

Example SMP periodic review work program – for reviews resulting in Findings of Adequacy

This work program is an example schedule of tasks associated with a periodic review of SMPs under RCW 90.58.080(4) where the initial determination of the local government and Ecology is that a Finding of Adequacy would be appropriate to complete the periodic review. Citations to applicable rules are included for reference.

This schedule is based on the local government using the “joint review” process under WAC 173-26-104 and assumes a scenario intended meet the minimum requirement of one hearing at planning commission.

Local governments may revise or modify this schedule and use the timeline column to create a realistic schedule. Please send questions or suggestions for improving this example work program to your Ecology regional SMP planner.

<i>Timeline</i>	<i>Tasks</i>	<i>Notes: specific to “findings of adequacy”</i>
Initial Staff Review		
	Consult with Ecology [WAC 173-26-104(1)] Fill out Ecology checklist [WAC 173-26-090(3)(b)]	Working with Ecology’s regional planner, affirm that changes are not likely to be needed, and that your jurisdiction and Ecology will conduct joint review under WAC 173-26-104.
Public Participation Program		
	Develop public participation program [WAC 173-26-090(3)(a)]	See Example Public Participation Plan.
Planning Commission review and hearings on SMP Periodic Review		
	Staff prepare draft findings of adequacy documents for Planning Commission review and discussion. This is a draft of the final determination that the periodic review will be completed with a Finding of Adequacy [WAC 173-26-090(3)(c)(ii)]	See Example Resolution for a Finding of Adequacy. The checklist can help demonstrate that all review items are addressed and no changes are needed.
	Conduct SEPA review [WAC 173-26-104(2)(a)]	For a finding of adequacy, SEPA is exempt under WAC 197-11-800 (19) which covers resolutions or ordinances “relating solely to governmental procedures, and containing no substantive standards

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		respecting use or modification of the environment,” or “text amendments resulting in no substantive changes respecting use or modification of the environment.”
	Send draft Planning Commission documents to Ecology for informal review before hearings	Ecology recommends sending preliminary draft documents at least 30 days prior to your public comment period if possible.
	Submit 60-day Notice of Intent to Adopt [WAC 173-26-104(2)(b)]	Send 60-day notice to Commerce as soon as you determine a Finding of Adequacy is your likely path. Send the checklist as documentation.
	Conduct joint local/state 30-day comment period and hearing on draft Finding of Adequacy. [WAC 173-26-104(2)(c)] Notice must clearly state the review completes the periodic review [WAC 173-26-090(3)(c)(ii)]	Coordinate notice of the hearing and 30-day comment period with Ecology. At this point you are seeking comments on the checklist and other supporting material indicating how the proposed amendment is consistent with the policy of RCW 90.58.020 and applicable guidelines. [WAC 173-26-104(2)(d)(iv)]
	Evaluate comments and coordinate with Ecology [WAC 173-26-104(3)]	
Elected officials review and action		
	Legislative body adopts findings of adequacy [WAC 173-26-090(3)(c)(i), (iv)]	See Example Resolution for a Finding of Adequacy.
	Submit local resolution to Ecology, with evidence of notice, copies of any comments received, and a completed checklist [WAC 173-26-090(3)(d)(ii)]	Ecology will take final action after local adoption.
	Ecology send final letter to local government approving Finding of Adequacy. Ecology publishes Notice in paper [WAC 173-26-090(3)(b)]	Ecology’s publication of final adoption triggers 60-day appeal period.