

# Public Participation Plan

## Comprehensive Plan Periodic Update



October 2021

Federal Way 2024-2044

## I. Background

Federal Way adopted an Interim Comprehensive Plan at the time of incorporation in February of 1990. In November of 1995, after a three-year planning process with much public involvement, Federal Way adopted its first GMA-compliant comprehensive plan (FWCP). The ideas in the FWCP were developed through discussion, debate, and the creative thinking of thousands of Federal Way citizens, working with City staff and elected officials. Consistent with the GMA, the City of Federal Way provided early and continuous opportunities for citizens to participate. The last periodic update of the Comprehensive Plan occurred in 2015.



The city is again updating its Comprehensive Plan – setting the vision and the plan for the city to 2044. Under the Revised Code of Washington (RCW) 36.70A.130, the city of Federal Way is required to: (1) plan for the succeeding 20-year population and employment growth forecast, and (2) update its comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of the Growth Management Act (GMA). Specifically, RCW 36.70A.140 states that:

“Each county and city that is required or chooses to plan under RCW 36.70A.040 shall 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.”

The overarching goal of this participation plan for the 2024 periodic update is to accomplish that requirement listed above and generate a comprehensive plan that ensures a high quality of life and access to opportunities for all community members.

## II. Process Overview

The City is planning for the update process to span approximately 2½ years, beginning in January 2022 and ending in June 2024. See Attachment 1 (Project Timeline) and Attachment 2 (Master Schedule).

Public engagement is a key component of this effort and is vital for its success. This plan will enumerate the state and local requirements for public participation and emphasize efforts to connect with and engage historically underserved communities.

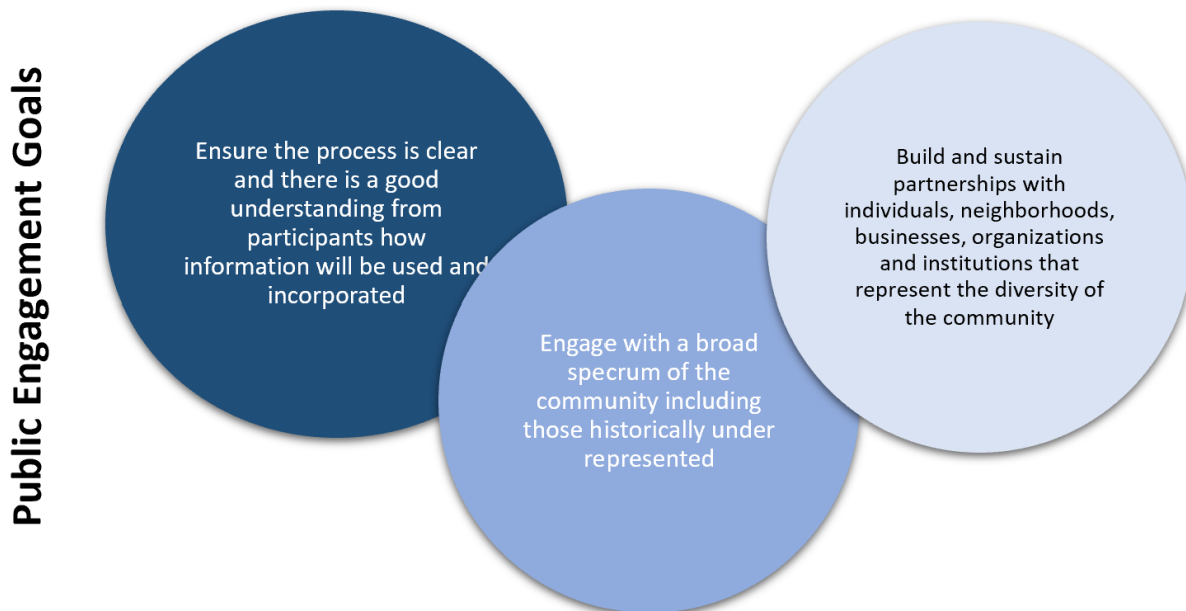
Staff will pair a formal process such as hearings and city-organized open houses with a less formal approach to public outreach. More casual approaches to gathering feedback will be used by making greater use of alternative strategies for outreach such as getting on the agendas of and presenting at existing meetings, using videos to help get the word out, attending community events, and hosting pop-up meetings in varied places. For the less formal effort, more focus will be placed on going to “where people are” as opposed to inviting people to join in a traditional city setting. This double-pronged approach will help ensure the city reaches those more familiar with current city-hosted events and processes as well as groups and populations underrepresented in the planning process. These efforts will ensure the planning process is truly open and that participant input is convenient, authentic, and integrated into the plan update.

The Federal Way Planning Commission will serve as the backbone of the review process. But, the process will engage a number of stakeholders, will include task forces and other city commissions and there will be opportunities to connect many groups that may rarely interact.

As chapters are updated, all draft documents will be posted to the project webpage for public review. The city will also be completing a State Environmental Policy Act (SEPA) review as part of the project and there will be opportunities for the public to provide comment. All public comments received will be compiled and be taken into consideration throughout the progression of this process.

### III. Goals

Federal Way’s Comprehensive Plan represents the vision of the community for the next 20 years. It is used to guide decisions by city staff, the Mayor, and the City Council. For this reason, it is vitally important to hear from as many people and to get participation from as broad a spectrum of the community as possible. With the support of the Mayor, the Community Development Department is keen on reaching as many people as possible during the update planning process and engaging the public’s interest to a greater degree than has been achieved in the past.



#### IV. Diversity, Equity, and Inclusion

Planning decisions have historically instituted social and racial inequities and can perpetuate these outcomes. To equitably engage with a diverse population, city staff will work with community leaders and organizations in connection with historically excluded and underrepresented populations, insure access by translating documents, offering interpretation services and applying an equity lens to be deliberately inclusive of underserved populations while implementing the methods of engagement below.

#### V. Proposed Methods/Timing for engaging the community:

What		Scope
1.	Planning Commission	Review all chapters, recommendation to Council
2.	Comprehensive Plan Update ad hoc Committee	Jan 2022-June 2024. Appointment by Mayor & meet monthly. Keep project on track; review drafts; recommend improvements throughout the process.
3.	Stakeholder Engagement <ul style="list-style-type: none"><li>- School District</li><li>- Seniors</li><li>- Youth groups</li><li>- Chamber</li><li>- Faith-based organizations</li><li>- Community and non-profit organizations</li><li>- Equity and social justice advocacy groups</li><li>- Development community</li><li>- Local and regional housing advocates and organizations</li><li>- SKHHP</li></ul>	Individual meetings held in 2022 to hear from specific sectors of the community through the following methods:  Interviews will be used to gather in-depth feedback from key stakeholders. Interviews may occur using a variety of communication tools including phone calls, video conferencing, or in person.
4.	Task Forces	Task forces are time-bound and outcome-focused groups that are convened to support and guide staff in planning efforts relating to the newly-formed Chapters of the Comprehensive Plan.  The task forces will be appointed by the Mayor and will focus on the goals/policies/implementation strategies.  There are 3 planned Task Forces: Climate, City Center, and S. Station.
5.	Webpage <ul style="list-style-type: none"><li>- Lobby or equivalent</li><li>- Survey &amp; notice sign up</li></ul>	Setup by 11/21

	<ul style="list-style-type: none"> <li>- GIS storyboard</li> <li>- Short topical videos</li> </ul>	
<b>6.</b>	Project Initiation survey	Available from webpage
<b>7.</b>	Open House Events	Provide an in-person opportunity to learn about the process, engage with staff, and provide feedback. Two Open House Events will be located in different parts of the city.
<b>8.</b>	Community Pop-up Events and Tabling	Pop-up events and tabling are methods for city staff to go out in the public and attend events where the community gathers. Events include but are not limited to the Farmer's Market, Movies in the Park and Holiday events. Staff will provide informational materials, engage in dialogue and solicit feedback.
<b>9.</b>	Community walk	<p>A community walk is a method where a staff-led community group walks through a neighborhood of interest to map out and collect information about the neighborhood's resources and dynamics. Combining this walk with interviews of community members and residents is an opportunity for supplemental and qualitative information not otherwise collected in a target area.</p> <p>Two main areas of interest are the City Center and &amp; South Station.</p>
<b>10.</b>	Human Services Commission	8 months – goals/policies/implementation
<b>11.</b>	Diversity Commission	4 meetings + joint meeting w/ Planning Commission
<b>12.</b>	Workshops	<p>The Workshops are an opportunity for the city to host a ½-day community meeting where, following a short presentation, participants are asked to work in small groups and provide responses to specific topics.</p> <p>Workshops are anticipated for an overall Visioning exercise, and for the S. Station area.</p>
<b>13.</b>	Quarterly LUTC updates	2022 & 2023
<b>14.</b>	Virtual Town Hall	Online forum for more detailed discussions on specific Chapters to the Comprehensive Plan and the overall process. 1Q 2022, 4Q 2023
<b>15.</b>	SEPA review	4Q 2023

Attachment 1: Public Participation Project timeline



Attachment 2: Master schedule

## Periodic Update Master Schedule

					2021		2022				2023				2024	
Comprehensive Plan					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Tasks/Element	New	Major	Minor	Level of Public Participation												
Scope, Kickoff & Website				0												
Public Participation Plan				2		*										
#1 Introduction		✓		2												
#2 Land Use			✓	1			*									
#3 Transportation		✓		2			LU		LU					*		
#4 Economic Development		✓		1								*				
#5 Housing		✓		2										*		
#6 Capital Facilities		✓		1									*			
* Centers	✓			3										*		
#7 City Center	✓	✓		3							*					
South Station	✓			3					LU	*						
#12 Twin Lakes			✓	0										*		
#8 PAAs		✓		1												
#9 Natural environment			✓	2			*									
#10 Private Utilities			✓	1								*				
#11 Shoreline Master Program			✓	1				*								
Human Services	✓			3							*					
Diversity	✓												*			
Arts & Culture	✓			3			**		*							
Parks and Recreation	✓			1												
Climate	✓			3									*			
Implementation	✓			0									*			
Glossary			✓	0												
Review																
SEPA																
Approval																

### Public Participation Level

- 1 Minimum: Planning Commission, Public Hearings, info on website
- 2 Additional: All above subject-specific outreach and events
- 3 Extensive: All above and targeted outreach, property owners, pop-up meeting, Open House, etc.

\*Dark color indicates review by Planning Commission