

## Memorandum

**To:** Planning Commission

**From:** Carol Helland, Director 425-556-2107  
Beverly Mesa-Zendt, Interim Planning Director 425-556-2423  
Judy Fani, Principal Planner 425-556-2406  
Department of Planning and Community Development

**Date:** April 22, 2020

**Subject:** **2019-20 Comprehensive Plan Docket Scope**

---

### **DESCRIPTION/BACKGROUND**

The Planning Commission held a third study session on April 8, 2020 regarding the scope of the 2019-20 Comprehensive Plan docket. During that meeting, the Commissioners closed all items on the Issues Matrix and voted unanimously to accept the Technical Committee's recommendation.

The Commission's meeting to approve the Comprehensive Plan Docket Report complies with the general guidance from the State Attorney General regarding Open Public Meetings Act (OPMA) during the COVID-19 pandemic. This guidance allows public meetings to proceed without physical access only to the extent that they are both "necessary and routine." The Planning Commission meeting on the Comprehensive Plan Docket meets these criteria as follows.

- **Necessary**: This meeting is "necessary" to meet Growth Management Act (GMA) requirements and to formally accept the Commission's recommendation bringing closure to the 2019-20 docket scope development and determines an important component of the Planning Commission's work program. The Growth Management Act allows planning jurisdictions to amend the Comprehensive Plan no more than one time per year. RCW 36.70A.130(2). The April 22<sup>th</sup> meeting is a culmination of 6 months reflected in the work of staff, applicants, and Commissioners to develop the 2019-20 Comprehensive Plan docket. To date, applications have been submitted by the public, all public hearings have concluded, all issues have been deliberated and closed by the Commission, and earlier this month the Commission rendered a recommendation.
- **Routine**: This meeting will be no more than a 5-minute agenda item to accomplish a routine protocol that will capture the Commission's vote on the record. As such, the meeting should be considered "routine" and not considered to be unusual, special or controversial.

### **PREPARATION FOR APRIL 8<sup>TH</sup> MEETING**

The Commission is scheduled to take action on the Planning Commission Report which is the Commission's recommendation to Council regarding the 2019-20 docket scope. Please review the Report and let Judy Fani know by April 20 if any refinements are needed regarding how the deliberations and issues are described.

### **NEXT STEPS AFTER APRIL 8<sup>TH</sup> MEETING**

City Council's review and action are scheduled as follows: May 19 - Council Staff Report; June 9 - Council Study Session; July 7 - Council Action

**ENCLOSURES:**

PC Report