

# PUBLIC PARTICIPATION PLAN

## City of Woodinville Comprehensive Plan & Municipal Code Update

### INTRODUCTION

The City of Woodinville is conducting an update of its Growth Management Act (GMA) Comprehensive Plan (RCW 36.70A). The City also wishes to update its implementing development regulations in tandem with the Comprehensive Plan. Topics will range widely and include land use and zoning, housing, economic development, transportation, utilities, parks, critical areas, and more. The deadline for completion is currently June 30, 2015 (RCW 36.70A.130(5)).

GMA requires early and continuous public participation in the Comprehensive Plan and Municipal Code Update in RCW 36.70A.140:

*Each county and city that is required or chooses to plan under RCW 36.70A.040 shall establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans. The procedures shall provide for broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments...*

The purpose of this document is to identify the City of Woodinville's public participation objectives, audiences, and opportunities for public participation. This document may be updated over time to reflect the needs of the Comprehensive Plan and Municipal Code Update project and experiences in early outreach to ensure public participation is effective.

### OBJECTIVES

The Woodinville Comprehensive Plan Update Public Participation Objectives include:

- Meet the public participation goals of the Growth Management Act (GMA);
- Offer engaging opportunities to the Woodinville community to provide public comment on the future of Woodinville;
- Ask new questions of the community in order to gain new insights about Woodinville and choices about the Comprehensive Plan polices, regulations, and implementation strategies;
- Identify GMA requirements, policy trade-offs, and opportunities to voice unique conditions about Woodinville;
- Provide multiple means of public comment in traditional and non-traditional ways, such as meetings, questionnaires, interviews, and web-based education and interaction; and
- Demonstrate how public input was considered in the development of the Comprehensive Plan and Municipal Code update.

## AUDIENCES

There are several audiences – individuals and agencies – that will participate in the Woodinville Comprehensive Plan and Municipal Code Update, and each will become engaged in the process in different ways:

- **General Public:** Woodinville residents, property owners, and business owners.
- **Elected and Appointed Officials:** City Councilmembers, Planning Commissioners, Parks Board Members.
- **Non-City Service Providers:** Special districts such as Water and Sewer District, Fire District, etc.
- **Non-governmental Organizations:** Greater Woodinville Chamber of Commerce, Rotary Club of Woodinville and other Service Clubs, Woodinville Heritage Society, Futurewise, Forterra, etc.
- **State, Regional, and Other Local Governments:** Puget Sound Regional Council, King County, Snohomish County, Watershed Resource Inventory Area (WRIA) 8, and the cities of Bothell, Redmond, Kirkland.

## PROJECT PHASES

The project is made up of five phases, shown in the table below. Each phase will have different yet integrated outreach opportunities. For example the Environmental Analysis outreach will provide a comment period on all draft Plan and Environmental Impact Statement (EIS) products. See Attachment A for a schedule identifying concurrent and consecutive tasks and outreach events.

Phase 1 Evaluation & Objectives	
Task 1. Kickoff, Study Area & Objectives Task 2. Comp Plan Consistency Review Task 3. Fiscal Situation Assessment Task 4. Economic Position & Capacity	Public Participation Activities: <ul style="list-style-type: none"> <li>• Public Involvement Plan</li> <li>• Joint City Council/Planning Commission Objectives Workshop</li> </ul>
Phase 2 Vision & Plan	
Task 5. Vision & Land Use Scenarios Task 6. Comp Plan	Public Participation Activities: <ul style="list-style-type: none"> <li>• Stakeholder Interviews or Focus Group</li> <li>• Vision Workshop</li> <li>• Draft Plan and Code Workshop</li> <li>• Planning Commission &amp; City Council Meetings (also coordinated with Phases 3 and 4)</li> </ul>
Phase 3 Regulations	
Task 7. Develop. Regulations Task 8. BAS/CAO	Public Participation Activities: <ul style="list-style-type: none"> <li>• Joint City Council/Planning Commission Code Concepts Workshop</li> <li>• Draft Plan &amp; Code Workshop</li> </ul>
Phase 4 Environmental Analysis	
Task 9. SEPA	Public Participation Activities: <ul style="list-style-type: none"> <li>• Scoping Period</li> <li>• Draft Environmental Impact Statement Comment Period</li> </ul>
Phase 5 Outreach & Coordination (ongoing)	
Task 10. Team Coordination, Public Outreach & Legislative Review	Public Participation Activities In addition to above: <ul style="list-style-type: none"> <li>• Hearings and deliberations with the Planning Commission and City Council</li> </ul>

## OUTREACH & ENGAGEMENT ACTIVITIES

### Meetings

There are several workshops and meetings associated with the Woodinville Comprehensive Plan and Municipal Code Update. The meetings will cover both the Comprehensive Plan update and Municipal Code; they will allow for broader public input as well as support standing bodies such as the Planning Commission and City Council. The two workshops that are intended for wide advertisement and broad public engagement include a Visioning Workshop and a Draft Plan/Code and Draft EIS Workshop.

- Joint City Council/Planning Commission Objectives/Study Area Meeting (Task 1)
- Visioning Meeting (Task 5) – *Broad public engagement*
- Joint City Council/Planning Commission Code Concepts Workshop (Task 7)
- Draft Plan/Code and Draft EIS Workshop (Tasks 6, 7, 8, and 9) – *Broad public engagement*
- Hearing and deliberations with the Planning Commission (all tasks, particularly Tasks 6 and 7). Planning Commission regularly meets the 1st and 3rd Wednesday of each month at 7 p.m.
- Hearing and deliberations with the City Council (all tasks, particularly Tasks 6 and 7). The City Council regularly meets the 1st, 2nd and 3rd Tuesday of each month at 7 p.m.

### Interviews

As part of the Visioning efforts in Task 5, the project includes stakeholder interviews with City staff, selected elected and appointed officials, and citizen leaders. In addition to addressing visions and community goals, these interviews can also uncover particular concerns with existing Comprehensive Plan policies and code implementation. To allow for a more interactive conversation, a focus group may be held rather than individual interviews.

### Education and Web-based Activities

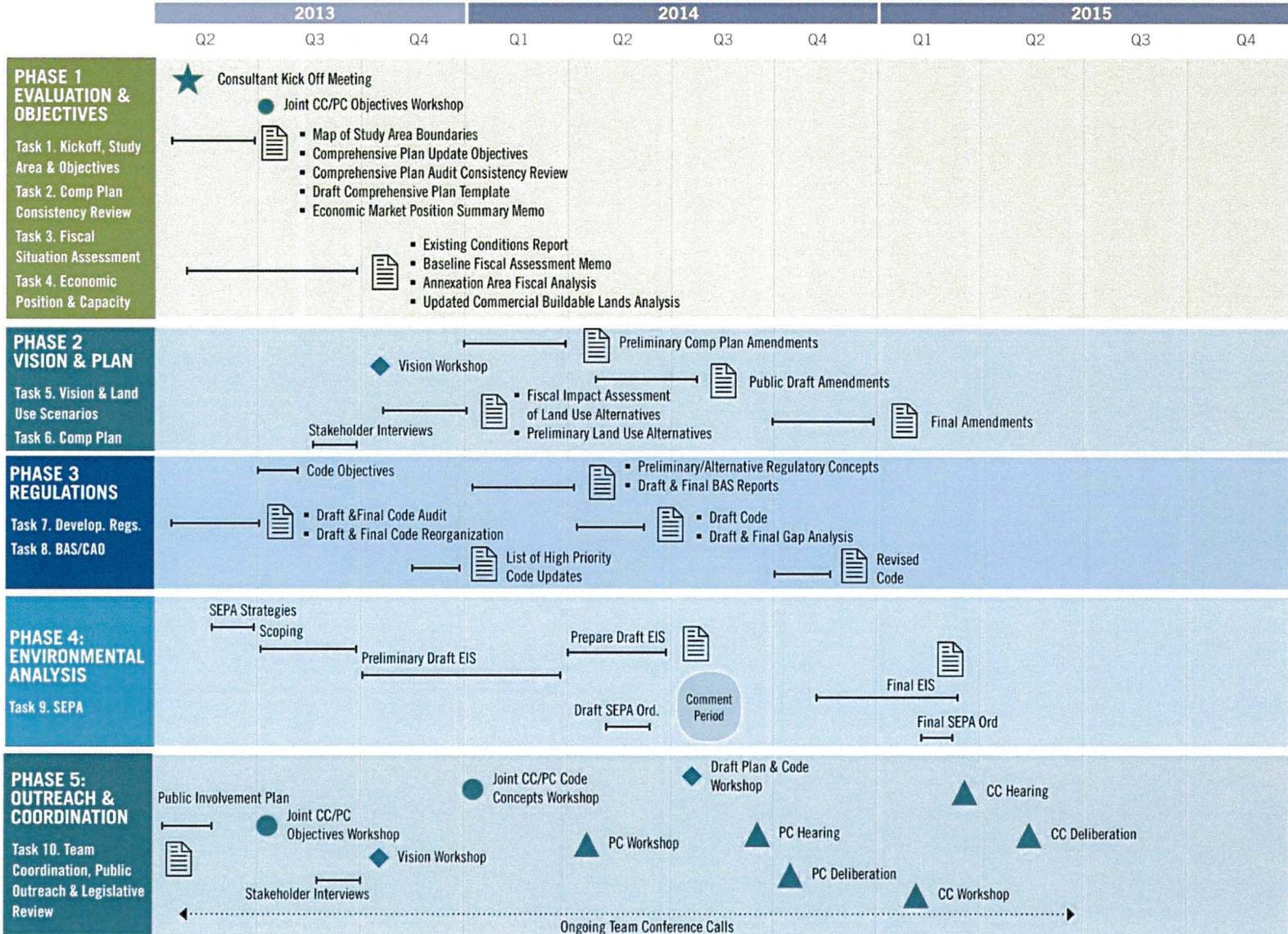
A project page will be established at the City's website dedicated to the Comprehensive Plan and Municipal Code Update. At the time of the initial kick-off and at each major phase or milestone, website content will be updated to provide a location for information and public comments. The project webpage can serve as a means to advertise events, gather input (e.g. comment form, or questionnaire on Survey Monkey), or provide education. While participants will be self-selected, every effort will be made to advertise the survey to a wide variety of interested parties to obtain broad-based participation. Questions will include those that ask participants for their nearest cross streets or some other means of identifying who lives in the city limits. The City Development Services Department will lead the webpage development and implementation with support by others.

### Outreach Materials and Notices

At the time of major meetings and events the City will provide notification. Notification can take the form of an email flier to a listserv, postcards to an interested parties list, newspaper display ad, or in the case of hearings a legal notice. Regular opportunities for education and notification include:

- Woodinville Weekly: Publishes weekly on Mondays.
- Woodinville Farmers Market: Held on Saturdays from 10 a.m. until 4 p.m. in the spring, summer, and fall. City staff, Planning Commissioners, or others could occasionally meet citizens at the market. Materials advertising events could be provided at appropriate junctures (e.g. to advertise the Visioning workshop or to gather input through questionnaires there).

# CITY OF WOODINVILLE COMPREHENSIVE PLAN & CODE SCHEDULE 2013 - 2015



- City email list serves: The City maintains a list of email addresses for those who sign into public meetings or notify the City that they are interested in being contact about planning issues.

**Attachment: Schedule**