

**CITY OF SEATAC COMPREHENSIVE PLAN AMENDMENT DOCKET PROCESS
2024 PRELIMINARY DOCKET – STAFF ASSESSMENT MATRIX**

11/20/2023

PROPOSAL BACKGROUND	PRELIMINARY DOCKET CRITERIA ASSESSMENT						PED COMMITTEE RECOMMENDATION Should proposal be placed on Final Docket? Note: Items marked "Mandatory" will automatically be placed on Final Docket.
	Per the Comprehensive Plan Amendment Procedures , proposals should meet the Preliminary Docket criteria described below to be considered for placement on the Final Docket.						
	1 Sufficient City Resources for Review City-Led Process NOT more appropriate	2 Changed Circumstance Or new information available since last major update of Comprehensive Plan	2 Consistent with Regional Policies Including Growth Management Act (GMA), PSRC Vision 2050 & King County Countywide Planning Policies	3 Not in Conflict/Redundant with Existing Comprehensive Plan Policy	Additional Criteria for Map Amendments Only		
				4 Change in Condition since property given land use designation Or Incorrect designation originally	5 Site Physically Suitable for Development		
CITY-INITIATED PROPOSALS							
1) ENVISION SEATAC 2044 COMPREHENSIVE PLAN UPDATES City Council authorized and funded the Envision SeaTac 2044 project in Spring 2023, and it is currently underway.							
1-A: TEXT AMENDMENTS RELATED TO ENVISION SEATAC 2044 PROJECT							
ABOUT THE PROPOSALS: Text amendments are changes to the Comprehensive Plan’s goals and policies. Topics of anticipated amendments related to the Envision SeaTac 2044 are listed below. Specific proposed changes to the City’s growth vision, goals, policies, and other information in the Comprehensive Plan will be identified through the Envision 2044 project’s technical work and on-going public involvement in order to incorporate City priorities, ensure compliance with state and regional requirements, and integrate community input.							
1-A-1) Text Amendments Related to Recent City Guidance and Current Community Priorities Proposals include:							
<ul style="list-style-type: none"> - Integrating Council approved project themes into the Envision SeaTac 2044 Project policy development process (see Attachment 1: Envision SeaTac 2044 Key Project Themes). - Addressing 2021 SeaTac Housing Action Plan Strategy #1: “to explore a Comprehensive Plan amendment process to clarify and strengthen SeaTac’s “complete community” policies so they provide clearer policy guidance on infrastructure investments and other City actions that can support neighborhoods and help enhance residents’ quality of life.” (see Attachment 2: Summary of Housing Action Plan Policy & Code Amendment Guidance). - Considering other City Council approved guidance since last periodic update in 2015 (to be determined during Envision SeaTac 2044 project). - Addressing community priorities that emerge during Envision 2044 update project. 							
1-A-2) Text Amendments Related to Compliance with the State Growth Management Act (GMA) (Mandatory) Proposals include:							
<ul style="list-style-type: none"> - Policy updates related to recent legislation and changes to the GMA since the last periodic update in 2015 (see Attachment 3: Department of Commerce Periodic Update Checklist for Fully-Planning Cities, pp. 1-19, as applicable). 							
✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	Recommended for Final Docket? PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A		
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<p>---Specific policy updates will be considered to help prepare for the recent state legislation (HB 1110) that requires certain cities (including SeaTac) to allow middle housing types, such as duplexes or townhouses, in locations where single family housing is currently allowed. (More information available in Department of Commerce Middle Housing Legislation Fact Sheet.) Note: HB 1110 compliance is not required until June 30, 2025.</p> <ul style="list-style-type: none"> - Update of Capital Facilities Plan (CFP) per GMA requirements and to streamline CFP. 							
<p>1-A-3) Text Amendments Related to Compliance with the Puget Sound Regional Council Vision 2050 Regional Growth Strategies (Mandatory) Proposals include:</p> <ul style="list-style-type: none"> - Updates related to PSRC's update multi-county planning policies in Vision 2050 (updated 2020). - The creation of a new Urban Center chapter of the Comprehensive Plan to ensure compliance with PSRC's Regional Growth Center Framework. 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	
<p>1-A-4) Text Amendments Related to Compliance with King County Countywide Planning Policies (Mandatory) Proposals include:</p> <ul style="list-style-type: none"> - Updates related to changes in the King County Countywide Planning Policies (CPPs) (updated in 2021), including SeaTac's new 2044 housing and job targets and others. - If adopted, 2023 Housing Related Countywide Planning policy amendments, including policies related to addressing housing need allocations by income level. 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	
<p>1-B: MAP AMENDMENTS RELATED TO ENVISION SEATAC 2044 PROJECT ABOUT THE PROPOSALS: Map amendments are proposals to change land use designations in the Comprehensive Plan Map or information in other maps. Potential map amendments are described below. Any specific proposed changes will be identified and fully considered as part of the Envision SeaTac 2044 project.</p>	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	
<p>1-B-1): Map Amendments Related to Increasing Consistency with Envision SeaTac 2044 Project Goals Proposals include:</p> <ul style="list-style-type: none"> - Consider potential changes to the Comprehensive Plan Map to increase consistency within the Comprehensive Plan. An example includes potentially changing the land use designation of Riverton Heights Park from "Residential Low" to the "Parks" designation. - Changes to other maps as needed to increase consistency with existing policies or those amended through the Envision SeaTac 2044 project. 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	

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1-B-2): Map Amendments Related to Informational Updates Proposals include: The City routinely updates the information presented on maps to promote the accuracy of data. Potential amendments include the following: - Updates to information on the Wetland & Streams Map and others as appropriate	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	
1-C: DEVELOPMENT REGULATION AMENDMENTS RELATED TO THE ENVISION SEATAC 2044 PROJECT ABOUT THE PROPOSALS: Potential amendments to development regulations are described below. Any specific proposed changes will be identified and fully considered as part of the Envision SeaTac 2044 project.	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	Recommended for Final Docket? PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Development Regulation Amendments Related to Guidance in the 2021 SeaTac Housing Action Plan <i>(see Attachment 2: Summary of Housing Action Plan Policy & Code Amendment Guidance)</i> Proposals include: Five potential code amendments will be considered related to strategies identified in the Housing Action Plan aimed at increasing SeaTac's housing supply as follows: - <i>HAP Strategy #7:</i> Add flexibility to Small Lot Single-family requirements - <i>HAP Strategy #8:</i> Consider allowing cottage housing Urban Low zones - <i>HAP Strategy #10:</i> Consider decreasing minimum lot size in the Urban Low (UL) ,200 single-family zone - <i>HAP Strategy #11:</i> Clarify condominium provisions to make them easier to use, and - <i>HAP Strategy #12:</i> Review and clarify code requirements for live/work units to encourage opportunities for small business owners Because of recent state legislation in HB1110 that requires cities to allow middle housing types in areas where single family housing is currently allowed (such as, accessory dwelling units, townhouse, cottage housing, small apartments), and other recent legislation, some of the code amendments above may be refocused to help the City meet new state housing requirements. (Note: HB 1110 compliance is not required until June 30, 2025.)	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	
Development Regulation Amendments Related to Compliance with the State Growth Management Act (GMA) (Mandatory) Proposals include: Regulatory updates related to recent legislation and changes to the GMA since the last periodic update in 2015. <i>(See Attachment 3: Department of Commerce Periodic Update Checklist for Fully-Planning Cities, pp. 20-33, amendments only needed as applicable.)</i>	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	

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1-D: CITY-INITIATED REZONES RELATED TO ENVISION SEATAC 2044 PROJECT ABOUT THE PROPOSALS: SeaTac's current land use policy 2.1F says "Amend the Zoning Map to achieve the vision illustrated on the City's Land Use Plan Map." The Housing Action Plan also recommends the rezoning of residential parcels to match their land use designations as a way of increasing the city's future housing supply. To support implementation of this guidance, potential City-initiated rezones have been identified and are described below. Any proposed rezones will be fully analyzed as part of the Envision SeaTac 2044 project.	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	Recommended for Final Docket? PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No
1-D-1): Potential Rezoning of Parcels to Increase Consistency with the Comprehensive Plan Proposals include: Consider a citywide rezoning process for parcels that currently have zoning that is inconsistent with their land use designations to address: <ul style="list-style-type: none"> - Housing Action Plan Strategy #, "Partner with residential property owners in rezoning properties to maximize their housing potential," - Potential zoning changes that may emerge through the Envision SeaTac 2044 project. 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	
1-D-2): Rezoning of Port of Seattle Parcels to Increase Consistency with Comprehensive Plan Proposals include: Per a process identified in the Inter-Local Agreement (ILA) between the City and Port of Seattle (LOA 2021-01), the City agreed to rezone Port owned parcels as follows: <ul style="list-style-type: none"> - Rezone thirty Port-owned parcels to implement the Comprehensive Plan's Aviation Operations (AO) or Aviation Commercial (AVC) land use designations. 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	
2) TRANSPORTATION MASTER PLAN (TMP) UPDATE							
ABOUT THE PROPOSAL: The TMP is a functional plan that serves as the background report to the Transportation Element of the Comprehensive Plan. City Council authorized and funded the TMP update project in Spring 2023, and it is currently underway. To ensure policy alignment and leverage resources, the TMP update project and schedule is running concurrently with the Envision SeaTac 2044 project.	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	

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3) CITY CENTER/AIRPORT DISTRICT SUBAREA PLAN & CODE							
ABOUT THE PROPOSAL: The project will complete a subarea plan and related regulations that identify how to implement the growth and development vision in the 2020 City Center Vision Report , including any subsequent changes identified through the planning process underway. City Council authorized and funded this update in 2022, , and its schedule has recently been updated to align with the Envision SeaTac 2044 project.	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	Recommended for Final Docket? PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No
PROPOSALS FROM THE PUBLIC (one proposal received)							
4) JORDAN FAMILY PROPOSED AMENDMENTS & CONCURRENT REZONES							
ABOUT THE PROPOSALS: This is a three-part proposal that includes amendments to development regulations and the Comprehensive Plan, and a related rezone of four parcels located north of S 164 th Street adjacent to Military Road South.							Recommended for Final Docket? PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No
4-A: DEVELOPMENT REGULATION AMENDMENT – UH-450 ABOUT THE PROPOSAL: Add a new residential zone, “Urban High (UH)-450,” or increase allowed density within the existing UH-900 zone to allow for one unit for every 450 square feet of net site area. Proposal would increase the allowed density within the Urban High (UH) – 900 zone. Current code requires one unit for every 900 square feet of net site area. Proposal would increase the density to allow one unit for every 450 square feet of net site area through one of two options: <ul style="list-style-type: none"> - Option 1 (preferred by applicant): Add a new UH-450 Zone-Add a new UH-450 zone to the SMC 15.400 Residential Standards Chart with a minimum lot area of 450 square feet of lot area per unit. - Option 2: Replace UH-900 Zone with UH-450 Zone–Replace the UH-900 zone with a new UH-450 zone in the SMC 15.400.100 Residential Standards Chart and change the minimum lot area from 900 square feet of lot area per unit to 450 square feet of lot area per unit. 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	
4-B: COMPREHENSIVE PLAN TEXT AMENDMENT – UH-450 ABOUT THE PROPOSAL: Proposal would revise the Land Use Element’s Table 2.1 Comprehensive Plan Land Use Designation Criteria (page LU-21) to add UH-450 zone as an implementing zone of the Residential High Density Land Use Designation	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	

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4-C: CONCURRENT REZONE OF FOUR PARCELS NORTH OF S 164th STREET ALONG MILITARY ROAD SOUTH ABOUT THE PROPOSAL: Should the requested development regulation and Comprehensive Plan amendments be approved, the owner/applicant is requesting a rezone of four contiguous parcels adjacent to Military Road South, north of S 164 th , to the new UH-450 zone. Additionally, the applicant requests that these rezones be included as part of the City-initiated rezones proposed as part of the Envision SeaTac 2044 project (see proposal 1-D-1 above) to increase consistency between the zoning code and Comprehensive Plan. <ul style="list-style-type: none"> - Addresses of sites: Four parcels located at 16060, 16076, 16204, 16214 Military Rd S, SeaTac, WA 98188 - Current Comprehensive Plan designation: Residential High Density - Current zone: UL-7200; Proposed zone: UH-450 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	

ATTACHMENT 1:

ENVISION SEATAC 2044 KEY PROJECT THEMES

The key project themes and goals presented below represent categories of existing and potential policies that will be considered through the Envision SeaTac 2044 Comprehensive Plan Update project's planning process and will be addressed in the community engagement and policy development processes. These themes were developed by City staff and reviewed by City Council.

- **Access to Opportunity:** Increase access to opportunity and wellbeing.
- **Urban Villages:** Focus new growth in the Urban Center and grow urban villages near light rail with a variety of options for living, working, and recreating.
- **Complete Communities:** Strengthen neighborhoods and create healthy, equitable, connected, complete communities.
- **Multi-Modal Transportation:** Provide connected, efficient, multi-modal transportation networks.
- **Housing for All:** Increase housing types and affordable options.
- **Economic Vitality:** Increase economic opportunities that empower residents and support the business community.
- **Resilient Environment:** Enhance resiliency of the built and natural environments.

For more information about the Envision SeaTac 2044 project, click [here](#).

ATTACHMENT 2:

SUMMARY OF SEATAC HOUSING ACTION PLAN (HAP) POLICY & CODE AMENDMENT GUIDANCE

The SeaTac Housing Action Plan, adopted in 2021, included one policy amendment recommendation and five recommended code changes that will be considered as part of the 2024 Comprehensive Plan Amendment Docket Process including the following:

SUMMARY OF HAP POLICY & CODE RECOMMENDATIONS

POLICY AMENDMENT PROPOSALS

- HAP STRATEGY #1: Strengthen “complete community” policies

CODE AMENDMENT PROPOSALS

- *HAP Strategy #7*: Add flexibility to Small Lot Single-family requirements
- *HAP Strategy #8*: Consider allowing cottage housing Urban Low zones
- *HAP Strategy #10*: Consider decreasing minimum lot size in the Urban Low (UL) ,200 single-family zone
- *HAP Strategy #11*: Clarify condominium provisions to make them easier to use, and
- *HAP Strategy #12*: Review and clarify code requirements for live/work units to encourage opportunities for small business owners

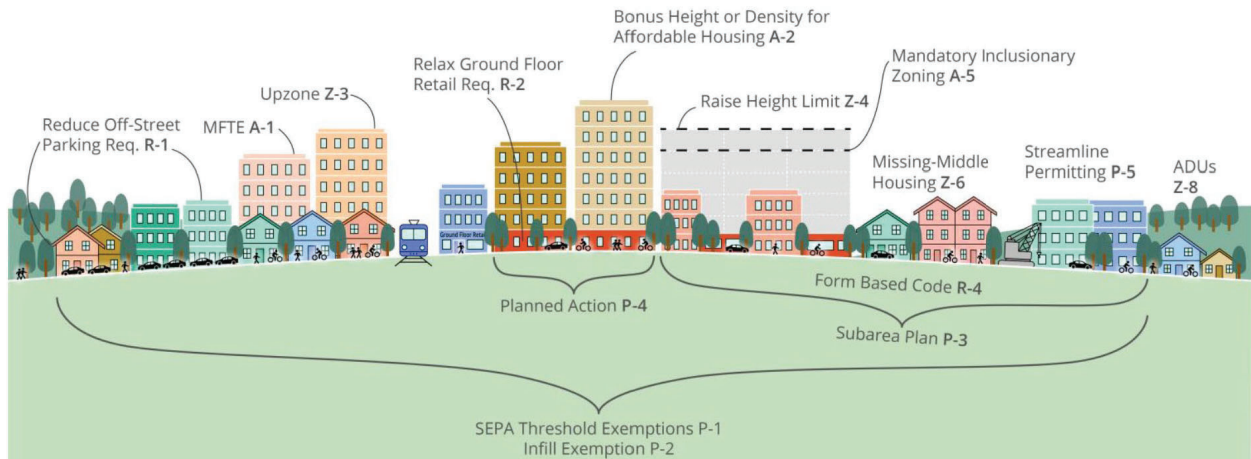
For more information about these Housing Action Plan recommendation see the following pages, or go directly to the HAP document by clicking [here](#).

Strategies

The strategies are a package of interrelated steps SeaTac can take to address its housing goals and objectives. No one strategy solves the housing shortage, but together, they can increase the supply, variety, and availability for households at different income levels. Strategies were selected based on the following criteria:

- Reflect resident, development community, and Council priorities
- Implement framework goals and objectives
- Address housing shortages identified in the Housing Inventory and Assessment Report
- Compatible with SeaTac’s policy framework and unique conditions

The strategies are organized by type of tool—policy amendment, City work plan, and code amendments—and many implement multiple objectives, as shown in Table 2. They are tailored to optimize SeaTac’s unique development opportunities and complement the City’s existing housing plans and programs.



WA Department of Commerce’s example graphic of interrelated strategies that together achieve a full range of home options

1. Strengthen “complete community” policies.

Strategy Description

“Complete community” policies generally promote multi-modal, connected neighborhoods with a mix of housing options and access to parks, neighborhood-oriented commercial and other services. SeaTac’s Comprehensive Plan currently identifies the goal of creating complete communities through land use, transportation, parks and other policies (see Land Use Goals 2.1 and 2.2, Policy 2.1A, policies 2.2A-2.2, and related policies in the Transportation and Parks, Recreation & Open Space elements). Because these policies are located within multiple locations in the Comprehensive Plan, and lack textual descriptions of how they are related, it is unclear how they work together and can be used to guide City actions.



Elements that make up a complete community ([Complete Communities | City of San Diego Official Website](#))

The City could explore a Comprehensive Plan amendment process to clarify and strengthen SeaTac-specific “complete community” policies so they provide clearer policy guidance on infrastructure investments and other City actions that can support neighborhoods and help enhance residents’ quality of life.

Implementation Actions for SeaTac

- Review and inventory existing “complete community” policies.
- Facilitate a citywide conversation around appropriate “complete community” criteria for SeaTac’s various neighborhoods.
- Develop amendments that clarify and strengthen “complete community” policies.
- Propose policy amendments for community, Planning Commission, and Council discussion and review.

Potential Benefits by Project Objective

- **Create complete communities:** Clarifying and refining existing “complete community” policies can lead to more leveraged and unified City actions to support neighborhoods.

Best Practices

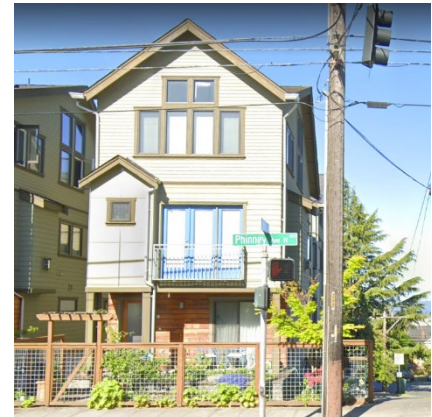
- “Complete communities” policies are used by cities to guide public investments that provide for residents’ daily needs and promote a high quality of life. Importantly, the criteria for what makes a “complete community” is determined by cities based on their unique attributes, priorities and needs.
- The concept of “complete communities” is utilized by real estate professionals and consumers who utilize “[Walk Score®](#)” to measure the walkability of neighborhoods in terms of pedestrian friendliness and access to nearby amenities.

7. Add flexibility to Small Lot Single-family requirements.

Strategy Description

Small lot single-family development allows single-family homes to be built on lots that are smaller than allowed in typical single-family areas. Small lot single-family development is currently allowed in SeaTac in the Residential Medium and Residential High zones as an alternative to multi-family housing. Instead of the 7,200 square foot (or larger) minimum lot sizes required in single-family zones, small lot single-family homes can be built on 3,000 square foot lots.

Few small lot single-family homes have been built in SeaTac, which may be due to the restrictive nature of the current code. To encourage the construction of small lot single-family development, the City could use a code amendment process to identify how to add more flexibility.



House on a small lot

Implementation Actions for SeaTac

- Review current small lot single-family code, and get input from the Master Home Builders Association and other developers on potential code barriers.
- Develop code updates that would add flexibility to the current standards.
- Propose code amendments that would make it easier to build small lot single-family homes for community, Planning Commission, and Council discussion and review.

Potential Benefits by Project Objective

- **Increase missing middle opportunities:** Small lot single-family development can encourage housing diversity and promote infill development on smaller and odd shaped lots in the multi-family zones.
- **Increase ownership opportunities:** Small lot single-family homes can increase ownership housing options.
- **Serve young people and families:** Small lot single-family houses can be more affordable ownership or rental options for households desiring to live in detached single-family homes.

Best Practices

- The PSRC Housing Innovation Practices (HIP) website identifies model regulations for small lot single-family code including examples from cities like Everett, Marysville, Mountlake Terrace and Duvall that should be reviewed as part of a code amendment process to understand regional best practices (https://www.psrc.org/sites/default/files/hip_small_lots.pdf).

8. Consider allowing cottage housing in Urban Low zones.

Strategy Description

Cottage housing refers to clusters of small homes with common areas for open space and parking. Efficient site design allows a relatively large number of homes with a high level of amenities while maintaining low-density character. Cities that allow cottage clusters typically allow double the base density (if in low density zones) to encourage development.



Cottage housing example

Cottage housing is currently allowed only through the City's Planned Unit Development code, which can be difficult to use and does not include cottage housing design standards. The City could explore how and where to allow cottage housing in Urban Low zones through a code amendment process.

Implementation Actions for SeaTac

- Review applicability of existing Planned Unit Development code for cottage housing.
- Develop code including flexible design standards for cottage housing.
- Review and discuss proposed code with community, Planning Commission, and City Council.
- Amend development code to include Cottage Housing as an allowed use in Residential Low single-family zones.

Potential Benefits by Project Objective

- **Increase ownership opportunities:** Cottage housing is typically an ownership housing type.
- **Serve young people and families:** Reduced land costs and safe play areas make cottage housing developments ideal for families with young children.
- **Increase missing middle opportunities:** Cottage housing is denser than traditional single-family development but preserves the aesthetics and feel of single-family neighborhoods.
- **Create complete communities:** Cottage housing clusters include shared open space, providing an amenity which promotes community interaction and multigenerational living.

Best Practices

- Snohomish County revised its cottage housing code in 2016. New rules allow cottage housing in single-family and medium density zones at double the base density, limit building height to 1.5 stories, and establish standards for pathways, layouts, and open space (<https://snohomishcountywa.gov/3461/Cottage-Housing>).

9. Partner with residential property owners in rezoning properties to maximize their housing potential.

Strategy Description

Many cities, including SeaTac, have adopted future-looking Comprehensive Plan maps that identify land use designations for certain parcels that allow for higher intensity development than their current zoning will allow. For example, some parcels with single-family zoning could be rezoned to allow for townhouse or multi-family development. While individual property owners can complete privately initiated zone re-classification processes, the time or cost of rezoning their parcels can prevent some individuals from doing so.

To encourage the upzoning of residential parcels that currently have lower density zones, the City could explore ways of partnering with property owners to support these activities.

Implementation Actions for SeaTac

- Complete an inventory of parcels that could be rezoned to higher density residential zones as allowed by their current land use designations.
- Identify one or more processes that could facilitate the re-classification of under-zoned residential parcels, including considerations of changes to administrative procedures and/or undertaking a City-initiated rezone process.
- Get input on the appropriate process for encouraging residential rezones from the Planning Commission and City Council.

Potential Benefits by Project Objective

- **Strive for a balance of housing types.** Partnering with property owners to upzone residential lots could help increase supply and diversity of housing units in the city.

Best Practices

- Soon after adopting its first Comprehensive Plan and corresponding zoning code in the late 1990s, the City of SeaTac invited property owners to participate in an optional City-initiated rezone process to re-classify their parcels to zones that fully implemented their land use designations. City-initiated partnerships like this can help speed up the timeline for creating more housing options in local neighborhoods and implementing the future land use vision established within cities' Comprehensive Plans.

10. Consider decreasing minimum lot size in the Urban Low (UL) 7,200 single-family zone.

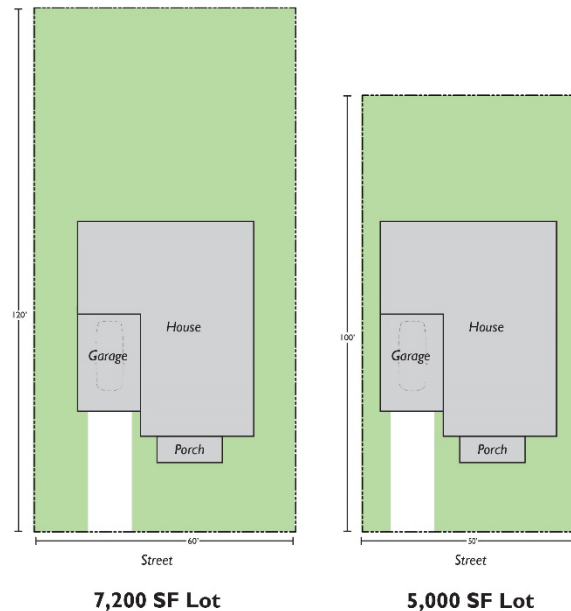
Strategy Description

SeaTac's Urban Low 7,200 (UL-7,200) single-family zoning requires a minimum lot size of 7,200 square feet (sf). A somewhat smaller minimum lot size would allow property owners to subdivide their lots to create new homes, while still retaining adequate open space and relatively low densities. Many lots are much larger than 7,200 sf but are not large enough to be subdivided under current rules.

The City could consider decreasing minimum lot size in the Urban Low (UL) 7,200 single-family zone to increase allowable subdivisions.

Implementation Actions for SeaTac

- Review minimum lot sizes in peer cities and SeaTac lot subdivision standards.
- Propose code amendments to reduce minimum lot size for community, Planning Commission, and Council discussion and review.



Potential Benefits by Project Objective

- **Increase ownership opportunities:** Because UL-7200 covers more land in SeaTac than any other zone except Aviation Operations (AVO), over time, this change could create many new home ownership opportunities. About 800 residential parcels meet the minimum size for subdivision under current regulations. With a reduction in the minimum lot size in UL-7200 zones from 7,200 sf to 5,000 sf, approximately 1,300 additional lots could be subdivided to create new homes over the course of many years.
- **Serve young people and families:** Detached houses work well for families with children.
- **Help Residents Stay in SeaTac:** Smaller lot sizes would allow homeowners to benefit by selling a portion of their lot to someone looking to build a new house. Land sale profits could allow some homeowners to stay in their homes who could otherwise not afford to do so.

Best Practices

- The City of Wenatchee has a minimum lot size of 5,500 sf in Residential Low zones, with a larger minimum size for duplexes. Setbacks, subdivision rules, and flexible design standards limit impacts of subdivision on adjacent properties.

II. Clarify condominium provisions to make them easier to use.

Strategy Description

During the last decade, the Puget Sound region experienced very little condominium development due in part to various legal issues surrounding their construction. In the last few years, the state legislature passed condominium reform legislation to encourage more opportunities for this homeownership option to be built. While the City supported state legislation to make it easier to build condominiums, and SeaTac's development codes allow for condominium development, the current code is unclear and difficult to use.



The Met Condominiums, Denver, Co
<https://www.boulevardonelowry.com/homes/condominiums/>

Clarifying condominium provisions in the development code, specifically within the Planned Unit Development provisions, would make it easier for condominium projects to be permitted and built.

Implementation Actions for SeaTac

- Review existing Planned Unit Development code and other provisions related to condominium development.
- Identify revisions that would clarify and streamline these provisions.
- Propose code amendments for community, Planning Commission, and Council discussion and review.

Potential Benefits by Project Objective

- **Increase ownership opportunities:** Condominium home types are often more affordable than detached single-family homes.
- **Help Residents Stay in SeaTac:** Apartment and townhouse condominium options would provide “empty nesters” and other single-family residents looking to down-size with homeownership opportunities that would allow them to stay in the City.

Best Practices

- Clarifying provisions in difficult to use codes, like SeaTac's current condominium related requirements, can make it easier for developers to move forward with development projects.

12. Review and clarify code requirements for live/work units to encourage opportunities for small business owners.

Strategy Description

“Live/work units” are flexible spaces designed to serve both residential and commercial functions and accommodate broader options for employment. These units typically include small services-based business (personal or professional) operating in the front with limited employees, and a residential unit for the business owner above and/or behind the workspace. Live/work spaces can provide opportunities for entrepreneurs to start and maintain small businesses with lower overhead costs.

Live/work units differ from home occupations in that home occupations are typically managed as accessory uses in residential zones to minimize the effects that the business will have on the surrounding neighborhood. Commercial uses that involve more than 25% of the floor area of the unit are not eligible, which may be restrictive for the design of these spaces. Additionally, possible uses for these live-work spaces could require more visitors than are currently allowed.

For ground floor commercial uses in mixed-use projects, allowing live/work spaces can also provide flexibility in fulfilling these requirements. As these spaces can be flexible in their use, this can provide options for landlords when leasing these spaces.

Implementation Actions for SeaTac

- Review existing provisions within the development and building codes and develop requirements for live/work spaces in new projects.
- Code amendments should ensure that ground floor spaces are functional for small businesses and help activate the street.



Live/work units in Seattle (Google)

Potential Benefits by Project Objective

- **Create Complete Communities:** Live/work units can support independent, community-oriented businesses started by local residents. These businesses can often effectively fulfill local cultural needs in addition to commercial functions.
- **Help Businesses Stay in SeaTac:** Compact spaces with lower overhead like live/work units can be ideal as incubators for small businesses that can otherwise struggle to find appropriate spaces for rent and are vulnerable to displacement when properties redevelop.

Best Practices

- In Sumner, live-work units are allowed as part of the Planned Mixed-Use Development (PMUD) districts ([SMC 18.26](#)).
- The City of Tacoma allows live/work spaces in their commercial, mixed use, and downtown zoning districts, and permits assembly, office/café/business, retail, and manufacturing uses. The residential portion must be inhabited by a business employee. (See [TMC 13.06.080.1](#).)

ATTACHMENT 3:

DEPARTMENT OF COMMERCE PERIODIC UPDATE CHECKLIST FOR FULLY-PLANNING CITIES

To assist jurisdictions with the major periodic update of their Comprehensive Plans, the Washington State Department of Commerce creates a checklist that identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with Growth Management Act (GMA) changes since the last periodic update cycle in 2015.

- Note: Cities only need to amend their Comprehensive Plans and/or development regulations if they do not currently comply with items identified on the checklist.

The checklist for this periodic update cycle can be found on the following pages.

Periodic Update Checklist for Fully-Planning Cities

Overview: This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) conduct the “periodic review and update” of comprehensive plans and development regulations required by RCW 36.70A.130 (4). This checklist identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with GMA changes since the last periodic update cycle (2015-2018).

Statutory changes adopted since 2015 are emphasized in highlighted text to help identify new GMA requirements that may not have been addressed during the last update or through other amendments outside of the required periodic update process.

What’s new: For the 2024-2027 update cycle, Commerce has updated and streamlined periodic update resources including checklists, guidebooks and a [webpage](#) to serve you better. A checklist and guidebook for partially-planning jurisdictions will be available prior to their 2026-2027 updates. A separate checklist is available for counties.

2021-2022 Legislative Session:

[HB 1220](#) substantially amends housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#) (codification pending). Please refer to the following Commerce housing webpages for further information about the new requirements: [Updating GMA Housing Elements](#) and [Planning for Housing](#).

[HB 1241](#) changes the periodic update cycle described in RCW 36.70A.130 (codification pending). Jurisdictions required to complete their update in 2024 now have until December 31, 2024 to finalize their review and submit to Commerce. Jurisdictions required to complete their updates in 2025-2027 are still required to submit prior to June 30th of their respective year. Additionally, jurisdictions that meet the new criteria will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.

[HB 1717](#) adds new requirements regarding tribal participation in planning efforts with local and regional jurisdictions (codification pending).

[SB 5593](#) adds new elements to RCW 36.70A.130(3) regarding changes to planning and/or modifying urban growth areas (codification pending).

[SB 5818](#) promotes housing construction in cities through amendments to and limiting appeals under the state environmental policy act (SEPA) and the GMA, amending RCW 36.70A.070(2).

Local governments should review local comprehensive plan policies, countywide planning policies and multicounty planning policies (where applicable) to be consistent with the new requirements.

_____ City
_____ _____ _____ _____ Staff contact, phone + email

Checklist Instructions

With the most recent versions of your comprehensive plan and development regulations in hand, fill out each item in the checklist, answering the following questions:

Is this item addressed in your current plan or development regulations? If YES, fill in the form with citation(s) to where in the plan or regulation the item is addressed. Where possible, we recommend citing policy or goal numbers by element rather than page numbers, since these can change. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the Commerce [Periodic Update webpage](#) or contact the [Commerce planner assigned to your region](#).

Is amendment needed to meet current statute? Check YES to indicate a change to your plan will be needed. Check NO to indicate that the GMA requirement has already been met. Local updates may not be needed if the statute hasn't changed since your previous update, if your jurisdiction has kept current with required inventories, or if there haven't been many changes in local circumstances.

Use the "Notes" column to add additional information to note where your city may elect to work on or amend sections of your plan or development regulations, to call out sections that are not strictly required by the GMA, or to indicate if the item is not applicable to your jurisdiction.

Submit your checklist! This will be the first deliverable under your periodic update grant.

PlanView system and instructions: Completed checklists can be submitted through Commerce's PlanView portal. The PlanView system allows cities and counties to submit and track amendments to comprehensive plans or development regulations online, with or without a user account. You can also submit via email: reviewteam@commerce.wa.gov Fill out and attach a [cover sheet](#), a copy of your submittal and this checklist. Please be advised that Commerce is no longer accepting paper submittals.

For further information about the submittal process please visit Commerce's [Requirements and procedures for providing notice to the state](#) webpage.

Need help?

Please visit Commerce's [periodic update webpage](#) for additional resources

or contact:

Suzanne Austin, AICP

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Growth Management Services

WA Department of Commerce

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Checklist Navigation

(Ctrl + Click each element)

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HOUSING

CAPITAL FACILITIES

UTILITIES

TRANSPORTATION

SHORELINE

ESSENTIAL PUBLIC FACILITIES

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Section I: Comprehensive Plan Elements

Land Use Element

Consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1)

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>New 2021-2022 legislation ESSB 5593: changes to RCW 36.70A.130 (codification pending) regarding UGA size, patterns of development, suitability and infrastructure.</p> <p>Coordinate these efforts with your county</p>			
<p>a. The element integrates relevant county-wide planning policies into the local planning process, and ensures local goals and policies are consistent. For jurisdictions in the central Puget Sound region, the plan is consistent with applicable multicounty planning policies. RCW 36.70A.210 WAC 365-196-305</p> <p>Coordinate these efforts with your county</p>			
<p>b. A future land use map showing city limits and UGA boundaries. RCW 36.70A.070(1) and RCW 36.70A.110(6) WAC 365-196-400(2)(d), WAC 365-196-405(2)(i)(ii)</p>			
<p>c. Consideration of urban planning approaches that increase physical activity. RCW 36.70A.070(1) and WAC 365-196-405(2)(j). Additional resources: Transportation Efficient Communities, The Washington State Plan for Healthy Communities, Active Community Environment Toolkit</p>			
<p>d. A consistent population projection throughout the plan which should be consistent with the county's sub-county allocation of that forecast and housing needs. RCW 36.70A.115, RCW 43.62.035 and WAC 365-196-405(f)</p>			

Section I: Comprehensive Plan Elements

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>e. Estimates of population densities and building intensities based on future land uses and housing needs. RCW 36.70A.070(1), WAC 365-196-405(2)(i)</p> <ul style="list-style-type: none"> For cities required to plan under the Buildable Lands Program, RCW 36.70A.215 amended in 2017, some jurisdictions may need to identify reasonable measures to reconcile inconsistencies. See Commerce’s Buildable Lands Program page. 			
<p>f. Provisions for protection of the quality and quantity of groundwater used for public water supplies. RCW 36.70A.070(1); WAC 365-196-405(1)(c); WAC 365-196-485(1)(d)</p>			
<p>g. Identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses. RCW 36.70A.150 and WAC 365-196-340</p>			
<p>h. Identification of open space corridors within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas. RCW 36.70A.160 and WAC 365-196-335</p>			

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>i. If there is an airport within or adjacent to the city: policies, land use designations (and zoning) to discourage the siting of incompatible uses adjacent to general aviation airports. RCW 36.70A.510, RCW 36.70.547</p> <p>Note: The plan (and associated regulations) must be filed with the Aviation Division of WSDOT. WAC 365-196-455</p>			
<p>j. Where applicable, a review of drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state. RCW 36.70A.070(1) and WAC 365-196-405(2)(e)</p> <p>Note: RCW 90.56.010(27) defines waters of the state.</p> <p>Additional resources: Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p>			
<p>k. Policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas. In developing these policies, the city must have included the best available science (BAS) to protect the functions and values of critical areas, and give “special consideration” to conservation or protection measures necessary to preserve or enhance anadromous fisheries.</p> <p>RCW 36.70A.030(6), RCW 36.70A.172, WAC 365-190-080</p> <p>Best Available Science: see WAC 365-195-900 through -925</p>			

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
l. If forest or agricultural lands of long-term commercial significance are designated inside city: a program authorizing Transfer (or Purchase) of Development Rights. RCW 36.70A.060(4) , RCW 36.70A.170			
m. If there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: policies, land use designations, (and consistent zoning) to discourage the siting of incompatible uses adjacent to military bases. RCW 36.70A.530(3) , WAC 365-196-475			

Housing Element

In the 2021 legislative session, HB 1220 substantially amended the housing-related provisions of the Growth Management Act (GMA), RCW 36.70A.070 (2). Local governments should review local comprehensive plan policies and countywide planning policies to be consistent with the updated requirements. Please refer to Commerce’s housing webpages for further information about the new requirements:

[Updating GMA Housing Elements](#) and [Planning for Housing](#)

a. Goals, policies, and objectives for the preservation, improvement, and development of housing. RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a)			
b. Within an urban growth area boundary, consideration of duplexes, triplexes, and townhomes. RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-300			
c. Consideration of housing locations in relation to employment locations and the role of ADUs. RCW 36.70A.070(2)(d) amended in 2021			

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>d. An inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of housing need, as provided by Commerce. RCW 36.70A.070(2)(a) amended in 2021, WAC 365-196-410(2)(b) and (c)</p>			
<p>e. Identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing. RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-410(e) and (f)</p>			
<p>f. Adequate provisions for existing and projected housing needs for all economic segments of the community. RCW 36.70A.070(2)(d) amended in 2021, WAC 365-196-010(g)(ii), WAC 365-196-300(f), WAC 365-196-410 and see Commerce's Housing Action Plan (HAP) guidance: Guidance for Developing a Housing Action Plan</p>			
<p>g. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including:</p> <ul style="list-style-type: none"> • Zoning that may have a discriminatory effect; • Disinvestment; and • Infrastructure availability <p>RCW 36.70A.070(e) new in 2021</p>			

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>h. Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions. RCW 36.70A.070(2)(f) new in 2021</p>			
<p>i. Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments.¹ RCW 36.70A.070(2)(g) new in 2021</p> <p>Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing. RCW 36.70A.070(2)(h) new in 2021</p>			

¹ This work should identify areas where anti-displacement tools may be applied, but may not need to be in the comprehensive plan. See Commerce’s housing guidance: [Updating GMA Housing Elements - Washington State Department of Commerce](#)

Capital Facilities Plan (CFP) Element

To serve as a check on the practicality of achieving other elements of the plan, covering all capital facilities planned, provided, and paid for by public entities including local government and special districts, etc. including water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities. Capital expenditures from park and recreation elements, if separate, should be included in the CFP Element. The CFP Element must be consistent with CWPPs, and RCW 36.70A.070(3), and include:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
a. Policies or procedures to ensure capital budget decisions are in conformity with the comprehensive plan. RCW 36.70A.120			
b. An inventory of existing capital facilities owned by public entities. RCW 36.70A.070(3)(a) and WAC 365-196-415(1)(a)			
c. A forecast of needed capital facilities. RCW 36.70A.070(3)(b) and WAC 365-196-415(1)(b) Note: The forecast of future need should be based on projected population and adopted levels of service (LOS) over the planning period.			
d. Proposed locations and capacities of expanded or new capital facilities. RCW 36.70A.070(3)(c) and WAC 365-196-415 (1)(c) and (3)(c) ²			
e. A six-year plan (at least) that will finance such capital facilities within projected funding capacities and identify sources of public money to finance planned capital facilities. RCW 36.70A.070(3)(d), RCW 36.70A.120, WAC 365-196-415(1)(d)			

² Infrastructure investments should consider equity and plan for any potential displacement impacts.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
f. A policy or procedure to reassess the Land Use Element if probable funding falls short of meeting existing needs. RCW 36.70A.070(3)(e) WAC 365-196-415(2)(d) Note: park and recreation facilities shall be included in the capital facilities plan element			
g. If impact fees are collected: identification of public facilities on which money is to be spent. RCW 82.02.050(5) and WAC 365-196-850(3)			

Utilities Element

Consistent with relevant CWPPs and RCW 36.70A.070(4). Utilities include, but are not limited to: sanitary sewer systems, water lines, fire suppression, electrical lines, telecommunication lines, and natural gas lines.

The general location, proposed location and capacity of all existing and proposed utilities. RCW 36.70A.070(4) and WAC 365-196-420			
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Transportation Element

Consistent with relevant CWPPs and RCW 36.70A.070(6)

a. An inventory of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports. RCW 36.70A.070(6)(a)(iii)(A) and WAC 365-196-430(2)(c) .			
b. Adopted levels of service (LOS) standards for all arterials, transit routes and highways. RCW 36.70A.070(6)(a)(iii)(B) and (C), WAC 365-196-430			
c. Identification of specific actions to bring locally-owned transportation facilities and services to established LOS. RCW 36.70A.070(6)(a)(iii)(D) , WAC 365-196-430			

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
d. A forecast of traffic for at least 10 years including land use assumptions used in estimating travel. RCW 36.70A.070(6)(a)(i), RCW 36.70A.070(6)(a)(iii)(E), WAC 365-196-430(2)(f)			
e. A projection of state and local system needs to meet current and future demand. RCW 36.70A.070(6)(a)(iii)(F) and WAC 365-196-430(1)(c)(vi)			
f. A pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles. RCW 36.70A.070(6)(a)(vii), WAC 365-196-430(2)(j)			
g. A description of any existing and planned transportation demand management (TDM) strategies, such as HOV lanes or subsidy programs, parking policies, etc. RCW 36.70A.070(6)(a)(vi) and WAC 365-196-430(2)(i)(i)			
h. An analysis of future funding capability to judge needs against probable funding resources. RCW 36.70A.070(6)(a)(iv)(A), WAC 365.196-430(2)(k)(iv)			
i. A multi-year financing plan based on needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the 6-year street, road or transit program. RCW 36.70A.070(6)(a)(iv)(B) and RCW 35.77.010 , WAC 365-196-430(2)(k)(ii)			

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
j. If probable funding falls short of meeting identified needs: a discussion of how additional funds will be raised, or how land use assumptions will be reassessed to ensure that LOS standards will be met. RCW 36.70A.070(6)(a)(iv)(C), WAC 365-196-430(2)(l)(iii)			
k. A description of intergovernmental coordination efforts, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions and how it is consistent with the regional transportation plan. RCW 36.70A.070(6)(a)(v); WAC 365-196-430(1)(e) and 430(2)(a)(iii)			

Shoreline

For shorelines of the state, the goals and policies of the shoreline management act as set forth in RCW 90.58.020 are added as one of the goals of the Growth Management Act (GMA) as set forth in RCW 36.70A.480. The goals and policies of a shoreline master program for a county or city approved under chapter 90.58 RCW shall be considered an element of the county or city's comprehensive plan.

a. The policies, goals, and provisions of chapter 90.58 RCW and applicable guidelines shall be the sole basis for determining compliance of a shoreline master program with this chapter except as the shoreline master program is required to comply with the internal consistency provisions of RCW 36.70A.070 , 36.70A.040(4) , 35.63.125 , 35A.63.105 , 36.70A.480			
b. Shoreline master programs shall provide a level of protection to critical areas located within shorelines of the state that assures no net loss of shoreline ecological functions necessary to sustain shoreline natural resources as defined by department of ecology guidelines adopted pursuant to RCW 90.58.060 .			

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
c. Shorelines of the state shall not be considered critical areas under this chapter except to the extent that specific areas located within shorelines of the state qualify for critical area designation based on the definition of critical areas provided by *RCW 36.70A.030(5) and have been designated as such by a local government pursuant to RCW 36.70A.060(2)			
d. If a local jurisdiction's master program does not include land necessary for buffers for critical areas that occur within shorelines of the state, as authorized by RCW 90.58.030(2)(f) , then the local jurisdiction shall continue to regulate those critical areas and their required buffers pursuant to RCW 36.70A.060(2).			

Provisions for siting essential public facilities (EPFs)

Consistent with CWPPs and RCW 36.70A.200 amended 2021. This section can be included in the Capital Facilities Element, Land Use Element, or in its own element. Sometimes the identification and siting process for EPFs is part of the CWPPs.

a. A process or criteria for identifying and siting essential public facilities (EPFs). RCW 36.70A.200 and WAC 365-196-550(1) Notes: RCW 36.70A.200 amended 2021 regarding reentry and rehabilitation facilities. EPFs are defined in RCW 36.70A.200. Regional transit authority facilities are included in the list of essential public facilities.			
b. Policies or procedures that ensure the comprehensive plan does not preclude the siting of EPFs. RCW 36.70A.200(5) Note: If the EPF siting process is in the CWPPs, this policy may be contained in the comprehensive plan as well. WAC 365-196-550(3)			

Tribal Participation in Planning new in 2022 (codification pending – see [HB 1717](#))

A federally recognized Indian tribe may voluntarily choose to participate in the local and regional planning processes.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period. RCW 36.70A.040(8)(a) new in 2022			
b. Port elements, if adopted, are developed collaboratively between the city, the applicable port and the applicable tribe(s), which shall comply with RCW 36.70A.040(8) . RCW 36.70A.085 amended in 2022			
c. Urban Growth Areas: counties and cities coordinate planning efforts for any areas planned for urban growth with applicable tribe(s). RCW 36.70A.110(1) amended 2022, RCW 36.70A.040(8)			

Future required elements: pending state funding

As of 2022, these elements have not received state funding to aid local jurisdictions in implementation. Therefore, these elements are not required to be added to comprehensive plans at this time. Commerce encourages jurisdictions to begin planning for these elements, pending the future mandate.

	In Current Plan? Yes/No If yes, cite section	Notes
<p>Economic Development Although included in RCW 36.70A.070 “mandatory elements” an economic development element is not currently required because funding was not provided to assist in developing local elements when this element was added to the GMA. However, provisions for economic growth, vitality, and a high quality of life are important, and supporting strategies should be integrated with the land use, housing, utilities, and transportation elements. RCW 36.70A.070(7) amended 2017</p>		
<p>Parks and Recreation Although included in RCW 36.70A.070 “mandatory elements” a parks and recreation element is not required because the state did not provide funding to assist in developing local elements when this provision was added to the GMA. However, park, recreation, and open space planning are GMA goals, and it is important to plan for and fund these facilities. RCW 36.70A.070(8)</p>		

Optional Elements

Pursuant to RCW 36.70A.080, a comprehensive plan may include additional elements, items, or studies dealing with other subjects relating to the physical development within its jurisdiction, including, but not limited to:

	In Current Plan? Yes/No If yes, cite section	Notes
<p>Climate Change Mitigation & Resilience As of 2022, this optional element has not yet received state funding to aid local jurisdictions in implementation. Please visit Commerce's Climate Program page for resources and assistance if interested in developing climate mitigation and resilience plans for your jurisdiction.</p>		
<p>Sub-Area Plans</p>		
<p>Other</p>		

Consistency is required by the GMA

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
a. All plan elements must be consistent with relevant county-wide planning policies (CWPPs) and, where applicable, multi-county planning policies (MPPs), and the GMA. RCW 36.70A.100 and 210 , WAC 365-196-305 ; 400(2)(c) ; 510 and 520			
b. All plan elements must be consistent with each other. RCW 36.70A.070 (preamble) and WAC 365-197-040			
c. The plan must be coordinated with the plans of adjacent jurisdictions. RCW 36.70A.100 and WAC 365-196-520			

Public Participation

a. Plan ensures public participation in the comprehensive planning process. RCW 36.70A.020(11) , .035 , and .140 , WAC 365-196-600(3) provide possible public participation choices.			
<p>b. If the process for making amendments is included in the comprehensive plan:</p> <ul style="list-style-type: none"> • The plan provides that amendments are to be considered no more often than once a year, not including the exceptions described in RCW 36.70A.130(2), WAC365-196-640 • The plan sets out a procedure for adopting emergency amendments and defines emergency. RCW 36.70A.130(2)(b) and RCW 36.70A.390, WAC 365-196-650(4) 			

Consistency is required by the GMA

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>c. Plan or program for monitoring how well comprehensive plan policies, development regulations, and other implementation techniques are achieving the comp plan's goals and the goals of the GMA. WAC 365-196-660 discusses a potential review of growth management implementation on a systematic basis.</p> <p>New 2021-2022 legislation HB 1241 provides that those jurisdictions with a periodic update due in 2024 have until December 31, 2024 to submit. The legislation also changed the update cycle to every ten years after the 2024-2027 cycle. Jurisdictions that meet the new criteria described in RCW 36.70A.130(9) (codification pending) will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.</p>			
<p>d. Considerations for preserving property rights. Local governments must evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property. RCW 36.70A.370. For further guidance see the 2018 Advisory Memo on the Unconstitutional Taking of Private Property</p>			

Section II: Development Regulations

Must be consistent with and implement the comprehensive plan. [RCW 36.70A.040](#), [WAC 365-196-800](#) and [810](#)

Critical Areas

Regulations protecting critical areas are required by RCW 36.70A.060(2), RCW 36.70A.172(1), WAC 365-190-080 and WAC 365-195-900 through 925.

Please visit Commerce’s [Critical Areas webpage](#) for resources and to complete the [Critical Areas Checklist](#). Critical areas regulations must be reviewed and updated, as necessary, to incorporate legislative changes and best available science. Jurisdictions using periodic update grant funds to update critical areas regulations must submit the critical areas checklist as a first deliverable, in addition to this periodic update checklist.

Zoning Code

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>a. Permanent supportive housing or transitional housing must be allowed where residences and hotels are allowed. RCW 36.70A.390 New in 2021, (HB 1220 sections 3-5)</p> <p>“permanent supportive housing” is defined in RCW 36.70A.030; “transitional housing” is defined in RCW 84.36.043(2)(c)</p>			
<p>b. Indoor emergency shelters and indoor emergency housing shall be allowed in any zones in which hotels are allowed, except in cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within one-mile of transit. Indoor emergency housing must be allowed in areas with hotels. RCW 35A.21.430 amended in 2021, RCW 35.21.683, amended in 2021, (HB 1220 sections 3-5)</p> <p>“emergency housing” is defined in RCW 84.36.043(2)(b)</p>			

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>c. The number of unrelated persons that occupy a household or dwelling unit except as provided in state law, for short term rentals, or occupant load per square foot shall not be regulated or limited by cities. (HB 5235), RCW 35.21.682 new in 2021, RCW 35A.21.314 new in 2021 RCW 36.01.227 new in 2021</p>			
<p>d. Limitations on the amount of parking local governments can require for low-income, senior, disabled and market-rate housing units located near high-quality transit service. RCW 36.70A.620 amended in 2020 and RCW 36.70A.600 amended in 2019</p>			
<p>e. Family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial RCW 36.70A.450. Review RCW 43.216.010 for definition of family day care provider and WAC 365-196-865 for more information.</p>			
<p>f. Manufactured housing is regulated the same as site built housing. RCW 35.21.684 amended in 2019, RCW 35.63.160, RCW 35A.21.312 amended in 2019 and RCW 36.01.225 amended in 2019. A local government may require that manufactured homes: (1) are new, (2) are set on a permanent foundation, and (3) comply with local design standards applicable to other homes in the neighborhood, but may not discriminate against consumer choice in housing.</p> <p>See: National Manufactured Housing Construction and Safety Standards Act of 1974</p>			

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>g. Accessory dwelling units: cities (and counties) must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations and other official controls the requirements of RCW 36.70A.698 amended in 2021; Review RCW 36.70A.696 amended in 2021 through 699 and RCW 43.63A.215(3)</p> <p>Watch for new guidance from Commerce on the Planning for Housing webpage.</p>			
<p>h. Residential structures occupied by persons with handicaps, and group care for children that meets the definition of “familial status” are regulated the same as a similar residential structure occupied by a family or other unrelated individuals. No city or county planning under the GMA may enact or maintain ordinances, development regulations, or administrative practices which treat a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals.</p> <p>RCW 36.70A.410, RCW 70.128.140 and 150, RCW 49.60.222-225 and WAC 365-196-860</p>			

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>i. Affordable housing programs enacted or expanded under RCW 36.70A.540 amended in 2022 comply with the requirements of this section. Examples of such programs may include: density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed-use projects. WAC 365-196-300</p> <p>See also RCW 36.70A.545 and WAC 365-196-410(2)(e)(i)</p> <p>“affordable housing” is defined in RCW 84.14.010</p> <p>Review RCW 36.70A.620 amended in 2020 for minimum residential parking requirements</p>			
<p>j. Limitations on regulating: outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization. RCW 36.01.290 amended in 2020</p>			
<p>k. Regulations discourage incompatible uses around general aviation airports. RCW 36.70.547 and WAC 365-196-455. Incompatible uses include: high population intensity uses such as schools, community centers, tall structures, and hazardous wildlife attractants such as solid waste disposal sites, wastewater or stormwater treatment facilities, or stockyards. For more guidance, see WSDOT’s Aviation Land Use Compatibility Program.</p>			

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>l. If a U.S. Department of Defense (DoD) military base employing 100 or more personnel is within or adjacent to the jurisdiction, zoning should discourage the siting of incompatible uses adjacent to military base. RCW 36.70A.530(3) and WAC 365-196-475. Visit Military One Source to locate any bases in your area and help make determination of applicability. If applicable, inform the commander of the base regarding amendments to the comprehensive plan and development regulations on lands adjacent to the base.</p>			
<p>m. Electric vehicle infrastructure (jurisdiction specified: adjacent to Interstates 5, 90, 405 or state route 520 and other criteria) must be allowed as a use in all areas except those zoned for residential, resource use or critical areas. RCW 36.70A.695</p>			
<p>Shoreline Master Program Consistent with RCW 90.58 Shoreline Management Act of 1971</p>			
<p>a. Zoning designations are consistent with Shoreline Master Program (SMP) environmental designations. RCW 36.70A.480</p>			
<p>b. If updated to meet RCW 36.70A.480 (2010), SMP regulations provide protection to critical areas in shorelines that is at least equal to the protection provided to critical areas by the critical areas ordinance. RCW 36.70A.480(4) and RCW 90.58.090(4)</p> <p>See Ecology's shoreline planners' toolbox for the SMP Checklist and other resources and Ecology's Shoreline Master Programs Handbook webpage</p>			

Resource Lands

Defined in RCW 36.70A.030(3), (12) and (17) and consistent with RCW 36.70A.060 and RCW 36.70A.170

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>a. Zoning is consistent with natural resource lands designations in the comprehensive plan and conserves natural resource lands. RCW 36.70A.060(3), WAC 365-196-815 and WAC 365-190-020(6). Consider innovative zoning techniques to conserve agricultural lands of long-term significance RCW 36.70A.177(2). See also WAC 365-196-815(3) for examples of innovative zoning techniques.</p>			
<p>b. Regulations to assure that use of lands adjacent to natural resource lands does not interfere with natural resource production. RCW 36.70A.060(1)(a) and WAC 365-190-040</p> <p>Regulations require notice on all development permits and plats within 500 feet of designated natural resource lands that the property is within or near a designated natural resource land on which a variety of commercial activities may occur that are regulations to implement comprehensive plan</p>			
<p>c. For designated agricultural land, regulations encourage nonagricultural uses to be limited to lands with poor soils or otherwise not suitable for agricultural purposes. Accessory uses should be located, designed and operated to support the continuation of agricultural uses. RCW 36.70A.177(3)(b)</p>			
<p>d. Designate mineral lands and associated regulations as required by RCW 36.70A.131 and WAC 365-190-040(5). For more information review the WA State Dept. of Natural Resources (DNR)'s Geology Division site</p>			

Siting Essential Public Facilities

Regulations for siting essential public facilities should be consistent with RCW 36.70A.200 and consider WAC 365-196-550. Essential public facilities include those facilities that are typically difficult to site, such as airports, state education facilities, state or regional transportation facilities, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities. Regulations may be specific to a local jurisdiction, but may be part of county-wide planning policies (CWPPs).

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>Regulations or CWPPs include a process for siting EPFs and ensure EPFs are not precluded. RCW 36.70A.200(2), (3), (5). WAC 365-196-550(6) lists process for siting EPFs. WAC 365-196-550(3) details preclusions. EPFs should be located outside of known hazardous areas.</p> <p>Visit Commerce's Behavioral Health Facilities Program page for information on establishing or expanding new capacity for behavioral health EPFs.</p>			

Subdivision Code

<p>a. Subdivision regulations are consistent with and implement comprehensive plan policies. RCW 36.70A.030(5) and 36.70A.040(4).</p>			
<p>b. Written findings to approve subdivisions establish adequacy of public facilities. RCW 58.17.110 amended in 2018</p> <ul style="list-style-type: none"> • Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students. • Potable water supplies, sanitary wastes, and drainage ways. RCW 36.70A.590 amended 2018 • Open spaces, parks and recreation, and playgrounds • Schools and school grounds <p>Other items related to the public health, safety and general welfare WAC 365-196-820(1).</p>			

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>c. Preliminary subdivision approvals under RCW 58.17.140 are valid for a period of five or seven years (previously five years). RCW 58.17.140 and RCW 58.17.170</p> <p>Note: preliminary plat approval is valid for: seven years if the date of preliminary plat approval is on or before December 31, 2014; five years if the preliminary plat approval is issued on or after January 1, 2015; and ten years if the project is located within city limits, not subject to the shoreline management act, and the preliminary plat is approved on or before December 31, 2007.</p>			
Stormwater			
<p>a. Regulations protect water quality and implement actions to mitigate or cleanse drainage, flooding, and storm water run-off that pollute waters of the state, including Puget Sound or waters entering Puget Sound. RCW 36.70A.070(1) Regulations may include: adoption of a stormwater manual consistent with Ecology's latest manual for Eastern or Western Washington, adoption of a clearing and grading ordinance – See Commerce's 2005 Technical Guidance Document for Clearing and Grading in Western Washington.</p> <p>Adoption of a low impact development ordinance. See Puget Sound Partnership's 2012 Low Impact Development guidance and Ecology's 2013 Eastern Washington Low Impact Development guidance.</p> <p>Additional Resources: Federal Grants to Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p>			

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
b. Provisions for corrective action for failing septic systems that pollute waters of the state. RCW 36.70A.070(1) . See also: DOH Wastewater Management, Ecology On-Site Sewage System Projects & Funding			

Impact Fees

May impose impact fees on development activity as part of the financing for public facilities, provided that the financing for system improvements to serve new development must provide for a balance between impact fees and other sources of public funds; cannot rely solely on impact fees.

a. If adopted, impact fees are applied consistent with RCW 82.02.050 amended in 2016 , .060 amended in 2021 , .070 , .080 , .090 amended in 2018 and .100 . WAC 365-196-850 provides guidance on how impact fees should be implemented and spent.			
b. Jurisdictions collecting impact fees must adopt and maintain a system for the deferred collection of impact fees for single-family detached and attached residential construction, consistent with RCW 82.02.050(3) amended in 2016			
c. If adopted, limitations on impact fees for early learning facilities RCW 82.02.060 amended in 2021			
d. If adopted, exemption of impact fees for low-income and emergency housing development RCW 82.02.060 amended in 2021 . See also definition change in RCW 82.02.090(1)(b) amended in 2018			

Concurrency and Transportation Demand Management (TDM)

Ensures consistency in land use approval and the development of adequate public facilities as plans are implemented, maximizes the efficiency of existing transportation systems, limits the impacts of traffic and reduces pollution.

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>a. The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b), WAC 365-196-840.</p> <p>Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.</p>			
<p>b. Measures exist to bring into compliance locally owned transportation facilities or services that are below the levels of service established in the comprehensive plan. RCW 36.70A.070(6)(a)(iii)(B) and (D). Levels of service can be established for automobiles, pedestrians and bicycles. See WAC 365-196-840(3) on establishing an appropriate level of service.</p>			
<p>c. Highways of statewide significance (HSS) are exempt from the concurrency ordinance. RCW 36.70A.070(6)(a)(iii)(C)</p>			
<p>d. Traffic demand management (TDM) requirements are consistent with the comprehensive plan. RCW 36.70A.070(6)(a)(vi) Examples may include requiring new development to be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail networks. WAC 365-196-840(4) recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.</p>			

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
e. If required by RCW 70.94.527, a commute trip reduction (CTR) ordinance to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted. The ordinance should be consistent with comprehensive plan policies for CTR and Department of Transportation rules. RCW 70.94.521-551			

Tribal Participation in Planning new in 2022 (codification pending – see [HB 1717](#))
A federally recognized Indian tribe may voluntarily choose to participate in the county or regional planning process.

a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period RCW 36.70A.040(8)(a) new in 2022			
b. Policies consistent with countywide planning policies that address the protection of tribal cultural resources in collaboration with federally recognized Indian tribes that are invited, provided that a tribe, or more than one tribe, chooses to participate in the process. RCW 36.70A.210(3)(i) new in 2022			

Regulations to Implement Optional Elements

a. New fully contained communities are consistent with comprehensive plan policies, RCW 36.70A.350 and WAC 365-196-345			
b. If applicable, master planned resorts are consistent with comprehensive plan policies, RCW 36.70A.360, RCW 36.70A.362 and WAC 365-196-460			

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
c. If applicable, major industrial developments and master planned locations outside of UGAs are consistent with comprehensive plan policies, RCW 36.70A.365, RCW 36.70A.367 and WAC 365-196-465			
d. Regulations include procedures to identify, preserve, and/or monitor historical or archaeological resources. RCW 36.70A.020(13), WAC 365-196-450			
e. Other development regulations needed to implement comprehensive plan policies such as energy, sustainability or design are adopted. WAC 365-196-445			
f. Design guidelines for new development are clear and easy to understand; administration procedures are clear and defensible.			

Project Review Procedures

<p>Project review processes integrate permit and environmental review. RCW 36.70A.470, RCW 36.70B and RCW 43.21C.</p> <p>Also: WAC 365-196-845, WAC 197-11 (SEPA Rules), WAC 365-197 (Project Consistency Rule, Commerce, 2001) and Ecology SEPA Handbook.</p> <p>Integrated permit and environmental review procedures for:</p> <ul style="list-style-type: none"> • Notice of application • Notice of complete application • One open-record public hearing • Combining public hearings & decisions for multiple permits • Notice of decision • One closed-record appeal 			
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Plan & Regulation Amendments

If procedures governing comprehensive plan amendments are part of the code, then assure the following are true:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
a. Regulations limit amendments to the comprehensive plan to once a year (with statutory exceptions). RCW 36.70A.130(2) and WAC 365-196-640(3)			
b. Regulations define emergency for an emergency plan amendment. RCW 36.70A.130(2)(b) and WAC 365-196-640(4)			
c. Regulations include a docketing process for requesting and considering plan amendments. RCW 36.70A.130(2), RCW 36.70A.470, and WAC 365-196-640(6)			
d. A process has been established for early and continuous public notification and participation in the planning process RCW 36.70A.020(11), RCW 36.70A.035 and RCW 36.70A.140. See WAC 365-196-600 regarding public participation and WAC 365-196-610(2) listing recommendations for meeting requirements.			
e. A process exists to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property RCW 36.70A.370. See the 2018 Advisory Memo on the Unconstitutional Taking of Private Property			
f. Provisions ensure adequate enforcement of regulations, such as zoning and critical area ordinances (civil or criminal penalties). See implementation strategy in WAC 365-196-650(1) .			