

RESOLUTION 1272

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A PUBLIC PARTICIPATION PLAN FOR UPDATING THE COMPREHENSIVE PLAN PER RCW 36.70A.130

WHEREAS, the Washington State Growth Management Act of 1990, Chapter 36.70A RCW, (GMA) establishes statewide goals, guidelines, and procedural requirements to guide the development, coordination and implementation of long-range plans; and

WHEREAS, in order to implement the requirements and goals of the GMA and the Countywide Planning Policies, the City of Gig Harbor adopted a 2004 Comprehensive Plan and amended the plan in 2016, with appropriate public notice and involvement; and

WHEREAS, the GMA requires the City of Gig Harbor to review and, if needed, revise the Comprehensive Plan by December 31, 2024, to ensure compliance with the requirements of the GMA; and

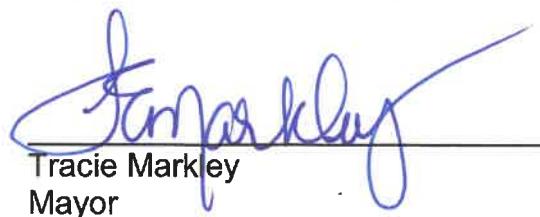
WHEREAS, a public participation plan has been developed to provide the public with an opportunity to learn about and comment on the review and suggest needed revisions to the Comprehensive Plan; and

WHEREAS, the public participation plan includes a proposed general schedule to complete any needed revisions to the Comprehensive Plan by December 31, 2024;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gig Harbor:

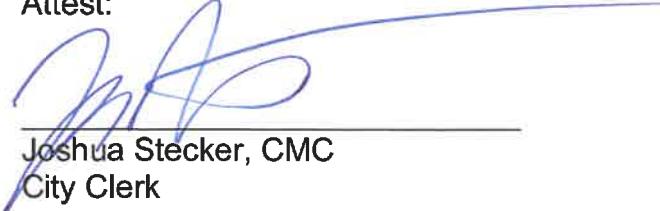
Section 1. The Public Participation Plan for the 2024 City of Gig Harbor Comprehensive Plan Periodic Update, a copy of which is attached hereto as Exhibit A, is hereby approved as the basis for developing the updates to the Comprehensive Plan.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 27th day of March, 2023.



Tracie Markley
Mayor

Attest:



Joshua Stecker, CMC
City Clerk

Public Participation Plan

for the

CITY OF GIG HARBOR
2024 Periodic Comprehensive Plan Update

March 2023



BACKGROUND

The City of Gig Harbor is updating its Comprehensive Plan in accordance with Washington's Growth Management Act (GMA). The Comprehensive Plan is the long-range policy document that guides the City's growth and development over the next 20 years. Under the GMA, cities and counties in Washington must periodically review and, if needed, update their comprehensive plans to ensure consistency with state law and other regional planning documents. Gig Harbor's Comprehensive Plan is required to be consistent with GMA, the Puget Sound Regional Council (PSRC) Vision 2050 growth plan, and Pierce County's Countywide Planning Policies. The deadline for completion of this periodic update is currently December 31, 2024.

Public outreach is a key component of this periodic update effort. Among other things, GMA requires early and continuous public participation in the Comprehensive Plan update (RCW 36.70A.140). This Public Participation Plan (PPP) is intended to guide public outreach efforts throughout the process to ensure early and continuous involvement in decision making. Efforts to encourage participation will continue over the course of the Comprehensive Plan update.

This document outlines the public participation opportunities for Gig Harbor's Comprehensive Plan update, including engagement methods, timeline, and implementation strategies. This is a working document and may be updated over time as needed to reflect the needs of the community.

Objectives

The objectives for this Public Participation Plan are:

- ♦ Inform residents of the Comprehensive Plan update, the planning process, and outcomes.
- ♦ Give participants more ownership in the outcome of planning processes through collaborative events that engage in conversation and the exchange of ideas and information, leading to buy-in, a sense of ownership, and higher quality planning documents.
- ♦ Be inclusive of a range of perspectives, engaging citizens in unique ways to reach a broader audience and understand their goals, needs, and desires.
- ♦ Provide access to engagement opportunities, events, and participation for all citizens of Gig Harbor, including disadvantaged groups and individuals and those who have historically been left out of community planning processes.
- ♦ Build support for the Comprehensive Plan and work with the Gig Harbor community, elected officials, and other agencies toward success in implementing its goals, policies, and actions.

Roles and Responsibilities

City of Gig Harbor

The City of Gig Harbor is responsible for the update of the Comprehensive Plan in compliance with the Growth Management Act. This responsibility includes actively inviting public comment and coordinating with state, regional, and county planning policies as outlined in the GMA. The City has hired a consultant, SCJ Alliance, to work alongside City staff in facilitating the Comprehensive Plan update process.

Planning Commission

Gig Harbor's Planning Commission, a volunteer advisory body appointed by the City Council, is required to review amendments to the Comprehensive Plan and provide a recommendation to the City Council for consideration and potential adoption.

City Council

Once the Comprehensive Plan update is complete, the Gig Harbor City Council is responsible for adopting it.

PUBLIC PARTICIPATION

Audiences

There are several audiences – individuals and agencies – that will participate in the Gig Harbor Comprehensive Plan update, and each will engage in the process in different ways:

- ◆ General Public: Gig Harbor residents, property owners, and business owners.
- ◆ Elected and Appointed Officials: City Councilmembers, Mayor, Planning Commissioners, Parks Board Members, Advisory Committees and Boards.
- ◆ Non-City Service Providers: Special districts such as the School District, Fire District, Library District, and others.
- ◆ Non-Governmental Organizations: Greater Gig Harbor Chamber of Commerce, service clubs, Downtown Waterfront Alliance, Futurewise, and others.
- ◆ State, Regional, Tribal, and Other Local Governments: Puget Sound Regional Council, Water Resource Inventory Area (WRIA) 15, Puyallup, Muckleshoot, Nisqually, Suquamish, and Squaxin Tribes, and Pierce County.

Communication Channels

It is important that information be made available so any interested person can review the materials and participate. Throughout the Comprehensive Plan update process, the City will maintain several channels for notifying the public and other participants of relevant meetings and events. Regular opportunities for education and notification include:

- ◆ City website and social media channels
- ◆ Gig-a-Byte e-newsletter and Mayor's podcast
- ◆ Gig Harbor Now (a local weekly newspaper)
- ◆ Daily News-Tribune
- ◆ Gig Harbor Farmers Market (held from June – September)
- ◆ Mailers and other City communications
- ◆ Email

Public meetings held by the Planning Commission and City Council will be noticed according to the standard procedures for those bodies, as well as on the City's website. All outreach efforts and comments received will be documented by the City and available for public review upon request.

PUBLIC PARTICIPATION

Inclusivity and Potential Barriers to Participation

The channels by which we communicate and the events we hold should incorporate an inclusive engagement approach. The table below identifies the engagement options for this plan, including the potential barriers of each as well as how the method achieves inclusivity.

ENGAGEMENT METHOD	POTENTIAL BARRIER(S)	INCLUSIVITY METHOD
 Project Website A central location for status updates, draft documents, meeting schedules and related information, official notices, and feedback/comment portal.	<ul style="list-style-type: none">Getting visitors to the websiteReaching non-English-speaking citizensUploading materials in a timely manner	<ul style="list-style-type: none">Ensure ease of access through virtual outreach on social media and email correspondence directing public to websiteProvide materials in a variety of languages as neededMake materials available in advance for distribution to the public
 Social Media Sharing of public events, surveys, and other opportunities to participate.	<ul style="list-style-type: none">Posting and noticing in a timely mannerCreating postings that appeal to a wide audienceReaching non-English-speaking citizens	<ul style="list-style-type: none">Provide materials in a variety of languages as neededProvide links to surveys and other web-based platforms
 Orientation Interviews, Public Meetings, Civic Events, and Presentations	<ul style="list-style-type: none">Arranging one-on-one interviewsIdentifying appropriate events for communityEngaging non-English-speaking citizensChildcare availabilityHigh level of coordination/communication required	<ul style="list-style-type: none">Work with City departments to identify appropriate events to reach a diverse audienceDesignate 1-2 point people for coordination/communication to ensure clarity and efficiencyProvide materials in a variety of languages as neededIncentivize participation with food and/or childcareHost virtual public meetings with a 1-2 week open timeframe
 Printed Materials Printed materials describing the update process, including: <ul style="list-style-type: none">Gig Harbor NowrNews TribuneMailers	<ul style="list-style-type: none">Reaching non-English-speaking citizensPotential for low participation	<ul style="list-style-type: none">Provide materials in a variety of languages as neededIdentify a variety of outlets with relevant contact information for notification and distribution of materials (newspapers, neighborhoods, churches, and other community-oriented organizations/groups)Include website link and QR code for access
 Community Workshops	<ul style="list-style-type: none">Engaging non-English-speaking citizensChildcare availabilityPotential for low participation	<ul style="list-style-type: none">Provide options for non-English-speaking participants and ensure ADA accessibilityIncentivize participation with food and/or childcareProvide convenient or multiple times
 Planning Commission and City Council Meetings/Hearings	<ul style="list-style-type: none">Engaging non-English-speaking citizensChildcare availabilityPotential for low participationMay be intimidating	<ul style="list-style-type: none">Provide ample time for the public to speak and/or provide written comments and questionsProvide options for non-English-speaking participants and ensure ADA accessibilityIncentivize participation with food and/or childcare

PUBLIC ENGAGEMENT ACTIVITIES

This section delves deeper into each of the engagement methods planned as part of Gig Harbor's Comprehensive Plan update, describing the tool or activity as well as the anticipated timeframe for implementation.

Project Website

Timeframe: Duration of project

The project website will be a central location for all interested parties to access the latest information related to the Comprehensive Plan update. The website will be linked through the City's website and will allow all interested parties to:

- ◆ Review background information concerning the Comprehensive Plan update;
- ◆ Access and review the project status and timeline;
- ◆ Review draft and final documents, Comprehensive Plan deliverables, and community workshop materials;
- ◆ Provide comments and feedback via a comment portal throughout the update process;
- ◆ Attend public open houses virtually, via a link on the project website; and
- ◆ See the Planning Commission and City Council's schedules related specifically to the update process.

Roles and Responsibilities

- ◆ City Staff (lead): Distribution, and translation (as needed) of materials.
- ◆ SCJ Alliance (support): Production of materials as needed, website creation and maintenance.

Social Media

Timeframe: Duration of project

Social media will broadcast public events, surveys, and other engagement activities for the public. To run a successful social media campaign, materials must be published on time and updated regularly. There should also be regularly scheduled postings leading up to events, and each post should include a clickable image that redirects people to the website or event link. Comments posted on social media posts should be compiled and delivered to City Staff and consultants regularly. Social media postings will correspond with the event dates listed under Public Outreach Events, Community Survey, and Planning Commission and City Council meetings listed below.

Roles and Responsibilities

- ◆ City Staff (lead): Publishing and production of materials.
- ◆ SCJ Alliance (support): Assisting the City in the production of social media content (e.g. text, images, and information).

Public Outreach Events

Timeframe: April 2023–July 2024 (exact dates TBD)

The Comprehensive Plan update process will include several city-wide public outreach events to inform citizens of the update process and collect feedback on the plan. The Community Development Department will coordinate with other City departments as necessary to plan the outreach events.

A vision workshop will be held in May 2023 to present the Comprehensive Plan update process to the public and collect public feedback. The remaining outreach events are intended to be community workshops for collecting public feedback, and will be held through the summer and fall of 2023 and the first half of 2024 (dates TBD).

PUBLIC ENGAGEMENT ACTIVITIES

Public engagement will be coordinated with other City events and processes (like the climate action plan) when possible, presenting materials pertaining to the Comprehensive Plan update and related planning efforts. Consultant will refine the public engagement and outreach events once an overall schedule is agreed upon including paring down the engagement effort as necessary.

Roles and Responsibilities

- ◆ City Staff (lead): Coordinate and help lead outreach events; publish materials on the project website and social media page(s); assist with running the events.
- ◆ SCJ Alliance (support): Design and production of materials; attending/leading outreach events.

Community Survey

Timeframe: Fall 2023

At least one online community survey will be developed to explore community preferences and planning alternatives. The survey will be rolled out to coincide with public outreach events.

This survey will collect topical information from the public on various elements of the Comprehensive Plan. The survey may also include visual preferencing and the collection of comments and ideas on planning scenarios.

Roles and Responsibilities:

- ◆ SCJ Alliance (lead): Develop survey questions; digitize in Alchemer, Maptionnaire, or other online survey platform; monitor and analyze results.
- ◆ City Staff (support): Distribute survey via City outlets. Coordinate with City vendor (Flashvote) to create and administer complementary survey.

COMPREHENSIVE PLAN ROLLOUT AND ADOPTION

Planning Commission and City Council Meetings

Timeframe: April 2024–November 2024
(exact dates TBD)

While the Planning Commission and City Council will continue to hold regular meetings throughout the update, there will be several meetings specifically associated with the adoption of Gig Harbor's Comprehensive Plan update. These include:

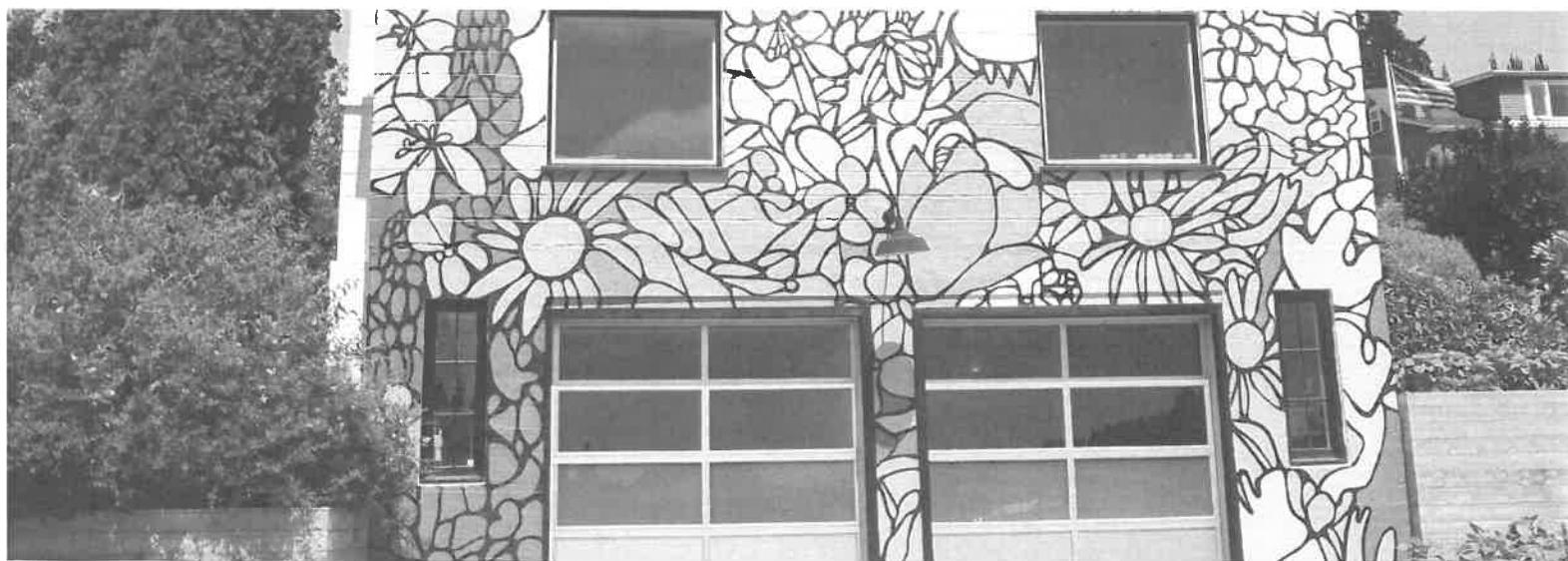
- ◆ Draft Plan Presentation (tentatively April 2024): City staff and consultant (SCJ Alliance) will present the draft Comprehensive Plan to the Planning Commission, with a focus on changes to the Land Use, Transportation and Housing Elements citywide as well as a comprehensive policy framework integrating policy direction for the entire plan.
- ◆ Final Plan Presentation (tentatively August 2024): A combined Planning Commission/City Council workshop will be held to roll out the final draft of Gig Harbor's updated Comprehensive Plan. City staff and consultant (SCJ Alliance) will provide an overview of the planning process, public feedback, and final draft of the plan. Final

feedback will also be collected from the two public bodies and substantive comments will be incorporated into the final draft.

- ◆ Planning Commission recommendation (tentatively September 2024): The City of Gig Harbor Planning Commission is required to review amendments to the Comprehensive Plan and provide a recommendation to the City Council for consideration and potential adoption.
- ◆ Comprehensive Plan Adoption (tentatively November 2024): City Council will hold a hearing to adopt the updated Comprehensive Plan.

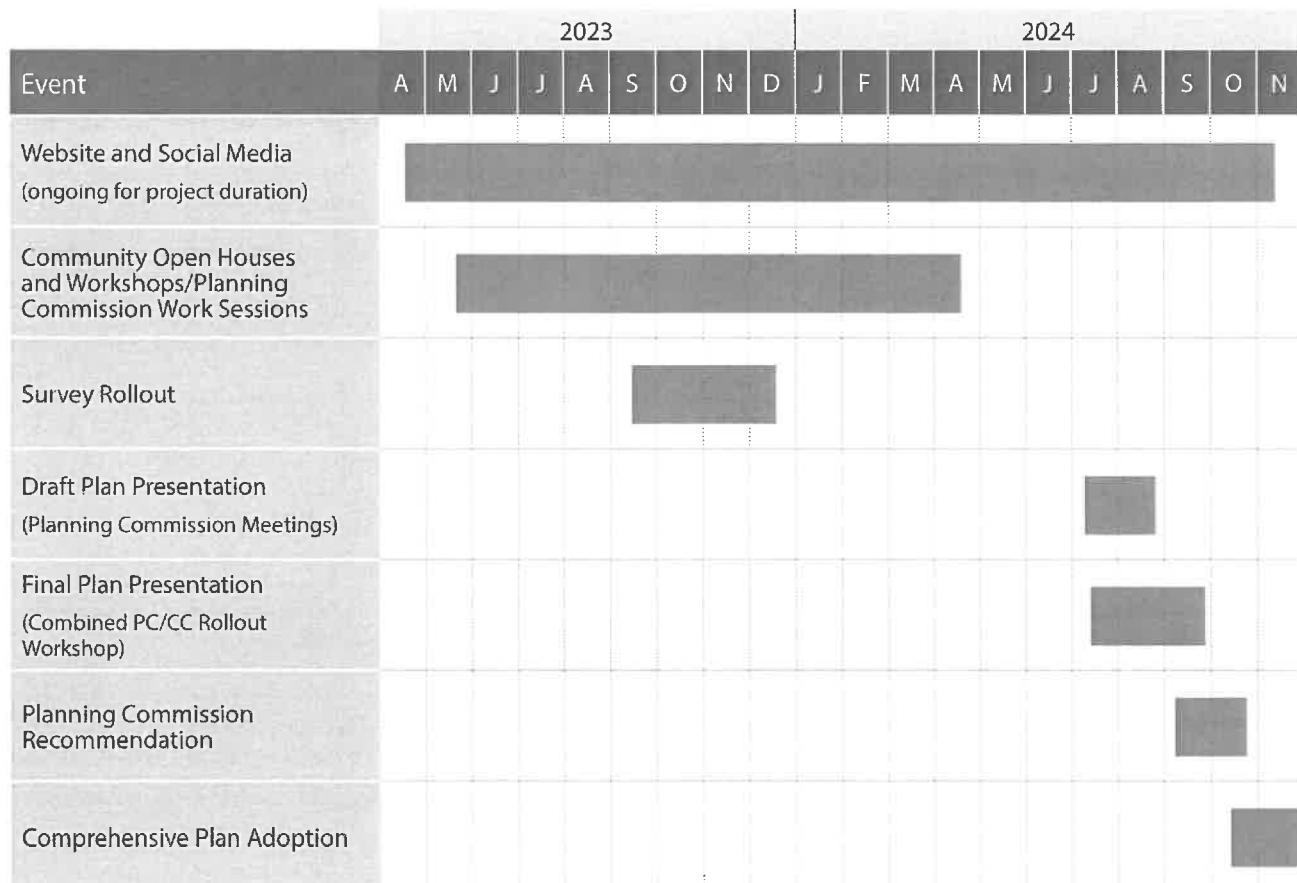
Roles and Responsibilities:

- ◆ City Staff (lead): Coordinate, schedule, and lead workshops and hearings.
- ◆ SCJ Alliance (support): Technical resource as needed; production of materials as needed.



SUMMARY

Public Participation Schedule



Conclusion

The update of Gig Harbor's Comprehensive Plan is a collaborative effort in which the City will engage the public, businesses, governmental agencies, tribes, and other interested groups. As detailed in this Public Participation Plan, the City's website, public postings, community events, public meetings, and workshops will be used to reach out to interested parties and get them involved in the process. Throughout this effort, the City will strive to involve "a broad cross-section of the community" (WAC 365-196-600) so the Comprehensive Plan truly reflects the community's vision and goals.

PURPOSE

The intent of this document is to provide a plan for public participation in the City of Gig Harbor's Comprehensive Plan update process. This outreach plan provides a breakdown of each engagement activity, a schedule for outreach efforts, roles and responsibilities, and key/milestone dates.