

CITY OF ENUMCLAW SIGN CODE UPDATE PUBLIC PARTICIPATION PROGRAM

- **Introduction**

- The City of Enumclaw is conducting a comprehensive update to its Sign Code Regulations, implementing guidelines, and policies. The primary policy objectives are to rewrite the sign code to be easier to read, implement and provide clear and concise regulations for the public as well as improve processing time for permits as well as comply with recent Supreme Court rulings. Also, to consider other types of signage that is not currently permitted within the city (i.e. Fully Electronic Message Centers).

- **Goals Of The Public Participation Plan**

- The Growth Management Act (RCW 36.70A) requires that local governments inform the people about the planning process and invite and encourage participation by all who have any interest or responsibility related to signs.

The goal of the Public Participation Plan is to provide a guide to proactively encourage public participation throughout the update process. The City is committed to encouraging coordinated and effective public involvement.

- **Parties Involved**

- Local governments are required to consult with interested parties throughout the process of developing a new sign code ordinance. To date, the City of Enumclaw has identified the following interested parties, technical resources, or other stakeholders that may participate in the SMP update process:

- Members of the Public

- Residents city-wide
 - Property/business owners

- City Officials

- Enumclaw City Council
 - Enumclaw Planning Commission

- Business Community

- Chamber of Commerce
 - Local business owners

- City Departments

- Public Works
 - Parks, Recreation and Community Services
 - Community Development

- Other Government

- City of Enumclaw Expo Center

- State Government

- Dept. of Transportation (WSDOT)

These parties will be informed and invited to participate throughout the process. Notification to these stakeholders may be accomplished via email, posting on the city's website or other means as the update process proceeds.

PUBLIC PARTICIPATION STRATEGY

- **Public Workshops**

- The City plans to hold at least one public open house to garner feedback from the community on specific policy issues such as sign permit process, sign types, temporary signs, etc. After a brief presentation, community members and staff will break into group discussion focusing on particular issue/issues and how those items update should be address within the update. Project staff and City personnel will be on-hand to lead discussion as well as gather meaningful comments. The purpose of these workshops would be to receive policy direction from the general public and the business community on particularly challenging issues regarding signs.

- **Meeting With The Planning Commission And City Council**

- The City envisions holding a series of meetings with the Planning Commission and City Council during the update process, culminating in local approval of a new Municipal Code Chapter 19.10. The Planning Commission will function as an advisory body, representing the interests of the citizenry. Work sessions with Planning Commission and a Planning Commission Public Hearing will be held during the local approval process. Following the hearing, the Planning Commission will make a recommendation to the City Council on the DRAFT Sign Code. The City Council will review and hold a public hearing prior to taking action on the proposed amendments. Regularly scheduled Planning Commission and City Council meetings are open to the public and advertised.

PUBLIC OUTREACH PROGRAM

- In addition to the stakeholder committee forum, the City will also set up a public outreach program to ensure that the broader population is also informed and has opportunity to participate. Some key elements of this program include:
 - **Website:** A page will be added to the City's current website where community members can access draft documents, view the schedule (this includes sign code updates and other Planning Commission Work Plan items for 2017), check for meeting notices, obtain contact information and submit comments. This will create one central location where the latest information can be obtained. A calendar on this webpage will contain packet information (when available) as well as an opportunity to sign up for email and text message notifications for upcoming Planning Commission and City Council Meeting.
 - **Open house:** At least one open house will be held at the Enumclaw City Hall to allow for the broad dissemination of information and opportunity for comment(s). In addition, project staff and City personnel will be on hand to periodically make brief presentations, answer questions from community members and address any concerns.

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- **Mailing list and Newsletters:** Maintaining a list of interested parties will provide the City with another avenue to keep the public informed throughout the update process. Notices of comment periods, public hearings, open houses or workshops could be sent to parties on the mailing list.
- **Comments:** Establishing multiple means for submitting comments will allow for interested people to choose their preferred way to provide input. Methods can include web-based surveys, on-line comment forms, written comment forms at the open house and workshops meetings, public hearing testimony and a direct email address for comments.
- **Public notices and meetings:** Notice of the public open house(s) and public hearings will be placed on the City's website, posted at City Hall and published in at least one local newspaper (i.e. The Courier Herald).

DRAFT

DRAFT PUBLIC PARTICIPATION SCHEDULE*

May	Select Consultant
August 14, 2017 – Economic Development Committee Meeting	Introduction with EDC/Presentation Materials
August 25, 2017 – Gaps Analysis	Consultant to provide Gaps Analysis memo
August 31, 2017	Website Materials, survey's and other items provided to city for website integration
September 8, 2017	Stakeholder Interviews
September 15, 2017	DRAFT Gap Issues Memo Delivered
September 20, 2017	Open House Materials Prepared/Provided
October 18, 2017	Deliver DRAFT Sign Code for Planning Commission meeting on Oct. 26, 2017
October 26, 2017	Planning Commission Review of Preliminary Sign Code
October 30, 2017	Public Open House
November 9, 2017	Deliver Final DRAFT of Sign Code Amendments
November 13, 2017*	SEPA Threshold Determination Issued
November 23, 2017	Planning Commission Public Hearing for Sign Code Amendments, Comp Plan, etc.
November 27, 2017	City Council Public Hearing and First Reading of Sign Code Ordinance
December 11, 2017	Second Reading of Sign Code Ordinance

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- All dates are subject to change

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