

City Of Woodland
Planning Commission Meeting Agenda Summary Sheet

Agenda Item:
Document 1
PUBLIC PARTICIPATION PLAN – CHAPTER 2
 Comprehensive Plan Update discussion of the Public Participation Plan.

Agenda Item #: (2) Workshop
For Agenda of: September 20, 2018
Department: Community Development
Date Submitted: September 10, 2018

Cost of Item: 0
Amount Budgeted:
Unexpended Balance:

BARS #:
Description:

Department Supervisor Approval: Travis Goddard, Community Development Director

Committee Recommendation: N/A

Agenda Item Supporting Narrative (list attachments, supporting documents):
 Attachment: City of Woodland Comprehensive Plan - Chapter 2 – Public Participation Plan.

Summary Statement/Department Recommendation:
Public Participation Plan (PPP)
 The Comp Plan (CP) PPP calls for effective communication and coordination with key interest groups and the public in general. It calls for broad participation efforts designed to solicit input from the public.

Phase 1 is to include review of the plan and City codes for compliance with state laws; identify plan areas to be amended; and to scope the breadth of the update publicly. Phase 2 will be to address the issues identified in Phase 1. Phase 3 will be conduct hearings and take legislative action.

Tentatively the City has meetings scheduled with (or meeting requests submitted to meet with) the following stakeholder groups:

- Cowlitz County Planning & Building Staff
- Cowlitz County Planning Commission
- The Cowlitz County Council
- Clark County Community Planning Department
- Clark County Planning Commission
- The Clark County Council

- Cowlitz-Wahkiakum Council of Governments
- The Woodland School District School Board
- The Woodland Chamber of Commerce
- Woodland of our future
- Port of Woodland
- Woodland Action Center
- Regional Transportation Planning Organization – Technical Advisory Committee
- Woodland High School – student engagement
- Individual one-on-one staff outreach
- Small group discussions as opportunities present themselves

Staff also has a list of approximately 18 applicants and/or property owners who will be part of the conversation through the land use application process.

The Planning Commission will be expected to discuss the update during its regularly scheduled monthly meetings on the following dates:

- September 20, 2018
- October 18, 2018
- November 15th, 2018
- December 20th, 2018

Further public participation efforts will include:

- Open houses (October, November, and December)
- Public meetings to gather input
- Press releases
- Public notices
- Surveys
- E-mail distribution of material to lists/contacts assembled as a result of ongoing outreach efforts.

Finally, the Planning Commission will need to review the actual Comp Plan Amendment requests that have been submitted for the 2018-2019 docket. Those cases will be processed as formal land use applications (Type 4) and each will have a PC recommendation that goes before the City Council for a legislative decision.

In addition to those individual requests, the City will initiate three cases with potentially two additional cases:

1. A Comprehensive Plan Map Amendment case to discuss other map changes that might be warranted but for which no formal application has been received (CPA-18-009);

2. A Comprehensive Plan Text Amendment case to discuss changes to the text of Comprehensive Plan (CPA-18-010);
3. A review of the environmental impacts through the State Environmental Policy Act (SEPA) checklist. (SEP-18-005); and potentially,
4. A Zoning Text Amendment case for the review and approval of any zoning code changes that might be warranted because of changes to the Comprehensive Plan text or map (ZTA case to be determined); and potentially,
5. A Zoning Map Amendment case for reviews and approval of any zoning map changes that might be warranted (ZTA case to be determined).

Case Processing

Several Comp Plan Amendment cases have been submitted and are pending. Additional applicants are considering application submittal. Staff has set the end of September for the absolute cutoff line for inclusion in the 2018-2019 CP update docket.

Applicants will be formally informed of the PPP timeline, process and how applications will be processed (concurrently and in the context of the ongoing update discussion).

Cases will be processed in accordance with WMC 17.84 as outlined in Document 4.

Ultimate disposition of all cases will be in accordance with the Cowlitz County/City of Woodland agreement dated April 23rd, 2002 and recorded on May 2nd, 2002 under Auditor's File Number #3147189. (Document 6)

Planning Commission discussion:

The Public Participation Plan (attached) was adopted in May of 2014 and was incorporated as Chapter 2 of the City of Woodland Comprehensive Plan (2016-2036).

Staff is not requesting that the PC revise or make changes to the PPP so no formal public hearing is required at this time. Instead, staff is asking for additional input before the staff begins the full efforts outlined in the PPP as outlined herein.

Specifically, staff is looking for direction and input on how it has constructed the Woodland Growth Scenarios document. (See Document 5 for more information)

After discussion of the PPP, staff will ask the PC for guidance on presenting the scenarios to the City Council and for keeping the Council abreast of the update's progress. Based upon the discussion, Staff will also embark on the implementation of the PPP.

Actions:

1. The PC is being asked to review the staff's presentation and PPP for compliance with Chapter 2 of the Comp Plan.
2. The PC should provide the public an opportunity to comment on the PPP as outlined.
3. The PC should advise the Staff of changes it would like to see in the PPP (as it sees fit).
4. The PC should advise staff on updating the City Council on the PPP.
5. The PC should advise staff on proceeding with the update of the Comp Plan and the processing of Comp Plan Amendment applications.



CHAPTER 2 PUBLIC INVOLVEMENT (PI)

Woodland residents are highly engaged in community events and festivals and actively participate in community-based volunteer activities. When a landslide closed all three northbound lanes of Interstate 5 north of Woodland in December 2015 government agencies, schools, churches, businesses, and private citizens, in a genuine outpouring of good will and community spirit, rallied to aid thousands of stranded motorists with food, shelter, blankets, fuel, parking and more.

Citizen participation in the land use planning process is less active. The city has a very strong desire to increase engagement in city government. The city believes public participation is essential to good government and is committed to open and transparent governance and will actively reach out to its citizens to participate in the public processes.

2.1 Public Participation Plan

The Washington Growth Management Act (GMA) requires cities and counties to conduct public outreach to ensure “early and continuous public participation” when developing and amending comprehensive plans and development regulations (RCW 36.70A.140). Local programs must clearly identify schedules and procedures for public participation in the periodic update process (RCW 36.70.A.130(2)(a)). At the beginning of the Comprehensive Plan update process the city developed a Public Participation Plan (PPP) to ensure early and continuous opportunities for the public to engage in the plan review and amendment process.



The Goals of the Public Participation Plan were to:

1. Ensure broad participation by identifying key interest groups and soliciting input from the public.
2. Maintain effective communication and coordination.
3. Focus resources on issues most likely to be of interest to the public.
4. Distribute information and public notices early and efficiently.

The Scope of Work for the PPP was divided into three (3) phases of activity:

Phase I: Review Comprehensive Plan and Development Code for compliance with state law; identify plan areas to be amended; scope the breadth of the update publicly.

Phase II: Address the issues identified in Phase I.

Phase III: Conduct public hearings and take legislative action.

Elements of the Public Participation Program included:

- Post meeting notices online, in print, and by mail for all meetings and hearings.
- Post planning documents related to the update on the city web pages
- Use interactive and mailed community surveys.
- Maintain an email distribution list and database.
- Conduct an Open House to solicit public feedback.
- Maintain active coordination with Clark County in terms of topics and timelines.

On May 15, 2014 the Planning Commission conducted a public hearing on the PPP and sent the recommended PPP to the City Council. The City Council reviewed the Planning Commission's recommendations and adopted the PPP on June 16, 2014. The city sent a draft of the PPP to the Washington Department of Commerce 60 days prior to Council final action on the participation plan.

2.2 Citizen Participation

The city government is committed to implement the Comprehensive Plan in an open and transparent public process. The city will:

- disseminate information about land use planning proposals and development review through traditional and electronic media;
- provide ample opportunity for written and oral public comment;
- provide early and effective notice of public meetings, including work sessions, regular meetings and hearings of the Planning Commission and City Council;
- provide meaningful opportunities for public discussion before the Planning Commission and City Council, as appropriate; and
- consider and respond to public comments offered during the land use review process and public hearings; and strive to maintain the city's web pages and web presence current.

Goal

- PI 1** The city government will continue to ensure that citizens have full opportunity to be heard and to participate in city governmental affairs.

Policies

- PI 1** The city shall develop and implement a process to ensure early and continuous public participation in the comprehensive planning process, including the annual amendment, emergency amendment, and the periodic update processes.
- PI 2** The city will coordinate with agencies providing social services in the city.
- PI 3** Consistent with state statute and city policies, Woodland will use local resources to encourage local involvement in community actions and to enhance community pride.
- PI 4** Woodland will encourage public and private involvement in community traditions as well as active encouragement of volunteerism and activism.
- PI 5** The city shall develop and implement a process to ensure that regulatory or administrative actions do not result in an unconstitutional taking of private property.

