

# AGENDA

## CITY OF GEORGE COUNCIL MEETING

March 17, 2026

Please contact the clerk 24 hours prior to this meeting if you require special accommodations or to request an auxiliary aid.

**In-person meeting—Location:** George Community Hall 403 W. Montmorency Blvd

### AGENDA ITEMS

- 1     CALL TO ORDER at 7:00 PM and Flag Salute
- 2     ROLL CALL
- 3     APPROVAL OF AGENDA -Additions or Corrections to published Agenda
- 4     IDENTIFICATIONS OF CITIZENS WISHING TO SPEAK ON AGENDA ITEMS UNDER ITEMS **7 OR 8**
- 5     PUBLIC COMMENT- Maximum 3 minutes per person (15 minutes total meeting time to address the council on subjects that are the council’s business “and not involving personnel matters”)
- 6     CONSENT AGENDA—All of the items listed below will be enacted by one motion unless a Council member requests an item be removed from the Consent Agenda for discussion.
  - A. Minutes for Regular Meeting 2.17.2026
  - B. Claims
- 7     OLD BUSINESS
  - A. WWTP update and possible Council action – Nancy Wetch
  - B. 2027 Periodic Update Comprehensive Plan and Development Regulation Checklist – Alex Kovach
8.     NEW BUSINESS
  - A. Interlocal Agreement Between Grant County Port District No.1 and City of George for protection services- Council Approval and authorize the Mayor to sign– Dan Couture

B. Emergency Resolution No.2026-341- Council approval and authorize the Mayor to sign-- Mayor Villalpando, Chuck Zimmerman

9. COUNCIL COMMENTS AND QUESTIONS

10. MEETINGS: Land Acquisition Committee meeting set for 3/06/2026 @ 9:00 a.m.

11. EXECUTIVE SESSION: To discuss possible real property acquisition- RCW 42.30.110(1)(b).

12. ADJOURNMENTS

CITY OF GEORGE  
STATE OF WASHINGTON  
February 17, 2026

**COUNCIL MEETING:** Regular Meeting

**PLACE:** George Community Hall

**PRESENT:** Council Member Kate Schooler, Council Member Debby Kooy, Council Member Julia Schooler, Council Member Patty Neff (remote).

**STAFF IN ATTENDANCE:** City Clerk Amy Grace, Public Works Superintendent Aaron Harwood, City Engineer Mike Meskimen, City Planner Alex Kovach; City Attorney Chuck Zimmerman.

**Guests in attendance:** Patric Connelly, Bob Horst

**CALL TO ORDER:** Mayor Juan Villapando at 7:00 p.m., followed by the flag salute.

**ROLL CALL:** Council Member Kate Schooler made a motion to excuse Council Member Melissa Maldonado. Council Member Debby Kooy seconded. Motion passed 4-0

**ABSENT:** Council Member Melissa Maldonado.

Council Member Julia Schooler made a motion to approve the agenda. Council Member Kate Schooler seconded. Motion passed 4-0.

Citizens wishing to speak under items 7 or 8: None

Public comment: None

Council Member Julia Schooler made a motion to approve the Consent Agenda and approval of vouchers #19497-19534 in the amount of \$56,352.85, and electronic checks in the amount of \$23,186.67. Council Member Debby Kooy seconded. Motion passed 4-0.

City Planner Alex Kovach presented to Council a request from Brian Nixon for a property Annexation. Mr. Kovach explained the steps the annexation process will take. Council discussion took place.

Council Member Julia Schooler made a motion to permit the applicant to move forward at this juncture with the understanding that the annexation application will be subject to assumption of City indebtedness, zoning in accordance with the existing City Comprehensive Plan and pre-annexation zoning, and subject to further consideration by the City Council at the time of the Public Hearing to consider the annexation. Council Member Debby Kooy seconded. Motion passed 4-0

City Planner Alex Kovach updated Council on the 2027 Periodic update – he stated that the City of George Critical Area Ordinance checklist work has been completed.

City Clerk Amy Grace presented to the Council a Lodging Tax Fund Grant Application, with clean-up/deposit/permit fees and George Business License requirements waivers, for the George Community Hall (including the Georgettes) Fourth of July event.

**Council Member Kate Schooler made a motion to approve the Lodging Tax Funds for the George Community Hall (including the Georgettes) as presented. Council Member Julia Schooler seconded. Motion passed 3-0 (abstentions from Council Member Debby Kooy)**

COUNCIL COMMENTS AND QUESTIONS: None

MEETINGS: Land Acquisition Committee is scheduled to meet on 3/13/2026 @ 9:00 a.m.

EXECUTIVE SESSION: The Mayor announced an Executive Session to discuss possible real property acquisition - RCW 42.30.110(1)(b) that would last 10 minutes. Council went into Executive Session at 7:35 p.m. and at 7:45 p.m. the Mayor announced an extension to the Executive Session of 10 minutes. At 7:55 p.m. the Mayor announced an extension to the Executive session of 10 minutes. At 8:05 p.m. the Mayor announced an extension to the Executive session of 5 minutes. The Council came back into the regular meeting at 8:10 p.m.

ADJOURNMENT: Council Member Julia Schooler made a motion to adjourn the meeting. Council Member Kate Schooler seconded. Motion passed 4-0.

Meeting adjourned at 8:11 p.m.

Approved by the City Council at  
an Open Public Meeting the  
17<sup>th</sup> of March, 2026.

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Juan Villalpando, Mayor

ATTEST:

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Amy Grace, City Clerk-Treasurer

# City of George- Checklist Summary



"Home of the World's Largest Cherry Pie"

## Comprehensive Plan Checklist

### Background

The City of George, which fully plans under the Growth Management Act (GMA, [RCW 36.70A.040](#)), must conduct the "periodic review and update" of its *comprehensive plans* and *development regulations* required under [RCW 36.70A.130 \(5\)](#). This Department of Commerce provides 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 GMA changes since the last periodic update cycle (2015-2018)

### Key Findings

#### Expected Revisions to the existing Comprehensive Plan include:

- Coordination with Grant County on population allocation for the next 20 years of growth and land capacity analysis to support that.
  - Allocation provided by the County increases George population by **308**
  - Methodology to determine land capacity has been provided.
- Add policy that encourages physical modes of transportation over vehicle miles traveled.
- Mapping that identifies public uses and open spaces.
- Integrate new climate planning policies that address disparities.
- Integrate Wildland-Urban interface code.
- Add policy that includes housing diversity (middle housing/ ADUs)
  - Housing available for all economic segments
  - Address displacement issues from new development
- Update the 6 year Capital Facility Plan as needed and identify other Public entities in the City Urban Growth Area.
- Update current utility service providers.
- Map transportation opportunities, Coordinate with QUADCO, and focus on multimodal transportation.
- Provide policy to accept Essential Public Facilities.
- Coordinate with Tribal entities, including memorandums of understanding.
- Check the plan is consistent with itself and neighboring jurisdiction plans.
- Add policy for emergency amendments to the comp plan.

# Development Regulation Checklist

## Background

The City's development regulations must be consistent with and implement the comprehensive plan. [RCW 36.70A.040](#), [WAC 365-196-800](#) and [810](#)

## Key Findings

### **Expected Revisions to the existing development regulations include:**

- Allow zoning to accommodate additional housing types.
  - Emergency housing
  - Supportive and transitional housing
- Reduce minimum parking size to 8'x 20' (currently 9' x 20').
- Allow childcare centers throughout all residential and commercial zones.
- Allow a minimum of 2 Accessory dwelling units per lot if standard zoning provisions can still be met.
- Can't restrict co-living in zones that have density greater than 6/acre.
- Allow religious organizations to have an increased density bonus for affordable housing.
- Allow residences to be added to existing commercial structures.
- Allow minor projections into setbacks for passive-house development.
- Allow height limit exceptions for solar panel installations.
- Subdivisions must accommodate all utilities.
- Allow procedure for Unit Lot Subdivisions (sale of unit lots from a parent lot).
- Have policy to prevent development when level of service cannot be maintained.
- Policy to allow Tribes to voluntarily engage in the City Planning Process.

### **• Optional Revisions to the existing development regulations could include:**

- Build Colonial Theme Ordinance that is clear and objective, to be consistent with the Comprehensive Plan.
- Have regulations and procedure to identify and preserve historical resources.

## Periodic Update Checklist for Fully-Planning Cities

**Notice:** This checklist has been updated with new 2025 GMA legislation. Rows that include new 2025 legislative changes or updated Commerce guidance are shown in light orange, and all 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 periodic update or through other amendments outside of the required periodic update process. Additionally, amendments to the GMA are summarized in [this document](#) on Commerce's [GMA Laws and Rules webpage](#).

**Overview:** This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA, [RCW 36.70A.040](#)) conduct the “periodic review and update” of **comprehensive plans** and **development regulations** required under [RCW 36.70A.130 \(5\)](#). 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).

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

## Checklist Instructions

Please use the most recent versions of your comprehensive plan and development regulations to fill out each item in the checklist and answer 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 provisions or rules. If you still have questions, visit the Commerce [Periodic Update webpage](#) or contact the [Commerce planner assigned to your region](#).

City of George

City

102 Richmond Ave, PO Box 5277

George, WA 98824

Amy Grace, [cityclerk@cityofgeorge.org](mailto:cityclerk@cityofgeorge.org)

Staff contact, phone + email

**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 has not changed since your previous update, if your jurisdiction has kept current with required inventories, or if there have not 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 \(PUG\)](#).

**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](mailto:reviewteam@commerce.wa.gov). Fill out and attach a [cover sheet](#), a copy of your submittal and this checklist. *Please be advised that Commerce no longer accepts paper submittals.*

For further information about the submittal process, please visit Commerce's [Growth Management Act Laws and Rules webpage](#).

## <sup>New!</sup> Additional Checklists

Supplemental checklists have been created to assist local governments with completion of their periodic updates. In addition to this periodic update checklist, **the below linked checklists are required PUG deliverables if using PUG funds to update housing regulations or a Critical Areas Ordinance.**

### Housing:

[Accessory Dwelling Units \(ADU\) Checklist](#)

[Co-living Checklist](#)

[Expanded Housing Checklist](#)

[Middle Housing Checklist](#)

[Residential Parking Checklist](#)

[STEP Checklist](#) (Emergency Shelter, Transitional Housing, Emergency Housing and Permanent Supportive Housing)

### Critical Areas Ordinance:

[Critical Areas Checklist](#)

## Need help?

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

Or contact [your assigned regional planner](#)

Or contact:

Suzanne Austin, AICP

Senior Planner

Growth Management Services

WA Department of Commerce

509.407.7955

[Suzanne.Austin@commerce.wa.gov](mailto:Suzanne.Austin@commerce.wa.gov)

## Checklist Navigation

Section I: Comprehensive Plan	Section II: Development Regulations
LAND USE	CRITICAL AREAS
HOUSING	ZONING CODE
CAPITAL FACILITIES	SHORELINE MASTER PROGRAM
UTILITIES	RESOURCE LANDS
TRANSPORTATION	ESSENTIAL PUBLIC FACILITIES
SHORELINE	SUBDIVISION CODE
ESSENTIAL PUBLIC FACILITIES	STORMWATER
TRIBAL PLANNING	ORGANIC MATERIALS MANAGEMENT
CLIMATE CHANGE & RESILIENCY	IMPACT FEES
ECONOMIC DEVELOPMENT	CONCURRENCY & TDM
PARKS & RECREATION	TRIBAL PARTICIPATION
OPTIONAL ELEMENTS	REGULATIONS FOR OPTIONAL ELEMENTS
CONSISTENCY	PROJECT REVIEW PROCEDURES
PUBLIC PARTICIPATION	PLAN & REGULATION AMENDMENTS

# Land Use Element

Consistent with countywide planning policies (CPPs) and RCW 36.70A.070(1), amended in 2023

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p><b>UGA requirements and guidance:</b> See RCW 36.70A.110, .130 and WAC 365-196-310 regarding UGA size, patterns of development, modifications (expansions, reductions, swaps), suitability and infrastructure. Coordinate these efforts with the affected cities and also see Commerce's UGA guidance on the <a href="#">periodic update webpage</a>.</p>	<p>YES Executive Summary- Interjurisdictional Coordination</p>	<p>YES</p>	<p>Include Reference to the RCW in language.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>a. The element integrates relevant countywide 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. <a href="#">RCW 36.70A.210</a> <a href="#">WAC 365-196-305</a>  Coordinate these efforts with your county.</p>	<p>YES Land Use- Introduction</p>	<p>YES</p>	<p>Coordinate with Grant County 2027 Plan</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. A future land use map showing land uses, city limits and UGA boundaries. RCW 36.70A.070(1) amended in 2023 and RCW 36.70A.110(6), WAC 365-196-400(2)(d), WAC 365-196-405(2)(b), (c) and (f)</p>	<p>YES Appendix B</p>	<p>TBD</p>	<p>Coordinate with Grant County 2027 Plan</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>c. Consideration of urban planning approaches that increase physical activity and reduce per capita vehicle miles traveled within the jurisdiction, but without increasing greenhouse gas emissions elsewhere in the state. <a href="#">RCW 36.70A.070(1)</a> (amended in 2023) and <a href="#">WAC 365-196-405(2)(i)</a>.  Additional resources: <a href="#">Commerce's Climate guidance</a>, <a href="#">Transportation Efficient Communities' guidance</a>, and the WA Department of Health <a href="#">Washington State Plan for Healthy Communities</a> and <a href="#">Active Community Environment Toolkit</a></p>	<p>YES Executive Summary- Plan Implementation and Monitoring</p>	<p>YES</p>	<p>Noted to incorporate policy in 2027 PU</p>	<p>Completed: <input type="checkbox"/> Date:</p>

<p>d. A consistent population projection throughout the plan which should be consistent with the jurisdiction's allocation of projected countywide population and housing needs, consistent with <a href="#">RCW 36.70A.070 (preamble)</a>, <a href="#">RCW 36.70A.115</a>, <a href="#">RCW 43.62.035</a> and <a href="#">WAC 365-196-405(2)(f)</a></p>	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>e. Estimates of population densities and building intensities based on future land uses and housing needs. <a href="#">RCW 36.70A.070(1)</a> (amended in 2023), <a href="#">WAC 365-196-405(2)(b)</a>, (c) and (f)</p> <p><b>Note:</b> Estimates in the land use element or land capacity analysis should include assumed densities to accommodate housing needs. (see <a href="#">WAC 365-196-210(7)</a>)</p> <p><b>Note:</b> For cities required to plan under the Buildable Lands Program, <a href="#">RCW 36.70A.215</a> amended in 2017, some jurisdictions may need to identify reasonable measures to reconcile inconsistencies. See <a href="#">Commerce's Buildable Lands Program page</a>.</p>	<p>YES Land Use- Anticipated Growth</p>	<p>YES</p>	<p>Needs to be updated to match County's latest allocations</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>f. Provisions for protection of the quality and quantity of groundwater used for public water supplies. <a href="#">RCW 36.70A.070(1)</a> (amended in 2023), <a href="#">WAC 365-196-405(1)(c)</a>; <a href="#">WAC 365-196-485(1)(d)</a></p>	<p>YES Land Use- Policy LU 11A.8</p>	<p>NO</p>	<p>Coordinate data with Grant County's 2027 Plan Buildable Lands Program N/A</p>	<p>Completed: <input type="checkbox"/> Date:</p>

	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</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. <a href="#">RCW 36.70A.150</a> and <a href="#">WAC 365-196-340</a></p>	<p>NO Appendix B</p>	<p>YES</p>	<p>Coordinate with Grant County and Locate Public Properties on Land Use Map</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>h. Identification of open space corridors and green spaces within and between urban growth areas including lands useful for recreation, wildlife habitat, trails and connection of critical areas, and urban and community forests within the UGA. <a href="#">RCW 36.70A.070(1)</a> amended in 2023, <a href="#">RCW 36.70A.160</a> and <a href="#">WAC 365-196-335</a></p>	<p>YES Parks and Recreation- Ref. Comp Parks Plan</p>	<p>YES</p>	<p>Locate Parks on Zoning and Land Use Maps</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<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. <a href="#">RCW 36.70A.510</a>, <a href="#">RCW 36.70.547</a> <b>Note:</b> The plan (and associated regulations) must be filed with the <a href="#">Aviation Division of WSDOT</a>. <a href="#">WAC 365-196-455</a></p>	<p>N/A</p>	<p>N/A</p>		<p>Completed: <input type="checkbox"/> Date:</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. <a href="#">RCW 36.70A.070(1)</a> (amended in 2023) and <a href="#">WAC 365-196-405(2)(e)</a> <b>Note:</b> <a href="#">RCW 90.56.010(27)</a> defines waters of the state. Additional resources: <a href="#">Commerce's climate guidance</a>, <a href="#">Protect Puget Sound Watersheds</a>, <a href="#">Building Cities in the Rain</a>, <a href="#">Ecology Stormwater Manuals</a>, <a href="#">Puget Sound Partnership Action Agenda</a></p>	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</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. <a href="#">RCW 36.70A.030(6)</a>, <a href="#">RCW 36.70A.172</a>, <a href="#">WAC 365-190-080</a>. Best Available Science: see <a href="#">WAC 365-195-900 through -925</a></p>	<p>YES Critical Areas and Resource Lands</p>	<p>NO</p>	<p>CAO will have its own updates</p>	<p>Completed: <input type="checkbox"/> Date:</p>

<p>l. If forest or agricultural lands of long-term commercial significance are designated inside a city: a program authorizing Transfer (or Purchase) of Development Rights. <a href="#">RCW 36.70A.060(4)</a>, <a href="#">RCW 36.70A.170</a></p>	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>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. <a href="#">RCW 36.70A.530(3)</a>, <a href="#">WAC 365-196-475</a></p>	<p>N/A</p>	<p>N/A</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>n. <a href="#">RCW 36.70A.142 (new in 2022)</a>, <a href="#">HB 1799</a>: Development regulations newly developed, updated, or amended after January 1, 2025 allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMMP) to meet OM reduction and diversion goals. Siting must meet criteria described in <a href="#">RCW 70A.205.040(3)</a>. See also <a href="#">RCW 36.70.330</a>. For applicability, see <a href="#">RCW 70A.205.540</a>.</p>	<p>N/A</p>	<p>N/A</p>	<p>Less than 5k tons of waste and less than 25k population</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>o. Give special consideration to achieving environmental justice in goals and policies, including efforts to avoid creating or worsening environmental health disparities. <a href="#">RCW 36.70A.070(1)</a> amended in 2023.</p>	<p>YES Executive Summary- Plan Implementation and Monitoring</p>	<p>YES</p>	<p>Noted to incorporate policy in 2027 PU</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>p. The land use element must reduce and mitigate the risk to lives and property posed by wildfires by using land use planning tools and through wildfire preparedness and fire adaptation measures. <a href="#">RCW 36.70A.070(1)</a> amended in 2023. See also: <a href="#">International Wildland-Urban Interface Code</a> updated in 2021 and <a href="#">WAC 51-55</a> amended in 2023</p>	<p>NO</p>	<p>YES</p>	<p>Noted to incorporate policy in 2027 PU</p>	<p>Completed: <input type="checkbox"/> Date:</p>

## Housing Element

New legislation 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.

For more information about what these housing element requirements involve and what Commerce staff will be reviewing for, please see the [Expanded Housing Checklist](#) located on the [Updating GMA Housing Elements](#) webpage.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. Goals, policies and objectives for:</p> <ul style="list-style-type: none"> <li>the preservation, improvement and development of housing <a href="#">RCW 36.70A.070(2)(b)</a>; and</li> <li>moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes, within an urban growth area boundary, <a href="#">RCW 36.70A.070(2)(b)</a> amended in 2021 and <a href="#">WAC 365-196-410(2)(a)</a>; and</li> <li>Consideration of housing locations in relation to employment locations and the role of ADUs. <a href="#">RCW 36.70A.070(2)(d)</a> new in 2021 and <a href="#">WAC 365-196-410(2)(e)(v)</a></li> <li>Consideration of the role of accessory dwelling units (ADUs) in meeting housing needs. <a href="#">RCW 36.70A.070(2)(d)(iv)</a> amended in 2021 and <a href="#">WAC 365-196-410(2)(e)(vi)</a></li> </ul>	<p>YES</p> <p>Housing Element-Objective H 2B Housing Goal 1 Objective H1.B</p>	<p>YES</p>	<p>Include new ADU legislation</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>b. An inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of countywide housing need, as provided by Commerce. <a href="#">RCW 36.70A.070(2)(a)</a> amended in 2021 and <a href="#">WAC 365-196-410(2)(b)</a> and <a href="#">(c)</a></p>	<p>YES</p> <p>Housing Element-Inventory</p>	<p>YES</p>	<p>Update and Coordinate with County Data from 2027-2047</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	
<p>c. 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 and permanent supportive housing. <b>RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-300(4)(f) and WAC 365-196-410(2)(d).</b> See also Chapter 3 of <a href="#">Guidance to Update Your Housing Element</a> (Pages 18-50)</p>	<p>YES Housing Element-Inventory</p>	<p>YES</p>	<p>Review current Data</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. Adequate provisions for existing and projected housing needs for all economic segments of the community, including documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations. <b>RCW 36.70A.070(2)(d) amended in 2021, WAC 365-196-010(1)(g)(ii), WAC 365-196-300(4)(f) and WAC 365-196-410(2)(e),</b> and see Chapter 4 of <a href="#">Guidance to Update Your Housing Element</a> (pages 51-71)</p>	<p>YES Housing Element-Inventory</p>	<p>YES</p>	<p>Review current Data</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>e. Identify local policies and regulations that result in racially disparate impacts, displacement and exclusion in housing, including:</p> <ul style="list-style-type: none"> <li>• Zoning that may have a discriminatory effect;</li> <li>• Disinvestment; and</li> <li>• Infrastructure availability</li> </ul> <p><b>RCW 36.70A.070 (2)(e) new in 2021 and WAC 365-196-410(2)(f)</b></p>	<p>NO</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>

<p>f. 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.  <a href="#">RCW 36.70A.070(2)(f)</a> new in 2021 and <a href="#">WAC 365-196-410(2)(f)</a></p>	<p>In Current Plan?          Yes/No          If yes, cite section</p>	<p>Changes needed to meet current statute?          Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/>          Date:</p>
<p>g. 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.  <a href="#">RCW 36.70A.070(2)(g)</a> new in 2021 and <a href="#">WAC 365-196-410(2)(g)</a>          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.  <a href="#">RCW 36.70A.070(2)(h)</a> new in 2021 and <a href="#">WAC 365-196-410(2)(h)</a>          See also: <a href="#">Support Materials for Racially Disparate Impacts, Exclusion and Displacement Work</a></p>	<p>NO</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/>          Date:</p>

## 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 green infrastructure, 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 CPPs, and [RCW 36.70A.070\(3\)](#) amended in 2023. Jurisdictions should make a good faith effort to incorporate these items to be consistent with the legislation.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/>
a. Policies or procedures to ensure capital budget decisions are in conformity with the comprehensive plan. <a href="#">RCW 36.70A.120</a>	YES Capital Facilities Element- Introduction	NO		Completed: <input type="checkbox"/> Date:
b. An inventory of existing capital facilities owned by public entities, <b>including green infrastructure</b> . <a href="#">RCW 36.70A.070(3)(a)</a> amended in 2023 and <a href="#">WAC 365-196-415(1)(a)</a>	YES Capital Facilities Element- Capital facilities Inventory	YES	Provide a table for easier reference.	Completed: <input type="checkbox"/> Date:
c. A forecast of needed capital facilities. <a href="#">RCW 36.70A.070(3)(b)</a> and <a href="#">WAC 365-196-415(1)(b)</a> <b>Note:</b> The forecast of future need should be based on projected population, housing and adopted levels of service (LOS) over the planning period.	YES Capital Facilities Element- Table CF-1	YES	Need to update the LOS projections and analyze impacts on capital facilities	Completed: <input type="checkbox"/> Date:
d. Proposed locations and capacities of expanded or new capital facilities. <a href="#">RCW 36.70A.070(3)(c)</a> and <a href="#">WAC 365-196-415(1)(c)</a> and <a href="#">(3)(e)</a> Infrastructure investments should consider equity and plan for any potential displacement impacts.	NO	YES	Add existing and future Capital Facility locations to the land use map.	Completed: <input type="checkbox"/> Date:
e. A six-year plan (at minimum) that will finance such capital facilities within projected funding capacities and identify sources of public money to finance planned capital facilities. <a href="#">RCW 36.70A.070(3)(d)</a> , <a href="#">RCW 36.70A.120</a> , <a href="#">WAC 365-196-415(1)(d)</a>	YES Capital Facilities Element- Table CF-3	YES		Completed: <input type="checkbox"/> Date:

<p>f. A policy or procedure to reassess the land use element if probable funding falls short of meeting existing needs: <a href="#">RCW 36.70A.070(3)(e)</a>, <a href="#">WAC 365-196-415(2)(d)</a></p> <p><b>Note:</b> park and recreation facilities shall be included in the capital facilities plan element.</p>	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>g. If impact fees are collected: identification of public facilities on which money is to be spent. <a href="#">RCW 82.02.050(5)</a> and <a href="#">WAC 365-196-850(3)</a></p>	<p>N/A</p>	<p>N/A</p>	<p>Add a Policy addressing this</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>h. Identify and include information about all public entities, including special purpose districts that own capital facilities. <a href="#">RCW 36.70A.070 (3)</a> amended in 2023</p>	<p>YES Capital Facilities Element- Table CF-3</p>	<p>YES</p>	<p>Make other Public Entities more Clearly defined.</p>	<p>Completed: <input type="checkbox"/> Date:</p>

### Utilities Element

Consistent with relevant CPPs and [RCW 36.70A.070 \(4\)](#) amended in 2023. Utilities include, but are not limited to: sanitary sewer systems, water lines, fire suppression, electrical, telecommunications and natural gas systems. Jurisdictions should make a good faith effort to incorporate these items to be consistent with the legislation.

<p>a. The general location, proposed location and capacity of all existing and proposed utilities, to include telecommunications. <a href="#">RCW 36.70A.070(4)(a)</a> amended in 2023 and <a href="#">WAC 365-196-420</a></p>	<p>YES Utilities Element- Services Inventory</p>	<p>YES</p>	<p>Review most current service providers</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. Identify and include information and contact information about all public entities, including special purpose districts that own utility systems. <a href="#">RCW 36.70A.070 (4)(b)</a> new in 2023</p>	<p>NO</p>	<p>YES</p>	<p>Add a Utility list and contact table</p>	<p>Completed: <input type="checkbox"/> Date:</p>

# Transportation Element

Consistent with relevant CPPs and [RCW 36.70A.070 \(6\)](#) amended in 2023 by HB 1181. See also the new climate element below for jurisdictional requirements.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. An inventory of air, water and ground transportation facilities and services, including transit alignments, active transportation facilities, state-owned transportation facilities and general aviation airports. <a href="#">RCW 36.70A.070(6)(a)(iii)(A)</a> amended in 2023 and <a href="#">WAC 365-196-430(2)(c)</a></p>	NO	YES	Include a map and table of additional transportation modes in addition to streets.	Completed: <input type="checkbox"/> Date:
<p>b. Adopted multimodal levels of service standards for all locally owned arterials, locally and regionally operated transit routes that serve UGAs, state-owned or operated transit routes that serve urban areas if the department of transportation has prepared such standards, and active transportation facilities to serve as a gauge to judge performance of the system and success in helping to achieve environmental justice. <a href="#">RCW 36.70A.070(6)(a)(iii)(B)</a> and <a href="#">(C)</a> amended in 2023, <a href="#">WAC 365-196-430</a></p>	YES Transportation Element- Level of Service	YES	Section needs to be coordinated with QUADCO and County Plan	Completed: <input type="checkbox"/> Date:
<p>c. Identification of specific actions to bring transportation facilities and services to established multimodal LOS. <a href="#">RCW 36.70A.070(6)(a)(iii)(D)</a> amended in 2023, <a href="#">WAC 365-196-430</a></p>	YES Transportation Element- T Goal 1	YES		Completed: <input type="checkbox"/> Date:
<p>d. A forecast of multimodal transportation for a minimum of 10 years including land use assumptions used in estimating travel. <a href="#">RCW 36.70A.070(6)(a)(i)</a>, <a href="#">RCW 36.70A.070(6)(a)(iii)(E)</a> amended in 2023, <a href="#">WAC 365-196-430(2)(f)</a></p>	YES Transportation Element- Transportation 10 yr Forecast	YES	Coordinate with QUADCO Plan	Completed: <input type="checkbox"/> Date:

<p>e. A projection of state and local system needs to equitably meet current and future demand and equitably implement the multimodal network: <a href="#">RCW 36.70A.070(6)(a)(iii)(F) amended in 2023</a>, <a href="#">WAC 365-196-430(1)(c)(vi)</a> and <a href="#">RCW 47.06</a></p>	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>f. A transition plan for transportation as required in <a href="#">Title II of ADA</a>. Perform self-evaluations of current facilities and develop a program access plan to address deficiencies and achieve the identification of physical obstacles, establish methods, perform modifications and identify leadership roles. <a href="#">RCW 36.70A.070(6)(a)(iii)(G) new in 2023</a>.</p>	<p>NO</p>	<p>YES</p>	<p>Coordinate with QUADCO Plan</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>g. An active transportation component to include collaborative efforts to identify and designate planned improvements for active transportation facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles. <a href="#">RCW 36.70A.070(6)(a)(vii) amended in 2023</a>, <a href="#">WAC 365-196-430(2)(i)</a></p>	<p>YES Transportation Element- Sidewalks and Walking Paths, Obj T 1B</p>	<p>YES</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>h. A description of any existing and planned transportation demand management (TDM) strategies, such as HOV lanes or subsidy programs, parking policies, etc. <a href="#">RCW 36.70A.070(6)(a)(vi)</a> and <a href="#">WAC 365-196-430(2)(i)(i)</a></p>	<p>NO</p>	<p>YES</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>i. An analysis of future funding capability to judge needs against probable funding resources. <a href="#">RCW 36.70A.070(6)(a)(iv)(A)</a>, <a href="#">WAC 365.196-430(2)(k)(iv)</a></p>	<p>NO</p>	<p>YES</p>		<p>Completed: <input type="checkbox"/> Date:</p>

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>j. 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. <a href="#">RCW 36.70A.070(6)(a)(iv)(B)</a> and <a href="#">RCW 35.77.010, WAC 365-196-430(2)(k)(ii)</a></p>	YES Capital Facilities-Transportation System	NO		Completed: <input type="checkbox"/> Date:
<p>k. If probable funding falls short of meeting identified needs of the transportation system, including state transportation facilities, 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. <a href="#">RCW 36.70A.070(6)(a)(iv)(C)</a> amended in 2023, <a href="#">WAC 365-196-430(2)(l)(iii)</a></p>	NO	YES	Add Policy addressing this	Completed: <input type="checkbox"/> Date:
<p>l. 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. <a href="#">RCW 36.70A.070(6)(a)(v)</a>; <a href="#">WAC 365-196-430(1)(e)</a> and <a href="#">430(2)(a)(iii)</a></p>	NO	YES	Coordinate with QUADCO Plan and create coordination policies.	Completed: <input type="checkbox"/> Date:

## 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 [RCW 90.58](#) shall be considered an element of the county or city's comprehensive plan.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. The policies, goals, and provisions of <a href="#">RCW 90.58</a> 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 <a href="#">RCW 36.70A.070</a>, <a href="#">36.70A.040(4)</a>, <a href="#">35.63.125</a>, <a href="#">35A.63.105</a>, <a href="#">36.70A.480</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:
<p>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 <a href="#">RCW 90.58.060</a>.</p> <p><b>Note:</b> see <a href="#">Ecology's Shoreline planners' toolbox</a> for the SMP Checklist and other resources.</p>	N/A	N/A		Completed: <input type="checkbox"/> Date:
<p>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 <a href="#">RCW 36.70A.030(5)</a> and have been designated as such by a local government pursuant to <a href="#">RCW 36.70A.060(2)</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:
	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute?	Notes	

		Yes/No		
<p>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 <a href="#">RCW 90.58.030(2)(f)</a>, then the local jurisdiction shall continue to regulate those critical areas and their required buffers pursuant to <a href="#">RCW 36.70A.060(2)</a>.</p>	N/A	N/A		<p>Completed: <input type="checkbox"/> Date:</p>

**Provisions for siting essential public facilities (EPFs)**  
 Consistent with countywide planning policies (CPPs) and [RCW 36.70A.200](#), amended in 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 are part of CPPs.

<p>a. A process or criteria for identifying and siting essential public facilities (EPFs). <a href="#">RCW 36.70A.200</a> and <a href="#">WAC 365-196-550(1)</a></p> <p><b>Notes:</b> <a href="#">RCW 36.70A.200</a>, amended 2021 regarding reentry and rehabilitation facilities. EPFs are defined in <a href="#">RCW 36.70A.200</a>.</p> <p>Regional transit authority facilities are included in the list of essential public facilities.</p>	NO	YES	<p>Add paragraph to the Capital facility Element about Essential Public Facilities.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. Policies or procedures that ensure the comprehensive plan does not preclude the siting of EPFs. <a href="#">RCW 36.70A.200(5)</a></p> <p><b>Note:</b> If the EPF siting process is in the CPPs, this policy may be contained in the comprehensive plan as well. <a href="#">WAC 365-196-550(3)</a></p>	YES- Capital Facilities- Policy CF 1D.8 (7)	YES	<p>Need to expand language as noted above</p>	<p>Completed: <input type="checkbox"/> Date:</p>

## Tribal Participation in Planning new in 2022 (see HB 1717)

A federally recognized Indian tribe may voluntarily choose (opt-in) to participate in the local and regional planning processes. See Commerce's new Tribal Planning Coordination for GMA webpage for guidance and staff contacts. See also the Governor's Office of Indian Affairs map of federally recognized tribes of Washington State.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
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: <a href="#">RCW 36.70A.040(8)(a)</a> new in 2022, <a href="#">RCW 36.70A.190</a> new in 2022	NO	YES	Add Language that the City will be open to a memorandum if they provide notice.	Completed: <input type="checkbox"/> Date:
b. Port elements, if adopted, are developed collaboratively between the city, the applicable port and the applicable tribe(s), which shall comply with <a href="#">RCW 36.70A.040(8)</a> . <a href="#">RCW 36.70A.085</a> amended in 2022	N/A	N/A		Completed: <input type="checkbox"/> Date:
c. Urban Growth Areas: counties and cities coordinate planning efforts for any areas planned for urban growth with applicable tribe(s). <a href="#">RCW 36.70A.110(1)</a> amended 2022, <a href="#">RCW 36.70A.040(8)</a>	NO	YES	Add language to coordinate annexation into UGA with Tribes	Completed: <input type="checkbox"/> Date:

## Climate Change and Resiliency Element

RCW 36.70A.070 and RCW 36.70A.095 (Refer to [HB 1181, Laws 2023](#)). Starting with periodic updates due in 2025, a climate element (chapter) must be designed to reduce greenhouse gas (GHG) emissions and vehicle miles traveled (VMT), and plan for resiliency and support environmental justice. A climate element can take the form of a single comprehensive plan chapter or be integrated into several chapters, such as housing, transportation and land use. Per RCW 36.70A.070 (9)(d)(i), GHG reduction goals, policies and programs not specifically identified in the guidelines must be based on scientifically credible projections and scenarios likely to result in equivalent harm avoidance, GHG emission reductions, and/or per capita VMT reductions.

The climate element is composed of two subelements, the resiliency subelement and greenhouse gas emissions reduction subelement. All fully-planning jurisdictions must have a resiliency subelement. In addition, the following 11 counties and their cities with a population greater than 6,000 as of April 1, 2021 must have a greenhouse gas (GHG) emissions reduction subelement:

- Benton
- Clark
- Franklin
- King
- Kitsap
- Pierce
- Skagit
- Snohomish
- Spokane
- Thurston
- Whatcom

### Resiliency Subelement (a.–d. required for all fully planning jurisdictions)

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. Specific goals, policies and programs that identify, protect and enhance <b>natural areas</b> to foster resiliency to climate impacts, as well as areas of <b>vital habitat</b> for safe passage and species migration. <a href="#">RCW 36.70A.070(9)</a></p>	<p>YES Transportation-Policy T 1E.1 Executive Summary-Plan Implementation, GMA Goals</p>	<p>YES</p>	<p>Working through Climate Planning Resiliency Sub Element Development now.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. Specific goals, policies and programs that identify, protect and enhance <b>community resiliency</b> to climate change impacts, including <b>social, economic and built environment factors</b> that support adaptation to climate impacts consistent with environmental justice. <a href="#">RCW 36.70A.070(9)</a></p>	<p>NO</p>	<p>YES</p>	<p>Working through Climate Planning Resiliency Sub Element Development now.</p>	<p>Completed: <input type="checkbox"/> Date:</p>

<p>c. Specific goals, policies and programs that address <b>natural hazards created or aggravated by climate change</b>, including sea level rise, landslides, flooding, drought, heat, smoke, wildfire and other effects of changes to temperature and precipitation patterns. <a href="#">RCW 36.70A.070(9)</a></p> <p><b>Note:</b> include a goal and supportive policy for each climate-exacerbated hazard that is relevant to your jurisdiction.</p>	<p>In Current Plan? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. <b>Prioritize actions (pursuant to a-c) that benefit overburdened communities</b> that will disproportionately suffer from compounding environmental impacts and will be most impacted by natural hazards due to climate change. <a href="#">RCW 36.70A.070(9)</a></p> <p><b>Note:</b> Commerce recommends that the jurisdiction document their efforts and engagement activities with overburdened communities to identify actions that benefit them and include it as an appendix to the record.</p>	<p>NO</p>	<p>YES</p>	<p>Working through Climate Planning Resiliency Sub Element Development now.</p>	<p>Completed: <input type="checkbox"/> Date:</p>

**Greenhouse Gas (GHG) Emissions Reduction Subelement (e. – i. only required for jurisdictions listed above, specified in RCW 36.70A.095)**

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>e. Greenhouse gas emissions reduction subelements must include goals and policies to <b>reduce emissions and per capita vehicle miles traveled</b>. <a href="#">RCW 36.70A.020(14)</a> new in 2023</p> <p><b>Note:</b> Commerce <b>recommends</b> that jurisdictions use 2022 as a baseline year for their GHG inventories and set incremental targets that lead to achieving Washington’s economy-wide target of net zero emissions in 2050 set forth in <a href="#">RCW 70A.45.020(1)</a>. Commerce also recommends that jurisdictions should, at a minimum, include goals and policies within the following sectors: Transportation; Buildings &amp; Energy; and, Zoning &amp; Development.</p>	N/A	N/A		Completed: <input type="checkbox"/> Date:
<p>f. Identified actions that the jurisdiction will take during the planning cycle that will result in reductions in overall GHG emissions generated by <b>transportation</b> within the jurisdiction. <a href="#">RCW 36.70A.070(9)</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:
<p>g. Identified actions that the jurisdiction will take during the planning cycle that will result in reductions in overall GHG emissions generated by <b>land use</b> within the jurisdiction. <a href="#">RCW 36.70A.070(9)(d)</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:
<p>h. Identified actions that the jurisdiction will take during the planning cycle that will result in <b>reductions in per capita vehicle miles traveled (VMT)</b> within the jurisdiction. <a href="#">RCW 36.70A.070(9)(d)</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>i. <b>Prioritize GHG and VMT reductions that benefit overburdened communities</b> in order to maximize the co-benefits of reduced air pollution and environmental justice. <a href="#">RCW 36.70A.070(9)</a></p> <p><b>Note:</b> Commerce recommends that the jurisdiction document their engagement activities with overburdened communities to identify GHG and VMT reductions that benefit them and include it as an appendix to the record.</p>	N/A	N/A		Completed: <input type="checkbox"/> Date:

**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><b>Economic Development</b></p> <p>Although included in <a href="#">RCW 36.70A.070</a> "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. <a href="#">RCW 36.70A.070(7)</a> amended in 2017</p>	<p>YES Economic Development Element</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p><b>Parks and Recreation</b></p> <p>Implements and is consistent with the capital facilities plan. Include a ten-year demand estimate, evaluation of service and facilities needs and evaluation of tree canopy coverage within UGAs. <a href="#">RCW 36.70A.070(8)</a> amended in 2023</p> <p>Although included in <a href="#">RCW 36.70A.070</a> "mandatory elements" a parks and recreation element is not currently required because the state did not provide funding to assist in developing local elements when this provision was added to the GMA. However, parks, recreation and open space planning are GMA goals, and it is important to plan for and fund these facilities.</p>	<p>YES Parks and Recreation Element</p>	<p>References the City's Comprehensive Parks Plan- Does not Include Tree Canopy Coverage.</p>	<p>Completed: <input type="checkbox"/> Date:</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	
Sub-Area Plans	NO		Completed: <input type="checkbox"/> Date:
Conservation	NO		Completed: <input type="checkbox"/> Date:
Recreation	YES		Completed: <input type="checkbox"/> Date:
Solar Energy	NO		Completed: <input type="checkbox"/> Date:

## 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>a. All plan elements must be consistent with each other and the GMA. RCW 36.70A.070 (<a href="#">preamble</a>), <a href="#">100</a>, and <a href="#">210</a>, <a href="#">WAC 365-196-305</a>, <a href="#">400(2)(c)</a>, <a href="#">500</a>, <a href="#">510</a> and <a href="#">520</a></p>	<p>YES Executive Summary- Interjurisdictional Coordination, &amp; Consistency with GMA Transportation Element- Policy T 1F.6</p>	<p>NO</p>	<p>Use some clarification and name the specific county wide planning agencies.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. All plan elements must be consistent with each other. RCW 36.70A.070 (<a href="#">preamble</a>) and <a href="#">WAC 365-196-500</a></p>	<p>YES Executive Summary-Plan implementation and monitoring</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>c. The plan must be coordinated with the plans of adjacent jurisdictions. <a href="#">RCW 36.70A.100</a> and <a href="#">WAC 365-196-520</a></p>	<p>YES Executive Summary- Interjurisdictional Coordination, &amp; Consistency with GMA</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<h3>Public Participation</h3>				
<p>a. Plan ensures public participation in the comprehensive planning process. <a href="#">RCW 36.70A.020(11)</a>, <a href="#">.035</a>, and <a href="#">.140</a>, <a href="#">WAC 365-196-410(2)(f)(i)(A)</a> and <a href="#">(B)</a> and <a href="#">WAC 365-196-600(3)</a> provides possible public participation choices.</p>	<p>YES Executive Summary- Community Involvement &amp; Growth management Goals</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. If the process for making amendments is included in the comprehensive plan:</p>	<p>YES Executive Summary-Plan</p>	<p>YES</p>	<p>Need to include provision for emergency amendments and add the definition. Include in and Reference the Development Regulation</p>	<p>Completed: <input type="checkbox"/> Date:</p>

<ul style="list-style-type: none"> <li>The plan provides that amendments are to be considered no more often than once a year, not including the exceptions described in <a href="#">RCW 36.70A.130(2)</a>, <a href="#">WAC365-196-640</a></li> <li>The plan sets out a procedure for adopting emergency amendments and defines emergency. <a href="#">RCW 36.70A.130(2)(b)</a> and <a href="#">RCW 36.70A.390</a> new in 2021 (<a href="#">HB 1220</a>), <a href="#">WAC 365-196-650(4)</a></li> </ul>	Implementation and Monitoring		17.55.060, instead of writing twice.	
<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. <a href="#">WAC 365-196-660</a> discusses a potential review of growth management implementation on a systematic basis. <a href="#">2021-2022 legislation HB 1241</a> provides that those jurisdictions with a periodic update due in 2024 have until December 31, 2024 to submit. <b>This legislation also changed the update cycle to every ten years after the 2024-2027 cycle.</b> Jurisdictions that meet the new criteria described in <a href="#">RCW 36.70A.130(9)</a> will be required to submit an <a href="#">implementation progress report</a> five years after the review and revision of their comprehensive plan.</p>	<p>YES</p> <p>Executive Summary-Plan Implementation and Monitoring</p>	<p>NO</p>	<p>Populations less than 6000, do not require the 5-yr implementation progress report.</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</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. <a href="#">RCW 36.70A.370</a>. For further guidance see the <a href="#">2018 Advisory Memo on the Unconstitutional Taking of Private Property</a></p>	<p>YES</p> <p>Executive Summary- Growth management Goals</p> <p>Land Use Element- Policy LU4A.3</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

<p>e. Encourage the involvement of citizens in the planning process, including the participation of vulnerable populations and overburdened communities, and ensure coordination between communities and jurisdictions to reconcile conflicts. <a href="#">HB 1181 (2023)</a> revised <a href="#">RCW 36.70A.020</a> Planning Goals for inclusion of vulnerable populations and overburdened communities. <a href="#">RCW 36.70A.035</a> Public Participation was not amended under HB 1181.</p>	<p>YES Executive Summary- Community Involvement</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>
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## 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

Note: Please review the new 2025 housing laws in the [Washington State Housing Laws of 2019 through 2025 guidance on Commerce’s Planning for Housing webpage](#).

For a personalized list of housing requirements applicable to your jurisdiction, see the [Housing Planning Requirements Tool](#), which can be downloaded here: [Housing Planning Requirements Tool](#).

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. Zoning designations are consistent and implement land use designations that accommodate future housing needs by income bracket as allocated through the countywide planning process. (<a href="#">RCW 36.70A.070(2)(c)</a> - amended in 2021 and <a href="#">RCW 36.70A.115</a>)</p> <p><b>Note:</b> Zoning must reflect sufficient land capacity for all income housing needs, including emergency housing and permanent supportive housing.</p>	<p>YES 19.20.030- Allowed Uses</p>	<p>YES</p>	<p>Need to add language for emergency housing and shelters, and foster care.</p>	<p>Completed: <input type="checkbox"/> Date:</p>

<p>b. Permanent supportive housing and transitional housing must be allowed where residences and hotels are allowed. Any limitations on occupancy, spacing or intensity of use must be connected to public health and safety and allow the siting of a sufficient number of units and beds necessary to meet projected housing needs. <a href="#">RCW 35A.21.430 new in 2021</a>, <a href="#">RCW 35.21.683 new in 2021</a> (HB 1220)</p> <p>“permanent supportive housing” is defined in <a href="#">RCW 36.70A.030(33)</a>; “transitional housing” is defined in <a href="#">RCW 84.36.043(3)(c)</a></p> <p>For more information about housing regulatory changes regarding emergency shelters, transitional housing, emergency housing and permanent supportive housing (STEP) see <a href="#">STEP Checklist</a> on the <a href="#">Updating GMA Housing Elements webpage</a>. (<a href="#">Housing Element Book 2</a>, (pages 43-50) and <a href="#">STEP Model Ordinance, User Guide and Best Practices Report</a> (pages 27-28)</p>	<p>In Current Regs? Yes/No</p> <p>If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
	<p>NO</p>	<p>YES</p>	<p>Need to include with allowed uses and ad a definition for both.</p>	

<p>c. Indoor emergency shelters and indoor emergency housing must 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. Any limitations on emergency housing and emergency shelter must be connected to public health and safety and allow the siting of a sufficient number of units and beds necessary to meet projected needs. <a href="#">RCW 35A.21.430</a> new in 2021, <a href="#">RCW 35.21.683</a>, new in 2021</p>	<p>In Current Regs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>“emergency housing” is defined in <a href="#">RCW 36.70A.030(15)</a>; “emergency shelter” is defined in <a href="#">RCW 36.70A.030(16)</a>  (<a href="#">Housing Element Book 2</a> (pages 43-50) and <a href="#">STEP Model Ordinance, User Guide and Best Practices Report</a> (pages 27-28))</p>	<p>NO</p>	<p>YES</p>	<p>Need to include with allowed uses and add a definition.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. 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. (<a href="#">HB 5235</a>) <a href="#">RCW 35.21.682</a> new in 2021, <a href="#">RCW 35A.21.314</a> new in 2022</p>	<p>NO- No occupancy limit is identified.</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>

<p>e. May not require off-street parking as a condition of permitting the following types of residential projects: affordable housing, new construction or the retrofit of existing buildings meeting passive house requirements, modular construction, or mass timber construction. <a href="#">RCW 36.70A.817 (new in 2025)</a></p> <p><b>Due:</b> The sooner of six months after the next periodic update or six months after the next 5-year implementation progress report.</p>	<p>In Current Regs? Yes/No</p> <p>If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p> <p>Add language consistent with the RCW</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>f. Parking requirements must allow tandem, gravel or grass pavers and new spaces must be at least 8 by 20 feet in size. Existing and non-conforming parking must be allowed to meet parking requirements for up to six spaces. <a href="#">RCW 36.70A.622, new in 2024</a>. See <a href="#">Residential Parking Checklist</a> for more parking details.</p>	<p>YES 19.54.030</p> <p>No prohibition on types of parking</p>	<p>YES</p>	<p>Add provision for existing non-conforming parking and change min. parking size from 9x20 to 8x20.</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>g. Family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial <a href="#">RCW 36.70A.450</a>. Review <a href="#">RCW 43.216.010</a> for definition of family day care provider and <a href="#">WAC 365-196-865</a> for more information.</p>	<p>YES 19.20.030 19.30.030</p>	<p>YES</p>	<p>New Legislation RCW 35.21.996 for Day Care Facilities too.</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>h. <a href="#">New in 2025, ESSB 5509</a>: cities, towns and code cities must allow childcare centers outright (permitted without special review and approval) in all zones except industrial zones, light industrial zones and open space zones (jurisdictions may require conditional use permits in industrial and light industrial).</p> <p><b>Due: June 30, 2027, for cities with periodic updates due June 30, 2027. Other cities are due July 27, 2027.</b></p>	<p>NO 19.20.030 19.30.030</p>	<p>YES</p>	<p>Expand allowed use of Childcare in Residential Zones</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

<p>i. Manufactured housing is regulated the same as site built housing. <a href="#">RCW 35.21.684</a> amended in 2019, <a href="#">RCW 35.63.160</a>, <a href="#">RCW 35A.21.312</a> amended in 2019 and <a href="#">RCW 36.01.225</a> 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>In Current Regs? Yes/No If yes, cite section</p> <p>YES 19.20.150</p>	<p>Changes needed to meet current statute? Yes/No</p> <p>NO</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>j. Two accessory dwelling units (ADUs) must be allowed on all residential lots that allow single family homes within an urban growth area, with some limitations. See Commerce's ADU webpage for more information: <a href="#">RCW 36.70A.680</a> and <a href="#">RCW 36.70A.681</a> (new in 2023) Use the <a href="#">ADU checklist</a> on the <a href="#">ADU webpage</a> to review local regulations and update consistent with state statute. Any conflicting rules will be preempted by state statute on the due date of the periodic update.</p>	<p>NO</p>	<p>YES</p>	<p>Add ADU policy by reviewing the ADU guidance and checklist.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>k. If subject to middle housing requirements use the <a href="#">Middle Housing Checklist</a> to review and update code requirements prior to deadline: <a href="#">RCW 36.70A.635</a>, new in 2023 Any conflicting rules will be preempted by state statute on the due date of the periodic update. <b>Model Ordinances:</b> there are two model ordinances based on city population size. Additional resources are available for preempted cities, including a building permit review checklist. See the <a href="#">Middle Housing webpage</a> for more information and guidance documents.</p>	<p>N/A</p>	<p>N/A</p>		<p>Completed: <input type="checkbox"/> Date:</p>

<p>1. Co-living must be allowed as a permitted use on any lot located within an urban growth area that allows at least six multifamily residential units, including on a lot zoned for mixed use development. <a href="#">RCW 36.70A.535</a>, <a href="#">new in 2024</a> contains specific standards for size, density calculations, connection fees and parking.</p> <p><b>Must be adopted by December 31, 2025</b></p> <p><b>Note:</b> see new <a href="#">Co-living Checklist and guidance on the middle housing webpage</a>.</p>	<p>In Current Regs? Yes/No</p> <p>If yes, cite section</p> <p>NO</p>	<p>Changes needed to meet current statute? Yes/No</p> <p>YES</p>	<p>Notes</p> <p>Add to the R-3 Zone as an allowed use and definition.</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>m. 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. <a href="#">RCW 36.70A.410</a>, <a href="#">RCW 70.128.140</a> and <a href="#">150</a>, <a href="#">RCW 49.60.222-225</a> and <a href="#">WAC 365-196-860</a></p>	<p>NO</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>n. Affordable housing programs enacted or expanded under <a href="#">RCW 36.70A.540</a> amended in <a href="#">2022</a> 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. <a href="#">WAC 365-196-300</a></p>	<p>NO</p>	<p>NO</p>	<p>Optional to incentivize?</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

<p>o. Only certain regulations may be placed on outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization. <a href="#">RCW 35.21.915</a> and <a href="#">RCW 35A.21.360</a>, amended in 2020</p>	<p>In Current Regs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>p. Allow an increased density bonus consistent with local needs for any affordable housing development of any single-family or multi-family residence located on real property owned or controlled by a religious organization. <a href="#">RCW 36.70A.545</a>, new in 2019.</p>	<p>NO</p>	<p>YES</p>	<p>Add to the allowed uses tables with footnotes.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>q. Reduce restrictions for additional housing units within existing commercial, mixed-use and multi-family buildings by exempting the added units from density limits, parking and other regulatory requirements. <a href="#">RCW 35A.21.440</a>, new in 2023 and <a href="#">RCW 35.21.990</a>, new in 2023, (HB 1042) updated in 2025 by HB 1757</p>	<p>NO</p>	<p>YES</p>	<p>Include exemption for adding housing units to existing commercial structures.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>r. Retrofits of existing buildings to be used for residential housing must be allowed to project into required setbacks and exceed height limits by up to eight inches to accommodate the addition of necessary insulation. Gross floor area must be measured from the interior face of the exterior walls. RCW 36.70A.810, new in 2025. <b>Due:</b> The sooner of six months after the next periodic update or six months after the next <a href="#">5-year implementation progress report</a>.</p>	<p>NO</p>	<p>YES</p>	<p>Add note for allowance</p>	<p>Completed: <input type="checkbox"/> Date:</p>
	<p>In Current Regs? Yes/No</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	

<p>s. May not require façade modulation or upper-level setbacks as a condition of permitting the following types of residential projects: affordable housing, new construction or retrofit of existing buildings meeting passive house requirements, conversion of existing buildings to housing or mixed-use development that includes housing, modular construction, or mass timber construction. <b>RCW 36.70A.815, new in 2025</b></p> <p><b>Due:</b> The sooner of six months after the next periodic update or six months after the next <u>5-year implementation progress report</u></p>	<p>If yes, cite section</p>			<p>Completed: <input type="checkbox"/> Date:</p>
<p>t. Must not adopt, impose or enforce requirements on an affordable housing development that are different than the requirements imposed on housing developments generally. <b>RCW 36.130.020 (2008)</b></p>	<p>NO</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>u. May not require unit sizes for affordable housing units for low-income or very low-income households to exceed 400 sq. ft. for a studio unit, 550 sq. ft. for a one-bedroom unit, 750 sq. ft. for a two-bedroom unit, and 1,000 sq. ft. for a three-bedroom unit. If the average unit size in the project is smaller than the size requirements in this section, in which case the city must allow the affordable housing units to be of a comparable size as the market rate units. <b>RCW 36.70A.819, new in 2025</b></p> <p><b>Due:</b> The sooner of six months after the next periodic update or six months after the next <u>5-year implementation progress report</u></p>	<p>NO</p>	<p>NO</p>	<p>No limitations are set.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
	<p>In Current Regs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute?</p>	<p>Notes</p>	

		Yes/No		
<p>v. New construction or retrofits of existing buildings for residential housing and for buildings meeting passive house requirements must be allowed to project into required setbacks and exceed height limits by up to eight inches to accommodate the addition of necessary insulation. Gross floor area must be measured from the interior face of the exterior walls. <a href="#">RCW 36.70A.810</a> and <a href="#">.812</a>, new in 2025</p> <p><b>Due:</b> The sooner of six months after the next periodic update or six months after the next <u>5-year implementation progress report</u></p>		NO	Add note for allowance	Completed: <input type="checkbox"/> Date:
<p>w. Must allow a building to exceed maximum roof height limits by at least 48 inches to accommodate a roof-mounted solar energy panel. <a href="#">RCW 36.70A.813</a>, new in 2025.</p> <p><b>Due:</b> The sooner of six months after the next periodic update or six months after the next <u>5-year implementation progress report</u>.</p>		NO	Add note for allowance to 19.20.050 footnotes	Completed: <input type="checkbox"/> Date:
<p>x. Implement comprehensive plan and adequate provisions for all economic segments in the development regulations with the periodic update. RCW 36.70A.130(1)(a) and (5)(a), RCW 36.70A.070(2)(d) and recent case law <a href="#">(Futurewise, Kian Bradley, and Trevor Reed v. City of Mercer Island, 2025, p. 41)</a>.</p>		NO	Add language from RCW 36.70A.070(2)(d)	Completed: <input type="checkbox"/> Date:

<p>y. Regulations discourage incompatible uses around general aviation airports. <a href="#">RCW 36.70.547</a> and <a href="#">WAC 365-196-455</a>. 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 <a href="#">WSDOT's Aviation Land Use Compatibility Program</a>.</p>	<p>In Current Regs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>z. 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. <a href="#">RCW 36.70A.530(3)</a> and <a href="#">WAC 365-196-475</a>. Visit <a href="#">Military One Source</a> 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>N/A</p>	<p>N/A</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>aa. 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. <a href="#">RCW 36.70A.695</a></p>	<p>YES 19.80.010</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>

## Shoreline Master Program

Consistent with [RCW 90.58](#) Shoreline Management Act of 1971

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
a. Zoning designations are consistent with Shoreline Master Program (SMP) environmental designations. <a href="#">RCW 36.70A.480</a>	N/A	N/A		Completed: <input type="checkbox"/> Date:
b. If updated to meet <a href="#">RCW 36.70A.480</a> (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. <a href="#">RCW 36.70A.480(4)</a> and <a href="#">RCW 90.58.090(4)</a>  See <a href="#">Ecology's shoreline planners' toolbox</a> for the SMP Checklist and other resources and <a href="#">Ecology's Shoreline Master Programs Handbook webpage</a>	N/A	N/A		Completed: <input type="checkbox"/> Date:

## Resource Lands

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

Many cities do not have designated resource lands, and these items may not apply.

	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. <a href="#">RCW 36.70A.060(3)</a>, <a href="#">WAC 365-196-815</a> and <a href="#">WAC 365-190-020(6)</a>. Consider innovative zoning techniques to conserve agricultural lands of long-term significance <a href="#">RCW 36.70A.177(2)</a>. See also <a href="#">WAC 365-196-815(3)</a> for examples of innovative zoning techniques.</p>	N/A	N/A	Check with Commerce on applicability.	Completed: <input type="checkbox"/> Date:
<p>b. Regulations to assure that use of lands adjacent to natural resource lands does not interfere with natural resource production. <a href="#">RCW 36.70A.060(1)(a)</a> and <a href="#">WAC 365-190-040</a> 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>	NO	YES		Completed: <input type="checkbox"/> Date:
<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. <a href="#">RCW 36.70A.177(3)(b)</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:
<p>d. Designate mineral lands and associated regulations as required by <a href="#">RCW 36.70A.131</a> and <a href="#">WAC 365-190-040(5)</a>. For more information review the <a href="#">WA State Dept. of Natural Resources (DNR)'s Geology Division site</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:

## 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 countywide planning policies (CPPs).

<p>Regulations for CPPs include a process for siting EPFs and ensure EPFs are not precluded: <a href="#">RCW 36.70A.200 amended in 2023</a>, <a href="#">WAC 365-196-550(6)</a> lists process for siting EPFs. <a href="#">WAC 365-196-550(3)</a> details preclusions. EPFs should be located outside of known hazardous areas.</p> <p>Visit <a href="#">Commerce’s Behavioral Health Facilities Program page</a> for information on establishing or expanding new capacity for behavioral health EPFs.</p> <p><b>Note:</b> <a href="#">RCW 36.70A.200 amended 2023 by SB 5536</a> to include EPFs for opioid treatment programs</p>	<p>In Current Regs? Yes/No</p> <p>If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>NO</p>	<p>NO</p>	<p>NO</p>	<p>No restrictions on EPF are included in the development regulations.</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<h3>Subdivision Code</h3>				
<p>a. Subdivision regulations are consistent with and implement comprehensive plan policies. <a href="#">RCW 36.70A.030(8)</a>, <a href="#">RCW 36.70A.040(4)</a></p>	<p>YES</p> <p>18.05.020 18.48.010</p>	<p>YES</p>	<p>Can improve purpose by adding language that aligns with the City’s comprehensive Plan</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>b. Written findings to approve subdivisions establish adequacy of public facilities. <a href="#">RCW 58.17.110 amended in 2018</a></p> <ul style="list-style-type: none"> <li>Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students.</li> <li>• Potable water supplies, sanitary wastes, and drainage ways. <a href="#">RCW 36.70A.590 amended 2018</a></li> <li>• Open spaces, parks and recreation, and playgrounds</li> <li>• Schools and school grounds</li> </ul> <p>Other items related to the public health, safety and general welfare, <a href="#">WAC 365-196-820(1)</a>.</p>	<p>YES</p> <p>18.05.020 18.48.010</p>	<p>YES</p>	<p>Add language for all public facilities (potable water, drainage ways, Safe walking conditions, etc.)</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

<p>c. Preliminary subdivision approvals under <a href="#">RCW 58.17.140</a> and <a href="#">RCW 58.17.170</a> are valid for a period of five or seven years (previously five years).</p> <p><b>Note:</b> 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>	<p>In Current Regs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. Short plat regulations include procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots. <a href="#">RCW 58.17.060(3)</a> new in 2023 by <a href="#">SB 5258</a> - section 11, updated in 2025 by SB 5559.</p> <p><b>Due by June 30, 2027</b></p>	<p>NO</p>	<p>YES</p>	<p>Need complete section for Unit Lot Subdivision.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>e. Regulations allow for lot splitting with concurrent building permit. <a href="#">RCW 58.17.145</a>, new in 2025 (HB 1096), see also <a href="#">Unit Lot Subdivision Fact Sheet 2024-1025 Public Draft</a></p> <p><b>Due by June 30, 2027</b></p>	<p>YES 20.05</p>	<p>YES</p>	<p>Could Clarify it includes lot splitting</p>	<p>Completed: <input type="checkbox"/> Date:</p>

# Stormwater

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<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. <a href="#">RCW 36.70A.070(1)</a> 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 <a href="#">Commerce's 2005 Technical Guidance Document for Clearing and Grading in Western Washington</a>.</p> <p>Adoption of a low impact development ordinance. See <a href="#">Puget Sound Partnership's 2012 Low Impact Development guidance</a> and Ecology's <a href="#">2013 Eastern Washington Low Impact Development guidance</a>.</p> <p>Additional Resources: <a href="#">Federal Grants to Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</a></p>	N/A	N/A	No Waters of the State within City Limits. Confirm With Dept of Commerce	Completed: <input type="checkbox"/> Date:
<p>b. Provisions for corrective action for failing septic systems that pollute waters of the state. <a href="#">RCW 36.70A.070(1)</a>. See also: <a href="#">DOH Wastewater Management, Ecology On-Site Sewage System Projects &amp; Funding</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:

## Organic Materials Management Facilities

New in 2022, [HB 1799](#) added a section to the GMA aimed at reducing the volumes of organic materials collected in conjunction with other solid waste and delivered to landfills, supporting productive uses of organic material waste and reduction of methane gas (a greenhouse gas).

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Completed: <input type="checkbox"/> Date:
<p><a href="#">New section RCW 36.70A.142, new in 2022</a> legislation <a href="#">HB 1799</a>: Development regulations newly developed, updated, or amended <b>after January 1, 2025</b> allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM reduction and diversion goals. Siting to meet criteria described in <a href="#">RCW 70A.205.040(3)</a></p> <p>See also <a href="#">RCW 36.70.330</a>. For applicability, see <a href="#">RCW 70A.205.540</a></p>	N/A	N/A		Completed: <input type="checkbox"/> Date:

## 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.

<p>a. If adopted, impact fees are applied consistent with <a href="#">RCW 82.02.050</a> amended in 2015, <a href="#">.070</a>, <a href="#">.080</a>, <a href="#">.090</a> amended in 2018 and <a href="#">.100</a>.</p> <p><b>Note:</b> Impact fee requirements under <a href="#">RCW 82.02.060</a> (amended in 2023 by <a href="#">SB 5258</a>) must take effect no later than six months after the jurisdiction's next periodic update.</p> <p><a href="#">WAC 365-196-850</a> provides guidance on how impact fees should be implemented and spent.</p>	N/A	N/A		Completed: <input type="checkbox"/> Date:
<p>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 <a href="#">RCW 82.02.050(3)</a> amended in 2016</p>	N/A	N/A		Completed: <input type="checkbox"/> Date:

<p>c. If adopted, exemptions on impact fees for early learning facilities must be consistent with <a href="#">RCW 82.02.060</a> amended in 2021.</p>	<p>In Current Regs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. If adopted, exemption of impact fees for low-income and emergency housing development must be consistent with <a href="#">RCW 82.02.060</a> amended in 2023. See also definition change in <a href="#">RCW 82.02.090(1)(b)</a> amended in 2018</p>	<p>N/A</p>	<p>N/A</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>e. Ensure impact fees are not assessed on the construction of accessory dwelling units that are greater than 50 percent (50%) of the impact fees that would be imposed on the principal unit. <a href="#">RCW 36.70A.681</a> new in 2023 by <a href="#">HB 1337</a></p>	<p>N/A</p>	<p>N/A</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>f. The schedule of impact fees reflects the proportionate impact of new housing units, including multifamily and condominium units, based on the square footage, number of bedrooms, or trips generated, in the housing unit in order to produce a proportionally lower impact fee for smaller housing units. <a href="#">RCW 82.02.060</a> amended in 2023 by <a href="#">SB 5258</a></p>	<p>N/A</p>	<p>N/A</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p><b>Concurrency and Transportation Demand Management (TDM)</b> 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.</p>				
<p>a. The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. <a href="#">RCW 36.70A.070(6)(b)</a> amended in 2023. <a href="#">WAC 365-196-840</a>. <b>Note:</b> Concurrency is required for transportation, but may also be applied to park facilities, etc.</p>	<p>NO</p>	<p>YES</p>	<p>Soap Lake has an example code (SLMC 19.04)</p>	<p>Completed: <input type="checkbox"/> Date:</p>

<p>b. Measures exist to bring into compliance locally owned, or locally or regionally operated, transportation facilities or services that are below the levels of service established in the comprehensive plan. <a href="#">RCW 36.70A.070(6)(a)(iii)(B) and (D)</a>, <a href="#">RCW 36.70A.070(6)(D) amended in 2023</a></p> <p>Levels of service can be established for automobiles, pedestrians and bicycles. See <a href="#">WAC 365-196-840(3)</a> on establishing an appropriate level of service.</p>	<p>In Current Regs? Yes/No</p> <p>If yes, cite section</p> <p>NO</p>	<p>Changes needed to meet current statute? Yes/No</p> <p>YES</p>	<p>Notes:</p> <p>Work with City Engineers</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>c. Highways of statewide significance (HSS) are exempt from the concurrency ordinance. <a href="#">RCW 36.70A.070(6)(a)(iii)(C)</a></p>	<p>NO</p>	<p>YES</p>	<p>Work with City Engineers</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>d. Traffic demand management (TDM) requirements are consistent with the comprehensive plan. <a href="#">RCW 36.70A.070(6)(a)(vi)</a></p> <p>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. <a href="#">WAC 365-196-840(4)</a> recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.</p>	<p>NO</p>	<p>YES</p>	<p>Work with City Engineers</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>e. If required by <a href="#">RCW 82.70</a>, 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.</p>	<p>N/A</p>	<p>N/A</p>	<p>Expired RCW</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

### Tribal Participation in Planning new in 2022 (see HB 1717)

A federally recognized Indian tribe may voluntarily choose to participate in the county or regional planning process. See Commerce's new Tribal Planning Coordination for GMA webpage for guidance and staff contacts. A federally recognized Indian tribe may voluntarily choose (opt-in) to participate in the local and regional planning processes. See also the Governor's Office of Indian Affairs map of federally recognized tribes of Washington State.

	In Current Regs? 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. <a href="#">RCW 36.70A.040(8)(a)</a> new in <a href="#">2022</a> .	NO	YES	GMC 17.55- add language to have memorandum of agreement for planning process.	Completed: <input type="checkbox"/> Date:
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. <a href="#">RCW 36.70A.210(3)(i)</a> new in <a href="#">2022</a> .	NO	YES	Need to check into what Countywide planning policy is for tribal resources, and reference in own code.	Completed: <input type="checkbox"/> Date:
c. <a href="#">New in 2025</a> ; urban governmental services may be extended beyond the city/UGA to property within the jurisdiction of a federally recognized Indian Tribe that abuts the city boundary. <a href="#">RCW 36.70A.830</a> <b>The tribe(s) and city must agree by December 31, 2028.</b>	N/A	N/A		Completed: <input type="checkbox"/> Date:
<b>Regulations to Implement Optional Elements</b>				
a. New fully contained communities are consistent with comprehensive plan policies, <a href="#">RCW 36.70A.350</a> and <a href="#">WAC 365-196-345</a>	N/A	N/A		Completed: <input type="checkbox"/> Date:
b. If applicable, master planned resorts are consistent with comprehensive plan policies, <a href="#">RCW 36.70A.360</a> , <a href="#">RCW 36.70A.362</a> and <a href="#">WAC 365-196-460</a>	N/A	N/A		Completed: <input type="checkbox"/> Date:

<p>c. If applicable, major industrial developments and master planned locations outside of UGAs are consistent with comprehensive plan policies, <a href="#">RCW 36.70A.365</a>, <a href="#">RCW 36.70A.367</a> and <a href="#">WAC 365-196-465</a></p>	<p>In Current Regs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. Regulations include procedures to identify, preserve, and/or monitor historical or archaeological resources. <a href="#">RCW 36.70A.020(13)</a>, <a href="#">WAC 365-196-450</a></p>	<p>NO</p>	<p>NO</p>	<p>Confirm if this is important to the Jurisdiction</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>e. Other development regulations needed to implement comprehensive plan policies such as energy, sustainability or design are adopted. <a href="#">WAC 365-196-445</a></p>	<p>NO</p>	<p>YES</p>	<p>Comp Plan has Colonial Theme but never implemented into regulations.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>f. If using design review, requirements must be clear and objective and must include one or more ascertainable guideline, standard or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.  May not result in a reduction in density, height, bulk or scale below the generally applicable development regulations for a development proposal in the applicable zone.  <a href="#">RCW 36.70A.630</a> new in 2023 by <a href="#">HB 1293</a>, and updated in 2025 by <a href="#">SB 5558</a></p>	<p>NO</p>	<p>YES</p>	<p>See above for applicability</p>	<p>Completed: <input type="checkbox"/> Date:</p>

## Project Review Procedures

In 2023, [SB 5290](#) substantially amended local permit review processes. See the [Local Project Review webpage](#) for new guidance.

<p>Project review processes integrate permit and environmental review. <a href="#">RCW 36.70A.470</a>, <a href="#">RCW 36.70B</a> and <a href="#">RCW 43.21C</a>.</p> <p>Also: <a href="#">WAC 365-196-845</a>, <a href="#">WAC 197-11</a> (SEPA Rules), <a href="#">WAC 365-197</a> (Project Consistency Rule, Commerce, 2001) and <a href="#">Ecology SEPA Handbook</a>.</p> <p>Integrated permit and environmental review procedures for:</p> <ul style="list-style-type: none"> <li>• Notice of application</li> <li>• Notice of complete application</li> <li>• One open-record public hearing</li> <li>• Combining public hearings &amp; decisions for multiple permits</li> <li>• Notice of decision</li> <li>• One closed-record appeal</li> </ul> <p><b>Note:</b> new in 2023, see Commerce's new guidance for <a href="#">Local Project Review</a> and <a href="#">SB 5290</a></p>	<p>In Current Regs? Yes/No</p> <p>If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>YES</p> <p>Title 20</p> <p>YES</p> <p>Confirm timelines are consistent with State Law or reference state time limits.</p> <p>Completed: <input type="checkbox"/></p> <p>Date:</p>				
<p><b>Plan &amp; Regulation Amendments</b></p> <p>If procedures governing comprehensive plan amendments are part of the code, then assure the following are true:</p>				
<p>a. Regulations limit amendments to the comprehensive plan to once a year (with statutory exceptions). <a href="#">RCW 36.70A.130(2)</a> and <a href="#">WAC 365-196-640(3)</a></p>	<p>YES</p> <p>17.55.060.A</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/></p> <p>Date:</p>
<p>b. Regulations define emergency for an emergency plan amendment. <a href="#">RCW 36.70A.130(2)(b)</a> and <a href="#">WAC 365-196-640(4)</a></p>	<p>NO</p>	<p>YES</p>	<p>Add language</p>	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

	<p>In Current Reggs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>c. Regulations include a docketing process for requesting and considering plan amendments. <a href="#">RCW 36.70A.130(2)</a>, <a href="#">RCW 36.70A.470</a>, and <a href="#">WAC 365-196-640(6)</a></p>	<p>YES 17.55.050 &amp; 17.55.060.B</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>
<p>d. A process has been established for early and continuous public notification and participation in the planning process. <a href="#">RCW 36.70A.020(11)</a>, <a href="#">RCW 36.70A.035</a> and <a href="#">RCW 36.70A.140</a>. See <a href="#">WAC 365-196-600</a> regarding public participation and <a href="#">WAC 365-196-610(2)</a> listing recommendations for meeting requirements.</p>	<p>YES 17.55.070</p>	<p>YES</p>	<p>Improve language for early and continuous participation.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>e. A process exists to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property <a href="#">RCW 36.70A.370</a>. See the <a href="#">2018 Advisory Memo on the Unconstitutional Taking of Private Property</a></p>	<p>NO</p>	<p>YES</p>	<p>Add Language under Comprehensive plan amendments and Zoning revision sections.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>f. Provisions ensure adequate enforcement of regulations, such as zoning and critical area ordinances (civil or criminal penalties). See implementation strategy in <a href="#">WAC 365-196-650(1)</a>.</p>	<p>YES 19.88.090</p>	<p>NO</p>		<p>Completed: <input type="checkbox"/> Date:</p>

**INTERLOCAL AGREEMENT  
BETWEEN GRANT COUNTY PORT  
DISTRICT NO. 1 AND CITY OF GEORGE  
FOR PROTECTION SERVICES**

**THIS AGREEMENT** is made by and between GRANT COUNTY PORT DISTRICT NO. 1, a Washington port district formed pursuant to Title 53 RCW (the "Port") and City of George, a Washington State Municipality ("Customer").

**RECITALS**

**WHEREAS**, the Port's mission, amongst other things, is to promote, foster and maintain economic development within the boundaries of the Port's district (the "District"); and

**WHEREAS**, due to its primarily rural setting and the recent trend of law enforcement having difficulty finding, hiring and retaining qualified law enforcement personnel, the local law enforcement agencies having primary jurisdiction for law enforcement within the District do not have sufficient staffing to provide adequate deterrence patrols to prevent property crimes within the District; and

**WHEREAS**, as a result of the under-policing of the District and surrounding rural areas, the District and such areas are experiencing a significant increase in property crimes; and

**WHEREAS**, the inability to adequately patrol for and prevent property crimes has a deleterious impact on the Port's mission of promoting, fostering and maintaining economic development within the District; and

**WHEREAS**, in order to protect and preserve the Port's facilities, equipment and properties and to promote, foster, preserve, protect and maintain existing and future economic development in the District, the Port has formed a security service entitled "Port Protection Services" ("PPS"); and

**WHEREAS**, Chapter 39.34 RCW (the "Interlocal Cooperation Act") authorizes port districts to contract with other public agencies to jointly perform those functions which each may legally perform; and

**WHEREAS**, Customer desires to utilize the services of PPS for the purposes of providing security, non-criminal civil infraction code enforcement and property protection at Customer's facilities; **NOW THEREFORE**,

**W I T N E S S E T H:**

**FOR AND IN CONSIDERATION** of the foregoing recitals and the mutual covenants, promises and conditions set forth hereinafter, Port and Customer hereby agree as follows:

1. **Purpose.** The purpose of this Agreement is for Port to provide Customer armed security operators ("Security Operators") to provide asset protection, surveillance, consulting, non-criminal civil infraction code enforcement, and liability avoidance services at Customer's facilities and events within Customer's District, including but not limited to the City of George WA, as more fully detailed on attached Exhibit "A" (the "Services").
2. **Term.** The term of this Agreement shall be (3) Three years commencing on March 26<sup>th</sup>, 2026 (the "Effective Date"), unless sooner terminated as herein provided.
3. **Termination.** Either Port or Customer may terminate this Agreement upon thirty (30) days' advance written notice to the other party for any reason or for no reason at all.
4. **Scheduling.** Except as otherwise set forth in Section 6, below, Port shall furnish the Services on the times and dates requested by Customer. Customer shall provide Port with at least four (4) hours advance written

notice of Customer's need for Services and the number of Security Operators required by Customer. For each instance for which Services are provided by Port to Customer (a "Shift"), Customer shall be billed a minimum of six (6) hours for each Security Operator regardless of whether such Shift lasts less than six (6) hours. The Security Operators shall remain on site for the entirety of events for which they have been scheduled. Code enforcement shifts may involve fewer than six (6) hours and will be billed as such.

5. Nature of Services. Port will provide Customer, upon Customer's timely written request, the Services, using Security Operators, as described on attached Exhibit "A."

6. Right to Refuse Services. Port reserves the right to refuse to provide the Services to Customer "for cause." "For cause" shall mean Customer's refusal to request sufficient number of Security Operators for an event such that Port deems the number of armed security operators insufficient to provide the Services or such that Port deems the event to pose an undue risk to the Security Operators or for any other reasonable, good faith reason.

7. Compensation. For the Services, Customer shall pay Port the rates per hour per Security Operator set forth on attached Exhibit "B". In the event Port must pay overtime to any Security Operator as required under the Fair Labor Standards Act (FLSA) or other applicable federal or state statute or regulation, the applicable rates for Services to which overtime rates apply shall be multiplied by a factor of 1.5. In addition, Customer shall compensate Port for the Security Operators' travel at the prevailing state mandated travel rate. For each Shift, Customer shall be billed a minimum of six (6) hours for each Security Operator regardless of whether such Shift lasts less than six (6) hours. Code enforcement may involve fewer than six (6) hours and will be billed as such.

8. Payment. Customer agrees that all invoices for the Services shall be due upon receipt and Customer shall be charged interest at a rate of twelve percent (12%) per annum on all invoices not paid within thirty (30) days of Customer's receipt thereof. In the event Port refers any delinquent invoices to an attorney for collection, Customer shall pay all reasonable attorney fees and costs incurred by reason of such delinquency.

9. Independent Contractor. Nothing herein shall create any association, agency, partnership, or joint venture between the parties hereto and neither shall have any authority to bind the other in any way. At all times relevant herein, the Security Operators shall remain the employees of Port.

10. Supervision. Port shall be responsible for supervising its Security Operators. The Services to be performed shall be in conformity with operating procedures established by Port. Customer shall provide Port with contact information for Customer's employee/agent serving as the point of contact for any location/event at which the Services are to be provided.

11. Interruption of Service. Port shall assume no liability for delays in services or for interruptions of services due to riots, floods, fires, acts of God, or any causes beyond the control of Port.

12. Governmental Authority. Port and its officers, agents, employees and Security Operators shall, at all times, fully and timely comply with and not be in violation of all statutes, rules, ordinances, and regulations of the City of George, Grant County, the State of Washington, the United States and all of their respective agencies and any other authority with jurisdiction as may be required or imposed by any such authorities on Port's performance of the Services.

13. Disclaimer. Port does not represent or warrant that its Security Operators will prevent any loss, damage or injury to person or property. Port has not made any representations regarding its services; except those expressly set forth in this Agreement. Port disclaims all warranties, express or implied. Customer agrees that Port is not an insurer. Although the Customer's payment to Port is for Security Operators to provide asset protection, consulting and surveillance which is designed to reduce certain risks of loss, Customer acknowledges Port does not guarantee that no loss will occur.

14. Insurance. During the entire term of this Agreement, Port, at its sole cost and expense, shall obtain and keep in force policies of Comprehensive General Liability insurance with a carrier admitted in the State of

Washington, insuring Port against any liability arising out of any act, omission, or alleged act or omission of Port, or any of its Security Operators, officers, employees, agents or subcontractors, including but not limited to property damage, including loss of use, personal or bodily injury, discrimination and harassment, false imprisonment and arrest, defamation and slander, damage or injury cause by firearms or other weapons and automobile liability. The amount of such insurance shall be not less than Five Million Dollars (\$5,000,000.00) on an occurrence basis. Such policy shall provide that it is not to be canceled, materially changed, or renewed without thirty (30) days prior written notice to Customer. The policy shall be endorsed to name Customer as additionally insured.

15. Indemnity. Port shall indemnify, defend and save harmless Customer from and against any and all costs, losses, claims, lawsuits, damages and expenses including, but not limited to reasonable attorney's fees and court costs, for any and all damage or injury to person or property caused by or arising out of any negligent or intentional act or omission on the part of Port, its employees and agents, including but not limited to, false arrest, detention or imprisonment, assault and battery, malicious prosecution, wrongful entry or eviction, or invasion of privacy.

16. Warranty. Port warrants the performance of the Services pursuant to this agreement shall conform to the highest professional standards.

17. Document Conflict. Should any conflict arise between this Agreement and Customer's purchase order or other document, this Agreement will govern, whether such purchase order or document is prior to, or subsequent to this Agreement.

18. Severability. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal, or invalid in whole, or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

19. Notices. All notices and/or written communications required or permitted to be given or served by any party hereto upon any other, shall be deemed given or served in accordance with the provisions contained herein, by delivering personally, or mailed, postage prepaid and properly addressed, as follows:

If to Customer: Mayor  
CITY of GEORGE  
102 Richmond Ave  
George WA 98824

If to Port: Darci Klein  
Comptroller  
Port of Quincy  
101 F St SW  
Quincy, WA 98848

20. Entire Agreement. This Agreement constitutes the entire agreement of the parties, and supersedes all prior agreements, contracts, and understandings, written or oral. This Agreement may be amended only in writing, signed by the parties.

21. Assignability. Customer may not assign its rights and/or obligations under this Agreement to a third party without the express written consent of Port.

22. No Waiver. No failure of the parties to insist on the strictest performance of any term or this Agreement shall constitute a waiver of any such term or an abandonment of this Agreement.

23. Jurisdiction. This Agreement has been and shall be construed as having been made by both parties, and delivered within the State of Washington, and it is agreed by the parties hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance.

24. Disputes. The parties mutually agree to attempt to resolve any disputes regarding the interpretation or enforcement of the terms and conditions of this Agreement by good faith negotiation. Provided, neither party shall be precluded from seeking legal remedies subsequent to good faith negotiation.

25. Effective Date. This Agreement shall be effective upon the Effective Date and shall terminate only upon the written, mutual consent of the parties, except as may be otherwise provided elsewhere in this Agreement.

26. Replacement of May 16<sup>th</sup>, 2023 Agreement. As of the Effective Date, this Agreement replaces the agreement between the Port and Customer dated May 16<sup>th</sup>, 2023.

CUSTOMER

PORT

Approved by the City of George City Council, the 17<sup>th</sup>  
Day of March 2026 at an open public meeting.

Approved by the Commission of the Port of Quincy,  
Grant County Port District #1 on the 25<sup>th</sup> Day  
of March 2026 at an open public meeting.

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: Commissioner

**EXHIBIT "A"**  
**TO**  
**INTERLOCAL AGREEMENT**  
**BETWEEN GRANT COUNTY PORT**  
**DISTRICT NO. 1 AND CITY OF GEORGE**  
**FOR PROTECTION SERVICES**

Description of the Services to be provided by Port to Customer under this Agreement:

- :
1. To patrol the city limits of George Washington with the purpose of deterring and preventing property crimes, crimes against persons and overall safety for the community.
  2. To report crimes to the Sheriff's Office and provide Law Enforcement with all information or details as required.
  3. To provide a report to the City of George to inform them (but not limited to) any liabilities and criminal activity in and around the City of George.
  4. Assist the City of George with any safety concerns for the community.
  5. Establish a random patrol schedule to fulfill the tasks that will be scheduled on a 36 hour a week basis to not exceed or create undue economic stress for the City of George.
  6. Establish criteria to evaluate the protection program as to the most economical means of service for the community.
  7. Non-criminal Civil Infraction Code Enforcement duties as described in the George Municipal code and/ or as described by the Mayor of the City of George or his/her designee

**EXHIBIT "B"**  
**TO**  
**INTERLOCAL AGREEMENT**  
**BETWEEN GRANT COUNTY PORT**  
**DISTRICT NO. 1 AND CITY OF GEORGE**  
**FOR PROTECTION SERVICES**

Rates per hour per Security Operator to be paid by Customer to Port (non-overtime):

The Port of Quincy will provide the protection service for the City of George at the rate of \$55.00 fifty-five dollars per hour plus applicable state of Washington tax for 36 hours a week for 2026. The rate and hours will be negotiated for 2027 after an evaluation of the program and services requested/ required by the City of George.

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**EMERGENCY RESOLUTION NO. 2026-341**

**A RESOLUTION OF THE CITY OF GEORGE OF DECLARING AN EMERGENCY DUE TO A BROKEN PIPE CREATING A PUBLIC SAFETY HAZARD AND ESTABLISHING THE NEED FOR IMMEDIATE ACTION TO PROTECT PUBLIC SAFETY**

**WHEREAS**, the City of George experienced a broken water pipe on February 27, 2026; and

**WHEREAS**, these conditions could have resulted in damage to public/private property, road closures, utility disruptions, resource strain on emergency services; and

**WHEREAS**, state law, specifically RCW 39.04.280, authorizes a designated person or person/s of a governing body to declare an emergency, in this case the Mayor, and authorizes such person to take necessary actions, including waiving competitive bidding for public works during such events; and

**WHEREAS**, the scale of these conditions may exceed the normal operational capacity and available resources or result in public utility service interruption or damage for the City of George; and

**NOW, THEREFORE, the city council of the city of George, Washington, hereby resolves as follows:**

1. **Declaration:** A local state of emergency was declared for the City of George due to the utility disruption.
2. **Authorization:** The Mayor is authorized to take all necessary actions to respond to the emergency, including entering into emergency contracts, directing personnel, or requesting state/federal aid.
3. **Waiver:** Competitive bidding requirements for emergency public works projects are waived as permitted by law.
4. **Ratification:** This resolution ratifies any prior emergency proclamations made or actions taken by the Mayor related to the conditions.

PASSED BY A MAJORITY VOTE of the members of the George City Council this 17th day of March, 2026.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Mayor – Juan Villalpando

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Clerk Treasurer – Amy Grace

**CITY OF GEORGE  
SMALL PUBLIC WORKS CONTRACT  
(Emergency)**

THIS CONTRACT is made and entered into this 27<sup>th</sup> day of February, 2026, by and between the City of George, Washington, hereinafter referred to as the City, and Aldrich Co. LLC, hereinafter referred to as the Contractor.

FOR AND IN CONSIDERATION of the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope of Emergency Work.

The Contractor agrees to furnish all material, labor, tools, equipment, apparatus, etc. necessary to perform and complete in a workmanlike manner the Emergency Work set forth in the Scope of Work attached hereto as Exhibit A and incorporated herein by reference.

2. Time of Performance and Completion.

The work to be performed under this Contract shall commence as soon as the Contractor has executed this Contract.

3. Payments.

The Contractor agrees to perform all work called for and will be compensated on a time and materials basis, plus applicable Washington State Sales Tax. Said sum shall constitute full compensation for all labor, materials, tools, appliances, etc. required to perform the required services.

4. Reserved.

A. Pursuant to RCW 60.28.011, five percent (5%) of all monies earned by the Contractor shall be retained by the City for the purposes mentioned in said statute. The Contractor elects to have these monies (check one):

Retained in a fund by the City until sixty (60) days following the final acceptance of said improvement or work as completed;

Deposited by the City in an interest-bearing account in a bank, mutual savings bank, or savings and loan association, not subject to withdrawal until after the final acceptance of said

improvement or work as completed, or until agreed to by both parties: Provided, that interest on such account shall be paid to the Contractor; or

\_\_\_\_\_ Placed in escrow with a bank or trust company by the City until sixty (60) days following the final acceptance of said improvement or work as completed. When the monies reserved are to be placed in escrow, the City shall issue a check representing the sum of the monies reserved payable to the bank or trust company and the Contractor jointly. Such check shall be converted into bonds and securities chosen by the Contractor and approved by the City and such bonds and securities shall be held in escrow. Interest on such bonds and securities shall be paid to the Contractor as the said interest accrues.

5. Warranty and Performance Bond.

A. The Contractor will warranty the labor and installation of materials for a two-year warranty period and shall furnish a maintenance bond in an amount and form approved by the City in order to guarantee that the work specified in Exhibit A and completed by Contractor will remain free from defects in workmanship and materials for a period of two years after completion of construction.

\_\_\_\_\_ Pursuant to RCW 39.08.010(3), the parties certify that the payment shall not exceed \$150,000 and thus, the contractor has selected the option of the City retaining 10% of the contract amount for a period of 30 days after final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later.

✓ \_\_\_\_\_ The Contractor shall execute and deliver to the City a bond, on forms supplied or approved by the City, with an approved surety company as surety, in the sum of hundred fifty percent (150%) of the cost to replace existing improvements, in compliance with RCW 39.08.010 through 39.08.060 and any amendments thereto. The surety on any such bond shall be a surety company duly authorized to transact surety business under the laws of the State of Washington. In lieu of such a bond, the Contractor may provide a letter of credit in the same sum and subject to the same conditions, in a form approved by the City Attorney.

6. Indemnity.

A. The Contractor shall indemnify, defend and hold harmless the City, its officers, officials, agents and employees, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including costs and attorneys fees in defense thereof, for injuries, sickness or death of persons, or damage to property, which is caused by or arises out of the Contractor's acts, errors or omissions in the performance of this Contract, provided, however, that

(1) the Contractor's obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole negligence of the City, its officers, agents or employees; and

(2) the Contractor's obligation to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence of the City and the Contractor shall apply only to the extent of the Contractor's negligence.

B. With respect to the obligations to hold harmless, indemnify and defend provided for herein, but only as they relate to claims brought against the City, its officers, agents and employees, the Contractor agrees to waive the Contractor's immunity under industrial insurance, Title 51 RCW, for any injury or death suffered by the Contractor's employees which is caused by or arises out of the Contractor's acts, errors or omissions in the performance of this Contract, and the Contractor further agrees that the obligation to indemnify, defend and hold harmless provided for herein extends to any claim brought by or on behalf of any employee of the Contractor. This waiver is mutually negotiated by the parties.

7. Insurance.

The Contractor shall secure and maintain in force throughout the duration of this Contract, comprehensive general liability insurance with a minimum coverage of not less than a single limit of \$2,000,000 for bodily injury, including death, and property damage per occurrence. The insurance will be written on an occurrence basis. The general liability policy shall name the City as an additional insured and shall include a provision prohibiting cancellation, changes and reductions of coverage under said policy except upon thirty (30) days prior written notice to the City. Certificates of coverage as required by this Section shall be delivered to the City with the signed Contract. In addition, the Contractor shall secure and maintain workers' compensation insurance pursuant to the laws of the State of Washington.

8. Prevailing Wage.

A. The prevailing rate of wage to be paid to all workmen, laborers, or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Contract will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are attached hereto and by reference made a part of this Contract as though fully set forth herein.

B. On or before the date of commencement of the work, the Contractor shall file a statement under oath with the City and with the Director of Labor and Industries certifying the rate of hourly wage paid and to be paid each classification of laborers, workmen, or mechanics employed upon the work by the Contractor or any Subcontractor, which shall not be less than the prevailing rate of

wage. Such statement and any subsequent statement shall be filed in accordance with the practices and procedures required by the Department of Labor and Industries.

9. Termination.

A. Termination for Contractor's Default. If the Contractor refuses or fails to make adequate progress of the work, or to prosecute the work or any separable part thereof with such diligence that will insure its completion within the time specified in this Contract, or defaults under any provision or breaches any provision of this Contract, the City may serve notice upon the Contractor and its surety of the City's intention to terminate by default the right of the Contractor to perform the Contract, and unless within ten (10) days after the serving of such notice, the Contractor shall satisfactorily arrange to cure its failure to perform and notify the City of the corrections to be made, the right of the Contractor to proceed with the work shall terminate. In the event of any such termination, the City shall serve notice thereof upon the Surety and the Contractor, provided, however, that if the Surety does not commence performance thereof within twenty (20) days from the date of the mailing to such Surety of the notice of termination, the City may take over the work and prosecute the same to completion by Contract or otherwise for the account and at the expense of the Contractor. In the case of termination for default, the Contractor shall not be entitled to receive any further payment until the work is finished.

B. Termination by City for Convenience. The performance of work under this Contract may be terminated by the City in accordance with this paragraph in whole or in part, whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance or work under the Contract is terminated, and the date upon which such termination becomes effective. The Contractor shall stop work on the project upon the date set forth in the Notice of Termination and shall take such actions as may be necessary, or as the City may direct, for the protection and preservation of the work. After receipt of a Notice of Termination, the Contractor shall submit to the City its termination claim, in the form and with the certification prescribed by the City. Such claim shall be submitted promptly but in no event later than 3 months from the effective date of the termination. Upon approval by the City, the termination claim shall be paid.

C. Termination by Contractor. If the work should be stopped under an order of any court, or other public authority, for a period of thirty (30) days, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon seven (7) days written notice to the City, terminate this Contract and recover from the City payment for all work executed and any proven loss sustained. Should the City fail to pay to the Contractor, within the payment period provided for in this Contract, any sum due and owing, then the Contractor may, upon seven (7) days written notice to the City, stop the work or terminate this Contract.

10. Compliance with Laws. The Contractor shall at all times comply with all applicable state and local laws, rules, ordinances and regulations.

11. Nondiscrimination. Except to the extent permitted by a bona fide occupational qualification, the Contractor agrees that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, natural origin, sex, sexual orientation, or age.

12. Independent Contractor. No agent, employee or representative of the Contractor shall be deemed to be an agent, employee or representative of the City for any purpose. Contractor shall be solely responsible for all acts of its agents, employees, representatives and subcontractors during the performance of this contract.

13. Legal Action. In the event that either party shall bring suit to enforce any provision of this Contract or to seek redress for any breach, the substantially prevailing party in such suit shall be entitled to recover its costs, including reasonable attorneys' fees.

14. Entire Agreement. This Contract, together with all attachments, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and agreements, whether written or oral. This Contract may be amended only by written change order, properly signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year first written above.

CITY OF GEORGE

CONTRACTOR

\_\_\_\_\_  
Juan Villalpando

Date: \_\_\_\_\_

\_\_\_\_\_  
By: ALDRICH CO LLC

Title: OWNER

Date: 2-27-26

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Amy Grace, CITY CLERK

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

**EXHIBIT A**  
**Scope of Work**

**Purpose**

The purpose of this emergency work is to excavate and expose a damaged/broken pip located at or near City Hall in order to assess, repair, or replace the pipe and restore service.

**Scope of Work**

The Contractor shall furnish all labor, materials, equipment, tools, supervision, traffic control (if required), and incidentals necessary to complete the following:

1. Mobilize to project site on an emergency basis
2. Locate and mark underground utilities as required
3. Saw-cut and remove asphalt, concrete, landscaping, or other surface materials as necessary.
4. Excavate to the depth required to expose the damaged pipe.
5. Provide trench shoring, dewatering, and site safety measures as required by applicable regulations.
6. Assist in identifying the extent of the pipe damage.
7. Remove and replace the damaged section of pipe (if included in contractor's responsibility) or coordinate with City personnel/utility provider for repair
8. Backfill and compact excavation in accordance with City Standards
9. Temporarily or permanently restore surface conditions (asphalt, concrete, landscaping) as directed by the City.
10. Remove excess materials and debris and leave the site in a safe and clean condition

**Unknown Conditions**

Due to the emergency nature of the work, unforeseen conditions may be encountered. The Contractor shall notify the City immediately upon discovery of any condition requiring additional work. Additional work must be authorized by the City prior to proceeding, except where immediate action is necessary to protect life, safety, or property.

**Time of Performance**

Work shall commence immediately upon authorization and continue until the damaged pipe is repaired and the site is stabilized.

## **Compliance**

All work shall comply with applicable federal, state, and local laws, safety regulations, and industry standards.