2015 Comprehensive Plan Periodic Update

SCOPE OF WORK AND PUBLIC PARTICIPATION PLAN

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1.0 INTRODUCTION

Bonney Lake’s Comprehensive Plan is the City’s official statement concerning its vision for future growth and development. It identifies goals, policies, and strategies for maintaining the health, welfare, and quality of life of Bonney Lake’s residents. The Comprehensive Plan is comprised of numerous individual elements addressing land use, neighborhoods, housing, transportation, cultural resources, parks, utilities, capital facilities, and the environment.

The City of Bonney Lake is required to review and, if needed, update its comprehensive plan and development regulations to ensure compliance with the Washington State Growth Management Act (GMA), Chapter 36.70A RCW, by June 30, 2015 pursuant to RCW 36.70A.130. This periodic review and update of the City’s comprehensive plan and development regulations is necessary to ensure that the City’s comprehensive plan and development regulations reflect current laws, local needs and goals, and new data.

The need for the periodic update is also driven by the expected population and employment growth in the Puget Sound region which is expected to reach nearly five million people and three million job by 2040.

**Regional Historic and Forecast Growth**

![Graph of population and employment forecast](source: Puget Sound Regional Council, Vision 2040 pg. 3, www.psrc.org)

King County is expected to receive the largest share of the forecast growth; however, if trends over the last 30 years continue to hold, an increasing share of the growth is likely to be absorbed by cities in Kitsap, Pierce and Snohomish counties.
The City’s population is currently expected to increase by 27% by 2035 adding another 5,000 people to the City. However, if all of the Potential Annexation Areas are added to the Bonney Lake Urban Growth Area (BLUGA) and annexed into the City, the population of City of Bonney Lake would more than double by 2035 possible placing considerable demands on the City’s existing infrastructure, natural resources, and land supply.

Bonney Lake Historic and Forecast Growth

The comprehensive plan is needed to guide the expected community growth in a manner that protects environmental resources, enhances the quality of life of the City’s residents, promotes vibrant commercial districts, and protects existing residential neighborhoods.

1.1 BACKGROUND

In 1990, the state of Washington passed legislation commonly referred to as the “Growth Management Act (GMA) which was codified as Chapter 36.70A RCW.” The legislature in adopting the GMA found that “uncoordinated and unplanned growth, together with a lack of common goals expressing the public’s interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic development, and the health, safety, and high quality of life enjoyed by residents of this state.”

The GMA establishes fourteen goals to guide the development and adoption of local land use plans and development regulation. These goals include: encouraging urban growth, reducing sprawl, promoting efficient transportation, ensuring availability of affordable housing and promoting a variety of housing types and residential densities, encouraging economic development, protecting property rights, processing permits in a timely and predictable manner, maintaining natural resource industries, retaining open space and recreation opportunities, protecting the environment, ensuring public participation and coordination between adjacent jurisdictions, providing adequate public facilities and services, preserving sites of historical and
archaeological significance, and achieving the goals and polices of the Shoreline Management Act set forth in RCW 90.58.020. While all the goals of the Growth Management Act should be pursued in local Comprehensive Plans, it is up to each community to determine how to best balance these goals. However, the GMA also does establish requirements that all local comprehensive plans and development regulations are to achieve.

The City’s Comprehensive Plan has been amended on an annual basis as permitted by state law, since its initial adoption in 1995. In addition to these regular amendments, the Growth Management Act (GMA) requires counties and cities to periodically conduct a thorough review of their plans and regulations to bring them in line with any relevant changes in the GMA, and to accommodate updated growth targets. Bonney Lake last completed a “periodic update” in 2004.

1.2 PROJECT OVERVIEW

The GMA directs that the City take legislative action to review and, if needed, revise the Bonney Lake Comprehensive Plan and the Bonney Lake Municipal Code (BLMC) to ensure compliance with any new amendments to the GMA no later than June 30, 2015. This review and update process is intended to ensure that the plan and regulations continue to comply with the GMA.

The Puget Sound Regional Council (PSRC) adopted new multi-county planning policies (MPPs) in 2008 as part of Vision 2040. These policies apply to King, Kitsap, Pierce, and Snohomish counties and the cities within them. These counties amended their county-wide planning policies (CWPPs) to be consistent and implement the MPPs. Jurisdictions in those counties must now ensure that their comprehensive plans are consistent with both the MPPs and CWPPs.

The figure below summarizes the hierarchical process inherent in the period update from the state level down to the regional and county and individual city level.
1.3 ASSUMPTIONS

Assumption 1. The City of Bonney Lake Comprehensive Plan is amended annually with consideration given to state, regional, and county-wide policies. Therefore, the foundation of the existing Comprehensive Plan is still relevant and appropriate.

Assumption 2. The Comprehensive Plan has grown to 12 elements. While the foundation of the existing Comprehensive Plan is still relevant and appropriate, the existing Comprehensive Plan elements were adopted over time without a consistent format or design so each Chapter will be reformatted and streamlined by removing redundant the policies.

Assumption 3. No additional staff or other resources will likely be available for the project. The project will likely be undertaken and completed by existing staff and a project team including representatives from other City Departments as well as public involvement. Consultants will be used to support to the update of the transportation plan and may be required to update the economic, water, and sewer plans.

Assumption 4. Though the Comprehensive Plan has been in effect since 1995, it is likely that the public, as well as other City Departments, are not familiar with the basic goals, purpose, and content of the Comprehensive Plan and some work will be required to provide educational and background materials on the Growth Management Act, Vision 2040 and the Bonney Lake Comprehensive Plan. This is an opportunity to perform outreach on the role and function of the Comprehensive Plan.

Assumption 5. The Draft Environmental Impact Statement (DEIS) and Final Environmental Impact Statement (FEIS) for the current Comprehensive Land Use Plan were issued on July 1, 1994 and November 18, 1994, respectively. The DEIS and FEIS provided extensive analysis of the environmental impacts associated with implementing the 1995 Comprehensive Plan. Therefore given the nature of the likely changes a new EIS is not expected. In order to comply with SEPA, it is likely that an Addendum or Supplemental EIS may have to be issued to modify or clarify items in the original DEIS and FEIS.

Assumption 6. The Conditional Certification of the City’s Comprehensive Plan will remain in place until the June of 2015. PSRC’s previous review of the City’s 2006 Comprehensive Plan found that it was consistent with the regional policies of Visions 2020 (Vision 2020 was the predecessor to Vision 2040), but did not conform with one of the key requirements in the transportation planning provisions in the Growth Management Act. Specifically, inconsistent future land use assumptions were used throughout the plan, including the transportation element, which resulted in an internal inconsistency in the plan preventing full certification.

2.0 SCOPE

The GMA does not exempt any portion of a comprehensive plan or development regulation from being subject to review and evaluation as part of the required period update. Annual amendments made to a Comprehensive Plan typically focus on specific sections or changes, but the periodic update is required to assess the plan as a whole. The primary purpose of the review will be to determine whether updates are necessary to address amendments to the GMA.
<table>
<thead>
<tr>
<th>Component</th>
<th>Last Updated</th>
<th>Summary of Primary Update Topics</th>
</tr>
</thead>
</table>
| **General**                   |              | • Amendments required because of changes to the Growth Management Act.  
                                 |              | • Amendments required to be consistent with Vision 2040, the Multi-County Planning Policies and other regional planning documents.  
                                 |              | • Amendments required to extend the planning horizon to the year 2035.  
                                 |              | • Amendments required to be consistent with the County-Wide Planning Policies.  
                                 |              | • Amendments to reflect City actions since the last update and Council direction from recent or current studies.  
                                 |              | • Strategies to achieve the goals and implement the policies of the comprehensive plan will be added to each element as needed  
                                 |              | • All elements will be reviewed and updated as needed for basic internal and external consistency.  
                                 |              | • Each chapter will be reformatted so that there is a unifying theme for the entire comprehensive plan and consistent layout for each chapter.  
                                 |              | • Redundant policies will be removed to streamline the comprehensive plan.  |
| **Community Character Element** | 2004         | • Review vision – lasted updated in 2004.  
                                 |              | • Ensure goals and policies support vision.  
                                 |              | • Move Downtown Sub-Area Plan to separate element.  |
| **Natural Environment**       | 2004         | • Review to ensure policies protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas.  
                                 |              | • Ensure policies include the best available science (BAS) to protect the functions and values of critical areas, and give "special consideration" to conservation or protection measures necessary to preserve or enhance anadromous fisheries.  
                                 |              | • Remove policies related to shorelines given addition of separate shoreline element.  |
| **Land Use Element**          | 2004         | • Update capacity analysis, demographics and other statistical information as needed – lasted updated in 2004.  
                                 |              | • Revisions to land use designations as needed.  
                                 |              | • Revisions to the goals and policies as needed.  
                                 |              | • Establish 2035 Growth Targets  |
| **Housing Element**           | 2004         | • Update analysis, demographics, and other statistical information as needed – lasted updated in 2004.  
                                 |              | • Update goals and policies as needed  |
| **Transportation Element**    | 2006         | • Complete rewrite  
<pre><code>                             |              | • Address internal inconsistent Land Use Assumptions as required by the City’s current Conditional Certification from PSRC.  |
</code></pre>
<table>
<thead>
<tr>
<th>Element</th>
<th>Year</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Parks Element                   | 2011 | • Update capacity analysis, demographics, valuation of parks, level of service, and other statistical information as needed to reflect the 2035 planning horizon.  
  • Update the Rate Study for Park Impact fees as necessary |
| Utilities Element               | 2009 | • Determine if funds will fall short for needed capital facilities.  
  • Review Sewer and Water Plans to ensure growth projects are consistent with growth projection in the Land Use Element  
  • Update as required to ensure consistency.  
  • Update policies and background information |
| Capital Facilities Element      | 2010 | • Determine if funds will fall short for needed capital facilities.  
  • Update inventory of existing capital facilities owned by public entities (i.e. location, capacities, etc.) and forecast for future facility needs. |
| Economic Development Element    | 2005 | • Complete rewrite  
  • Rename – Economic Vitality Element |
| Eastown Element                 | 2011 | • Update Map Streets  
  • Other Updates as needed |
| Midtown Element                 | 2011 | • Update as needed |
| Downtown Element                | 2004 | • Move Downtown Sub-Area plan out of the Community Character Element.  
  • Review and update as needed – subarea plan was last review and updated in 2004 |
| Shoreline Element               | New  | • New element being added as part of the SMP update, no modifications proposed. |
| Cultural Resources Element      | 2011 | • Update as needed |
| Community Health Element        | New  | • New element being added to comply with the requirement that considers planning approaches increase physical activity as required by RCW 36.70A.070(1) and WAC 365-196-405 (2)(j).  
  • Add policies and goals to implement the Health Policies of the Multi-Countywide Planning Policies (Vision 2040) and the Countywide Planning Policies. |
| Development Regulations         |      | • Add regulations for Electrical Vehicle Charging Stations required by RCW 36.70A.695  
  • Update Subdivision Code to reflect new preliminary plat expiration timeframes  
  • Updated Concurrency Code to extend the timeframe for expending or encumbering impact fees from six years to ten years.  
  • Other changes as necessary to comply with update checklist and to implement the comprehensive plan. |
### 3.0 UPDATE STRATEGY

#### 3.1 PHASE 1: SCOPING DOCUMENT AND PUBLIC PARTICIPATION PLAN

**Intent:** To develop a scope of work and public participation plan in collaboration with the Planning Commission and City Council to ensure alignment of policy and public participation goals and priorities between staff, Commissioners, and Councilmembers.

**Outcomes:** Resolution adopting the Scope of Work and Public Participation Plan by the City Council

**Completed:** October 2013.

#### 3.2 PHASE 2: CONSISTENCY REVIEW

**Intent:** The City of Bonney Lake Community Development Department will conduct a preliminary evaluation of the City’s comprehensive plan and development regulations for GMA compliance. This will mainly be accomplished through the use of the Washington State Department of Commerce’s Comprehensive Plan Periodic Update Checklist and the PSRC – Plan Review Manual.


**Completed:** December 2013.

#### 3.3 PHASE 3: VISIONING AND GROWTH STRATEGY UPDATE

**Intent:** Articulate a clear vision for how the City of Bonney Lake will look, function, and perform in the year 2035 with a strategy for accommodating and attracting population and employment growth in accordance with regional allocations.

**Outcomes:** Update community economic profile, Buildable Lands Capacity, Updated Community Character Element, Updated Land Use Designation maps, Updated Land Use Element, and New Economic Vitality Element

**Completed:** April 2014.

#### 3.4 PHASE 4: COMPREHENSIVE PLAN ELEMENT REVIEW AND UPDATE

**Intent:** To develop a more usable, integrated and communicative Plan that fully implements the Vision and Growth Strategy, Growth Management Act, Multi-County Planning Policies, and County-wide Planning Policies.

**Outcomes:** Amended elements consistent with adopted Vision and Growth Strategy, Growth Management Act, Multi-County Planning Policies, and County-wide Planning Policies

**Completed:** December 2014.
3.5 PHASE 5: SEPA REVIEW

**Intent:** Conduct SEPA review analyzing environmental consequences that would result from the proposed changes.

**Outcomes:** EIS Addendum or Supplemental EIS

**Completed:** February 2015.

3.6 PHASE 6: LOCAL ADOPTION

**Intent:** Adopt an Ordinance approving the 2015 Comprehensive Plan and completing the Period Update.

**Outcomes:** 2015 Comprehensive Plan

**Completed:** June 2015.

3.7 PHASE 7: PLAN REVIEW AND CERTIFICATION

**Intent:** The Growth Management Act (GMA) emphasizes intergovernmental coordination and consistency. The PSRC Policy and Plan Review Process is designed to further regional coordination and to satisfy requirements in the GMA to certify countywide planning policies and the transportation-related provisions in local comprehensive plans.

Certification is a requirement for jurisdictions and agencies that intend to apply for PSRC funding.

**Outcomes:** Completed Reporting Tool and Certification of Plan

**Completed:** December 2015.

4.0 PUBLIC PARTICIPATION PLAN

The City is required pursuant to RCW 36.70A.140 to develop 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."

Public participation is also very important and effective tool to balance competing interests and needs that are inherent in land use decision making processes. It is important that information be made available so any interested person can understand the materials and participate. The City will encourage participation in several ways. Opportunities for public involvement will be provided throughout the 2015 Comprehensive Plan Periodic Update to encourage early and continuous public participation. The following steps will be taken to provide information to the public and to encourage citizen involvement:
4.1 PUBLIC MEETINGS

General and formal opportunities for public comment regarding the City of Bonney Lake’s Comprehensive Plan Periodic Update will be provided at public meetings and hearings. Public meetings and hearings will include, but are not limited to:

- **Planning Commission:** The Bonney Lake Planning Commission is the primary means for citizen involvement in the Comprehensive Plan update. The Commission is a seven member citizen advisory body responsible for advising the City Council on all land use matters. The public will be notified of Planning Commission meetings through notices and information on the City’s website. The Commission will review draft policies and text sections of the Comprehensive Plan as they are developed. The draft revisions will be widely circulated prior to public hearings conducted by the Planning Commission. The Commission will review public testimony and make final modifications to proposed revisions before making recommendations to the Council.

- **Bonney Lake Parks Board:** The Parks Board will receive updates on this project. Park Board meetings are regularly scheduled and open to the public with opportunities for the public to speak at each meeting on both agenda items and non-agenda items. The focus will be to brief the Board on any draft documents, update the Board on the status of the project, discuss concerns or recommend modifications to draft documents, and respond to Board questions.

- **Bonney Lake Design Commission:** The Design Commission will receive updates on this project. Design Commission briefings will be more general in nature.

- **Community Development Committee:** The Community Development Committee (CDC) and Economic Focus Group of the CDC will provide guidance on critical issues throughout the update process. CDC meetings are open to the public.

- **City Council Meetings/Hearings:** The City Council will conduct at least one public hearing to gather and consider public input on the Comprehensive Plan Periodic Update completion resolution and any other proposed amendments. The Hearings will be scheduled at a yet to be determined date. 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.

4.2 WRITTEN COMMENTS

Written comments are welcome throughout the Comprehensive Plan Periodic Update review. 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. All written comments submitted by mail, e-mail, or fax should be sent to:
4.3 PUBLIC PARTICIPATION TOOLS

City of Bonney Lake 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 2015 Comprehensive Plan Periodic Project including, but not limited to:

- **Website:** City of Bonney Lake will establish a web site for the project where interested community members may go to for status updates, reports, meeting notices and agendas, and other project information.

- **Social media:** Use of social media tools including Facebook, Twitter, RSS feeds, Bonney Lake Patch, and similar internet social network tools.

- **Mailing List:** City of Bonney Lake 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 Jason Sullivan, Senior Planner by email at sullivanj@ci.bonney-lake.wa.us or by phone at (253) 447-4355.

- **News Releases:** City of Bonney Lake will issue news releases announcing public meetings, hearings, and comment periods to local media including, but not limited to, Bonney Lake Courier-Herald and Bonney Lake Patch.

- **Public Hearings:** 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 Bonney Lake Courier-Herald classified section. Public notification of all hearings will be provided at least 15 days before the date of the hearing. The notice shall include the date, time, location and purpose of the hearing.

- **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 at City Hall.

- **Access to Staff:** The City will have staff available to answer questions and provide information regarding the Comprehensive Plan Periodic Update. Staff may also be available to meet with civic groups, as work schedules allow.

- **Open Houses:** In addition to the public hearings, the City plans to hold additional open houses to provide project information and additional opportunities for gathering public comments.
Online Surveys: Implementation of online surveys to gather public opinion on the Comprehensive Plan Periodic Update and the Bonney Lake Municipal Code. The online surveys shall be publicized on the City’s website and social media outlets, as well as the Bonney Lake Courier Herald.

Mass Mailing: The City plans to send out at least one informational mailer to all property owners within the City to inform residents that the update is underway and how to be involved in the update process.

Local News Media: The City will strive to work with local news media (Bonney Lake Courier-Herald) to disseminate information related to the Comprehensive Plan Periodic Update. 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. The City may consider placing a half-page ad in the Bonney Lake Courier-Herald advertising the process.

Community and Neighborhood Groups: The City of Bonney Lake may send out fliers or informational mailers to known Home Owner Association (HOA) groups throughout the City.

4.4 STAKEHOLDERS

A variety of groups and agencies, in addition to the residents, property owners, and business owners of Bonney Lake, may have an interest in the update of Bonney Lake’s Comprehensive Plan. The City will notify these stakeholders of meeting dates, draft materials, and public hearing dates throughout the Comprehensive Plan update process. These stakeholders can be categorized as follows:

Adjacent Jurisdictions: City of Sumner, City of Puyallup, City of Orting, City of Buckley, City of South Prairie, City of Auburn, Pierce County Public Works, and Pierce County Planning and Land Services, Pierce County Parks and Recreation.

Regional Organizations: Puget Sound Regional Council, Pierce County Regional Council, and Tacoma-Pierce County Public Health


- **Business Groups and Trade Organizations:** Bonney Lake Chamber of Commerce, Master Builders Association of Pierce County, Tacoma-Pierce County Association of Realtors, and Association of Washington Business.


- **Historic Preservation Groups:** Bonney Lake Historical Society, Washington Trust for Historic Preservation, Oregon-California Trails Association, Heritage League of Pierce County.

- **Housing Groups:** Sea Mar, Tacoma/Pierce County Affordable Housing Consortium, and Washington Low Income Housing Alliance.

- **Non-motorized Transportation Groups:** Coalition for Active Transportation – Pierce County Foothills Rails to Trails Coalition, Feet First, Cascade Bicycle Club, and Bicycle Alliance of Washington.

In addition to the above list of agencies or organizations, any individual or other group that request to be added to the notification list will be added and sent notices as discussed above.