

**RESOLUTION NO. 2014-23**

**A RESOLUTION** of the City Council of the City of Bainbridge Island approving a Public Participation Program which identifies procedures to provide early and continuous public participation during the 2016 Comprehensive Plan update process.

**WHEREAS**, the deadline to update to the City's Comprehensive Plan is June 30, 2016; and

**WHEREAS**, in August 2014, the City Council established a Comprehensive Plan Update Steering Committee comprised of three Planning Commissioners and three City Council members to help guide the process; and

**WHEREAS**, the Steering Committee met several times in August, September and October, giving feedback to staff on the Public Participation Program; and

**WHEREAS**, the draft Public Participation Program was discussed by the Planning Commission on September 11 and October 1, 2014; and

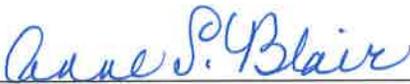
**WHEREAS**, after hearing from the public, the Planning Commission voted to recommend approval of the draft Public Participation Program to the City Council on October 1, 2014; now, therefore,

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The Public Participation Program shown in Exhibit A attached hereto and incorporated by this reference is approved.

**PASSED** by the City Council this 28<sup>th</sup> day of October, 2014.

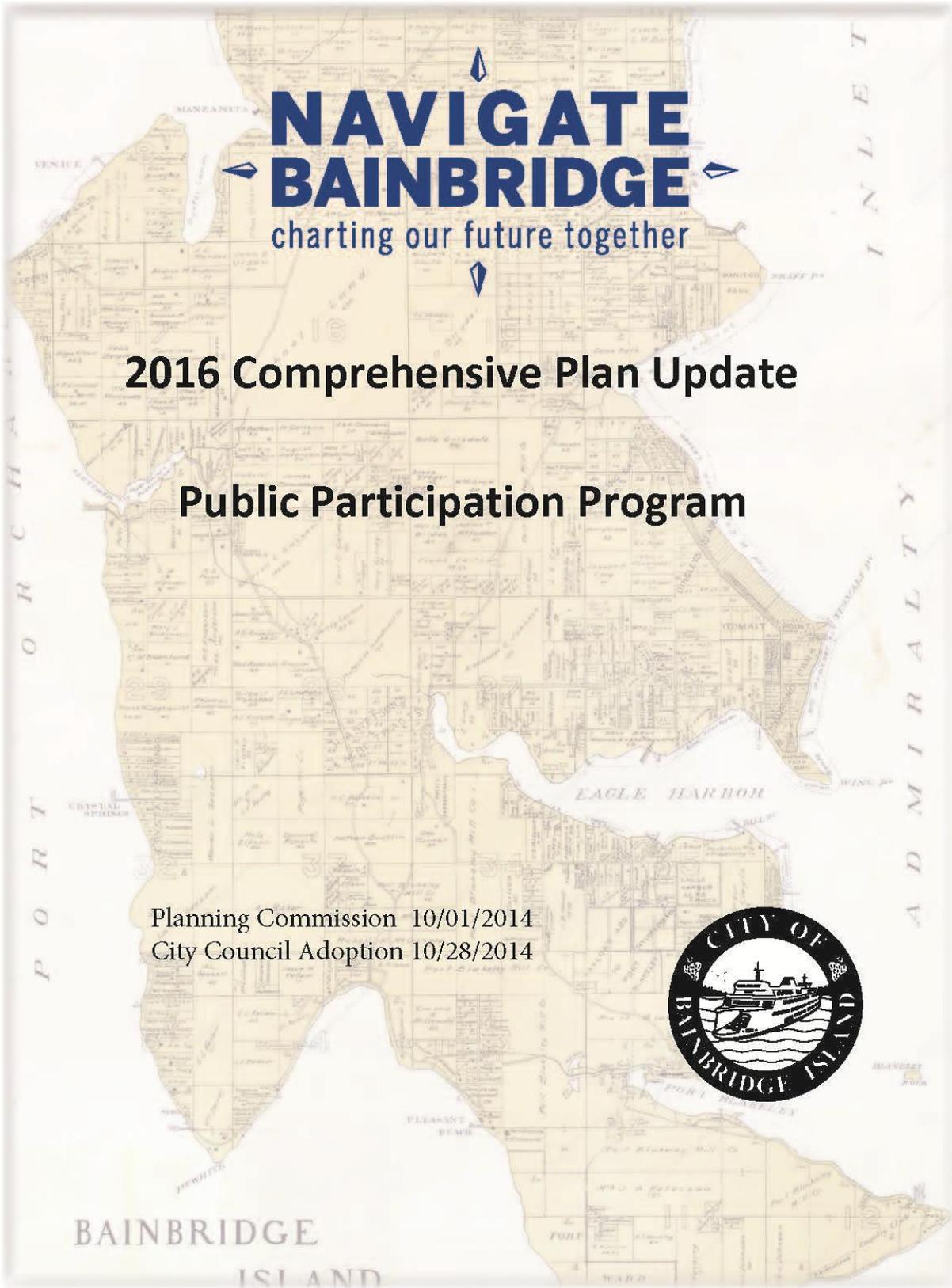
**APPROVED** by the Mayor this 28<sup>th</sup> day of October, 2014.

  
\_\_\_\_\_  
Anne S. Blair, Mayor

**ATTEST/AUTHENTICATE**

  
\_\_\_\_\_  
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	October 14, 2014
PASSED BY THE CITY COUNCIL:	October 28, 2014
RESOLUTION NUMBER:	2014-23



# **NAVIGATE BAINBRIDGE**

charting our future together

## **2016 Comprehensive Plan Update**

## **Public Participation Program**

Planning Commission 10/01/2014  
City Council Adoption 10/28/2014



BAINBRIDGE

ISLAND

## **PUBLIC PARTICIPATION PROGRAM:**

### ***NAVIGATE BAINBRIDGE- 2016 COMPREHENSIVE PLAN UPDATE***

The City of Bainbridge Island is undertaking a major periodic review and update<sup>i</sup> of the Comprehensive Plan and development regulations as required by the [Washington State Growth Management Act \(GMA\), RCW 36.70.A](#)<sup>i</sup>. 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 Plan<sup>ii</sup>. 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. This document is a working document and will be adjusted if needed to provide for the greatest and broadest public participation.

### **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. **A useful graphic depiction of the process can be found in Appendix A.**

- **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.

<b>In-Person Public Participation Opportunities</b>	
<b>Outreach Meetings</b>	<b>Timeline</b>
Comprehensive Plan 101 Workshop	July 22, 2014
Public Participation Plan Development	September - October 2014
Navigate Bainbridge Launch: Context and Vision Public Meetings	November 2014
Navigate Bainbridge Scoping/ Listening Forums	Winter 2015
Staff and Steering Committee Synthesize Comments & Draft Scope	Winter 2015
City Council Reviews and Adopts Scope of Update	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.

### **November 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 include a minimum of two identical meetings - one at night, and one during the day in order to allow for the greatest number of people to attend.

### **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 themes:

- Healthy and Attractive Community
- Safe City
- Green, Well Planned Community
- Vibrant Economy
- Good Governance
- Reliable Infrastructure and Connected mobility

Although each forum will focus on a specific theme, comments on any topic are welcome, with the understanding that people will not be able to attend every meeting.

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](mailto: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, as 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 A, 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*
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- 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](mailto:pcd@bainbridgewa.gov) ; [jsutton@bainbridgewa.gov](mailto: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>

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**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](mailto:kstickney@bainbridgewa.gov) or 206.780.3741

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<sup>i</sup> 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:

<sup>ii</sup> 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.

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### **ROLE OF THE CITY COUNCIL**

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<sup>i</sup> 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:

<sup>ii</sup> 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.

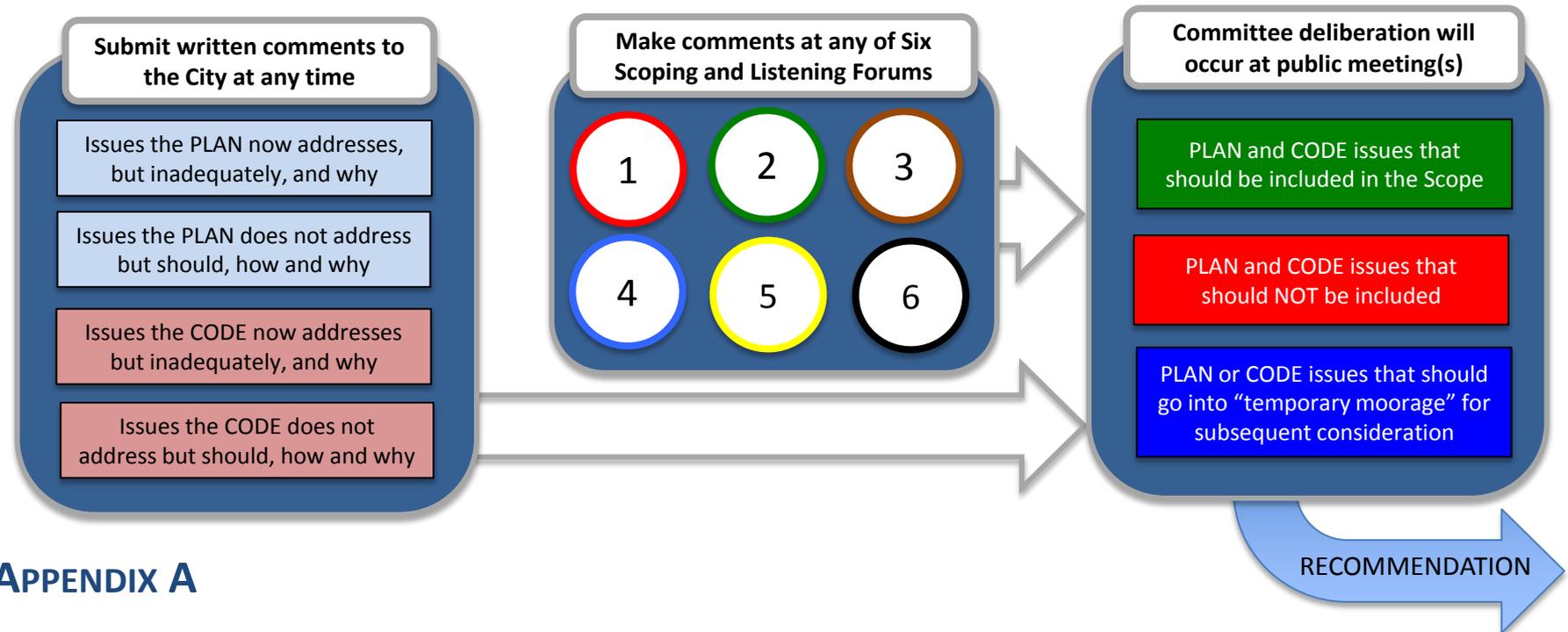
Commenters should identify which Plan elements (e.g., land use, transportation, etc.) or Code sections are most relevant. Each written comment will be numbered as part of the record considered by the Planning Commission and Council.

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

## **COMMUNITY GROUP OUTREACH LIST:**

### ***NAVIGATE BAINBRIDGE- 2016 COMPREHENSIVE PLAN UPDATE***

This list is comprised of different Bainbridge Island groups that the City will attempt to engage with during the Comprehensive Update process. This list is meant to be a working document, and was last updated on October 28, 2014. Contact Community Engagement Specialist Kellie Stickney to add any community groups to this list: [kstickney@bainbridgewa.gov](mailto:kstickney@bainbridgewa.gov) or 206-780-3741.

#### **CITY 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  
Road Ends Committee  
Utility Advisory Committee  
Mayor's Youth Advisory Council

#### **OTHER PUBLIC AGENCIES**

Public and Private Schools  
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  
Bainbridge Public Library  
Kitsap County  
Kitsap Regional Coordinating Council

#### **COMMUNITY GROUPS**

Arts and Humanities Council  
Association of Bainbridge Communities  
Bainbridge Business Women  
Bainbridge Community Foundation  
Bainbridge Youth Services  
BI Downtown Association  
BI Farmers Market  
BI Historical Society  
BI Japanese American Exclusion Memorial Org.  
BI Land Trust  
BI Senior Community Center  
BI Sportsmen's Club  
BI Watershed Council  
Boys and Girls Club of BI  
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  
Island Volunteer Caregivers  
IslandWood  
Kiwanis Club  
League of Women Voters  
Rotary Club of Bainbridge Island  
Sakai Villages Homeowner Association  
Sierra Club  
Squeaky Wheels Bicycle Club  
Sustainable Bainbridge  
Winslow Cohousing Group  
Youth Athletic Leagues