

Appendix H: Public Participation Program



PUBLIC PARTICIPATION PROGRAM

Prepared by
Department of Community & Economic Development
And Shockey Planning Group

★2015★
Comprehensive Plan Update





TABLE OF CONTENTS

Table of Contents

PART I - INTRODUCTION..... 3

What is a Public Participation Program? 3

Who can participate in the City’s Comprehensive Plan Update? 3

How can I participate in the City’s Comprehensive Plan update?..... 3

What is a Comprehensive Plan?..... 3

How is the Comprehensive Plan implemented?..... 4

What topics does the Comprehensive Plan address? 4

Where can I find the City’s current Comprehensive Plan? 5

Why do Comprehensive Plans have to be updated?..... 5

How often do Comprehensive Plans Have to be updated?..... 5

When is the City’s Comprehensive Plan update due? 5

PART II – COMPREHENSIVE PLAN UPDATE APPROACH 5

What is the City’s plan for updating its Comprehensive Plan? 5

What items in the Comprehensive Plan will the City focus on in the update process?..... 6

PART III – OUTREACH AND PUBLIC PARTICIPATION 6

How will the City provide public notices regarding the update process? 6

How can I follow the update process? 6

Can I review documents in person? 7

What role does the Planning Commission play in the update process? 7

Who do I contact if I have a question or want to provide comment?..... 7

What if I miss a meeting? 8

PART IV – PROJECT STEPS & TIMELINE 9

What steps are involved in the update process and what is the timeline for completion? 9



PUBLIC PARTICIPATION PROGRAM

PART I - INTRODUCTION

What is a Public Participation Program?

This Public Participation Program (PPP) has been put together to help you understand comprehensive planning and know how you can participate in the update of Arlington's Comprehensive Plan. This PPP describes what a comprehensive plan is, the state requirements for comprehensive plan updates, the City's approach to updating its comprehensive plan, and, most importantly, how you can follow and participate in the City's Comprehensive Plan update process (see [RCW 36.70A.140](#)).

Who can participate in the City's Comprehensive Plan Update?

Anyone that has an interest in Arlington's future is welcome to participate in the update of the City's Comprehensive Plan. Specific participants include:

- ✓ **The General Public:** Arlington residents, property owners, and businesses.
- ✓ **Elected & Appointed Officials & City Staff:** City Councilmembers, Planning Commissions, Park Board Members, and City Departments.
- ✓ **Special Districts:** Snohomish County PUD, Arlington School District, Lakewood School District, Stillaguamish Flood Control District, etc.
- ✓ **Other Organizations:** Arlington/Smokey Point Chamber of Commerce, Downtown Arlington Business Association, Master Builders of Snohomish County, Snohomish Conservation District, etc.
- ✓ **State, Regional, and Local Governments/Organizations:** Washington State Departments of Archeology and Historical Preservation; Commerce, Ecology, Fish & Wildlife, Natural Resources, Transportation; Puget Sound Regional Council; Snohomish County; Snohomish County Tomorrow; Planning Advisory Committee; and Stillaguamish Tribe of Indians.

How can I participate in the City's Comprehensive Plan update?

You can participate in the update by reviewing draft documents and providing the City with your comments, attending public meetings and hearings and providing public comments. The City of Arlington thanks you for your interest in the update process and we look forward to your participation.

What is a Comprehensive Plan?

A comprehensive plan is a policy document that provides the City with a framework for managing forecasted growth over the next twenty year



PUBLIC PARTICIPATION PROGRAM

period (from the date of adoption). The plan outlines how this growth will be accommodated within the City and what that growth will look like. It also gives members of the community an opportunity to have a say in the City's future in terms of its physical development.

While the Comprehensive Plan is ultimately adopted by the City Council, it's the City's Planning Commission that has stewardship over the plan and its content.

Local jurisdictions are required by law to have Comprehensive Plans (see [RCW 36.70A.040](#)).

How is the Comprehensive Plan implemented?

The Comprehensive Plan provides the foundation for all development regulations found in Arlington's Municipal Code (the AMC). All of the City's development regulations are required to be in conformance with the policies set forth in the Plan (see [RCW 36.70A.100](#)). Additionally, all City capital budget decisions must be made in conformity with the adopted Plan (see [RCW 36.70A.120](#)). When the City reviews both public and private development proposals through its permitting process, proposals are reviewed for compliance with both the development regulations and the City's Comprehensive Plan.

What topics does the Comprehensive Plan address?

Knowing what topics are addressed in the City's Comprehensive Plan can help you identify the subjects that are of most interest to you as you participate in the update.

As required by State law (see [RCW 36.70A.070](#)), the City's Comprehensive Plan contains the following elements:

- ✓ **Land Use.** This element covers topics such as geographic land use designations, urban growth boundaries, residential density, land capacity analyses, projected population, and future needs.
- ✓ **Housing.** This element discusses housing inventory, affordability, special housing, and future needs.
- ✓ **Capital Facilities.** This element addresses existing public facilities, their conditions, and anticipated needs and improvements.
- ✓ **Utilities.** This element discusses existing utility infrastructure and needed improvements to meet future demands.
- ✓ **Transportation.** This element addresses the City's road network, transportation facilities, and needed improvements.



PUBLIC PARTICIPATION PROGRAM

- ✓ **Economic Development.** This element covers such topics as employment, household income, tax revenue, industry and projected needs.
- ✓ **Parks & Recreation.** This element addresses existing park and recreational opportunities and projected needs and improvements to the City's park system.

Where can I find the City's current Comprehensive Plan?

To assist you in participating in the update process, we invite you to review and become familiar the City's current Comprehensive Plan adopted in 2005. It is accessible from the City's website at www.arlingtonwa.gov.

Why do Comprehensive Plans have to be updated?

Comprehensive plans are intended to be living documents because they must be responsive to the ever changing needs, characteristics, and desires of the community they're written for.

The Washington State Growth Management Act (GMA) requires the City to review and revise its comprehensive plan and implementing development regulations periodically [RCW 36.70A.130(1)]. The GMA states:

How often do Comprehensive Plans Have to be updated?

Comprehensive Plans must be periodically updated once every eight years (see [RCW 36.70A.130.130\(5\)\(a\)](#)). Since Comprehensive Plans are living documents, amendments to Comprehensive Plans can also be made once annually in-between periodic updates. These annual amendments can be initiated by both the City and members of the public (see [AMC Chapter 20.96](#)).

When is the City's Comprehensive Plan update due?

The City of Arlington adopted its updated comprehensive plan in 2015 (see [RCW 36.70A.130\(5\)\(a\)](#)). Certain changes were made as part of the Plan Certification process conducted by the Puget Sound Regional Council (PSRC). These changes are under review by the Planning Commission and City Council. The amended Plan will be adopted by December 2017.

PART II – COMPREHENSIVE PLAN UPDATE APPROACH

What is the City's plan for updating its Comprehensive Plan?

Updating a comprehensive plan is a huge undertaking that involves a lot of time, resources, and technical expertise. The City has contracted with Shockey Planning Group to assist in the periodic update of the Comprehensive Plan.



PUBLIC PARTICIPATION PROGRAM

As part of the 2015 update, the City has formed an internal committee to oversee the update process. This committee included City staff from different departments, a member of the City Council, a member of the Planning Commission, and Reid Shockey of Shockey Planning Group.

Since City resources are limited, the City's first priority is to ensure the comprehensive plan complies with Washington State Department of Commerce requirements.

Also, individual memoranda were produced for each item in the Comprehensive Plan that needed attention or revision. This created a record of how each item was addressed and allowed the Staff, Commission, Council, Commerce and the public to discuss them as they evolved. The changes were incorporated into an updated Comprehensive Plan in June 2015.

What items in the Comprehensive Plan will the City focus on in the update process?

The Washington State Department of Commerce put together a checklist of mandatory items that must be updated order to be compliant with State requirements (see Appendix D "Periodic Update Checklist for Cities" on the [State Department of Commerce](#) webpage).

PART III – OUTREACH AND PUBLIC PARTICIPATION

How will the City provide public notices regarding the update process?

in 2015 the City provided notice of public meetings and hearings, important updates, and participation opportunities through the following methods:

- ✓ **The City Website** (www.arlingtonwa.gov)
- ✓ **City Facebook Profile**
- ✓ **The Arlington Update** (quarterly newsletter mailed to residents)
- ✓ **The Arlington and Smokey Point Post Offices**
- ✓ **City Hall**
- ✓ **The Arlington Library**
- ✓ **The Daily Herald and Arlington Times** (via legal notices)
- ✓ **Email** (upon request)

How can I follow the update process?

For your convenience, the City utilizes its website as the focal point for disseminating information regarding the 2015 update (see



PUBLIC PARTICIPATION PROGRAM

www.arlingtonwa.gov). This will provide you with direct access to the current comprehensive plan; draft documents for your review; a link to submit any comments you may have; a list of public meetings with the date, time, and location, as they are scheduled; staff reports; status updates; and other relevant project information.

Can I review documents in person?

If you prefer to review documents in person, you may do so any time during our regular office hours. We are open 8:00am to 5:00pm Monday through Friday. Our office is located at 18204 59th Ave NE, Arlington, WA 98223 (Arlington Municipal Airport Office).

What role does the Planning Commission play in the update process?

The City Planning Commission (which consists of seven volunteer members of the community appointed by the Mayor and City Council) is the steward of the Comprehensive Plan. In this role they provide advice and recommendations to the Mayor, Council, and City staff on planning goals, policies and future plans. The commission focuses primarily on land-use planning.

For the 2015 Plan Update, the Planning Commission provided City staff with input regarding:

- ✓ **Public participation**
- ✓ **Proposed changes to the Comprehensive Plan**
- ✓ **Preliminary Draft Environmental Impact Statement** (before release for public comment)
- ✓ **Preliminary Final Environmental Impact Statement** (before release for public comment)
- ✓ **Preliminary Draft Plan** (before release for public comment)
- ✓ **Preliminary Final Plan** (before presentation to City Council)

For the 2017 amendments, the Planning Commission will review proposed changes to comply with PSRC recommendations and will forward changes to the City Council for approval prior to December 2017. The PSRC will then finalize its certification.

Who do I contact if I have a question or want to provide comment?

City staff is available to answer any questions you may have and provide you with any information regarding the Comprehensive Plan Update. Community and Economic Development Director Marc Hayes is the City's point of contact. He may be reached at mhayes@arlingtonwa.gov or at 360.403.3436.



PUBLIC PARTICIPATION PROGRAM

What if I miss a meeting?

The City records all public meetings. Audio recording of any meeting will be made available to you upon request. The City also prepares written minutes of all public meetings and these documents are also available upon request.



PUBLIC PARTICIPATION PROGRAM

PART IV – PROJECT STEPS & TIMELINE

What steps are involved in the update process and what is the timeline for completion?

The comprehensive plan update process includes 5 number of major steps. The following table outlines the process and gives a general timeline:

		2014				2015			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
TASK									
	Draft EIS						4/22/15		
	Final EIS						6/08/15		
	CC Workshop						6/08/15		
	Final PH						6/15/15		
	Adoption						6/15/15		