



Docket Process

SKAGIT COUNTY PLANNING COMMISSION

PLANNING & DEVELOPMENT SERVICES

JANUARY 7, 2020

Docketing Overview

“An amendment to the Comprehensive Plan or the zoning map requires a petition; docketing by the Board of County Commissioners; public hearing, review, and recommendation by the Planning Commission; and final approval by the Board of County Commissioners.” - Section 14.08.020(1)



Planning Commission Review

“Such official controls may include, but are not limited to, ordinances establishing **zoning, subdivision control, platting, and adoption of detailed maps.**”

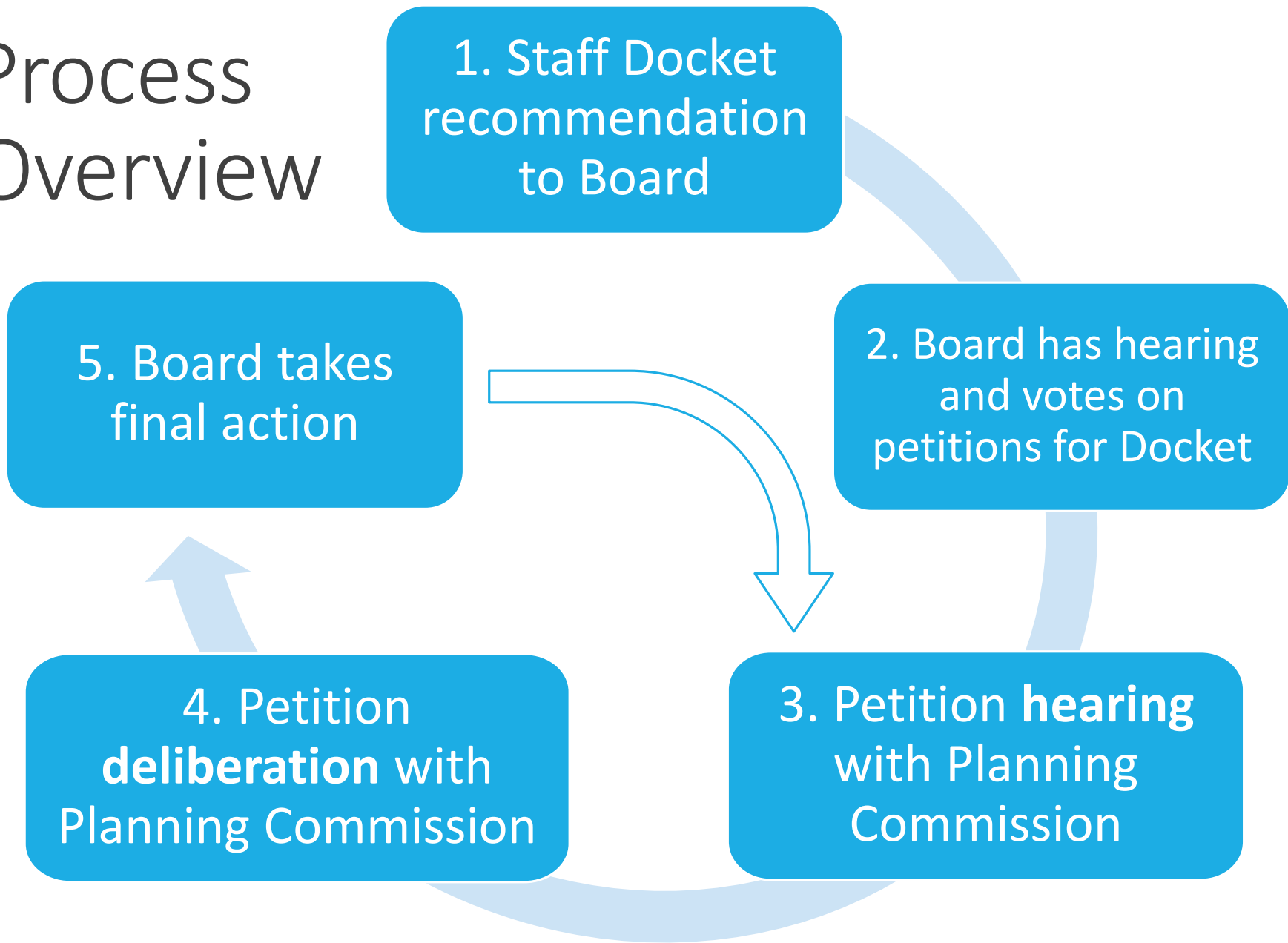
RCW 36.70.020(11)

Skagit County code refers to **“proposed plan, plan amendment, or development regulation”**

SCC 14.08.080



Process Overview



Step 1: Staff Recommends Docket to Board

- Applications from public are due July 31 for consideration in the following year.
- PDS evaluates each petition for further consideration:
 - the application filing was a timely and complete
 - can be reviewed with existing staffing and resources
 - require additional amendments to policies or regulations
 - be more appropriately addressed as part of a separate work program, or
 - not be approvable due to some legal or procedural flaw in the proposal
- Makes a recommendation to the Board of County Commissioners



Step 2: Board Hearing

- Staff briefs Board on docket recommendations
- Board receives testimony from applicant
- Board holds a public hearing
- Board includes, excludes, or defers each petition

The Board's decision to include a petition in the docket is procedural only and does not constitute a decision by the Board as to whether the amendment will ultimately be approved. SCC 14.08.040(4)



Step 2: If Docketed

- PDS Staff develops proposal based on petition
- SEPA Checklist is completed
- Fees are paid \$5,040
- Legal review for:
 - GMA compliance
 - 5th amendment “takings” issues
 - plain language compliance



Step 3: PC Hearing

Adopted Docket goes to Planning Commission:

- Staff report provided 15 days prior to hearing
- Notice of Availability (NOA) to the public
- Written comments are compiled
- Public hearing is held



14.08.080 Review by Planning Commission.

Step 4: PC Deliberations

- Deliberation of the petition by PC based on Approval Criteria for Map Amendments, Rezones, Skagit County 2016 Comp Plan, Capital Facilities Plan, Public health, safety, and welfare...
- Recorded to the Board in the form of a motion
 - Recommendation
 - Findings of fact and conclusions



Detail: Approval Criteria

All proposals evaluated according to SCC 14.08.080(5):

“...the proposal is supported by capital facility and functional plans; whether the proposal is consistent with the requirements of the Growth Management Act, (Chapter 36.70A RCW), the Countywide Planning Policies and other applicable provisions of the Comprehensive Plan; and whether the proposal bears a substantial relationship to the public general health, safety, morals or welfare...”

Approval criteria for Comp Plan Map Amendments and Rezones are also evaluated according to SCC 14.08.060.



Detail: Recorded Motion

Findings of Fact

a list of facts that the Planning Commission believes to be true and that are relevant to its recommendation on the proposal.

Reasons for Recommendation

an explanation of the Planning Commission's rationale in making its recommendation.

Signed by PC Chair

SCC 14.08.080(5)



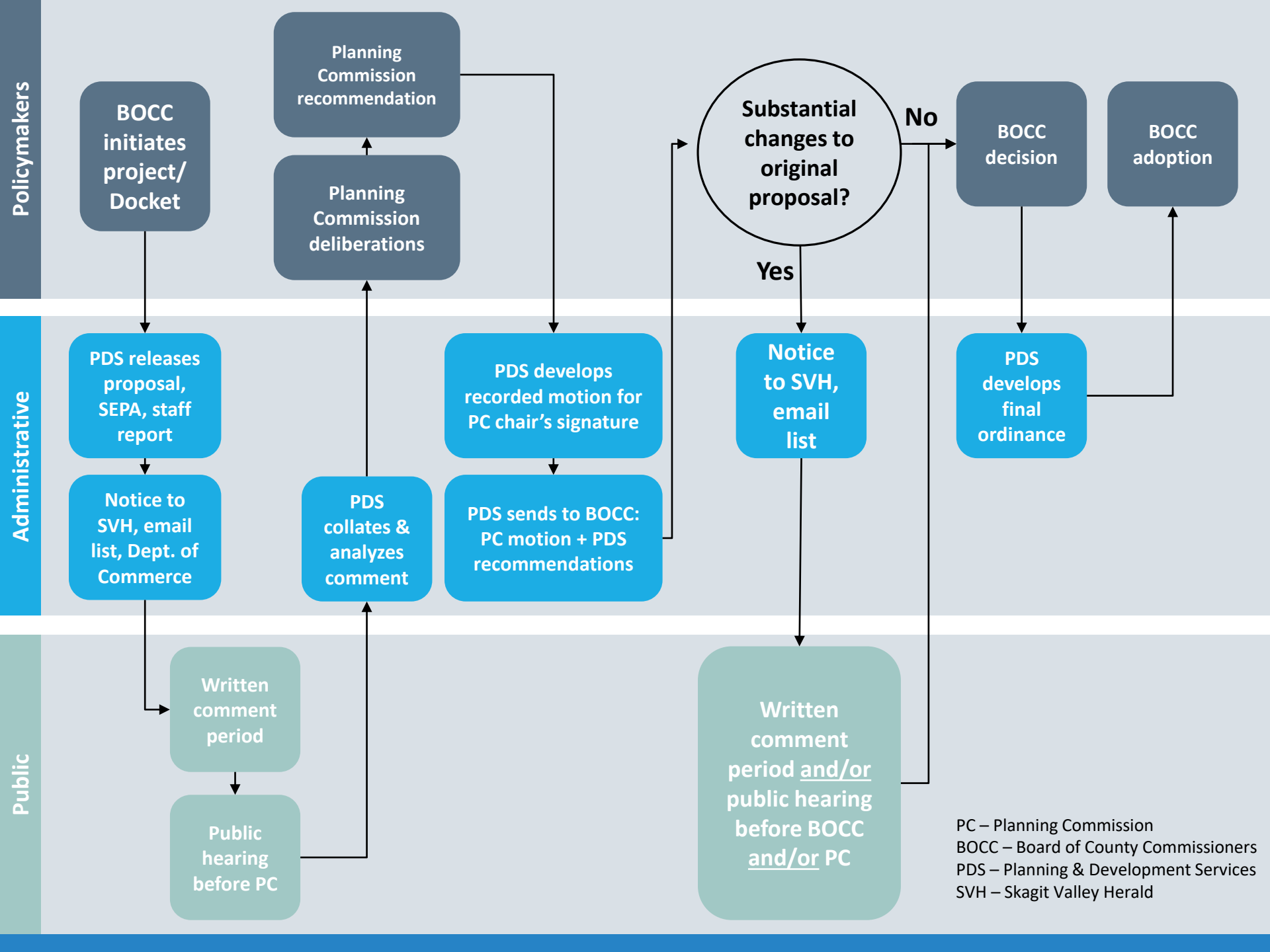
Step 5: Board Action

Board reviews Planning Commission motion

- Takes final action to amend the Comp Plan or development regulations
 - If substantially changed from PC recommendation, the petition shall be opened up for additional public comment
- The Board's decision to either approve, deny, or defer action on plans or plan amendments terminates that year's docket.

(SCC 14.08.090)





PC – Planning Commission
 BOCC – Board of County Commissioners
 PDS – Planning & Development Services
 SVH – Skagit Valley Herald