

PLANNING COMMISSION
Special Meeting
October 1, 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 and make recommendations to City Council on 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.

Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.

PLANNING COMMISSION REGULAR MEETING

AUGUST 14, 2014

DISCUSSION ITEMS

1. CALL TO ORDER – AGENDA REVIEW – CONFLICT DISCLOSURE
2. COMPREHENSIVE PLAN UPDATE
 - PROCESS FOR UPDATING THE COMPREHENSIVE PLAN
3. NEW/OLD BUSINESS
4. COMPREHENSIVE PLAN UPDATE (CONTINUED)
 - CONSIDERATION OF THE PUBLIC PARTICIPATION PROCESS
5. PUBLIC COMMENT
6. ADJOURN

1. CALL TO ORDER – AGENDA REVIEW – CONFLICT DISCLOSURE

The regular meeting of the Bainbridge Island Planning Commission was called to order at 7:02 PM.

Commissioner Kriegh was absent and excused. Planning Director Kathy Cook monitored the recording of the meeting. Court Clerk Deborah Rose prepared the minutes. There were no conflicts of interest and no additions to the agenda.

2. COMPREHENSIVE PLAN UPDATE 7:03 PM

- **Process for Updating the Comprehensive Plan**

Planning Director Kathy Cook gave a brief presentation on the Comprehensive Plan Update process. Her remarks included the following:

- The Plan is required under the Growth Management Act (GMA) to provide the framework for how a community grows and what values to protect.
- There are seven required elements (chapters) for Comprehensive Plans:
 1. Land Use
 2. Housing
 3. Capital facilities
 4. Utilities
 5. Transportation
 6. Economic
 7. Shoreline
- Bainbridge Island also has five optional elements:
 1. Water resources
 2. Non-motorized transportation
 3. Human Services
 4. Cultural
 5. Environmental.
- Bainbridge has two sub area plans – the Winslow Master Plan and the Lynwood Center Plan.
- The GMA requires jurisdictions to conduct periodic reviews of their Comprehensive Plan. The City's last update was in 2004 and the next update is due June 30, 2016.
- There are four tasks the City must do:
 1. Establish an "early and continuous" public participation program.
 2. Review relevant plans and regulations for consistency with the GMA.
 3. At the end of the process the City has to adopt the amendments by ordinance.
 4. Send formal notice of intent to adopt provisions to the State 60 days before taking legislative action and then send final ordinance to the State within 10 days after adoption.

Ms. Cook explained that City should first focus on the public participation program (PPP).

- The PPP should identify procedures and schedules; techniques and tools to use and with a timeline; identify the scope of the review; and provide broad notice of the update process.
- The State recommends that the participation plan be adopted by City resolution.

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- The public participation program should be adopted and in process by the end of 2014.
- We should start thinking about the most effective ways to get the word out, using both traditional methods and newer social media methods.

Ms. Cook spoke briefly about the scope of the Comp Plan Update, noting that it must include at a minimum some State requirements:

- We must evaluate whether the Comp Plan or development regulations must be revised to ensure consistency with the GMA, including whether there have been any amendments to the GMA that need to be reflected through Comprehensive Plan amendments.
- We need to analyze whether we have zoning capacity to absorb what future population projection is going forward 20 years.
- We are required to review the Critical Areas Ordinance to make sure that it reflects best available science.

3. OLD/NEW BUSINESS 7:28:00

At the request of Commissioner Lewars who had to leave early, the Commission considered nominations for Chair/Vice Chair of the Commission. Mack Pearl was elected unanimously as Chair for the term ending June 30, 2015, and Kate Kelly was elected unanimously as Vice Chair.

4. COMPREHENSIVE PLAN UPDATE (CONTINUED) 7:29:10

Commission discussion included the following:

- Role of City Council in relation to resources to assist with the update.
- Money available in the budget to enable the use of professional services to help with public participation process.
- Director Cook and Planner Sutton will staff the project, with other staff contributing as necessary.

Ms. Cook then explained that the staff thinks it would be important to have an Ad Hoc committee to guide the update process, possibly comprised of three Planning Commissioners and three City Council members. This approach was used both for the Land Use Code Update and SMP Update processes. The Council will be discussing creating a Comp Plan Ad Hoc Committee at the Council meeting on August 18. If the Planning Commission concurs with creating an Ad Hoc Committee, Ms. Cook said that they forward a recommendation to this effect to the Council.

MOTION: *I make a motion that we agree with the notion of setting up a joint Planning Commission – City Council Ad Hoc Committee as we move into the update on the comp plan.*

QUITSLUND/KELLY – *Motion carried unanimously. 7:35:00*

Commissioners Gale, Lewars and Quitslund volunteered to serve on the Ad Hoc Committee if it is appointed by the Council.

Commissioner Lewars left the meeting at 7:38 om.

5. PUBLIC COMMENT 7:39:00

Melanie Keenan, spoke to the importance of recognizing that as a sole-source aquifer, the island is 100% dependent on groundwater—how does this relate to GMA requirements? This should be considered in the Comp Plan Update; perhaps there should be a Water Committee.

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Ron Peltier, referred to attending the Comp Plan 101 workshop and his concerns regarding growth allocation and whether targets are too high. There are limits to how much growth the community can accommodate and still live reasonably and the growth allocations are not set in stone. He also spoke to the Comp Plan and elements that could be added to it, for example a Sustainability Element. He questioned how well current regulations implement the Comprehensive Plan and advocated for a dual process in which revisions to development regulations are considered at the same time the Comp Plan is reviewed.

Commissioner Gale commented that instead of a separate Sustainability Element, perhaps all the various elements should be looked at through a “sustainability lens” so that sustainability concepts are embedded throughout the Comp Plan. Commissioner Gale also discussed setting up a “parking lot” of issues that aren’t adequately codified, or need to be codified, so that these items don’t get lost.

Debbie Vann said there was a basic problem in previous processes in which City officials formed isolated committees with little opportunity for the public to interact. This process needs to be different. All material should be available to everyone, on line. Everyone should be equal at public meetings with equal opportunity to speak, not just in formal public comment periods. Communication should be interactive. The Comp Plan Update should be designed to take advantage of local expertise. She noted that at Comp Plan 101 Workshop the consultant Joe Tovar recommended a parallel process of updating code along with Comp Plan policies.

Barbara Sacerdote, Executive Director of the Bainbridge Arts and Humanities Council, spoke to the Cultural Element of the Comp Plan and its importance. BIAHC would like to be part of the process.

Chiara D’Angelo, a recent Bainbridge High School grad, suggested reaching out to the low income community of Bainbridge as well as citizens who use Helpline House, Housing Resources Board and other agencies.

Chris Snow of the Bainbridge Community Foundation, spoke to the importance of the Human Services and Cultural Elements, and urged the Commission to seek participation from resources in the community, such as the School District, Parks District and non-profits.

Kat Gjovic, Sustainable Business Network, said they would like to be involved in reviewing the Economic Element and spoke of the need to have a strong inspiring vision statement about what we want to look like and what we want to achieve. She commented that sustainable businesses are integrally related to the Land Use Element.

Charles Schmid said the decision-making process should consider, “What does the community want?” and “What’s changed, what’s the same, where do we want to go?” He said we need as many facts as possible, including demographics.

Brenda Padgham, Conservation Director, Bainbridge Island Land Trust, offered assistance as the City goes through process and in particular regarding natural resources and protection efforts.

Debbie Vann, said the Land Use Code update was a great example of a good process.

Public Comment closed. 8:39 PM

Further Comments from the Commission and Director Cook:

- Commissioner Kelly commented on the parallel process idea.
- Commissioner Quitslund said we need multi-modal participation opportunities, with ways to participate and provide input without having to attend meetings.

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- Commissioner Quitslund said that perhaps the Cultural and Economic Elements should be looked at together.
- Director Cook will talk to Joe Tovar what other communities have done in terms of parallel review processes.
- Director Cook said a key piece is to look at what aspects of the Comprehensive Plan are the development regulations not implementing?
- Commissioner Gale suggested the City should think about coming up with its own sustainability impact assessment based on social, environmental and economic impacts of a particular project.

6. ADJOURN 8:54 PM

The meeting was adjourned at 8:54 PM.

J. Mack Pearl, Chair

Deborah Rose, Court Clerk

**PLANNING COMMISSION REGULAR MEETING
SEPTEMBER 11, 2014**

ITEMS DISCUSSED

1. CALL TO ORDER
 - AGENDA REVIEW
 - APPROVAL OF MEETING MINUTES
 - CONFLICT OF INTEREST DISCLOSURE
2. PUBLIC COMMENT
 - ACCEPT PUBLIC COMMENT ON OFF-AGENDA ITEMS
3. PUBLIC PARTICIPATION PROGRAM FOR 2016 COMPREHENSIVE PLAN UPDATE
 - REVIEW DRAFT PROGRAM
4. NEW/OLD BUSINESS
5. ADJOURN

1. CALL TO ORDER

Prior to calling the meeting to order, Planning Commissioner Chair Mack Pearl led the audience in a moment of silence to remember those who lost their lives on September 11, 2001.

The regular meeting was called to order at 7:02 p.m. with Commissioners Gale, Kelly and Lewars present. Councilmembers present were Blair, Blossom, Bonkowski, Roth, Townsend and Tollefson. Staff members present were City Manager Schulze, Planning and Community Development Director Cook and Special Project Planner Sutton. Records Management Coordinator Jahraus monitored the recording of the meeting and prepared the minutes.

The meeting minutes for July 24, 2014 were approved.

***MOTION:** I move that we approve the minutes of July 24, 2014.*

***LEWARS/KELLY:** The motion carried 4-0.*

No conflict of interest disclosures were offered.

2. PUBLIC COMMENT

No public comment for off-agenda items was offered.

3. PUBLIC PARTICIPATION PROGRAM FOR 2016 COMPREHENSIVE PLAN UPDATE

Planning Director Cook stated for the commission that this is the first meeting on the DRAFT Public Participation Program for the Comprehensive Plan Update. She turned the podium over to Community Engagement Specialist Stickney who explained the outcome of what the City is seeking for the Public Participation Program with the aid of a PowerPoint.

The following citizens offered public comment:

Jane Silberstein indicated that she is representing several people in her public comments, as described in her written comment. She likes the organization of the initial meetings around the Priority Base Budgeting results; thinks there should be six facilitated listening sessions. Visioning should happen first, encouraging people to think big. The steering committee should include citizens. A Citizens Advisory Group should be convened with representatives of different interest groups.

Edith Hartman would like the importance of diversity, economic and otherwise, to be recognized. She also commented that there should be more parks in the Winslow area, and the City should revisit out of date development codes to review how development is controlled.

Neil Marck stated that water availability and the City's aquifer must be considered in up zoning.

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Danielle Schaeffner from Kitsap Public Health noted that they are working with Kitsap County on how to integrate public health into the comprehensive plan and looks forward to working with the City.

Karen Casey hopes that a strong vision upfront is developed, and make sure to reach out and listen to lots of people, including those who can't come to meetings.

Debbie Vann felt that the outreach so far is targeted and that most people do not use the City's web site. She also mentioned that Joe Tovar is an advocate for parallel process.

Brenda Padgham of the Bainbridge Island Land Trust stated the community needs to be informed about the physical attributes of the island and that there should be a technical data aspect to the update.

Pattie Dusbabek is concerned about the direction the City is going. She stated that independent farmers and wildlife would be negatively affected.

Ron Peltier supports the parallel process and wants to learn if the current regulations implement the comprehensive plan. He would like to see the City web site being utilized more efficiently and the Steering Committee meetings publicized and open to the public.

Gloria Saylor stated the need for accessible language while considering the diversity of people listening. Ferry outreach methods are important.

Heathere Cericola is a fourth-generation islander. She is very upset about the Visconsi project.

Ryan Vancil wants to integrate local expertise and he would like to work with the City in identifying those community members and learning their level of interest.

Lara Hansen is the director of EcoAdapt; they help communities prepare for change.

Debbie Lester recommended Metro Quest as another tool to engage the community.

Kat Gjovik expressed the importance of the data collected; all the local organizations should meet together to discuss their work.

The Planning Commission then began their discussion of public comment. Commissioner Gale questioned how the City could get experts to weigh in on the Comprehensive Plan Update process, because adding more and more people to steering committees becomes difficult.

Jonathan Davis commented that he has been meeting with other architects to discuss their collective ideas to bring forward to the Planning Commission. He discussed the goals of the Comprehensive Plan should integrate sustainability more clearly.

Commissioner Kelly notes that the draft Program mentions the possibility of ad hoc advisory groups that are convened around a specific topic or issue, and that the draft Program has some elements in common with the program forwarded by Ms. Silberstein's group. She suggested enhancing the language regarding the ad hoc advisory groups in the City's draft program.

The meeting was adjourned at 8:28 p.m.

J. Mack Pearl, Chair

Kelly Jahraus, Recording Secretary

City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT



MEMORANDUM

TO: Planning Commission

FROM: Jennifer Sutton, AICP
Special Project Planner

DATE: October 1, 2014

RE: Public Participation Program for the Comprehensive Plan Update process

The City is beginning the multi-year Comprehensive Plan Update process (Update), as required by the Washington State Growth Management Act (GMA). The update to the Comprehensive Plan must be adopted by June 30, 2016. The GMA requires that local governments create and broadly disseminate a Public Participation Program to describe how the City will meet the requirement for early and continuous public participation throughout the Update process. In late August, staff began working with the appointed Comprehensive Plan Steering Committee to develop two draft documents- a detailed outreach Program and a one-page summary. The Planning Commission held the first meeting on the draft Public Participation Program on September 11, and received public comment on the draft Program at that meeting.

The Comprehensive Plan Steering Committee met on September 17 to consider the Planning Commission discussion and public comment (Attachment C). The attached draft Program merges the two documents presented at the September 11 meeting, and makes it clearer that ad hoc committees may be convened by the Steering Committee or City Council during the Update process to review specific issues. Also attached is an Update process diagram designed by the City's planning consultant Joe Tovar, which is intended to augment the written Program document and provide another tool to help people understand how and when to comment.

Planning Commission Action

The Planning Commission is tasked with reviewing the draft Program, recommending any changes, and then forwarding a final, recommended draft of the Program to the City Council. The Planning Commission is scheduled to finish their review and recommendation to Council on the Program at the October 1 meeting.

Next Steps

The City Council is scheduled to review the Program beginning October 21, and adopt a final Program by resolution on October 28. Then the substantive work of the Update will begin, with public meetings on the Comprehensive Plan *Vision* and *Principles*.

Attachments

- A. Draft Public Participation Program
- B. Comprehensive Plan Update Process Diagram
- C. Comprehensive Plan Update Steering Committee Draft Meeting Notes: 9/17/14



PUBLIC PARTICIPATION PROGRAM:

NAVIGATE BAINBRIDGE- 2016 COMPREHENSIVE PLAN UPDATE

The City of Bainbridge Island is undertaking a major periodic review and updateⁱ of the Comprehensive Plan and development regulations as required by the [Washington State Growth Management Act \(GMA\), RCW 36.70.A](#)ⁱ. This Public Participation Program is required by the GMA to describe how the City will encourage early and continuous public participation throughout the process of reviewing and updating the Comprehensive Planⁱⁱ. 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 opportunities for public participation, and provides City contact information and web addresses.

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 for 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.

HOW TO GET AND STAY INVOLVED

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. 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: Residents can provide comment** in-person to the Planning Commission, City Council or Staff, or in writing 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 Plan Development	September - October 2014
Navigate Bainbridge Launch: Context and Vision Public Meetings	October - December 2014
Navigate Bainbridge Scoping/ Listening Forums	Dec. 2014 – March 2015
Staff and Steering Committee Synthesize Comments & Draft Scope	Winter 2015
City Council Reviews and Adopts Scope of Update	Winter - Spring 2015
Planning Commission Review	Spring 2015 - Winter 2016
City Council Review	Winter - Summer 2016
Additional Development Regulations Review and Adoption	Summer - Winter 2016

September- October 2014: Public Participation Program Development

Public meetings were held at the Planning Commission, and then City Council will provide the public with an opportunity to provide feedback on the DRAFT Public Participation Program. The City Council will then adopt the Public Participation Program by resolution.

October – December 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 and guiding principles for the updated Comprehensive Plan, and a framework for future discussions. This series will be two to four meetings as needed.

December 2014- March 2015: Navigate Bainbridge Scoping/ Listening Forums

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 forums. In order to better coordinate the Comprehensive Plan with the daily operations of the City, the forums will be organized around one of the six results of the City's Priority Based Budgeting (see below). Although the forums will each focus on a specific result, comments on any topic are welcome, acknowledging that people will not be able to attend every meeting.



Safe City



Healthy and Attractive
Community



Green, Well-Planned
Community



Vibrant Economy



Reliable Infrastructure
and Connected Mobility



Good Governance

Community input from these meetings will be recorded and subsequently sorted by the Steering Committee 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 2015: City Staff and Steering Committee Synthesize Comments & Draft Scope

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 or City Council may create ad hoc committees that include identified subject area experts or representatives from stakeholder groups to focus on specific issues, if needed.

The Steering Committee may advise that work be completed to immediately address changes in the Bainbridge Island Municipal Code (BIMC). Otherwise, the Steering Committee will place public input related to other regulatory changes or issues that merit a larger, focused discussion into “**Temporary Moorage**” (see Appendix XX, Diagram of Comprehensive Plan Update Process). 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.

Winter – Spring 2015: City Council Reviews and Adopts Scope of Update

The City Council will consider the Steering Committee’s recommendation regarding the Scope of the Comprehensive Plan Update and BIMC. Part of reviewing the DRAFT Scope is reviewing the “Temporary Moorage” and the public comments submitted to date. The Council will make any adjustments to the Scope, and formally adopt a Final Scope for the Comprehensive Plan Update.

Spring 2015 - Winter 2016: Planning Commission Review

The Commission and City Staff will develop and draft the amendments to the Comprehensive Plan and BIMC. At this time the public will have another opportunity to comment on the revisions proposed. This will be an iterative process that will take place over several meetings, including public hearings. The Planning Commission will then vote to recommend updates to the Comprehensive Plan and BIMC to the City Council.

Winter – Summer 2016: City Council Review

The City Council will receive the Planning Commission’s recommendation, and discuss over several public meetings. The public will be able to provide 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.

Summer – Winter 2016: Development Regulation Changes Review and Approval

Some changes to the BIMC, such as change necessary to comply with the GMA, may go through the legislative process of the Planning Commission and City Council review and approval concurrent with the Comprehensive Plan Update. Work on an ordinance integrating the larger changes to the BIMC, and any development regulation issues identified in the “**Temporary Moorage**” tool, will begin immediately after the Comprehensive Plan Update is completed.

PROPOSED 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 a minimum of 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
- Periodic columns 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 Navigate Bainbridge: Comprehensive Plan Update project webpage. Hard copies will also be available 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 Update 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 Manager Update

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 provides guidance to staff on how the update process is organized, and will make recommendations on process and policies to the Planning Commission and City Council. 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), is comprised of 7 volunteer members appointed by the City Council, and 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 six public listening sessions designed to gather 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 a list of potential development regulation revisions in 2016. The Council will take action on the Comprehensive Plan update by June 30, 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

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.

Opportunities for early and continuous public participation in the Update process

2014 Fall

2015 Winter

Members of the public are encouraged to submit letters or emails about the **scope of the update** to the Comprehensive Plan (the **Plan**) and/or Development Regulations (the **Code**). The final adopted **"Scope"** determines which topics or issues will be heard and considered by the City for potential adoption as Plan or Code amendments.

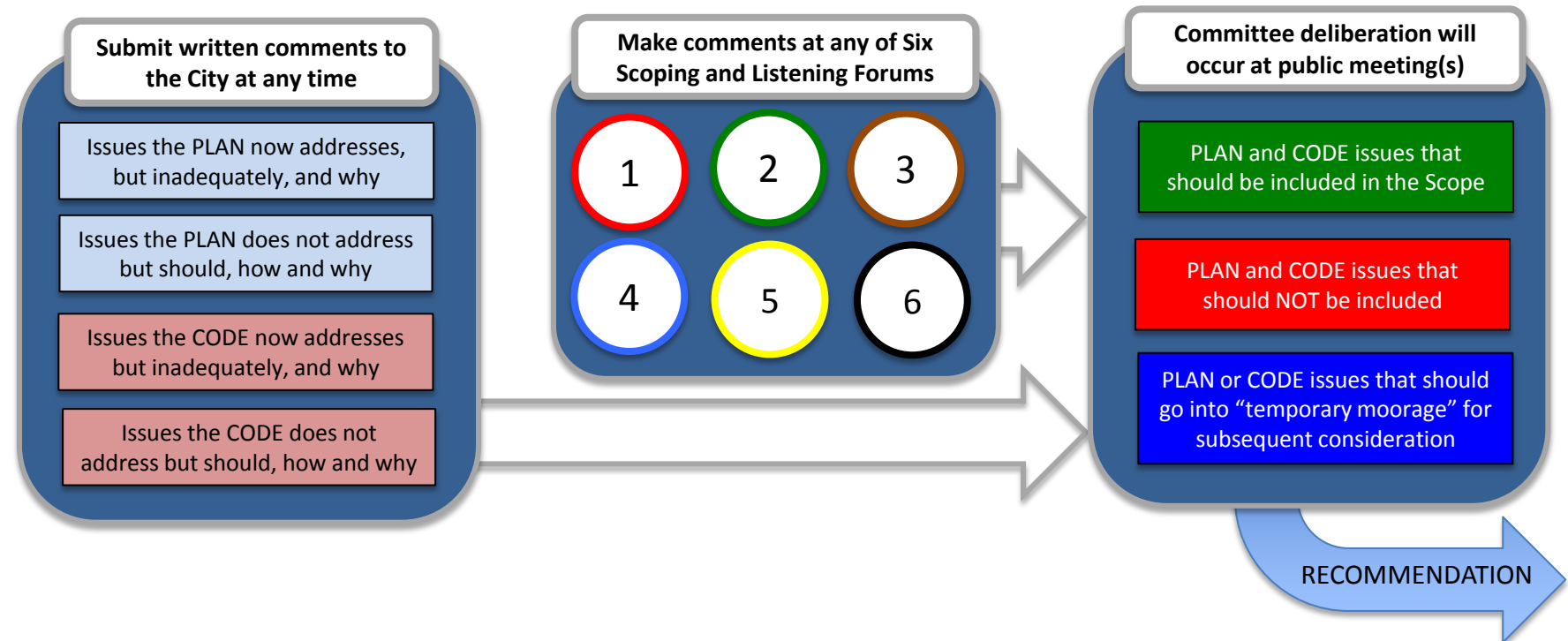
Commenters should identify which Plan elements (e.g., land use, transportation, etc.) or Code sections are most relevant. Each written comment will be numbered as part of the record considered by the Planning Commission and Council.

In addition to the opportunity to submit written comments about the scope of the Update, people may also offer oral comments about the Plan or the Code at any of six SCOPING/LISTENING FORUMS hosted and facilitated by the Planning Commission and City Council.

The forums are an opportunity for people to hear each others' comments and for Council and Commission members to ask clarifying questions.

A **Steering Committee** of 3 City Council Members and 3 Planning Commissioners will review all the written and oral public comment regarding the proposed scope of amendments to the Plan and Code.

The Committee will sift and sort the written and oral comments into three categories, and forward their recommendation about the final scope of the Plan and Code update to the City Council for its consideration.



Adoption of the Final Scope, drafting amendments and ongoing Public Comment

2015 Winter

Spring

Summer

Fall

2016 Winter

Spring

Summer

City Council receives the Committee's recommendation regarding the SCOPE of the update to the PLAN and CODE

City Council makes any adjustments it deems appropriate and **adopts Final Scope**



Planning Commission, staff and consultant draft amendatory PLAN and CODE language pursuant to the Final Scope

Planning Commission conducts public hearings on the draft proposed amendments to the Comprehensive Plan and any proposed draft amendments to the Development Code.

Public Comment is invited in writing and orally at every public hearing. As with scoping comments, each substantive comment will be numbered and become part of the record.

City Council will conduct periodic joint meetings with the **Planning Commission** to review progress and provide any needed feedback for consideration by the public and planning commission.

City Council receives final package of Amendments, makes any adjustments and by Ordinance **adopts amendments to the Plan and Code**



City Council meets jointly with the **Planning Commission** to review items in Temporary Moorage

City Council decides which items from Temporary Moorage should be put on the Planning Commission work program for the coming six months



Council may decide to appoint **Ad Hoc Advisory Committees** to assist with the drafting of amendatory language for items in the Final Scope

Comprehensive Plan Steering Committee

Meeting Date: September 17, 2014 3-5 PM

Membership/ Attendance:

City Council

Val Tollefson
Sarah Blossom
Anne Blair

Planning Commission

Mack Pearl
Maradel Gale (absent)
Mike Lewars

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

Interested Persons: Elise Wright, Jane Silberstein, Debbie Vann

Meeting Summary:

First on the agenda was to review and approve the meeting notes from the September 3, 2014 Steering Committee meeting. The draft notes were approved without changes.

Joe Tovar led the discussion about the timeline for changes to development regulations, which must be done to ensure that the regulations implement and are consistent with new or amended Comprehensive Plan goals or policies. He summarized two approaches: 1) a “parallel process” of adopting changes to zoning and development regulations alongside and at the same time as amendments to the Comprehensive Plan, or 2) changes to the development regulations could be processed after the Comprehensive Plan Update is completed. He clarified that some development regulations must be updated by June 30, 2016 if needed to comply with the Growth Management Act, (i.e. zoning should be able to accommodate 2035 population forecast).

The group discussed the role of the steering committee, and the need to clarify the committee’s role for the public. The committee confirmed that it is not a decision-making body; a role reserved for the City Council, but is only guiding the process. The committee confirmed that the *Temporary Moorage* document is a tool to ensure that ideas and comments regarding the Comprehensive Plan, BIMC, or other City functions (i.e. budget, community partnerships) don’t get lost, even if, in the end, the idea is not incorporated into the Comprehensive Plan. The committee discussed their role in “sifting, sorting and filtering” the issues proposed for consideration in the Comp Plan update, and making conditional recommendations to the Council. Joe Tovar confirmed that the City Council should approve of the scope of the Comprehensive Plan, and review the sorting of comments/ ideas and the *Temporary Moorage*.

The group discussed how to get feedback from the community on the existing Comprehensive Plan, and discussed having a separate community meeting on specific Comprehensive Plan policies that are not clearly implemented. Through this public engagement process, the City should seek to get feedback on what kind of change is desired or not desired. The committee briefly discussed whether or not Lara Hansen of EcoAdapt should be asked to facilitate early community meeting on Vision, Principles, and “What has changed? How has it changed? What do we wish would change?”

The committee invited comment from the citizens in attendance. Jane Silberstein advocated for adding citizens or citizen experts to the Steering Committee, and for citizen advisory groups, as described in the comment/ proposed participation program she submitted the week before. Debbie Vann commented that the *Parking Lot* tool used during the 2010/2011 Code Update process has never been revisited, and that those issues have never been resolved.

The committee discussed the idea of expanding the Steering Committee and expressed concern about a fair way of selecting members and who would get left out. They also discussed the logistical difficulties of having a larger Steering Committee. The Committee also discussed a proposal to pay resident experts to give presentations on specific topics or perhaps help draft revisions to the plan. Committee members expressed concern about the Steering Committee selecting and paying for expertise--we should be seeking volunteers instead.

The Committee agreed there may be a need for Ad Hoc Committees as issues are identified during the update process; perhaps creating committee(s) would come at the recommendation of the Planning Commission. A process will be needed to appoint people to any future Ad Hoc Committees

Action Items/ Areas of Agreement:

- Integrate questions or “things to think about” into Update outreach notices or advertisements and on *Navigate Bainbridge* project page.
- The Public Participation Program should be one document, not a summary page and background document. The six early “listening sessions” will be arranged around the Priority Based Budgeting results, but will be utilized more like “themes”. The program should not emphasize the Priority Based Budgeting work in the Program, it is confusing.
- Continue the discussion on whether or not to request that EcoAdapt assist the City in facilitation early on.
- In response to Ms Silberstein’s comment, the committee confirmed that the language in the DRAFT PPP describing the potential for issue-specific citizen ad hoc committees in the Update process, should be enhanced in the DRAFT Program.
- The City will have a booth at the Harvest Fair on 9/28, with Jennifer and Kellie helping to staff the booth. Jennifer and Kellie will work on outreach methods to use at the booth.

Follow-up

- The next steering committee meeting would not be until after the October 1st Planning Commission meeting. The Commission is slated to make final recommendations to the City Council on the Public Participation Program at that meeting.
- At the next Steering Committee meeting (date TBD), discuss what the process should look like for setting up a topic-specific ad hoc committee over the course of the Update process- 2014-2016.

Notes Approved: