

## Periodic Update Checklist for Partially Planning Jurisdictions

### Overview

For the 2024-2027 update cycle, Commerce has updated and streamlined periodic update resources to include this checklist and a guidebook specifically for partially planning jurisdictions. This checklist is intended to help jurisdictions that are partially planning under the Growth Management Act (GMA) conduct the “periodic review and update” of regulations required under [RCW 36.70A.130 \(4\)](#).

Counties and cities not planning under [RCW 36.70A.040](#) are commonly referred to as “partially planning” jurisdictions. Partially planning jurisdictions are the counties, and the cities within their boundaries that do not meet GMA population and growth rate thresholds and have not chosen to fully plan under the GMA. Therefore, partially planning jurisdictions have fewer requirements under the GMA. There are eleven partially planning counties: **Adams, Asotin, Cowlitz, Ferry, Grays Harbor, Klickitat, Lincoln, Okanogan, Skamania, Wahkiakum, and Whitman**. This checklist is for all partially planning counties and cities.

This checklist identifies 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). See the last page of this checklist for a map of the periodic update due dates.

Historically, many partially planning counties developed comprehensive plans under the Planning Enabling Act and many cities followed. Today, however, the governance of the GMA does not require this of partially planning jurisdictions. **Those who have adopted and maintain a comprehensive plan must ensure it remains consistent with any updates of development regulations.** Comprehensive plans and development regulations must also adhere to the statutes and guiding principles of the specific regulations listed below. As you prepare and work to complete the periodic update, please review the [Guide to the Periodic Update Process for Partially Planning Jurisdictions](#) and contact your [Commerce regional planner](#) with any questions.

North Bonneville, WA  
Jurisdiction  
Richard Hall, Planning Advisor  
(509) 427-8182  
RHall@northbonneville.net  
Staff contact, phone + email

## 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 provision or rules. If you still have questions, contact the [Commerce planner assigned to your region](#).

**Are amendments 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 in your local regulations. Local updates may not be needed if the statute hasn't changed since your previous update, if your jurisdiction has kept current with required inventories or if there haven't been many changes in local circumstances.

**Use the "Notes" column** to add additional information to note where your jurisdiction 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 to Commerce under your periodic update grant. Additionally, jurisdictions using periodic update grant funds to update critical areas regulations must also submit the [critical areas checklist](#) as a deliverable. Please visit the [Growth Management Grants webpage](#) and the [critical areas webpage](#) for more information.

**PlanView system and instructions:** Completed checklists and all periodic update documents can be submitted through Commerce's PlanView portal. The PlanView system allows counties and cities 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 [Submitting Documents to the State webpage](#).

### Need help?

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

Contact your [Commerce 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)

## Periodic Update Requirements under the Growth Management Act (RCW 36.70A)

### 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](#).

For the review and update of critical areas, please go to Commerce’s [Critical Areas webpage](#) to complete the [Critical Areas Checklist](#). Critical areas regulations must be reviewed and updated, as necessary, to incorporate legislative changes and best available science (BAS).

\* 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. Please see the [Growth Management Grants webpage](#) for more information.

### Resource Lands

On or before September 1, 1991, each county, and each city shall designate where appropriate: agricultural, forest and mineral resource lands. Defined in [RCW 36.70A.030 \(17\)](#) and consistent with [RCW 36.70A.060](#) and [RCW 36.70A.170](#)

	In Current Local Regulations? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>a. Local development regulations 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>.</p> <p>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>	Yes	Yes	Could consider TDR program etc	<p>Completed: <input type="checkbox"/></p> <p>Date:</p>

	In Current Local Regulations? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>b. Local 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></p> <p>Local regulations require that on-site notice for 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>	Yes	Yes	Will review adjacent land use designations and consider landscape and/or setback buffers	Completed: <input type="checkbox"/> Date:
<p>c. For designated agricultural lands, local 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> <p>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>	No	Yes	Will look at model language and adapt for local conditions	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>	No	No	No mineral lands within city limits	Completed: <input type="checkbox"/> Date:

## Additional Requirements under the Growth Management Act (RCW 36.70A)

The GMA calls out additional requirements for partially planning cities and counties with varying due dates. These requirements described below are not due with the periodic update, but Commerce encourages local governments to review and consider adding them into the periodic update budget, schedule and work plan.

### Siting of organic materials management facilities

New in 2022. These requirements can be implemented as a stand-alone document or within a land use element of a comprehensive plan

	In Current Local Regulations? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>Partially planning jurisdiction development regulations to implement comprehensive plans that are newly developed, updated, or amended <b>after January 1, 2025</b>, must allow for the siting of organic materials management facilities in the areas identified by the county in which the city is located under <a href="#">RCW 70A.205.040(3)(a)(i)</a> to the extent necessary to provide for the establishment of the organic materials management volumetric capacity identified under <a href="#">RCW 70A.205.040(3)(a)(ii)</a>.</p> <p>See also: <a href="#">RCW 35.63.290</a>, <a href="#">RCW 35A.63.310</a></p>	No	Yes	Will look at model language and adapt to local conditions	Completed: <input type="checkbox"/> Date:

### STEP (Emergency Shelter, Transitional housing, Emergency housing, Permanent supportive housing)

Cities and counties must plan for and accommodate housing affordable to all incomes in their 20-year comprehensive plans (if one has been adopted) and development regulations (new in 2021, [HB 1220](#)). These requirements can be implemented as a stand-alone document or within a housing element of a comprehensive plan. Please review Commerce’s STEP guidance on the [Updating GMA Housing Elements webpage](#).

<p>a. <b>For cities:</b> Cities cannot prohibit transitional shelter or permanent supportive housing in zones where hotels or residences are allowed. <a href="#">RCW 35A.21.430</a></p>	No	Yes	Will look at model language and adapt to local conditions	Completed: <input type="checkbox"/> Date:
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	In Current Local Regulations? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>b. <b>For cities:</b> Cities cannot prohibit indoor emergency shelter or housing in any zone that allows hotels unless the city allows shelters within a mile of transit in most zones. <a href="#">RCW 35.21.683</a></p>	No	Yes	Will look at model language and adapt to local conditions	Completed: <input type="checkbox"/> Date:
<p>c. <b>A city or county</b> cannot adopt moratoriums for STEP housing permits <a href="#">RCW 36.70A.390</a></p>	No	Yes	Will look at model language and adapt to local conditions	Completed: <input type="checkbox"/> Date:

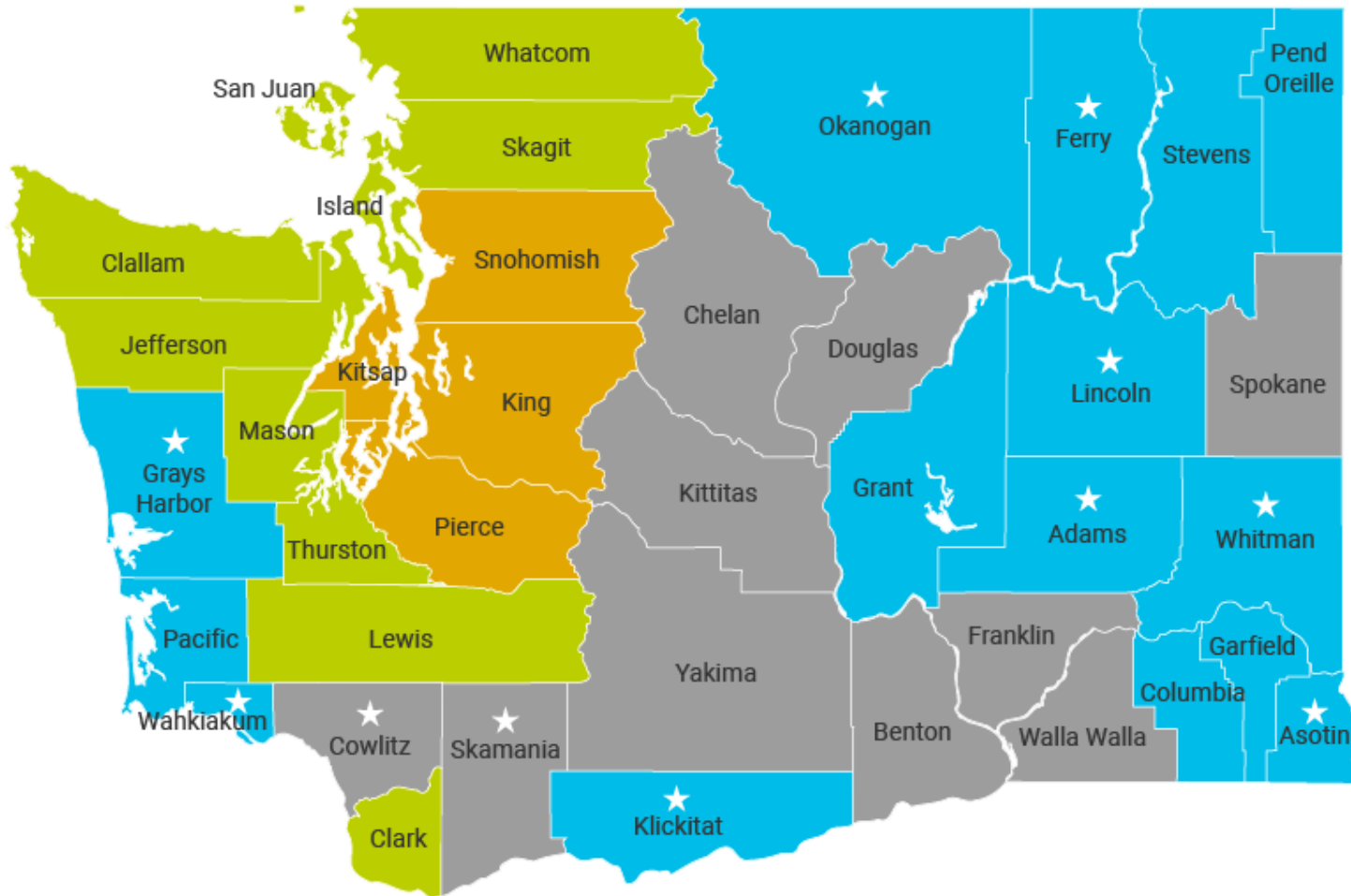
# Shoreline Master Program

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

The GMA includes a planning goal for shoreline management, established in [RCW 36.70A.020](#) "Planning Goals." The GMA considers the goals and policies of the Shoreline Management Act (SMA) to be an element of the county or city comprehensive plan. The shoreline element is typically addressed in a separate document known as the Shoreline Master Program/Plan (SMP), but counties and cities have the option to include these requirements as a shoreline element within the comprehensive plan. The review and update of an SMP is conducted on a ten-year cycle similar to the periodic update cycle of comprehensive plans and development regulations. The SMP is due five years after the periodic update. Although the SMP is not due with your periodic update, the comprehensive plan, development regulations and SMP must all be internally consistent at time of submittal of your periodic update to Commerce.

The Washington State Department of Ecology is the regulating agency for SMPs. Refer to [Ecology's Shoreline Master Programs webpage](#) for further guidance. The following must be consistent with the periodic update:

<p>a. Development regulations are consistent with Shoreline Master Program (SMP) environmental designations. <a href="#">RCW 36.70A.480</a></p>	<p>Yes</p>	<p>No</p>	<p>SMP recently updated and adopted</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. If updated to meet <a href="#">RCW 36.70A.480</a>, 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="#">RCW 90.58.090(8)</a> for approval information for partially planning jurisdictions.</p> <p><b>Note:</b> see <a href="#">Ecology's Shoreline Master Programs Handbook webpage</a> for additional resources.</p>	<p>Yes</p>	<p>No</p>	<p>SMP recently updated and adopted</p>	<p>Completed: <input type="checkbox"/> Date:</p>



■ **2024** Due December 31, 2024  
 ■ **2025** Due December 31, 2025  
 ■ **2026** Due June 30, 2026  
 ■ **2027** Due June 30, 2027

★ Starred counties are partially planning under the Growth Management Act