SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

ITEM NO: D-3

DATE: September 9, 2010
August 26, 2010

SUBJECT: Update Comprehensive Plan Public Participation Program

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

This discussion item was continued from the August 26, 2010 Council meeting.
The issue before the city council is to review the comprehensive plan public participation program adopted in June 2009 (Attachment A) and provide direction to staff on upcoming outreach efforts.

STAFF RECOMMENDATION:

1. Review the comprehensive plan public participation program adopted in June 2009.
2. Review the proposed outreach effort to update the comprehensive plan small group and members of the public on the recommended changes to the comprehensive plan goals and policies.
3. Provide direction to staff.

SUMMARY:

The City of Sultan has been working since June 2009 to update the goals and policies of the 2004 comprehensive plan to be consistent with Vision 2040 and the countywide planning policies.

Since June 2009, the city has hosted a series of small group meetings and open house opportunities to get feedback from the community on specific policy questions in each element of the comprehensive plan.

The small group meetings started in October. Meetings were held bi-weekly through April 2010. The last small group meeting was April 12, 2010. Since April the planning board and city council have considered feedback from the small group meetings and public comment in making recommended changes to the comprehensive plan goals

and policies. The planning board and city council will finish reviewing the goals and policies and have recommended changes ready for public review in September.

Open House - September 28, 2010

The planning board and city council will complete work on the goals and policies in mid-September. There is a comprehensive plan open house scheduled for Tuesday, September 28, 2010. The purpose of the open house is to review the recommended changes to the goals and policies.

Planning board members have expressed an interest in inviting small group participants to the planned open house on September 28. The idea would be to "report back" to the small group participants how their input shaped the recommended goals and policies. It would also be an opportunity for Studio Cascade to organize the proposed goals and policies into the draft format and get feedback from small group participants.

The proposal is to offer a sense of closure to small group members and let them know how important their input has been to the process of updating the comprehensive plan.

SEIS Scoping Meeting – October 26, 2010

The city will be issuing a supplemental environmental impact statement (SEIS) for the 2011 Comprehensive Plan Update. The SEIS will identify "what's changed" in the updated plan. For example, the addition of mixed-use retail centers at key intersections of US 2 is a change the city needs to analyze in order to understand the impacts on the surrounding environment.

A public scoping meeting provides an opportunity for community members to identify environmental and technical reports necessary to analyze the impacts of the updated plan.

October 26, 2010 is tentatively reserved for a joint city council/planning board meeting at 7:00pm.

City staff recommend holding a public meeting to get input and feedback on the environmental impacts of the proposed changes to the comprehensive plan goals and policies. It is also the opportunity to ensure the city is conducting studies to better under potential environmental impacts.

DISCUSSION:

Public participation is a key component of the Growth Management Act. Under the Act, the city is responsible to ensure community member have an opportunity for input early and often.

The proposed September 28, 2010 open house and October 26, 2010 SEIS scoping meeting are part of the larger public participation plan adopted by the planning board and city council in June 2009. (Attachment B).

The city council may want to identify and discuss other tasks included in the public participation program adopted in June 2009.

ALTERNATIVES:

1. Review the proposed outreach effort to update participants in the comprehensive plan small group meetings and members of the public on the recommended changes to the comprehensive plan goals and policies. Recommend the city council proceed with advertising the September 28, 2010 open house and October 26, 2010 SEIS Scoping Meeting.

   This alternative implies the city council supports the proposed outreach program and is prepared to make a recommendation to the city council.

2. Review the proposed outreach effort. Discuss other outreach alternatives and direct staff to areas of concern. This alternative implies the city council has questions or concerns about the proposed outreach program or would like to take a different approach.

RECOMMENDED ACTION:

1. Review the comprehensive plan public participation program adopted in June 2009.
2. Review the proposed outreach effort to update the comprehensive plan small group and members of the public on the recommended changes to the comprehensive plan goals and policies.
3. Provide direction to staff.

ATTACHMENTS

A – Comprehensive Plan Public Participation Program
B – Proposed small work group invitation

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Comprehensive Plan Approach and Schedule

Overview
The scope of work has four major phases:

- Phase 1: Project Set-Up
- Phase 2: Drafting Plan Policies
- Phase 3: Analyzing Existing Conditions and Trends
- Phase 4: Adoption

Assumptions
The approach is based upon the following assumptions:

Process Timeline:
City staff assume a 24-month planning process including two months for adoption. This will provide adequate time to complete all tasks, engage the public, and write and deliver a final plan.

Data:
To the greatest extent possible, the data gathered for this project will be based on existing information, reports, etc. There are a number of initiatives such as the Water System Plan Update and Park Plan that are relevant to the comprehensive planning process. These efforts will be integrated into the comprehensive plan.

City Staff and Consultant Support:
City staff will actively participate in the project, including research and writing goals and policies. The city will coordinate the Plan Element Work Groups and public meetings. Staff will review draft documents for initial comment and coordinate with the consultants.

Consultants will be used primarily to gather and analyze data for existing conditions and trends (Phase 3).

Plan Element Work Groups:
City staff recommend forming three small work groups to directly engage the community in updating the goals and policies of the comprehensive plan. Each group would have 2 council members, 2 planning board members and between five and seven appointed community members.

This approach requires a commitment on the part of the city council and planning board for extra meetings each month beginning in September 2009 and continuing through March 2010.

Joint Work Group Meetings:
Joint Work Group meetings will be held at critical times in the process. The first joint meeting in September 2009 would include an introduction to the planning process and gathering input.

Later meetings will focus on the initial direction of the comprehensive plan and draft recommendations.

City Council/Planning Board:
Staff will update the City Council and Planning Board on a regular basis and coordinate joint meetings with the consultants. These meetings would follow roughly the same format as the meetings with the work groups but with more direction provided from consultants with the ultimate goal of plan adoption.

Workshops and Community Meetings:
These meetings would be facilitated by the consultants. A series of meetings will be held to discuss an introduction to the plan and process, input, and findings of the plan. It is anticipated the consultant will direct and attend all workshop and community meetings.

Phase 1: Project Set-Up

The first phase of the project includes several administrative tasks.

Organization of Committees: City staff will facilitate contact and organization of the Plan Element Work Groups and other stakeholders. The makeup of the committees is crucial to establishing a legitimate and open planning process, as well as gathering important information and insight

Project Kick-off Workshop: City staff will facilitate a project kick-off workshop with the Plan Element Work Groups. This workshop will include a review of the scope and schedule; role and responsibilities of the committees, City staff and consultants; and a planning issues exercise to understand the various perspectives of individual committee members.

Deliverables: Phase 1 deliverables include recruiting and forming Plan Element Work Groups, preparing orientation materials, and a " summary of the issues" exercise.

Staff Support: Staff will prepare meeting notifications, mail, and prepare project notebooks for the Work Groups.

Timeframe: June 2009 – September 2009

Phase 2: Drafting the Plan Policies

The second phase evaluates and incorporates the multi-county planning policies (MPP) and county-wide planning policies (CPP) into the city's comprehensive plan. Public participation continues in this phase and consensus will be reached regarding goals and policies. The draft goals and policies will be prepared by the end of this phase.

Plan Element Work Group Meetings: Plan Element Work Groups will meet together bi-weekly to evaluate and recommend changes, additions and deletions to the comprehensive plan goals and policies to be consistent with the MPP and CPP. Chapters (Elements) will be forwarded in clusters to the Plan Element Work Groups for review with recommendations from city staff

The following plan elements will be evaluated:

- Land Use / Housing / Economic Development
- Environmental / Parks and Open Space / Shoreline

- Transportation / Utilities / Capital Facilities

Community Workshops: Community workshops will be held throughout Phase 2 to gather input from the community. Workshops will include a short presentation by city staff and Plan Work Group members to summarize key recommendations and changes to the plan. The city will prepare displays summarizing the plan for presentation to the public. The city council, planning board and staff will be present to answer questions on a one-on-one basis. If appropriate, questionnaires can be distributed to participants asking key questions about the draft plan. City staff will prepare and summarize results from the community workshops.

Joint City Council & Planning Board Meeting: The draft plan and results of the Community Workshop will be presented at joint city council/planning board meetings by city staff and Plan Work Group members. Staff will provide an update to the city council and planning board on the progress of the plan. This would be an opportunity to resolve any conflicting goals and provide policy direction.

Drafting the Plan: City staff will prepare the first draft of the plan goals. The draft plan will be reviewed by the Plan Element Work Groups and the draft will be presented for public comment at a Community Workshop.

Deliverables: Phase 2 deliverables include draft and final revised goals and policies and draft plan elements.

Staff Support: Staff will support Plan Work Groups and Community Workshops. Staff will prepare meeting notifications and distribute materials.

Timeframe: October 2009 to April 2010

Phase 3: Existing Conditions and Trends

The third phase of the project establishes a baseline of information on existing conditions, including identification of key issues, problems and long-range goals. The staff will work with Plan Element Work Groups to gathering all relevant data. The consultants will provide data, analyze and document findings. This phase occurs simultaneously with developing goals and policies. Information from Phase 3 will merge with Phase 2 results in the plan for final adoption.

Contracting: City staff will manage consultant selection, negotiate fees and expenses, and prepare contracts for council consideration.

Existing Plans and Reports: City staff will provide the consultants with existing plans, reports, aerials, and data that pertain to the plan. The consultant will review these documents as background to undertaking this phase of the project.

Data Gathering: City staff will provide available base maps. The county's buildable lands report will be used as a resource. Consultants will inventory existing condition information. Staff will work with Plan Element Work Groups to gathering and present additional information. Some elements will require support by the selected consultant team members, e.g. land use, economic and transportation, water/sewer, parks, and capital facilities.

Data Analysis: The selected consultant will inventory and assess a host of existing conditions and trends as the baseline piece of the planning process.

Demographics

- Regional Trends: The selected consultant will prepare an analysis of regional and county growth trends that impact the city. These include population and development forecasts, development trends, and major infrastructure projects. This will serve as a basis for the economic analysis.

Land Use

- Land Capability Analysis: The selected consultant will review the overall land composition of the planning area and address constraints for development and environmentally sensitive areas.

- Existing Land Use and Development: The selected consultant will analyze existing land use for the planning area using the recent land use inventories and aerial photographs. The inventory will be mapped and quantified, and planning issues identified by staff will be analyzed including: annexation potential, industrial development potential, flood plain restrictions, residential and commercial development patterns, and utility availability. Development trends will also be analyzed (annexations and building permit activity) for patterns and planning issues.

Housing

- The consultant will prepare a summary of housing conditions and trends based on existing data from the county's buildable lands report and fair share housing allocation.

Economic Development

- The consultant will review existing available analyses concerning the economic base of the City and surrounding region. As appropriate, the consultant will validate or challenge the findings of these existing analyses, and confirm and/or identify current business and economic conditions and future trends that could impact the plan.

- It is the intent with this assessment to build upon all relevant earlier economic development plans, strategies and studies (e.g., industrial park master plan) that can inform the comprehensive planning process.

- Key local and external factors driving city and county economic changes may be identified and/or summarized from existing reports – to include the restructuring of the area's major established industries, new global business realities impacting the city and county's industrial competitiveness, broader regional competition for economic development opportunities, the role of tourism in the sky valley, downtown revitalization, entrepreneurship, innovation and technology in stimulating local economic growth, and other key factors and trends.

- Using existing studies, the economic development assessment may identify and analyze growth trends by major business and industry sector, employment and labor market dynamics, commercial and industrial real estate market trends, building and construction activities, and personal income trends. Assets and resources in support of economic development, including available business sites, infrastructure and technology availability will be analyzed. The recommendations of the previous economic development plans, strategies and studies will be assessed to ensure that resources and approaches are in alignment.

- Working with staff, recommendations for future action will be documented – to include proposals for appropriate changes to the existing economic development system serving the community. The consultant will also work to ensure that land use,

infrastructure and other appropriate recommendations complement and support a vibrant economy.

Environmental Stewardship

- Natural Resources: The consultant will utilize city and county natural resource data in order to assess important and unique natural resources, including clean air and water initiatives, wetlands, flood plains, and natural areas. The importance of the city's shorelines may also be examined. Climate change will be addressed.

- Parks and Recreation: The selected consultant will inventory existing parks and recreation facilities. This inventory may include a review of resource uses/conflicts, resource problems of particular concern and significant resources requiring preservation efforts. The consultant will analyze this data.

Transportation

- The selected consultant will review data, existing plans and studies. Existing traffic counts, traffic forecasts, selected arterials and significant corridors (street and right-of-way widths, bridges, etc.), and existing and proposed bikeways will also be reviewed.

- The implementation plan will identify responsibilities and time frames for carrying out strategies that can easily be incorporated into a capital improvement plan.

- The analysis will focus on area significant land use transportation policies. Issues of connectivity, pedestrian and bike routes, transit issues and transportation sensitive development may be evaluated.

Public and Private Utilities

- City staff will incorporate utility planning efforts to update the water system plan and general sewer plan.

Development Regulations: Recommendations will be made with respect to amending the development regulations to be consistent with changes to the comprehensive plan.

Findings: The findings of the previous tasks will be summarized in a series of memoranda. The findings will identify relevant planning issues, a summary of the findings, and policy implications for the Plan. The findings will be reviewed by the Plan Work Groups.

Workshops: The consultant will facilitate workshops to review the findings of this phase and to consider the implications on the next steps of the process.

Deliverables: Phase 3 deliverables include reports for topics outlined above and other materials for workshops and joint meetings.

Staff Support: Staff will prepare meeting notification and mail materials prepared by the consultant.

Timeframe: January 2010 to December 2010

Phase 4: Adoption
The final phase of the project includes formal adoption of the plan and its reproduction and delivery.

Joint City Council/Planning Board Meeting: City Staff and consultant will present the final draft plan to the Adopting Bodies.

Planning Board Action: Staff will circulate the final draft to the Planning Board.

City Council Adoption: Staff will be responsible for this task. Staff will circulate the Planning Board's recommendation to the City Council. The City Council and Planning Board will each hold public hearings for the adoption process. The Plan Element Work Groups and city staff will present a summary of the Plan and manage the adoption process. Staff will make final edits and prepare document for production.

Deliverables: Following adoption of the Plan, staff will prepare the final document.

Staff Support: Staff will support meetings and prepare documents.

Timeframe: January 2011 to September 2011

Comprehensive Plan Timeline

Comprehensive Plan Timeline	
Phase/Tasks	**Time Frame**
Phase 1: Project Set-Up	**July 2009 – September 2009**
1.1 Organization of Work Groups	07/09-08/09
1.2 Comprehensive Plan Kick-off Meeting 1	09/09
Phase 2: Drafting the Plan Policies	**October 2009 – April 2010**
2.2 Work Group Meetings (2 x month)	10/09 – 01/10
2.3 Joint Work Group Meeting	01/10-02/10
2.4 Community Workshop	02/10 – 03/10
2.5 Joint City Council/Planning Board Meeting	4/10
2.6 Work Group Meetings (2 x month)	04/10-06/10
2.7 Joint Work Group Meeting	06/10
2.8 Draft Plan Goals and Policies	06/10-07/10
2.9 Community Workshop	07/10
2.10 Final Comprehensive Plan Goals and Policies	07/10
Phase 3: Existing Conditions and Trends	**January 2010 – December 2010**
3.1 Contracting	11/09 – 01/10
3.2 Review Existing Plans and Reports	01/10-02/10
3.3 Review and Evaluate Development Regulations	02/10-04/10
3.4 Base Mapping and Data Gathering	02/10-05/10
3.5 Data Analysis	05/10-09/10
3.6 Findings	09/10-11/10
3.7 Comprehensive Plan Work Group Meetings	02/10, 04/10, 06/10, 08/10
3.8 Comprehensive Plan Workshops	03/10, 05/10, 07/10
3.9 Public Open Houses	07/10, 09/10
Phase 4: Adoption	**January 2011- September 2011**
4.1 Joint City Council/Planning Board Meeting	01/11
4.2 Planning Board Public Hearing	03/11
4.3 60-day Review Period	03/11-04/11
4.4 Council Public Hearing	05/11
4.5 Council adoption	06/11
4.6 60-day appeal period	07/11-09/11

City of Sultan

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You're Invited

Roll up your Sleeves and Change Sultan's Future

Open House

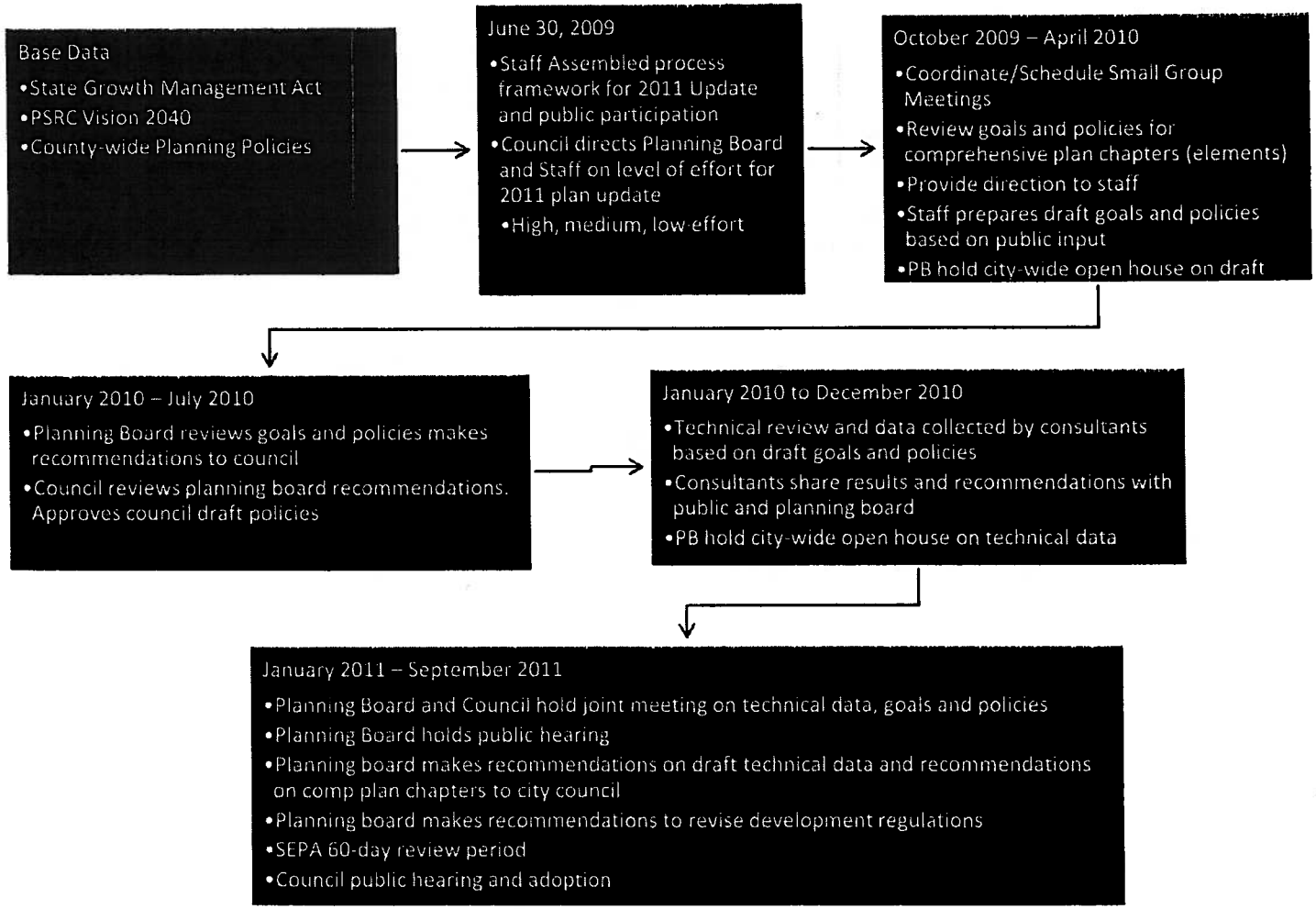
Tuesday, September 28, 2010

6:30PM City Council Chambers

319 Main Street Sultan

We need your help to make a plan that reflects your values.

The City is updating its long-range plans as required by state law. The long-range plan will affect property taxes and utility rates; the fees paid to open a new business; future housing costs; and where new roads and parks will be located. Come and share your thoughts on the council recommended goals and policies:

- **How can we maintain our "small town" character?**
- **Should the city support and encourage affordable housing?**
- **Should the city adopt and enforce property maintenance standards for businesses?**
- **Should developers or taxpayers pay for roads, parks and other facilities to serve new development?**
- **Should the city be active or passive in attracting new economic development?**

City of Sultan 2011 Comprehensive Plan Update Process