

2017 Rural Lands Regulatory Updates - Scope of Work 8-14-17

As part of the public input process associated with the 2016 update to the Comprehensive Plan, many comments were generated that related to regulations affecting rural lands. Almost 2,000 comments were provided (over a three year period) on various topics related to rural lands including the following :

- Natural Resources,
- Noise Impacts,
- Rural Character,
- Rural Event Centers/Wineries,
- RV/Motor Homes, and
- Vacation Rentals.

At that time, planning staff identified the need to address most of the comments through regulatory updates rather than through the Comprehensive Plan review and update process. Much of the discussion was deferred until such time when regulatory updates could be addressed comprehensively. In January 2017, the Board of Island County Commissioners identified updates to rural land regulations as one of the highest priorities for the staff work plan.

Staff has developed the following strategy for working through the first round of regulatory updates to rural lands which will be directed at event codes, wineries, and accessory uses on agricultural lands. Staff anticipates proceeding in accordance with the following strategy subject to the guidance provided by the Planning Commission and the Board of island County Commissioners. Island County anticipates executing a professional services contract for an amount less than \$25,000. Consultant support would be utilized primarily for ordinance development and meeting facilitation according to the following schedule. Basic strategies for the update include:

1. The establishment of a Subcommittee for the rural lands regulatory updates. Subcommittee will be comprised of three members of the Planning Commission – one representing each district. Subcommittee that will address event codes, wineries (and other public congregations occurring on rural lands) and accessory uses on agricultural lands.
2. Facilitator/Consultant will be contracted to assist with public meetings and regulatory updates.

DETAILED SCOPE OF WORK

Phase 1: Baseline Assessment | Goals and Objectives *August -October 2017*

Subcommittee, with support of staff and consultant, will perform the following tasks and report findings to the Planning Commission and the BOCC.

Tasks

1. Island County staff will assemble comments from previous years, sorted by topic with trends identified and specific recommendations reviewed.
2. Island County staff and subcommittee will evaluate each topic against the guidance provided from the Comprehensive Plan, and the GMA for applicable guidance and limitations.
3. Island County staff, Consultant, subcommittee will Identify issues associated with current code and assess deficiencies.
4. Island County staff and subcommittee will identify goals for the policy rewrite| outcomes desired.

Deliverables

- **Steering Committee/ staff will present findings to the BOCC related to regulatory issue summary and goal identification where additional guidance will be invited.**

Consultant will attend a minimum of four meetings with steering committee.

Phase 2: Regulatory Update | Option Development *October - December*

Steering Committee with work with staff and consultant to draft regulatory options addressing regulatory issues identified in the previous task with consideration to the goals of the task and desired outcomes.

Tasks

1. Island County Staff will research local jurisdictions (benchmark study) and best practices (use MRSC).
2. Island County staff will research permits, web sites, and social media to identify areas of concern and generate maps for review.
3. Together with staff and the subcommittee, Consultant will outline structure for new code and regulatory options related to topic under discussion will be developed (make sure events code works in all planning areas – North Whidbey and Camano will have very different events and concerns, etc.).
4. Options will be presented to and reviewed with the Planning Commission for refinement and a formal memo will be drafted and forwarded to the BOCC for review and further guidance. (Island County Staff and Subcommittee)
5. Island County staff will review Options will be reviewed by the BOCC for guidance moving forward.

Deliverables

- **Development of at least two regulatory options for proposed new ordinance.**

Consultant will attend a minimum of four public meetings.

Phase 3: Public Outreach and Final Draft Regulations

Tasks

1. Stakeholders will be identified and invited to small meetings to review the options/choices identified for the BOCC prior to public workshops. Consultant will facilitate meetings with stakeholders. *Alternatively, the options could be taken directly to public meetings and workshops.*
2. Consultant will prepare preliminary draft code revisions based on stakeholder input.
3. Preliminary draft code revisions will be reviewed by the Planning Commission and the BOCC for guidance moving forward. Consultant will facilitate public meetings to review preliminary drafts.
4. Community workshops, facilitated by the Consultant, will be held to review and answer questions about draft code.
5. Staff will present input received from community workshops to the BOCC and any recommended changes identified by staff. BOCC will provide guidance as needed.
6. Island County staff will prepare all meeting materials to include story boards, PowerPoint presentations and all draft handout materials. Additionally, island County staff will create/coordinate the following opportunities for public input and public notification:

Rural Lands Conceptual Scope of Work

- Sub-page on the Long Range Planning website and all content
- Public comment matrix for each topic

7. List summary of approach to be taken for each topic, anticipated dates, etc.

8. Final drafts will be prepared by consultant for consideration.

Deliverables

- *Preliminary Draft Regulations*
- *Final Draft Regulations*
- *Public comment matrix for each comment.*

Consultant will attend a minimum of five public meetings.

Phase 4: SEPA

Island County staff will prepare the SEPA environmental checklist for review by the SEPA official.

Phase 5: State Compliance | Public Hearing and Adoption *December - January*

Tasks

- Island County staff will prepare documents for review by the Department of Commerce.
- Island County staff will prepare final documents for consideration by the Planning Commission and the BOCC.

Deliverables

Final proposed ordinance

Consultant will attend two meetings.