



# MEMORANDUM

Date: February 21, 2023  
To: Planning Department  
From: Talia Tittelfitz, Sr. Planner  
Subject: Enumclaw Public Participation Strategy – 2024 Comprehensive Plan Update

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## 1. Background

The City of Enumclaw is updating its Comprehensive Plan. This memo outlines the City's Public Participation Strategy (PPS) to meet state as well as City-adopted local participation requirements.

Public participation is the process by which public concerns, needs, and values are incorporated into government decision-making. Citizen participation is essential to the local issues of community development which will be addressed by Enumclaw's 2024 update to the Comprehensive Plan.

This PPS provides a framework for public participation efforts by the City to promote community involvement in the Comprehensive Plan update process, whereby all who are affected have the opportunity to be informed, and opportunity to comment, and an opportunity and participate in the decision process.

### 1.1 Goals

In addition to satisfying statutory requirements, a public participation plan can have many benefits for the community including:

- an increased public trust in government;
- better and more responsive services to meet the needs of citizens;
- engaged citizens to who take ownership of local challenges and solutions;
- opportunity for new and innovative ideas; and
- helping to ensure that government priorities are aligned with public priorities.

### 1.2 Requirements

A number of state, regional, and local require robust public participation. These include:

- Washington Administrative Code (WAC) [365-196-600](#) requires early and continuous public participation in the amendment of comprehensive plans
- A legal requirement of the state Growth Management Act, RCW 36.70A.140, which states that every jurisdiction: *"shall establish and broadly disseminate to the public a public participation program*

*identifying procedures for early and continuous public participation (emphasis added) in the development and amendment of comprehensive plan land use plans and development regulations implementing such plans.”*

- New legislation codified in [RCW 36.70A.040\(8\)](#) requiring coordination with Tribes.

## 2. The City of Enumclaw’s Public Participation Program

In addition, the City of Enumclaw adopted a Public Participation Program (Program), included in Attachment A. This sets the City’s standards for public involvement for legislative actions, including Comprehensive Plan Updates. Sections of the City’s Program most applicable to the 2024 Comprehensive Plan Update include:

- Public Participation for Legislative Actions
- Comprehensive Plan Updates
- Role of the Planning Commission
- Role of the City Council
- Selections, as appropriate, from Program Appendix A – Public Methods of Participation
- Selections, as appropriate, from Program Appendix B – Key Parties/Stakeholders

### 2.1 *Public Participation for Legislative Actions*

The 2024 Comprehensive Plan Update will result in a legislative action that affects more than one property. ***Legislative actions are not quasi-judicial, and decision-makers can freely discuss the merits of the proposal with proponents and opponents.*** Since legislative actions result in the development of planning goals and policies based on citizen values and desires, planning for sufficient public participation is always of high importance to ensure representation of all segments of the community.

The City must ensure that the selected public participation tools are cost effective and targeted to best meet the goals of the 2024 Comprehensive Plan Update.

### 2.2 *Comprehensive Plan Updates*

Because the 2024 Comprehensive Plan may include shifts in policy or may impact future amendments to development regulations that may have broad or far-reaching effects, the City’s Program calls for a more extensive public participation effort. This should include:

- mailings to affected property or business owners and community organizations and
- one or more public open houses or workshops

### 2.3 *Role of the Planning Commission*

The Planning Commission is a citizen advisory committee for land use planning purposes. The Planning Commission has roots in state planning enabling legislation, its responsibility and general composition are established in state law. Based on state law and EMC 2.30, the Planning Commission is the Council’s citizen advisory body on all matters of land use planning. It consists of seven citizen members, four who must live in the City and three may reside in the City’s park and recreation service area. Members may be appointed by the Mayor and confirmed by Council for four year terms. The intent of the Planning Commission is to have a broad cross section of citizens to collectively advise the Council on land use planning tasks. The Planning Commission has the following responsibilities:

- Understand the benefits of planning and zoning;

- Review legislative actions and Comprehensive Plan Amendments;
- Recommend changes to the Comprehensive Plan and Development Regulations through the 10 year Comprehensive Plan Update;
- Recommend public participation strategies;
- Hold one or more public hearings
- Consider public comments; and
- Make recommendations to City Council per EMC Chapter 2.3

## *2.4 Role of the City Council*

The City Council is a body of seven members which is given authority by the state constitution and state law to make local law. Local legislative authority is generally limited to what the state specifically grants to cities. The City has a Mayor-Council form of government wherein administration is vested in the Mayor and legislative authority is vested in the City Council. As pertains to public participation, the role of the City Council is as follows:

- Propose changes to the Comprehensive Plan and Development Regulations through the 10 year Comprehensive Plan Update;
- Hold one or more public hearings;
- Consider public comments;
- Provide opportunity for public comment if changes to a legislative action are made after public review and comment has closed; and
- Deliberate and make decisions on Comprehensive Plan Amendments as per EMC Chapter 15 and applicable state law.

## *2.5 Selections from Program Appendix A – Public Methods of Participation*

The City has selected the following techniques for encouraging public participation in 2024 Comprehensive Plan Update.

### Active Engagement (asking people to participate and provide feedback)

Scheduled Events (see Schedule for more details)

- Visioning event (with Planning Commission & other stakeholders)
- Open Houses (six events on topic areas)
- Community survey – early broad questions (City will do Housing, Parks surveys separately)

Ongoing throughout the duration of the project

- Solicit comments and feedback via online comment forms, written comment forms, and direct email to a collecting-email address the City already has set up
- Soliciting comments and feedback from public or private groups with known interests in housing, transportation, land use, or economic development

### Notifications (providing project information and transparency)

- City web page. BHC team will provide content about the Comp Plan Update process. City's Media Services Specialist/Cultural Arts Liaison to manage the City's web page.
- Email distribution list. City has collected email addresses and can email via utility billing system. They may start using a new emailing service that allows for better management of emails up to 50,000 addresses.

- Press Releases – once per quarter, with project updates.
- Sending notices to agency mailing lists (see Key Parties/Stakeholders)
- Publishing notice in a newspaper of general circulation in the City. For all public events, visioning, open houses, public hearings, comment periods, general comment solicitation, and surveys
- Public hearings required for adoption proceedings

## *2.6 Selections from Program Appendix B – Key Parties/Stakeholders*

Local governments must consult with interested parties throughout the 2024 Comprehensive Plan Update. The City has identified the following interested parties and agencies that will be included in notifications and mailings about the project. This list may be expanded throughout the project to ensure that that all potentially affected parties are included and encouraged to participate.

Stakeholders with an \* are identified as having a particular interest in this process and may be good candidates to engage with for early, focused conversations. Stakeholder contact information is being collected and maintained in a separate document.

### Members of the Public

- Residents city-wide
- \*Property/business owners city-wide
- Residents in the unincorporated UGA
- Property/business owners in the unincorporated UGA

### Business Community

- Enumclaw Area Chamber of Commerce
- LiveLocal98022
- \*King County Master Builders Association, and other members of the development community
- Rainier Foothills Wellness
- \*Plateau Outreach Ministries
- Other Community Organizations

### Environmental Stakeholders

- Forterra
- Futurewise
- WRIA 9 Watershed Ecosystem Forum for Salmon Habitat Recovery

### Tribes

- \*Muckleshoot Tribe
- \* Puyallup Tribe
- \* Snoqualmie Tribe

### Others

- Puget Sound Energy
- Green River Community College
- \*King County Equity and Social Justice

### Special Purpose Districts

- Enumclaw School District
- King County Fire District 28
- King County Drainage District No. 5
- King County Drainage District No. 6

#### City Officials

- City Council
- Planning Commission
- Design Review Board
- Park Board
- City Staff

#### City Departments and Services

- Public Works
- Park and Recreation
- Finance
- Police

#### Other Local Government

- City of Buckley
- King County
- City of Auburn
- City of Black Diamond

#### State Government

- WSDOT
- Department of Ecology
- Department of Commerce
- Department of Archaeology and Historic Preservation
- Department of Fish and Wildlife
- Department of Transportation

#### Federal Government

- Federal Emergency Management Agency (FEMA)
- National Park Service
- US Forest Service

## **3. Schedule**

### ***3.1 Visioning Event***

- Timing: Tuesday, April 25<sup>th</sup>, in the evening – Enumclaw City Council Chambers
- Event goals
  - Community kick-off to the 2024 Comprehensive Plan Update
  - Public education: Comp Planning 101
  - Present existing conditions report – checking in with the community to see if we've captured an accurate snapshot

- Collaborate to update community vision
- Communicate project schedule, how to stay involved, and other opportunities to participate
- Solicit early, high level feedback on community direction

### *3.2 Open Houses*

#### 3-4 Topical Open Houses

- Timing: Spring and early summer, 2023
- Overlap with initial drafting of Comp Plan Elements so community feedback can be incorporated
- Topics include:
  - Transportation
  - Economic Development
  - Housing (to be combined with outreach for the Housing Needs Assessment)
  - Integration of the above with land use patterns
- Event goals
  - Allow for more focused topical conversations
  - Direct engagement of stakeholders who are interested in or impacted by these topics
  - Gather specific feedback for purpose of drafting goals and policies for those elements

#### 2 Review & Adoption Open Houses

- Timing: early 2024
- Event goals:
  - Encourage community to review 70% draft of 2024 Comp Plan
  - Check our work: did we capture community values?
  - Early enough in document to make revisions based on feedback

### *3.3 Community Survey*

- Timing: Spring, 2023
- Parameters
  - City is conducting housing and parks-related surveys separately
  - City would like to collect responses to a few broad, high level questions related to other Comp Planning topics
  - Consultant team to work with City to prepare additional questions, demographic information to be collected for respondents, data collection and analysis, and incorporation either into the existing conditions report or into Comp Plan elements by topic.