

CITY OF CHELAN GROWTH MANAGEMENT ACT

PUBLIC PARTICIPATION PLAN

March 10, 2016

Introduction

One cornerstone for the success of the Growth Management Act (GMA) is citizen participation. That concept is first articulated in the GMA planning goals, specifically RCW 36.70A020(11), which states that jurisdictions shall *"...encourage the involvement of citizens in the planning process."* Other provisions of the GMA expand upon that public participation planning goal. Cities and counties planning under the GMA must establish *"...procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans."* [RCW 36.70A.140 and WAC 365-195-600]

That early and continuous mandate sets a standard for 'enhanced' public participation to be used continuously throughout the local planning processes. The enhanced procedures augment the minimum legal public notification requirements found in Chapter 36.70 RCW the Planning Enabling Act and Chapter 36.70A -Growth Management Planning by Selected Counties and Cities and supplements the Open Public Meetings Act. These required public notification/hearing requirements have been codified in Title 19 of the Chelan Municipal Code. However, methods of soliciting public involvement are not specified in the GMA laws. The development, adoption, and implementation of a local public participation program is left to the City's own determination pursuant to the requirements of RCW 36.70A140, RCW 36.70A035, and WAC 365-195-600.

The following guidelines form the basic framework for providing appropriate opportunities for the public to participate in the City's GMA planning activities. These guidelines apply throughout the local planning process leading to adoption of the comprehensive plan, development regulations to implement the plan, and amendments to either. Specific public participation programs should be implemented consistent with the guidelines established here based on the nature of the proposed amendment. Ultimately, it is Chelan City Council that will decide on the direction and content of policy documents or regulations that they find to be in the community's best interest.

The guidelines that follow are intended to guide and form the basis for public participation

programs related to GMA and the City of Chelan's local planning process. The City intends to comply with these guidelines as appropriate to a situation. However, it should be noted that legitimate deviations from the guidelines might be warranted, given specific circumstances. The GMA, specifically RCW 36.70A140, states that " ... *errors in exact compliance with the established program and procedures shall not render the comprehensive land use plan or development regulations invalid if the spirit of the program and procedures is observed.*"

Public Participation Guidelines

1. Participation efforts based on scope of proposed amendment(s).

The City of Chelan will establish minimum requirements for public participation tailored to the scope of proposed amendments to the comprehensive plan and development regulations.

The magnitude of a proposed change in the city's comprehensive plan and/or development regulations has a bearing in determining the extent of the City's efforts in soliciting public participation involvement. Amendments that are minor in nature would include such things as annual comprehensive plan updates, review of applicant initiated, site specific comprehensive plan/zoning code amendments, and minor language changes to clarify policy *and/or* land use regulations. By their nature, minor amendments are expected to occur on an annual basis. Major amendments would be expected to occur much less frequently, on a five to ten year basis. They would consist of the development of a new comprehensive plan, the periodic review of a comprehensive plan (as mandated in 2002 under RCW 36.70A.130) or major shifts in policy or development regulations.

All proposed comprehensive plan/development regulation amendments should follow the guidelines set forward in policies 2 -6 as listed below. Additionally, major amendments should include further efforts to generate public participation. Such efforts may include:

- Use of community surveys;
- Community visioning processes;
- Formation of citizen advisory committees;
- Holding neighborhood meetings;
- Soliciting involvement of known organizations and associations with an interest in GMA issues;
- Direct mailing to property owners and interested parties.
- Specific page on the City's website
- Online surveys and informational pages
-

2. Communication programs and information services

The City of Chelan will develop, implement, and maintain communication programs and information services for the purpose of involving the broadest cross-section of the community in the planning process.

To ensure the overall success of the GMA planning process, the City must take steps to involve the public in a meaningful manner. To accomplish that, there are several things that must occur. First, the public should understand the basic concepts of GMA, the local planning process, and how their own participation can affect local plans and regulations. Secondly, the public needs to know how and when to get involved. And finally, they need to understand how their input is used.

The City of Chelan will inform the public through various techniques including, but not limited to, the following:

- Include GMA issues in utility bill inserts when practical.
- List GMA meeting notices on the City World Wide Web Internet site, along with GMA documents, proposals, summaries, or maps.
- Compile, on an ongoing basis, a list of parties interested in GMA and local planning issues. Names should come from meeting and hearing sign-in sheets, written correspondence, and known community groups, as well as specific requests to be included. The list should be used for special mailings and notices as appropriate.
- Issue news releases as appropriate to inform the public about GMA issues, local planning activities, availability of documents, or meeting and hearing dates. Use the City's cablecast station to generate public service announcements and alphanumeric messages.
- Posting the property for site-specific proposals.
- Publishing notices in the *Chelan Mirror*.
- Direct mailing to affected property owners and tenants.
- Press releases for City website, Lake Chelan Mirror, KOZI and GoLakeChelan.com
- Brochures can be used as flyers, self mailers, hand-outs, downloaded documents or emailed messages. Chelan may use brochures to provide information on a specific topic.
- Newsletters offer a chance to send a message and provide information to a section of the citizenry. Staff may prepare an article for utility quarterly newsletter. Articles for inclusion in organizational newsletters may also be submitted to business, church and civic groups for publication in their periodic bulletins
- Newspaper article is an effective way to gain attention of the public by discussing the community development/ planning issue, diverging alternative and the central issues
-

3. Broad dissemination of proposals and alternatives

The City of Chelan will distribute documents so that they are readily available in a timely fashion to all who want to review them.

Documents that contain or describe proposed plans, policies, maps, regulations, or the amendment of those should be readily available. Supporting documents such as reports, analyses, recommendations, or environmental reviews should also be easily accessible. Documents must be available for review well in advance of opportunities for public discussion or testimony.

The City of Chelan will take the following steps to ensure that when scheduled for discussion or decision, pertinent documents will be available in a timely manner as follows:

- Electronic versions posted on the City's Internet site when practical and possible.
- Hard copies shall be made available for checkout or in-office review at the Planning and Development Services Division and, as appropriate, through other divisions or agencies.
- Copies available for the cost of reproduction through the Planning and Development Services Division or, as appropriate, through other divisions or agencies.

Meeting and hearing notices should state the availability and location of documents describing proposals and alternatives or other supporting documents being considered.

4. Public meetings after effective notice

The City of Chelan will publicize public meetings and hearings to ensure that the broadest cross-section of the community is made aware of the opportunities to become involved in the planning process.

At a minimum, the requirements of RCW 36.70 and RCW 36.70A and the requirements listed in Title 19 of the Chelan Municipal Code pertaining to public hearings and notification will always be met.

Public meetings (that include activities such as workshops or open houses) are opportunities for open discussion between the public, staff, and decision-makers. These meetings do not normally involve public testimony. Public hearings are more formalized legal proceedings where public testimony is presented to a decision-maker for consideration. The outcome of a public hearing generally results in an official recommendation in the case of the Planning Commission or a legislative decision in the case of the City Council.

The following guidelines provide direction regarding the number, location, and notification of meetings or hearings relative to the local GMA planning process.

- At least one public hearing will be conducted prior to making either a recommendation or an official decision on a comprehensive plan, a development regulation implementing the plan, or an amendment to either.
- Public meetings or hearings should be advertised in compliance with the Chelan Municipal Code.
- Notification of public meetings or hearings should follow the guidelines specified in policy #1 of this document and should be reasonably calculated to provide notice to property owners and other affected and interested individuals, tribes, government agencies, businesses, and organizations of proposed amendments to the comprehensive plan and development regulations.
- Sign-in sheets should be used at each meeting to develop a specific mailing list for the group itself, as well as adding to the compiled list of parties interested in GMA and local planning issues.
- Meeting summaries should be prepared and available as soon as possible after the meeting.

Exhibit 2

- Working subgroups or technical advisory committees may deviate from these guidelines at times due to the unique circumstances associated with their function. These include the rapid, high volume, recurring meetings of technical committees, subcommittees, or work groups that focus their efforts on specific issues or limited supporting tasks. Meetings of a quorum of the Planning Commission or City Council that include the review of complete draft plans, regulations, or amendment proposals shall not deviate from these guidelines. In all cases, the subgroup meetings follow the provisions of the Open Public Meetings Act. The initial meeting(s) of the group should be widely advertised through the most appropriate method(s) as described above.

5. Provision for open discussion

The City of Chelan will ensure that public meetings allow for an open discussion of the relevant issues and those hearings allow for appropriate public testimony.

When public meetings or hearings are conducted, the City of Chelan will ensure that those who choose to participate in the planning process have the opportunity to actually take part and have their opinions heard. Towards that end, the following actions will be implemented.

- Agendas shall clearly define the purpose of the meeting or hearing, the items to be considered, and actions that may be taken.
- The scheduled date, time, and place should be convenient so as to encourage the greatest number of people to attend.
- A clearly identifiable facilitator or chair will conduct the meeting or hearing in an orderly fashion to ensure that all attendees have an opportunity to discuss issues, offer comments, or provide testimony.
- The facilitator or chair should provide introductory remarks outlining the purpose of the meeting or hearing and describing how the attendees can best participate and how their input may be used.
- As appropriate, a brief overview of any documents or proposals to be considered will be provided by the facilitator or chair or staff member.
- All persons desiring to participate should be allowed to do so. However, specific factors, such as the purpose of the meeting, size of attendance, time factors, or other opportunities to participate, may suggest some appropriate constraints to be applied. Rules of order for the meeting or hearing should be set forth clearly by the chair or facilitator.
- All attendees will be encouraged to identify themselves on sign-in sheets.
- All meetings and hearings should be tape-recorded.
- Summaries should be prepared and available as soon as possible following a meeting or hearing. As appropriate, summaries should include a listing of relevant issues, comments, or responses. In the case of public hearings, the findings and decision document should serve as the actual summary.
- Special arrangements for meetings or hearings will be made under the provisions of the Americans with Disabilities Act (ADA) with advance notice.
- The City Council shall not consider a change to the comprehensive plan or development regulations if such change is proposed after the opportunity for review and comment has passed under the city's public participation procedures. An opportunity for public review and comment on the proposed change shall be provided to the public before the City Council votes on any proposed change. An additional opportunity for public review and comment is not required if:

Exhibit 2

1 An environmental impact statement has been prepared under Chapter 43.21 C RCW for the pending resolution or ordinance and the proposed change is within the range of alternatives considered in the environmental impact statement;

2 The proposed change is within the scope of the alternatives available for public comment;

3 The proposed change only corrects typographical errors, corrects cross-references, makes address or name changes, or clarifies language of a proposed ordinance or resolution without changing its effect;

4 The proposed change is to a resolution or ordinance making a capital budget decision as provided in RCW 36.70A.120; or

5 The proposed change is to a resolution or ordinance enacting a moratorium or interim control adopted under RCW 36.70A.390.

6. Opportunity for written comments

The City of Chelan will encourage submission of written comments or written testimony throughout the planning process.

In many instances, detailed, technical, or personal comments can be best expressed and understood in written format. The following steps should be taken to encourage written comments.

- As appropriate, notices for meetings and hearings should include the name and address of the person(s) to whom written comments should be sent, along with the deadline for submitting written comments.
- Persons speaking or testifying should be encouraged to concisely express their comments verbally and provide specific details in written format.
- The deadline for submitting written comments, if allowed subsequent to a meeting or hearing, should be clearly announced by the facilitator or chair.

7. Consideration of and response to public comments

The City of Chelan will consider relevant public comments and public testimony in the decision-making process.

- Time should be reserved subsequent to the close of a hearing or comment deadline and prior to an actual decision so that the decision-maker(s) can adequately review all relevant material or comments.
- Reconvening a hearing for the purpose of addressing comments is an option that the decision-maker(s) may use on a case-by-case basis.
- Substantive comments pertaining to studies, analyses, or reports, along with necessary responses, should be included in the published document itself (such as occurs in the SEPA process of developing a Draft Environmental Impact Statement (EIS) and then a Final EIS with comments and responses).
- The record (such as tape recordings, written comments or testimony, documents, summaries, etc.) will be compiled and maintained by the appropriate City departments. That record will be made available to the decision-maker(s) for their consideration and review prior to a decision.
- Relevant comments or testimony should be addressed through the findings-of-fact portion of the decision-maker's written decision or recommendation.