

**MEMORANDUM**

Date: October 29, 2020 (**revised January 12, 2021**)  
To: Lauren Prentice, Community Development Director  
From: Todd Hall, Planning Manager, LDC, Inc.  
RE: Burbank UGA Residential Density, Comprehensive Plan and Code Amendments –  
Scope of Work/Schedule

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**BACKGROUND**

City staff held a public hearing at the July 27, 2020 Board of Council Commissioners (BOCC) meeting to renew Ordinance No. 471 (and subsequent) relating to residential density in the Burbank Residential (BR) zoning district (Docket No. ZCA 18-002). The BOCC voted to renew the ordinance, effectively adopting Ordinance 484, which extends the status quo in the BR zoning district until January 27, 2021.

The BOCC, at their meeting on August 10, 2020, discussed public outreach options. Given the current situation of the COVID-19 pandemic, and the expectation that the use of face masks and social-distancing will remaining in effect, it was determined by the BOCC that virtual (online) meetings would be expected during the course of the project.

The Planning Commission held an online workshop to discuss the Burbank project at their October 14, 2020 meeting. At this meeting, Staff discussed potential rezone and density options with the Commission and a few public members who were in attendance. Discussion also focused on the ability for the Port to provide short- and long-term water/sewer services to accommodate additional development, especially if the County considers higher densities.

**SCOPE OF WORK/SCHEDULE**

In a letter dated July 6, 2020, LDC provided a general review, scope and expectations for the Burbank project, including necessary steps to be completed up to and including adoption. This general review letter, along with an accompanying graphic that was drafted by County staff, was presented to the Planning Commission.

An updated project scope of work and revised schedule is provided below. Note that before the completion of this project, the BOCC will need to extend Ordinance 484 for an additional six months (Ord. 484 expiration date January 27, 2021). **The BOCC is expected to renew the Ordinance at their January 25, 2021 meeting, extending the expiration to July 25, 2021.**

1. **Identify Options, County Feedback, Buy-In Draft Code Amendments** – With direction from County staff, LDC will develop density options, zones and locations for changes within the Burbank area, and alternative options (i.e. PUDS, development agreements). County staff to review with BOCC, if necessary, for buy-in before moving forward. **(November -December 2020)**

2. **Draft Code/Map Amendments** – In collaboration with County, LDC complete draft code amendments, update zoning/FLUM maps, and alternative options (~~December 2020–January 2021~~January-February 2021)
3. **Submit amendments to WA State Department of Commerce** – County staff shall transmit copies of all proposed amendments to the Washington State Department of Commerce at least sixty (60) days prior to the expected date of final action by the BOCC. (~~January-February 2021~~2021)
4. **SEPA Environmental Review** – the County Community Development Department Director must complete review under the Washington State Environmental Policy Act (SEPA) and WWCC Chapter 18.04. This requires preparation of an Environmental Checklist and issuance of a Threshold Determination (typically a Determination of Non- Significance). The SEPA review process includes a 14-day public and agency comment period and requires distribution to interested parties. After the comment period has ended and the SEPA determination is final, there is a 14-day appeal period. (~~January-February 2021~~2021)
5. **Public Notice** – The proposed amendments must be broadly circulated to the public and outside agencies for review and comment pursuant to County Code and State regulations (newspaper, email, postal, County website) (~~January–February 2021~~2021)
6. **Virtual Public Meeting** – Hold at least one virtual (online) public meeting to allow public to review and comment on proposed amendments. (~~February 3 Planning Commission meeting; optional late February online public meeting~~2021)
7. **Code Amendment Revisions** – Based on feedback provided at virtual public meeting(s), make any necessary changes prior to PC and BOCC public hearings. (~~February- early March~~2021)
8. **Planning Commission Public Hearing** – Planning Commission holds public hearing, after public hearing makes a recommendation to the BOCC on whether each proposed amendment should be approved, approved with modifications, or denied based on criteria WWCC 14.10.070.B 3-5 and WWCC 14.15.070.B.3. (~~Special Wednesday March meeting OR First Wednesday of March~~April 2021)
9. **Board of County Commissioner’s Public Hearing** – BOCC holds public hearing, after public hearing the Board will take action to approve, approve with modifications, or deny each on the proposed amendments. BOCC may adopt ordinance at this meeting or extend the hearing to a future meeting. (~~March~~April 2021)
10. **Second BOCC Public Hearing/Adoption (if necessary) (late April)**
11. **Send Adopted Ordinance to WA State Department of Commerce (March–April–early May 2021)**