

**PLANNING COMMISSION
MEETING**

**May 3, 2023
6:00 p.m.**

AGENDA



“Where Dreams Can Soar”

The City of Bonney Lake’s Mission is to protect the community’s livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.

www.ci.bonney-lake.wa.us

Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

The public is invited to attend Planning Commission Meetings in person, via conference call or over the internet. The information for attending is provided below.

If you wish to address the Planning Commission for comments, Citizen comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. Those planning to comment via phone or virtually will need to sign up prior to the meeting in order to comment. When signing up, please provide your name, your screen name, phone number (for callers) and if your comments are for general public comments or for the public hearings and which hearing, by email to mcdonaldd@cobl.us or calling in also at 253-447-4310. Virtual and call in registrations need to be received by 5:00 p.m. the day of the meeting. During the meeting, your name will be called when it is your turn. Your microphone will be activated, and you will be able to comment. Those physically appearing at the Planning Commission meeting to speak during citizen comments do not need to sign up but will be asked to state their name and address for the meeting record.

Planning Commission Meetings attendance options:

In-Person: Bonney Lake Justice & Municipal Center at 9002 Main Street East in Bonney Lake

By phone: 408-740-7256 (Meeting ID: 215 767 540#)

By internet: Chrome- <https://bluejeans.com/215767540>

Planning Commission Members:

Grant Sulham (Chair)
Craig Sarver (Vice-Chair)
Jessica Bennion
Brad Doll
Kerri Hubler
Debbie Strous-Boyd
Jeffery Wilkins

City Staff:

Jason Sullivan, Planning & Building Supervisor
Kennedy Spietz, Assistant Planner
Debbie McDonald, Planning Commission Clerk

- I. Call to Order**
- II. Roll Call & Next Meeting Poll (May 17, 2023)**
- III. Approval of Minutes (April 26, 2023)**
- IV. Public Comments and Concerns**
- V. Public Hearing – NONE**

VI. Old / Continuing Business-

Pg. 5 A. Planning Commission Bylaws

VII. New Business –

Pg. 17 A. Resolution 3151 Comprehensive Plan Periodic Public Participation Plan
and Project Charter

Pg. 51 B. Housing Affordability Technical Memorandum

VIII. For the Good of the Order -

A. Correspondence

B. Staff Comments

C. Commissioner Comments

IX. Adjournment

Next Scheduled Meeting: May 17, 2023

PLANNING COMMISSION
MEETING
April 26, 2023
6:00 P.M.
DRAFT MINUTES



www.ci.bonney-lake.wa.us

Location: Virtual Meeting.

Time: 6:10 **I. CALL TO ORDER – Chair Sulham**

Time: 6:11 **II. ROLL CALL & NEXT MEETING POLL (May 3, 2023):**

Roll Call: Planning Commission Clerk McDonald called the roll. In addition to Chair Grant Sulham, Commissioners also in virtual attendance were Vice-Chair Craig Sarver, Commissioner Jessica Bennion, Commissioner Brad Doll, Commissioner Kerri Hubler, Commissioner Debbie Strous-Boyd and Commissioner Jeff Wilkins.

Staff members in virtual attendance using the City's BlueJeans conference line were Planning and Building Supervisor Jason Sullivan, and Planning Commission Clerk Debbie McDonald.

Time: 6:12 **III. APPROVAL OF MINUTES (April 5, 2023):**

Commissioner Bennion moved to approve the Planning Commission draft minutes from the April 5, 2023, meeting with one minor correction. Vice-Chair Sarver seconded the motion.

Motion Approved 7-0.

Time: 6:14 **IV. PUBLIC COMMENT AND CONCERNS: NONE.**

Time: 6:14 **V. PUBLIC HEARING: NONE.**

Time: 6:14 **VI. PUBLIC COMMENT AND CONSERNS: NONE.**

Time: 6:15 **VII. OLD/CONTINUEING BUSINESS:**

A. Allan Yorke Park Options - Recommendations

Planning and Building Supervisor Sullivan reviewed the three park plan choices. The consensus from Commissioners was to go with choice three, that included the Commissioners recommendations.

Commissioner Hubler asked why this is already going forward to City Council when a steering committee for Parks, Trails and Open Space just started meeting to discuss ideas.

Planning and Building Supervisor Sullivan explained that City Council had request this information.

Chair Sulham asked for the recommendation to include a dog park.

Commissioner Doll moved that the Allan Yorke Recommendation Memo be transmitted to the City Council with the additional recommendation to include a dog park. Commissioner Wilkins seconded the motion.

Motion Approved 7-0.

Time: 6:24

VIII. NEW BUSINESS: None.

Time: 6:25

IX. FOR THE GOOD OF THE ORDER:

A. Correspondence: None.

B. Staff Comments:

Planning and Building Supervisor Sullivan reminded Commissioners there will be a meeting next week and another Special Planning Commission meeting on May 17, 2023.

C. Commissioners Comments: None.

Time: 6:29

X. ADJOURNMENT:

Commissioner Hubler moved to adjourn the meeting at 6:29. Vice-Chair Sarver seconded the motion.

Motion Approved 7-0.

Planning Commission meeting was adjourned at 6:29.

Debbie McDonald, Administrative Specialist II



Planning Commission Agenda Item

Meeting Date: April 28, 2023

Memo Date: May 3, 2023

Staff Contact: Jason Sullivan – Planning and Building Supervisor

Type: Action

Agenda Title: Planning Commission By-Law Amendments

PURPOSE:

The purpose of the item is to adopt the proposed changes to the Planning Commission By-Laws discussed at the April 6, 2023 Planning Commission meeting.

ATTACHMENTS:

1. Planning Commission By-Laws

SUGGESTED MOTION:

I move to adopt the proposed changes to the Planning Commission By-Laws.

DISCUSSION:

The amendments will make a number of minor changes to the existing by-laws to include:

- Updating the meeting time to 6PM.
- Changing how the notice of a special meetings is provided to Planning Commissioners
- Changing Community Development Director to Planning and Building Supervisor throughout the document.
- Remove Park Commission Report and Design Commission Report from the agenda.
- Clarify when the Planning Commission can take action.
- Other minor edits.

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BYLAWS OF THE BONNEY LAKE PLANNING COMMISSION

ARTICLE I:	NAME
ARTICLE II:	OFFICIAL SEAT
ARTICLE III:	MISSION, OBJECTIVES & POWERS
ARTICLE IV:	OFFICERS
ARTICLE V:	ATTENDANCE & QUORUMS
ARTICLE VI:	VOTING
ARTICLE VII:	AGENDAS & ORDER OF BUSINESS
ARTICLE VIII:	PUBLIC COMMENTS
ARTICLE IX:	PARLIAMENTARY PROCEDURE
ARTICLE X:	KNOWLEDGE OF PLANS, POLICES AND RULES
ARTICLE XI:	AMENDMENTS

ARTICLE I – NAME

Section 1. Name: The official name of the Commission shall be “The City of Bonney Lake Planning Commission;” hereinafter, referred to as the “Commission”

ARTICLE II – OFFICIAL SEAT

Section 1. Official Seat: The official seat of the Commission shall be in the Bonney Lake Public Service Center located at 21719 96th Street East, ~~Buckley-Bonney Lake~~, WA 98321, and meetings shall be held there except on such occasions, and at such times, as the Commission may by a majority vote otherwise direct.

Section 2. Regularly Scheduled Meetings: Pursuant to Bonney Lake Municipal Code (BLMC) 2.26.020, the Commission shall meet at least 12 times a year. The regular meeting dates are established as the first Wednesday of every month at 6:~~00~~**30** p.m. at the Bonney Lake Public Service Center. If at any time any regular meeting falls on a holiday, such regular meeting will be held on the next Wednesday following the holiday at the same time and place. The time and place of meetings cannot be changed after notice has been sent unless notice of the change is also sent.

Section 3. Special Meetings: A special meeting may be called at any time by the Chair of the Commission or by a majority of the members of the Commission, the Planning Commission Clerk shall email notices of the special meeting to the Commissioners at their City emails. ~~by delivering personally or by mail written notice to each member of the Commission.~~ Special meeting notices shall also be posted at the City’s official posting location not less than 24-hours before said meeting is scheduled. The notice shall specify the time and place of the special meeting and the business to be transacted. Final

disposition shall not be taken on any item not scheduled on the agenda for the special meeting.

Section 4. Open Meetings: The meetings ~~and workshops~~ of the Commission shall be open to the public.

ARTICLE III – MISSION, OBJECTIVES, & POWERS

Section 1. Obligation: The members of the Commission accept the responsibility of the office and declare their intention to execute the duties defined in applicable portions of the Revised Code of Washington to the best of their ability, and to carry out those objectives and purposes as established by Chapter 2.26 of BLMC as maybe subsequently amended by the City Council.

Section 2. Powers & Duties: The Commission shall exercise such powers and perform such duties as permitted by BLMC 2.04.1040, Chapter 2.26 BLMC, and Chapters 35.63 and 35A.63 of the Revised Code of Washington (RCW).

ARTICLE IV – OFFICERS

Section 1. Election of Officers: The Commission, at its first regular meeting of each year, shall elect a Chair and Vice-Chair. The ~~Community Development Director~~[Planning and Building Supervisor](#) shall arrange for staff to attend Commission meetings and serve as Clerk to the Commission.

Section 2. Terms of Service: The officers shall serve for a period of one year commencing with the first meeting of each year, and serve until a successor has been elected. Any officer may, however, be removed at any time by vote of a majority of the Commission entered on record.

Section 3. Compensation: The members of the Commission, including the Chair and Vice-Chair, while acting as such, shall be compensated at the rate provided in BLMC 2.26.060 and in accordance with the adopted payroll policies and practices of the City.

Section 4. Duties and Powers of the Officers of the Commission: The duties and powers of the Officers of the Commission shall be as follows:

A. Chair:

1. Preside at all meetings of the Commission.
2. Call special meetings of the Commission in accordance with the bylaws.
3. Sign official documents of the Commission.
4. See that all actions of the Commission are properly taken.

5. Represent the Commission at Council meetings to give recommendations or reports to the Council. The Chair may also duly designate another representative, which designee may include the appropriate department head or assigned staff liaison to represent him or herself.
6. Shall be authorized to cancel a meeting. No staff member shall cancel a meeting without concurrence of the Chair or Vice-Chair, or in their absence, for any appropriate reason.
7. Shall receive and respond to Commissioners inquiries regarding the business of the Commission.
8. Shall be responsible as a liaison to the [Planning and Building Supervisor](#) ~~Community Development Director or designee.~~

B. *Vice-Chair*

1. During the absence, disability or disqualification of the Chair at the Chairs discretion, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.
2. The Vice-Chair shall succeed the Chair, and complete the designated term of the Chair, if the Chair vacates his office prematurely. In the latter instance, a new Vice-Chair shall be elected at the next regular meeting.
3. The Chair and Vice-Chair, both being absent, the members present, if a quorum, may elect for the meeting a temporary chair who shall have full powers of the Chair during absence of the Chair and Vice-Chair.

C. *Recording Secretary-Clerk*

1. Keep written and audio-recorded minutes of all meetings of the Commission per City Council policy.
2. Give or serve all notices required by law or by the by-laws.
3. Prepare the agenda for all meetings of the Commission. ~~per the Chair's direction.~~
4. Be custodian of Commission records.
5. Inform the Commission of correspondence, relating to business of the Commission and attend to such correspondence.
6. Sign correspondence of the Commission with knowledge of Chair.
7. Will be a City staff member as identified by the Mayor or designee.

ARTICLE V – ATTENDANCE & QUORUMS

Section 1. Absence Reports: Each member of the Commission who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Commission may notify the Secretary at the earliest possible opportunity, and in any event prior to 12:00 P.M. on the date of the meeting. The Secretary shall notify the Chair of the Commission in the event that the projected absences will produce a lack of quorum.

Section 2. Attendance at Meetings: Members are expected to attend all meetings. For the purposes of recording member attendance, meetings lasting an hour or more, if a Commissioner leaves a meeting before the first hour has passed, it will be considered an unexcused absence. Any Commissioner may be removed pursuant to BLMC 2.26.010.C, as may be amended.

Section 3. Quorum: A majority of the members of the Commission, equivalent to four of seven positions anticipated by BLMC 2.26, shall constitute a quorum for the transaction of business. Any action taken by a majority of those present when those present constitute a quorum at any regular or special meeting of the Commission shall be deemed and taken as the action of the Commission.

ARTICLE VI – VOTING

Section 1. Requirements: A commissioner must be present at a Commission meeting to vote on any issue; provided, that in extraordinary circumstances, a commissioner shall be deemed present by appearing via telephone or other similar electronic means in order to establish a quorum for business. No commissioner shall be allowed to vote by proxy.

Section 2. Ties: In case of a tie in votes on any motion, the motion shall be considered defeated.

Section 3. Roll Call Voting: The chair or any commissioner may request a verbal roll call vote.

Section 4. Votes on Motions: The Commission requires a majority vote of those councilmembers present and voting for the passage of any motion or recommendation. Each commissioner present may vote on all questions before the commission except on matters in which the commissioner has been disqualified or the commissioner feels there may be a conflict of interest or a possible appearance of fairness issue perceived by the public.

Section 5. Appearance of Fairness: A commissioner shall disqualify himself or herself prior to any discussion of the matter and shall not attempt to influence the votes of the other commissioners. When disqualification of a member or members results or would result in the inability of the Commission at a subsequent meeting to act on a matter which is required by law to take action, any commissioner who was absent or who had been

disqualified under the appearance of fairness doctrine may subsequently participate provided such commissioner shall first have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

Section 6. Failure to Vote on a Motion: Any commissioner present who fails to state his or her vote without a valid disqualification shall be declared to have voted in the affirmative on the question, except that an abstaining commissioner still creates a quorum. Commissioners have a right to abstain and cannot be compelled to vote. Any abstaining commissioner shall state his or her reason for the abstention. Abstentions shall be counted as neutral.

Section 7. Explanation of Vote on a Motion: Any commissioner desiring to explain his or her vote may do so by requesting the floor from the chair and shall be allowed the opportunity to do so for the public and the official record. The question shall not be called for by any commissioner until each commissioner has had an opportunity to address or state his or her concerns.

Section 8. Consensus Votes: When a formal motion is not required on an action or opinion, a consensus voice vote may be taken. The chair will state the action or opinion and each councilmember may vote by saying “aye” or “nay.”

Section 9. Reconsideration: Any action of the Commission shall be subject to a motion to reconsider, except any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline. A motion to reconsider may only be made by a member of the prevailing side on the original action. A motion to reconsider may be made at the same meeting the initial vote is taken, but no later than the next succeeding regular Commission meeting. Debate is limited to the reason for reconsidering the motion and should not be used to repeat discussion regarding the main motion.

Section 10. Tabling Issues: If a commissioner wishes to make a motion to table an issue, they may state their intentions to do so and inquire whether any commissioner wishes to make statements or provide information prior to the motion being made and seconded.

ARTICLE VII– AGENDAS & ORDER OF BUSINESS

Section 1. Deadline for Agenda: The agenda shall be completed and ~~emailed or delivered~~ with supporting materials to the Commission by the close of business the Friday before the regularly scheduled Commission Meeting. If the Friday prior to the Planning Commission falls on one of the holidays established in BLMC 2.32.010, the complete agenda shall be provided by the close of business on the regular working day prior to the holiday. . Staff shall ensure that the Council is provided with, in a timely manner, copies of their agendas and minutes of all meetings. — Copies of all Council agendas and minutes shall be provided to each commissioner by the staff in a timely manner.

Section 2. Order of Business: At every regular meeting of the Commission, the Order of Business shall be as follows [i.e. items 1 through 10], provided: the Commission, by a majority vote, may choose to modify the order if necessary.

A. Call to Order

B. Roll Call

C. Approval of Minutes

D. Public Concerns [if not part of a scheduled public hearing]

~~E. Park Commission Report~~

~~F. Design Commission Report~~

~~G.E.~~ Public Hearings

~~H.F.~~ Old/Continuing Business

~~I.G.~~ New Business

~~J.H.~~ Correspondence

~~K.I.~~ For the Good of the Order (Commissioner's Concerns and Staff Concerns located under "For the Good of the Order").

~~L.J.~~ Next meeting date announced by the chair.

~~M.K.~~ Adjournment. No meeting shall be permitted to continue beyond 8:30 PM without approval of three-fourths of the commissioner who are present and eligible to vote. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to 8:30 PM, the items not acted on shall be deferred to the next regular Commission meeting as old business.

ARTICLE VIII– PUBLIC COMMENTS

Section 1. Citizen Comments: Citizens are encouraged to attend and participate at all Commission meetings. Under agenda item "Public Concerns," citizens may address the Commission regarding any item of concern under the umbrella of the Commission's jurisdiction, provided: if public concerns relate to a public hearing item, public comments to the Commission may be made solely during the verbal testimony portion of said hearing. Citizens have five minutes to address the Commission, unless granted further time by the chair or a majority of the commissioners present. Groups recognized by the chair or a majority of the commissioner present, who have a designated speaker, have a total of 10 minutes to speak. Following such comments, if action is required or has been

requested, the chair may refer the matter to staff for review or investigation and report at a future meeting. Sign-up is ~~not~~ required for this portion of the Commission's meeting. Each citizen will be allowed to speak only once during the citizen comments portion in each Commission meeting. If you are disabled and require accommodation, please advise the nearest staff member.

Section 2. Conduct and Decorum: Any person addressing the Commission pursuant to shall comply with the following rules of conduct and decorum:

- A. When recognized by the chair, each person addressing the Commission shall go to the podium, give his/her name and address in an audible tone of voice for the record, and shall limit their remarks to the time specified, unless granted further time by the chair or requested by a majority of the commissioner present. All remarks shall be addressed to the Commission as a body and not to any member thereof. This time is set aside for citizen comments on Commission business and not to allow individual conversations between citizens and commissioner. No questions shall be asked of a commissioners, except through the chair.
- B. All speakers are expected to deliver their comments in a courteous and efficient manner. Any person using profanity, or making personal or impertinent or slanderous remarks, or becoming boisterous, unruly or disruptive while addressing the Commission may be requested to leave the meeting.
- C. Any speaker who fails to comply with these limits and rules for speaking at the Commission meetings, or otherwise acts in an unruly or disruptive manner, shall be subject to removal from the meeting.

Section 3. Written Communication: All material presented at Commission meetings shall also be presented to the Recording Secretary-Clerk to be entered as an exhibit. A copy of any written communications submitted to the Commission under Public Concerns or in reference to an agenda item shall be provided to the Recording Secretary-Clerk who shall note in the minutes that said communication was received and include the subject of the communication and the person or group submitting it.

Section 4. Public Hearing Procedures:

- A. ***Speaker Sign-In.*** Prior to the start of a public hearing, all persons wishing to be heard are required to sign in with the Recording Secretary-Clerk, giving their name and address and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. Each speaker shall be given five minutes or when presenting the official position of any organization or group recognized by the chair or the majority of the commissioners present 10 minutes shall be allowed. As allowed by the chair or the majority of the commissioners, anyone who has signed in to speak at a public hearing may relinquish his or her allotted time to any person who is also signed in to speak. If

there are numerous items for public hearings on any agenda, there will be a separate public hearing on each item. The chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e., proponents, opponents, etc.). Public hearing testimony sign-up forms shall be available ~~on the table outside of the council chambers prior~~ to the meeting for use by those wishing to address the Commission.

- B. ***Opening the Public Hearing.*** The chair introduces the agenda item, opens the public hearing, and provides a summary of the following Rules of Order and/or advises the public that they may have a copy of such rules, which shall be available with other agenda materials regularly made available to the public at each Commission meeting:
1. The Commission set the public hearing to receive public testimony on all issues required by law or of sufficient public interest as determined by the Commission. Discussions by Commission of public testimony shall normally be scheduled for the next regularly scheduled workshop. Final action by the Commission on all public hearings shall normally be scheduled for the next regularly scheduled Commission meeting; except where no public testimony was provided, the Commission may choose to take final action immediately following the public hearing.
 2. All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall state their name and address for the official record of the transcript of the public hearing.
 3. No comments shall be made from any other location. Anyone making “out-of-order” comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the nearest staff member.
 4. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.
- C. ***Presentation of Topic.*** After the public hearing has been opened, the chair calls upon staff to present a brief report on the matter under consideration.
- D. ***Public Testimony.*** Following staff presentation, the chair calls upon proponents, opponents and all other individuals who have signed in to speak regarding the matter under consideration. After everyone that has signed in to speak has had their opportunity to do so, the chair shall ask three time if there is anyone else wishing to speak on this matter. Once the public testimony has concluded, the chair inquires:

“At this time I will inquire of the staff as to whether there have been any misstatements of fact or whether the staff wishes to introduce any material as to subjects raised by the

proponents or opponents or alter in any regard its initial recommendations

- E. **Commissioner Questions.** The chair inquires as to whether any commissioner has questions for the proponents, opponents, speakers or staff. If any commissioner has questions for an individual, the person will be recalled to the podium by the chair.
- F. **Closing the Public Hearing.** Following the response to questions raised by commissioner, the chair either continues the public hearing to a specific date and time, or closes the public hearing. The commission may choose to keep the public record open to a date and time set by the commission to receive written testimony if the commissioner so desire.
- G. **Commission Action.** After the public hearing is closed, the Commission may either make a recommendation that night or make a motion to move the item materials is set over to the next Commission meeting. If moved to the next Commission meeting it will be placed on the agenda as an old business item for action and/or discussion by the Commission. At the next Commission meeting, the chair inquires if there is a motion by any commissioner. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Commissioners. If a motion is not made and seconded, no further discussion or action on the topic is taken by the Commission. Following the discussion, the chair inquires if there are any final comments or recommendations from administration and then inquires of the Commissioners as to whether they are ready for the question.

ARTICLE IX– PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Procedure: *The Standard Code of Parliamentary Procedure*, Alice Sturgis, 4th edition, is hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules.

ARTICLE X – KNOWLEDGE OF PLANS, POLICES AND RULES

Section 1. Knowledge of Planning Documents: All members of the Commission shall be generally familiar with:

- A. The Bonney Lake Comprehensive Plan, including functional or sub-area elements thereof;
- B. Bonney Lake’s land use codes, including but not limited to those codified in BLMC, Titles 13 through 19;
- C. Applicable state, county, and/or regional land use legislation, policies, and regulations;

D. The Planning Commission By-laws, as well as Chapters 2.06 and 2.26 BLMC.

ARTICLE XI -AMENDMENTS

These Bylaws may be amended by a majority vote of those appointed to the Commission, when those present constitute a quorum, at any regular meeting; provided that the proposed amendments have been submitted in writing at a previous meeting.

Per BLMC 2.04.1040.B, the Commission shall provide the City Council for the City of Bonney Lake with a copy of the bylaws and shall be responsible for providing updated copies as amended.

The by-laws were originally adopted on August 22, 2001 and amended per motion on January 5, 2005, March, 19, 2014, ~~and~~ March 2, 2022, ~~and~~ XXXXXXX.



Planning Commission Agenda Item

Meeting Date: May 3, 2023

Memo Date: April 28, 2023

Staff Contact: Jason Sullivan – Planning & Building Supervisor

Action Type: Action

Agenda Title: Project Charter and Public Participation Plan – Comprehensive Plan Update

PURPOSE:

The Planning Commission will be receiving a briefing and make a recommend on the 2024 Comprehensive Plan Periodic Update Project Charter and Public Participation Plan.

ATTACHMENTS:

- A. 2024 Comprehensive Plan Periodic Update Project Charter and Public Participation Plan
- B. Resolution 3151
- C. Recommendation Memo

SUGGESTED MOTION:

I move to recommend that the City Council initiate the Comprehensive Plan Periodic Update and adopted the 2024 Comprehensive Plan Periodic Update Project Charter and Public Participation Plan.

DISCUSSION:

The Washington State Growth Management Act (GMA) was enacted in 1990. It requires cities and counties to develop a Comprehensive Plan to provide direction on housing, transportation, the natural environment, land use, capital facilities, econmic development, and parks. Once adopted, City officials refer to the Comprehensive Plan to make coordinated decisions about plans, ordinances, and regulations that affect the community's physical development. The Project Charter and Public Participation Plan (PPP) provides a stragety to complete the required updated and is the direction for the involvement of residents, property owners, business owners, and other stakeholders within the update of the Comprehensive Plan. The document looks to inform the residents of Bonney Lake about the City's Comprehensive Plan, provide opportunities for input from the public, and create understanding in the role that the Comprehensive Plan has in the future of the city.

The City will utilize several methods to engage the public with the Comprehensive Plan. Community-based organization (CBO) interviews will be conducted to receive input on the Comprehensive Plan. The City will present the current report of housing and land use policies with recommendations for the comprehensive plan update to the City Council. Mini-surveys in English and Spanish will be developed for the community members to share brief responses to focused questions. Tabling events throughout the city will be attended to inform community members about the comprehensive plan and solicit community input.

**City of Bonney Lake
2024 Comprehensive Plan Update
Draft Project Charter and Public Participation Plan
April 28, 2023**



BONNEY LAKE 2024 COMPREHENSIVE PLAN UPDATE

PROJECT CHARTER AND PUBLIC PARTICIPATION PLAN

Charter Purpose

A project charter is a communication and project management document to help ensure project objectives and timelines are met. This project charter has been developed for the Bonney Lake 2024 Comprehensive Plan Update and outlines the:

- ✓ Background and framework for the project
- ✓ High-level project approach, outcomes, and deliverables
- ✓ Project organization and internal communications
- ✓ Project schedule
- ✓ Roles and responsibilities
- ✓ Project coordination/decision making process
- ✓ Expectations and keys to success
- ✓ Potential project risks and strategies to address those risks

Having a project charter is especially vital for a project that involves:

- ✓ Multiple departments, working groups, and agencies
- ✓ Multi-layer recommendation and approval process

Project Team

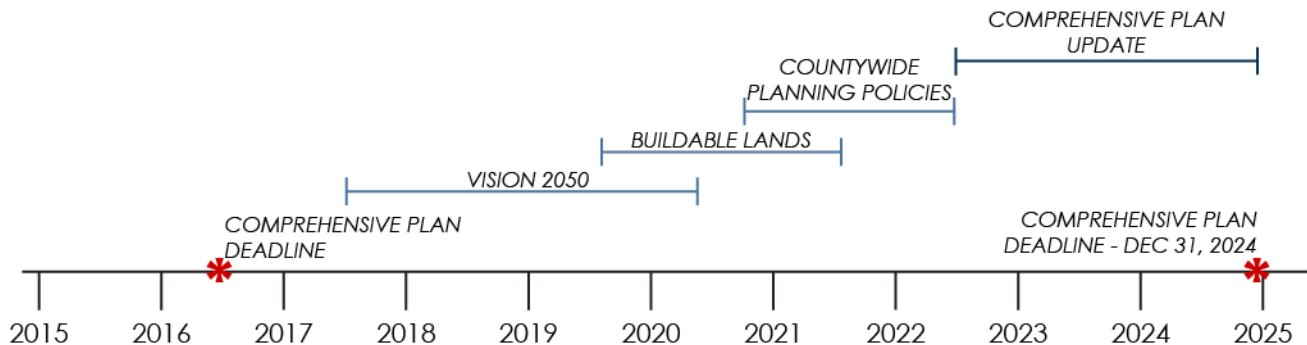
The City has assembled a highly skilled and technical team to facilitate and complete the required periodic update. In addition to City staff, consultants from LDC, PRR, SCJ Alliance, and the FCS Group will support and contribute to the update. A complete breakdown of roles is provided on pages 9 to 11.



Project Background and Framework

The Washington State Growth Management Act (GMA) requires cities and counties to create, and update Comprehensive Plans and implementing development regulations every 10 years ([RCW 36.70A.130](#)). Comprehensive Plans are 20-year policy documents that guide and plan for growth (population and employment), housing, transportation, capital facilities and utilities, parks, recreation and open space, rural areas, and protection of natural resource lands ([RCW 36.70A.070](#)). The planning window for this

update is 2024-2044. However, the City has chosen a planning window ending in 2049, which is the centennial of the City. The recently completed 2021 [Buildable Lands Report](#) will provide foundational information for growth planning. In addition to meeting GMA requirements, Bonney Lake must align with regional planning requirements through [Vision 2050](#) (Vision). Vision's multicounty planning policies and regional growth strategy guides growth planning for the county and cities within the county and is implemented through the recently amended [Countywide Planning Policies](#).



The figure above provides a visual representation of how the Comprehensive Plan Update is developed in relation to other planning efforts. There is a lot of work which preceded this project that guides the update process. However, while work leading up to the update provides strong guidance, GMA is designed as a bottom-up planning process which will incorporate the local circumstances that make Bonney Lake unique and the City Council's adopted vision:-

The City of Bonney Lake is a balanced community with a residential character that conserves natural amenities while supporting a diverse mix of economic activities. The community provides places for children and residents to meet and socialize, and is a center for diverse cultural and social opportunities such as theater, art, service and social organization meetings and celebrations. The City promotes a safe, attractive and healthful living environment for residents' various physical, educational, economic and social activities while maintaining an adequate tax base to provide a high level of accountable, accessible, and efficient local government services. The City is an active participant in interlocal and regional services and planning organizations.

Approach, Outcomes, and Deliverables

Defining the project approach along with outcomes and deliverables ensures all City departments and the consulting team are on the same page throughout the project about the overall project goals. How the project is viewed, what must be accomplished, and the steps and timeframes to get the project completed on time are all important factors that will help define project success.

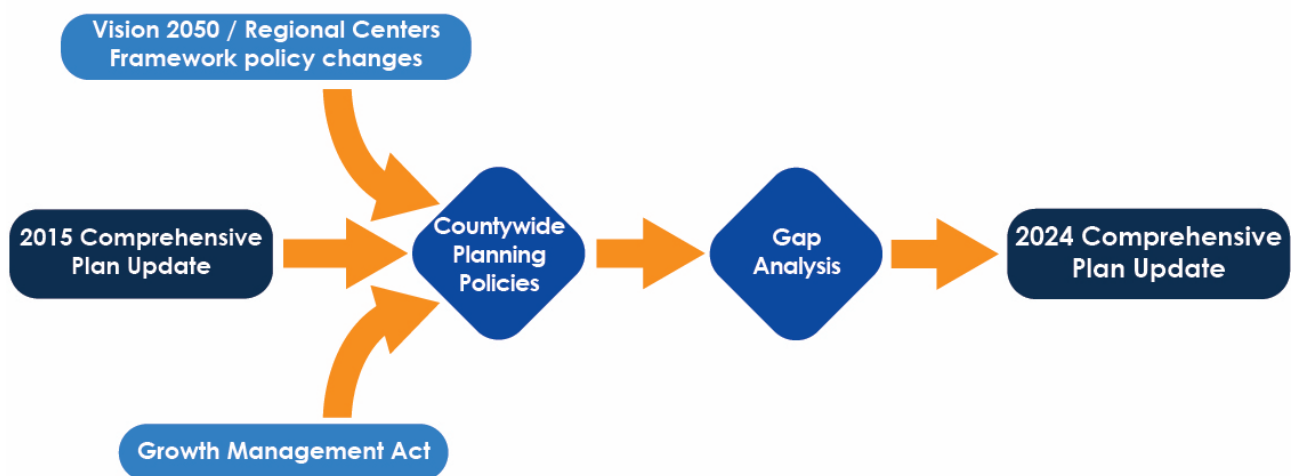
Project Approach

The GMA requires that "Each comprehensive land use plan and development regulations shall be subject to continuing review and evaluation by the county or city that adopted them." (RCW 36.70A.130(1)(a)).

Plan updates are not intended to be a wholesale re-write of the existing Plan. It is an update to extend the planning horizon and recognize changes to:

- State laws/case law since the last update
- Best Available Science (BAS) for incorporation into critical areas regulations

The Plan update is also focused on achieving consistency with multicounty planning policies and the regional growth strategy contained in *VISION 2050*. Countywide Planning Policies (CPPs) have been updated to implement *VISION 2050* and many of the changes to the GMA since the last update. The CPPs also contain preliminary population and employment targets which will be utilized for at least one of the alternatives studied as part of the Comprehensive Plan update. The growth targets adopted within the CPPs are consistent with the regional growth strategy. A gap analysis will be completed to review all these requirements. Identified gaps between the existing 2015 comprehensive plan and updates to state laws as well as regional and countywide policy documents since 2015 will help inform the approach for this project.



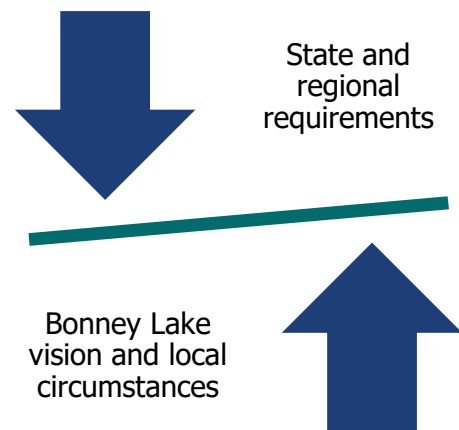
There are several bills that passed the legislature after the CPP update. Therefore, there may be topics the City must take up that are not reflected within the updated CPPs.

The following represents some of the state law changes which occurred during the 2021-2022 Legislative Session. Each of these are identified within the Department of Commerce periodic update checklist which is discussed below.

- [HB 1220](#) substantially amends housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#). Please refer to the following Commerce housing webpages for further information about the new requirements: [Updating GMA Housing Elements](#) and [Planning for Housing](#).
- [HB 1241](#) changes the periodic update cycle to a 10-year cycle. This is outlined in RCW 36.70A.130. Jurisdictions required to complete their update in 2024 now have until December 31, 2024 to finalize their review and submit to Commerce. Jurisdictions required to complete their updates in 2025-2027 are still required to submit prior to June 30th of their respective year. Additionally, jurisdictions that meet the new criteria will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.
- [HB 1717](#) adds new requirements to RCW 36.70A.040 regarding tribal participation in planning efforts with local and regional jurisdictions (codification pending).

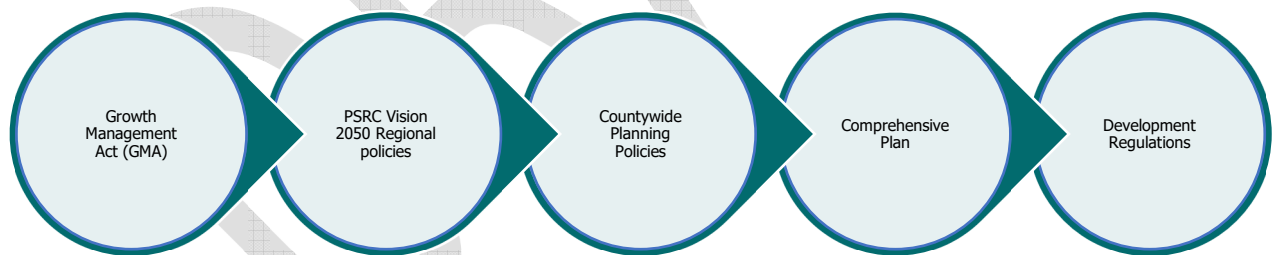
Outside of state, regional, and countywide plans and policies which will guide the comprehensive plan update, it is important to note that the Growth Management Act (GMA) was created as a bottom-up planning process. Requirements are balanced by the vision of the community and local circumstances. Planning in Washington State is not a one size fits all process. Therefore, in addition to the requirements discussed above, the following will guide the approach to this project:

- Public outreach using multiple methods including virtual and in-person engagement
- Close coordination with local Tribes
- Acknowledging local circumstances as they relate to state requirements and emergent issues.
- A review of new initiatives and revisions impacts on housing affordability.



Project Outcomes

Desired project outcomes will be further refined as we engage with Tribes, the public, elected officials, special districts, cities, and federal, state, and local agencies. A Public Participation Plan has been created for this project and is included in this Charter. As the project moves forward, this will shape the final outcomes of this planning process. High level outcomes set at this point to help direct the project team and to ensure the work program, timelines, and individual and group responsibilities are aligned.



This project is important. The outcomes of this project direct how the City will grow out to 2049. The Comprehensive Plan sets the policies for how growth (population and employment), housing, transportation, the environment, capital facilities and utilities, parks, recreation, and open space, rural areas, and protection of natural resource lands will occur. The policies are then implemented into development regulations or other plans or programs.

The desired project outcomes which will drive this project include both meeting state and regional requirements while ensuring the updated plan reflects local circumstances and the vision of our community. They include:

State and regional outcomes:

1. Meet Growth Management Act (GMA) requirements for the Plan update as outlined in [RCW 36.70A.130](#), [WAC 365-196](#) and the [Department of Commerce Periodic Update Checklist for Fully-Planning Counties](#); and
2. Consistency with Puget Sound Regional Council's (PSRC) Vision 2050/Centers Framework and the [PSRC Plan Review Manual](#); and
3. Consistency with the [Pierce Countywide Planning Policies](#); and
4. Update the Bonney Lake Critical Areas Ordinance (CAO) consistent with updated Best Available Science (BAS); and
5. Update development regulations to ensure consistency with updated policies

Local outcomes:

1. Create a user-friendly easy to navigate, yet comprehensive document
2. A robust public engagement program that uses multiple virtual and in-person methods
3. Policies that are easy to navigate
4. Policies that meet state and regional requirements through the lens of local circumstances and emergent issues (e.g. housing affordability)
5. Adopted growth targets that reflect planned growth during the planning period
6. Goals and plans that are aspirational yet rooted in fiscal responsibility.
7. Protection of the environment and taking reasonable steps to address climate change
8. Housing for all community income levels.
9. Develop strategies or action items that guide City initiatives, programs, and development regulations
10. Create a vision that guides and leverages public and private investment

Project Team Workplan Objectives/High Level Schedule

A detailed project schedule is provided in Appendix A of this Charter and is intended to provide additional direction and specificity for upcoming project tasks. However, we want to remain flexible and to adjust as the project moves forward. The following are high-level work plan objectives the project team will work to adhere to as the project moves forward. The goal is to accept that there may be changes to the schedule but outline upfront how we will work through them together so they can be mitigated. The following is agreed to.

1. The project team will work together to ensure the project is to be completed no later than September 30, 2024.
2. Modifications to the project scope, especially those which could impact the project schedule, may only be approved by the Project Manager.
3. Those leading tasks will review the project charter and agree to the project schedule. Schedule changes should be made upfront for issues that we should be able to anticipate now.
4. Personnel changes for task assignments will be communicated to the Project Manager.
5. Discussion and decisions on important project tasks and deliverables will be made at designated project meetings. Those responsible for project tasks agree that prioritizing project meetings is important and that if attendance does not occur, decisions on agenda items will be made in their absence.

6. Project risks and mitigation for those risks have been identified. When unanticipated issues arise that could impact the project schedule, they will be brought forward to the Project Manager immediately.

Project Organization/Internal Communication

Successful projects are often built on a strong communication plan. The primary contacts for the City and consulting firms are identified in the tables on pages 10 and 11. These individuals will be primarily responsible for communication and coordination on behalf of the City and consultant team. It is important to identify the way work will be completed by team, checked for quality assurance, and shared with others.

The following methods will be utilized for coordination between the City departments and consulting team to ensure coordination between deliverables.

- **Project update meeting** – Update meeting will be held every two weeks (unless deemed unnecessary). It will include designees from the City and consulting firms. Other members of the project team will join depending on the meeting topic. These will be held by video conference (Teams).
- **Internal Review Team meeting** – The Project Manager, relevant consultant team members, and deliverable leads from City departments will meet monthly. This meeting will focus on:
 - Reviewing the project schedule
 - Receiving updates as necessary on project tasks
 - Reviewing project deliverables, where appropriate
 - Discussing upcoming deliverable and project tasks
- **Individual coordination** – City and consultant team members will meet individually on tasks as needed to coordinate on deliverable development. The primary contacts for each deliverable are identified in the tables on pages 10 and 11 and within the project schedule in Appendix A.

It is also important that coordination takes place as documents are reviewed by the City.

- **Draft document sharing** – Documents between the consulting firms and City will be sent via email. An FTP link may be used for larger files. Shared files may also be used so groups can work jointly on deliverables.
- **Project Task Tracker** - A short task tracker will be developed and updated bi-weekly by the project leads so that the Project Manager is continually updated on the status of each deliverable. This will provide status updates on current tasks.

Project Schedule

The following is a general outline of project actions, timeframes, and deliverables. A more detailed project schedule is in **Appendix A**. The full scope of work for this project is contained within Appendix B.

Actions	General Timeframe	Deliverables
Project Initiation & Coordination	January 2023 – April 2023	✓ Project Kick-off Meeting ✓ Review background information ✓ Project charter and kickoff
Review & Update Comprehensive Plan (Discovery)	April 2023 – August 2023	✓ Prepare updated policy gap analysis (including HB 1717, Tribal Collaboration) ✓ Commerce checklist review ✓ Public Participation Plan ✓ Racial Equity Analysis Report ✓ Existing conditions for Chapter 5 (Community Mobility) ✓ Existing Conditions/HNA Update
Plan Development	June 2023 – May 2024	✓ Prepare draft comprehensive plan ✓ Prepare text changes, goal and policy changes for sets of elements ✓ Comment periods for sets of elements ✓ Engagement for draft Comprehensive Plan ✓ Prepare final comprehensive plan ✓ Mapp for draft/final Comprehensive Plan
Environmental Impact Statement	July 2023 – July 2024	✓ Development of alternatives ✓ EIS scoping and comment period ✓ Scoping notice issued ✓ Scoping comment period ✓ Scoping meeting ✓ Scoping engagement ✓ Mapping for EIS (draft and final) ✓ Develop draft EIS ✓ Engagement for draft EIS ✓ Draft EIS comment period ✓ Develop final EIS
Final EIS and Final Comp Plan Engagement		✓ Public hearing flyer, social media content, and up to 4 graphics, and newsletter and email copy (English and Spanish) ✓ Website copy ✓ Digital and final project summary
Outreach & Engagement	Ongoing	✓ Outreach Platform & Project Website ✓ Public Meetings ✓ Legislative Meetings

Public Participation Plan

The City of Bonney Lake position is that Comprehensive Plan is the community's plan and involvement of residents, property owners, business owners, and other stakeholders in updating the Comprehensive Plan is critically important. A public engagement plan included as Appendix C has been prepared to ensure engagement efforts benefit the community and includes community as part of the process. This plan is grounded in these public participation principles:

1. Inclusivity - centering the priorities of historically marginalized communities,
2. Sustainability - building and nurturing new and existing community relationships for long-term success, and
3. Transparency - clearly articulating the City's expectations to the community and using accessible language.

Roles and Responsibilities

Clear expectations about project roles and responsibilities is a key component for project success. This is especially important for a large project team where each step in the project is dependent on other tasks being completed.

The following tables outline key project personnel, contact information, and high-level roles and responsibilities. The responsibilities listed relate to the project schedule.

The project schedule in **Appendix A** goes further into due dates for each task. The schedule also provides key information so project team members can easily understand who is responsible for the task. Project team members can then consult tables below for contact information. This will help ensure coordination is strong. This is especially important where the City and consultant teams are working together on key tasks, such as the land use and transportation elements update. **Appendix B** provides the consultant team task list with the detailed scope for each task. This can be utilized as quick reference guide by the project team.

Consultant Team

Name	Group	Contact Information	High Level Roles & Responsibilities
Clay White	LDC, Inc.	Director of Planning Primary Contact 425-892-9572 cwhite@ldccorp.com	Policy and Land Capacity Analysis. Draft and Final Comprehensive Plan. Draft and Final EIS.
Matt Covert	LDC, Inc.	Senior Planner 425-892-9574 mcovert@ldccorp.com	

Name	Group	Contact Information	High Level Roles & Responsibilities
Dane Jepsen	LDC, Inc.	Permit Technician djepsen@ldccorp.com	
Brett Houghton	PRR	Director of Facilitation bhoughton@prrbiz.com	Racial Equity Analysis and Public Participation Plan
Kiyana Wheeler	PRR	Senior Director of Diversity, Equity, & Inclusion kwheeler@prrbiz.com	
Laurence 'LauLau' Idos	PRR	Community Engagement Specialist licos@prrbiz.com	
Lori Sharp	PRR	Senior Consultant lsharp@prrbiz.com	
Ryan Shea	SCJ	ryan.shea@scjalliance.com	Mobility Element
Anne Sylvester	SCJ	anne.sylvester@scjalliance.com	
Doug Gabbard	FSC	dougG@fcsgroup.com	Transportation Impact Fee Analysis
John Ghilarducci	FSC	johng@fcsgroup.com	

Bonney Lake Staff

Name	Department	Contact Information	
Jason Sullivan	Public Services	Planning and Building Supervisor Project Manager (253) 447-4355 sullivanj@cobl.us	
Mettie Brasel	Public Services	Associate Planner braselm@cobl.us	
Kennedy Spietz	Public Services	Assistant Planner spietzk@cobl.us	

Name	Department	Contact Information	
Leslie Harris	Administration	Management Analyst harrisl@cobl.us	City Public Engagement and Participation Lead
Deon Payne	Public Services	Contract Administrator payned@cobl.us	Contract Administration

Project Coordination/Decision Making Process

It is anticipated that the leads for individual deliverables will lead and be responsible for coordination on their tasks. This includes coordination between departments and between the City and consultant team.

A project task tracker will be developed and updated bi-weekly by the project leads so that the Project Manager is continually updated on the status of each deliverable.

The project team will meet bi-weekly on Mondays. These meetings will be utilized for:

- Reviewing the project schedule
- Receiving updates as necessary on project tasks
- Reviewing project deliverables, where appropriate
- Discussing upcoming deliverable and project tasks

All draft deliverables must be reviewed and approved by the Project Manager, or the designee assigned by the Project Manager before being finalized. Draft stamps should remain on all documents until reviewed. The bi-weekly team meetings will be an appropriate venue to review draft documents and deliverables, especially where there are multiple groups involved. However, it is anticipated that individual meetings will be set up by the deliverable lead and include those working on the deliverable and the Project Manager to ensure work is reviewed and approved.



Expectations and Keys to Success

In addition to being on the same page regarding the workflow process, there are other factors that will be necessary to ensure project success:

1. Build trust between the consultant group and City staff
2. Foster meetings that promote open dialogue and sharing of ideas

3. Come prepared to meetings so that we can accomplish meeting goals
4. Provide clear, concise, and consistent project messaging
5. Do not linger on issues previously decided unless new details or issues emerge.
6. Provide documents and analysis that are easy to understand and provide options for decision makers

Project Risks and Mitigation

The identification of project risks upfront provides recognition of issues that could delay a project from meeting goals and timelines. It also allows the development of mitigation to help ensure possible barriers do not lead to project delays.

The potential risks that have been identified for this project include: adhering to the project schedule, implementation of State Law changes/state guidance, and communication challenges related to COVID-19. The potential risks and approaches to address them are outlined below in further detail.

Adhering to Project Schedule

One challenge that comes from a large-scale project such as a Comprehensive Plan update, is the ability to lose track of when tasks and deliverables are due. Changes to one deliverable timeline can have a cascading impact on the total project schedule. To mitigate this, we have developed a detailed project schedule and identified project leads for deliverables. In addition, the charter outlines communication processes, regular check in meetings, and how draft documents will get approved to help ensure deliverables are prepared within the project schedule.

Implementation of State Law changes/state guidance

Several state law changes have been made over the past two years that will need to be implemented during the update. These include:

- [HB 1220](#) substantially amended housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#). Please refer to the following Commerce housing webpages for further information about the new requirements: [Updating GMA Housing Elements](#) and [Planning for Housing](#).
- [HB 1717](#) added new requirements to RCW 36.70A.040 regarding tribal participation in planning efforts with local and regional jurisdictions.

For both above bills, Commerce is preparing guidance to assist with the implementation of new requirements. If the state is late with guidance, it could impact the project schedule OR the project team would need to move forward without the guidance. This could also have an impact if the guidance ends up conflicting with steps taken. To mitigate this, we are staying in close contact with Commerce on the status of the guidance and will continue to work with them until guidance is received. We will also work to incorporate these amendments into the work program to ensure each of these bills is addressed.

COVID-19 Communication Challenges

Both internal and external communication were more difficult during the COVID-19 pandemic as in-person meetings and hearings were limited. Connecting via Teams, GoToMeeting, or Zoom may provide some conveniences, but it also limits some of the connectivity that happens when we meet in person. Internally, it can be more difficult to go through large sets of policy documents when you are all not in

the same room. While some meetings have gone back to fully in person, it is unclear what will occur in the future and people also have an expectation to be able to connect remotely.

As the project moves forward, we will want to make sure documents are readily available online, are easy to understand, and that opportunities to participate are visible. To mitigate this project risk, we propose to:

- ✓ Prepare clear and easy to follow meeting materials to help facilitate meeting objectives
- ✓ Ensure project documents are easy to find and read. Provide opportunities for written and verbal commenting via electronic media if in person meetings are not available.

Legislative Changes

The 2023 legislative session resulted in a number of changes to state law that will affect the Comprehensive Plan update and development regulations update. Some of these changes are required to be implemented within 6 months of the adoption of the periodic update to the plan, and many will also need changes or additions to the comprehensive plan to provide policy support for these changes so the development regulations and comprehensive plan are consistent.

The project team will mitigate this project risk by:

- Tracking and surfacing relevant bills/statute as it is signed by the governor
- Discussing potential impacts on the scope of plan changes early in the process
- Operating on the basis of “no surprises” in communicating these changes to elected and appointed officials.

City of Bonney Lake Comprehensive Plan

Public Participation Plan

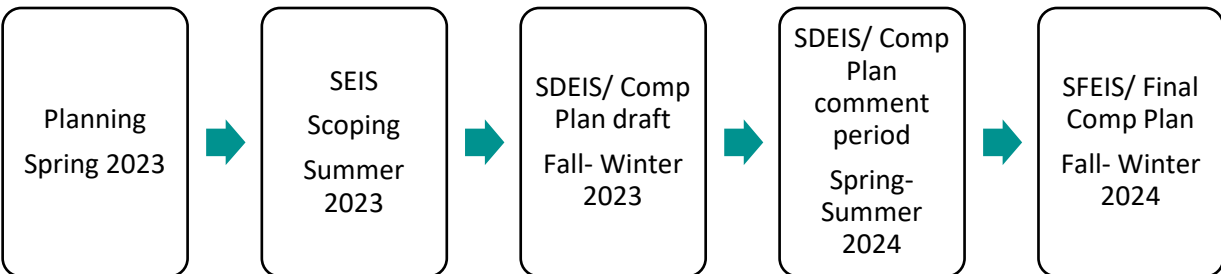
April 27, 2023

How to use this public participation plan

The public participation plan describes the goals, objectives, strategies, demographic profile, key audiences, key messages, and suggested public involvement methods. These components are the framework on which the project team will build the relationships and connections needed to inform the City of Bonney Lake's required periodic Comprehensive Plan update. This public participation plan is intended to guide the process for informing, engaging, and incorporating the community's wants and needs into the City's comprehensive plan and keeping the community updated on the City's progress. Public involvement strategies include in-person public meetings, tabling events, one-on-one interviews, and communications using emails and newsletters, social media, project flyers at events, and partnering with City departments and community-based organizations (CBOs) to help share information and gather input.

The City may update this plan at major milestones to reflect community input.

Key milestones



Background

The City of Bonney Lake is updating the Comprehensive Plan, with a target for completion by October 2024. The Comprehensive Plan expresses the community's 25-year vision for future growth and development.

The Washington State [Growth Management Act](#) (GMA) was enacted in 1990. It provides a framework for state, regional, county, and local planning coordination, requiring cities and counties to develop a comprehensive plan to help manage growth over a 20-year planning period. The GMA requires comprehensive plans to be updated every ten years. The City's last major update of their comprehensive plan was in 2015.

Washington State balances state and regional requirements in comprehensive plans with local deference, allowing planning that is best for the local community and expresses the community voice.

The comprehensive planning process encourages the City and residents to think about where they want to be in 25 years and how to get there, and provides strategic direction on important topics including housing, transportation, the natural environment, land use, capital facilities, economic development, and parks. Once

adopted, City officials refer to the Comprehensive Plan to make coordinated and consistent decisions about plans, ordinances, and regulations that affect the community's physical development, like zoning regulations and investment in public facilities like parks, infrastructure, and roads.

Beginning in spring 2023, the City will consider changes to the Comprehensive Plan elements. The public participation plan will help City staff engage the community around the different element topics so they and decisionmakers can better understand needs and wants, priorities, expectations for future development, and perspectives on tradeoffs between different policy options. The City may modify the activities outlined in this plan to reflect community input and to meet changing conditions.

Racial Equity Report

In 2021, the Washington State Legislature changed the way local governments are required to plan for housing. House Bill 1220 (HB 1220) amended the GMA and mandates that local governments:

- Plan and accommodate for housing affordable to all economic segments, shifting from the original requirement to encourage the availability of affordable housing to all economic segments.
- Document barriers to housing availability such as gaps in local funding, development regulations, etc.

To meet this requirement, the City will include a report on its current housing and land use policies with recommendations for the comprehensive plan update. By using an intersectional and racially equitable approach, the report will center the most vulnerable population, include previous analysis of equity issues, use an asset-based strength approach, and follow Commerce requirements. The final report will be ready by June 30, 2023.

Public participation principles, goal, and objectives

Principles

The City of Bonney Lake values public participation. The City believes that Comprehensive Plan is the community's plan, and the City is here to support that.

The City believes the involvement of residents, property owners, business owners, and other stakeholders in updating the Comprehensive Plan is critically important. Input from all residents to include historically disadvantaged groups is a special focus for the City. The City is committed to engagement that benefits the community and includes community as part of the process.

To demonstrate this, this plan is grounded in these public participation principles:

1. **Inclusivity** - centering the priorities of historically marginalized communities,
2. **Sustainability** - building and nurturing new and existing community relationships for long-term success, and
3. **Transparency** - clearly articulating the City's expectations to the community and using accessible language.

Goal

The City's goal for public participation is:

The residents of Bonney Lake are informed about the City's comprehensive planning; have ample opportunities to provide their input; and understand the role the plan plays in the future of the city.

Objectives

OBJECTIVE 1 Increase awareness about the comprehensive plan update, including the process and the importance of the plan for future housing, transportation, and land use projects in the city.

Provide context for conversations about the comprehensive plan update and broaden the understanding of the process and the elements included that affect planning for the future.

OBJECTIVE 2 Identify the housing and land use needs and interests of community members.

Engage the community to provide the City of Bonney Lake with a broad and deep understanding of the public's values, needs, priorities, and perspectives to develop a plan that reflects the community's interests.

OBJECTIVE 3 Build public trust through early, transparent, timely, and objective communications.

Provide the public with balanced and timely information to communicate the elements the City is updating in the comprehensive plan and ways to provide input.

OBJECTIVE 4 Create ample opportunities for public engagement through the update process.

Provide the public opportunities to learn about the project and provide input at key milestones while communicating clearly what the City is asking them to weigh in on and how their input is being used. Ensure that opportunities are accessible by all community members whether in-person and online.

OBJECTIVE 5 The City will reach residents, businesses, and community-based organizations, while taking actions to engage harder to reach audiences in the community, such as people who are older, people who use Spanish, and people with low incomes.

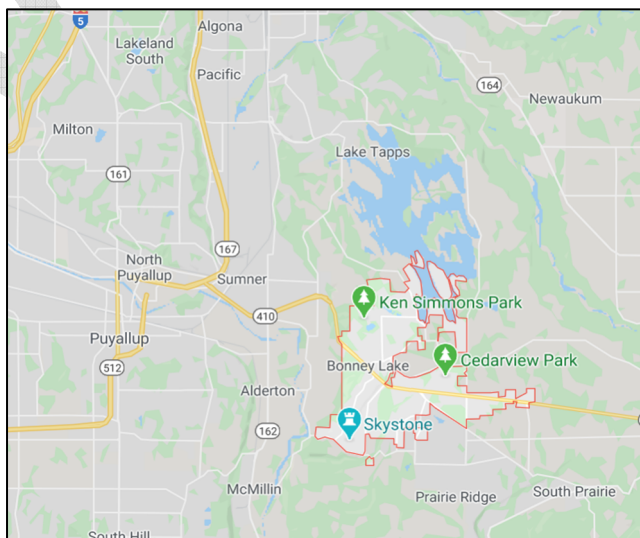
Ensure all community members are engaged throughout the update process to reflect the input of everyone in the City of Bonney Lake.

Community profile

Bonney Lake is a small city of about 22,900 in northern Pierce County with the cities of Sumner Puyallup to the west and Auburn to the north. In 2021, the median household income in Bonney Lake was higher than the median income in Pierce County. The median home price in Pierce County rose to \$369,998 in 2019, notably higher than the median home price in Bonney Lake. Most Bonney Lake residents, 92.6%, speak only English, while 7.4% speak other languages. The most common non-English language spoken in Bonney Lake is Spanish, spoken by 4.42% of the population.

Following is a preliminary snapshot of demographics from the U.S. Census Bureau QuickFacts with estimates from July 1, 2021.

- 11.0% percent of the population is older than 65 years of age.
- 5.9% of all people under 65 years of age have a disability.



- 95.1% of the population has a high school diploma or higher education.
- 27.7% of the population have a bachelor's degree or higher.
- 4.42% of the total population speak Spanish.
- 5.1% of the total population have incomes at or below the [Federal Poverty Guidelines](#).
- The average travel time to work is 39 minutes.
- 96.8% of households have a computer.
- 95% of households have a broadband internet subscription.
- \$108,705 is Bonney Lake's median income, compared to \$82,574 median income for Pierce County.

Race and ethnicity

- 84.3% of the population identifies as white alone.
- 4.0% of the population identifies as Asian alone.
- 10.8% of the population identifies as Hispanic or Latino.
- 7.0% of the population identifies as being two or more races.
- 1% of the population identifies as Black or African American alone.
- 0.2% of the population identifies as Native Hawaiian alone or Other Pacific Islander alone.
- 1.3% of the population identifies as American Indian and Alaska Native alone.

Key messages

The City of Bonney Lake will communicate with community members throughout each phase of the comprehensive plan update. The key messages are intended to provide guidance with oral and written communications to support project team members communicating with a consistent voice to support community members' clear understanding.

- The City of Bonney Lake is updating the Comprehensive Plan to reflect how the residents of the community want the City to grow and develop, thinking about where the community wants to be in 25 years.
- The Comprehensive Plan guides citywide policies on topics that affect our daily lives including housing, transportation, economic development, the natural environment, land use, and parks.
- When the community updates the Comprehensive Plan, it is a chance to create policies that affect where we as a community want to be in 2049. We think about our shared values and goals and create policies that benefit the entire community of Bonney Lake.
- The City of Bonney Lake believes that a fully involved community better understands how and why the City adopts policies. To support this, the City will offer a wide range of public input opportunities during the update process.
- The City expects to complete the Comprehensive Plan update in October 2024.

Public involvement approach

Engagement methods

The City will inform and engage community members in different ways and on different levels. In general, the City will work to reach residents, businesses, and organizations whose members are or could be interested in

the comprehensive plan update. The City will communicate the schedule at the outset and update it at each phase of the project.

To effectively engage people in Bonney Lake who use Spanish, the City will provide materials including flyers, fact sheet, social media posts, emails, newsletters, PowerPoint slide deck, and the mini-surveys in Spanish and provide Spanish interpreters during scoping meeting and the public hearing.

Method	Description	Timing
Community-based organization (CBO) interviews	Interview key community members to get input on the comprehensive plan and engagement plan.	Spring 2023 and Fall 2023
Presentation to City Council of racial equity report	The City will present the report of current housing and land use policies with recommendations for the comprehensive plan update.	Summer 2023
Mini-surveys	Develop mini-surveys in English and Spanish for the community members to share brief responses to focused questions.	Summer 2023
Tabling and community events	Attend tabling events throughout the city to inform community members about the comprehensive plan update and solicit community input.	Summer 2023 and Spring 2024
Scoping meeting	The City's planning commission will lead the planning for the scoping hearing.	Fall 2023 (week of September 11)
Public hearings	The City's planning commission will lead the planning for the scoping hearing.	Spring and Fall 2024

Tribal collaboration

Tribal governments are sovereign nations. Therefore, tribal engagement necessitates a government-to-government relationship. The approach to working with Tribal governments will be responsive, flexible, and transparent. The City will introduce the comprehensive plan update process and collaborate with them on how to best engage with through the process. The City will communicate directly with tribal leaders of Muckleshoot Indian Tribe and Puyallup Tribe of Indians in specific and limited ways, to inform and gather input on the comprehensive plan update.

The consultant team will collaborate with the City's tribal liaison on any specific engagement with tribal members and will be in communication with the Department of Commerce's Tribal liaison to ensure the City engages in tribal collaboration in a way that is consistent with RCW 36.70A.040, 36.70A.085, 36.70A.106, 36.70A.110, 36.70A.190, and 36.70A.210 as amended in 2022. In general, the City and the consultant team will meet tribal leaders and members where they want to meet, physically and topically.

Preliminary partners and community contacts

We will inform and engage community members in different ways. In general, the City will work to reach residents, businesses, and organizations whose members are or could be interested in the comprehensive plan update. We will take actions to engage harder to reach audiences in the community such as people who are older, people who use Spanish, and people with low incomes.

Internal

- City Council
- City Departments
- Planning Commission

Business

- The Chamber Collective
- South Sound Chambers of Commerce Legislative Coalition

Legislative

- Washington State Legislative District 31
 - Senator Phil Fortunato
 - Representative Drew Stokesbary
 - Representative Eric Robertson
- Pierce County Council District 1
 - Councilmember Dave Morell

Agency partners

- Pierce County, Community Services Programs
- Pierce County Housing Authority
- Pierce County, Human Services
- Pierce County, Planning and Public Works, Director Dennis Hanberg
- Pierce Transit
- Puget Sound Regional Council
- Sound Transit
- Sumner-Bonney Lake School District
- White River School District
- Tacoma-Pierce County Health Department
- Washington State Department of Transportation (WSDOT)
- Pierce County Library
- East Pierce Fire & Rescue

Community organizations and partners

- Bonney Lake Food Bank
- Communities for Families Coalition (CFF)

- Exodus Housing
- HOAs
- Metropolitan Development Center
- Multicultural Self-Sufficiency Movement
- Shared Housing Services
- Tacoma/Pierce Affordable Housing Consortium
- YMCA
- Service organizations such as Rotary, Kiwanis, Lions
- Greater Bonney Lake Historical Society
- Beautify Bonney Lake
- Those who serve people who use Spanish
- Multifamily apartment complexes
- Senior assisted living facilities
- Senior adult organizations
- Faith based organizations

Materials and notifications

The project team will provide information about the project and notify community members about opportunities to participate. The materials and their uses are described below.

Material	Description	Uses
Fact sheet and maps	Provides information on the update process.	Tabling events
Flyers	Provides a project description and schedule, as well as information about opportunities for community input.	Promotional material for public meetings, tabling events, and mini-surveys
Social media content	Prepare content for distribution via the City's social media platforms.	Promotional material for public meetings, tabling events, and mini-surveys
Newsletter content	Prepare content for distribution via the City's electronic newsletter.	Promotional material for public meetings, tabling events, and mini-surveys
Email content	Prepare content for distribution via the City's listserv.	Promotional material for public meetings, tabling events, and mini-surveys
Comment cards	Develop a comment card for the public meeting.	Public meeting
Website content	Prepare content for a project webpage on the City's website to describe the project, promote the survey and open houses, allow access to project	Provide an overview of the project and a home base for information sharing

Material	Description	Uses
	materials, and give transparency to the process.	

Documentation

To ensure the City has a record of public participation during the update process, including methods used, who participated, and inputs, interactions will be documented in reports and summaries.

Method	Description	Timing
Racial Equity Analysis final report	The report includes current housing and land use policies with recommendations for the comprehensive plan update.	Summer 2023
Scoping meeting summary	A summary of the scoping planning meeting.	Fall 2023
Public hearing meeting notes	Meeting notes that highlight key feedback from the public on the comprehensive plan update.	Spring 2024

Public participation schedule

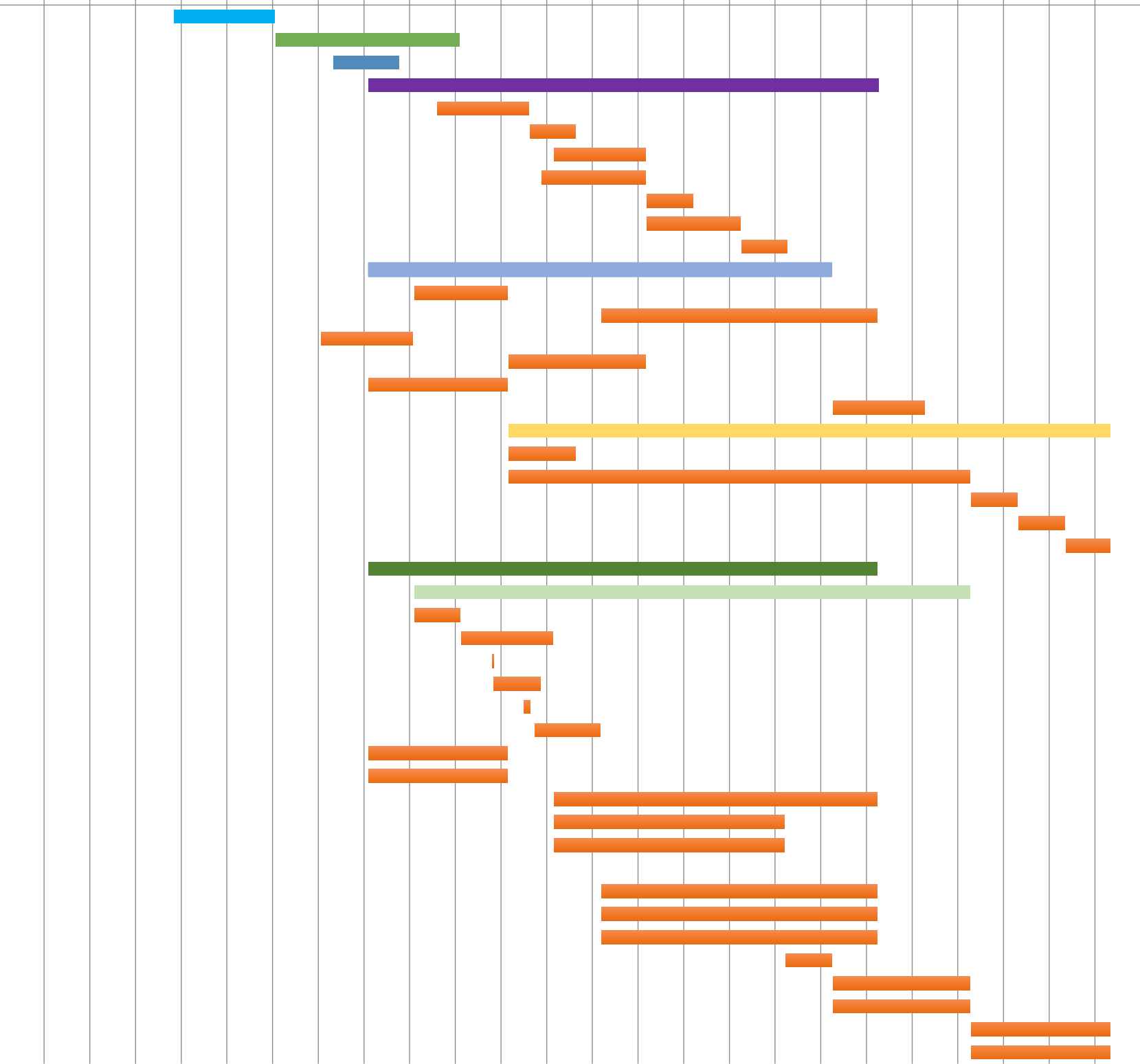
Task	Responsible
February- June 2023: Planning	
Prepare Public Participation Plan	PRR
Prepare interview guide for CBO interviews	PRR
Develop 4 mini-surveys	Project team
Summer 2023: SEIS Scoping	
Develop website content	PRR, City of Bonney Lake
Prepare for tabling events and develop materials (fact sheet and map)	Project team
Fall 2023- Spring 2024: SDEIS/ Comp Plan draft + comment period	
Conduct CBO interviews	PRR, City of Bonney Lake
Prepare for public meeting and develop notifications - Comment card - Flyer - Social media content - Email and newsletter	Project team
Prepare for tabling events and develop materials (fact sheet and map)	Project team
Develop website content	PRR, City of Bonney Lake
Fall- Winter 2024: SFEIS/ Final Comp Plan	

Task	Responsible
Prepare for public meeting and develop notifications - Flyer - Social media content - Email and newsletter	Project team
Develop website content	PRR, City of Bonney Lake

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APPENDIX A – PROJECT SCHEDULE

O-22 O-22 N-22 D-22 J-23 F-23 M-23 A-23 M-23 J-23 J-23 A-23 S-23 O-23 N-23 D-23 J-24 F-24 M-24 A-24 M-24 J-24 J-24 A-24 S-24 O-24 N-24



- Project Initiation & Coordination ("Initiation")
- Review & Update Comprehensive Plan ("Discovery")
- Final Racial Equity Analysis Report
- Plan Development
- Prepare text changes, goal and policy changes to Chapters 4 and 7
- Draft Chapters 4 and 7 comment period
- Prepare text changes, goal and policy changes to Chapters 2 and 5
- Traffic modeling for Chapter 5
- Draft Chapters 2 and 5 comment period
- Prepare text changes, goal and policy changes to Chapter 6
- Draft Chapter 6 comment period
- Engagement for draft Comprehensive Plan
- Mini-survey (link to draft EIS)
- Public meetings on draft EIS and draft comp plan
- Interviews with CBOs for plan input - Spring
- Interviews with CBOs for plan input - Fall
- Tabling events - Summer 2023
- Tabling events - Spring 2024
- Prepare final comprehensive plan
- Prepare text changes, goal and policy changes to Chapter 9 (Implementation Element)
- Develop final plan document inc. Appendices
- Take final plan to City Council
- Make final changes
- Take final plan with changes and resolutions to City Council
- Mapping for draft/final Comprehensive Plan
- Environmental Impact Statement (EIS)
- Development of Alternatives
- EIS scoping & comment period
- Scoping notice issued
- Scoping comment period
- Scoping meeting
- Scoping meeting summary
- Scoping engagement - tabling
- Scoping engagement - website
- Mapping for EIS (draft and final)
- Develop Draft EIS
- Engagement for draft EIS (link to draft Comp Plan)
- Mini-survey (link to draft EIS)
- CBO Interviews (draft EIS and draft Comp Plan)
- Public meetings on draft EIS and draft comp plan
- Tabling
- Draft EIS Comment Period
- Develop Final EIS
- Final EIS and Final Comp Plan Engagement
- Public Hearing flyer, social media content, and up to 4 graphics, and newsletter and email copy...
- Draft and final project summary

APPENDIX B – SCOPE OF WORK

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Component	Last Updated	Summary of Primary Update Topics	Lead
General		- Amendments required because of changes to the Growth Management Act. - Amendments required to be consistent with Vision 2050, the Multi-County Planning Policies and other regional planning documents. - Amendments required to extend the planning horizon to the year 2049. - Amendments required to be consistent with the County-Wide Planning Policies. - 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.	
Introduction Element	2015		
Community Development Element	2017	- Update land use designation map as needed - Update policy language	LDC, PRR and City Staff
Cultural Arts and Heritage	2015	This element will be updated to address cultural resources and implement HB 1717.	City Staff
Economic Vitality	2015	- Updated statistical data - Update language related to industrial development and Eastown as a result of the Peak410 Business Park Project. - Update graphics as needed	City Staff
Community Mobility	2015	- Update traffic modeling and transportation project improvement projects - Update pedestrian priority matrix and project list - Update ADA Section to reflect new ADA Transition Plan.	SCJ and City Staff
Community Facilities and Services Element	2021	- Prepare new Capital Improvement Plan - Update sections related to other service and utility providers as necessary. - Update maps and graphics as needed.	City Staff
Environmental Stewardship	2021		LDC and City Staff

Shoreline	2021	No changes. Will be reviewed during the required Shoreline Management Update that will be completed by June of 2027.	N/A
Implementation	2015	- Update strategies that will be used to achieve the goals and implement the policies of the comprehensive plan. - Update performance measures that will be used to determine if the implementation strategies are successful.	LDC, PRR, SCJ, and City Staff
Development Regulations			

Other tasks include:

RESOLUTION NO. 3151

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, INITIATING THE PERIODIC UPDATE OF THE BONNEY LAKE COMPREHENSIVE PLAN AND APPROVING THE PROJECT CHARTER AND PUBLIC PARTICIPATION PLAN FOR THE PERIODIC UPDATE.

WHEREAS, RCW 36.70A.130(4) requires the City of Bonney Lake to review and revises, if needed, its Comprehensive Plan and development regulations by December 31, 2024 to ensure compliance with the Growth Management Act (GMA) – Chapter 36.70A RCW; and

WHEREAS, the last periodic update of the City’s Comprehensive Plan was completed in 2015; and

WHEREAS, RCW 36.70A.140 requires that each jurisdiction establish a public participation plan providing for early, broad, and continuous public participation during the periodic update process; and

WHEREAS, BLMC 14.140.010 provides that the City of Bonney Lake encourages early and continuous public participation; and

WHEREAS, the Project Charter provides a strategy for accomplishing the periodic update of the Comprehensive Plan;

WHEREAS, the Bonney Lake Planning Commission has reviewed the Project Charter and Public Participation Plan and recommended that the document be adopted by the City Council;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS: the City Council of the City of Bonney Lake adopts the Project Charter and Public Participation Plan (Attachment A).

PASSED by the City Council this ____ day of _____, 20__.

Michael McCullough, Mayor

AUTHENTICATED:

Sadie A. Schaneman, CMC, City Clerk



Planning Commission Memo

Date: May 3, 2023
To: Mayor and City Council
From: Grant Sulham, Planning Commission Chair
Re: **Resolution 3151 – Initiating the 2024 Periodic Update**

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 December 31, 2024, pursuant to RCW 36.70A.130. The comprehensive plan includes planning for people and jobs, housing, transportation, capital facilities and utilities, and parks and open space. Policies contained in the comprehensive plan are implemented through development regulations and other plans and programs.

The comprehensive plan is required to be updated every ten years. The last major update occurred in 2015. This update must be completed by December 2024. 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 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.

In order to commence with this required periodic update, City staff prepared Resolution 3151 to officially initiate the review process. Staff also prepared the *2024 Comprehensive Plan Periodic Project Charter and Public Participation Plan* (Project Charter and PPP) to guide the work that will be completed as part of the update process and establish the public participation plan to ensure early and continuous public participation during the update of the comprehensive plans and development regulations as required by RCW 36.70A.140.

On March 22, 2023, the Planning Commission received a briefing on the periodic update and the City's public participation strategy. At the May 3, 2023 meeting, the Planning Commission voted X-X-X to recommend that the City Council adopt Resolution 3151 initiating the periodic update of the City's Comprehensive Plan and adopting the Project Charter and PPP for the periodic update process.



Planning Commission Agenda Item

Meeting Date: May 3, 2023
Memo Date: April 28, 2023
Staff Contact: Jason Sullivan – Planning and Building Superior
Action Type: Action Item
Agenda Title: Housing Affordability Technical Memorandum

PURPOSE:

This item is for the Planning Commission to make an official recommendation related to the proposed actions to reduce the cost of providing housing identified in the Housing Affordability Technical Memorandum.

ATTACHMENTS:

- A. Housing Affordability Technical Memorandum
- B. Recommendation Memo

SUGGESTED MOTION:

I move that the Housing Affordability Technical Committee be transmitted to the City Council.

DISCUSSION:

The City was awarded a \$100,000 Housing Action Plan Implementation (HAPI) Grant from the Department of Commerce, which the City accepted on February 22, 2022 pursuant to Resolution 3020. The technical memorandum was developed to identify the specific measure the City will take to comply with the one of the objectives of the HAPI grant. The following list of actions would not fundamentally change or expand the allowed housing types or densities in the residential zoning classification but would reduce the cost and regulatory burden for all housing types to include single homeowner.

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Publics Services Department Memorandum

Date: April 28, 2023
To: Community Development Committee
From: Jason Sullivan – Planning and Building Supervisor
Re: **Housing Affordability Measures**

PURPOSE:

The purpose of this item is to identify specific changes to the City’s development regulations to reduce the cost of constructing residential developments and streamlining the review process for permitting residential development as required by the City’s Housing Action Plan Implementation Grant.

DISCUSSION:

On June 15, 2021 the City Council passed Ordinance 1654, officially adopting the Bonney Lake – Sumner Housing Action Plan (HAP), which contain a series of potential actions and strategies to address housing affordability (Attachment 1). As discussed during the adoption of the HAP, the City is not required or mandated to adopt all of the housing action strategies identified in the HAP.

On October 5, 2021, the City Council passed Resolution 2980 directing staff to apply for a Housing Action Implementation (HAPI) Grant to implement specific actions in the HAP. The City was awarded a \$100,000 HAPI Grant from the Department of Commerce, which the City accepted on February 22, 2022 pursuant to Resolution 3020.

One of the objectives of that grant is to:

Increase housing availability, diversity, and affordability through regulatory streamlining and cost reduction by implementing the strategies from the adopted Bonney Lake Sumner Housing Action related to open space requirements for plats and multifamily developments, parking regulations for multifamily developments, and infrastructure improvements associated with divisions of land missing middle, and multifamily developments, and streamlining the design review process.

This technical memorandum was developed to identify the specific measure the City will take to comply with the above objective of the grant. The following list of actions would not fundamentally

change or expand the allowed housing types or densities in the residential zoning classification, but would reduce the cost and regulatory burden for all housing types to include single homeowners:

1) Streamline Design Review Process:

The City has already taken the first step in this process with the passage of Ordinance 1686 in January 24, 2023. As part of this Ordinance the City eliminated its Design Commission making design review purely an administrative process. This will streamline the permitting process as it relates to the construction of residential housing by reducing both the time and complexity of achieving design review approval.

In order to further streamline the permitting process for residential housing, staff is proposing the amendment BLMC 14.95.020 entitled “Exemptions” to add additional housing types to the list of residential projects that are exempt from design review. Currently one detached single-family homes and accessory use are exempt. The list of additional housing types proposed to be added include attached single family homes/townhomes, duplexes, triplexes, and four-plexes. This would remove having a separate design review process for small projects, when the review could be conducted as a part of the building permit review process. While this will support housing affordability, it will also reduce the burden on small façade improvements from removing the requirement for an extensive design review. The standards will still be reviewed and met but reviewed under one permit instead of two separate permits.

2) Update Open Space and Private Recreational Requirements:

This action would amend BLMC 18.08.080.B to eliminate the requirement that twenty percent (20%) of the site shall be maintained as pervious open space, landscaping, or recreation areas, with a minimum of ten percent developed for recreational use. To ensure that recreational areas will be provided, a new standard will be added that for each unit 193 square feet of outdoor active recreational area be provided. This standard is based on recommendations from the National Recreation and Park Association (NRPA) standards. This change will ensure the requirement is also based on actual demand as compared to a percentage of the lot area which may or may not correspond to the number of dwelling units. Additionally, the requirement to provide onsite active recreational areas would be waived if the project is within ¼ of a public park. The need to provide on-site active recreational areas is not needed if there is a public park within a short walking distance.

As part of this action, the City would also amend BLMC 17.50.090.A to allow proposed plats to have the same waiver on providing a small neighborhood park, if the plat is within ¼ of a public park. This reduces the long-term cost borne by the homeowners of maintaining the small private neighborhood park.

3) **Reduce Infrastructure Cost to Support Housing Affordability:** This action included a number of items to explore ways of reducing the infrastructure costs that are borne by all housing developments to include new single-family homes. These measures included the following:

- **Frontage In-Lieu Fee:** BLMC 12.04.040 currently allows two and three lot short plats to pay an in-lieu instead of installing required frontage improvements and placing overhead electrical and telecommunication lines underground. The proposal would amend this section to include four lot short and also allow residential development containing four or fewer units to participate in the in-lieu fee program.
- **Sewer Connection Exemption:** Currently BLMC 13.12.130 exempts single family homes and duplex from having to connect to sewer if the sewer line is over 200 from an existing sewer main. The proposal would expand this exemption to allow residential buildings containing up to four units and four lot short plats to be exempt from the requirement to connect to sewer if the sewer line is over 200 feet away.
- **Access Tracts:** Currently BLMC 17.50.060.B allows short plats of four or less lots to utilize a private twenty-foot-wide tract instead of a road to provide access to the homes on the lots. The proposal would be to increase the number lots allowed to have access via a twenty-foot-wide private tract.

4) **Switch to Bedroom-Based Calculation of Off-Street Parking for Multiple Dwelling Units.** On January 24, 2023, the City Council adopted Ordinance 1686 which switch to using the number of bedrooms a multifamily unit to determine the required number of parking stalls for that unit. This action was taken to balance the need to provide parking with the cost of building parking facilities in order to reduce the cost of building housing.

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Planning Commission Memo

Date: May 3, 2023
To: Mayor and City Council
From: Grant Sulham, Planning Commission Chair
Re: **Housing Affordability Technical Memo Recommendation**

The City was awarded a \$100,000 Housing Action Plan Implementation (HAPI) Grant from the Department of Commerce, which the City accepted on February 22, 2022 pursuant to Resolution 3020. On May 3, 2023, the Planning Commission received a briefing on the Housing Affordability Technical Memorandum that was developed to identify the specific measure the City will take to comply with the one of the objectives of the HAPI grant. The following list of actions would not fundamentally change or expand the allowed housing types or densities in the residential zoning classification but would reduce the cost and regulatory burden for all housing types to include single homeowner. The Planning Commission voted X-X X to recommend that City Council move forward with the action described in the Housing Affordability Technical Memorandum.

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