



**Steering Committee -  
Winslow Subarea Plan Update &  
Comprehensive Plan Periodic Review  
Thursday, June 8, 2023  
3:30 – 5:00 PM  
City Council Conference Room, 280 Madison Ave N  
Bainbridge Island, WA 98110**

---

---

This meeting will be held in person in the City Hall Council Conference Room / 280 Madison Ave N, Bainbridge Island. The public is welcome to observe this meeting via the Zoom platform.

Please click the link below to observe the meeting:

<https://bainbridgewa.zoom.us/j/81477614084>

Or One tap mobile : +12532050468,,81477614084# US, +12532158782,,81477614084# US (Tacoma). Or Telephone: Dial (for higher quality, dial a number based on your current location): +1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 360 209 5623 US.

Webinar ID: 814 7761 4084

International numbers available: <https://bainbridgewa.zoom.us/j/81477614084>

## **AGENDA**

Welcome	Blair King, <i>City Manager</i>
Introductions	Patricia Davis, <i>Demarche Consultant Group</i> <i>Steering Committee Facilitator</i>  Steering Committee Members
Overview of Steering Committee Meeting Ground Rules	Patricia Davis, <i>Facilitator</i>
Status of Projects for Steering Committee Oversight	Patty Charnas, <i>Planning Director</i>
Proposed First Action Items for Review and Discussion:	
Winslow Subarea Plan Summer Community Outreach Events	
Comprehensive Plan Work Plan and Community Engagement Plan (attached)	

**For special accommodations, please contact Planning & Community  
Development 206-780-3750 or at [pcd@bainbridgewa.gov](mailto:pcd@bainbridgewa.gov)**

# 2024 Comprehensive Plan Periodic Update: Work Plan

for the  
CITY OF BAINBRIDGE ISLAND

## BACKGROUND

The City's Comprehensive Plan guides the growth and establishes the long-range vision for the Island, identifying important characteristics that the community desires to retain, promote, or foster. The Comprehensive Plan incorporates goals and policies that guide the community toward that vision.

Under the WA Growth Management Act, the City's Comprehensive Plan must undergo a periodic update by the end of 2024. The City's last periodic update adopted the 2016 Comprehensive Plan with a 20-year planning period of 2016-2036. The 2024 periodic update will adopt a comprehensive plan with a 20-year planning period of 2024-2044.

The periodic update must plan to accommodate a portion of the overall growth (population, employment, and housing) that is forecast for the Central Puget Sound region (i.e. Kitsap, Pierce, King, and Snohomish Counties). Growth allocations are determined through a regional process. Within the context this regional process, the City of Bainbridge Island has adopted the following preliminary 2044 growth targets which will be used as the basis for the periodic update. Housing targets are currently in the process of being adopted.

	Population (People)	Employment (Jobs)
2020 (actual)	24,825	8,073
2020-2044 Growth Target	+ 4,524	+ 1,927
2044 (anticipated)	29,349	10,000

How growth will be accommodated in the greater Winslow area is being planned through a separate City-led project called the Winslow Subarea Plan update. This project complements the Winslow Subarea Plan update and will determine how growth will be accommodated outside the Winslow subarea.

## Scoping

The Comprehensive Plan periodic update process will begin with scoping, during which interested parties will be engaged and inform the design of several alternative approaches for how growth could be accommodated outside of the Winslow subarea. The scoping process will also include documenting policy and code changes required to ensure consistency with changes in state law, regional plans, and recently adopted local plans.

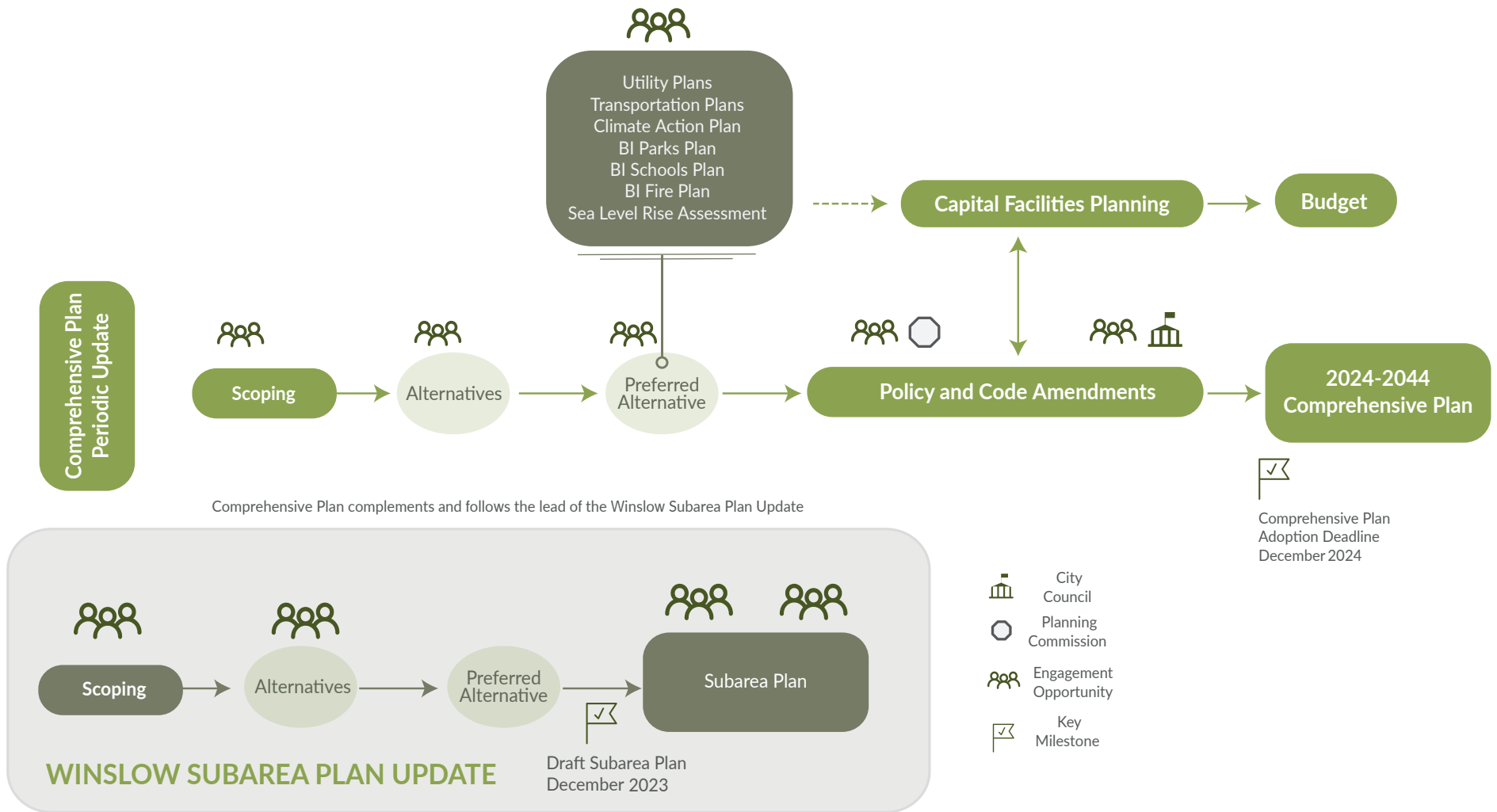
Any discretionary policy or code changes must be identified during the scoping process in order for them to be considered during this update process.

**Note:** Applications for Comprehensive Plan and Municipal Code amendments will not be accepted during the periodic update. They will next be accepted in 2025 per Bainbridge Island Municipal Code (BIMC) 2.16.190(F).

**Note:** The required review and, if necessary, update of the City's critical area regulations (BIMC 16.20) is schedule to occur in 2025.

# Relationship between the Comprehensive Plan Periodic Update and Winslow Subarea Plan Update

The Comprehensive Plan periodic update and Winslow Subarea Plan update (a separate city-led project currently underway) complement each other like two sides of a coin. Both plans must accommodate future growth and update city policies and accompanying regulations, but the Winslow Subarea Plan update will lead the way by planning for the Winslow area first. The Comprehensive Plan periodic update will complete complementary planning for the areas outside of Winslow as well as island-wide issues.



**Note:** See Engagement Plan for further description of Roles and Responsibilities, Communication Channels, and Public Outreach Events.

## Alternatives

Different alternatives for how growth in population, housing, and employment could be accommodated outside of the Winslow subarea will be analyzed. All alternatives will complement the alternatives previously developed for the Winslow Subarea Plan update. Feedback from engagement with interested parties will help identify a preferred alternative, which could be a combination of elements from the different alternatives.

## Preferred Alternative

The preferred alternative will be the basis for drafting policy and code amendments as well as capital facilities planning. The preferred alternative will complement the preferred alternative previously developed for the Winslow Subarea Plan update.



## Policy and Code Amendments

Policy amendments to the Comprehensive Plan and code amendments to the Bainbridge Island Municipal Code (BIMC) will be prepared to implement the preferred alternative, comply with statutory and regional requirements as well as integrate recent/current City planning efforts, including:

- Winslow Subarea Plan update (scheduled for completion in early 2024)
- Housing Action Plan (scheduled for completion summer 2023)
- Sustainable Transportation Plan
- Climate Action Plan
- Utility System Plans
- Special Purpose District Comprehensive Plans and Capital Facility Plans
- Sea Level Rise Vulnerability and Risk Assessment

Draft amendments will be reviewed by the Planning Commission. The Planning Commission will consider feedback from interested parties and approve recommendations to the City Council. The City Council will consider the Planning Commission recommendations as well as additional feedback from interested parties before adopting the final amendments.

An implementation table will also be produced, linking capital investments and related action items identified through the update process with applicable plan policies.

## Capital Facilities Planning

Capital facilities planning (includes work on the Capital Facilities, Utilities, and Transportation Elements) supports the Comprehensive Plan by ensuring existing and/or planning public facilities and services (i.e. roads, utilities, schools, parks, public safety, etc.) will have the capacity to serve the 2044 growth targets at the adopted level-of-service standards consistent with the preferred alternative. The financial capacity to provide the required facilities/services must also be demonstrated. Because many public facilities/services are not provided directly by the City of Bainbridge Island, close coordination is required with other local agencies and utility providers, which must each complete their own version of a capital facilities planning process.

## State Environmental Policy Act (SEPA)

The update to the Comprehensive Plan must be evaluated under SEPA which is integrated into the overall update process. The SEPA process begins with a determination by the SEPA official, who is the City's Planning Director, regarding whether the update will result in "probable significant impacts". If a determination of significance (DS) is made, then either an environmental impact statement (EIS) will be prepared, or an addendum will be prepared to the EIS from the Winslow Subarea Plan update. If a determination of non-significance (DNS) is made, then it will be accompanied by an Environmental Checklist.

# 2024 Comprehensive Plan Periodic Update: Engagement Plan

for the  
CITY OF BAINBRIDGE ISLAND

## BACKGROUND

The City of Bainbridge Island is conducting a periodic update of 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. The City must periodically review and, if needed, update the Comprehensive Plan every 10-years to ensure consistency with GMA, the Puget Sound Regional Council (PSRC) Vision 2050 growth plan, and Kitsap County's Countywide Planning Policies. The deadline for completion of this periodic update is December 31, 2024.

Public, tribal, and agency outreach is a key component of this periodic update effort. Among other things, GMA requires early and continuous public participation in the Comprehensive Plan periodic update. This engagement plan is intended to guide efforts throughout the process to ensure early and continuous involvement. This is a working document and may be updated over time.

## Engagement Plan Objectives

- Keep the public, tribe, and agencies informed about the process.
- Receive substantive input through timely and efficient engagement opportunities.
- Ensure inclusive participation and broad engagement.

## Roles and Responsibilities

### City Council

The Bainbridge Island City Council is responsible for the timely completion of the Comprehensive Plan periodic update by adopting and supporting the implementation of this engagement plan and the associated work plan. Once the Comprehensive Plan periodic update is complete, the Bainbridge Island City Council is responsible for adopting it.

### Steering Committee

A Steering Committee, comprised of City Council members and Planning Commission members, was established to provide oversight on both the Winslow Subarea Plan update and the Comprehensive Plan periodic review, particularly with regard to public engagement and providing early input on documents and schedules.

### Planning Commission

Bainbridge Island'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.

### Other City Advisory Groups

The City of Bainbridge Island has several other advisory groups that may be consulted regarding specific aspects of the Comprehensive Plan periodic update. These groups include:

- Climate Change Advisory Committee
- Utility Advisory Committee
- Environmental Technical Advisory Committee
- Race Equity Advisory Committee



## Non-City Service Providers

Other agencies and utilities provide public facilities and services that fall under the scope of the Comprehensive Plan and therefore need to coordinate their planning and capital improvements consistent with the Comprehensive Plan periodic update, including:

- Bainbridge Island Metropolitan Parks and Recreation District
- Bainbridge Island School District
- Bainbridge Island Fire Department
- Kitsap Public Utility District
- Kitsap Transit
- Kitsap Regional Library
- Washington State Department of Transportation/Washington State Ferries
- Puget Sound Energy
- Telecommunications providers

## Tribal Engagement

The City is committed to working with the Suquamish Tribe throughout the Comprehensive Plan periodic update. This includes government-to-government collaboration on planning activities consistent with RCW 36.70A.040(8)(a). The City will provide advance notice and invite the Tribe to participate early and often during the process.

## Regional Agencies

Puget Sound Regional Council (PSRC) and Kitsap Regional Coordinating Council (KRCC) manage regional transportation and growth management planning. PSRC will review, comment, and ultimately certify the Comprehensive Plan periodic update for consistency with the regional plan.

## State Agencies

The Washington State Department of Commerce oversees the implementation of the Growth Management Act (GMA). The Department provides financial and technical resources to support periodic updates and maintains a registry of cities and counties that are in compliance with the GMA and therefore eligible for certain state funding programs. The Department will review and comment on the Comprehensive Plan periodic update.

## Communication Channels

It is important that information be made available so any interested party can review the materials and participate. Throughout the Comprehensive Plan periodic update process, the City will maintain several channels of communication including:

- City's Comprehensive Plan periodic update website
- City project listserv for Email
- City social media channels
- City Manager's Weekly Email
- Bainbridge Island Review (the local weekly newspaper)
- Mailers and other City communications

Public meetings held by the Steering Committee, Planning Commission, City Council and any City Advisory Group will be noticed according to the standard procedures for those bodies, as well as on the City's website.

## Project Website

The project website will be a central location for all interested parties to access the latest information related to the Comprehensive

Plan periodic update. The website allows all interested parties to:

- Review background information;
- Review the project status and timeline;
- Review documents, and community workshop materials;
- Provide comments and feedback via a comment portal during open comment periods; and
- See the Planning Commission and City Council's schedules related specifically to the update process.

## Public Outreach Events

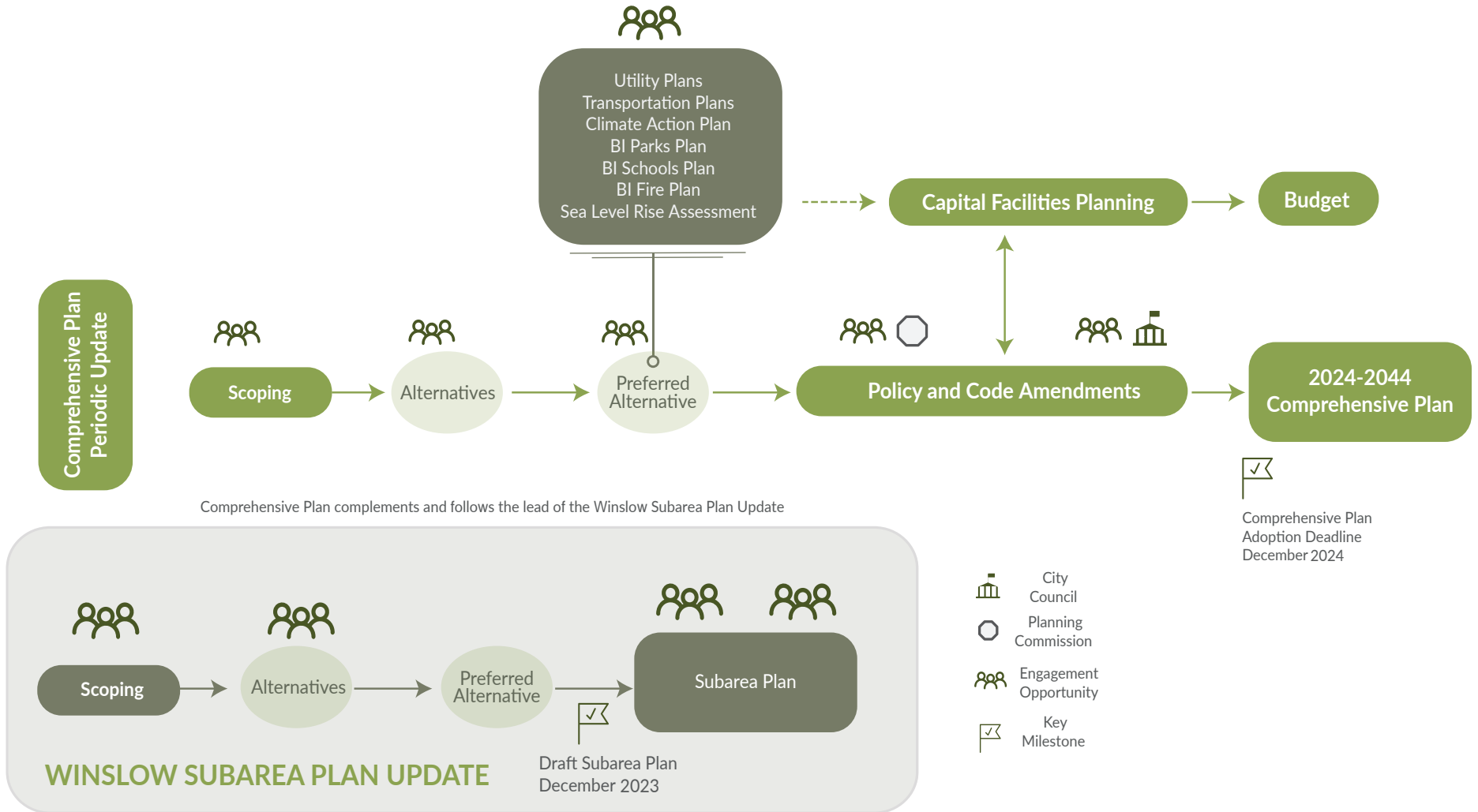
The Comprehensive Plan periodic update process will include several outreach events that will be designed in coordination with the Steering Committee. These are currently anticipated to include:

- A scoping workshop (tentatively July 2023) to present the Comprehensive Plan update process to the public and collect public feedback to inform the creation of several alternatives.
- Additional outreach events will be held in the fall of 2023 to collect public feedback on the alternatives to inform the creation of a preferred alternative and the first half of 2024 to collect public feedback on draft amendments.

Public engagement will be coordinated with other City events and processes (like the Winslow Subarea Plan update) when possible, presenting materials pertaining to the Comprehensive Plan periodic update and related planning efforts.

# Relationship between the Comprehensive Plan Periodic Update and Winslow Subarea Plan Update

The Comprehensive Plan periodic update and Winslow Subarea Plan update (a separate city-led project currently underway) complement each other like two sides of a coin. Both plans must accommodate future growth and update city policies and accompanying regulations, but the Winslow Subarea Plan update will lead the way by planning for the Winslow area first. The Comprehensive Plan periodic update will complete complementary planning for the areas outside of Winslow as well as island-wide issues. Engagement activities between the two projects may be coordinated or independent, as determined by project needs, opportunities, and guidance from the Steering Committee.



**Note:** See Work Plan for further description of Scoping, Alternatives, Preferred Alternative, and Policy and Code Amendments.




## Planning Commission and City Council Meetings

The Planning Commission and City Council will work on the Comprehensive Plan periodic update during numerous meetings throughout 2023 and 2024, there will be several meetings of particular interest to interested parties. These include:

- **Draft Plan Presentation (tentatively February 2024):** The draft Comprehensive Plan amendments will be presented to the Planning Commission.
- **Public Hearing before the Planning Commission (tentatively February 2024):** A public hearing is an opportunity to provide verbal testimony directly to the Planning Commission. This will occur during a 30-day comment period during which written comments can also be submitted to the Planning Commission.
- **Planning Commission recommendation (tentatively July 2024):** The Planning Commission recommendations will be presented to the City Council.
- **Public Hearing before the City Council (tentatively July 2024):** A public hearing is an opportunity to provide verbal testimony directly to the City Council. This will occur during a 30-day comment period during which written comments can also be submitted to the City Council.

## 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 potential barriers and methods that can be used to achieve inclusivity.

ENGAGEMENT METHOD	POTENTIAL BARRIER(S)	INCLUSIVITY METHOD
 <p><b>Digital</b></p>	<ul style="list-style-type: none"> <li>• Getting visitors to the website</li> <li>• Uploading materials in a timely manner</li> <li>• Posting and noticing in a timely manner</li> <li>• Creating postings that appeal to a wide audience</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure ease of access through virtual outreach on social media and email correspondence directing public to website</li> <li>• Make materials available in advance for distribution to the public</li> <li>• Provide links to surveys and other web-based platforms</li> </ul>
 <p><b>In-person</b></p>	<ul style="list-style-type: none"> <li>• Identifying appropriate events for community</li> <li>• Childcare availability</li> <li>• High level of coordination/communication required</li> <li>• Day of week &amp; time of day</li> <li>• Childcare availability</li> <li>• Potential for low participation</li> </ul>	<ul style="list-style-type: none"> <li>• Work with City departments to identify appropriate events to reach a diverse audience</li> <li>• Designate 1–2 point people for coordination/communication to ensure clarity and efficiency</li> <li>• Incentivize participation with food and/or childcare</li> <li>• Utilize communication channels of other organizations.</li> <li>• Host virtual public meetings with a 1–2 week open timeframe</li> <li>• Ensure ADA accessibility</li> <li>• Provide convenient or multiple times</li> <li>• Provide recordings or online/virtual options Provide ample time for the public to speak and/or provide written comments and questions</li> </ul>
 <p><b>Printed Materials</b></p>	<ul style="list-style-type: none"> <li>• Potential for low participation</li> </ul>	<ul style="list-style-type: none"> <li>• Identify a variety of outlets with relevant contact information for notification and distribution of materials (newspapers, neighborhoods, churches, and other community-oriented organizations/groups)</li> <li>• Include website link and QR code for access.</li> </ul>