

2.16.210 ~~Special area~~ Subarea planning process.

A. Purpose. The purpose of this section is to provide a ~~special planning area~~ Subarea planning process that enhances the livability of the city by recognizing the unique characteristics of the city's ~~designated centers and neighborhoods special planning areas~~ and by providing opportunities to accomplish the goals of the city's comprehensive plan in a way unique to each ~~designated center or neighborhood special planning area.~~

B. Applicability. This chapter ~~only~~ applies to:

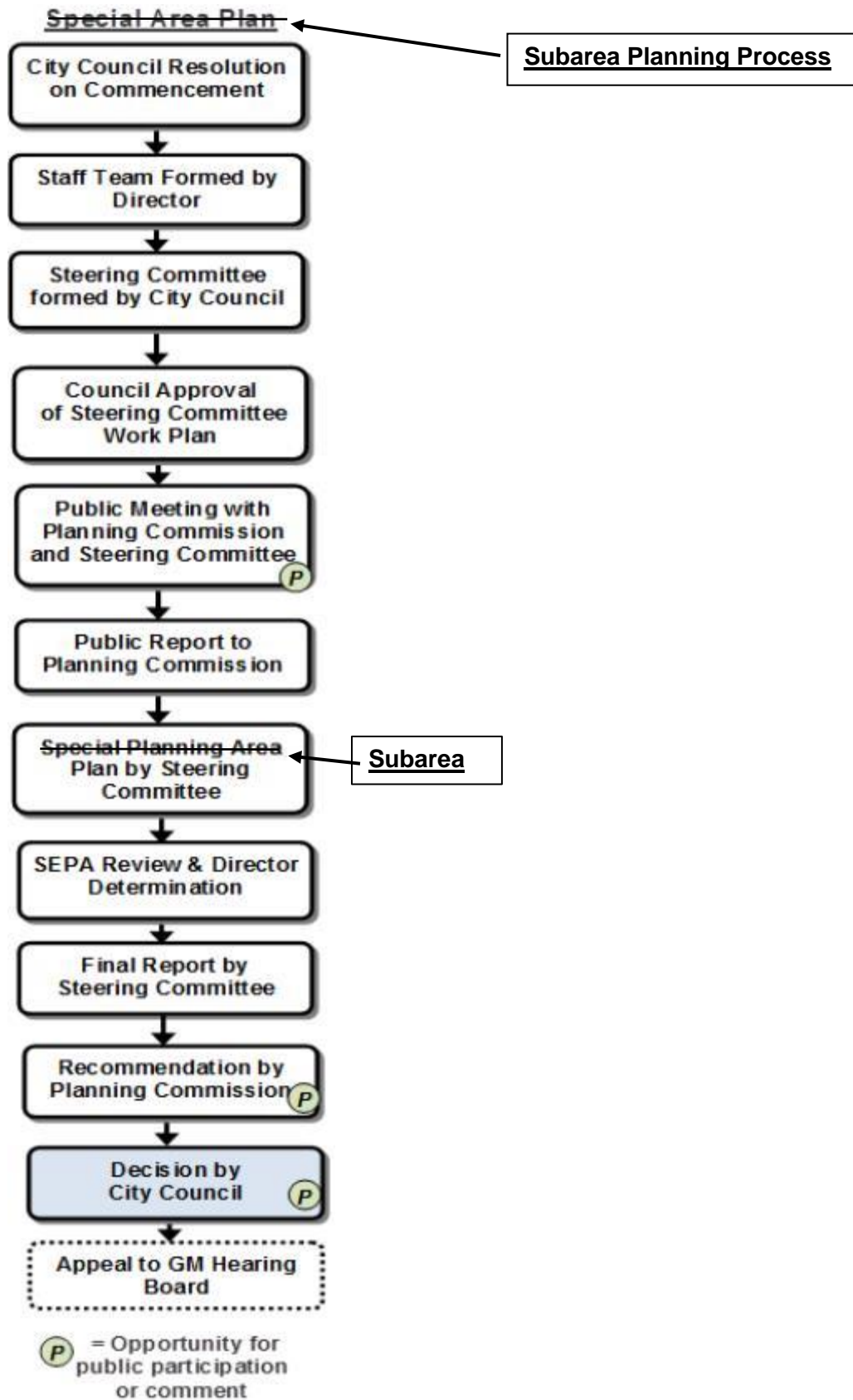
1. A ~~designated center special planning area~~ that has been identified ~~designated~~ in the adopted comprehensive plan; and
2. Discrete neighborhoods outside of designated centers.

C. Beginning the Process. The subarea planning process may be started in two different ways:

1. The City Council may begin the process through the annual development of department work programs or biennial budget process; or
2. Upon the written request of at least one owner of property located within a ~~designated center or neighborhood special planning area~~, the city council by resolution may approve the commencement of the ~~special subarea planning area~~ process for that ~~special planning area~~. Neighborhoods outside of designated centers must demonstrate to the City Council that subarea planning is generally desired by the neighborhood.

D. Interdepartmental Staff Team.

1. Upon the city council's approval to commence the ~~special~~ subarea planning area process, the director of planning and community development shall establish an interdepartmental staff team.
2. At the director of planning and community development's request, the director of each city department shall assign a representative to the interdepartmental staff team. The Bainbridge Island fire district, the Bainbridge Island school district, the Bainbridge Island metropolitan park and recreation district, and the Kitsap ~~County~~ public health district shall each be invited to participate on the interdepartmental staff team.



3. The interdepartmental staff team shall:
 - a. Compile the city's existing data and materials relating to the ~~special planning area~~ designated center or neighborhood (including comprehensive plan text and map); and
 - b. Identify in writing issues raised by the public during the comprehensive planning process and issues identified by staff relating to the ~~special planning area~~ designated center or neighborhood; and
 - c. Identify interested persons and groups, including all property owners within the ~~designated center or neighborhood special planning area~~ designated center or neighborhood according to the Kitsap County auditor's records, and notify the interested persons and groups in writing by regular mail of the commencement of the ~~special~~ subarea ~~planning area~~ planning area process ~~for the special planning area~~; and
 - d. Provide expertise and guidance to the ~~special-subarea~~ subarea ~~planning area~~ steering committee.

E. ~~Special~~ Subarea Planning Area Steering Committee.

1. Upon the city council's approval to commence the ~~special-subarea~~ subarea ~~planning area~~ planning area process for a ~~designated center or neighborhood special planning area~~ designated center or neighborhood, the mayor, with confirmation by the city council, shall appoint a ~~special subarea~~ subarea ~~planning area~~ planning area steering committee for that ~~designated center or neighborhood special planning area~~ designated center or neighborhood. The steering committee shall be comprised of an odd number of members, totaling no more than nine, with the total number of members to be determined by the city council. The majority of the committee shall be comprised of representatives from categories in subsections E.2.a and E.2.b of this section. The term of the steering committee members shall be until the completion of the ~~special-subarea~~ subarea ~~planning area~~ planning area process under this chapter.
2. The steering committee shall represent a wide spectrum of interests and expertise and shall include at least one representative from each of the following groups:
 - a. Residents living within and/or owners of property or businesses within the ~~designated center or neighborhood special planning area~~ designated center or neighborhood; and
 - b. Residents and owners of property located adjacent to the ~~designated center or neighborhood special planning area~~ designated center or neighborhood; and
 - c. Residents of and/or business owners in the city, not residing within or adjacent to the ~~designated center or neighborhood special planning area~~ designated center or neighborhood.
3. The steering committee shall:

- a. Establish a planning process consistent with this chapter for developing the ~~special planning area~~ subarea plan, which shall include a work plan, timeline, and budget, and which shall be submitted to the city council for approval;
- b. With the advice and assistance of the interdepartmental staff team, develop a ~~special planning area~~ subarea plan consisting of a report and a proposed comprehensive plan amendment, if appropriate, for the designated center or neighborhood ~~special planning area~~;
- c. As a part of the work plan, establish a public participation process that includes public meetings in addition to the initial public meeting conducted under subsection F of this section, and work with city staff to ensure outreach to the community during the subarea planning process; and
- d. Ensure that the subarea planning process provides adequate opportunity for participation by property owners and residents who live in or near the ~~special planning area~~ designated center or neighborhood.

F. Initial Public Meeting.

1. After approval of the subarea planning process by the city council, the steering committee shall conduct an initial public meeting.
2. At the initial public meeting, the following shall occur:
 - a. The interdepartmental staff team shall provide an overview of the comprehensive plan and review citywide goals and policies that must be addressed in the ~~special subarea~~ subarea planning process.
 - b. The steering committee, with input from the interdepartmental staff team, shall discuss the purpose of the subarea planning process for the designated center or neighborhood ~~special planning area~~ and the city's existing data and materials for the area.
 - c. The steering committee shall provide opportunity for the public to comment on the vision and goals for the subarea ~~special planning area~~, the boundaries of the ~~special planning area~~ designated center or neighborhood that may be included within a subarea plan, and issues relevant to the designated center or neighborhood ~~special planning area~~, including mix and type of land uses, density of development, surface water, greenways, open space, fish and wildlife habitat, drinking water, sewage disposal, and nonmotorized transportation.

3. The interdepartmental staff team shall prepare a report setting forth the results of the meeting. Upon the steering committee's approval of the report, the interdepartmental staff team shall transmit the report to the planning commission for review and comment.
- G. Plan Development. Upon receiving the planning commission's comments on the report prepared under subsection F.3 of this section, the steering committee shall develop the ~~special planning area~~ subarea plan in accordance with the steering committee's work plan. In developing the ~~special planning area~~ subarea plan, the steering committee shall:
1. Develop a profile of characteristics or attributes of the designated center or neighborhood ~~special planning area~~ (including boundaries) and of issues to be addressed during the ~~special~~ subarea ~~planning area~~ process; and
 2. Develop goals for the ~~special planning area~~ subarea plan; and
 3. Consider and utilize the following criteria, and any other criteria developed by the steering committee, in preparing and selecting alternatives for the ~~special planning area~~ designated center or neighborhood:
 - a. The citywide goals and policies of the city's comprehensive plan; and
 - b. The goals and policies for the ~~special planning area~~ subarea plan developed by the steering committee; and
 - c. Relevant criteria specified in the Washington State Environmental Policy Act, Chapter [43.21C](#) RCW, and the applicable Washington Administrative Code, Chapter [197-11](#) WAC;
 4. Prepare a report setting forth the profiles, goals, and criteria developed by the steering committee pursuant to subsections G.3.a through c of this section, and transmit the report to the planning commission for review and comment; and
 5. After receiving the planning commission's comments on the report prepared under subsection G.4 of this section, develop alternatives for the designated center or neighborhood ~~special planning area~~ that include policies, strategies and programs to implement the vision and goals for the ~~special planning area~~ subarea plan; and
 6. Review the alternatives for the ~~special planning area~~ designated center or neighborhood against the criteria developed for the area, and select an alternative for the designated center or neighborhood to be incorporated into a subarea plan ~~special planning area~~.
- H. Incorporation of SEPA Review. An owner of property in a ~~special planning area~~ designated center or neighborhood may elect, at the owner's expense, to have a SEPA review sufficient in scope and depth of inquiry to be legally adequate for a specific project incorporated into the city's SEPA process for the subarea plan ~~special planning area~~. The SEPA official for

the city shall establish the scope, depth and method of the SEPA review pursuant to Chapter [16.04](#) BIMC.

- I. Final Plan. The steering committee shall prepare a final report containing the ~~special planning area~~ subarea plan for the designated center or neighborhood ~~special planning area~~. The ~~final report~~ subarea plan shall include the profile and characteristics of the designated center or neighborhood, the goals of the subarea plan ~~special planning area~~, the policies, strategies, or programs recommended by the steering committee ~~for the special planning area~~, and a proposed comprehensive plan amendments or changes to the municipal code for the designated center or neighborhood ~~special planning area~~, if appropriate. The steering committee shall forward its final report and proposed subarea plan ~~comprehensive plan amendment~~, if any, to the planning commission for action. The planning commission will review the subarea plan and proposed comprehensive plan and municipal code amendments and make recommendations to the City Council, as required by Sections 2.16.180 and 2.16.190.