



"Building Partnerships – Building Communities"

## Comprehensive Plan Audit Guide

### A. Purpose

The purpose of the Comprehensive Plan Audit is to identify whether the current Kittitas County Comprehensive Plan goals, policies, and objectives (GPOs) should be removed, revised, or moved for the Comprehensive Plan update.

County staff provided an initial review of the current GPOs which included removal of duplicates, rewording and reorganization for clarity and comprehension, and suggestion for additional goals and/or policies to address specific state requirements or guidelines.

Each advisory group will be using a Comprehensive Plan Audit Table as a tool to foster discussion, develop draft goals and policies, and provide ideas for implementation of the goals and policies.

### B. Audit Table Explanation

The columns contain information regarding the current Comprehensive Plan GPOs as follows:

- **GPO #** - the GPO number from the current Comprehensive Plan where the goal/policy originated.
- **General Goals Policies** – statement of the GPO as amended through the County staff audit process.
- **Remove** – Fill in this column to recommend removing the GPO from the Comprehensive Plan.
- **Move** – Fill in this column to recommend moving the GPO from its current location to a different location in the Comprehensive Plan; provide the proposed location in the justification column.
- **Revise** – Fill in this column to recommend revising the GPO language; please provide specific recommendations for revisions in the justification column.
- **Goal/Policy** – Place a 'G' in this column to recommend the GPO as a Goal and a 'P' in this column to recommend the GPO as a Policy (see Explanation of Goals and Policies below).
- **Justification** – Provide the following based on recommendation to keep/remove/move/revise:
  - Draft revision language
  - Suggested Comprehensive Plan location based on the DRAFT Comprehensive Plan Outline
  - Brief explanation for the rationale to keep/remove/move/revise

### C. Audit Steps

1. As a group please fill in the Audit Table to provide recommendations on whether the GPO should be kept/removed/moved/revise. If none of the columns are filled in the assumption will be to keep the GPO in the current Comprehensive Plan location and the wording will not change.
2. If you are recommending the GPO be kept/moved/revise indicate whether the GPO will be a Goal or a Policy. This step is not necessary for GPOS that are recommended for removal.
3. Provide justification based on your recommendation to keep/remove/move/revise the GPO. For each GPS please include the following as appropriate:
  - a. Draft revision language
  - b. Suggested Comprehensive Plan location based on the DRAFT Comprehensive Plan Outline
  - c. Brief explanation for the keep/remove/move/revise recommendation
4. Please add extra rows as necessary to recommend additional Goal and/or Policy recommendations. For each suggested addition please include the following:
  - a) Fill in the Goal/Policy column to indicate whether the recommendation is a goal or a policy
  - b) Fill in the Justification column to indicate the rationale for the addition

### D. Explanation of Goals and Policies

Goals and policies will provide the framework for the overall policy direction that is established in the Comprehensive Plan. For the purposes of this exercise and the Kittitas County Comprehensive Plan, goals and policies are defined using the following definitions.

#### Goals

Goals are general statements of desired outcomes of the community. Goals are broadly written but should be stated specifically enough so that it is possible to assess whether progress has been made in achieving them.

A strong goal statement specifies:

- An objective
- The action that will lead to positive change
- The conditions/context/settings of what should be changed

#### Example goal statements

- Support residential housing near employment opportunities and transit.
- Create opportunity for a broad range of housing types throughout the County to encourage mixed affordability.

## **Policies**

Policies are statements of actions that the community will undertake to meet the goals. Some policies will require further action to fully implement; for example development of a specific program or development regulations that implement the policy.

A strong policy statement specifies:

- What it intends to accomplish
- How it can be implemented
- How success is measured

## **Example policy statements**

- Establish commercial zoning regulations that accommodate residential uses at a density higher than surrounding residential or rural zoning provided adequate transportation access and services are available.
- Develop zoning criteria for group homes and accessory dwelling units within county residential urban growth areas.
- Encourage housing affordability within UGAs by increasing density and decreasing minimum lot sizes.