

**RESOLUTION NO. 3156**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES,  
WASHINGTON, ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE  
2025 COMPREHENSIVE PLAN PERIODIC UPDATE**

**WHEREAS**, the Washington State Growth Management Act (GMA) of 1990, Chapter 36.70A RCW, established statewide goals, guidelines and procedural requirements to guide the development and amendment of comprehensive plans; and

**WHEREAS**, in order to implement the goals of the GMA, the City of Anacortes adopted a 2016 Comprehensive Plan (Ordinance 2982) with appropriate public notice, involvement, and environmental review; and

**WHEREAS**, RCW 36.70A.130(5)(b), as amended by SHB 2296 (2024), requires the city to review and, if needed, revise the Comprehensive Plan and implementing development regulations by December 31, 2025; and

**WHEREAS**, RCW 36.70A.140 requires the city to “establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans”; and

**WHEREAS**, the Anacortes Municipal Code (AMC) Chapter 19.16 *Legislative Actions* establishes a program for early and continuous public participation in land use legislation consistent with RCW 36.70A; and

**WHEREAS**, the City developed a Public Participation Plan specific to the 2025 Comprehensive Plan Periodic Update process to notify the public of the approximate timing and procedures the city will use to ensure early and continuous public participation in the 2025 update process; and

**WHEREAS**, the Anacortes Planning Commission held a public hearing on, and recommended approval of, the proposed Public Participation Plan on April 24, 2024; and

**WHEREAS**, the public participation plan is intended to be a fluid document and may be adjusted over time if needed.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ANACORTES,  
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**


The Public Participation Plan for the 2025 City of Anacortes Comprehensive Plan Periodic Update, attached hereto as Attachment A, is hereby approved.

**PASSED AND APPROVED** by the City Council this 28<sup>th</sup> day of May 2024.


CITY OF ANACORTES

  
\_\_\_\_\_  
Matt Miller, Mayor

ATTEST:

  
\_\_\_\_\_  
Steven D. Hoglund, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Darcy Swetnam, City Attorney

# Public Participation Plan for the City of Anacortes Comprehensive Plan Update

May 28, 2024

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## Introduction

The City of Anacortes is conducting a required periodic update of its Comprehensive Plan. The Anacortes Comprehensive Plan is a broad statement of the community's values and vision for its future, directing the orderly and coordinated physical development of the City for the next 20 years. The City's current Comprehensive Plan was completed in 2016. A major update to the Comprehensive Plan is conducted approximately every 10 years – this update is due by December 31, 2025. During this 2025 update process, the City intends to update the existing Comprehensive Plan elements and create a new Climate Element as required by the Washington State Legislature.

The Washington State Growth Management Act (GMA) requires the periodic update of comprehensive plans and development regulations to ensure that they are consistent with recent changes to state law, updates to countywide planning policies, and to update information such as population changes and infrastructure needs and investments. The periodic update will include a review of the city's zoning policies and urban growth area (UGA) to ensure there is sufficient capacity of land available to accommodate projected housing and employment growth over the next 20 years.

One component of the required update is that the City establish a public participation program to engage with residents, stakeholders, tribes, and state agencies early and often. This Public Participation Plan (PPP) identifies how the City will provide for early and continuous public participation in the development and amendment of the Comprehensive Plan and development regulations implementing the plan, as required by the GMA.

## Roles and Responsibilities

**The City of Anacortes** is responsible for updating the Comprehensive Plan in compliance with the Growth Management Act. This responsibility includes actively inviting public input and coordinating with local, state, and regional agencies. The City has hired a consultant, MAKERS Architecture and Urban Design, to assist with the update process.

**The Anacortes Planning Commission**, an appointed advisory body, is required to review amendments to the Comprehensive Plan and development regulations, hold public hearings, and provide recommendations to the City Council.

**The Anacortes City Council** is responsible for considering the Planning Commission's recommendations and adopting the updated Comprehensive Plan and development regulations.

**The Board of Skagit County Commissioners** is responsible for making decisions on amendments to the county-wide planning policies and the Skagit County Comprehensive Plan, including any city-proposed changes to the Anacortes UGA boundary.

## Public Participation Goals

Initial goals for community engagement for the Comprehensive Plan update include:

- Build awareness about the Comprehensive Plan, the development regulations, the process under which they are developed, adopted, and amended, and how the public can participate in the process.
- Spur a productive community conversation about Anacortes’s long-term challenges and opportunities.
- Elevate the voices of communities most affected by past and current discriminatory land use and housing practices, who are vulnerable to potential impacts of plan outcomes, and/or who are historically underrepresented in planning processes. This could include, but is not limited to, youth, people of color, renters, and low-income individuals.
- Focus resources on soliciting input on elements of the update process likely to be of greatest interest/impact to the community.
- Offer engagement opportunities that are relevant to all audiences.
- Share data and community stories to increase the shared understanding of issues.

## Audiences & Partners

There are multiple audiences and partners – individuals, agencies, and governments – that may participate in the Anacortes Comprehensive Plan update, and each may choose to engage in the process in different ways. The city will use the tools and actions in this public participation plan to reach and give a voice to as many of those people and organizations as possible. While outreach and engagement will focus on those who currently live, work, play or otherwise interact with Anacortes, the needs of those who *want* to live and work in the future in Anacortes will also be considered.

Participants in the update process are anticipated to include, but are not limited to:

- **Tribal governments:** Samish, Swinomish, Sauk-Suiattle, Upper Skagit
- **Members of the public:** Anacortes residents (current and future), workers, students, property owners, and business owners.
- **Non-governmental organizations:** Chamber of Commerce, service clubs, local environmental groups, Downtown Anacortes Alliance, religious institutions, Skagit Habitat for Humanity, Skagit Land Trust, Anacortes Community Health Council, Anacortes teachers and educational staff union, Boys and Girls Club of Skagit County, Anacortes Family Center, Transition Fidalgo, Skagit River System Cooperative, Evergreen Islands, Skagit Community Action, Kiwanis, Fidalgo Democrats, Skagit Republicans
- **Elected and appointed officials:** City Councilmembers, Planning Commissioners, Anacortes Housing Authority, Port of Anacortes, Island Hospital, Anacortes School District, Fidalgo Pool and Recreation District

- **Anacortes City Departments and Service Providers:** Public Works (Engineering, Operations, GIS, Water, Sewer, Stormwater), Human Resources, Parks and Recreation, Museum, Fiber, Police, Fire and Emergency Medical Services
- **Other Service Providers:** Electric, gas, cable, telecommunications providers, Skagit Transit
- **Counties/Cities/Towns:** Skagit County, Island County, La Conner, Oak Harbor
- **Washington State agencies:** Department of Ecology, Department of Commerce, Office of Financial Management, Department of Transportation (highways, aviation, ferries), Department of Fish and Wildlife, Department of Natural Resources, Department of Archaeology and Historic Preservation
- **Federal government:** Naval Air Station Whidbey, U.S. Coast Guard, Army Corps of Engineers, Federal Aviation Administration, National Parks Service

### Comprehensive Plan Amendment Requests

Community members have the opportunity to propose amendments to the Comprehensive Plan and development regulations as part of an annual comprehensive plan docket cycle. The City plans to merge the 2024 annual docket with the 2025 periodic update review process. **To enhance public participation in the 2025 periodic update process, the deadline for submitting proposed changes to the Comprehensive Plan and development regulations has been extended to June 30, 2024.** Consideration of amendment requests received after June 30, 2024 will likely be deferred until the 2026 annual comprehensive plan docket.

Information regarding submittal requirements and applicable fees can be found on the 2025 Comprehensive Plan Update webpage (<https://www.anacorteswa.gov/1650/2025-Comprehensive-Plan-Update>) or by emailing [compplan@cityofanacortes.org](mailto:compplan@cityofanacortes.org).

### Communication Tools

The communication tools that will be used in the Comprehensive Plan update process may include, but are not limited to:

#### Webpage

Planning, Community & Economic Development Department (PCED) staff will maintain a distinct webpage with Comprehensive Plan information. Relevant documents and schedules will be posted on the webpage along with announcements and notices concerning upcoming meetings, hearings, and public involvement opportunities. The webpage URL is:

<https://www.anacorteswa.gov/1650/2025-Comprehensive-Plan-Update>

#### Subscription Email List

A subscription email list ([Notify Me](#)<sup>®</sup>) will be created for dissemination of announcements and notices to subscribed parties.

#### City Contact Email Address

A specific city email address ([CompPlan@cityofanacortes.org](mailto:CompPlan@cityofanacortes.org)) has been created for community members to send their comments throughout the update process. All comments received will be read and considered by staff and forwarded to the Planning Commission and City Council at appropriate times during the update process.

## Direct Mail

Postcards or other informational materials may be directly mailed (or included in utility billing envelopes) to residents during the update process to notify the public about opportunities to participate, key dates or deadlines, and/or public meetings and hearings.

## News Release(s)

For major topics and decisions, the City of Anacortes may prepare press releases and distribute them to local papers, such as the Anacortes American and the Clamdigger.

## Social Media

Established social media platforms will be used to promote public meetings and opportunities to participate in the comprehensive plan update process.

## A-Town Is Our Town Newsletter

Information about the Comprehensive Plan update process will be published in one or more editions of the A-Town, which is mailed to every resident in Anacortes.

## Outreach Methods

### Open Houses

Open houses may be held to encourage the public to review information at their own pace, with informational stations addressing different issues, and opportunities for providing feedback. Open houses may be held in-person or virtually.

### Survey(s)

Surveys may be used to solicit input from a broad range of community members, including those who may be unlikely to attend in-person or virtual meetings. The surveys could be used to receive specific feedback on elements of the comprehensive plan update, or to help better understand the community's point of view on certain topics. Surveys could be web-based, in-person, or paper-based.

### Targeted Stakeholder Interviews

Stakeholder interviews will be held with parties who can provide context on current Anacortes issues, opportunities, and priorities. The interviews can be conducted with individuals or groups of people.

Stakeholder interviews will consider opportunities to meet with frontline communities dealing with environmental health and climate change impacts, and communities who are historically underrepresented in planning processes.

### Climate Policy Advisory Team

As recommended by Commerce Climate Element guidance, the City will form a Climate Policy Advisory Team (CPAT) to aid in the development of the Anacortes Comprehensive Plan Climate element.

## Pop-Up Tabling at Specific Locations

City staff will go to where the community is at, and host pop-up tabling activities at specific locations. Pop-up events can coincide with popular events that take place at parks or community centers (e.g. youth sports games, the Port's Summer Concert Series), along with regularly scheduled community gatherings and festivals (e.g. Farmers Market). Tabling can also take place at everyday locations, such as during lunch hours at popular restaurants and cafes or grocery stores at peak shopping times on weekends.

Each pop-up tabling opportunity should include visual material corresponding to the focus element and informational materials that direct people to the website.

## Community and Civic Groups

City Staff will be available to meet with organized community and civic groups upon request throughout the project to offer updates and seek feedback. This opportunity should be identified on the project website, in newsletters, and whenever City staff engage with the public.

## Public Meetings / Workshops

Public meetings and workshops will be held as informal public gatherings to solicit public feedback. When possible, public meetings may be scheduled as part of regular Planning Commission and City Council Meetings. Public meetings or workshops may involve presentations by city staff, question and answer sessions, and interactive activities.

The Planning Department has been coordinating with the Planning Commission to begin the Comprehensive Plan update. Links to recordings of each meeting and associated documents can be found on the [Comprehensive Plan Update webpage](https://www.anacorteswa.gov/1650/2025-Comprehensive-Plan-Update) - (<https://www.anacorteswa.gov/1650/2025-Comprehensive-Plan-Update>).

As of the date of this Plan, Planning Commission workshops had taken place on the following dates:

- January 10, 2024
- February 28, 2024
- March 27, 2024

The Planning Commission held a public hearing on April 24, 2024, and recommended to City Council approval of the Public Participation Plan.

## Student and Teacher Outreach

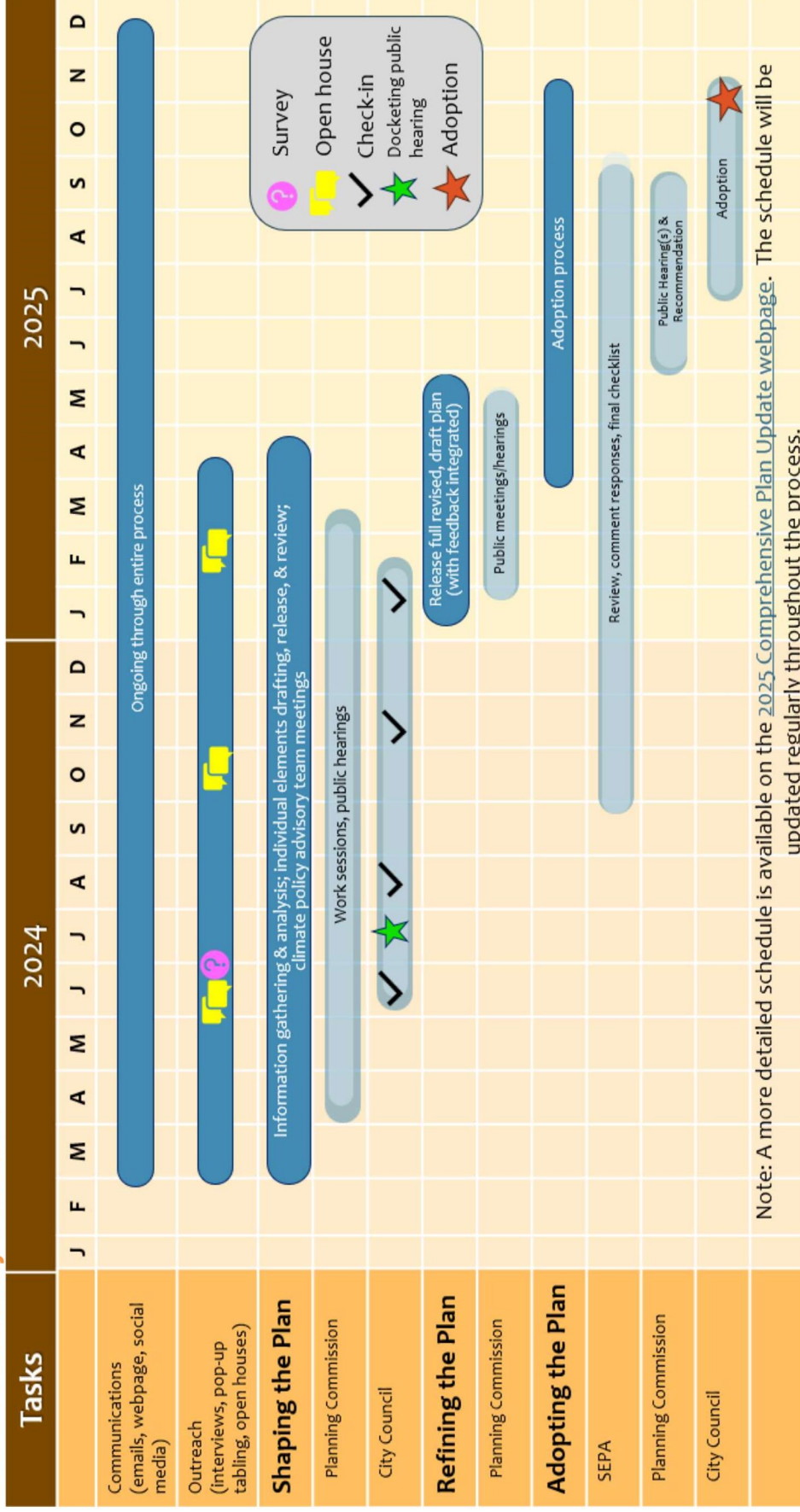
To help the City get more youth engagement and input on the Comprehensive Plan, City staff can conduct outreach to local schools. The intent of the outreach is to augment civic education with an introduction to students about planning and community concerns, with the intent of acquiring youth perspectives about local issues.

## Preliminary Project Schedule

This schedule will be adjusted throughout the update process.

Activity	Time Frame (anticipated)
<b>Project initiation</b>	
Public participation plan	Adoption in May 2024
Project awareness building (including website, email list, etc.)	March – May 2024
<b>Shaping the Plan</b>	
Agency / Partner Meetings	June – August 2024
Survey	June 2024
Workshop / Open House #1 – Early Engagement	June 5, 2024
Pop-up tabling	June – September 2024
Stakeholder interviews	June – December 2024
1 <sup>st</sup> Draft Comp Plan Elements released	July 2024 – January 2025
Planning Commission Work Sessions	April 2024 – March 2025
Council Work Session with Consultant	Third Quarter 2024
City Council Check-Ins	May 2024 – March 2025
Climate Policy Advisory Team meetings	August 2024 – February 2025
Student and teacher outreach	October – December 2024
Workshop / Open House #2 – Early Findings	September – November 2024 (Specific Date TBD)
<b>Refining the Plan – Integrating all the Comp Plan Elements</b>	
2 <sup>nd</sup> Draft Comprehensive Plan	Winter 2024/2025 - Spring 2025
Planning Commission meetings/ work sessions	January – March 2025
Workshop / Open House #3 – Internally consistent complete Comp Plan	January – March 2025 (Specific Date TBD)
<b>Adopting the Plan</b>	
SEPA Determination	Spring 2025
Planning Commission Public Hearings & Recommendation	Spring – Summer 2025
City Council review and adoption	Summer – Fall 2025

### Visual Preliminary Schedule



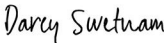
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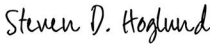
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**Signer Events**

Signer Events	Signature	Timestamp
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Steven D. Hoglund steveh@cityofanacortes.org Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 23.90.91.2	Sent: 5/29/2024 2:20:22 PM Viewed: 5/29/2024 3:47:42 PM Signed: 5/29/2024 3:47:47 PM
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Matt Miller mattm@cityofanacortes.org Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 23.90.91.2	Sent: 6/3/2024 8:26:17 AM Viewed: 6/3/2024 5:33:22 PM Signed: 6/3/2024 5:33:34 PM
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Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)

PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
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