

# General Docket Process Steps (Legislative)

## Comprehensive Plan and Code Amendments

**Preliminary Docket Review** Board reviews preliminary docket, usually during a briefing

**20-Day Written Comment Period** Staff makes final edits, publishes the legal notice, notifies interested parties, and analyzes written comments for the Board to review.

**Board Reviews Written Comments** Typically takes place at a board briefing

**Board Gives Direction on Proposed Docket** Usually happens at the same time as when the Board reviews written comments

**Develop Final Official Docket** Can take about one week, depending on staff workload.

**Submit for Adoption** The docket is adopted at a regularly scheduled Board meeting, which are held on Tuesdays.

**Board adopts Official Docket** After it has been established, the docket is published on the County's home page.

Under state law (RCW 36.70A.470), the **purpose** of the docketing process is to provide a way for interested parties to suggest Comprehensive Plan and development code amendments to the Board. It is also designed to make the public aware of proposed items that are under consideration.

It is the Board's discretion to place, or remove, any item on the official docket.

**Note: All board briefings are open to the public.**

# Becoming an Amendment

## Step 2: Planning Commission Review Process

### Staff Review of Draft Amendments

Staff reviews draft code amendments, prepares a staff report, completes an initial legal review and develops alternatives.

### Planning Commission Review

Planning Commission reviews preliminary draft amendments over the course of one or more meetings. After review, they set a public hearing with a 20-day notice.

### Planning Commission Public Hearing

The public has the opportunity to give comments to the Planning Commission at the public hearing.

### Recommendation to the Board

Planning Commission decides on the preliminary draft amendments. Their decision, along with a minority report (if available) is sent to the Board as a recommendation.

- **State Environmental Policy Act (SEPA) Determination**
- **Commerce 60-Day Review**
- **Sent to Board to review**

Proposed amendments are sent to the Department of Commerce for a 60-day review, except under special circumstances.

**Note: All Planning Commission meetings are open to the public.**

# Becoming an Amendment

## Step 3: Board of County Commissioners Review Process

### Board Reviews Planning Commission Recommendation

Board begins review process after it receives the recommendation from the Planning Commission.

### Board Briefing

Staff provide all available recommendations and a summary of public comments received during the Planning Commission review process. The board will give staff feedback for desired changes and set the public hearing with a 20-day notice.

### Public Hearing

Public comment is given at the hearing. Staff prepares a review of the comments for the board.

### Board Briefing and Direction

Board reviews public comments and recommends any changes to proposed amendments. Board gives staff final direction to prepare amendments for adoption.

### Develop Ordinance

Staff draft an ordinance with proposed amendments to development code or comprehensive plan. Requires legal review prior to adoption.

### Board Decision

Staff submit ordinance for adoption at a regularly scheduled board meeting.

### Notice of Adoption

Notice is published in the County's newspaper of record. 60-day appeal period begins.

**Note: All board briefings are open to the public.**