelling units
 - Ensure accessory dwelling unit development regulations:
 - Impact fees may not be more than 50% of single family homes
 - Allow two accessory dwelling units per lot
 - Maximum size no less than 1,000 sf
 - No development or design standards more restrictive than on the principal home
 - Must allow conversion of existing building even if nonconforming
 - Chapter 18.42 *General Land Use Regulations* for accessory dwelling units
 - Actions to implement this bill are exempt from appeal under SEPA and to GMHB
 2. Affordable Housing
 - Update as needed to address the requirements for allowing for affordable housing as needed according to State law.

- Update as needed to address limitations on regulating outdoor encampments, safe parking efforts, indoor overnight shelters, and temporary small houses on property owned or controlled by a religious organization.
- 3. Brewery District
 - Chapter 18.27 *BD Brewery District Zone District* update
- 4. Citywide Design Guidelines
 - Chapter 18.43 *Citywide Design Guidelines* (ESHB 1293)
- 5. Concurrency and Transportation Demand Management
 - Update as needed to address State law.
- 6. Critical Areas
 - Address updates required in the State Department of Ecology's Critical Areas Checklist.
- 7. Cultural Resources
 - Update regulations as needed to address procedures to identify, preserve, and/or monitor historical or archaeological resources according to State law.
- 8. Design Review Standards
 - Update as needed (ESHB 1293)
- 9. Electric Vehicles
 - Update as needed to address that electric vehicle infrastructure adjacent to Interstate 5 and other criteria must be allowed as a use in all areas except those zoned for residential, resource use, or critical areas.
- 10. Energy, Sustainability, and Design
 - Add development regulations needed to implement Comprehensive Plan policies such as energy, sustainability, or design.
- 11. Essential Public Facilities
 - Update the process or criteria for identifying and siting essential public facilities including the reentry and rehabilitation facilities as defined in State law.
 - Update to include regional transit authority facilities in the list of essential public facilities.
 - Update to allow an expansion of the area in the City that would allow for essential public facilities such as inpatient facilities including substance abuse facilities as part of Planning Commission's 2022 Comprehensive Plan amendment cycle recommendations. These essential public facilities uses include, but not limited to, intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities.

- Drug treatment program facilities Clean energy and treatment program facilities amendments to essential public facilities per E2SSB 5536 (2022 CPA)
- Clean energy facility siting (ESHB 1173/E2SHB 1216)
- Chapter 18.56 *Conditional Use Permits*

12. Existing Buildings for Housing

- Updates to multiple chapters of Title 15 Buildings and Construction and TMC 18 Zoning for use of existing buildings for residential purposes, including Chapter 15.48 Transportation Concurrency Requirements (ESHB 1042)

13. Family Day Care

- Update as needed to address the requirement that family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial. Update definition as needed according to State law.

14. Floodplain Overlay

- Update based on Ecology 2023 review
- Chapter 18.38 *FP Floodplain Overlay*

15. Impact Fees

- Ensure that impact fees are applied consistent with State law.
- Ensure that the City's collection of impact fees follows and maintains a system for the deferred collection of impact fees for single-family detached and attached residential construction required by State law.
- Ensure that the State law's limitations on impact fees for early learning facilities are followed.
- Ensure that the State law exemptions of impact fees for low-income and emergency housing development are followed and definitions are updated.
- Chapter 3.50 *Impact Fees* includes bike and pedestrian impact fees (SB 5452)
- Chapter 3.52 Tumwater Park Impact Fees
- Updates to impact fees for smaller residential units (SSB 5258)
- Updates to impact fees for accessory dwelling units (EHB 1337)

16. MHP Manufacture Home Park zone district expansion

17. Missing Middle (E2SHB 1110)

- Increasing middle housing in areas traditionally dedicated to single-family detached housing
- Amendments to allow:

- At least two units per lot in residential zones, except on lots less than 1,000 sf, unless higher-density zoning applies
 - At least four units per lot in residential zones, except lots less than 1,000 sf, unless higher-density zoning applies, if at least one unit is affordable housing
 - Need to confirm Tumwater does not have any major transit stops by the bill's definition
 - As an alternative to first two bullets above, meet their density requirements on 75% of city lots that are primarily dedicated to single-family. Also, meet criteria for the other 25%.
 - Allow at least six of the nine types of middle housing in residential zones
 - Allow zero lot line short plats
 - Limit design review for middle housing to administrative process, and not apply any development standards that do not apply to single-family houses
 - Limit parking requirements for middle housing to one space on lots less than 6,000 SF and two spaces on lots less than 6,000 SF. Option to submit transportation safety study to Commerce.
 - Updates to multiple chapters of Title 18 *Zoning*
 - Actions on all the above bullets are exempt from appeal under SEPA
 - Option for Commerce approval of 'substantially similar' plans and regulations to those required in this bill
 - Option for Commerce to provide extension of timeline if will result in displacement or overburdened infrastructure
 - CFP update can also be delayed if extension granted
 - Actions to remove parking requirements for infill development in a UGA categorically exempt from SEPA
 - Common Interest Communities (e.g., condo or homeowners associations) cannot prohibit implementation of this bill
18. Mixed Use Zone District
- Review Mixed Use zone district locations and standards.
 - Chapter 18.20 *MU Mixed Use Zone District* update
 - Chapter 18.33 *MUO Mixed Use Overlay* update
19. Multifamily Tax Exemptions
20. Organic Materials Management (E2SHB 1799)

- Chapter 18.04 *Definitions* for compost handling facilities

21. Parking

- Review limitations on the amount of parking the City can require for low-income, senior, disabled, and market-rate housing units located near high-quality transit service.

22. Parks Concurrency

- The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.

23. Project Permit Review (2SSB 5290)

- Title 14 *Development Code Administration*

24. Residential Zoning

- Update permitted residential uses
- Replace single family and multifamily zone districts with a range of residential intensities (R1, R2, R3, etc.) in text and maps

25. SEPA amendments to Chapter 16.04 Environmental Policy (2SSB 5412)

26. Short Plat

- Updates to Chapter 17.14 *Preliminary Land Divisions* short plat regulations to allow unit lot (condo) divisions (SSB 5258)

27. Single-Family/Multifamily Zone Districts now Residential 1/2/3/4 Zone Districts

28. Town Center Zone District

- Chapter 18.23 *TC Town Center Zone District* update

29. Transfer of Development Rights

- Remove the transfer of development rights requirement for maximum density in residential zone districts.

30. Transportation Concurrency

- Update regulations to address the transportation concurrency requirement that prohibits development when level of service standards for transportation facilities cannot be met.
- Update regulations to address measures to bring into compliance locally owned transportation facilities or services that are below the levels of service established in the Comprehensive Plan. Levels of service can be established for automobiles, pedestrians, and bicycles.

- Ensure that highways of statewide significance are exempt from the concurrency ordinance.
- Ensure that traffic demand management requirements are consistent with the Comprehensive Plan. Examples may include requiring new development to be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail networks. State law recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.
- Ensure if required by state law, a commute trip reduction ordinance to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted. The ordinance should be consistent with Comprehensive Plan policies for commute trip reduction and Department of Transportation rules.
- Other Amendments
 1. Maps
- Appendices
 1. Glossary
 2. Other

Phase 2 – Plan Development (Winter 2024 – Fall 2024)

Feedback gathered through the community outreach process will be incorporated into the draft Comprehensive Plan and Development Code. Staff will present the drafts to the Planning Commission and General Government Committee as well as external and internal stakeholders and focus groups comprised of subject-area experts for review.

1. Community Outreach

- Intermediate Actions:
 - To be determined based the results of Phase 1 and the Community Outreach Plan.

2. Schedule

- Continuing Community Outreach – January 2024 –June 2024
- Comprehensive Plan Individual Element Development Meetings
 1. User Guide
 - Planning Commission Worksession
 - September 10, 2024

- General Government Committee Briefings
 - September 11, 2024
 - 2. Climate Element
 - Planning Commission Worksessions
 - January 23, 2024
 - July 25, 2024
 - General Government Committee Briefings
 - February 14, 2024
 - 3. Conservation Element
 - Planning Commission Worksessions
 - February 13, 2024
 - July 2024
 - General Government Committee Briefings
 - March 13, 2024
 - 4. Economic Development Plan
 - Planning Commission Worksessions
 - May 14, 2024
 - July 23, 2024
 - General Government Committee Briefings
 - July 10, 2024
 - 5. Housing Element
 - Planning Commission Worksessions
 - March 12, 2024
 - April 23, 2024
 - September 24, 2024
 - General Government Committee Briefings
 - May 8, 2024
 - November 13, 2024
 - 6. Land Use Element
 - Includes Appendices, Maps, and Subarea Plans
 - Planning Commission Worksessions
-

- February 27, 2024
 - April 9, 2024
 - September 10, 2024
 - General Government Committee Briefings
 - April 10, 2024
 - October 9, 2024
 - 7. Lands for Public Purposes Element
 - Planning Commission Worksessions
 - May 28, 2024
 - August 13, 2024
 - General Government Committee Briefings
 - August 14, 2024
 - Public Works Committee Briefings
 - August 8, 2024
 - 8. Transportation Plan
 - Planning Commission Worksessions
 - June 11, 2024
 - August 27, 2024
 - General Government Committee Briefings
 - August 14, 2024
 - Public Works Committee Briefings
 - September 19, 2024
 - 9. Utilities Element
 - Planning Commission Worksessions
 - May 28, 2024
 - August 13, 2024
 - General Government Committee Briefings
 - August 14, 2024
 - Public Works Committee
 - August 8, 2024
 - Development Code Update Worksessions
-

- Planning Commission Worksessions
 - March 26, 2024
 - July 9, 2024
 - October 8, 2024
- General Government Committee Briefings
 - April 10, 2023
 - November 13, 2024
- Commerce Preliminary Review
 - Review of Comprehensive Plan Format
 - March 2024
- Complete Draft of Comprehensive Plan
 - All Elements, Maps, and Appendices
 - July 2024 – October 2024
- Complete Draft of Development Code Update
 - Amendments to Titles 3, 14, 16, 17, and 18
 - July 2024 – October 2024

Phase 3 – Legislative Process (Fall 2024 – June 30, 2025)

Staff will complete a draft version of the Comprehensive Plan and the Development Code amendments during Phase III. Staff will present the drafts to the Planning Commission and General Government Committee as well as external and internal stakeholders for review.

The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan and the Development Code amendments and then conduct a public hearing to gather formal public comment on the draft Comprehensive Plan before developing findings of fact, conclusions, and recommendations that will be forwarded to City Council.

The City Council will hold a number of worksessions to discuss the Comprehensive Plan and the Development Code amendments. The City Council will consider the recommendation forwarded by the Planning Commission.

The process will culminate in the adoption of an updated Comprehensive Plan and amended Development Code by the Growth Management Act deadline of June 30, 2025.

1. Community Outreach

- Final Actions:

- To be determined based the results of Phase 2 and the Community Outreach Plan.

2. Schedule

- Commerce Review
 - Fall 2024 – Winter 2025
- Prepare Ordinances
 1. Comprehensive Plan Update Ordinance
 - October 2024
 2. Development Code Update Ordinance
 - October 2024
- SEPA Review
 1. Both Ordinances
 2. Note if SEPA is updated at the same time, allow for 60-day review by Tribes, WSDOT, and State
 3. November 2024 – December 2024
- Commerce Notice of Intent
 1. Both Ordinances
 2. November 2024 - December 2024
- Public Adoption Meetings
 1. Planning Commission
 - Briefing for Both Ordinances
 - November 26, 2024
 - Worksession for Comprehensive Plan Update Ordinance
 - December 10, 2024 (Joint with City Council)
 - January 14, 2025
 - February 11, 2025
 - Worksessions for Development Code Amendment Ordinance
 - December 10, 2024 (Joint with City Council)
 - January 28, 2025
 - Public Hearing for Both Ordinances

- February 25, 2025
- 2. General Government Committee
 - Briefing for Comprehensive Plan Update Ordinance
 - March 12, 2025
 - Briefing for Development Code Amendment Ordinance
 - April 8, 2025
- 3. Public Works Committee
 - Briefing
 - March 27, 2025
- 4. City Council Worksession
 - Worksession for Comprehensive Plan Update Ordinance
 - December 10, 2024 (Joint with Planning Commission)
 - April 15, 2025
 - May 27, 2025
 - Worksessions for Development Code Amendment Ordinance
 - December 10, 2024 (Joint with Planning Commission)
 - May 13, 2025
- 5. City Council
 - Consideration for Both Ordinances
 - June 17, 2025
- Notice of Adoption
 - 1. Submit Notice of Adoption to Commerce
 - 2. June 30, 2025

Appendix A – Guidance

The State Department of Commerce has provided guidance specific to the periodic update on their Periodic Update webpage

<https://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/>

www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics

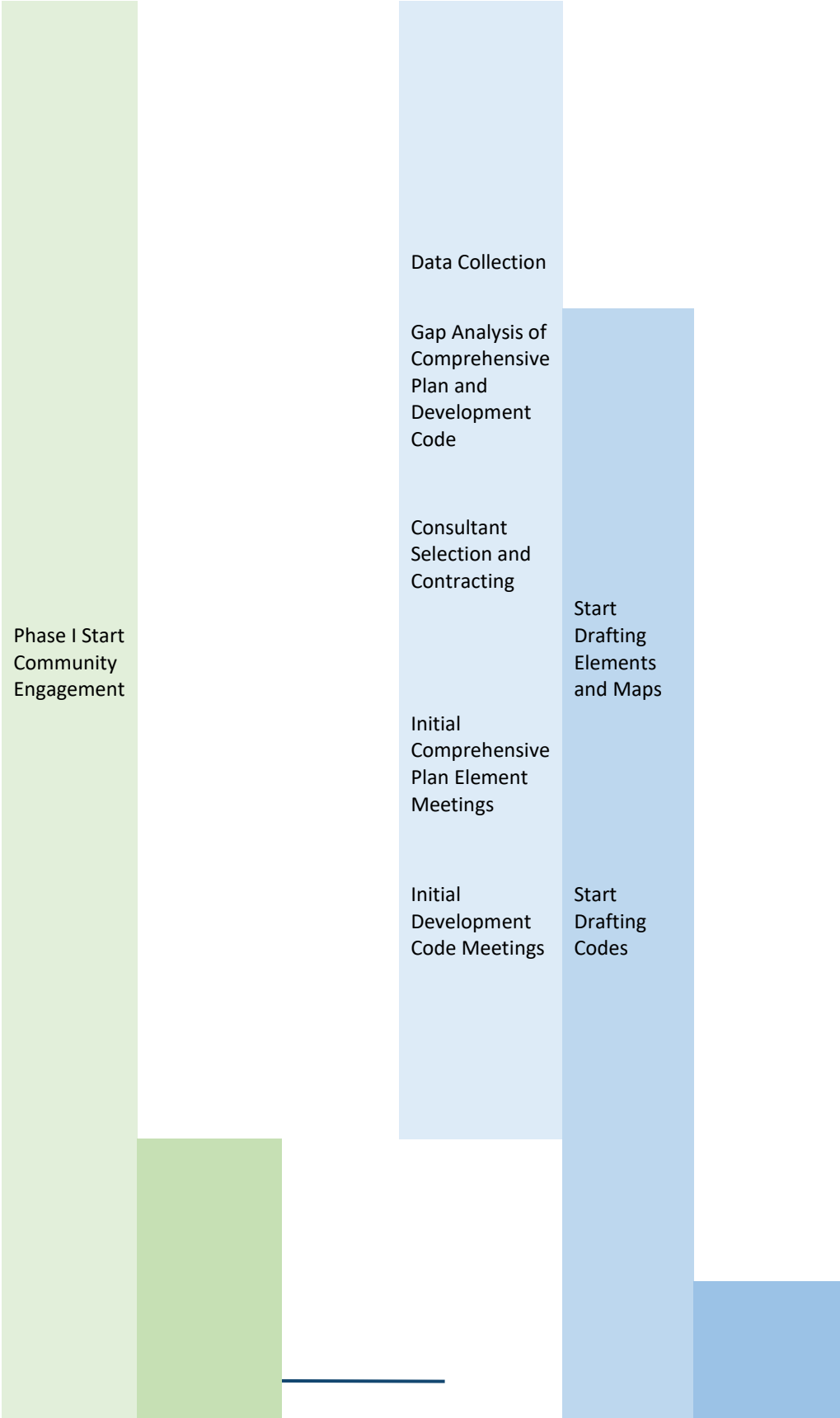
In addition, the Puget Sound Regional Council is conducting a series of workshops on a variety of topics related to the periodic update.

www.psrc.org/our-work/passport-2044-comprehensive-plan-workshop-series

Municipal Research Services Center has a Comprehensive Planning webpage.

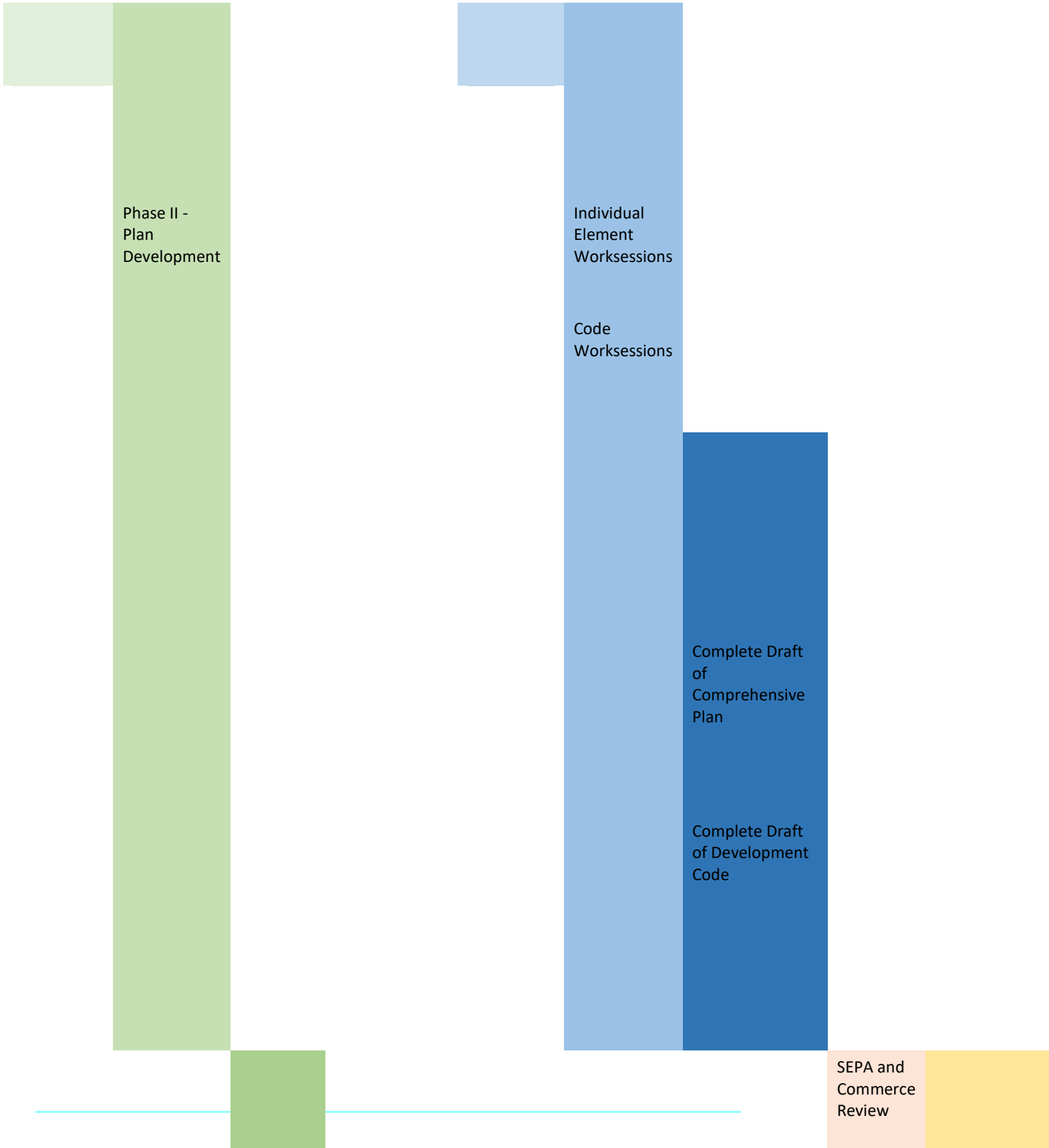
<https://mrsc.org/getdoc/d7964de5-4821-4c4d-8284-488ec30f8605/Comprehensive-Planning.aspx>

Appendix B – Schedule



COMMUNITY DEVELOPMENT DEPARTMENT

| | Planning Commission | City Council Worksession | City Council Regular Meeting | General Government Committee | Public Works Committee |
|-------------------------------|---|--------------------------|------------------------------|--|--|
| Tuesday, July 25, 2023 | Work Program and Schedule | | | | |
| Tuesday, August 08, 2023 | Land Use | | | | |
| Wednesday, August 09, 2023 | | | | Work Program and Schedule | |
| Tuesday, August 22, 2023 | Housing | | | | |
| Tuesday, September 12, 2023 | Land Use | | | | |
| Wednesday, September 13, 2023 | | | | Land Use and Housing | |
| Tuesday, September 26, 2023 | Housing | | | | |
| Tuesday, October 10, 2023 | Development Code | | | | |
| Wednesday, October 11, 2023 | | | | Development Code | |
| Tuesday, October 24, 2023 | Climate and Conservation | | | | |
| Wednesday, November 08, 2023 | | | | Climate and Conservation | |
| Tuesday, November 14, 2023 | Economic Development | | | | |
| Tuesday, November 28, 2023 | Lands for Public Purposes and Utilities | | | | |
| Tuesday, December 12, 2023 | Joint Meeting with CC | Joint Meeting with PC | | | |
| Wednesday, December 13, 2023 | | | | Economic Development and Lands for Public Purposes and Utilities | |
| Tuesday, January 09, 2024 | Transportation | | | | |
| Wednesday, January 10, 2024 | | | | Transportation | |
| Thursday, January 18, 2024 | | | | | Lands for Public Purposes and Transportation |
| Tuesday, January 23, 2024 | Climate | | | | |
| Tuesday, February 13, 2024 | Conservation | | | | |
| Wednesday, February 14, 2024 | | | | Climate | |
| Tuesday, February 27, 2024 | Land Use | | | | |



| | Planning Commission | City Council Worksession | City Council Regular Meeting | General Government Committee | Public Works Committee |
|-------------------------------|---|--------------------------|------------------------------|--|---|
| Tuesday, March 12, 2024 | Housing | | | | |
| Wednesday, March 13, 2024 | | | | Conservation | |
| Tuesday, March 26, 2024 | Development Code | | | | |
| Tuesday, April 09, 2024 | Land Use | | | | |
| Wednesday, April 10, 2024 | | | | Land Use | |
| Tuesday, April 23, 2024 | Housing | | | | |
| Wednesday, May 08, 2024 | | | | Housing | |
| Tuesday, May 14, 2024 | Economic Development | | | | |
| Tuesday, May 28, 2024 | Lands for Public Purposes and Utilities | | | | |
| Tuesday, June 11, 2024 | Transportation | | | | |
| Wednesday, June 12, 2024 | | | | Development Code | |
| Tuesday, June 25, 2024 | Climate | | | | |
| Tuesday, July 09, 2024 | Development Code | | | | |
| Wednesday, July 10, 2024 | | | | Economic Development | |
| Tuesday, July 23, 2024 | Economic Development | | | | |
| Thursday, August 8, 2024 | | | | | Lands for Public Proposes and Utilities |
| Tuesday, August 13, 2024 | Lands for Public Purposes and Utilities | | | | |
| Wednesday, August 14, 2024 | | | | Transportation and Lands for Public Proposes and Utilities | |
| Tuesday, August 27, 2024 | Transportation | | | | |
| Tuesday, September 10, 2024 | Land Use | | | | |
| Wednesday, September 11, 2024 | | | | Land Use | |
| Thursday, September 19, 2024 | | | | | Transportation |
| Tuesday, September 24, 2024 | Housing | | | | |
| Tuesday, October 08, 2024 | Development Code | | | | |
| Wednesday, October 09, 2024 | | | | Housing | |
| Wednesday, November 13, 2024 | | | | Development Code | |
| Tuesday, November 26, 2024 | Briefings | | | | |

Phase II -
Legislative
Process

Public
Adoption
Meetings

| | Planning Commission | City Council Worksession | City Council Regular Meeting | General Government Committee | Public Works Committee |
|----------------------------|-------------------------------------|-----------------------------|---------------------------------|-------------------------------------|---------------------------|
| Tuesday, December 10, 2024 | Joint Meeting with CC | Joint Meeting with PC | | | |
| Tuesday, January 14, 2025 | Worksession - Comprehensive Plan | | | | |
| Tuesday, January 28, 2025 | Worksession - Development Code | | | | |
| Tuesday, February 11, 2025 | Worksession - Comprehensive Plan | | | | |
| Tuesday, February 25, 2025 | Hearings | | | | |
| Wednesday, March 12, 2025 | | | | Briefing - Comprehensive Plan | |
| Thursday, March 27, 2025 | | | | | Briefing |
| Tuesday, April 01, 2025 | | | | | |
| Tuesday, April 08, 2025 | | | | Briefing - Development Code | |
| Tuesday, April 15, 2025 | | Worksession | | | |
| Tuesday, May 13, 2025 | | Worksession | | | |
| Tuesday, May 27, 2025 | | Worksession | | | |
| Tuesday, June 10, 2025 | | | Consideration | | |
| Tuesday, June 17, 2025 | | | Consideration | | |

Work Program and Schedule for the City of Tumwater's 2025 Comprehensive Plan Update

*Balancing Nature and Community:
Tumwater's Path to Sustainable Growth*



General Government Committee – August 9, 2023

Intent

- Present the revised 2025 Comprehensive Plan Update work program and schedule to complete the periodic update
- Start the discussion of the state guidance materials



Structure of Current Comprehensive Plan

Elements include:

- Capital Facilities Plan
- Conservation Element
- Economic Development Plan
- Housing Element
- Tumwater Thurston County Joint Plan *
- Land Use Element
- Lands for Public Purposes

Element

- Parks, Recreation, and Open Space Plan *
- Shoreline Master Program *
- Transportation Plan
- Utilities Element

* - Not part of 2025 Update



Structure of Current Comprehensive Plan

Other parts of the Plan include:

- Appendices
 - Neighborhoods
 - County-Wide Planning Policies
 - Sustainable Thurston Goals and Actions
 - Land Use and Housing Survey Results
 - Foundational Plans and Documents
 - Glossary
 - Ordinance No. O2016-012
 - 2016 Tumwater Soil Report
- Maps
 - Conservation
 - Land Use
 - Utilities
- Subarea Plans
 - Brewery District Plan
 - Black Hills Subarea Transportation Plan
 - Capitol Boulevard Corridor Plan
 - Littlerock Road Subarea Plan



Structure of Current Elements

Individual Elements are typically organized as follows:

1. Introduction

- Background on the purpose of the Element
- Applicable Growth Management Act Goals
- Applicable County-Wide Planning Policies
- Applicable Sustainable Thurston Policies
- Table of Foundational Plans



Structure of Current Elements

2. Technical Discussion appropriate for the Element

- For example, the Conservation Element addresses the following:
 - Agricultural Lands
 - Forest Lands
 - Mineral Resource Lands
 - Wetland Areas
 - Critical Aquifer Recharge Areas
 - Frequently Flooded Areas
 - Geological Hazardous Areas
 - Fish and Wildlife Habitat Conservation Areas

3. Goals, Policies, and Actions



Current Comprehensive Plan

Link to current Comprehensive Plan Documents:

<https://www.ci.tumwater.wa.us/departments/community-development-department/tumwater-comprehensive-plan>

What Each Element Addresses

- **Capital Facilities Plan** – Provides a need assessment and funding strategies for the next six years of City projects to support the implementation of the Comprehensive Plan
- **Conservation Element** – Identifies critical environmental areas and valuable natural resources as well as policies to protect and conserve them
- **Economic Development Plan** – Identifies techniques to attract new development and business to key areas in the City
- **Housing Element** – Studies the existing housing stock and explores methods of providing sufficient affordable housing for all economic segments



What Each Element Addresses

- **Tumwater Thurston County Joint Plan** – Aligns City and County policy concerning the Tumwater Urban Growth Areas to ease future annexation transitions
- **Land Use Element** – Contains goals, policies, and designations for current and future land use throughout the City
- **Lands for Public Purposes Element** – Identifies facilities such as solid waste, sanitary sewer system, water system, fire and emergency services, police protection, school facilities, library services, and general city facilities and outlines the process for siting essential public facilities
- **Parks, Recreation, and Open Space Plan** – Outlines plans to retain open space and develop recreation opportunities and parks



What Each Element Addresses

- **Shoreline Master Program** – Provides a detailed shoreline inventory and master program for managing shoreline development
- **Transportation Plan** – Determines whether public multimodal transportation systems will adequately serve new development
- **Utilities Element** – Inventories and proposed improvements for private gas, electricity, cable TV, and telecommunications utilities

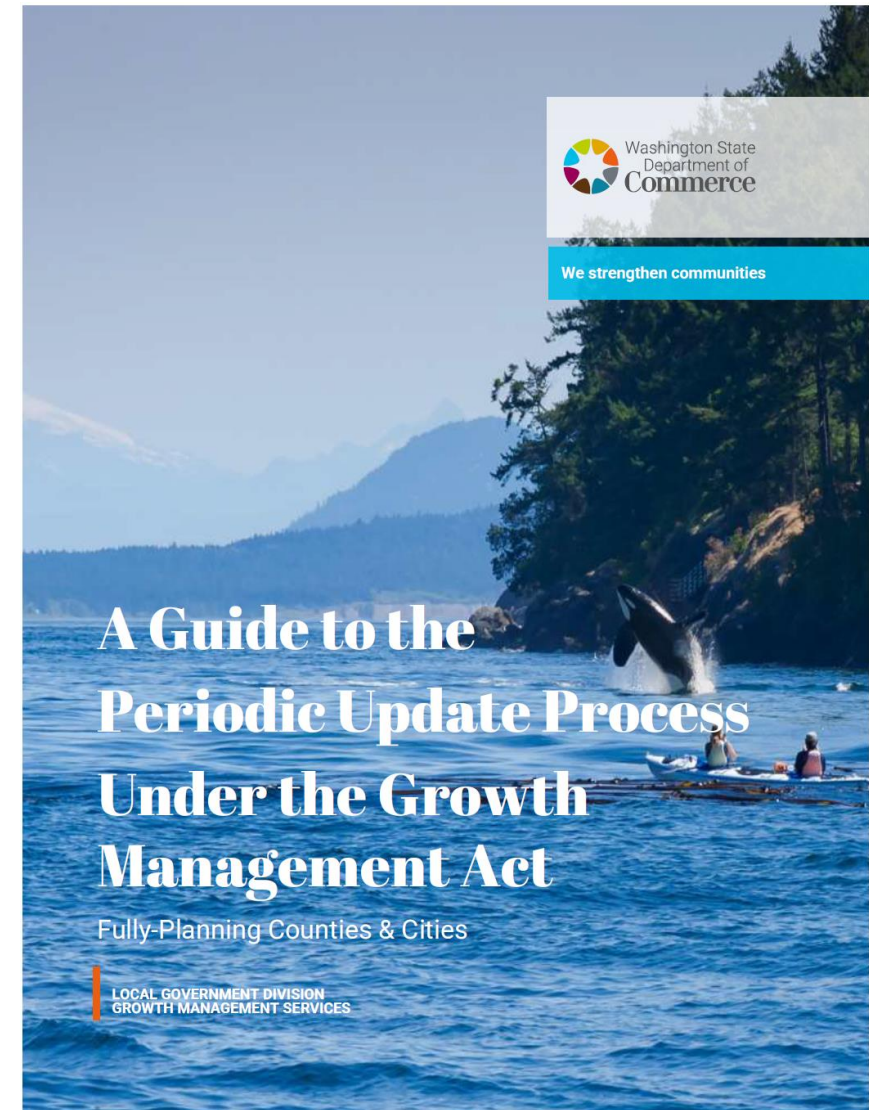
Initial Commerce Guidance Materials

- A Guide to the Periodic Update Process Under the Growth Management Act
- Periodic Update Checklist for Fully-Planning Cities
- Critical Areas Checklist




A Guide to the Periodic Update Process

- Commerce published the Guide to explain the necessary steps in the periodic update process
- The Guide supplements the Growth Management Act statutes and administrative rules that describe procedures that must be followed and substantive issues that must be addressed in the Update



Periodic Update Checklist for Fully-Planning Cities

- The Periodic Update Checklist helps cities planning under the Growth Management Act conduct the periodic review and update of comprehensive plans and development regulations required by RCW 36.70A.130(4)
- The checklist identifies what needs to need be updated to reflect local conditions or to comply with changes in law since the last periodic update



Washington State
Department of
Commerce

LOCAL GOVERNMENT DIVISION
GROWTH MANAGEMENT SERVICES

Periodic Update Checklist for Fully-Planning Cities

Overview: This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) conduct the “periodic review and update” of *comprehensive plans* and *development regulations* required by [RCW 36.70A.130\(4\)](#). This checklist identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with GMA changes since the last periodic update cycle (2015-2018). Statutory changes adopted since 2015 are emphasized in highlighted text to help identify new GMA requirements that may not have been addressed during the last update or through other amendments outside of the required periodic update process.

What's new: For the 2024-2027 update cycle, Commerce has updated and streamlined periodic update resources including checklists, guidebooks and a [webpage](#) to serve you better. A checklist and guidebook for *partially-planning jurisdictions* will be available prior to their 2026-2027 updates. A separate checklist is available for counties.

2021-2022 Legislative Session:
[HB 1220](#) substantially amends housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#). Please refer to the following Commerce housing webpages for further information about the new requirements: [Updating GMA Housing Elements](#) and [Planning for Housing](#).
[HB 1241](#) changes the periodic update cycle described in RCW 36.70A.130. Jurisdictions required to complete their update in 2024 now have until December 31, 2024 to finalize their review and submit to Commerce. Jurisdictions required to complete their updates in 2025-2027 are still required to submit prior to June 30th of their respective year. Additionally, jurisdictions that meet the new criteria will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.
[HB 1717](#) adds new requirements in [RCW 36.70A.040](#) and [RCW 36.70A.190](#) regarding tribal participation in planning efforts with local and regional jurisdictions.
[HB 1799](#) adds a new section to the GMA, [RCW 36.70A.142](#), requiring some local governments to begin providing separated organic material collection services within their jurisdictions in order to increase volumes of organic materials collected and delivered to composting and other organic material management facilities.
[SB 5593](#) adds new elements to RCW [36.70A.130\(3\)](#) regarding changes to planning and/or modifying urban growth areas.

City _____

Staff contact, phone + email _____



Critical Areas Checklist

- The Critical Areas Checklist helps cities planning under the Growth Management Act update their development regulations for resource lands and critical areas



Washington State
Department of
Commerce

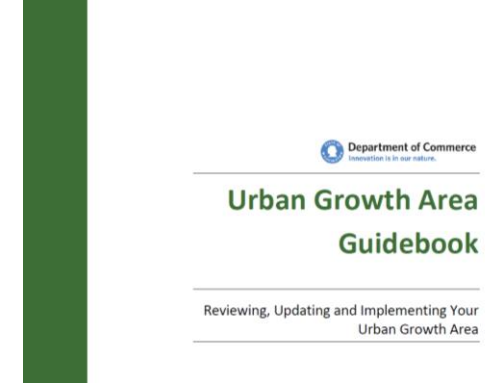
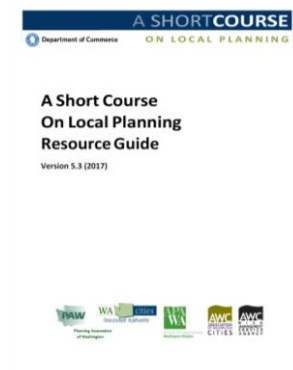
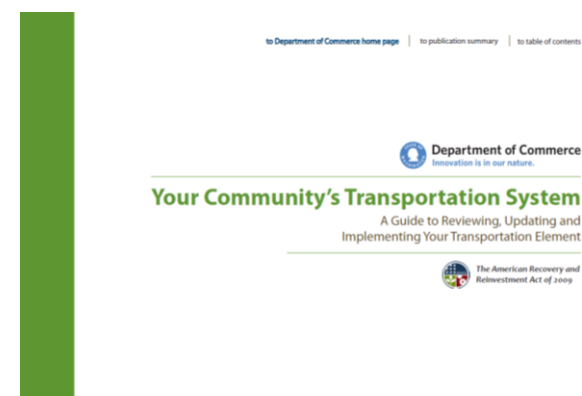
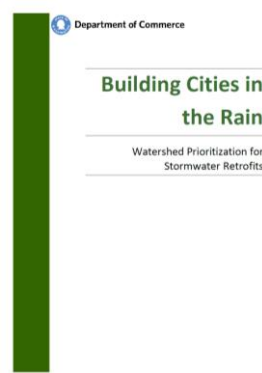
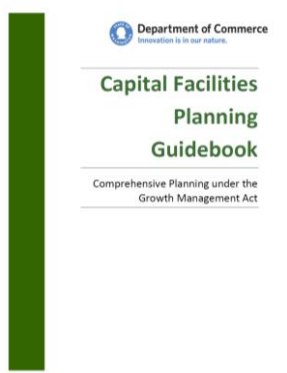
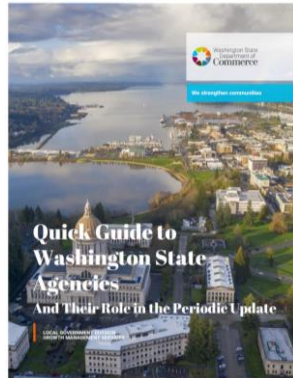
LOCAL GOVERNMENT DIVISION
GROWTH MANAGEMENT SERVICES

Critical Areas Checklist

A Technical Assistance Tool from Growth Management Services – updated November 2022

| | |
|--|--|
| Name of city or county: | |
| Staff contact, phone, and e-mail address: | |
| INSTRUCTIONS This checklist is intended to help local governments update their development regulations, pursuant to the schedule in RCW 36.70A.130(5) (updated in 2022). We strongly encourage but do not require jurisdictions to complete the checklist and return it to Growth Management Services (GMS), along with their updates. This checklist may be used by all jurisdictions, including those local governments planning for resource lands and critical areas only. For general information on update requirements, refer to A Guide to the Periodic Update Process Under the Growth Management Act – Fully Planning Counties & Cities, 2022 and Keeping your Comprehensive Plan and Development Regulations Current: A Guide to the Periodic Update Process under the Growth Management Act, August, 2016 and WAC 365-196-610 (updated in 2015). Bold items are a GMA requirement or may be related requirements of other state or federal laws. Underlined items are links to Internet sites and may include best practices or other ideas to consider. Commerce WAC provisions are advisory under Commerce’s statutory mandate to provide technical assistance, RCW 43.330.120 which states that the Department of Commerce “... <i>shall help local officials interpret and implement the different requirements of the act through workshops, model ordinances, and information materials.</i> ” If you have questions, call GMS at (360) 725-3066. Updates to Commerce WAC – Revisions to the Commerce WAC relating to critical areas have been provided in a table with dates of changes on the Growth Management Act Periodic Update web site . The table can be used with this checklist to determine what changes have been made since the last update of your critical areas regulations. | Contents Instructions.....1 Overall Requirements.....2 Wetlands.....3 Critical Aquifer Recharge Areas.....4 Frequently Flooded Areas.....5 Geologically Hazardous Areas.....6 Fish and Wildlife Habitat Conservation Areas.....7 Designating and Protecting Waters of the State.....8 Anadromous Fisheries.....8 Reasonable Use Exceptions.....8 Agricultural Activities.....9 Forest Practices Regulations.....9 Good Ideas.....9 |

Other Useful State Guidance Materials



Phase I – Community Engagement

Summer 2023 – Fall 2023

- Community Outreach – Initial Actions – July 2023 – Fall 2023
- Gap Analysis – July 2023 – September 2023
- Commerce Grant – July 2023 – Fall 2023
- Data Collection – July 2023 – Spring 2024
- Format of the Updated Plan – July 2023 – September 2023



Phase I – Gap Analysis

The Gap Analysis will review the following current documents:

1. Comprehensive Plan Elements

- Goals, policies, and actions
- Technical information
- Maps
- Subarea Plans

Phase I – Gap Analysis

2. Regulations

- Municipal Code
 - Title 3 – *Revenue and Finance*
 - Title 14 – *Development Code Administration*
 - Title 16 – *Environment*
 - Title 17 – *Land Division*
 - Title 18 – *Zoning*
- Citywide Design Guidelines
 - Adopted by TMC 18.43 *Citywide Design Guidelines*
- Development Guide
 - Adopted by TMC 15.02 *Public Works Construction Standards*



Phase I – Gap Analysis

The Gap Analysis will use the following materials:

1. Commerce Periodic Update Checklist
2. Ecology Critical Areas Checklist
3. Commerce Periodic Update Materials
4. 2022-23 State Legislation
5. Plans Adopted by the City since 2016
6. Specific Plans from Agencies Outside the City



Phase I – Gap Analysis

The Gap Analysis will identify what needs to be updated or added to the following:

1. Goals, policies, and actions
2. Technical information
3. Maps
4. Appendices

Phase I – Initial Element Review Worksessions

1. Land Use Element with Appendices, Maps, and Subarea Plans – September 13, 2023
2. Housing Element – September 13, 2023
3. Initial Development Code Amendments – October 11, 2023
4. Climate Element – October 28, 2023
5. Conservation Element – October 28, 2023

Phase I – Initial Element Review Worksessions

6. Economic Development Plan – December 13, 2023
7. Lands for Public Purposes Element – December 13, 2023
8. Utilities Element – December 13, 2023
9. Transportation Plan – January 10, 2024



Phase I – Worksession Agendas

- Worksessions will do the following
 - Consider how to incorporate diversity, equity, and inclusion throughout
 - Address general topics related to the Update
 - Consider specific issues for each Element
- Refer to the Work Program memorandum for more details on specific issues that will be discussed



Phase II – Plan Development

Winter 2024 – Fall 2024

- Community Outreach
 - Actions to be determined based on Phase 1 results and Community Outreach Plan
- Schedule
 - Continuing Community Outreach – January 2024 – June 2024
 - Commerce review proposed Plan format – March 2024
 - Comprehensive Plan Individual Element Development Meetings – January 2024 – October 2024
 - Development Code Amendment Meetings – March 2024 – October 2024



Phase III – Legislative Process

Fall 2024 – June 30, 2025

- Commerce Review – Fall 2024 – Winter 2025
- Prepare Ordinances – October 2024
- SEPA Review and Commerce Notice of Intent – November 2024 – December 2024
- Public Adoption Meetings
 - Planning Commission November 2024 – February 2025
 - City Council March 2025 – June 2025
- Notice of Adoption – June 30, 2025



Comments and Contact information

Written comments are welcome at any time during the periodic update process and staff will address and publish all formal comments

City of Tumwater Contact:

Brad Medrud, AICP
City of Tumwater Planning Manager
Community Development Department
555 Israel Road SW
Tumwater, WA 98501
Phone: 360-754-4180
Email: bmedrud@ci.tumwater.wa.us

- The periodic update email is compplan@ci.tumwater.wa.us
- All documents related to the periodic update will be located on the City's periodic update webpage





We strengthen communities

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

Fully-Planning Counties & Cities

LOCAL GOVERNMENT DIVISION
GROWTH MANAGEMENT SERVICES

Table of Contents

| | |
|--|-----------|
| Acronyms and terms used in this guide | 4 |
| I. Introduction | 5 |
| II. The basics: | 6 |
| Who must complete the periodic update? | 6 |
| Regional Requirements: | 6 |
| Buildable Lands Program | 6 |
| Vision 2050 & Multicounty Planning Policies (MPPs) in Central Puget Sound | 7 |
| Figure 1: Regional Variations in Planning Requirements | 8 |
| When is the update due? | 9 |
| Figure 2. Periodic Update Schedule for Fully & Partially Planning Counties | 9 |
| Deadline Extensions | 10 |
| What is a small or slow-growing jurisdiction? | 10 |
| Can a jurisdiction complete the update early? | 10 |
| III: What's new for the 2024-2027 cycle | 11 |
| IV: Mandatory topics to review & revise | 12 |
| Amendments to the GMA | 12 |
| Urban growth areas & population projections | 12 |
| Mandatory Elements of the Comprehensive Plan | 13 |
| Development Regulations | 13 |
| Critical Areas | 14 |
| Resource Lands | 14 |
| V. The review and update process | 15 |
| Steps of the process: | 15 |
| 1. Create a work program | 15 |
| 2. Capital facilities data gathering and planning | 15 |
| 3. Initiate county-city collaboration | 16 |
| 4. Begin review of existing regulations | 16 |
| 5. Develop a community engagement plan | 17 |
| 6. Conduct SEPA environmental review & checklist | 18 |
| 7. Draft staff reports and maps | 18 |
| 8. Issue public notices | 18 |
| 9. Make SEPA determination | 18 |
| 11. Take legislative action | 19 |
| 12. Submit notice of adoption to Commerce and publish updates | 19 |
| VI: Additional Considerations | 20 |

Periodic Update Grants 20

Comprehensive plan optional elements 21

Coordination with military bases..... 21

Tribal Participation in Planning 21

Figure 3. Federally Recognized Tribes..... 22

Resources: 23

Acronyms and terms used in this guide

Buildable Lands – The Review and Evaluation Program, RCW 36.70A.215

CAO - Critical Areas Ordinance

CARL – Critical Areas and Resource Lands

CFP – Capital Facilities Plan

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, RCW Chapter 36.70A

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

MRSC – Municipal Research and Services Center

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 ten years under a schedule established by the Legislature in the GMA.

Public Participation Program – a locally established program to ensure public participation is encouraged early and often, and identifies how all persons who have requested notice of a comprehensive plan update are given notice of the amendments and an opportunity to comment.

PSRC – Puget Sound Regional Council; responsible for certifying Puget Sound jurisdictions' adopted plans & policies

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

SEPA – State Environmental Policy Act

SMA – Shoreline Management Act

SMP – Shoreline Master Program

UGA – Urban Growth Area

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

I. Introduction

The Growth Management Act (GMA)¹, first adopted in 1990, is a series of statutes developed to address ways to accommodate growth. It requires that the fastest-growing cities and counties complete comprehensive plans and development regulations to guide future growth. In addition, all jurisdictions are required to protect critical environmental areas and conserve natural resource lands, such as farms and forests.

Under the GMA, every county and city in the state is required to conduct a thorough periodic update of its comprehensive plan and/or development regulations that are consistent with, and implement the plan. The obligation for a periodic update varies depending on whether the jurisdiction is fully or partially planning.² The GMA requires *fully-planning* counties and cities to review their comprehensive plan and development regulations to bring them up to date with any relevant changes in the GMA, recent case law and to respond to changes in land use and population growth. The review and update also include critical areas and resource lands (CARL). If a county or city is a *partially-planning* jurisdiction, the “Guide to the Periodic Update for Partially Planning Jurisdictions” should be used in place of this guide.

Some jurisdictions have additional planning requirements. Population size, rate of growth and other factors place local governments into different categories. [Figure 1](#) shows the regional variation in planning requirements. These variations are discussed throughout the guidebook.

In 2022, approval of [HB 1241](#) by the Washington State Legislature changed the periodic update cycle recurrence from eight years to ten years after the 2024-2027 update cycle.³



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. The list of steps in this guide is not intended to be exhaustive.

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 of your questions about the periodic update. Commerce’s Growth Management Services team is available to help! Visit Commerce’s [Growth Management webpage](#) for the Regional Assistance Map to contact the Commerce planner assigned to your region. Additional resources and links can be found on the [Periodic Update webpage](#) and the [Growth Management Planning Topics webpage](#)

¹ The GMA is codified under [RCW 36.70A](#)

² Statute describing fully and partially planning: [RCW 36.70A.040](#); see also [Figure 2](#) of this guide

³ [RCW 36.70A.130\(5\)](#)

II. The basics:

Who must complete the periodic update?

Every county and city in the state is required to conduct a periodic update, though the obligation varies depending on whether the jurisdiction is fully or partially planning.

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 GMA. Partially planning counties are required to designate and protect critical areas and resource lands (CARL). Partially planning cities must designate and protect critical areas, but may also designate mineral resource lands. Currently, there are ten partially planning counties: **Adams, Asotin, Cowlitz, Grays Harbor, Klickitat, Lincoln, Okanogan, Skamania, Wahkiakum, and Whitman Counties.**⁴

Fully planning counties and cities must complete the periodic update for their entire comprehensive plan and development regulations within the designated timeframe. Drafts must be submitted to Commerce for stakeholder 60-day review, followed by final update deliverables submitted to Commerce within 10-days of final adoption by the local jurisdiction.

Some regions of the state with larger populations must include additional planning policies, which may include the Buildable Lands Program and multi-county planning policies. [Figure 1](#) illustrates the regional variations in planning requirements.

Regional Requirements:

Buildable Lands Program

Included as a component of the Growth Management Act (GMA) in 1997, the Review and Evaluation Program under RCW 36.70A.215 is often referred to as the Buildable Lands Program. It requires that **Clark, King, Kitsap, Pierce, Snohomish, Thurston and Whatcom (as of 2017) Counties and the cities within them** establish a Program in their Countywide Planning Policies to identify the methodology, data collection, and inter-agency agreements to guide the completion of a Buildable Lands report every ten years.⁵ This report is due no later than two or three years, as specified by RCW 36.70A.215, to the due date of the periodic review.⁶ The Buildable Lands reports are a look back at actual development trends, patterns, and densities, to determine if cities and counties have designated adequate



⁴ [RCW 36.70A.040](#) and [Figure 2](#)

⁵ Buildable Lands Guidelines 2018 <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/buildable-lands/>

⁶ [RCW 36.70A.215](#)

amounts of residential, commercial and industrial lands to meet the growth needs incorporated in their comprehensive plans. See the [Buildable Lands Program webpage](#) for the updated Buildable Lands Guidelines and additional resources. As a supplemental document to the Buildable Lands Guidance, the Department of Commerce released its [Housing Memo: Issues Affecting Housing Availability and Affordability](#) to the public. The memo addresses barriers to housing production and affordability in Washington, and provides tools aimed at assisting local governments in improving housing affordability. The memo, requested by the 2017 Legislature's E2SSB 5254 as part of an update to the Buildable Lands program, *is relevant to cities and counties statewide.*

Vision 2050 & Multicounty Planning Policies (MPPs) in Central Puget Sound

VISION 2050 is the shared regional plan for moving toward a sustainable future in **King, Kitsap, Pierce, and Snohomish counties**. VISION 2050's multicounty planning policies, actions, and regional growth strategy guide how and where the region grows through 2050.

To help coordinate regional and local planning efforts, the [Puget Sound Regional Council \(PSRC\)](#) works with countywide planning groups, local jurisdictions, transit agencies, and others to ensure that adopted regional policies and provisions are addressed in local plans. This happens through the review of countywide planning policies, local comprehensive plans, including subarea plans for regionally designated centers and transit agency plans.

State law requires PSRC to review and certify countywide planning policies, local comprehensive plans, and Sound Transit's long-range plans for the counties mentioned above and the cities within them.

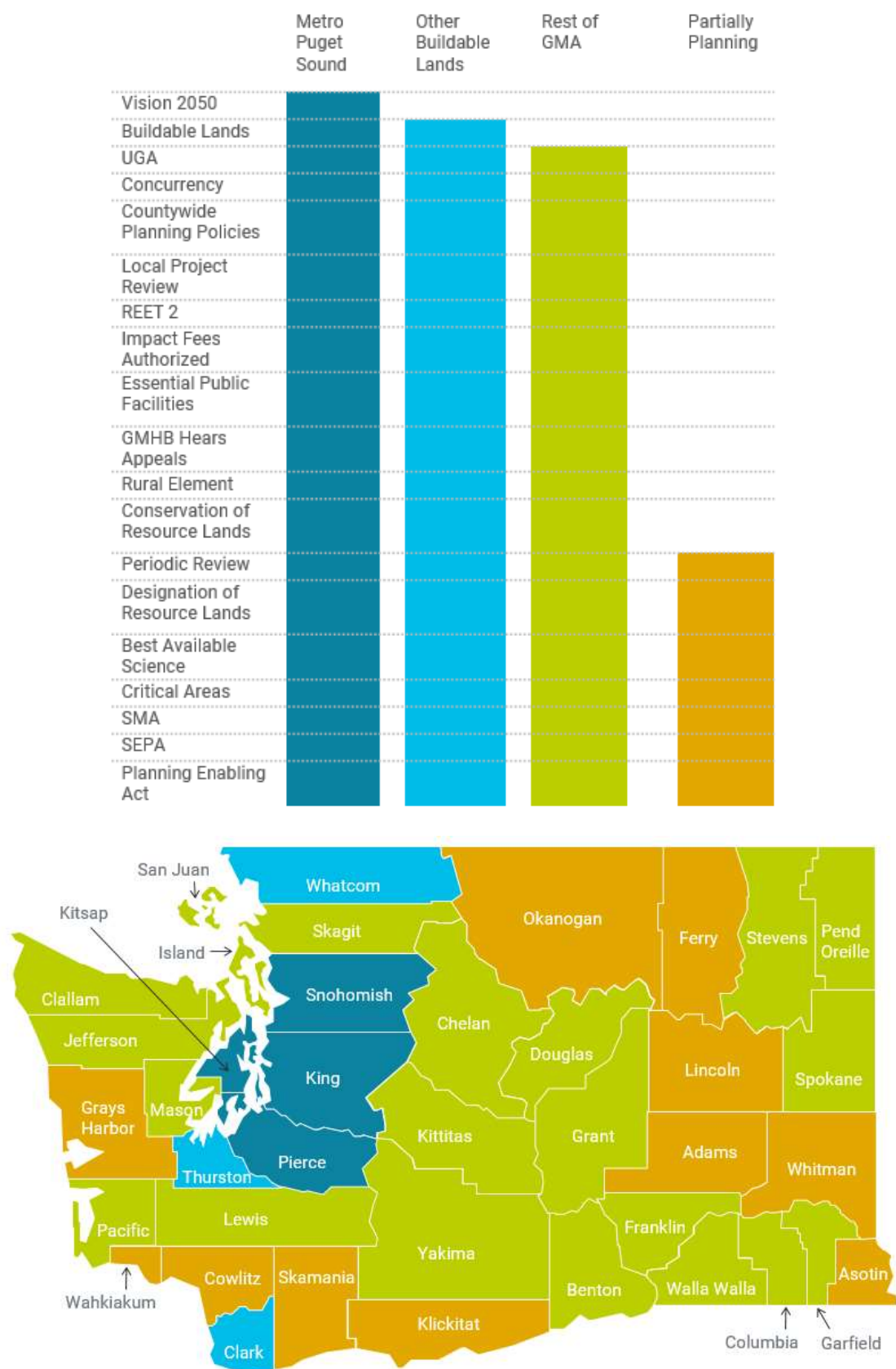
PSRC has a Plan Review Manual and checklists to help local governments and agencies understand certification requirements. Local governments and agencies are encouraged to review the checklists and planning guidance throughout their plan update to understand the process in advance of certification review.

PSRC staff is available to assist and support in the development of plan updates and policy amendments, including review of draft plans. Early coordination with PSRC helps local plans to be consistent with VISION 2050 and state planning requirements well in advance of final adoption and PSRC certification. Review the process diagram below and contact PSRC staff for additional guidance: planreview@psrc.org



Source: Puget Sound Regional Council "Vision 2050 Planning Resources Plan Review Manual" May 2021

Figure 1: Regional Variations in Planning Requirements

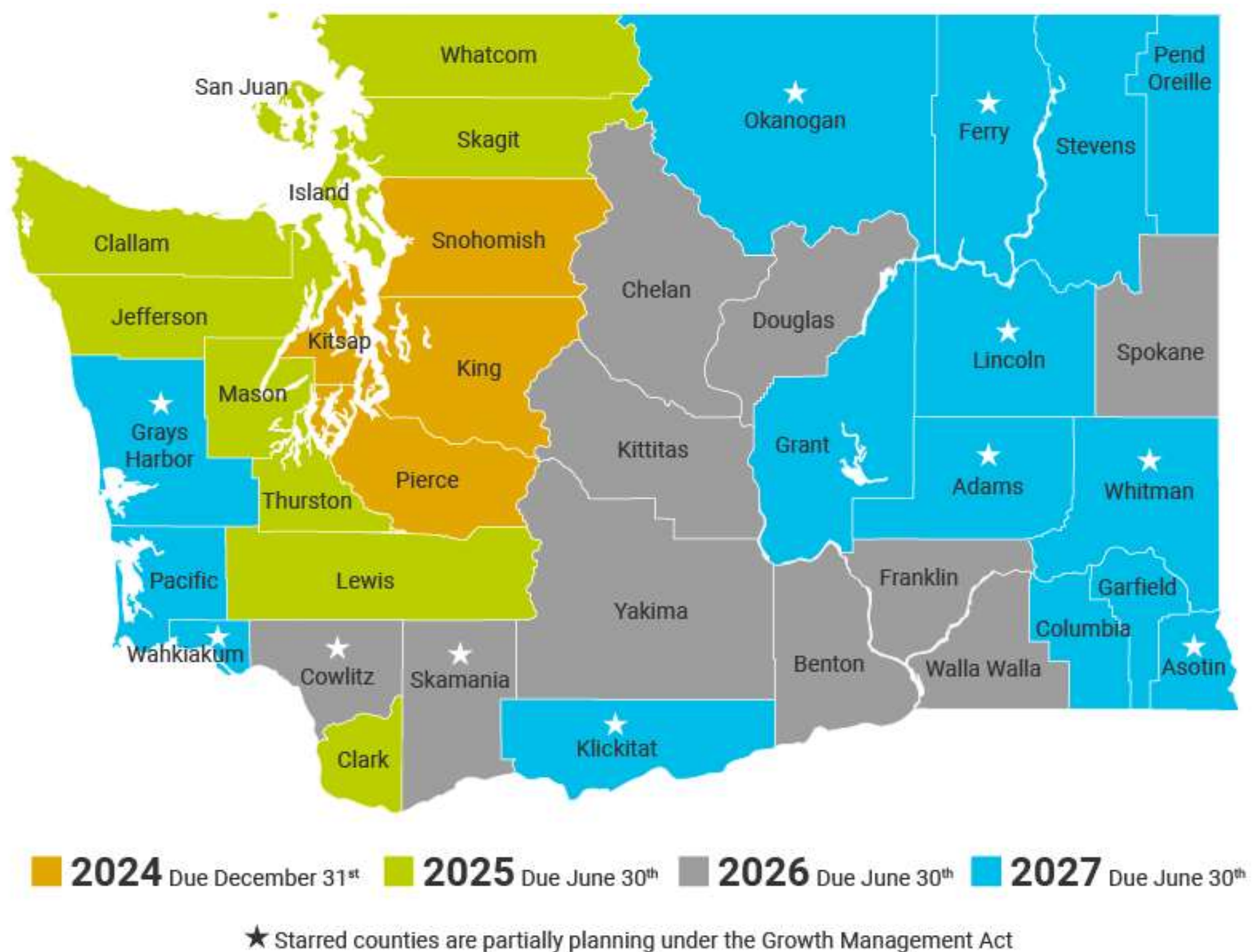


When is the update due?

The Legislature established a deadline schedule for periodic updates in RCW 36.70A.130.⁷ Except for certain small and slow-growing communities, each county and its cities must complete the periodic update by the dates shown in [Figure 2](#), and every ten years after that. See also [Section V: The Review and Update Process](#) of this guidebook for steps to complete the update.

In the 2022 legislative session, [HB 1241](#) changed the update cycle due date for 2024 jurisdictions to December 31, 2024. Jurisdictions whose updates are due in 2025-2027 are still required to submit completed Update materials by June 30th of their respective year.

Figure 2. Periodic Update Schedule for Fully & Partially Planning Counties



⁷ Periodic review schedule: RCW 36.70A.130(5)

Deadline Extensions

Every city and county in the state is eligible for additional time to make substantial progress toward completion of development regulations that protect critical areas (i.e., critical areas ordinance (CAO)). With the exception of smaller or slower growing jurisdictions, all cities and counties are allowed an additional year (twelve months).

Smaller or slower growing counties and cities that meet growth criteria outlined in [RCW 36.70A.130 \(b\) or \(c\)](#) may be eligible for a two year (24 months) extension for all periodic update requirements (including CAO).

Deadline extensions are automatic and Commerce will determine which jurisdictions are eligible.⁸ Deadline extensions are calculated from the dates shown in [Figure 2](#).

For assistance with approaching deadlines or overdue periodic update submittals, please see the Regional Assistance Map on [Commerce's Growth Management webpage](#) to contact the planner assigned to your area. No formal application is required and no discretionary action by Commerce is needed. Please also visit [Commerce's Critical Areas webpage](#) for further information.

What is a small or slow-growing jurisdiction?

A **county** with a population of no more than 50,000 and a growth rate of no more than seventeen percent in the ten years preceding the deadline shown in Figure 2.⁹



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 shown in Figure 2.

Growth rates are measured using the ten-year period preceding the regular due date.¹⁰

Official **population** estimates are provided by the [Washington State Office of Financial Management \(OFM\)](#), released in June of each year, reflecting counts from April. A county or city will not know for certain what their population is until nine 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. Commerce can help you make this determination.

Can a jurisdiction complete the update early?

Yes, a jurisdiction may complete the periodic update process before its deadline¹¹. The deadline for its next periodic update would still remain as ten years from the original deadline established in the GMA, with a planning horizon extended twenty years from the periodic update deadline. For example, if a jurisdiction has an update deadline of December 31, 2024, but it completes its update in 2023, then it would not be subject to

⁸ [RCW 36.70A.130 \(7\)\(a\) and \(b\)](#)

⁹ Periodic Update cycle and deadline years are listed in: [RCW 36.70A.130\(5\)](#)

¹⁰ [RCW 36.70A.130 \(6\)\(e\) and \(f\)](#)

¹¹ [RCW 36.70A.130\(6\)\(a\)](#)

another required periodic update until 2034. In this example, the planning horizon of the updated comprehensive plan would extend a total 21 years to 2044: 20 years from the periodic update deadline.

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.

III: What’s new for the 2024-2027 cycle

The Governor and the Legislature made a historic investment in GMA planning during the 2022 Legislative Session. These new bills represent an investment in supporting growth management and addressing the problems all of our communities are facing. The new bills are summarized below:¹²

| | |
|----------------|---|
| HB 1220 | Jurisdictions must plan for and accommodate, rather than encourage the availability of, emergency and affordable housing |
| HB 1241 | Changes the Periodic update and SMP cycles from 8 to 10 years. Requires a 5-year implementation progress report and an annual work program for select jurisdictions |
| HB 1717 | New regulations for cities and counties to include local and regional tribes in planning processes and decisions |
| HB 2001 | Expands the ability to build tiny houses |
| SB 5042 | Changes the initial effective date of certain actions under the GMA |
| SB 5118 | Supports successful reentry for juveniles, amending the definition of “essential public facilities” |
| SB 5235 | Increasing housing unit inventory by removing arbitrary limits on housing |
| SB 5275 | Enhances opportunity in LAMIRDs |
| SB 5368 | Encourages rural economic development |
| SB 5593 | Allows a county to make revisions to a UGA boundary to accommodate patterns of development |
| SB 5818 | Promoting housing construction in cities through amendments to and limiting appeals under SEPA and GMA |

¹² 2021-2022 Growth Management Legislative Reports: <https://app.leg.wa.gov/bi/report/topicalindex/?biennium=2021-22&topic=GROWTH%20MANAGEMENT>

IV: Mandatory topics to review & revise

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 are consistent with recent changes to state law and updates to countywide planning policies, and to update information such as population changes and infrastructure investments and needs. Although the basic structure of the GMA has remained intact over the years, the state legislature has amended it frequently. Commerce reviews and updates the administrative rules for the GMA and expects to finalize rulemaking by 2022 so that local governments have clear guidance on how to implement GMA requirements before the 2024-2027 update cycle.

Commerce has created checklists for counties and cities to use throughout the process. The checklists include all requirements and highlight recent changes to state law. Commerce has also prepared a summary of amendments by year to help you identify what needs to be updated, based on when your plans and regulations were last amended.

Fully planning jurisdictions will need to conduct a review of all comprehensive plan provisions and development regulations, and if needed, make revisions. One component of this requirement is that jurisdictions must establish a public participation program to engage with residents, stakeholders, tribes and state agencies early and often.

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 amendments include periodic update review as established in the public participation program, including notices for public hearings and legislative action(s). Hearings Board cases have faulted jurisdictions for not informing the public about what actions are related specifically to the periodic update.

See the [Periodic Update webpage](#) for checklists, guidebooks and other resources. See the Growth Management [Laws and Rules webpage](#) for links to state statutes and other amendment resources.

Urban growth areas & population projections

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

Counties that fully plan under the GMA must designate urban growth areas (UGAs), which creates areas for additional urban development and outside of which growth may occur only if it is not urban in nature. Planning jurisdictions must include within their UGAs sufficient areas and densities to accommodate projected urban growth for the succeeding 20-year period. In addition, cities must include sufficient areas to accommodate the broad range of needs and uses that will accompany the projected urban growth, including, as appropriate, medical, governmental, institutional, commercial, service, retail, and other nonresidential uses.

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.¹³ In the next round of updates, cities must plan for and accommodate housing needs by income band, so communities will need to make assumptions about the densities that will provide housing at various price points, and adjust accordingly to meet housing need.

The GMA requires that jurisdictions use twenty-year population projections from the Washington State OFM. These projections are developed every five years.¹⁴ The most recent twenty-year population forecasts from OFM were issued in 2012 and 2017, with new projections expected to publish by the end of 2022.¹⁵

Mandatory Elements of the Comprehensive Plan

Fully planning cities and counties must include, at a minimum, the following mandatory elements in a comprehensive plan, as outlined in [RCW 36.70A.070](#). All elements must be consistent with each other and the future land use map. [RCW 36.70A.080](#) contains examples of optional elements.

- Land Use
- Housing
- Capital Facilities Plan
- Utilities
- Rural
- Transportation
- Economic Development
- Parks & Recreation¹⁶

Development Regulations

As defined in the GMA under [RCW 36.70A.030](#), "Development regulations" or "regulation" means the controls placed on development or land use activities by a county or city, including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, official controls, planned unit development ordinances, subdivision ordinances, and binding site plan ordinances together with any amendments thereto. A development regulation does not include a decision to approve a project permit application, as defined in [RCW 36.70B.020](#), even though the decision may be expressed in a resolution or ordinance of the legislative body of the county or city.

Some jurisdictions develop "unified development codes" (or land use codes) that contain a range of development procedures regulating how land is subdivided, used, and developed. Other jurisdictions have separate titles of their codes for zoning, subdivision, environmental regulations, etc. In communities that are planning under the GMA, development regulations are required to be consistent with adopted comprehensive plans. To explore types of development regulations and to ensure your jurisdiction is compliant with the GMA, please visit [MRSC's Development Regulations and Zoning webpage](#).

¹³ [RCW 36.70A.130\(3\)\(a\)](#)

¹⁴ [RCW 43.62.035](#)

¹⁵ OFM "Growth Management Act county projections" [Growth Management Act county projections | Office of Financial Management \(wa.gov\)](#)

¹⁶ As of 2022, these elements have not received state funding to aid local jurisdictions in implementation. Therefore, these elements are not required to be added to comprehensive plans at this time. Commerce encourages jurisdictions to begin planning for these elements, pending the future mandate.

Critical Areas



The GMA requires all counties and cities to review and evaluate critical areas ordinances during the periodic update.¹⁷ The GMA requires that best available science (BAS) be included in developing regulations to protect critical area functions and values.¹⁸ Meeting the BAS requirement has been challenging for many jurisdictions. 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. Counties and cities should consult these

state agency recommendations for possible changes since their last periodic update. In addition, they should include any other scientific information that may apply directly to their jurisdiction. It is recommended that local governments check Commerce's [Update EZ View site](#) for potential updates to WAC 365-195 (BAS) during planning efforts for the 2024-2027 update cycle. Visit Commerce's [Critical Areas webpage](#) for further resources and links.

Resource Lands

Resource lands, as defined in RCW 36.70A.030 are: agriculture, forest and mineral lands. Each county that is required or chooses to plan under RCW 36.70A.040, and each city within such county, shall adopt development regulations on or before September 1, 1991, to assure the conservation of agricultural, forest, and mineral resource lands designated under [RCW 36.70A.170](#). Regulations adopted under this subsection may not prohibit uses legally existing on any parcel prior to their adoption and shall remain in effect until the county or city adopts development regulations pursuant to RCW 36.70A.040. Such regulations shall assure that the use of lands adjacent to agricultural, forest, or mineral resource lands shall not interfere with the continued use, in the accustomed manner and in accordance with best management practices, of these designated lands for the production of food, agricultural products, or timber, or for the extraction of minerals.



¹⁷ [RCW 36.70A.060](#)

¹⁸ [RCW 36.70A.172](#)

V. The review and update process

Steps of the process:

Tips for completing steps in the process are included in this section. The summary of steps below is not intended to be an exhaustive list of all requirements local jurisdictions may need to complete in order to finalize the periodic review of comp plans and development regulations. Each step below is shown in numbered-order, but many can be worked on concurrently throughout the process. Working alongside local staff and stakeholders is essential for a thorough and transparent update process. Please contact Commerce's [Growth Management Regional Assistance Team](#) for additional guidance.

1. Create a work program

Before undertaking the update it is helpful for county and city staff to establish a work program that outlines the entire periodic update process. See the [Periodic Update webpage](#) for an example work program. Commerce encourages local governments to complete a checklist when designing a work program for the update. As a required component of the periodic update, counties and cities must establish a program that identifies procedures and schedules for the public to participate in the periodic update.¹⁹ 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.²⁰

The program must also provide for *early and continuous public participation*.²¹ The best way for a county or city to complete this requirement is to publish a complete public participation program (see step 5) 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.

2. Capital facilities data gathering and planning

Planning for capital facilities²² is critical in the process of designating or expanding UGAs. Too often, GMA Capital Facilities Plans (CFPs) have been prepared as an afterthought, rather than as an integral part of the planning process. A particularly critical weakness of many CFPs has been the failure to demonstrate that designated UGAs could be supported by adequate public facilities that would sustain urban development. Visit [Commerce's Capital Facilities Planning webpage](#) and the [Municipal Research and Services Center \(MRSC\)](#) for capital facilities and UGA planning resources.

Capital facilities plans can help jurisdictions use limited funding wisely and most efficiently to maximize funding opportunities. By planning ahead to identify what each capital facilities' needs are, including operation and maintenance, local planners and elected officials can prioritize projects, coordinate related projects, and apply successfully for loan and grant opportunities.

¹⁹ [RCW 36.70A.035](#) and [130\(2\)\(a\)](#)

²⁰ [RCW 36.70A.035](#)

²¹ [RCW 36.70A.140](#)

²² Capital Facilities element: <https://app.leg.wa.gov/RCW/default.aspx?cite=36.70A.070>

What does a capital facilities plan include?

- An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities;
- A forecast of the future needs for such capital facilities;
- The proposed locations and capacities of expanded or new capital facilities;
- At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes, often referred to as the Capital Improvement Plan, or the financing implementation plan that is tied to the Budget; if a capital improvement is not listed in the CIP or CFP, it should not be prioritized for funding.
- A requirement to reassess the land use element, and future land use patterns, if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.
- Recent updated requirements to addressing nutrients at Puget Sound wastewater treatment facilities, as identified in Ecology's General Permit, should be considered when updating the Capital Facilities Plan, where applicable.

3. Initiate county-city collaboration

At least two years prior to the update and continuously throughout the process, county-city collaboration is crucial. Local governments must coordinate on regional issues such as: population projections, population allocations, development of a countywide economic forecast, and the [new housing forecast allocations](#).

Coordination of GIS data between counties and cities should be considered early in the process (for Buildable Lands counties, Review & Evaluation data collection and methodology must be established in CWPPs).

Completion of the periodic update may result in changes to spatial data and it is important to coordinate with GIS staff, consultants and affected agencies early to ensure updated maps can 'go live' soon after the periodic update is adopted and codified.



4. Begin review of existing regulations

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.

The Department of Commerce periodic update checklists should be the foundation of your review. These checklists provide a concise summary of the GMA requirements.

See the [Periodic Update webpage](#) for the latest checklists and guidebooks.

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 identify what may need to be added, deleted, and amended in plans and codes to maintain compliance with the act. The checklist can also be used at the very end of the update process to document what changes are proposed for adoption. Submitting a completed

checklist to Commerce, ideally with your update plans and materials **during the 60-day review period**, is strongly recommended.

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 in limiting 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 examples of legislative actions establishing the scope of an update on the [Periodic Update webpage](#).

Buildable Lands counties and cities are required to identify reasonable measures necessary to fix inconsistencies identified by the Buildable Lands Reports, and if applicable, incorporate those reasonable measures into their periodic update.

5. Develop a community engagement plan

“Effective community engagement practices create a vehicle for participatory local democracy by giving members of the public the opportunity to become directly involved in guiding policy decisions that will shape the future of their community. Meaningful engagement that is based upon a two-way communication process between the public and their elected community leaders can play an important role in efforts to restore and build trust in government. Community engagement and outreach programs will also be key components of any efforts by local governments to address social equity and inclusion.”²³

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. 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.



Participation levels typically range from **inform, consult, involve, and collaborate, up to empower**. The engagement frameworks are usually presented in a matrix, which can be helpful in deciding on the types of meeting formats and engagement techniques that may be best suited for specific engagement needs and objectives. There are no one-size-fits-all approaches to community engagement efforts. Local governments have a range of options and methods from which they can choose depending upon their particular needs and circumstances.

New and rapidly evolving **communications technologies** are creating more ways for local governments to connect and engage with the public through remote meetings, email and text alerts, social media, mobile apps, and more. More people are online today and local governments that take advantage of digital technologies will be more effective at engaging with them.”²⁴ **Workshops, open houses and public hearings** on draft iterations are crucial to a successful and transparent periodic update process. Local staff should provide opportunities for the public to participate in ideas for the

²³ [RCW 36.70A.140](#)

²⁴ MRSC “Community Engagement Resources” <https://mrsc.org/Home/Explore-Topics/Governance/Citizen-Participation-and-Engagement/Community-Engagement-Resources.aspx>

future of their community and weigh-in on choices that may or may not be compatible with priorities or visions for the future.

Partnerships with state agencies should also be initiated early in the process. In addition to Commerce, many state agencies are stakeholders in updates made to local comp plans and development regulations. For example, agencies such as Ecology and the Department of Fish and Wildlife may have interests in draft changes to critical area codes and the Departments of Transportation and Health may want to participate in analysis of utilities and essential public facilities elements. Commerce recommends including state agencies *early and often* in development of a community engagement plan to ensure adequate time for research and analysis prior to their review during the 60-day comment period.

Some helpful resources for getting started: [MRSC's Community Engagement Resources webpage](#) and [WAC 365-196-600](#)

6. Conduct SEPA environmental review & checklist

The State Environmental Policy Act (SEPA), [RCW 43.21C](#), requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. The Washington State Department of Ecology (Ecology) is responsible for overseeing rules that implement SEPA. The environmental review process involves the identification and evaluation of probable environmental impacts, and the development of mitigation measures that will reduce adverse environmental impacts. Please review Ecology's [SEPA Guidance](#) and [State Environmental Policy Act Handbook](#) and contact your [regional Ecology office](#) to get started.

7. Draft staff reports and maps

Staff reports and supporting documents such as maps, exhibits and individual studies are required elements in the periodic update. They must be legally defensible, factual and easy to understand. Staff reports join all of the information of the process, findings of fact, stakeholder resources, conclusions, etc. into a transparent and complete document for the public record. It may be helpful to draft a staff report outline early on to help guide staff through documentation of the process. Tips for writing an effective staff report can be found on [MRSC's site](#).

8. Issue public notices

Public notices are required and are essential to the periodic update process, allowing for an inclusive and transparent path to successfully-adopted plans. Public notices for proposed updates to comprehensive plans and development regulations must be issued in designated legal publications ([RCW 65.16](#)) and may be issued on other platforms, such as social media outlets authorized by the local jurisdiction. Publishing environmental review under SEPA is required and can be issued as a separate noticing period or in conjunction with the public notice of the project. Check your local adopted policies prior to issuing public/SEPA notices.

9. Make SEPA determination

After conducting environmental review and meeting the requirements for public notice, a local jurisdiction must make a SEPA determination in accordance with policies established by Ecology. Following local approval of draft changes required by the periodic update, some local governments choose the SEPA/GMA integrated comment period which aligns with Commerce's 60-day notice requirements. Review your local policies regarding SEPA review and noticing.

Please review Ecology's [SEPA Guidance](#) and [State Environmental Policy Act Handbook](#) or contact your [regional Ecology office](#)

10. Submit notice to Commerce for 60-day review

Each county and city planning under the GMA is required to notify the Commerce Growth Management Services office when adopting or permanently amending its comprehensive plans and/or development regulations. State agency notice must be submitted to Commerce at least **sixty (60) days prior** to the scheduled final adoption by the local government. The purpose of this notice requirement is to allow Commerce and other state agencies the opportunity to participate during the public review process and may provide comments on the proposed changes.

For more information on this notice requirement, please see [RCW 36.70A.106](#) and [WAC 365-196-630](#).

Notice of intent to adopt an amendment under the GMA is a statutory procedural requirement. It should be in writing and include, at a minimum:

- A copy of the proposed amendment text;
- A description of the amendment, the local government contact person, the contact phone number and address, and proposed adoption date; and
- Transmission to Commerce, Growth Management Services online via the [PlanView Data System](#) or by email: reviewteam@commerce.wa.gov
- Completed Commerce Checklist (first deliverable under your periodic update grant)
- Copies of *adopted* development regulations and critical areas ordinances

Please note:

Documents such as noticing flyers, adoption announcements or SEPA materials, when submitted alone, **do not** represent adequate 60-day notice of intent to adopt because they fail to provide sufficient materials for Commerce and other state agencies to review and provide comment.

Commerce no longer accepts paper copies of submittals.

11. Take legislative action

Adopt an ordinance or resolution finding that a review has occurred and that identifies revisions made or concludes that revisions were not needed ([RCW 36.70A.130\(1\)\(b\)](#)). Follow your local policies and processes for preparing and taking legislative action. See examples of resolutions of adoption along with examples of adopted comprehensive plans and development regulations on the [periodic update webpage](#) and in [PlanView](#).

12. Submit notice of adoption to Commerce and publish updates

Submit a copy of the signed adopted ordinance or resolution to Commerce, Growth Management Services not more than ten days after adoption. (RCW 36.70A.106)

Jurisdictions are encouraged to submit their completed Commerce checklist with the final package to be eligible for periodic update grants. Completed checklists also help Commerce planners provide more informed technical assistance across the state. Please contact our [Regional Assistance Team](#) anytime throughout the process. Work with your department and code publishing service to codify and publish the updates.

VI: Additional Considerations

Periodic Update Grants

The governor and Legislature made a historic commitment to GMA planning during the 2022 legislative session. As a result, Commerce will provide grant funding to all counties and cities before upcoming comprehensive plan and development regulation periodic updates (2024-2027 cycle).

Grant timelines and requirements

Grants will be awarded to counties and cities based on their scheduled deadlines under RCW 36.70A.130(5), with funding available two years before these statutory deadlines for review and revision of comprehensive plans and development regulations.

Starting July 1, 2022, counties and cities with a 2024 deadline, which are King, Kitsap, Pierce, and Snohomish counties and the cities within them, are eligible to receive the first half of their grant. The second half of this grant is scheduled for the next state fiscal year.

Periodic update grant award notifications and instructions will be issued to counties and cities with 2024 updates in 2022. Commerce will work with you to finalize the grant agreements. Jurisdictions will be eligible to request grant reimbursement for all periodic update grant work, defined in the grant agreements, beginning July 1, 2022.

Grants are available to counties and cities based on fully planning or partially planning status under the GMA, as well as population.

Periodic update grants are available under the following formula:

| Fully Planning | |
|---|-----------|
| • Counties with 100,000 population and over | \$700,000 |
| • Counties under 100,000 population | \$350,000 |
| • Cities with 100,000 population and over | \$325,000 |
| • Cities with 50,000 to 99,999 population | \$175,000 |
| • Cities with 3,000 to 49,999 population | \$125,000 |
| • Cities under 3,000 population | \$100,000 |
| Partially Planning | |
| • Counties with 10,000 population and over | \$150,000 |
| • Counties under 10,000 population | \$100,000 |
| • Cities (No population limits) | \$20,000 |

More information on GMA update grants (including middle housing and climate program grants) will be added to the [Growth Management Grants webpage](#) as it becomes available.

Comprehensive plan optional elements

A comprehensive plan may include additional elements, subarea plans, or studies dealing with subjects relating to the physical development within its jurisdiction. Optional elements may include, but are not limited to: climate change mitigation and resiliency, recreation and community-based behavioral health facilities. These and other optional elements can be separate elements in a comprehensive plan, integrated into mandatory elements or part of a subarea plan.

Please reference [RCW 36.70A.080](#) and visit Commerce’s [Growth Management webpage](#) for additional topics and resources.

Coordination with military bases

When developing and updating comprehensive plans and development regulations, analysis for compatibility with area military bases and ranges is essential.

GMA [RCW 36.70A.530](#) cites the military’s significant role in the economy and declares a state priority to prevent incompatible development near military installations. Incompatible development also poses health and safety concerns for neighboring community members and military personnel operating or training for active duty.



Joint Base Lewis-McChord

Ongoing communication and collaborative planning is critical to understanding civilian-military interests in the landscape they share. Since 2015, Commerce has developed supportive resources for coordinated planning to help address the unique needs of areas around military bases and ranges. Please visit Commerce’s [Civilian-Military Land Use Compatibility webpage](#) and [Defense Community Compatibility Account webpage](#) for further information.

Tribal Participation in Planning



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Tribal communities have been the stewards of the lands of Washington State since time immemorial. The Department of Commerce respects their continued stewardship and actively work to honor their Tribal Sovereignty by engaging in meaningful government to government work as illustrated by the Centennial Accord.

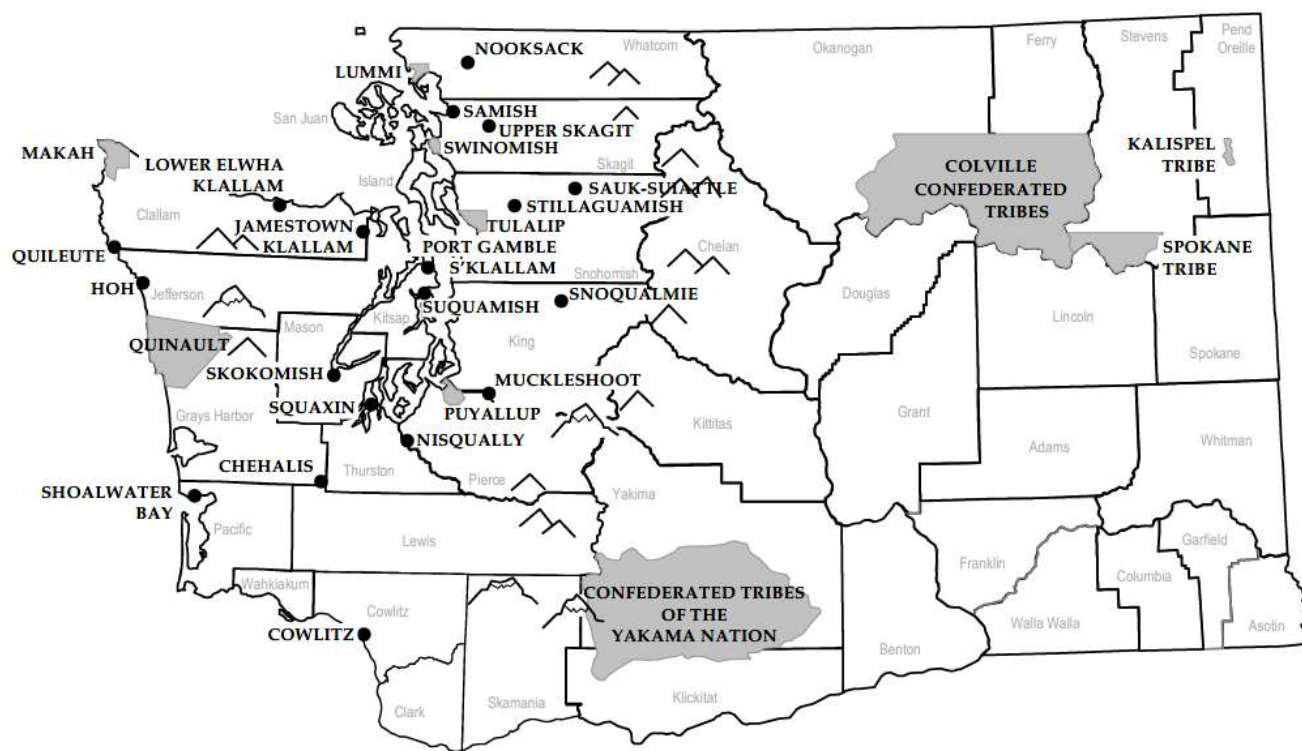
Tribes are partners in the planning process through public participation, project noticing requirements and critical area development.²⁵ [HB 1717](#) was passed in the 2021-2022 legislative session, bringing new requirements for better collaboration with tribes in the planning process.

Please see [Figure 3](#) on the following page for a map of the “Federally Recognized Tribes of Washington State.” Also review the RCWs in the footnote below, HB 1717 and visit the Washington State [Governor’s Office of Indian Affairs webpage](#) and Commerce’s [Tribal Engagement webpage](#) for further resources.

²⁵ [RCW 43.376](#), [RCW 36.70A.035](#), [RCW 36.70A.040](#), [RCW 36.70A.210](#), [RCW 36.70A.710](#), [RCW 36.70A.715](#) and [RCW 36.70A.720](#)

Figure 3. Federally Recognized Tribes

FEDERALLY RECOGNIZED TRIBES OF WASHINGTON STATE



Resources:

Department of Commerce Growth Management Services: <https://www.commerce.wa.gov/serving-communities/growth-management/>

Department of Commerce Growth Management Act Laws and Rules: <https://www.commerce.wa.gov/about-us/rulemaking/gma-laws-rules/>

Municipal Research and Services Center (MRSC): <https://mrsc.org/Home.aspx>

Puget Sound Regional Council: <https://www.psrc.org/>

Washington State GMA RCW: <https://apps.leg.wa.gov/rcw/default.aspx?cite=36.70A>

Washington State GMA WAC: <https://app.leg.wa.gov/wac/default.aspx?cite=365-196>



LOCAL GOVERNMENT DIVISION GROWTH MANAGEMENT SERVICES

Periodic Update Checklist for Fully-Planning Cities

Overview: This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) conduct the “periodic review and update” of ***comprehensive plans*** and ***development regulations*** required by [RCW 36.70A.130 \(4\)](#). This checklist identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with GMA changes since the last periodic update cycle (2015-2018).

Statutory changes adopted since 2015 are emphasized in highlighted text to help identify new GMA requirements that may not have been addressed during the last update or through other amendments outside of the required periodic update process.

What’s new: For the 2024-2027 update cycle, Commerce has updated and streamlined periodic update resources including checklists, guidebooks and a [webpage](#) to serve you better. A checklist and guidebook for *partially-planning jurisdictions* will be available prior to their 2026-2027 updates. A separate checklist is available for counties.

2021-2022 Legislative Session:

[HB 1220](#) substantially amends housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#). Please refer to the following Commerce housing webpages for further information about the new requirements: [Updating GMA Housing Elements](#) and [Planning for Housing](#).

[HB 1241](#) changes the periodic update cycle described in RCW 36.70A.130. Jurisdictions required to complete their update in 2024 now have until December 31, 2024 to finalize their review and submit to Commerce. Jurisdictions required to complete their updates in 2025-2027 are still required to submit prior to June 30th of their respective year. Additionally, jurisdictions that meet the new criteria will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.

[HB 1717](#) adds new requirements in [RCW 36.70A.040](#) and [RCW 36.70A.190](#) regarding tribal participation in planning efforts with local and regional jurisdictions.

[HB 1799](#) adds a new section to the GMA, [RCW 36.70A.142](#), requiring some local governments to begin providing separated organic material collection services within their jurisdictions in order to increase volumes of organic materials collected and delivered to composting and other organic material management facilities.

[SB 5593](#) adds new elements to RCW [36.70A.130\(3\)](#) regarding changes to planning and/or modifying urban growth areas.

City

Staff contact, phone + email

[SB 5818](#) promotes housing construction in cities through amendments to and limiting appeals under the state environmental policy act (SEPA) and the GMA, amending [RCW 36.70A.070\(2\)](#).

Local governments should review local comprehensive plan policies, countywide planning policies and multicounty planning policies (where applicable) to be consistent with the new requirements.

Checklist Instructions

With the most recent versions of your comprehensive plan and development regulations in hand, fill out each item in the checklist, answering the following questions:

Is this item addressed in your current plan or development regulations? If YES, fill in the form with citation(s) to where in the plan or regulation the item is addressed. Where possible, we recommend citing policy or goal numbers by element rather than page numbers, since these can change. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the Commerce [Periodic Update webpage](#) or contact the [Commerce planner assigned to your region](#).

Is amendment needed to meet current statute? Check YES to indicate a change to your plan will be needed. Check NO to indicate that the GMA requirement has already been met. Local updates may not be needed if the statute hasn't changed since your previous update, if your jurisdiction has kept current with required inventories, or if there haven't been many changes in local circumstances.

Use the "Notes" column to add additional information to note where your city may elect to work on or amend sections of your plan or development regulations, to call out sections that are not strictly required by the GMA, or to indicate if the item is not applicable to your jurisdiction.

Submit your checklist! This will be the first deliverable under your periodic update grant.

PlanView system and instructions: Completed checklists can be submitted through Commerce's PlanView portal. The PlanView system allows cities and counties to submit and track amendments to comprehensive plans or development regulations online, with or without a user account. You can also submit via email: reviewteam@commerce.wa.gov Fill out and attach a [cover sheet](#), a copy of your submittal and this checklist. *Please be advised that Commerce is no longer accepting paper submittals.*

For further information about the submittal process please visit Commerce's [Requirements and procedures for providing notice to the state](#) webpage.

Need help?

Please visit Commerce's [periodic update webpage](#) for additional resources

or contact:

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Checklist Navigation

(Ctrl + Click each element)

Section I: Comprehensive Plan

LAND USE

HOUSING

CAPITAL FACILITIES

UTILITIES

TRANSPORTATION

SHORELINE

ESSENTIAL PUBLIC FACILITIES

TRIBAL PLANNING

ECONOMIC DEVELOPMENT

PARKS & RECREATION

OPTIONAL ELEMENTS

CONSISTENCY

PUBLIC PARTICIPATION

Section II: Development Regulations

CRITICAL AREAS

ZONING CODE

SHORELINE MASTER PROGRAM

RESOURCE LANDS

ESSENTIAL PUBLIC FACILITIES

SUBDIVISION CODE

STORMWATER

ORGANIC MATERIALS MANAGEMENT

IMPACT FEES

CONCURRENCY & TDM

TRIBAL PARTICIPATION

OPTIONAL REGULATIONS

PROJECT REVIEW PROCEDURES

PLAN & REGULATION AMENDMENTS

Section I: Comprehensive Plan Elements

Land Use Element

Consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1)

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| <p>New 2021-2022 legislation ESSB 5593: changes to RCW 36.70A.130 regarding UGA size, patterns of development, suitability and infrastructure.</p> <p>Coordinate these efforts with your county</p> | | | |
| <p>a. The element integrates relevant county-wide planning policies into the local planning process, and ensures local goals and policies are consistent. For jurisdictions in the central Puget Sound region, the plan is consistent with applicable multicounty planning policies. RCW 36.70A.210 WAC 365-196-305</p> <p>Coordinate these efforts with your county</p> | | | |
| <p>b. A future land use map showing city limits and UGA boundaries. RCW 36.70A.070(1) and RCW 36.70A.110(6) WAC 365-196-400(2)(d), WAC 365-196-405(2)(i)(ii)</p> | | | |
| <p>c. Consideration of urban planning approaches that increase physical activity. RCW 36.70A.070(1) and WAC 365-196-405(2)(j). Additional resources: Transportation Efficient Communities, The Washington State Plan for Healthy Communities, Active Community Environment Toolkit</p> | | | |
| <p>d. A consistent population projection throughout the plan which should be consistent with the county's sub-county allocation of that forecast and housing needs. RCW 36.70A.115, RCW 43.62.035 and WAC 365-196-405(f)</p> | | | |

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| <p>e. Estimates of population densities and building intensities based on future land uses and housing needs. RCW 36.70A.070(1), WAC 365-196-405(2)(i)</p> <ul style="list-style-type: none"> For cities required to plan under the Buildable Lands Program, RCW 36.70A.215 amended in 2017, some jurisdictions may need to identify reasonable measures to reconcile inconsistencies. See Commerce's Buildable Lands Program page. | | | |
| <p>f. Provisions for protection of the quality and quantity of groundwater used for public water supplies. RCW 36.70A.070(1); WAC 365-196-405(1)(c); WAC 365-196-485(1)(d)</p> | | | |
| <p>g. Identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses. RCW 36.70A.150 and WAC 365-196-340</p> | | | |
| <p>h. Identification of open space corridors within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas. RCW 36.70A.160 and WAC 365-196-335</p> | | | |

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| <p>i. If there is an airport within or adjacent to the city: policies, land use designations (and zoning) to discourage the siting of incompatible uses adjacent to general aviation airports. RCW 36.70A.510, RCW 36.70.547</p> <p>Note: The plan (and associated regulations) must be filed with the Aviation Division of WSDOT. WAC 365-196-455</p> | | | |
| <p>j. Where applicable, a review of drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state. RCW 36.70A.070(1) and WAC 365-196-405(2)(e)</p> <p>Note: RCW 90.56.010(27) defines waters of the state.</p> <p>Additional resources: Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p> | | | |
| <p>k. Policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas. In developing these policies, the city must have included the best available science (BAS) 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.</p> <p>RCW 36.70A.030(6), RCW 36.70A.172, WAC 365-190-080</p> <p>Best Available Science: see WAC 365-195-900 through -925</p> | | | |

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| l. If forest or agricultural lands of long-term commercial significance are designated inside city: a program authorizing Transfer (or Purchase) of Development Rights. RCW 36.70A.060(4) , RCW 36.70A.170 | | | |
| m. If there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: policies, land use designations, (and consistent zoning) to discourage the siting of incompatible uses adjacent to military bases. RCW 36.70A.530(3) , WAC 365-196-475 | | | |
| n. New section RCW 36.70A.142; new 2021-2022 legislation HB 1799: Development regulations newly developed, updated, or amended <i>after January 1, 2025</i> allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM reduction and diversion goals. Siting must meet criteria described in RCW 70A.205.040(3) See also RCW 36.70.330 . For applicability, see RCW 70A.205.540 | | | |

Housing Element

In the 2021 legislative session, HB 1220 substantially amended the housing-related provisions of the Growth Management Act (GMA), RCW 36.70A.070 (2). Local governments should review local comprehensive plan policies and countywide planning policies to be consistent with the updated requirements. Please refer to Commerce's housing webpages for further information about the new requirements:

Updating GMA Housing Elements and Planning for Housing

| | | | |
|--|--|--|--|
| a. 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) | | | |
|--|--|--|--|

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| b. Within an urban growth area boundary, consideration of duplexes, triplexes, and townhomes. RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-300 | | | |
| c. Consideration of housing locations in relation to employment locations and the role of ADUs. RCW 36.70A.070(2)(d) amended in 2021 | | | |
| d. An inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of housing need, as provided by Commerce. RCW 36.70A.070(2)(a) amended in 2021, WAC 365-196-410(2)(b) and (c) | | | |
| e. Identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing. RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-410(e) and (f) | | | |
| f. Adequate provisions for existing and projected housing needs for all economic segments of the community. RCW 36.70A.070(2)(d) amended in 2021, WAC 365-196-010(g)(ii) , WAC 365-196-300(f) , WAC 365-196-410 and see Commerce's Housing Action Plan (HAP) guidance: Guidance for Developing a Housing Action Plan | | | |

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| <p>g. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including:</p> <ul style="list-style-type: none"> • Zoning that may have a discriminatory effect; • Disinvestment; and • Infrastructure availability <p><u>RCW 36.70A.070(e)</u> new in 2021</p> | | | |
| <p>h. Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions.</p> <p><u>RCW 36.70A.070(2)(f)</u> new in 2021</p> | | | |
| <p>i. Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments.¹</p> <p><u>RCW 36.70A.070(2)(g)</u> new in 2021</p> <p>Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing.</p> <p><u>RCW 36.70A.070(2)(h)</u> new in 2021</p> | | | |

¹ This work should identify areas where anti-displacement tools may be applied, but may not need to be in the comprehensive plan. See Commerce's housing guidance: [Updating GMA Housing Elements - Washington State Department of Commerce](#)

Capital Facilities Plan (CFP) Element

To serve as a check on the practicality of achieving other elements of the plan, covering all capital facilities planned, provided, and paid for by public entities including local government and special districts, etc. including 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 CFP Element. The CFP Element must be consistent with CWPPs, and [RCW 36.70A.070\(3\)](#), and include:

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| a. Policies or procedures to ensure capital budget decisions are in conformity with the comprehensive plan. RCW 36.70A.120 | | | |
| b. An inventory of existing capital facilities owned by public entities. RCW 36.70A.070(3)(a) and WAC 365-196-415(1)(a) | | | |
| c. A forecast of needed capital facilities. RCW 36.70A.070(3)(b) and WAC 365-196-415(1)(b) Note: The forecast of future need should be based on projected population and adopted levels of service (LOS) over the planning period. | | | |
| d. Proposed locations and capacities of expanded or new capital facilities. RCW 36.70A.070(3)(c) and WAC 365-196-415 (1)(c) and (3)(c) ² | | | |
| e. A six-year plan (at least) that will finance such capital facilities within projected funding capacities and identify sources of public money to finance planned capital facilities. RCW 36.70A.070(3)(d) , RCW 36.70A.120 , WAC 365-196-415(1)(d) | | | |

² Infrastructure investments should consider equity and plan for any potential displacement impacts.

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| f. A policy or procedure to reassess the Land Use Element if probable funding falls short of meeting existing needs. RCW 36.70A.070(3)(e) WAC 365-196-415(2)(d) Note: park and recreation facilities shall be included in the capital facilities plan element | | | |
| g. If impact fees are collected: identification of public facilities on which money is to be spent. RCW 82.02.050(5) and WAC 365-196-850(3) | | | |

Utilities Element

Consistent with relevant CWPPs and RCW 36.70A.070(4). Utilities include, but are not limited to: sanitary sewer systems, water lines, fire suppression, electrical lines, telecommunication lines, and natural gas lines.

| | | | |
|--|--|--|--|
| The general location, proposed location and capacity of all existing and proposed utilities. RCW 36.70A.070(4) and WAC 365-196-420 | | | |
|--|--|--|--|

Transportation Element

Consistent with relevant CWPPs and RCW 36.70A.070(6)

| | | | |
|--|--|--|--|
| a. An inventory of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports. RCW 36.70A.070(6)(a)(iii)(A) and WAC 365-196-430(2)(c) . | | | |
| b. Adopted levels of service (LOS) standards for all arterials, transit routes and highways. RCW 36.70A.070(6)(a)(iii)(B) and (C) , WAC 365-196-430 | | | |
| c. Identification of specific actions to bring locally-owned transportation facilities and services to established LOS. RCW 36.70A.070(6)(a)(iii)(D) , WAC 365-196-430 | | | |

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| d. A forecast of traffic for at least 10 years including land use assumptions used in estimating travel. RCW 36.70A.070(6)(a)(i) , RCW 36.70A.070(6)(a)(iii)(E) , WAC 365-196-430(2)(f) | | | |
| e. A projection of state and local system needs to meet current and future demand. RCW 36.70A.070(6)(a)(iii)(F) and WAC 365-196-430(1)(c)(vi) | | | |
| f. A pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles. RCW 36.70A.070(6)(a)(vii) , WAC 365-196-430(2)(j) | | | |
| g. A description of any existing and planned transportation demand management (TDM) strategies, such as HOV lanes or subsidy programs, parking policies, etc. RCW 36.70A.070(6)(a)(vi) and WAC 365-196-430(2)(i)(i) | | | |
| h. An analysis of future funding capability to judge needs against probable funding resources. RCW 36.70A.070(6)(a)(iv)(A) , WAC 365.196-430(2)(k)(iv) | | | |
| i. A multi-year financing plan based on needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the 6-year street, road or transit program. RCW 36.70A.070(6)(a)(iv)(B) and RCW 35.77.010 , WAC 365-196-430(2)(k)(ii) | | | |

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| j. If probable funding falls short of meeting identified needs: a discussion of how additional funds will be raised, or how land use assumptions will be reassessed to ensure that LOS standards will be met. RCW 36.70A.070(6)(a)(iv)(C) , WAC 365-196-430(2)(l)(iii) | | | |
| k. A description of intergovernmental coordination efforts, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions and how it is consistent with the regional transportation plan. RCW 36.70A.070(6)(a)(v) ; WAC 365-196-430(1)(e) and 430(2)(a)(iii) | | | |

Shoreline

For shorelines of the state, the goals and policies of the shoreline management act as set forth in [RCW 90.58.020](#) are added as one of the goals of the Growth Management Act (GMA) as set forth in [RCW 36.70A.480](#). The goals and policies of a shoreline master program for a county or city approved under [RCW 90.58](#) shall be considered an element of the county or city's comprehensive plan.

| | | | |
|--|--|--|--|
| a. The policies, goals, and provisions of RCW 90.58 and applicable guidelines shall be the sole basis for determining compliance of a shoreline master program with this chapter except as the shoreline master program is required to comply with the internal consistency provisions of RCW 36.70A.070 , 36.70A.040(4) , 35.63.125 , 35A.63.105 , 36.70A.480 | | | |
| b. Shoreline master programs shall provide a level of protection to critical areas located within shorelines of the state that assures no net loss of shoreline ecological functions necessary to sustain shoreline natural resources as defined by department of ecology guidelines adopted pursuant to RCW 90.58.060 . | | | |

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| c. Shorelines of the state shall not be considered critical areas under this chapter except to the extent that specific areas located within shorelines of the state qualify for critical area designation based on the definition of critical areas provided by RCW 36.70A.030(5) and have been designated as such by a local government pursuant to RCW 36.70A.060(2) . | | | |
| d. If a local jurisdiction's master program does not include land necessary for buffers for critical areas that occur within shorelines of the state, as authorized by RCW 90.58.030(2)(f) , then the local jurisdiction shall continue to regulate those critical areas and their required buffers pursuant to RCW 36.70A.060(2) . | | | |

Provisions for siting essential public facilities (EPFs)

Consistent with CWPPs and [RCW 36.70A.200](#), amended 2021. 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.

| | | | |
|--|--|--|--|
| a. A process or criteria for identifying and siting essential public facilities (EPFs). RCW 36.70A.200 and WAC 365-196-550(1) Notes: RCW 36.70A.200, amended 2021 regarding reentry and rehabilitation facilities. EPFs are defined in RCW 36.70A.200 . Regional transit authority facilities are included in the list of essential public facilities. | | | |
| b. Policies or procedures that ensure the comprehensive plan does not preclude the siting of EPFs. RCW 36.70A.200(5) Note: If the EPF siting process is in the CWPPs, this policy may be contained in the comprehensive plan as well. WAC 365-196-550(3) | | | |

Tribal Participation in Planning new in 2022 (see [HB 1717](#))

A federally recognized Indian tribe may voluntarily choose to participate in the local and regional planning processes.

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period. RCW 36.70A.040(8)(a) new in 2022, RCW 36.70A.190 new in 2022 | | | |
| b. <i>Port elements</i> , if adopted, are developed collaboratively between the city, the applicable port and the applicable tribe(s), which shall comply with RCW 36.70A.040(8) . RCW 36.70A.085 amended in 2022 | | | |
| c. <i>Urban Growth Areas</i> : counties and cities coordinate planning efforts for any areas planned for urban growth with applicable tribe(s). RCW 36.70A.110(1) amended 2022, RCW 36.70A.040(8) | | | |

Future required elements: pending state funding

As of 2022, these elements have not received state funding to aid local jurisdictions in implementation. Therefore, these elements are not required to be added to comprehensive plans at this time. Commerce encourages jurisdictions to begin planning for these elements, pending the future mandate.

| | In Current Plan? Yes/No If yes, cite section | Notes |
|---|--|-------|
| Economic Development Although included in RCW 36.70A.070 “mandatory elements” an economic development element is not currently required 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) amended 2017 | | |
| Parks and Recreation Although included in RCW 36.70A.070 “mandatory elements” 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) | | |

Optional Elements

Pursuant to [RCW 36.70A.080](#), a comprehensive plan may include additional elements, items, or studies dealing with other subjects relating to the physical development within its jurisdiction, including, but not limited to:

| | In Current Plan? Yes/No If yes, cite section | Notes |
|--|--|-------|
| Climate Change Mitigation & Resilience As of 2022, this optional element has not yet received state funding to aid local jurisdictions in implementation. Please visit Commerce's Climate Program page for resources and assistance if interested in developing climate mitigation and resilience plans for your jurisdiction. | | |
| Sub-Area Plans | | |
| Other | | |

Consistency is required by the GMA

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| a. All plan elements must be consistent with relevant county-wide planning policies (CWPPs) and, where applicable, multi-county planning policies (MPPs), and the GMA. RCW 36.70A.100 and 210 , WAC 365-196-305 ; 400(2)(c) ; 510 and 520 | | | |
| b. All plan elements must be consistent with each other. RCW 36.70A.070 (preamble) and WAC 365-197-040 | | | |
| c. The plan must be coordinated with the plans of adjacent jurisdictions. RCW 36.70A.100 and WAC 365-196-520 | | | |

Public Participation

| | | | |
|---|--|--|--|
| a. Plan ensures public participation in the comprehensive planning process. RCW 36.70A.020(11) , .035 , and .140 , WAC 365-196-600(3) provide possible public participation choices. | | | |
| b. If the process for making amendments is included in the comprehensive plan: <ul style="list-style-type: none"> • The 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), WAC365-196-640 • The 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) | | | |

| | In Current Plan? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| <p>c. Plan or program for monitoring how well comprehensive plan policies, development regulations, and other implementation techniques are achieving the comp 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> <p>New 2021-2022 legislation HB 1241 provides that those jurisdictions with a periodic update due in 2024 have until December 31, 2024 to submit. The legislation also changed the update cycle to every ten years after the 2024-2027 cycle. Jurisdictions that meet the new criteria described in RCW 36.70A.130(9) will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.</p> | | | |
| <p>d. Considerations for preserving property rights. Local governments must evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property. RCW 36.70A.370. For further guidance see the 2018 Advisory Memo on the Unconstitutional Taking of Private Property</p> | | | |

Section II: Development Regulations

Must be consistent with and implement the comprehensive plan. [RCW 36.70A.040](#), [WAC 365-196-800](#) and [810](#)

Critical Areas

Regulations protecting critical areas are required by [RCW 36.70A.060\(2\)](#), [RCW 36.70A.172\(1\)](#), [WAC 365-190-080](#) and [WAC 365-195-900 through 925](#).

Please visit Commerce's [Critical Areas webpage](#) for resources and to complete the [Critical Areas Checklist](#). Critical areas regulations must be reviewed and updated, as necessary, to incorporate legislative changes and best available science. Jurisdictions using periodic update grant funds to update critical areas regulations must submit the critical areas checklist as a first deliverable, in addition to this periodic update checklist.

Zoning Code

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| a. Zoning designations are consistent and implement land use designations that accommodate future housing needs by income bracket as allocated through the countywide planning process (RCW 36.70A.070(2)(c) - Amended in 2021 with HB 1220) | | | |
| b. Permanent supportive housing or transitional housing must be allowed where residences and hotels are allowed. RCW 36.70A.390 New in 2021, (HB 1220 sections 3-5) "permanent supportive housing" is defined in RCW 36.70A.030 ; "transitional housing" is defined in RCW 84.36.043(2)(c) | | | |
| c. Indoor emergency shelters and indoor emergency housing shall be allowed in any zones in which hotels are allowed, except in cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within one-mile of transit. Indoor emergency housing must be allowed in areas with hotels. RCW 35A.21.430 amended in 2021, RCW 35.21.683 , amended in 2021, (HB 1220 sections 3-5) "emergency housing" is defined in RCW 84.36.043(2)(b) | | | |

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| d. The number of unrelated persons that occupy a household or dwelling unit except as provided in state law, for short term rentals, or occupant load per square foot shall not be regulated or limited by cities. (HB 5235) , RCW 35.21.682 new in 2021, RCW 35A.21.314 new in 2022, RCW 36.01.227 new in 2021 | | | |
| e. Limitations on the amount of parking local governments can require for low-income, senior, disabled and market-rate housing units located near high-quality transit service. RCW 36.70A.620 amended in 2020 and RCW 36.70A.600 amended in 2019 | | | |
| f. Family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial RCW 36.70A.450 . Review RCW 43.216.010 for definition of family day care provider and WAC 365-196-865 for more information. | | | |
| g. Manufactured housing is regulated the same as site built housing. RCW 35.21.684 amended in 2019, RCW 35.63.160 , RCW 35A.21.312 amended in 2019 and RCW 36.01.225 amended in 2019. A local government may require that manufactured homes: (1) are 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. See: National Manufactured Housing Construction and Safety Standards Act of 1974 | | | |

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| <p>h. Accessory dwelling units: cities (and counties) must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations and other official controls the requirements of RCW 36.70A.698 amended in 2021; Review RCW 36.70A.696 amended in 2021 through 699 and RCW 43.63A.215(3)</p> <p>Watch for new guidance from Commerce on the Planning for Housing webpage.</p> | | | |
| <p>i. Residential structures occupied by persons with handicaps, and group care for children that meets the definition of “familial status” are regulated the same as a similar residential structure occupied by a family or other unrelated individuals. No city or county planning under the GMA may enact or maintain ordinances, development regulations, or administrative practices which treat a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals.</p> <p>RCW 36.70A.410, RCW 70.128.140 and 150, RCW 49.60.222-225 and WAC 365-196-860</p> | | | |

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| <p>j. Affordable housing programs enacted or expanded under RCW 36.70A.540 amended in 2022 comply with the requirements of this section. Examples of such programs may include: density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed-use projects. WAC 365-196-300</p> <p>See also RCW 36.70A.545 and WAC 365-196-410(2)(e)(i)</p> <p>“affordable housing” is defined in RCW 84.14.010</p> <p>Review RCW 36.70A.620 amended in 2020 for minimum residential parking requirements</p> | | | |
| <p>k. Limitations on regulating: outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization. RCW 36.01.290 amended in 2020</p> | | | |
| <p>l. Regulations discourage incompatible uses around general aviation airports. RCW 36.70.547 and WAC 365-196-455. Incompatible uses include: high population intensity uses such as schools, community centers, tall structures, and hazardous wildlife attractants such as solid waste disposal sites, wastewater or stormwater treatment facilities, or stockyards. For more guidance, see WSDOT’s Aviation Land Use Compatibility Program.</p> | | | |

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| m. If a U.S. Department of Defense (DoD) military base employing 100 or more personnel is within or adjacent to the jurisdiction, zoning should discourage the siting of incompatible uses adjacent to military base. RCW 36.70A.530(3) and WAC 365-196-475 . Visit Military One Source to locate any bases in your area and 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. | | | |
| n. Electric vehicle infrastructure (jurisdiction specified: adjacent to Interstates 5, 90, 405 or state route 520 and other criteria) must be allowed as a use in all areas except those zoned for residential, resource use or critical areas. RCW 36.70A.695 | | | |
| Shoreline Master Program Consistent with RCW 90.58 Shoreline Management Act of 1971 | | | |
| a. Zoning designations are consistent with Shoreline Master Program (SMP) environmental designations. RCW 36.70A.480 | | | |
| b. If updated to meet RCW 36.70A.480 (2010), SMP regulations provide protection to critical areas in shorelines that is at least equal to the protection provided to critical areas by the critical areas ordinance. RCW 36.70A.480(4) and RCW 90.58.090(4) See Ecology's shoreline planners' toolbox for the SMP Checklist and other resources and Ecology's Shoreline Master Programs Handbook webpage | | | |

Natural Resource Lands

Defined in [RCW 36.70A.030\(3\), \(12\) and \(17\)](#) and consistent with [RCW 36.70A.060](#) and [RCW 36.70A.170](#)

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| a. Zoning is consistent with natural resource lands designations in the comprehensive plan and conserves natural resource lands. RCW 36.70A.060(3) , WAC 365-196-815 and WAC 365-190-020(6) . Consider innovative zoning techniques to conserve agricultural lands of long-term significance RCW 36.70A.177(2) . See also WAC 365-196-815(3) for examples of innovative zoning techniques. | | | |
| b. Regulations to assure that use of lands adjacent to natural resource lands does not interfere with natural resource production. RCW 36.70A.060(1)(a) and WAC 365-190-040 Regulations require notice on all development permits and plats within 500 feet of designated natural resource lands that the property is within or near a designated natural resource land on which a variety of commercial activities may occur that are regulations to implement comprehensive plan | | | |
| c. For designated agricultural land, regulations encourage nonagricultural uses to be limited to lands with poor soils or otherwise not suitable for agricultural purposes. Accessory uses should be located, designed and operated to support the continuation of agricultural uses. RCW 36.70A.177(3)(b) | | | |
| d. Designate mineral lands and associated regulations as required by RCW 36.70A.131 and WAC 365-190-040(5) . For more information review the WA State Dept. of Natural Resources (DNR)'s Geology Division site | | | |

Siting Essential Public Facilities

Regulations for siting essential public facilities should be consistent with [RCW 36.70A.200](#) and consider [WAC 365-196-550](#). Essential public facilities 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. Regulations may be specific to a local jurisdiction, but may be part of county-wide planning policies (CWPPs).

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| Regulations or CWPPs include a process for siting EPFs and ensure EPFs are not precluded. RCW 36.70A.200(2), (3), (5) . WAC 365-196-550(6) lists process for siting EPFs. WAC 365-196-550(3) details preclusions. EPFs should be located outside of known hazardous areas. Visit Commerce's Behavioral Health Facilities Program page for information on establishing or expanding new capacity for behavioral health EPFs. | | | |

Subdivision Code

| | | | |
|--|--|--|--|
| a. Subdivision regulations are consistent with and implement comprehensive plan policies. RCW 36.70A.030(5) and 36.70A.040(4) . | | | |
| b. Written findings to approve subdivisions establish adequacy of public facilities. RCW 58.17.110 amended in 2018 <ul style="list-style-type: none"> Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students. Potable water supplies, sanitary wastes, and drainage ways. RCW 36.70A.590 amended 2018 Open spaces, parks and recreation, and playgrounds Schools and school grounds Other items related to the public health, safety and general welfare WAC 365-196-820(1) . | | | |

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| <p>c. Preliminary subdivision approvals under RCW 58.17.140 and RCW 58.17.170 are valid for a period of five or seven years (previously five years).</p> <p>Note: preliminary plat approval is valid for: seven years if the date of preliminary plat approval is on or before December 31, 2014; five years if the preliminary plat approval is issued on or after January 1, 2015; and ten years if the project is located within city limits, not subject to the shoreline management act, and the preliminary plat is approved on or before December 31, 2007.</p> | | | |
| Stormwater | | | |
| <p>a. Regulations protect water quality and implement actions to mitigate or cleanse drainage, flooding, and storm water run-off that pollute waters of the state, including Puget Sound or waters entering Puget Sound. RCW 36.70A.070(1) Regulations may include: adoption of a stormwater manual consistent with Ecology's latest manual for Eastern or Western Washington, adoption of a clearing and grading ordinance –See Commerce's 2005 Technical Guidance Document for Clearing and Grading in Western Washington.</p> <p>Adoption of a low impact development ordinance. See Puget Sound Partnership's 2012 Low Impact Development guidance and Ecology's 2013 Eastern Washington Low Impact Development guidance.</p> <p>Additional Resources: Federal Grants to Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p> | | | |

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| b. Provisions for corrective action for failing septic systems that pollute waters of the state. RCW 36.70A.070(1) . See also: DOH Wastewater Management , Ecology On-Site Sewage System Projects & Funding | | | |

Organic Materials Management Facilities

New in 2022, HB 1799 added a section to the GMA aimed at reducing the volumes of organic materials collected in conjunction with other solid waste and delivered to landfills, supporting productive uses of organic material waste and reduction of methane gas (a greenhouse gas).

| | | | |
|--|--|--|--|
| <p>New section RCW 36.70A.142; new 2021-2022 legislation HB 1799: Development regulations newly developed, updated, or amended <i>after January 1, 2025</i> allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM reduction and diversion goals. Siting to meet criteria described in RCW 70A.205.040(3).</p> <p>See also RCW 36.70.330. For applicability, see RCW 70A.205.540</p> | | | |
|--|--|--|--|

Impact Fees

May impose impact fees on development activity as part of the financing for public facilities, provided that the financing for system improvements to serve new development must provide for a balance between impact fees and other sources of public funds; cannot rely solely on impact fees.

| | | | |
|---|--|--|--|
| a. If adopted, impact fees are applied consistent with RCW 82.02.050 amended in 2016, .060 amended in 2021, .070 , .080 , .090 amended in 2018 and .100 . WAC 365-196-850 provides guidance on how impact fees should be implemented and spent. | | | |
|---|--|--|--|

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| b. Jurisdictions collecting impact fees must adopt and maintain a system for the deferred collection of impact fees for single-family detached and attached residential construction, consistent with RCW 82.02.050(3) amended in 2016 | | | |
| c. If adopted, limitations on impact fees for early learning facilities RCW 82.02.060 amended in 2021 | | | |
| d. If adopted, exemption of impact fees for low-income and emergency housing development RCW 82.02.060 amended in 2021. See also definition change in RCW 82.02.090(1)(b) amended in 2018 | | | |

Concurrency and Transportation Demand Management (TDM)

Ensures consistency in land use approval and the development of adequate public facilities as plans are implemented, maximizes the efficiency of existing transportation systems, limits the impacts of traffic and reduces pollution.

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| <p>a. The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b), WAC 365-196-840.</p> <p>Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.</p> | | | |
| <p>b. Measures exist to bring into compliance locally owned transportation facilities or services that are below the levels of service established in the comprehensive plan. RCW 36.70A.070(6)(a)(iii)(B) and (D). Levels of service can be established for automobiles, pedestrians and bicycles. See WAC 365-196-840(3) on establishing an appropriate level of service.</p> | | | |
| <p>c. Highways of statewide significance (HSS) are exempt from the concurrency ordinance. RCW 36.70A.070(6)(a)(iii)(C)</p> | | | |
| <p>d. Traffic demand management (TDM) requirements are consistent with the comprehensive plan. RCW 36.70A.070(6)(a)(vi). Examples may include requiring new development to be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail networks. WAC 365-196-840(4) recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.</p> | | | |

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| e. If required by RCW 82.70 , a commute trip reduction (CTR) ordinance to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted. The ordinance should be consistent with comprehensive plan policies for CTR and Department of Transportation rules. | | | |
| Tribal Participation in Planning new in 2022 (see HB 1717) A federally recognized Indian tribe may voluntarily choose to participate in the county or regional planning process. | | | |
| a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period RCW 36.70A.040(8)(a) new in 2022 | | | |
| b. Policies consistent with countywide planning policies that address the protection of tribal cultural resources in collaboration with federally recognized Indian tribes that are invited, provided that a tribe, or more than one tribe, chooses to participate in the process. RCW 36.70A.210(3)(i) new in 2022 | | | |
| Regulations to Implement Optional Elements | | | |
| a. New fully contained communities are consistent with comprehensive plan policies, RCW 36.70A.350 and WAC 365-196-345 | | | |
| b. If applicable, master planned resorts are consistent with comprehensive plan policies, RCW 36.70A.360 , RCW 36.70A.362 and WAC 365-196-460 | | | |

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|---|--|--|-------|
| c. If applicable, major industrial developments and master planned locations outside of UGAs are consistent with comprehensive plan policies, RCW 36.70A.365 , RCW 36.70A.367 and WAC 365-196-465 | | | |
| d. Regulations include procedures to identify, preserve, and/or monitor historical or archaeological resources. RCW 36.70A.020(13) , WAC 365-196-450 | | | |
| e. Other development regulations needed to implement comprehensive plan policies such as energy, sustainability or design are adopted. WAC 365-196-445 | | | |
| f. Design guidelines for new development are clear and easy to understand; administration procedures are clear and defensible. | | | |

Project Review Procedures

| | | | |
|---|--|--|--|
| <p>Project review processes integrate permit and environmental review. RCW 36.70A.470, RCW 36.70B and RCW 43.21C.</p> <p>Also: WAC 365-196-845, WAC 197-11(SEPA Rules), WAC 365-197 (Project Consistency Rule, Commerce, 2001) and Ecology SEPA Handbook.</p> <p>Integrated permit and environmental review procedures for:</p> <ul style="list-style-type: none"> • Notice of application • Notice of complete application • One open-record public hearing • Combining public hearings & decisions for multiple permits • Notice of decision • One closed-record appeal | | | |
|---|--|--|--|

Plan & Regulation Amendments

If procedures governing comprehensive plan amendments are part of the code, then assure the following are true:

| | In Current Regs? Yes/No If yes, cite section | Changes needed to meet current statute? Yes/No | Notes |
|--|--|--|-------|
| a. Regulations limit amendments to the comprehensive plan to once a year (with statutory exceptions). RCW 36.70A.130(2) and WAC 365-196-640(3) . | | | |
| b. Regulations define <i>emergency</i> for an emergency plan amendment. RCW 36.70A.130(2)(b) and WAC 365-196-640(4) . | | | |
| c. Regulations include a docketing process for requesting and considering plan amendments. RCW 36.70A.130(2) , RCW 36.70A.470 , and WAC 365-196-640(6) . | | | |
| d. A process has been established for early and continuous public notification and participation in the planning process. RCW 36.70A.020(11) , RCW 36.70A.035 and RCW 36.70A.140 . See WAC 365-196-600 regarding public participation and WAC 365-196-610(2) listing recommendations for meeting requirements. | | | |
| e. A process exists to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property RCW 36.70A.370 . See the 2018 Advisory Memo on the Unconstitutional Taking of Private Property | | | |
| f. Provisions ensure adequate enforcement of regulations, such as zoning and critical area ordinances (civil or criminal penalties). See implementation strategy in WAC 365-196-650(1) . | | | |



LOCAL GOVERNMENT DIVISION
GROWTH MANAGEMENT SERVICES

Critical Areas Checklist

A Technical Assistance Tool from Growth Management Services – updated November 2022

| | |
|--|--|
| Name of city or county: | |
| Staff contact, phone, and e-mail address: | |
| <p>INSTRUCTIONS</p> <p>This checklist is intended to help local governments update their development regulations, pursuant to the schedule in RCW 36.70A.130(5) (updated in 2022). We strongly encourage but do not require jurisdictions to complete the checklist and return it to Growth Management Services (GMS), along with their updates. This checklist may be used by all jurisdictions, including those local governments planning for resource lands and critical areas only. For general information on update requirements, refer to A Guide to the Periodic Update Process Under the Growth Management Act – Fully Planning Counties & Cities, 2022 and Keeping your Comprehensive Plan and Development Regulations Current: A Guide to the Periodic Update Process under the Growth Management Act, August, 2016 and WAC 365-196-610 (updated in 2015).</p> <p>Bold items are a GMA requirement or may be related requirements of other state or federal laws. <u>Underlined</u> items are links to Internet sites and may include best practices or other ideas to consider.</p> <p>Commerce WAC provisions are advisory under Commerce's statutory mandate to provide technical assistance, RCW 43.330.120 which states that the Department of Commerce "...shall help local officials interpret and implement the different requirements of the act through workshops, model ordinances, and information materials." If you have questions, call GMS at (360) 725-3066.</p> <p>Updates to Commerce WAC – Revisions to the Commerce WAC relating to critical areas have been provided in a table with dates of changes on the Growth Management Act Periodic Update web site. The table can be used with this checklist to determine what changes have been made since the last update of your critical areas regulations.</p> | <p>Contents</p> <p>Instructions..... 1</p> <p>Overall Requirements.....2</p> <p>Wetlands.....3</p> <p>Critical Aquifer Recharge Areas.....4</p> <p>Frequently Flooded Areas.....5</p> <p>Geologically Hazardous Areas.....6</p> <p>Fish and Wildlife Habitat Conservation Areas.....7</p> <p>Designating and Protecting Waters of the State.....8</p> <p>Anadromous Fisheries.....8</p> <p>Reasonable Use Exceptions.....8</p> <p>Agricultural Activities.....9</p> <p>Forest Practices Regulations.....9</p> <p>Good Ideas.....9</p> |

How to fill out the checklist

Using the current version of your critical areas regulations, fill out each item in the checklist. Select the check box or type in text fields, answering the following question:

Is this item addressed in your current Critical Areas Ordinance (CAO)? If YES, fill in the form with citation(s) to where in the plan or code the item is addressed. We recommend using citations rather than page numbers because they stay the same regardless of how the document is printed. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the [Commerce Growth Management Services Web page](#) or [contact one of the Commerce planners](#) assigned to your region.

CRITICAL AREAS

Regulations protecting critical areas are required by **RCW 36.70A.060(2)** and **RCW 36.70A.172(1)**. [WAC 365-195-900 through 925](#) provide guidelines. Guidance can also be found in Commerce's [Critical Areas Handbook \(Updated June, 2018\)](#); the Minimum Guidelines [WAC 365-190-080 – 130](#); Best Available Science, [Chapter 365-195 WAC](#); and Procedural Criteria, [WAC 365-196-485](#) and [WAC 365-196-830](#), and on Growth Management's [Critical Areas](#) webpage.

| Regulations required to protect critical areas | Addressed in current plan or regulations? If yes, note where |
|--|--|
| <p>OVERALL REQUIREMENTS</p> <p>The CAO includes best available science to clearly designate and protect all critical areas that might be found within the jurisdiction.</p> <p>1. Designation of Critical Areas RCW 36.70A.170(1)(d) required all counties and cities to designate critical areas. RCW 36.70A.170(2) requires that counties and cities consider the Commerce Minimum Guidelines pursuant to RCW 36.70A.050. RCW 36.70A.050 directed Commerce to adopt the Minimum Guidelines to classify critical areas. WAC 365-190-080 through 130 (updated in 2010) provide guidance on defining or “designating” each of the five critical areas. WAC 365-190-040 (updated in 2010) outlines the process to classify and designate natural resource lands and critical areas.</p> <p>2. Definition of Critical Areas RCW 36.70A.030(6) provides definitions for critical areas. Sections (6) regarding fish and wildlife habitat conservation areas; (14) regarding geologically hazardous areas; and (31) regarding wetlands were updated in 2010. WAC 365-190-030 (updated 2010) provides definitions in the Minimum Guidelines.</p> | |

| | |
|---|---|
| <p>3. Protection of Critical Areas RCW 36.70A.060 (2) required counties and cities to adopt development regulations that protect the critical areas required to be designated under RCW 36.70A.170. RCW 36.70A.172(1) requires the inclusion of best available science in developing policies and development regulations to protect the functions and values of critical areas. In addition, counties and cities must give special consideration to conservation or protection measures necessary to preserve or enhance anadromous fisheries. WAC 365-196-830 (updated 2017) provides guidance on protection of critical areas.</p> <p>4. Inclusion of Best Available Science RCW 36.70A.172(1) requires inclusion of the best available science (BAS). Chapter 365-195 WAC outlines recommended criteria for determining which information is the BAS, for obtaining the BAS, for including BAS in policies and regulations, for addressing inadequate scientific information, and for demonstrating "special consideration" to conservation or protection measures necessary to preserve or enhance anadromous fisheries. WAC 365-195-915 provides criteria for including BAS in the record.</p> <p>5. No net loss of critical area functions and values is a requirement for development regulations in WAC 365-196-830(4). If development regulations allow harm to critical areas, they must require compensatory mitigation of the harm.</p> | <p>Was BAS documented in the record for the review and updates to the critical areas regulations?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Location in Text:</p> <p>Do your regulations address no net loss and require compensatory mitigation?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Location in Text:</p> |
|---|---|

| | |
|---|---|
| <p>WETLANDS DEFINITION The definition of wetlands is consistent with RCW 36.70A.030(31) (updated in 2012).</p> | <p>Is the wetland definition consistent with RCW 36.70A.030(21)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Location in Text:</p> |
| <p>WETLANDS DELINEATION Wetlands are delineated using the approved federal wetland delineation manual and applicable regional supplements in accordance with WAC 173-22-035 (updated in 2011).</p> | <p>Are wetlands delineated using the approved Federal Wetland Delineation</p> |

| | |
|--|---|
| <p>See Ecology's Wetland Delineation page and WAC 365-190-090 (updated in 2010) for additional assistance.</p> | <p>Manual and Regional Supplements?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in Text:</p> |
| <p>WETLANDS PROTECTION</p> <p>Policies and regulations protect the functions and values of wetlands. RCW 36.70A.172(1) Counties and cities are encouraged to make their actions consistent with the intent and goals of "protection of wetlands", Executive Order 89-10 as it existed on September 1, 1990.</p> <p>WAC 365-190-090(3) recommends using a wetlands rating system that evaluates the existing wetland functions and values to determine what functions must be protected. Ecology updated its recommended wetlands rating systems effective January 2015. For information on the rating system, including the July 2018 adjustments to ranges for habitat scores, see:</p> <ul style="list-style-type: none"> • 2014 Updates to the Washington State Wetland Rating Systems • Washington State Wetland Rating System for Western Washington • Washington State Wetland Rating System for Eastern Washington <p>For other resources and guidance on protecting wetlands, go to Ecology's Local Wetland Regulations: Growth Management Act technical assistance and see:</p> <ul style="list-style-type: none"> • Wetland Guidance for Critical Areas Ordinance (CAO) Updates: Western and Eastern Washington (2022) | <p>Do the regulations use a rating system to determine wetlands protection?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in Text:</p> |
| <p>CRITICAL AQUIFER RECHARGE AREAS</p> <p>Policies and regulations protect the functions and values of critical aquifer recharge areas. RCW 36.70A.172(1).</p> <p>Policies and regulations protect the quality and quantity of groundwater used for public water supplies. RCW 36.70A.070(1) and WAC 365-196-485(1)(d).</p> <p>The following references also relate to protection of groundwater resources:</p> <p>RCW 90.44 – Regulation of Public Groundwaters RCW 90.48 – Water Pollution Control RCW 90.54 – Water Resources Act of 1971 RCW 36.36.020 - Creation of aquifer protection area (1988) WAC 365-190-100 Critical Aquifer Recharge Areas (2010) WAC 173-100 Groundwater Management Areas and Programs (1988) WAC 173-200 Water Quality Standards for Groundwaters of the State of Washington (1990)</p> | <p>If groundwater is used for potable water, do regulations protect the quality and quantity of ground water?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in text:</p> |

| | |
|---|---|
| <p>WAC 365-196-735 Consideration of state and regional planning provisions (list) (2010)</p> <p>The Critical Aquifer Recharge Areas Guidance Document (updated 2021) provides information on protecting functions and values of critical aquifer recharge areas, best available science, how to work with state and local regulations and adaptive management.</p> <p>Also, consider the following:</p> <ul style="list-style-type: none"> Prohibiting or strictly regulating hazardous uses in critical aquifer recharge areas (CARAs) and designating and protecting wellhead areas. See Ecology's guidance on Critical Aquifer Recharge Areas. Limiting impervious surfaces to reduce stormwater runoff, as required under Phase I and II municipal stormwater permits. Ecology's Stormwater Manual for Western Washington (updated in 2012) includes low impact development (LID) related definitions, requirements, and an LID performance standard. See Stormwater Management and Design Manuals on Ecology's web page. For additional guidance on LID resources, see Commerce's Incentivizing low-impact development guidebook. | <p>Are the critical aquifer recharge regulations consistent with current mapping of these critical areas?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in text:</p> |
|---|---|

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| <p>FREQUENTLY FLOODED AREAS</p> <p>Regulations protect the functions and values of frequently flooded areas and safeguard the public from hazards to health and safety. RCW 36.70A.172(1) WAC 365-196-830 provides: "Protection' in this context means preservation of the functions and values of the natural environment, or to safeguard the public from hazards to health and safety."</p> <p>WAC 365-190-110 (updated in 2010) directs counties and cities to consider the following when designating and classifying frequently flooded areas:</p> <ol style="list-style-type: none"> Effects of flooding on human health and safety, and to public facilities and services; Available documentation including federal, state, and local laws, regulations, and programs, local studies and maps, and federal flood insurance programs, including the provisions for urban growth areas in RCW 36.70A.110; The future flow flood plain, defined as the channel of the stream and that portion of the adjoining flood plain that is necessary to contain and discharge the base flood flow at build out; The potential effects of tsunamis, high tides with strong winds, sea level rise, and extreme weather events, including those potentially resulting from global climate change; Greater surface runoff caused by increasing impervious surfaces. | <p>Are frequently flooded areas designated and regulated using FEMA and Ecology guidance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in Text:</p> |
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Classification of and regulations for frequently flooded areas should not conflict with the [FEMA](#) requirements for the National Flood Insurance Program (NFIP). See [Ecology's Frequently Flooded areas: Critical Areas Ordinance](#) webpage and [44 CFR 60](#).

Communities that are located on Puget Sound or the Strait of San Juan de Fuca, or have lakes, rivers or streams that directly or indirectly drain to those water bodies, are subject to the NFIP Biological Opinion (BiOp) for Puget Sound. The biological opinion required changes to the implementation of the NFIP in order to meet the requirements of the Endangered Species Act (ESA) in the Puget Sound watershed. FEMA Region X has developed an implementation plan that allows communities to apply the performance standards contained in the Biological Opinion by implementing:

- 1) [a model ordinance](#);
- 2) [a programmatic Checklist](#); or
- 3) on a permit by permit basis as long as it can be demonstrated that there is no adverse effect to listed species. Communities have the option of utilizing their CAOs as part of a programmatic response to address the requirements of the biological opinion. FEMA must approve a community's biological opinion compliance strategy.

Additional resources:

RCW 86.12 Flood Control by Counties

RCW 86.16 Floodplain Management

RCW 86.26 State Participation in Flood Control Maintenance

RCW 86.16.041 Floodplain Management Ordinance and Amendments

[WAC 173-158-070](#) Requirements for construction in Special Flood Hazard Areas

Are you utilizing your CAO as part of a programmatic response to the BiOp?

☐ Yes

☐ No

☐ N/A

Location in Text:

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| <p>DEFINITION OF GEOLOGICALLY HAZARDOUS AREAS</p> <p>The definition of geologically hazardous areas is consistent with RCW 36.70A.030(14) (updated 2012) and WAC 365-190-120(1).</p> <p>"Geologically hazardous areas" means areas that because of their susceptibility to erosion, sliding, earthquake, or other geological events, are not suited to the siting of commercial, residential, or industrial development consistent with public health or safety concerns.</p> | <p>Is the geologically hazardous areas definition consistent with RCW 36.70A.030(14)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p> <p>Location in Text:</p> |
| <p>PROTECTION OF GEOLOGICALLY HAZARDOUS AREAS</p> <p>Regulations protect the functions and values of geologically hazardous areas and safeguard the public from hazards to health and safety. RCW 36.70A.172(1) WAC 365-196-830 (2010) provides: "Protection" in this context means preservation of the functions and values of the natural environment, or to safeguard the public from hazards to health and safety."</p> <p>Geologically hazardous areas are designated, and their use is regulated or limited consistent with public health and safety concerns. RCW 36.70A.030(14) provides a definition (updated in 2012) and WAC 365-190-120 describes the different types of hazardous areas (2010):</p> <ul style="list-style-type: none"> • Geologically hazardous areas include: <ul style="list-style-type: none"> • seismic hazards • tsunami hazards • landslide hazards • areas prone to erosion hazards • volcanic hazards • channel migration zones • areas subject to differential settlement from coal mines or other subterranean voids. <p>The Department of Natural Resource's Washington Geological Survey Geologic Hazards and the Environment website includes information on earthquakes and faults, landslides, volcanoes and lahars, tsunamis, hazardous minerals, emergency preparedness, historic mines and includes geologic hazard maps that can be accessed from the Geologic Information Portal.</p> | <p>Are uses in geologically hazardous areas designated and regulated or limited consistent with public health and safety?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p> <p>Location in Text:</p> |

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| <p>DEFINITION OF FISH AND WILDLIFE HABITAT AND CONSERVATION AREAS</p> <p>The definition of fish and wildlife habitat conservation areas is consistent with RCW 36.70A.030(6) (updated 2012) and WAC 365-190-030 (updated in 2015). The definition of fish and wildlife habitat conservation areas was amended to state that they do not include: “<i>such artificial features or constructs as irrigation delivery systems, irrigation infrastructure, irrigation canals, or drainage ditches that lie within the boundaries of and are maintained by a port district or an irrigation district or company.</i>”.</p> | <p>Is the FWPCA definition consistent with RCW 36.70A.030(6)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in Text:</p> |
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| <p>PROTECTION OF FISH AND WILDLIFE HABITAT AND CONSERVATION AREAS</p> <p>Policies and regulations protect the functions and values of fish and wildlife habitat conservation areas. RCW 36.70A.172(1) and RCW 36.70A.030(6) (updated 2012).</p> <p>WAC 365-190-130(4) says local jurisdictions should consult WDFW’s Priority Habitat and Species webpage. BAS regarding biodiversity areas and corridors has advanced significantly since 2015. Recent updates and resources include:</p> <ul style="list-style-type: none"> • Aquatic Habitat Guidelines (2010, 2014) • Priority Habitat and Species maps (updated daily) • Priority Habitats and Species List (updated March 2022) • Priority Habitats and Species: Management recommendations: <ul style="list-style-type: none"> • Landscape Planning for Washington’s Wildlife (2009) • Land Use Planning for Salmon, Steelhead and Trout (2011) • Riparian Ecosystems, Volume 1: Science Synthesis and Management Implications (2020) • Riparian Ecosystems, Volume 2: Management Recommendations (2020) • Riparian Management Zone Checklist for CAOs (2023) • Shrub-Steppe Management Recommendations (2020) • Oregon White Oak Woodlands Ecosystems Management Recommendations (1998) • Management recommendations for Washington's Priority Species (by taxa) • Puget Sound Kelp Conservation and Recovery Plan (2020) • Stream Habitat Restoration Guidelines (2012) • Water Crossing Design Guidelines (2013) | <p>Have you reviewed your regulations regarding any applicable changes in management recommendations for priority habitats and species?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in Text</p> |
| <p>Areas “with a primary association with listed species” should be considered per WAC 365-190-130(2)(a). Consult WDFW’s Threatened and Endangered Species list and U.S. Fish and Wildlife Service’s Information for Planning and Consultation resources for up to date information on all state and federal listed species.</p> | <p>Have you reviewed your regulations regarding any changes in species listings?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in Text</p> |
| <p>Also see the Puget Sound Partnership’s Salmon Recovery website for Water Resource Inventory Area (WRIA) Plans in Puget Sound.</p> | |

[illegible]

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| <p>REASONABLE USE EXCEPTIONS</p> <p>The Critical Areas Ordinance (CAO) allows for “reasonable use” if the CAO would otherwise deny all reasonable use of property. Reasonable use provisions should limit intrusions into critical areas to the greatest extent possible and apply the mitigation sequence as needed for no net loss of ecosystem functions and values RCW 36.70A.370 (1991). Common exemptions include emergencies, remodels that do not further extend into critical areas, surveying, walking, and development that has already been completed with critical areas review under a previous permit. See Critical Areas Handbook, Chapter 3: Structuring Critical Areas Regulations, p.9 (Updated June, 2018).</p> | <p>Do you have reasonable use provisions?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Location in Text:</p> |
| <p>AGRICULTURAL ACTIVITIES (COUNTIES ONLY)</p> <p>Non-VSP Counties</p> <p>Critical areas regulations as they specifically apply to agricultural activities in counties or watersheds not participating in the Voluntary Stewardship Program (VSP) have been reviewed, and if needed, revised pursuant to RCW 36.70A.130. RCW 36.70A.710(6) "Agricultural activities" means all agricultural uses and practices as defined in RCW 90.58.065.</p> <p>VSP Counties</p> <p>After watershed work plan approval, VSP counties are encouraged to reference and describe their participation in the program within their critical areas development regulations (WAC 365-196-832). See Critical Areas Handbook, Chapter 5: Protecting Critical Areas in Natural Resource Lands (Updated June, 2018).</p> | <p>Did you review your regulations as they apply to agricultural activities?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in Text:</p> |
| <p>FOREST PRACTICES APPLICATION REGULATIONS</p> <p>If applicable, regulations for forest practices have been adopted: RCW 36.70A.570 (adopted in 2007).</p> <p>RCW 76.09.240, amended in 2011, requires many counties over 100,000 in population, and the cities and towns within those counties to adopt regulations for forest practices. These are often included in clearing and grading ordinances.</p> | <p>Have you adopted forest practices regulations?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Location in Text:</p> |
| <p>GOOD IDEAS</p> <p>Non-regulatory measures to protect or enhance functions and values of critical areas may be used to complement regulatory methods. These may include:</p> <ul style="list-style-type: none"> • public education • stewardship programs • pursuing grant opportunities • water conservation • joint planning with other jurisdictions and non-profit organizations • stream and wetland restoration activities • transfer of development rights | <p>Are you using non-regulatory measures to protect critical areas?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Location in Text:</p> |

Monitoring and adaptive management is encouraged in [WAC 365-195-905\(6\)](#) to improve implementation of your regulations. See Commerce's Monitoring and Adaptive Management chapter in the [Critical Areas Handbook \(June 2018\)](#).

Do you have a monitoring and adaptive management program for your CAO?

☐ Yes

☐ No

Location in Text:

