

Dayton City Planning Commission

Special Meeting—Agenda

Tuesday, November 27th, 2018 at 6:00 PM

114 South 2nd Street, Dayton, Washington 99328



1. Call to Order
2. Roll Call and Establish Quorum
3. Review of Minutes
 - a. October 16th, 2018
4. Communications from Citizens
5. Public Hearings
 - a. None scheduled
6. Old Business
 - a. Comprehensive Plan Update
 - i. Presentation of Public Participation Plan
 - ii. Dayton Open House – 11/29 @ 7:30 pm, Youth Building
 - b. Continued discussion on infill development and incentive zoning
 - i. Staff will provide example ordinance at next regular meeting
 - c. Continued discussion on vision/mission statement
 - i. Witherington/Beebe report
7. New Business
 - a. Mayor appointment of new members: Kari Dingman and Alicia Walker
 - b. Updated Parks Plan—final for review
 - i. *Request for public hearing to be scheduled for December 18th, 2018 at 6:35 pm*
8. Adjournment
 - a. Next meeting: Tuesday, December 18th, 2018

Dayton City Planning Commission

Regular Meeting—Minutes

Tuesday, October 16th, 2018 at 6:30 PM

114 South 2nd Street, Dayton, Washington 99328



1. Call to Order
 - a. Chair Byron Kaczmarski called to order the regular meeting of the Dayton Planning Commission at 6:32 pm.
2. Roll Call and Establish Quorum
 - a. Members present: Byron Kaczmarski, Ashly Beebe, and Kathryn Witherington.
Others present: Meagan Bailey, Planning Director
3. Review of Minutes
 - a. September 18th, 2018
 - i. A motion was made by Witherington and seconded by Beebe to approve the September 18th, 2018 meeting minutes as presented. Motion carries.
4. Communications from Citizens
 - a. None.
5. Public Hearings
 - a. 6:35 PM: Title 6 and Title 21 Amendments to the Dayton Municipal Code
 - i. Chair Kaczmarski opened the public hearing at 6:37 pm.
 - ii. Bailey provided a general summary of the ordinance amendments.
 - iii. With no members of the public present, Kaczmarski closed the public hearing at 6:39 pm.
 - iv. A motion was made by Beebe and seconded by Witherington to recommend to City Council to adopt the ordinance amendments as amended, whereas the table within DMC section 21-35.010 should be altered to where the headings read as follows: “First violation, Second violation, History of three or more similar violations.” None opposed, motion carries.
6. Old Business
 - a. Comprehensive Plan Update

- i. Bailey provided an update on the Scope of Work received by the hired consultant. Bailey also discussed the upcoming meeting schedule, and informed the Planning Commission a Comprehensive Plan amendment schedule would be provided during the November meeting.
- b. Continued discussion on infill development and incentive zoning
 - i. Planning Commission will continue to review. Amendments will be tied within the Development Regulation amendments as part of the overall Comprehensive Plan amendments.
- c. Continued discussion on vision/mission statement
 - i. Some ideas presented include:
 - 1. *Dayton: little town, big heart; Spend your days in Dayton; Dayton, a big little town; Celebrating our past, embracing our future; Preserving our history, growing new memories.*
 - 2. Witherington/Beebe will continue to compile a list of ideas for the Planning Commission to discuss. Once the finalists are selected, Bailey will coordinate different polling options to gather public input on the final options.

7. New Business

- a. Bailey informed the Planning Commission of the resignation of Laura Aukerman. Bailey will confirm her resignation in the November City Council meeting, and will begin advertisement immediately to fill the two openings.

8. Adjournment

- a. A motion was made by Beebe and seconded by Witherington to adjourn the regular meeting of the Dayton Planning Commission at 7:03 pm; none opposed; motion carries. Meeting adjourned.
- b. Next meeting:



City of Dayton Washington

Public Participation Plan

Periodic Comprehensive Plan Updates and Plan Amendments

INTRODUCTION & BACKGROUND

The City of Dayton Comprehensive Plan is a long-range planning document containing goals and policies, which are intended to be a guide concerning future land use, extensions of community services and facilities, parks and recreation, designation of environmentally sensitive areas and prime and unique farm lands, and economic development goals for the city. Periodic review and update of the city's comprehensive plan and development regulations is necessary to reflect current laws, local needs, new data, correct errors, and/or clarify intent. As the City of Dayton continues to grow and change, the city's comprehensive plan is intended to change and reflect the needs and vision of the community. Additionally, annually the city provides opportunity for amending the plan.

The City of Dayton recognizes that an effective participation process is a vital element in the updating and implementation of comprehensive plan. The City of Dayton Public Participation Plan (PPP) is a document that guides the city on how to reach out to the public and outlines methods and resources used to do so. The City of Dayton is committed to providing opportunities to engage the public in the planning, development and implementation phases of the comprehensive planning process.

The PPP aids the City of Dayton by providing a framework for information distribution, public notice and input on key comprehensive planning decisions. It is important to Dayton to ensure local governments and agencies, state and federal partners, and the public are aware of the city's planning activities. This plan provides an outline of those activities.

The Washington State Growth Management Act (GMA) Revised Code of Washington (RCW) 36.70A, sets forth several state planning goals. Included in the statewide goals is RCW 36.70A.020 (11), which states in part, "Citizen Participation and coordination. Encourage the involvement of citizens in the planning process...". Citizen participation is further addressed in RCW 36.70A.035 Public Participation – Notice Provisions and 36.70A.140 Comprehensive plans – Ensure Public Participation.

RCW 36.70A.140 of the GMA requires each city planning under the GMA to "establish and broadly disseminate to the public a public participation program." This section of the GMA further requires the city to provide for "early and continuous public participation in the development" of the city's comprehensive plan or any amendments.

The development of the public participation program is a responsibility of the City of Dayton as long as the program meets the requirements noted above. The Washington Administrative Code (WAC) 365-196- 600(3) provides recommendations for meeting the public participation requirements of the GMA.

INTENDED OUTCOMES

The public participation effort is intended to achieve specific desired outcomes, which include:

- A public involvement process that provides clear information to the public on the purpose of the comprehensive plan update and how the update process works;
- Public meetings and events designed to provide opportunities for all interested parties to be heard, and for people to listen and learn from one another;
- Broad participation of all interested groups and individuals; and,
- A transparent process which clearly documents all public input and makes it available for any and all to review

EARLY AND CONTINUOUS PUBLIC INVOLVEMENT

The City of Dayton is committed to encouraging early and continuous public involvement in the update of the comprehensive plan. Methods to encourage public involvement include: a dedicated webpage on the county's website, consistent and regular notification to interested parties throughout the process, Dayton Planning Commission (Planning Commission) meetings which are open to the public, open houses (hosted by the Planning Commission) to solicit public comments, and public hearings before the Planning Commission.

The Columbia County website has a Dayton Comprehensive Plan page designed to provide information on the comprehensive plan update, publicize the proposed amendments as they are presented to the Planning Commission, and invite and encourage public comments. The website also provides an opportunity for people to sign up to receive email notifications when proposed amendments are added to the website and are available for review, as well as notification of upcoming Planning Commission and City Council meetings where the proposed amendments will be discussed.

The Planning Commission will serve as the primary working group and advisory body for the plan update and will review and provide input on the proposed amendments in a series of work sessions before holding a public hearing. The Planning Commission meetings are typically held on the third Tuesdays of the month. These meetings are open to the public and provide an opportunity for public comment. Written and email comments regarding proposed comprehensive plan amendments will also be provided to the Planning Commission for consideration.

An introductory open house will be held prior to any Planning Commission work sessions to provide an overview of the planning process and to introduce proposed amendment topics. A second open house will be conducted following the Planning Commission work sessions and prior to the issuance of a State Environmental Policy Act (SEPA) Threshold Determination for the proposed amendments. The invitation to the open houses will be distributed through all public notification avenues available to the city including postings at the Planning and Building Department, the , Dayton City Hall, Columbia County Courthouse, the Dayton Memorial Library, the county's website, email/USPS notifications to established mailing lists, and legal notices in the Dayton Chronicle.

A public hearing will be conducted by the Planning Commission to solicit public comments on proposed amendments prior to forwarding a recommendation to the Dayton City Council.

PARTICIPATION TECHNIQUES:

Several recommendations for meeting the GMA public participation requirements are included in WAC 365-196-600(3.a), which emphasizes the importance of involving the broadest cross-section of the community into the planning process. Moreover, the WAC encourages jurisdictions to involve groups not previously involved in planning to become involved in the comprehensive plan process. The following are the events proposed for the City of Dayton citizen participation process.

1. **Communications Programs & Informational Services** – As staff and budgetary resources allow, include the following citizen participation techniques in the city’s citizen participation strategy:
 - a. **Interest Groups** – Contact local interest groups (i.e. Chamber of Commerce, “Friends” groups, service clubs, etc.) regarding proposed comprehensive plan amendments and public hearings/meetings.
 - b. **Open Houses** – Conduct open houses, hosted by the Planning Commission, to encourage city-wide participation in the development of comprehensive plan amendments.
 - c. **Legal Notices in the Dayton Chronicle** – Send legal notices to promote significant events related to the comprehensive plan.
2. **Public Meetings** - Conduct a series of public meetings hosted by the Planning Commission on the preliminary draft comprehensive plan amendments. This ensures that the city will meet the requirement for “early and continuous” public participation in the comprehensive planning process.
3. **Public Hearing** - Hold public hearings and provide public notice that meets the requirements of RCW 36.70A.020, .035, and .140 and WAC 365-196-200.
4. **Written Comment** - Provide continuous opportunity for citizens to provide written comment. Written comments may be in the form of letters and other correspondence to the Planning Department or can be submitted via email to Planning Staff at Meagan_bailey@co.columbia.wa.us.
5. **Tracking Events and Actions** - Maintain a log of all public participation meetings, events and actions that the city engages in to provide documentation on the city’s effort to meet the requirements of the GMA.

BROAD AND EFFECTIVE NOTICING

The public participation requirements of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) include notice procedures that are reasonably calculated to provide notice to property owners and other affected and interested individuals of proposed amendments to the comprehensive plan and development regulation. Examples of notice provisions include:

1. Posting notice at the Columbia County Courthouse, Dayton City Hall, the Planning and Building Department and the Dayton Memorial Library;
2. Publishing a notice in the Dayton Chronicle, the city’s designated newspaper of general circulation;
3. Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;
4. Sending notice to relevant mailing lists, including general lists or lists for specific

proposals or subject areas.

In addition to the noticing techniques listed above, the city will maintain a dedicated page on the County's website regarding the comprehensive plan update, which may include meeting agendas, minutes, staff reports, etc.

ANTICIPATED SCHEDULE

The following is the predicted schedule of public participation events for the 2020 City of Dayton Comprehensive Plan update and is subject to change as needs dictate, following appropriate notice.

1. Initial Open House: Introduction to the Comprehensive Planning Process to be held by the City Planning Commission, with support by the Consultant Project Manager and Planning Staff. To be held November 29, 2018.
2. Works Sessions: The Planning Commission, supported by Planning Staff, will hold a series of work sessions to discuss and evaluate individual docket items and to write draft comprehensive plan amendments. Work sessions will be open to the public and held during the Planning Commission regular meetings. To be held December, 2018 through February, 2019.
3. Follow-Up Open House: A discussion and review of the proposed amendment/plan update items to be held by the Planning Commission, with support by the Consultant Project Manager and Planning Staff. To be held in February, 2019.

Public Hearing: The Planning Commission, supported by Planning Staff, will hold a public hearing on the proposed comprehensive plan draft amendments prior to recommending the amendments to the Dayton City Council. To be held in March, 2019.

INTER-JURISDICTIONAL COORDINATION

While Columbia County, the City of Dayton and the Town of Starbuck will individually review and update their respective comprehensive plans, the jurisdictions will work together to develop plans that are consistent and cohesive.

Planning Department staff will attend Planning Commission, City Council and County Commissioner board meetings and apprise each jurisdiction, and the attending public, of updates and progress made by the other jurisdictions.

Note: Email notification will take precedence where email addresses are available. USPS notification will be used as a secondary notification method where email addresses are absent.

JOIN US!

COMPREHENSIVE PLAN

DAYTON

KICKOFF OPEN HOUSE

**THURS. @ YOUTH
NOV. 29 BUILDING
FAIRGOUNDS**

7:30PM

**Please join Planning Staff and the City
Planning Commission to talk about your
ideas for the future of Dayton.**

**For more information, please contact the planning dept.
509-382-4676 or Meagan_bailey@co.columbia.wa.us**

Check out our website: columbiaco.com