PLANNING COMMISSION
Regular Meeting
September 11, 2014
7:00-9:00 p.m.

7:00 p.m. CALL TO ORDER
Call to Order, Agenda Review, Approval of Meeting Minutes, Conflict Disclosure

7:05 p.m. PUBLIC COMMENT
Accept public comment on off-agenda items

7:15 p.m. PUBLIC PARTICIPATION PROGRAM FOR 2016 COMPREHENSIVE PLAN UPDATE
Review Draft Program

8:45 P.M. NEW/OLD BUSINESS

9:00 P.M. ADJOURN

Times listed on this agenda are approximate. Public Comment may be limited to allow time for Planning Commission to deliberate.

DISCUSSION ITEMS

1. CALL TO ORDER – AGENDA REVIEW – CONFLICT DISCLOSURE
2. PUBLIC COMMENT – ITEMS NOT ON AGENDA
3. PUBLIC HEARING: ORD 2014-27, 2015-2020 CAPITAL FACILITIES PLAN
4. CAVE LANDING SITE PLAN REVIEW
5. NEW/OLD BUSINESS
6. ADJOURN

1. CALL TO ORDER 7:05.39 PM

The regular meeting of the Bainbridge Island Planning Commission was called to order at 7:05 PM. All Commissioners were present. Court Clerk Rose monitored the recording of the meeting and prepared the minutes. There were no conflicts of interest and no additions to the agenda.

1.1 APPROVAL OF JUNE 26, 2014, MINUTES 7:06.08 PM

Commissioner Kelly noted that regarding the minutes for June 26, she was not present. Commissioner Gale suggested changing the language on page 2, paragraph 1, line 3 to "…the only adjacent resident on landscaping…"

MOTION: *I move that we approve the minutes of June 26, 2014, as corrected.*
GALE/LEWARS *– Motion carried unanimously.*

1.2 APPROVAL OF JULY 10, 2014, MINUTES 7:07:33 PM

Commissioner Gale noted an incomplete sentence under item 1, 4th paragraph. Director Cook will correct it.

MOTION: *I move that the minutes for July 10 be adopted as corrected.*
GALE/PEARL *– Motion carried unanimously.*

2. PUBLIC COMMENT – ITEMS NOT ON AGENDA 7:09:04 PM

There was no public comment.

3. PUBLIC HEARING: ORD. 2014-27, 2015-2020 CAPITAL FACILITIES PLAN 7:09:12 PM

There was no public comment. Public Works Director Loveless presented an overview using a PowerPoint display on the changes to the Plan that have occurred since it was last presented to the Commission.

Commission questions and comments included the following:

- Are we catching up with street repair? Yes, there has been a new roads survey and new repairs/paving upcoming.
- The white markings on the streets indicate areas that will be repaired.
- Regarding Winslow Way Reconstruction – Phase 2 (Madison to Grow), cost estimates not done and funding not yet identified.
- Map sheet for Hansen Road has incorrect subtitle.
- ROW on Wyatt Way would likely include removal of some trees.
- No identified funding as yet for police station, court and downtown parking.
- On some smaller road projects, do we have to pay property owners to widen the roads? Yes, if it is in an area where there is no development.

DRAFT

MOTION: *Given that the CIP for 2015 – 2020 appears to conform with the Comprehensive Plan, I move that we recommend approval of the CIP.*

GALE/LEWARS *– Motion carried unanimously.*

4. TAWRESEY CAVE LANDING SITE PLAN AND DESIGN REVIEW 7:34:30 PM

Associate Planner Beckmann gave her presentation as set forth in her July 17, 2014, Staff Report.

Questions and comments included the following:

- How a density bonus is acquired.
- Parking is allowed in a cul de sac.
- Lots A, B and C are still open and potentially to be built out.
- Lot 10 is dedicated to open space.
- The subdivision first went before the Hearing Examiner, second, conditions regarding improvements have to be met before applying for the final subdivision and now the third phase is that it will go before City Council for approval.
- Alice Tawresey spoke to the history of the project, parking and answered questions. (7:54:20 PM)
- Staff Report, page 17, VII, should be 3 rather than 4 more site plan reviews.
- Encouraged to integrate universal design, which includes ADA aspects.
- John Tawresey commented on parking. (8:00:02 PM)
- What is the Cave Ave improvement? Agreed to fee in lieu of finishing sidewalk to finish the walking access on Cave.
- In response to a question as to why a project in the CIP is to purchase the ROW, Director Cook responded that the City has to spend that money within a certain time frame. There is an option to put the sidewalk on the other side.

8:12:31 PM ***MOTION:*** *I move that we recommend approval of this application and mirroring the staff's recommendation as well.*

LEWARS/GALE *– Motion carried unanimously.*

5. OLD/NEW BUSINESS

Director Cook noted that the August 28, 2014, meeting will be rescheduled.

6. ADJOURN

The meeting was adjourned at 8:13 PM.

_____ _____

J. Mack Pearl, Chair Deborah Rose, Recording Secretary

DRAFT

City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Planning Commission

FROM: Jennifer Sutton, AICP
Special Project Planner

DATE: September 11, 2014

RE: Public Participation Program for the Comprehensive Plan Update process

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The City is beginning the multi-year Comprehensive Plan Update process (Update), as required by the Washington State Growth Management Act (GMA), RCW 36.70.A. The update to the Comprehensive Plan must be adopted by June 30, 2016. The GMA requires that local government create and broadly disseminate a Public Participation Program to describe how the City will meet a requirement for early and continuous public participation throughout the Update process (RCW 36.70A.140, Attachment C). The purpose of tonight's meeting is to review and comment on the draft Public Participation Program (Program) (Attachments A and B).

On August 18, 2014 the City Council authorized the creation of a Comprehensive Plan Steering Committee made up of three Councilmembers and three Planning Commissioners. The attached draft Program is the result of three Steering Committee meetings in the last three weeks. Summary notes from those meetings are included as Attachment D. The discussion at the meeting has been wide ranging as to how to organize the outreach meetings for the Update, as well as a community discussion on whether the Plan's *Vision* and *Principles* still reflect the community's vision, or need to be revised. The Committee also requested that the Program be succinct and clear about the opportunities for public involvement and how to stay informed about the Update. To that end, the Program has two parts- a one-page summary, and a more detailed background document.

The Planning Commission is tasked with reviewing the draft Program, recommending any changes, and then recommending a draft of the Program for review by the City Council. The Planning Commission is slated to finish their review of the Program at the next meeting, September 25. The City Council is scheduled to review the Program in early October, and adopt a final Program by resolution in mid to late October. Then the substantive work of the Update will begin, with a community discussion on the Comprehensive Plan *Vision* and *Principles*.

Attachments
A. Draft Public Participation Program (one page summary)
B. Background Public Participation Program
C. RCW 36.70A.140 and 36.70A.035: Comprehensive Plan Update and Public Participation
D. Comprehensive Plan Update Steering Committee Meeting Notes: 8/21, 8/28, and 9/3

PUBLIC PARTICIPATION PROGRAM:

NAVIGATE BAINBRIDGE- 2016 COMPREHENSIVE PLAN UPDATE

The City of Bainbridge Island is undertaking a major periodic review and update of the Comprehensive Plan and development regulations as required by the Washington State Growth Management Act (GMA), RCW 36.70.A. This Public Participation Program is required by the GMA to describe how the City will meet the requirements for early and continuous public participation throughout the review and update to the Comprehensive Plan. The City must complete the update to the Comprehensive Plan by **June 30, 2016**.

City Hosted Public Meetings

The City is committed to providing multiple opportunities for the public to engage in the Update throughout the process. These public meetings will begin in the Fall of 2014 and continue through the Spring/ Summer 2016. Most meetings will be hosted by the Planning Commission or City Council (see timeline below). The initial meetings in this series will take place during **Planning Commission Meetings on September 11 and 25**. The purpose of these meetings will be to review this Public Participation Program, prior to it being forwarded to the City Council for formal adoption. Public comment will be taken at all meetings, and the City will strive for one-week notice on public meetings.

How to Get and Stay Involved

The City will take advantage of all modes of communication to inform the public and encourage their participation.

- **Sign up on Notify Me:** To be notified about meetings and all other aspects of the Comprehensive Plan Update-Navigate Bainbridge; residents can sign up to receive email or text notifications.
- **Comment:** In person to the Planning Commission, City Council or Staff, or by written comment submitted to the City by letter, email, or by posting on *Community Voice* on the City website. All comments will be documented, preserved, posted on the City website and available for public review. The record of comments will be updated weekly.
- **Website:** Navigate Bainbridge: 2016 Comprehensive Plan Update Project Page
- **Invite:** Request members of the Planning Commission, City Council or City Staff to give a presentation and take Q&A on the Comprehensive Plan Update to community groups or any public forum.

In-Person Public Participation Opportunities	
Outreach Meetings	**Timeline**
Comprehensive Plan 101 Workshop	July 22, 2014
Public Participation Program Development	September-October
Navigate Bainbridge Launch: *Vision, Principles* and *Change* Meetings	October-December
Navigate Bainbridge: Public Listening Sessions	December – March 2015
Staff and Steering Committee Synthesize Public Comments/ Draft	Winter to Spring 2015
Required State Environmental Policy Act Review	Summer to Fall 2015
Planning Commission Review at public meetings and with public	Fall to Spring 2016
City Council Review at public meetings and with public hearings	Spring to Summer 2016
Development Regulations Changes and Review	Fall to Winter 2016

Contact Information for Navigate Bainbridge- 2016 Comprehensive Plan Update

To submit written comments: pcd@bainbridgewa.gov ; jsutton@bainbridgewa.gov; 280 Madison Ave. N
To submit questions or comments over the phone: Jennifer Sutton, Special Project Planner, 206.780.3772
To sign-up for Notify Me-Navigate Bainbridge: http://www.bainbridgewa.gov/list.aspx
To engage in a discussion on Community Voice:
http://www.bainbridgewa.gov/CommunityVoice/Ideas?initiativeID=Navigate-BainbridgeThe-Comprehensive-Pla-10
For more information on the process: http://www.bainbridgewa.gov/615/Navigate-Bainbridge-Comprehensive-Plan-U, https://www.facebook.com/citybainbridgeisland?ref=hl, Twitter @cityofbi,
To sign-up for the City Manager Report: http://www.bainbridgewa.gov/500/City-Managers-Report
To arrange to have a presentation at your community meeting: Kellie Stickney, kstickney@bainbridgewa.gov or 206.780.3741

NAVIGATE BAINBRIDGE

charting our future together

Proposed Public Participation Program

2016 Comprehensive Plan Update

Presented September 11, 2014

Introduction

The City of Bainbridge Island is undertaking a major periodic review and update[i] of the Comprehensive Plan and development regulations as required by the Washington State Growth Management Act (GMA), RCW 36.70.A.[ii] The GMA requires local governments to create and broadly disseminate a Public Participation Program to describe how the City will meet the requirements for early and continuous public participation throughout the process of reviewing and updating the Comprehensive Plan and development regulations as needed to ensure compliance with the GMA. The City must approve the update to the Comprehensive Plan and any necessary revisions to its development regulations by **June 30, 2016**. This Public Participation Program outlines the timing of the Update process, and describes opportunities for public participation throughout.

Goals

Overall goals of this Public Participation Program are to:

- Provide objective information to assist the public in understanding issues and solutions related to the Comprehensive Plan itself and the Update process.
- Provide opportunities to the public to contribute ideas and provide feedback through all phases of the Comprehensive Plan Review and Update process.
- Improve the involvement of traditionally under-represented audiences.
- Make the Update process accessible and engaging to interested participants by using a variety of media, plain language, and easy-to-understand materials.

Navigate Bainbridge-Comprehensive Plan Update Steering Committee

The Navigate Bainbridge steering committee was created by the City Council on August 18, 2014 to guide and oversee the Comprehensive Plan Update process. The steering committee is comprised of three Planning Commissioners and three City Councilmembers.

City Councilmembers

Anne Blair
Val Tollefson (Committee Chair)
Sarah Blossom

Planning Commissioners

Mike Lewars
Mack Pearl
Maradel Gale

Role of the Planning Commission

The City of Bainbridge Island Planning Commission (Commission), comprised of 7 volunteer members appointed by the City Council, is the steward of the Comprehensive Plan. In this role, the Commission provides independent and objective recommendations to the City Departments and City Council on broad planning goals, policies, and plans for the development of Bainbridge Island. The Commission focuses on issues that shape Bainbridge Island, such as land use, transportation, housing, and environmental policy.

The Planning Commission will be involved throughout the process and will provide recommendations and comments to the City Council. Three Planning Commissioners are on the Navigate Bainbridge Steering Committee, and the Planning Commission members will be involved in hosting and facilitating

at six public listening sessions to hear citizen input on the scope of the update of the Bainbridge Island comprehensive plan. The Commissioners will consider the public input from the scoping forums to craft draft amendments to the comprehensive plan and a list of potential development code amendments. Finally, the Commission will host public hearings to invite public comment on the draft amendments. After closing the public hearing the Commission will prepare a final set of recommendations for the City Council on amendments to the Comprehensive Plan, and a list of potential code revisions for consideration in the fall of 2016.

Role of the City Council

As the final decision makers on all aspects of the Comprehensive Plan Update, it is important that the City Council receive regular communications from the Planning Commission on all aspects of the Update Process. The Council will schedule periodic joint meetings with the Planning Commission at several points in the overall process. This fall, the City Council will adopt the final public participation program by resolution and meet jointly with the Planning Commission to review and consider changes to the overarching Comprehensive Plan *Vision* and *Principles.* This winter, the Council will assist the Planning Commission in listening to public input at six scoping meetings. After the Commission synthesizes the scoping input, they will craft potential plan amendments for review and public comment during 2015 and into 2016. The Council will receive the Planning Commission's final recommended amendments to the Comprehensive Plan and list of potential development regulation revisions in 2016, and l take action on the Comprehensive Plan update by June 30, 2016.

Opportunities for Public Involvement

The City is committed to providing multiple opportunities for the public to engage in the Update throughout the process. These public meetings will begin in the Fall of 2014 and continue through the Spring/ Summer 2016. Most meetings will be hosted by the Planning Commission or City Council an estimated timeline is below. The City will strive to provide one-week notice or more on all public meetings related to the Update.

In-Person Public Participation Opportunities

Outreach Meetings	Timeline
Comprehensive Plan 101 Workshop	July 22, 2014
Public Participation Plan Development	September-October
Navigate Bainbridge Launch: Context and Vision Public Meetings	October-December
Navigate Bainbridge Listening Sessions	December – March 2015
Staff and Steering Committee Synthesize	Winter to Spring 2015
2015 SEPA Review	Summer to Fall 2015
Planning Commission Review	Fall to Spring 2016
City Council Review	Spring to Summer 2016
Development Regulations Changes and Review	Fall to Winter 2016

September- October 2014: Public Participation Program Development

The public will have the opportunity to provide input regarding the public participation program. The first of these meeting will occur on September 11, 2014 during the regularly scheduled Planning Commission meeting. Multiple meetings may be held if needed.

Oct. 2014 – Dec. 2014: Navigate Bainbridge-Comprehensive Plan Update Launch- Setting Our Context, Defining Our Vision

This series of meetings will be used to launch the Navigate Bainbridge process. These meetings will be facilitated discussions that focus on creating community consensus around Bainbridge Island's values while establishing the context for future discussions and envisioning our future given the changing world we live in. The goal will be to come out of these meetings with a clear vision, guiding principles and framework for future discussions. This series will be two to three meetings as needed.

Dec. 2014- March 2015: Navigate Bainbridge Listening/Scoping Sessions

To help the City determine the scope of potential amendments to the Comprehensive Plan the public will have the opportunity to provide input specific to any of the Comprehensive Plan elements (e.g., Land Use, Housing, Transportation, etc.) at any of six Listening/Scoping sessions. In order to better coordinate the Comprehensive Plan with the City's Priority Based Budgeting (PBB) efforts, one of the six components of the PBB will be highlighted at the beginning of each session, and citizens invited to consider how the PBB policies might inform content of the Comprehensive Plan.
Below are the six topic areas, taken from the City's Priority Based Budgeting exercise.

Community input from these sessions meetings will be recorded and subsequently sorted into the applicable Comprehensive Plan update elements for further discussion. The public is invited to attend and participate at each meeting. Meetings may be held at different locations to increase accessibility. The public will also have the opportunity to submit comment on each topic area by email at pcd@bainbridgewa.gov, in writing at City Hall or on the city website.

Winter – Spring 2015: City Staff and Steering Committee Synthesize

City staff will work with the Steering Committee to sort all public feedback into the appropriate elements of the Comprehensive Plan. There may be elements added, changed or deleted, depending on the input of the community, while remaining consistent with the law. This process will be transparent for the public. The Steering Committee may create ad hoc committees including identified subject area experts on an as needed basis, if appropriate.

If needed, the Steering Committee may advise that work be completed to immediately address changes in the code. Otherwise, the steering committee will place public input related to needed regulatory changes or issues that merit a larger, focused discussion into "**Temporary Moorage**". After the Comprehensive Plan is updated, City staff and the Planning Commission will revisit the items in "**Temporary Moorage**" to consider which of those should be placed on the work program for public input and potential adoption by Council.

Summer – Fall 2015: SEPA Review

City Staff will complete State Environmental Policy Act (SEPA) Review on proposed changes to the Comprehensive Plan

Fall – Spring 2015/ 2016: Planning Commission Review

At this time the public will have another opportunity to comment on the revisions proposed by the Planning Commission and Steering Committee. This may be an iterative process that takes place over multiple meetings, including public hearings. The Planning Commission will recommend updates to the Comprehensive Plan to the City Council.

City Council Review: Spring – Summer 2016

The City Council will accept the Planning Commission's recommendation, and discuss over several public meetings. The public will be able to comment to the City Council on the proposed changes at all meetings. The Council will hold a public hearing on the proposed changes to the Plan, and then will vote to approve changes to the Plan.

Development Regulation Changes Review and Approval: Fall – Winter 2016

Small changes to development regulations in the Bainbridge Island Municipal Code (BIMC) may be go through the legislative process of Planning Commission and City Council review and approval concurrent with the Comprehensive Plan Update. An ordinance integrating the larger changes to the BIMC

Outreach Methods and Tools

The overall objective of this Program is to describe how the City will engage the public during the course of the Update process. Public participation methods and tools may vary by phase of the Update process. This Public Participation Program may continue to be reviewed and refined throughout the Update process, if needed. The City will take advantage of all modes of communication to engage the public. Public outreach will consist of in-person outreach efforts, traditional media and advertising, and outreach efforts utilizing technology and social media. Public meetings shall be noticed as far in advance as possible, and the City shall strive to provide one week notice.

In-person Outreach methods

- In-person presentations at group meetings, i.e. School Board or Parent Teacher Association meetings
- Ferry – video ad screen, voice over announcement with table on ferry

Traditional media and advertising

- Press releases to local papers, blogs and newsletters
- Utilize community organization email lists, newsletters and social media
- Flyering for Meeting Events
- Bainbridge Community Broadcasting
- Rotating column in the Bainbridge Island Review
- School District Communication Networks
- Town and Country Reader Board
- Send emails to current City email listservs, volunteer lists and citizen advisory groups

Technology and Social media

- City Website
  - Background information, existing Comprehensive Plan, useful weblinks to planning resources, and materials prepared for public meetings should be available to the public on the City's Update project webpage and as hard copies in a designated Comprehensive Plan Update Resource Area at City Hall
  - Notify Me – There is a listserv for the public to sign up for *Navigate Bainbridge: Comprehensive Plan Update*
  - Press releases related to Comprehensive Plan and Update process
  - Posting Comprehensive Plan and Update events and meetings to the calendar on the City website
  - Community Voice: an online portal allowing for the community to engage in discussion about the comp plan
  - Online Survey Tool
- City Facebook page
  - Posting comp plan events, meetings, and stories related to Council, committees, and City Admin
- Facebook and email groups
  - Island moms, Bainbridge Islanders, Bainbridge-Open Community, Radio Free Bainbridge
- Twitter
- Weekly City Manger Update

Potential Groups for Outreach:

Citizen Advisory Groups

Design Review Board
Environmental Technical Advisory Committee
Harbor Commission
Historic Preservation Commission
Lodging Tax Advisory Committee
Non-motorized Transportation Advisory Committee
Planning Commission (see *Role* above)
Road Ends Committee
Utility Advisory Committee

Other Public Agencies

Bainbridge Island School District
Bainbridge Island Fire Department
Bainbridge Island Metro Park and Recreation District
Kitsap Transit
Kitsap Public Utility District
Sewer District 7
Kitsap Public Health District
Puget Sound Regional Council

Community Groups

Arts and Humanities Council
Association of Bainbridge Communities
Bainbridge Business Women
Bainbridge Community Foundation
Bainbridge Island Downtown Association
Bainbridge Island Farmers Market
Bainbridge Island Historical Society
Bainbridge Island Japanese American Exclusion Memorial Organization
Bainbridge Island Land Trust
Bainbridge Island Senior Community Center
Bainbridge Island Sportsmen's Club
Bainbridge Island Watershed Council
Chamber of Commerce
Educulture
Environmental Bainbridge
Friends of the Farms
Grow Community
Habitat for Humanity of Kitsap County
Helpline House
Housing Resources Board
Interfaith Council
Islanders for Responsible Development
IslandWood
Kiwanis Club
League of Women Voters
Rotary Club of Bainbridge Island
Sakai Villages Homeowner Association
Sierra Club
Squeaky Wheels Bicycle Club
Sustainable Bainbridge

[i] RCW 36.70A. (2)(a) Each county and city shall **establish and broadly disseminate to the public a public participation program** consistent with RCW 36.70A.035 and 36.70A.140 that identifies procedures and schedules whereby updates, proposed amendments, or revisions of the comprehensive plan are considered by the governing body of the county or city no more frequently than once every year, except that, until December 31, 2015, the program shall provide for consideration of amendments of an urban growth area in accordance with RCW 36.70A.1301 once every year. **"Updates" means to review and revise, if needed**, according to subsection (1) of this section, and the deadlines in subsections (4) and (5) of this section or in accordance with the provisions of subsection (6) of this section. Amendments may be considered more frequently than once per year under the following circumstances:

[ii] RCW 36.70.A.130(5) Except as otherwise provided in subsections (6) and (8) of this section, following the **review of comprehensive plans and development regulations** required by subsection (4) of this section, counties and cities **shall take action to review and, if needed, revise their comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of this chapter** as follows.

RCW 36.70A.035

Public participation — Notice provisions.

(1) The public participation requirements of this chapter shall include notice procedures that are reasonably calculated to provide notice to property owners and other affected and interested individuals, tribes, government agencies, businesses, school districts, and organizations of proposed amendments to comprehensive plans and development regulation. Examples of reasonable notice provisions include: (a) Posting the property for site-specific proposals; (b) Publishing notice in a newspaper of general circulation in the county, city, or general area where the proposal is located or that will be affected by the proposal; (c) Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered; (d) Placing notices in appropriate regional, neighborhood, ethnic, or trade journals; and (e) Publishing notice in agency newsletters or sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas. (2)(a) Except as otherwise provided in (b) of this subsection, if the legislative body for a county or city chooses to consider a change to an amendment to a comprehensive plan or development regulation, and the change is proposed after the opportunity for review and comment has passed under the county's or city's procedures, an opportunity for review and comment on the proposed change shall be provided before the local legislative body votes on the proposed change. (b) An additional opportunity for public review and comment is not required under (a) of this subsection if: (i) An environmental impact statement has been prepared under chapter 43.21C RCW for the pending resolution or ordinance and the proposed change is within the range of alternatives considered in the environmental impact statement; (ii) The proposed change is within the scope of the alternatives available for public comment; (iii) The proposed change only corrects typographical errors, corrects cross-references, makes address or name changes, or clarifies language of a proposed ordinance or resolution without changing its effect; (iv) The proposed change is to a resolution or ordinance making a capital budget decision as provided in RCW 36.70A.120; or (v) The proposed change is to a resolution or ordinance enacting a moratorium or interim control adopted under RCW 36.70A.390. (3) This section is prospective in effect and does not apply to a comprehensive plan, development regulation, or amendment adopted before July 2, 1997.

[1999 c 315 § 708; 1997 c 429 § 9.]

RCW 36.70A.140

Comprehensive plans —

Ensure public participation.

Each county and city that is required or chooses to plan under RCW 36.70A.040 shall establish and broadly disseminate to the public a public participation program identifying procedures providing 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. In enacting legislation in response to the board's decision pursuant to RCW 36.70A.300 declaring part or all of a comprehensive plan or development regulation invalid, the county or city shall provide for public participation that is appropriate and effective under the circumstances presented by the board's order. Errors in exact compliance with the established program and procedures shall not render the comprehensive land use plan or development regulations invalid if the spirit of the program and procedures is observed.

[1995 c 347 § 107; 1990 1st ex.s. c 17 § 14.]

Comprehensive Plan Steering Committee

Meeting Date: August 21, 2014 10-11:30 AM

Membership/ Attendance:

City Council	***Planning Commission***
Val Tollefson	Mack Pearl
Sarah Blossom	Maradel Gale
Anne Blair	Mike Lewars (absent)

Staff: Kathy Cook (PCD Director), Jennifer Sutton (Special Project Planner), & Kellie Stickney (Community Engagement Specialist

Meeting Summary:
Kathy Cook and Anne Blair gave introductory remarks about the Steering Committee being formed by the City Council at the 8/18/14 meeting. Staff clarified that the first Comprehensive Plan Update task for the Steering Committee is to work with staff to develop a draft Public Participation Program~~an~~ (PPP) for the Comprehensive Plan Update. The goal is to have a draft of the PPP ready for the Planning Commission meeting on September 11, 2014. Staff also announced that the City had retained the consulting services of Joe Tovar to assist with the PPP and the Scoping phase of the Update, through the end of 2014.

Kellie Stickney summarized the variety of outreach methods. The PPP and "workgroups" method for the recent Shoreline Master Program was summarized, and the group talked about the existing Comprehensive Plan Elements, and whether or not those should be the nuclei that the Comprehensive Plan Review is organized around. The Committee also discussed how the 6 Priority Based Budgeting (PBB) Results developed by the City Council could be used in the Comprehensive Plan Update process. The Planning Commissioners at the meeting needed more information from the City Councilmembers about what was meant by PBB. The group discussed how the Comprehensive Plan Vision and Principles should be revisited by the Council, Planning Commission and community early on, and how this will inform the scope of the Comprehensive Plan Update. The group discussed the variety of City Citizen Advisory Groups (i.e. Non-motorized Transportation Advisory Committee) and Community Groups (i.e. Housing Resources Board) that would have great feedback on how the Plan Elements should be changed.

Action Items/ Areas of Agreement:

- Councilperson Val Tollefson elected Steering Committee Chair.

- The first task in scoping should be to review and amend formally (if necessary) the *Comprehensive Plan Vision and Principles*. This should be discussed by the Planning Commission and City Council and community, perhaps at a joint meeting of the Commission and Council.

- The City needs to create a “Parking Lot” for issues/ policies that should be considered in the future, but not at the same time as the Comprehensive Plan Update process. The “parking lot” could also be used to keep track of development regulations that may need to be changed because of the Comprehensive Plan Update. The steering committee should come up with another term to replace “parking lot”, and the document should be made available to the public.

- The City Council and Planning Commission members will be trained to be facilitators. Trained recorders would be needed for the meetings, and the League of Women Voters may be able to provide recorders or train City staff, Commissioners, or Councilpersons to be and recorders at Comprehensive Plan Update public meetings or workgroup meetings.

- Jennifer Sutton will have a draft Public Participation Program for the Steering Committee to react to at their next meeting.

- Next meetings set for 8/28/14 at 1pm and 9/3/14 at 9am.

Notes Approved: via email 9/4/14

Comprehensive Plan Steering Committee

Meeting Date: August 28, 2014 1- 2:30 PM

Membership/ Attendance:

City Council	***Planning Commission***
Val Tollefson (absent)	Mack Pearl
Sarah Blossom	Maradel Gale
Anne Blair	Mike Lewars

Staff: Jennifer Sutton (Special Project Planner), & Kellie Stickney (Community Engagement Specialist); Joe Tovar (Consultant)

Meeting Summary:
Planning consultant Joe Tovar attended the meeting, and outlined how he can help the City with the Comprehensive Plan Update Public Participation Program (PPP) and scoping phase. He has worked with many communities on the Update process, and is ready to 1) provide technical advice, and 2) offer his professional opinion when requested.

The Committee then had a wide ranging discussion on whether or not to organize the initial public participation work on the Update around the Comprehensive Plan Elements or the six Priority Based Budgeting (PBB) Results. The PBB Results have goals that are addressed in many of the Elements. The Councilpersons on the Committee gave a brief overview of the City Council's PBB work this summer. Joe Tovar made clear that part of the public education on the Comprehensive Plan (and the PBB) is to clarify that not every PBB goal or comment is implemented through a Comprehensive Plan policy- some goals may be addressed through the budget process, a new regulation (supported by existing policies), or by commissioning a study. The steering committee did decide to use the six PBB results to organize the initial discussion (see below).

Action Items/ Areas of Agreement:

- The City will create a "Parking Lot" for issues/ policies that should be considered in the future, but not at the same time as the Comprehensive Plan Update process. The "parking lot" could also be used to keep track of development regulations that may need to be changed because of the Comprehensive Plan Update. The document should be made available to the public.

- The steering committee decided on the term **"Temporary Moorage"** to replace "parking lot", in keeping with the Navigate Bainbridge nautical style theme.

- The Planning Commission will host six "town hall" or "brainstorming" style meetings, each one organized around one of the six PBB results, i.e. *Vibrant Economy*. It would be a facilitated meeting, with one person capturing comments on an easel pad. The meeting

would also be recorded. The Planning Commissioners/ Councilpersons would be trained as facilitators for these meetings. People could comment on any aspect of the Comprehensive Plan, although the focus would be on a single PBB result.

- City staff would summarize the comments and cross-index to which Comprehensive Plan Element(s) the comment was most applicable to. Then work would begin at the Planning Commission. This approach would be in place of Element focused citizens workgroups.

- The City Council and Planning Commission should try to hold at least one joint meeting (maybe the first one) to discuss the Comprehensive Plan *Vision* and *Principles*.

- The steering committee also supported increasing outreach to all corners of the community, with the creation of a short *Update* road show to take to other meetings in the community (i.e. Park Board meeting, Interfaith Council, or school PTA meeting) with plenty of Q&A time available. A mix of staff, Commissioners, and Councilpersons could take turns going to these other groups.

Notes Approved: via email 9/4/14

Comprehensive Plan Steering Committee

Meeting Date: September 3, 2014 9-11 AM

Membership/ Attendance:

City Council	***Planning Commission***
Val Tollefson	Mack Pearl
Sarah Blossom	Maradel Gale
Anne Blair	Mike Lewars

Staff: Kathy Cook (Director, PCD), Jennifer Sutton (Special Project Planner), & Kellie Stickney (Community Engagement Specialist); Joe Tovar (Consultant)

Meeting Summary:
The Committee affirmed the decision to organize the initial public participation work on the Update around the six Priority Based Budgeting (PBB) Results. The committee then discussed what is the purpose behind creating a "temporary moorage" for issues identified through the Comprehensive Plan Update process (Update), and came to consensus on what should be put in the "moorage" (see below).

It is important that the community be able to see what happens to their comments or ideas, especially if the idea isn't specifically addressed in proposed changes to the Comprehensive Plan. To that end, we will record and document each comment that is made, tracking where it is dealt with in the plan, or where it will go into the temporary moorage for inclusion in the codification process or other disposition.

In discussing how to consider *climate change,* which touches all aspects of City government and the Comprehensive Plan, the committee opted to have a meeting focused on *Change* in general, including climate change. The Committee may consider asking EcoAdapt, an internationally recognized non-profit based in the City, to help facilitate that meeting.

Joe Tovar made clear that part of the public education on the Comprehensive Plan to clarify that not every PBB goal or policy in the Plan is implemented through a BIMC development regulation. Some Plan goals may be addressed through a variety of other mechanisms, such as the budget process, an educational program, support of community organizations, to name a few.

Action Items/ Areas of Agreement:

- The committee suggested a couple changes to the 8/21 and 8/28 meeting notes, City staff will make the changes and email back out to the Committee for approval, along with a revised PPP; the Committee will affirm the changes on 9/4, early enough for the meeting notes to get into the 9/11/14 Planning Commission packet.

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- The “temporary moorage” will be used in three different ways: 1)to keep track of development regulations will need to be changed because of the Comprehensive Plan Update; 2) identify necessary changes to BIMC regulations that should be taken up during the Update process; and 3) Identify issues or policies that need an in-depth review or study to be undertaken by the City after the Update is completed . The “temporary moorage” document will be made available to the public.

- The Committee confirmed that the Planning Commission will host six “town hall” or “brainstorming” style meetings, each one organized around one of the six PBB results, i.e. *Vibrant Economy*. The meetings would be faciliatated listening sessions, rather than discussions or opportunities for substantial dialogue about comments made.

- The meeting on *Change* will be held after the initial vision and principles meeting, and will focus on how the City has changed since 1992, how to accommodate the 2035 population forecast, demographic changes, etc. This meeting will enable the community to incorporate into their vision of the City the realities of change that is coming in the next decades.

- City staff would summarize the comments from all meetings and cross-index to which Comprehensive Plan Element(s) or other City function (i.e. operations, budget) the comment was most applicable. The comments shall be organized into a matrix and shall be available to the public on the City’s website, updated weekly.

- City staff will need to arrange facilitation training for Commissioners and Councilpersons. There may be trained recorders in the community who could be asked to volunteer, or we will need to find volunteers and provide training. Any recording or facilitation training would need to be completed by mid-October.

- The Public Participation Program should be clear and concise, clearly detailing public participation opportunities.

Notes Approved:

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