



## **ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT**

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### **~ MEMORANDUM ~**

**TO: Board of County Commissioners  
Island County Planning Commission**

**FROM: Island County Planning & Community Development**

**DATE: February 28, 2014**

**SUBJECT: 2014 Annual Review Docket**

#### **Summary:**

The Planning Department is required to prepare a complete list of proposed amendments to the Comprehensive Plan and development regulations on an annual basis in accordance with Chapter 16.26 Island County Code (ICC). This list, known as the Annual Review Docket, must then be forwarded to the Board of County Commissioners and the Planning Commission by March 1 of each year.

The Planning Director evaluates the Annual Review Docket with the Board by April 1 of each year and determines if any items should be considered during the periodic review of the Comprehensive Plan. The Annual Review Docket includes only those items which involve amendments to the Comprehensive Plan or the Island County Code. Other work not involving amendments to the Comprehensive Plan or development regulations is identified in the enclosed 2014 work program.

Planning & Community Development has determined that several potential projects that could be placed on the Annual Review Docket are best addressed during the periodic review and update of the Comprehensive Plan. The Planning Department has made significant progress on the 2016 Comprehensive Plan review, and can make more effective use of limited resources by considering issues of concern to Island County during the periodic review and update. This approach also allows staff to consider issues in a comprehensive fashion and facilitates a rational and systematic planning process.

## **Proposed Docket - 2014:**

A summary has been provided below detailing the current status of each item on the 2014 Docket. With the exception of the regulations for recreational marijuana, all of the Docket items listed below are required by State law, or are part of the Growth Management Act mandated Comprehensive Plan review process. Although all of the items must, by law, be addressed; the anticipated workload associated with the proposed Annual Review Docket and long range work program exceeds available Planning Department resources. Some priority items listed below do not need to conform to the requirements of Chapter 16.26 according to the exceptions cited in ICC 16.26.020.

### **1. Fish & Wildlife Critical Areas Update (Priority Item)**

The Growth Management Hearings Board has formally ordered Island County to adopt updated fish and wildlife protection standards by July 24, 2014. ICC 16.26.020.B notes that the adoption of amendments to resolve an appeal of the Comprehensive Plan or Development Regulations filed with the Growth Management Hearings Board do not have to conform to the requirements of Chapter 16.26 ICC.

Island County received a grant from the Department of Commerce to complete work on land use issues that directly and indirectly impact fish and wildlife habitat. The County has hired a consultant to assist with the update, and is working to meet the requirements of the compliance order. Thus far, Island County has adopted a Public Participation Plan, formed a Technical Advisory Group, and composed a Best Available Science bibliography. Staff is making progress on the remaining tasks and the County is on schedule to complete the required update by July 24, 2014. Final action will require review by the Planning Commission and the Board of County Commissioners.

### **2. 2016 Comprehensive Plan Update (Priority Item)**

Planning & Community Development is actively working on the periodic review and update of the Island County Comprehensive Plan. Island County is required to complete the periodic review of the Comprehensive Plan and development regulations by June 30, 2016 per RCW 36.70A.130(5). The County adopted a Public Participation Plan and Preliminary schedule on May 20, 2013 in accordance with RCW 36.70A.140 and RCW 36.70A.130(2)(a).

As a subsequent step, the Board of County Commissioners approved Resolution C-76-13, which expressed support for the recommended countywide population projection, on August 26, 2013. Planning & Community Development has finalized research on regional growth trends, and the Board will consider supporting the regional allocation of the 2036 population projection through Resolution C-11-14 on March 10, 2014. Planning & Community Development

anticipates that it will be necessary for the Board and the Planning Commission to take action on the following components of the 2016 Comprehensive Plan in 2014:

- a. Countywide Planning Policies
- b. Buildable Lands Analysis
- c. Formal Review of specific Comprehensive Plan Elements and Development Regulations

**3. Island County Shoreline Master Program (SMP) (Priority Item)**

The Board of County Commissioners approved Resolution C-125-12 on December 27, 2013 and formally transmitted the Island County Shoreline Master Program to the Washington State Department of Ecology for approval. On May 1, 2013 the Washington State Department of Ecology (DOE) hosted a public meeting in Coupeville to discuss Island County's proposed SMP update and provided a period for public comment following the meeting.

The Department of Ecology received approximately 339 comments from 79 individuals and 16 organizations and subsequently forwarded a comment summary to Island County on July 9, 2013. Pursuant to Washington Department of Ecology regulations (WAC 173-26-120(6)), Island County provided a response to the public comments on August 30, 2013 and is currently waiting for approval of the SMP from the Department of Ecology. Island County anticipates a response from the Department of Ecology shortly and could finalize the adoption process this year.

**4. Island County Regulations for Recreational Marijuana (Priority Item)**

The Board of County Commissioners adopted a temporary moratorium on the approval of I-502 related businesses. This created time for Planning & Community Development to consider if local land use regulations are necessary for the production, processing, and retail sales of recreational marijuana. The Planning Director coordinated closely with the Planning Commission at a number of public workshops to produce draft regulations for recreational marijuana facilities. The Planning Commission and Board of County Commissioners will review a proposed ordinance and development regulations prior to May 13, 2014. This item is not subject to Chapter 16.26 ICC as it represents an emergency amendment (see ICC 16.26.020.A) and will not involve an amendment to the Comprehensive Plan.

Enc: 2014 Work Program – Long Range

## 2014 Work Program - Long Range

| Long Range Planning Items                                       | Hours        |
|---|--------------|
| <b>A. Fish &amp; Wildlife Habitat Conservation Areas Update</b> |              |
| 1. Best Available Science Report and Recommendations            | 240          |
| 2. Revise Policies and Regulations                              | 520          |
| 3. Adoption Process   | 160          |
| 4. Grant Administration   | 160          |
| <i>subtotal</i>   | <b>1,080</b> |
| <b>B. 2016 Periodic Comp Plan Update (work in 2014)</b>         |              |
| 1. Revise Countywide Planning Policies                          | 360          |
| 2. Regional Population Allocations                              | 60           |
| 3. Buildable Lands Analysis                                     |              |
| a. RAID Land Capacity Analysis                                  | 200          |
| b. Urban Land Capacity Analysis                                 | 440          |
| c. Rural Land Capacity Analysis                                 | 320          |
| 5. GMA Compliance Review of Comp Plan Elements                  |              |
| a. Land Use Element   | 320          |
| b. Water Resources Element                                      | 240          |
| c. Shoreline Element  | 0            |
| d. Housing Element  | 60           |
| e. Historical Preservation Element                              | 120          |
| f. Natural Lands Element  | 60           |
| g. Parks and Recreation Element                                 | 60           |
| h. Transportation Element                                       | 120          |
| i. Utilities Element  | 60           |
| j. Capital Facilities Element                                   | 120          |
| k. Freeland Subarea Plan  | 240          |
| 6. Development Regulations Review                               | 120          |
| <i>subtotal</i>   | <b>2,900</b> |
| <b>C. Other Items</b>   |              |
| 1. 1-502 Regulations  | 160          |
| 2. SMP Update (adoption and DOE mandated revisions)             | 320          |
| 3. 2005 Oak Harbor UGA update (pending court decision)          | 160          |
| 4. PBRS New Requests (20 hours each)                            | 40           |
| 5. PBRS Conversions (20 hours each)                             | 220          |
| 6. Water System Reviews   | 140          |
| 7. GIS support  | 160          |
| 8. New Grant Applications and Administration                    | 120          |

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| 9. AG/Critical Areas Appeal                      | 480          |
| 10. Permit Tracking Software - Update Conversion | 120          |
| <i>subtotal</i>                                  | <b>1,920</b> |
| <b>D. Total Hours &amp; Required Staffing</b>    |              |
| Total  | <b>5,900</b> |
| Divide by Billable Hours                         | 1,344        |
| Required Planners                                | <b>4.4</b>   |