



2016 COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS UPDATE SCOPE OF WORK

INTRODUCTION

Communities planning under the Washington Growth Management Act (GMA) are required to periodically conduct an update of their comprehensive plan and development regulations. Mason County must complete their work by June 2016. The State Department of Commerce has produced a checklist which is the measure by which it will review draft materials for consistency with GMA update requirements. The County received a Grant from the Department of Commerce together with a Statement of Work (Attachment A) to be used in updating the Plan and development regulations. The Statement of Work calls for Scope of Work to be completed by March 2015 which will outline those plan or regulatory elements that require updating. Staff has reviewed all existing information and facilitated discussions with the Planning Commission in preparing this report. This process resulted in Scope of Work that will be carried out over the next 15 months, leading to adoption of the updated Plan and regulations by June 2016.

Staff compared the County's Comprehensive Plan and Codes with the Periodic Checklists provided by the Commerce Department, and consulted with the Planning Advisory Commission. Based on this assessment, the County has outlined the following approach to updating the Plan and development regulations. As a first priority, the County wants to ensure that its plans and regulations comply with GMA rules. At this time, Mason County is in full compliance. The County also understands that some rules have changed since the 2005 Plan adoption and that it must update the Plan to current standards. The County does not need or desire to completely overhaul of its 2005 Plan, so the emphasis in its 2016 effort will be on *updating* and *complying*. The measure of success will be the Commerce Department checklist.

APPROACH

The County's first priority will be to complete the checklists provided by the Department of Commerce, one for the comprehensive plan and one for the development regulations. Where actions are required by the County (e.g. land use surveys, ordinance amendments, new policies, critical area regulations, etc.), these will be drafted and reviewed by the public, planning commission and Board of County Commissioners. Continual contact will be made with Department of Commerce staff as these actions proceed. Individual memoranda will be produced for each item needing attention or revision. This will create a record of how each item was addressed and will allow the Staff, Commissioners, Commerce and the public to discuss them as they evolve. Once the checklist items are completed and the County is comfortable that it is compliant with the GMA and Commerce guidelines, the changes will be incorporated into a reformatted Comprehensive Plan to be adopted by June 2016, after public workshops and Planning Commission's recommendations.



This approach is consistent with the County's desire to update its plan and to comply with GMA requirements. To the extent the County has objectives that go beyond strict GMA compliance (e.g. clarifying code definitions), these can be addressed during the update process. The primary focus, however, will be on the update itself and meeting the schedule.

PUBLIC OUTREACH

GMA requires that a public participation plan be developed that identifies procedures and schedules workshops so that citizens are involved in the update process. For Mason County, this will involve direct e-mail access, website updates, and Planning Commission workshops and public hearings. The County's schedule calls for a public participation plan to be in place by April 2015. It should accomplish the following:

- Allow County residents to be continually aware of progress on the Plan and allow his/her opinions to be expressed.
- Keep the County informed throughout the process of how the plan is developing to ensure that the final product is consistent with Countywide Planning Policies and other elements of County and regional plan updates.
- Coordinate planning with City of Shelton
- Meet the requirements of GMA

COMPREHENSIVE PLAN ASSESSMENT AND PROPOSED WORK PROGRAM

Outlined below are those areas that will be reviewed or updated. The topics generally follow the format of the existing 2005 Plan. The outline shows where "Early Memoranda" will be developed confirming assumptions and updating baseline information. These will be followed by the "More Detailed Analysis" memoranda documenting the updated analysis for 2016. These memoranda will form the basis for discussion of each section of the Plan.

GENERAL TOPICS

There are certain compliance items required as a basis for the Plan update:

1. Population forecasts. Population forecasts taken from accepted sources (OFM, US Census, etc) will be compared with past assumptions to determine how different or similar the forecasts are.
2. Employment forecasts: Accepted employment forecasts will be compared.
3. Buildable Lands: Buildable lands are tabulated using existing development, vacant land surveys, zoning and other factors.
4. UGA Boundaries: UGAs potentially can be expanded if warranted by population, employment and buildable lands analysis.

2005 MANDATED PLAN ELEMENT CHANGES

After review of the Periodic Checklist, the following are elements of the Comprehensive Plan which must be verified or updated to remain compliant. They are discussed in the Order they appear in the Checklist, and cross-referenced to appropriate Plan chapters.



A **LAND USE ELEMENT** that is consistent with county-wide planning policies (CWPPs) and [RCW 36.70A.070\(1\)](#)

- ◆ **Urban Growth Area reviews** - Updates to the County's population and projections needed; review of UGA boundaries may be appropriate
- ◆ **Urban growth area (UGA) expansions into the 100-year floodplain west of the Cascade** - Further review needed to determine which, if any, of the urban growth areas would be impacted by this ban on expansions.
- ◆ **A consistent population projection throughout the plan** - These will require updating based on new OFM forecasts and census data. See also **HOUSING**.
- ◆ **Estimates of population densities and building intensities** - Update may be needed to determine consistency with population densities and building intensities.
- ◆ Consideration of **urban planning approaches that increase physical activity** - See **HEALTH AND HUMAN SERVICES**. Updates should be considered.
- ◆ **Identification of lands useful for public purposes** - County intends to update the **TRANSPORTATION** chapter
- ◆ **Identification of open space corridors within and between urban growth areas** - Mason County has an adopted **TRAILS PLAN**, further review needed to determine if that Plan meets the requirements of this section
- ◆ **Policies for agriculturally designated lands limiting nonagricultural uses** - Further review needed to determine if current regulations meet the requirement of this section

A **HOUSING ELEMENT** to ensure the vitality and character of established residential neighborhoods and is consistent with relevant CWPPs, and [RCW 36.70A.070\(2\)](#). See [WAC 365-196-410](#)

- ◆ **Goals, policies, and objectives** for the preservation, improvement, and development of housing - Updates would be preferred if possible
- ◆ **An inventory and analysis** of existing and projected housing needs - Updates would be preferred if possible.
- ◆ **Identification of sufficient land for housing**, including but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, group homes, and foster care facilities. - Further review needed to determine County's compliance and any updates needed
- ◆ **Adequate provisions for existing and projected housing needs** - Further review needed to determine County's compliance and any updates needed
- ◆ Policies so that **manufactured housing** is not regulated differently than site built housing - There are currently no policies or ordinances that allow for manufactured housing to be treated differently, and we do not currently practice a differential treatment. Additional research needed to determine if the County needs policies that specifically say that we won't.

A **UTILITIES ELEMENT** which is consistent with relevant CWPPs and [RCW 36.70A.070\(4\)](#)

- ◆ The **general location, proposed location and capacity** of all existing and proposed utilities - Updates would be preferred if possible

A **TRANSPORTATION ELEMENT** which must be consistent with relevant CWPPs and [RCW 36.70A.070\(6\)](#).



- ◆ Identification of specific **actions to bring locally-owned transportation facilities and services to established LOS** - Unclear if this is in the adopted element or not. Additional review needed. Updates to this element are anticipated
- ◆ A **pedestrian and bicycle component** - Additional information needed on community access and health component
- ◆ *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 - Further review needed; anticipate Chapter VIII Transportation to be updated

PROVISIONS FOR SITING ESSENTIAL PUBLIC FACILITIES (EPF)

- ◆ A **process or criteria for identifying and siting essential public facilities (EPFs)**. Regional Transit Authority facilities are included in the list of essential public facilities - Current and compliance information found in Chapter II Planning Goals and Chapter VI Capital Facilities; revise county definition to include Regional Transit Authority facilities. It might be appropriate to consider adding other types of facilities to the County's list at this time.

NON-MANDATED ELEMENT CHANGES

The Growth Management Act requires each jurisdiction planning under the Act have a comprehensive plan that includes a **land use** element, a **housing** element, a **capital facilities plan**, a **utilities** element, a **rural** element, a **transportation** element, an **economic element**, and a **park and recreation** element. Most of these are covered in the checklist, or are referenced in the County's responses; however, there are three chapters not specifically called out that may be included in any Plan update discussions.

ECONOMIC DEVELOPMENT

The Mason County Economic Development Council ("EDC") has begun to look at the County's current climate through a series of public strategy workshops. The results of these workshops will act as the foundation for proposed revisions to this Chapter that is more reflective of the Community's voice.

PARK AND RECREATION

The Mason County Parks and Trails Comprehensive Plan was updated in 2013 to provide for a five year outlook and capital funding. This plan is GMA compliant; however it is not included as a chapter of the County's Comprehensive Plan. A Parks and Trails Advisory Board was convened to work on the updates in 2013. Additional updates to this Plan may not be necessary at this time, but citizen input would certainly be welcome and timely.

HEALTH AND HUMAN SERVICES

This chapter is not specifically addressed in the checklist, although information contained within it meets some of the GMA requirements. Much of the information in this Chapter is statistical in nature and should be very ripe for updates. Additionally, new studies have been published since the adoption of this chapter that bolsters the nexus between planning and health, and the impacts one has on the other. This update process could provide a good opportunity to not only bring current



the statistics for Mason County, but also put in place policies that give health, and the provision of health services, a larger role in the planning process.

SUB-AREA PLANS

There are three urban growth areas within Mason County: Allyn, Belfair, and Shelton. Each UGA has a sub-area plan as well as development regulations unique and separate from the County's regulations. The adoption dates of the plan and the regulations vary; however, a review and possible update to each of those in addition to the County's Comprehensive Plan should be considered. The Board of County Commissioners may want to also consider re-establishing sub-area planning committees to review the plans for their current relevancy in the future growth of each area, as well as the adequacy of the individual implementing regulations. Sub-area plans are considered optional elements of the Comprehensive Plan under RCW 36.70A.080, and as such would not need to follow the same mandated update schedule. The Commission could appoint committees tasked with reviewing each UGA's plans and regulations in anticipation of a longer timeline than that of the Comprehensive Plan. Costs and staffing would also need to be taken into the Commission's decision making process of this option.

DEVELOPMENT REGULATION UPDATE

As mentioned, the 2015 GMA update is comprised of two elements: the Plan updates (See Above) and needed changes to the County's development regulations. The latter are divided into mandatory and elective changes. Mandatory changes are prompted by compliance issues or amendments to GMA since 2005.

MANDATORY REGULATORY REVIEW

CRITICAL AREA REGULATIONS:

Revised definition of "fish and wildlife habitat conservation areas" **New in 2012** - Updated needed to include new definition.

AFFORDABLE HOUSING PROVISIONS:

The Commerce checklist emphasized that local codes must be non-discriminatory in its regulation of housing. Areas discussed include family daycare, manufactured homes, group homes, affordable housing incentives (e.g. density bonuses, parking reductions, etc.). Discussion of any code needs will be included in any Plan development.

ESSENTIAL PUBLIC FACILITIES

Regulations for siting essential public facilities must be consistent with State law. The Commerce checklist states that "Regulations may be specific to a local jurisdiction, but may be part of county-wide planning policies". It is important to Mason County that its EPF regulations be local in nature (while still meeting the countywide planning policies) to ensure adequate protections as part of any transfer station expansion or re-location.

THE ZONING CODE

- ◆ Family daycare providers are allowed in areas zoned for residential or commercial uses. Zoning conditions should be no more restrictive than those imposed on other residential



dwellings in the same zone, but may address drop-off and pickup areas and hours of operation. - Further review needed to determine if Residential and commercial zoned districts consistently allow for daycare centers

- ◆ Electric vehicle battery charging stations in all areas except those zoned for residential or resource use, or critical areas - Further review needed to determine appropriate language needed, if any, to comply with this update.
- ◆ Preliminary subdivision approvals under RCW 58.17.140 are valid for a period of five or seven years (previously five years - MCC 16.16.06 currently allows for five year, needs to be updated to seven years)

ELECTIVE REGULATORY REVIEW

CODE SCRUB

There is an interest in using the update process as an opportunity to correct or make changes to other parts of the code. Certain zoning definitions, for example, are in need of clarification. The primary focus will be on meeting the GMA update requirements in a timely manner. Staff will also explore revisions to Title 16 (Plats and Subdivisions) to correct and update language, as well as amendments to Title 17 to include a definition of "lot width".

PUBLIC COMMENTS

A public hearing was held on February 17, 2015 with the Planning Advisory Commission to introduce the update process and obtain comments and suggestions. The follow table represents the comments received as a result of that hearing:

COMMENT	CATEGORY
Subarea Plan and Implementing Ordinances for Belfair UGA	Belfair SubArea Plan
Capital facilities & services: (a) governmental (non utilities), (b) utilities, public, private and nonprofit, (c) other facilities private and nonprofit	Capital Facilities
Capital facilities plans with direct county management are grossly inadequate at all levels.	Capital Facilities
Capital facilities plans with countywide planning participants (see table 2.2 of page 2.3) with consistency with the counties' plans at all levels are inadequate to meet the needs of the county & its citizens.	Capital Facilities
Capital Facilities: 1. County administration facilities, 2. Health & Safety, 3. Parks & Trails, County & Governmental Utilities	Capital Facilities
Development Regulations for the Allyn UGA: 1. Maximum Lot size of new lots, 2. VC Zoning changes	Development Regulations
Stormwater	Development Regulations
Review changes in lot sizes	Development Regulations
Historic Preservation	Development Regulations
All rules, regulations, titles, etc. should be understandable	Development



DEPARTMENT OF COMMUNITY DEVELOPMENT

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SCOPE OF WORK

	Regulations
Review Allyn UGA regulations for Village Commercial, square foot requirements	Development Regulations
Income by employed groups like public vs. private firms vs. contractors	Economic Development
The economic component of Mason County's private and public sector business activities.	Economic Development
Economic: 1. The re-evaluations of assessments and analysis of public projects for capital facilities improvements and the impact on commercial growth, The evaluation of commercial development and the problems we had growth such as the Marijuana initiative or the biomass project.	Economic Development
Housing and Mason County's unique collection housing attributes	Housing
Housing Changes	Housing
2 b. of Periodic Checklist (Housing Element) Inventory of existing housing needs. Not sufficiently addressed in current Comp Plan	Housing
Current Policies: H-103 "Mason County should consider providing incentives to ...; H-105 "Mason County should consider ways to shorten the review process for affordable housing permits." Proposed policies: "Support and encourage Habitat for Humanity and private developers who seek to provide below-market housing units; "Develop standards and incentives that facilitate restoration and relocation of existing structures, and rehabilitation of substandard housing."; "Provide for exemptions to or reductions of impact fees and/or permit fees to encourage the development of low-income housing."; "The county will reduce regulatory barriers and other requirements which add unnecessary costs and thereby discourage affordable housing construction ...; "the county will facilitate development of low-income and special needs housing ...; 'The county will participate in the housing Trust Fund ..."	Housing
Housing: update goals and policies, need more affordable housing, less fees and permitting to support affordable housing, use "shall" and "will" instead of "should"	Housing
Housing	Housing
The introduction section with better representation and stating of facts addressing (no spin on the facts): (a) the economy, (b) housing, (c) transportation, (d) the health of citizens, (e) population and the allocation of, (f) land use - developed, national & open space, and future developments, (g) public facilities and services, (h) recreation, (i) historical preservation	Introduction
Changing demographics of Mason County and the impact for the rest of the state.	Land Use
Population group changes for Mason County	Land Use



Land Use: Section 4.2 on the population components/factors and growth have changed. Need to address growth projections & alike see table 4.2-15 population allocations. 1. Natural increase & Net migration 2. Current Land use inventory 3. More comprehensive and accurate than table 4.3-1 on page 4-16. 4. Population and land use densities between the three UGA's (a. Timber and other resource lands within and adjacent to UGA's, b. Change of use phase in periods, c. Criteria for increasing or decreasing UGA's) 5. Zoning within UGA's clearer criteria for changing zoning (a. Commercial zoning guidelines (Allyn's problem with its VC district)) 6. Geologically hazardous areas (a. Better data & science, Eastern Allyn UGA not likely)	Land Use
Population allocations-analysis and alternatives, UGA boundaries, Belfair sub-area plan	Land Use
buildable lands inventory for the UGA's	Land Use
1.g of Periodic Checklist (Land Use Element) protection of the quality and quantity of groundwater used for public water supplies. Not sufficiently addressed in current Comp Plan	Land Use
1.h of Periodic Checklist (Land Use Element) Identification of lands useful for public purposes, stormwater management facilities. Not sufficiently addressed in current Comp Plan.	Land Use
1.i of Periodic Checklist (Land Use Element) Identification of open space corridors within and between UGA's. Not sufficiently addressed in current Comp Plan	Land Use
1.m of Periodic Checklist (Land Use Element) Policies to designate and protect critical areas. Not sufficiently addressed in current Comp Plan.	Land Use
1 n of Periodic Checklist (Land Use Element) AG lands of Long term commercial significance are designated inside an UGA. Not sufficiently addressed in current Comp Plan.	Land Use
1 p & q of Periodic Checklist (Land Use Element) conservation of ag lands. Not sufficiently addressed in current Comp Plan.	Land Use
5.a of Periodic Checklist (Rural Element) Policies ensuring that the rural element harmonizes with GMS's planing goals and meets the requirements of RCW 36.70A.070(5), and includes measures that apply to rural development and protects the rural character of the area. This does not meet the GMA requirements and requires amendment.	Land Use
Review rural water wells effect on stream flows, water availability analysis	Land Use
Population forecasts and projections	Land Use
Buildable lands analysis	Land Use
UGA boundaries - Union River 100 year flood plain/Belfair UGA	Land Use
Compliment build-out with water use (analysis)	Land Use
Populations going down	Land Use
Growth - public v. private	Land Use



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Emergency services & support remember 2007	Misc
Review all Chapters for Update	Misc
Improve communications between agencies	Misc
Inventory of all Mason County Planning & Development Regulations documents.	Overall
Review of Mason County's MCCP, Mason County's code of ordinances, development regulation, and any other development controlling document: (a) inventory of documents, (b) streamline regulations and policies without adversely affecting the intent of the regulation, (c) the uniform application of regulation to all parties and by each county employee, (d) the creation of cross referencing by key factors for quick and complete info, (e) allow for tailoring of regulations by community and/or region of the County.	Overall
Use the County's advisory committees in the review and updating of the MCC: (a) TIPCAP, Solid Waste & Historical, (b) Health, GIS & other County agency's data/info resources, (c) Washington State Employment Security & other state agency's data/info resources, (d) Federal agencies such as Dept of Labor, Commerce & other agency's data/info resources, (e) public governmental and nonprofit agencies and organizations within reason - remember this is the peoples plan not the governments or any organization's special interest plan.	Overall
Planning goals currently do not work well: (a) review & address community goals v. countywide planning policies, (b) either support & enforce or get rid of them, (c) get County planning staff to support the county's goals & objectives not those of special interest or theirs, (d) transportation & UGAs, (e) rural transportation, (f) housing - where is the plan, (g) economic development - where is it, wages by group	Planning Goals
Planning policies: (a) GLU 3 & 4 - do we follow?, (b) B2c & B2d page 3.2.4 is this consistent with Shelton's plans?, (c) page 3.2.6 through 3.2.13 consistency in some language between both UGAs - for example planning policies U200 and U201, (d) water supply standards see RE700 series policies on page 3.4.113 of the 2005 Plan, (e) cleanup & standardization policies like North Mason Sub-Area Plan and South East Mason Sub-Area plans through the Comp Plan.	Planning Policies
Critical Areas: CA500 Series Landslide hazard areas policies; CA400 Series Frequently Flooded areas Policies. Remember 2007.	Planning Policies
Open space planning & acquisition policies such as OS611 and its 200 foot buffer issues.	Planning Policies
Water Quality	Planning Policies
Housing: Policy H-102 the establishing of a citizen-based Housing Advisory Committee; Did we the private or public sectors really pursue these policies?	Planning Policies



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Resource Designated Forest Land vs Long Term Commercial Forest Designation. (See page 3.4.1. See RE 100 A-I and so on.) Create consistency between the UGA's of Shelton, Allyn, and Belfair.	Planning Policies
Agricultural Lands RE 400 and UGA's. Create consistency between the UGA's of Shelton, Allyn, and Belfair.	Planning Policies
Policies guidance	Planning Policies
Address "assets" and "niches"	Planning Policies
Review visions and goals to be matched with definitions and policies	Planning Policies
Agricultural Resource land designation and protection, Open space, Critical Aquifer Recharge Areas	Planning Policies, Land Use, Resource Management
14. b of Period Checklist (Subdivisions) Code requires written findings documenting that proposed subdivisions provide appropriate provision under RCW 58.17.110(2)(a) for: Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students; potable water supplies [RCW 19.27.097], sanitary wastes, and drainage ways (stormwater retention and detention); open spaces, parks and recreation, and playgrounds; and schools and school grounds. This does not meet the GMA requirements and requires amendment.	Plats & Subdivisions
Tribes, Hospital districts, Port districts, School districts, Fire protection districts, cemetery district, water districts, and utility districts.	Public Participation Plan
10 a of Period Checklist (Public Participation) A process to ensure public participation in the comprehensive planning process. Not sufficiently addressed in current Comp Plan.	Public Participation Plan
Need Public Participation Plan	Public Participation Plan
Public comment procedures	Public Participation Plan
Public outreach to schools, fire districts, etc.	Public Participation Plan
Public participation committees	Public Participation Plan
Create mailing lists for notification	Public Participation Plan
Public Participation Input, how to stay informed, create website, email, outreach strategies	Public Participation Plan
11 a of Periodic Checklist (Development Regulations) Classification and designation, CARA's. Not sufficiently addressed in current code.	Resource Management
11b of Periodic Checklist (Development Regulations) findings that demonstrate BAS was included in developing policies and regs. Not sufficiently addressed in current code.	Resource Management
11f of Periodic Checklist (Development Regulations) Regs that protect	Resource



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functions and values of CARA. Not sufficiently addressed in current code.	Management
1.m of Periodic Checklist (Land Use Element) a. 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 county 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. This does not meet GMA requirements and requires amendment.	Resource Management
11.b of Periodic Checklist (Development Regulations) Findings that demonstrate Best Available Science (BAS) was included in developing policies and regulations to protect the function and values of critical areas. In addition, finding should document giving special consideration to conservation or protection measures necessary to preserve or enhance anadromous fisheries. This does not meet the GMA requirements and requires amendment.	Resource Management
11.c of Period Checklist (Development Regulations) Regulations that protect the functions and values of wetlands. This does not meet the GMA requirements and requires amendment.	Resource Management
11.h of Period Checklist (Development Regulations) Regulations that protect the functions and values of fish and wildlife habitat conservation areas. In addition, counties shall give special consideration to conservation or protection measures necessary to preserve or enhance anadromous fisheries. This does not meet the GMA requirements and requires amendment.	Resource Management
Aquifer Recharge Areas	Resource Management
Long Term Agriculture	Resource Management
Transportation factors and changes to Mason County: (a) the support, maintenance and improvement of existing county roads, (b) the support and balanced development of new roads within the county, (c) emergency/natural disaster events	Transportation
Transportation: 1. Existing Roads support, 2. New county roads, The over three miles of vacated messed up easements in Allyn.	Transportation
Transportation element	Transportation
Review road systems - need v. maintenance	Transportation
Utilities, better & more accurate account of utilities	Utilities
13.g of Periodic Checklist (Zoning) A variety of rural densities and innovative techniques that protect rural character. This does not meet the GMA requirements and requires amendment.	Zoning; Plats & Subdivisions



MASON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

**DEPARTMENT OF COMMERCE
GROWTH MANAGEMENT SERVICES
GMA UPDATE GRANT**

STATEMENT OF WORK



DEPARTMENT OF COMMUNITY DEVELOPMENT

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Goals / Actions & Deliverables	Description	Start Date	End Date
Goal 1.0	Review relevant comprehensive plan and development regulations, including critical areas ordinance, to determine if there are any sections that need revision.		
Action 1.1	Review the comprehensive plan using the Commerce periodic update checklist.	07/01/14	12/31/14
Action 1.2	Review the development regulations, including the critical areas regulations using the Commerce periodic update checklist.	07/01/14	12/31/14
Deliverable 1.1	Completed Commerce periodic update checklists for comprehensive plan and development regulations.		12/31/14
Deliverable 1.2	First grant status report due.		09/30/14
Deliverable 1.3	Second grant status report due.		12/31/14
Performance Measure 1.0	Grantee has completed the actions required to review the relevant plans and regulations.		12/31/14
Goal 2.0	Conduct a public hearing to review proposed comprehensive plan and development regulations updates as identified in Goal 1.0 above, and seek citizen's proposals for updating current comprehensive plan goals and policies.		
Action 2.1	Prepare materials for the public hearing.	01/01/15	02/28/15



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Goals / Actions & Deliverables	Description	Start Date	End Date
Action 2.2	Conduct a public hearing, present a list of proposed comprehensive plan and development regulations changes based on Commerce Department checklist outcomes and take citizen's testimony on revising current comprehensive plan goals and policies.	01/01/15	02/28/15
Action 2.3	Prepare a report of the above identified public hearing which becomes the scope of work for updating the comprehensive plan, the development regulations and the critical areas ordinance.	03/01/15	03/31/15
Deliverable 2.1	A written summary report and a scope of work summarizing the proposed updates to the comprehensive plan, the development regulations and the critical areas ordinance.		03/31/15
Deliverable 2.2	Third grant status report due.		03/31/15
Performance Measure 2.0	Grantee has produced an acceptable scope of work for updating the comprehensive plan, the development regulations and the critical areas ordinance.		03/31/15
Goal 3.0	Update the comprehensive plan, the development regulations and the critical areas ordinance identified in Goal 2.0 above.		
Action 3.1	Prepare updates to the comprehensive plan, the development regulations and the critical areas ordinance as identified in Goals 1.0 and 2.0 above.	04/01/15	06/30/15
Deliverable 3.1	A preliminary draft of updated comprehensive plan, development regulations and critical areas ordinance, including a summary of any additional areas of the plan or development regulations that work will continue on through the remainder of the periodic update process.		06/30/15



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Goals / Actions & Deliverables	Description	Start Date	End Date
Deliverables 3.2	Grant closeout report due.		06/30/15
Performance Measure 3.0	Grantee has produced an acceptable updated version of the comprehensive plan, the development regulations and the critical areas ordinance.		06/30/15