

Designing Olympia's Future

2016 EDDS Public Involvement & Communication Strategy

Background

The Engineering Design and Development Standards (EDDS) are the technical standards used by the City and private developers to design and construct drinking water, reclaimed water, sewer, street, storm water, and solid waste collection systems. They are also the technical interpretation of the City's various Plans. With the adoption of the most recent Comprehensive Plan, updating the EDDS will need to occur over several years because there are topics that require policy guidance and technical research.

The following document outlines a Public Involvement & Communication framework that can be refined every year. It will be adapted based on the topics being addressed and the policy issues being considered.

Stakeholders

City of Olympia

- City Council
- Land Use and Env. Committee
- City Staff
 - Steve Hall, City Manager
 - Rich Hoey, Public Works
 - Andy Haub, Water Resources
 - Mark Russell, Transportation
 - Dan Daniels, Waste ReSources
- Public Works Staff
 - Transp. Planning & Eng.
 - Engineering
 - Water Resources Planning & Engineering
 - Waste ReSources Planning
- Community Planning & Dev.
 - Leonard Bauer, CPD
 - Tim Smith, CPD
 - Shelley Bentley, CPD

- City of Lacey
- City of Tumwater
- Port of Olympia
- LOTT

State Agencies

- Department of Commerce

Special Interest Groups

- Coalition of Neighborhood Assn.
- Olympia Downtown Assn. (ODA)
- West Olympia Business Assn.
- Olympia Safe Streets Campaign
- Capital City Council of the Blind
- Developers, Designers, & Architects
- Olympia Master Builders (residential)
- NW Eco Builders Guild
- Franchise Utilities
- Landscape Architects and Arborists
- Olympias for People-Oriented Places

Advisory Committees

- BPAC
- UAC
- Planning Commission

Other Local Agencies

- Thurston County

Interested Parties

- Bethany Weidner

Objectives

- Public Works will collaborate with CPD and other City Departments to coordinate messages and schedule.
- Demonstrate a commitment to implementing the comprehensive plan by updating the EDDS annually.
- Develop an annual public involvement and communication strategy based on the topics being considered.
- Use the IAP2 Spectrum to define the decision-making process.
- Stakeholders will understand how changes implement the new comprehensive plan.
- Stakeholders will know the schedule of standards being updated and know when and how they can provide feedback.
- Multiple tools will be used to keep stakeholders informed.

Tasks

1. Identify EDDS Spokesperson

Fran Eide, City Engineer, will serve as the spokesperson for the EDDS at City Council and other Public Meetings. Steve Sperr, Assistant City Engineer will be her backup if she is unavailable.

2. Schedule Monthly Project Meetings

The project team will meet every other week to discuss the topics, progress, schedule, and approach to updating the EDDS update. The following people will serve on the project team:

- Debbie Sullivan, Facilitator
- Fran Eide, City Engineer
- Steve Sperr, Assistant City Engineer
- Andy Haub, Water Resources Director
- Sophie Stimson, Transportation Senior Planner
- Leonard Bauer, Deputy Director - CPD

3. Develop an Annual Implementation Schedule

Steve Sperr, Assistant City Engineer will serve as the Project Manager for identifying the scope and schedule of the annual implementation plan for those Comprehensive Plan Policies that relate to the EDDS. The topics and schedule will be selected by collaborating with CPD, Water Resources, Transportation, and Waste ReSources. The topics to be considered will be categorized as new a standard or clarification of an existing standard.

4. Develop Involvement and Communication Strategy for EDDS and Related Policy Issues

An annual public involvement and communication strategy will be designed based on the topics or related policy issues being considered. See “Tool” list below.

5. In Person Meetings with Special Interest Groups & Parties

Based on the topics or policy issues being addressed, staff will reach out to potentially affected parties to discuss the topics and approach.

6. Advisory Committee, Planning Commission, and CNA Briefings

The purpose of the briefings is to keep the Advisory Committees and the CNA up-to-date on the issues, process, and schedule. The Advisory Committees won’t be asked to make a recommendation to Council on specific technical issues. However, they may be consulted on policy issues.

7. City Council and Council Committee Study Sessions and Meetings

Brief Council on policy and technical issues; seek guidance, and final decision on proposed EDDS.

8. Public Hearing

Schedule and advertise public hearing to solicit feedback on proposed changes.

Tools

1. Opt-in Email

Audience: Special Interest Groups, Interested parties, Advisory Committee Members

Purpose: Updates on scope, schedule, upcoming meetings, and deadlines.

2. Direct Mail

Audience: Special Interest Groups and Interested Parties

Purpose: Postcard to kick-off the annual process and communicate where to go for additional information and how to provide feedback.

3. Internet

Audience: City Staff, Advisory Committees, Local & State Agencies, Special Interest Groups, and Interested Parties

Purpose: Main repository for EDDS (current and draft). Highlight annual changes and provide link for giving feedback.

4. **Briefings**

Audience: Advisory Committees, Planning Commission, and C.N.A

Purpose: Brief Committees, Commission, and C.N.A. on scope, process, schedule, and topics regarding the EDDS update and how it relates to implementing the Comprehensive Plan.

5. **Council and Committee Meetings**

Audience: City Council

Purpose: Brief Council on policy and technical issues; seek guidance, and final decision on proposed EDDS.

6. **Public Hearing**

Audience: General Public & Stakeholders

Purpose: Solicit feedback on proposed EDDS

Schedule (see attached)