

City of Toppenish

Periodic Update

Work Plan

Draft

January, 2025



Background

The City of Toppenish is a “fully planning” jurisdiction, subject to the requirements of the Washington State Growth Management Act (GMA). The GMA was adopted in 1990 and required cities to develop a comprehensive plan and development regulations to guide future growth. These plans and regulations are periodically updated to incorporate new requirements in state law. Per the GMA, the City of Toppenish is required to conduct its periodic update every ten (10) years. The periodic update includes the vision, goals and policies contained in the Comprehensive Plan, along with the implementing zoning designations and development regulations.

During this periodic update cycle, due by June 30, 2026, the Washington State Department of Commerce allocated \$125,000 to the City of Toppenish to review its Comprehensive Plan, Development Regulations, and Critical Areas Ordinance to determine updates necessary to maintain compliance with the GMA.

Work Plan

Toppenish will be updating its Comprehensive Plan and Development Regulations to plan for and accommodate the next 20 years of anticipated population growth. The GMA Periodic Update includes several phases and corresponding deliverables, beginning with development of this Work Plan to help guide the process and receive public comment. The initial review components of the Periodic Update include completing Commerce-developed Checklists and developing a population/housing allocation and land capacity analysis. The completion of these Year 1 Tasks will provide Toppenish with the information necessary to draft the necessary Critical Areas, Development Regulations, and Comprehensive Plan documents for approval in Year 2.

This Work Plan includes a draft timeline for when Year 1 and Year 2 deliverables are expected to be ready for review and completion.

Timeline: Draft and adopt Q3-Q4 2024

Outcome/Deliverables: Completed Periodic Update Work Plan

Public Participation

The City of Toppenish will develop a public participation plan that will identify activities and events, including how engagement will be used to inform the periodic update. Public engagement will occur throughout the process and will include multiple opportunities for the public to review draft documents and provide input. Anticipated forms of public engagement will include the development of a project web page, a series of open-house style public meetings, SEPA public comment period and review, and official public meetings at Planning Commission and City Council. All comments submitted throughout the process will be collected in a final document and made available for public review.

A primary goal for this project is to receive robust feedback, comments, and collaboration from the public. While the draft timeline includes identified workshops later in the process, these will not be the only opportunities to provide input. Once drafted, the Public Participation Plan will be presented to City Council for review, approval, and implementation.

At the end of the Periodic Update Cycle, Toppenish will draft a final Public Participation Report. This report will provide an outline of public meetings and a full summary of public input/participation.

Timeline: Draft and adopt Q4 2024 or Q1 2025, with ongoing work throughout the process. Final Report in Q2 2026.

Outcome/Deliverables: Public Participation Plan and Public Participation Report.

Population and Housing Allocation

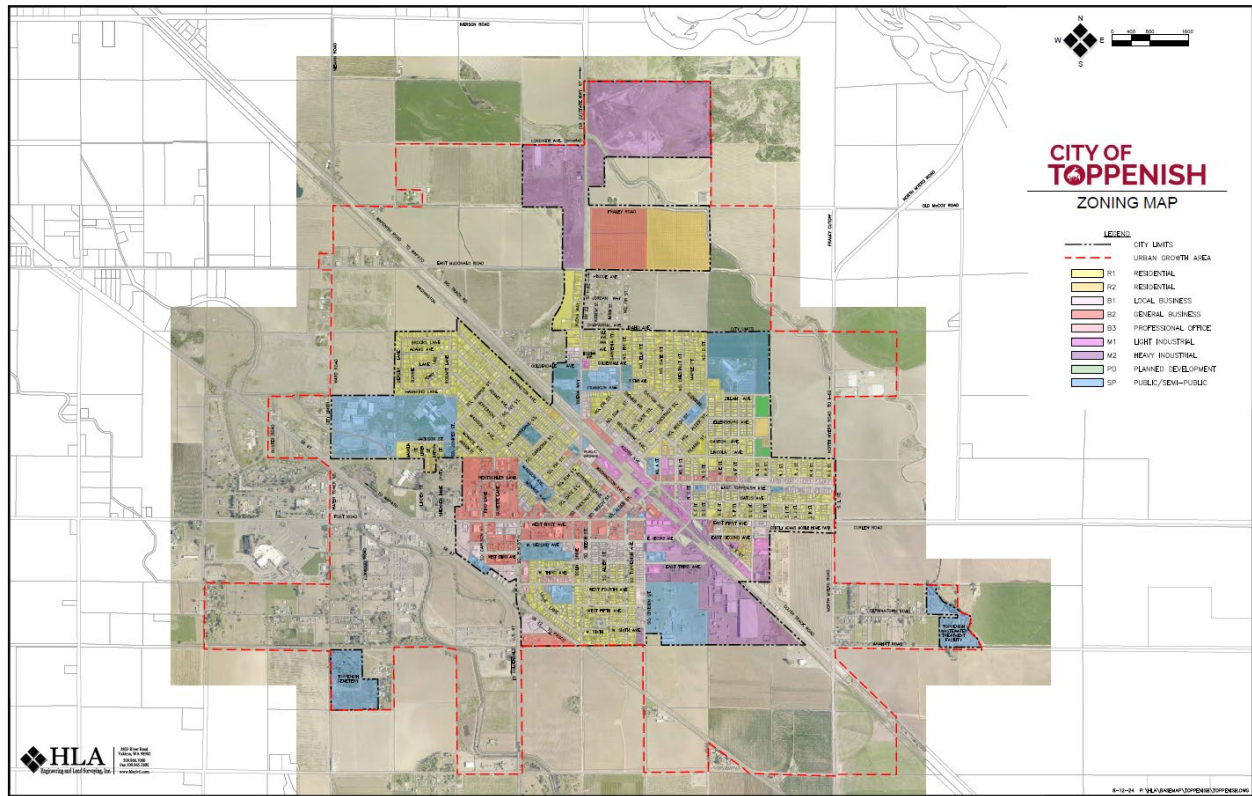
Toppenish will work with Yakima County to determine the population projection for the next 20-years. This population allocation is derived from an analysis of past population growth and anticipated needs of the city.

Similarly, Yakima County will determine housing allocation for cities throughout the county, across the various income levels. Once the allocation for Toppenish is established, the Housing for All Planning Tool (HAPT) will be utilized to identify housing targets. The snapshots below are examples from the HAPT, and do not include the final population and housing numbers from Yakima County.

Yakima County	Projection Year: 2046 Population Target = 289,519		Permanent Housing Needs by Income Level (% of Area Median Income)								Emergency Housing Needs (Temporary)
			0-30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%		
			Total	Non-PSH							
			PSH								
User Input - % Share of Countywide Housing Growth. Values must sum to 100%	Countywide Estimated Housing Supply (2020)		89,425	4,351	228	20,264	33,325	10,917	7,070	13,270	572
	Countywide Additional Units Needed (2020-2046)		22,054	3,673	4,190	5,098	2,451	1,451	956	4,233	1,330
	Sum of Allocation to Jurisdictions (from User Inputs)		0	0	0	0	0	0	0	0	0
			0.00%		<-- Sum of user inputs for jurisdiction shares of county future net housing need. If below 100%, increase shares. If above 100%, decrease shares.						Emergency Housing Needs (Temporary)
				Permanent Housing Needs by Income Level (% of Area Median Income)							
		Total	0-30%	>30-50%	>50-80%	>80-100%	>100-120%	>120%			
		Non-PSH	PSH								
		PSH									
%	Toppenish city	Estimated Housing Supply (2020)	2,454	104	0	879	1,258	121	31	61	102
		Allocation Method A (2020-2046)	0	0	0	0	0	0	0	0	

Land Capacity Analysis

To assess the available land for development in Toppenish, the population and housing allocations previously completed will be analyzed in comparison to the vacant land available within the city limits. GIS data will be used to identify and categorize parcels as vacant, partially vacant, underutilized, and developed. This information will be further examined by zoning district to identify available land for future residential, commercial, industrial, and public development.



Timeline: Q1-Q2 2025

Outcome/Deliverables: Completed land capacity analysis to be utilized in drafting the Comprehensive Plan elements.

Critical Areas Ordinance

The City of Toppenish Critical Areas Ordinance is codified in TMC Ch. 17.70. Toppenish will review its CAO using the Department of Commerce March 2024 [Checklist for Critical Areas](#) to determine areas that need to be updated. The city may decide to draft its own CAO or continue to use the County CAO, in which case the year 2 funding will be allocated to Yakima County.

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025

Outcome/Deliverables: Completed CAO Checklist, Draft Ordinance, Adopted Ordinance

Development Regulations

The City of Toppenish's Development Regulations are contained in TMC Title 16: Subdivisions and TMC Title 17: Zoning. Development regulations will be reviewed using the Department of

Commerce July 2024 [Periodic Update Checklist for Fully-Planning Cities](#) to determine areas that need to be updated.

The review of development regulations will include an analysis of the Zoning Code, Subdivision Code, SMP, and other sections to ensure consistency with RCW 36.70A.040 and WAC 365-196-800 and 810. Many of the zoning changes relate to how housing is allocated throughout the city, including, but not limited to, considerations for parking, number of persons, manufactured housing, and ADUs.

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025 or Q1 2026.

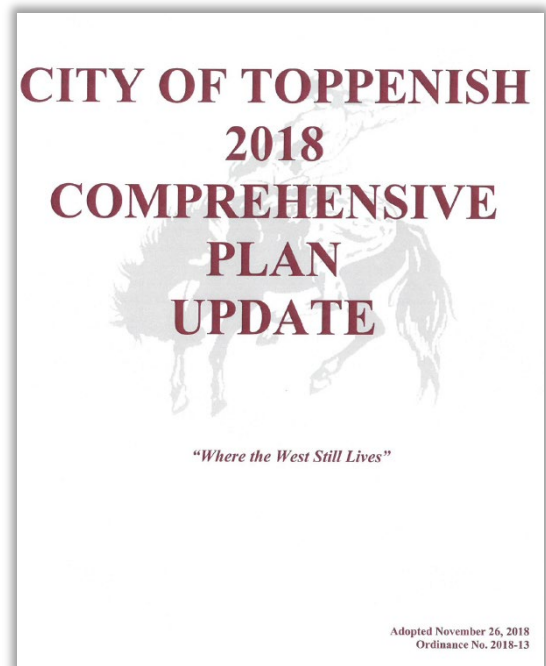
Outcome/Deliverables: Completed Checklist, Draft Ordinance, Adopted Ordinance.

Comprehensive Plan

The City of Toppenish's Comprehensive Plan was last updated in 2022. The Comprehensive Plan will be reviewed using the Department of Commerce July 2024 [Periodic Update Checklist for Fully-Planning Cities](#) to determine areas that need to be updated. Based on the checklist, proposed updates to the comprehensive plan goals and policies will be drafted for public review.

RCW 36.70A.070 includes the following mandatory elements for the Comprehensive Plan:

- Land Use
- Housing
- Capital Facilities
- Utilities
- Transportation
- Economic Development
- Parks and Recreation
- Climate Change and Resiliency**



These elements will be reviewed and updated for consistency with RCW 36.70A.070. The elements will be examined using several tools and data points, including but not limited to, the following:

- Yakima County population projection – Population Allocation
- Housing for All Planning Tool (HAPT) – Housing Allocation
- Land Capacity Analysis
- Capital Facilities updates – water, sewer, city facilities, etc.
- Transportation improvement plan and updated projects
- Recent building permit and business activity
- Parks and Recreation Inventory

****The Department of Commerce Checklist includes a section for the Climate Element, as required by HB 1181. This work is funded by a separate grant agreement with the Department of Commerce and will be completed by June 30, 2025.**

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025 or Q1 2026.

Outcome/Deliverables: Completed Checklist, Draft Ordinance, Adopted Ordinance.

Environmental Review

SEPA Environmental Review will begin in the 2nd year of the update process. This will include public notification to SEPA agencies, Tribes, and interested parties. The SEPA review will include the draft comprehensive plan, development regulations, and critical areas ordinance (if applicable) revisions identified in the checklists.

Timeline: Draft SEPA Checklist Q3-Q4 2025. Begin public and agency review process Q1 2026.

Outcome/Deliverables: SEPA Threshold Determination.

Grant Scope and Deliverable Due Dates

Department of Commerce funding for this project is available over the next two years, with half available in each year of the biennium. The following tasks will be completed in accordance with state grant requirements in Fiscal Years 25 and 26:

Year 1: State Fiscal Year 2025 (FY25) - July 1, 2024 to June 30, 2025

Task	Deliverable	Due Date	FY25 \$
Develop periodic update work plan	Periodic update work plan	June 13, 2025	\$9,375
Develop a public participation plan	Public participation plan	June 13, 2025	\$9,375
Complete critical areas analysis	Critical Areas Checklist	June 13, 2025	\$9,375
Complete comp plan analysis and development regulations	Comprehensive Plan Checklist	June 13, 2025	\$12,500
Population allocation and Housing allocation	Population allocation and Housing allocation	June 13, 2025	\$9,375
Land Use Study	Land Capacity Analysis	June 13, 2025	\$12,500

Year 2: State Fiscal Year 2026 (FY26) - July 1, 2025 to June 30, 2026

Task	Deliverable	Due Date	FY26 %*
Draft Critical Areas Ordinance amendment	Draft Critical Areas Ordinance	June 12, 2026	\$6,250
Critical Areas Ordinance amendment sent to Council	Critical Areas Ordinance sent to Council	June 12, 2026	\$9,375
Draft comprehensive plan amendment	Draft Comprehensive Plan	June 12, 2026	\$12,500
Comprehensive plan amendment sent to Council	Comprehensive Plan sent to Council	June 12, 2026	\$9,375
Draft development regulations ordinance	Draft Development Regulations Ordinance	June 12, 2026	\$9,375
Development regulations ordinance sent to Council	Development Regulations Ordinance sent to Council	June 12, 2026	\$9,375
Public Participation Report	Report detailing public meetings: date/times, topic(s) covered, and summary of public input	June 12, 2026	\$6,250