



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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~ MEMO ~

TO: Island County Planning Commission
FROM:  Brad Johnson, Senior Planner
DATE: April 1, 2013
SUBJECT: 2013 Annual Review Docket

Summary:

Planning and Community Development would like to present the following items for the Planning Commission's consideration:

- Annual Review Docket – Preliminary Report
- Comprehensive Plan Update - Public Participation Plan and Preliminary Schedule

In accordance with Island County Code (ICC 16.26.060), the Planning Department is required to prepare a complete list of proposed Comprehensive Plan amendments on an annual basis. This list, which is known as the Annual Review Docket, must then be forwarded to the Board of Island County Commissioners (BOCC) and the Planning Commission by March of each year. The Planning Department is also required to prepare a report for the Planning Commission analyzing each proposed Docket item for consistency with applicable Comprehensive Plan and Island County Code provisions. This memo contains a preliminary analysis of the proposed Docket items in order to address this requirement.

Planning and Community has begun the process of reviewing and updating our Comprehensive Plan and development regulations. As a preliminary step in this process, the Washington State Growth Management Act (GMA) requires that cities and counties establish a public participation program. The GMA also requires that public participation programs adopted by local governments clearly identify schedules and

procedures for the public to participate in the periodic update process (RCW 36.70A.130(2)(a)). In order to satisfy GMA requirements and maximize public participation the Planning Department has prepared a Public Participation Plan and Preliminary Schedule.

Proposed 2013 Annual Review Docket:

The following summary will provide the Planning Commission with a brief outline of each item on the 2013 Docket. A chart has also been provided below to illustrate how each item is consistent with the approval criteria identified in Island County Code. Detailed staff reports, issue papers, and other materials will be provided to the Planning Commission and the BOCC as part of the formal review process. It is important to note that each of the items listed below must, by law, be addressed; however, the workload associated with the Docket and department's work program exceeds available Planning Department resources. Accordingly, proposed Docket items have been listed in order of priority, and high priority items have been identified as such.

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

On January 25, 2013 the GMA Hearings Board formally determined that Island County failed to update the fish and wildlife section of our critical areas ordinance and issued a compliance order mandating that this work be completed by July 24, 2013. The GMA Hearings Board subsequently agreed to extend this deadline. Island County is now required to adopt updated fish and wildlife protection standards by July 24, 2014. Because a formal compliance order has been issued by the GMA Hearings Board, this item should be considered the highest priority for 2013.

2. 2016 Comprehensive Plan Update (Priority Item)

In accordance with the GMA, counties and cities are required to periodically review and update their comprehensive plans and development regulations. The GMA originally required counties and cities to complete a periodic update every seven years. Island County last completed a periodic update in 2005, making the deadline for completing this process 2012. In 2011, the Washington State Legislature modified this requirement and adopted a revised update cycle. Island County is now required to complete its periodic update on or before June 30, 2016 (RCW 36.70A.130(5)). Because this will likely be a lengthy process involving a high level of coordination with other municipalities and departments, it should be considered a high priority.

Planning & Community Development anticipates that it will be necessary for the BOCC and the Planning Commission to take actions on the following components of the 2016 Comprehensive Plan in 2013:

a. Public Participation Plan & Preliminary Schedule

- b. County Wide Planning Policies
- c. The Selection of a 20 year Population Projection Range
- d. Regional Growth Trends & Population Allocation

3. Greenbank Farm Master Plan Amendment

The Port of Coupeville submitted an application to amend the Master Plan that governs the use of their Greenbank Farm property. Planning and Community Development will need to review this proposal and forward a recommendation to the BOCC for consideration.

Code Compliance Chart			
Code Criteria	Fish & Wildlife Update	2016 Comprehensive Plan Update	Greenbank Farm Special Review District Revision
ICC 16.26.060.E.1 Does the proposed amendment or revision maintain consistency with other plan elements or development regulations?	N/A - This item represents unfinished work from the 2005 periodic update. Island County has been ordered by the GMA Hearings Board to complete this work.	N/A - Island County must review and update the Comprehensive Plan in accordance with the provisions of RCW 36.70A.130.	Yes – the proposed amendment appears to be consistent with the Comprehensive Plan and ICC 17.03.160.
ICC 16.26.060.E.2 Do all applicable elements of the Comprehensive Plan support the proposed amendment or revisions?	N/A - Fish & Wildlife protection standards must be updated in accordance with RCW 36.70A.130 & ICC 16.26.090.	N/A - Island County must review and update the Comprehensive Plan in accordance with the provisions of RCW 36.70A.130.	Yes – the proposed amendment appears to be consistent with the Comprehensive Plan and ICC 17.03.160.
ICC 16.26.060.E.3 Does the proposed amendment or revision more closely meet the goals, objectives, and policies of the Comprehensive Plan?	N/A - Fish & Wildlife protection standards must be updated in accordance with RCW 36.70A.130 & ICC 16.26.090.	N/A - Island County must review and update the Comprehensive Plan in accordance with the provisions of RCW 36.70.130.	Yes – the proposed amendment appears to be consistent with the Comprehensive Plan and ICC 17.03.160.
ICC 16.26.060.E.4 Is the proposed amendment or revision consistent with the Countywide Planning Policies?	N/A - Countywide Planning Policies do not address critical area regulations.	N/A - Countywide Planning Policies (CWPPs) do not address critical area regulations. CWPPs may be updated as part of this process.	N/A - Countywide Planning Policies do not address Special Review District planning.
ICC 16.26.060.E.5 Is the proposed amendment supported by adopted findings of fact and legislative intent?	The Planning Department will produce more detailed documentation for this item, including findings of fact, later in the year.	The Planning Department will produce more detailed documentation for this item, including findings of fact, prior to final action.	The Planning Department will produce more detailed documentation for this item, including findings of fact, later in the year.
ICC 16.26.060.E.6 Does the proposed amendment or revision comply with the requirements of the GMA?	Yes - This item is specifically required by the GMA.	Yes - This item is specifically required by the GMA.	Yes – The proposed amendment appears to be consistent with all applicable GMA requirements.
ICC 16.26.060.E.7 Are the assumptions	The GMA requires that Fish & Wildlife protection	The GMA requires that local governments	The proposed amendment makes a

underlying the applicable portions of the Comprehensive Plan no longer valid because of the availability of new information?	standards adopted by local governments be periodically reviewed to ensure they consider current "best available science".	periodically review their plans and regulations to ensure consistency with current requirements and information. The update will accomplish this.	minor revision to the sub-district boundaries and intends to achieve consistency between the Greenbank Farm Master Site Plan and a conservation easement approved by the BOCC in 2012.
<u>Annual Review Docket or Seven Year Cycle (ICC 16.26.090 & RCW 36.70A.130)</u>	Not a seven year cycle item – action will be taken in 2013 and 2014.	This item is part of the seven year cycle; however, action may be taken on components of this item in 2013.	This item is an annual review docket item.

Public Participation Plan and Preliminary Schedule:

The Washington State Growth Management Act (GMA) requires that cities and counties establish a public participation program that ensures "early and continuous public participation" in the development and amendment of comprehensive plans and development regulations (RCW 36.70A.140). The GMA also requires that public participation programs adopted by local governments clearly identify schedules and procedures for the public to participate in the periodic update process (RCW 36.70A.130(2)(a)). For more information on these requirements please see the attached Issue Paper.

In order to ensure compliance with the public participation requirements of the GMA, Planning and Community Development has prepared a public participation plan that clearly identifies the scope of the proposed update, when legislative action is expected to occur, and how the public can participate or comment (see attached). This plan has been discussed at several BOCC work sessions. The proposed plan was also circulated to Island County's planner partners (Coupeville, Langley, and Oak Harbor) and discussed at a recent Council of Governments meeting. The current version of the Public Participation Plan and Preliminary Schedule reflects changes made to address concerns raised by our planning partners and the BOCC.

Action Requested:

Planning and Community Development welcomes any comments the Planning Commission may have regarding the Annual Review Docket and respectfully requests that the Planning Commission recommend approval of the Public Participation Plan and Preliminary Schedule.

Attached:

- A – Issue Paper
- B – Public Participation Plan & Preliminary Schedule
- C – Findings of Fact

3. Public Participation Plan & Preliminary Schedule

Introduction & Overview:

The Washington State Growth Management Act (GMA) requires that cities and counties establish a public participation program that ensures “early and continuous public participation” in the development and amendment of comprehensive plans and development regulations (RCW 36.70A.140). The GMA also requires that public participation programs adopted by local governments clearly identify schedules and procedures for the public to participate in the Periodic Update process (RCW 36.70.A.130(2)(a)).

In order to ensure compliance with the public participation requirements of the GMA, the Washington State Department of Commerce recommends that local governments begin the periodic update process by adopting a public participation plan that clearly identifies the scope of the proposed update, when legislative action is expected to occur, and how the public can participate or comment¹. Planning and Community Development believes this recommendation is sound, and strongly encourages the Board of Island County Commissioners (BOCC) to adopt a formal public participation plan. Accordingly, Planning and Community Development has prepared a draft “Public Participation Plan & Preliminary Schedule” for consideration by the BOCC and the Island County Planning Commission (see attached).

Initial Scope of Work:

Summary

In an effort to simplify the complex process of updating the Comprehensive Plan, Planning and Community Development has divided the essential elements of this process into two phases. During phase I, the Comprehensive Plan and development regulations will be reviewed for compliance with state law; this process will identify those areas of the Comprehensive Plan which must be amended in order to comply with the GMA. Phase II will be an implementation stage where deficiencies identified during phase I are addressed. Because it will be impossible to know the full extent of the required work until phase I is complete, the preliminary scope of work and update schedule is general rather than specific with respect to phase II.

As a preliminary step, the BOCC and Planning Commission will need to establish a scope of work for the Comprehensive Plan update. In order to assist the BOCC and Planning Commission with this process, Planning & Community Development has classified work associated with the Comprehensive Plan update as mandatory, strongly recommended, or optional. This system of categorization has been provided in order to

¹ *Washington State Department of Commerce, November 2011, “Keeping Your Comprehensive Plan and Development Regulations Current”*

accommodate budgetary and staffing constraints. A summary of mandatory, strongly recommended, and optional tasks has been provided below.

Table 3.1 – Summary of Potential Work Items		
GMA Requirements	Mandatory	<ul style="list-style-type: none"> • Consideration of GMA amendments • Urban growth areas and population projections • Critical areas regulations • Mineral resource lands • Internal consistency • Development regulation consistency
Required by Island County Code or Comprehensive Plan	Mandatory	<ul style="list-style-type: none"> • Review of programs listed in ICC 16.26.090.A.2 (includes PBRs program) • Benchmarks & monitoring (CWPPs 3.5 & 9.3) • Implementation element of comprehensive plan
Important Planning Considerations	Strongly Recommended	<ul style="list-style-type: none"> • Add economic development element • Fully develop benchmark and monitoring system to guide future planning work • Reorganization and rewrite of Comprehensive Plan to improve readability and usefulness • Previously uncompleted annual review docket/work program items
Other Possibilities	Optional (if time available)	<ul style="list-style-type: none"> • Full review and rewrite of development regulations to address code conflicts and implementation problems, and make code easier for staff and members of the public to use • Review and analysis of Rural Areas of Intense Development (RAIDs) • Review water systems procedures and policies (Coordinated Water System Plan)

Phase I

GMA Requirements

Planning and Community Development will begin Phase I by thoroughly reviewing the GMA requirements and compiling a list of GMA amendments that have occurred since Island County last updated the Comprehensive Plan. The department will then need to review the Comprehensive Plan and development regulations to determine if revisions will be required to ensure consistency with GMA amendments.

The County will also need to conduct an analysis of its Urban Growth Areas (UGAs) and ensure that they are sized to accommodate 20 years of population and employment growth (based on an adopted OFM range). If, during this analysis, the County determines that a UGA is either too small or larger than necessary, corrective actions will need to be identified. Corrective actions could include altering the size of urban growth areas, altering the allowed uses and densities within urban growth areas, or a combination of actions. It should be noted that any proposed changes to urban growth area boundaries, or allowed uses/densities, will need to be fully consistent with, and supported by, adopted County Wide Planning Policies (CWPPs) and capital facilities plans.

Because the plans and policies of other local governments, as well as utility providers, such as the Freeland Water and Sewer District, must be consistent with the adopted County Wide Planning Policies, this step in the update process will require a high level of intergovernmental coordination. In order to address this need, the BOCC and the Planning Department have made a commitment to work cooperatively with all of the involved parties and to utilize the Council of Governments (COG) as a forum for adopting revised CWPPs.

Although Island County is currently embarking on an effort to update its Fish and Wildlife protection standards, this work is the result of unfinished work from the 2005 Comprehensive Plan update. Island County is required to “review” all of its critical areas regulations as part of the 2016 update. Importantly, the County is only required to update these regulations if the review concludes that the existing critical areas protections are not consistent with GMA requirements.

The Washington State Department of Natural Resources produces and regularly updates maps showing the location of important mineral resources and deposits. Since these maps change from time to time, Island County will need to review the most recently updated maps in order to ensure that our zoning and land use designations adequately protect areas of significant mineral deposits.

The GMA also requires the County to fully review its comprehensive plan and development regulations to ensure that: (1) the Comprehensive Plan policies are internally consistent; and (2) that the development regulations are consistent with, and fully implement the policies and goals identified in the Comprehensive plan. Because of this requirement, Island County will ultimately need to review the entire Comprehensive Plan and all of the related development regulations to ensure that they are fully consistent with one another.

Island County Code and Comprehensive Plan Requirements

In addition to those elements of the Comprehensive Plan which must be reviewed by State law, Island County Code (ICC 16.26.090.A.2) lists a number planning programs which must be evaluated during a periodic update. Specifically, ICC 16.26.090.A.2 states that the following items must be reviewed:

- *Earned Development Units (EDUs) (ICC 17.03.180.F)*
- *Planned Residential Development (PRD) (ICC 16.17)*
- *Design Review Standards (ICC 17.03.180.P)*
- *Non residential zones*
- *Best Management Practices (BMPs)*
- *Public Benefit Rating System (PBRs) (ICC 3.40)*
- *Special Review Districts (ICC 17.03.160)*

A number of County Wide Planning and Comprehensive Plan policies identify items which must be addressed during the periodic review process. Notably, both the County Wide Planning Policies and the Comprehensive Plan envisioned the establishment of a “benchmark” system for gauging Island County’s progress in achieving its planning objectives and goals. For example, CWPP 3.5 states that Island County shall develop a list of “benchmarks” for monitoring changes in growth trends using measurable indicators. CWPP 9.3 further identifies a number of examples of general objectives that must be considered in the establishment of specific benchmarks, including:

- *Increasing the percentage of growth that occurs within urban growth areas*
- *Decreasing the percentage of growth that occurs in rural areas*
- *Encouraging rural growth within designated RAIDs*
- *Increasing the percentage of non-military, locally based jobs from 40% to 50%*

These policies are only general goals and objectives, it is not clear from the record whether or not any serious attempt was every made to formally establish a benchmark system. In order to guide future planning work and maximize the effectiveness of Island County’s planning efforts it may be important to consider formally establishing a benchmark system.

Important Planning Considerations

The GMA was previously amended to require local governments to include an economic development element in the comprehensive plans. The GMA also states that this requirement is not applicable until the State appropriates and distributes funds to assist local governments with this planning requirement. Planning and Community Development has conferred with the Department and Commerce and confirmed that no funds have been made available for this work. Accordingly, the County is not required to include an economic development element at this time. However, an economic development element remains an option and given the current economic climate, this may be an extremely important consideration for the 2016 update.

While the benchmark system discussed above was never formally adopted, the Implementation Strategies section of the Comprehensive Plan identifies a long and specific list of “progress indicators” to consider when gauging progress towards established benchmarks. Planning and Community Development strongly recommends that a benchmark system be formally developed utilizing the goals of the GMA, the

progress indicators identified in the Comprehensive Plan, and the CWPPs discussed above. If the periodic update process is to be a meaningful exercise, it will be necessary to identify the strengths and weaknesses of our past planning efforts. A clearly established set of benchmarks and measurable progress indicators would make this possible.

The current Island County Comprehensive Plan was developed and amended to meet GMA deadlines and to settle appeals before the Growth Management Hearings Board. As a result, the Comprehensive Plan has problems with basic organization, formatting, and readability. These issues have made it difficult for the public to understand the County's planning policies and create challenges for staff as well. Because significant revisions are likely to be required as part of the periodic update, Planning and Community Development believes that this would be an excellent time to address the problems outlined above.

Given budget and staffing constraints, the County has amassed a number of uncompleted work program and annual review docket items. Many of these items are logically related to items which will be addressed through the update process; therefore, it may be helpful for the Board to make a formal decision to incorporate these uncompleted items into the periodic update.

Other Possibilities

Currently the Island County Code is a compilation of old code sections that were adapted to meet GMA requirements in conjunction with adoption of the Comprehensive Plan in 1998. The zoning code implements the Comprehensive Plan, so ultimately the code must be updated to be consistent with the Comprehensive Plan. The code suffers from basic organization and formatting problems, ambiguities, and conflicting requirements. This creates problems for both staff members and the general public. In order to administer the code, staff is forced to rely on code interpretations and administrative policy decisions. Staff frequently receives complaints from the public that the code does not specify what is, and is not allowed in each zone. The public also frequently expresses concerns that the permit processing procedures are poorly defined. If sufficient resources are available these issues could be addressed through a comprehensive rewrite and reorganization of the code.

The GMA was amended in 1997 to allow counties to designate Limited Areas of More Intensive Development (LAMIRDs). This provision allowed existing areas of higher density residential, commercial, and industrial development to be formally recognized. Island County took advantage of this provision by designating a number of Rural Areas of Intense Development (RAIDs). Island County's RAIDs are implemented by the Rural Center (RC), Rural Village (RV), Light Manufacturing (LM), Rural Service (RS), Airport (AP), and Rural Residential (RR) zones. Island County's RAIDs incorporate approximately 10,480 acres. Recently some concern has arisen regarding RAID boundaries and the uses allowed within them. Island County could undertake a

comprehensive evaluation of existing RAIDs to ensure they are consistent with Island County's planning objectives.

In 1990 Island County adopted a Coordinated Water System Plan (CWSP) which was intended to ensure the long term viability of Island County's water resources by reducing the proliferation of small uncoordinated water systems. Portions of this plan were subsequently incorporated into the water resources element of the Comprehensive Plan and several sections of the Island County Code. However, the requirements and procedures mandated by this plan are unclear and ambiguous, and these deficiencies have become increasingly evident. Notably, several recent developments have been delayed, or incurred unnecessary expenses as a result of these deficiencies. Also, the CWSP was intended to be reviewed and updated on a five year cycle beginning in 1995 and this has not occurred. Planning and Community Development believes these issues could be addressed by clarifying the requirements and procedures for modifying water system boundaries and incorporating these changes into the development regulations. We envision that the Health Department would play a major role in any effort to update the CWSP.

Phase II

Once the initial review and analysis phase is complete (phase I), the Washington State Department of Commerce recommends that local governments adopt an ordinance or resolution stating that a review has been completed and identifying those elements of the Comprehensive Plan or development regulations that will be updated². This process will result in a report documenting the changes that have occurred in Island County since the adoption of the Comprehensive Plan, areas of the plan or development regulations that must be updated or amended in order to comply with State law or Island County Code, as well as amendments or changes, which although not mandatory, the BOCC and Planning Commission have chosen to consider.

Phase II will essentially be an implementation stage where the deficiencies identified during phase I are addressed through plan or code revisions. Until Phase I is complete, it will be impossible to identify a detailed scope of work for Phase II. However, Island County Planning & Community Development has prepared a general outline of the tasks which must be completed in conjunction with the periodic update. This outline has been incorporated into the attached "Public Participation Plan & Preliminary Scope of Work". A more detailed scope of work will be prepared for phase II upon the completion of phase I.

Public Participation:

The GMA (RCW 36.70A.140) requires local governments to establish a public participation plan. This plan must clearly identify procedures and schedules for the

² *Washington State Department of Commerce, November 2011, "Keeping Your Comprehensive Plan and Development Regulations Current"*

public to participate in the Comprehensive Plan update process, and must also provide for early and continuous public participation. In order to ensure compliance with this requirement Island County Planning & Community Development has prepared a Public Participation Plan that identifies the scope of the review Island County will undertake, when legislative action will occur, and the provisions which have been made for public participation.

The Public Participation Plan defines “the public” very broadly. Specifically, the public includes: individual citizens, interest groups, trade groups, government agencies, utilities & service providers, and businesses. In order to reduce the potential for future conflict, and to ensure that Island County’s planning efforts reflect the diverse interests and viewpoints of our community, the Public Participation plan has been developed to provide opportunities for all members of the public to participate in the Comprehensive Plan update process. The Public Participation Plan has also been designed to ensure that members of the public in each of Island County’s planning areas (South Whidbey, Central Whidbey, North Whidbey, and Camano Island) have an opportunity to participate in the update process.

While there are many methods available for public participation, Planning & Community Development’s resources are limited; accordingly, the Public Participation Plan developed by Planning & Community Development has been designed to focus available resources on important points in the plan development and decision making process. Additionally, the Public Participation Plan identifies both minimum public outreach and participation standards that *will* be employed at designated stages in the planning process, as well as optional public participation strategies which *may* be employed if resources are available to support these efforts.

Island County 2016 Comprehensive Plan Update Public Participation Plan & Preliminary Schedule

1. Public Participation

1.1 Purpose

The purpose of this plan is to ensure early and continuous public participation during the 2016 Comprehensive Plan update process, as required by RCW 36.70A.

1.2 Goals

1. Ensure broad participation by identifying key interest groups, soliciting input from the general public, and ensuring that no single group or interest dominates the process.
2. Maintain effective communication with municipalities through direct outreach and coordination.
3. Provide equal opportunity for public participation in each of the four Island County planning areas (South Whidbey, Central Whidbey, North Whidbey, and Camano Island).
4. Accommodate budgetary and staffing constraints by ensuring that public participation resources are focused on those elements of the update process likely to be of the greatest interest to the general public.
5. Make use of communication technologies to efficiently distribute information and post notices.
6. Notify the public of all meetings, hearings, workshops, and legislative actions.

1.3 Program Structure

In order to efficiently utilize Island County's scarce planning resources, this plan identifies both *essential* public participation strategies that *will* be employed at designated stages in the planning process, as well as *optional* public participation strategies which *may* be employed if resources are available. The estimated completion dates associated with each step are target dates. In some cases, the final action may occur before or after the target date due to constrained resources, the need for additional intergovernmental collaboration, or other unforeseen circumstances.

1.4 Methods

The public participation methods that will be employed by Island County may include, but are not limited to, the following techniques and strategies.

1. **Public Workshops** – Public workshops are informal public gatherings to solicit public feedback on Island County’s planning efforts. Public workshops may involve presentations by Island County Planning staff, question and answer sessions, and interactive activities.
2. **Public Hearings** – Public Hearings are a formal public process conducted and held before the Board of Island County Commissioners or the Island County Planning Commission.
3. **Island County Planning and Community Development Website** – Planning and Community Development will periodically update its website. Relevant documents and schedules will be posted on the website along with announcements and notices concerning upcoming meetings, hearings, and public involvement opportunities.
4. **Intergovernmental Working Groups** – Island County Planning and Community Development will coordinate with the Town of Coupeville, the City of Langley, and the City of Oak Harbor on countywide planning issues that affect each respective jurisdiction. Island County will coordinate meetings to discuss issues and attempt to arrive at a general consensus with staff members from each municipality before taking final action. In addition, Island County will work directly with any affected municipal service providers.
5. **Technical Advisory Groups** – In order to solicit guidance on complex technical issues or matters requiring a high level of intergovernmental coordination, Planning and Community Development may utilize Technical Advisory Groups. These groups will include members who have specific knowledge or interest in specialized technical topics. Technical advisory groups may have members from business groups, trade organizations, interest groups, Government agencies, and County departments.
6. **E-mail List** – Planning and Community Development will maintain a list of individuals or groups who have expressed an interest in the Comprehensive Plan update process. The e-mail list will be used to disseminate announcements and notices.
7. **Issue Papers** – Issue papers will provide focused guidance to decision makers and document the evolution of the update process. Prior to the final adoption stage, Planning and Community Development will compile all of the issue papers into a single background report. Planning and Community Development will post issue papers on the department’s website as they are prepared.

8. News Releases – For major issues, Island County will prepare press releases and distribute these to local papers.
9. Council of Governments – Issues requiring a high level of intergovernmental coordination or decision making may be forwarded to the Island County Council of Governments for discussion. In particular, the Council of Governments will take a leading role in updating the County Wide Planning Policies.
10. Board of Commissioners Work Sessions – Planning and Community Development will frequently attend works sessions in order to brief Board members on the update process.
11. Planning Commission Work Sessions – Planning and Community Development will frequently attend works sessions in order to brief Planning Commission members on the update process.

1.5 Essential Public Participation Strategies

Essential public participation strategies have been outlined below in sections 2.1 and 2.2. In addition to these strategies, Island County will ensure that any other meeting, hearing, notification, or procedure required by State law or Island County Code is adequately addressed.

1.6 Availability of Documents

Island County will make every effort to post all relevant documents on the Planning and Community Development website. In addition, a project file will be maintained for public review at the Planning and Community Development office.

2. Preliminary Schedule

After a preliminary review of Growth Management Act requirements, the Island County Comprehensive Plan, and technical guidance provided by the Washington State Department of Commerce, Planning and Community Development has identified the following specific steps which must be completed as part of the 2016 Comprehensive Plan update.

2.1 Phase I

1. Establish Preliminary Scope of Work and Public Participation Plan
 - *Estimated Completion Date:* June 1, 2013
 - *Essential Public Participation:* Issue paper, update website, work session, Planning Commission hearing, Board of Commissioners hearing

- *Final Action:* Resolution adopting the Public Participation Plan and Preliminary Scope of Work
2. Selection of 20 year population projection range
- *Estimated Completion Date:* July 1, 2013
 - *Essential Public Participation:* Issue paper, Intergovernmental Working Group, website update, work session, Council of Governments review, Planning Commission hearing, Board of Commissioners hearing, direct coordination with affected municipal service providers
 - *Final Action:* Resolution adopting the selected population range
3. County Wide Planning Policies
- *Estimated Completion Date:* January 1, 2014
 - *Essential Public Participation:* Issue paper, Intergovernmental Working Group, website update, work session, Council of Governments review, Planning Commission hearing, Board of Commissioners hearing, direct coordination with affected municipal service providers
 - *Final Action:* Resolution adopting the revised County Wide Planning Policies
4. Regional Growth Trends and Allocations
- *Estimated Completion Date:* September 1, 2013
 - *Essential Public Participation:* Issue paper, website update, Intergovernmental Working Group, work session, direct coordination with affected municipal service providers
 - *Final Action:* Resolution adopting the allocation of population to each planning area and urban growth area.
5. Buildable Lands Analysis
- *Estimated Completion Date:* January 1, 2013
 - *Essential Public Participation:* Issue paper, website update, Intergovernmental Working Group, work session
 - *Final Action:* Buildable Lands Analysis report available for use by local planning jurisdictions and service providers

6. Formal Review of Comprehensive Plan and Development Regulations

- *Estimated Completion Date:* March 1, 2014
- *Essential Public Participation:* Issue paper, Technical Advisory Group (for certain technical elements), website update, e-mail list, news release, public meeting in each planning area, work session, Planning Commission hearing
- *Final Action:* Adopted resolution stating that a formal review has occurred and identification of changes or revisions to the Comprehensive Plan and development regulations that will need to occur. Also, a more detailed schedule and public participation plan for phase II of the update process.

2.2 Phase II

1. Urban Growth Area Modifications

- *Estimated Completion Date:* September 1, 2015
- *Essential Public Participation:* Issue paper, Technical Advisory Group/Intergovernmental working group, work session, website update, e-mail list, news release, public meeting in each planning area where a UGA modification is proposed, direct coordination with affected municipal service providers
- *Final Action:* Decision on revised urban growth area boundaries

2. Draft Comprehensive Plan Revisions

- *Estimated Completion Date:* September 1, 2015
- *Essential Public Participation:* Issue paper, technical advisory group (for certain technical elements), website update, e-mail list, news release, public meeting in each planning area, work session
- *Final Action:* Completion of proposed Comprehensive Plan revisions

3. SEPA Analysis and Public Review Period

- *Estimated Completion Date:* November 1, 2015
- *Essential Public Participation:* Update website, e-mail list, send notice to adopt to State agencies

- *Final Action:* SEPA Threshold Determination issued

4. Draft Development Regulation Revisions

- *Estimated Completion Date:* February 1, 2016
- *Essential Public Participation:* Issue paper, technical advisory group (for certain technical regulations), website update, e-mail list, news release, public meeting in each planning area, work session
- *Final Action:* Completion of proposed development regulations revisions

5. Final Adoption

- *Estimated Completion Date:* June 30, 2016
- *Essential Public Participation:* Issue Paper, website update, e-mail list, news release, work session, Planning Commission Hearing, Board of Commissioners hearing
- *Final Action:* Formal adoption of 2016 Comprehensive Plan update