



City Council

Annual Comprehensive Plan Amendment Schedule for 2016

Agenda Date: 9/15/2015
Agenda Item Number: 4.D
File Number: 15-0844

Type: decision **Version:** 1 **Status:** Passed

Title

Annual Comprehensive Plan Amendment Schedule for 2016

Recommended Action

Committee Recommendation:

Not referred to a committee

City Manager Recommendation:

Move to set Monday, November 2, 2015, as deadline for submitting preliminary proposals for Annual Comprehensive Plan Amendments to be considered in 2016 and direct staff to proceed with review schedule generally as outlined in staff report.

Report

Issue:

Washington's Growth Management Act provides that, with only a few specific exceptions, a city's Comprehensive Plan can be amended only once each year. Accordingly, all proposed amendments are to be collected into one review process. To that end, Olympia's code directs that the City Council shall set an annual 'due date' for proposing such amendments. The staff proposes that for 2016 amendments that deadline be 5:00 p.m., Monday, November 2, 2015.

Staff Contact:

Todd Stamm, Principal Planner, Community Planning and Development Department, 360.753.8597

Presenter(s):

None - consent item.

Background and Analysis:

Washington's Growth Management Act provides that a city like Olympia must review and evaluate its Comprehensive Plan about every eight years. Olympia concluded such a 'periodic' review in December of 2014. In addition, the Act provides that cities may, but need not, consider annual Plan amendments. Subject to specific exceptions, the Act provides that any proposed 'annual' amendments must be 'collected' into one annual review with a schedule 'broadly disseminated' to the public. (RCW 36.70A.130)

Chapter 18.59 of the Municipal Code outlines Olympia's Annual Comprehensive Plan Amendment process. Proposed amendments may be submitted at any time. However, so that proposals are collected into an annual set, the code provides that the City Council shall set an annual submittal deadline. This deadline has varied, but most often it has been in the first week of November.

The subsequent review process includes a preliminary review where the City Council decides which proposals should be considered - commonly known as 'screening.' Those not eliminated at the screening step are then analyzed in detail and subject to Planning Commission public hearings, review and recommendations. The full process leading to one collective final decision by the City Council has varied from eight to fifteen months.

In 2015 the Council directed consideration of amendments related to solid waste collection services, local City streets and land uses along Capital Mall Drive. Review of these proposals is expected to conclude at a Council meeting in October or November. In addition the Council directed City staff to begin study of the 'Kaiser-Harrison opportunity area' leading toward a possible Comprehensive Plan amendment in 2016. A consultant has been retained and that study has begun.

To identify other potential Plan amendments for 2016, the staff proposes the schedule outlined below. Note that only the submittal deadline is formally set by the Council. Other dates are approximate and flow from that initial deadline. A more detailed schedule will be established by staff following Council approval of the initial deadline; including coordination with County staff regarding any amendments affecting the Urban Growth Area.

Proposed Annual Comprehensive Plan Amendment Schedule for 2015

- Late September - Public announcement of schedule
- **November 2, 2015** - Deadline for public to submit preliminary proposals (no charge)
- January 2016 - City Council 'screening' review of preliminary proposals, i.e., determination whether City should consider each proposal
- February 2016 - Final specific proposed amendments due (with \$240 fee)
- March & April - City staff analysis and environmental review of proposals
- May to July - Planning Commission review and public hearings
- August and later - Council review and decisions

At minimum, public announcement of the due-date and the schedule in general will include posting on the City website, notice to the news media, and notice mailed directly to agency staff, neighborhood associations, and parties known to City planning staff to be considering proposals.

Neighborhood/Community Interests (if known):

To date, no specific proposals are anticipated. Public interest will depend on specific proposals.

Options:

1. Set November 2, 2015, as due-date for annual Comprehensive Plan amendment proposals to be considered in 2016.
2. Set alternative date as deadline for submitting such proposals.
3. Decline to consider Plan amendment proposals in 2016.

Financial Impact:

Type: decision **Version:** 1 **Status:** Passed

No impact - processing annual plan amendments is part of standard Community Planning and Development budget.