



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

www.commerce.wa.gov

March 6, 2024

Steven Wilcox
Director of Development Services
City of Medina
501 Evergreen Point Road
Medina, Washington 98039

RE: 2024 Periodic Update Deadline Reminder

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:

- December 31, 2024 Statutory deadline to complete the update.¹⁵³
- December 31, 2025 Deadline for completion of the critical areas ordinance (CAO) under the *reasonable progress exception*.¹⁵⁴
- December 31, 2029 Implementation Progress Report due for jurisdictions that meet planning and population criteria required under RCW 36.70A.130 (9).¹⁵⁵

Periodic Update Grants

Periodic update grant award notifications and instructions have been distributed to counties and cities with 2024 updates. Please be aware that these grant funds were distributed as part of the July 2023 to June 2025 fiscal biennium and cover the period of July 1, 2023 through June 30, 2024. Grant funding does not extend from the period between June 30, 2024 and the December 31, 2024 periodic update due date.

Technical Assistance

Please stay in touch with your assigned Commerce planner and contact them with any questions you may have about the update process. We are here to help you. Your assigned planner is Lexine Long, Senior Planner, (360) 480-4498, lexine.long@commerce.wa.gov. Please also see the resources linked at the end of this letter for additional assistance.

¹⁵³ [RCW 36.70A.130\(5\)](#)

¹⁵⁴ [RCW 36.70A.130\(7\)\(b\)](#)

¹⁵⁵ [RCW 36.70A.130\(9\)](#)

Tracking the Update and GMA Compliance

As you submit your 60-day notice of intent¹⁵⁶ to Commerce for drafts and final documents that are part of the update, **please check the box on the cover sheet indicating that these items are part of your update.** This will help us prioritize our time to review these items. If you have completed a Periodic Update Checklist¹⁵⁷ 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.¹⁵⁸ If you plan to use any periodic update grant funds to update a CAO, submittal of a completed CAO checklist is also required.¹⁵⁹

Commerce is responsible for tracking compliance with the requirements of the GMA in order to advise granting agencies of whether jurisdictions are eligible to receive funds for certain grant and loan programs.¹⁶⁰ This includes completion of the periodic update. Right now, our assigned planners are contacting 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. Jurisdictions with due dates in 2024 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.

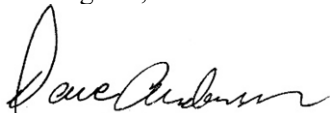
When we see an item submitted for review, we use the check box on the cover sheet to identify periodic review items and review them accordingly. We use the checklist to review them for completeness and will contact you to go over the items before we send a comment letter.

We track the comprehensive plan, the development regulations and the critical areas ordinance as three separate milestones. When we receive adopted items that are part of the periodic update, we review 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. Your regional planner may contact you, if necessary for further clarification or interpretation. 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 [counties and cities 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

¹⁵⁶ <https://www.commerce.wa.gov/serving-communities/growth-management/washington-department-of-commerce-growth-management-submitting-materials/>

¹⁵⁷ <http://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/>

¹⁵⁸ <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-grants/>

¹⁵⁹ <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/critical-areas/>

¹⁶⁰ [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