

Woodland 2016 Comprehensive Plan Update: Public Participation Plan **REVIEW DRAFT 1**

Purpose

The Washington State Growth Management Act (GMA) requires cities and counties to conduct outreach to ensure “early and continuous public participation” in developing and amending comprehensive plans and development regulations (RCW 36.70A.140). The GMA also requires that local programs clearly identify schedules and procedures for public participation in the periodic update process (RCW 36.70.A.130(2)(a)). The purpose of this Public Participation Plan (PPP) is to ensure compliance with the statute by identifying the scope of proposed activity and potential timeframes for participation and decision making.

Goals

1. Ensure broad participation by identifying key interest groups and soliciting input from the public.
2. Maintain effective communication and coordination.
3. Focus resources on issues most likely to be of interest to the public.
4. Distribute information and public notices early and efficiently.

Scope of Work

The Scope of Work is segregated into three phases:

Phase I: Review Comprehensive Plan and Development Code for compliance with state law; identify plan areas to be amended; scope the breadth of the update publicly.

Phase II: Address the issues identified in Phase I.

Phase III: Conduct public hearings and take legislative action.

Phase I

- Conduct a thorough review of GMA requirements and compilation of amendments since the 2007 update, using the GMA Periodic Update Checklist and other resources.
- Review the Comprehensive Plan and development regulations to determine whether revisions will be required to ensure consistency with GMA amendments.
- Re-asses the vision expressed in the Comprehensive Plan; has it changed?

- Analyze the Urban Growth Area (UGAs) to ensure it is sized to accommodate 20 years of population and employment growth, based on the adopted Office of Financial Management (OFM) range.
- Identify corrective actions, if necessary, such as, altering the size of the UGA or changing the allowed uses and densities or planning assumptions.
- Inventory and assess Capital Facilities necessary to implement the 20-year plan.
- Provide a status report to the public, the Planning Commission and the City Council.

Phase II

- Adopt an ordinance or resolution stating that the City has reviewed its Comprehensive Plan, consistent with RCW 36.70A.130, and finds that no amendments are necessary or some amendments are required.
- Propose updates and amendments to the Comprehensive Plan through public work sessions and hearings before the Planning Commission and City Council.
- Conduct SEPA review in conjunction with Clark County.

Phase III

- Planning Commission will conduct public hearings on the proposed Comprehensive Plan amendments and will forward a recommendation to the City Council.
- The City will provide notify the Department of Commerce with notice and text of the proposed amendments at least 60-days prior to final adoption.
- The City Council will conduct separate public hearings on the proposed amendments and will take legislative action.
- Forward adopted amendments to the Department of Commerce and Clark County.

Public Participation Program Structure

Techniques and Strategies

The public participation methods employed may include:

- Use innovative technologies whenever possible, such as, posting meeting notices online, interactive surveys, and links to informative programming.
- Provide public notices and information releases through print, posting, mail and email. Publicize through community channels such as schools, social clubs, and local websites as well. Post all hearing notices and materials on the City's website.
- Maintain an email distribution list and database to disseminate public information and notices of meetings.
- Identify and reach out to stakeholders, such as, the school district, neighborhood associations, business groups, and civic organizations.

- Conduct public workshops, public meetings, and open houses at times convenient to the public and at locations that are accessible. Workshops and/or listening posts may involve presentations by staff and consultants, question and answer sessions or interactive activities.
- Use informal gatherings and planned community events to solicit public feedback on City planning efforts, such as, Hot Summer Nights, Planters Days, club meetings, and similar opportunities.
- Depending upon the scope of the update, consider the creation of technical advisory groups composed of persons with specific technical expertise to assist the staff, consultants, and Planning Commission.

Preliminary Schedule

- Phase I: March 2014 – Fall 2014

Establish preliminary scope of work and public participation plan and adopt same; select population and employment targets; assess regional growth trends; inventory and assess capital facilities; inventory vacant and buildable lands; assess existing Comprehensive Plan and Development Code for compliance with GMA; Council to adopt resolution stating GMA review has occurred.

- Phase II: January 2015 – December 2015

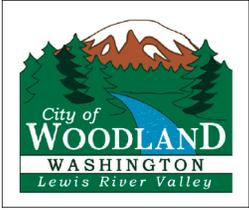
Accelerate public outreach on plan vision and policies; evaluate UGA and planning assumptions; initiate revisions to plan policies and make recommendations for changes to the development regulations, if necessary; develop revised plan that incorporates community vision, planning assumptions, and plan policies; communicate and coordinate with County and State agencies regarding SEPA and proposed plan amendments.

- Phase III: January 2016 – February 2016

Conduct public hearings before the Planning Commission; send notice to Commerce of proposed amendments 60 days prior to adoption; City Council to conduct public hearings and take legislative action; notify Commerce of final action.

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2016 Woodland Comprehensive Plan Update
Project Schedule (April 2014 DRAFT)
 Prepared for Planning Commission

Activity	Start Date	Finish Date	Notes
Initial Overview and Public Participation			
Create draft PPP	4/14/14	4/30/14	Incorporate PC comments after 4/24 meeting, submit to Commerce for 60-day review on 4/17
Planning Commission work session: overview of comp plan process, review PPP	4/24/14		
Planning Commission hearing to adopt PPP	5/15/14		Advertise public hearing by 4/25
Council adoption of PPP	6/16/14		Adopt by resolution

Inventory			
Commerce Checklist	7/1/14	7/31/14	Begin in July in order to be eligible for Commerce grant funds
Current assumptions	4/14/14	7/31/14	
Preliminary VBL analysis	4/14/14	7/31/14	
Assess current plans & regulations	4/14/14	7/31/14	
Adequacy of current CFPs (coordinate with subs)	4/14/14	7/31/14	
Meeting w/City staff to review inventory findings	7/24/14	7/31/14	

Scoping			
Create draft Scope of Update	8/1/14	8/31/14	Based on inventory, staff input
Review Scope of Update with PC	9/17/14		
Review Scope of Update with Council	10/6/14		

Analysis & Public Process			
Identify & initiate communication with key stakeholders	7/1/14	9/30/14	
Population & employment forecasts	9/1/14	11/30/14	
Refine VBL analysis	9/1/14	11/30/14	
Review possible policy amendments	9/1/14	11/30/14	
Consider UGA expansion	9/1/14	11/30/14	
PC work session on background data, analysis	11/19/14		
Re-evaluate CFPs in light of assumptions & policy	1/1/15	6/30/15	
Update CFPs as needed	7/1/15	12/31/15	

Activity	Start Date	Finish Date	Notes
Gather feedback at 6 community meetings	9/1/14	6/1/15	Educate, engage at different stages
Develop draft policies	1/1/15	3/30/15	
PC work session on draft policies, initial public feedback	1/21/15		
Council meeting to review data and policies	3/2/15		
Develop draft plan	4/1/15	6/30/15	Grant deadline for first draft
Revise draft plan	7/1/15	12/31/15	Grant deadline for final draft
PC work session to review draft (2)	7/1/15	12/31/15	Schedule dates later
Council meeting to review draft	7/1/15	12/31/15	Schedule dates later
Initiate SEPA process			by 7/1/15 if needed

Legislative Action to Adopt			
Planning Commission work session & hearings (2)	1/1/16	2/28/16	Schedule dates later
Commerce Notice	1/1/16	1/14/16	
Conclude SEPA process	3/31/16		
Prepare draft ordinance for City Attorney	2/1/16	3/14/16	
City Council work session & hearings (2)	1/1/16	3/31/16	Schedule dates later

Coordination with Clark County including TAC meetings, PC and Council worksession and hearings - on-going throughout project	Ongoing		
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Close out			
Send final notice, plans to Commerce	5/1/16	6/30/16	
Disseminate final plan to City & County stakeholders	5/1/16	6/30/16	

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