

6a. Staff Report - 2024 Comp Plan Scope of Work/Discussion of Comm. Engagement

Planning Commission Meeting Date: December 1, 2022

Agenda Item: 6a.

PLANNING COMMISSION AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Scope of Work and Discussion of Community Engagement Plan for the 2024 Comprehensive Plan Update

DEPARTMENT: Planning & Community Development

PRESENTED BY: Andrew Bauer, Planning Manager

Public Hearing

Discussion

Study Session

Update

Recommendation Only

Other

INTRODUCTION

The City's Comprehensive Plan is mandated by the Growth Management Act to be updated periodically. The last major update of the Plan occurred in 2012. The next update is required to be completed by December 31, 2024.

At their November 7, 2022 meeting, the City Council approved the scope of work for the 2024 Comprehensive Plan update. An important next step is to develop the Community Engagement Plan to set the goals and framework for community and stakeholder engagement for the plan's update.

Tonight, staff will present to Planning Commission the key themes and topics within the scope of work. Staff will also be seeking feedback and direction from the Commission on the goals of engagement. The City's engagement consultant will be in attendance to help facilitate the discussion on engagement.

BACKGROUND

The [Comprehensive Plan](#) is the centerpiece of the City's planning efforts. It articulates the community's vision and establishes the goals and policies to inform the basis for regulations and decision-making. It also addresses anticipated population and employment growth over a 20-year horizon and how services, facilities, and the transportation network will accommodate growth.

The Comprehensive Plan fits within the broader planning framework of the State Growth Management Act (GMA), the Puget Sound Regional Council (PSRC) Vision 2050 and Multicounty Planning Policies, and the King County Countywide Planning Policies.

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Planning Framework, credit: PSRC

The GMA requires that Comprehensive Plans contain specific elements, and they are periodically updated. The City's Comprehensive Plan contains the following elements:

- Land Use
- Community Design
- Housing
- Transportation
- Economic Development
- Natural Environment
- Parks, Recreation & Open Space
- Capital Facilities
- Utilities
- Shoreline Master Program

The last major update of the plan occurred in 2012. The next major update for central Puget Sound communities in King, Pierce, and Snohomish Counties must be completed by December 31, 2024.

Part of the periodic update of the Comprehensive Plan will be to ensure consistency with the policies in the County and regional plans and to refine other goals and policies to plan for the next 20-years, through the year 2044. For example, the recently approved King County Countywide Planning Policies contain new housing policies on needs assessments, inventory, and reporting.

Growth Targets

The [King County Countywide Planning Policies \(CPPs\)](#) create a shared framework for growth management planning for all jurisdictions in King County. The CPPs implement

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the GMA and the Multicounty Planning Policies contained within PSRC’s Vision 2050 that was adopted in 2020. Through collaboration by all cities and the County, the CPPs and the [Urban Growth Area Capacity Report](#) have been updated and were adopted in April 2022.

The Urban Growth Area Capacity Report provides a periodic assessment of development capacity for future housing and employment and supports the adoption of the 2019-2044 growth targets adopted in the CPPs and that serve as the land use assumption in local comprehensive plans. The City’s growth targets for 2019-2044 are 13,330 net new households and 10,000 net new jobs.

Coordination with Ongoing Plan Updates

Planning staff have been coordinating closely with existing and upcoming City functional plan updates to ensure these updates can be used to inform and roll into the Comprehensive Plan wherever possible. The City functional plans identified thus far include:

- Transportation Element (adopted by Council Nov. 28th)
- Transportation Master Plan (tentative adoption 2023)
- Climate Action Plan (tentative adoption Dec. 2022)
- Surface Water Master Plan
- Parks, Recreation & Open Space Plan (tentative adoption 2023)

The work and supporting analysis conducted as part of these planning efforts will be leveraged and incorporated into the Comprehensive Plan to ensure there is alignment between plans.

DISCUSSION

Project Phases

The update to the Comprehensive Plan will occur over the coming years, with final adoption of the plan in its entirety anticipated in the second half of 2024. The update of the plan will generally be broken into the following phases and timing, but is subject to change as the project progresses:

Fall 2022	Winter-Spring 2023	Summer 2023	Spring-Summer 2024	Fall 2024
<ul style="list-style-type: none">•Scoping & work plan•Assess new requirements•Develop engagement plan	<ul style="list-style-type: none">•Engagement kick-off•Community visioning•Stakeholder engagement	<ul style="list-style-type: none">•Update vision statement•Review & revise plan elements•Engagement (ongoing)	<ul style="list-style-type: none">•Prepare draft plan•Public hearings•Engagement (ongoing)	<ul style="list-style-type: none">•Council Adoption

Project Scope

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On November 7, 2022, City Council passed Resolution No. 502 (Attachment A), approving the scope of work for the 2024 Comprehensive Plan update. The Council staff report can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2022/staffreport110722-7c.pdf>.

The scope is detailed below:

Key Themes

Three key themes will be incorporated throughout the review and update of the Plan:

- Climate,
- Equity and social justice, and
- Housing.

The key themes are those which have broad reach to goals and policies throughout all elements of the plan and reflect areas which the City is committing to planning for the next 20 years and beyond. These themes will further support the City's goals as they relate to climate change and creating an equitable and welcoming City in which everyone can afford to live.

Framework Goals

The Comprehensive Plan vision and framework goals were completed as part of the 2012 Comprehensive Plan. The City Council indicated at their Strategic Planning Workshop in the spring of 2022 that the current plan's vision is still a valid expression of the City's direction. However, the community will be given an opportunity to review the vision to offer new points of emphasis or reflect current trends.

Middle Housing

Middle housing is a range of house-scale buildings with multiple dwelling units – compatible in scale and form with single-family homes. Middle housing includes duplexes, triplexes, cottage housing, fourplexes, townhomes, etc.

The 2022 Comprehensive Plan amendment docket approved by Council in April 2022 includes an item to:

“Amend the Land Use Element to explicitly allow duplexes and triplexes and allow with conditions other dwelling types that are similar in scale with single family detached homes, in low density residential zones.”

This amendment is being carried over and incorporated into the Comprehensive Plan update due to its broad scope (approximately 66% of the City is designated low density residential), to leverage State grant funds to support the work, and to allow extensive community engagement.

The City has been awarded a Washington State Department of Commerce grant with the objective of evaluating the appropriateness of allowing middle housing types (including duplexes and triplexes) in low density residential zones. This grant will provide resources to analyze existing policies and regulations, conduct community

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engagement, and develop draft policies for consideration as well as concepts for future implementation through the Development Code.

The work occurring under the middle housing grant will overlap in some areas with the Comprehensive Plan update. For example, middle housing policies have the potential to influence the Land Use, Housing, and Community Design Elements of the Comprehensive Plan. Aligning the engagement and policy work with the broader Comprehensive Plan update is imperative to avoid potential conflicts or misalignment between the goals and policies of the plan.

Planning for Jobs

As noted above, the City's growth target includes 10,000 new jobs by 2044. A focused and intentional effort will be needed to ensure adequate jobs capacity and policies exist to actively support meeting the jobs target established in the Countywide Planning Policies.

Candidate Countywide Centers Designation

The CPPs establish the County Centers Designation Framework. Countywide growth centers serve important roles as places for equitably concentrating jobs, housing, shopping, and recreational opportunities. These are often smaller downtowns, high-capacity transit station areas, or neighborhood centers that are linked by transit, provide a mix of housing and services, and serve as focal points for local and county investment.

In 2021, the City received notice that its application for four "candidate" centers were accepted. The locations for the centers in Shoreline are:

- 148th Street Station Area
- 185th Street Station Area
- Shoreline Place
- Town Center

These candidate centers must be incorporated and fully planned as part of the Comprehensive Plan update. In 2025, jurisdictions will submit identified countywide centers to the Growth Management Planning Council for consideration as fully designated centers.

Utilities

Recent growth and development in the light rail station subareas has highlighted a need for greater planning and coordination with outside utility agencies. The Plan will be reviewed and updated as necessary to better facilitate joint planning.

Livability

The term "livability" has broad meanings, but in the context of the Plan update is intended to capture topics related to the community's quality of life and that encourage the City to further become a place in which people of all ages and abilities can live and thrive. Some topics include:

- Incorporate age-friendly policies,
- Connectivity/walkability to-and-from employment and daily goods and services,

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- Placemaking, and
- Urban design (sidewalks, buildings, noise, light, air, etc.).

Mandated Updates

There have been several updates to the GMA, Multicounty Planning Policies, and CPPs which have specific requirements on local Comprehensive Plans. The Comprehensive Plan will be reviewed and updated as necessary to ensure consistency across County, regional, and State requirements.

Miscellaneous Updates

The Plan will also be reviewed and updated for:

- Updating goals and policies which may no longer be appropriate,
- Updating definitions and terminology, and
- Incorporating emerging trends or new technologies where appropriate.

Development Regulations

The City's regulations within the Development Code (SMC Title 20) are one of the primary methods to implement the Comprehensive Plan. The GMA requires consistency between the Comprehensive Plan and development regulations. Amendments to the Development Code, where necessary to implement the Plan, will be brought forward as part of the Comprehensive Plan update.

Environmental Review

The Plan update will require environmental analysis under the State Environmental Policy Act (SEPA) to identify potential impacts and appropriate mitigations to address those impacts associated with the future growth of the City through 2044.

COMMUNITY ENGAGEMENT

The GMA requires community engagement as part of the plan update. The City's Planning and Community Development Department, Recreation, Cultural, and Community Services Department, and the Administrative Services Department have partnered to select an outreach and engagement consultant with an understanding of equity/anti-racism related to government engagement efforts. The consultant (Stepherson and Associates Communications) will support the development and implementation of an equitable engagement plan for the Comprehensive Plan, as well as outreach related to the Park Bond and Parks, Recreation, and Open Space Plan.

It is the goal that through this equitable engagement plan, new connections across the Shoreline community will be built with the goal of reaching those voices that typically go unheard. It is also hoped that through this work the City will begin to create sustained connections with communities that have historically been overlooked and potentially underserved.

Other typical methods of engagement will also be utilized such as project webpages, surveys, focus groups and stakeholder meetings, open houses, etc. The [webpage for the update](#) was also launched and provides a place where individuals can sign up for future notifications.

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Community Engagement Plan

Staff and the consultant teams are in the early stages of developing the Community Engagement Plan, with the goal of having equity as a centerpiece of the engagement plan. [Equity \(as opposed to equality\)](#) recognizes all people have different circumstances and aims to allocate the resources needed to reach an equal outcome.

A draft outline of the Community Engagement Plan includes:

1. General Information
 - a. Project team, plan description, benefits, impacts, budget, and schedule
2. Background Information:
 - a. Comprehensive Plan program information
 - b. Internal and external stakeholder overview
 - c. Demographic analysis
3. Engagement Approach:
 - a. Outreach and communications objectives
 - b. Anticipated concerns / considerations / opportunities
 1. Equity
 2. Housing
 3. Climate
 - c. Key messages
 - d. Outreach and communications strategies
 1. Partner agency coordination and liaisons
 2. Engagement Plan
 - e. Communications tools
 - f. Accessibility and equity considerations
 - g. Calendar of Events / Project Milestones

Discussion Questions:

1. What does an equity-centered engagement process look like?
2. What outcomes would you like to see from the engagement process?
3. Are there specific stakeholders, groups, organizations, individuals, etc. which should be included in the engagement process?
4. How does the Planning Commission want to be involved in the engagement process?

NEXT STEPS

Input from the Planning Commission on community engagement will be used to inform the Community Engagement Plan. The Community Engagement Plan will be developed over the coming weeks and will go back to the City Council for acceptance (tentatively scheduled for January 2023).

Community engagement is anticipated to launch in February 2023.

RECOMMENDATION

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There is no recommendation at this time. The purpose of tonight's meeting is to update the Commission on the scope of work and to get feedback on the Community Engagement Plan.

ATTACHMENTS

Attachment A – Resolution No. 502

RESOLUTION NO. 502

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE APPROVING A SCOPE OF WORK AND MASTER SCHEDULE FOR THE 2024 COMPREHENSIVE PLAN PERIODIC REVIEW.

WHEREAS, the City of Shoreline is required to plan under chapter 36.70A RCW, the Growth Management Act (GMA), which establishes goals, policies, and requirements to guide the development of long-range comprehensive plans and development regulations to implement those plans; and

WHEREAS, pursuant to RCW 36.70A.130(5), the City is required to periodically review and, if necessary, revise its comprehensive plan, with the next periodic review to be completed by December 31, 2024; and

WHEREAS, pursuant to RCW 36.70A.140, the City is required to establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans; and

WHEREAS, on September 1, 2022, the Shoreline Planning Commission was presented with the proposed 2024 Comprehensive Plan Periodic Review Scope of Work and Master Schedule; and

WHEREAS, on October 3, 2022, the Shoreline City Council was presented with the proposed 2024 Comprehensive Plan Periodic Review Scope of Work and Master Schedule;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, AS FOLLOWS:

Section 1. Comprehensive Plan Periodic Review.

The 2024 Comprehensive Plan Periodic Review Scope of Work and Master Schedule set forth in Exhibit A are hereby approved as the basis for development of amendments to the City of Shoreline Comprehensive Plan and related development regulations consistent with the goals, policies, and requirements of the Growth Management Act, chapter 36.70A RCW.

Section 2. Work Plan.

The City Council directs the staff and Planning Commission to carry out a work plan to accomplish the 2024 Comprehensive Plan Periodic Review consistent with the Scope of Work and Master Schedule approved by this Resolution, and to develop a Draft 2024 Comprehensive Plan Periodic Review Public Participation Plan.

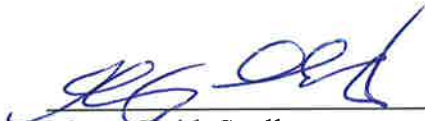
Section 3. Public Participation Plan.

A. The City Council directs staff to develop a Draft 2024 Comprehensive Plan Periodic Review Public Participation Plan consistent with RCW 36.70A.035 and RCW 36.70A.140 which require the periodic review be informed by a program for early and continuous community involvement that meaningfully and effectively engages the community early and often, focusing on key topics of interest in a manner that is equitable, barrier-free, and recognizes the needs and interests of both the community and the City.

B. The City Council further directs staff to present the Council with the Draft 2024 Comprehensive Plan Periodic Review Public Participation Plan for acceptance and approval.


Section 4. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 7, 2022.



Mayor Keith Scully

ATTEST:



Jessica Simulcik Smith
City Clerk

Scope for the 2024 Shoreline Comprehensive Plan Update

Detailed below are the primary elements of the scope for the review and update of the Comprehensive Plan.

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