

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 13 day of June, 2023.

DocuSigned by:

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Michael McCullough, Mayor

AUTHENTICATED:

DocuSigned by:

975A05C52D794C6
Sadie A. Schaneman, CMC, City Clerk

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: Jason Sullivan – Planning & Building Supervisor	Meeting/Workshop Date: June 13, 2023	Agenda Bill Number: AB23-73
Agenda Item Type: Resolution	Ordinance/Resolution Number: 3151	Sponsor:

Agenda Subject: Initiating the City’s Periodic Comprehensive Plan Update and Approving the Project Charter and Public Participation Plan.

Full Title/Motion: 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.

Administrative Recommendation: Approve

Background Summary: On May 3rd, 2023, the Planning Commission recommended that City Council initiate the Comprehensive Plan Periodic Update and approve Project Charter and the Public Participation Plan. The Project Charter and Public Participation Plan (PPP) provides a strategy 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 PPP 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. This recommendation initiates the process of updating the City’s Comprehensive Plan 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.

Attachments: Resolution 3151, Draft Project Charter and Public Participation Plan, and Planning Commission Recommendation Memo.

BUDGET INFORMATION

Budget Amount	Current Balance	Required Expenditure	Budget Balance
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Budget Explanation:

COMMITTEE, BOARD & COMMISSION REVIEW

Council Committee Review:	CDC Date: June 6, 2023	Approvals:	Yes	No
		Chair/Councilmember Dan Swatman	X	
		Councilmember Tom Watson	X	
		Councilmember Kelly McClimans	X	
	Forward to:	Consent Agenda:	☒ Yes	☐ No
Commission/Board Review:	Planning Commission – March 22, 20023 and May 3, 2023			
Hearing Examiner Review:				

COUNCIL ACTION

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 6/13/2023	Tabled to Date:

APPROVALS

Director: <i>Ryan Johnstone, P.E.</i>	Mayor: <i>Michael McCullough</i>	Date Reviewed by City Attorney: (if applicable):
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Envision BONNEY LAKE

— Celebrating 100 Years —

2024 Comprehensive Plan Update Project Charter and Public Participation Plan May 30, 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

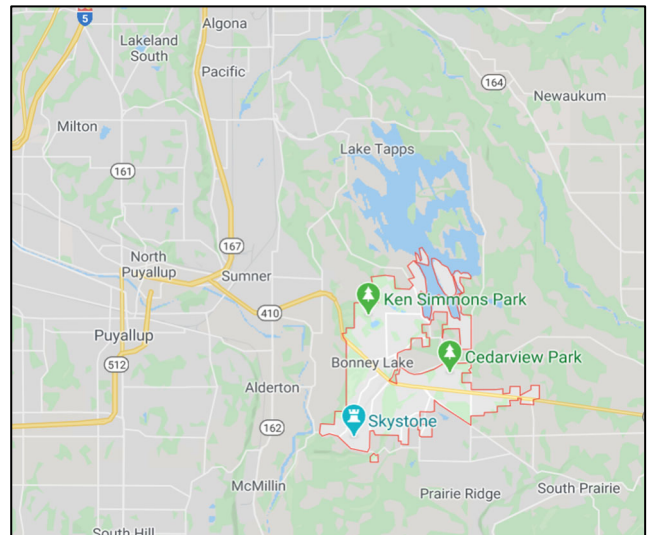
Having a project charter is especially vital for a project that involves:

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

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

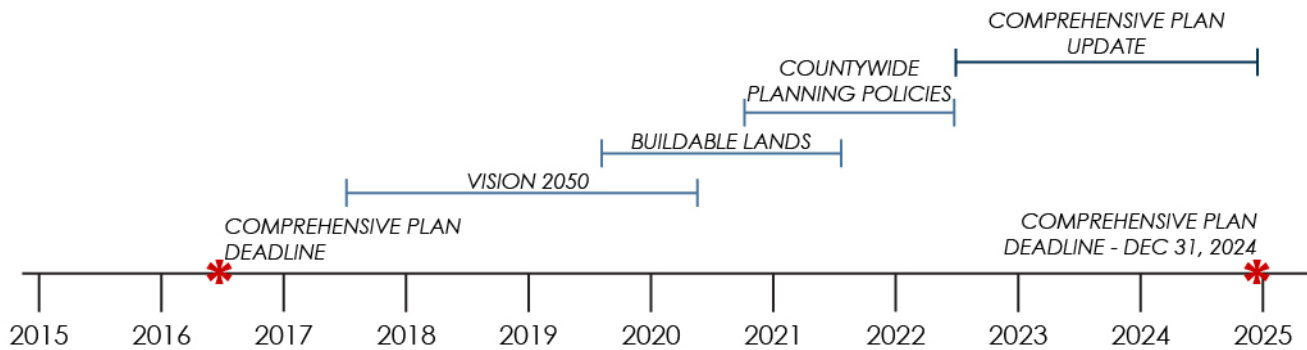
Project Team

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

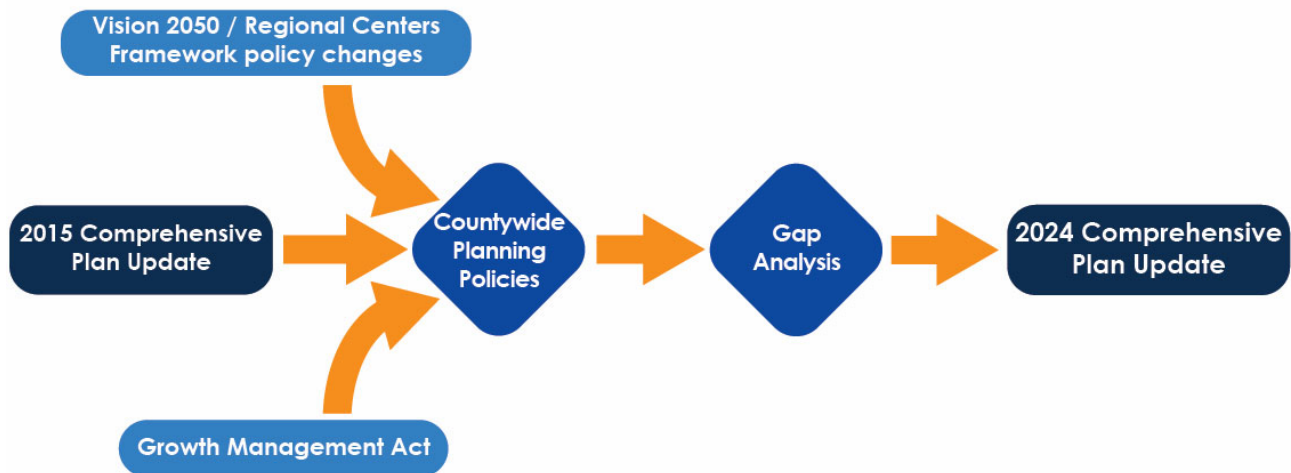
Defining the project approach along with outcomes and deliverables ensures all City departments and the consulting team are on the same page throughout the project about the overall project goals. How the project is viewed, what must be accomplished, and the steps and timeframes to get the project completed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



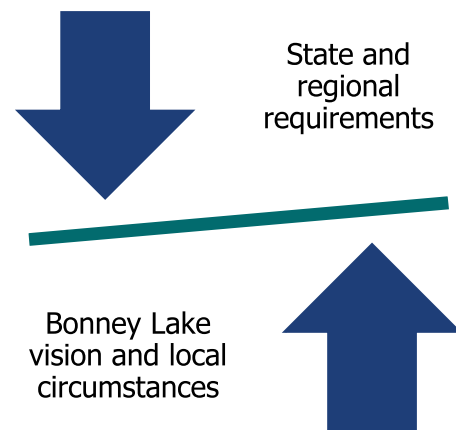
There are several bills that passed the legislature after the CPP update. Therefore, there may be topics the City must take up that are not reflected within the updated CPPs.

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).

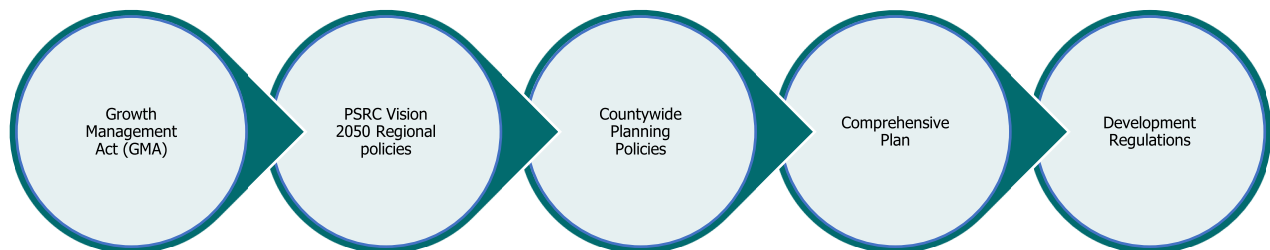
Outside of state, regional, and countywide plans and policies which will guide the comprehensive plan update, it is important to note that the Growth Management Act (GMA) was created as a bottom-up planning process. Requirements are balanced by the vision of the community and local circumstances. Planning 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

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.

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

Method	Description	Timing
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

- Homeowner Association (HOA)
- 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 materials, and give transparency to the process.	Provide an overview of the project and a home base for information sharing

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

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	
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 ldos@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	Policy, Demographics, City Data, Editing and Project Management, Public Engagement Support
Mettie Brasel	Public Services	Associate Planner braselm@cobl.us	
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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
Brandy Lamberson	Public Services	Administrative Specialist III lambersonb@cobl.us	Administrative Support

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

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.

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

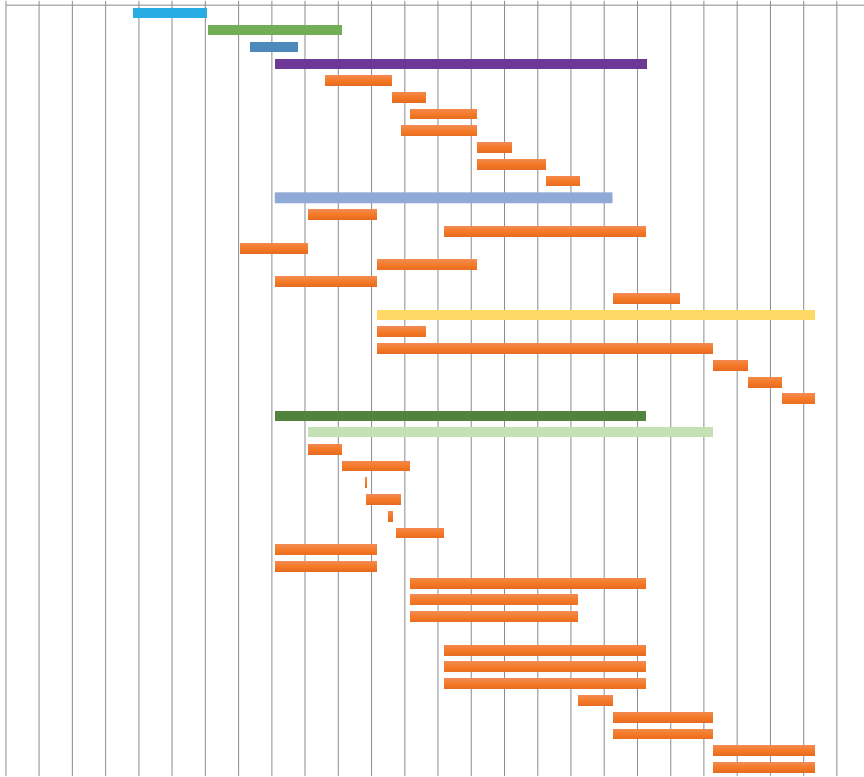
The 2023 legislative session resulted in a number of changes to state law that will affect the Comprehensive Plan update and development regulations update. Some of these changes are required to be implemented within 6 months of the adoption of the periodic update to the plan, and many will also need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

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

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	2022	As need to comply with current state law	City staff.

Other tasks include:

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.



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 7-0-0 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.