

COMPREHENSIVE PLAN

SECTION D

ADMINISTRATION

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ADMINISTRATION
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1. PURPOSE

This section of the *Plan* provides goals, policies, and procedures for *Comprehensive Plan* administration, implementation and amendment, and ongoing public participation in the planning process.

2. PLAN ADMINISTRATION

2.1 Goals and Policies

Goal: To establish administrative procedures that will assure the continuing compatibility of the *Plan* with the physical, social, and economic realities of the county; and to ensure effective, fair, and impartial administration and enforcement of this *Plan* and implementing ordinances at the least possible cost.

Policies (2.1.1-11):

1. Establish regulations and procedures that include incentives and that are simple and straightforward to understand and administer.
2. Ensure efficient and effective administration of this *Plan* at reasonable cost.
3. Establish and adhere to timelines for efficient processing of all development permits and administrative matters.
4. Provide for public notice and review of all significant proposed land use changes.
5. Evaluate the cumulative impacts of development. Monitor and develop information regarding long-range development trends in the County.
6. Establish specific administrative procedures for all permit applications and facilitate concurrent and comprehensive review of requirements for permits.
7. Provide for a coordinated permit system that informs and educates citizens and the development community on permit requirements.
8. Streamline building, health, land use and development permit procedures to simplify and coordinate the means of obtaining plat approvals, use permits, approval of design and engineering plans, and building permits.
9. Establish specific procedures and criteria for addressing nonconforming uses, variances, interpretations, and exceptions.
10. Explore methods to reduce government expenditure through the use of telecommunications technology.
11. Coordinate with the Town of Friday Harbor, the school districts and other entities to provide access for citizens and agencies to digital communications.

2.2 Administration Responsibilities and Procedures

1. **Administrator.** The Board of County Commissioners shall be vested with the authority to administer this *Plan* and its implementing ordinances through an Administrator(s) appointed by the Board. The Administrator of this *Plan* shall be the Planning Director.
2. The responsibilities of the Administrator, or designee, shall include:
 - a. Recommending the procedures and coordinating with county and state agencies and the public in the preparation of ordinances deemed essential for the implementation of this *Plan*.
 - b. Preparing and making available to the public informational material pertinent to this *Plan*.
 - c. Managing the Planning Department in a manner which provides a high level of service to the public on a day to day basis.
 - d. Providing technical and administrative assistance to the Planning Commission and the Board of County Commissioners toward effective development of *Plan* elements and means for their implementation.
 - e. Developing and proposing to the Planning Commission and the Board of County Commissioners amendments to this *Plan* designed to achieve more effectively and equitably its purposes, goals and policies.
3. **Planning Commission.** With regard to the administration of this *Plan*, the County Planning Commission shall be vested with the following responsibilities:
 - a. The Commission shall recommend to the Board of County Commissioners policies to guide the Administrator in the administration of this *Plan* and its implementing ordinances.
 - b. The Planning Commission shall monitor the pattern of land use and development undertaken based on this *Plan* in order to effectively develop, review, and consider amendments as may be necessary and act as a liaison with the public on planning issues.
 - c. The Planning Commission shall conduct public hearings and make recommendations to the Board on amendments to this *Plan* or to its implementing ordinances and on matters deemed appropriate by the Board.
4. **Hearing Examiner and Board of Adjustment.** In accordance with state law (RCW 36.70.), a Hearing Examiner and a Board of Adjustment are vested with the authority to act on certain matters in the implementation of this *Plan*, and such matters shall be specifically defined in implementation ordinances.
5. **Board of County Commissioners.** The Board of County Commissioners shall direct the Planning Department in the administration of this *Plan* and shall amend this *Plan* according to the procedures established in this section.
6. **Assessor.** In periodic review of this *Plan* the County should consider trends in contested property tax assessments and identify issues in them associated with the policies and implementing regulations of this *Plan*. Restrictions imposed on the use of real property through the implementation of this *Plan* are intended to be duly considered by the County Assessor and the Board of Equalization in establishing the fair market value of property.
7. **General.**

- a. This *Plan* shall be liberally construed to give full effect to the purposes, goals, and policies for which this program was enacted.
- b. Private property shall not be taken for public use without just compensation having been made. The property rights of land owners shall be protected from arbitrary and discriminatory actions.

3. PLAN IMPLEMENTATION AND AMENDMENTS

3.1 Goals and Policies

Goal: To implement the policies in this *Plan* and assure that the *Plan* is regularly reviewed, revised and amended and to provide an adequate factual basis for decisions and actions.

Policies (3.1.1-9):

1. Implement this *Plan* through appropriate ordinances and actions.
2. Amend existing ordinances and adopt new ordinances to carry out the policies of this *Plan*.
3. Require all land use designations, land use and development standards, and all actions of the County on land use permits, variances, land divisions, designation changes and all other planning actions to be consistent with the intent and policies of this *Plan*.
4. The environmental suitability and impacts of projects will be fully considered and mitigated in each case and will not be as planned actions under RCW 43.21C.031(2).
5. Establish *Plan* review and revision procedures that include provisions for participation by all citizens.
6. Periodically assess *Plan* goals, policies, and implementation ordinances as well as the information and assumptions on which this *Plan* is based.
7. Evaluate the impacts of development patterns in the review of this *Plan*. Review and revise as necessary the Land Use and Capital Facilities elements and Official Map to incorporate the findings of this evaluation, and to ensure that these elements and the land-use designations are coordinated and consistent and continue to reflect the policies of this *Plan*.
8. Administer state agency regulations at the local level where practical and when doing so will improve service to the people of the County.
9. Request that federal, state and local agencies, the Native tribes, and the Town inform the County of needs that should be addressed in the County's planning program.

3.2 Plan Amendment Procedures

1. All proposed amendments to this *Plan* shall be handled according to the procedures established in RCW Chapter 36.70.
2. In accordance with RCW Chapter 36.70A.130, amendments to this *Plan* shall occur no more frequently than once every year.
3. An Official Map or text amendment may be initiated by the Board of County Commissioners, the Planning Commission, the Planning Director, or the owner of property for which an Official Map change is requested.

4. Requests for amendment of the Official Map or *Plan* text shall be submitted to the Planning Department between January 1 and March 1 of any year for consideration during the remainder of that year. Requests submitted after March 1 shall be returned to the applicant for re-submittal the following year.
5. The Planning Department shall evaluate all requests to amend this *Plan* and forward recommendations to the Planning Commission and Board of Commissioners for consideration.
6. All proposed *Plan* amendments are to be considered at advertised public hearings before the Planning Commission and Board of County Commissioners, in accordance with state law and County requirements. Public notice of all proposed *Plan* amendments and hearing dates shall be published in the official county newspaper in a manner prescribed by the Administrator. Fees required for application and publication shall be as set out by ordinance of the Board of County Commissioners.
7. The Planning Department shall notify the state Department of Community, Trade, and Economic Development (DCTED) of the county's intent to adopt *Plan* amendments at least sixty days prior to adoption. Within ten days of final adoption the county shall transmit a copy of the amended *Plan* or sections thereof to DCTED.
8. Procedures for amendments to the Official Maps are as follows:
 - a. **Applications.** The request shall be in writing, in a form provided by the Administrator, and shall include the following information:
 - (1) Historic use of the property and adjoining land;
 - (2) Population density of the surrounding area;
 - (3) Existing soil and sewage disposal conditions;
 - (4) Water availability;
 - (5) Suitability for agricultural or forest use;
 - (6) Known archaeological or historical resources on the property;
 - (7) Availability of existing public services and utilities;
 - (8) Names of property owners within 300 feet.
 - b. **Application Contents.** Through the use of legal descriptions and maps, the application shall identify clearly the area for which the change is requested. The reason or reasons for the request shall be clearly stated.
 - c. **Notification.** The applicant shall notify all property owners within 300 feet of the property included in his or her request for redesignation and of the hearing date in a form prescribed by the Administrator. Receipts of certified mailing shall be submitted with the application. Notification shall be at least ten days prior to the first hearing.
 - d. **Criteria.** Changes in land use designations shall be approved if such change is necessary to correct errors on the Official Maps, or when all of the following criteria are met:
 - (1) The change is consistent with the goals and policies of this *Plan*;

- (2) The change will not result in an enclave of property owners enjoying greater privileges and opportunities than those enjoyed by other property owners in the vicinity where there is no substantive difference in the properties themselves which justifies different designations; and
- (3) The change will serve the general welfare, and benefits of the change will outweigh any significant adverse impacts.

3.3 Periodic Review Procedures

1. The *Plan* shall be formally reviewed in its entirety every five years. The five year review shall include a detailed analysis and update of information on population, environmental and economic changes, and effects on all the elements of this *Plan*.
2. Public comment on *Plan* elements shall be compiled and reviewed annually by the Planning Department and Planning Commission.
3. In accordance with RCW 36.70A.130 the Urban Growth Area established in the Land Use Element of this *Plan* shall be reviewed in coordination with the Town of Friday Harbor at least every ten years.
4. The Planning Director and the Planning Commission shall recommend to the Board of County Commissioners the format for the five year *Plan* review. The Board determination of the review format shall include consideration of public participation, types of changes needed, specific geographical areas to be reviewed, and other procedural guidelines relating to types of information and data necessary to develop findings, recommendations and decisions.
5. The Planning Department shall conduct the formal review in accordance with the format established by the Board. Following such review the Planning Director and Planning Commission may recommend to the Board of County Commissioners amendments designed to achieve more effectively and equitably the vision, goals and policies of this *Plan*.

3.4 Implementation and Enforcement Procedures

1. The goals and policies of this *Plan* shall be primarily implemented through the provisions of a Unified Development Code adopted by official county ordinance.
2. The goals and policies of this *Plan* shall be enforced through specific enforcement procedures contained in the Unified Development Code and any amendments thereto.

3.5 Amendment Exceptions

The following types of Comprehensive Plan amendments can be considered *more frequently* than once per year, provided that appropriate steps have been taken to ensure public participation.

1. Changes necessary to resolve an appeal of a Comprehensive Plan or development regulation filed with a growth management hearings board or with the court.
2. The initial adoption of a subarea plan or activity center plan that does not modify the Comprehensive Plan policies and designations applicable to the subarea or activity center.
3. The amendment of the capital facilities element of a comprehensive plan that occurs concurrently with the adoption of or amendment of the County budget.
4. Whenever an emergency exists. The Board of County Commissioners will review a potential emergency situation to determine if the situation does, in fact, necessitate an emergency Comprehensive Plan amendment. Findings must demonstrate a need of community wide

significance, and not a personal emergency on the part of a particular applicant or property owner. Emergency amendments must be necessary to immediately avoid an imminent danger to public health and safety or to prevent serious environmental degradation.

4. PUBLIC PARTICIPATION

4.1 Goals and Policies

Goal: To provide opportunity for ongoing, representative, public participation in all County planning programs.

Policies (4.1.1-5):

1. The County will actively seek public involvement on planning issues and on all proposed amendments to this *Plan*.
2. Notice shall be given by mail to every property owner for the five year review of this *Plan* as well as whenever the Board of County Commissioners deems it appropriate for significant changes to the *Plan*.
3. Ensure availability of planning documents and reports to the public, as appropriate, through County offices and public libraries.
4. Facilitate public meetings in such a way so as to ensure effective public participation.
5. Provide opportunities for citizen participation in the County's response to proposals of state and federal bodies and other jurisdictions when such proposals may affect the intent and purposes of this *Plan*.

4.2 Public Participation Procedures (Policies 4.2.1-4)

1. The Planning Commission shall develop and implement an annual action plan for citizen involvement. The action plan shall seek to maximize citizen input on planning issues affecting specific geographical areas of the county as well as the county as a whole.
2. The Planning Commission in coordination with the Planning Department shall sponsor or conduct public education programs and provide publications and printed materials on planning issues.
3. The Planning Department shall insure that all planning documents and reports are available for review in county offices as well as at public libraries.
4. The Board of County Commissioners, Planning Commission and Planning Department shall actively seek input from the various civic groups, community or neighborhood organizations on planning issues and proposed amendments to this *Plan*.