

DATE: 10-24-95

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CANCELS:

SEE ALSO: PRO-6100
FORM-6100POLICY APPROVED BY: _____
Planning & Development Services
Director**POL-6100** **Providing Interpretations of Policies Contained in the Adopted
General Policy Plan (GPP)**

On June 28, 1995, the County Council adopted a new comprehensive plan under the mandates of the State of Washington Growth Management Act. The plan, entitled "Snohomish County GMA Comprehensive Plan - General Policy Plan," was adopted by Ordinance No. 95-125 and became effective on July 10, 1995. The plan contains some 54 goals, 164 objectives, and 596 policies. Some of these goals, objectives and policies apply to development applications under review by the Department of Planning and Development Services (PDS) after the effective date of the plan.

Understanding, interpreting and applying these goals, objectives and policies requires substantial time and effort on the part of all staff involved with permit processing and coordination with long-range planning staff involved with the drafting of the plan. It is normal to expect that a period of time will exist after adoption of the plan where staff will need guidance on how to apply the plan to specific development applications. THEREFORE

1. The Department of Planning and Development Services Shall Create a Set of Written Plan Interpretations That Allows PDS Staff to Provide Timely and Consistent Responses to Questions Regarding the Goals, Objectives, and Policies of the GPP.
2. These Interpretations May Be Relied Upon by PDS Staff in Providing Information to the Public and in Making Recommendations on Development Applications.

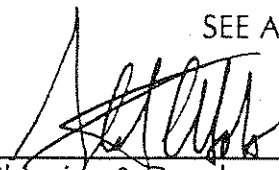
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CANCELS:

SEE ALSO: POL-6100
F-6100

PROCEDURE APPROVED BY:



Planning & Development Services
Director

PRO-6100

Providing Interpretations of Policies Contained in the Adopted General Policy Plan

Action by:	Action:
1. Any PDS staff person who needs an interpretation of a GPP policy or map:	Asks team leader or supervisor whether a written interpretation according to this procedure is needed.
2. Team leader or supervisor:	<p>Asks one of the staff included in the list of "GPP interpretation staff" to write an interpretation of a GPP policy (see Guide to Preparing the GPP Interpretation Form" stored as g:\pds\gppinter\forms\guide.doc for current list of GPP interpretation staff). Notifies GPP interpretation staff by e-mail (see e-mail list "GPP Interpretation Staff @Planning @SnoCo" created for this purpose) about assignment and policy to be interpreted.</p> <p>Writes a draft interpretation of a GPP policy by completing the GPP Interpretation Form stored on the network under the file name g:\pds\gppinter\forms\F-6100-1.doc. A guide to completing the form is available under g:\pds\gppinter\forms\guide.doc.</p> <p>Saves completed form under a new file name in the applicable interpretation subdirectory created for the various GPP elements (e.g. g:\pds\gppinter\draft\rural\).</p> <p>Sends e-mail message to comprehensive and land use planners (see e-mail list "GPP Interpretation Staff @Planning @SnoCo" created for this purpose) indicating the directory and file name where the interpretation is saved and the date by which review of the draft interpretation is requested.</p>
4. GPP interpretation staff:	Reviews draft interpretation and responds with comments by deadline requested (not more than 5 working days).
5. Interpretation author:	<p>If necessary, revises draft interpretation in response to comments.</p> <p>Submits printed copy including subdirectory and file name to Secretarial Support Team Leader in the Planning Division (with attachments such as maps, if necessary).</p>

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F-6100**PRO-6100****Providing Interpretations of Policies Contained in the
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6. Secretarial Support Team Leader:	Immediately assigns a number to the GPP interpretation form and routes it to the Planning Manager, Land Use Manager and Director.
7. Planning and Land Use Managers:	Review and sign printed copy of GPP interpretation form. Either one may call a meeting to further discuss the interpretation. If necessary, they may request a legal opinion through the Director.
8. Director:	Signs the form and sends it back to the Secretarial Support Team Leader.
9. Secretarial Support Team Leader:	<p>Immediately removes author's comment section and files the printed copy and any attachments in a binder kept in the Planning Library. Makes 2 copies and inserts one of each in new binders kept in the 4th and 5th floor reception areas.</p> <p>Saves the final GPP Interpretation Form (as signed, but without the author's comments) in the files maintained in a read-only subdirectory for GPP interpretation (g:\pds\gppinter\final\).</p> <p>Sends e-mail to all PDS staff, the Prosecuting Attorney (Jeanette Burrage), the Hearing Examiners (John Galt and Peter Donahue), and DPW (Chris Mudgett, George Godley and Kevin Murphy) notifying them of the finalized interpretation.</p>