

**Title 365 WAC**  
**COMMUNITY, TRADE, AND ECONOMIC DEVELOPMENT,**  
**DEPARTMENT OF**  
**(COMMUNITY DEVELOPMENT)**

**Chapters**

- 365-04** General procedures.
- 365-06** Public records.
- 365-08** Uniform procedural rules.
- 365-40** State funding of local Head Start programs.
- 365-60** State administration of the local Section 8 housing assistance payments program.
- 365-70** Allocating single family housing bonds among local housing agencies.
- 365-80** Fire protection contracts for state facilities with cities and towns.
- 365-90** Supplemental law enforcement resources for border areas.
- 365-100** Winter utility moratorium program.
- 365-110** State Building Code—Building permit surcharges and fees.
- 365-120** State funding of local emergency shelter programs.
- 365-130** Bond users clearinghouse.
- 365-135** Bond cap allocation.
- 365-140** State funding of local emergency food programs.
- 365-150** Washington state development loan fund.
- 365-170** State funding for local early childhood education and assistance programs.
- 365-180** Energy matchmakers.
- 365-185** Procedures for management of growth management planning and environmental review fund.
- 365-190** Minimum guidelines to classify agriculture, forest, mineral lands and critical areas.
- 365-195** Growth management act—Procedural criteria for adopting comprehensive plans and development regulations.
- 365-200** The affordable housing program.
- 365-210** Manufactured housing installer training and certification program.
- 365-300** Enhanced 9-1-1 funding.

**Reviser's note:** The department of community development reaffirmed and assumed all rules made by the former planning and community affairs agency by the filing of WSR 84-14-064 on June 30, 1984. The reaffirmed chapters within Title 365 are as follows: Chapters 365-04, 365-06, 365-08, 365-12, 365-14, 365-22, 365-24, 365-31, 365-40, 365-60, 365-70, 365-80, and 365-90 WAC.

**DISPOSITION OF CHAPTERS FORMERLY  
 CODIFIED IN THIS TITLE**

- Chapter 365-12**  
**REGULATIONS REGARDING RECOGNITION AND APPROVAL  
 OF REGIONAL PLANNING AGENCIES FOR COMPREHENSIVE  
 HEALTH PLANNING**
- 365-12-010 Declaration of public policy. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-010, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-020 Definitions. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-020, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-030 Regional planning agencies—Establishment. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-030, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-040 Functions. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-040, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-050 Recognition and approval. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-050, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-060 Procedure. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-060, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-070 Criteria. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/85. Order 73-2, § 365-12-070, filed 6/29/73; Order 72-2, § 365-12-070, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-080 Rejection. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-080, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-090 Withdrawal. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-090, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
  - 365-12-100 Notification requirements. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-2, § 365-12-100, filed 1/31/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-12-110 Declaration of emergency. [Order 72-2, § 365-12-110, filed 1/31/72 and Emergency Order 72-1, filed 1/18/72.] Decodified.

#### Chapter 365-14

#### FUNDING OF REGIONAL COMPREHENSIVE HEALTH PLANNING AGENCIES

365-14-010 General purpose. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Permanent and Emergency Order 77-01, § 365-14-010, filed 3/4/77, effective 3/4/77; Order 72-6, § 365-14-010, filed 11/3/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-020 Eligibility of applicants. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Permanent and Emergency Order 77-01, § 365-14-020, filed 3/4/77, effective 3/4/77; Order 73-2, § 365-14-020, filed 6/29/73; Order 72-6, § 365-14-020, filed 11/3/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-030 Application process. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-2, § 365-14-030, filed 6/29/73; Order 72-6, § 365-14-030, filed 11/3/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-040 Action by agency regarding application. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-6, § 365-14-040, filed 11/3/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-050 Funding allocation basis. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Permanent and Emergency Order 77-01, § 365-14-050, filed 3/4/77, effective 3/4/77; Order 73-2, § 365-14-050, filed 6/29/73; Order 72-6, § 365-14-050, filed 11/3/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-060 Decision of agency final. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-2, § 365-14-060, filed 6/29/73; Order 72-6, § 365-14-060, filed 11/3/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-070 Contract terms and conditions. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-6, § 365-14-070, filed 11/3/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-080 Commitment for additional funds. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Permanent and Emergency Order 77-01, § 365-14-080, filed 3/4/77, effective 3/4/77; Order 72-6, § 365-14-080, filed 11/3/72.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-110 Opportunity of funded agency to apply for funds for use in otherwise unfunded district. [Order 73-2, § 365-14-110, filed 6/29/73.] Repealed by Permanent and Emergency Order 77-01, filed 3/4/77, effective 3/4/77.

365-14-120 Application process. [Order 73-2, § 365-14-120, filed 6/29/73.] Repealed by Permanent and Emergency Order 77-01, filed 3/4/77, effective 3/4/77.

365-14-130 Agreement contents. [Order 73-2, § 365-14-130, filed 6/29/73.] Repealed by Permanent and Emergency Order 77-01, filed 3/4/77, effective 3/4/77.

365-14-200 Funding of demonstration projects. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Permanent and Emergency Order 77-01, § 365-14-200, filed 3/4/77, effective 3/4/77; Order 74-03, § 365-14-200, filed 5/23/74; Order 74-02, § 365-14-200, filed 2/19/74.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-210 Application process. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 74-02, § 365-14-210, filed 2/19/74.] Repealed by 85-15-011 (Order 85-06), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-14-220 Demonstration of local support. [Order 75-3, § 365-14-220, filed 8/11/75; Order 74-02, § 365-14-220, filed 2/19/74.] Repealed by Permanent and Emergency Order 77-01, filed 3/4/77, effective 3/4/77.

#### Chapter 365-22

#### PLANNING ADVANCES PROGRAM FOR LOCAL GOVERNMENT PUBLIC WORKS

365-22-010 Objectives of the planning advance program. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-010, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-22-020 Eligibility of applicants. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-020, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-22-030 Eligibility of public work. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-030, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-22-040 Application for planning advance. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-040, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-22-050 Action by agency regarding application. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-050, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-22-060 Planning advance funding criteria and preferences. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-060, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-22-070 Decision of agency final. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-070, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-22-080 Planning advance terms. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-080, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

365-22-090 Commitment for additional funds. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 72-7, § 365-22-090, filed 11/16/72.] Repealed by 85-15-010 (Order 85-05), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

#### Chapter 365-24

#### UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION

365-24-010 General purpose and coverage. [Order 74-05, § 365-24-010, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.

365-24-020 General responsibilities of relocating entities. [Order 74-05, § 365-24-020, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.

365-24-030 State agencies and local public bodies policies and procedures. [Order 74-05, § 365-24-030, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93,

- effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-040 Review of activities for compliance with chapter 8.26 RCW. [Order 74-05, § 365-24-040, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-050 Public information. [Order 74-05, § 365-24-050, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-060 Payments not considered income or resource. [Order 74-05, § 365-24-060, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-100 Interpretation of definitions. [Order 74-05, § 365-24-100, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-110 Specific definitions. [Order 74-05, § 365-24-110, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-210 Determination or assurance of availability of housing. [Order 74-05, § 365-24-210, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-220 Data support for determination or assurance. [Order 74-05, § 365-24-220, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-230 Waiver of assurances. [Order 74-05, § 365-24-230, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-240 Housing provided as a last resort. [Order 74-05, § 365-24-240, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-310 Relocation assistance advisory program. [Order 74-05, § 365-24-310, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-312 Other advisory services. [Order 74-05, § 365-24-312, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-320 Contracting for relocation services. [Order 74-05, § 365-24-320, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-330 Coordination of planned relocation activities. [Order 74-05, § 365-24-330, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-410 Eligibility. [Order 74-05, § 365-24-410, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-420 Allowable moving expenses for displaced persons. [Order 74-05, § 365-24-420, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-430 Limitations on allowable moving expenses for displaced persons. [Order 74-05, § 365-24-430, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-440 Nonallowable moving expenses and losses of displaced persons. [Order 74-05, § 365-24-440, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-450 Allowable expenses in searching for replacement business or farms. [Order 74-05, § 365-24-450, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-460 Limitations on allowable expenses in searching for replacement business or farms. [Order 74-05, § 365-24-460, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-510 For displacement from a dwelling. [Order 74-05, § 365-24-510, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-520 For displacement from a business. [Order 74-05, § 365-24-520, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-530 For displacement from a farm operation. [Order 74-05, § 365-24-530, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-540 Amount of business fixed payment. [Order 74-05, § 365-24-540, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-610 Eligibility. [Order 74-05, § 365-24-610, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-620 Computation of replacement housing payment. [Order 74-05, § 365-24-620, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-710 Eligibility. [Order 74-05, § 365-24-710, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-720 Computation of replacement housing payments for displaced tenants. [Order 74-05, § 365-24-720, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-730 Computation of replacement housing payment for certain others. [Order 74-05, § 365-24-730, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-810 Right of review. [Order 74-05, § 365-24-810, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-820 Initiation of appeal—Notice and statement. [Order 74-05, § 365-24-820, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-822 Form of statement. [Order 74-05, § 365-24-822, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-824 Correction or amendment of notice. [Order 74-05, § 365-24-824, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-830 Preliminary review authorized. [Order 74-05, § 365-24-830, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-832 Notice and time limitation on preliminary review. [Order 74-05, § 365-24-832, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-834 Effect of preliminary review. [Order 74-05, § 365-24-834, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.
- 365-24-840 Applicability of Administrative Procedure Act. [Order 74-05, § 365-24-840, filed 10/9/74.] Repealed by 93-19-102

	(Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-850	Appointment of hearing officer. [Order 74-05, § 365-24-850, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-852	Hearing officer powers and duties. [Order 74-05, § 365-24-852, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-854	Time and place of hearing. [Order 74-05, § 365-24-854, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-856	Evidence. [Order 74-05, § 365-24-856, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-858	Submission of proposed decision and orders. [Order 74-05, § 365-24-858, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-860	Exceptions—Time for filing. [Order 74-05, § 365-24-860, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-862	Reply to exceptions. [Order 74-05, § 365-24-862, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-870	Submission or record and issuance of final decision. [Order 74-05, § 365-24-870, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-880	Petitions for rule making. [Order 74-05, § 365-24-880, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-882	Requisites. [Order 74-05, § 365-24-882, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-884	Notice of disposition. [Order 74-05, § 365-24-884, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-910	Acquisition procedures. [Order 74-05, § 365-24-910, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-920	Statement furnished to owner upon initiation of negotiations for acquisition of real property. [Order 74-05, § 365-24-920, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-930	Relocation costs and awards not to be considered in making appraisals. [Order 74-05, § 365-24-930, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-940	Consideration of relocation costs of outdoor advertising displays in making appraisals. [Order 74-05, § 365-24-940, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-950	Acquisition of mobile homes. [Order 74-05, § 365-24-950, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
365-24-960	Appraisal standards. [Order 74-05, § 365-24-960, filed 10/9/74.] Repealed by 93-19-102 (Order 93-07), filed 9/16/93, effective 10/17/93. Statutory Authority: Chapter 43.63A RCW.		
			<b>Chapter 365-26</b>
			<b>REGULATIONS REGARDING ADVANCED FINANCIAL SUPPORT PAYMENTS FOR THE DEVELOPMENT OF COMPREHENSIVE TRANSIT PLANS</b>
		365-26-010	General purpose and applicability. [Order 75-5, § 365-26-010, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-015	Definitions. [Order 75-5, § 365-26-015, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-110	Application for advanced financial support payment. [Order 75-5, § 365-26-110, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-120	Office response to application. [Order 75-5, § 365-26-120, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-130	Conditions of advanced financial support payments. [Order 75-5, § 365-26-130, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-200	Required elements of comprehensive transit plan. [Order 75-5, § 365-26-200, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-210	Capital improvements element. [Order 75-5, § 365-26-210, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-220	Level of service element. [Order 76-05, § 365-26-220, filed 11/17/76; Order 75-5, § 365-26-220, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-230	System funding for initial year of operation element. [Order 76-05, § 365-26-230, filed 11/17/76; Order 75-5, § 365-26-230, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-240	System of funding for the second through fifth years of operation element. [Order 75-5, § 365-26-240, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-250	Relation to nearby transit operations element. [Order 76-05, § 365-26-250, filed 11/17/76; Order 75-5, § 365-26-250, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-260	Prospects for geographic expansion of service area element. [Order 75-5, § 365-26-260, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-270	Minorities, elderly, handicapped, and low income people transportation service element. [Order 75-5, § 365-26-270, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-280	Citizen participation element. [Order 75-5, § 365-26-280, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-290	Coordinated planning element. [Order 75-5, § 365-26-290, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-300	Submission of comprehensive transit plans to agency. [Order 75-5, § 365-26-300, filed 12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
		365-26-310	Review of comprehensive transit plan of public transportation benefit area. [Order 75-5, § 365-26-310, filed

12/31/75, 4:25 p.m.] Repealed by 80-01-030 (Order 43), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.

### Chapter 365-31

#### ORGANIZATION AND GENERAL PROCEDURES OF THE PLANNING AND COMMUNITY AFFAIRS AGENCY'S LAW AND JUSTICE PLANNING OFFICE AND THE GOVERNOR'S COMMITTEE ON LAW AND JUSTICE

- 365-31-010 Definitions. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-010, filed 4/14/80; Order 76-01, § 365-31-010, filed 2/13/76; Order 75-01, § 365-11-010 (codified as WAC 365-31-010), filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-020 Rules of interpretation. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-020, filed 4/14/80; Order 75-01, § 365-31-020, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-110 Officers of the governor's council on criminal justice and governor's juvenile justice advisory committee. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-110, filed 4/14/80; Order 75-01, § 365-31-110, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-111 Functions and membership of the governor's council on criminal justice and governor's juvenile justice advisory committee. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-111, filed 4/14/80.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-120 Meetings of the governor's council and committee, subcommittees, advisory committees. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-120, filed 4/14/80; Order 76-01, § 365-31-120, filed 2/13/76; Order 75-01, § 365-31-120, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-130 Absences of members from meetings. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-130, filed 4/14/80; Order 75-01, § 365-31-130, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-140 Quorum. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 75-01, § 365-31-140, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-150 Participation and discussion during governor's council and committee meetings, rules of order, and forms of action. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-150, filed 4/14/80; Order 76-01, § 365-31-150, filed 2/13/76; Order 75-01, § 365-31-150, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-160 Voting procedures. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-160, filed 4/14/80; Order 76-01, § 365-31-160, filed 2/13/76; Order 75-01, § 365-31-160, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-170 Minutes. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-170, filed 4/14/80; Order 76-01, § 365-31-170, filed 2/13/76; Order 75-01, § 365-31-170, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-180 Subcommittees, advisory committees, and task forces. [Order 76-01, § 365-31-180, filed 2/13/76; Order 75-01, § 365-31-180, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-210 Duties of division of criminal justice. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-210, filed 4/14/80; Order 76-01, § 365-31-210, filed 2/13/76; Order 75-01, § 365-31-210, filed 4/29/75.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-310 Administrative review of LJPO action grant applications. [Order 76-01, § 365-31-310, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-320 Program review of application. [Order 76-01, § 365-31-320, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-330 Appeal procedures. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Statutory Authority: RCW 43.41.100. 80-05-023 (Order 48), § 365-31-330, filed 4/14/80; Order 76-01, § 365-31-330, filed 2/13/76.] Repealed by 85-15-009 (Order 85-04), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 365-31-340 LJPO hearing and review committee. [Order 76-01, § 365-31-340, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-350 Notice and scheduling of appeals to LJPO hearing and review committee. [Order 76-01, § 365-31-350, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-360 LJPO hearing and review committee operation. [Order 76-01, § 365-31-360, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-370 LJPO hearing and review committee action. [Order 76-01, § 365-31-370, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-410 Regional plan evaluation process. [Order 76-01, § 365-31-410, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-420 Evaluation criteria and rankings. [Order 76-01, § 365-31-420, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-430 Notice and scheduling of planning subcommittee consideration of regional plans—Appeals to planning subcommittee of SPA decisions on plans. [Order 76-01, § 365-31-430, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-440 Eligible appellants of SPA action on plan—Permissible subjects of appeal. [Order 76-01, § 365-31-440, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-450 Planning subcommittee operation when considering plans. [Order 76-01, § 365-31-450, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-460 Planning subcommittee action on regional plans. [Order 76-01, § 365-31-460, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-31-470 Appeal of planning subcommittee decision regarding a regional plan. [Order 76-01, § 365-31-470, filed 2/13/76.]

Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.

#### Chapter 365-33

### COMPREHENSIVE STATE PLANS FOR LAW ENFORCEMENT AND THE ADMINISTRATION OF JUSTICE

- 365-33-730 Adoption of 1973 state plan. [Order 75-01, § 365-33-730, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-33-740 Adoption of 1974 plan. [Order 75-01, § 365-33-740, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-33-750 Adoption of 1975 plan. [Order 76-01, § 365-33-750, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-33-760 Adoption of 1976 plan. [Order 76-01, § 365-33-760, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.

#### Chapter 365-35

### FINANCIAL GUIDELINES REGARDING GRANTS OF LAW AND JUSTICE FUNDS AND MATCHING CONTRIBUTIONS REQUIRED OF SUBGRANTEES

- 365-35-010 Adoption of financial guidelines of the SPA. [Order 75-01, § 365-35-010, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-35-900 Resolution of conflicts between LEAA regulations and LJPO financial guidelines and other sections of this chapter. [Order 75-01, § 365-35-900, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.

#### Chapter 365-37

### SPECIAL POLICIES AND PROCEDURES OF THE GOVERNOR'S COMMITTEE ON LAW AND JUSTICE AND THE STATE PLANNING AGENCY FOR LAW AND JUSTICE

- 365-37-010 Administration of law and justice program in accordance with applicable federal legislation and rules—Conformance with such federal legislation and regulations required of all subgrantees. [Order 75-01, § 365-37-010, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100. Later promulgation, see chapter 365-31 WAC.
- 365-37-110 Requirement that applications be "conforming" to necessitate SPA action within 90 days of receipt. [Order 75-01, § 365-37-110, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-120 Criteria for determining whether or not an application is "conforming." [Order 76-01, § 365-37-120, filed 2/13/76; Order 75-01, § 365-37-120, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-130 Conditional approval of application. [Order 75-01, § 365-37-130, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-210 Submission date for application for initial or continuation funding. [Order 75-01, § 365-37-210, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-220 Date after which applications for reallocation funds will be accepted. [Order 76-01, § 365-37-220, filed 2/13/76; Order 75-01, § 365-37-220, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-310 Authorization for the granting of project period extensions for operating projects—Maximum period of extension. [Order 75-01, § 365-37-310, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-320 Circumstances under which project period extensions may be granted. [Order 75-01, § 365-37-320, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.

- 365-37-330 Circumstances under which a grant contract project period will not be extended. [Order 75-01, § 365-37-330, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-340 Procedure for requesting and granting a project period extension. [Order 76-01, § 365-37-340, filed 2/13/76; Order 75-01, § 365-37-340, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-410 Maximum project funding period—Exceptions. [Order 75-01, § 365-37-410, filed 4/29/75.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-510 Governor's committee as appellate forum. [Order 76-03, § 365-37-510, filed 3/26/76; Order 76-01, § 365-37-510, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-520 Eligible appellants—Decisions that may be appealed. [Order 76-03, § 365-37-520, filed 3/26/76; Order 76-01, § 365-37-520, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-530 Notice and scheduling of appeals to governor's committee. [Order 76-03, § 365-37-530, filed 3/26/76; Order 76-01, § 365-37-530, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-540 Submission of material to governor's committee for consideration in an appeal. [Order 76-01, § 365-37-540, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-550 Appeal consideration procedures. [Order 76-03, § 365-37-550, filed 3/26/76; Order 76-01, § 365-37-550, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-560 Governor's committee action on appeals. [Order 76-03, § 365-37-560, filed 3/26/76; Order 76-01, § 365-37-560, filed 2/13/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-570 Notice of governor's committee decision and right to appeal to governor. [Order 76-03, § 365-37-570, filed 3/26/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.
- 365-37-580 Procedure applicable to petition to governor for reconsideration of governor's committee decision—Action by governor on petition. [Order 76-03, § 365-37-580, filed 3/26/76.] Repealed by 80-05-023 (Order 48), filed 4/14/80. Statutory Authority: RCW 43.41.100.

#### Chapter 365-41

### REGULATIONS REGARDING ADVANCED FINANCIAL SUPPORT PAYMENTS FOR THE CONDUCT OF PUBLIC TRANSPORTATION FEASIBILITY STUDIES

- 365-41-010 General purpose and applicability. [Order 77-04, § 365-41-010, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-015 Definitions. [Order 77-04, § 365-41-015, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-110 Application for advanced financial support payment. [Order 77-04, § 365-41-110, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-120 Agency response to application. [Order 77-04, § 365-41-120, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-130 Conditions of advanced financial support payments. [Order 77-04, § 365-41-130, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-200 Required elements of feasibility study. [Order 77-04, § 365-41-200, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-210 Geographical extent. [Order 77-04, § 365-41-210, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-220 Identification of related transportation operations. [Order 77-04, § 365-41-220, filed 8/10/77.] Repealed by 79-12-

- 035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-230 Estimation of need. [Order 77-04, § 365-41-230, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-240 Alternative management schemes. [Order 77-04, § 365-41-240, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-250 Alternative funding sources. [Order 77-04, § 365-41-250, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-300 Submission of feasibility study to agency. [Order 77-04, § 365-41-300, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-310 Submission of municipal resolution to agency. [Order 77-04, § 365-41-310, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-41-320 Submission of municipal ordinance levying and collecting taxes to agency. [Order 77-04, § 365-41-320, filed 8/10/77.] Repealed by 79-12-035 (Order 40), filed 11/20/79. Statutory Authority: RCW 47.01.121.
- 365-42-320 Equipment purchasing. [Order 77-02, § 365-42-320, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-310.
- 365-42-330 UMTA interest. [Order 77-02, § 365-42-330, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-320.
- 365-42-340 Equipment acceptance. [Order 77-02, § 365-42-340, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-330.
- 365-42-350 Vehicle registration and licensing. [Order 77-02, § 365-42-350, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-350.
- 365-42-360 Equipment use. [Order 77-02, § 365-42-360, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-360.
- 365-42-370 Maintenance. [Order 77-02, § 365-42-370, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-370.
- 365-42-380 Inspections. [Order 77-02, § 365-42-380, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-380.
- 365-42-390 Reports. [Order 77-02, § 365-42-390, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-390.
- 365-42-410 Insurance. [Order 77-02, § 365-42-410, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-410.
- 365-42-420 Indemnity. [Order 77-02, § 365-42-420, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-420.
- 365-42-430 Risk of loss or damage. [Order 77-02, § 365-42-430, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-430.
- 365-42-440 Disposal of equipment. [Order 77-02, § 365-42-440, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-440.
- 365-42-510 Accounting records. [Order 77-02, § 365-42-510, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-510.
- 365-42-610 Safety. [Order 77-02, § 365-42-610, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-610.
- 365-42-710 Termination. [Order 77-02, § 365-42-710, filed 8/19/77, effective 9/19/77.] Repealed by 81-10-058 (Order 61), filed 5/5/81. Statutory Authority: RCW 47.01.101(5). Later promulgation, see WAC 468-87-710.

#### Chapter 365-42

#### REGULATIONS REGARDING FINANCIAL SUPPORT TO PRIVATE, NONPROFIT CORPORATIONS FOR CAPITAL ASSISTANCE IN PROVIDING TRANSPORTATION FOR THE ELDERLY AND HANDICAPPED

#### Chapter 365-43

#### REGULATIONS REGARDING PASS-THROUGH OF U.S. URBAN MASS TRANSPORTATION ADMINISTRATION FUNDS FOR PUBLIC TRANSPORTATION TECHNICAL STUDIES

- 365-43-010 General purpose and applicability. [Order 77-03, § 365-43-010, filed 8/19/77, effective 9/19/77.] Repealed by 80-01-031 (Order 45), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
- 365-43-015 Definitions. [Order 77-03, § 365-43-015, filed 8/19/77, effective 9/19/77.] Repealed by 80-01-031 (Order 45), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.

- 365-43-110 Application for technical study grant. [Order 77-03, § 365-43-110, filed 8/19/77, effective 9/19/77.] Repealed by 80-01-031 (Order 45), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
- 365-43-120 Agency response to application. [Order 77-03, § 365-43-120, filed 8/19/77, effective 9/19/77.] Repealed by 80-01-031 (Order 45), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
- 365-43-200 Application prioritization criteria. [Order 77-03, § 365-43-200, filed 8/19/77, effective 9/19/77.] Repealed by 80-01-031 (Order 45), filed 12/17/79. Statutory Authority: RCW 47.01.101 and 47.01.121.
- Chapter 365-50  
CRIMINAL RECORDS**
- 365-50-010 General applicability. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-010, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-020 Definitions. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-020, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-030 Separation of information. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-030, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-040 Deferred prosecutions. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-040, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-050 Convictions under appeal or review. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-050, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-060 Certification of criminal justice agencies. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-060, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-070 Inspection—Individual's right to review record. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-070, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-080 Inspection—Forms to be made available. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-080, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-090 Inspection—Identification of requester. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-090, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-100 Inspection—Timeliness and manner of agency response. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-100, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-110 Inspection—Time allowed for review. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-110, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-120 Inspection—Retention or reproduction of records. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-120, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-130 Inspection—Prevention of unauthorized retention or reproduction. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-130, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-140 Inspection—Designation of person to assist in review. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-140, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-150 Inspection—Statement of procedures to be available. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-150, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-160 Inspection—Procedure for correctional or detention agencies. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-160, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-170 Deletion—Individual's right to have certain information deleted. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-170, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-180 Deletion—Agency option to refuse to delete. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-180, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-190 Deletion—Policies to be adopted. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-190, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-200 Deletion—Inquiries required. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-200, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-210 Challenge—Individual's right to challenge. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-210, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-220 Challenge—Forms to be made available. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-220, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-230 Challenge—Forwarding of challenge to appropriate agency. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-230, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-240 Challenge—Agency to make determination. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-240, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-250 Correction of erroneous information. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-250, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-260 Review of refusal to alter record. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-260, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-270 Dissemination—Dispositions to be included. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-270, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-280 Dissemination—Inquiry of prosecutor required. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-280, filed 2/22/78.] Repealed by 80-08-056 (Order



- 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-290 Dissemination—To implement a statute or other grant of authority. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-290, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-300 Dissemination pursuant to contract for services. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-300, filed 9/18/78; 78-03-065 (Order 78-01), § 365-50-300, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-310 Dissemination—Research purposes. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-310, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-320 Dissemination—Record of disseminations to be maintained. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-320, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-330 Dissemination—Fees. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-330, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-340 Protection from accidental loss or injury. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-340, filed 9/18/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-350 Protection against unauthorized access. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-350, filed 9/18/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-360 Personnel security. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-360, filed 9/18/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-370 Personnel training. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-370, filed 9/18/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-380 Personnel clearances. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-380, filed 9/18/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-390 Auditing of CHRI systems. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-390, filed 9/18/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-400 Establishment of procedures. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-400, filed 9/18/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-500 Form of request to inspect record. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-500, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-510 Form of request to modify record. [Statutory Authority: RCW 10.97.090. 78-04-031 (Order 78-03), § 365-50-510, filed 3/15/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-520 Form of request to review refusal to modify record. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-520, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-530 Appendix III to state of Washington plan for security and privacy of criminal offender records. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-530, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-540 Certification request form for criminal justice agencies seeking access to criminal offender record information. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-540, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-550 Certification request form for noncriminal justice agencies seeking access to criminal offender record information. [Statutory Authority: RCW 10.97.080. 78-03-065 (Order 78-01), § 365-50-550, filed 2/22/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.
- 365-50-560 Contract for support services model agreement under WAC 365-50-300. [Statutory Authority: RCW 10.97.080. 78-10-038 (Order 40), § 365-50-560, filed 9/18/78.] Repealed by 80-08-056 (Order 80-3), filed 7/1/80. Statutory Authority: RCW 10.97.080 and 10.97.090.

## Chapter 365-55

## WASHINGTON STATE WEATHERIZATION ASSISTANCE PROGRAM FOR LOW-INCOME PERSONS

- 365-55-010 Definitions. [Statutory Authority: RCW 43.63A.060. 78-04-013 (Order 78-02), § 365-55-010, filed 3/9/78.] Repealed by 83-06-066 (Order 83-02), filed 3/2/83. Statutory Authority: RCW 43.63A.060.
- 365-55-020 Program description. [Statutory Authority: RCW 43.63A.060. 78-04-013 (Order 78-02), § 365-55-020, filed 3/9/78.] Repealed by 83-06-066 (Order 83-02), filed 3/2/83. Statutory Authority: RCW 43.63A.060.
- 365-55-030 Program purpose. [Statutory Authority: RCW 43.63A.060. 78-04-013 (Order 78-02), § 365-55-030, filed 3/9/78.] Repealed by 83-06-066 (Order 83-02), filed 3/2/83. Statutory Authority: RCW 43.63A.060.
- 365-55-040 Application procedures. [Statutory Authority: RCW 43.63A.060. 78-04-013 (Order 78-02), § 365-55-040, filed 3/9/78.] Repealed by 83-06-066 (Order 83-02), filed 3/2/83. Statutory Authority: RCW 43.63A.060.
- 365-55-050 Contract awards. [Statutory Authority: RCW 43.63A.060. 78-04-013 (Order 78-02), § 365-55-050, filed 3/9/78.] Repealed by 83-06-066 (Order 83-02), filed 3/2/83. Statutory Authority: RCW 43.63A.060.
- 365-55-060 Reports and records. [Statutory Authority: RCW 43.63A.060. 78-04-013 (Order 78-02), § 365-55-060, filed 3/9/78.] Repealed by 83-06-066 (Order 83-02), filed 3/2/83. Statutory Authority: RCW 43.63A.060.
- 365-55-070 Policy advisory council. [Statutory Authority: RCW 43.63A.060. 78-04-013 (Order 78-02), § 365-55-070, filed 3/9/78.] Repealed by 83-06-066 (Order 83-02), filed 3/2/83. Statutory Authority: RCW 43.63A.060.
- 365-55-080 Termination. [Statutory Authority: RCW 43.63A.060. 78-04-013 (Order 78-02), § 365-55-080, filed 3/9/78.] Repealed by 83-06-066 (Order 83-02), filed 3/2/83. Statutory Authority: RCW 43.63A.060.

## Chapter 365-04 WAC

## GENERAL PROCEDURES

## WAC

- 365-04-010 Agency purpose.
- 365-04-030 Agency organization.
- 365-04-050 Appearance and practice before agency—Who may appear.

**WAC 365-04-010 Agency purpose.** The planning and community affairs agency was established in 1967 in the

[Title 365 WAC—page 9]

office of the governor to provide planning and technical assistance to the counties and municipalities of Washington state to aid them with the demands of change and the complex problems of rapid growth and development. The key elements of this assistance are cooperation and service — cooperation with and service to city governments, county governments and state and regional agencies.

[Order 72-6, § 365-04-010, filed 11/3/72.]

**WAC 365-04-030 Agency organization.** (1) The executive head of the agency is a director appointed by the governor. The director may delegate such of his functions, powers, and duties to such officers and employees of the office as he deems expedient to the furtherance of the purposes of the agency. The operating sections of the agency include the comprehensive health planning office, the law and justice planning office, and the local planning assistance, community services, model cities/planned variations, training and education, special projects, and administrative divisions.

(2) The principal office of the agency shall be at Olympia, Washington, in care of the Director of the Planning and Community Affairs Agency, Insurance Building, which office shall be open each day for the transaction of business from 8:00 a.m. to 5:00 p.m., (Saturdays, Sundays, and legal holidays excepted). Submissions, requests and communications shall be sent to the Director, Planning and Community Affairs Agency, Insurance Building, Olympia, Washington 98504.

(3) Pursuant to chapter 39.34 RCW and Executive Order 73-03, the director of the agency has entered into a joint venture agreement under which the functions and responsibilities of the planning and community affairs agency's local planning assistance, model cities/planned variations, special projects, training and education, community services, comprehensive health planning, law and justice planning and the Indian economic and employment assistance divisions, sections, and programs; as well as portions of the agency's administrative division and supporting programs have been assigned and delegated to the office of community development. The office of community development shall act as the agent for the planning and community affairs agency in carrying out the agency's functions and responsibilities; the agency shall act through the office of community development in connection with all matters assigned and delegated to the office of community development under the joint venture agreement for the duration of that agreement.

[Order 73-4, § 365-04-030, filed 9/12/73; Order 72-6, § 365-04-030, filed 11/3/72.]

**WAC 365-04-050 Appearance and practice before agency—Who may appear.** No person may appear in a representative capacity before the agency or its designated hearing officer other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington;

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before

administrative agencies of such other state, and if not otherwise prohibited by our state law;

(3) A bona fide officer, partner, or full time employee of an individual firm, association, partnership, corporation or municipal corporation.

[Order 72-6, § 365-04-050, filed 11/3/72.]

## Chapter 365-06 WAC PUBLIC RECORDS

### WAC

365-06-010

Purpose of chapter.

365-06-020

Availability of public records and office procedures applicable to such availability.

**WAC 365-06-010 Purpose of chapter.** The purpose of this chapter shall be to ensure compliance by the planning and community affairs agency (hereinafter referred to as the "agency"), including its officers and employees, with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25 through 32 of that act [RCW 42.17.250 through 42.17.320], dealing with public records.

[Order 73-4, § 365-06-010, filed 9/12/73.]

**WAC 365-06-020 Availability of public records and office procedures applicable to such availability.** In accordance with WAC 365-04-030(3), the office of community development acts on behalf of the agency in connection with all matters affected by this chapter; persons seeking a public record of the agency must contact the office of community development. Public records of the agency shall be made available to members of the general public in accordance with rules and regulations promulgated by the office of community development, chapters 120-04, 120-06, 120-08, and 120-52 WAC.

[Order 73-4, § 365-06-020, filed 9/12/73.]

## Chapter 365-08 WAC UNIFORM PROCEDURAL RULES

### WAC

365-08-010

Uniform procedural rules.

**WAC 365-08-010 Uniform procedural rules.** The planning and community affairs agency, hereinafter designated as the agency, adopts as its own rules of practice all those uniform procedural rules promulgated by the code reviser now codified in the Washington Administrative Code, WAC 1-08-005 through 1-03-590 [1-08-590], (excepting WAC 1-08-010 which is adopted as amended by the agency as set out herein as WAC 365-04-050) as now or hereafter amended subject to any additional rules that the agency may add from time to time. The agency reserves the right to make whatever determination is fair and equitable should any question not covered by its rules come before the agency, said determination to be in accordance with the spirit and intent of the law.

[Order 72-6, § 365-08-010, filed 11/3/72.]

**Chapter 365-40 WAC**  
**STATE FUNDING OF LOCAL HEAD START**  
**PROGRAMS**

**WAC**

365-40-010	Purpose and authority.
365-40-020	Definitions.
365-40-041	Financial support application process.
365-40-051	Eligibility criteria.
365-40-071	Method of payment and reporting requirements.

**DISPOSITION OF SECTIONS FORMERLY**  
**CODIFIED IN THIS CHAPTER**

365-40-030	Financial support application process. [Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 78-11-059 (Order 78-04), § 365-40-030, filed 10/25/78.] Repealed by 79-08-050 (Order 79-02), filed 7/20/79. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW.
365-40-031	Establishment of advisory council. [Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 79-08-050 (Order 79-02), § 365-40-031, filed 7/20/79.] Repealed by 82-07-066 (Order 82-01), filed 3/22/82. Statutory Authority: RCW 43.06.110 and 43.63A.060.
365-40-040	Eligibility criteria. [Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 78-11-059 (Order 78-04), § 365-04-040 (codified as WAC 365-40-040), filed 10/25/78.] Repealed by 79-08-050 (Order 79-02), filed 7/20/79. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW.
365-40-050	Allowed and forbidden uses of state head start funds. [Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 78-11-059 (Order 78-04), § 365-40-050, filed 10/25/78.] Repealed by 79-08-050 (Order 79-02), filed 7/20/79. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW.
365-40-060	Method of payment. [Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 78-11-059 (Order 78-04), § 365-40-060, filed 10/25/78.] Repealed by 79-08-050 (Order 79-02), filed 7/20/79. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW.
365-40-061	Allowable and unallowable costs. [Statutory Authority: RCW 43.63A.060. 85-13-006 (Order 85-03), § 365-40-061, filed 6/7/85. Statutory Authority: RCW 43.06.110 and 43.63A.060. 82-07-066 (Order 82-01), § 365-40-061, filed 3/22/82. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 79-08-050 (Order 79-02), § 365-40-061, filed 7/20/79.] Repealed by 89-21-056 (Order 89-04), filed 10/16/89, effective 11/16/89. Statutory Authority: Chapter 43.63A RCW.

**WAC 365-40-010 Purpose and authority.** (1) The purpose of this chapter is to outline the conditions and procedures under which state funds will be made available for Head Start programs.

(2) This activity is undertaken pursuant to RCW 43.06.110 and chapter 43.63A RCW.

[Statutory Authority: RCW 43.63A.060. 85-13-006 (Order 85-03), § 365-40-010, filed 6/7/85. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 78-11-059 (Order 78-04), § 365-40-010, filed 10/25/78.]

**WAC 365-40-020 Definitions.** (1) "Applicant" means a public or private nonsectarian organization which receives federal Head Start funds.

(2) "Contractor" means an applicant which has been allocated state Head Start funds under the state Head Start match program.

(3) "Department" means the department of community development.

(4) "Director" means the director of the department of community development.

(5) "Head Start program" means an operation undertaken in accordance with the program performance standards set forth in the *ocd-hs head start policy manual* (OCD Notice N-30-364-4) "Head Start program performance standards," published by the United States Department of Health, Education, and Welfare July 1975.

[Statutory Authority: Chapter 43.63A RCW. 89-21-056 (Order 89-04), § 365-40-020, filed 10/16/89, effective 11/16/89; 88-01-058 (Order 87-20), § 365-40-020, filed 12/16/87; 86-18-026 (Order 86-02), § 365-40-020, filed 8/27/86. Statutory Authority: RCW 43.63A.060. 85-13-006 (Order 85-03), § 365-40-020, filed 6/7/85. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 78-11-059 (Order 78-04), § 365-40-020, filed 10/25/78.]

**WAC 365-40-041 Financial support application process.** (1) Each potential applicant will be notified by the department that application for state Head Start financial assistance is to be made to the department.

(2) An applicant must make formal application in the form and manner specified by the department. Failure of an applicant to make application in the specified time will result in no state Head Start funds being allocated.

(3) Applications for state Head Start financial assistance shall contain a description of the services to be provided with state Head Start funds.

(4) The department shall provide a contract for signature to the applicant or a request for additional information.

[Statutory Authority: Chapter 43.63A RCW. 89-21-056 (Order 89-04), § 365-40-041, filed 10/16/89, effective 11/16/89; 86-18-026 (Order 86-02), § 365-40-041, filed 8/27/86. Statutory Authority: RCW 43.63A.060. 85-13-006 (Order 85-03), § 365-40-041, filed 6/7/85. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 79-08-050 (Order 79-02), § 365-40-041, filed 7/20/79.]

**WAC 365-40-051 Eligibility criteria.** In order to receive state Head Start funds, a contractor must currently be receiving federal funds to operate a Head Start program. State Head Start funds may be used only for activities which result in direct and measurable services to Head Start program children. The department shall determine the formula for distribution of state funds based on current federal enrollment levels at the time of funding.

[Statutory Authority: Chapter 43.63A RCW. 89-21-056 (Order 89-04), § 365-40-051, filed 10/16/89, effective 11/16/89; 88-01-058 (Order 87-20), § 365-40-051, filed 12/16/87; 86-18-026 (Order 86-02), § 365-40-051, filed 8/27/86. Statutory Authority: RCW 43.63A.060. 85-13-006 (Order 85-03), § 365-40-051, filed 6/7/85. Statutory Authority: RCW 43.06.110 and 43.63A.060. 82-07-066 (Order 82-01), § 365-40-051, filed 3/22/82. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 79-08-050 (Order 79-02), § 365-40-051, filed 7/20/79.]

**WAC 365-40-071 Method of payment and reporting requirements.** (1) State Head Start funds will be paid in accordance with the provisions of the applicable contract and these regulations.

(2) Reports to the department to assure that funds are being expended for purposes authorized in the approved contract are required in a format approved by the department.

(3) The contractor at time of application, and annually thereafter, shall submit a current audit of funds by an independent auditor or office of state auditor and resolution of findings provided under this rule. Standard accepted auditing techniques shall be used. Such audit may be that conducted for and provided to other funding sources. This audit report must include a breakdown of state funds by contract number.

[Statutory Authority: Chapter 43.63A RCW. 89-21-056 (Order 89-04), § 365-40-071, filed 10/16/89, effective 11/16/89; 88-01-058 (Order 87-20), § 365-40-071, filed 12/16/87; 86-18-026 (Order 86-02), § 365-40-071, filed 8/27/86. Statutory Authority: RCW 43.63A.060. 85-13-006 (Order 85-03), § 365-40-071, filed 6/7/85. Statutory Authority: RCW 43.06.110 and 43.63A.060. 82-07-066 (Order 82-01), § 365-40-071, filed 3/22/82. Statutory Authority: RCW 43.06.110 and chapter 43.63A RCW. 79-08-050 (Order 79-02), § 365-40-071, filed 7/20/79.]

### Chapter 365-60 WAC

#### STATE ADMINISTRATION OF THE LOCAL SECTION 8 HOUSING ASSISTANCE PAYMENTS PROGRAM

##### WAC

365-60-010 Purpose and authority.  
365-60-020 Policies and procedures.

**WAC 365-60-010 Purpose and authority.** (1) The purpose of this chapter is to present the conditions and procedures under which the state will administrate available contract authority for specified number of federally assisted dwelling units.

(2) This activity is undertaken pursuant to chapter 43.63A RCW.

[Statutory Authority: Chapter 43.63A RCW. 79-03-004 (Order 79-02), § 365-60-010, filed 2/9/79.]

**WAC 365-60-020 Policies and procedures.** The policies and procedures followed by the planning and community affairs agency in administering the contract authority awarded to it for the Section 8 housing assistance payments program will coincide with all federal laws and rules governing the Section 8 housing assistance payments program including but not limited to the following: New Construction Regulations 24 CFR 880; Substantial Rehabilitation Regulations 24 CFR 881; Existing Regulations 24 CFR 882; State Agency Regulations 24 CFR 883; Regulations Affecting Eligible Section 8 Recipients 24 CFR 889; Section 11(b) Regulations 24 CFR 811; Community Development and Section 8 Regulations 24 CFR 570 and 24 CFR 891; Department of Housing and Urban Development Act (42 USC 3531, et seq); U.S. Housing Act of 1937 (42 USC 1401, et seq); Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968; Executive Orders 11063 and 11246, and Section 3 of the Housing and Urban Development Act of 1968; the National Flood Insurance Act of 1968; Executive Orders 11988 and 11990; the National Environmental Policy Act; the Clean Air Act; the Federal Pollution Control Act; and the Davis-Bacon Act. The Section 8 housing assistance payments program is completely unrelated to and should not be confused with the planning advances program (WAC 365-22-010 through 365-22-090) of the planning and community affairs agency. None of

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WAC 365-22-010 through 365-22-090 pertain to or are applicable to the state administration of the local Section 8 housing assistance payments program.

[Statutory Authority: Chapter 43.63A RCW. 79-03-004 (Order 79-02), § 365-60-020, filed 2/9/79.]

### Chapter 365-70 WAC

#### ALLOCATING SINGLE FAMILY HOUSING BONDS AMONG LOCAL HOUSING AGENCIES

##### WAC

365-70-010 Definitions.  
365-70-020 Applications.  
365-70-030 Distributions.  
365-70-040 Criteria for distribution.  
365-70-050 1983 distribution.  
365-70-060 Distribution prior to distribution date.  
365-70-070 Confirmation of distribution.

**WAC 365-70-010 Definitions.** (1) "Act" means E2SSB No. 3245, chapter 161, Laws of 1983.

(2) "Agency" means the planning and community affairs agency.

(3) "Code" means the Internal Revenue Code of 1954, as amended, and regulations promulgated thereunder.

(4) "Commission" means the state housing finance commission.

(5) "Local housing agency" means any municipal corporation or other entity authorized under state law to issue bonds for the financing of single family housing in accordance with section 103A of the code.

(6) "Distribution date" means the date by which the director of the agency will make the allocation of single housing family bonds among local housing agencies.

[Statutory Authority: 1983 c 161 § 20. 83-17-047 (Order 83-03), § 365-70-010, filed 8/16/83.]

**WAC 365-70-020 Applications.** (1) Any local housing agency which intends to issue bonds within a calendar year for the financing of single family housing in accordance with the code, shall submit an application to be received by the agency no later than January 1 of such year: *Provided*, That for calendar year 1983 such application shall be received no later than July 1, 1983.

(2) Such application shall contain the following information: (i) The jurisdiction served by the applicant and the population of such jurisdiction; (ii) the amount of bonds intended to be issued during the calendar year; (iii) the amount of housing to be supplied as a result of such financing; (iv) a description of the housing and financing proposed; (v) a statement regarding the likelihood of completing such financing during the calendar year (reference should be made to the existence of bond purchase contracts or other documentation already executed or scheduled to be executed); (vi) a statement regarding the consistency of the project(s) with the plan of the commission, if available; (vii) a statement concerning coordination with other applicable federal and state programs; (viii) any other information the applicant believes is pertinent to the agency's decision to grant an allocation distribution.

[Statutory Authority: 1983 c 161 § 20. 83-17-047 (Order 83-03), § 365-70-020, filed 8/16/83.]

**WAC 365-70-030 Distributions.** The director of the agency shall make a distribution of all or a portion of the allocation of single family housing bonds available to local housing agencies pursuant to the act and the code. Such distribution shall be made by the director no later than February 1: *Provided*, That for 1983 it shall be made no later than September 1, 1983. The distribution shall be announced in writing, mailed to each applicant and copies thereof made available by the director to all interested parties.

[Statutory Authority: 1983 c 161 § 20. 83-17-047 (Order 83-03), § 365-70-030, filed 8/16/83.]

**WAC 365-70-040 Criteria for distribution.** In determining such distribution the director shall attempt to make available to local housing agencies and the commission the maximum amount of housing financing allocable pursuant to the code and the act. The director shall specifically consider:

- (1) The amount of housing to be made available by each applicant;
- (2) The population within the jurisdiction of each applicant;
- (3) Coordination with other applicable federal and state housing programs;
- (4) The likelihood of implementing the proposed financing during that year; and
- (5) Consistency with the plan of the commission, if available.

[Statutory Authority: 1983 c 161 § 20. 83-17-047 (Order 83-03), § 365-70-040, filed 8/16/83.]

**WAC 365-70-050 1983 Distribution.** For calendar year 1983 the distribution to a local housing agency shall include bonds issued by it on or before June 30, 1983, but in an amount not to exceed twenty-five million dollars per issuer and in an aggregate amount for all local housing agencies not to exceed forty-six million dollars.

[Statutory Authority: 1983 c 161 § 20. 83-17-047 (Order 83-03), § 365-70-050, filed 8/16/83.]

**WAC 365-70-060 Distribution prior to distribution date.** A local housing agency may request a decision regarding its distribution amount prior to the distribution date if a bond issue is scheduled to be sold prior to the distribution date and a failure to certify such a distribution would impose an unavoidable or serious hardship on the local agency and its housing program. The director may, under such circumstances, grant a specific allocation in advance of the distribution date if such action would not seriously impair the ability of another applicant to issue bonds which would otherwise be likely to be allocated on the distribution date.

[Statutory Authority: 1983 c 161 § 20. 83-17-047 (Order 83-03), § 365-70-060, filed 8/16/83.]

**WAC 365-70-070 Confirmation of distribution.** Each local housing authority that receives a distribution must

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confirm its distribution by providing the agency with a copy of an executed bond purchase contract or alternative documentation deemed sufficient by the commission to evidence the reasonable likelihood that the distribution will be fully used. Any portion of such distribution which is not confirmed will be added to the allocation of the commission. Such confirmation must be received by the agency no later than June 1: *Provided*, That for 1983 such confirmation must be received no later than October 1, 1983. The agency shall provide written notice of any change in the distribution to the affected local housing authority prior to the effectiveness of any such change.

[Statutory Authority: 1983 c 161 § 20. 83-17-047 (Order 83-03), § 365-70-070, filed 8/16/83.]

## Chapter 365-80 WAC

### FIRE PROTECTION CONTRACTS FOR STATE FACILITIES WITH CITIES AND TOWNS

#### WAC

365-80-100	Authority.
365-80-110	Purpose.
365-80-120	Definitions.
365-80-130	Eligible municipalities.
365-80-140	Notification of intent to contract.
365-80-150	Method for determining state agency square footage.
365-80-160	Method for determining estimated values.
365-80-170	Notification to municipalities.
365-80-180	Good faith negotiations.
365-80-190	Dispute resolution.
365-80-200	Annual payments.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

365-80-010	General purpose. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-010, filed 9/20/83.] Repealed by 92-15-047 (Order 92-05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.
365-80-020	Eligible agencies. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-020, filed 9/20/83.] Repealed by 92-15-047 (Order 92-05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.
365-80-030	State facilities. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-030, filed 9/20/83.] Repealed by 92-15-047 (Order 92-05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.
365-80-040	Fire protection services. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-040, filed 9/20/83.] Repealed by 92-15-047 (Order 92-05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.
365-80-050	Basic fire protection payment. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-050, filed 9/20/83.] Repealed by 92-15-047 (Order 92-05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.
365-80-060	Method of determining square footage of state facilities. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-060, filed 9/20/83.] Repealed by 92-15-047 (Order 92-05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.
365-80-070	Payments. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-070, filed 9/20/83.] Repealed by 92-15-047 (Order 92-

- 05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.
- 365-80-080 Decisions of the planning and community affairs agency final. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-080, filed 9/20/83.] Repealed by 92-15-047 (Order 92-05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.
- 365-80-090 Unexpended funds. [Statutory Authority: RCW 35.21.775 as amended by 1983 c 146. 83-19-063 (Order 83-06), § 365-80-090, filed 9/20/83.] Repealed by 92-15-047 (Order 92-05), filed 7/10/92, effective 8/10/92. Statutory Authority: Chapter 35.21 RCW.

**WAC 365-80-100 Authority.** This chapter is promulgated pursuant to the authority granted in chapter 35.21 RCW.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-100, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-110 Purpose.** The purpose of these rules is to implement the provisions of Substitute House Bill No. 2937 (chapter 117, Laws of 1992) which provides that state agencies and municipalities may negotiate fire protection contracts at their discretion, and also provides that certain municipalities are eligible to enter into compulsory fire protection contracts with state agencies. These rules set forth the guidelines that the department will use in determining which municipalities are eligible to enter into compulsory fire protection contracts with state agencies, and a process for resolving disputes between the parties negotiating any such contracts.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-110, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-120 Definitions.** (1) "Department" means the department of community development.

(2) "Director" means the director of the department of community development.

(3) "Fire protection services" mean those fire services normally provided by a city or town for the protection of persons and property, except equipment operated and facilities owned by a city or town.

(4) "State facilities" mean buildings or facilities owned by the state or an agency or institution of the state, except those leased to a nontax-exempt person or organization, located within a city's or town's territorial limits.

(5) "State agency" means any agency or institution of the state of Washington.

(6) "Compulsory fire protection contract" means a fire protection contract as described in WAC 365-80-130.

(7) "Municipality" means city or town.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-120, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-130 Eligible municipalities.** Section 4, chapter 117, Laws of 1992, provides that when a municipality has one or more state agencies located within its city limits, the municipality and the agency or agencies may enter into fire protection contracts. Section 6, chapter 117, Laws of 1992, provides that in cities or towns where the estimated value of state facilities, as determined by the department, equals ten percent or more of the municipality's total

assessed valuation, the state agency shall enter into a compulsory fire protection contract to provide the municipality with an equitable share of its fire protection services costs. An exception is provided where fire protection services are performed by state staff and equipment or by a fire protection district pursuant to RCW 52.30.020.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-130, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-140 Notification of intent to contract.** Cities and towns shall notify the department and the appropriate state agency in writing, not later than July 1 of the fiscal year for which payment shall be made, of their intent to enter into compulsory fire protection contract negotiations. When more than one state agency is located in a city or town, that municipality may notify only the department of its intent to enter into compulsory fire contract negotiations, and the department shall thereupon notify the appropriate state agencies of the municipality's intent. Municipalities making such notification shall include the name of the state agency or agencies which have state-owned facilities located therein. The department shall verify whether the state agency facilities in the municipality meet the estimated value threshold.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-140, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-150 Method for determining state agency square footage.** After a municipality notifies the department of its intent to enter into compulsory fire protection contract negotiations (WAC 365-80-140), the department shall request a written report from each state agency in that municipality identifying the agency's state-owned facilities located therein. The report shall provide the square footage for each agency, and shall be submitted to the department within twenty days after receiving the request. The square footage shall be calculated as of July 1 of the fiscal year for which payment shall be made. No adjustments will be made until the following year for new facilities built or acquired after the determinations have been made.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-150, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-160 Method for determining estimated values.** The department shall estimate the value of a state facility by formula, using the facility's total square footage and an estimated value per square foot, as developed by the department in consultation with the department of general administration and the association of Washington cities. State facility values so assigned shall be used solely for the purpose of determining a municipality's eligibility to enter into compulsory fire protection contract negotiations, and shall be reviewed annually and revised accordingly.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-160, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-170 Notification to municipalities.** Not later than July 31 of each year the department shall inform in writing each municipality making notification

under WAC 365-80-140, and the appropriate state agency or agencies, whether or not the municipality meets the estimated value threshold.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-170, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-180 Good faith negotiations.** Negotiations for compulsory fire protection contracts shall be conducted in good faith. Good faith negotiations may include consideration of the unique benefits and burdens associated with the presence of the state facility or facilities in the city or town.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-180, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-190 Dispute resolution.** If disputes arise when negotiating compulsory fire protection contracts, they shall be disposed of as follows:

(1) When notified by one of the parties of a disagreement, the director shall mediate a resolution.

(2) If the impasse continues, the director shall recommend a resolution. Mediation efforts shall be completed within thirty days after the director is notified.

(3) If the recommended resolution is not accepted, the director shall direct the parties to arbitration. Arbitration shall be conducted by a neutral arbiter acceptable to each party to the negotiations, and shall be completed within sixty days after being initiated. The arbiter shall select the final offer of either of the contracting parties, or the director's recommended resolution. Expenses associated with the arbitration shall be borne by the contracting parties, and the arbiter's decision shall be final, binding, and nonappealable.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-190, filed 7/10/92, effective 8/10/92.]

**WAC 365-80-200 Annual payments.** Payment for compulsory fire protection contracts shall be made directly to the municipalities not later than November 30 of each year. In cases involving arbitration, payment shall be made to the municipalities within thirty days of the arbiter's decision.

[Statutory Authority: Chapter 35.21 RCW. 92-15-047 (Order 92-05), § 365-80-200, filed 7/10/92, effective 8/10/92.]

**Chapter 365-90 WAC**

**SUPPLEMENTAL LAW ENFORCEMENT RESOURCES FOR BORDER AREAS**

**WAC**

365-90-010	Declaration of public policy.
365-90-020	Definitions.
365-90-040	Allocation of funds.
365-90-060	Responsibilities of eligible jurisdictions.
365-90-070	Changes.
365-90-080	Unexpended funds.
365-90-090	Annual review.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

365-90-030 Eligible jurisdiction. [Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-030, filed 10/27/83.] Repealed by 91-04-017 (Order 91-01), filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 43.63A.060.

365-90-050 Procedure for notification and distribution. [Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-050, filed 10/27/83.] Repealed by 91-04-017 (Order 91-01), filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 43.63A.060.

**WAC 365-90-010 Declaration of public policy.** The following regulations are adopted pursuant to chapter 34.05 RCW, for the purpose of distributing excess funds from the liquor revolving fund as supplemental resources for border areas, and commonly referred to as the bordertowns program.

The legislature has found and declared that certain counties and municipalities near international borders are subjected to a constant volume and flow of travelers and visitors for whom local government services must be provided. In addition, the legislature has further found that it is in the public interest and for the protection of the health, property, and welfare of both the residents and visitors to provide supplemental resources to augment and maintain existing levels of police protection in these areas.

The legislature has directed the liquor control board to disburse a percentage share of the excess funds from the liquor revolving fund to the department of community development for the bordertowns program. These rules are intended to provide the criteria and procedures that the department of community development will utilize to distribute these funds to eligible jurisdictions.

[Statutory Authority: RCW 43.63A.060. 91-04-017 (Order 91-01), § 365-90-010, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-010, filed 10/27/83.]

**WAC 365-90-020 Definitions.** (1) "Department" means the department of community development and any of its employees or personnel designated thereof.

(2) "Border areas" means Blaine, Everson, Friday Harbor, Lynden, Nooksack, Northport, Oroville, Port Angeles, Sumas, and the area of Whatcom County commonly referred to as Point Roberts. All funds received by Whatcom County shall be spent within the Point Roberts area.

(3) "Formula" means the formula developed by the department of community development under RCW 43.63A.190 based on border traffic and historical public impacts of law enforcement problems.

[Statutory Authority: RCW 43.63A.060. 91-04-017 (Order 91-01), § 365-90-020, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-020, filed 10/27/83.]

**WAC 365-90-040 Allocation of funds.** The liquor control board shall disburse to the department three-tenths of one percent of the excess funds from the liquor revolving fund not less than once every three months. The department shall allocate those funds within thirty days to the eligible jurisdictions based on criteria to include but not be limited

to the following: (1) Traffic, (2) crime, and (3) per capita law enforcement budget.

[Statutory Authority: RCW 43.63A.060. 91-04-017 (Order 91-01), § 365-90-040, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-040, filed 10/27/83.]

**WAC 365-90-060 Responsibilities of eligible jurisdictions.** Eligible jurisdictions are responsible for complying with the legislative intent of the bordertowns program as cited in RCW 43.63A.190. The legislative intent shall be met by the following:

(1) Utilization of funds to augment and maintain existing levels of local police service.

(2) Utilization of funds for the procurement of law enforcement personnel, equipment or activities within the local police department which will be directly rendered in the control or curtailment of border related traffic and criminal problems. Funds are not appropriated for the purpose of increasing existing police personnel salaries, wages, or benefits, except that funds may be used to pay existing and/or new police personnel for overtime work.

[Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-060, filed 10/27/83.]

**WAC 365-90-070 Changes.** The department, after consultation, discussion, or advisement, may modify or make minor adjustments to the formula for allocation of funds for the program. All decisions of the department under this program shall be final.

[Statutory Authority: RCW 43.63A.060. 91-04-017 (Order 91-01), § 365-90-070, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-070, filed 10/27/83.]

**WAC 365-90-080 Unexpended funds.** Any unspent funds may be reallocated by the department to other eligible jurisdictions.

[Statutory Authority: RCW 43.63A.060. 91-04-017 (Order 91-01), § 365-90-080, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-080, filed 10/27/83.]

**WAC 365-90-090 Annual review.** The bordertowns program shall be reviewed on an annual basis in the first quarter of each fiscal year with the eligible jurisdictions to discuss the allocation formula and any recent changes that may affect the purpose of the program or the allocation of funds.

[Statutory Authority: RCW 43.63A.060. 91-04-017 (Order 91-01), § 365-90-090, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 43.63A.190. 83-22-037 (Order 83-08), § 365-90-090, filed 10/27/83.]

## Chapter 365-100 WAC

### WINTER UTILITY MORATORIUM PROGRAM

#### WAC

365-100-010	General purpose.
365-100-020	Definitions.
365-100-030	Applicant responsibilities.
365-100-040	Contractor responsibilities.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

365-100-050 Utility responsibilities. [Statutory Authority: RCW 43.63A.080. 84-21-087 (Order 84-02), § 365-100-050, filed 10/19/84.] Repealed by 85-05-017, Order 84-02, filed 2/13/85. Statutory Authority: RCW 43.63A.080.

**WAC 365-100-010 General purpose.** The following regulations are adopted pursuant to chapter 245, Laws of 1986 for the purpose of implementing a moratorium on utility shut-off's during the winter. The legislature has determined and declared that utilities that supply electricity or natural gas for home heating cannot discontinue service for low-income households between November 15 and March 15 for reasons of nonpayment provided the customer complies with the provisions of the act.

The purpose of this chapter is to outline the conditions and procedures under which the department of community development (DCD) and its contractors will implement this program pursuant to chapter 245, Laws of 1986.

[Statutory Authority: Chapter 43.63A RCW. 87-10-020 (Order 87-08), § 365-100-010, filed 5/1/87. Statutory Authority: RCW 43.63A.080. 85-05-017 (Order 84-02), § 365-100-010, filed 2/13/85; 84-21-087 (Order 84-02), § 365-100-010, filed 10/19/84.]

**WAC 365-100-020 Definitions.** The following definitions shall apply to terms in chapter 245, Laws of 1986, and/or this chapter:

"Applicant" refers to a client of a community action agency or other public or private nonprofit organization, or a current customer of a utility company, or an applicant for service of a utility company, who applies for the moratorium program or other energy assistance.

"Contractor" means community action agency or other public or private nonprofit organizations providing energy assistance and weatherization services under contract with the department of community development.

"Business days" means all days except Saturday, Sunday and legal holidays.

"Client income statement" means a statement the applicant signs that acknowledges household gross income, self-certified income, and seven percent of household's income. The statement acknowledges whether the income is verified or unverified, whether the applicant has applied for energy and weatherization assistance, and whether the utility company and the agency were properly notified by the applicant. The statement also acknowledges that the applicant agrees to enter into a payment plan, to pay the past due bill by October 15 even if they move, to pay for continued utility service, and to apply any assistance received to the bill.

"Date of application" means the day the applicant notifies the utility of their inability to pay the bill.

"Extenuating circumstances" means anything beyond the reasonable control of the applicant.

"Household income" means the total income of all household members considered for LIHEAP eligibility determination.

"LIHEAP" means low-income home energy assistance program, a federally-funded block grant.



"Low-income households" means households whose total income is no more than 125 percent of the federal poverty level.

"Overdue notice" means a written notice to disconnect service on a given date, unless payment is made.

"Utility" means regulated electric and gas companies, public utility districts, and municipal electric suppliers.

[Statutory Authority: Chapter 43.63A RCW. 87-10-020 (Order 87-08), § 365-100-020, filed 5/1/87. Statutory Authority: RCW 43.63A.080. 85-05-017 (Order 84-02), § 365-100-020, filed 2/13/85; 84-21-087 (Order 84-02), § 365-100-020, filed 10/19/84.]

**WAC 365-100-030 Applicant responsibilities.** (1) The applicant shall notify the utility of the inability to pay the bill, or the security deposit, within five business days. Notification may be made in person, in writing, or by telephone.

(2) The applicant shall contact the contractor within five business days from the date of notification to the utility to complete a client income statement. The applicant shall self-certify twelve months of household income.

(3) The applicant shall provide the utility with the completed client income statement of unverified income within twenty days from the date of application. Verified income, or acceptance of self-certification, must be supplied to the utility within forty-five days of application. (See WAC 365-100-040.)

(4) At the time the client income statement is submitted to the utility, the applicant shall enter an agreement to pay no less than seven percent of the applicant's household monthly income, plus one-twelfth of any billing accrued from the date application is made and thereafter through March 15, during the period of the utility moratorium.

(5) Prior to March 15, the applicant and the utility shall enter into an agreement with the specific terms for the repayment of any account balance. Such repayment agreement shall require full payment of the balance no later than October 15 of that year, unless other arrangements are provided by the utility.

[Statutory Authority: Chapter 43.63A RCW. 87-10-020 (Order 87-08), § 365-100-030, filed 5/1/87. Statutory Authority: RCW 43.63A.080. 85-05-017 (Order 84-02), § 365-100-030, filed 2/13/85; 84-21-087 (Order 84-02), § 365-100-030, filed 10/19/84.]

**WAC 365-100-040 Contractor responsibilities.** (1) The contractor may use the unverified client income statement to expedite the process for determining client eligibility for the moratorium program. The contractor may accept the applicant's self-certification of income in determining eligibility, or verify and document income in accordance with LIHEAP procedures. In either instance, the contractor shall notify the utility and the applicant of the applicant's eligibility no later than forty-five days from the date of application.

(2) The contractor shall provide the client income statement and assist the applicant in completing the statement when applying for the moratorium program. If the applicant contacts the contractor to apply for the moratorium program before notifying the utility of their inability to pay the bill, the contractor shall instruct the applicant to immediately contact the utility.

(3) The contractor shall interview the applicant for energy and weatherization assistance.

(4) The contractor shall provide the client income statement of unverified income to the applicant within twenty days from the date of application.

(5) The contractor shall inform the applicant that default on an agreed payment plan with the utility will remove moratorium protection until the past due bill is paid.

(6) The contractor shall advise the applicant that disconnection of services is possible if:

(a) Verified income is not supplied to the utility within forty-five days of application and no interim payment agreement has been made with the utility by the applicant.

(b) The applicant has been determined income ineligible.

(7) The contractor shall inform the applicant that the utility is required to offer a choice between a budget billing plan or equal payment plan.

[Statutory Authority: Chapter 43.63A RCW. 87-10-020 (Order 87-08), § 365-100-040, filed 5/1/87. Statutory Authority: RCW 43.63A.080. 85-05-017 (Order 84-02), § 365-100-040, filed 2/13/85; 84-21-087 (Order 84-02), § 365-100-040, filed 10/19/84.]

**Chapter 365-110 WAC  
STATE BUILDING CODE—BUILDING PERMIT  
SURCHARGES AND FEES**

**WAC**

- 365-110-010 Authority.
- 365-110-020 Purpose.
- 365-110-035 Definitions.

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

- 365-110-030 Sufficient federal funds not available. [Statutory Authority: RCW 19.27.085, 19.27A.040, 43.63A.060, 43.63A.065 and 1987 1st ex.s. c 7 § 217(14). 87-19-110 (Order 87-19), § 365-110-030, filed 9/18/87. Statutory Authority: 1985 c 144 and 360, 1985 1st ex.s. c 6, RCW 43.63A.060 and 43.63A.065. 85-19-042 (Order 85-10), § 365-110-030, filed 9/13/85.] Repealed by 90-09-008 (Order 90-01), filed 4/6/90, effective 5/7/90. Statutory Authority: Chapters 19.27 and 19.27A RCW.
- 365-110-040 Collection of energy studies surcharge. [Statutory Authority: 1985 c 144 and 360, 1985 1st ex.s. c 6, RCW 43.63A.060 and 43.63A.065. 85-19-042 (Order 85-10), § 365-110-040, filed 9/13/85.] Repealed by 90-09-008 (Order 90-01), filed 4/6/90, effective 5/7/90. Statutory Authority: Chapters 19.27 and 19.27A RCW.
- 365-110-050 Collection of State Building Code fee. [Statutory Authority: RCW 19.27.085, 19.27A.040, 43.63A.060, 43.63A.065 and 1987 1st ex.s. c 7 § 217(14). 87-19-110 (Order 87-19), § 365-110-050, filed 9/18/87. Statutory Authority: 1985 c 144 and 360, 1985 1st ex.s. c 6, RCW 43.63A.060 and 43.63A.065. 85-19-042 (Order 85-10), § 365-110-050, filed 9/13/85.] Repealed by 90-09-008 (Order 90-01), filed 4/6/90, effective 5/7/90. Statutory Authority: Chapters 19.27 and 19.27A RCW.
- 365-110-060 Transmittal of funds. [Statutory Authority: 1985 c 144 and 360, 1985 1st ex.s. c 6, RCW 43.63A.060 and 43.63A.065. 85-19-042 (Order 85-10), § 365-110-060, filed 9/13/85.] Repealed by 90-09-008 (Order 90-01), filed 4/6/90, effective 5/7/90. Statutory Authority: Chapters 19.27 and 19.27A RCW.
- 365-110-080 Termination. [Statutory Authority: RCW 19.27.085, 19.27A.040, 43.63A.060, 43.63A.065 and 1987 1st ex.s. c 7 § 217(14). 87-19-110 (Order 87-19), § 365-110-080, filed 9/18/87. Statutory Authority: 1985 c 144 and 360, 1985 1st ex.s. c 6, RCW 43.63A.060 and 43.63A.065. 85-

19-042 (Order 85-10), § 365-110-080, filed 9/13/85.]  
 Repealed by 90-09-008 (Order 90-01), filed 4/6/90,  
 effective 5/7/90. Statutory Authority: Chapters 19.27 and  
 19.27A RCW.

**WAC 365-110-010 Authority.** These rules are adopted under the authority of RCW 43.63A.060 which provides that the director shall make such rules and regulations and do all other things necessary and proper to carry out the purposes of chapter 43.63A RCW. RCW 43.63A.065(2) provides that among its functions and responsibilities the department shall administer state and federal grants and programs which are assigned to the department by the governor or the legislature.

[Statutory Authority: 1985 c 144 and 360, 1985 1st ex.s. c 6, RCW 43.63A.060 and 43.63A.065. 85-19-042 (Order 85-10), § 365-110-010, filed 9/13/85.]

**WAC 365-110-020 Purpose.** The purpose of these rules is to provide definitions to assist the collection of building permit fees as mandated by chapter 19.27 RCW.

[Statutory Authority: Chapters 19.27 and 19.27A RCW. 90-09-008 (Order 90-01), § 365-110-020, filed 4/6/90, effective 5/7/90. Statutory Authority: RCW 19.27.085, 19.27A.040, 43.63A.060, 43.63A.065 and 1987 1st ex.s. c 7 § 217(14). 87-19-110 (Order 87-19), § 365-110-020, filed 9/18/87. Statutory Authority: 1985 c 144 and 360, 1985 1st ex.s. c 6, RCW 43.63A.060 and 43.63A.065. 85-19-042 (Order 85-10), § 365-110-020, filed 9/13/85.]

**WAC 365-110-035 Definitions.** 1. **Department** shall mean the department of community development.

2. **State Building Code fee** shall mean a fee which is required to be collected by cities and counties pursuant to chapter 19.27 RCW. Funds collected shall be used exclusively to implement the provisions of chapters 19.27 and 19.27A RCW.

3. **Building permit** shall mean a permit issued by a city or a county to construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure regulated by the Uniform Building Code as set forth in the Uniform Building Code, section 301. This definition shall be subject to the exemptions contained in section 301 of the Uniform Building Code. Building permit shall include an installation permit or other permit issued by a city or county for a mobile/manufactured home, commercial coach, or factory built structure as defined and regulated by chapters 296-150A and 296-150B WAC. Building permits shall not include plumbing, electrical, mechanical permits, or permits issued pursuant to the Uniform Fire Code.

[Statutory Authority: Chapters 19.27 and 19.27A RCW. 90-09-008 (Order 90-01), § 365-110-035, filed 4/6/90, effective 5/7/90. Statutory Authority: RCW 19.27.085, 19.27A.040, 43.63A.060, 43.63A.065 and 1987 1st ex.s. c 7 § 217(14). 87-19-110 (Order 87-19), § 365-110-035, filed 9/18/87. Statutory Authority: 1985 c 144 and 360, 1985 1st ex.s. c 6, RCW 43.63A.060 and 43.63A.065. 85-19-042 (Order 85-10), § 365-110-035, filed 9/13/85.]

## Chapter 365-120 WAC

### STATE FUNDING OF LOCAL EMERGENCY SHELTER PROGRAMS

#### WAC

365-120-010	Authority.
365-120-020	Purpose.
365-120-030	Definitions.
365-120-040	Contractor funding allocation.
365-120-050	Applicant eligibility criteria.
365-120-060	Financial support application process.

**WAC 365-120-010 Authority.** These rules are adopted under the authority of RCW 43.63A.060 which provides that the director shall make such rules and regulations and do all other things necessary and proper to carry out the purposes of chapter 43.63A RCW. RCW 43.63A.065(2) provides that among its functions and responsibilities the department shall administer state and federal grants and programs which are assigned to the department by the governor or the legislature.

[Statutory Authority: RCW 43.63A.060. 87-19-112 (Order 87-12), § 365-120-010, filed 9/18/87; 86-03-008 (Order 85-19), § 365-120-010, filed 1/6/86.]

**WAC 365-120-020 Purpose.** The purpose of this chapter is to set forth the conditions and procedures under which state funding will be made available to assist local emergency shelter programs.

[Statutory Authority: RCW 43.63A.060. 86-03-008 (Order 85-19), § 365-120-020, filed 1/6/86.]

**WAC 365-120-030 Definitions.** (1) "Department" means the department of community development.

(2) "Director" means the director of the department of community development.

(3) "Emergency shelter assistance program" means the statewide administrative activities carried out within the department of community development to allocate, award, and monitor state funds appropriated to assist local emergency shelter programs.

(4) "Emergency shelter program" means a program within a local agency or organization that provides emergency shelter services.

(5) "Applicant" means a public or private nonprofit organization including local government entities, or a combination thereof, which applies for state emergency shelter funds.

(6) "Contractor" means an applicant which has been awarded state funds under the emergency shelter assistance program and which has entered into a contract with the department of community development to provide emergency shelter services.

(7) "Lead agency contractor" means an applicant which has been awarded state funds under the emergency shelter assistance program and which has entered into a contract with the department of community development to administer subcontracts with one or more local agency providers of emergency shelter services.

(8) "Homeless" means persons, including families, who, on one particular day or night, do not have a decent and safe shelter nor sufficient funds to purchase a place to stay.

(9) "Voucher system" means a method of purchasing emergency shelter services by the night using a notification coupon.

(10) "Religious service" means any sectarian or non-denominational service, rite, or meeting that involves worship of a higher being.

(11) "Short-term" means one to thirty-one days.

(12) "Families" means one or more adults with dependent children under 18.

(13) "Congregate care facility" means a licensed boarding home or a licensed private establishment which has entered into a congregate care contract with the department of social and health services (WAC 388-15-560).

(14) "Group care facility" means an agency maintained and operated for the care of a group of children on a 24-hour basis (WAC 388-73-014(1)).

(15) "Crisis residential center" means an agency operated under contract with the department of social and health services to provide temporary protective care to children in a semi-secure residential facility in the performance of duties specified and in a manner provided in RCW 13.32A.010 through 13.32A.200 and 74.13.032 through 74.13.036 (WAC 388-73-014(6)).

(16) "Detoxification center" means a public or private agency or program of an agency which is operated for the purpose of providing residential detoxification services for those suffering from acute alcoholism.

(17) "Current or continuous provider" means an agency or organization that currently provides or has provided emergency shelter services for some period during the most recent fiscal year.

(18) "Participating agency" means a local public or private nonprofit organization which enters into a subcontract with a lead agency contractor to provide emergency shelter services.

(19) "Safe home" means a private home where short-term emergency shelter is provided primarily to victims of domestic violence.

[Statutory Authority: RCW 43.63A.060, 87-19-112 (Order 87-12), § 365-120-030, filed 9/18/87; 86-20-011 (Order 86-15), § 365-120-030, filed 9/22/86; 86-03-008 (Order 85-19), § 365-120-030, filed 1/6/86.]

#### **WAC 365-120-040 Contractor funding allocation.**

Each county of the state is allocated a portion of the total contractor appropriation by the legislature according to the following formula:

(1) Five thousand dollars minimum allocation to every county to offset the limited resources and higher costs of providing services in rural areas;

(2) Fifty percent of the remaining funds distributed proportionally based on each county's percent of the state's population with an income of one hundred percent of poverty using federal guidelines; and

(3) Fifty percent of the remaining funds distributed proportionally based on each county's percent of the unemployed population during the last state fiscal year.

(4) Any increases in appropriations to this program by the legislature will be allocated according to each county's percent of the total state appropriation which was determined in subsections (1), (2), and (3) of this section.

The department may award the combined allocation of two or more counties to a single applicant.

The department may award a contract to one lead agency contractor in each county with the exception of Pierce County, where there may be two lead agency contractors, and King County, where there may be five lead agency contractors to administer subcontracts with one or more local agency providers of emergency shelter services.

The department will give priority in the awarding of allocations to applicants who serve families and children in need of shelter.

In the event that funds are not claimed by an eligible organization in a county, or that a portion of the funds allocated to a county remain unspent, two thirds of those funds will be awarded to shelters serving the homeless mentally ill in King County and one third of the funds will be awarded to shelters serving the homeless mentally ill in Pierce County.

The department will pay for services provided under the state emergency shelter assistance program after the contractor submits a monthly report of expenditures incurred and a request for reimbursement.

[Statutory Authority: RCW 43.63A.060, 87-19-112 (Order 87-12), § 365-120-040, filed 9/18/87; 86-20-011 (Order 86-15), § 365-120-040, filed 9/22/86; 86-03-008 (Order 85-19), § 365-120-040, filed 1/6/86.]

#### **WAC 365-120-050 Applicant eligibility criteria. (1)**

The applicant for funding as a participating agency must have been a provider of emergency shelter for one year prior to the beginning date of the contract year.

(2) The applicant must not require participation in a religious service as a condition of receiving emergency shelter.

(3) The applicant must not require residency in the designated service area as a requirement for a homeless person to receive services.

(4) The applicant must practice nondiscrimination in providing services and employment.

(5) The applicant must not deny shelter to a homeless person because of his or her inability to pay.

(6) The applicant for funding as a participating agency must provide short-term emergency shelter services either directly through a shelter facility, through a voucher system, or through a safe home.

(7) The applicant for lead agency contractor must be authorized by the applicant participating agencies within each county for which funds are applied.

(8) The applicant for lead agency contractor may or may not actually provide emergency shelter program services.

(9) The applicant must be a public or private nonprofit organization, or a local government entity.

(10) Group care facilities, crisis residential centers, congregate care facilities, and detoxification centers are not eligible to receive emergency shelter assistance funding.

[Statutory Authority: RCW 43.63A.060, 87-19-112 (Order 87-12), § 365-120-050, filed 9/18/87; 86-20-011 (Order 86-15), § 365-120-050, filed 9/22/86; 86-03-008 (Order 85-19), § 365-120-050, filed 1/6/86.]

**WAC 365-120-060 Financial support application process.** (1) Potential applicants will be notified by the department that in order to be considered for state emergen-

cy shelter financial assistance, an application must be submitted to the department.

(2) An applicant must make formal application using forms issued and procedures established by the department. Such application shall be for the period July 1 - June 30. Failure of an applicant to make application in a timely manner, as specified by the department, will result in denial of the funding request.

(3) Department funds may not be substituted for other existing funding sources.

(4) The total amount of funds provided to a contractor under this program may not exceed the total funding received from other sources for emergency shelter services during the fiscal year.

(5) Administrative costs under this program are limited to ten percent of the total award for providing direct services. The administrative costs of a contractor that provides direct emergency shelter services and also serves as a lead agency contractor are limited to ten percent of the contractor award for providing direct services plus ten percent of the multi-agency service provider contract total. However, total administrative costs for a lead agency contractor may not exceed fifteen percent of a county's total allocation.

(6) The department shall notify successful applicants and shall provide to each of them a contract for signature. This contract must be signed by an official with authority to bind the applicant and must be returned to the department prior to the award of any funds under this program.

[Statutory Authority: RCW 43.63A.060. 87-19-112 (Order 87-12), § 365-120-060, filed 9/18/87; 86-20-011 (Order 86-15), § 365-120-060, filed 9/22/86; 86-03-008 (Order 85-19), § 365-120-060, filed 1/6/86.]

### Chapter 365-130 WAC

#### BOND USERS CLEARINGHOUSE

##### WAC

365-130-010	Purpose of the bond users clearinghouse.
365-130-020	Definitions.
365-130-030	Collection of municipal bond information.
365-130-040	Publication of municipal bond information.

**WAC 365-130-010 Purpose of the bond users clearinghouse.** In accordance with chapter 39.44 RCW, RCW 43.63A.155, and chapter 130, Laws of 1985, the department of community development will maintain records of bonds issued by local governments in the state of Washington. The purpose of the bond users clearinghouse is to collect information which identifies the amount, type, and cost of municipal bonds being issued. The bond users clearinghouse will serve as an information source for local governments regarding the municipal bond market and as a public record of municipal bond issues.

[Statutory Authority: RCW 43.63A.155. 86-06-024 (Order 85-18), § 365-130-010, filed 2/27/86.]

**WAC 365-130-020 Definitions.** (1) "Local government" means any county, city, town, special purpose district, political subdivision, municipal corporation, or quasi-municipal corporation, including any public corporation created by such an entity.

(2) "Bond" means any agreement which may or may not be represented by a physical instrument, including notes, warrants, or certificates of indebtedness, that evidences an indebtedness of a state or a local government or a fund thereof, where the state or local government agrees to pay a specified amount of money, with or without interest, at a designated time or times to either registered owners or bearers, and also including any other indebtedness that may be issued by the state or local government to fund private activities or purposes where the indebtedness is of a nonre-course nature payable from private sources, except obligations subject to chapter 39.84 RCW.

[Statutory Authority: RCW 43.63A.155. 86-06-024 (Order 85-18), § 365-130-020, filed 2/27/86.]

**WAC 365-130-030 Collection of municipal bond information.** (1) The department of community development will supply to local governments and state agencies a form for reporting bond issue information. Information to be reported will be based on the requirements of RCW 39.44.210, 39.44.230, and chapter 130, Laws of 1985, and will include the names of the principals involved in the bond issue, in conjunction with the purpose of the bond users clearinghouse, as stated in WAC 365-130-010. Copies of the bond covenants and the official statement may also be required.

(2) Local governments, except those for whom the state fiscal agency acts as the bond registrar, must return the completed form and any other pertinent documents requested, including a copy of the bond covenants, to the department of community development within thirty days of the bond issuance.

(3) When the state fiscal agency acts as the bond registrar for a local government, the state fiscal agency will return the completed form and pertinent documents to the department of community development within thirty days of the bond issuance.

(4) State agencies issuing bonds are requested to voluntarily submit the completed form or the equivalent information to the department of community development within thirty days of the bond issuance.

[Statutory Authority: RCW 43.63A.155. 86-06-024 (Order 85-18), § 365-130-030, filed 2/27/86.]

**WAC 365-130-040 Publication of municipal bond information.** The department of community development will publish summaries of bond issues at least annually. Bond users clearinghouse summaries will be available to local governments, the legislature, state agencies, and the general public upon request.

[Statutory Authority: RCW 43.63A.155. 86-06-024 (Order 85-18), § 365-130-040, filed 2/27/86.]

### Chapter 365-135 WAC BOND CAP ALLOCATION

##### WAC

365-135-010	Purpose.
365-135-020	Definitions.
365-135-030	Initial allocations.

365-135-040	Procedure for obtaining an allocation, extension, or carryforward.
365-135-050	Fees.
365-135-060	Criteria for small issue (industrial revenue) bonds.
365-135-070	Criteria for exempt facility bonds.

**WAC 365-135-010 Purpose.** The federal Tax Reform Act of 1986 imposes an annual ceiling on each state limiting the dollar volume of certain private activity bonds that can be issued. To allocate this ceiling among eligible issuers in Washington state, chapter 297, Laws of 1987 has been enacted. In accordance with the statute, the department of community development will allocate the state's private activity bond ceiling and establish by rule a fee schedule. The department will carry out such functions through the bond cap allocation program (BCAP).

[Statutory Authority: 1987 c 297. 87-19-082 (Order 87-18), § 365-135-010, filed 9/16/87.]

**WAC 365-135-020 Definitions.** The definitions in this section apply throughout this chapter unless the context clearly provides otherwise.

**Allocation fee:** The total fee paid by the issuer to the department for receiving allocation from the BCAP. It is assessed by the department based on the following formula: 1/40 of one percent (.00025) of the approved allocation amount or five hundred dollars, whichever is greater. The allocation fee, which includes the nonrefundable five hundred dollar filing fee, is due from the issuer upon filing an application.

**Department:** The Washington state department of community development.

**Extension fee:** The fee the department may assess when an issuer requests and is granted an extension for issuing the allocation or carryforward of the allocation. The amount of the fee will not exceed two hundred fifty dollars and is nonrefundable.

**Filing fee:** The nonrefundable five hundred dollar portion of the allocation fee.

**Reallocation:** The assignment of an unused portion of the state ceiling from one bond use category to another or the provision of a certificate of approval to any issuer for an allocation amount which previously had been returned to the department.

Statute: Chapter 39.86 RCW.

[Statutory Authority: Chapter 39.86 RCW. 93-13-012 (Order 93-05), § 365-135-020, filed 6/7/93, effective 1/1/94. Statutory Authority: 1987 c 297. 87-19-082 (Order 87-18), § 365-135-020, filed 9/16/87.]

**WAC 365-135-030 Initial allocations.** Initial allocations shall be made in accordance with provisions of the statute. In addition, until September 1 of each calendar year, at least twenty-five percent of the initial allocation for the small issue bond use category shall be reserved for the community economic revitalization board's umbrella bond program, except that this amount may be reduced if the board indicates that a reduced amount is appropriate.

[Statutory Authority: 1987 c 297. 87-19-082 (Order 87-18), § 365-135-030, filed 9/16/87.]

**WAC 365-135-040 Procedure for obtaining an allocation, extension, or carryforward.** No issuer may

(1997 Ed.)

receive an allocation of the state ceiling without a certificate of approval from the department.

Issuers may apply for a certificate of approval by submitting a completed allocation request form to the department and paying an allocation fee. An allocation request form will be available from the department.

The department will respond to any such completed request in accordance with the statute. If an issuer does not issue private activity bonds or mortgage credit certificates in the amount and by the date for which it has received a certificate of approval, the unused amount shall revert to the department for reallocation, unless an extension or carryforward is granted.

An issuer may apply for an extension or carryforward of its allocation by submitting its request to the department and supplying any additional information required by the department. The department will promptly notify the issuer if any fees are due and respond to the request for extension or carryforward in a timely manner.

[Statutory Authority: Chapter 39.86 RCW. 93-13-012 (Order 93-05), § 365-135-040, filed 6/7/93, effective 1/1/94. Statutory Authority: 1987 c 297. 87-19-082 (Order 87-18), § 365-135-040, filed 9/16/87.]

**WAC 365-135-050 Fees.** (1) A fee schedule is hereby established, which will consist of:

(a) An allocation fee, due at the time a request is filed with the department of community development; and

(b) In certain cases, an extension or carryforward fee.

If an issuer's allocation request is denied, the allocation fee, less the five hundred dollar filing fee, will be refunded.

Annually, the department will determine if an adjustment of the fees is warranted by reviewing the account of BCAP revenues and expenses for the preceding fiscal year and by considering BCAP budget projections for the following fiscal year.

(2) Payment of the fees will occur as indicated by the schedule below.

(a) Filing. Upon filing an allocation request, the issuer must submit the total allocation fee, of which the five hundred dollar filing fee is nonrefundable.

(b) Extensions and carryforwards. The department may assess an extension fee, not to exceed two hundred fifty dollars, upon any request for extension or carryforward. The extension fee must be paid prior to the extension being granted. However, if the BCAP administrator determines that an issuer's allocation fee included a sufficient amount to pay for the additional administrative expenses associated with granting or denying such a request, the additional fee shall be waived.

(c) Refunds. If a requesting issuer pays any fee greater than the amount assessed by the department, that amount shall be refunded by the department.

If the allocation request is denied or a partial allocation is approved, the issuer will receive either a full or partial refund of the allocation fee, less the five hundred dollar filing fee. Once the allocation amount is approved, the allocation fee is not refundable, even if the issuer does not issue all or any of the approved allocation.

[Statutory Authority: Chapter 39.86 RCW. 93-13-012 (Order 93-05), § 365-135-050, filed 6/7/93, effective 1/1/94. Statutory Authority: 1987 c 297. 87-19-082 (Order 87-18), § 365-135-050, filed 9/16/87.]

**WAC 365-135-060 Criteria for small issue (industrial revenue) bonds.** In addition to the statute, the following guidelines will be used as criteria for evaluating small issue requests:

(1) Until June 1 of each year, a minimum percentage of the ceiling available for small issues will be set aside for issuers in those locations which BCAP designates by certain geographic and distress indicators, as follows:

<u>Designation</u>	<u>Allocation set-aside</u>
East/distressed	15% or greater
West/distressed	15% or greater
East/nondistressed	10% or greater

(2) In evaluating the number of employment opportunities a project would offer in relationship to the dollars which would be allocated from the ceiling, priority will be given to those projects, relative to their appropriate designation, which do not exceed the following ratios for dollars allocated per job:

<u>Designation</u>	<u>\$ (in thousands) per job offered</u>
East/distressed	\$292.2/job
East/nondistressed	121.6/job
West/distressed	246.2/job
West/nondistressed	206.6/job
State-wide	216.8/job

(3) If the department finds that a particular project does not meet the guidelines in this section, but is nonetheless in the best interest of the state, the department may approve the request. Factors that may lead to such a finding include the following:

(a) The level of unemployment in a particular community within a county, to the extent that figures are available from the Washington state employment security department; and

(b) The number of secondary or spin-off jobs expected to be generated by the project.

(4) If demand for allocation exceeds the amount available, priority will be given to counties designated as distressed, using unemployment figures from the employment security department.

(5) The department will review these guidelines at least annually.

[Statutory Authority: 1987 c 297. 87-19-082 (Order 87-18), § 365-135-060, filed 9/16/87.]

**WAC 365-135-070 Criteria for exempt facility bonds.** (1) In addition to the state statute, the following guidelines will be used as criteria for evaluating exempt facility requests:

(a) Until September 1st of each year, any one exempt facility project may not receive more than thirty percent of the initial allocation amount available in the exempt facility category.

(b) The level of unemployment in a particular community within a county, to the extent that figures are available from the Washington state employment security department.

(c) The number of direct jobs and secondary or spin-off jobs expected to be generated by the project.

(d) The environmental benefit of the project to the particular community, the county or the state.

(e) Exempt facility applications will not be considered for allocation until:

(i) The department receives:

(A) A list of all permits required to complete the project and the date each permit application was submitted to and/or granted by the appropriate authority;

(B) A copy of any environmental impact statements; and

(ii) Significant progress is demonstrated in securing project financing.

(2) After September 1st of each year, the department may approve an allocation amount prior to the issuer completing all of the criteria listed above.

[Statutory Authority: Chapter 39.86 RCW. 93-13-012 (Order 93-05), § 365-135-070, filed 6/7/93, effective 1/1/94.]

**Chapter 365-140 WAC**

**STATE FUNDING OF LOCAL EMERGENCY FOOD PROGRAMS**

**WAC**

365-140-010	Authority.
365-140-020	Purpose.
365-140-030	Definitions.
365-140-040	Contractor funding allocation and award of contracts.
365-140-050	Applicant eligibility criteria.
365-140-060	Financial support application process.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

365-140-045	Pilot project for consolidated emergency food assistance program. [Statutory Authority: RCW 43.63A.060 and 1992 c 232 § 222(5). 94-18-073, § 365-140-045, filed 9/2/94, effective 10/3/94.] Repealed by 95-12-002, filed 5/24/95, effective 7/1/95. Statutory Authority: RCW 43.63A.060
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**WAC 365-140-010 Authority.** These rules are adopted under the authority of RCW 43.63A.060 which provides that the director shall make such rules and regulations and do all other things necessary and proper to carry out the purposes of chapter 43.63A RCW. RCW 43.63A.065(2) provides that among its functions and responsibilities the department shall administer state and federal grants and programs which are assigned to the department by the governor or the legislature.

[Statutory Authority: RCW 43.63A.060. 87-19-113 (Order 87-11), § 365-140-010, filed 9/18/87; 86-08-043 (Order 85-15), § 365-140-010, filed 3/27/86.]

**WAC 365-140-020 Purpose.** The purpose of this chapter is to set forth the conditions and procedures under which state funding will be made available to assist local emergency food programs.

[Statutory Authority: RCW 43.63A.060. 86-08-043 (Order 85-15), § 365-140-020, filed 3/27/86.]

**WAC 365-140-030 Definitions.** (1) "Department" means the department of community, trade, and economic development.

(2) "Director" means the director of the department of community, trade, and economic development.

(3) "Food bank" means an emergency food program that distributes unprepared food on a regular basis without a charge.

(4) "Food distributor" means a food distribution agency that collects, warehouses, and distributes food to emergency food programs and other charities on a county, regional, or state-wide basis.

(5) "Commodity program" means a program that primarily distributes USDA surplus commodities to clients (TEFAP).

(6) "Emergency food assistance program" means the state-wide activities of the department to assist local emergency food programs by allocating and awarding state funds.

(7) "Applicant" means a public or private nonprofit organization, tribe or tribal organization which applies for state emergency food assistance.

(8) "Contractor" means an applicant which has been awarded state funds under the emergency food assistance program, and which has entered into a contract with the department of community, trade, and economic development to provide emergency food assistance to individuals.

(9) "Lead agency contractor" means a contractor which may subcontract with one or more local food banks to provide emergency food assistance to individuals, and with food distributors to provide food to food banks.

(10) "Tribal food voucher program" means the state-wide activities of the department which allocate and award state funds to tribes and tribal organizations that issue food vouchers to clients.

(11) "Religious service" means any sectarian or non-denominational service, rite, or meeting that involves worship of a higher being.

(12) "Participating food bank" means a local public or private nonprofit food bank which enters into a subcontract with a lead agency contractor to provide emergency food assistance to individuals.

(13) "Emergency food" means food that is given to clients who do not have the means to acquire that food themselves, so that they will not go hungry.

(14) "Special dietary needs" mean funds to purchase food that meets the nutritional needs of special needs population.

(15) "In-kind" means the value of volunteer services or donated goods such as staff time, rent, food, supplies and transportation.

(16) "Administrative costs" mean management and general expenses, including membership dues, that cannot be readily identified with a particular program or direct services.

(17) "Operational expenses" mean those costs clearly identifiable with providing direct services to eligible clients, or distribution services to food banks such as staff time, transportation costs, and equipment rental.

[Statutory Authority: RCW 43.63A.060. 95-12-002, § 365-140-030, filed 5/24/95, effective 7/1/95. Statutory Authority: RCW 43.63A.060 and 1992 c 232 § 222(5). 94-18-073, § 365-140-030, filed 9/2/94, effective 10/3/94; 93-18-021 (Order 93-06), § 365-140-030, filed 8/25/93, effective 9/25/93. Statutory Authority: RCW 43.63A.060. 87-19-113 (Order 87-11), § 365-140-030, filed 9/18/87; 86-20-010 (Order 86-14), § 365-140-030, filed 9/22/86; 86-08-043 (Order 85-15), § 365-140-030, filed 3/27/86.]

**WAC 365-140-040 Contractor funding allocation and award of contracts.** At least seventy percent of the total allocation appropriated by the legislature shall be contracted to lead agency contractors. These funds shall be for the purpose of funding the activities of food banks and food distributors, the purchase of special dietary needs foods, and providing special dietary needs training. The specific appropriation for timber and salmon dependent communities shall be contracted to food banks in those communities. Of the remainder of the total allocation, not including department administrative costs, allocations shall be contracted to a discretionary program if the department elects to award such contracts, the tribal food voucher program, and additional special dietary needs training. Allocations for each county shall be contracted to lead agency contractors on the following basis:

(1) A formula for distributing the funds in proportion to need shall be established by the department in consultation with a committee appointed by the director or the director's designee. The formula shall address the following:

(a) Poverty population in each county; and

(b) Unemployed population in each county.

(2) The department shall award the lead agency contract to an eligible contractor as defined by the department, that is supported by a least two-thirds of the participating food banks in a county.

(3) The department may award the combined allocation for two or more counties to a single applicant.

(4) The department shall award a contract to no more than one lead agency contractor in each county, with the exception of King County, where there may be three lead agency contractors, to administer subcontracts with one or more participating food banks and food distributors.

(5) Tribes that have signed the Centennial Accord may apply to the department directly for the food bank program without having to subcontract with the lead agency. They must meet all the same criteria and requirements as lead agencies.

(6) Within each lead agency service area, except for the additional funds specifically allocated for food banks in timber and salmon dependent communities, funds shall be allocated between food distributors, food banks, and special dietary needs foods and training based on a two-thirds vote of all participating food banks and the lead agency.

(7) The additional funds specifically allocated for food banks in timber and salmon dependent communities shall remain in the amounts identified by the legislature.

(8) If participating food banks designate funds for food distribution, they shall elect with a two-thirds vote of the participating food banks and the lead agency, an eligible distributor as defined by the department. They may choose more than one distributor with which to subcontract. The lead agency contractor shall be responsible for subcontracting with the food distributor(s).

(9) A formula for distributing the funds to each tribe and tribal organization participating in the tribal food voucher program in proportion to need shall be established by the department in consultation with a committee appointed by the director or the director's designee. The formula shall address the following:

- (a) Poverty population in each tribe; and
- (b) Unemployment population in each tribe.

(10) The department shall pay for services provided under the emergency food assistance program after the contractor submits a monthly report of expenditures incurred and a request for reimbursement.

(11) Tribes may apply for either food bank funds or tribal food voucher funds, but not for both. A tribe's allocation for either the tribal food voucher program or the food bank program shall be the amount that the tribe would receive as a participant in the tribal voucher program. (E.g., should a tribe participate in the food bank program, its allocation will not be computed from the county's total food bank funds available, but from the tribal food voucher program's total funds available.)

(12) In the event that funds are not claimed by an eligible organization in a county or that a portion of the funds allocated to a county remains unspent, the lead agency contractor may request authorization from the department to reallocate funds, within its service area, to an area of unmet need.

(13) In the event that a portion of the funds allocated to a subcontracting tribe within a tribal contractor's contract remains unspent or unclaimed, the tribal contractor may request authorization from the department to reallocate funds to one of its other subcontracting tribes with unmet needs.

[Statutory Authority: RCW 43.63A.060. 95-12-002, § 365-140-040, filed 5/24/95, effective 7/1/95. Statutory Authority: RCW 43.63A.060 and 1992 c 232 § 222(5). 93-18-021 (Order 93-06), § 365-140-040, filed 8/25/93, effective 9/25/93. Statutory Authority: RCW 43.63A.060. 89-22-032, § 365-140-040, filed 10/27/89, effective 11/27/89; 87-19-113 (Order 87-11), § 365-140-040, filed 9/18/87; 86-20-010 (Order 86-14), § 365-140-040, filed 9/22/86; 86-08-043 (Order 85-15), § 365-140-040, filed 3/27/86.]

**WAC 365-140-050 Applicant eligibility criteria.** (1)

The applicant must have a certified form from the IRS stating nonprofit status under section 501(c)3, or be a public nonprofit agency, be a recognized tribe, a tribal organization with 501(c)3 status, or an unrecognized tribe with 501(c)3 status.

(2) The applicant for funding as lead agency must have been operating as a public nonprofit or private nonprofit with 501(c)3 status for one year prior to the beginning date of the contract.

(3) The applicant for funding as a participating food bank must have been operating as a public nonprofit or private nonprofit with 501(c)3 status food bank for one year prior to the beginning date of the subcontract. Participating private nonprofit food banks without 501(c)3 status may also be sponsored by a local public nonprofit agency or private nonprofit agency with 501(c)3 status.

(4) The applicant for funding as a food distributor must have been operating as a public nonprofit or a private nonprofit with 501(c)3 status food distributor for one year prior to the beginning date of the contract.

(5) The applicant for lead agency or tribal contractor may or may not actually provide emergency food program services.

(6) The applicant must practice nondiscrimination in providing services and employment.

(7) The applicant must not require participation in a religious service as a condition of receiving emergency food or a food voucher.

(8) Applicants within a county or multicounty region, or tribes with established parameters for service, may define their service area boundaries for the purpose of equitably allocating resources. The department encourages the provider to serve the client no matter what service areas the client resides in. If appropriate, the provider may then refer the client to the agency servicing the area in which the client resides, or to the tribe which has established jurisdiction over the individual, for further assistance. Providers must practice nondiscrimination when applying their service area policies.

(9) The applicant may not charge for food or food vouchers given to a client.

[Statutory Authority: RCW 43.63A.060. 95-12-002, § 365-140-050, filed 5/24/95, effective 7/1/95. Statutory Authority: RCW 43.63A.060 and 1992 c 232 § 222(5). 94-18-073, § 365-140-050, filed 9/2/94, effective 10/3/94; 93-18-021 (Order 93-06), § 365-140-050, filed 8/25/93, effective 9/25/93. Statutory Authority: RCW 43.63A.060. 87-19-113 (Order 87-11), § 365-140-050, filed 9/18/87; 86-20-010 (Order 86-14), § 365-140-050, filed 9/22/86; 86-08-043 (Order 85-15), § 365-140-050, filed 3/27/86.]

**WAC 365-140-060 Financial support application process.** (1) Potential applicants will be notified by the department that in order to be considered for state emergency food financial assistance, an application must be submitted to the department.

(2) An applicant must make formal application using forms issued and procedures established by the department. Such application shall be for the period indicated on the contract face sheet. Failure of an applicant to make application in a timely manner, as specified by the department, may result in denial of the funding request.

(3) Department funds may not supplant other existing funding sources.

(4) Department funds may not be used to defray costs of distributing USDA commodities under the commodity program.

(5) The department shall notify successful applicants and shall provide to each of them a contract for signature. This contract must be signed by an official with authority to bind the applicant and must be returned to the department prior to the award of any funds under this program.

(6) Applicants that receive food bank or food distribution funds are subject to the following fiscal requirements:

(a) The total funds from the department received by a lead agency contractor, participating food bank or food distributor subcontractor for the emergency food assistance program must be equally matched by funds from other sources during the fiscal year. No more than fifty percent of that match may be documented in-kind contributions.

(b) Administrative costs for food bank and food distributor subcontractors under this program are limited to ten percent of their total contract award. Administrative costs for lead agency contractors who also provide direct emergency food assistance services are limited to ten percent of the contractor's allocation for providing direct services as a participating food bank, and ten percent of the total contract award as food bank lead agency contractor; total administrative costs, however, may not exceed fifteen percent of the total contract award. Administrative costs for agencies who



are lead agency contractors only are limited to ten percent of their total contract award.

(7) Applicants that receive tribal food voucher funds are subject to the following fiscal requirements:

(a) Tribal contractors and subcontractors must match thirty-five percent of the funds received by the department for the emergency food assistance program. No more than fifty percent of that match may be documented in-kind contributions.

(b) Of their total contract award, tribal contractors may not spend more than ten percent on administrative costs, and five percent on operational expenditures. The balance of funds is to be used for food vouchers issued to clients.

[Statutory Authority: RCW 43.63A.060. 95-12-002, § 365-140-060, filed 5/24/95, effective 7/1/95. Statutory Authority: RCW 43.63A.060 and 1992 c 232 § 222(5). 93-18-021 (Order 93-06), § 365-140-060, filed 8/25/93, effective 9/25/93. Statutory Authority: RCW 43.63A.060. 87-19-113 (Order 87-11), § 365-140-060, filed 9/18/87; 86-20-010 (Order 86-14), § 365-140-060, filed 9/22/86; 86-08-043 (Order 85-15), § 365-140-060, filed 3/27/86.]

### Chapter 365-150 WAC

#### WASHINGTON STATE DEVELOPMENT LOAN FUND

##### WAC

365-150-010	Authority.
365-150-020	Purpose.
365-150-030	Definitions.
365-150-040	Committee meetings.
365-150-050	Financing conditioned upon completed application.
365-150-060	Criteria by which the committee will evaluate loan fund applications.
365-150-070	Public records.
365-150-080	Requests for reconsideration of committee decisions.
365-150-090	Address for communication and application package requests.

**WAC 365-150-010 Authority.** This chapter is promulgated pursuant to the authority granted in RCW 43.63A.060 and 43.168.060.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-010, filed 7/22/86.]

**WAC 365-150-020 Purpose.** The purpose of this chapter is to establish the department of community development rules for the Washington state development loan fund, hereinafter referred to as the "fund," and the Washington state development loan fund committee, hereinafter referred to as the "committee."

The purpose of the program is:

(a) To encourage investment by businesses and financial institutions in economically distressed areas, and

(b) To make revolving loan funds available through local governments for private sector enterprises which will create or retain jobs and promote economic development in areas of economic stagnation, unemployment and poverty.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-020, filed 7/22/86.]

**WAC 365-150-030 Definitions.** Whenever used in this chapter, unless the context clearly indicates otherwise,

the definitions of terms in RCW 43.168.020 shall be considered the definition of terms used in this chapter.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-030, filed 7/22/86.]

**WAC 365-150-040 Committee meetings.** (1) Notice of the time and location of regular committee meetings will be published annually in a January edition of the Washington State Register. A copy of the schedule of regular meetings may also be obtained upon request from the committee at the address set out in WAC 365-150-090 herein.

(2) Special meetings of the committee may be called at any time by the chairperson of the committee or by a majority of the committee members. Notice of such special meetings will be as provided by law.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-040, filed 7/22/86.]

**WAC 365-150-050 Financing conditioned upon completed application.** An application shall be deemed ready for a final decision by the committee only when the manager of the fund certifies that the following events have occurred:

(a) A loan fund application has been submitted by an eligible local government sponsor, signed by all parties, and all required supporting documentation has been provided.

(b) A memorandum has been prepared by department staff which specifies how the application meets criteria set out in the fund enabling legislation and the loan fund guidelines. Such memorandum must be prepared by department staff within a reasonable time from receipt of the completed application.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-050, filed 7/22/86.]

**WAC 365-150-060 Criteria by which the committee will evaluate loan fund applications.** Applications shall be evaluated pursuant to the conditions and limitations established in RCW 43.168.050, and in guidelines for project funding promulgated by and available from the committee.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-060, filed 7/22/86.]

**WAC 365-150-070 Public records.** After an application for financial assistance has been received, certain information in the department's possession may be required to be made available for public inspection by applicable law. Certain other information shall be designated by the committee as confidential for protection of privacy interests and shall not be available to the public for inspection.

Criteria for determining what information shall be designated confidential as well as illustrative examples, are set out in the loan fund guidelines which are available upon request.

An applicant may request that specific information be kept confidential for protection of privacy interests. An applicant making such a request must provide the department with sufficient information to enable the department to independently determine the likelihood of invasion of

privacy interests of a business or competitive detriment sufficient to justify confidentiality.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-070, filed 7/22/86.]

**WAC 365-150-080 Requests for reconsideration of committee decisions.** Any applicant whose completed proposal is denied financing by the committee shall have the opportunity to submit additional written materials to the committee for their reconsideration, upon terms and conditions established by the committee.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-080, filed 7/22/86.]

**WAC 365-150-090 Address for communication and application package requests.** All communications with the committee and its staff, including but not limited to, acquisition of program guidelines and application materials, submission of materials regarding participation in the development loan fund program, or inquiries regarding the operation and/or administration of the committee, including the inspection of public records, or other matters, should be addressed as follows: Development Loan Fund, Department of Community Development, Ninth and Columbia Building, Mailstop GH-51, Olympia, Washington 98504-4151, 1-800-562-5677 or (360) 753-4900.

[Statutory Authority: RCW 43.63A.060. 86-15-067 (Order 86-05), § 365-150-090, filed 7/22/86.]

### Chapter 365-170 WAC

#### STATE FUNDING FOR LOCAL EARLY CHILDHOOD EDUCATION AND ASSISTANCE PROGRAMS

##### WAC

365-170-010	Authority.
365-170-020	Purpose.
365-170-030	Definitions.
365-170-040	Determination of funding.
365-170-050	Eligibility criteria for applicants.
365-170-060	Process for allocating or awarding funds.
365-170-070	Use of funds.
365-170-080	Eligibility criteria for clients.
365-170-090	Program design.
365-170-100	Administrative component.

**WAC 365-170-010 Authority.** These rules are adopted under the authority of RCW 43.63A.060 which provides that the director shall make such rules and regulations and do all other things necessary and proper to carry out the purposes of chapter 43.63A RCW. RCW 43.63A.065(2) provides that among its functions and responsibilities the department shall administer state and federal grants and programs which are assigned to the department by the governor or the legislature. These rules are also adopted under the specific authority delegated to the department under RCW 28A.34A.060 to adopt rules for the administration of the program. The program which these rules are designed to implement is found in chapter 28A.34A RCW.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-010, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-010, filed 1/23/87.]

**WAC 365-170-020 Purpose.** The purpose of this chapter is to set forth the conditions and procedures under which state funding will be made available to assist local early childhood education and assistance programs.

[Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-020, filed 1/23/87.]

**WAC 365-170-030 Definitions.** (1) "Applicant" means a public or private nonsectarian organization which applies for state early childhood education and assistance program assistance.

(2) "At risk" means children residing in low income families who are by virtue of their socio-economic status at risk of failure in the common school system.

(3) "Contract year" means the period July 1 through June 30 in which the program must operate.

(4) "Department" means the department of community development.

(5) "Direct service" means any educational, health, or social service for children which is designed to meet the program standards.

(6) "Director" means the director of the department of community development.

(7) "Early childhood education and assistance program" means the state-wide administrative activities carried out within the department of community development to allocate, award, and monitor state funds appropriated to assist local early childhood education and assistance programs.

(8) "Family" means all persons living in the same household who are (a) supported by the income of the parent(s) or guardian(s) of the child enrolling in the early childhood education and assistance program, and (b) related to the parent(s) or guardian(s) by blood, marriage, adoption, or legal obligation to provide support.

(9) "Contractor" means an applicant which has been awarded state funds under the early childhood education and assistance program, and which has entered into a contract with the department of community development to provide an early childhood education and assistance program. Contractors may be local public or private organizations which are nonsectarian in their delivery of services.

(10) "Like educational services" means comprehensive programs providing educational, social, parent involvement, and health services funded by other sources.

(11) "Low-income family" means a family whose total income before taxes for the twelve months or full calendar year, whichever period better reflects the current income of the family, prior to the enrollment of their child in the early childhood education and assistance program is equal to, or less than, federally established poverty guidelines as defined by the Department of Health and Human Services. The term also includes a family receiving aid to families with dependent children or participating in the family independence program under chapter 74.21 RCW.

(12) "Nonsectarian" means that no aspect of early childhood education and assistance services will include any religious orientation.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-030, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-030, filed 1/23/87.]

**WAC 365-170-040 Determination of funding.** Funds shall be allocated or awarded by the department consistent with the legislature's determination of the amount of funding available to award state-wide to early childhood education and assistance programs and any conditions imposed by the legislature on the use of such funds. Funds received from other sources will be administered according to the terms of the grant or award, if not inconsistent with the terms of this chapter, chapter 28A.34A RCW, and other applicable laws or rules.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-040, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-040, filed 1/23/87.]

**WAC 365-170-050 Eligibility criteria for applicants.** (1) Public or private nonsectarian organizations are eligible to apply for funding as early childhood education and assistance programs.

(2) A consortium of public or private nonsectarian organizations, or both, are eligible to apply.

(3) Organizations must have established appropriate internal fiscal controls and fund accounting procedures to assure the proper disbursement of, and accounting for, all funds provided.

(4) Using a form provided by the department, organizations must obtain acknowledgement of their application from local school districts within the proposed service area.

(5) Programs shall neither deny service to, nor otherwise discriminate in the delivery of services against, any person who otherwise meets the eligibility criteria for the program on the basis of race, color, religion, sex, age, national origin, citizenship, ancestry, physical or mental handicap or because such person is a recipient of federal, state, or local public assistance.

(6) Not less than ten percent of the available slots state-wide shall be reserved for children of migrant families, seasonal farmworker families, and Native American families living on or off reservation.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-050, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-050, filed 1/23/87.]

**WAC 365-170-060 Process for allocating or awarding funds.** (1) Funds shall be awarded on a competitive basis or allocated by the department.

(2) An applicant shall use forms issued and procedures established by the department.

(3) The department shall notify all applicants of funding decisions. All recipients of funds shall be provided with a contract for signature. This contract must be signed by an official with authority to bind the recipient and must be returned to the department prior to the award or allocation of any funds under this program.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-060, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-060, filed 1/23/87.]

**WAC 365-170-070 Use of funds.** (1) Department funds shall not be used to supplant other existing funding sources.

(2) Administrative costs under this program are limited to fifteen percent of the total award.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-070, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-070, filed 1/23/87.]

**WAC 365-170-080 Eligibility criteria for clients.** (1) A child is eligible if:

(a) The child is not eligible for kindergarten as of August 31 of the contract year; and

(b) The child would benefit from a preschool program designed to help prepare children to enter the school system. Consistent with the intent to prepare children for the common school system, priority shall be given on a state-wide basis to serving eligible four year old children.

(2) A child must be a member of a low-income family as defined under WAC 365-170-030(11).

(3) A child may not otherwise be a participant in a federal or state program providing like educational services as defined under WAC 365-170-030(10).

(4) As many as ten percent of the available funded enrollment slots may be filled with children who do not meet the eligibility requirements under subsection (2) or (3) of this section but due to circumstances in their environment or in their performance need the program and would benefit from the program.

(5) Participants in the early childhood education and assistance program will not be charged fees for any services provided.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-080, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-080, filed 1/23/87.]

**WAC 365-170-090 Program design.** Standards for program design are based on a model of comprehensive services to participating children. These include educational services, health services (including medical, dental, nutrition, and mental health), and social services to families. Parents shall be given the opportunity to be involved in every aspect of the planning and implementation of services. Specific program requirements are contained in the program standards publication available from the department.

(1) Education component:

(a) Activities in the classroom, home visits, and group experiences will be planned and implemented to ensure that a supportive social and emotional climate exists, intellectual skills are developed, and physical growth is promoted.

(b) Activities in the classroom, home visits, or group experience will be individualized through the development of a curriculum which is developmentally appropriate and is relevant to and reflective of the needs of the population served.

(c) At a minimum, when the majority of the children speak a common language other than English, at least one teacher or aide who speaks their language must be available when children participate in classroom or group experiences.

(d) There will be a mental health professional to advise and assist in developmental screenings and assessments and

observe children in the classroom setting and consult with teachers and other appropriate staff at least twice a year.

(e) The program will provide methods for enhancing the knowledge and understanding of both staff and parents of the educational and developmental needs and activities of children in the program.

(f) Staff and parents participating in the program shall be trained for and will use positive techniques of guidance, including redirection, anticipation, elimination of potential problems, positive reinforcement and encouragement during the actual hours of program operation while the child is participating in program activities supervised by program staff.

(g) Corporal punishment or other humiliating or frightening discipline techniques shall not be used during the actual hours of program operation while the child is participating in program activities supervised by program staff.

(2) Health component:

(a) There will be a health advisory committee composed of local medical, dental, and nutrition providers, program parents and staff to advise in program planning, implementing, and evaluating program procedures and operations for medical, dental, mental health, and nutrition services. Existing committees may be modified or combined to carry out these activities.

(b) There will be informed prior written parent consent prior to the provision of any health (medical, dental, nutrition, or mental health) services.

(c) The program will provide for an organized health education program for staff, parents, and children which will be integrated into instructional activities in home based and center based programs.

(d) Food will be provided which will help meet a portion of the child's daily nutritional needs, recognizing individual differences and cultural patterns. The food service system, including the menus, shall be approved by a certified dietician or nutritionist as defined in chapter 18.138 RCW. The certified dietician or nutritionist shall be available to provide consultation and education on the nutritional needs of enrolled children.

Programs will participate in the United States Department of Agriculture Child Food and Nutrition Program and shall comply with applicable local, state, and federal sanitation laws and regulations for storage, preparation, and service of food and health of food handlers.

(3) Social services component:

(a) Age and income-eligible children will be recruited for enrollment taking into account the demographic make-up of the community and the needs of the children and families according to approved written recruitment procedures that address both the identification of age and income-eligible children and local priorities within that same population.

(b) Needs will be assessed to assist families in identifying and using appropriate and available community resources.

(c) Programs will coordinate with existing community resources, including existing head start and other preschool programs.

(4) Parent involvement component:

(a) The program will provide for parental involvement at a level not less than that provided under the federal head start program criteria which includes, but is not limited to,

parents working with children in cooperation with staff, parents participating in the program, and parents planning for the operation of the program.

(b) The program will install a policy council composed of parents of children who are enrolled in the program, at a level not less than fifty percent and community representatives.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-090, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-090, filed 1/23/87.]

**WAC 365-170-100 Administrative component.** (1) Services to children and their families will be delivered through one or more of the following options:

(a) Center base option: Children will participate in center activities ten or more hours per week distributed over three or more days. One and one-half hours of contact between parents and staff will be completed each month. At least two education-related home visits to families will be completed during the year. Class unit size will not exceed eighteen children with an adult:child ratio of 1:6. There shall be a lead teacher for every class unit.

(b) Home base option: Children will participate in weekly group experiences not to exceed four hours per session. Families will receive weekly one and one-half hour home visits by a home base educator. The case load for home base educators will not exceed twelve children. The adult:child ratio for group experiences will not exceed 1:6.

(c) Locally designed option: Local programs may elect to design and propose other program options which would better meet the needs of individual children and families in their communities. A locally designed option must: Contain rationale as to why the center based and home based options in (a) and (b) of this subsection would not be practicable; must represent a more effective approach to meeting the needs of children in the specific community; be consistent with sound child development practices; and be consistent with described standards to ensure that all components of the early childhood education and assistance program are delivered. The department will determine whether the locally designed option is acceptable on a case-by-case basis.

(2) The following staff qualifications are required for lead teachers in a center based program:

(a) For lead teachers, experience with low-income families is desirable. Lead teachers shall meet the following qualifications except as provided in (b) of this subsection:

(i) At least a four-year degree in the field of early childhood education or child development from an accredited public or private institution of higher education and a minimum of one year of successful experience working in a preschool or kindergarten; or

(ii) A two-year degree in the field of early childhood education or child development from an accredited public or private institution of higher education with a minimum of two years of successful experience working in a preschool or kindergarten; or

(iii) A valid Washington state elementary teaching certificate with an endorsement in early childhood education or early childhood special education or a person with a valid Washington state teaching certificate who would meet the

qualifications for an endorsement in early childhood education or early childhood special education.

(b) If the organization is unable to find a lead teacher with the qualifications required under (a)(i), (ii), or (iii) of this subsection due to a local labor pool shortage documented by the organization, the organization may employ a lead teacher with the following qualifications:

(i) A teaching certificate and a minimum of one year of successful experience working with preschool age children; or

(ii) A minimum of a two-year degree from an accredited public or private institution of higher education and a minimum of two years successful experience working with preschool age children; or

(iii) A child development associate credential.

(c) The organization shall establish a written professional development plan for each lead teacher who does not meet the qualifications under (a) of this subsection. The plan shall also provide for observation of such lead teacher by a person meeting the qualifications of (a) of this subsection for a minimum of one class period a month, consultation, and advice and assistance regarding the observation and consultation as needed. The plan shall be completed within three years. Implementation of the plan and progress made towards completion of the plan will be reviewed by the organization.

(3) The following staff qualifications are required for home base educators in a home base program:

(a) For home base educators, successful experience pertinent to direct involvement with low-income families is desirable. Home base educators shall meet the following qualifications except as provided in (b) of this subsection:

(i) At least a four-year degree in the field of adult education or development, social work, psychology, early childhood education, or child development from an accredited public or private institution of higher education and a minimum of one year of successful relevant experience; or

(ii) A two-year degree in the field of adult education or development, social work, psychology, early childhood education, or child development from an accredited public or private institution of higher education and demonstrated ability to work with groups of preschool age children and a minimum of two years of successful relevant experience; or

(iii) A valid Washington state elementary teaching certificate with an endorsement in early childhood education or early childhood special education or a person with a valid Washington state teaching certificate who would meet the qualifications for an endorsement in early childhood education or early childhood special education.

(b) If the organization is unable to find a home base educator with the qualifications required under (a)(i), (ii), or (iii) of this subsection due to a local labor pool shortage documented by the organization, the organization may employ a home base educator with the following qualifications:

(i) A teaching certificate and demonstrated experience in working with preschool age children; or

(ii) A minimum of a two-year degree from an accredited public or private institution of higher education and a minimum of two years of successful relevant experience; or

(iii) A child development associate credential.

(c) The organization shall establish a written professional development plan for each home base educator who does not meet the qualifications under (a) of this subsection. The plan shall also provide for observation of such home base educator by a person meeting the qualifications of (a) of this subsection for a minimum of one home visit or peer group experience period a month, consultation, and advice and assistance regarding the observation and consultation as needed. The plan shall be completed within three years. Implementation of the plan and progress made towards completion of the plan will be reviewed by the local organization.

(4) Criminal history checks including fingerprinting will be performed for all staff hired after January 1, 1988, and having unsupervised contact with children.

(5) Facility:

(a) Facilities will provide for a physical environment conducive to learning and reflective of the needs of children.

(b) Facilities will comply with an annual fire, health, and safety inspection by local officials.

(c) The outdoor play area of the facility will be fenced to prevent children from leaving the premises unless the organization can demonstrate that the outdoor play area does not present a hazard to children's welfare and that adequate supervision will be provided when children are in the outdoor play area.

(d) The facility will contain a minimum of thirty-five square feet of indoor space per child available for the care of children (exclusive of bathroom, hall, kitchen, and storage). There will be a minimum of seventy-five square feet per child outdoors.

(e) Adequate provision will be made to ensure the facility provides for accessibility, safety, and comfort of handicapped children.

(6) Transportation: Vehicles owned and/or operated by the program for the purposes of transporting children to and from program activities will meet all applicable local ordinances and state and federal laws, rules, and regulations.

(7) Suspected abuse: Suspected incidents of child abuse and/or neglect by parents, staff, or others must be reported by program staff within forty-eight hours to an appropriate law enforcement agency or the department of social and health services in accordance with RCW 26.44.030.

(8) The department may grant waivers for any of the provisions under subsections (1) through (3) and (5) of this section if a contractor can demonstrate that the intent of subsections (1) through (3) and (5) of this section will be met and can demonstrate that the requested waiver is consistent with the purposes of this chapter and chapter 28A.34A RCW. All requests for waivers shall be in writing and be granted on a case-by-case basis.

[Statutory Authority: RCW 28A.34A.060. 88-18-039 (Order 88-04), § 365-170-100, filed 8/31/88. Statutory Authority: RCW 43.63A.060. 87-04-007 (Order 87-02), § 365-170-100, filed 1/23/87.]

**Chapter 365-180 WAC**  
**ENERGY MATCHMAKERS**

**WAC**

365-180-010	Authority.
365-180-020	Purpose.
365-180-030	Definitions.
365-180-040	Program funding.
365-180-050	Proposal for use of funding.
365-180-060	Sponsor match.
365-180-070	Local coordinated plan—Funding proposal process— Award of contracts.
365-180-080	Eligibility criteria for clients.
365-180-090	Program services.

**WAC 365-180-010 Authority.** These rules are adopted under the authority of chapter 70.164 RCW.

[Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-010, filed 1/4/88.]

**WAC 365-180-020 Purpose.** To set forth the conditions and procedures under which funding will be made available to be used in combination with contributions to support local low-income weatherization programs.

[Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-020, filed 1/4/88.]

**WAC 365-180-030 Definitions.** (1) "Department" means the department of community development.

(2) "Energy matchmakers local coordinated plan" means a proposal(s) for use of funding for local low-income weatherization programs in a specific geographical area.

(3) "Low-income" means household income that is at or below one hundred twenty-five percent of the federally established poverty level.

(4) "Nonutility sponsor" means an organization that is not an energy supplier and that submits a local coordinated plan.

(5) "Residence" means a house, including a stationary mobile home, an apartment, a group of rooms, or a single room occupied as separate living quarters; but excluding institutional buildings such as: A university, group care facility, nursing home, half-way residence, hospital, hotel, motel, etc.

(6) "Sponsor" means an organization that submits a match proposal as part of the energy matchmakers local coordinated plan.

(7) "Sponsor match" means the share, if any, of the cost of weatherization to be paid by the sponsor.

(8) "Weatherization" means materials or measures, including the education of the low-income household about energy saving behaviors in the home, and their installation or application, that are used to improve the thermal efficiency of a residence.

(9) "Weatherizing agency" means a public or nonprofit private organization, approved by the department, responsible for doing all aspects of the weatherization work.

[Statutory Authority: Chapter 70.164 RCW. 92-03-019 (Order 92-01), § 365-180-030, filed 1/7/92, effective 2/7/92. Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-030, filed 1/4/88.]

**WAC 365-180-040 Program funding.** The legislature determines the amount of funding available during a specific biennium for low-income weatherization. Each county receives a "planning estimate" based on the number of low-income households and the climatic conditions of the county. This "planning estimate" is available for low-income weatherization in each county if matching requirements are met. Contingent on the availability of funds, the department may award funds in an amount that exceeds the county's "planning estimate."

[Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-040, filed 1/4/88.]

**WAC 365-180-050 Proposal for use of funding.** (1) Any public or private organization in Washington, Idaho, or Oregon that conducts business in Washington state may propose funding for a geographical area(s) by submitting an energy matchmakers local coordinated plan.

(2) Plans submitted to the department shall be the result of local coordination and cooperation.

(3) Plans shall identify weatherizing agencies.

[Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-050, filed 1/4/88.]

**WAC 365-180-060 Sponsor match.** (1) Plans submitted by energy suppliers shall include a commitment of a matching contribution. Matching contributions can be either cash, in-kind contributions, or both. The match must cover half of the total cost of the low-income weatherization being proposed in the local area.

(2) Only resources that would not otherwise have been used for low-income weatherization will be considered as match.

(3) A sponsor may pay the sponsor match as lump sum at the time of weatherization, or make yearly payments over a period not to exceed ten years. When the sponsor elects to make yearly payments, the value of the payments shall be determined by the department, but shall not be less than the value of the lump sum that would have been made.

(4) All match committed shall result in:

(a) Increasing the number of residences weatherized;

(b) Increasing weatherization measures installed on or in the residence; or

(c) Otherwise increasing the thermal efficiency of the residence.

(5) The department may place a cap on the amount of match it will accept under subsection (4)(c) of this section.

(6) Match waivers may be granted by the department for plans submitted by nonutility sponsors.

[Statutory Authority: Chapter 70.164 RCW. 92-03-019 (Order 92-01), § 365-180-060, filed 1/7/92, effective 2/7/92. Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-060, filed 1/4/88.]

**WAC 365-180-070 Local coordinated plan—Funding proposal process—Award of contracts.** (1) A sponsor shall make a formal proposal using forms issued by the department.

(2) A review team will evaluate the energy matchmakers local coordinated plans, and will be composed of persons with knowledge of energy conservation and of community-based public and private service organizations.

(3) Plans which include a commitment of matching resources will be given priority for funding.

(4) The department shall have the final discretion to award funds.

(5) The department will enter into a contract with weatherizing agencies identified in successful local coordinated plans. This contract shall be signed by an official with authority to bind the weatherizing agency and returned to the department prior to the release of any funds under this program.

[Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-070, filed 1/4/88.]

**WAC 365-180-080 Eligibility criteria for clients.**

(1) Total income of all household members shall be at or below one hundred twenty-five percent of the federally established poverty level; or households shall meet other qualifications established by the department for its low-income weatherization program.

(2) Residences shall meet the qualifications established by the department for its low-income weatherization programs.

[Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-080, filed 1/4/88.]

**WAC 365-180-090 Program services.**

(1) Weatherizing agencies shall provide weatherization services to eligible low-income households in accordance with the "Washington state low-income weatherization assistance program procedures and guidelines" established by the department.

(2) No contribution may be required from the eligible household.

(3) Full levels of all cost-effective structurally feasible measures, as determined by the department, shall be installed when a residence is weatherized.

(4) No undue or excessive enhancement to a residence shall occur as a result of weatherization provided under this chapter.

(5) Before a leased or rented residence is weatherized, the department's "property owner/agency weatherization agreement" form, or subsequent special conditions established by the department when necessary to comply with applicable state or federal law, must be signed by the owner of the building or the owner's authorized agent. Through this form the landlord ensures that, at a minimum, during a period extending through one year following the date of completion of the weatherization work, the amount of rent will not be raised for any reason and during the period extending through three years following the date of completion of the weatherization work performed, rent will not be increased, nor the tenant evicted, as a result of the weatherization provided.

(6) Benefits of weatherization work performed on behalf of a low-income tenant shall accrue primarily to the low-income tenant.

[Statutory Authority: Chapter 70.164 RCW. 92-03-019 (Order 92-01), § 365-180-090, filed 1/7/92, effective 2/7/92. Statutory Authority: 1987 c 36. 88-02-042 (Order 88-01), § 365-180-090, filed 1/4/88.]

**Chapter 365-185 WAC**

**PROCEDURES FOR MANAGEMENT OF GROWTH MANAGEMENT PLANNING AND ENVIRONMENTAL REVIEW FUND**

**WAC**

365-185-010	Purpose and authority.
365-185-020	Definitions.
365-185-030	Eligibility criteria.
365-185-040	Grant application process.
365-185-050	Grant evaluation procedure.
365-185-060	Method of payment.

**WAC 365-185-010 Purpose and authority.** (1) The purpose of this chapter is to outline the conditions and procedures by which the department of community, trade, and economic development will make available grants from the growth management planning and environmental review fund to local governments required to plan or have chosen to plan under RCW 36.70A.040 to assist them in complying with RCW 43.21C.240, 36.70B.050, 36.70B.060, and 36.70B.090.

(2) This activity is undertaken pursuant to RCW 36.70A.500 and 43.21C.240.

[Statutory Authority: RCW 36.70A.500 and 43.21C.240. 96-04-046, § 365-185-010, filed 2/5/96, effective 3/7/96.]

**WAC 365-185-020 Definitions.** (1) "Applicant" means a local government that has submitted an application for a grant from the growth planning and environmental review fund.

(2) "Contractor" means an applicant which has executed a contract for receipt of growth management planning and environmental review funds with the department.

(3) "Department" means the department of community, trade, and economic development.

(4) "Growth management planning and environmental review fund" means the growth management planning and environmental review fund established pursuant to RCW 36.70A.490.

(5) "Integrated permit process" means a system for integrating environmental review with review of project permits, consistent with RCW 36.70B.050 and 36.70B.060.

(6) "Integrated plan" means a detailed environmental impact statement that is integrated with a comprehensive plan or subarea plan and development regulations.

(7) "Local government" means a city or county that is required or has chosen to plan under RCW 36.70A.040 and 43.21C.240.

[Statutory Authority: RCW 36.70A.500 and 43.21C.240. 96-04-046, § 365-185-020, filed 2/5/96, effective 3/7/96.]

**WAC 365-185-030 Eligibility criteria.** (1) A grant may be awarded to a local government that is qualified pursuant to this section.

(2) A grant may be awarded to a county or city that is required to or has chosen to plan under RCW 36.70A.040 and that is qualified pursuant to this section. The grant shall be provided to assist a county or city in paying for the cost of preparing a detailed environmental impact statement that is integrated with a comprehensive plan or subarea plan and development regulations.

(3) In order to qualify for a grant, a county or city shall:

(a) Demonstrate that it will prepare an environmental analysis pursuant to chapter 43.21C RCW that is integrated with a comprehensive plan or subarea plan and development regulations;

(b) Address environmental impacts and consequences, alternatives, and mitigation measures in sufficient detail to allow the analysis to be adopted in whole or in part by subsequent applicants for development permits within the geographic area analyzed in the plan;

(c) Include mechanisms in the plan to monitor the consequences of growth as it occurs in the plan area and provide ongoing data to update the plan and environmental analysis;

(d) Be making substantial progress towards compliance with the requirements of this chapter. A county or city that is more than six months out of compliance with a requirement of this chapter is deemed to not be making substantial progress towards compliance; and

(e) Provide local funding, which may include financial participation by the private sector.

(4) In awarding grants, the department shall give preference to proposals that include one or more of the following elements:

(a) Financial participation by the private sector, or a public/private partnering approach;

(b) Comprehensive and subarea plan proposals that are designed to identify and monitor system capacities for elements of the built environment, and to the extent appropriate, of the natural environment;

(c) Programs to improve the efficiency and effectiveness of the permitting process by greater reliance on integrated plans;

(d) Programs for effective citizen and neighborhood involvement that contribute to greater certainty that planning decisions will be implemented; and

(e) Plans that identify environmental impacts and establish mitigation measures that provide effective means to satisfy concurrency requirements and establish project consistency with the plans.

[Statutory Authority: RCW 36.70A.500 and 43.21C.240. 96-04-046, § 365-185-030, filed 2/5/96, effective 3/7/96.]

**WAC 365-185-040 Grant application process.** (1) Applications for growth management planning and environmental review funds shall be filed with the department.

(2) The department will specify the form and manner of application and will set the date and time for receipt of applications.

(3) Applications shall be filed in the form, manner and time specified by the department. Failure of an applicant to make application in the specified form, manner and time will cause the applicant to be ineligible for grant funds.

(4) Applications for grant funds shall contain a detailed strategy, budget, and timeline for meeting the department's application requirements.

(5) The department will review each application for eligibility under the criteria specified in WAC 365-200-030.

(6) In awarding grants, the department may consider:

(a) An applicant's ability and intent to develop an integrated planning process that will have applicability to jurisdictions with similar characteristics;

(b) A geographic balance of communities;

(c) A balance of urban and rural communities;

(d) A variety of permit processes;

(e) Diversity in population; or

(f) Other criteria that the department considers advisable.

(7) Applicants will be notified in writing of the department's decisions on grants.

(8) The department may offer a contract to an applicant with such reasonable terms and conditions as the department may determine.

[Statutory Authority: RCW 36.70A.500 and 43.21C.240. 96-04-046, § 365-185-040, filed 2/5/96, effective 3/7/96.]

**WAC 365-185-050 Grant evaluation procedure.** The department should appoint a committee to assist it in evaluating the applications. The committee may include:

(1) Department staff;

(2) Department of ecology staff;

(3) Representatives of cities and counties; or

(4) A representative of private business.

[Statutory Authority: RCW 36.70A.500 and 43.21C.240. 96-04-046, § 365-185-050, filed 2/5/96, effective 3/7/96.]

**WAC 365-185-060 Method of payment.** (1) Grant allocations from the fund will be paid subject to the provisions of the applicable contract.

(2) All grant funds will be disbursed by June 30, 1997.

[Statutory Authority: RCW 36.70A.500 and 43.21C.240. 96-04-046, § 365-185-060, filed 2/5/96, effective 3/7/96.]

## Chapter 365-190 WAC

### MINIMUM GUIDELINES TO CLASSIFY AGRICULTURE, FOREST, MINERAL LANDS AND CRITICAL AREAS

#### WAC

##### PART ONE PURPOSE/AUTHORITY

365-190-010 Authority.

365-190-020 Purpose.

##### PART TWO GENERAL REQUIREMENTS

365-190-030 Definitions.

##### PART THREE GUIDELINES

365-190-040 Process

365-190-050 Agricultural lands.

365-190-060 Forest land resources.

365-190-070 Mineral resource lands.

365-190-080 Critical areas.

##### PART ONE PURPOSE/AUTHORITY

**WAC 365-190-010 Authority.** This chapter is established pursuant to RCW 36.70A.050.



[Statutory Authority: RCW 36.70A.050. 91-07-041, § 365-190-010, filed 3/15/91, effective 4/15/91.]

**WAC 365-190-020 Purpose.** The intent of this chapter is to establish minimum guidelines to assist all counties and cities state-wide in classifying agricultural lands, forest lands, mineral resource lands, and critical areas. These guidelines shall be considered by counties and cities in designating these lands.

Growth management, natural resource land conservation, and critical areas protection share problems related to governmental costs and efficiency. Sprawl and the unwise development of natural resource lands or areas susceptible to natural hazards may lead to inefficient use of limited public resources, jeopardize environmental resource functions and values, subject persons and property to unsafe conditions, and affect the perceived quality of life. It is more costly to remedy the loss of natural resource lands or critical areas than to conserve and protect them from loss or degradation. The inherent economic, social, and cultural values of natural resource lands and critical areas should be considered in the development of strategies designed to conserve and protect lands.

In recognition of these common concerns, classification and designation of natural resource lands and critical areas is intended to assure the long-term conservation of natural resource lands and to preclude land uses and developments which are incompatible with critical areas. There are qualitative differences between and among natural resource lands and critical areas. Not all areas and ecosystems are critical for the same reasons. Some are critical because of the hazard they present to public health and safety, some because of the values they represent to the public welfare. In some cases, the risk posed to the public by use or development of a critical area can be mitigated or reduced by engineering or design; in other cases that risk cannot be effectively reduced except by avoidance of the critical area. Hence, classification and designation of critical areas is intended to lead counties and cities to recognize the differences among these areas, and to develop appropriate regulatory and nonregulatory actions in response.

Counties and cities required or opting to plan under the Growth Management Act of 1990 should consider the definitions and guidelines in this chapter when preparing development regulations which preclude uses and development incompatible with critical areas (see RCW 36.70A.060). Precluding incompatible uses and development does not mean a prohibition of all uses or development. Rather, it means governing changes in land uses, new activities, or development that could adversely affect critical areas. Thus for each critical area, counties and cities planning under the act should define classification schemes and prepare development regulations that govern changes in land uses and new activities by prohibiting clearly inappropriate actions and restricting, allowing, or conditioning other activities as appropriate.

It is the intent of these guidelines that critical areas designations overlay other land uses including designated natural resource lands. That is, if two or more land use designations apply to a given parcel or a portion of a parcel, both or all designations shall be made. Regarding natural resource lands, counties and cities should allow existing and

ongoing resource management operations, that have long-term commercial significance, to continue. Counties and cities should encourage utilization of best management practices where existing and ongoing resource management operations that have long-term commercial significance include designated critical areas. Future operations or expansion of existing operations should be done in consideration of protecting critical areas.

[Statutory Authority: RCW 36.70A.050. 91-07-041, § 365-190-020, filed 3/15/91, effective 4/15/91.]

## PART TWO GENERAL REQUIREMENTS

**WAC 365-190-030 Definitions.** (1) Agricultural land is land primarily devoted to the commercial production of horticultural, viticultural, floricultural, dairy, apiary, vegetable, or animal products or of berries, grain, hay, straw, turf, seed, Christmas trees not subject to the excise tax imposed by RCW 84.33.100 through 84.33.140, or livestock, and that has long-term commercial significance for agricultural production.

(2) Areas with a critical recharging effect on aquifers used for potable water are areas where an aquifer that is a source of drinking water is vulnerable to contamination that would affect the potability of the water.

(3) City means any city or town, including a code city.

(4) Critical areas include the following areas and ecosystems:

(a) Wetlands;

(b) Areas with a critical recharging effect on aquifers used for potable water;

(c) Fish and wildlife habitat conservation areas;

(d) Frequently flooded areas; and

(e) Geologically hazardous areas.

(5) Erosion hazard areas are those areas containing soils which, according to the United States Department of Agriculture Soil Conservation Service Soil Classification System, may experience severe to very severe erosion.

(6) Forest land is land primarily useful for growing trees, including Christmas trees subject to the excise tax imposed under RCW 84.33.100 through 84.33.140, for commercial purposes, and that has long-term commercial significance for growing trees commercially.

(7) Frequently flooded areas are lands in the floodplain subject to a one percent or greater chance of flooding in any given year. These areas include, but are not limited to, streams, rivers, lakes, coastal areas, wetlands, and the like.

(8) Geologically hazardous areas are areas that because of their susceptibility to erosion, sliding, earthquake, or other geological events, are not suited to siting commercial, residential, or industrial development consistent with public health or safety concerns.

(9) Habitats of local importance include, a seasonal range or habitat element with which a given species has a primary association, and which, if altered, may reduce the likelihood that the species will maintain and reproduce over the long-term. These might include areas of high relative density or species richness, breeding habitat, winter range, and movement corridors. These might also include habitats

that are of limited availability or high vulnerability to alteration, such as cliffs, talus, and wetlands.

(10) Landslide hazard areas are areas potentially subject to risk of mass movement due to a combination of geologic, topographic, and hydrologic factors.

(11) Long-term commercial significance includes the growing capacity, productivity, and soil composition of the land for long-term commercial production, in consideration with the land's proximity to population areas, and the possibility of more intense uses of land.

(12) Minerals include gravel, sand, and valuable metallic substances.

(13) Mine hazard areas are those areas directly underlain by, adjacent to, or affected by mine workings such as adits, tunnels, drifts, or air shafts.

(14) Mineral resource lands means lands primarily devoted to the extraction of minerals or that have known or potential long-term commercial significance for the extraction of minerals.

(15) Natural resource lands means agricultural, forest and mineral resource lands which have long-term commercial significance.

(16) Public facilities include streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, parks and recreational facilities, and schools.

(17) Public services include fire protection and suppression, law enforcement, public health, education, recreation, environmental protection, and other governmental services.

(18) Seismic hazard areas are areas subject to severe risk of damage as a result of earthquake induced ground shaking, slope failure, settlement, or soil liquefaction.

(19) Species of local importance are those species that are of local concern due to their population status or their sensitivity to habitat manipulation or that are game species.

(20) Urban growth refers to growth that makes intensive use of land for the location of buildings, structures, and impermeable surfaces to such a degree as to be incompatible with the primary use of such land for the production of food, other agricultural products, or fiber, or the extraction of mineral resources. When allowed to spread over wide areas, urban growth typically requires urban governmental services. "Characterized by urban growth" refers to land having urban growth located on it, or to land located in relationship to an area with urban growth on it as to be appropriate for urban growth.

(21) Volcanic hazard areas shall include areas subject to pyroclastic flows, lava flows, and inundation by debris flows, mudflows, or related flooding resulting from volcanic activity.

(22) Wetland or wetlands means areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include those artificial wetlands intentionally created from nonwetland sites, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities. However, wetlands may include those artificial wetlands intentionally created from nonwetland areas created to

mitigate conversion of wetlands, if permitted by the county or city.

[Statutory Authority: RCW 36.70A.050. 91-07-041, § 365-190-030, filed 3/15/91, effective 4/15/91.]

### PART THREE GUIDELINES

**WAC 365-190-040 Process.** The classification and designation of natural resource lands and critical areas is an important step among several in the overall growth management process. Together these steps comprise a vision of the future, and that vision gives direction to the steps in the form of specific goals and objectives. Under the Growth Management Act, the timing of the first steps coincides with development of the larger vision through the comprehensive planning process. People are asked to take the first steps, designation and classification of natural resource lands and critical areas, before the goals, objectives, and implementing policies of the comprehensive plan are finalized. Jurisdictions planning under the Growth Management Act must also adopt interim regulations for the conservation of natural resource lands and protection of critical areas. In this way, the classification and designation help give shape to the content of the plan, and at the same time natural resource lands are conserved and critical areas are protected from incompatible development while the plan is in process.

Under the Growth Management Act, preliminary classifications and designations will be completed in 1991. Those planning under the act must also enact interim regulations to protect and conserve these lands by September 1, 1991. By July 1, 1992, counties and cities not planning under the act must bring their regulations into conformance with their comprehensive plans. By July 1, 1993, counties and cities planning under the act must adopt comprehensive plans, consistent with the goals of the act. Implementation of the plans will occur by the following year.

(1) Classification is the first step in implementing RCW 36.70A.050. It means defining categories to which natural resource lands and critical areas will be assigned.

Pursuant to RCW 36.70A.170, natural resource lands and critical areas will be designated based on the defined classifications. Designation establishes, for planning purposes: The classification scheme; the general distribution, location, and extent of the uses of land, where appropriate, for agriculture, forestry, and mineral extraction; and the general distribution, location, and extent of critical areas. Inventories and maps can indicate designations of natural resource lands. In the circumstances where critical areas (e.g., aquifer recharge areas, wetlands, significant wildlife habitat, etc.) cannot be readily identified, these areas should be designated by performance standards or definitions, so they can be specifically identified during the processing of a permit or development authorization. Designation means, at least, formal adoption of a policy statement, and may include further legislative action. Designating inventoried lands for comprehensive planning and policy definition may be less precise than subsequent regulation of specific parcels for conservation and protection.

Classifying, inventorying, and designating lands or areas does not imply a change in a landowner's right to use his or

her land under current law. Land uses are regulated on a parcel basis and innovative land use management techniques should be applied when counties and cities adopt regulations to conserve and protect designated natural resource lands and critical areas. The department of community development will provide technical assistance to counties and cities on a wide array of regulatory options and alternative land use management techniques.

These guidelines may result in critical area designations that overlay other critical area or natural resource land classifications. That is, if two or more critical area designations apply to a given parcel, or portion of a given parcel, both or all designations apply. For counties and cities required or opting to plan under chapter 36.70A RCW, reconciling these multiple designations will be the subject of local development regulations adopted pursuant to RCW 36.70A.060.

(2) Counties and cities shall involve the public in classifying and designating natural resource lands and critical areas.

(a) Public participation:

(i) Public participation should include at a minimum: Landowners; representatives of agriculture, forestry, mining, business, environmental, and community groups; tribal governments; representatives of adjacent counties and cities; and state agencies. The public participation program should include early and timely public notice of pending designations and regulations.

(ii) Counties and cities should consider using: Technical and citizen advisory committees with broad representation, press releases, news conferences, neighborhood meetings, paid advertising (e.g., newspaper, radio, T.V., transit), newsletters, and other means beyond the required normal legal advertising and public notices. Plain, understandable language should be used. The department of community development will provide technical assistance in preparing public participation plans, including: A pamphlet series, workshops, and a list of agencies available to provide help.

(b) Adoption process. Statutory and local processes already in place governing land use decisions are the minimum processes required for designation and regulation pursuant to RCW 36.70A.060 and 36.70A.170. At least these steps should be included in the process:

(i) Accept the requirements of chapter 36.70A RCW, especially definitions of agricultural lands, forest lands, minerals, long-term commercial significance, critical areas, geologically hazardous areas, and wetlands as mandatory minimums.

(ii) Consider minimum guidelines developed by department of community development under RCW 36.70A.050.

(iii) Consider other definitions used by state and federal regulatory agencies.

(iv) Consider definitions used by the county and city and other counties and cities.

(v) Determine recommended definitions and check conformance with minimum definitions of chapter 36.70A RCW.

(vi) Adopt definitions, classifications, and standards.

(vii) Apply definitions to the land by mapping designated natural resource lands.

(viii) Establish designation amendment procedures.

(c) Intergovernmental coordination. The Growth Management Act requires coordination among communities and jurisdictions to reconcile conflicts and strive for consistent definitions, standards, and designations within regions. The minimum coordination process required under these guidelines may take one of two forms:

(i) Adjacent cities (or those with overlapping or adjacent planning areas); counties and the cities within them; and adjacent counties would provide each other and all adjacent special purpose districts and special purpose districts within them notice of their intent to classify and designate natural resource lands and critical areas within their jurisdiction. Counties or cities receiving notice may provide comments and input to the notifying jurisdiction. The notifying jurisdiction specifies a comment period prior to adoption. Within forty-five days of the jurisdiction's date of adoption of classifications or designations, affected jurisdictions are supplied a copy of the proposal. The department of community development may provide mediation services to counties and cities to help resolve disputed classifications or designations.

(ii) Adjacent jurisdictions; all the cities within a county; or all the cities and several counties may choose to cooperatively classify and designate natural resource lands and critical areas within their jurisdictions. Counties and cities by interlocal agreement would identify the definitions, classification, designation, and process that will be used to classify and designate lands within their areas. State and federal agencies or tribes may participate in the interlocal agreement or be provided a method of commenting on designations and classifications prior to adoption by jurisdictions.

Counties and/or cities may begin with the notification option ((c)(i) of this subsection) and choose to change to the interlocal agreement method ((c)(ii) of this subsection) prior to completion of the classification and designations within their jurisdictions. Approaches to intergovernmental coordination may vary between natural resource land and critical area designation. It is intended that state and federal agencies with land ownership or management responsibilities, special purpose districts, and Indian tribes with interests within the jurisdictions adopting classification and designation be consulted and their input considered in the development and adoption of designations and classifications. The department of community development may provide mediation services to help resolve disputes between counties and cities that are using either the notification or interlocal agreement method of coordinating between jurisdictions.

(d) Mapping. Mapping should be done to identify designated natural resource lands and to identify known critical areas. Counties and cities should clearly articulate that the maps are for information or illustrative purposes only unless the map is an integral component of a regulatory scheme.

Although there is no specific requirement for inventorying or mapping either natural resource lands or critical areas, chapter 36.70A RCW requires that counties and cities planning under chapter 36.70A RCW adopt development regulations for uses adjacent to natural resource lands. Logically, the only way to regulate adjacent lands is to know where the protected lands are. Therefore, mapping natural

resource lands is a practical way to make regulation effective.

For critical areas, performance standards are preferred, as any attempt to map wetlands, for example, will be too inexact for regulatory purposes. Standards will be applied upon land use application. Even so, mapping critical areas for information but not regulatory purposes, is advisable.

(e) Reporting. Chapter 36.70A RCW requires that counties and cities annually report their progress to department of community development. Department of community development will maintain a central file including examples of successful public involvement programs, interjurisdictional coordination, definitions, maps, and other materials. This file will serve as an information source for counties and cities and a planning library for state agencies and citizens.

(f) Evaluation. When counties and cities adopt a comprehensive plan, chapter 36.70A RCW requires that they evaluate their designations and development regulations to assure they are consistent with and implement the comprehensive plan. When considering changes to the designations or development regulations, counties and cities should seek interjurisdictional coordination and public participation.

(g) Designation amendment process. Land use planning is a dynamic process. Procedures for designation should provide a rational and predictable basis for accommodating change.

Land use designations must provide landowners and public service providers with the information necessary to make decisions. This includes: Determining when and where growth will occur, what services are and will be available, how they might be financed, and what type and level of land use is reasonable and/or appropriate. Resource managers need to know where and when conversions of rural land might occur in response to growth pressures and how those changes will affect resource management.

Designation changes should be based on consistency with one or more of the following criteria:

(i) Change in circumstances pertaining to the comprehensive plan or public policy.

(ii) A change in circumstances beyond the control of the landowner pertaining to the subject property.

(iii) An error in designation.

(iv) New information on natural resource land or critical area status.

(h) Use of innovative land use management techniques. Resource uses have preferred and primary status in designated natural resource lands of long-term commercial significance. Counties and cities must determine if and to what extent other uses will be allowed. If other uses are allowed, counties and cities should consider using innovative land management techniques which minimize land use incompatibilities and most effectively maintain current and future natural resource lands.

Techniques to conserve and protect agricultural, forest lands, and mineral resource lands of long-term commercial significance include the purchase or transfer of development rights, fee simple purchase of the land, less than fee simple purchase, purchase with leaseback, buffering, land trades, conservation easements or other innovations which maintain current uses and assure the conservation of these natural resource lands.

Development in and adjacent to agricultural and forest lands of long-term commercial significance shall assure the continued management of these lands for their long-term commercial uses. Counties and cities should consider the adoption of right-to-farm provisions. Covenants or easements that recognize that farming and forest activities will occur should be imposed on new development in or adjacent to agricultural or forest lands. Where buffering is used it should be on land within the development unless an alternative is mutually agreed on by adjacent landowners.

Counties and cities planning under the act should define a strategy for conserving natural resource lands and for protecting critical areas, and this strategy should integrate the use of innovative regulatory and nonregulatory techniques.

[Statutory Authority: RCW 36.70A.050. 91-07-041, § 365-190-040, filed 3/15/91, effective 4/15/91.]

**WAC 365-190-050 Agricultural lands.** (1) In classifying agricultural lands of long-term significance for the production of food or other agricultural products, counties and cities shall use the land-capability classification system of the United States Department of Agriculture Soil Conservation Service as defined in Agriculture Handbook No. 210. These eight classes are incorporated by the United States Department of Agriculture into map units described in published soil surveys. These categories incorporate consideration of the growing capacity, productivity and soil composition of the land. Counties and cities shall also consider the combined effects of proximity to population areas and the possibility of more intense uses of the land as indicated by:

(a) The availability of public facilities;

(b) Tax status;

(c) The availability of public services;

(d) Relationship or proximity to urban growth areas;

(e) Predominant parcel size;

(f) Land use settlement patterns and their compatibility with agricultural practices;

(g) Intensity of nearby land uses;

(h) History of land development permits issued nearby;

(i) Land values under alternative uses; and

(j) Proximity of markets.

(2) In defining categories of agricultural lands of long-term commercial significance for agricultural production, counties and cities should consider using the classification of prime and unique farmland soils as mapped by the Soil Conservation Service. If a county or city chooses to not use these categories, the rationale for that decision must be included in its next annual report to department of community development.

(3) Counties and cities may further classify additional agricultural lands of local importance. Classifying additional agricultural lands of local importance should include consultation with the board of the local conservation district and the local agriculture stabilization and conservation service committee.

These additional lands may also include bogs used to grow cranberries. Where these lands are also designated critical areas, counties and cities planning under the act must weigh the compatibility of adjacent land uses and develop-

ment with the continuing need to protect the functions and values of critical areas and ecosystems.

[Statutory Authority: RCW 36.70A.050. 91-07-041, § 365-190-050, filed 3/15/91, effective 4/15/91.]

**WAC 365-190-060 Forest land resources.** In classifying forest land, counties and cities should use the private forest land grades of the department of revenue (WAC 458-40-530). This system incorporates consideration of growing capacity, productivity and soil composition of the land. Forest land of long-term commercial significance will generally have a predominance of the higher private forest land grades. However, the presence of lower private forest land grades within the areas of predominantly higher grades need not preclude designation as forest land.

Each county and city shall determine which land grade constitutes forest land of long-term commercial significance, based on local and regional physical, biological, economic, and land use considerations.

Counties and cities shall also consider the effects of proximity to population areas and the possibility of more intense uses of the land as indicated by:

- (1) The availability of public services and facilities conducive to the conversion of forest land.
- (2) The proximity of forest land to urban and suburban areas and rural settlements: Forest lands of long-term commercial significance are located outside the urban and suburban areas and rural settlements.
- (3) The size of the parcels: Forest lands consist of predominantly large parcels.
- (4) The compatibility and intensity of adjacent and nearby land use and settlement patterns with forest lands of long-term commercial significance.
- (5) Property tax classification: Property is assessed as open space or forest land pursuant to chapter 84.33 or 84.34 RCW.
- (6) Local economic conditions which affect the ability to manage timberlands for long-term commercial production.
- (7) History of land development permits issued nearby.

[Statutory Authority: RCW 36.70A.050. 91-07-041, § 365-190-060, filed 3/15/91, effective 4/15/91.]

**WAC 365-190-070 Mineral resource lands.** (1) Counties and cities shall identify and classify aggregate and mineral resource lands from which the extraction of minerals occurs or can be anticipated. Other proposed land uses within these areas may require special attention to ensure future supply of aggregate and mineral resource material, while maintaining a balance of land uses.

(2) Classification criteria. Areas shall be classified as mineral resource lands based on geologic, environmental, and economic factors, existing land uses, and land ownership. The areas to be studied and their order of study shall be specified by counties and cities.

(a) Counties and cities should classify lands with long-term commercial significance for extracting at least the following minerals: Sand, gravel, and valuable metallic substances. Other minerals may be classified as appropriate.

(b) In classifying these areas, counties and cities should consider maps and information on location and extent of mineral deposits provided by the Washington state depart-

ment of natural resources and the United States Bureau of Mines. Additionally, the department of natural resources has a detailed minerals classification system counties and cities may choose to use.

(c) Counties and cities should consider classifying known and potential mineral deposits so that access to mineral resources of long-term commercial significance is not knowingly precluded.

(d) In classifying mineral resource lands, counties and cities shall also consider the effects of proximity to population areas and the possibility of more intense uses of the land as indicated by:

- (i) General land use patterns in the area;
- (ii) Availability of utilities;
- (iii) Availability and adequacy of water supply;
- (iv) Surrounding parcel sizes and surrounding uses;
- (v) Availability of public roads and other public services;
- (vi) Subdivision or zoning for urban or small lots;
- (vii) Accessibility and proximity to the point of use or market;
- (viii) Physical and topographic characteristics of the mineral resource site;
- (ix) Depth of the resource;
- (x) Depth of the overburden;
- (xi) Physical properties of the resource including quality and type;
- (xii) Life of the resource; and
- (xiii) Resource availability in the region.

[Statutory Authority: RCW 36.70A.050. 91-07-041, § 365-190-070, filed 3/15/91, effective 4/15/91.]

**WAC 365-190-080 Critical areas.** (1) Wetlands. The wetlands of Washington state are fragile ecosystems which serve a number of important beneficial functions. Wetlands assist in the reduction of erosion, siltation, flooding, ground and surface water pollution, and provide wildlife, plant, and fisheries habitats. Wetlands destruction or impairment may result in increased public and private costs or property losses.

In designating wetlands for regulatory purposes, counties and cities shall use the definition of wetlands in RCW 36.70A.030(22). Counties and cities are requested and encouraged to make their actions consistent with the intent and goals of "protection of wetlands," Executive Orders 89-10 and 90-04 as they exist on September 1, 1990. Additionally, counties and cities should consider wetlands protection guidance provided by the department of ecology including the model wetlands protection ordinance.

(a) Counties and cities that do not now rate wetlands shall consider a wetlands rating system to reflect the relative function, value and uniqueness of wetlands in their jurisdictions. In developing wetlands rating systems, counties and cities should consider the following:

- (i) The Washington state four-tier wetlands rating system;
- (ii) Wetlands functions and values;
- (iii) Degree of sensitivity to disturbance;
- (iv) Rarity; and
- (v) Ability to compensate for destruction or degradation.

If a county or city chooses to not use the state four-tier wetlands rating system, the rationale for that decision must be included in its next annual report to department of community development.

(b) Counties and cities may use the National Wetlands Inventory as an information source for determining the approximate distribution and extent of wetlands. This inventory provides maps of wetland areas according to the definition of wetlands issued by the United States Department of Interior - Fish and Wildlife Service, and its wetland boundaries should be delineated for regulation consistent with the wetlands definition in RCW 36.70A.030(22).

(c) Counties and cities should consider using the methodology in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands, cooperatively produced by the United States Army Corps of Engineers, United States Environmental Protection Agency, United States Department of Agriculture Soil Conservation Service, and United States Fish and Wildlife Service, that was issued in January 1989, and regulatory guidance letter 90-7 issued by the United States Corps of Engineers on November 29, 1990, for regulatory delineations.

(2) Aquifer recharge areas. Potable water is an essential life sustaining element. Much of Washington's drinking water comes from ground water supplies. Once ground water is contaminated it is difficult, costly, and sometimes impossible to clean up. Preventing contamination is necessary to avoid exorbitant costs, hardships, and potential physical harm to people.

The quality of ground water in an aquifer is inextricably linked to its recharge area. Few studies have been done on aquifers and their recharge areas in Washington state. In the cases in which aquifers and their recharge areas have been studied, affected counties and cities should use this information as the base for classifying and designating these areas.

Where no specific studies have been done, counties and cities may use existing soil and surficial geologic information to determine where recharge areas are. To determine the threat to ground water quality, existing land use activities and their potential to lead to contamination should be evaluated.

Counties and cities shall classify recharge areas for aquifers according to the vulnerability of the aquifer. Vulnerability is the combined effect of hydrogeological susceptibility to contamination and the contamination loading potential. High vulnerability is indicated by land uses that contribute contamination that may degrade ground water, and hydrogeologic conditions that facilitate degradation. Low vulnerability is indicated by land uses that do not contribute contaminants that will degrade ground water, and by hydrogeologic conditions that do not facilitate degradation.

(a) To characterize hydrogeologic susceptibility of the recharge area to contamination, counties and cities may consider the following physical characteristics:

- (i) Depth to ground water;
- (ii) Aquifer properties such as hydraulic conductivity and gradients;
- (iii) Soil (texture, permeability, and contaminant attenuation properties);
- (iv) Characteristics of the vadose zone including permeability and attenuation properties; and
- (v) Other relevant factors.

(b) The following may be considered to evaluate the contaminant loading potential:

- (i) General land use;
- (ii) Waste disposal sites;
- (iii) Agriculture activities;
- (iv) Well logs and water quality test results; and
- (v) Other information about the potential for contamination.

(c) Classification strategy for recharge areas should be to maintain the quality of the ground water, with particular attention to recharge areas of high susceptibility. In recharge areas that are highly vulnerable, studies should be initiated to determine if ground water contamination has occurred. Classification of these areas should include consideration of the degree to which the aquifer is used as a potable water source, feasibility of protective measures to preclude further degradation, availability of treatment measures to maintain potability, and availability of alternative potable water sources.

(d) Examples of areas with a critical recharging effect on aquifers used for potable water, may include:

- (i) Sole source aquifer recharge areas designated pursuant to the Federal Safe Drinking Water Act.
- (ii) Areas established for special protection pursuant to a ground water management program, chapters 90.44, 90.48, and 90.54 RCW, and chapters 173-100 and 173-200 WAC.
- (iii) Areas designated for wellhead protection pursuant to the Federal Safe Drinking Water Act.
- (iv) Other areas meeting the definition of "areas with a critical recharging effect on aquifers used for potable water" in these guidelines.

(3) Frequently flooded areas. Floodplains and other areas subject to flooding perform important hydrologic functions and may present a risk to persons and property. Classifications of frequently flooded areas should include, at a minimum, the 100-year floodplain designations of the Federal Emergency Management Agency and the National Flood Insurance Program.

Counties and cities should consider the following when designating and classifying frequently flooded areas:

- (a) Effects of flooding on human health and safety, and to public facilities and services;
- (b) Available documentation including federal, state, and local laws, regulations, and programs, local studies and maps, and federal flood insurance programs;
- (c) The future flow floodplain, defined as the channel of the stream and that portion of the adjoining floodplain that is necessary to contain and discharge the base flood flow at build out without any measurable increase in flood heights;
- (d) The potential effects of tsunami, high tides with strong winds, sea level rise resulting from global climate change, and greater surface runoff caused by increasing impervious surfaces.

(4) Geologically hazardous areas.

- (a) Geologically hazardous areas include areas susceptible to erosion, sliding, earthquake, or other geological events. They pose a threat to the health and safety of citizens when incompatible commercial, residential, or industrial development is sited in areas of significant hazard. Some geological hazards can be reduced or mitigated by engineering, design, or modified construction or mining practices so that risks to health and safety are acceptable.

When technology cannot reduce risks to acceptable levels, building in geologically hazardous areas is best avoided. This distinction should be considered by counties and cities that do not now classify geological hazards as they develop their classification scheme.

(a) Areas that are susceptible to one or more of the following types of hazards shall be classified as a geologically hazardous area:

- (i) Erosion hazard;
- (ii) Landslide hazard;
- (iii) Seismic hazard; or

(iv) Areas subject to other geological events such as coal mine hazards and volcanic hazards including: Mass wasting, debris flows, rockfalls, and differential settlement.

(b) Counties and cities should classify geologically hazardous area as either:

- (i) Known or suspected risk;
- (ii) No risk;
- (iii) Risk unknown - data are not available to determine the presence or absence of a geological hazard.

(c) Erosion hazard areas are at least those areas identified by the United States Department of Agriculture Soil Conservation Service as having a "severe" rill and inter-rill erosion hazard.

(d) Landslide hazard areas shall include areas potentially subject to landslides based on a combination of geologic, topographic, and hydrologic factors. They include any areas susceptible because of any combination of bedrock, soil, slope (gradient), slope aspect, structure, hydrology, or other factors. Example of these may include, but are not limited to the following:

- (i) Areas of historic failures, such as:

(A) Those areas delineated by the United States Department of Agriculture Soil Conservation Service as having a "severe" limitation for building site development;

(B) Those areas mapped as class u (unstable), uos (unstable old slides), and urs (unstable recent slides) in the department of ecology coastal zone atlas; or

(C) Areas designated as quaternary slumps, earthflows, mudflows, lahars, or landslides on maps published as the United States Geological Survey or department of natural resources division of geology and earth resources.

- (ii) Areas with all three of the following characteristics:

(A) Slopes steeper than fifteen percent; and

(B) Hillsides intersecting geologic contacts with a relatively permeable sediment overlying a relatively impermeable sediment or bedrock; and

(C) Springs or ground water seepage;

(iii) Areas that have shown movement during the holocene epoch (from ten thousand years ago to the present) or which are underlain or covered by mass wastage debris of that epoch;

(iv) Slopes that are parallel or subparallel to planes of weakness (such as bedding planes, joint systems, and fault planes) in subsurface materials;

(v) Slopes having gradients steeper than eighty percent subject to rockfall during seismic shaking;

(vi) Areas potentially unstable as a result of rapid stream incision, stream bank erosion, and undercutting by wave action;

(vii) Areas that show evidence of, or are at risk from snow avalanches;

(viii) Areas located in a canyon or on an active alluvial fan, presently or potentially subject to inundation by debris flows or catastrophic flooding;

(ix) Any area with a slope of forty percent or steeper and with a vertical relief of ten or more feet except areas composed of consolidated rock. A slope is delineated by establishing its toe and top and measured by averaging the inclination over at least ten feet of vertical relief.

(e) Seismic hazard areas shall include areas subject to severe risk of damage as a result of earthquake induced ground shaking, slope failure, settlement, soil liquefaction, or surface faulting. One indicator of potential for future earthquake damage is a record of earthquake damage in the past. Ground shaking is the primary cause of earthquake damage in Washington. The strength of ground shaking is primarily affected by:

- (i) The magnitude of an earthquake;
- (ii) The distance from the source of an earthquake;
- (iii) The type of thickness of geologic materials at the surface; and
- (iv) The type of subsurface geologic structure.

Settlement and soil liquefaction conditions occur in areas underlain by cohesionless soils of low density, typically in association with a shallow ground water table.

- (f) Other geological events:

(i) Volcanic hazard areas shall include areas subject to pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, mudflows, or related flooding resulting from volcanic activity.

(ii) Mine hazard areas are those areas underlain by, adjacent to, or affected by mine workings such as adits, gangways, tunnels, drifts, or air shafts. Factors which should be considered include: Proximity to development, depth from ground surface to the mine working, and geologic material.

(5) Fish and wildlife habitat conservation areas. Fish and wildlife habitat conservation means land management for maintaining species in suitable habitats within their natural geographic distribution so that isolated subpopulations are not created. This does not mean maintaining all individuals of all species at all times, but it does mean cooperative and coordinated land use planning is critically important among counties and cities in a region. In some cases, intergovernmental cooperation and coordination may show that it is sufficient to assure that a species will usually be found in certain regions across the state.

- (a) Fish and wildlife habitat conservation areas include:

(i) Areas with which endangered, threatened, and sensitive species have a primary association;

(ii) Habitats and species of local importance;

(iii) Commercial and recreational shellfish areas;

(iv) Kelp and eelgrass beds; herring and smelt spawning areas;

(v) Naturally occurring ponds under twenty acres and their submerged aquatic beds that provide fish or wildlife habitat;

(vi) Waters of the state;

(vii) Lakes, ponds, streams, and rivers planted with game fish by a governmental or tribal entity; or

(viii) State natural area preserves and natural resource conservation areas.

(b) Counties and cities may consider the following when classifying and designating these areas:

(i) Creating a system of fish and wildlife habitat with connections between larger habitat blocks and open spaces;

(ii) Level of human activity in such areas including presence of roads and level of recreation type (passive or active recreation may be appropriate for certain areas and habitats);

(iii) Protecting riparian ecosystems;

(iv) Evaluating land uses surrounding ponds and fish and wildlife habitat areas that may negatively impact these areas;

(v) Establishing buffer zones around these areas to separate incompatible uses from the habitat areas; and

(vi) Restoring of lost salmonid habitat.

(c) Sources and methods

(i) Counties and cities should classify seasonal ranges and habitat elements with which federal and state listed endangered, threatened and sensitive species have a primary association and which, if altered, may reduce the likelihood that the species will maintain and reproduce over the long term.

(ii) Counties and cities should determine which habitats and species are of local importance. Habitats and species may be further classified in terms of their relative importance.

Counties and cities may use information prepared by the Washington department of wildlife to classify and designate locally important habitats and species. Priority habitats and priority species are being identified by the department of wildlife for all lands in Washington state. While these priorities are those of the department, they and the data on which they are based may be considered by counties and cities.

(iii) Shellfish areas. All public and private tidelands or bedlands suitable for shellfish harvest shall be classified as critical areas. Counties and cities should consider both commercial and recreational shellfish areas. Counties and cities should at least consider the Washington department of health classification of commercial and recreational shellfish growing areas to determine the existing condition of these areas. Further consideration should be given to the vulnerability of these areas to contamination. Shellfish protection districts established pursuant to chapter 90.72 RCW shall be included in the classification of critical shellfish areas.

(iv) Kelp and eelgrass beds; herring and smelt spawning areas. Counties and cities shall classify kelp and eelgrass beds, identified by department of natural resources aquatic lands division and the department of ecology. Though not an inclusive inventory, locations of kelp and eelgrass beds are compiled in the *Puget Sound Environmental Atlas, Volumes 1 and 2*. Herring and smelt spawning times and locations are outlined in WAC 220-110-240 through 220-110-260 and the *Puget Sound Environmental Atlas*.

(v) Naturally occurring ponds under twenty acres and their submerged aquatic beds that provide fish or wildlife habitat.

Naturally occurring ponds do not include ponds deliberately designed and created from dry sites, such as canals, detention facilities, wastewater treatment facilities, farmponds, temporary construction ponds (of less than three years duration) and landscape amenities. However, naturally

occurring ponds may include those artificial ponds intentionally created from dry areas in order to mitigate conversion of ponds, if permitted by a regulatory authority.

(vi) Waters of the state. Waters of the state are defined in Title 222 WAC, the forest practices rules and regulations. Counties and cities should use the classification system established in WAC 222-16-030 to classify waters of the state.

Counties and cities may consider the following factors when classifying waters of the state as fish and wildlife habitats:

(A) Species present which are endangered, threatened or sensitive, and other species of concern;

(B) Species present which are sensitive to habitat manipulation;

(C) Historic presence of species of local concern;

(D) Existing surrounding land uses that are incompatible with salmonid habitat;

(E) Presence and size of riparian ecosystems;

(F) Existing water rights; and

(G) The intermittent nature of some of the higher classes of waters of the state.

(vii) Lakes, ponds, streams, and rivers planted with game fish.

This includes game fish planted in these water bodies under the auspices of a federal, state, local, or tribal program or which supports priority fish species as identified by the department of wildlife.

(viii) State natural area preserves and natural resource conservation areas. Natural area preserves and natural resource conservation areas are defined, established, and managed by department of natural resources.

[Statutory Authority: RCW 36.70A.050. 91-07-041, § 365-190-080, filed 3/15/91, effective 4/15/91.]

## Chapter 365-195 WAC

### GROWTH MANAGEMENT ACT—PROCEDURAL CRITERIA FOR ADOPTING COMPREHENSIVE PLANS AND DEVELOPMENT REGULATIONS

#### WAC

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PART ONE  
GENERAL CONSIDERATIONS

**WAC 365-195-010 Background.** Through the Growth Management Act, the legislature provided a new

framework for land use planning and the regulation of development in Washington state in response to challenges posed to the quality of life by rapid growth. Major features of this framework include:

(1) A requirement that counties with specified populations and rates of growth and the cities within them adopt comprehensive plans and development regulations under the act. Other counties can choose to be covered by this requirement, thereby including the cities they contain.

(2) A set of common goals to guide the development of comprehensive plans and development regulations.

(3) The concept that the process should be a "bottom up" effort, involving early and continuous public participation, with the central locus of decision-making at the local level.

(4) Requirements for the locally developed plans to be consistent internally, consistent with county-wide planning policies and consistent with the plans of other counties and cities where there are common borders or related regional issues.

(5) A requirement that development regulations adopted to implement the comprehensive plans be consistent with such plans.

(6) The principle that development and the providing of public facilities and services needed to support development should occur concurrently.

(7) A determination that planning and plan implementation actions should address difficult issues that have resisted resolution in the past, such as:

(a) The timely financing of needed infrastructure;  
(b) Providing adequate and affordable housing for all economic segments of the population;

(c) Concentrating growth in urban areas, provided with adequate urban services;

(d) The siting of essential public facilities;  
(e) The designation and conservation of agricultural, forest, and mineral resource lands;

(f) The designation and protection of environmentally critical areas.

(8) An intention that economic development be encouraged and fostered within the planning and regulatory scheme established for managing growth.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-010, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-020 Purpose.** Within the framework established by the act, a wide diversity of local visions of the future can be accommodated. Moreover, there is no exclusive method for accomplishing the planning and development regulation requirements of the act. However, in light of the complexity and difficulty of the task, the legislature assigned the department of community development the function of establishing a program of technical assistance. As part of that program, the department is directed to adopt by rule procedural criteria to assist counties and cities in adopting comprehensive plans and development regulations that meet the goals and requirements of the act. The purpose of this chapter is to carry out that directive.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-020, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-030 Applicability.** (1) This chapter makes recommendations for meeting the requirements of the act. The recommendations set forth are intended as a listing of possible choices, but compliance with the requirements of the act can be achieved without using all of the suggestions made here or by adopting other approaches.

(2) These criteria are not meant to represent a minimum list of actions which must be taken for comprehensive plans and development regulations to meet the goals and requirements of the act.

(3) The growth planning hearings boards are authorized to determine, in cases brought before them, whether comprehensive plans or development regulations are in compliance with the goals and requirements of the act. In making such determinations, the boards are required to consider the procedural criteria contained in this chapter. However, compliance with these criteria is not a prerequisite to a finding of compliance with the act.

(4) Nothing in this chapter is intended to affect planning decisions and actions made pursuant to the act before this chapter became effective, including but not limited to the adoption of county-wide planning policies.

(5) This chapter does not apply to jurisdictions not required to plan or not choosing to plan under RCW 36.70A.040.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-030, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-040 General method.** (1) This chapter identifies the act's mandatory provisions for creating comprehensive plans and development regulations. These statutory mandates are listed under headings labeled "**requirements.**" Courses of action the department recommends in order to comply with the act's mandates are set forth under headings labeled "**recommendations for meeting requirements.**"

(2) Definitions and interpretations made in this chapter by the department, but not expressly set forth in the act, are identified as such. The department's purpose is to provide assistance in interpreting the act, not to add provisions and meanings beyond those intended by the legislature.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-040, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-050 Presumption of validity.** Comprehensive plans and development regulations adopted under the act are presumed valid upon adoption. Nevertheless, jurisdictions whose plans are challenged will be obliged to furnish a record for the review process. Although the presumption of validity should discourage meritless appeals, if the presumption is overcome in any case, the county or city will be required to demonstrate compliance with the act. Such a demonstration will be aided by a record which documents deliberations, shows data relied upon, and explains how conclusions were reached.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-050, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-060 Regional and local variations.** (1) Regional and local variations and the diversity that exist among different counties and cities are to be reflected in the

use and application of these procedural criteria. Local jurisdictions are expected to use a pick and choose approach. Following these criteria is appropriate, in any case, only to the extent necessary to fairly meet the intent of the act in the particular situation.

(2) To a major extent, recognition of variations and diversity is implicit in the framework of the act itself, with its emphasis on a "bottom up" planning process and on public participation. Such recognition is also inherent in the listing of goals without assignment of priority. Accordingly, this chapter seeks to accommodate regional and local differences by focusing on an analytical process, instead of on specific outcomes.

(3) Local plans and development regulations are expected to vary in complexity and in level of detail provided in the supporting record, depending on population size, growth rates, resources available for planning and scale of public facilities, and services provided.

(4) In general, smaller jurisdictions will not be expected to engage in extensive original research, but will be able to rely upon reasonable assumptions derived from available data of a state-wide or regional nature or representative of jurisdictions of comparable size and growth rates.

(5) In commenting on plans and regulations proposed for adoption, state agencies including the department should be guided by a common-sense appreciation of the size of the jurisdiction involved and the magnitude of the problems addressed. It is anticipated that the growth planning hearings boards will be informed by the same awareness.

(6) The department has developed a model comprehensive plan for smaller jurisdictions which may be used to help guide local planning where local resources are limited.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-060, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-070 Interpretations.** The following represent the department's interpretation of several critical concepts about which the express terms of the act are not clear. While not necessarily the only appropriate way to view the concepts involved, these interpretations appear to be supported by the overall statutory context.

(1) **Goals.** The act lists thirteen overall goals in RCW 36.70A.020. Comprehensive plans and development regulations are to be designed to meet these goals. The list of thirteen goals is not exclusive. Local governments may adopt additional goals. However, these additional goals must be supplementary. They may not conflict with the thirteen statutory goals. Comprehensive plans must show how each of the goals is to be pursued consistent with the planning entity's vision of its future. Differences in emphasis are expected from jurisdiction to jurisdiction. In some cases meeting certain of these goals may involve support for activities beyond jurisdictional boundaries. In most cases, if a comprehensive plan meets the statutory goals, development regulations consistent with the comprehensive plan will meet the goals.

(2) **Economic development.** The act lists economic development as one of the overall goals, but does not mandate an economic development element within comprehensive plans. This should not be read as a downgrading of the importance of economic development as a feature of the

growth management planning and implementation process. Planning under the act in connection with all mandatory elements should be undertaken with the goal of economic development in mind. Whether the jurisdiction elects to develop a separate economic development element or not, desired levels of job growth, and of commercial and industrial expansion should be identified and supporting strategies should be integrated with the land use, housing, utilities transportation, and other features of the comprehensive plan.

(3) **Concurrency.** The achievement of concurrency should be sought with respect to public facilities in addition to transportation facilities. The list of such additional facilities should be locally defined. The department recommends that at least domestic water systems and sanitary sewer systems be added to concurrency lists applicable within urban growth areas, and that at least domestic water systems be added for lands outside urban growth areas. Concurrency describes the situation in which adequate facilities are available when the impacts of development occur, or within a specified time thereafter. With respect to facilities other than transportation facilities and water systems, local jurisdictions may fashion their own regulatory responses and are not limited to imposing moratoria on development during periods when concurrency is not maintained.

(4) **Essential public facilities.** The term "essential public facilities" is a specialized term applicable in the context of siting, and refers to facilities that are typically difficult to site. "Essential public facilities" do not necessarily include everything within the statutory definitions of "public facilities" and "public services," and should include additional items not listed in those definitions. Consistent with county-wide planning policies, local governments should create their own lists of "essential public facilities," guided by the examples set forth in RCW 36.70A.200, but not necessarily bound by those examples. For the purposes of identifying facilities to be subject to the "essential public facilities" siting process, it is not necessary that the facilities be publicly owned. If the services involved meet a locally accepted definition of public service, the supporting facilities for the services may be included on the list, regardless of ownership.

(5) **Urban growth areas.** The adoption of urban growth areas by counties should reflect a cooperative effort among jurisdictions to accomplish the requirements of the act on a regional basis. As growth occurs, most lands within urban growth areas should ultimately be provided with local urban services by cities, either directly or by contract. Other service providers are appropriate within urban growth areas for regional or county-wide services, or for isolated unincorporated pockets characterized by urban growth. Provisions should be made for the phasing of development within each urban growth area to ensure that services are provided as growth occurs. In proposing urban growth areas, cities should endeavor to accommodate projected urban growth through infill within existing municipal boundaries. But in some cases expansion will be logical. Interlocal agreements should be negotiated regarding land use management and the provision of services to such potential expansion areas so that such growth can occur in a manner consistent with the cities' comprehensive plans and development regulations.

(6) **Affordable housing.** This is a term which applies to the adequacy of housing stocks to fulfill the housing needs of all economic segments of the population. The underlying assumption is that the market place will guarantee adequate housing for those in the upper economic brackets but that some combination of appropriately zoned land, regulatory incentives, financial subsidies, and innovative planning techniques will be necessary to make adequate provisions for the needs of middle and lower income persons. Each jurisdiction should incorporate a regional perspective into the identification of its housing planning area, with the understanding that the population to be planned for is county-wide. All jurisdictions should share in the responsibility for achieving a reasonable and equitable distribution of affordable housing to meet the needs of middle and lower income persons. While government policies and programs alone cannot ensure that everyone is adequately housed, attention should be given to removing regulatory barriers to affordable housing where such action is otherwise consistent with the act. In the overall implementation of the act an effort should be made to avoid an escalation of costs which will defeat the achievement of the act's housing aims.

(7) **Consistency.** The act calls for "consistency" in a number of contexts. In general, the phrase "not incompatible with" conveys the meaning of "consistency" most suited to preserving flexibility for local variations. An important example of the use of the term is the requirement that comprehensive plans be internally consistent. This requirement appears to mean that the parts of the plan must fit together so that no one feature precludes the achievement of any other. (E.g., the densities selected and the wetlands to be protected can both be achieved on the available land base.) A second significant example is the requirement that each comprehensive plan be consistent with other comprehensive plans of jurisdictions with common borders or related regional issues. Determining consistency in this interjurisdictional context is complicated by the differences in timing which will occur in the adoption of plans. Initially interjurisdictional consistency should be met by plans which are consistent with and carry out the relevant county-wide planning policies.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-070, filed 11/17/92, effective 12/18/92.]

## PART TWO DEFINITIONS

**WAC 365-195-200 Statutory definitions.** For the convenience of persons using these criteria the definitions contained in RCW 36.70A.030 are set forth below:

(1) "Adopt a comprehensive land use plan" means to enact a new comprehensive land use plan or to update an existing comprehensive land use plan.

(2) "Agricultural land" means land primarily devoted to the commercial production of horticultural, viticultural, floricultural, dairy, apiary, vegetable, or animal products or of berries, grain, hay, straw, turf, seed, Christmas trees not subject to the excise tax imposed by RCW 84.33.100 through 84.33.140, or livestock and that has long-term commercial significance for agricultural production.

(3) "City" means any city or town, including a code city.

(4) "Comprehensive land use plan," "comprehensive plan," or "plan" means a generalized coordinated land use policy statement of the governing body of a county or city that is adopted pursuant to this chapter.

(5) "Critical areas" include the following areas and ecosystems:

(a) Wetlands;

(b) Areas with a critical recharging effect on aquifers used for potable water;

(c) Fish and wildlife habitat conservation areas;

(d) Frequently flooded areas; and

(e) Geologically hazardous areas.

(6) "Department" means the department of community development.

(7) "Development regulations" means any controls placed on development or land use activities by a county or city, including, but not limited to, zoning ordinances, subdivision ordinances, and binding site plan ordinances.

(8) "Forest land" means land primarily useful for growing trees, including Christmas trees subject to the excise tax imposed under RCW 84.33.100 through 84.33.140, for commercial purposes, and that has long-term commercial significance for growing trees commercially.

(9) "Geologically hazardous areas" means areas that because of their susceptibility to erosion, sliding, earthquake, or other geological events, are not suited to the siting of commercial, residential, or industrial development consistent with public health or safety concerns.

(10) "Long-term commercial significance" includes the growing capacity, productivity, and soil composition of the land for long-term commercial production, in consideration with the land's proximity to population areas, and the possibility of more intense uses of the land.

(11) "Minerals" include gravel, sand, and valuable metallic substances.

(12) "Public facilities" include streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, parks and recreational facilities, and schools.

(13) "Public services" include fire protection and suppression, law enforcement, public health, education, recreation, environmental protection, and other governmental services.

(14) "Urban growth" refers to growth that makes intensive use of land for the location of buildings, structures, and impermeable surfaces to such a degree as to be incompatible with the primary use of such land for the production of food, other agricultural products, or fiber, or the extraction of mineral resources. When allowed to spread over wide areas, urban growth typically requires urban governmental services. "Characterized by urban growth" refers to land having urban growth located on it, or to land located in relationship to an area with urban growth on it as to be appropriate for urban growth.

(15) "Urban growth area" means those areas designated by a county pursuant to RCW 36.70A.110.

(16) "Urban governmental services" include those governmental services historically and typically delivered by cities, and include storm and sanitary sewer systems, domestic water systems, street cleaning services, fire and

police protection services, public transit services, and other public utilities associated with urban areas and normally not associated with nonurban areas.

(17) "Wetland" or "wetlands" means areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include those artificial wetlands intentionally created from nonwetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities. However, wetlands may include those artificial wetlands intentionally created from nonwetland areas created to mitigate conversion of wetlands, if permitted by the county or city.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-200, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-210 Definitions of terms as used in this chapter.** The following are definitions of terms which are not defined in RCW 36.70A.030 but which are defined here for purposes of these procedural criteria. The department recommends that counties and cities planning under the act adopt these definitions in their plans:

"Act" means the Growth Management Act as enacted in chapter 17, Laws of 1990 1st ex. sess., and chapter 32, Laws of 1991 sp. sess., state of Washington.

"Adequate public facilities" means facilities which have the capacity to serve development without decreasing levels of service below locally established minimums.

"Affordable housing" means residential housing that is rented or owned by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty percent of the household's monthly income.

"Available public facilities" means that facilities or services are in place or that a financial commitment is in place to provide the facilities or services within a specified time. In the case of transportation, the specified time is six years from the time of development.

"Concurrency" means that adequate public facilities are available when the impacts of development occur. This definition includes the two concepts or "adequate public facilities" and of "available public facilities" as defined above.

"Consistency" means that no feature of a plan or regulation is incompatible with any other feature of a plan or regulation. Consistency is indicative of a capacity for orderly integration or operation with other elements in a system.

"Coordination" means consultation and cooperation among jurisdictions.

"Contiguous development" means development of areas immediately adjacent to one another.

"Demand management strategies," or "transportation demand management strategies (TDM)" means strategies aimed at changing travel behavior rather than at expanding the transportation network to meet travel demand. Such

strategies can include the promotion of work hour changes, ride-sharing options, parking policies, telecommuting.

"Domestic water system" means any system providing a supply of potable water which is deemed adequate pursuant to RCW 19.27.097 for the intended use of a development.

"Financial commitment" means that sources of public or private funds or combinations thereof have been identified which will be sufficient to finance public facilities necessary to support development and that there is reasonable assurance that such funds will be timely put to that end.

"Growth Management Act" - see definition of "Act."

"Level of service" means an established minimum capacity of public facilities or services that must be provided per unit of demand or other appropriate measure of need.

"Master planned resort" means a self-contained and fully integrated planned unit development, in a setting of significant natural amenities, with primary focus on destination resort facilities consisting of short-term visitor accommodations associated with a range of developed on-site indoor or outdoor recreational facilities.

"New fully contained community" is a development proposed for location outside of the existing designated urban growth areas which is characterized by urban densities, uses, and services, and meets the criteria of RCW 36.70A.350.

"Planning period" means the twenty-year period following the adoption of a comprehensive plan or such longer period as may have been selected as the initial planning horizon by the planning jurisdiction.

"Public service obligations" means obligations imposed by law on utilities to furnish facilities and supply service to all who may apply for and be reasonably entitled to service.

"Regional transportation plan" means the transportation plan for the regionally designated transportation system which is produced by the regional transportation planning organization.

"Regional transportation planning organization (RTPO)" means the voluntary organization conforming to RCW 47.80.020, consisting of local governments within a region containing one or more counties which have common transportation interests.

"Rural lands" means all lands which are not within an urban growth area and are not designated as natural resource lands having long term commercial significance for production of agricultural products, timber, or the extraction of minerals.

"Sanitary sewer systems" means all facilities, including approved on-site disposal facilities, used in the collection, transmission, storage, treatment, or discharge of any waterborne waste, whether domestic in origin or a combination of domestic, commercial, or industrial waste.

"Solid waste handling facility" means any facility for the transfer or ultimate disposal of solid waste, including land fills and municipal incinerators.

"Transportation facilities" includes capital facilities related to air, water, or land transportation.

"Transportation level of service standards" means a measure which describes the operational condition of the travel stream and acceptable adequacy requirements. Such standards may be expressed in terms such as speed and

travel time, freedom to maneuver, traffic interruptions, comfort, convenience, geographic accessibility, and safety.

"Transportation system management (TSM)" means the use of low capital expenditures to increase the capacity of the transportation system. TSM strategies include but are not limited to signalization, channelization, and bus turn-outs.

"Utilities" or "public utilities" means enterprises or facilities serving the public by means of an integrated system of collection, transmission, distribution, and processing facilities through more or less permanent physical connections between the plant of the serving entity and the premises of the customer. Included are systems for the delivery of natural gas, electricity, telecommunications services, and water, and for the disposal of sewage.

"Visioning" means a process of citizen involvement to determine values and ideals for the future of a community and to transform those values and ideals into manageable and feasible community goals.

[Statutory Authority: RCW 36.70A.190 (4)(b), 93-17-040, § 365-195-210, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-210, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-220 Additional definitions to be adopted locally.** In addition to adopting definitions of terms set forth in the preceding section, planning jurisdictions should consider developing local definitions of the following, to the extent such terms are used in local plans. The definitions should in every case be consistent with county-wide planning policies:

"Development rights."

"Essential public facilities."

"Rural governmental services."

"Objectives, principles, and standards."

"Related regional issues."

[Statutory Authority: RCW 36.70A.190 (4)(b), 93-17-040, § 365-195-220, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-220, filed 11/17/92, effective 12/18/92.]

### PART THREE FEATURES OF THE COMPREHENSIVE PLAN

**WAC 365-195-300 Mandatory elements.** (1) **Requirements.** The comprehensive plan shall consist of a map or maps and descriptive text covering objectives, principles, and standards used to develop the comprehensive plan. The plan shall be an internally consistent document and all elements shall be consistent with the future land use map.

(a) Each comprehensive plan shall include a plan, scheme, or design for each of the following:

(i) A land use element.

(ii) A housing element.

(iii) A capital facilities plan element.

(iv) A utilities element.

(v) A transportation element.

Counties shall also include a rural element including lands that are not designated for urban growth, agriculture, forest, or mineral resources.

(b) Additionally each plan shall contain a process for identifying and siting essential public facilities.

**(2) Recommendations for overall design.**

(a) The planning horizon for the comprehensive plan should be at least the twenty-year period following the adoption of the plan.

(b) Planning jurisdictions should consider including at the outset a separate section addressing the statutory goals and how the plan deals with each of them. This section should also identify any supplementary goals adopted.

(c) County-wide planning policies establish a county-wide framework from which county and city comprehensive plans are to be developed. How the applicable county-wide policies have been integrated into the plans should be made apparent.

(d) Each plan should contain a future land use map or maps, showing the proposed physical distribution and location of the various land uses during the planning period. This map should provide a graphic display of how and where development is expected to occur.

(e) The descriptive text covering objectives, principles, and standards used to develop the comprehensive plan will be expressive of the vision of the future of the planning entity. The text should articulate community values derived from the visioning and other citizen participation processes. The terms objectives, principles, and standards relate to methods chosen to meet planning goals or measurable steps on the path toward achieving such goals. The precise meaning of these terms should be locally defined.

(f) Jurisdictions are encouraged to include at the beginning of their comprehensive plans a section which summarizes, with graphics and a minimum of text, how the various pieces of the plan fit together. Plans may include overlay maps and other graphic displays depicting development patterns, phasing of development, neighborhoods or subarea definitions, and other plan features.

(g) A suggested detailed approach of how each element of the comprehensive plan may be prepared is provided through assistance manuals produced by the department.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-300, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-305 Land use element. (1) Requirements.** This element shall contain at least the following features:

(a) Designation of the proposed general distribution and general location and extent of the uses of land, where appropriate, for agriculture, timber production, housing, commerce, industry, recreation, open spaces, public utilities, public facilities, and other land uses.

(b) Population densities, building intensities, and estimates of future population growth.

(c) Provisions for protection of the quality and quantity of ground water used for public water supplies.

(d) Where applicable, a review of drainage, flooding, and storm water runoff in the area covered by the plan and nearby jurisdictions, and guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state, including Puget Sound or waters entering Puget Sound.

**(2) Recommendations for meeting requirements.** The following steps are recommended in preparing the land use element:

(a) Integration of relevant county-wide planning policies (and, where applicable, multicounty planning policies) into the local planning process.

(b) Identification of the existing general distribution and location of various land uses.

(c) Identification of the approximate acreage and general range of density or intensity of existing uses.

(d) Estimation using available data of the future population growth for the planning area and a projection of the level of commercial, industrial, and residential development likely to be experienced over at least the next twenty years.

(e) Selection of commercial, industrial, and residential densities sought to be achieved and their distribution for the purposes of accommodating the anticipated growth.

(f) Inventory of vacant, partially used and under-utilized land. Analysis of the extent to which existing buildings and housing, together with vacant, partially used and under-utilized land can support anticipated growth at the densities selected.

(g) Preparation of an implementation strategy for accomplishing the densities and distribution sought. To the extent that greater intensity of development is proposed, the strategy should include a description of the general range of physical forms contemplated for structures which will accommodate the new growth.

(h) Identification of the approximate spatial requirements for capital facilities (including transportation facilities) and utilities needed to support the planned level of development.

(i) Generalized location and estimation of quantity of land needed for utility corridors, open space corridors, critical areas, and natural resource lands to be included within the planning area.

(j) Preparation of the future land use map on the basis of the total analysis performed.

(k) Reevaluation of this scheme in light of:

(i) The projected capacity for financing the needed capital facilities over the planning period; and

(ii) An assessment of whether the densities and distribution of growth contemplated can be achieved within the capacity of available land and water resources and without environmental degradation.

(l) Creation of a ground water protection strategy, integrating the relevant planning requirements of other statutes, consistent with the designation of areas with a critical recharging effect on aquifers used for potable water. Consideration should be given to the adoption of nondegradation as a ground water protection goal.

(m) Consultation with neighboring jurisdictions and state agencies to formulate a cooperative, integrated, watershed based approach to identified pollution problems caused by drainage, flooding, storm water runoff, failing septic systems, agricultural runoff, and other nonpoint sources, taking advantage of existing plans dealing with these subjects. To the extent that county-wide planning policies are relevant, they should followed in arriving at interjurisdictional solutions.

(n) A schedule for the phasing of the development contemplated consistent with the availability of capital facilities as provided in the capital facilities element.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-305, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-310 Housing element. (1) Requirements.** This element shall contain at least the following features:

(a) An inventory and analysis of existing and projected housing needs.

(b) A statement of the goals, policies, and objectives for the preservation, improvement, and development of housing.

(c) Identification of sufficient land for housing, including, but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, and group homes and foster care facilities.

(d) Adequate provisions for existing and projected housing needs of all economic segments of the community.

**(2) Recommendations for meeting requirements.** The following steps are recommended in preparing the housing element:

(a) Preparation of an inventory and analysis of the condition of existing housing stocks, using currently available data to the extent possible.

(b) An assessment of the needs for housing in the planning area, including both present needs and needs anticipated as a result of planned growth over the planning period.

(c) Evaluation of the extent to which the existing and projected market can provide housing at various costs and for various income levels.

(d) Estimation of the present and future extent of populations in the planning area which require assistance to obtain housing they can afford.

(e) Identification of existing programs and policies to promote adequate housing for population segments which cannot afford housing in the existing market and evaluation of their effectiveness.

(f) Incorporation of county-wide planning policies on affordable housing and parameters for the distribution of such housing. This should include identification of the share of affordable housing to be provided by the planning jurisdiction and how it will be achieved. In some cases, it may be appropriate for a jurisdiction to provide assistance for the location of affordable housing elsewhere.

(g) Planning jurisdictions should use the following ranges for various economic groupings in the planning area:

(i) Extremely low income - below thirty percent of median income.

(ii) Very low income - between thirty-one percent and fifty percent of median income.

(iii) Low income - between fifty-one percent and eighty percent of median income.

(iv) Moderate income - between eighty-one percent and ninety-five percent of median income.

(v) Middle income - between ninety-six percent and one hundred twenty percent of median income.

The parameters to be used in planning for affordable housing should be those adopted and annually adjusted for household size by the United States Department of Housing and Urban Development (HUD).

(h) Determination of housing goals, policies, and objectives in light of the needs identified. This process should include consideration of the locational needs of various types of housing in light of proximity to employment and of access to transportation and services.

(i) Identification of new programs and policies which can be instituted to promote adequate housing for all economic segments of the population.

(j) Preparation of a strategy for preserving, improving, and developing housing which will attempt to meet the needs identified for all economic segments of the population in the planning area. The strategy should include:

(i) Consideration of the range of housing choices to be encouraged, including but not limited to, multifamily housing, mixed uses, manufactured homes, accessory living units, and detached homes.

(ii) Consideration of various lot sizes and densities, and of clustering and other design configurations.

(iii) Identification of sufficient appropriately zoned land to accommodate the identified housing needs over the planning period.

(iv) Evaluation of the capacity of local public and private entities and the availability of financing to produce housing to meet the identified need.

(k) Emphasis should be placed on adequately providing for group homes, foster care facilities, and facilities for other special populations, while maintaining an equitable distribution of these facilities among neighboring jurisdictions.

(l) In developing the housing element attention should be directed to working with the desires of residents to preserve the character and vitality of existing neighborhoods, along with the rights of people to live in the neighborhood of their choice.

(m) The provisions of the housing element should be integrated with the provisions of the land use element.

(n) Provision for a program of ongoing review to monitor the performance of the housing strategy and for making adjustments and revisions as needed to achieve the goals, policies, and objectives. Such a program could include the collection and maintenance of information about the housing market, and where reasonably available from existing sources, data on the supply of developable residential building lots at various land-use densities and the supply of rental and for-sale housing at various price levels.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-310, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-315 Capital facilities element. (1) Requirements.** This element shall contain at least the following features:

(a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities.

(b) A forecast of the future needs for such capital facilities.

(c) The proposed locations and capacities of expanded or new capital facilities.

(d) At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes.

(e) A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent.

(2) **Recommendations for meeting requirements.** The capital facilities element should serve as a check on the practicality of achieving other elements of the plan. The following steps are recommended in preparing the capital facilities element:

(a) Inventory of existing capital facilities showing locations and capacities, including an inventory of the extent to which existing facilities possess presently unused capacity. Capital facilities involved should include water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities.

(b) The selection of levels of service or planning assumptions for the various facilities to apply during the planning period (twenty years or more) and which reflect community goals.

(c) A forecast of the future needs for such capital facilities based on the levels of service or planning assumptions selected and consistent with the growth, densities and distribution of growth anticipated in the land use element.

(d) The creation of a six-year capital facilities plan for financing capital facilities needed within that time frame. Projected funding capacities, are to be evaluated, followed by the identification of sources of public or private funds for which there is reasonable assurance of availability. The six-year plan should be updated at least biennially so that financial planning remains sufficiently ahead of the present for concurrency to be evaluated.

(e) The needs for capital facilities should be dictated by the phasing schedule set forth in the land use element.

(f) Provision should be made to reassess the land use element and other elements of the plan periodically in light of the evolving capital facilities plan. If the probable funding for capital facilities at any time is insufficient to meet existing needs, the land use element must be reassessed. At the same time funding possibilities and levels of service might also be reassessed. The plan should require that as a result of such reassessment, appropriate action must be taken to ensure the internal consistency of the land use and capital facilities portions of the plan. The plan should set forth how, if at all, pending applications for development will be affected while such a reassessment is being undertaken.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-315, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-320 Utilities element. (1) Requirements.** This element shall contain at least the following features: The general location, proposed location, and capacity or all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines.

(2) **Recommendations for meeting requirements.** The following steps are recommended in preparing the utilities element:

(a) Integration of the general location and capacity of existing and proposed utility facilities with the land use element of the plan. For the purposes of this step, proposed utilities are understood to be those awaiting approval when the comprehensive plan is adopted.

(b) An analysis of the capacity needs for various utilities over the planning period to serve the growth anticipated at

the locations and densities proposed within the jurisdiction's planning area. The analysis of capacity needs should be developed in consultation with serving utilities, including consideration of comprehensive utility plans, least-cost plans, load forecasts, and other planning efforts.

(c) The general location of utility lines and facilities required to furnish anticipated capacity needs for the planning period within the jurisdiction's planning area. This should be developed in consultation with serving utilities as a part of the process of identifying lands useful for public purposes to be carried out by planning jurisdictions.

(d) Evaluation of whether any utilities should be identified and classified as essential public facilities, subject in cases of siting difficulty to the separate siting process established under the comprehensive plan for such facilities.

(e) Evaluation of whether any utilities within the planning area are subject to county-wide planning policies for siting public facilities of a county-wide or state-wide nature and if so, the integration of those policies into the local plan for application as relevant.

(f) Creation of local criteria for siting utilities over the planning period, involving:

(i) Consideration of whether any siting proposal is consistent with the locations and densities for growth contemplated in the land use element.

(ii) Consideration of any public service obligations of the utility involved.

(iii) Evaluation of whether the siting decision will adversely affect the ability of the utility to provide service throughout its system.

(iv) Balancing of local design considerations against articulated needs for system-wide uniformity.

(g) Policies should be adopted which call for:

(i) Joint use of transportation rights of way and utility corridors, where possible.

(ii) Timely and effective notification of interested utilities of road construction, and of maintenance and upgrades of existing roads to facilitate coordination of public and private utility trenching activities.

(iii) Consideration of utility permits simultaneously with the proposals requesting service and, when possible, approval of utility permits when the project to be served is approved.

(h) Coordination among adjacent planning jurisdictions to ensure the consistency of each jurisdiction's utilities element and regional utility plans, and to develop a coordinated process for siting regional utility facilities in a timely manner.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-320, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-325 Transportation element. (1) Requirements.** This element shall contain at least the following subelements:

(a) Land use assumptions used in estimating travel;

(b) Facilities and services needs, including:

(i) An inventory of air, water, and land transportation facilities and services, including transit alignments, to define existing capital facilities and travel levels as a basis for future planning;



(ii) Level of service standards for all arterials and transit routes to serve as a gauge to judge performance of the system. These standards should be regionally coordinated;

(iii) Specific actions and requirements for bringing into compliance any facilities or services that are below an established level of service standard;

(iv) Forecasts of traffic for at least ten years based on the adopted land use plan to provide information on the location, timing, and capacity needs of future growth;

(v) Identification of system expansion needs and transportation system management needs to meet current and future demands;

(c) Finance, including:

(i) An analysis of funding capability to judge needs against probable funding resources;

(ii) A multi-year financing plan based on the needs identified in the comprehensive plan, the appropriate parts of which shall serve as the basis for the six-year street, road, or transit program required by RCW 35.77.010 for cities, RCW 36.81.121 for counties, and RCW 35.58.2795 for public transportation systems;

(iii) If probable funding falls short of meeting identified needs, a discussion of how additional funding will be raised or how land use assumptions will be reassessed to ensure that level of service standards will be met;

(d) Intergovernmental coordination efforts, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions;

(e) Demand-management strategies.

(2) **Recommendations for meeting requirements.** The following steps are recommended in preparing the transportation element:

(a) Local and regional transportation goals and policies for the following transportation modes, where applicable:

(i) Roadways;

(ii) Transit: Fixed route and demand response;

(iii) Nonmotorized travel: Bicycle and pedestrian;

(iv) Port and intermodal facilities: Water, rail, air, and industrial;

(v) Rail: Passenger and freight;

(vi) Freight mobility: Truck, rail, and barge.

(b) A discussion of how the transportation element implements the land use element, how the transportation and land use elements are consistent, and how the transportation element is consistent with the regional transportation plan. Discussion concerning regional development strategies which promote the regional transportation plan and an efficient transportation system should be included.

(c) Inventories, incorporating the level of detail appropriate for the planning jurisdiction:

(i) Air transportation facilities inventory can include but not necessarily be limited to: A description of the services provided by the facilities and location of the air transportation facilities; a capacity analysis to compare current and projected airport needs; a capacity analysis of roads, rail, and navigational routes to assess freight and passenger access to airport facilities. Consideration of the current and projected surrounding land uses should be made with respect to uses that are compatible and available for projected airport needs.

(ii) Inventory of water transportation can include but not necessarily be limited to:

(A) A description of the ferry service, ownership, a map of the routes, the number of vessels, frequency of the service, passenger capacity, and vehicle capacity impacting the planning area; a capacity analysis of ferry service compared to current and projected needs. Consideration of the current and projected surrounding land use should be made with respect to uses that are compatible and available for current and projected ferry needs.

(B) A description of the port facilities, service and location of the facilities; an analysis of freight movement showing the proportion of freight which is moved by rail and by truck to determine access adequacy. Consideration of the current and projected surrounding land use should be made in terms of compatibility and availability for current and projected port needs.

(iii) Inventory of land transportation can include but not necessarily be limited to:

(A) A map of arterials and limited access facilities; a description of the general travel market (i.e., commuter, tourist, farm to market, etc.) served by the transportation network; traffic volumes, functional classification, ownership and physical and operational condition. Consideration of current and projected surrounding land use should be made with respect to uses that are compatible and available for current and projected transportation needs.

(B) A map of the rail lines and intermodal facilities; a description of ownership, condition, and identification of whether the rail lines are for passenger and/or freight movement. Consideration of current and projected surrounding land use should be made with respect to uses that are compatible and available for current and future projected land transportation needs.

(iv) Inventory of transit facilities and services within the planning area can include but not necessarily be limited to, a description of the service, service area, routes, major transfer centers, population base, passengers carried, number of vehicles including seating capacity, miles of route and vehicle hours within the local jurisdiction's boundaries. Analysis of projected transit needs should be made based on projected land use assumptions. For example, transit improvements should be planned in areas of projected residential and/or employment centers. Consideration of current and projected surrounding land use should be made with respect to uses that are compatible and available for current and projected transit needs.

(d) If the planning area is within a National Ambient Air Quality Standards nonattainment area, compliance with the Clean Air Act Amendments of 1990 is required. The following should be included in the transportation element of the comprehensive plan as applicable to locally generated mobile sources of pollutants: A map of the area designated as the nonattainment area for ozone, carbon monoxide, and particulate matter (PM10); a discussion of the severity of the violation(s) contributed by transportation-related sources causing nonattainment and a description of measures that will be implemented consistent with the state implementation plan for air quality, in order to comply with the national standards for the air, land, water, and transit sections of the transportation element. Local jurisdictions should refer to local air quality agencies and metropolitan planning organizations for assistance.

(e) Provide a definition of the level of service (LOS) to be adopted for the transportation system that includes at least arterials and transit routes. The definition of level of service is not restricted to the traditional Highway Capacity Manual approach, but could include district, area-wide, corridor, or other nontraditional level of service standards. Provide an inventory of the current level of service of at least arterial and transit routes. Adopted level of service standards should reflect access, mobility, mode-split, or capacity goals for the transportation facility depending upon the surrounding development density and community goals, and should be developed in consultation with transit agencies serving the planning area.

(f) System expansion needs should include considerations for: Repair, replacement, or enhancement, and/or expansion.

(g) Transportation system management (TSM) and transportation demand management (TDM) implementation measures can include, but not necessarily be limited to: Signal coordination, channelization, high occupancy vehicle (HOV) lanes, ridesharing, trip substitution, trip shifting, increased public transportation, parking policies and high occupancy subsidy programs. Provision should be made for evaluating the effectiveness of these strategies, and funding sources should be identified.

(h) The finance subelement should include, but not necessarily be limited to:

(i) Results of the identification study of current and projected deficiencies;

(ii) Development of cost estimates to alleviate deficiencies;

(iii) Assessment of revenue forecasts/shortfalls;

(iv) Development of financing policies; and

(v) Development of a financing schedule which matches projects and funding availability.

If sufficient public and/or private funding cannot be found, land use assumptions will be reassessed to ensure that level of service standards will be met, or level of service standards will be adjusted.

(i) Intergovernmental coordination.

(i) Jurisdictions should assess the impacts of their transportation and land use decisions on adjacent jurisdictions. Impacts of those decisions should be identified and discussion of strategies to address inconsistencies should be included.

(A) A discussion of how the local transportation and land use goals relate to adjacent jurisdictions' transportation and land use goals, county-wide policies, regional land use and transportation strategies, and state-wide goals outlined in the act.

(B) Local jurisdictions should refer to the Washington state transportation policy plan for guidance on state-wide transportation policy.

(C) Local jurisdictions should refer to the regional transportation plan produced by the regional transportation planning organization for guidance concerning the designated regional transportation system. Local jurisdictions should also define their community's role in the regional transportation and land use strategy and produce transportation and land use plans, and development regulations which promote that role.

(D) Local jurisdictions should refer to the responsible transportation agencies for information concerning current and projected plans for air, land, and water transportation facilities and services. Local jurisdictions and agencies responsible for air, land, and water transportation facilities and services should cooperate in identifying and resolving land use and transportation linkage issues.

(ii) All transportation projects which have an impact on the regional transportation system must be consistent with the regional transportation plan as defined by RCW 47.80.030. A regional transportation planning organization shall certify that the transportation elements of the adopted county, city, and town comprehensive plans within the region conform with RCW 36.70A.070. Regional transportation plans, state transportation plans, and county and city comprehensive plans shall be consistent with one another.

(iii) Traffic forecasts should be based on adopted regional growth strategies, the regional transportation plan, and comprehensive plans within the region to ensure consistency between jurisdictions. The forecast of at least ten years of travel demand should include vehicular, transit, and nonmotorized modes of transportation.

(iv) The state department of transportation and the transportation commission will develop a state transportation plan as required by RCW 47.01.071, and identify and jointly plan improvements and strategies within corridors of regional or state-wide significance coordinated and consistent with the RTPO's.

Local jurisdictions should refer to the *Systems Plan* produced by the department of transportation for service objectives on state-owned transportation facilities, proposed improvements, and identification of deficiencies for the state-owned transportation facilities.

The department of transportation should be involved with the regionally coordinated effort to set level of service standards for arterials and transit routes.

(v) Key coordination efforts between interested public, private, and citizen groups should include: Transportation plan development; identification of needs; land use coordination; capital program development; prioritization of projects, financial plan, LOS standards development; capacity accounting procedures; development review process; timing of concurrency review; analysis methods; legal requirements (vesting, appeals); concurrency management system ordinance; LOS monitoring.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-325, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-330 Rural element. (1) Requirements.** This element is required only of counties. This element shall include lands that are not designated for urban growth, agriculture, forest, or mineral resources. The rural element shall permit land uses that are compatible with the rural character of such lands and provide for a variety of rural densities.

(2) **Recommendations for meeting requirements.** The following steps are recommended in preparing the rural element:

(a) Identification of rural lands.

(b) Identification of the amount of population growth within the twenty-year planning period which will be

permitted to live or work on rural lands. This population should be consistent with an area of low-density where the full array of urban governmental services is not available.

(c) Adoption of policies for the development of such lands, including:

(i) Identification of the general type of uses to be permitted;

(ii) Provision for a variety of densities for residential, commercial, and industrial development consistent with maintenance of the rural character of the area. Consideration should be given to policies allowing the approval of planned unit developments, density averaging, cluster housing, and innovative techniques of managing development within overall parameters of rural density.

(iii) Establishment of a definition of rural governmental services which identifies the limited public facilities and services which should be provided to persons living or working in rural areas.

(iv) Determination of appropriate buffers between agricultural, forest, and mineral resource lands of long-term commercial significance and rural lands.

(v) Provisions regulating development at the boundary of urban growth areas so as not to foreclose the possible eventual orderly inclusion of such areas within urban growth areas.

(d) Adoption of policies for preservation of the rural character of such lands, including:

(i) Preservation of critical areas, consistent with private property rights;

(ii) Continuation of agricultural uses, the cultivation of timber, and excavation of mineral resources on lands not designated as possessing long-term commercial significance for such uses;

(iii) Encouragement of the use of rural lands for recreational pursuits which preserve open space and are environmentally benign;

(iv) Adoption of strategies for the acquisition of natural areas of high scenic value;

(v) Establishment of criteria for environmental protection, including programs to control nonpoint sources of water pollution and to preserve and enhance habitat for fish and wildlife.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-330, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-335 Urban growth areas. (1) Requirements.**

(a) Each county planning under the Act shall designate an urban growth area or areas within which urban growth shall be encouraged and outside of which growth can occur only if it is not urban in nature.

(b) Each city that is located in such a county shall be included within an urban growth area. An urban growth area may include more than a single city.

(c) An urban growth area may include territory that is located outside a city if such territory already is characterized by urban growth or is adjacent to territory already characterized by urban growth.

(d) Based upon the population growth management planning population projection made for the county by the office of financial management, the urban growth areas in

the county shall include areas and densities sufficient to permit the urban growth that is projected to occur in the county for the succeeding twenty-year period. Each urban growth area shall permit urban densities and shall include greenbelt and open space areas.

(e) Urban growth should be located first in areas already characterized by urban growth that have existing public facility and service capacities to serve such development.

(f) Urban growth should be located second in areas already characterized by urban growth that will be served by a combination of both existing public facilities and services and any additional needed public facilities and services that are provided by either public or private sources.

(g) It is appropriate that urban government services be provided by cities and urban government services should not be provided in rural areas.

**(2) General procedure.**

(a) The designation process shall include consultation by the county with each city located within its boundaries.

(b) Each city shall propose the location of an urban growth area.

(c) The county shall attempt to reach agreement with each city on the location of an urban growth area within which the city is located.

(d) If an agreement is not reached with each city located within the urban growth area, the county shall justify in writing why it so designated an urban growth area.

(3) **Recommendations for meeting requirements.** The following steps are recommended in developing urban growth areas:

(a) County-wide planning policies. In adopting urban growth areas, each county should be guided by the applicable county-wide (and in some cases multicounty) planning policies. To the maximum extent possible, the creation of urban growth areas should result from a cooperative effort among the jurisdictions involved.

(b) General considerations. For all jurisdictions planning under the act, the urban growth area should represent the physical area within which that jurisdiction's vision of urban development can be realized over the next twenty years. The urban growth area should be based on densities selected to promote goals of the act - densities which accommodate urban growth served by adequate public facilities and discourage sprawl.

(c) Development of city proposals. In developing the proposal for its urban growth area, each city should engage in a process of analysis which involves the steps set forth in (d), (e), and (f) of this subsection.

(d) Determination of the amount of land necessary to accommodate likely growth. This process should involve at least:

(i) A forecast of the likely future growth of employment and population in the community, utilizing the twenty-year population projection for the county in conjunction with data on current community population, recent trends in population, and employment in and near the community and assumptions about the likelihood of continuation of such trends. Where available, regional population and employment forecasts should be used.

(ii) Selection of community growth goals with respect to population, commercial and industrial development and residential development.

(iii) Selection of the densities the community seeks to achieve in relation to its growth goals.

(iv) Estimation of the amount of land needed to accommodate the likely level of development at the densities selected.

(v) Identification of the amount of land needed for the public facilities, public services, and utilities necessary to support the likely level of development.

(vi) Identification of the appropriate amount of greenbelt and open space to be preserved or created in connection with the overall growth pattern.

(e) Determination of the geographic area to be encompassed to provide the necessary land. This process should involve at least:

(i) An inventory of lands within existing municipal boundaries which is available for development, including vacant land, partially used land, and land where redevelopment is likely.

(ii) An estimate of lands within existing municipal boundaries which are potentially available for public capital facilities and utilities necessary to support anticipated growth.

(iii) An estimate of lands which should be allocated to greenbelts and open space and lands which should be protected as critical areas.

(iv) If the lands within the existing municipal boundaries are not sufficient to provide the land area necessary to accommodate likely growth, similar inventories and estimates should be made of lands in adjacent unincorporated territory already characterized by urban growth, if any such territory exists.

(v) The community's proposed urban growth area should encompass a geographic area which matches the amount of land necessary to accommodate likely growth. If there is physically no territory available into which a city might expand, it may need to revise its proposed densities or population levels in order to accommodate growth on its existing land base.

(f) Evaluation of the determination of geographic requirements. The community should perform a check on the realism of the area proposed by evaluating:

(i) The anticipated ability to finance by all means the public facilities, public services, and open space needed in the area over the planning period.

(ii) The effect that confining urban growth within the areas defined is likely to have on the price of property and the impact thereof on the ability of residents of all economic strata to obtain housing they can afford.

(iii) Whether the level of population and economic growth contemplated can be achieved within the capacity of available land and water resources and without environmental degradation.

(iv) The extent to which the plan of the county and of other communities will influence the area needed.

If, as a result of these evaluations, the area appears to have been drawn too small or too large, the city's proposal should be adjusted accordingly.

(g) County actions in adopting urban growth areas. The designation of urban growth areas should ultimately be incorporated into the comprehensive plan of each county that plans under the act. However, every effort should be made to complete the urban growth area designation process

earlier, so that the comprehensive plans of both the county and the cities can be completed in reliance upon it. Before completing the designation process, counties should engage in a process which involves the steps set forth in (h) through (j) of this subsection.

(h) The county should determine how much of its twenty-year population projection is to be allocated to rural areas and other areas outside urban growth areas and how much should be allocated to urban growth.

(i) The county should attempt to define urban growth areas so as to accommodate the growth plans of the cities, while recognizing that physical location or existing patterns of service make some unincorporated areas which are characterized by urban growth inappropriate for inclusion in any city's potential growth area. The option of incorporation should be preserved for some unincorporated communities upon the receipt of additional growth.

(j) The total area designated as urban growth area in any county should be sufficient to permit the urban growth that is projected to occur in the county for the succeeding twenty-year period, unless some portion of that growth is allocated to a new community reserve established in anticipation of a proposal for one or more new fully contained communities.

(k) Actions which should accompany designation of urban growth areas. Consistent with county-wide planning policies, cities and counties consulting on the designation of urban growth areas should make every effort to address the following as a part of the process:

(i) Establishment of agreements regarding land use regulations and the providing of services in that portion of the urban growth area outside of an existing city into which it is eventually expected to expand.

(ii) Negotiation of agreements for appropriate allocation of financial burdens resulting from the transition of land from county to city jurisdiction.

(iii) Provision for an ongoing collaborative process to assist in implementing county-wide planning policies, resolving regional issues, and adjusting growth boundaries.

(l) Urbanized areas outside of urban growth areas.

(i) New fully contained communities. A county may establish a process, as part of its urban growth area designation, for reviewing proposals to authorize new fully contained communities located outside the initially designated urban growth areas. If such a process is established, the criteria for approval are as set forth in RCW 36.70A.350. The approval procedures shall be adopted as a development regulation. However, such communities may be approved only if a county reserves a portion of the twenty-year population projection for allocation to such communities. When a county establishes a new community reserve it shall reduce the urban growth area accordingly. The approval of an application for a new fully contained community shall have the effect of amending the comprehensive plan to include the new community as an urban growth area.

(ii) Master planned resorts. A county may establish procedures for approving master planned resorts constituting urban growth outside of an urban growth area. Such a resort may be authorized only if the comprehensive plan and development regulations of the county comply with the requirements of RCW 36.70A.360.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-335, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-340 Siting essential public facilities.**

(1) **Requirements.** Each comprehensive plan shall include a process for identifying and siting essential public facilities.

(a) Essential public facilities include those facilities that are typically difficult to site, such as airports, state education facilities, state and local correctional facilities, state or regional transportation facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, and group homes.

(b) The office of financial management shall maintain a list of those essential state public facilities that are required or likely to be built within the next six years. Facilities may be added to this list at any time.

(c) No local comprehensive plan may preclude the siting of essential public facilities.

(2) **Recommendations for meeting requirements.**

Each comprehensive plan should include a process for siting essential public facilities. Where such facilities are of a county-wide or state-wide nature this process should conform to the applicable county-wide planning policy.

(a) **Identifying facilities.**

(i) In the identification of essential public facilities, the broadest view should be taken of what constitutes a public facility, involving the full range of services to the public provided by government, substantially funded by government, contracted for by government, or provided by private entities subject to public service obligations.

(ii) The comprehensive plans should contain local criteria for the identification of essential public facilities, focusing on the public need for the services involved. There are three sources from which local lists of essential public facilities should be drawn:

(A) The state list. This is the list of essential state public facilities that are required or likely to be built within the next six years maintained by the office of financial management.

(B) The county-wide list. This is a list of essential public facilities of a county-wide or regional nature, made part of or pursuant to the county-wide planning policies adopted by counties in consultation with cities.

(C) The city or county list. This is a list of locally essential facilities, adopted by each planning jurisdiction. It is irrelevant to this listing that a facility may be funded by or operated by the state or another public or private entity other than the planning jurisdiction. The critical concern is that the facility be needed locally.

(iii) Not all essential public facilities are always difficult to site. Conversely, sometimes essential public facilities of a type usually easy to site will present siting difficulties. The initial step in the siting process should be a determination as a threshold matter of whether the essential public facility in question presents siting difficulties.

(A) If the facility does not present siting difficulties, it should be relegated to the normal siting process otherwise applicable to a facility of its type.

(B) If the facility does present siting difficulties, it should be subjected to the siting process called for below.

(b) **Siting process.**

(i) The comprehensive plan should describe the components of a siting process for essential public facilities which are difficult to site to be implemented on a case-by-case basis through development regulations.

(ii) The process should provide for a cooperative interjurisdictional approach to siting of essential public facilities of a county-wide, regional, or state-wide nature, consistent with county-wide planning policies.

(iii) Agreements among jurisdictions should be sought to mitigate any disproportionate financial burden which may fall on the jurisdiction which becomes the site of a facility of a state-wide, regional, or county-wide nature.

(iv) Where essential public facilities may be provided by special districts, the plans under which those districts operate must be consistent with the comprehensive plan of the city or county. Cities and counties should adopt provisions for consultation to ensure that such districts exercise their powers in a way that does not conflict with the relevant comprehensive plan.

(v) The siting process should take into consideration the need for county-wide, regional, or state-wide uniformity in connection with the kind of facility under review.

(vi) The siting process should include criteria which address the issues which make essential public facilities difficult to site, and involve a public participation component. Consideration should be given to the extent to which design conditions can be used to make a facility compatible with its surroundings, and to adoption of provisions for amenities or incentives for neighborhoods or jurisdictions in which facilities are sited.

(c) No preclusion. While it is clear that essential public facilities of a county-wide or state-wide nature will not be sited within the jurisdictional boundaries of every jurisdiction planning under the act, no comprehensive plan may directly or indirectly preclude the siting of essential public facilities. Provision therefore should be made to establish a general use category which will provide for the siting of such facilities, should the occasion arise.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-340, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-345 Optional elements.** (1) A comprehensive plan may include additional elements, items, or studies dealing with other subjects relating to the physical development within its jurisdiction, including, but not limited to:

- (a) Conservation;
- (b) Solar energy;
- (c) Recreation.

(2) A comprehensive plan may include, where appropriate, subarea plans, each of which is consistent with the comprehensive plan.

(3) The department recommends that strong consideration be given to including elements on the following within comprehensive plans:

- (a) Economic development;
- (b) Environmental protection (including critical areas);
- (c) Natural resource lands (where applicable);
- (d) Design.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-345, filed 11/17/92, effective 12/18/92.]

**PART FOUR  
INVENTORIES AND REVIEWS**

**WAC 365-195-400 Natural resource lands.** (1) **Requirements.** Prior to the development of comprehensive plans, cities and counties planning under the act ought to have designated natural resource lands of long-term commercial significance and adopted development regulations to assure their conservation. Such lands include agricultural lands, forest lands, and mineral resource lands. The previous designations and development regulations shall be reviewed in connection with the comprehensive plan adoption process and where necessary be altered to ensure consistency. Forest land and agricultural land located within urban growth areas shall not be designated as forest land or agricultural land of long-term commercial significance unless the city or county has enacted a program authorizing transfer or purchase of development rights.

(2) **Recommendations for meeting requirements.** Much of the analysis which is the basis for the comprehensive plan will come later than the initial identification and regulation of natural resource lands. The result may be plan features which conflict with previous natural resource land provisions.

(a) The department has issued guidelines for the classification of natural resource lands which are contained in chapter 365-190 WAC.

(b) Generally natural resource lands should be located beyond the boundaries of urban growth areas. In most cases, the designated purposes of such lands are incompatible with urban densities.

(c) The review of existing designations should, in most cases, be limited to the question of consistency with the comprehensive plan, rather than a revisiting the entire prior designation and regulation process. However, to the extent that new information is available or errors have been discovered, the review process should take this information into account.

(d) Review for consistency in this context should include whether the planned use of lands adjacent to agricultural, forest, or mineral resource lands will interfere with the continued use in an accustomed manner and in accordance with the best management practices of the designated lands for the production of food, agricultural products, or timber or for the extraction of minerals.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-400, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-410 Critical areas.** (1) **Requirements.** Prior to the development of comprehensive plans, cities and counties ought to have designated critical areas and adopted regulations protective of them. Such areas are defined to include:

- (a) Wetlands;
- (b) Areas of critical recharging effect on aquifers used for potable water;
- (c) Fish and wildlife habitat conservation areas;
- (d) Frequently flooded areas; and
- (e) Geologically hazardous areas.

The previous designations and regulations shall be reviewed in the comprehensive plan process to ensure consistency.

(2) **Recommendations for meeting requirements.** Much of the analysis which is the basis for the comprehensive plan will come later than the initial identification and regulation of critical areas. The result may be plan features which conflict with the previous critical area provisions.

(a) The department has issued guidelines for the classification of critical areas which are contained in chapter 365-190 WAC.

(b) Critical areas should be designated and protected wherever the applicable natural conditions exist, whether within or outside of urban growth areas.

(c) The review of existing designations should, in most cases, be limited to the question of consistency with the comprehensive plan, rather than a revisiting of the entire prior designation and regulation process. However, to the extent that new information is available or errors have been discovered, the review process should take this information into account.

(d) In connection with critical area protection, the department recommends that planning jurisdictions identify the policies by which decisions are made on when and how police powers will be used (regulation) and when and how other means will be employed (purchases, development rights, etc.).

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-410, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-420 Identification of open space corridors.** (1) **Requirements.**

(a) Each county or city planning under the act shall identify open space corridors within and between urban growth areas. They shall include lands useful for recreation, wildlife habitat, trails, and connection of critical areas as defined in RCW 36.70A.030.

(b) The city or county may seek to acquire by purchase the fee simple or lesser interests in these open space corridors using funds authorized by RCW 84.34.230 or other sources.

(2) **Recommendations for meeting requirements.** The data for meeting this requirement should be acquired by the analysis which goes into developing the urban growth area designation and the land use element of comprehensive plans.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-420, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-430 Identification of lands useful for public purposes.** (1) **Requirements.** Each county and city planning under the act shall identify land useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses. The county shall work with the state and with the cities within the county's borders to identify areas of shared need for public facilities. The jurisdictions within the county shall prepare a prioritized list of lands necessary for the identified public uses including an estimated date by which the acquisition will be needed. The respective capital acquisition

budgets for each jurisdiction shall reflect the jointly agreed upon priorities and time schedule.

(2) **Recommendations for meeting requirements.** The data for meeting this requirement should be acquired by the analysis which goes into developing the urban growth area designations and the land use, utilities and transportation elements of comprehensive plans. The department recommends that the information derived in meeting this requirement be made generally available only to the extent necessary to meet the requirements of the public disclosure laws.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-430, filed 11/17/92, effective 12/18/92.]

## PART FIVE CONSISTENCY

**WAC 365-195-500 Internal consistency.** Each comprehensive plan shall be an internally consistent document and all elements shall be consistent with the future land use map. This means that each part of the plan should be integrated with all other parts and that all should be capable of implementation together. Internal consistency involves at least two aspects:

(1) Ability of physical aspects of the plan to coexist on the available land.

(2) Ability of the plan to provide that adequate public facilities are available when the impacts of development occur (concurrency).

Each plan should provide mechanisms for ongoing review of its implementation and adjustment of its terms whenever internal conflicts become apparent.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-500, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-510 Concurrency.** (1) **Transportation.** The aim of transportation planning for local jurisdictions is to achieve concurrency for transportation facilities. If concurrency for transportation facilities is not achieved, development may not be approved.

(2) **Other public facilities.** Each comprehensive plan should designate those public facilities in addition to transportation facilities for which concurrency is required.

(3) **Levels of service.** The concept of concurrency is based on the maintenance of specified levels of service with respect to each of the public facilities to which concurrency applies. For all such facilities, planning jurisdictions should designate appropriate levels of service.

(a) **Transportation.** The designation of levels of service in the transportation area will be influenced by regional considerations. For transportation facilities subject to regional transportation plans under RCW 47.80.030, local levels of service should conform to the regional plan. Other transportation facilities, however, may reflect local priorities.

(b) **Levels of service** should be set to reflect realistic expectations consistent with the achievement of growth aims. Setting such levels too high could, under some regulatory strategies, result in no growth. As a deliberate policy, this would be contrary to the act.

(4) **Regulatory response to the absence of concurrency.** The plan should provide a strategy for what happens when approval of any particular development would cause levels

of service for concurrency to fall below the locally adopted standards. Denial of approval is statutorily required only in the area of transportation facilities. To the extent that any jurisdiction uses denial of development as its regulatory response to the absence of concurrency, consideration should be given to defining this as an emergency for the purposes of the ability to amend or revise the comprehensive plan.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-510, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-520 Interjurisdictional consistency.** Adopted county-wide planning policies are designed to ensure that city and county comprehensive plans are consistent. Each local comprehensive plan should demonstrate that such policies have been followed in its development.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-520, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-530 Coordination with other plans.** Each planning jurisdiction should circulate its proposed comprehensive plan to other jurisdictions with which it shares a common border or has related regional issues. The proposed plan should be accompanied by the environmental documents concerning it. Reviewing jurisdictions should be considered to have concurred in the provisions of a plan, unless within a reasonable period of time, they provide written comment identifying plan features which will preclude or interfere with the achievement of any features of their own plans. All jurisdictions should attempt to resolve conflicts over interjurisdictional consistency through consultation and negotiation.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-530, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-540 Analysis of cumulative effects.** It is recognized that the growth of each jurisdiction will have ripple effects which will reach across jurisdictional boundaries. Each city or county planning under the act should analyze what such effects are likely to be if the development it anticipates occurs. This analysis should be made as a part of the process of complying with the State Environmental Policy Act (SEPA) in connection with comprehensive plan adoption. Affected jurisdictions should be given an opportunity to comment on this analysis.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-540, filed 11/17/92, effective 12/18/92.]

## PART SIX ADOPTION PROCEDURES

**WAC 365-195-600 Public participation.** (1) **Requirements.** Each county and city planning under the act shall establish procedures for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans. The procedures shall provide for broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to

public comments. Errors in exact compliance with the established procedures shall not render the comprehensive plan or development regulations invalid if the spirit of the procedures is observed.

(2) **Recommendations for meeting requirements.** The recommendations made in this subsection are intended as a list of possible choices, but it is recognized that meaningful public participation can be accomplished without using all of the suggestions made here or by adopting other methods.

(a) Public involvement in plan and regulation development.

(i) In designing its public participation program, each planning jurisdiction should endeavor to involve the broadest cross-section of the community, so that groups not previously involved in planning become involved. The programs should include efforts to explain that citizen input is an essential part of the planning process and provide a framework for advising citizens about timelines for steps in the process and when citizen input will be sought.

(ii) Visioning. The public should be involved at the earliest possible time in the process of comprehensive planning under the act. This should begin with a visioning process in which the public is invited to participate in a broad definition of the kind of future to be sought for the community. The results of this process should then be incorporated into the plan features, including, but not limited to, locally adopted levels of service and densities selected for commercial, industrial, and residential development.

(iii) Planning commission. In the process of plan development, full use should be made of the planning commission as a liaison with the public.

(iv) Public meetings on draft plan. Once the plan is completed in draft form, or as parts of it are drafted, a series of public meetings or workshops should be held at various locations throughout the jurisdiction to obtain public reaction and suggestions.

(v) Public hearings. When the final draft of the plan has been completed, at least one public hearing should be held prior to the presentation of the final draft to the legislative authority of the jurisdiction adopting it. When the plan is proposed for adoption, the legislative authority should conduct another public hearing prior to voting on adoption.

(vi) Written comment. At each stage of the process when public input is sought, opportunity should be provided to make written comment.

(vii) Communication programs and information services. Each jurisdiction should make every effort to collect and disseminate public information explaining the act and the process involved in complying with it. In addition, locally relevant information packets and brochures should be developed and disseminated. Planners should actively seek to appear before community groups to explain the act and the plan development process.

(viii) Proposals and alternatives. Whenever public input is sought on proposals and alternatives, the relevant drafts should be reproduced and made available to interested persons.

(ix) Notice. Notice of all events at which public input is sought should be broadly disseminated in advance through all available means, including flyers and press releases to print and broadcast media. Notice should be published in a newspaper of general circulation at least one week in

advance of any public hearing. When appropriate, notices should announce the availability of relevant draft documents on request.

(x) All meetings and hearings to which the public is invited should be free and open. At hearings all persons desiring to speak should be allowed to do so, consistent with time constraints.

(xi) Consideration of and response to public comments. All comments and recommendations of the public should be reviewed. Adequate time should be provided between the time of any public hearing and the date of adoption of all or any part of the comprehensive plan to evaluate and respond to public comments. The proceedings and all public hearings should be recorded. A summary of public comments and an explanation of what action was taken in response to them should be made in writing and included in the record of adoption of the plan.

(xii) Every effort should be made to incorporate public involvement efforts into the SEPA process.

(xiii) Except for the visioning effort, the same steps should precede the adoption of development regulations as was used for the comprehensive plan.

(b) Continuous public involvement. The planning commission should monitor development of both the plan and the development regulations. After these are adopted, the commission should monitor compliance. The commission should report to the city or county at least annually on possible amendments to the plan or development regulations. In addition at least annually, the commission should convene a public meeting to provide information on how implementation is progressing and to receive public input on changes that may be needed. When any amendments are proposed for adoption, the same public hearing procedure should be followed as attended initial adoption.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-600, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-610 State Environmental Policy Act (SEPA).** Adoption of comprehensive plans and development regulations are "actions" as defined under SEPA. This means that SEPA compliance is necessary. When a complete new plan is being written, in most instances, the preparation of an environmental impact statement (EIS) will be required prior to its adoption. SEPA compliance should be considered as part of the planning process rather than as a separate exercise. Indeed, the SEPA analysis and documentation can serve, in significant part, to fulfill the need to compile a record showing the considerations which went into the plan and why one alternative was chosen over another. SEPA compliance for development regulations should concentrate on the impact difference among alternative means of successfully implementing the plan. Detailed discussion of SEPA compliance is contained in Department of Ecology Publication No. 92-07, *"The Growth Management Act and the State Environmental Policy Act, A Guide to Interrelationships."*

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-610, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-620 Submissions to state.** (1) Each county or city proposing adoption of a comprehensive plan



or development regulations shall notify the department of its intent at least sixty days prior to final adoption. Notification shall be made by filing with the department five complete copies of the plan or development regulation(s). In addition, copies shall be provided to other state agencies identified on a list distributed by the department to planning jurisdictions. State agencies including the department may provide comments, during the public review process prior to adoption.

(2) Each county or city planning under the act shall transmit a complete and accurate copy of its comprehensive plan or development regulations to the department within ten days after final adoption.

(3) Any proposed amendments for permanent changes to a comprehensive plan or development regulation shall be submitted to the department in the same manner as initial plans and development regulations. Adopted amendments shall be transmitted to the department in the same manner as the initial plans and regulations.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-620, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-620, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-630 Amendment.** (1) Each plan should provide for an ongoing process of evaluation to ensure internal and interjurisdictional consistency of comprehensive plans and continuous consistency of development regulations with such plans. This evaluation should be an integral part of the amendment process.

(2) Each comprehensive plan shall contain provisions governing its amendment. Amendments to the plan shall not be considered more frequently than once every year, except in cases of emergency. The amendment process shall include a requirement that all proposed amendments in any year be considered concurrently so that the cumulative effect of the various proposals can be ascertained.

(3) Each county that designates urban growth areas shall review, at least every ten years, its designated urban growth areas, and the densities permitted within both the incorporated and unincorporated portions of each urban growth area. In conjunction with this review, each city located within the county shall review the densities permitted within its boundaries, and the extent to which the urban growth occurring within its urban growth area has located within its boundaries and the extent to which such growth has located within the unincorporated portions of the urban growth area. The urban growth areas and densities permitted in urban growth areas shall be revised to accommodate the urban growth projected to occur in the county for the succeeding twenty-year period.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-630, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-640 Record of process.** (1) Whenever a provision of the comprehensive plan or development regulations is based on factual data, that data or a clear reference to its source should be made a part of the record of adoption.

(2) The record should contain a complete exposition of how the public participation requirements were met.

(3) All public hearings should be recorded and tape recordings kept of the proceedings.

(4) The record which accompanies any amendment to the comprehensive plan or development regulations should conform to the same requirements as the initial plan and regulations.

[Statutory Authority: RCW 36.70A.190 (4)(b). 92-23-065, § 365-195-640, filed 11/17/92, effective 12/18/92.]

## PART SEVEN RELATIONSHIP OF GROWTH MANAGEMENT PLANNING TO OTHER LAWS

**WAC 365-195-700 Background.** For local jurisdictions subject to its terms, the Growth Management Act mandates the development of comprehensive plans and development regulations that meet statutory goals and requirements. These plans and regulations will take their place among existing laws relating to resource management, environmental protection, regulation of land use, utilities and public facilities. Many of these existing laws were neither repealed nor amended by the act.

This circumstance places responsibilities both on local growth management planners and on administrators of preexisting programs to work toward producing a single harmonious body of law.

The need to consider and recognize other laws should profoundly influence, limit and shape planning and decision making under the act. At the same time, in recognition of the broad and fundamental changes intended by creation of the growth management scheme, prior programs should be interpreted and directed, to the maximum extent possible, in a manner consistent with the products of the comprehensive new land use management system.

The far-reaching nature of the act and the wide variety of possible outcomes under its authority dictate that identification of all the points of contact between its products and other laws will have to be elaborated over time. The entire process of determining how the act fits into the overall legal framework will, of necessity, be an incremental one. Nonetheless, for growth management to succeed, this process must begin at the outset.

At the planning stage, this means that a conscious effort to address the requirements of other existing law is needed as an essential initial step in the process. This need poses an unprecedented challenge to all governmental entities - municipalities, counties, regional authorities, special districts and state agencies - to communicate and collaborate. The act is a mandate to government at all levels to engage in coordinated planning and cooperative implementation.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-700, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-700, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-705 Basic assumptions.** (1) Where the legislature has spoken expressly on the relationship of the act to other statutory provisions, the explicit legislative directions shall be carried out. Examples of such express provisions are set forth in WAC 365-195-750.

(2) Absent a clear statement of legislative intent or judicial interpretation to the contrary, it should be presumed

that neither the act nor other statutes are intended to be preemptive. Rather they should be considered together and, wherever possible, construed as mutually consistent.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-705, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-710 Identification of other laws.** (1) In the development of their comprehensive plans and implementing regulations, cities and counties planning under the act should attempt to identify other statutes and legal authorities affecting subjects addressed by the plans and regulations.

(2) To aid in this identification, state agencies, regional authorities, special districts and utilities should implement programs to inform the planning entities of relevant programs and provisions within their jurisdiction or expertise. Every effort should be made to provide this information before the plan drafting process is complete.

(3) Opportunities to comment on draft comprehensive plans or on related SEPA documents should be used by commenting agencies as additional occasions for advising planning jurisdictions of preexisting programs and related legal authorities.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-710, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-710, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-715 Integrating external considerations.** (1) Agencies administering existing programs have already generated data, performed analyses and developed effective approaches to many of the challenges posed by the act. Planners should take advantage of such experience and use it to shape the form and content of plans and regulations under the act where relevant.

(2) Governmental entities with expertise in subjects affecting or affected by the act and private companies which provide public services should, as practicable, offer assistance to counties and cities planning under the act in formulating their plans and regulations, through model ordinances, model plan provisions, direct drafting assistance, or other technical advice.

(3) The drafting of comprehensive plans and development regulations should involve the identification of other related laws, an evaluation of any potential areas of conflict and an effort to avoid such conflicts. Where the text of outside sources can appropriately serve local needs, consideration should be given to adoption of that text in local plans or regulations.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-715, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-720 Sources of law.** (1) In seeking to identify other relevant legal authorities, planners should refer to sources at all levels of government, including federal and state Constitutions, federal and state statutes, federal and state administrative regulations, and judicial interpretations thereof.

(2) The categories set forth in WAC 365-195-725 through 365-195-755 are an attempt to assist planners by highlighting various kinds of external legal provisions with which planning under the act should be concerned. Some of

the categories overlap. The listing is not exhaustive. It is intended to supplement, not substitute for, the informational efforts of state agencies, regional authorities, special districts and utilities.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-720, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-720, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-725 Constitutional provisions.** (1) Local plans and regulations adopted under the act are subject to the supremacy principle of Article VI, United States Constitution and of Article XI, Section 11, Washington state Constitution.

(2) Counties and cities planning under the act are required to use a process established by the state attorney general to assure that proposed regulatory or administrative actions do not unconstitutionally infringe upon private property rights. This process is set forth in a publication entitled, "*State of Washington, Attorney General's Recommended Process for Evaluation of Proposed Regulatory or Administrative Actions to Avoid Unconstitutional Takings of Private Property*," first published in February 1992. Review and updating of this process by the attorney general is required on at least an annual basis to maintain consistency with changes in case law.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-725, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-730 Federal authorities.** (1) The drafting of plans and development regulations under the act should involve a consideration of the effects of federal authority over land or resource use within the planning area, including:

- (a) Treaties with Native Americans;
  - (b) Jurisdiction on land owned or held in trust by the federal government;
  - (c) Federal statutes or regulations imposing national standards;
  - (d) Federal permit programs and plans.
- (2) Examples of such federal standards, permit programs and plans are:
- (a) National ambient air quality standards, adopted under the Federal Clean Air Act;
  - (b) Drinking water standards, adopted under the Federal Safe Drinking Water Act;
  - (c) Effluent limitations, adopted under the Federal Clean Water Act;
  - (d) Dredge and fill permits issued by the Army Corps of Engineers under the Federal Clean Water Act;
  - (e) Licenses for hydroelectric projects issued by the Federal Energy Regulatory Commission;
  - (f) Plans created under the Pacific Northwest Electric Power Planning and Conservation Act;
  - (g) Recovery plans and the prohibition on taking listed species under the Endangered Species Act.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-730, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-735 State and regional authorities.** (1) The drafting of plans and development regulations under the act should involve a consideration of numerous state and

regional regulatory and planning provisions affecting land use, resource management, environmental protection, utilities, or public facilities including:

(a) State statutes and regulations imposing state-wide standards;

(b) Programs involving state-issued permits or certifications;

(c) State statutes and regulations regarding rates, services, facilities and practices of utilities, and tariffs of utilities in effect pursuant to such statutes and regulations;

(d) State and regional plans;

(e) Regulations and permits issued by regional entities;

(f) Locally developed plans subject to approval or review by state or regional entities.

(2) Examples of state-wide standards are:

(a) Water quality standards and sediment standards, adopted by the department of ecology under the state Water Pollution Control Act;

(b) Drinking water standards adopted by the department of health pursuant to the Federal Safe Drinking Water Act;

(c) Minimum functional standards for solid waste handling, adopted by the department of ecology under the state Solid Waste Management Act;

(d) Minimum cleanup standards under the Model Toxics Control Act;

(e) Statutory requirements under the Shoreline Management Act and implementing guidelines and regulations adopted by the department of ecology;

(f) Standards for forest practices, adopted by the forest practices board under the state Forest Practices Act;

(g) Minimum requirements for flood plain management, adopted by the department of ecology under the Flood Plain Management Act.

(h) Minimum performance standards for construction pursuant to the state building code;

(i) Safety codes, such as the electrical construction code, adopted by the department of labor and industries.

(3) Examples of programs involving state issued permits or certifications are:

(a) Permits relating to forest practices, issued by the department of natural resources;

(b) Permits relating to surface mining reclamation, issued by the department of natural resources;

(c) National pollutant discharge elimination permits and waste discharge permits, issued by the department of ecology;

(d) Water rights permits, issued by department of ecology under state surface and ground water codes;

(e) Hydraulic project approvals, issued by departments of fisheries and wildlife under the state fisheries code;

(f) Water quality certifications, issued by the department of ecology;

(g) Operating permits for public water supply systems, issued by the state health department;

(h) Site certifications developed by the energy facility site evaluation council.

(i) Permits relating to the generation, transportation, storage or disposal of dangerous wastes, issued by the department of ecology.

(4) Examples of state and regional plans are:

(a) State implementation plan for ambient air quality standards under the Federal Clean Air Act;

(b) State transportation policy plan;

(c) Instream resource protection regulations for water resource inventory areas adopted under the Water Resources Act of 1971;

(d) Ground water management area programs, adopted pursuant to the ground water code;

(e) Puget Sound water quality management plan adopted by the puget sound water quality authority.

(f) State outdoor recreation and open space plan;

(g) State trails plan.

(5) Examples of regulations and permits issued by regional entities are:

(a) Solid waste disposal facility permits issued by health departments under the Solid Waste Management Act;

(b) Regulations adopted by regional air pollution control authorities.

(c) Operating permits for air contaminant sources issued by regional air pollution control authorities.

(6) Examples of locally developed plans subject to approval or review by state or regional agencies are:

(a) Shorelines master programs, approved by the department of ecology;

(b) The consistency requirement for lands adjacent to shorelines of the state set forth in RCW 90.58.340.

(c) Coordinated water system plans for critical water supply service areas, approved by the state health department;

(d) Plans for individual public water systems, approved by the state health department;

(e) Comprehensive sewage drainage basin plans, approved by the department of ecology;

(f) Local moderate risk waste plans, approved by the department of ecology;

(g) Plans required to be filed with the utilities and transportation commission in accordance with WAC 480-100-251.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-735, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-740 Regional perspective.** Some of the above authorities require planning for particular purposes for areas related by physical features, such as watersheds, rather than by political boundaries. Moreover, the systems addressed in resource management, service by utilities, fish and wildlife management and pollution control are generally not circumscribed by city and county lines. Planning entities should attempt to identify those subject areas which by law or logic require a regional planning approach and, where this is the case, work toward creating collaborative processes involving all agencies with jurisdiction in the relevant geographical area. This approach, where followed, should assist in achieving interjurisdictional consistency.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-740, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-745 Special siting statutes.** (1) Plans and regulations adopted under the act should accommodate situations where the state has explicitly preempted all local land use regulations, as for example, in the siting of major energy facilities under RCW 80.50.110.

(2) Where special statutes relate specifically to the setting aside of designated areas for particular purposes and under particular management programs, local land use regulations adopted under the act should be consistent with those purposes and programs. Examples in this category are the statutes relating to:

- (a) Natural resource conservations areas;
- (b) Natural area preserves;
- (c) Seashore conservation area;
- (d) Scenic rivers.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-745, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-750 Explicit statutory directions.** (1)

In approving the Growth Management Act, the legislature expressly amended numerous existing statutes. On the matters they address, these amendments define the relationship of such existing statutes to comprehensive plans and development regulations under the act. Examples are:

- (a) RCW 19.27.097 (state building code - evidence of adequate supply of potable water.)
- (b) RCW 35.13.005 (annexation of unincorporated areas - prohibited beyond urban growth areas)
- (c) RCW 35.58.2795 (municipal corporations - six-year transit plan consistent with GMA comprehensive plans)
- (d) RCW 35.77.010 (city streets - six-year comprehensive street program consistent with GMA comprehensive plans)
- (e) RCW 35A.14.005 (annexation by code cities - prohibited beyond urban growth areas)
- (f) RCW 36.81.121 (county roads - six-year comprehensive road program consistent with GMA comprehensive plans)
- (g) RCW 36.94.040 (sewerage, water, drainage systems - incorporation of relevant comprehensive plan provisions into sewer or water general plan)
- (h) RCW 56.08.020 (sewer districts - district comprehensive sewer plan consistent with urban growth area restrictions)
- (i) RCW 57.16.010 (water districts - district comprehensive water plan consistent with urban growth area restrictions)
- (j) RCW 58.17.060 (short plats - written findings about appropriate provisions for infrastructure)
- (k) RCW 58.17.110 (subdivisions - written findings about appropriate provisions for infrastructure)
- (l) RCW 58.18.440 (land development - authority of GMA planning entities to require relocation assistance)
- (m) RCW 86.12.200 (comprehensive flood control management plans - may be incorporated into comprehensive plans under the act)

(2) Approval of the act included the creation of a new chapter (chapter 47.80 RCW) authorizing and assigning duties to regional transportation planning organizations (RTPO's). These organizations were expressly given responsibilities for ensuring the consistency of transportation planning throughout a region containing multiple local governmental jurisdictions.

(3) Approval of the act included the addition of new sections (RCW 82.02.050 through 82.02.090) concerning impact fees on development in counties or cities that plan

under the GMA. These sections explicitly authorize and condition the use of such fees as part of the financing of public facility system improvements needed to serve new development.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-750, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-755 Voluntary interjurisdictional planning efforts.** Needs for regional and interagency planning coordination have in some areas been responded to in the past by innovative voluntary planning efforts, such as the timber, fish and wildlife agreement and the Chelan agreement regional water resource planning process. Such efforts can provide a valuable source of prior analysis and serve as the basis for plan provisions which accomplish interjurisdictional consistency. Counties and cities planning under the GMA should evaluate such work for possible incorporation into their plans and regulations.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-755, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-760 Integration of SEPA process with creation and adoption of comprehensive plans and development regulations.** (1) The SEPA process is supplementary to other governmental decision-making processes, including the processes involved in creating and adopting comprehensive plans and development regulations under the act. The thoughtful integration of SEPA compliance with the overall effort to implement the act will provide understanding and insight of significant value to the choices growth management requires.

(2) The growth management process is designed to proceed in phases, moving, by and large, from general policy-making to more specific implementation measures. Phased review available under SEPA can be integrated with the growth management process through a strategy which identifies the points in that process where the requirements of the two statutes are connected and seeks to accomplish the requirements of both at those points.

(3) In an integrated approach major emphasis should be placed on the quality of SEPA analysis at the front end of the growth management process - the local legislative phases of plan adoption and regulation adoption. The objective should be to create nonproject impact statements and progressively more narrowly focused supplementary documents which are sufficiently informative that subsequent environmental analysis at the individual project stage will, ordinarily, need to be neither extensive nor time consuming.

(4) While not compromising SEPA's basic aim of ensuring consideration of environmental impacts in advance of development, this approach can serve the goal that project applications be processed in a timely manner.

(5) In the creation of SEPA documents, maximum advantage should be taken of relevant prior environmental analysis through identification and incorporation of statements prepared by other lead agencies in connection with other plans or projects.

(6) Planners are encouraged to consult the "SEPA/GMA Workbook" published by the department in January of 1993. The workbook deals in detail with the integration of the two statutory processes.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-760, filed 8/11/93, effective 9/11/93.]

## PART EIGHT DEVELOPMENT REGULATIONS

**WAC 365-195-765 State agency compliance.** (1) RCW 36.70A.103 declares that state agencies shall comply with the local comprehensive plans and development regulations and amendments thereto adopted pursuant to the act.

(2) The department construes the provision for state agency compliance to require that each state agency must meet local siting and building requirements when it occupies the position of an applicant proposing development, except where specific legislation explicitly dictates otherwise. Generally this means that the development of state facilities is subject to local approval procedures and substantive provisions, including zoning, density, setbacks, bulk and height restrictions.

(3) RCW 36.70A.210(4) provides that adopted county-wide planning policies shall be adhered to by state agencies. Consistent with other statutory mandates, state programs should be administered in a manner which does not interfere with implementation of the county framework for interjurisdictional consistency.

(4) Overall, the broad sweep of policy contained in the act implies a requirement that all programs at the state level accommodate the outcomes of the growth management process wherever possible. State agencies are rarely concerned solely with the rote application of fixed standards. The exercise of statutory powers, whether in permit functions, grant funding, property acquisition or otherwise, routinely involves such agencies in discretionary decision-making. The discretion they exercise should now take into account the new reality of legislatively mandated local growth management programs.

(5) After local adoption of plans and regulations under the act, state agencies are encouraged to review their existing programs in light of the local plans and regulations. Within relevant legal constraints, this review should lead to redirecting the state's actions in the interests of consistency with the growth management effort.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-765, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-770 Compliance by regional agencies and special districts.** (1) Regional and special purpose government entities possess statutorily defined powers which include planning, development, regulatory, facility management and taxing functions. Such entities include regional air pollution control authorities, metropolitan municipal corporations, fire protection districts, port districts, public utility districts, school districts, sewer districts, water districts, irrigation districts, flood control districts, diking and drainage districts, park and recreation districts.

(2) Except where any specific enactment may state the contrary, the department interprets the GMA as requiring that regional agencies and special districts comply with the comprehensive plans and development regulations developed under the act.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-770, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-800 Relationship to comprehensive plans.** (1) Development regulations under the Growth Management Act are specific controls placed on development or land use activities by a county or city. Such regulations must be consistent with comprehensive plans developed pursuant to the act and they must implement those comprehensive plans.

"Implement" in this context has a more affirmative meaning than merely "consistent" (See WAC 365-195-210(5).) "Implement" connotes not only a lack of conflict but sufficient scope to carry out fully the goals, policies, standards and directions contained in the comprehensive plan.

(2) The legislature has specifically provided that the designation of interim urban growth areas shall be in the form of development regulations. Such interim designations shall generally precede the adoption of comprehensive plans.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-800, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-800, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-805 Implementation strategy.** Each county or city planning under the act should develop a detailed strategy for implementing its comprehensive plan. The strategy should describe the regulatory and nonregulatory measures (including actions for acquiring and spending money) to be used in order to apply the plan in full. The strategy should identify each of the specific development regulations needed.

(1) Selection. In determining the specific regulations to be adopted, jurisdictions may select from a wide variety of types of controls. The strategy should include consideration of:

(a) The choice of substantive requirements, such as the delineation of use zones; general development limitations concerning lot size, setbacks, bulk, height, density; provisions for environmental protection; urban design guidelines and design review criteria; specific requirements for affordable housing, landscaping, parking; levels of service, concurrency regulations and other measures relating to public facilities.

(b) The means of applying the substantive requirements, such as methods of prior approval through permits, licenses, franchises, or contracts.

(c) The processes to be used in applying the substantive requirements, such as permit application procedures, hearing procedures, approval deadlines, and appeals.

(d) The methods of enforcement, such as inspections, reporting requirements, bonds, permit revocation, civil penalties, and abatement.

(2) Identification. The strategy should include a list of all regulations identified as development regulations for implementing the comprehensive plan. Some of these regulations may already be in existence and consistent with the plan. Others may be in existence, but require amendment. Still others will need to be written.

(3) Adoption schedule. The strategy should include a schedule for the adoption or amendment of the development

regulations identified. Individual regulations or amendments may be adopted at different times. However, all of the regulations identified should be adopted by the applicable final deadline for adoption of development regulations.

(4) The implementation strategy for each jurisdiction should be in writing and available to the public. A copy should be provided to the department. Completion of adoption of all regulations identified in the strategy will be construed by the department as completion of the task of adopting development regulations for the purposes of deadlines under the statute.

[Statutory Authority: RCW 36.70A.190 (4)(b), 93-17-040, § 365-195-805, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-810 Timing of initial adoption.** (1) Except for interim regulations, required development regulations must be enacted either by the deadline for adoption of the comprehensive plan or within six months thereafter, if an extension is obtained. The possibility of a time gap between the adoption of a comprehensive plan and the adoption of development regulations pertains to the time frame after the initial adoption of the comprehensive plan. Subsequent amendments to the plan should not face any delay before being implemented by regulations. After adoption of the initial plan and development regulations, such regulations should at all times be consistent with the comprehensive plan. Whenever amendments to comprehensive plans are adopted, consistent implementing regulations or amendments to existing regulations should be enacted and put into effect concurrently. (See WAC 365-195-865.)

(2) To obtain an extension of the deadline for adopting development regulations, a county or city must notify the department of its need by letter prior to the initial deadline. Six-month extensions will be obtained whenever such letters are timely received, but no extensions will result from requests received after the initial deadline.

[Statutory Authority: RCW 36.70A.190 (4)(b), 93-17-040, § 365-195-810, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-810, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-815 Review for compliance.** (1) When adopting any development regulation intended, in part, to carry out a comprehensive plan, the proposing jurisdiction should review its terms to ensure that it is consistent with and implements the comprehensive plan and make a finding to that effect.

(2) When the implementation strategy has been completely developed, the proposing jurisdiction should review the total package to ensure that such implementation is consistent with the comprehensive plans of other counties or cities with which it shares common borders or related regional issues.

(3) Planning jurisdictions should consider the use or creation of regional entities (county-wide or broader) to provide an interjurisdictional overview of consistency issues raised by comprehensive plans and development regulations.

[Statutory Authority: RCW 36.70A.190 (4)(b), 93-17-040, § 365-195-815, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-820 Submissions to state.** (1) Development regulations may be submitted to the department and

other state agencies for comment individually as they are drafted. Except as set forth in subsection (2) of this section, the statutory requirement to notify the department of the intent to adopt development regulations at least sixty days prior to final adoption will apply each time any implementing regulation or amendment is proposed for adoption.

(2) The department construes the sixty-day notice requirement as inapplicable to interim regulations for natural resource lands and critical areas, and to regulations or amendments which are merely procedural or ministerial.

(3) Counties and cities should provide the department with notice of intent sixty days prior to adopting interim growth areas.

(4) Separate notice should be provided to the department of all preexisting regulations that are to be included in the implementation strategy without change.

[Statutory Authority: RCW 36.70A.190 (4)(b), 93-17-040, § 365-195-820, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-820, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-825 Regulations specifically required by the act.** (1) Conservation of natural resource lands.

(a) Lands designated as agricultural, forest and mineral lands of long-term commercial significance are collectively referred to as natural resource lands.

(b) "Conservation" in this context is construed to mean measures designed to assure that the natural resource lands will remain available to be used for commercial production of the resources designated.

(c) Classification, designation and designation amendment. The department has adopted minimum guidelines in chapter 365-190 WAC, detailing the process involved in establishing a natural resource lands conservation program. Included are criteria to be considered before any designation change should be approved. (See WAC 365-190-040 (2)(g).)

(d) Initial adoption and subsequent review.

(i) The act requires the designation of natural resources lands by all counties and cities. The adoption of development regulations for the conservation of such lands by jurisdictions planning under the act is required to occur prior to the adoption of comprehensive plans.

(ii) Upon the adoption of the comprehensive plans, such designations and regulations must be reviewed and, where necessary altered, to ensure consistency with the plans.

(e) Review upon adoption of other development regulations.

(i) In connection with the adoption of the total package of development regulations implementing the comprehensive plan, each planning jurisdiction must again review the regulations for conserving natural resource lands to ensure consistency.

(ii) If any regulations for conserving natural resource lands are by their terms effective only in the interim before the regulations implementing comprehensive plans are adopted, the subject must be covered in the development regulation package, so that there will be no gap in the effectiveness of a natural resource lands conservation program.

(f) Statutory limitations.

(i) Prior uses. Regulations for the conservation of natural resource lands may not prohibit uses legally existing on any parcel prior to their adoption.

(ii) Adjacent lands. Such regulations shall assure that the use of lands adjacent to designated natural resource lands does not interfere with the continued use, in the accustomed manner and in accordance with the best management practices, of the natural resource lands.

(iii) Plats and permits. Counties and cities shall require that all plats, short plats, development permits, and building permits issued for development activities on, or within three hundred feet, of designated natural resource lands contain a notice that the subject property is within or near designated agricultural lands, forest lands, or mineral resource lands on which a variety of commercial activities may occur that are not compatible with residential development for certain periods of limited duration.

(g) Relationship to comprehensive plans. The act does not explicitly require that comprehensive plans address the conservation of natural resource lands. However, because the required natural resource lands regulations must be consistent with the comprehensive plans, logic dictates that each comprehensive plan should set forth the underlying policies for the jurisdiction's natural resource lands program. In pursuing the natural resource industries goal of the act, such policies should identify nonregulatory measures for assuring the conservation of the designated lands as well as regulatory approaches. When such policies are incorporated into the plan (either as a separate element or as a part of the land use element), the consistency of the regulations can be readily assessed.

(h) Relationship to other programs. In designing development regulations and nonregulatory programs to conserve designated natural resource lands, counties and cities should endeavor to make such regulations and programs fit together with regional, state and federal resource management programs applicable to the same lands. Local plans and policies may in some respects be adequately implemented by adopting the provisions of such other programs as part of the local regulations.

(2) Protection of critical areas.

(a) Critical areas include the following areas and ecosystems: Wetlands, areas of critical recharging effect on aquifers used for potable water, fish and wildlife habitat conservation areas, frequently flooded areas and geologically hazardous areas.

(b) "Protection" in this context is construed to mean measures designed to preserve the structure, values and functions of the natural environment or to safeguard the public from hazards to health and safety.

(c) Classification, designation and designation amendment. The department has adopted minimum guidelines in chapter 365-190 WAC detailing the process involved in establishing a program to protect critical areas.

(d) Initial enactment and subsequent review.

(i) The act requires the designation of critical areas and the adoption of regulations for the protection of such areas by all counties and cities. For jurisdictions planning under the act this is required to occur prior to the adoption of comprehensive plans.

(ii) Upon the adoption of the comprehensive plans, such designations and regulations must be reviewed and, where necessary altered, to ensure consistency with the plans.

(e) Review upon adoption of other development regulations.

(i) In connection with the adoption of the total package of development regulations implementing the comprehensive plan, each planning jurisdiction must again review the regulations for protecting critical areas to ensure consistency.

(ii) If any regulations for protecting critical areas are by their terms effective only in the interim before the regulations implementing comprehensive plans are adopted, the subject must be covered in the development regulation package, so that there will be no gap in the effectiveness of a critical area protection program.

(f) Relationship to comprehensive plans. The act does not explicitly require that comprehensive plans address the protection of critical areas. However, because the required critical area regulations must be consistent with the comprehensive plans, logic dictates that each comprehensive plan should set forth the underlying policies for the jurisdiction's critical areas program. In pursuing the environmental protection and open space goals of the act, such policies should identify nonregulatory measures for protecting critical areas as well as regulatory approaches. When such policies are incorporated into the plan (either in a separate element or as a part of the land use element), the consistency of the regulations can be readily assessed.

(g) Relationship to other programs. In designing development regulations and nonregulatory programs to protect designated critical areas, counties and cities should endeavor to make such regulations and programs fit together with regional, state and federal programs directed to the same environmental, health, safety and welfare ends. Local plans and policies may in some respects be adequately implemented by adopting the provisions of such other programs as part of the local regulations.

(3) Interim urban growth area designations.

(a) The adoption of interim urban growth area designations shall be preceded by public notice, public hearing, compliance with SEPA and compliance with RCW 36.70A.110.

(b) The department construes compliance with RCW 36.70A.110 for interim growth areas to require the same consultation and attempted agreement process as is required for the adoption of final urban growth areas. Where an interim urban growth area is adopted without the agreement of any affected city, the county will prepare a written justification.

(4) Subdivisions.

(a) Regulations for subdivision approvals, including approvals of short subdivisions, shall require written findings that "appropriate provisions" have been made for the public health, safety, and general welfare, including open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds.

(b) Counties and cities may add other items related to the public health, safety and general welfare to the specific listing above, such as protection of critical areas, conservation of natural resource lands and affordable housing for all economic segments of the population.

(c) In drafting such regulations, "appropriate provisions" should be defined in a manner consistent with the requirements of other applicable laws and with any level of service standards or planning objectives established by the jurisdiction for the facilities involved.

(d) The definition of "appropriate provisions" could also cover the timing within which the facilities involved should be available for use, requiring, for example, that such timing be consistent with the definition of "concurrency" in this chapter. (See WAC 365-195-210(4).)

(5) Potable water.

(a) Each applicant for a building permit of a building necessitating potable water shall provide evidence of an "adequate water supply" for the intended use of the building. By statute such evidence may be in the form of a water right permit from the department of ecology, a letter from an approved water purveyor stating the ability to provide water, or another form sufficient to verify the existence of an adequate water supply.

(b) Receipt of one of the statutory forms of evidence may not provide enough information for building departments to determine whether the proposed water supply is, in fact, adequate. Local regulations should be designed to produce enough data to make such a determination, addressing both water quality and water quantity issues.

(c) Planning jurisdictions should give consideration to guidelines promulgated by the departments of ecology and health on what constitutes an "adequate water supply." In addition, Attorney General's Opinion, AGO 1992 No. 17, should be consulted for assistance in determining what substantive standards should be applied.

(d) If the department of ecology has adopted rules on this subject, or any part of it, local regulations should be consistent with those rules.

(e) Counties and cities may impose conditions on building permits requiring connection to an existing public water system where the existing system is willing and able to provide safe and reliable potable water to the applicant with reasonable economy and efficiency.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-825, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-830 Optional authorizations.** (1) Relocation assistance.

(a) Any county or city required to plan under the act is authorized to require property owners to provide their portion of reasonable relocation assistance to low-income tenants displaced by certain changes to residential property. The changes include demolition, substantial rehabilitation (whether due to code enforcement or any other reason), change of use and removal of use restrictions in an assisted-housing development.

(b) The regulations implementing the relocation assistance program shall be governed by the provisions of RCW 59.18.440.

(c) "Low-income tenants" means tenants whose combined total income per dwelling unit is at or below fifty percent of the median income, adjusted for family size, in the county where the tenants reside.

(d) For purposes of determining eligibility, the department shall annually inform counties and cities of the

appropriate dollar limits to use for median income, adjusted for family size, in different areas within the state. In deciding on these limits, the department will refer to the county-by-county family income figures published annually by the federal department of housing and urban development. As soon as the federal figures become available each year, the department will review them and advise counties and cities promptly of the appropriate dollar limits and their effective dates.

(2) New communities.

(a) Any county planning under the act may reserve a portion of its twenty-year population projection for new fully contained communities, located outside of the initially designated urban growth areas.

(b) Proposals to authorize such communities shall be processed pursuant to development regulations which implement the criteria set forth in RCW 36.70A.350.

(3) Master planned resorts.

(a) Any county planning under the act may permit master planned resorts constituting urban growth outside of urban growth areas.

(b) Proposals to authorize such resorts shall be processed pursuant to development regulations which implement policies on the subject in the comprehensive plan. Approval criteria shall conform to the provisions of RCW 36.70A.360.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-830, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-830, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-835 Concurrency regulations.** (1) Each planning jurisdiction should produce a regulation or series of regulations which govern the operation of that jurisdiction's concurrency management system. This regulatory scheme will set forth the procedures and processes to be used to determine whether relevant public facilities have adequate capacity to accommodate a proposed development. In addition, the scheme should identify the responses to be taken when it is determined that capacity is not adequate to accommodate a proposal. Relevant public facilities for these purposes are those to which concurrency applies under the comprehensive plan. Adequate capacity refers to the maintenance of concurrency.

(2) Compliance with applicable environmental requirements, such as ambient air quality standards or water quality standards, should have been built into the determination of the facility capacities needed to accommodate anticipated growth.

(3) The variations possible in designing a concurrency management system are many. However, such a system could include the following features:

(a) Capacity monitoring — a process for collecting and maintaining real world data on use for comparison with evolving public facility capacities in order to show at any moment how much of the capacity of public facilities is being used.

(b) Capacity allocation procedures — a process for determining whether proposed new development can be accommodated within the existing or programmed capacity of public facilities.



This can include preassigning amounts of capacity to specific zones, corridors or areas on the basis of planned growth. For any individual development this may involve:

(i) A determination of anticipated total capacity at the time the impacts of development occur.

(ii) Calculation of how much of that capacity will be used by existing developments and other planned developments at the time the impacts of development occur.

(iii) Calculation of the amount of capacity available for the proposed development.

(iv) Calculation of the impact on capacity of the proposed development, minus the effects of any mitigation provided by the applicant. (Standardized smaller developments can be analyzed based on predetermined capacity impact values.)

(v) Comparison of available capacity with project impact.

(c) Provisions for reserving capacity — a process of prioritizing the allocation of capacity to proposed developments. This might include:

(i) Setting aside a block or blocks of available or anticipated capacity for specified types of development fulfilling an identified public interest.

(ii) Adopting a first-come, first-served system of allocation, dedicating capacity to applications in the order received.

(iii) Adopting a preference system giving certain categories or specified types of development preference over others in the allocation of available capacity.

(d) Provisions specifying the response when there is insufficient available capacity to accommodate development.

(i) In the case of transportation, an ordinance must prohibit development approval if the development causes the level of service of a transportation facility to decline below the standards adopted in the transportation element of the comprehensive plan unless improvements or strategies to accommodate the impacts of development are made concurrent with development.

(ii) If the proposed development is consistent with the land use element, relevant levels of service should be reevaluated.

(iii) Other responses could include:

(A) Development of a system of deferrals, approving proposed developments in advance but deferring authority to construct until adequate public facilities become available at the location in question. Such a system should conform to and help to implement the growth phasing schedule contemplated in the land use and capital facilities elements of the plan.

(B) Conditional approval through which the developer agrees to mitigate the impacts.

(C) Denial of the development, subject to resubmission when adequate public facilities are made available.

(e) Form, timing and duration of concurrency approvals. The system should include provisions for how to show that a project has met the concurrency requirement, whether as part of another approval document (e.g., permit, platting decisions, planned unit development) or as a separate certificate of concurrency, possibly a transferable document. This choice, of necessity, involves determining when in the approval process the concurrency issue is evaluated and decided. Approvals, however made, should specify the

length of time that a concurrency determination will remain effective, including requirements for development progress necessary to maintain approval.

(f) Provisions for interjurisdictional coordination.

(4) Planning jurisdictions should consider integrating SEPA compliance on the project-specific level with the case-by-case process for concurrency management.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-835, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-840 Essential public facilities.** (1) Development regulations for identifying and siting essential public facilities shall be consistent with and implement the process for this purpose set forth in the comprehensive plan.

(2) The regulations should list those types of facilities which the planning jurisdiction has determined are essential, pursuant to the definition and the criteria established in the comprehensive plan for identifying such facilities. The designated facilities should include those listed by the state office of financial management and those necessary to list in order to comply with county-wide planning policies. In addition, other facilities needed locally should be listed. These may include facilities which receive funding from the state or other governmental units, but which are not identified on the state list or by virtue of county-wide policies.

(3) Except where county-wide planning policies have otherwise dictated siting choices, provision should be made for the possibility of siting each of the listed essential public facilities somewhere within each jurisdiction's planning area.

(4) For the purposes of making the threshold determination on whether a proposal presents siting difficulties, the regulations should specify a method for publicizing applications for siting essential public facilities and for soliciting initial comment on the site(s) proposed. The regulations should describe how and by whom the threshold decision will be made.

(5) For proposals involving siting difficulties, the regulations should:

(a) Provide requirements for notice to other interested jurisdictions, and for public participation in the siting decision;

(b) Consistent with county-wide planning policies, require an evaluation of feasible alternative sites and of equity in geographical distribution;

(c) When appropriate interlocal agreements have been made, provide for an interjurisdictional process for facilities of a county-wide, regional or state-wide nature;

(d) Call for an evaluation of the extent to which design features or operational conditions can eliminate or reduce unwanted project impacts;

(e) Where appropriate, establish incentives or require amenities for siting in particular areas;

(f) Include in criteria for siting decisions a consideration of the need for the particular facility in light of established level of service standards or planning assumptions.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-840, filed 8/11/93, effective 9/11/93; 92-23-065, § 365-195-840, filed 11/17/92, effective 12/18/92.]

**WAC 365-195-845 Permit process.** The development regulations of planning jurisdictions should include provi-

sions addressing the general procedures for processing applications for development, designed to promote timeliness, fairness and predictability.

(1) Centralized processing. Consideration should be given to the establishment of a master permit or centralized permit process which would allow an applicant to apply for all needed approvals at once and for the simultaneous processing by the local jurisdiction of all aspects of project approval.

(2) Time limits. Consistent with the requirements of SEPA, consideration should be given to adopting self-imposed permit processing deadlines, so that applicants will be able to plan with greater certainty in most cases.

(3) Fast tracking. Consistent with fairness, consideration should be given to expedited permit procedures for developments which include features which the planning jurisdiction particularly wishes to encourage. An example might be the inclusion of affordable housing in a residential development project.

(4) Vertical integration. In designing permit programs planning entities should review the permit requirements of regional, state and federal agencies on the same subjects and, working with those agencies, attempt to coordinate processing in order to avoid overlapping reviews and unnecessary time delays.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-845, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-850 Impact fees.** (1) Counties and cities planning under the act are authorized to impose impact fees on development activity as part of the financing for public facilities. However, the financing for system improvements to serve new development must provide a balance between impact fees and other sources of public funds and cannot rely solely on impact fees.

(2) The decision to use impact fees should be specifically implemented through development regulations. The impact fees:

(a) Shall only be imposed for system improvements that are reasonably related to the new development. "System improvements" (in contrast to "project improvements") are public facilities included in the capital facilities plan and designed to provide service to service areas within the community at large;

(b) Shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the new development; and

(c) Shall be used for system improvements that will reasonably benefit the new development.

The implementing regulation should call for a specific finding on all three of the above limitations whenever an impact fee is imposed.

(3) Impact fees may be collected and spent only for the following capital facilities owned or operated by government entities: Public streets and roads; publicly owned parks, open space, and recreation facilities; school facilities; and fire protection facilities in jurisdictions that are not part of a fire district. These facilities must have been addressed in a capital facilities plan element which identifies:

(a) Deficiencies in public facilities serving existing development and the means by which existing deficiencies will be eliminated within a reasonable period of time;

(b) Additional demands placed on existing public facilities by new development; and

(c) Additional public facility improvements required to serve new development.

(4) The local ordinance by which impact fees are imposed shall strictly conform to the provisions of RCW 82.02.060. The department recommends that jurisdictions include the authorized exemption for low-income housing.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-850, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-855 Protection of private property.** In the drafting of development regulations, consideration should be given to the attorney general's process of evaluation issued pursuant to RCW 36.70A.370, to assure that governmental actions do not result in an unconstitutional taking of private property. Procedures for avoiding takings, such as variances or exemptions, should be built into the overall regulatory scheme.

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-855, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-860 Housing for persons with handicaps.** No county or city planning under the act may enact or maintain an ordinance, development regulation, zoning regulation or official control, policy, or administrative practice which treats a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals. As used in this section, "handicaps" are as defined in the federal fair housing amendments of 1988 (42 U.S.C. Sec. 3602).

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-860, filed 8/11/93, effective 9/11/93.]

**WAC 365-195-865 Supplementing, amending and monitoring.** (1) New development regulations may be adopted from time to time as the need for supplementing the initial implementation strategy becomes apparent. However, because development regulations must be consistent with the comprehensive plans, substantive amendments to such regulations will frequently need to be accompanied by a comprehensive plan amendment. Since comprehensive plans can be amended only once a year (except in emergencies), consideration of significant changes in the land use management scheme will, by and large, become an annual affair.

(2) Cities and counties should institute an annual review of growth management implementation on a systematic basis. To aid in this process, planning jurisdictions should consider establishing a growth management monitoring program designed to measure and evaluate the progress being made toward accomplishing the act's goals and the provisions of the comprehensive plan. This program should be integrated with provisions for continuous public involvement. (See WAC 365-195-600 (2)(b).)

[Statutory Authority: RCW 36.70A.190 (4)(b). 93-17-040, § 365-195-865, filed 8/11/93, effective 9/11/93.]

## Chapter 365-200 WAC

## THE AFFORDABLE HOUSING PROGRAM

## WAC

365-200-010	Authority.
365-200-020	Purpose.
365-200-030	Definitions.
365-200-040	Eligible applicants.
365-200-050	Content and criteria for approval of the needs assessment.
365-200-060	Notice.
365-200-070	Advice and input of the low-income assistance advisory committee.

**WAC 365-200-010 Authority.** These rules are adopted under the authority of chapter 43.185 RCW which provide that the department shall have the authority to promulgate rules governing the award of grants and loans.

[Statutory Authority: Chapter 43.185 RCW. 92-06-005 (Order 92-02), § 365-200-010, filed 2/20/92, effective 3/22/92.]

**WAC 365-200-020 Purpose.** The purpose of the affordable housing program is to provide financial assistance, and develop and coordinate public and private resources to meet the affordable housing needs of low-income households in the state.

[Statutory Authority: Chapter 43.185 RCW. 92-06-005 (Order 92-02), § 365-200-020, filed 2/20/92, effective 3/22/92.]

**WAC 365-200-030 Definitions.** (1) "Affordable housing" means residential housing for rental or private individual ownership which, as long as the same is occupied by low-income households, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income.

(2) "Low-income" means a family or household earning eighty percent or lower of county median income.

(3) "Very low income" means a family or household earning fifty percent or lower of county median income.

(4) "Department" means the department of community development.

(5) "Director" means the director of the department of community development.

[Statutory Authority: Chapter 43.185 RCW. 92-06-005 (Order 92-02), § 365-200-030, filed 2/20/92, effective 3/22/92.]

**WAC 365-200-040 Eligible applicants.** Eligible applicants for funding include local governments, local housing authorities, nonprofit community or neighborhood-based organizations, and regional or state-wide nonprofit housing assistance organizations.

[Statutory Authority: Chapter 43.185 RCW. 92-06-005 (Order 92-02), § 365-200-040, filed 2/20/92, effective 3/22/92.]

**WAC 365-200-050 Content and criteria for approval of the needs assessment.** The department shall not approve a request for assistance unless it has received and approved a housing needs assessment. The affordable housing needs assessment shall:

(1) Describe the jurisdiction's current needs for housing assistance for very low-income households, low-income households, and special-needs populations;

(2) Estimate the need for a five-year period; and  
(3) Contain a strategy to meet the need. The needs assessment shall:

(a) Contain population demographics including age, race, household income, and household type;

(b) Provide a ten-year summary of population changes and a projection of population changes for the next ten years;

(c) State the number and percentage of persons and households at eighty percent and lower of county median income;

(d) Identify the gap between the number of households at eighty percent of median and the number of affordable rental and for-sale units which are needed;

(e) Identify the amount of average assistance required to close the gap for a household at eighty percent of county median income with not more than thirty percent of household income to be used for housing costs including utilities; and

(f) Contain a description of local existing housing conditions including vacancy rates, average rents, average for-sale house prices, units in need of rehabilitation, units in need of weatherization, and the number of new units in the past five years and their type.

The department may accept a local housing element, a certified comprehensive housing affordability strategy, or a housing assistance plan, if consistent with the provisions of this section. To be approved a plan must contain the number of households at eighty percent or lower of county median income and state the average amount of assistance required per household to enable access to affordable housing at fair market rents or to average sales prices with no more than thirty percent of the household's income, including utilities, and comply with the above requirements.

[Statutory Authority: Chapter 43.185 RCW. 92-06-005 (Order 92-02), § 365-200-050, filed 2/20/92, effective 3/22/92.]

**WAC 365-200-060 Notice.** During each calendar year in which funds are available for use by the department for the affordable housing program the department shall announce to all known interested parties, and through major media throughout the state, a grant and loan application period of at least ninety days duration. This announcement shall be made as often as the director deems appropriate for proper utilization of resources.

[Statutory Authority: Chapter 43.185 RCW. 92-06-005 (Order 92-02), § 365-200-060, filed 2/20/92, effective 3/22/92.]

**WAC 365-200-070 Advice and input of the low-income assistance advisory committee.** With the advice and input of the low-income assistance advisory committee appointed by the director, the department shall develop criteria to evaluate applications for assistance.

[Statutory Authority: Chapter 43.185 RCW. 92-06-005 (Order 92-02), § 365-200-070, filed 2/20/92, effective 3/22/92.]

**Chapter 365-210 WAC**  
**MANUFACTURED HOUSING INSTALLER**  
**TRAINING AND CERTIFICATION PROGRAM**

**WAC**

365-210-010	Authority.
365-210-020	Effective date.
365-210-030	Definitions.
365-210-040	Training program.
365-210-050	Examination—Failure—Retaking.
365-210-060	Fees.
365-210-070	Failure of examination—Brief adjudicative proceeding.
365-210-080	Notification to employer.

**WAC 365-210-010 Authority.** The following rules are adopted pursuant to chapter 43.63B RCW, Mobile and manufactured home installation, which provides that the department shall train and certify manufactured home installers.

[Statutory Authority: Chapter 43.63B RCW. 95-14-121, § 365-210-010, filed 6/30/95, effective 7/1/95.]

**WAC 365-210-020 Effective date.** These rules shall become effective July 1, 1995.

[Statutory Authority: Chapter 43.63B RCW. 95-14-121, § 365-210-020, filed 6/30/95, effective 7/1/95.]

**WAC 365-210-030 Definitions.** The following definitions shall apply to this chapter and to chapter 43.63B RCW:

(1) "Extension of the pressure relief valve for the water heater" means extension to the outside of the home as described in the Uniform Plumbing Code.

(2) "Manufactured home," in addition to the definition provided in RCW 43.63B.010(5) means mobile home as defined in RCW 43.63B.010(8).

(3) "Mobile or manufactured home installation" does not include installation of electrical wires and equipment that convey electrical power to the home or to an outlet in the home, and does not include the ground crossover. Installation of electrical wires and equipment that convey electrical power to the home or to an outlet in the home must be performed by a journeyman or specialty electrician as defined in chapter 19.28 RCW. Equipment does not include plug-in household appliances.

(4) "Other equivalent experience" means six months of hands-on experience installing manufactured homes under the guidance of a reputable, recognized manufactured home installer; or two years experience in residential construction.

(5) "Site" means the parcel of land designed to accommodate the dwelling and auxiliary structures.

[Statutory Authority: Chapter 43.63B RCW. 95-14-121, § 365-210-030, filed 6/30/95, effective 7/1/95.]

**WAC 365-210-040 Training program.** The training program shall include, but not be limited to, the following topics: Relevant federal, state and local laws and standards; supports; footings; anchors; site preparation; placement; closing in; plumbing; electrical; combustion appliances; skirting; interior and exterior finishing; operational checks and adjustments; auxiliary structures; and alterations. The department shall provide a training manual to each applicant

as part of the training program, the contents of which shall include, but not be limited to, the above topics. The department shall be responsible for updating the training program to reflect changes in relevant federal, state and local codes and standards. The department shall, at a minimum, conduct the training program quarterly.

[Statutory Authority: Chapter 43.63B RCW. 95-14-121, § 365-210-040, filed 6/30/95, effective 7/1/95.]

**WAC 365-210-050 Examination—Failure—Retaking.** The examination shall only include topics covered in the training program. In order to pass the examination, applicants must answer 70% of the questions correctly. An applicant who fails the examination shall be permitted to retake the training course and/or the examination as often as is necessary to secure a passing rate of 70%.

[Statutory Authority: Chapter 43.63B RCW. 95-14-121, § 365-210-050, filed 6/30/95, effective 7/1/95.]

**WAC 365-210-060 Fees.** (1) First time applicants must attend the training course and take the examination. Persons failing the exam on the first try may retake it one time at no cost, but must pay \$50 for each subsequent attempt. Certificate holders seeking to renew need only pay for and pass the most recent examination. For a timely renewal, certificate holders must have passed the examination prior to the expiration of their current certificates. Certificate holders seeking to renew may, at their option, attend the training course and/or purchase a copy of the most recent training manual.

(2) The fee for the training program, including the cost of one copy of the training manual, shall be \$100.00. The cost for the examination and certification shall be \$100.00. The fee for renewal of the certificate after three years, including retaking the examination, shall be \$100.

(3) An applicant whose application is found to be ineligible or inadequate shall be entitled to a full refund, and shall be notified by the department of such ineligibility or inadequacy at least 20 days prior to the examination. If a late application is received and found to be inadequate, the department shall make its best effort to notify the applicant prior to the examination.

(4) An applicant who fails the examination shall not be entitled to a refund.

(5) Individuals will be allowed to audit the training program and not take the examination. The audit fee shall be \$100.00

(6) The department shall make extra copies of the training manual available on request for a fee designed to cover costs.

(7) Fees due at the time of certification must be paid in full in order for the department to issue the certificate.

[Statutory Authority: Chapter 43.63B RCW. 95-14-121, § 365-210-060, filed 6/30/95, effective 7/1/95.]

**WAC 365-210-070 Failure of examination—Brief adjudicative proceeding.** Persons failing the examination may seek agency review as a brief adjudicative proceeding under RCW 34.05.482 through 34.05.494.

[Statutory Authority: Chapter 43.63B RCW. 95-14-121, § 365-210-070, filed 6/30/95, effective 7/1/95.]

**WAC 365-210-080 Notification to employer.** Where applicable, the department shall send notice to the certificate holder's employer regarding revocation of an installer certification.

[Statutory Authority: Chapter 43.63B RCW. 95-14-121, § 365-210-080, filed 6/30/95, effective 7/1/95.]

**Chapter 365-300 WAC  
ENHANCED 9-1-1 FUNDING**

**WAC**

365-300-010	Authority.
365-300-020	Purpose.
365-300-030	Definitions.
365-300-040	Eligible jurisdictions.
365-300-050	Fundable items.
365-300-060	Local plan requirements.
365-300-070	Funding priorities.
365-300-081	Application procedures.
365-300-090	Other rules.

**WAC 365-300-010 Authority.** This chapter is promulgated pursuant to the authority granted in RCW 38.52.540.

[Statutory Authority: RCW 38.52.540. 93-11-039 (Order 93-04), § 365-300-010, filed 5/11/93, effective 6/11/93.]

**WAC 365-300-020 Purpose.** RCW 38.52.540 establishes the enhanced 9-1-1 account in the state treasury and specifies that moneys in the account shall be used only to help implement and operate enhanced 9-1-1 state-wide. The purpose of this chapter is to specify by rule the purposes for which moneys may be expended from the enhanced 9-1-1 account.

[Statutory Authority: RCW 38.52.540. 93-11-039 (Order 93-04), § 365-300-020, filed 5/11/93, effective 6/11/93.]

**WAC 365-300-030 Definitions.** (1) "9-1-1 voice network" means all switches and circuits which provide the connection between the caller's central office and the public safety answering point.

(2) "Address" means an identification of a unique physical location by street name, number, and postal community. If applicable it also includes the identification of separately-occupied subunits, such as apartment or suite numbers, and where appropriate, other information such as building name or floor number which defines a unique physical location.

(3) "Advisory committee" means the E9-1-1 advisory committee established by RCW 38.52.530.

(4) "ALI/DMS (data management system)" means a system of manual procedures and computer programs used to create, store, and update the data required for ALI (automatic location identification) in support of enhanced 9-1-1.

(5) "Alternate routing" means a method by which 9-1-1 calls are routed to a designated alternate location if all E9-1-1 lines to a PSAP are busy.

(6) "Automatic location identification (ALI)" means a feature by which the name and address associated with the calling party's telephone number (identified by ANI feature) is forwarded to the PSAP for display.

(7) "Automatic number identification (ANI)" means a feature that allows for the automatic display of the seven-digit number used to place a 9-1-1 call.

(8) "Central office" means a telephone company facility that houses the switching and trunking equipment serving telephones in a defined area.

(9) "Central office enabling" means the technology that allows the public network telephone switch(s) to recognize and accept the digits 9-1-1.

(10) "Department" means the department of community development.

(11) "Diversity" means a method of assuring continuity of service by using multiple transmission routes to deliver a particular service between two points on a network.

(12) "Master street address guide (MSAG)" means a data base of street names and address ranges within their associated postal communities defining emergency service zones for 9-1-1 purposes.

(13) "Network performance level monitoring" means steps taken by a telephone company to determine that the network is operating properly.

(14) "Night service" means a feature that automatically forwards all 9-1-1 calls to a PSAP to an alternate directory number assigned for that PSAP. The alternate directory number may be associated with a secondary PSAP or another alternate destination.

(15) "Public safety answering point (PSAP)" means an answering location for 9-1-1 calls originating in a given area. PSAPs are designated as primary or secondary, which refers to the order in which calls are directed for answering.

(16) "Reverse ALI search capability" means the ability to query the ALI data base to electronically obtain the ALI data associated with a known telephone number for purposes of handling an emergency.

(17) "Selective routing" means a feature that permits a 9-1-1 call to be routed to a predesignated public safety answering point (PSAP) based upon the identified telephone number of the calling party and an address associated with that telephone number.

(18) "TDD (telecommunications device for the deaf)" means a telecommunications device that permits typed telephone conversations with or between deaf, hard of hearing, or speech impaired people with a machine at their location.

(19) "Telephone system management information system (TSMIS)" means the equipment that records call volume and usage data that is helpful to a PSAP in their staffing and coverage decisions.

(20) "Traffic studies" means studies performed by a telephone company or others that measure the volume of calls made over the 9-1-1 network.

(21) "Uninterruptible power supply (UPS)" means a system designed to provide power, without delay or transients, during a period when the normal power supply is incapable of performing acceptably. UPS must allow operation for at least thirty minutes after loss of commercial power.

[Statutory Authority: RCW 38.52.540. 93-11-039 (Order 93-04), § 365-300-030, filed 5/11/93, effective 6/11/93.]

**WAC 365-300-040 Eligible jurisdictions.** The counties of the state of Washington shall be eligible to receive funds from the enhanced 9-1-1 account.

[Statutory Authority: RCW 38.52.540, 93-11-039 (Order 93-04), § 365-300-040, filed 5/11/93, effective 6/11/93.]

**WAC 365-300-050 Fundable items.** Enhanced 9-1-1 systems are made up of four main components: Network, data base, customer premise equipment (CPE), and operational items. Both the implementation and maintenance costs of these components will be eligible for funding. The following subcomponents within each of these major components will be eligible for funding from the enhanced 9-1-1 account.

(1) **NETWORK:**

- (a) Central office enabling;
- (b) Automatic number identification (ANI) provisioning;
- (c) Selective routing (hardware, software, data base);
- (d) 9-1-1 voice network (B.01/P.01 service level required);
- (e) Automatic location identification (ALI) data link;
- (f) Noncompatible central office switch upgrades;
- (g) Diversity;
- (h) Network performance level monitoring;
- (i) Traffic studies;
- (j) Alternate routing or night service.

(2) **DATA BASE:**

- (a) County or regional provided:
  - (i) Addressing (house number, street, postal community) exclusive of house numbering and street signs;
  - (ii) MSAG development and maintenance.
- (b) Telephone company provided:
  - (i) ALI data base: MSAG development and maintenance; Subscriber record purification.
  - (ii) ALI DMS equipment (for the storage and retrieval of ALI) may be provided by several vendors but the equipment must conform to the interfacing telephone companies standards.

(3) **CUSTOMER PREMISE EQUIPMENT:**

- (a) ANI/ALI display equipment for both primary and secondary PSAPs;
- (b) Telephone system if existing is incompatible with enhanced 9-1-1;
- (c) ALI controller;
- (d) ANI controller;
- (e) ALI/DMS equipment (must conform to interfacing telephone company's standards);
- (f) Call detail interface and printer;
- (g) Telephone system management information system;
- (h) Radio communications equipment (if necessary as part of a regional or consolidated E9-1-1 system);
- (i) Uninterruptible power supply (UPS) for telephone system and 9-1-1 equipment;
- (j) Auxiliary generator to support 9-1-1 emergency telephone service for backup;
- (k) TDD if existing is incompatible with enhanced 9-1-1;
- (l) Recording equipment if existing is incompatible with enhanced 9-1-1;
- (m) Reverse ALI search capability.

(4) **OPERATIONAL ITEMS:**

(a) Funding necessary to develop the detailed E9-1-1 implementation and budget plan required by the state E9-1-1 office;

(b) Call receiver training.

(5) **ADDITIONAL ITEMS:**

Additional equipment and local requirements will be considered for funding if they are an element in a regional or consolidated E9-1-1 system, including increased PSAP staffing needs directly attributable and documentable as being required for E9-1-1 implementation.

[Statutory Authority: RCW 38.52.540, 93-11-039 (Order 93-04), § 365-300-050, filed 5/11/93, effective 6/11/93.]

**WAC 365-300-060 Local plan requirements.** Prior to the allocation of funds to a local jurisdiction, other than the allocation of funds to develop local implementation plans and budgets, the local jurisdiction must develop an approved implementation plan and budget. The plans shall detail how each jurisdiction(s) will implement enhanced 9-1-1 in the most efficient and effective manner and shall include a proposed implementation schedule and estimate of required state and local resources. Such documents shall be submitted on forms developed by the department and shall be subject to review and approval by the state enhanced 9-1-1 coordinator with the advice of the advisory committee.

[Statutory Authority: RCW 38.52.540, 93-11-039 (Order 93-04), § 365-300-060, filed 5/11/93, effective 6/11/93.]

**WAC 365-300-070 Funding priorities.** Within available revenues, funds will be allocated in the manner best calculated, at the discretion of the state enhanced 9-1-1 coordinator, with the advice and assistance of the state enhanced 9-1-1 advisory committee, to facilitate the state-wide implementation and operation of enhanced 9-1-1. This discretion shall be guided by the following factors:

(1) The nature of existing and planned services in the local jurisdiction. Funds will generally be allocated first to those counties without 9-1-1, then to those counties which have some 9-1-1 capability, and then to counties which have fully enhanced 9-1-1;

(2) Priority will be given to those counties proposing to develop consolidated or regional enhanced 9-1-1 systems;

(3) The difference between locally generated revenue and revenue needed to fund services in accordance with the approved local plan and budget;

(4) Funding required in a particular time period for planning purposes;

(5) The differential impacts on local jurisdictions due to the costs and services of enhanced 9-1-1 as provided in tariffs approved by the Washington utilities and transportation commission; and

(6) Such additional factors directly related to implementation and operation of enhanced 9-1-1 state-wide as may be identified within the local jurisdiction's application for funding and are otherwise consistent with these rules.

[Statutory Authority: RCW 38.52.540, 93-11-039 (Order 93-04), § 365-300-070, filed 5/11/93, effective 6/11/93.]

**WAC 365-300-081 Application procedures.** The department shall develop an application format and applica-

tions shall be made in accordance with this format. The department shall further establish a schedule of annual application dates. Funding awards will be made by the department with the advice and assistance of the advisory committee.

[Statutory Authority: RCW 38.52.540. 93-11-039 (Order 93-04), § 365-300-081, filed 5/11/93, effective 6/11/93.]

**WAC 365-300-090 Other rules.** Through other state agencies, including the Washington utilities and transportation commission, rules have and will be adopted which will direct the state-wide implementation and operation of enhanced 9-1-1. By this reference, this rule is intended to be consistent with and complementary to these other rules.

[Statutory Authority: RCW 38.52.540. 93-11-039 (Order 93-04), § 365-300-090, filed 5/11/93, effective 6/11/93.]