

Periodic Update Checklist for Fully-Planning Cities

Notice: This checklist has been updated with the new 2022-2023 GMA legislation. Rows that include new 2022-2023 legislative changes or updated Commerce guidance are marked with an orange dot ●. 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, including those from the 2023 legislative session, 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) 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

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

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

Town of Friday Harbor

City

Ryan Ericson

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360-378-2810

Staff contact, phone + email

Commented [LG1]: @Kamal Rastan I would fill in the box at the top right so it looks like it isn't a blank form - or add a footer in red text "Friday Harbor Periodic Checklist June 2024"

Commented [KR2R1]: Did both, sounds good.

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

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

Submit your checklist! This will be the first deliverable under your [periodic update grant](#).

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

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

Need help?

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

Or contact:

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Or, [your assigned regional planner](#)

Checklist Navigation

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Section I: Comprehensive Plan

Land Use Element

Consistent with countywide planning policies (CWPPs) and [RCW 36.70A.070\(l\)](#), amended in 2023

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
Notice: 2021-2022 legislation ESSB 5593 includes changes to RCW 36.70A.130 regarding UGA size, patterns of development, suitability and infrastructure. Coordinate these efforts with your county.				Completed: <input type="checkbox"/> Date:
a. The element integrates relevant county-wide planning policies into the local planning process, and ensures local goals and policies are consistent. For jurisdictions in the central Puget Sound region, the plan is consistent with applicable multicounty planning policies. RCW 36.70A.210 WAC 365-196-305 Coordinate these efforts with your county.	Yes, chapter 3 of the document outlines goals and policies that are consistent with CWPPs	No		Completed: <input checked="" type="checkbox"/> Date: 4/2/2024
b. A future land use map showing city limits and UGA boundaries. RCW 36.70A.070(l) amended in 2023 and RCW 36.70A.110(6), WAC 365-196-400(2)(d), WAC 365-196-405(2)(f)(ii)	Yes	Yes	Needs to be updated significantly from 2017 version as the 2017 map does not capture all potential future land uses that the town anticipates or is planning for during this update.	Completed: <input type="checkbox"/> Date:
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. RCW 36.70A.070(l) (amended in 2023) and WAC 365-196-405(2)(g). Additional resources: Commerce's Climate	Yes, policy UGA-3 on page 3-2, Policy PFS-2 and DTN policies on Page 3-9	Yes	Need to add more goals and policies to land use element to promote active living and non-motorized travel.	Completed: <input type="checkbox"/> Date:

Commented [LG3]: Say why.

Commented [KR4R3]: Done

Commented [LG5]: Not sure it is required for FH

Commented [KR6R5]: I think that this would actually apply to Friday Harbor as "elsewhere in the state" could include places as close as elsewhere in the county including elsewhere on San Juan Island, or even in neighboring jurisdictions that have ferry terminals that reach Friday Harbor. I.E. if the town promotes non-motorized travel then there may be less people who feel the need to drive on-to the ferry to come to the town (even though that is not everyone it is still a significant swath of the visitors)

Section I: Comprehensive Plan

<p>guidance, Transportation Efficient Communities' guidance, and the WA Department of Health Washington State Plan for Healthy Communities and Active Community Environment Toolkit</p>				
	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
d. A consistent population projection throughout the plan which should be consistent with the jurisdiction's allocation of countywide population and housing needs. RCW 36.70A.115, RCW 43.62.035 and WAC 365-196-405(f)	No	Yes	Population projections of 4,300 in 2045 need projections formalized before this will be considered complete, need countywide housing need projections from San Juan County as well.	Completed: <input type="checkbox"/> Date:
e. Estimates of population densities and building intensities based on future land uses and housing needs. RCW 36.70A.070(l) (amended in 2023), WAC 365-196-405(2)(i) • For cities required to plan under the Buildable Lands Program, RCW 36.70A.215 amended in 2017, some jurisdictions may need to identify reasonable measures to reconcile inconsistencies. See Commerce's Buildable Lands Program page .	Yes, page 3-2 goal UGA-7, page 3-8 goal RES-1	Yes	Goals UGA-7 and RES-1 have goals to increase densities but do not specify what density is estimated to be needed to reach this which is a requirement of this section.	Completed: <input type="checkbox"/> Date:
f. Provisions for protection of the quality and quantity of groundwater used for public water supplies. RCW 36.70A.070(l) (amended in 2023), WAC 365-196-405(l)(c); WAC 365-196-485(l)(d)	Yes, page 3-15 through page 3-17 address policies and goals for the protection of aquifers	no	This is adequately addressed in the previous land use element	Completed: <input checked="" type="checkbox"/> Date: 6/19/2024

Commented [LG7]: This is going to a state agency on behalf of FH so need to make it without language that is for a singular person

Section I: Comprehensive Plan

<p>g. Identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools and other public uses. RCW 36.70A.150 and WAC 365-196-340</p>	<p>Yes, Page 7-3 (utilities element), goals and policies of the Transportation Element, page 6-18 of Capital Facilities Element (solid waste), page 6-13 of Capital Facilities Element (storm water), page 6-24 of Capital Facilities Element (schools).</p>	<p>Yes</p>	<p>While these lands are not explicitly identified in the land use element, most are partly present in the other elements; could cross reference or incorporate into land use element.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
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	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
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. RCW 36.70A.070(l) amended in 2023, RCW 36.70A.160 and WAC 365-196-335	Yes, page 3-14	No		Completed: <input checked="" type="checkbox"/> Date: 4/16/2024
i. If there is an airport within or adjacent to the city: policies, land use designations (and zoning) to discourage the siting of incompatible uses adjacent to general aviation airports. RCW 36.70A.510, RCW 36.70.547 Note: The plan (and associated regulations) must be filed with the Aviation Division of WSDOT. WAC 365-196-455	Yes, Goal PS-5, and Policy PS 8	no		Completed: <input checked="" type="checkbox"/> Date: 4/16/2024
j. Where applicable, a review of drainage, flooding and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state. RCW 36.70A.070(l) (amended in 2023) and WAC 365-196-405(2)(e) Note: RCW 90.56.010(27) defines waters of the state. Additional resources: Commerce's climate guidance, Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda	Yes, many goals and policies of the land use element address this and there are no nearby jurisdictions	No		Completed: <input checked="" type="checkbox"/> Date: 4/16/2024

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
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. RCW 36.70A.030(6), RCW 36.70A.172, WAC 365-190-080 . Best Available Science: see WAC 365-195-900 through -925	Yes goals Env-8, 9, 10 with mentions for critical areas protection in Land use, urban growth, open space and recreation, and environment sub sections	No		Completed: <input checked="" type="checkbox"/> Date: 4/16/2024
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. RCW 36.70A.060(4), RCW 36.70A.170	N/A	N/A	No forests or agricultural lands of commercial significance are designated inside city limits.	Completed: <input checked="" type="checkbox"/> Date: 4/16/2024
m. If there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: policies, land use designations, (and consistent zoning) to discourage the siting of incompatible uses adjacent to military bases. RCW 36.70A.530(3), WAC 365-196-475	N/A	N/A	No military bases in town limits or adjacent to town limits employing more than 100 personnel.	Completed: <input type="checkbox"/> Date:
n. New section RCW 36.70A.112 (2022), HB 1799: Development regulations newly developed, updated, or amended <i>after January 1, 2025</i> allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM	No	Yes	Currently there is no organic materials management facility on San Juan Island or Friday Harbor, should add this policy in case the town would like to site one in the future. Capital facilities plan mentions yard waste but not other OM management facilities.	Completed: <input type="checkbox"/> Date:

<p>reduction and diversion goals. Siting must meet criteria described in RCW 70A.205.040(3). See also RCW 36.70.330. For applicability, see RCW 70A.205.540.</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>o. Give special consideration to achieving environmental justice in goals and policies, including efforts to avoid creating or worsening environmental health disparities. RCW 36.70A.070(1) amended in 2023.</p>	<p>No</p>	<p>Yes</p>	<p>There is no mention of environmental justice considerations in goals and policies.</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. RCW 36.70A.070(1) amended in 2023. See also: International Wildland-Urban Interface Code</p>	<p>No</p>	<p>Yes</p>	<p>There is no mention of wildfire preparedness and fire adaptation methods in the land use element of the Comprehensive Plan.</p>	<p>Completed: <input type="checkbox"/> Date:</p>

Housing Element

New 2021 and 2022 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. Please refer to [Commerce's housing webpage](#) for further information. See also [Appendix A](#) of this checklist for the new 2023 minimum housing unit requirements per city population.

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	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
Notice: 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 .				
a. Goals, policies and objectives for: <ul style="list-style-type: none"> the preservation, improvement and development of housing RCW 36.70A.070(2)(b) moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes, within an urban growth area boundary. RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a); and Consideration of housing locations in relation to employment locations and the role of ADUs. RCW 36.70A.070(2)(d) new in 2021 	Yes	Yes	<p>The Town's Housing Action Plan and the HB 1220 evaluation will address housing options and locations.</p> <p>Completed: <input type="checkbox"/> Date:</p>	
Notice: These items were separately listed in the previous version of the checklist. No content was changed.				
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,	No	Yes	<p>The Town's Housing Action Plan and the periodic update evaluation, the land capacity analysis, and review of the housing growth targets will be folded into the periodic update.</p> <p>Completed: <input type="checkbox"/> Date:</p>	

Housing Element

New 2021 and 2022 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. Please refer to [Commerce's housing webpage](#) for further information. See also [Appendix A](#) of this checklist for the new 2023 minimum housing unit requirements per city population.

as provided by Commerce. [RCW 36.70A.070\(2\)\(a\)](#) amended in 2021. [WAC 365-196-410\(2\)\(b\) and \(c\)](#)

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	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
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. RCW 36.70A.070(2)(e) amended in 2021, WAC 365-196-410(e) and (f)	No	Yes	New in HB 1220	Completed: <input type="checkbox"/> Date:
d. Adequate provisions for existing and projected housing needs for all economic segments of the community, including documenting barriers and actions needed to achieve housing availability. RCW 36.70A.070(2)(d) amended in 2021 , WAC 365-196-010(g)(ii) , WAC 365-196-300(f) , WAC 365-196-410 and see Commerce's Housing Action Plan (HAP) guidance: Guidance for Developing a Housing Action Plan .	No	Yes	New in HB 1220	Completed: <input type="checkbox"/> Date:
e. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: <ul style="list-style-type: none"> • Zoning that may have a discriminatory effect; • Disinvestment; and • Infrastructure availability RCW 36.70A.070(2)(e) new in 2021	No	Yes	Analyzed as part of RDI Analysis, there is some goals and policies here but they could be improved or added to.	Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
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. <u>RCW 36.70A.070(2)(f) new in 2021</u>	No	Yes	Analyzed as part of RDI Analysis, there are some goals and policies here but they could be improved or added to.	Completed: <input type="checkbox"/> Date:
	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
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. <u>RCW 36.70A.070(2)(g) new in 2021</u> 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. <u>RCW 36.70A.070(2)(h) new in 2021</u> See also: Support Materials for Racially Disparate Impacts, Exclusion and Displacement Work	No	Yes	Analyzed as part of RDI Analysis, there is some goals and policies here but they could be improved or added to.	Completed: <input type="checkbox"/> Date:

Capital Facilities Plan (CFP) Element

To serve as a check on the practicality of achieving other elements of the plan, covering all capital facilities planned, provided and paid for by public entities including local government and special districts, etc. including water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities. Capital expenditures from park and recreation elements, if separate, should be included in the CFP Element. The CFP Element must be consistent with CWPPs, and [RCW 36.70A.070\(3\)](#) amended in 2023. Changes made to this element through [HB 1181](#) (climate change and resiliency) are not required, although jurisdictions should make a good faith effort to incorporate these items to be consistent with the new legislation.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
a. Policies or procedures to ensure capital budget decisions are in conformity with the comprehensive plan. RCW 36.70A.120	Yes, Finance section of Capital facilities element	No	Current policies and procedures of the capital facilities finance section are in conformity with the comprehensive plan.	Completed: <input type="checkbox"/> Date:
b. An inventory of existing capital facilities owned by public entities, including green infrastructure. RCW 36.70A.070(3)(a) amended in 2023 and WAC 365-196-415(1)(a)	Yes	Yes	No mention of green infrastructure facilities in the stormwater or wastewater section of the current comprehensive plan. To be updated to include these facilities and move them over from the stormwater plan .	Completed: <input type="checkbox"/> Date:
c. A forecast of needed capital facilities. RCW 36.70A.070(3)(b) and WAC 365-196-415(1)(b) Note: The forecast of future need should be based on projected population and adopted levels of service (LOS) over the planning period.	No	Yes	The current plans forecasts need to be updated with new capital facilities forecasts.	Completed: <input type="checkbox"/> Date:
d. Proposed locations and capacities of expanded or new capital facilities. RCW 36.70A.070(3)(c) and WAC 365-196-415 (1)(c) and (3)(c) Infrastructure investments should consider equity and plan for any potential displacement impacts.	No	Yes	The current plans forecasts need to be updated with new capital facilities forecasts.	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	No	Yes	The current finance plans need to be updated with new capital facilities forecasts.	Completed: <input type="checkbox"/> Date:

● finance planned capital facilities. **RCW 36.70A.070(3)(d), RCW 36.70A.120, WAC 365-196-415(1)(d)**

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
f. A policy or procedure to reassess the Land Use Element if probable funding falls short of meeting existing needs. RCW 36.70A.070(3)(e) WAC 365-196-415(2)(d) Note: park and recreation facilities shall be included in the capital facilities plan element.	Yes, CFE-30, CFE-33, CFE-45, CFE-58, CFE-73, CFE-85	yes	Nearly each subsection of the land use element includes a clause within a policy that allows the town to reassess the land use element in the event of growth rate changes from projected which impacting funding sources such as impact fees. Should consider adding specific language about probable funding as a direct trigger for reassessment of the land use rather than just increased demand.	Completed: <input type="checkbox"/> Date:
g. If impact fees are collected: identification of public facilities on which money is to be spent. RCW 82.02.050(5) and WAC 365-196-850(3)	Yes, CFE-10, CFE-111, CFE-124	Yes	Friday Harbor does not currently collect impact fees but has policies written in that state that if impact fees ever become required they would comply with this statute. Should more explicitly state that they will be compliant with this statute.	Completed: <input type="checkbox"/> Date:
h. Identify and include information about all public entities, including special purpose districts that own capital facilities. RCW 36.70A.070(3) amended in 2023	Yes	Yes	Need to update this element and all of the capital facilities as well as make a documented good faith effort for every entity that operated in Friday harbor	Completed: <input type="checkbox"/> Date:

Utilities Element

Consistent with relevant CWPPs and [RCW 36.70A.070 \(4\)](#) amended in 2023. Utilities include, but are not limited to: sanitary sewer systems, water lines, fire suppression, electrical lines, telecommunication lines, and natural gas lines. Changes made to this element through [HB 1181](#) (climate change and resiliency) are not required, although jurisdictions should make a good faith effort to incorporate these items to be consistent with the new legislation.

a. The general location, proposed location and capacity of all existing and proposed utilities, to include telecommunications. RCW 36.70A.070(4)(a) amended in 2023 and WAC 365-196-420	Yes, Paragraph 2 of chapter 7 of the existing comp plan	No	This is sufficient per the statute and amendments.	Completed: <input type="checkbox"/> Date:
b. Identify and include information and contact	No	Yes	Currently all relevant information about utility providers is in the comprehensive plan but	Completed: <input type="checkbox"/> Date:

information about all public entities, including
special purpose districts that own utility systems.
RCW 36.70A.070 (1)(b) new in 2023

contact information for each of the providers is
missing.

Transportation Element

Consistent with relevant CWPPs 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	
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. RCW 36.70A.070(6)(a)(iii)(A) amended in 2023 and WAC 365-196-430(2)(c)	Yes, in chapter 5 "existing transportation system	Yes	The current inventory is aligned with the statute, however updates need to be made to account for changes to the system since the last comprehensive plan.	Completed: <input type="checkbox"/> Date:
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. RCW 36.70A.070(6)(a)(iii)(B) and (C) amended in 2023, WAC 365-196-430	No	Yes	Current LOS for transportation facilities do not include multi-modal counts or standards. Should incorporate these measures.	Completed: <input type="checkbox"/> Date:
c. Identification of specific actions to bring transportation facilities and services to established multimodal LOS. RCW 36.70A.070(6)(a)(iii)(D) amended in 2023, WAC 365-196-430	No	Yes	Currently there is no multi-modal LOS for transportation facilities. Should incorporate these measures first and then establish actions to meet the LOS standard.	Completed: <input type="checkbox"/> Date:

Transportation Element

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

<p>d. A forecast of multimodal transportation for at least 10 years including land use assumptions used in estimating travel. RCW 36.70A.070(6)(a)(i), RCW 36.70A.070 (6)(a)(iii)(E) amended in 2023, WAC 365-196-430(2)(i)</p>	<p>No</p>	<p>Yes</p>	<p>Not in current plan</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>e. A projection of state and local system needs to equitably meet current and future demand and equitably implement the multimodal network. RCW 36.70A.070(6)(a)(iii)(F) amended in 2023, WAC 365-196-430(1)(c)(vi) and RCW 47.06</p>	<p>No</p>	<p>Yes</p>	<p>Currently there is no multi-modal estimation of demand for transportation facilities. Should incorporate these measures equitably in the upcoming comprehensive plan update.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>f. A transition plan for transportation as required in Title II of ADA. 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. RCW 36.70A.070(6)(a)(iii)(G) new in 2023.</p>	<p>No</p>	<p>Yes</p>	<p>This is currently missing from the existing comp plan, should be incorporated into the general policies or in each section of goals and policies Air, Land, and Marine Transportation as these different sectors have different needs and strategies to reach ADA compliance</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. RCW 36.70A.070(6)(a)(vi) amended in 2023, WAC 365-196-430(2)(i)</p>	<p>Yes, Land transportation Goals and Policies bicycle, moped and public transit policies</p>	<p>Yes</p>	<p>Should explicitly call out active transportation in the chapter of the comprehensive plan and state that the enhance and encourage community access and healthy lifestyles.</p>	<p>Completed: <input type="checkbox"/> Date:</p>

Transportation Element

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

h. A description of any existing and planned transportation demand management (TDM) strategies, such as HOV lanes or subsidy programs, parking policies, etc. RCW 36.70A.070(6)(a)(vi) and WAC 365-196-430(2)(l)(i)	Yes, task TE-57	Yes	These policies are addressed in the current comprehensive plan, can be reevaluated and amended in the comp plan update	Completed: <input type="checkbox"/> Date:
i. An analysis of future funding capability to judge needs against probable funding resources. RCW 36.70A.070(6)(a)(iv)(A) , WAC 365-196-430(2)(k)(iv)	Yes	Yes	To be updated.	Completed: <input type="checkbox"/> Date:
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. RCW 36.70A.070(6)(a)(iv)(B) and RCW 35.77.010 , WAC 365-196-430(2)(k)(ii)	Yes	Yes	To be updated	Completed: <input type="checkbox"/> Date:
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. RCW 36.70A.070(6)(a)(iv)(C) amended in 2023, WAC 365-196-430(2)(l)(iii)	No	Yes	To be added to transportation element	Completed: <input type="checkbox"/> Date:
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. RCW 36.70A.070(6)(a)(v)	Yes, TE-16, TE-18	Yes	To be updated to address land use assumptions and how they impact regional demand for transportation facilities	Completed: <input type="checkbox"/> Date:

● Transportation Element

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

[WAC 365-196-430\(1\)\(e\) and 430\(2\)\(a\)\(iii\)](#)

Shoreline

For shorelines of the state, the goals and policies of the shoreline management act as set forth in [RCW 90.58.020](#) are added as one of the goals of the Growth Management Act (GMA) as set forth in [RCW 36.70A.480](#). The goals and policies of a shoreline master program for a county or city approved under [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	
a. The policies, goals, and provisions of RCW 90.58 and applicable guidelines shall be the sole basis for determining compliance of a shoreline master program with this chapter except as the shoreline master program is required to comply with the internal consistency provisions of RCW 36.70A.070, 36.70A.040(4), 35.63.125, 35A.63.105, 36.70A.480.	Yes, SMP is adopted as reference in comprehensive plan	No		Completed: <input type="checkbox"/> Date:
b. Shoreline master programs shall provide a level of protection to critical areas located within shorelines of the state that assures no net loss of shoreline ecological functions necessary to sustain shoreline natural resources as defined by department of ecology guidelines adopted pursuant to RCW 90.58.060.	Yes, Goals; SLU-1, SLU-8, and SLU-12	No	These policies address changes to shoreline that are necessary to maintain economic and cultural function of shoreline so long as it does not diminish and actually serves to enhance the ecology and the resources present on the shoreline.	Completed: <input type="checkbox"/> Date:
c. Shorelines of the state shall not be considered critical areas under this chapter except to the extent that specific areas located within shorelines of the state qualify for critical area designation based on the definition of critical areas provided by RCW 36.70A.030(5) and have been designated as such by a local government pursuant to RCW 36.70A.060(2)	Yes, SMP Page 19 has goals and policies	No	The policies of the SMP which were updated in 2019 are adequate in addressing critical areas requirements.	Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
d. If a local jurisdiction's master program does not include land necessary for buffers for critical areas that occur within shorelines of the state, as authorized by RCW 90.58.030(2)(f), then the local jurisdiction shall continue to regulate those critical areas and their required buffers pursuant to RCW 36.70A.060(2).	No, Town uses critical areas ordinance	No	Currently the buffer zones are addressed in critical area regulations.	Completed: <input type="checkbox"/> Date:

Provisions for siting essential public facilities (EPFs)

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

a. A process or criteria for identifying and siting essential public facilities (EPFs). RCW 36.70A.200 and WAC 365-196-550(1) Notes: RCW 36.70A.200, amended 2021 regarding reentry and rehabilitation facilities. EPFs are defined in RCW 36.70A.200 . Regional transit authority facilities are included in the list of essential public facilities.	Yes, Page 6-29 of the CP has information on this	Yes	Should include new notes related to re-entry and rehabilitation facilities as EPFs in the code.	Completed: <input type="checkbox"/> Date:
b. Policies or procedures that ensure the comprehensive plan does not preclude the siting of EPFs. RCW 36.70A.200(5) Note: If the EPF siting process is in the CWPPs, this policy may be contained in the comprehensive plan as well. WAC 365-196-550(3)	Yes	No	No policies disallow the town from siting essential public facilities.	Completed: <input type="checkbox"/> Date:

● 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.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period. RCW 36.70A.040(8)(a) new in 2022, RCW 36.70A.190 new in 2022	No	Yes	Suggest adding a section on tribal engagement to engagement plan and to Comprehensive Plan.	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 RCW 36.70A.040(8) . RCW 36.70A.085 amended in 2022	No	No	Not applicable.	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). RCW 36.70A.110(1) amended 2022, RCW 36.70A.040(8)	No	Yes	Should add a section on tribal engagement to engagement plan and include this in the Comprehensive Plan.	Completed: <input type="checkbox"/> Date:

Commented [LG10]: Only Seattle and Tacoma have Port elements.

Commented [KR11R10]: noted

Climate Change and Resiliency

New in 2023, see [HB 1181](#), [RCW](#) and [WAC](#) updates are forthcoming.

A new required element for comprehensive plans and new goal of the GMA. Designed to reduce greenhouse gas (GHG) emissions, plan for resiliency and support environmental justice. Climate elements must maximize economic, environmental and social co-benefits and prioritize environmental justice in order to avoid worsening environmental health disparities. A climate element can take the form of a single comprehensive plan chapter or be integrated into several chapters/elements such as housing, transportation and land use. Visit [Commerce's Climate Program](#) webpage for further guidance, grants, tools and staff contacts.

These requirements for GHG emission reductions and resiliency apply to the following counties and their cities with a population greater than 6,000 as of April 1, 2021. Please also review [Appendix B](#) for requirements due in the upcoming periodic update.

- **June 30, 2025 Deadline: Clark, Skagit, Thurston, Whatcom**
- **June 30, 2026 Deadline: Benton, Franklin, Spokane**
- **June 30, 2029 Deadline: These jurisdictions are only required to update two elements this cycle – the transportation and climate elements**

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
a. Greenhouse gas emissions reduction sub-element: must include goals and policies to reduce emissions and vehicle miles traveled. This sub-element is mandatory for the state's largest and fastest-growing counties and the cities within those counties. RCW 36.70A.070(9) new in 2023	No	Not technically	The town does not fall within the requirements of the GMA to meet the GHG sub-element.	Completed: <input type="checkbox"/> Date:
b. Resiliency sub-element: must include goals and policies to improve climate preparedness, response and recovery efforts. This is mandatory for all counties and cities fully planning under the GMA and encouraged for others. RCW 36.70A.070(9) new in 2023	No	Not technically	The climate resilience sub-element will be completed and all of the requirements met to meet Commerce grant .	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	
Economic Development Although included in RCW 36.70A.070 “mandatory elements” an economic development element is not currently required because funding was not provided to assist in developing local elements when this element was added to the GMA. However, provisions for economic growth, vitality, and a high quality of life are important, and supporting strategies should be integrated with the land use, housing, utilities, and transportation elements. RCW 36.70A.070(7) amended in 2017	Yes	The town completed the economic development section as part of the last periodic update. The policies will be refreshed as needed.	Completed: <input type="checkbox"/> Date:
Parks and Recreation 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. RCW 36.70A.070(8) amended in 2023 Although included in RCW 36.70A.070 “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.	Yes, parks element is in current plan	Updates to the parks element to include a tree canopy map is required based on the GMA amendment from 2023.	Completed: <input type="checkbox"/> Date:

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, partially on pages 3-13 through 3-15 and pages 8-1 through 8-4	Included in the land use element in open space and recreation subsection. Also included in the parks and recreation element.	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	
a. All plan elements must be consistent with relevant county-wide planning policies (CWPPs) and, where applicable, multi-county planning policies (MPPs), and the GMA. RCW 36.70A.100 and 210, WAC 365-196-305; 400(2)(c); 510 and 520	Yes	Not currently	Currently aligned with CWPPs, no changes made to the plan shall be inconsistent with San Juan County CWPPs.	Completed: <input type="checkbox"/> Date:
b. All plan elements must be consistent with each other. RCW 36.70A.070 (preamble) and WAC 365-197-040	Yes	Not currently	Currently aligned, no changes made to the plan shall be inconsistent with other elements of the plan.	Completed: <input type="checkbox"/> Date:
c. The plan must be coordinated with the plans of adjacent jurisdictions. RCW 36.70A.100 and WAC 365-196-520	N/A	N/A	There are no adjacent jurisdictions, technically consistency with San Juan County CWPPs satisfies this statute.	Completed: <input type="checkbox"/> Date:

Public participation.

a. Plan ensures public participation in the comprehensive planning process. RCW 36.70A.020(11), .035, and .110, WAC 365-196-600(3) provide possible public participation choices.	Yes, SLU-9 addresses shoreline participation, page 2-1 addresses the public participation as a GMA requirement	No	Previous comprehensive plan addresses public participation as a required component of the comprehensive planning process and public engagement plan for the comprehensive plan update has been completed.	Completed: <input type="checkbox"/> Date:
b. If the process for making amendments is included in the comprehensive plan: • The plan provides that amendments are to be considered no more often than once a year, not including the exceptions described in RCW 36.70A.130(2), WAC365-196-600(3)	Yes	No	See ADM-13 to ADM-19	Completed: <input type="checkbox"/> Date:

Commented [LG12]: @Kamal Raslan can you see if the Town has policies addressing public participation and amendment of the plan?

Commented [LG13R12]: I see this but not sure that it is enough policy wise
Chapter 2, page 2-1, CFE-100 No,

You can cite your PPP for new process too.

Consistency is required by the GMA

<u>196-640</u> <ul style="list-style-type: none"> The plan sets out a procedure for adopting emergency amendments and defines emergency. RCW 36.70A.130(2)(b) and RCW 36.70A.390, WAC 365-196-650(4) 				
	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>c. Plan or program for monitoring how well comprehensive plan policies, development regulations, and other implementation techniques are achieving the comp plan's goals and the goals of the GMA. WAC 365-196-660 discusses a potential review of growth management implementation on a systematic basis.</p> <p>New 2021-2022 legislation HB 1211 provides that those jurisdictions with a periodic update due in 2024 have until December 31, 2024 to submit. The legislation also changed the update cycle to every ten years after the 2024-2027 cycle. Jurisdictions that meet the new criteria described in RCW 36.70A.130(9) will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.</p>	Yes	Yes	<p>Unit monitoring: HO-4 addresses ratio of single family to multifamily units.</p> <p>Plan monitoring generally in ADM-8 to ADM-12.</p> <p>Need to address new requirements.</p>	Completed: <input type="checkbox"/> Date:
<p>d. Considerations for preserving property rights. Local governments must evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property. RCW 36.70A.370. For further guidance see the</p>	Yes, page 2-5	No		Completed: <input type="checkbox"/> Date:

Consistency is required by the GMA

<u>2018 Advisory Memo on the Unconstitutional Taking of Private Property</u>				
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. HB 1181 (2023) revised RCW 36.70A.020 Planning Goals for inclusion of vulnerable populations and overburdened communities. RCW 36.70A.035 Public Participation was not amended under HB 1181.	No	Yes	<p>This was not a part of the previous update and was not explicitly stated as a goal of the housing action plan public participation plan but is included in the engagement plan for the ongoing comprehensive plan update.</p>	Completed: <input type="checkbox"/> Date:

Commented [LG14]: @Kamal Raslan This is new and part of the process for the periodic update. Not sure if they did anything during the HAP process?

Commented [KR15R14]: They did not but it is explicitly stated in our engagement plan process.

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.

Commented [IH16]: This goes to a PDF version - Should I email Commerce for a word doc version?

Commented [KR17R16]: The town is doing the critical areas checklist, they will take care of this!

Zoning Code

● Note: Please review the new 2023 housing laws in the [Washington State Housing Laws of 2019 through 2023](#) guidance, on Commerce's [Planning for Housing webpage](#) and [Appendix A](#) of this checklist.

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
Notice: For more information about housing regulatory changes regarding supportive housing types, see Supportive Housing Types Review Checklist on the Updating GMA Housing Elements webpage . And for additional information on middle housing and ADU regulations, see the Middle Housing webpage .				
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. (RCW 36.70A.070(2)(c) - amended in 2021 (HB 1220))	No	Yes	Assuming that the zoning changes are under review as part of the HAP. Targeted zoning changes should be anticipated in order to meet growth targets.	Completed: <input type="checkbox"/> Date:
b. Permanent supportive housing or transitional housing must be allowed where residences and hotels are allowed. (RCW 36.70A.390 new in 2021, (HB 1220 sections 3-5)) “permanent supportive housing” is defined in RCW 36.70A.030 ; “transitional housing” is defined in RCW 84.36.043(2)(c)	No	Yes		Completed: <input type="checkbox"/> Date:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
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. RCW 35A.21.430 amended in 2021, RCW 35.21.683 , amended in 2021, (HB 1220 sections 3-5) "emergency housing" is defined in RCW 84.36.043(2)(b)	No	Yes		Completed: <input type="checkbox"/> Date:
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. (HB 5235) RCW 35.21.682 new in 2021, RCW 35A.21.314 new in 2022, RCW 36.01.227 new in 2021	No	Yes	Definition of family (FHMC 17.08.060) is defined by one or more persons who live in one dwelling unit and maintain one household. Excludes a group of more than five persons not related by kinship or marriage shall not constitute a family.	Completed: <input type="checkbox"/> Date:
e. Limitations on the amount of parking local governments can require for low-income, senior, disabled and market-rate housing units located near high-quality transit service. RCW 36.70A.620 amended in 2020 and RCW 36.70A.600 amended in 2019	N/A	N/A	Friday Harbor does not currently have any "high-quality transit services" that would trigger this provision	Completed: <input type="checkbox"/> Date:
f. Family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial RCW 36.70A.450 . Review RCW 43.216.010 for definition of family day care provider and WAC 365-196-865 for more information.	No	Yes		Completed: <input type="checkbox"/> Date:

Commented [LG18]: @Kamal Paslan I'm not sure if the Ferry counts as high quality transit service. Could check the law/definitions.

Commented [KR19R18]: It does not, it would need to come at least 2x per hour for 12 hours per day

Commented [KR20R18]: updated

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
g. Manufactured housing is regulated the same as site built housing. RCW 35.21.684 amended in 2019, RCW 35.63.160 , RCW 35A.21.312 amended in 2019 and RCW 36.01.225 amended in 2019. A local government may require that manufactured homes: (1) are new, (2) are set on a permanent foundation, and (3) comply with local design standards applicable to other homes in the neighborhood, but may not discriminate against consumer choice in housing. See: National Manufactured Housing Construction and Safety Standards Act of 1974	No	Yes	Mobile home parks are listed as a Conditional use in multifamily residential zone in 17.24.030. There are no provisions for regulating manufactured housing the same as site built housing.	Completed: <input type="checkbox"/> Date:
h. Accessory dwelling units: cities (and counties) must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations and other official controls. RCW 36.70A.680 amended in 2023, RCW 36.70A.681 amended in 2023, RCW 36.70A.696 amended in 2023, RCW 36.70A.697 amended in 2020, RCW 36.70A.698 amended in 2020, RCW 36.70A.699 amended in 2020 See new Commerce guidance on the Middle Housing webpage	No	Yes	ADUs currently listed as a permitted use in a single-family residential zone FHMC 17.20.020 , but does not include necessary requirements.	Completed: <input type="checkbox"/> Date:
i. 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. RCW 36.70A.410 , RCW 70.128.140 and 150 , RCW 49.60.222-225 and WAC 365-196-860	No	Yes		Completed: <input type="checkbox"/> Date:

Commented [LG21]: Ryan, please confirm. This provision to treat the same has been in place for along time despite the recent amendments. I couldn't find provisions.

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
j. Affordable housing programs enacted or expanded under RCW 36.70A.540 amended in 2022 comply with the requirements of this section. Examples of such programs may include: density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed-use projects. WAC 365-196-300 See also RCW 36.70A.545 and WAC 365-196-410(2)(e)(i) "affordable housing" is defined in RCW 84.14.010 Review RCW 36.70A.620 amended in 2020 , for minimum residential parking requirements.	Yes 3.40.010 Affordable Housing Grant Program, and 13.40.010 Deferred Payment of Water and Sewer Connection charges	Yes	Currently includes an affordable housing grant program and defer payment for entire connection charge required for new connections to the town's water and sewer system but no mention of an affordable housing incentive programs and other requirements.	Completed: <input type="checkbox"/> Date:
k. Limitations on regulating: outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization. RCW 36.01.290 amended in 2020	No	Yes		Completed: <input type="checkbox"/> Date:
I. Regulations discourage incompatible uses around general aviation airports. RCW 36.70.547 and WAC 365-196-455 . Incompatible uses include: high population intensity uses such as schools, community centers, tall structures, and hazardous wildlife attractants such as solid waste disposal sites, wastewater or stormwater treatment facilities, or stockyards. For more guidance, see WSDOT's Aviation Land Use Compatibility Program .	No	Yes	Currently aviation airports in 17.40 Public Service Zone but does not discourage incompatible uses around airports.	Completed: <input type="checkbox"/> Date:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
m. If a U.S. Department of Defense (DoD) military base employing 100 or more personnel is within or adjacent to the jurisdiction, zoning should discourage the siting of incompatible uses adjacent to military base. RCW 36.70A.530(3) and WAC 365-196-475 . Visit Military One Source to locate any bases in your area and help make determination of applicability. If applicable, inform the commander of the base regarding amendments to the comprehensive plan and development regulations on lands adjacent to the base.	N/A	No		Completed: <input type="checkbox"/> Date:
n. Electric vehicle infrastructure (jurisdiction specified: adjacent to Interstates 5, 90, 405 or state route 520 and other criteria) must be allowed as a use in all areas except those zoned for residential, resource use or critical areas. RCW 36.70A.695	No	No	Does not apply due to location.	Completed: <input type="checkbox"/> Date:
Shoreline Master Program Consistent with RCW 90.58 Shoreline Management Act of 1971				
a. Zoning designations are consistent with Shoreline Master Program (SMP) environmental designations. RCW 36.70A.480	Yes Chapter 19.04	No		Completed: <input type="checkbox"/> Date:
b. If updated to meet RCW 36.70A.480 (2010), SMP regulations provide protection to critical areas in shorelines that is at least equal to the protection provided to critical areas by the critical areas ordinance. RCW 36.70A.480(4) and RCW 90.58.090(4) See Ecology's shoreline planners' toolbox for the SMP Checklist and other resources and Ecology's Shoreline Master Programs Handbook webpage	Yes 19.04.250 Critical areas	No		Completed: <input checked="" type="checkbox"/> Date:

Commented [IH22]: Please verify that this is correct
Commented [KR23R22]: Correct, the SMP includes section on salmon recover and create a buffer which is aligned with the RCW minimum standards. Also section 3 addresses a broader outlook that protects critical areas from degradation, which also meets the requirements.

Resource Lands

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

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
a. Zoning is consistent with natural resource lands designations in the comprehensive plan and conserves natural resource lands. RCW 36.70A.060(3) , WAC 365-196-815 and WAC 365-190-020(6) . Consider innovative zoning techniques to conserve agricultural lands of long-term significance RCW 36.70A.177(2) . See also WAC 365-196-815(3) for examples of innovative zoning techniques.	N/A	N/A	No natural resource lands in Friday Harbor or its UGA.	Completed: <input type="checkbox"/> Date:
b. Regulations to assure that use of lands adjacent to natural resource lands does not interfere with natural resource production. RCW 36.70A.060(1)(a) and WAC 365-190-040 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	N/A	N/A	No natural resource lands in Friday Harbor or its UGA.	Completed: <input type="checkbox"/> Date:
c. For designated agricultural land, regulations encourage nonagricultural uses to be limited to lands with poor soils or otherwise not suitable for agricultural purposes. Accessory uses should be located, designed and operated to support the continuation of agricultural uses. RCW 36.70A.177(3)(b)	N/A	N/A	No natural resource lands in Friday Harbor or its UGA.	Completed: <input type="checkbox"/> Date:
d. Designate mineral lands and associated regulations as required by RCW 36.70A.131 and WAC 365-190-040(5) . For more information review the WA State Dept. of Natural Resources (DNR's Geology Division site)	N/A	N/A	No natural resource lands in Friday Harbor or its UGA.	Completed: <input type="checkbox"/> Date:

Commented [IH24]: Please verify that this is correct.

Commented [KR25R24]: Correct, this does not exist in friday harbor or the UGA

Siting Essential Public Facilities

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

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
Regulations for CWPPs include a process for siting EPFs and ensure EPFs are not precluded. RCW 36.70A.200 amended in 2023 , WAC 365-196-550(6) lists process for siting EPFs. WAC 365-196-550(3) details preclusions. EPFs should be located outside of known hazardous areas. Visit Commerce's Behavioral Health Facilities Program page for information on establishing or expanding new capacity for behavioral health EPFs. Note: RCW 36.70A.200 amended by SB 5536 to include EPFs for opioid treatment programs	No	Yes	Utility zones 17.36.020 development standards mentions essential public facilities shall not be subject to any specific height limitations.	Completed: <input type="checkbox"/> Date:

Subdivision Code

a. Subdivision regulations are consistent with and implement comprehensive plan policies. RCW 36.70A.030(8) , RCW 36.70A.040(4)	Yes 16.04 Subdivisions and Plats	Yes		Completed: <input type="checkbox"/> Date:
b. Written findings to approve subdivisions establish adequacy of public facilities. RCW 58.17.110 amended in 2018 <ul style="list-style-type: none"> Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students. Potable water supplies, sanitary wastes, and drainage ways. RCW 36.70A.590 amended 2018 Open spaces, parks and recreation, and playgrounds Schools and school grounds Other items related to the public health, safety and general welfare, WAC 365-196-820(1) .	Yes 16.04.050 C Preliminary approval	No	,	Completed: <input type="checkbox"/> Date:

Commented [IH26]: Would love a second opinion on if the subdivision regulations are consistent with and implement Comp plan policies.

Commented [LG27R26]: @isa Hirata I think you could keep "Yes" since in subsection "d" there needs to be a change. Also, we haven't finished our evaluation of housing.

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
c. Preliminary subdivision approvals under RCW 58.17.140 and RCW 58.17.170 are valid for a period of five or seven years (previously five years). Note: preliminary plat approval is valid for: seven years if the date of preliminary plat approval is on or before December 31, 2014; five years if the preliminary plat approval is issued on or after January 1, 2015; and ten years if the project is located within city limits, not subject to the shoreline management act, and the preliminary plat is approved on or before December 31, 2007.	Yes 16.04.160 Final approval	No	The current language includes "A final plat, conforming to all of the terms and conditions of the preliminary plat approval, must be submitted to the town council for approval within five years of the date of preliminary approval"	Completed: <input type="checkbox"/> Date:
d. Include in short plat regulations procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots, RCW 58.17.060 (3) new in 2023 by SB 5258 - section 11	No	Yes	Address unit lot subdivisions. Is this an error on this Table VII. Subdivisions, Short Plats and Replats?	Completed: <input type="checkbox"/> Date:

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. RCW 36.70A.070(1) Regulations may include: adoption of a stormwater manual consistent with Ecology's latest manual for Eastern or Western Washington, adoption of a clearing and grading ordinance –See Commerce's 2005 Technical Guidance Document for Clearing and Grading in Western Washington.</p> <p>Adoption of a low impact development ordinance. See Puget Sound Partnership's 2012 Low Impact Development guidance and Ecology's 2013 Eastern Washington Low Impact Development guidance.</p> <p>Additional Resources: Federal Grants to Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p>	Yes, current stormwater plan referenced in page 6-9	No	<p>The town has adopted a stormwater plan that addresses drainage flooding and stormwater, ensure that most recent plan has been adopted and referenced in the comprehensive plan update.</p>	<p>Completed: <input type="checkbox"/> Date:</p>
<p>b. Provisions for corrective action for failing septic systems that pollute waters of the state. RCW 36.70A.070(1). See also: DOH Wastewater Management, Ecology On-Site Sewage System Projects & Funding</p>	Yes, current stormwater plan referenced in page 6-9	No	<p>The current comprehensive plan references the adopted water systems plan from 2013 and a stormwater management plan from 2005 which does discuss the potential contamination of water resources through septic failures and other stormwater events, however the plan should include these provisions directly and ensure that the most up to date plan has been adopted and is the point of reference.</p>	<p>Completed: <input type="checkbox"/> Date:</p>

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	
<p>New section RCW 36.70A.142; new in 2022 legislation HB 1799: 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 (SWMP) to meet OM reduction and diversion goals. Siting to meet criteria described in RCW 70A.205.040(3)</p> <p>See also RCW 36.70.330. For applicability, see RCW 70A.205.540</p>	No	Yes	This is missing from the document and needs to be added.	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.

a. If adopted, impact fees are applied consistent with RCW 82.02.050 amended in 2015, RCW 82.02.060 amended in 2023 by SB 5258 , .070 , .080 , .090 amended in 2018 and .100 . WAC 365-196-850 provides guidance on how impact fees should be implemented and spent.	N/A	N/A	No impact fees adopted.	Completed: <input type="checkbox"/> Date:
b. Jurisdictions collecting impact fees must adopt and maintain a system for the deferred collection of impact fees for single-family detached and attached residential construction, consistent with RCW 82.02.050(3) amended in 2016	N/A	N/A	No impact fees adopted.	Completed: <input type="checkbox"/> Date:
c. If adopted, limitations on impact fees for early learning facilities RCW 82.02.060 amended in 2021	N/A	N/A	No impact fees adopted.	Completed: <input type="checkbox"/> Date:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	No impact fees adopted.	
d. If adopted, exemption of impact fees for low-income and emergency housing development RCW 82.02.060 amended in 2023. See also definition change in RCW 82.02.090(1)(b) amended in 2018	N/A	N/A	No impact fees adopted.	Completed: <input type="checkbox"/> Date:
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. RCW 36.70A.681 new in 2023 by HB 1337	N/A	N/A	No impact fees adopted.	Completed: <input type="checkbox"/> Date:
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. RCW 82.02.060 amended in 2023 by SB 5258	N/A	N/A	No impact fees adopted.	Completed: <input type="checkbox"/> Date:
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.				
a. The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b) amended in 2023, WAC 365-196-840 . Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.	Yes. TE-8.	No		Completed: <input type="checkbox"/> Date:

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	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
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. RCW 36.70A.070(6)(a)(iii)(B) and (D) , RCW 36.70A.070(6)(b) amended in 2023 Levels of service can be established for automobiles, pedestrians and bicycles. See WAC 365-196-840(3) on establishing an appropriate level of service.	Yes. TE-11	No		Completed: <input type="checkbox"/> Date:
c. Highways of statewide significance (HSS) are exempt from the concurrency ordinance. RCW 36.70A.070(6)(a)(iii)(C)	N/A	N/A	Friday Harbor does not have highways of statewide significance.	Completed: <input type="checkbox"/> Date:
d. Traffic demand management (TDM) requirements are consistent with the comprehensive plan. RCW 36.70A.070(6)(a)(vi) Examples may include requiring new development to be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail networks. WAC 365-196-840(4) recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.	No	Yes		Completed: <input type="checkbox"/> Date:
e. If required by RCW 82.70 , 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.	No	No		Completed: <input type="checkbox"/> Date:

Commented [YA29]: This map from WSDOT shows that there is no state highways on San Juan Island: <https://wsdot.wa.gov/sites/default/files/2021-05/HighwayMapFrontwithHillshade.pdf>

Commented [KR30R29]: This is correct. No highways on the islands

Commented [LG31]: I don't think they have to comply - have to have state highway exceeding a certain amount of delay. Def of UGA. <https://app.leg.wa.gov/WAC/default.aspx?cite=468-63-020>

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.

	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 RCW 36.70A.040(8)(a) new in 2022.	No	Yes		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. RCW 36.70A.210(3)(i) new in 2022.	No	Yes	Partial mention of tribal conservation and management of habitats with tribal importance but does not mention tribal cultural resources or collaboration with federally recognized Indian tribes.	Completed: <input type="checkbox"/> Date:

Regulations to Implement Optional Elements

a. New fully contained communities are consistent with comprehensive plan policies, RCW 36.70A.350 and WAC 365-196-345	N/A	N/A		Completed: <input type="checkbox"/> Date:
b. If applicable, master planned resorts are consistent with comprehensive plan policies, RCW 36.70A.360 , RCW 36.70A.362 and WAC 365-196-460	N/A	N/A		Completed: <input type="checkbox"/> Date:
c. If applicable, major industrial developments and master planned locations outside of UGAs are consistent with comprehensive plan policies, RCW 36.70A.365 , RCW 36.70A.367 and WAC 365-196-465	N/A	N/A		Completed: <input type="checkbox"/> Date:
d. Regulations include procedures to identify, preserve, and/or monitor historical or archaeological resources. RCW 36.70A.020(13) , WAC 365-196-450	N/A	N/A		Completed: <input type="checkbox"/> Date:

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
e. Other development regulations needed to implement comprehensive plan policies such as energy, sustainability or design are adopted. WAC 365-196-445				Completed: <input type="checkbox"/> Date:
f. Design guidelines for new development are clear and easy to understand; administration procedures are clear and defensible	No	Yes	17.64.060 Design Review; standards to be reviewed as part of housing evaluation.	Completed: <input type="checkbox"/> Date:
g. Local design review includes 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. RCW 36.70A.630 new in 2023 by HB 1293	No	Yes	Consider updates in HB 1293.	Completed: <input type="checkbox"/> Date:

Project Review Procedures

In 2023, [SB 5290](#) substantially amended local permit review processes. Codification and additional resources from Commerce are forthcoming.

Project review processes integrate permit and environmental review. RCW 36.70A.470 , RCW 36.70B and RCW 43.21C . Also: WAC 365-196-845 , WAC 197-11 (SEPA Rules), WAC 365-197 (Project Consistency Rule, Commerce, 2001) and Ecology SEPA Handbook . Integrated permit and environmental review procedures for: <ul style="list-style-type: none">• Notice of application• Notice of complete application• One open-record public hearing• Combining public hearings & decisions for multiple permits• Notice of decision• One closed-record appeal	No	Yes	Dependent on HAP and HB 1220 review.	Completed: <input type="checkbox"/> Date:
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1.1.2.3 Comprehensive Plan Amendment Requirements

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

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	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
a. Regulations limit amendments to the comprehensive plan to once a year (with statutory exceptions). RCW 36.70A.130(2) and WAC 365-196-640(3)	No	Yes		Completed: <input type="checkbox"/> Date:
b. Regulations define <i>emergency</i> for an emergency plan amendment. RCW 36.70A.130(2)(b) and WAC 365-196-640(4)	No	Yes		Completed: <input type="checkbox"/> Date:
c. Regulations include a docketing process for requesting and considering plan amendments. RCW 36.70A.130(2) , RCW 36.70A.470 , and WAC 365-196-640(6)	No	Yes		Completed: <input type="checkbox"/> Date:
d. A process has been established for early and continuous public notification and participation in the planning process. RCW 36.70A.020(11) , RCW 36.70A.035 and RCW 36.70A.140 . See WAC 365-196-600 regarding public participation and WAC 365-196-610(2) listing recommendations for meeting requirements.	Yes. CFE-100, FHMC 20.20.020.	No		Completed: <input type="checkbox"/> Date:
e. A process exists to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property RCW 36.70A.370 . See the 2018 Advisory Memo on the Unconstitutional Taking of Private Property	Yes. FHMC 16.04.050, 17.66.060.	No		Completed: <input type="checkbox"/> Date:
f. Provisions ensure adequate enforcement of regulations, such as zoning and critical area ordinances (civil or criminal penalties). See implementation strategy in WAC 365-196-650(1) .	Yes	No	FHMC 17,88, 18.08.130, 20.32	Completed: <input type="checkbox"/> Date:

● Appendix A: Housing unit minimums per population

See Commerce's [Middle Housing webpage](#) for more information and the [Middle Housing Fact Sheet](#) for the list of cities that must comply with the following requirements.

Cities with a population less than 25,000 but within the Contiguous UGA with the largest city in a county with a population greater than 275,000

	In Current zoning? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
Zoning and development regulations allow at least two residential units per lot on all lots zoned predominantly for residential use, unless the lot is smaller than 1,000 square feet. RCW 36.70A.635 (1) and (6) HB 1110	N/A	N/A		Completed: <input type="checkbox"/> Date:

Cities with a population between 25,000 and 75,000

	In Current zoning? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
a. Zoning and development regulations allow at least: <ul style="list-style-type: none">two residential units on each lot,four residential units on each lot if at least one unit is affordable, unless the lot is smaller than 1,000 square feet.	N/A	N/A		Completed: <input type="checkbox"/> Date:
b. Zoning and development regulations allow at least four residential units on each lot, within 1/4 mile walking distance of a major transit stop.	N/A	N/A		Completed: <input type="checkbox"/> Date:

Cities with a population greater than 75,000

	In Current zoning? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
a. Zoning and development regulations allow at least: <ul style="list-style-type: none"> four residential units on each lot, six residential units on each lot if at least two units are affordable, unless the lot is smaller than 1,000 square feet. 	N/A	N/A		Completed: <input type="checkbox"/> Date:
b. Zoning and development regulations allow at least six residential units on each lot, within 1/4 mile walking distance of a major transit stop.	N/A	N/A		Completed: <input type="checkbox"/> Date:

● Appendix B: Element updates per HB 1181

Required Updates to GMA Elements per HB 1181							
GMA Periodic Update Due Dates	Greenhouse Gas Reduction Sub-element	Climate Resilience Sub-element	Transportation Element	Land Use Element	Capital Facilities Element*	Utilities Element*	Parks & Recreation Element*
For jurisdictions with a 2024 deadline and subject to GHG Emissions Reduction [Sec. 15 (10)]	Due 2029	Due 2029	Due 2029	Due in 2034			
For jurisdictions with a 2025 & 2026 deadline and subject to GHG Emissions Reduction [Sec. 4 (1) and (2)]	X	X	X	X	X*	X*	X*
Jurisdictions <u>not</u> subject to GHG Emissions Reduction (all years) [Sec. 4 (3) and 9(e)(i)]	Optional	X See RCW 36.70A.0 70(9)(e)	**	Only counties over 20k pop.	X*	X*	X*

Table notes: "X" indicates a GMA update requirement. One asterisk (*) indicates jurisdictions should make a good faith effort to update their elements to be consistent; refer to HB 1181 (Chapter 228, Laws of 2023) for specifics. Two asterisks (**) indicates 22 cities that need to update their transportation element based on population, not whether or not their county is among those that must develop a GHG emissions element.