

PUBLIC PARTICIPATION PLAN

Lopez Village Urban Growth Area Subarea Plan

Background



Lopezians have been planning to improve their Village for decades. These collaborative community efforts have resulted in many successful community projects and improvements. To see what Lopezians have been saying about the Village in past years, please take a look at the historic planning documents on the Lopez Village Subarea Plan website at: <http://sanjuanco.com/cdp/default.aspx?dept=CDP&listname=LopezVillage>.

In 2009, the community met to look more closely at growth issues in the Village. Over 75 persons attended a December town hall meeting and the majority voted in favor of creating a subarea plan for the Village.

County Council appointed a Lopez Village Planning Review Committee to develop a draft subarea plan, development regulations and design standards for the Lopez Village Urban Growth Area. This plan will be a detailed plan consistent with but more specific than the San Juan County Comprehensive Plan. The project will result in specific policies and goals, development regulations, design standards, land use maps and implementation plans that will guide future development in the Lopez Village Urban Growth Area.

The Lopez Village subarea planning process will build on the results of past public participation efforts and design workshops. These efforts represent the input of many residents, business owners and other community stakeholders. This new subarea planning effort is also intended to ensure that the policies and plans created for Lopez Village will address existing concerns and needs and meet the community's vision for the village.

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Consistent with the San Juan County Comprehensive Plan, the Lopez Village Planning Process will be conducted in a manner that is ethical, responsive, accessible, impartial, and open to county citizens. This plan is intended to supplement the San Juan County public participation requirements for plan and regulation amendments.

Lopez Village faces important choices about how to grow and thrive while considering Growth Management Act compliance. These choices are tied to policy issues and questions of practical management of the County's resources. The level of effort committed to this endeavor

indicates the County's determination to fully involve the public early and regularly to the extent reasonable to complete this effort.

All legal requirements for public participation will be followed. These include but are not limited to:

- RCW 36.70A.035 Public participation – Notice Provisions
- RCW 42.30 Open Public Meetings Act
- Chapter 197-11 WAC State Environmental Policy Act Rules
- SJCC 18.90.020 Legislative procedures
- SJCC 18.90.025 Public participation
- Chapter 2.116 SJCC Volunteer Advisory Committees

1. General

This Public Participation Plan is intended to provide the guidelines for conducting an open and engaging public planning process during the subarea planning process. It provides for:

- The broad and effective dissemination of notice;
- Open meetings;
- Timely transmittal of information to the public;
- Opportunities for early and continuous public participation; and
- Opportunities for public comment on draft work products before recommendations or decisions are made.

2. Guiding Principles: Inform, Consult and Involve

A variety of techniques and resources will be used to inform the general public, stakeholder committees and organizations of the project purpose, scope, schedule, and status. Opportunities for public input will be provided during different stages of product development.

A key component of outreach is distribution of project information. The following guiding principles for public notice and dissemination of information will be implemented:

- Disseminate information through local media, stakeholder organizations and community bulletin boards, a project web page and the library;
- Build on stakeholder groups' existing outreach and communication processes;
- Make public information available in electronically accessible and hard copy formats; and
- Provide the public with reasonable opportunities for consideration of planning information.

Another key component of involvement is providing forums for public exchange of ideas. The following guiding principles for engagement will be implemented:

- Provide a public comment period during each regularly scheduled meeting;
- Engage the public at convenient and accessible locations and times;
- Involve key stakeholder groups;

- Host workshops that actively engage the public in the planning process; and
- Emphasize visual communication techniques where appropriate.

3. Notices

- Notice shall follow the requirements of State statute.
- Meeting agendas shall be provided to the County Council Clerk’s designee Sue Kollet at sueko@sanjuanco.com for posting on the County website. As required, notices shall be sent to the print newspapers of record serving San Juan County and to any other person or media source who filed a written request for notice of special meetings with the County Council.
- The agenda and relevant meeting documents shall also be posted on CD&P’s Lopez Village project website.
- Written agendas shall be prepared and available for distribution at least 24 hours in advance of Committee meetings.
- Special public involvement meetings will be publicized 10-days in advance in the newspaper and on the project website.
- Public hearings and issuance of State Environmental Policy Act determinations will be noticed according to statutory requirements.
- Notifications of public hearings and other project updates shall also be sent to stakeholders that signed up on the County website for project updates on the project ListServe. Interested parties may sign up for email notices of project news, notices and updates at: <http://www.sanjuanco.com/mail/optin.aspx>.
- When appropriate, public notices shall also be distributed via community organization newsletters, press releases to local media, and posting at the Lopez Library and on community bulletin boards.
- Notifications for comprehensive plan amendments and map amendments shall be distributed to property owners as required under SJCC Title 18.

4. News Releases

Press releases will be used to announce important project events and benchmarks, opportunities for public review and comment on draft work products.

5. San Juan County Homepage: <http://www.sanjuanco.com/>

The County’s homepage will:

- Direct users to the Lopez Village Subarea Plan webpage under the “Special Projects” heading.
- Provide meeting notices on the County’s homepage calendar and on the project website calendar.
- Allow interested parties to sign up on the project ListServe to receive emailed notices of project news, announcements and updates. This ListServe may be found by clicking the link titled “Email Lists (to join).”

6. Lopez Village Subarea Plan Homepage:

http://www.sanjuanco.com/cdp/LopezVillage/lv_default.aspx.

CD&P Webpage: <http://www.sanjuanco.com/cdp/cdpdhome.aspx>

A project webpage will be used to make project information widely available. The Lopez Village Subarea Plan webpage may be accessed via the CD&P homepage under the “Long Range Projects” heading or the County homepage under the heading “Special Projects.” It will contain:

- Historic planning documents
- Lopez Village Planning and Review Committee and Planning Commission:
 - ✓ Meeting notices and agendas
 - ✓ Meeting minutes
 - ✓ Proposals, recommendations
 - ✓ Staff reports
- County Council proposals and public discussion drafts
- Other items of project interest

7. Stakeholder/Interested Party Email and Contact Lists

Mailing lists will be built based on past public participation records, requests received via email or at public outreach meetings. Current property role information will be used when necessary for required U.S. mailings.

8. Inform, Consult and Involve Groups and Organizations

The County will consult with individual stakeholder organizations to obtain specific input. This list includes but is not limited to the:

- Century Link
- Common Ground and Terre Verde
- Community Housing Options – Coho
- Condo Association
- Fisherman’s Bay Water Users Association
- Fisherman Bay Sewer District
- Innisfree
- Lopez Center for Community and the Arts
- Lopez Chamber of Commerce
- Lopez Community Land Trust
- Lopez Community Trails Network
- Lopez Fire Department
- Lopez Historical Museum
- Lopez Housing Options - LOHO
- Lopez Island Medical Clinic
- Lopez Island property owners, businesses and residents
- Lopez Island School District

- Lopez Library
- Lopez Village Association
- Lopez Village Corporation
- Lopez Senior Center
- Morgantown
- OPALCO
- Business Owners
- Realtors
- San Juan County Departments: Parks, Public Works, Land Bank, and Health and Community Services
- San Juan County Economic Development Council
- San Juan County Stormwater and Water Resource Committees
- San Juan Transit
- Service Clubs
- The Hamlet
- Westview
- *Others to be Identified (Please inform a LVPRC member or Linda Kuller at LindaK@sanjuanco.com if you recommend the addition of an unlisted stakeholder.)*

9. Lopez Village Planning and Review Committee (LVPRC)

The LVPRC will inform and consult with the general public, stakeholders and interested parties during the development of the draft subarea plan, development regulations and design standards. They will consider the substantial public participation that has been obtained in prior planning efforts and conduct new public workshops as needed to gather additional input on draft work products. At a minimum, opportunities for participation during this planning process are recommended at project initiation and to introduce proposed:

- Plan introductory language, goals and policies;
- Land use designations and maps;
- Development regulations and design standards; and
- Final draft recommendations proposed to go to the Planning Commission.

A list of the Committee's members will be posted on the County website at:

<http://www.sanjuanco.com/council/AdvisoryCommittees.aspx?committee=42> and on the Lopez Village Subarea Plan Project page at <http://www.sanjuanco.com/cdp/lopezvillage/lvprc.aspx>

10. State Environmental Policy Act Review and 60-day Notice to the Washington State Department of Commerce

A public comment opportunity will be made available with the issuance of a SEPA determination on the proposed planning products. The SEPA threshold determination will also be posted in the Department of Ecology's on-line data base. In addition, State agencies will be notified of the County's intent to adopt a new subarea plan and development regulations.

11. Planning Commission

The Planning Commission:

- Will be apprised of the status of the planning process by the LVPRC liaison, the LVPRC chair or staff;
- Will be briefed on the final recommendations of the LVPRC;
- Will engage the public at a public hearing to obtain comment on the LVPRC's subarea plan recommendations; and
- Will consider the public's comments about the LVPRC's recommended proposals and forward their own recommendation to County Council.

12. County Council

Prior to approving the final project scope of work, the County Council will provide opportunities for public comment. Staff will regularly brief the County Council on the project status and public concerns that may arise during the planning process. All legal requirements for public participation during the adoption of the subarea plan, design standards and development regulation amendments will be implemented.

13. Public Hearings and the Public Record

There shall be one Planning Commission public hearing, and at least one County Council public hearing. These hearings shall include opportunities for oral and written testimony. All oral testimony will be recorded. All oral and written testimony will be kept on record in official files. Written comments on specific documents that were received in a timely manner according to a public hearing notice or Council modification of an open comment period shall be retained in the official record.

14. General Comments and Suggestions

General comments and suggestions are welcome throughout this planning process. They may be submitted to Linda Kuller, Community Development and Planning Department via mail, email or telephone at PO Box 947, 135 Rhone Street, Friday Harbor, WA 98250, lindak@sanjuanico.com. For more information, please call Linda at (360) 370-7572.

15. Appeals

Public appeals will be responded to through the process defined in the Unified Development Code of San Juan County (Title 18).