

**Example SMP periodic review work program – for reviews resulting in SMP revisions**

This work program is an example schedule of tasks associated with a review of SMPs under RCW 90.58.080(4), where a local government determines SMP revisions will be needed to complete the periodic review. The schedule highlights options at various steps in the review and amendment process. Citations to applicable rules are included for reference.

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</i>
<b>Initial Staff Review</b>		
	Consult with Ecology [WAC 173-26-100 <i>or</i> WAC 173-26-104(1) and WAC 173-26-090]  Fill out Ecology checklist of statutory and regulatory amendments; review amendments to comprehensive plan and development regulations; and prepare initial recommendations on other changes needed to address changed local circumstances, new info, or improved data. [WAC 173-26-090(3)(b)]	Ecology’s regional planners can help you use the checklist to identify laws or rules that may need to be addressed in your SMP.  Review your comprehensive plan and development regulations for initial list of items that may require an amendment to your SMP to improve internal consistency.  This initial review using checklists will help set the scope of work for the entire review and will speed up Planning Commission review.  As early as possible, determine whether or not to use the joint review process under WAC 173-26-104.
<b>Get professional help (if needed)</b>		
	Hire contractor using local hiring procedures	Depending on how recently your SMP has been amended, or how many local issues you choose to address, you may elect to hire a consultant.
<b>Public Participation Program</b>		
	Develop public participation program [WAC 173-26-090(3)(a)]  <i>Option:</i> Planning Commission review of Public Participation Program	See Example Public Participation Plan.

Timeline	Tasks	Notes
<b>Option: Elected officials take action on Participation Plan (and/or a Review Work Program)</b>		
	<i>Option:</i> Study session (and/or hearing) on public participation program and/or a Review Work Program.	This step may be appropriate for a more involved review where significant public interest and changes are expected.
	<i>Option:</i> Adoption of Work Program by resolution	See Example Resolution Adopting a Periodic Review Work Plan.
<b>Planning Commission review and hearings on SMP revisions</b>		
	Staff (or consultant) prepare draft revisions for Planning Commission review and discussion. [WAC 173-26-090(3)(c)(ii)]	The checklist can be a helpful summary for Planning Commission and the public to demonstrate how review items are addressed.
	Conduct SEPA review [WAC 173-26-100(6) or WAC 173-26-104(2)(a)]	Some local governments find it useful to start SEPA review at the early phases of developing amendments.  For minor amendments, SEPA is exempt under WAC 197-11-800(19) which covers resolutions or ordinances “relating solely to governmental procedures, and containing no substantive standards 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 revisions at least 30 days prior to your public hearing if possible.
	Submit 60-day Notice of Intent to Adopt [WAC 173-26-100(5) or WAC 173-26-104(2)(b)]	Consider sending draft documents to Commerce early in the review process so other state agency comments can be considered by Planning Commissioners.
	Conduct 30-day comment period and hearing  WAC 173-26-100(1)-(4) <i>or</i> Joint local/state comment period under WAC 173-26-104(2)(c)	Note: If your jurisdiction elects to use the optional joint review process under WAC 173-26-104, coordinate notice of the hearing and comment period with Ecology. Ecology will send notice to state interested parties, directing parties to submit comments to the local government.

<i>Timeline</i>	<i>Tasks</i>	<i>Notes</i>
	<i>Option:</i> Planning Commission discussion of hearing testimony and possible modifications	If initial hearing reveals extensive comments, extend discussion to consider response options.
<b>Prepare SMP for final action (obtain initial determination from Ecology if using joint review)</b>		
	<i>If using standard review:</i> Prepare final SMP amendments	If your jurisdiction is using the standard adoption process, Ecology will hold its own comment period.
	<i>If using joint review:</i> Send Ecology a summary of comments [WAC 173-26-104(2)(e)]	Ecology rules set a 30-day target for sending a summary of comments to Ecology with proposed amendments made in response to comments. This can be combined with the next step.
	<i>If using joint review:</i> Send Ecology the proposed amendment for initial review [WAC 173-26-104(3)(a)]	Ecology rules outline what must be sent for this initial review. Ecology will send confirmation of the SMP submittal.
	<i>If using joint review:</i> Ecology will provide an initial determination before local adoption. [WAC 173-26-104(3)(b)]	Ecology rules set a 30-day target for sending an initial determination. Ecology will typically send its initial review in the form of draft “Findings and Conclusions,” to indicate either initial concurrence or identifying areas of concern.
<b>Elected officials review and action</b>		
	<i>Option:</i> Schedule legislative body study sessions on draft amendments developed by Planning Commission	
	<i>Option:</i> Legislative body public hearing on draft amendments.	State rules only require a minimum of one public hearing. This is usually done at Planning Commission. Legislative bodies may conduct a hearing as well.
	Legislative body adoption of draft amendments [WAC 173-26-090(3)(c)(i)-(iii)]	See Example Resolution/Ordinance. Recitals should outline the major steps in the review process and include a definitive statement that this action concludes the required review.
	Submit SMP to Ecology [WAC 173-26-090(3)(d)(i); WAC 173-26-110(1)-(8) and (9)(b)]	Submittals for periodic reviews include a copy of the complete checklist. An example of the form is included in the Checklist Guidance document.
	State Review [WAC 173-26-090(3)(e); WAC 173-26-120]	For optional joint review under WAC 173-26-104: Ecology will take final action after local adoption. For standard review under WAC 173-26-100, Ecology will hold a state-level comment period.

<i>Timeline</i>	<i>Tasks</i>	<i>Notes</i>
		SMP is effective 14-days after approval by Ecology’s Director. Ecology’s publication of final adoption triggers 60-day appeal period.