



SAN JUAN COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT

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MEMO

REPORT DATE: June 21, 2016
TO: San Juan County Council
CC: Mike Thomas, County Manager
FROM: Erika Shook, AICP, Director 
SUBJECT: 2016-2017 Docket List and Proposed Docket Calendar for 2017
FOR MEETING OF: June 26, 2017

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 Uniform Development Code (UDC) amendments. This process is known as the annual "Docket" process.

In 2016, County Council authorized a "Docket" process for accepting citizen requests for text amendments to the Comprehensive Plan and development regulations. In 2016, there were not sufficient staff resources to complete the "Docket" process as envisioned. Staff recommends combining the Dockets for 2016 and 2017 into one Docket.

For 2017, two additional requests have been received. Attachment A contains the summary and evaluation of proposals received by the County in 2016 and the additional requests received in 2017. Attachment B contains all of the actual requests.

There is a large amount of material currently before the Planning Commission and related to the workload associated with the Comprehensive Plan Update. Due to the amount of work and limited availability of resources, staff recommends that the 2017 Docket process be modified. The modified process would include Council review the Initial Docket and set the Final Docket prior to the start of the budget process. This will free up staff and Planning Commission time and will allow for consideration of additional resources during the budget process that may be necessary to process the Final Docket as part of the Department work program for 2018.

Proposed Docket Calendar for 2017

December 2016– Publish Notice of Docket Application Due Date

January – February 2017 –Publish Notice of Docket Application Due Date

March 1, 2017 – Docket Applications due

June 26, 2017 – DCD Staff Prepares Initial Docket and briefs County Council

August 1, 2017 – County Council holds hearing and sets Final Docket by resolution

September – October 2017 – Budget decisions on resources to complete Final Docket

January 2018 – December 2018 - Staff and Planning Commission complete Final Docket work

Attachments:

A – 2016 & 2017 San Juan County Initial Docket of Comprehensive Plan and Development Regulations

B - Individual Docket Requests

C – SJC Docket Process