

DAYTON’s COMPREHENSIVE PLAN PERIODIC UPDATE - June 30, 2018 deadline.

Timeline	Tasks	Notes
Initial Staff Review, develop grant with Commerce		
2/2016 – 6/2016	Review existing comprehensive plan, subarea plan(s) and development regulations. Consider: <ul style="list-style-type: none"> • Commerce checklist • Any updates to Best Available Science • Consult with Ecology on Shoreline Master Program update 	Check required checklist items against comprehensive plan and development regulations. Confirm need updates and optional policy and code amendments. Document in the checklist where plan & regulations requirements are addressed for scope of work and potential grants.
4/2016 – 10/2016	Develop Scope of Work w/Commerce - if Commerce grant is available Define technical assistance needed. Sources for information – grants	Commerce grant is not anticipated or would likely be very small to only cover a technical issue(s).
4 - 10/2016	NO DOC of available grants	
Professional help (if needed)		
TBD	Hire contractor using local hiring procedures	Smaller jurisdictions may consider joining with other jurisdictions (Council of Governments, joint consultant contracts) Develop contract with clear tasks, deliverables, and timeframes. Tie contract payments to submission of deliverables.
Staff (or consultant) analytical work		
4/2016 – 4/2017	Update any relevant inventories, demographics and/or land-capacity analysis	This task may take less time depending on the scope identified above. Work can be done parallel with the formal update work program tasks described below.
Planning Commission recommends Update Work Program		
6/17/2016 – 11/2016	Planning Commission review of the Work Program	Commerce checklist used for formal scope of review for update.
1/2017	Adopted Work Program, send Commerce 60-day “Notice of Intent” to adopt the Work Program.	(Cities are not required to formally adopt their Work Program by resolution). It useful to preclude challenges later on.
11/2016	Planning Commission public hearing on Update Work Program	

11/2016	Planning Commission discussion of hearing testimony and possible modifications	
11/2016	Final Planning Commission recommendation on the Update Work Program	
Option: City Council action on Update Work Program		
1/2017	<i>Option:</i> City Council study session and public hearing on the Update Work Program	
2/ 2017	<i>Option:</i> City Council adoption by resolution of the Update Work Program	If adopted, send copy of resolution to Commerce within 10 days of date of adoption
City Visioning/Policy Workshops – Schedule dependent on Community Council Included - City Council Committee(s) and Planning Commission		
SP/2017	<i>Open house and Workshop focus on _____</i>	Open house and Workshops will have focus on 1 or more specific elements of Comp Plan
SP/2017	<i>Open house and Workshop focus on _____</i>	
SP/2017	<i>Open house and Workshop focus on _____</i>	
SP/2017	<i>Open house and Workshop focus on _____</i>	
City Council Committee & Planning Commission review and Hearings on revisions to comprehensive plan. Development regulations for follow CP adoption.		
11/2016 – 5/2017	City Council Committee and Planning Commission review of revisions to the comprehensive plan and development regulations.	Meetings
W/2018	Conduct SEPA review analyzing environmental consequences that would result from the proposed changes.	Some cities find it useful to start SEPA review at the early phases of developing plans and regulations.
SP/2018	Send Commerce draft Planning Commission update documents for informal review before hearings	Commerce recommends sending preliminary draft revisions to the state at least 30 days prior to your public hearing, so state agency comments can be considered by the Planning Commissioners. This is in addition to the formal 60-day review period for the final changes.
SP/2018	Planning Commission first public hearing on draft Update Amendments	
SP/2018	Planning Commission discussion of hearing testimony and possible modifications	

SU/2018	Planning Commission further review	
SU/2018	Planning Commission public hearing and Final Recommendation on draft Update amendments	
City Council review and action		<i>Note: Update amendments can be combined with annual (docket) amendments</i>
F/2019	Send Commerce 60 Day Notice of Intent to Adopt	One notice for update amendments and annual (docket) amendments
F/2019	Schedule City Council study sessions on draft Update amendments developed by Planning Commission	
SP/2019	City Council public hearing on draft Update amendments	
SP/2019	City Council hearing # 2 of draft Update amendments	
SP/2019	City Council adoption of draft Update amendments	Final adopting ordinance states all the major steps in update process and include a definitive statement that this action concludes the required Update process required by GMA.
SU/2019	Publish Notice of Adoption in paper	Date of publishing triggers 60-day appeal period
SU/2019	Submit final update ordinance to State	GMA requires submittal to state 10 days after final action