

# Mount Vernon 2025 to 2045 Comprehensive Plan Citizen Advisory Committee Work Plan and Charter

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DRAFT—March 5, 2025

## Introduction

The City of Mount Vernon is updating the citywide Comprehensive Plan for the period of 2025 to 2045. In November 2024, the City Council approved [Resolution #1066](#), adopting a Public Participation Plan (PPP) for the update. The Tools and Actions section of the PPP describes the creation of two (2) citizen advisory committees (CACs) to support development of the updated Comprehensive Plan.<sup>1</sup>

In November 2024, the City Council adopted Resolution #1062 (ATTACHMENT 1), authorizing the creation of a Citizen Advisory Committee consistent with the PPP, the purpose of which is to procure community input on key elements of the Update, including Housing, Land Use, and Transportation.

The 2025 to 2045 Comprehensive Plan will provide policy guidance and updated project investment priorities for the next 20 years, with provisions that maintain and improve the quality of life for everyone in our City. The City will facilitate robust engagement of the full community during the planning process, and the CAC will have a role in supporting these efforts, as further described in this Work Plan and Charter document.

The work of the CAC is subject to the requirements of Resolution 491 (adopted March 1999, see **ATTACHMENT 2**). The meetings will comply with Washington State’s Open Public Meetings Act requirements.<sup>2</sup> Meetings will follow parliamentary procedure; and be subject to the noticing and recording requirements per City policy. The CAC will be an advisory body to the Mount Vernon Planning Commission, and will forward recommendations to the Planning Commission on Housing, Land Use, and Transportation goals and policies.

Refer to EXHIBIT C of Resolution 491 for “Common Ground Rules” and EXHIBIT D for “Review Criteria” and “Revision Guidelines”. Also refer to EXHIBIT E for “The Code and Comprehensive Plan Change Process and Change Form” for how the Advisory Committee recommendation to the Planning Commission will be documented.

## Background and Purpose of the Plan Update

A comprehensive plan envisions a city’s future, describing the long-term vision for growth, infrastructure, and services. It articulates a series of goals and policies intended to guide the day-to-day decisions by elected officials and staff. Comprehensive plans continually evolve to address long-term opportunities and challenges. The most recent version of Mount Vernon’s Comprehensive Plan was updated in 2016 (Ordinance 3690), found here on the City’s website: <https://mountvernonwa.gov/780/Comprehensive-Plan>.

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<sup>1</sup> Page 14: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.mountvernonwa.gov/DocumentCenter/View/16669/Resolution-1066.

<sup>2</sup> OPMA: <https://app.leg.wa.gov/rcw/default.aspx?cite=42.30>.

The 2016 Comprehensive Plan included the following elements, and while some changes may occur to this structure for the 2025-2045 plan, this list is provided for background:

- Land Use (Includes Environment)
- Housing
- Parks and Recreation
- Economic Development
- Transportation (Multimodal Transportation)
- Capital Facilities (Includes Utilities)
- Health and Wellness

## **Community Advisory Committee Roles and Responsibilities**

The CAC will meet with the City team and consultants to hear about and provide feedback on various aspects of the Comprehensive Plan as it is developed. The CAC will serve as a “sounding board” for ideas and opportunities and will help to advise the planning team about community interests and values and function in an advisory capacity to the Mount Vernon Planning Commission, as previously noted. The CAC members will serve as liaisons to the broader community—bringing perspectives to the table beyond their own personal views that may be representative of their role/engagement as a member of the community.

While the CAC is not a regulatory board and will not be in the role of approving or adopting the Comprehensive Plan, the CAC will make recommendations to Planning Commission and City Council based on their involvement in the planning process. The CAC will be instrumental in developing, vetting, and supporting the vision, policies, and actions proposed in the plan upon its draft completion

## Schedule of Community Advisory Committee Meetings and Topics

Seven (7) Community Advisory Committee (CAC) meetings will be held during the planning process beginning in April 2025 through October 2025. The following topics are anticipated for working with the CAC on the development of the updated Comprehensive Plan. The specific dates and times for these meetings will be established soon with input from the CAC members. In addition, we will be reviewing work on plan element goals and policies with the CAC at meetings starting later in the summary. The flow of plan element goals and policies will be presented for review, and discussion will be determined in the coming weeks. The Planning Commission will be briefed throughout the year on the progress of the CAC.

### March 2025

- Outreach to potential members based on Stakeholder list adopted via Resolution #1062.
- Present list of candidates from Stakeholder list to City Council.
- City Council deliberations and decision on membership of the CAC.

### April 2025

- Introduction to Comprehensive Plan and planning process
- Background presentation on the project and planning team, including summary of previous planning efforts and introduction of purpose of comprehensive planning; review work plan, timeline, and agendas for CAC meetings and answer questions about the proposed process
- Review charter; establish group meeting agreements
- Review proposed planning context/geography and growth targets
- Review proposed elements and outline for the Comprehensive Plan
- Revision VISIONING survey results and draft VISION STATEMENT (updated from 2016)
- Discuss and gather input on upcoming broader community engagement activities
- Review of next steps in process

### May 2025

- Summarize “what we are hearing” from ongoing community engagement activities and coordinate on upcoming engagement activities
- Review preliminary results of existing and forecasted conditions, housing needs assessment, land capacity analysis, and market based opportunities—analysis in process and information on demographics, trends/things that are changing
- WORKSHOP (small group work tables): focused on opportunities, challenges, gaps, and needs citywide; and report-out across groups
- Introduce growth alternatives/framing (subject for June CAC meeting)
- Review of next steps in process

### June 2025

- Continue to summarize “what we are hearing” from ongoing community engagement activities and coordinate on upcoming engagement activities
- WORKSHOP (small group work tables): Over the next 20 years, where are the best locations in Mount Vernon to focus growth and change? What needs to happen in these areas to support this growth and change? Using maps, post its, markers, etc. start to frame areas for growth and change,

commercial/mixed use hubs, employment focused areas, neighborhood centers, transitional areas, etc. Then each table will report out across the groups on the results of their workshop session.

- Review of next steps in process

### **July 2025**

- Continue to summarize “what we are hearing” from ongoing community engagement activities and coordinate on upcoming engagement activities
- Draft goals and policies on specific plan elements (flow of elements TBD)
- Other work in process and analysis results summary
- Review of next steps in process

### **August 2025**

- Continue to summarize “what we are hearing” from ongoing community engagement activities and coordinate on upcoming engagement activities
- Draft goals and policies on specific plan elements (flow of elements TBD)
- Other work in process and analysis results summary
- Review of next steps in process

### **September 2025**

- Continue to summarize “what we are hearing” from ongoing community engagement activities and coordinate on upcoming engagement activities
- Draft goals and policies on specific plan elements (flow of elements TBD)
- Other work in process and analysis results summary
- Review of next steps in process

### **October 2025**

- Final CAC Meeting
- Summary of any final work in process/analysis results
- Comprehensive Plan—highlights preview
- Continue to summarize “what we are hearing” from community engagement activities and coordinate on upcoming community engagement
- Plan Adoption Process

## **Best Practices for Meetings**

- Show up on time and be present.
- Come prepared, having completed any pre-meeting assignments, readings, etc.
- Be present – avoid looking at your phone/tablet; set your phone on quiet mode.
- Follow the agenda.
- Try to stay positive and be solution-focused.
- Represent others from your community and their perspectives, not just your own.
- Make time for everyone to speak and participate—make sure everyone is getting a chance to share their input and try not to monopolize the meeting time.
- Be patient and avoid interrupting others.

- Remain open minded to new ideas.
- Tackle problems together, not people. No personal attacks.
- Meetings will be facilitated as a brave space to allow for constructive debate and make room for difficult and often complex issues—don't be inhibited—share your thoughts and unique perspectives, in addition to those of your neighbors and others from the community.
- Respect each other's differing thoughts or opinions.
- Value everyone's different perspectives.
- Embrace different communication and learning styles.
- Input from Committee may not always represent a majority consensus and that is okay; we will document all input received and report it to Planning Commission and City Council.
- Be ready to end the meeting on time out of respect for everyone's schedule. Topics not covered may be brought forth to the subsequent meeting.

***Also refer to Resolution 491, EXHIBIT C, for "Common Ground Rules" applicable to the Comprehensive Plan update process.***