



ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

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~ MEMORANDUM ~

TO: Island County Planning Commission

FROM: Island County Planning & Community Development

DATE: October 21, 2020

SUBJECT: Discussion related to Work Plan & Docket Items:

- Work Plan & Docket Preparation Timelines
- Preliminary discussion of 2021 Annual Docket and Work Plan

Background

This work shop is to review the schedule & gather input on the proposed 2021 work plan and docket.

Work Plan & Docket Timelines

Per state law, a Plan amendment must be included on a docket before it can be considered by the Board of Island County Commissioners. To be reviewed for inclusion on any given annual docket, applications from the public must be submitted **before** August 1 of the prior year. *Applications received on or after August 1 of each calendar year shall be reviewed during the next annual docket cycle.*

All work plan requests will be considered on the same schedule as plan amendment applications, per ICC 16.26.060(A). The work plan may be updated more than once a year, with Board approval. If the work plan is modified mid-year, resources may need to be reallocated.

REVIEW OF ANNUAL DOCKET APPLICATIONS/REQUESTS

DUE BY	PROCESS
July 31	CPA Applications due
September 1	List of all proposed amendments (public, Board, Planning Commission, or staff requests) presented to the Board & Planning Commission
October 1	Board and Planning Commission review the proposed docket items
November 30	Board determines the docketing request outcomes (include, exclude, or defer) Board approval of docket by Resolution no later than the end of November

At this time, Planning staff have not received any applications for Docket items from the public. The deadline for applications was July 31st. This meeting is to discuss and review all potential items for the work plan and docket. During the month of October, the Planning Commission will make a recommendation to the Board on items for the 2021 Work Plan and Docket. The Board will have until the end of November to approve the 2021 Docket, per ICC 16.26. The Work Plan may be approved earlier than, concurrently with, or following the approval of the Docket.

Enclosures:

- Staff Recommended Items for 2021 Work Plan and Docket
- Memorandum from Public Works Describing Proposed Updates to Titles 11 and 13

Additional Online Resources Related to Items in this Memo:

- **2020 Work Plan project pages** - <https://www.islandcountywa.gov/Planning/Pages/2020.aspx>
- **Annual Docket resources** - <https://www.islandcountywa.gov/Planning/Pages/docket.aspx>