

Chapter 8

ADMINISTRATION



Fall in Friday Harbor

INTRODUCTION

Purpose

Planning is an ongoing process and the Comprehensive Plan is a living document that must respond to improved data, changing circumstances and evolving community values. To ensure successful implementation of the Comprehensive Plan, mechanisms must be in place to provide for ongoing administration, monitoring, and amendments.

This chapter of the Comprehensive Plan contains provisions to ensure that plan policies are effectively administered. It also establishes procedures for periodic review and amendment consistent with the requirements of GMA.

Review Timetable

As a requirement of GMA, the Town of Friday Harbor's Comprehensive Plan shall be reviewed as follows:

- Comprehensive Plan shall be reviewed a minimum of every 7 years.

- Land Reclassifications shall be reviewed on an annual basis.
- Technical amendments and “fixes” to the Land Use Regulations can be amended at any time as long as the request is consistent with the adopted Comprehensive Plan.

Updating the Comprehensive Plan, reviewing Land Reclassifications, and Land Use Regulation text changes are handled in a legislative manner. Upon approval for changes under the Comprehensive Plan, any reclassifications that may require additional changes to the Land Use Zoning Map, will be processed through a quasi-judicial manner for site-specific reclassifications.

Administration Goals

ADM-1 To ensure that the Comprehensive Plan continues to reflect the physical, social and economic character of the Friday Harbor community.

ADM-2 To ensure effective, fair, and impartial administration and enforcement of the Comprehensive Plan and implementing ordinances.

ADM-3 To ensure that the Comprehensive Plan is regularly reviewed and amended consistent with the requirements of GMA.

ADMINISTRATION POLICIES

Town Council

ADM-4 The Town Council should be vested with the authority to implement the

Comprehensive Plan and its implementing ordinances.

ADM-5 The Town Council should appoint the Land Use Administrator to administrator the Comprehensive Plan.

ADM-6 The responsibilities of the Land Use Administrator, or designee, should include:

- Preparing guidelines and procedures for implementation of the Comprehensive Plan.
- Coordinating with the County, other agencies, and the public in the preparation of implementing ordinances.
- Preparing and making available to the public informational material relevant to the Comprehensive Plan and its implementing ordinances.
- Providing technical and administrative assistance to the Planning Commission and Town Council as required for effective implementation of this Plan.
- Enforcing the provisions of the Comprehensive Plan and its implementing ordinances.
- Preparing and/or coordinating all amendments, as necessary, to ensure effective implementation of the Comprehensive Plan.
- Preparing and/or coordinating Local Government Service Agreements, Inter-Local agreements or any other agreement related to the implementation or maintenance of the Comprehensive Plan.

Planning Commission

ADM-7 The Town Planning Commission should:

- Conduct public hearings and make recommendations to the Town Council on amendments to the Comprehensive Plan or its implementing ordinances.
- Recommend to the Town Council policies or procedures to guide the Land Use Administrator in administration of the Comprehensive Plan.
- Monitor the administration of the Comprehensive Plan and its implementing ordinances.

Plan Monitoring

ADM-8 The Comprehensive Plan should be formally reviewed in its entirety every seven years. The review should include an analysis of the effect of recent population trends and projections, land use trends and demand, and economic trends on the elements of the Plan.

ADM-9 Joint management of the Friday Harbor Urban Growth Area by the Town and County should be conducted under the terms and provisions of the Friday Harbor Urban Growth Area Management Agreement.

ADM-10 The Land Use Administrator and Planning Commission should recommend to the Town Council the procedures for the Comprehensive Plan reviews.

ADM-11 The Land Use Administrator and Planning Commission should conduct the

reviews in accordance with procedures established by the Town Council.

ADM-12 In accordance with RCW 36.70A.130 the Friday Harbor Urban Growth Area established in the Land Use Element should be reviewed in coordination with San Juan County at least once every ten years.



Plan Amendments

ADM-13 Reclassification requests from the public and staff should be collected annually beginning September 1 and ending on December 31. Requests must be submitted on forms provided by the Town for the request to be considered.

ADM-14 Comments and suggestions, other than reclassifications, from the public should be collected annually beginning September 1 and ending on December 31. Requests must be submitted on forms provided by the Town for the request to be considered.

ADM-15 Technical amendments and "fixes" to the Land Use Regulations that do not conflict with the adopted Comprehensive Plan, can be submitted at any time. The Land Use Administrator will determine if there are conflicts with the existing Plan. If none, then a schedule will be established as

to when it will be heard at an appropriate public hearing.

ADM-16 All comments, suggestions and technical amendments should be in writing on forms provided by the Town, delivered to the Land Use Administrator and should be date-stamped upon delivery to the Town.

ADM-17 Beginning January 1 of the year following the close of the comment period the Town should:

- Organize and analyze the requests, comments and technical amendments.
- Prepare a staff report outlining the issues raised during the comment period.
- Hold one or more Planning Commission work sessions on the requests, suggestions and fixes.
- Before any scheduled Public Hearings for any changes to the Comprehensive Plan, the Town should publish a notice of Public Hearing in a newspaper of record for two weeks prior to the hearing. The proposed changes should be available for public review at Town Hall during this time.
- The Planning Commission and the Town Council (if they desire) should, following the close of the comment period, hold a Public Hearing on the proposed amendments. At that time, the Planning Commission shall make its recommendations and forward them to the Town Council.
- After receiving the recommendation from the Planning Commission, the Town Council should commence a series of one or more work sessions on the proposed amendments.

- The Town Council should, adopt, adopt with modifications, or reject any or all proposed Comprehensive Plan amendments. Whatever the final changes to the Plan are, they should be adopted, so as to have an effective date no later than September 1 of that year.

ADM-18 All comments, requests or suggestions received after the close of the comment period, shall be considered in the next round of the Comprehensive Plan amendment process.

ADM-19 All amendments to the Comprehensive Plan should be administered pursuant to the procedures established in RCW 36.70A.



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