

Periodic Update Checklist for Fully-Planning Cities

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 by RCW 36.70A.130 (4). 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).

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 update or through other amendments outside of the required periodic update process.

What’s new: For the 2024-2027 update cycle, Commerce has updated and streamlined periodic update resources including checklists, guidebooks and a [webpage](#) to serve you better. A checklist and guidebook for *partially-planning jurisdictions* will be available prior to their 2026-2027 updates. A separate checklist is available for counties.

2021-2022 Legislative Session:

[HB 1220](#) substantially amends housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#) (codification pending). Please refer to the following Commerce housing webpages for further information about the new requirements: [Updating GMA Housing Elements](#) and [Planning for Housing](#).

[HB 1241](#) changes the periodic update cycle described in RCW 36.70A.130 (codification pending). Jurisdictions required to complete their update in 2024 now have until December 31, 2024 to finalize their review and submit to Commerce. Jurisdictions required to complete their updates in 2025-2027 are still required to submit prior to June 30th of their respective year. Additionally, jurisdictions that meet the new criteria will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.

[HB 1717](#) adds new requirements regarding tribal participation in planning efforts with local and regional jurisdictions (codification pending).

[SB 5593](#) adds new elements to RCW 36.70A.130(3) regarding changes to planning and/or modifying urban growth areas (codification pending).

[SB 5818](#) promotes housing construction in cities through amendments to and limiting appeals under the state environmental policy act (SEPA) and the GMA, amending RCW 36.70A.070(2).

Local governments should review local comprehensive plan policies, countywide planning policies and multicounty planning policies (where applicable) to be consistent with the new requirements.

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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](#).

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 [Requirements and procedures for providing notice to the state](#) webpage.

Need help?

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

or contact:

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Checklist Navigation

(Ctrl + Click each element)

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Section I: Comprehensive Plan Elements

Land Use Element

Consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1)

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>New 2021-2022 legislation ESSB 5593: changes to RCW 36.70A.130 (codification pending) regarding UGA size, patterns of development, suitability and infrastructure.</p> <p>Coordinate these efforts with your county</p>	<p>No</p>	<p>Yes</p>	<p>Urban Growth Area</p> <p>Page 12 The 2015 narrative states:</p> <p><i>“Clyde Hill’s Urban Growth Area (UGA) is surrounded by the incorporated municipalities of Hunts Point, Yarrow Point, and Kirkland to the north, Medina to the west and south, and Bellevue to the east and cannot extend its boundaries through annexation.</i></p> <p>Patterns of Development</p> <p>Page 12 The 2015 narrative states:</p> <p><i>“...current land use pattern and general densities will not change during the 20-year comprehensive planning horizon assuming current zoning and comprehensive plan policies continue to be supported the City’s residents. Nor does there appear to be a need to change development patterns within Clyde Hill...”</i></p> <p>The narrative only speaks to comprehensive plan policies and zoning regulations being subject to change based on resident support. This should be revised to also include that it is subject to change based on compliance with legislation.</p>

			In addition, part of the statute language pertaining to cities in RCW 36.70A.130(3)(a) has been revised specifically to include patterns of development occurring within UGA as a part of periodic review when looking at densities. In part, the statute states: "...In conjunction with this review by the county, each city within an urban growth area shall review the densities permitted within its boundaries..."
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	No	Yes	Although the narrative of the land use element mentions consistency with county-wide policies, review of existing policies needs to be undertaken to ensure that it is consistent with any changes that have taken place since the adoption of Clyde Hill's 2015 Comp plan. Based on legislative changes, the relevancy of county policies to Clyde Hill may change. Evaluate policies as each elemental chapter is drafted and are routinely checked against any new or revised policies that are released from PSRC or King County.
b. A future land use map showing city limits and UGA boundaries. RCW 36.70A.070(1) and RCW 36.70A.110(6) WAC 365-196-400(2)(d) , WAC 365-196-405(2)(i)(ii)	No	Yes	A land use map is included in the 2015 plan however it is not clearly indicated if the map is the existing zoning map or future land use map. An update to the map is needed to ensure consistency with RCW 36.70A.070(1) . UGA boundaries are not included in the land use map however RCW 36.70A.110(6) is not applicable to Clyde Hill because there is no UGA boundaries available for any future annexations.
c. Consideration of urban planning approaches that increase physical activity. RCW 36.70A.070(1) and WAC 365-196-405(2)(j). Additional resources: Transportation Efficient Communities , The Washington State Plan for Healthy Communities , Active Community Environment Toolkit	No	Yes	The land use element does not contain any policies that address approaches to physical activity. There is only brief mention in the narrative of the transportation element on page 27. Clearer policies are needed for the comprehensive plan that encourage physical activity.
d. A consistent population projection throughout the	No	Yes	There are no population projections provided in the land

<p>plan which should be consistent with the county's sub-county allocation of that forecast and housing needs. RCW 36.70A.115, RCW 43.62.035 and WAC 365-196-405(f)</p>			<p>use element. The housing element does contain population demographic information which will be updated as part of the periodic update process.</p> <p>It was observed that population is controlled by regulations that maintain low-density single-family housing that, when identified under the housing element policy revisions may be considered a local policy and regulation that results in racially disparate impacts, displacement, and exclusion in housing that constitutes most of the land in the city. Population projections are to be included in revised policies that avoid disparate impacts. Careful considerations should be made to the comprehensive plan housing element policies since there are additional planning requirements from the previous periodic update.</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>e. Estimates of population densities and building intensities based on future land uses and housing needs. RCW 36.70A.070(1), WAC 365-196-405(2)(i)</p> <ul style="list-style-type: none"> 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. 	<p>No</p>	<p>Yes</p>	<p>No buildable lands report was included as this amendment took place in 2017, two years after the adoption of the comprehensive plan update. Buildable lands are required to be reported to King County, however it is recommended that the next comprehensive plan cites the estimates from the buildable lands report for consistency and transparency.</p>
<p>f. Provisions for protection of the quality and quantity of groundwater used for public water supplies. RCW 36.70A.070(1); WAC 365-196-405(1)(c); WAC 365-196-485(1)(d)</p>	<p>No</p>	<p>Yes</p>	<p>There is no mention of the protection of groundwater in the Land Use Element. Throughout the plan, the narrative mentions dependence on Bellevue for water supply. Added language is needed to the land use section to justify any proposed land use or density changes.</p>

<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 HOUS Policy 4.1 TRANS Policy 2.2 PARK Policy 1.5 PARK Policy 2.1</p>	<p>Yes</p>	<p>There is no identification or mention of corridors in the land use element. The capital facility and utility elements of the comprehensive plan address waste, sewer, schools, and storm while parks and open space element address recreation.</p> <p>Clyde Hill is dependent on the Bellevue School District and the City of Bellevue for the education, water and sewer facilities, waste management. Clyde Hill additionally relies upon shared recreational facilities in Medina, Kirkland, Bellevue, Yarrow Point, and Hunts Point.</p> <p>Transportation corridors are primarily the responsibility of WSDOT (SR 520) and City of Bellevue (local roads). There are a limited number of internal roadways maintained by the city.</p> <p>RCW 36.70A.150 specifically requires that the city shall identify lands useful for public use and shall coordinate with other agencies to meet public needs.</p> <p>Various comprehensive plan policies coordinate public improvements with adjacent communities such as TRANS Policy 2.2, PARKS Policy 1.5, and HOUS Policy 4.1.</p> <p>Additional policies are to be added to the environmental, utilities, capital facilities, and housing elements to demonstrate coordinated planning of mutually used public lands between agencies.</p>
<p>h. Identification of open space corridors within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas. RCW 36.70A.160 and WAC 365-196-335</p>	<p>Yes LU Goal 1 LU Policy 1.6</p>	<p>No</p>	<p>No action is needed.</p>

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>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</p> <p>Note: The plan (and associated regulations) must be filed with the Aviation Division of WSDOT. WAC 365-196-455</p>	No	No	There are no airports within or adjacent to the city. The nearest airport is King County International Airport which is 7.3 miles southeast of the city’s limits.
<p>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(1) and WAC 365-196-405(2)(e)</p> <p>Note: RCW 90.56.010(27) defines waters of the state.</p> <p>Additional resources: Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda</p>	Yes CP Goal 2 ENV Goal 1	No	This is not included in the land use element, but can be found in the Capital Facilities element CP Goal 2 Policies 2.1 through 2.5
<p>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.</p> <p>RCW 36.70A.030(6), RCW 36.70A.172, WAC 365-190-080 Best Available Science: see WAC 365-195-900 through -925</p>	Yes ENV Goal 2 ENV Goal 3 ENV Goal 4 ENV Goal 5 ENV Goal 6	No	No action required, these policies are in the Environment element of the comprehensive plan

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
l. If forest or agricultural lands of long-term commercial significance are designated inside city: a program authorizing Transfer (or Purchase) of Development Rights. RCW 36.70A.060(4) , RCW 36.70A.170	No	No	There are no forest or agricultural lands designated within the city.
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	No	No	There are no military bases within or adjacent to the city that meet the triggering requirements of RCW 36.70A.530(3) .

Housing Element

In the 2021 legislative session, HB 1220 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 webpages for further information about the new requirements:

Updating GMA Housing Elements and Planning for Housing

a. Goals, policies, and objectives for the preservation, improvement, and development of housing. RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a)	No	Yes	RCW 36.70A.070(2)(b) requires the housing element to provide goals, policies, and objectives that serve each economic level in the city. Additionally, an inventory is required of the existing and projected housing needs. Policies are to be added to the comprehensive plan to meet the code.
b. Within an urban growth area boundary, consideration of duplexes, triplexes, and townhomes. RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-300	No	Yes	Policies supporting the consideration and development of duplexes, triplexes, and townhomes should be added to the comprehensive plan.
c. Consideration of housing locations in relation to employment locations and the role of ADUs. RCW 36.70A.070(2)(d) amended in 2021	No	Yes	Although Housing Goal 2, Policy 2.2 addresses ADU’s, the policy is limited to the impact ADU’s have on single-family residential life.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
d. An inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of housing need, as provided by Commerce. RCW 36.70A.070(2)(a) amended in 2021 , WAC 365-196-410(2)(b) and (c)	No	Yes	RCW 36.70A.070(2)(a) requires the housing element to inventory and project existing and future demands on housing for each economic level in the city, including emergency, permanent supportive housing, and transitional housing. Inventory and projection data is to be included in the housing element.
e. 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, permanent supportive housing. RCW 36.70A.070(2)(c) amended in 2021 , WAC 365-196-410(e) and (f)	No	Yes	RCW 36.70A.070(2)(c) requires the housing element to find capacity to meet housing needs at every economic level. Capacity information is to be added to the housing element.
f. Adequate provisions for existing and projected housing needs for all economic segments of the community. 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	RCW 36.70A.070(2)(d) requires the housing element to inventory and project existing and future demands on housing for each economic level in the city, including emergency, permanent supportive housing, and transitional housing. Inventory and projection data is to be included in the housing element.
g. 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	RCW 36.70.070(e) requires the city to evaluate how zoning may have a discriminatory impact on the community, investment areas, and infrastructure availability. Commerce has provided guidance to aid planners on evaluating historic racially disparate impacts to communities.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>h. 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. RCW 36.70A.070(2)(f) new in 2021</p>	No	Yes	A racial equity analysis will help address the RCW requirement and develop appropriate anti-displacement policies.
<p>i. 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.¹ RCW 36.70A.070(2)(g) new in 2021 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. RCW 36.70A.070(2)(h) new in 2021</p>	No	Yes	The PSRC Displacement Map tool identifies Clyde Hill as an area of low displacement risk as of 2022. Commerce has provided guidance to aid planners on evaluating historic racially disparate impacts to communities. This evaluation is to be added to the comprehensive plan for consistency with the RCW and to add transparency of the requirement/process.

¹ This work should identify areas where anti-displacement tools may be applied, but may not need to be in the comprehensive plan. See Commerce’s housing guidance: [Updating GMA Housing Elements - Washington State Department of Commerce](#)

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), and include:

	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	No	Yes	There are no policies that directly address the capital budget. The only language found includes a portion of the narrative in the CFP element that places blame on legislation for financial difficulties. Specific language on procedures are to be added for consistency.
b. An inventory of existing capital facilities owned by public entities. RCW 36.70A.070(3)(a) and WAC 365-196-415(1)(a)	No	Yes	It could be argued that an inventory exists by way of narrative content. However, this information is not clear or accessible to the general public. The inventory should be identified distinctively in the plan.
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 only information provided include water and sewer consumption forecast. Additional forecasting is needed on stormwater, schools, and other public services. Including the forecasting does not indicate growth/expansions will be needed.
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) ²	No	Yes	The need for new capital facilities should be a part of the City's consideration for 2024 Comprehensive Plan goals and policies.
e. A six-year plan (at least) that will finance such capital facilities within projected funding capacities and identify sources of public money to finance planned capital facilities. RCW 36.70A.070(3)(d), RCW 36.70A.120, WAC 365-196-415(1)(d)	No	Yes	Clyde Hill's previous plan did not include a capital improvement plan. The city has improvement plans specific for parks and transportation. A combined improvement plan should be put together for the comprehensive plan to guide priorities between departments.

	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	No	Yes	A policy should be added to the capital facilities element to clarify the need for updating the land use element if improvements cannot be completed at the same rate as growth.
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)	No	No	Not applicable, the city does not have an impact fee program adopted.

Utilities Element

Consistent with relevant CWPPs and RCW 36.70A.070(4). Utilities include, but are not limited to: sanitary sewer systems, water lines, fire suppression, electrical lines, telecommunication lines, and natural gas lines.

The general location, proposed location and capacity of all existing and proposed utilities. RCW 36.70A.070(4) and WAC 365-196-420	Yes UTIL Goal 1	No	No action is needed.
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Transportation Element

Consistent with relevant CWPPs and RCW 36.70A.070(6)

a. An inventory of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports. RCW 36.70A.070(6)(a)(iii)(A) and WAC 365-196-430(2)(c) .	Yes	Yes	This information is included in the narrative.
b. Adopted levels of service (LOS) standards for all arterials, transit routes and highways. RCW 36.70A.070(6)(a)(iii)(B) and (C), WAC 365-196-430	No	Yes	This information is included in the narrative but should be formalized in a policy.
c. Identification of specific actions to bring locally-owned transportation facilities and services to established LOS. RCW 36.70A.070(6)(a)(iii)(D) , WAC 365-196-430	Yes TRANS Goal 2	No	No action is needed.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
d. A forecast of traffic 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), WAC 365-196-430(2)(f)	No	Yes	A transportation subconsultant shall prepare a traffic forecast for the periodic update.
e. A projection of state and local system needs to meet current and future demand. RCW 36.70A.070(6)(a)(iii)(F) and WAC 365-196-430(1)(c)(vi)	No	Yes	Information about state and local needs is included in a narrative format under the transportation element. RCW 36.70A.070(6)(a)(iii)(F) specifically requires identification of needs on state owned transportation facilities. Clyde Hill must include current and future demand projections on SR 520. A transportation subconsultant can assist in preparing this data.
f. A pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles. RCW 36.70A.070(6)(a)(vii), WAC 365-196-430(2)(j)	Yes TRANS Policy 3.1 TRANS Policy 3.2 TRANS Policy 3.3	No	No action is needed.
g. 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)(i)(i)	No	Yes	Travel demands are noted on pg. 24 of the 2015 plan in narrative form. The comprehensive plan and recent discussions with the city staff indicate that there is a concern for some transportation demand management strategies primarily related to commute traffic. Specific policies should be enacted to address this community concern. A transportation subconsultant will assist in strategizing on TDM methods that could be effective in the city.
h. 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)	No	Yes	A Capital Improvement Plan (CIP) was not included in the 2015 comprehensive plan, however the city does conduct a Transportation Improvement Plan (TIP) separately from the comprehensive plan. A complete CIP is needed to prepared to evaluate city investment priorities, determine funding needs, and consider

			<u>funding sources to meet needs.</u>
i. 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)	No	Yes	A Capital Improvement Plan (CIP) was not included in the 2015 comprehensive plan, however the city does conduct a Transportation Improvement Plan (TIP) separately from the comprehensive plan. A complete CIP is prepared to evaluate city investment priorities, determine funding needs, and consider funding sources to meet needs.
	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
j. If probable funding falls short of meeting identified needs: 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), WAC 365-196-430(2)(l)(iii)	No	Yes	There is no language in the plan on re-evaluating the comprehensive plan based on funding shortfalls and level of service standards. This shall be added to clarify this process.
k. 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); WAC 365-196-430(1)(e) and 430(2)(a)(iii)	No	Yes	Transportation Goal 2, Policy 2.2 provides for coordination, however the process is not described otherwise. Update for transparency and guidance.

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 chapter 90.58 RCW shall be considered an element of the county or city's comprehensive plan.

<p>a. The policies, goals, and provisions of chapter 90.58 RCW 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</p>	<p>No</p>	<p>No</p>	<p>There are no shorelines or areas that would qualify the city to participate in the shoreline master program.</p>
<p>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.</p>	<p>No</p>	<p>No</p>	<p>There are no shorelines or areas that would qualify the city to participate in the shoreline master program.</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>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)</p>	<p>No</p>	<p>No</p>	<p>There are no shorelines or areas that would qualify the city to participate in the shoreline master program.</p>

<p>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).</p>	No	No	There are no shorelines or areas that would qualify the city to participate in the shoreline master program.
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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.

<p>a. A process or criteria for identifying and siting essential public facilities (EPFs). RCW 36.70A.200 and WAC 365-196-550(1)</p> <p>Notes: RCW 36.70A.200 amended 2021 regarding reentry and rehabilitation facilities. EPFs are defined in RCW 36.70A.200.</p> <p>Regional transit authority facilities are included in the list of essential public facilities.</p>	No	Yes	<p>A process or criteria for EPFs is not included in the comprehensive plan. RCW 36.70A.200 broadly requires that cities have a process to identify appropriate areas for publicly owned essential facilities.</p> <p>The RCW defines “essential public facilities” or EPFs as: “...airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, regional transit authority facilities as defined in RCW 81.112.020, state and local correctional facilities, solid waste handling facilities, and inpatient facilities including substance abuse facilities, mental health facilities, group homes, community facilities as defined in RCW 72.05.020, and secure community transition facilities as defined in RCW 71.09.020”.</p> <p>As of 2021, public rehabilitation facilities were added to the definition. An outline of this process is needed and possibly included as a policy goal for the capital facilities elemental chapter.</p>
<p>b. Policies or procedures that ensure the comprehensive plan does not preclude the siting of EPFs. RCW 36.70A.200(5)</p> <p>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)</p>	No	Yes	There is no language in the plan on re-evaluating the comprehensive plan based on funding shortfalls and level of service standards. A policy or language is to be added to clarify this process.

Tribal Participation in Planning new in 2022 (codification pending – see [HB 1717](#))

A federally recognized Indian tribe may voluntarily choose 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	No	Yes	The 2015 Comprehensive Plan includes no language or references to coordination or planning with local tribes in accordance with RCW 36.70A.040(8)(a) . The City is to coordinate with federally recognized tribal governments.
b. <i>Port elements</i> , 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	Clyde Hill has no ports and therefore does not need to coordinate port planning with local tribes as required under RCW 36.70A.085 .
c. <i>Urban Growth Areas</i> : 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	No	Clyde Hill has no UGA's and therefore does not need to coordinate UGA planning with local tribes as required under RCW 36.70A.110(1) .

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
<p>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 2017</p>	No	The city does not have an economic development chapter and therefore this section is not required.
<p>Parks and Recreation Although included in RCW 36.70A.070 “mandatory elements” a parks and recreation element is not required because the state did not provide funding to assist in developing local elements when this provision was added to the GMA. However, park, recreation, and open space planning are GMA goals, and it is important to plan for and fund these facilities. RCW 36.70A.070(8)</p>	No	No action is needed. LOS standards should be adopted for the parks and recreation element pursuant to capital facility planning in RCW 36.70A.070(3) and 36.70A.070(8) .

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
<p>Climate Change Mitigation & Resilience As of 2022, this optional element has not yet received state funding to aid local jurisdictions in implementation. Please visit Commerce's Climate Program page for resources and assistance if interested in developing climate mitigation and resilience plans for your jurisdiction.</p>	No	There are no climate change mitigation and resilience elements.
<p>Sub-Area Plans</p>	No	There are no adopted subarea plans.
<p>Other</p>	No	There are no additional elements.

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	No	Yes	An appendix will be added documenting the policy evaluation guidance for consistency as part of the update process.
b. All plan elements must be consistent with each other. RCW 36.70A.070 (preamble) and WAC 365-197-040	Yes – pg. 1	No	This is documented in the introduction but the phrasing needs revisions to add strength and clarity.
c. The plan must be coordinated with the plans of adjacent jurisdictions. RCW 36.70A.100 and WAC 365-196-520	No	Yes	Policies throughout the comprehensive plan indicate this. It is worth adding this policy consistently throughout each elemental chapter and within the introduction.

Public Participation

a. Plan ensures public participation in the comprehensive planning process. RCW 36.70A.020(11) , .035 , and .140 , WAC 365-196-600(3) provide possible public participation choices.	No	Yes	Recital of the planning goals under GMA are included under the introduction section. One of the recitals quotes the intent to meet public participation goals. It is titled: “Citizen Participation and Coordination”. In addition, focus on public participation is only in the Environment element. The comprehensive plan will document the public participation process for the periodic update.
b. If the process for making amendments is included in the comprehensive plan: <ul style="list-style-type: none"> • 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), WAC365-196-640 • The plan sets out a procedure for adopting emergency amendments and defines 	No	No	The comprehensive plan does not include a process for making amendments however the Clyde Hill Municipal Code outlines the process in CHMC 19.08 . The city does not need to provide the process within the comprehensive plan and it is preferrable that the amendment process is not included in the comprehensive plan to reduce the administrative process and cost.

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 1241 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) (codification pending) will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.</p>	No	Yes	<p>The past comprehensive plan includes a variety of policies that are not measurable and therefore cannot be adequately monitored. The future comprehensive plan's goals and policies should be analyzed to determine or include an implementation/completion measurement system.</p>
<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 2018 Advisory Memo on the Unconstitutional Taking of Private Property</p>	No	Yes	<p>There are no policies affirming property rights however there is language in the comprehensive plan on the rights of single-family residential property owners under the <i>Environment, Critical Areas</i> section (pg.4). <u>A policy can be added to affirm the rights of private property owners.</u></p>

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.

Zoning Code

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>a. 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)</p> <p>“permanent supportive housing” is defined in RCW 36.70A.030; “transitional housing” is defined in RCW 84.36.043(2)(c)</p>	No	Yes	City is currently in the process to consider developing and adopting codes regarding permanent supportive housing and transitional housing within residential zoned areas of the city. There are no hotel uses permitted in the City.
<p>b. Indoor emergency shelters and indoor emergency housing shall 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. Indoor emergency housing must be allowed in areas with hotels. RCW 35A.21.430 amended in 2021, RCW 35.21.683, amended in 2021, (HB 1220 sections 3-5)</p> <p>“emergency housing” is defined in RCW 84.36.043(2)(b)</p>	No	Yes	City is currently in the process to consider developing and adopting codes regarding the development of indoor emergency shelters and housing within zones within 1-mile of transit. There are no hotel uses permitted in the City.

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>c. 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 2021 RCW 36.01.227 new in 2021</p>	No	Yes	<p><u>CHMC 17.52.020</u> requires that all residential structures provide a minimum of one permanent parking stall per unit. <u>RCW 36.70A.698(1)</u> prohibits parking requirements for ADU's within a quarter mile of a major transit stop.</p> <p>Washington State defines "major transit stop" as:</p> <ol style="list-style-type: none"> 1. A stop on a high capacity transportation system funded 2. Commuter rail stops 3. Stops on rail or fixed guideway systems, including transitways 4. Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; 5. Stops for a bus or other transit mode providing actual fixed route service at intervals of at least fifteen minutes for at least five hours during the peak hours of operation on weekdays. <p>Portions of the city fall into the quarter mile parking exemption due to proximity of the Yarrow Point Freeway Station at the northern end of the City.</p>
<p>d. 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</p>	No	Yes	<p><u>CHMC 17.52.020</u> requires that all residential structures provide a minimum of one permanent parking stall per unit. There are no specific parking requirements or exemptions for low income, senior, disabled, and market rate housing units located near transit services.</p> <p><u>RCW 36.70A.620(1)</u> requires low-income housing to have a maximum of one (1) parking space per bedroom or 0.75 space per unit if the housing unit is within a quarter mile of a transit stop that receives</p>

			<p><u>transit services at least two times per hour for twelve hours.</u> The city may elect to require the developer to record a covenant that prohibits rental of unit subject to this parking restriction for any other purpose other than providing housing for low-income individuals. The City does not have transit stops that trigger this requirement, however the Yarrow Point Freeway Station is within a quarter mile and does trigger the requirement. This is the only code update that is required from this section of the RCW.</p> <p>RCW 36.70A.620(2) requires senior specific housing units to not have a minimum parking requirement for residents if the units are located <u>within a quarter mile of a transit stop that receives transit service at least four times per hour for twelve or more hours per day.</u> The City does not have transit stops that trigger this requirement, including the Yarrow Point Freeway Station.</p> <p>RCW 36.70A.620(3) requires market rate multifamily housing units to provide .75 parking spaces per unit if the unit is <u>within a quarter mile of a transit stop that receives transit service from at least one route that provides service at least four times per hour for twelve hours.</u> The City does not have transit stops that meet that trigger this requirement, including the Yarrow Point Freeway Station.</p>
e. 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.	Yes – CHMC 17.16 and 17.28	No	Family day care provides are not permitted in the school or governance zones which do not permit residential or commercial activity.
f. 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	Yes – CHMC 17.04.315	No	There are no local design standards adopted that would apply to residential or manufactured housing.

<p>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.</p> <p>See: National Manufactured Housing Construction and Safety Standards Act of 1974</p>			
	<p>In Current Regs? Yes/No</p> <p>If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</p>
<p>g. Accessory dwelling units: cities (and counties) must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations and other official controls the requirements of RCW 36.70A.698 amended in 2021. Review RCW 36.70A.696 amended in 2021 through 699 and RCW 43.63A.215(3)</p> <p>Watch for new guidance from Commerce on the Planning for Housing webpage.</p>	<p>No</p>	<p>Yes</p>	<p>CHMC 17.52.020 requires that all residential structures provide a minimum of one permanent parking stall per unit, including accessory dwelling units. CHMC 17.39.030(H) specifically requires one on-site parking stall for the use.</p> <p>RCW 36.70A.698 requires a parking exemption for ADU's within a quarter mile of a major transit stop. CHMC 17.39.030(H) is recommended to be updated to include the exemption.</p>
<p>h. 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.</p> <p>RCW 36.70A.410, RCW 70.128.140 and 150, RCW 49.60.222-225 and WAC 365-196-860</p>	<p>TBD</p>	<p>TBD</p>	<p>There are two terms that require further inquiry.</p> <ol style="list-style-type: none"> 1. Handicap 2. Familial Status <p>The term "handicap" is not used in Washington State legislation and not consistent with RCW 49.60.040(7)(a) which states:</p> <p>(7)(a) "Disability" means the presence of a sensory, mental, or physical impairment that:</p> <ol style="list-style-type: none"> (i) Is medically cognizable or diagnosable; or (ii) Exists as a record or history; or (iii) Is perceived to exist whether or not it exists in fact.

			<p>(b) A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or whether or not it limits the ability to work generally or work at a particular job or whether or not it limits any other activity within the scope of this chapter.</p> <p>(c) For purposes of this definition, "impairment" includes, but is not limited to:</p> <p>(i) Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitor-urinary [genitourinary], hemic and lymphatic, skin, and endocrine; or</p> <p>(ii) Any mental, developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.</p> <p>(d) Only for the purposes of qualifying for reasonable accommodation in employment, an impairment must be known or shown through an interactive process to exist in fact and:</p> <p>(i) The impairment must have a substantially limiting effect upon the individual's ability to perform his or her job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment; or</p> <p>(ii) The employee must have put the employer on notice of the existence of an impairment, and medical documentation must establish a reasonable likelihood that engaging in job functions without an accommodation would aggravate the impairment to the extent that it would create a substantially limiting effect.</p> <p>(e) For purposes of (d) of this subsection, a limitation is not substantial if it has only a trivial effect.</p>
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			<p>The term "Familial Status" falls under the federal provisions of the Fair Housing Act and adopted by Washington State. The Washington Human Rights Commission provides additional guidance on the matter.</p> <p>Under Sec.802. [42 U.S.C. 3602] 1. (k) "familial status" is defined as one or more individuals who have not attained the age of 18 years being domiciled with</p> <p>(1) a parent or another person having legal custody of such individual or individuals; or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person.</p> <p>The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.</p>
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	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>i. 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</p> <p>See also RCW 36.70A.545 and WAC 365-196-410(2)(e)(i)</p> <p>“affordable housing” is defined in RCW 84.14.010</p> <p>Review RCW 36.70A.620 amended in 2020 for minimum residential parking requirements</p>	No	No	<p>RCW 36.70A.540 is only applicable if the city has affordable housing incentive programs adopted. The City does not currently have any affordable housing incentive programs adopted.</p> <p>Affordable housing is not defined in the zoning code. This definition shall be added to the code since it is noted in the development agreements per CHMC 1.15.020(E).</p>
<p>j. 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</p>	No	No	<p>Cities are not required to comply with RCW 36.01.290. It is only applicable to counties.</p>
<p>k. 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.</p>	No	No	<p>There are no aviation airports in or adjacent to Clyde Hill.</p>

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
l. 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.	No	No	There are no Department of Defense military bases within or adjacent to Clyde Hill.
m. 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	Yes	Clyde Hill is adjacent to State Route 520. The code is required by RCW 36.70A.695(2) to permit electric vehicle infrastructure within the Business District (B-1), Government District (G-1), and the School District (S-1). RCW 36.70A.695(5) includes definitions that must be adopted relating to electric vehicle infrastructure regulation and development. The code does not expressly permit or prohibit this use. The use and definitions are to be added to the code. It is required for any jurisdiction adjacent to State Route 520.

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	No	No	There are no shorelines or areas that would qualify the city to participate in the shoreline master program.
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)	No	No	There are no shorelines or areas that would qualify the city to participate in the shoreline master program.

See Ecology's shoreline planners' toolbox for the SMP Checklist and other resources and Ecology's Shoreline Master Programs Handbook webpage			
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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.	No	No	There are no lands designated or zoned as resource lands within the city's limits.
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	No	No	There are no lands designated or zoned as resource lands within the city's limits.
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)	No	No	There are no lands designated or zoned as resource lands within the city's limits.
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	No	No	There are no lands designated or zoned as resource lands within the city's limits.

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
<p>Regulations or CWPPs include a process for siting EPFs and ensure EPFs are not precluded. RCW 36.70A.200(2), (3), (5). 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.</p> <p>Visit Commerce’s Behavioral Health Facilities Program page for information on establishing or expanding new capacity for behavioral health EPFs.</p>	<p>Yes, CHMC 15.10</p>	<p>No</p>	<p>Clyde Hill is a unique city and does not have the ability to expand or annex additional lands into city limits. The city maintains and regulates a limited number of public facilities including, for example, City Hall and the storm drainage system.</p> <p>The City does not have the ability to expand and therefore does not have a method for planning or expanding their public facilities to meet growth.</p>

Subdivision Code

<p>a. Subdivision regulations are consistent with and implement comprehensive plan policies. RCW 36.70A.030(5) and 36.70A.040(4).</p>	<p>Yes, CHMC 17.04.150 and 16.08.020.</p>	<p>No</p>	<p>The city’s definition of <i>comprehensive plan</i> is consistent with the definition in RCW 36.70A.030(5).</p> <p>RCW 36.70A.040(4) is not applicable to cities, only counties.</p>
<p>b. Written findings to approve subdivisions establish adequacy of public facilities. RCW 58.17.110 amended in 2018</p> <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 	<p>No</p>	<p>Yes</p>	<p>CHMC 16.20.080(A) requires the City Council to consider approval of final plats pursuant to RCW 58.17. It is recommended that code is updated to require the consideration of the criteria of RCW 58.17.110 is incorporated into the preliminary plat decision process.</p>

Other items related to the public health, safety and general welfare WAC 365-196-820(1) .			
	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>c. Preliminary subdivision approvals under RCW 58.17.140 are valid for a period of five or seven years (previously five years). RCW 58.17.140 and RCW 58.17.170</p> <p>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.</p>	No	Yes	<p>RCW 58.17.140 outlines expirations of preliminary plat approvals. There is no language in the code that specifies when preliminary plats expire. The code should be revised to denote an expiration date of 5 years from the approval date for the preliminary plat and 10 years for the final plat.</p>

Stormwater

<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>	<p>Yes, CHMC 15.10.060 (Ord. 984 § 2, 2022), 15.10.090 (Ord. 947 § 1, 2016), 15.10.080 (Ord. 984 § 2, 2022),</p>	<p>Yes</p>	<p>Clyde Hill adopts the Stormwater Management Manual for Western Washington but does not specify to use the latest addition. There is need for the Municipal code to add additional clarifying information regarding which SWMMWW to use in CHMC sections 15.10.060 and 15.10.080.</p>
	<p>In Current Regs? Yes/No If yes, cite section</p>	<p>Changes needed to meet current statute? Yes/No</p>	<p>Notes</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>	<p>Yes, CHMC 13.04.010 and CHMC 16.12.030(A)</p>	<p>No</p>	<p>Clyde Hill required each property owner to be connected to the public sewer system prior to October 1, 1960.</p>
<p>Impact Fees</p>			
<p>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.</p>			
<p>a. If adopted, impact fees are applied consistent with RCW 82.02.050 amended in 2016, .060 amended in 2021, .070, .080, .090 amended in 2018 and .100. WAC 365-196-850 provides</p>	<p>No</p>	<p>No</p>	<p>The city does not have an adopted impact fee program. This section is not applicable.</p>

guidance on how impact fees should be implemented and spent.			
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	No	No	The city does not have an adopted impact fee program. This section is not applicable.
c. If adopted, limitations on impact fees for early learning facilities RCW 82.02.060 amended in 2021	No	No	The city does not have an adopted impact fee program. This section is not applicable.
d. If adopted, exemption of impact fees for low-income and emergency housing development RCW 82.02.060 amended in 2021 . See also definition change in RCW 82.02.090(1)(b) amended in 2018	No	No	The city does not have an adopted impact fee program. This section is not applicable.

Concurrency and Transportation Demand Management (TDM)

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.

	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
<p>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), WAC 365-196-840.</p> <p>Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.</p>	<p>Yes - CHMC 16.12.110 and CHMC 16.16.090</p>	<p>Yes</p>	<p>Transportation is planned for in the comprehensive plan in accordance with RCW 36.70A.070(6). The state requires concurrency to be a consideration of short plat or preliminary plat approvals under RCW 36.70A.070(6)(b). The code includes a reference to the city engineer planning for street improvements as needed but there is no language including transportation facilities. A recommendation will be to have short plat and preliminary plat approval criteria revised to indicate concurrency review of streets and other transportation facilities. It is also recommended a project concurrency evaluation program for transportation is codified into the municipal code and to have consistency with neighboring jurisdictions.</p> <p>WAC 365.196.840 does not expressly require concurrency review but provides parameters to the administration of a concurrency review process. It is not applicable at the time this evaluation was completed because there is no concurrency program.</p>
<p>b. Measures exist to bring into compliance locally owned 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). Levels of service can be established for automobiles, pedestrians and bicycles. See WAC 365-196-840(3) on establishing an appropriate level of service.</p>	<p>Yes, CHMC 2.14.010</p>	<p>No</p>	<p>RCW 36.70A.070(6)(a)(iii)(B) requires level of service standards for locally owned arterials and transit routes.</p> <p>RCW 36.70A.070(6)(a)(iii)(D) requires specific actions to bring local transportation facilities into compliance.</p> <p>CHMC 2.14.010 requires the public works director to prepare an annual transportation improvement plan addressing level of service or design deficiencies into compliance.</p>

c. Highways of statewide significance (HSS) are exempt from the concurrency ordinance. RCW 36.70A.070(6)(a)(iii)(C)	No	No	The city in operation does not conduct concurrency evaluations of highways of statewide significance. A new concurrency section be included and specifically exempt HSS's from review.
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	No	RCW 36.70A.070(6)(a)(vi) requires transportation demand management (TDM) strategies to be within the adopted comprehensive plan. There are no TDM strategies or methodologies adopted within the code. The RCW does not require TDM to be regulated by the code.
	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
e. If required by RCW 70.94.527, 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. RCW 70.94.521-551	No	No	It should be noted that RCW 70.94.527 was recodified in 2020 as RCW 70A.15.4020 . RCW 70A.15.4020 requires cities with urban growth areas with a state highway segment exceeding 100 person hours of delay thresholds to adopt a commute trip reduction plan. Clyde Hill does not have an urban growth area and is exempt from the requirement. The city may determine if they want to adopt a commute trip reduction plan.
Tribal Participation in Planning new in 2022 (codification pending – see HB 1717) A federally recognized Indian tribe may voluntarily choose to participate in the county or regional planning process.			
a. Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning	No	Yes	RCW 36.70A.040(8)(a) requires consideration of participation and collaboration with federally recognized Indian tribes in the city's planning

process unless otherwise agreed at the end of a mediation period RCW 36.70A.040(8)(a) new in 2022			<p>process for the comprehensive plan. Noticing to recognized tribes is required as part of the comprehensive planning process. Any federally recognized tribe must be considered for collaboration if the tribe's reservation or ceded lands lie within the City's limits.</p> <p>The Washington Governor's Office of Indian Affairs Map of Reservations and Ceded Lands the City of Clyde Hill must include the Snoqualmie Tribe in the comprehensive planning process. The Municipal Code should be updated to specifically call out the notification and collaboration process for the comprehensive plan update and amendment process noted in CHMC 19.08.</p>
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	RCW 36.70A.210(3)(i) requires the city's comprehensive plan policies to align with countywide planning policies. Per RCW 36.70A.210(4) , the Municipal code should be updated to specifically call out the notification and collaboration process for the comprehensive plan update and amendment process noted in CHMC 19.08 .
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	No	No	RCW 36.70A.350 is only applicable to counties required or choosing to plan under the growth management act.
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	No	No	There are no master planned resorts within the city's limits and this section is not applicable.
	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
c. If applicable, major industrial developments and master planned locations outside of UGAs are consistent with comprehensive plan policies,	No	No	There are no major industrial developments or master planned locations within the city. Industrial uses are not permitted in any of the city's zone. RCW

RCW 36.70A.365, RCW 36.70A.367 and WAC 365-196-465			36.70A.365 , RCW 36.70A.367 and WAC 365-196-465 are only applicable to the development of major industrial developments.
d. Regulations include procedures to identify, preserve, and/or monitor historical or archaeological resources. RCW 36.70A.020(13), WAC 365-196-450	Yes, CHMC 16.24.090	Yes	RCW 36.70A.020(13) requires the identification and preservation of lands, sites, and structures that have historical or archaeological significance. There are references only within the subdivision code (CHMC 16.24.090) requiring preservation of historic sites. There are no specific procedures in place outside of the subdivision code and SEPA review that add a methodology or process to determining historic or archaeological lands, sites, and structures. New language will be added to the code that clarifies the administrative process, terms, and methodologies to enhance communication of enforcement with development projects.
e. Other development regulations needed to implement comprehensive plan policies such as energy, sustainability or design are adopted. WAC 365-196-445	No	Yes	WAC 365-196-445 recommends counties and cities consider planning for energy, sustainability, and design but does not require planning. The 2021 King County Countywide Planning Policies do not include policies on energy, sustainability, or design. PSRC Vision 2050 Multicounty Planning Policies include policies on energy, sustainability, and design. The comprehensive plan policies will be developed in alignment with PSRC and King County policies and will consider a code amendment to implement PSRC guidelines.
f. Design guidelines for new development are clear and easy to understand; administration procedures are clear and defensible.	No	No	Design guidelines are not required and are currently not adopted by the city. This section is not applicable.
Project Review Procedures			
Project review processes integrate permit and environmental review. RCW 36.70A.470 , RCW 36.70B and RCW 43.21C .	Yes, Title 19	No	

<p>Also: WAC 365-196-845, WAC 197-11 (SEPA Rules), WAC 365-197 (Project Consistency Rule, Commerce, 2001) and Ecology SEPA Handbook.</p> <p>Integrated permit and environmental review procedures for:</p> <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 			
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Plan & Regulation Amendments

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

	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)	Yes, CHMC 19.08.070(A)	No	
b. Regulations define <i>emergency</i> for an emergency plan amendment. RCW 36.70A.130(2)(b) and WAC 365-196-640(4)	Yes, CHMC 19.08.070(A)	No	
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)	Yes, CHMC 19.08.060	No	
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, CHMC 19.08.080	No	RCW 36.70A.020(11) requires the city to encourage the involvement of citizens in the comprehensive planning process. CHMC RCW 36.70A.035 describes examples of public noticing methods and requirements of noticing. <u>New language must be added to CHMC 19.09.080 referring to providing public notices in accordance with RCW 36.780A.035.</u>
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	No	Yes	Under RCW 36.70A.370(2) requires cities that plan under the growth management act to establish a process to verify the comprehensive plan does not propose actions that result in an unconstitutional taking of private property. <u>A process for verification will be included in the updated comprehensive plan.</u>
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, CHMC 17.80	No	The City will be undertaking a critical areas evaluation of all municipal area, and if found to have inventoried critical areas, will enact critical area ordinances and enforcement procedures. The City has a process established for zoning ordinance enforcement.

