

# Public Participation Plan

## 2007 Growth Management Act Update



*Public Participation Opportunities Related to the Evaluation and Update of the City of Chelan's Comprehensive Plan and Implementing Development Regulations.*

# **City of Chelan 2007 GMA Evaluation and Update Project Contents**

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## 1.0 INTRODUCTION

Periodic review and update of the City's comprehensive plan and development regulations is necessary to reflect current laws, local needs, new data, correct errors, and/or clarify intent. In 2007, the City of Chelan will commence review and, if needed, update its comprehensive plan and development regulations to ensure they comply with the Washington State Growth Management Act. The review process will begin with a review of the Comprehensive Plan including the Sensitive Areas Ordinance in Title 14 and the development regulations including the Zoning Code, Development Standards and Subdivision Ordinance.

Section RCW 36.70A.130 (2) (a) of Washington Statutes requires that local governments establish a public participation program for the evaluation and update of its comprehensive plans and development regulations. In establishing a public participation program, the City of Chelan must ensure the following:

1. That notice of the update process is broadly and effectively disseminated (RCW 36.70A.035).
2. That the notice identifies the procedures and schedules by which updates will be considered.
3. That the program provides for early and continuous public participation (RCW 36.70A.140).

This *Public Participation Plan* describes the steps that the City will take to involve the community in decisions regarding the 2007GMA Evaluation and Update Project. The goal is to provide the public with timely information, understanding of the process, and opportunities to review and comment on update decisions before they are made.

## 2.0 BACKGROUND

In 1990, the state of Washington passed legislation commonly referred to as the Growth Management Act (GMA). The GMA enacted a new framework for local land use planning and regulation. Within this framework, a wide diversity of local visions for the future can be accommodated. However, the GMA established specific goals and requirements that all local comprehensive plans and development regulations are to achieve. The GMA, as amended, is found under Chapter 36.70A of the Revised Code of Washington (RCW).

The City of Chelan adopted a new Comprehensive Plan in 1998 to comply with the GMA. Since plan adoption, the City has adopted new regulations such as zoning, land division, and environmental protection ordinances, or amended existing rules, to implement its comprehensive plan and comply with the GMA.

The GMA directs that the City take legislative action to review and, if needed, revise its comprehensive plan and development regulations no later than December 1, 2009, and at least every seven years thereafter. This review and update process is intended

to ensure that the plan and regulations continue to comply with the GMA. *Legislative action* means the adoption of a resolution or ordinance following notice and a public hearing indicating at a minimum, a finding that a review and evaluation has occurred and identifying the revisions made, or that a revision was not needed and the reasons therefore. *RCW 36.70A.130 (1)*.

Periodic updates of the City's comprehensive plan (first plan adopted in 1960) and development regulations are not new. Consistent with the GMA, (RCW 36.70A.130 (2)), updates to the City's comprehensive plan can be considered no more frequently than once every year in order that the cumulative impacts of all proposed amendments can be considered concurrently. The Chelan Municipal Code Title 19 limits amendments of the Comprehensive Plan to once a year. Zoning Code and Development Standard amendments may be updated on a continuous basis, provided that such updates are clearly consistent with the comprehensive plan.

The 2007 GMA Evaluation and Update Project will represent the first broad and deliberate review of the City's comprehensive plan and development regulations since plan adoption in 1998. This review is required to comply with GMA update requirements under RCW 36.70A.130, and provides an opportunity to review the effectiveness of the comprehensive plan which is in its 9th year of implementation.

### **3.0 EXTENT OF GMA EVALUATION**

The GMA does not exempt any portion of a comprehensive plan or development regulation from being subject to review and evaluation. It does state that the review must include, but not be limited to, consideration of critical areas ordinances and analysis of population allocated from the most recent (2007) ten-year population forecast by the Washington State Office of Financial Management (RCW 36.70A.130(1)(a)). A key review area will be to determine whether updates are necessary to address amendments to the GMA. The update process, however, is *not* intended to reconsider all choices made when the comprehensive plan was adopted in 1998.

Areas of needed revisions to plans and regulations may be identified that do not represent GMA compliance issues that must be addressed prior to the December 1, 2009 deadline. In such cases, these revisions may be incorporated as part of the 2007 update process, or establish work program areas to guide future update efforts.

### **3.1 Comprehensive Plan**

The City of Chelan's Comprehensive Plan is a stand alone document and adopts various planning documents by reference including: Don Morse Park Shoreline Study, Lakeside Trail Feasibility Study, City of Chelan General Sewer Plan, City of Chelan General Water Plan, Traffic Circulation Enhancement Study, and the Parks and Recreation Plan. The main Comprehensive plan document covers a variety of planning areas and includes the following required GMA elements:

1. Land Use Element & Land Use map

2. Economic Development Element
3. Housing Element
4. Capital Facilities Element; and
5. Utilities Element

### **3.2 Development Regulations**

The City of Chelan's development regulations must comply with the GMA, which includes a requirement that land use controls be consistent with the comprehensive plan. Key regulations subject to review include Chelan Municipal Code (CMC) Title 17- Zoning, CMC Title 16 subdivision regulations and the City of Chelan Development Standards.

The zoning code (CMC Title 17) is one of the major implementation tools of the comprehensive plan. The adopted Comprehensive Plan Land Use map which is part of the Comprehensive Plan is also the City's official zoning map. In general, the goal of zoning is to secure a reasonable development pattern by keeping similar and related uses together and separating dissimilar, unrelated and incompatible uses, particularly in relationship to transportation, utilities, and other public facilities and services. Zoning provides reassurances to property owners of uses that are permitted, conditional and prohibited on their property and adjoining property.

City of Chelan land division regulations (Title 16) control how land is divided and developed. They also regulate how new lots will be primed for future development including provisions for adequate access, sewer and water supply. The impacts of land division regulations are more permanent than zoning (regulates the type of development that takes place on a parcel) because once land is divided into lots and streets are laid out, development patterns are set.

The GMA directs that local jurisdictions adopt regulations to protect critical areas. Critical areas include wetlands, aquifer recharge areas, fish and wildlife habitat, frequently-flooded areas, and geologic hazardous areas. The City's Critical Areas Ordinance, Title 14, contains standards for designation, classification, and protection of such areas.

The City's Shoreline Master Program contains controls for development within 200 feet of the ordinary high water mark of Lake Chelan. The City will be working with Chelan County on a regional planning effort. Part of this planning effort will be working on the Shoreline Master Program which is required to be updated by 2017 according to state law.

## **4.0 SCHEDULE**

The schedule for the 2007 GMA Evaluation and Update Project consists of four basic phases:

1. Establish a Public Participation Program
2. Preliminary GMA Compliance Evaluation –Citizen Advisory Committees (CAC),
3. Final GMA Compliance Evaluation –Public Hearing
4. Amendments (if needed)

The public participation plan will be established by early March 2007. The update project will proceed over a two or three month period with Citizen Advisory Committees (CAC) being established by the first week March followed by CAC meetings in March/April. The Citizen Advisory Committees result is a draft GMA Compliance Evaluation Report that will be presented at a public open house and a public hearing by Planning Commission. The City Council will pass by resolution the GMA Compliance report following a public hearing.

### **4.1 Phase I - Establish a Public Participation Program**

Phase I is represented by this Public Participation Plan. The Public Participation Plan is to be adopted by Resolution of the City of Chelan City Council. Adoption is expected to occur in March 2007.

The City will publish a notice on the adopted Public Participation Plan. The date the notice is published will initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2) on the scope of the public participation program.

### **4.2 Phase II - Preliminary GMA Compliance Evaluation**

The City of Chelan Planning Department will collect and analyze data on growth trends, forecasts, and accommodations to support the GMA compliance evaluation. The City hired a consultant, Highlands Associates, in 2006 to conduct a preliminary evaluation of the City's Comprehensive Plan for GMA compliance which will be used in this phase of the update. This preliminary GMA compliance evaluation will include public participation through the formation of Citizen Advisory Committees.

The role of the Citizen Advisory Committees (CAC) will be to review the Comprehensive Plan for compliance with the Growth Management Act (GMA). The plan will be evaluated for any changes to the Growth Management Act since the City's initial adoption of the Comprehensive Plan in 1998.

The report titled "City of Chelan Comprehensive Plan Update Analysis" prepared by Highlands Associates dated December 2006 will help guide the Citizen Advisory

Committees along with Washington State Department of Community Trade and Economic Development's update checklist in conducting their review of the Comprehensive Plan. The advisory committees will be evaluating Highlands' recommendations for updates along with initial review of Citizen Amendment applications that have been submitted for the 2007 amendment process.

These Citizen amendments include three urban growth boundary expansion requests, rezone requests including City initiated spot zoning and GIS mapping errors rezones. Only Citizen Amendment requests that are related to the areas under review by GMA will be part of the update Citizen Advisory Committee review. Other 2007 Citizen amendments requests including the retail cap size will be reviewed by Citizen Advisory Committee formed after the GMA compliance review and part of the regular amendment process.

In addition to the recommendation in Highlands' report, Planning Commission directed in 2006 that the multifamily zone be evaluated for GMA density requirements and possible modification of the fifty foot height limit and potential creation of a low density multifamily zone. Planning Commission also directed in 2006 that the affordable housing component of the comprehensive plan include adding additional planning tools such as a zero lot line ordinance in order to encourage affordable housing for all income levels.

The Citizen Advisory Committees will be formed by March 9, 2007 for advisory committee meetings in March and April 2007. These committees will be evaluating the Comprehensive Plan in the following areas covering the entire comprehensive plan:

1. Urban Growth Area
  - a. Urban Growth Expansion requests
2. Urban Densities
  - a. Multifamily zone
  - b. Land use including rezones, open space & recreation
3. Critical Areas Ordinance & Natural Systems
4. Public Facilities & Services
  - a. Transportation Element
  - b. Water Plan
  - c. Sewer Plan
5. Essential Public Facilities (airport, state highways, transfer station, etc.)
6. Housing
  - a. Affordable Housing for All Income Levels
  - b. Seasonal Housing
7. Capital Facilities Element / Economic Element

The outcome of the Citizen Advisory Committees will be a draft GMA Compliance Evaluation Report prepared by the Planning Department on the findings of the Committees. The report will identify deficiencies and possible amendments for 2007. This report will be presented to the public at an open house the first part of April starting Phase III of the update process and includes a Planning Commission public hearing on

the draft GMA Compliance Evaluation Report.

#### **4.3 Phase III - Final GMA Compliance Evaluation**

The draft GMA Compliance Evaluation report compiled from the Citizen Advisory Committees review will be presented to the public and to Planning Commission members at an open house in early April 2007. The GMA Compliance Evaluation report will identify needed update areas to comply with the GMA. This report may identify other recommended “areas of update” to address local or regional needs. During this phase, specific amendments may be proposed.

The Planning Commission will conduct a public hearing at their regular schedule meeting in April or May on the draft GMA Compliance Evaluation report to gather and consider public input on the Draft GMA Compliance Evaluation Report and any proposed specific amendments. Planning Commission will forward their recommendations and findings to the City of Chelan City Council for further action.

The City Council will hold at least one public hearing on the results of the GMA review and analysis. The results will be presented in the form of a GMA Compliance Resolution. The GMA Compliance Resolution will address the following minimum findings:

- Review of Comprehensive Plan accordance with RCW 36.70A.130.
- Public participation opportunities to comment on the review and suggest needed revisions of the plan and regulations.
- Documentation of assumptions, facts, analysis and conclusions reached regarding which comprehensive plan provisions and development regulations are currently in compliance with the GMA and do not need revision.
- Work program for identified revisions, if needed, to comply with the GMA, or finding that City of Chelan has completed its seven-year update requirement for the Comprehensive Plan under RCW 36.70A.130.

The public hearing(s) will also address any proposed revisions to the comprehensive plan and may include portions of the Citizen Amendment request for 2007.

The City will publish a notice on the adopted GMA Compliance Evaluation Resolution, and any adoption of updates to the County’s comprehensive plan.. The date the notice is published will initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2) on the scope of the City’s GMA compliance review and analysis, and adoption of any specific amendments.

#### **4.4 Phase IV - Amendments (if needed)**

Proposed revisions to the comprehensive plan will be prepared if needed based on the work program established under Phase III. Work on such revisions will commence after adoption of the GMA Resolution by City Council in April or May 2007.

The amendments, GMA update & docketed citizen initiated, will follow the City of

Chelan's amendment process which includes Planning Commission workshops and hearings. Planning Commission will hold their final public hearing on a draft amendment package in September 2007 for a recommendation on the proposed GMA Compliance and Citizen initiated amendments to the Chelan City Council.

Council will act on the amendment package at a public hearing in September. The amendment package will be forward on to any agency's that comment along with State Agency starting the 60 day review process. The City will publish a notice on adoption of any updates to the comprehensive plan or development regulations. The date the notice is published will initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2) on any adopted comprehensive plan and/or development regulation amendments. Final adoption of the amendment package including any update revisions must be by ordinance of the City Council

Public participation procedures of the regular amendment process will be consistent with the GMA Amendment Public Participation Plan adopted by the City Council, the Open Public Meetings Act (RCW 42.30), the State Environmental Policy Act (RCW 43.21C), and the state Growth Management Act (RCW 36.70A).

## **5.0 PUBLIC INVOLVMENT**

Opportunities for public involvement will be provided throughout the 2007 GMA Evaluation and Update Project to encourage early and continuous public participation. The adopted City of Chelan Comprehensive Plan Amendment Public Participation Plan has been incorporated into this public involvement process along with recommendations from Planning Commission in 2006, identified through discussion of 2007 update process agenda topics. The following steps will be taken to provide information to the public and to encourage citizen involvement:

### **5.1 Public Meetings**

General and formal opportunities for public comment regarding City of Chelan's GMA Evaluation and Update process will be provided at public meetings and hearings. Public meetings and hearings will include, but are not limited, to:

#### **GMA Compliance Review Meetings**

Citizen Advisory Committee will be formed for initial GMA compliance review. Formation of these Committees will start at Planning Commission's regular meeting on February 21, 2007 and final formation will occur by March 9, 2007. Citizen Advisory Committee members will be limited to residents and property owners within the Chelan and Manson school district boundaries. If there is a high response for a particular committee, final selection of the committee members will be made in consultation with the Mayor. Committees should included members of the public with expertise of the review topic. The Committee meetings will occur weekdays at 6:00 p.m in March 2007.

Inquiry of committee members will establish which specific day of the week to hold the meeting.

### **Draft GMA Compliance Evaluation - Open House & Public Hearings**

An open house will present to the public and Planning Commission the findings & recommendation of the Citizen Advisory Committees on the GMA compliance review evaluation. This open house will occur in April or May 2007 within the Council Chambers of City Hall located at 135 E. Johnson Avenue. Planning Commission will hold a public hearing at their regular meetings in April or May 2007. Planning Commission's regular meetings are the third Wednesday of every month at 6:00 p.m. at City Hall. The public hearing will be on the draft GMA Compliance Evaluation report and the purpose of the hearing is to forward the draft GMA Compliance Evaluation report on to City Council for a public hearing to adopt a final GMA Compliance report

All meetings are open to the public, and a general public comment period will be provided through a public notice that will comply with the public notice section of this public participation plan

### **Public Hearing on GMA Compliance Resolution and Amendments**

The City of Chelan City Council will conduct at least one public hearing to gather and consider public input on a GMA Compliance Resolution. Formal opportunities for citizen review and comment on the results of the Planning Commission's GMA compliance evaluation will be provided at City Council's public hearing in April or May 2007 at a regularly scheduled City Council meeting. Council meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of every month. Public notice of the hearing will state explicitly that the hearing will be the final opportunity for public comment on what plan provisions and regulations are needed to be revised for GMA compliance.

### **Additional Public Workshops & Hearings on Amendments (If Needed)**

Proposed revisions to the comprehensive plan and/or development regulations will be prepared if needed based on the work program established under the GMA Compliance Resolution. These amendments will follow the Chelan Municipal code for Comprehensive Plan amendments which includes Planning Commission workshops and public hearings and City Council workshops and hearings. Public participation will be in encourage and in accordance with the adopted Public Participation plan

## **5.2 Written Comments**

Written comments are welcome throughout the GMA Evaluation and Update process. Opportunities for formal public comment at key points of the planning process will be provided at public hearings before the Planning Commission and the City Council. Additional information on planned public hearings is found under Sections 4.3, 4.4, and

5.1 of this public participation plan. To ensure consideration, written comments must be received by the Planning Department prior to the close of the public hearing.

All written comments submitted by mail or fax should be sent to: City of Chelan Planning Department; P.O. Box 1669, Chelan, WA 98816 Fax: (509) 682-8050

### **5.3 Public Notices and Information Dissemination**

The City of Chelan will use a variety of methods to inform the public about upcoming public meetings, availability of relevant planning documents and reports, and important milestones related to the GMA Evaluation and Update Project including, but not limited to:

1. **Internet:** City of Chelan’s web site at [cityofchelan.com](http://cityofchelan.com) is where interested community members may go to for status updates, reports, meeting notices and agendas, and other project information. The web site will also include links to the City of Chelan’s comprehensive plan and zoning code.
2. **Mailing List:** The City of Chelan Planning Department will maintain a list of interested persons and organizations to receive notices of scheduled public meetings. Notice will be provided either by mail or email. Individuals and organizations interested in being on the mailing list should contact the Planning Department at (509) 682-8017.
3. **News Releases:** The City of Chelan Planning Department will issue news releases announcing public meetings, hearings, and comment periods to local media including, but not limited to: Lake Chelan Mirror, KOZI radio station and Go Lake Chelan.com.
4. **Hearings-Decisions:** Public notice of all public hearings and any decisions regarding the review and update of the comprehensive plan development regulations will be published under “Legals” in the Lake Chelan Mirror classified section as required by Chelan Municipal Code Title 19. Public notification of all hearings will be provided at least 10 days before the date of the hearing. The notice shall include the date, time, location and purpose of the hearing.

Public notification on City adoption of this Public Participation Plan, the GMA Compliance Resolution (see Section 4.3), and any specific revisions to the comprehensive plan or development regulations shall be published in the Lake Chelan Mirror following adoption (normally within 10 days). The date of publication of such notices shall initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2).

5. **Local Information Repositories:** Copies of the public participation plan, comprehensive plan, development regulations, staff reports, decision documents, and other project information will be made available locally for public review on the City of Chelan website ([www.cityofchelan.com](http://www.cityofchelan.com)), at the Lake Chelan Public Library and the City of Chelan Planning Department.

### **5.4 Additional Public Involvement Methods**

In addition to the public participation procedures described above, the Planning Department will utilize the following means to increase public involvement and to disseminate information:

1. **Additional Meetings:** In addition to the meeting outlined in Section 5.1, the City may elect to hold additional meetings if it is determined that more meetings are needed to provide project information and/or provide additional opportunities for gathering public comments and public participation.
2. **Rezoning:** Rezoning as required by Chelan Municipal Code Title 19 require a 300 foot mailing and publishing in the Lake Chelan Mirror. If Planning Commission chooses to entertain a zone other than the recommendation of the Citizen Advisory Committee, a new public notice shall be provided as stated above.
3. **Access to Staff:** The Planning Department will have staff available to answer questions and provide information regarding the GMA Evaluation and Update Project. Staff may also be available to meet with civic groups, as work schedules allow. Contact the Planning Department at (509) 682-8017 if you have questions, or would like someone to meet with your group.
4. **Utility Billings:** The Planning Department may utilize utility billings as another means to provide meeting notice.
5. **Local News Media.** The Planning Department will strive to work with local news media to disseminate information related to the GMA evaluation and update process in addition to notices of public meetings. Examples of potential outreach activities through the local news media may include, but are not limited to: interviews of key staff and elected officials focus articles, and public forums.
6. **Community Groups.** Neighborhood or community groups are also invited to participate. Interested neighborhood and community groups should contact the Planning Department, at (509) 682 -8017 for more information.

## **6.0 PROJECT FILES / RECORD OF MEETINGS**

An official project file will be available for public inspection during regular business hours (Monday thru Friday 8:00 to 5:00 p.m., except holidays) at the City of Chelan Planning and Building Department. The address is:

City of Chelan Planning Department; 135 E. Johnson Avenue, P.O. Box 1669 Chelan, WA 98816.

All public meetings (see Section 5.1) will be audio recorded. Minutes and/or meeting summaries of all public meetings related to the GMA Evaluation and Update will be prepared and made available upon request.

## **8.0 DISTRIBUTION AND UPDATES**

One copy of the official Public Participation Plan for the City of Chelan GMA Evaluation and Update Project is located in the Planning Department Office. The

Public Participation Plan will also be made available at Lake Chelan Library, and be accessible on the City of Chelan Planning Department homepage at: [www.cityofchelan.com](http://www.cityofchelan.com).

The City of Chelan views this Public Participation Plan as establishing the basic public involvement processes that will be utilized during the GMA Evaluation and Update Project. Other public participation activities may be put into practice without changing the plan. However, the general work schedule and public participation specified herein will not be reduced without formal amendment to the plan. Such an amendment will only be made after an opportunity for public comment.

The following table identifies the update main tasks and a general timeline of the 2007 update project.

Timeline	Task
<b>Update Process</b>	
By March 9, 2007	Citizen Advisory Committees formed
March 19- April 6, 2007	Citizen Advisory Committee meetings
April – May	Draft GMA Compliance Evaluation Report presented at Open House & Public Hearings
May	Final GMA Compliance Report (2007 scope of work) Public Hearing & City Council approval
<b>Amendment Process</b>	Amendments drafted
June-July	2007 Update amendments drafted
August – September	Planning Commission & City Council workshops and hearings for action on 2007 amendment package
October – December	60 day agency review of 2007 amendment package
December	Final adoption of 2007 amendment package

**A RESOLUTION OF THE CITY OF CHELAN, WASHINGTON  
ESTABLISHING A PUBLIC PARTICIPATION PLAN FOR THE  
2007 GROWTH MANAGEMENT ACT UPDATE OF THE CITY'S  
COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS**

WHEREAS, the state Growth Management Act, RCW 36.70A, requires periodic review and, if necessary, revision of the Comprehensive Plan and Development Regulations (the "GMA Review Process"), and to further establish a program which ensures public participation in the GMA Review Process (a "Public Participation Plan");

WHEREAS, a draft Public Participation Plan was presented to the City's Planning Commission for consideration at its regular meeting on February 21, 2007, and formal public comments thereto were solicited; and

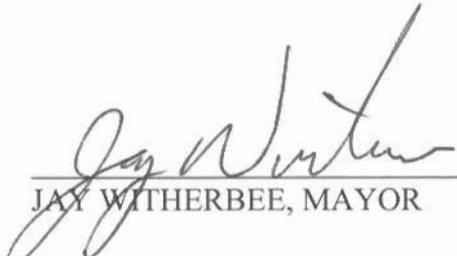
WHEREAS, based on public comment, the City's Planning Commission recommended the adoption of the Public Participation Plan, a copy of which is attached as Exhibit "A"; and

WHEREAS, the City Council consider the Public Participation Plan recommended by the City's Planning Commission on March 8, 2007.

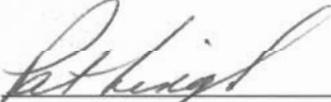
**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
CHELAN AS FOLLOWS:**

The Public Participation Plan attached as Exhibit "A" establishes a framework for the GMA Review Process for 2007, provides for the broad and effective dissemination of notice of information, procedures and schedules to the public, and therefore provides for early and continuous public participation in the GMA Review Process for 2007, as is required by the Growth Management Act, and is hereby adopted

**ADOPTED BY THE CITY COUNCIL**

  
\_\_\_\_\_  
JAY WITHERBEE, MAYOR

ATTEST:

  
\_\_\_\_\_  
PAT LINGLE, CITY CLERK

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.

3/1/07  
3/8/07  
2007- 1170