

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercerisland.gov



PLANNING COMMISSION

TO: Planning Commission

FROM: Adam Zack, Senior Planner

DATE: February 11, 2022

SUBJECT: Comprehensive Plan Periodic Review
Draft Scope, Public Participation Plan, and Schedule

ATTACHMENTS:

- A. Draft Comprehensive Plan Update Scope of Work and Master Schedule
- B. Draft Comprehensive Plan Update Public Participation Plan

SUMMARY

The Washington State Growth Management Act (GMA) requires King County and incorporated jurisdictions within King County to update their Comprehensive Plan on or before June 30, 2024. The purpose of this memo is to present a proposed scope of work, master schedule, and public participation plan for completing the periodic update of the Mercer Island Comprehensive Plan. Additional summary information includes:

- The last periodic update of the Mercer Island Comprehensive Plan occurred in 2015 and was adopted in 2016).
- The proposed scope of work and master schedule for this effort is included as Attachment A.
- The proposed public participation plan for this effort is included as Attachment B.
- After the February 16 briefing, staff is seeking feedback from the Planning Commission and the community on potential revisions to the scope of work, the schedule, and/or the public participation plan. Comments and feedback are requested by March 1 and should be submitted via email to Senior Planner Adam Zack at adam.zack@mercerisland.gov. (Note: The Let's Talk Page will be forthcoming).
- The comments will be compiled and presented to the City Council for review and consideration at the March 15, 2022, City Council meeting. Staff will be seeking approval of the project scope at this meeting so that planning work may commence on this two-year project.
- The proposed scope of work anticipates adoption of the periodic update to the Mercer Island Comprehensive Plan by May 2024.

BACKGROUND

The Mercer Island Comprehensive Plan (*Plan*) sets forth a vision and establishes goals, policies, and implementation actions for managing and growing into the future. The vision is a statement of how the *Plan* will guide the City. *Plan* goals describe what objectives the City will pursue to further the vision. The policies and implementation actions established in the *Plan* describe what the City will do to achieve its goals and provide crucial guidance for the City in capital improvements, development regulations, and other supporting programs and services.

The *Plan* considers projected growth during a twenty-year period called a “planning horizon”. Currently, the GMA requires cities and counties to update each respective plan every nine years to extend the planning horizon. The *Plan* is shaped by a combination of state, regional, county, and local contexts.

Statewide Planning Context

The Washington State Legislature adopted the Growth Management Act (GMA) in 1990. The GMA establishes a requirement that counties and cities adopt comprehensive plans to manage growth. The GMA also includes a timeline for counties and cities to periodically review their comprehensive plans ([RCW 36.70A.130](#)). During periodic review, counties and cities must extend the twenty-year planning period in their comprehensive plans. Other GMA requirements establish a statewide framework for counties and cities to plan for managing growth. Some of the key GMA requirements are:

- Consistency with the 14 coequal planning goals established in [RCW 36.70A.020](#) and [36.70A.480\(1\)](#);
- Comprehensive plans must include land use, housing, utilities, capital facilities, transportation, economic development, and parks and recreation elements ([RCW 36.70A.070](#));
- Plans must designate natural resource lands and critical areas, rural lands, and urban growth areas (UGAs);
- Cities and counties must provide sufficient development capacity to accommodate the projected growth ([RCW 36.70A.115](#));
- Comprehensive Plans must include provisions to ensure that public facilities and infrastructure keep pace with the projected growth;
- Comprehensive plans must be internally consistent, avoiding goals and policies that work at cross-purposes; and
- Comprehensive plans must be externally consistent so that growth assumptions and targets are coordinated between neighboring jurisdictions.

Regional Planning Context

The Puget Sound Regional Council (PSRC) is a regional policy body that develops policies and coordinates decisions about regional growth within King, Pierce, Snohomish, and Kitsap Counties. The PSRC allocates growth throughout the region through its multicounty planning policies. The multicounty planning policies regarding growth for the next periodic review are established in a regional plan called [Vision 2050](#). The multicounty planning policies in *Vision 2050* are one of the principal ways PSRC coordinates planning at the regional level.

Countywide Planning Context

King County coordinates planning throughout the County through Countywide Planning Policies (CPPs). The CPPs establish housing and employment growth targets for the cities within King County. The King County Council updated the CPPs on December 14, 2021, with [Ordinance 19384](#). The updated CPPs established the

following growth targets for Mercer Island: 1,239 additional housing units and 1,300 additional jobs by 2044. The 2044 housing growth target did not change from the previous 2035 target. The 2044 employment growth target increased by 140 jobs over the 2035 employment growth target.

In addition to setting growth targets, King County assesses the amount of development capacity for UGAs within its boundaries. The 2044 development capacity for King County UGAs is provided in the [2021 King County Urban Growth Capacity Report](#) (UGC Report), dated June 21, 2021. The UGC Report details how much development is possible in UGAs given current zoning, achieved densities and intensities, existing development, planned development, and environmental constraints. This report is crucial to help King County and its cities understand how much development is possible through the planning period. The CPPs and UGC Report are two important ways King County coordinates assumptions about growth among the cities within its boundaries.

Local Context

The City of Mercer Island adopted its first GMA compliant Comprehensive Plan in 1994 ([Ordinance A-122](#)). The City's Comprehensive Plan has been amended several times since 1994. The last periodic review of the *Plan* was completed in 2015. The existing Comprehensive Plan planning period is 2015 to 2035. The next mandated periodic review of the Mercer Island Comprehensive Plan must be adopted by June 30, 2024 ([RCW 36.70A.130](#)). This periodic review will extend the planning period for the Comprehensive Plan through the year 2044. Because the 2044 housing growth target has not changed and the 2044 employment growth target only increased by 140 jobs since the last periodic review, the *Plan* update is generally expected to require only minor changes to maintain compliance with GMA.

SCOPE OF WORK

Staff has prepared the attached draft scope of work outlining a focused "surgical" update of the *Plan* (Attachment A). The concept is to have a narrow scope, primarily limited to only those updates required by state law. As such, the element-specific tasks for the Land Use, Utilities, Capital Facilities, and Transportation Elements are primarily constrained to only those updates required by the GMA and to account for recent planning actions. There are two aspects of the *Plan* update that will include more extensive goal and policy work beyond the technical updates elsewhere in the *Plan*. In depth goal and policy review will take place during work on drafting a new Economic Development Element and amendments to housing goals and policies to address the findings in the *Housing Needs Assessment*.

Planning Commission Comments

Planning Commissioners may propose adding or subtracting tasks from the element-specific task list (Attachment A, page 9, Table 2). Please keep in mind, additions to the scope of work may increase the duration of the project and push back the target adoption date. Conversely, removing element-specific tasks reduces the scope for that element. The tasks marked as "required" are those necessary to maintain compliance with state and regional planning requirements. Only those tasks marked as local choices should be altered.

MASTER SCHEDULE

Attachment A includes the master schedule for the *Plan* update project. The master schedule begins on page 3 of Attachment A. Establishing a schedule at the outset of the project will help the City stay on track for adoption by the projected date. Throughout the project, staff will use the schedule to check in on progress toward eventual adoption.

This project is expected to take approximately 2 years commencing this spring and concluding with City Council adoption in April 2024 and filing with appropriate agencies in May 2024. Most of 2022 and 2023 will

be spent preparing technical analyses and drafting amendments with the Planning Commission culminating in public workshops in the late summer and fall of 2023. The project will then enter the public hearing phase at the end of 2023. The Planning Commission public hearing and deliberations are planned to take approximately 3 months from September to November 2023. The City Council review process will begin after the Planning Commission makes a recommendation. The Council review will include a public hearing and is expected to take roughly 4 months from January to April 2024.

Planning Commission Comments

The Planning Commission may provide input on the projected duration and expected adoption date. The current project schedule anticipates adoption by May 2024. Adding additional tasks to the scope or expanding public participation beyond what is proposed in the public participation plan will likely push back the expected adoption date. The periodic review is required to be adopted by June 30, 2024. Adjustments to the scope, public participation plan, and master schedule should not extend the target adoption date past the GMA required adoption deadline on June 30, 2024.

PUBLIC PARTICIPATION PLAN

Public participation is a vital aspect of the periodic review process. Public participation improves the planning process by gathering the shared knowledge and experience of the community and fostering public confidence in the proposed *Plan* amendments. The public participation plan (PPP) details the engagement goals, tasks, phases, and schedule for public participation during the *Plan* update. The draft PPP is provided in Attachment B.

The PPP details the following strategies for engaging the public during the periodic review:

- A dedicated public comment email address (comp.plan@mercerisland.gov) for the public to provide written comments throughout the project;
- A dedicated project Let's Talk Page where drafts and written public comments will be posted (<https://letstalk.mercergov.org/comprehensive-plan-periodic-update>);
- An economic development vision survey to identify high-level themes that the Economic Development Element vision, goals, and policies should address;
- An economic development vision community workshop to gather more input on the themes identified in the survey;
- An Economic Development Work Group (EDWG) to engage with stakeholders and subject matter experts while refining drafts of the Economic Development Element. The EDWG will be composed of both City Council and Planning Commission members;
- A Housing Work Group (HWG) to engage stakeholders and subject matter experts while refining drafts of housing goal and policy amendments. The HWG will be composed of both City Council and Planning Commission members;
- An economic development community workshop to receive feedback on the draft Economic Development Element in advance of the Planning Commission public hearing;
- An overall Comprehensive Plan Update community workshop to gather public input on the proposed *Plan* amendments in advance of the Planning Commission public hearing; and,
- Public hearings preceding adoption.

Planning Commission Comments

The Planning Commission may provide feedback on the engagement goals and tasks beginning on page 3 of Attachment B. Proposed changes should indicate whether participation planned for a given topic should be expanded or reduced. Staff would also be interested in feedback on how the commission would like to engage with the broader community during the update process. Commissioners with a longer tenure may be able to share lessons from past long range planning efforts such as the Town Center Code update and the Residential Development Standards update, and the types of public outreach and engagement they felt were the most productive and informative as the Commission developed its recommendations.

NEXT STEPS

- **March 1** – Questions, comments and/or requested revisions from City Council and Planning Commission due.
- **March 1** – City Council considers ratification of the King County CPPs including Mercer Island growth targets.
- **March 15** – City Council considers requested revisions and adopts a resolution approving the scope, master schedule, and public participation plan for completing this periodic update.

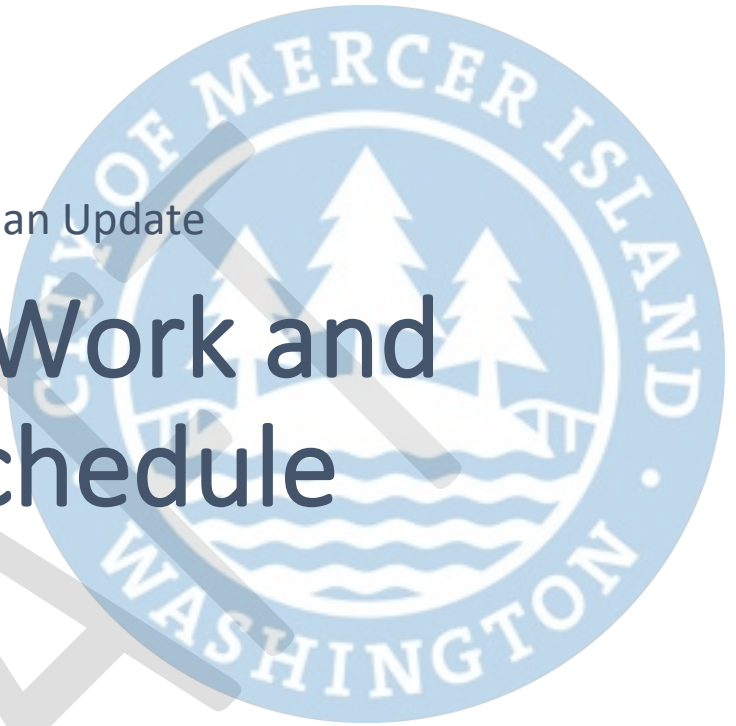
FEEDBACK REQUESTED

Please provide feedback in written comments referencing page and line number(s) on the draft scope of work, master schedule and public participation plan no later than March 1, 2022, via email to adam.zack@mercerisland.gov. Staff will compile all feedback for City Council consideration at its March 15 regular meeting.

2044 Comprehensive Plan Update

Scope of Work and Master Schedule

City of Mercer Island, WA



DRAFT

Contents

Scope of Work..... 1
 Schedule..... 2
 Table 1. Comprehensive Plan Periodic Review Master Schedule. 3
Tasks..... 5
 Element-Specific Subtasks 9
 Table 2. Comprehensive Plan Element-Specific Subtasks..... 9

DRAFT

1 Scope of Work

2 Purpose

3 The Washington State Growth Management Act (GMA) requires King County and incorporated
4 jurisdictions within King County to update their Comprehensive Plan on or before June 30, 2024. This
5 proposed project to update the 2015 Mercer Island Comprehensive Plan (*Plan*) to plan for growth through
6 the year 2044 is intended to satisfy this state requirement.

7
8 At its core, the *Plan* sets forth a vision and establishes goals, policies, and implementation actions for
9 managing and growing into the future. The vision is a statement of how the *Plan* will guide the City. *Plan*
10 goals describe what objectives the City will pursue to further the vision. The policies and implementation
11 actions established in the *Plan* describe what the City will do to achieve its goals and provide crucial
12 guidance for the City in capital improvements, development regulations and other supporting programs
13 and services.

14
15 The *Plan* considers projected growth during a twenty-year period called a “planning horizon”. Currently,
16 the GMA requires cities and counties to update each respective plan every nine years to extend the
17 planning horizon.

18
19 There are five categories of amendments expected during this periodic *Plan* update as follows:

- 20
21 1. Amendments required by the GMA;
- 22
23 2. Amendments required by regional planning documents such as the Puget Sound Regional
24 Council (PSRC) *Vision 2050* and King County Countywide Planning Policies;
- 25
26 3. Amendments required to extend the planning horizon to the year 2044;
- 27
28 4. Amendments to reflect City actions since the last update; and
- 29
30 5. Other amendments as directed by City Council, referred to herein as local choices.

31
32 Within each category, there may be technical and/or policy amendments required. Technical
33 amendments generally provide little to no discretion and focus on necessary data compilation and
34 analysis, often required by state, regional or county agencies. Policy amendments generally are more
35 discretionary as they typically involve local responses to findings highlighted by technical amendments.

36 Strategy

37
38 The primary focus of this periodic *Plan* update is to ensure consistency with technical and/or policy
39 changes by state, regional or county agencies and to incorporate new growth projections to extend the
40 planning horizon to the year 2044. The population growth projection is provided by the Washington State
41 Office of Financial Management (OFM). The expected regional growth in population and employment for
42 the central Puget Sound area is distributed to counties by the Puget Sound Regional Council (PSRC) via the
43 policies established in *Vision 2050*. Forecasted growth is allocated to individual cities within King County
44 via countywide planning policies. Updating growth projections is largely a technical process because the
45 projections have already been set by state, regional, and county efforts.

1 The proposed strategy for this periodic *Plan* update is largely “surgical” in nature with a few key
2 exceptions. That the City is planning a largely surgical update reflects both the quality of the existing *Plan*
3 as well as the results of the countywide new growth projections process from 2021. Generally, the existing
4 *Plan* vision, goals, and policies still align with the results of the new growth projections process, hence the
5 proposed surgical nature of this periodic *Plan* update to ensure consistency with technical and/or policy
6 changes by state, regional or county agencies.

7
8 The two key exceptions to this surgical strategy that will require more extensive technical and policy work
9 are drafting an Economic Development Element and updating the Housing Element to address the findings
10 and recommendations from the *Housing Needs Assessment*.

11
12 The Economic Development Element will include goals and policies to define the City’s role in economic
13 development. This effort will require additional public outreach to ensure that the Economic Development
14 Element aligns with the City’s vision for economic development through the planning horizon. The
15 expanded scope and public participation plan for the Economic Development Element reflect the broader
16 nature of this effort.

17
18 As a prelude to a Housing Element update, the City will prepare a *Housing Needs Assessment*. The *Housing*
19 *Needs Assessment* is a technical document that defines housing need across all income segments based
20 on housing inventory and projected growth. Goal and policy amendments during the *Plan* update may be
21 required to address housing needs. If such amendments are needed to address recommendations in the
22 *Housing Needs Assessment*, a process broader than the surgical update may be required. As such, the
23 scope and public participation plan for the Housing Element update allows additional room for goal and
24 policy work in response to the *Housing Needs Assessment*.

25 26 **Schedule**

27 City Council is scheduled to consider the approval of this project scope, schedule, and public participation
28 plan in March 2022. Once approved, work will immediately commence. Final City Council adoption of
29 the periodic *Plan* update is proposed for April 2024. Filing of the 2044 Mercer Island Comprehensive Plan
30 to state, regional and county agencies will immediately follow the *Plan* update adoption. A proposed
31 Master Schedule is provided in Table 1 followed by a summary of tasks and sub tasks.

32

1 **Table 1. Comprehensive Plan Periodic Review Master Schedule.**

Task #	Task Description	2022												2023												2024					
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
1	Develop a scope of work and public participation plan	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
2	Public Participation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
3	Consultant contracts	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.1*	EDE stakeholder and SME interviews	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.2*	EDE Community Vision Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.3*	EDE Vision Survey	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
4	Housing Needs Assessment and Economic Analysis Planning Commission and City Council Briefings	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.4*	Economic Development Work Group (EDWG) meeting with stakeholders and SMEs	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-3.1*	Housing Work Group (HWG) prepares initial list of housing policy responses	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
5	Land Use Element Planning Commission review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
6	Transportation Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-3.2*	HWG meeting with SMEs to refining draft Housing Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.5*	EDWG meeting with stakeholders to refine the first draft of the EDE	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
7	Housing Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
8	EDE Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-2.8*	EDE Community Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
9	Utilities Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
10	Capital Facilities Element Planning Commission Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PP-4.3*	Overall <i>Plan</i> update Community Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J

ATTACHMENT A

Task #	Task Description	2022												2023												2024					
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
11	Planning Commission <i>Plan</i> update tune up	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
12	SEPA Review	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
13	Planning Commission Overall <i>Plan</i> update public hearing	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
14	Planning Commission Overall <i>Plan</i> Deliberations	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
15	Planning Commission <i>Plan</i> Update Recommendation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
16	City Council receives Planning Commission recommendation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
17	City Council overall <i>Plan</i> update public hearing	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
18	City Council overall <i>Plan</i> update deliberations	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
19	City Council adopts <i>Plan</i> update	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
20	City files adopted <i>Plan</i> update with PSRC, Commerce, and King County	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J

Note: * Tasks labeled "PP" are drawn from the Public Participation Plan. Please see the Public Participation Plan for a description of and numbering for these tasks.

1 Tasks

2 **Task 1 – Develop a Scope of Work and Public Participation Plan** **January – March 2022**

3 City staff will prepare a draft scope of work (SOW) and public participation plan (PPP) for the *Plan* update.
4 The City Council and Planning Commission will provide input on the SOW and PPP before the City Council
5 adopts them by resolution

6 *Deliverable:* A SOW and PPP for the *Plan* update.
7

8 **Task 2 – Public Participation** **Duration of Plan update**

9 Public participation will be integrated throughout the project as established by the PPP developed during
10 Task 1. Public participation strategies will include public comment periods, public meetings, stakeholder
11 and subject matter expert consultations, community workshops, and public hearings. Specific
12 engagement strategies are detailed in the PPP.

13 *Deliverable:* Public participation opportunities throughout the *Plan* update, see PPP for more detail.
14

15 **Task 3 – Consultant Contracts** **March – April 2022**

16 The City will retain qualified professional consultant services for specific projects during the *Plan* update.
17 Task 3 will involve preparing and executing contracts for consultants.

18 *Deliverable:* Consultant contracts for work during the *Plan* update.
19

20 **Task 4 – Housing Needs Assessment and Economic Analysis Planning Commission** **June 2022** 21 **and City Council Briefings**

22 The City will prepare two technical reports that provide data on housing and the Mercer Island economy.
23 First, the City will produce a *Housing Needs Assessment* (HNA). The HNA is a document detailing the
24 expected housing needs in the City throughout the planning period based on the forecasted growth,
25 existing housing stock, and land use assumptions in the *Plan*. The GMA requires the City to plan for
26 accommodating the projected growth through the planning horizon, including housing needs for people
27 across all income levels. The HNA will help the City ensure that the *Plan* accounts for the projected growth
28 in housing. The Planning Commission will be briefed on the HNA before progressing to work on the
29 Housing Element later in the *Plan* update.

30 In addition to the HNA, the City will produce an Economic Analysis of the local economy. The Economic
31 Analysis will provide data that current economic conditions and expected growth during the planning
32 period. The information in this technical report will underpin the later work on the Economic
33 Development Element.

34 *Deliverable:* A final draft of the *Housing Needs Assessment* and *Economic Analysis*.
35

36 **Task 5 – Land Use Element Planning Commission Review** **July – October 2022**

37 New growth projections will be incorporated into the Land Use Element of the *Plan*. Incorporating the
38 new growth projections will be a technical update of the Land Use Element, with minimal changes to goals
39 and policies. No changes to land use designations are expected. Assumptions about growth inform the
other updates of the *Plan* and so the work on the Land Use Element should be completed early in the

1 periodic review. The Planning Commission will review and prepare a public hearing draft of the updated
2 Land Use Element in the early stages of the *Plan* update.

3
4 *Deliverable:* A public hearing draft of the Land Use Element.

5
Task 6 – Transportation Element Planning Commission Review **July – October 2022**

6 The GMA requires that the *Plan* be internally consistent, using the same assumptions about growth
7 throughout all *Plan* elements. Updating the growth projections in the *Plan* will require updates to the
8 Transportation Element. These updates will largely be technical amendments to ensure that expectations
9 about transportation demand are consistent with assumptions about growth elsewhere in the *Plan*. The
10 Planning Commission will review the amendments to the Transportation Element necessary to update the
11 growth projections and maintain internal consistency.

12
13 *Deliverable:* A public hearing draft of the Transportation Element.

14
Task 7 – Housing Element Planning Commission Review **October – December 2022**

15 The findings in the HNA will likely require updates to the goals, policies, and programs established in the
16 Housing Element. The Planning Commission will review the HNA findings and recommend updates to the
17 Housing Element as needed. The updates to the Housing Element are one aspect of the *Plan* update
18 where substantive amendments to goals and policies are expected.

19
20 *Deliverable:* A public hearing draft of the Housing Element.

21
Task 8 – Economic Development Element Planning Commission Review **January – April 2023**

22 An Economic Development Element establishes goals and policies that provide for economic vitality in the
23 City through the planning horizon. The *Plan* does not currently have an Economic Development Element;
24 adopting one during the update is a local choice. Preparing an Economic Development Element is an
25 aspect of the *Plan* update where significant public participation will be required to ensure that the goals
26 and policies of the element reflect the collective vision of a vital economy on the island. The Planning
27 Commission will review the proposed Economic Development Element during the latter half of the *Plan*
28 update project.

29
30 *Deliverable:* a public hearing draft of the Economic Development Element.

31
Task 9 – Utilities Element Planning Commission Review **March – June 2023**

32 The GMA requires a Utilities Element that ensures utility capacity will keep pace with the projected
33 growth. The Utilities Element includes an inventory of facilities that will need to be consistent with the
34 new growth projections. Work on the Utilities Element will include an update of the utilities inventory
35 and assessment of future needs. The Planning Commission will review the amendments to the Utilities
36 Element necessary to update the growth projections and maintain internal consistency.

37
38 *Deliverable:* A public hearing draft of the Utilities Element.

39
Task 10 – Capital Facilities Element Planning Commission Review **March – June 2023**

40 The GMA requires a Capital Facilities Element that ensures capital facility capacity keeps pace with the
41 projected growth. The Capital Facilities Element includes an inventory and level of service (LOS) analysis
42 of facilities to ensure that capital facility LOS keeps pace with projected growth. The Planning Commission

1 will review the amendments to the Capital Facilities Element necessary to update the growth projections
2 and maintain internal consistency.

3
4 *Deliverable:* A public hearing draft of the Capital Facilities Element.
5

Task 11 – Planning Commission *Plan* Update Tune Up

July 2023

6 The Planning Commission will review the overall *Plan* update and consider the feedback received during
7 the community workshop. More information about the community workshop is provided in the PPP. This
8 review will allow the Planning Commission to incorporate public input in advance of their public hearing.
9

10 *Deliverable:* A public hearing draft of the overall *Plan* update.
11

Task 12 – SEPA Review

August – September 2023

12 The City is required to review potential environmental impacts under the State Environmental Policy Act
13 (SEPA). Prior to adopting the *Plan* update, the City must issue a SEPA determination. The SEPA
14 determination will be issued after the Planning Commission has prepared a public hearing draft of
15 amendments to the *Plan* and before the Planning Commission holds a public hearing.
16

17 *Deliverable:* A SEPA determination covering the amendments proposed with the *Plan* update.
18

Task 13 – Planning Commission Public Hearing

September 2023

19 Prior to making a recommendation to the City Council, the Planning Commission will hold a public hearing
20 on the *Plan* update.
21

22 *Deliverable:* Public input regarding the *Plan* update for the Planning Commission.
23

Task 14 – Planning Commission Deliberations

October – November 2023

24 Prior to making a recommendation to the City Council, the Planning Commission will consider the input
25 received during the public hearing on the *Plan* update.
26

27 *Deliverable:* Public input regarding the *Plan* update for the Planning Commission.
28

Task 15 – Planning Commission *Plan* Update Recommendation

November 2023

29 Making a recommendation to the City Council on the *Plan* update is the final action the Planning
30 Commission will take on the periodic review.
31

32 *Deliverable:* the Planning Commission recommendation to the City Council regarding the *Plan* update.
33

Task 16 – City Council Receives Planning Commission Recommendation

January 2024

34 The City Council will be briefed on the Planning Commission recommendation for the overall *Plan* update.
35 This briefing will prepare the City Council to hold a public hearing on the proposed amendments.
36

37 *Deliverable:* A first draft of an ordinance to adopt the *Plan* update.
38

Task 17 – City Council Public Hearing

February 2024

39 Once the Planning Commission makes a recommendation to the City Council, the Council will consider the
40 recommendation during a public hearing. The public hearing can take place over the course of several

1 City Council Meetings. The City Council will adopt the *Plan* update by ordinance following the public
2 hearing.

3

4 *Deliverable:* Public input on the *Plan* update.

5

Task 18 – City Council Deliberations

March – April 2024

6 Prior to adopting the *Plan* update, the City Council will consider the input received during the public
7 hearing on the *Plan* update.

8

9 *Deliverable:* A refined ordinance to adopt the *Plan* update.

10

Task 19 – City Council Adopts the *Plan* Update

April 2024

11 The City Council will adopt the 2044 *Plan* update by ordinance following a public hearing. The target date
12 for adoption is April 2024.

13

14 *Deliverable:* 2044 Comprehensive Plan Update adoption by ordinance.

15

Task 20 – City Files Adopted *Plan* Update With PSRC, Commerce, and King County

May 2024

16 The City Council will adopt the 2044 *Plan* update by ordinance following a public hearing. The target date
17 for adoption is April 2024.

18

19 *Deliverable:* Certification of the 2044 Comprehensive Plan Update.

20

21

Element-Specific Subtasks

There are specific tasks that will be associated with the update of each *Plan* Element. Table 3 shows the element-specific subtasks that make up the *Plan* update. The majority of these subtasks are required by state, regional, and King County planning policies. Some element-specific subtasks are local choices. Some of the local choice subtasks have been added to the scope of work by other actions such as the Annual Docket or recently adopted development code changes. Local choice subtasks are highlighted in green in Table 3.

Table 2. Comprehensive Plan Element-Specific Subtasks.

Land Use Element		
Subtask Number	Task Description	Required or Local Choice
LU-1	Revise Land Use Element Section III to incorporate new growth projections	Required
LU-2	Add policy to Land Use Element Goal 18 to adopt the City Stormwater Management Plan by reference	Required
LU-3	Update capacity discussion in Land Use Element Section III to incorporate forecasted growth in population and employment.	Required
LU-4	Update Figure TC-1 with new map, relocate figure to be under Goal 2. Include policy referencing Figure TC-1	Local Choice
LU-5	Review Town Center policies under Goal 2 to be consistent with the 2021 commercial use requirements update, including ‘no net loss’ of commercial land in Town Center policy.	Local Choice
LU-6	Add policy(s) to Land Use Element Goal 14 regarding preserving existing commercial use square footage in Town Center.	Local Choice
LU-7	Adopt Climate Action Plan by reference in Land Use Element Section V, Goal 28	Local Choice
LU-8	Review and, if necessary, amend climate change policies in response to the Climate Action Plan	Local Choice
LU-9	Revise symbology of Figure 1 Land Use Map to optimize the map for web viewing	Local Choice
LU-10	Review Land Use Goals and Policies for consistency with planning actions taken since the previous update.	Local Choice
Housing Element		
Subtask Number	Task Description	Required or Local Choice
H-1	Develop a Housing Needs Assessment (HNA)	Required
H-2	Update Housing Element Section II to reflect the 2044 growth projections	Required
H-3	Adopt policies under Housing Element Goal 3 articulating the existing affordable housing program(s) in the City.	Required
H-4	Add policy under Housing Element Goal 1 explaining that manufactured housing is not regulated differently than site-built housing	Required
H-5	Review Housing policies for potential changes needed based on the HNA results	Required
H-6	Ensure Housing Element is consistent with SHB 1220	Required

Transportation Element

Subtask Number	Task Description	Required or Local Choice
T-1	Ensure that the 10-year traffic forecast is consistent with growth projections	Required
T-2	Update Transportation Element Section V to ensure future funding capability will be consistent with current conditions and growth projections	Required
T-3	Ensure that the multiyear transportation financing plan is consistent with updated growth projections	Required
T-4	Update the transportation inventory	Required
T-5	Add policy under Transportation Element Goal 12 to adopt the Pedestrian and Bicycle Facilities Plan by reference	Local Choice
T-6	Add policy under Transportation Element Goal 12 that establishes a timeline for reviewing the Pedestrian and Bicycle Facilities Plan	Local Choice
T-7	Amend Town Center intersections list in Transportation Element Section III Table 1	Local Choice
T-8	Adopt the streetscape manual by reference	Local Choice

Utilities Element

Subtask Number	Task Description	Required or Local Choice
U-1	Ensure that utility capacity is consistent with growth projections	Required

Capital Facilities Element

Subtask Number	Task Description	Required or Local Choice
CF-1	Update the Capital Facilities Inventory	Required
CF-2	Ensure that capital facilities inventory, LOS, and projection of future needs are consistent with adopted growth projections	Required
CF-3	Add impact fee policies describing what impact fees pay for	Required

Economic Development Element

Subtask Number	Task Description	Required or Local Choice
EDE-1	Conduct an Economic Analysis	Local Choice
EDE-2	Develop an Economic Development Element	Local Choice
EDE-2	Ensure the Economic Development Element is consistent with projected growth	Required

Parks, Recreation, and Open Space Element

Subtask Number	Task Description	Required or Local Choice
PRO-1	Adopt a Parks, Recreation, and Open Space Element that adopts the Parks, Recreation, and Open Space Plan by reference	Required

2044 Comprehensive Plan Update

Public Participation Plan

City of Mercer Island, WA



DRAFT

Contents

Public Participation Plan	1
Roles.....	1
City Council	1
Planning Commission.....	2
Housing Work Group.....	2
Economic Development Work Group	2
City Staff.....	2
Subject Matter Experts	2
Stakeholders	2
Public Participation Goals and Tasks.....	2
Goal 1 – Inform the Public Throughout the <i>Plan</i> Update	3
Tasks.....	3
Goal 2 – Gather Input on Economic Development Element Goals and Policies.....	3
Tasks.....	3
Goal 3 – Gather Input on updates to the housing goals and policies.....	4
Tasks.....	4
Goal 4 – Gather Public Input on the Overall <i>Plan</i> Update	4
Tasks.....	4
Engagement Phases	5
Phase I: Ongoing Notices	5
Phase II: Identify Policy Responses	5
Phase III: Refine Drafts.....	5
Phase IV: Build Consensus	5
Table 1. Public Participation Phases, Information Flow, and Tasks.....	6
Public Participation Schedule.....	7
Table 2. Public Participation Schedule.....	7

Public Participation Plan

The Growth Management Act (GMA) requires the City to update its Comprehensive Plan (*Plan*) on or before June 30, 2024 (RCW 36.70A.130(5)(a)). This update will extend the *Plan* planning horizon to the year 2044. The 2044 Comprehensive Plan Periodic Review and Update (*Plan* update) will satisfy this requirement. Public participation is a vital aspect of the *Plan* update process. Public participation improves the planning process by gathering the shared knowledge and experience of the community and fostering public confidence in the proposed *Plan* amendments. This document details the goals, tasks, phases, and schedule for public participation during the *Plan* update.

The *Plan* update will primarily be a targeted “surgical” update. The focus of the majority of the work will be technical updates to the growth projections and associated infrastructure needs detailed in the *Plan*. As such, most of the work in the *Plan* update will not require extensive public outreach. There are two aspects of the *Plan* update that will have a broader scope than the technical updates, creating more opportunities for public participation. These two aspects are adopting an Economic Development Element and updating housing goals and policies to respond to the findings in the *Housing Needs Assessment*. These two components of the *Plan* update will require more goal and policy work than the remainder of the project.

The drafting and adoption of an Economic Development Element will include extensive opportunities for the public to provide input. The Economic Development Element goals and policies will define how the City chooses to grow its economy. This will require additional public outreach to ensure that the Economic Development Element aligns with the public’s vision for economic development through the planning horizon. The public participation plan for the Economic Development Element reflects the broader nature of this part of the project.

The City will prepare a *Housing Needs Assessment* as part of updating the growth projections in the *Plan*. The *Housing Needs Assessment* is a technical document that defines housing need based on the projected growth. Policy responses during the *Plan* update may be required to address housing needs. If policy amendments are needed to address the findings in the *Housing Needs Assessment*, those amendments would require a broader public participation. As such, the public participation planned for the Housing Element update allows additional room for community input. Updates to Housing Element goals and policies will give stakeholders several opportunities to provide input during the *Plan* update.

Roles

The *Plan* update will engage various groups. These groups have unique roles in the process, summarized below.

City Council

The Mercer Island City Council are the elected officials endowed with the legislative authority to adopt *Plan* amendments. The City Council also directs Planning Commission and staff work programs. The City Council will review the proposed *Plan* amendments throughout the *Plan* update. Ultimately, the City Council will adopt the *Plan* update after considering the Planning Commission, staff recommendations and public input.

Planning Commission

The Planning Commission is a volunteer advisory committee made up of island residents. The commission was established to review and make recommendations to the City Council on amendments to the *Plan*. They provide the City Council with the lay perspective on planning issues. The Planning Commission review of the *Plan* update will include the majority of the public participation, including a public hearing prior to making their recommendation to the City Council.

Housing Work Group

A Housing Work Group (HWG) will work on drafting updated Housing Element goals and policies. The HWG will be made up of two Planning Commission members and two City Council members. The HWG will meet with stakeholders and subject matter experts during the *Plan* update to get input on housing goal and policy amendments to address housing needs.

Economic Development Work Group

An Economic Development Work Group (EDWG) will work on drafting new goals and policies for the Economic Development Element. The EDWG will be composed of two Planning Commission members and two City Council members. The work group will meet with stakeholders and subject matter experts during the *Plan* update to refine the draft Economic Development Element.

City Staff

City staff provides professional and technical recommendations to the Planning Commission and City Council. Staff will prepare drafts and make recommendations throughout the *Plan* update.

Subject Matter Experts

Subject matter experts (SME) are professionals that work in a *Plan* related field (i.e. affordable housing nonprofit staff, King County Economic Development Council, etc.). SMEs can provide the City with their professional and technical expertise during the *Plan* update.

Stakeholders

Stakeholders are groups and individuals that have an interest in the outcome of the *Plan* update. Stakeholders are diverse and can have numerous and conflicting concerns. The *Plan* update will benefit from engaging these groups and individuals to gather varied perspectives and build consensus on the proposed updates. Engaging stakeholders with diverse viewpoints will help the Planning Commission and City Council understand the plurality of public opinions on goals and policies in the *Plan*. Some of the *Plan* update stakeholders are listed below.

- Local business owners;
- Housing providers;
- Developers;
- Builders and contractors;
- Local and regional policy advocacy organizations; and
- The general public.

Public Participation Goals and Tasks

Public participation is central to planning under GMA. Public participation is one of the statewide planning goals established in RCW 36.70A.020(11), which states:

1 “Citizen participation and coordination. Encourage the involvement of citizens in the
2 planning process and ensure coordination between communities and jurisdictions to
3 reconcile conflicts.”
4

5 In pursuit of this statewide planning goal, this public participation plan details the public participation
6 goals and tasks the City will use throughout the *Plan* update.
7

8 **Goal 1 – Inform the Public Throughout the *Plan* Update**

9 Keeping the public informed throughout the *Plan* update will help ensure stakeholders know what to
10 comment on, when comments will be effective, and how to provide their perspective to decision makers.
11

12 Tasks

- 13
- 14 **1.1** Maintain a project webpage on the City website. The project webpage will list working drafts,
15 project timeline, and public comments.
- 16 **1.2** Publish notice of special public meetings such as community workshops in *The Mercer Island*
17 *Reporter* and on the City website.
- 18 **1.3** Maintain a mailing list of interested parties. Interested parties will be notified of public meetings.
19

20 **Goal 2 – Gather Input on Economic Development Element Goals and Policies**

21 Drafting a new Economic Development Element will require extensive public input on proposed vision,
22 goals, and policies. Stakeholders and subject matter experts (SME) should be engaged throughout the
23 refinement of proposed Economic Development Element goals and policies.
24

25 Tasks

- 26
- 27 **2.1** City staff will conduct SME and key stakeholder interviews to establish a list of priority policy
28 issues to address in the Economic Development Element. Key stakeholders are those with specific
29 interest in economic development in the City. After the interviews, staff will prepare a list of
30 important economic development issues to get more information on during the workshop and
31 survey (Tasks 2.2 and 2.3).
- 32 **2.2** City staff will hold an Economic Development Vision Community Workshop to get public input on
33 a vision for economic development and identify priority policy topics to be addressed in the
34 Economic Development Element.
- 35 **2.3** City staff will conduct a survey to gather public input on the vision for economic development and
36 identify priority policy topics to be addressed in the Economic Development Element.
- 37 **2.4** The Economic Development Work Group (EDWG) will meet with economic development SMEs to
38 refine the preliminary draft of economic development goals and policies to address the priority
39 policy issues identified in tasks 2.1 through 2.3. This meeting will result in a first draft of the
40 Economic Development Element.
- 41 **2.5** The EDWG will meet with a stakeholder panel to get input on and refine the first draft of the
42 Economic Development Element.
- 43 **2.6** The Planning Commission considers the EDWG and stakeholder input during its first touch of the
44 Economic Development Element.

1 **2.7** The Planning Commission considers the EDWG and stakeholder input during its second touch of
2 the Economic Development Element.

3 **2.8** The City will hold a community workshop to get feedback on and refine the third draft of the
4 Economic Development Element.

5 **2.9** The Planning Commission considers the public input from the community workshop during its
6 third touch of the Economic Development Element.

8 **Goal 3 – Gather Input on updates to the housing goals and policies**

9 Housing goals and policies might need to be updated after the City has prepared a *Housing Needs*
10 *Assessment* (HNA). Any necessary changes are expected to be minor refinements of the existing housing
11 policies to account for the findings in the HNA. Input from housing stakeholders and SMEs will be sought
12 to ensure that the goals and policies adequately address the findings in the HNA.

14 Tasks

16 **3.1** Housing Work Group (HWG) prepares an initial list of housing policy responses based on the HNA
17 findings.

18 **3.2** The HWG will meet with SMEs to refine the initial list of policy responses to be incorporated into
19 the first draft of amendments to housing goals and policies.

20 **3.3** Planning Commission first two touches on the draft housing goal and policy amendments.

21 **3.4** Planning Commission third touch on the draft housing goal and policy amendments, resulting in
22 a public hearing draft.

23 **3.5** The Planning Commission will hold a public hearing on the *Plan* update (Task 4.2, below), which
24 will include the amendments to the Housing Element.

26 **Goal 4 – Gather Public Input on the Overall *Plan* Update**

27 Gathering public input on the overall *Plan* update will be vital to ensure the update satisfies the statewide
28 planning goal for public participation. This will increase community support for the update.

30 Tasks

32 **4.1** Create a dedicated Comprehensive Plan update public comment email inbox.

33 **4.2** Planning Commission refines draft amendments and responds to public comments during public
34 meetings.

35 **4.3** Hold a community workshop on the *Plan* update after the Planning Commission has prepared a
36 pre-hearing draft of the overall *Plan* update. The community workshop will precede a Planning
37 Commission public hearing.

38 **4.4** The Planning Commission will hold a public hearing and deliberations before making a
39 recommendation to the City Council on the *Plan* update.

40 **4.5** The City Council will hold a public hearing and deliberations before adopting the *Plan* update by
41 ordinance.

Engagement Phases

Public participation for the *Plan* update will be divided into four distinct phases. Each phase will be composed of outreach tasks to achieve the public participation goals outlined above. The four phases are:

Phase I – Ongoing Notices

Phase II – Identify Policy Responses

Phase III – Refine Drafts

Phase IV – Build Consensus

Phase I: Ongoing Notices

The purpose of Phase I is to ensure that the public stays up to date on the *Plan* update project throughout its duration. By providing public notice throughout the *Plan* update, the City will keep the public informed of the status of the project and how to provide comments. Phase I will take place through the duration of the *Plan* update. The tasks undertaken during Phase I are related to public participation goals 1 and 4.

Phase II: Identify Policy Responses

The purpose of Phase II is to engage the general public, stakeholders, and SMEs to set the agenda for making goal and policy updates. The focus of this phase will be amendments to the Housing Element and drafting the new Economic Development Element. Phase II will take place early in the drafting process for these two elements. The input gathered in this phase will highlight priority goal and policy amendments needed to address the housing and economic development issues the community is concerned about. The tasks undertaken during Phase II are related to public participation goals 2 and 3.

Phase III: Refine Drafts

The purpose of Phase III is to gather input on the draft *Plan* Elements in advance of public hearings. Phase III will center on engaging the broader public and gathering input on proposed goal and policy updates. Refining drafts will take place through the middle of the *Plan* update process, in advance of the Planning Commission and City Council public hearings. The tasks undertaken during Phase III are related to public participation goals 2, 3, and 4.

Phase IV: Build Consensus

The purpose of Phase IV is to build public buy in on the drafts refined during Phase III by engaging the public in the fine-tuning of the *Plan* update in advance of its adoption. Phase IV will take place during the last stages of the *Plan* update. The tasks undertaken during Phase IV are related to public participation goals 2, 3, and 4.

Table 1 lists the four public participation phases, information flow, and public participation tasks undertaken during each phase.

1 **Table 1. Public Participation Phases, Information Flow, and Tasks.**

Phase	Information Flow	Public Participation Tasks
Phase I Ongoing Notices	City ↓ Public	1.1 Maintain a project webpage on the City website. The project webpage will list working drafts, project timeline, and public comments.
		1.2 Publish notice of special public meetings in The Mercer Island Reporter and on the City website.
		1.3 Maintain a mailing list interested parties. Interested parties will be notified of public meetings.
		4.1 Create a dedicated Comprehensive Plan update public comment email inbox.
Phase II Identify Policy Responses	General Public, Stakeholders and SMEs ↓ City	2.1 Economic development SME and key stakeholder interviews to identify policy priorities.
		2.2 Economic Development Vision Community Workshop.
		2.3 Economic Development Vision Survey.
		2.4 EDWG meeting with stakeholders and SMEs.
		3.1 HWG prepares initial list of housing policy responses.
		3.2 HWG meeting with SMEs to refine a draft of housing goal and policy amendments.
Phase III Refine Drafts	General Public, Stakeholders, and SMEs ↓ City	2.5 EDWG meeting with stakeholders to refine the draft Economic Development Element.
		2.6 Planning Commission first touch on the draft Economic Development Element
		2.7 Planning Commission second touch on the draft Economic Development Element
		2.8 Economic Development Element community workshop
		2.9 Planning Commission third touch on the draft Economic Development Element
		3.3 Planning Commission first and second touch on draft housing goal and policy amendments.
		3.4 Planning Commission third touch on draft housing goal and policy amendments.
		4.2 Planning Commission refines draft <i>Plan</i> amendments and responds to public comments.
		4.3 Hold a community workshop on the <i>Plan</i> update.
Phase IV Build Consensus	General Public ↻ City	3.5 Planning Commission public hearing on the <i>Plan</i> update (Task 4.4, below), which will include the amendments to the Housing Element.
		4.4 Planning Commission will hold a public hearing before making a recommendation to the City Council on the <i>Plan</i> update.
		4.5 City Council public hearing before adopting the <i>Plan</i> update.

2
3

Public Participation Schedule

Table 2. Public Participation Schedule.

Phase	Public Participation Task	2022												2023												2024						
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
I	1.1 Project website	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	1.2 Publish notices	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	1.3 Maintain mailing list	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	4.1 Dedicated public comment email	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
II	2.1 Staff interviews Economic Development SMEs and stakeholders	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.2 Economic Development Vision Community Workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.3 Economic Development Vision Survey	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.4 EDWG meeting with stakeholders and SMEs	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.1 HWG prepares initial list of housing policy responses	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.2 HWG meeting with SMEs to refine a draft of housing goal and policy amendments	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
III	2.5 EDWG meeting with stakeholders to refine the draft Economic Development Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.3 Planning Commission first and second touch on draft housing goal and policy amendments	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	3.4 Planning Commission third touch on draft housing goal and policy amendments	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.6 Planning Commission first touch on the draft Economic Development Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.7 Planning Commission second touch on the draft Economic Development Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.8 Economic Development Element community workshop	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	2.9 Planning Commission third touch on the draft Economic Development Element	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	4.2 Planning Commission refines draft amendments and responds to public comments	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
4.3 Hold a community workshop on the <i>Plan</i> update	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	
IV	3.5 & 4.4 Planning Commission <i>Plan</i> update public hearing, deliberations, and recommendation	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
	4.5 City Council <i>Plan</i> update public hearings, deliberations, and adoption	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J