



COMPREHENSIVE PLAN ADVISORY COMMITTEE
CITY OF BELLEVUE, IDAHO
MONDAY, JUNE 9, 2025, 2:00 PM
115 E. PINE STREET, BELLEVUE, IDAHO 83313

AGENDA

Agendas may be amended

JOIN ZOOM MEETING:

<https://us02web.zoom.us/j/86424841256?pwd=Kw53yrJoIEMbGKNXRVoHjUyoaWaX9e.1>

MEETING ID: 864 2484 1256

PASSCODE: 919297

ONE TAP MOBILE

+1-253-215-8782 US (Tacoma)

+1-346-248-7799 US (Houston)

PLEASE MUTE YOUR CALL: PLEASE TURN OFF ALL CELL PHONES EXCEPT FOR EMERGENCY PERSONNEL.

CALL TO ORDER

1. NOTICE OF AGENDA COMPLIANCE (PER IDAHO CODE **§74-204): ACTION ITEM**

*Finding that the regular meeting notice and agenda were posted in accordance with Idaho Code **§74-204** within forty-eight (48) hours prior to the meeting at: The City of Bellevue City Hall, Post Office, and on the City's website on June 3, 2025. **Suggested Motion:** Move that the notice for the June 9, 2025, meeting was completed in accordance with Idaho Code, Section **§74-204**.)*

2. HOUSEKEEPING

- a. Open Meeting Requirements**
- b. Expectations**
- c. Committee Organization**

3. REVIEW SCOPE OF WORK | ACTION ITEM

4. REVIEW COMMUNITY ENGAGEMENT PLAN | ACTION ITEM

5. ADJOURNMENT: ACTION ITEM

**In compliance with the American with Disabilities Act, individuals needing special accommodations during this meeting should notify the City of Bellevue, 115 East Pine Street, Bellevue, Idaho 83313, or phone number 208-788-2128 ext. 4, at least twenty-four (24) hours prior to the meeting.

**De conformidad con la Ley de Estadounidenses con Discapacidades, las personas que necesiten adaptaciones especiales durante esta reunión deben notificar a la ciudad de Bellevue, 115 East Pine Street, Bellevue, Idaho 83313, o al número de teléfono 208-788-2128 ext. 4, al menos veinticuatro (24) horas antes de la reunión.



Bellevue Comprehensive Plan Update

Initial Scope of Work



Project Overview

The Bellevue Comprehensive Plan is ready to be updated to be reflective of current land use conditions, community values, and future goals. The Plan will provide a guiding vision and set of policies for the City to use when considering land use, budgeting, and other high-level decisions.

Objectives

The Plan should strive to achieve the following:

- Provide a realistic, sustainable, and implementable framework for achieving community goals.
- Be reflective of the current and likely future conditions and needs of the City, residents, and businesses.
- Address all required Plan components, as identified in Idaho Statute 65-6708, while recognizing the interrelationships between categories.
- Incorporate elements of relevant prior plans and studies as appropriate, including the current Comprehensive Plan.
- Recognize that Bellevue exists within a regional context and holistically consider outside factors on Bellevue, as well as Bellevue's impact on our neighbors.
- Where appropriate, provide a model and tools for similar communities to develop plans tailored to their needs.

Timeline

Below is an approximate timeline of activities, topics, and frequency of check-ins with the Common Council and Planning & Zoning Commissions. The timeline is intentionally vague and will be refined as the Plan is developed.

| | | Activities | Advisory Group Meeting Topics | Council Check-In | P&Z Check-In |
|-----------|-------------------|-------------------|----------------------------------|---------------------|-----------------|
| June | | | | Kick Off | |
| July | | | | ✓ | ✓ |
| August | | | | | |
| 2025 | September | Data Collection | | | |
| October | | | | | |
| November | | Data Analysis | | | |
| December | | | | | |
| 2026 | January | | | | |
| February | | | | | |
| March | Plan Development | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| July | | | | | |
| August | | Draft Plan Review | | | |
| September | | | | | |
| October | | | | | |
| November | Final Plan Review | | | | |
| December | | | | | |
| 2027 | January | | | | |
| February | | Plan Adoption | | | |

Roles & Responsibilities

Community Development Director

The Community Development Director will be the project manager and primary writer of the update.

Planner

The City's Planner will assist in project management, writing, outreach, and other tasks associated with Plan Development.

Other City Staff

Other City Departments will assist in policy development and ensuring that goals and policies are realistic and achievable.

Advisory Committee

The role of the Advisory Committee will be different than it was in the formation of the existing Comprehensive Plan. The Advisory Committee will provide local knowledge, insights, and technical expertise rather than being tasked with complete policy development and plan writing. Where appropriate, Committee members are welcome to write plan content to retain the local knowledge and citizen-led feel of the prior plan. Committee members are encouraged to volunteer and participate in community engagement events.

Community

The Plan should be based on the needs and desires of Bellevue's residents, while being realistic about the implement-ability of the goals expressed. Strong input and feedback from a broad spectrum of the community will be essential for creating a valuable, durable plan.

Planning & Zoning Commission

Beyond the formal required step of providing a recommendation of the plan to the Common Council, the Planning & Zoning Commission is ultimately responsible for enacting many of the Plan's key elements. Periodic check-ins will be important to ensure that the Plan is appropriately incorporating useful tools for implementing goals and policies for the Commission.

Common Council

Comprehensive planning is an excellent opportunity to engage the community in direct democracy and create goals and policies derived from the citizens themselves, rather than through their elected representatives. However, the Plan is ultimately adopted and implemented by the Common Council. It will

be important to regularly communicate with the Council to ensure that the Plan is developing in the right general direction, and demonstrating that the plan is reflective of the desires of Bellevue's residents.



Bellevue Comprehensive Plan Update

Community Engagement Plan

Objectives

Community engagement is one of the most important components of comprehensive plan development. If the Plan is built from citizen input, it will be more durable and more likely that the community will commit to implementing the Plan. It is also important that the community is informed and aware of the constraints around how communities work. As such the community engagement efforts should have the following broad goals:

- Enable nuanced, informed conversation while remaining approachable.
- Reach a significant proportion of the community, generally consistent with Bellevue's demographic profile.
- Occur at times and locations convenient to the citizens.

Engagements

Events

Community events such as the Labor Day Celebration, Trunk or Treat, and the Tree Lighting Ceremony are natural opportunities to reach out to the public. Beyond engaging in conversation with citizens, special activities or games tailored to the event should be created to enhance the experience.

Surveys

While limited in the ability for two-way conversation with substantial depth, surveys are valuable methods of gathering large amounts of quantifiable information and are familiar to the community. In order to maintain this value, surveys need to be short, easy to complete, and understandable. As such, surveys will be generated monthly and be topic-focused.

Planning Media Club

In order to create great policies, we should learn from experts and other communities, as well as exploring the philosophical and cultural underpinnings of planning and governance. The Planning Media Club will meet up to consume and discuss book excerpts, news articles, podcasts, plans from peer communities, and other media around planning and local government.

Youth Advisory Council

The Comprehensive Plan is a long-range, future facing document. The community's youth are the ones that are going to spend the most time living with the outcome of the Plan and should be involved in the Plan's development. The Youth Advisory Council would be formed of Wood River High School students and function similarly to the Comprehensive Plan Advisory Council.

Leave a Message Phone

This tool consists of an old payphone (or similar) retrofitted to read a prompt for the user to answer, which would be recorded. This tool could be frequently moved around town, friendly to multiple languages, capture citizens that may be less interested in computer-based engagement, be available anytime, and capture more qualitative data than other tools.

Out-of-Office Hours

Bellevue residents have busy lives and may not always be able to go out of their way to participate. Staff will set up a table periodically at frequently travelled locations around town and be available to talk with community members.

Information Share-Out

As the plan develops and data is collected and transformed into information, we will present those preliminary findings to the community in more structured open houses as well as through the City's communication platforms and occasional creative physical representations placed in town.