City of Leavenworth Comprehensive Plan Update

Public Participation Program

2037 – your city, your future

January 2017

INTRODUCTION

Leavenworth is undertaking a major periodic review of the Comprehensive Plan as required by the Washington State Growth Management Act (GMA). Th e GMA requires local governments to create and broadly disseminate a Public Participation Program. This Program describes how the City of Leavenworth will meet the requirements for early and continuous public participation during the Comprehensive Plan update.

A. GOALS FOR PUBLIC PARTICIPATION

The overall goals of the program are to:

- Set expectations for the process early to avoid surprises.
- Provide objective information to assist the public in understanding issues and solutions.
- Provide opportunities for the public to contribute their ideas and provide feedback on key issues through all phases of the Comprehensive Plan update.
- Clearly indicate how their feedback was considered and used.
- Make the Comprehensive Plan update accessible, relevant, and engaging to diverse participants with differing levels of interest by using a variety of media, plain language and easy -to- understand materials.
- Generate general awareness, understanding and support for the updated Comprehensive Plan.

B. SCHEDULE

Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations, though the obligation varies depending on whether the jurisdiction is fully or partially planning (RCW 36.70A.130(1)).

Over the recent few years, the City has been "whittling down" each element in advance of the mandated deadline to reduce workloads. The below updates have been developed in accordance and compliance with RCW 36.70A.130 (WAC 365-196-610 and RCW 36.70A.130) which states "On or before June 30, 2017, and every eight years thereafter, for Benton, Chelan, Cowlitz, Douglas, Kittitas, Lewis, Skamania, Spokane, and Yakima counties

and the cities within those counties" "shall update their respective Comprehensive Plans." The entire Comprehensive Plan will be adopted for 2017.

Although the City has progressed to meet this mandate by updating and adopting individual elements and plans, a final complete "package" which includes a final review and adoption thereby creating a "2017 Comprehensive Plan" (including all updated elements, plans, and development regulations) is in process.

The following is the **Planning Commission Docket- 2017 Cycle of Amendments**

1. Land Use - Adopted 28th Day of July 2015 (Ordinance No. 1501) with the Land Use Designation Map, and Land Use Capacity Analysis Amendment)
2. Utilities - Adopted 12th Day of August 2003 (Ordinance No. 1209 & Ordinance No. 1187)
3. Economic Development - Adopted 12th Day of August 2003 (Ordinance No. 1209 & Ordinance No. 1187)
4. Housing - Adopted 26th Day of February 2013 (Ordinance No. 1439) with the Leavenworth Residential Land Use Inventory and Analysis
5. Transportation - Adopted 27th Day of October, 2009 (Ordinance No. 1347)
6. Parks and Recreation - Adopted 28th Day of February 2012 (Resolution No. 9-2012)
7. Capital Facilities - Adopted 13th Day of August 2013 (Ordinance No. 1453)

Planning Commission **subcommittees meetings will be held at the following**:

- **Jan 12** - 4-5:30 pm – City Hall Conference Room

  Economic Development & Utilities

  Commissioners Chuck Reppas; Pete Olson; Scott Bradshaw

- **Jan 20** – 3:30-5 pm – City Hall Conference Room

  Economic Development & Utilities

  Commissioners Chuck Reppas; Pete Olson; Scott Bradshaw

- **Jan 25**– 3:30-5 pm – City Hall Conference Room

  Economic Development & Utilities

  Commissioners Chuck Reppas; Pete Olson; Scott Bradshaw

- **Feb 2** – 5:30–7 pm – City Hall Conference Room

Housing & Parks and Recreation
Commissioners Anne Hessburg; Larry Hayes; Joel Martinez

- **Feb 9** – 5:30–7 pm – City Hall Conference Room
  Housing & Parks and Recreation
  Commissioners Anne Hessburg; Larry Hayes; Joel Martinez

- **Feb 17 -** 3:30-5 pm – City Hall Conference Room
  Housing & Parks and Recreation
  Commissioners Anne Hessburg; Larry Hayes; Joel Martinez

- **Feb 23 -** 3-4:30 pm – City Hall Conference Room
  Transportation & Capital Facilities & Land Use
  Commissioners Andy Lane; Joel Martinez; Scott Bradshaw

- **Mar 2** – 3-4:30 pm – Council Chambers
  Transportation & Capital Facilities & Land Use
  Commissioners Andy Lane; Joel Martinez; Scott Bradshaw
  Special Guests: Chelan County Public Works Department
  Paula Cox PE, Assistant County Engineer
  Jill Fitzsimmons, Public Information Officer
  Kendra Breiland AICP, FEHR & PEERS

- **Mar 9 -** 3-4:30 pm – City Hall Conference Room
  Transportation & Capital Facilities & Land Use
  Commissioners Andy Lane; Joel Martinez; Scott Bradshaw

Planning Commission **<u>Workshops and/or Open Houses:</u>**

- **Feb 1** – 7 pm – Council Chambers
  Economic Development & Utilities

- **Mar 1 -** 7 pm – Council Chambers

Housing & Parks and Recreation

- **April 5** - 7 pm – Fire Hall
  Transportation & Capital Facilities & Land Use
  Special Guests: Chelan County Public Works Department
  Paula Cox PE, Assistant County Engineer
  Jill Fitzsimmons, Public Information Officer
  Kendra Breiland AICP, FEHR & PEERS

Planning Commission **Workshops and/or Open Houses:**

- **May 3** - 7 pm – Council Chambers
  First Review of Entire Comp Plan

- **June 7** - 7 pm – Council Chambers
  Second Review of Entire Comp Plan All

Planning Commission **Public Hearing (tentative)**:

- **July 5** - 7 pm – Council Chambers
  Hearing Entire Comp Plan

Major Milestones

- Land Use Capacity Analysis - July 2015
- Shoreline Master Program - Adopted 26th Day of August 2014 (Ordinance No. 1482)
- Downtown Master Plan and Upper Valley Regional Trails Plan - Adopted 27th Day of October 2009 (Ordinance No. 1347)

C. ROLE OF THE PLANNING COMMISSION

The Leavenworth Planning Commission (Commission), comprised of seven (7) volunteer members appointed by the Mayor, is the steward of the Plan. In this role, the Commission provides independent and objective advice to the Council and City departments on broad planning goals, policies and plans for the development of Leavenworth. The Planning Commission is responsible for long range planning and legislative policy recommendations to the City Council. The Planning Commission will be involved throughout the process. The Planning Commissioners help achieve the community's vision by developing the goals and policies of the City's Comprehensive Plan.

D. METHODS AND TOOLS

The overall objective of this program is to describe how the City will engage the public during the course of the Comprehensive Plan update. Public participation methods and tools may vary as time progresses. This program may continue to be reviewed and refined throughout the Comprehensive Plan update, if needed.

While traditional methods (meetings, workshops, presentations, etc.) will still play an important role in public engagement, the City will use alternative participation tools more extensively to make it easier for the public to participate. The following websites and social media will be used to share information regarding the Comprehensive Plan update.

- Website: www.cityofleavenworth.com

  http://cityofleavenworth.com/i-want-to/leave-a-comment-for-the-mayor-and-city-administrator/
- E-mail: dsmanager@cityofleavenworth.com
- Listserv: http://cityofleavenworth.com/home/subscribe-to-city-of-leavenworth/
- Facebook: https://www.facebook.com/CityofLeavenworthWashington/
- City Newsletter

Some or all of the following methods will be used to achieve broad and continuous public participation.

- Documents such as the Public Participation Program, Draft Plan and Existing Plan, and other materials will be made available at City Hall or posted on the webpage.
- The City will send information to the Planning Commission, regional and City agencies as appropriate, organizations to extend outreach and expand participation.

Opportunities for written comments:

- Online public feedback tools (Email, website, and social media).
- Comment and/or participate in public meetings.

Public meetings after effective notice:

- General notice of the time and place of the public meetings will be provided through standard notice procedures. The City will seek community organizations to share information with their members.

Opportunities for open discussion:

- Comprehensive Plan discussions at Leavenworth Planning Commission meetings and other Boards meetings (all meetings open to the public).
- Online dialogue and interactive activities (via social media or website).
- Presentations and other citizen groups meetings.

- Presentations at City Administered Ad Hoc Committee meetings: Downtown Steering; Festival & Events; Housing Affordability Task Force; and Residential Advisory.
- Presentations at City Council Committee meetings: Public Safety; Parks; Public Works; Economic Development; and Finance
- Workshops with interested community or stakeholder groups (as requested and for example: Leavenworth Chamber of Commerce, Bavarian Village Business Association).

Communication programs and information services:

- City's website, email listserv, and Facebook.
- Project materials available at City Hall or Planning Commission Meetings.
- Press briefings and press releases distributed to local community.

Consideration of public comments:

- The City will consider public comments throughout the Comprehensive Plan update.

E. IMPLEMENTATION

The Public Participation Program will be implemented based upon the goals, targeted audiences, and strategies and tools described herein:

Outreach goals:

- Provide education on the Leavenworth Comprehensive Plan update process.
- Get input on outreach tools and strategies, and adjust approach if needed.
- Set expectations for the process and make it clear how the public can participate and weigh in.
- Build awareness of and interest in the Leavenworth Comprehensive Plan update process.

Audiences:

- The general public
- Key stakeholders and partner organizations
- Internal City stakeholders, including the Leavenworth Planning Commission.

Outreach activities, strategies, and tools:

- Leavenworth Public Participation Program
- City-wide Open Houses and Public Hearing
- Formal comment period

- Help the public understand what's included in the Draft Plan and explain how public input shaped the Draft Plan (Explain what's in the Draft Plan, and highlight major themes and any key changes from the existing plan).
- Solicit robust feedback and clearly explain how comments will be considered.
- Outline next steps in the process and how people can stay engaged.
- On-line updates
- Legal notice
- Press release

CONCLUSION

This Program may be updated as conditions change or additional resources to support outreach activities become available. To provide feedback on the Program, please contact the following City of Leavenworth staff:

Nathan Pate, AICP
Development Services Manager

City of Leavenworth
PO Box 287 / 700 Highway 2
Leavenworth, WA 98826
PH (509) 548-5275
FX (509) 548-6429
www.cityofleavenworth.com