



City Council

Charter for Comprehensive Plan

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Title

Charter for Comprehensive Plan

Issue:

The City Council has requested a charter to guide the Planning Commission's review of the Comprehensive Plan Update. The draft charter outlines a scope and timeline for the Commission's public process and deliberations.

Committee Recommendation:

The Planning Commission recommends the proposed charter for discussion.

[The charter was prepared by the Commission's Leadership Team; reviewed and edited by the full Commission on June 4 and June 6, 2012.]

City Manager's Recommendation:

Provide guidance on the draft Charter, timeline, public process, potential role of other city advisory committees and boards, and scope of Planning Commission review.

[Note: Staff supports the draft Charter recommended by the Planning Commission, with the understanding that the Commission's scope of review will focus on policy instead of line-by-line editing. Staff is prepared to add approval of the Charter to the Council's July 10 Consent Calendar, based on Council's guidance from tonight's meeting.]

Staff Contact:

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Presenter(s):

Keith Stahley, Director, Community Planning & Development

Kendra Dahlen, Consultant, FLT Consulting, Inc.

Amy Buckler, Associate Planner, Community Planning & Development

Seated at the discussion table with Council: The Olympia Planning Commission (OPC)

Background and Analysis:

The City has been updating its Comprehensive Plan since 2009, including an extensive public process called *Imagine Olympia*. Staff released a draft Update for public review and comment on April 2, 2012. All comments will be considered as staff prepares the 'July Draft' (OPC hearing

draft) for release on July 6, 2012.

OPC has an aggressive work plan for the year, including review of the Comprehensive Plan Update. OPC's draft charter attempts to balance their desire for a meaningful and interactive public process with limited resources and a tight schedule. At a minimum, staff and OPC request the following direction from Council:

Delivery Date for Recommendation

OPC proposes they deliver their recommendation to Council in January 2013; this would facilitate their ability to move into the implementation stage in 2013. At the annual Council retreat, Council established a goal of adopting the Comp Plan Update by the end of this year. To meet the Council's current goal, OPC would need to complete their process by October 1, which would require further limiting the scope of their public process and deliberations.

- **Timeline Guidance:** Does Council concur with OPC delivering their recommendation by January 2013?

Public Process

OPC proposes a public process that includes hearings with a testimony time limit beyond the usual three minutes, keeping the record open for up to three months and allowing the public to provide testimony at OPC meetings during the proposed initial deliberation phase.

- **Process Guidance:** Does Council support the proposed process? In addition to the general public, are there any particular groups or experts that the Council would like OPC to involve in their process?

Role of Other City Advisory Boards and Committees

Advisory board chairs met on May 15, 2012, and expressed interest in being involved in the Planning Commission's review. Traditionally, boards and commissions are advisory to the Council.

- **Process Guidance:** Does the Council support other advisory boards making recommendations regarding the Update directly to OPC?

Scope of Review

OPC proposes they review proposed updates to vision and value statements, goals and policies. In addition, they propose to identify any other issues raised by the public or Commissioners, and provide a recommendation on such issues should time allow.

OPC has agreed not to proofread the document in a line-by-line fashion, nor to focus on grammar, format, headings or background text; however, they do not want the charter to limit their ability to do so should they feel it is necessary. From a staff perspective, a process whereby OPC edits the entire document cannot be supported within the proposed timeframe.

- **Review Guidance:** Please provide guidance on the scope of the review.

Impact to Other Commission Work Program Items

OPC would like to devote their meeting time between August and November to review of the

Update. During that time, they would prefer not to focus on other work program items, with the exception of annual Comprehensive Plan amendments. This would push other work program items to 2013.

- **Work Plan Guidance:** Does Council concur? Are there any particular items that the Council would like to see accomplished this year?

Neighborhood/Community Interests (if known):

None known

Options:

1. Discuss the draft charter, and approve as proposed at a future Council meeting.
2. Discuss the draft charter and provide any additional direction.

Financial Impact:

Included in base budget.