



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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San Juan County Docket Process

The Growth Management Act at RCW 36.70A.470(2) allows any interested person, including applicants, citizens, hearing examiners, and staff of other agencies, to request amendments to the San Juan County Comprehensive Plan or suggest Comprehensive Plan policy amendments or development regulation amendments. This process is known as the annual “Docket” process. Development Regulations are those contained in Titles 16 and 18 of San Juan County Code.

How do I suggest a change to the Comprehensive Plan or Development Regulations?

Complete one of the following application forms for each proposed amendment and submit it to the Community Development Department. There is a fee for a Comprehensive Plan Amendment, but no fee for a Comprehensive Plan Policy or Development Regulation amendment. Each request must be submitted on its own form.

- Comprehensive Plan Map Amendment Form
- Comprehensive Plan Policy or Development Regulation Amendment Form

What happens after I submit a proposed amendment?

Community Development staff will review the application and determine if the application is complete. If the application does not include the information requested in the application form, staff will contact the applicant to request the additional information.

Since the County’s docket schedule is very short, applications that are not complete as of March 1 may be deferred to a subsequent year’s docket. All applications are placed on the Initial Docket, but Council might not place all of the proposals onto the Final Docket.

Initial Docket Review

Initial Docket will be created and Community Development staff will categorize each proposal as follows:

- A - Required by law for GMA Compliance or otherwise
- B- Necessary to achieve a vital public policy or a budgeted work program item
- C - Provides clarity and certainty to the UDC and Comprehensive Plan or removes ambiguity and/or inconsistencies
- D - Lesser priority to be considered as staff time permits.
- E - Obsolete, previously resolved, inconsistent with state law, or not recommended for further consideration.

Final Docket Review

The Planning Commission and Council will consider the Initial docket and determine which items will be placed on the Final docket for review and consideration. Possible outcomes as a result of Council review of the initial docket include:

- Review and adoption in the same year
- Deferral to a subsequent year
- Considered as part of a larger planning project (such as the 2018 Comprehensive Plan Update)
- Not considered or adopted

How long does a proposed amendment take?

The length of time for review will vary depending upon the size and complexity of the amendment, Council priorities, and other work in progress. All applications submitted before March 1 will be considered in the same year.

Annual Comprehensive Plan Docket Calendar

- January** – Publish notice of docket application due date
- March 1** – Docket application submittal deadline
- April** – DCD staff assembles initial docket
- May** – Staff Briefs County Council and Planning Commission on initial docket
- June** – Council public hearing to set final docket (by resolution)
- October**– Planning Commission public hearing. Makes recommendation on final docket ordinances
- November** – Council public hearing on final docket ordinances
- December** – Council adopts final docket ordinances