



City Council

Approval of Annual Comprehensive Plan Amendment Schedule for 2017

Agenda Date: 9/20/2016
Agenda Item Number: 4.E
File Number: 16-0980

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

Title

Approval of Annual Comprehensive Plan Amendment Schedule for 2017

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to set Monday, November 14, 2016, as deadline for submitting preliminary proposals for Annual Comprehensive Plan Amendments to be considered in 2017 and direct staff to proceed with review schedule generally as outlined in staff report.

Report

Issue:

Whether to set November 14, 2016 as the deadline for Preliminary Comprehensive Plan Amendment applications for consideration in 2017.

Staff Contact:

Joyce Phillips, Senior Planner, Community Planning and Development, 360.570.3722

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

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. Staff proposes that for 2017 amendments that deadline be 5:00 p.m., Monday, November 14, 2016

Washington's Growth Management Act provides that a city must review and evaluate its Comprehensive Plan every eight years. Olympia concluded such a 'periodic' review in December of 2014. In addition, the Act provides that cities may 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.

To identify other potential Plan amendments for 2017, 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 2017

- Late September - Public announcement of schedule
- **November 14, 2016** - Deadline for public to submit preliminary proposals (no charge)
- January 2017 - City Council 'screening' review of preliminary proposals, i.e., determination whether City should consider each proposal
- February 2017 - 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 14, 2016, as the due-date for annual Comprehensive Plan amendment proposals to be considered in 2017.
2. Set alternative date as deadline for submitting such proposals.
3. Decline to consider Plan amendment proposals in 2017.

Financial Impact:

None. Review of preliminary Comprehensive Plan Amendment applications is incorporated into the Community Planning and Development Department's annual work plan.

Attachments:

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None.