

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

2020 COMPREHENSIVE PLAN UPDATE

CHAPTER REVIEW PROCESS

Board meetings and work sessions

The board will review comp plan chapters as scheduled during board meetings and work sessions.

Due to the tight turn around, and because the annual 2020 budget will also be in progress, comp plan work sessions will be needed on several Thursdays this fall between board meetings.

Board packets

Board packets for board meetings/work sessions will be distributed at Thursday bd mtg/wrk sessions for the next week's meeting. This will give board members a week to review the material.

This "Thursday delivery" includes board packets for regular board meetings while the comp plan review is in process. After the comp plan is completed and accepted by the board subject to SEPA review in December, the board packets will return to the regular schedule of being mailed out the Friday before the following week's board meeting.

Chapter review process

1. Staff will review and update the chapters of the current comp plan and distribute them to the board.
2. Board members will review the updated chapters and bring changes/input to the next scheduled board mtg/work session for discussion.
3. Following the board mtg/work session any changes the board has agreed to will be incorporated into the document by staff.
4. The chapters revised with board input will be included in the board packet for a second review at the next comp plan bd mtg/work session.

Public involvement

The public component including survey and online forum has been completed with a report summarizing public interest and trends.

The next phase is to draft chapter by chapter the actual comp plan document. Opportunities for public involvement include:

1. Reviewing chapter material prior to bd mtgs/wrk sessions. (Chapters coming up for board review will be posted on the website).
2. Submitting written comments to senior planner on specific chapters by 5pm Wed prior to the next day's scheduled work session for that chapter.
3. Attending board meetings and work sessions which are open public meetings.
4. Reviewing chapters that have been revised to include board changes/input (will be posted on website).

Sequencing of staff efforts

Using the current comp plan as a template, chapters will be reviewed and updated by designated staff members per specified deadlines.

The week **before** the scheduled bd mtg/wrk session:

- Tue: Leadership team to review chapters updated by designated staff person and make revisions.
- Wed: Staff to incorporate leadership team input, make edits and prepare chapters for bd packet.
- Thu: Chapters will be distributed to the board on Thursdays for bd review at the following week's bd mtg/wrk session.

The week **of** the scheduled bd mtg/wrk session:

- Wed: 5pm: Assemble public comments on chapters that will be reviewed by the board the next day.
- Thu: Bd mtg/wrk session: Bd to review and make changes to chapters distributed the prior week.
- Fri: Staff to incorporate bd input, make edits and prepare chapters for second review at next scheduled comp plan bd mtg/wrk session