

# City of Burlington Comprehensive Plan Update Public Participation Plan and Final Adoption Schedule

---

## 1. Public Participation

### 1.1 Purpose

The purpose of this plan is to provide formal notice of opportunities to participate in the City of Burlington's comprehensive plan update. Washington State law requires local governments to periodically review, and if necessary, update their comprehensive plans. State law also requires that local governments provide opportunities for the public to participate in this process. This document outlines a schedule for the completion of the comprehensive plan update and describes how the City will ensure early and continuous public participation as required by RCW 36.70A.

### 1.2 Goals

1. Ensure broad public participation by providing opportunities for individual citizens, business owners, public agencies, and other interested parties to participate in the comprehensive plan update.
2. Maintain effective communication with adjacent municipalities, Skagit County, and the Skagit Council of Governments through direct communication.
3. Provide access to information at City facilities such as the Burlington Library.
4. Accommodate budgetary and timeline constraints by ensuring that public participation resources are focused on those elements of the update process likely to be of the greatest interest to the public.
5. Use a variety of communication technologies to efficiently distribute information and post notices.
6. Notify the public of all meetings, hearings, workshops, and legislative actions.

### **1.3 Program Structure**

In order to efficiently utilize the City's existing resources, this plan identifies both *essential* public participation strategies that *will* be employed at designated stages in the planning process, as well as *optional* public participation strategies which *may* be employed if time and resources are available. The estimated completion dates associated with each task are target dates. In some cases, the final action may occur before or after the target date due to the need for additional intergovernmental collaboration, changes to the project scope necessary to address public input, or other unforeseen circumstances.

### **1.4 Methods**

The public participation methods that will be employed by the City of Burlington may include, but are not limited to, the following techniques and strategies.

1. Public Meetings – Public meetings are informal public gatherings to solicit feedback on the City's planning efforts. Public meetings may involve presentations by city staff, question and answer sessions, and interactive activities. Meetings may take place before the City Council or Planning Commission.
2. Public Hearings – Public Hearings are a formal public process conducted and held before the City Council or the Planning Commission and precede legislative actions.
3. Community Development Department Website – The Planning Department will periodically update its website. Relevant documents and schedules will be posted on the website along with announcements and notices concerning upcoming meetings, hearings, and public involvement opportunities.
4. Interdepartmental Coordination – The Planning Department will regularly schedule meetings with representatives from other departments involved in the comprehensive plan update to ensure coordination.
5. E-mail List – Planning and Community Development may maintain a list of individuals or groups who have expressed an interest in the Comprehensive Plan update process. The e-mail list will be used to disseminate announcements and notices.
6. Issue Papers and Briefing Memos – Issue papers and briefing memos will provide focused guidance to decision makers and document the evolution of the update process. Issue papers and briefing memos will generally be posted on the department's website as they are prepared.

7. News Releases – At key steps the City may prepare press releases and distribute these to local papers.
8. Intergovernmental Coordination – Issues requiring a high level of intergovernmental coordination or decision making may be forwarded to the Skagit Council of Governments (SCOG) for discussion and Planning Department staff will continue participating in regularly scheduled SCOG meetings. The City will also forward documents to State agencies as required by the Growth Management Act and comply with all applicable Countywide Planning Policies and inter-local agreements.
9. Public Notice –Notice of public hearings and meetings should be posted in public facilities and advertised in the Skagit Herald.
10. Interest Group Outreach & Communication – Provide updates to, and actively seek to involve, interest groups representing business and community concerns.

### **1.5 Essential Public Participation Strategies**

Essential public participation strategies have been outlined below in section 2.1. In addition to these strategies, the City will ensure that any other meeting, hearing, notification, or procedure required by State law or Burlington Municipal Code is adequately addressed.

### **1.6 Availability of Documents**

The City will make every effort to post all relevant documents on the Community Development Department website. Key documents will be available for review at the Community Development office and may be made available at the Burlington library prior to final adoption.

## **2. Preliminary Schedule**

The following schedule is intended to outline the final adoption process for the Burlington Comprehensive Plan updated.

1. November 16, 2022 – Planning Commission meeting to consider the updated comprehensive plan. This will be the first of three meetings held by the Planning Commission prior to final adoption. No final action will be taken at this meeting.
  - *Essential Public Participation:* Public notice, Planning Commission hearing, and documents posted to Community Development website.
2. November 30, 2022 – 60 day public comment period begins

- *Essential Public Participation:* State Environmental Policy Act (SEPA) threshold determination and public notice issued, transmit notice of intent to adopt to the Washington State Department of Commerce.
3. December 21, 2022 – Planning Commission meeting to consider final adoption of code amendments and updated comprehensive plan and zoning maps. This will be the second meeting held by the Planning Commission prior to final adoption. No final action will be taken at this meeting.
    - *Essential Public Participation:* Public notice, Planning Commission hearing, and documents posted to Community Development website.
  4. January 12, 2023 – City Council meeting to consider the updated comprehensive plan. This will be the first of three meetings held by the City Council meetings prior to final adoption. No final action will be taken at this meeting. No final action will be taken at this meeting.
    - *Essential Public Participation:* Public notice, City Council meeting, documents posted to Community Development website, key documents available for review at Community Development office and Burlington Public Library.
  5. January 18, 2023 – Planning Commission meeting and recommendation on the final adoption of the updated comprehensive plan and proposed code amendments. The Planning Commission may take final action on the overall update at this meeting. This may be the last Planning Commission meeting prior to final adoption.
    - *Essential Public Participation:* Public notice, Planning Commission hearing, documents posted to Community Development website, key documents available for review at Community Development office and Burlington Public Library.
  6. January 26, 2023 – City Council meeting to consider the updated comprehensive plan. This will be the second meeting held by the City Council prior to final adoption. No final action will be taken at this meeting. No final action will be taken at this meeting.
    - *Essential Public Participation:* Public notice, City Council meeting, documents posted to Community Development website, key documents available for review at Community Development office and Burlington Public Library.

7. January 30, 2023 – 60 Day public comment period ends
8. February 9, 2023 – City Council meeting on final adoption of comprehensive plan update and code amendments. The City Council may take final action on the overall update at this meeting.
  - *Essential Public Participation:* Public notice, City Council hearing, documents posted to Community Development website, key documents available for review at Community Development office and Burlington Public Library.
9. February 23, 2023 – Possible second City Council meeting on final adoption of comprehensive plan and code amendments. This date will only be used if the City Council determines an additional public meeting is warranted.