



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
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August 17, 2023

Oliver Orjiako
Director of Community Planning
1300 Franklins Street
Vancouver, Washington 98666

RE: 2025 Periodic Update Deadline – 2 Year Notice

Greetings:

Your deadline for the GMA periodic update is coming up soon. We wanted to share some critical information to help you complete this important step as easily as possible. Here are the statutory deadlines for your jurisdiction:

- June 30, 2025 Statutory deadline to complete the update.³³
- June 30, 2026 Deadline for completion of the critical areas ordinance (CAO) under the *reasonable progress exception*.³⁴
- June 30, 2030 Implementation Progress Report due for jurisdictions that meet planning and population criteria required under RCW 36.70A.130 (9).³⁵

Technical Assistance

Please inform your assigned Commerce planner when you begin working on the update and contact them with any questions you may have about the update process. We are here to help you. Your assigned planner is Catherine McCoy, Senior Planner (360) 280-3147 catherine.mccoy@commerce.wa.gov.

Please also see the resources linked at the end of this letter for additional assistance.

Tracking the Update and GMA Compliance

As you submit your 60-day notice of intent³⁶ to Commerce for items that are part of the update, **please check the box on the cover sheet indicating that these items are part of your update.**

³³ [RCW 36.70A.130\(5\)](#)

³⁴ [RCW 36.70A.130\(7\)\(b\)](#)

³⁵ [RCW 36.70A.130\(9\)](#)

³⁶ <https://www.commerce.wa.gov/serving-communities/growth-management/washington-department-of-commerce-growth-management-submitting-materials/>

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This will help us to prioritize our time to review these items. If you have completed a Periodic Update Checklist³⁷ as part of your review, please share this with the assigned planner to make our review more efficient. This checklist is your first deliverable if applying for periodic update grants.³⁸ If you plan to use any periodic update grant funds to update a critical areas ordinance (CAO), submittal of a completed CAO checklist is also required.³⁹

Commerce is responsible for tracking compliance with the requirements of the Growth Management Act (GMA) in order to advise granting agencies of whether jurisdictions are eligible to receive funds for certain grant and loan programs.⁴⁰ This includes completion of the periodic update. Right now, our assigned planners are making contact with all of the cities and counties with an upcoming deadline to make sure we are providing the help that we can. Attached is a list of critical steps you can take to help make sure we correctly record your status.

We are in the middle of reviewing submittals as they come in from jurisdictions. 2024 jurisdictions are in the middle of their updates. We are prioritizing items for review that are part of the update process, or are part of an outstanding Hearings Board case.

When we see an item submitted for review, we are using the check box on the cover sheet to identify periodic review items and reviewing them accordingly. We use the checklist to review them for completeness and are contacting you to go over the items before we send a comment letter.

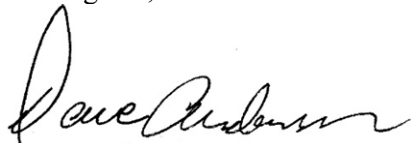
We are tracking the comprehensive plan, the development regulations and the CAO as three separate milestones. When we receive adopted items that are part of the periodic update, we are reviewing them to see if you have completed one of these milestones. When you have adopted your comprehensive plan update, you will get a letter from Commerce congratulating you for completing this milestone. This letter also provides some advice on how to wrap up the process cleanly.

Your final action of the periodic update process (resolution or ordinance) should **include a declaration stating that the jurisdiction has completed all of the requirements of the update required under RCW 36.70A.130**. When you have taken final action, we will send you a congratulatory letter completing the process. We will call you first to make sure we correctly interpreted what you sent us. However, **a cover letter telling us that your process is complete will help avoid confusion on our end.**

We maintain a list on our website showing [who is currently in compliance with the GMA](#), according to our records. **Please review that list. If it does not reflect your current status, please contact us and let us know.**

Again, your assigned planner is available to help you if you have any questions. Thank you for all your hard work on this important process.

Best regards,



Dave Andersen, AICP
Managing Director
Growth Management Services

³⁷ <http://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/>

³⁸ <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-grants/>

³⁹ <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/critical-areas/>

⁴⁰ [RCW 43.155, WAC 365-196-585](#)

Critical Steps to Finalize the Periodic Update Process

1. **Legislative Action:** After reviewing, and revising (if necessary) your local plans and regulations, you must take legislative action to formally conclude the periodic review process. For every ordinance or resolution that is a component of your periodic update process, **include a finding in the recitals that this action is part of the periodic update.** Our [Periodic Update webpage](#) includes several examples of legislative language for you to work from. We can also help you find an example that is right for you.
2. **Final Action:** When you have completed the process, the last legislative action you take should **include a finding in the recitals that you have taken all necessary action and that your periodic update is complete.** A clear statement in the record that you have completed the update is critical. This step starts the 60-day appeal clock and will help defend your process if a failure-to-act claim is made after the end of the 60-day appeal period. Again, we have sample language available to help guide you through this final step.
3. **Notify Department of Commerce:** Your final action of the periodic update process (resolution or ordinance) **should include a declaration stating that the jurisdiction has completed all of the requirements of the update required under RCW 36.70A.130.** You are required to send every comprehensive plan or development regulation amendment that you adopt to Commerce **within ten days of adoption.** We recommend you also promptly publish notice of adoption and include a statement regarding the periodic update in your published notice of adoption. [Our submittal cover sheet](#) has a check box to indicate whether the adopted ordinance was part of the periodic review. Many jurisdictions have been working on their updates and adopting changes in phases. Formal notice that the process is complete is critical to keeping us in the loop so we do not inadvertently list you as out of compliance.

Where to go for more help and information:

- [Commerce's Growth Management webpage](#) for links to the Periodic Update and other GMA topics, including grant opportunities
- [60-Day Notice Instructions and FAQ](#)
- Guidebook: [A Guide to the Periodic Update Process Under the Growth Management Act](#)
- [WAC 365-196-610](#) Periodic review and update of comprehensive plans and development regulations
- [RCW 36.70A.130](#) Review procedures and schedules