

WORK PLAN Napavine 2025 Comprehensive Plan Update

| TASK | LEAD | GRANT DELIVERABLES (INTERNAL PRODUCT) | ANTICIPATED COMPLETION DATE | FISCAL YEAR 1 | | | | | | | | | | | | FISCAL YEAR 2 | | | | | | | | | | | |
|---|-------------|--|--------------------------------|---------------|----|----|---------|----|----|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----|--|--|--|--|
| | | | | 2024 | | | | | | | | | | | | 2025 | | | | | | | | | | | |
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | |
| Project Management | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Periodic Update Work Plan | BHC | Periodic Update Work Plan (FY1) | April 30, 2024 | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Outreach | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Participation Plan | Jackson | Public Participation Plan (FY1) | February 15, 2024 | | | | | | | | | | | | | | | | | | | | | | | | |
| City Council / Planning Commission Check-In | Jackson | | | | | | CC / PC | | | | | | | | | | | | | | | | | | | | |
| Stakeholder Meetings (3) | Jackson | | | | | | SH | | | | SH | | | | | | SH | | | | | | | | | | |
| Survey | Jackson | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Open House (1) | Jackson | | | | | | | | | | OH | | | | | | | | | | | | | | | | |
| Analysis | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comprehensive Plan Analysis: Checklist | BHC | Comprehensive Plan Checklist (FY1) | March 31, 2024 | | | | | | | | | | | | | | | | | | | | | | | | |
| Policy Gaps Analysis | BHC | | March 31, 2024 | | | | | | | | | | | | | | | | | | | | | | | | |
| Update Land Capacity Analysis, Existing Conditions & Demographic Data | BHC | (List of Items for Staff Review) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Update Utilities & Transportation Inventories | Jackson | (List of Items for Staff Review) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Development Regulations Analysis: Checklist | BHC | Development Regulations Checklist (FY1) | March 31, 2024 | | | | | | | | | | | | | | | | | | | | | | | | |
| Critical Areas Analysis: Checklist | BHC | Critical Areas Checklist (FY1) | March 31, 2024 | | | | | | | | | | | | | | | | | | | | | | | | |
| Draft Comprehensive Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Document Design | BHC | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internal Review of Draft Comprehensive Plan | BHC | (Formatted Plan Template for Staff Review) | May 30, 2024 | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning Commission Meeting (1) | Jackson | | | | | | PC | | | | | | | | | | | | | | | | | | | | |
| City Council Meeting (1) | Jackson | | | | | | | CC | | | | | | | | | | | | | | | | | | | |
| Public Review of Draft Comprehensive Plan | BHC | Draft Comprehensive Plan (FY2) | January 30, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning Commission Meeting (1) | Jackson | | | | | | | | | | PC | | | | | | | | | | | | | | | | |
| City Council Meeting (1) | Jackson | | | | | | | | | | | CC | | | | | | | | | | | | | | | |
| Draft Development Regulations | Jackson/BHC | Draft Development Regulations Ordinance (FY2) | January 30, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| Commerce Notification (60-Day Review) | Jackson | Commerce Notification Email (FY2) | January 30, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| Adopt Comprehensive Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SEPA Environmental Review | Jackson | SEPA Checklist & Threshold Determination (FY2) | April 30, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Comment Period | Jackson | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recommendation by Planning Commission | Jackson | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning Commission Hearing (1) | Jackson | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adoption by City Council | Jackson | Adopted Comprehensive Plan & Development | April 30, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Hearing before City Council (1) | Jackson | Regulations; Adopting Ordinance (FY2) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commerce Notification (Adoption) | Jackson | Commerce Notification Email (FY2) | April 30, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| Resolution Finding the Periodic Update is Complete | Jackson | Resolution (FY2) | June 1, 2025 | | | | | | | | | | | | | | | | | | | | | | | | |
| City Council Meeting (1) | Jackson | | | | | | | | | | | | | | | | | | | | | | | | | | |

* Periodic Update due December 31, 2025