

## PLANNING COMMISSION COMPREHENSIVE PLAN UPDATE CHARTER

Developed by Olympia Planning Commission

Approved by City Council on July 10, 2012

**The purpose of this charter is to make clear to the City Council, the Planning Commission, and the public the goals and process by which the Commission will review the Comprehensive Plan Update.**

### **Goals for OPC's review process:**

1. Review draft Comprehensive Plan Update vision, values, goals and policies
2. Involve the public in a meaningful and strategic manner
3. Involve other City advisory committees in the review process
4. Involve interest groups such as neighborhoods, business owners, developers and others
5. Conduct OPC process in timely manner consistent with the charter and a work plan
6. Deliver the OPC recommendation to City Council in January 2013<sup>1</sup>

### **Scope of OPC's review:**

The Planning Commission will focus on strengthening the proposed Comprehensive Plan Update in specific ways that help to further align the proposed plan with the community vision expressed through the *Imagine Olympia*<sup>2</sup> process, public outreach conducted by the Planning Commission and the Commission's deliberation process. The following items shall be included in the recommendations transmitted to City Council:

1. Recommendation on the updated vision and value statements as derived from the *Imagine Olympia* process
2. Recommendations on the proposed goal and policy updates, consistent with the community's long-term vision, sustainability and practicality
3. Identification of issues not addressed in the Scope of the Update or the July Draft that have been raised by the public and the Planning Commission. The Commission will make a recommendation on such issues if time and resources allow. The Commission will identify issues that cannot be resolved within the Commission's timeframe for review, so that the City Council may consider whether an extension of time or a future annual update is needed.

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<sup>1</sup> In order to give staff enough time to prepare the transmittal draft the Commission will conclude their deliberations in early December.

<sup>2</sup> *Imagine Olympia* is the name of the public process for the Comprehensive Plan Update, including the Planning Commission's public process.

## PUBLIC INVOLVEMENT PROCESS

### Goals for OPC's public process:

1. Involve general public, special interests and subject matter experts in the review process
2. Host public hearing(s) that are fair, open and accessible to a broad range of public
3. Provide multiple formats and opportunities to comment
4. Provide an opportunity for interactive dialogue between the Commission and public
5. Educate the public about the purpose and value of the Comprehensive Plan
6. Use time and resources efficiently to achieve desired outcomes
7. Use public comments to help derive priorities for OPC review

### Public Process Outline (see attached schedule for more detail):

1. **Public Hearing Kick-Off:** Two nights of public hearings with an hour long "open house" followed by three hours of open comment. Individuals or groups may come before the Commission and time will be allotted for back-and-forth dialogue (longer than 3 mins.) The Commission will invite the general public, interest groups and experts to participate. OPC's Comprehensive Plan Update Sub-Committee is empowered to coordinate with staff on the details of implementation such as determining the location, testimony time limits, special public notice, invites, etc.
2. **Initial Deliberation Phase:** The public record will remain open while the Commission informally discusses and takes straw votes on the proposed updates and other issues raised by the public and Commission. At each deliberation meeting, the public will be extended an opportunity to have back-and-forth dialogue with the Commission, and written comments will be received. During this phase, the Commission will complete 75% of its work.
3. **Initial Informal Recommendation:** Concurrently, with the "Initial Deliberation Phase," a summary document will be prepared for the public that outlines the continuing results of OPC's initial deliberations. The public will be alerted to alternative choices for subsequent review and comment.
4. **Final Public Hearing:** A final public hearing with a focus on areas needing more input.
5. **Final Deliberation Phase:** The public record will close. OPC will complete the remaining 25% of their review, considering public input from throughout their process and conducting final votes. The Commission will complete this work in early December 2012.
6. **Transmit OPC Recommendation to City Council:** Publish and distribute OPC's final proposal along with majority and minority reports in January 2013.

**1.0 Planning Commission**

- 1.1 Develop a public process that meets the goals and process outlined in the Comprehensive Plan Update Charter.
- 1.2 Review comments made by the public during the *Imagine Olympia* process. This includes comments made at public meetings, hearings and in submissions to the staff or to Planning Commission members.
- 1.3 Consider comments made by the public during OPC's initial deliberation phase and public hearing(s).
- 1.4 Propose a work plan and timeline for this update of the Comprehensive Plan that is consistent with OPC transmitting a recommendation to City Council in January 2013. The work plan shall identify the resources necessary to resolve issues raised by the public and by Planning Commission members during the review process.
- 1.5 Submit revisions to the final draft Comprehensive Plan based on consideration of the public comments made, concerns or issues raised by staff, and concerns and issues raised by members of the Planning Commission.

**2.0 Leadership Team**

- 2.1 Manage the execution of OPC's Charter work plan and process.
- 2.2 Represent OPC to City Council, Council's Land Use and Environment Committee (LUEC), City Staff, media, public events; and other communications, based on work plan and process identified in 1.4 above.
- 2.3 Attend LUEC and City Council briefings pertaining to the work of the Planning Commission.
- 2.4 Coordinate work of Commission with staff:
  - 2.4.1 Determine what is needed for OPC's review process and coordinate with the full Commission
  - 2.4.2 Coordinate OPC questions and requests to staff for additional information
  - 2.4.3 Coordinate with staff to align appropriate staff for the Commission's review

### **3.0 CPU Sub-Committee (4 member sub-committee)**

- 3.1 Provide leadership to OPC on the public process and deliberation process to be followed for the Comprehensive Plan Update.
- 3.2 Help to track and summarize comments from the public on the draft Comprehensive Plan Update.
- 3.3 Coordinate input from City advisory boards and commissions.

### **4.0 City Council**

- 4.1 Provide adequate time and resources to support OPC's work plan and process as formulated at 1.4.
- 4.2 Provide clear direction and expectations for OPC's review and analysis of the Comprehensive Plan Update, and on additional work or issues referred to the Commission.
- 4.3 City Council liaison will meet with OPC on a regular basis.
- 4.4 City Council will convene meetings as needed with City Council or LUEC regarding OPC's review process, as well as involve OPC in study session(s) to discuss OPC's recommendation transmittal.

### **5.0 City Staff**

- 5.1 Provide information and support to OPC and the CPU Sub-committee to help achieve OPC's work plan.
- 5.2 Coordinate with OPC to develop a process for responding to OPC questions and requests.
- 5.3 Maintain public records, keep information in one place electronically (e.g., shared file folders, city email address), catalogue and synthesis comments.
- 5.4 Work with CPU Sub-Committee to compile public comments and transmit to full Commission in a timely manner.
- 5.5 Work with the OPC in development of a work plan and timeline for review and updating of the Comprehensive Plan (see 1.4).
- 5.6 Participate in OPC discussions at the request of OPC.
- 5.7 Communicate with the public regarding the Comprehensive Plan update purpose and process and the roles of the OPC, the Council, and the staff in the review and update of the City's Comprehensive Plan.
- 5.8 Assist with overall public outreach strategy to achieve OPC work plan.