



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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~ **MEMORANDUM** ~

TO: Board of Commissioners

FROM: Dave Wechner, Director

DATE: February 27, 2015

SUBJECT: Annual Docket review / Long range Planning Work Program

Attached to this memo is the Comprehensive Plan / code change process and criteria for the Annual Review Docket and the 8-year Review Cycle, better known as the Comprehensive Plan Update required by the Growth Management Act (GMA). The GMW requires that Plans be updated every 8 years. Island County is scheduled to complete our 8-year update by June 30, 2016.

In addition, the Draft 2015 Long Range Planning Work Program attached, lists individual required elements of the Comprehensive Plan to be addressed, and an estimate of staff time required to complete these tasks. Note that the Draft Work Program lists only those elements *required* to be addressed by the GMA. The Work Program may be amended after the Board chooses elements of the Comp Plan update to direct staff work on, the purpose of Phase 1 as outlined in the Public Participation Plan. The Work Program has traditionally been set by the Board and Planning Commission at their Joint meeting – the work program does not have code-driven timelines as required in compiling the annual review docket.

Annual Review Docket

Planning did not receive any complete applications (initiated by an individual with fee) for Comprehensive Plan amendment by the February 1, 2015 deadline for annual review.

Planning *did* receive a cover letter and material specific to zoning code changes for wineries, from Comfort Farm and Winery, addressed to Planning Commissioner Krug and the Board of Commissioners. The documents received did not follow the application procedure, there is no fee, application form or supporting information to show consistency with the Comprehensive Plan, but the proponent did include a 'draft ordinance', presumably to adopt the proposed code text. The issues addressed by Comfort Farm are not on our current work plan or docket.

The code allows Comp Plan amendment / code text amendments to be processed as applications from individuals, the Planning Commission or Board. The materials regarding wineries were received from an individual, but do not constitute an application; therefore, were not considered this year as an individual application, per ICC 16.26.060.A. The Commission Chair did not regard the materials as a proposal for consideration by Commissioner Krug, who is new to the Commission and did not understand the procedure for filing to request inclusion on the annual review docket, though that was apparently her intention. The Planning Commission may propose issues to be included in annual review, but that recommendation should be received by March 1, 2015. The Board and Planning Director may add issues to the Annual Docket by March 1st for consideration.

Recognizing the intention of Planning Commissioner Krug, the Planning Director proposes to include the proposal for winery definition and development standards on the list of items forwarded for consideration as an annual review docket item. The Director and Board are to make a determination by April 1st as to the items on the final annual docket, or whether items should be moved to the 8-year review cycle.

Recommendation

Once the review docket is decided by the Board, the Planning Director is compelled by ICC Chp. 16.26.060 to conduct a review for each application and County-generated proposal on the annual review docket, and present those reports to the Planning Commission by May 1 of each year.

The Planning Department does not propose any items for the annual review docket, as we wish to include issues in the 8-year review cycle.

Attachments:

ICC 16.26

Letter from Carl Comfort, Comfort Farm and Vineyard

(Letter attachments) Proposed Ordinance; Proposed code text concerning wineries, associated uses; Matrix table of uses.