

Periodic Update Checklist for Fully-Planning Counties

Overview: This checklist is intended to help counties 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 cities.

2021-2022 Legislative Session:

[HB 1220](#) substantially amends housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#). 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](#). 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 to [RCW 36.70A.040](#) regarding tribal participation in planning efforts with local and regional jurisdictions.

[HB 1799](#) adds a new section to the GMA, [RCW 36.70A.142](#), requiring some local governments to begin providing separated organic material collection services within their jurisdictions in order to increase volumes of organic materials collected and delivered to composting and other organic material management facilities.

[SB 5275](#) amends [RCW 36.70A.070\(5\)\(d\)](#) enhancing opportunity in limited areas of more intense rural development (LAMIRDs).

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

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

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 an 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 county 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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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 regarding UGA size, patterns of development, suitability and infrastructure.</p> <p>Coordinate these efforts with the affected cities.</p>	Yes, pg. 89	Yes, Update should include policies detailing coordination between cities and county regarding UGA size, patterns of development, sustainability, and infrastructure.	Table 1. Mason County Population Projection 2016-2036
<p>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 multi-county planning policies. RCW 36.70A.210 WAC 365-196-305</p>	Yes, pg. 20, 21, 22, 25, 27, 28, 29, 30, 31, 34	No	<p>PLANNING POLICIES</p> <p>1: URBAN GROWTH</p> <p>1.1, 1.2, 1.3, 3.1, 3.2, 3.3, 11.2</p> <p>1. URBAN GROWTH</p> <p>2. REDUCE SPRAWL</p> <p>Objectives& Procedures: 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 25, 31, 32, 70, 75, 78,</p>
<p>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)</p>	Yes, pg. 4, 47	No	<ul style="list-style-type: none"> Mason County’s Projected Growth in Urban Growth Areas Figure 1. Mason County Urban Growth Areas <p>https://masoncountywa.gov/gis/maps/Urban_Growth_Areas_36x48.pdf</p>
<p>c. Urban Growth Area review: based on the population projection made for the County by OFM, the county and each city must include areas and densities sufficient to permit the urban growth projected to occur in the county or city for the succeeding twenty year period, except UGAs completely within a national</p>	Yes, pg. 5, 61, 62, 89	No	<ul style="list-style-type: none"> Mason County Population Growth Projection 2016-2036 Table 1. Mason County Population Projection 2016-2036 Table 14. Area Growth Projections for Mason County 2016-2036 Table 15. Historic Population Increase and Distribution – Urban Growth Areas and Rural County Table 16. Land Capacity Summary (Net Acres)

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<p>historic reserve. RCW 36.70A.110(2&6), RCW 36.70A.130, WAC 365-196-310</p>			Discuss w/ City of Shelton to confirm UGA
<p>d. If there is a UGA expansion into the 100-year floodplain of a river segment that is located west of the Cascade crest and when the river has a mean annual flow of 1,000 or more cubic feet per second, it meets the statutory exceptions to the general ban on such UGA expansions. RCW 36.70A.110(8)</p>	No	No	Consider adding policy regarding UGA expansion into 100 -year floodplain.
<p>e. 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</p>	Yes, pg. 289, 290	No	<p>Activity Goals and Policies Goal 1, 1.1, 1.2, 1.3, 1.4 Goal 2, 2.1, 2.2, 2.3, 2.4</p> <p>Revisit policies and confirm they are appropriate for planning-level work and current resources</p>
<p>f. A consistent population projection throughout the 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>	Yes, pg. 5, 46, 48, 50, 89	Yes	<p>Mason County Population Growth Projection 2016-2036 Table 1. Mason County Population Projection 2016-2036 Table 2. Population by Decade – Washington State and Mason County Table 3. Mason County Population Growth Projection 2016-2036 Table 4. Countywide Growth/Annual Growth in Population 2010-2015</p> <p>Updated housing allocations meeting HB1220 standards required. Coordinate with City of Shelton.</p>
<p>g. 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 counties 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 	Yes, pg. 62, 89, 94, 117, 123, 150, 249	Yes	<p>Table 1. Mason County Population Projection 2016-2036 Table 2. Urban and Rural Land Area (Acres) within Mason County Table 3. Mason County Population Growth Projection 2016-2036 Table 4. Projected Housing Needs 2016-2036 Table 5. Mason County Housing Projection 2016-2036 Table 14. Area Growth Projections for Mason County 2016-2036 Table 15. Historic Population Increase and Distribution – Urban Growth Areas and Rural County</p> <p>TRANSPORTATION</p>

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<p>Buildable Lands Program page.</p>			<p>31. Assure that new on-site development occurs to standards that do not result in future inconsistencies with City standards where UGA is adjacent to incorporated City.</p> <p>Buildable lands not applicable.</p> <p>Revisit densities and intensities following housing allocations, ensure consistency with Belfair PA EIS</p>
<p>h. 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>Yes, pg. 20, 78, 79, 287, 288</p>	<p>No</p>	<p>REDUCE SPRAWL: 2.1</p> <ul style="list-style-type: none"> • Master Development Plan Policies: 1.10, 2.6 • Environmental Public Health Goals and Policies: Goal 1, 1.1, 1.2, 1.3, 1.5, 1.6, 1.7, 1.8, Goal 2 <p>10. ENVIRONMENT Goals & Policies: 10.2, 129, 130, 131, 132, 134</p>
<p>i. 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, pg. 26</p>	<p>No</p>	<p>12: FACILITIES/SERVICES: 12.2, 12.3, 12.4</p> <p>Review at interagency coordination meeting(s)</p>
<p>j. 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, pg. 25, 38</p>	<p>No</p>	<p>Open Space: 9.1, 9.2, 9.3, 9.4</p> <p>OPEN SPACE & RECREATION Goals & Policies: 125</p>
<p>k. Criteria for designating natural resource lands consistent with minimum guidelines to classify agricultural, forest, mineral lands and critical areas? RCW 36.70A.050, WAC 365.190</p>	<p>Yes, pg. 24</p>	<p>No</p>	<ul style="list-style-type: none"> • 9: OPEN SPACE: 9.1, 9.2

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<p>l. Policies for agriculturally designated lands limiting nonagricultural uses to lands with poor soils or otherwise not suitable for agricultural purposes, and policies limiting the allowable range of accessory uses to those allowed by statute. RCW 36.70A.177(3)</p>	<p>Yes, pg. 23, 24, 269</p>	<p>No</p>	<ul style="list-style-type: none"> • 5: ECONOMIC DEVELOPMENT: 5.2 • 8: RESOURCE INDUSTRIES • VALUE-ADDED AGRICULTURE: 5.19
<p>m. Policies encouraging the conservation of productive forest and agricultural lands and discouraging incompatible uses. RCW 36.70A.020(8), WAC 365-190-050, WAC 365-196-815</p>	<p>Yes, pg. 23, 24, 269, 311</p>	<p>No</p>	<ul style="list-style-type: none"> • 5: ECONOMIC DEVELOPMENT: 5.2 • 8: RESOURCE INDUSTRIES • FOREST PRODUCTS: 5.5 • VALUE-ADDED AGRICULTURE: 5.19 • Glossary: OPEN SPACE
<p>n. If there is an airport within the county: 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>	<p>Yes, pg. 302</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Glossary: • AIRPORT INFLUENCE ZONE • AIRPORT IMPACT ZONES <p>Expand policies to discourage the siting of incompatible land uses adjacent to the airport.</p> <p>Coordinate with Port district.</p>
<p>o. 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>	<p>Yes, pg. 33, 77, 78, 247, 248</p>	<p>No</p>	<ul style="list-style-type: none"> • Master Development Plan Policies: 1.3. 1.10 • Managing Stormwater • STORMWATER BEST MANAGEMENT PRACTICES • 3. TRANSPORTATION: 55 <p>Confirm following discussion with City of Shelton.</p>

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<p>p. 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 county 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> <p>Note: a voluntary stewardship program is an alternative for protecting critical areas in areas used for agricultural activities. RCW 36.70A.700 through .904. Visit the WA State Conservation Commission (SCC) VSP webpage</p>	<p>Yes, pg. 63, 64, 65, 66, 67, 72, 74, 98, 99, 100</p>	<p>No</p>	<ul style="list-style-type: none"> • B. Accommodating Growth and Protecting Critical Areas • The County-Wide Planning Policies call for Mason County and the City of Shelton to protect all types of Critical Areas. • Voluntary Stewardship Program • Watersheds • VIII. Strategies for Protecting Critical Areas <ul style="list-style-type: none"> -Planned Action Environmental Impact Statements - State Environmental Policy Act Mitigation Fees - Transfer Development Rights - Clustering - Restoration Planning - Design Guidelines - Voluntary Stewardship Program - Conservation Easements <p>Erosion Areas, Wetlands, Glossary:</p> <ul style="list-style-type: none"> • BEST AVAILABLE SCIENCE: • CRITICAL AREAS • DEVELOPMENT REGULATIONS OR REGULATIONS • The following categories are used in classifying critical areas:1, 2, 3, 4, 5, 6, 7, 8, 9 <p>Review policies for best available science.</p>
<p>q. If forest or agricultural lands of long-term commercial significance are designated inside a UGA, there must be a program authorizing transfer (or purchase) of development rights. RCW 36.70A.060(4), RCW 36.70A.170</p>	<p>Yes, pg. 72, 73, 75, 100, 297, 302, 309</p>	<p>No</p>	<ul style="list-style-type: none"> • Agriculture • Forest Lands • Mineral Resource Lands • Natural Resource Lands • Voluntary Stewardship Program • AGRICULTURAL RESOURCE LANDS • LONG-TERM COMMERCIAL FORESTS OR LONG-TERM COMMERCIAL FOREST LAND • LONG-TERM COMMERCIAL SIGNIFICANCE • Transfer Development Rights <p>Coordinate with City of Shelton re: potential UGA swap.</p>

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<p>r. 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</p>	<p>No</p>	<p>N/A</p>	<p>There are no military bases located within Mason County.</p>
<p>s. New section RCW 36.70A.142; new 2021-2022 legislation HB 1799: Development regulations newly developed, updated, or amended after January 1, 2025 allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM reduction and diversion goals. Siting must meet criteria described in RCW 70A.205.040(3) See also RCW 36.70.330. For applicability, see RCW 70A.205.540</p>	<p>No</p>	<p>No</p>	<p>Review applicability criteria</p>