The Growth Management Act (GMA) requires that each Washington city and county establish a public participation program and procedures for amendments, updates and revisions of comprehensive plans and development regulations. Each Washington city and county must periodically review and, if needed, revise its comprehensive plan and development regulations. The first group of counties and cities, which includes Lakewood, must complete review and revision requirements by June 30, 2015. County reviews of designated urban growth areas (UGAs) must also be completed according to this schedule, and evaluation requirements for the buildable lands program must be completed by counties and cities one year before the applicable review and revision deadline. Pierce County is currently updating its buildable lands report.

The community development department prepared a PowerPoint presentation, a public participation plan, and work plan. Those documents were reviewed and recommended for approval by the Planning Advisory Board on May 1, 2015. Attached hereto are those same documents for City Council consideration.

The community development department will conduct a summary visioning process in the fourth quarter of 2013. This visioning exercise would be a combination of an environmental scanning process, coupled with an Open House using exhibits, one-on-one conversations with planning staff, and comment cards.

Another topic is the relationship between the 2015 Comprehensive Plan Update and the JBLM Joint Land Use Study (JLUS) which is expected to be underway simultaneously. However, JLUS will not be completed until 2016 after the Comprehensive Plan Update. This poses challenges with the City meeting its requirements under GMA and with the Puget Sound Regional Council, because JLUS will likely make recommendations to change the land use regulations in the Air Corridor and Clear Zones which comprise a significant part of the City (about 1,500 acres ±). That means Lakewood may need to amend its 2015 Update in 2016,
which also means its subjects Lakewood to a second round of possible SEPA and GMA appeals.

Staff is requesting that the City Council review the public participation plan and work plan. These plans would return for formal approval on July 15 in the form of a resolution.

Attachments:
  - PowerPoint
  - Public participation plan
  - Work plan
2015 Required Comprehensive Plan Update

M. David Bugher
Assistant City Manager & Community Development Director

Dan Catron
Principal Planner

City of Lakewood
Comprehensive Plan

- Establishes policies for growth & development for the next 20 years
- Provides the “blueprint” for City decisions & actions
- Major update due June 2015
Growth Management Act

Adopted in 2000

Implementation guided by 13 goals:

1. Urban growth
2. Reduce sprawl
3. Transportation
4. Housing
5. Economic development
6. Property rights
7. Permits
8. Natural resource industries
9. Open space & recreation
10. Environment
11. Citizen participation & coord.
12. Public facilities & services
13. Historic preservation

City of Lakewood
Vision 2040

- Required for GMA for multi-county planning policies
- Establishes a regional growth strategy for four counties: King, Pierce, Snohomish, and Thurston
- Identifies regional growth centers
  - 23 total
  - 1 is in Lakewood
Countywide Planning Policies

- City and Pierce County must collaborate on planning
- Countywide planning policies are developed and amended through the Pierce County Regional Council (PCRC)
- A member of the City Council represents Lakewood at PCRC
Major Update Essentials

• Update background information, inventories, and existing conditions
• Ensure public involvement in plan development
• Prepare a Vision that captures our aspirations
• Write policies that:
  – Are consistent with state, regional, and county planning efforts
  – Provide a clear direction for City decision making
  – Are easily understood and communicated
• Amend zoning and regulations as needed
Comprehensive Plan Elements

**Required Elements:**
- Land Use
- Housing
- Capital Facilities
- Utilities
- Transportation
- Economic Development
- Parks and Recreation

**Other Elements:**
- Urban Design
- Public Services
Project Roles

- **Staff** will conduct outreach, provide technical expertise, prepare recommendations, and conduct environmental review.

- **Planning Advisory Board** will be the lead advisory body, which entails receiving public comment and forwarding recommendations to Council.

- **Council** is the decision-making authority, and will be briefed throughout the process.

- The **public** will provide input that will guide recommendations and decision making.
Public Participation

- Initial outreach to stakeholders and the general public
- Series of public meetings will be held, including workshops and hearings
- [www.cityoflakewood.us](http://www.cityoflakewood.us)
- PlanUpdate@cityoflakewood.us
- Sign in to stay informed of what is going on with the plan at the e-mail or webpage above
# Update Schedule

<table>
<thead>
<tr>
<th>Project Deliverables</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
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<tbody>
<tr>
<td></td>
<td>J</td>
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<td>M</td>
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<tr>
<td>Public Participation</td>
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<tr>
<td>Internal assessment of goals &amp; policies</td>
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<tr>
<td>Amend existing conditions report</td>
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<tr>
<td>Visioning</td>
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<tr>
<td>Revisit goals &amp; policies with visioning process</td>
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<tr>
<td>Update comprehensive plan chapter introductions, maps, &amp; figures</td>
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<tr>
<td>Rewrite comprehensive plan chapter 1</td>
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<tr>
<td>Final comprehensive plan update</td>
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<tr>
<td>Capital facilities plan</td>
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<td>Revise developmental regulations</td>
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<tr>
<td>Initiate SEPA</td>
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<tr>
<td>PSRC &amp; Department of Commerce review</td>
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<tr>
<td>Revise comprehensive plan and/or development regulations</td>
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<tr>
<td>Adopt comprehensive plan and/or development regulations</td>
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## Public Process

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<tr>
<th>Planning Advisory Board</th>
<th>2013</th>
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</table>

*U-update*

*W-workshop*

*PH-public hearing*
Next Steps

VISION !
Community Open House
Month – Day at City Hall
0:00 to 0:00 p.m.
Introduction: The City of Lakewood is updating its Comprehensive Plan in accordance with the Washington State Growth Management Act (GMA) governed by RCW 036.70A. In 1990, the legislature adopted GMA because “uncoordinated and unplanned growth, together with a lack of common goals expressing the public’s interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic development, and the health, safety, and high quality of life enjoyed by residents of this state.”

Thirteen adopted goals guide the development of Comprehensive Plans under GMA. These goals include: encouraging urban growth, reducing sprawl, promoting efficient transportation, ensuring availability of affordable housing, encouraging economic development, protecting property rights, timely permit processing, maintaining natural resource industries, retaining open space and recreation opportunities, protecting adjacent jurisdictions, providing adequate public facilities and services, and the preservation of sites of historical and archaeological significance. While all the goals of the Growth Management Act should be pursued in local Comprehensive Plans, it is up to each community to determine how to best balance these goals.

Comprehensive Plans establish policies for community growth and development for the next 20 years. GMA requires that cities include certain “Elements” in their Comprehensive Plans. Typically these elements are distinct chapters in the plan: Land Use, Transportation, Capital Facilities, Utilities, Housing, Economic Development, Parks and Recreation, and Shoreline Management (for communities subject to the Shoreline Management Act). Lakewood has also developed optional elements on topics of importance to our community: Urban Design, Economic Development, and Public Services.

Most jurisdictions in the state are required to adopt a Comprehensive Plan consistent with the GMA and to update their plan every eight years. Annual amendments may be made to a Comprehensive Plan, but the periodic update is required to assess the plan as a whole. Lakewood’s last major Comprehensive Plan update was adopted in 2004. The next deadline for Snohomish, King, and Pierce County cities is June 30, 2015.

Project Overview: It will take about two years to complete the Comprehensive Plan update. The first step in the process is to prepare an existing conditions report. The second step is to evaluate the City’s Vision, which summarizes the most important principles driving the Comprehensive Plan. Lakewood’s Vision also defines those priorities and qualities that make our community distinctive and unique. Efforts to define the Vision will shape the review and amendment of the individual elements in the third, and longest, phase of the project. Review of Comprehensive Plan Elements will be staggered. Review of necessary changes to the Lakewood Municipal Code

1 RCW36.70.A.010
will also be included during this time. Environmental Review, including the production of a new Environmental Impact Statement for the Comprehensive Plan, will be the last phase of the project.

Project Timeline

<table>
<thead>
<tr>
<th>Project</th>
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<tbody>
<tr>
<td>Project Framing</td>
<td>May 2013</td>
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<tr>
<td>Element Review and Revision</td>
<td>Summer – Fall 2013</td>
</tr>
<tr>
<td>Visioning</td>
<td>Fall/Winter 2013</td>
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<tr>
<td>Development Regulations</td>
<td>Fall/Winter 2014</td>
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<tr>
<td>Capital Facilities Plan</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>Environmental Review</td>
<td>Winter 2014</td>
</tr>
<tr>
<td>Final Approval</td>
<td>Spring 2015</td>
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Public participation is a key component of this two year planning effort. This Public Participation Plan has been created for two purposes. First is to identify potential stakeholders and invite their participation in the planning process. Second is to guide public participation efforts throughout the process to ensure early and continuous involvement in decision-making. Efforts to ensure public participation will continue to evolve throughout the life of the project.

**Roles and Responsibilities:** The City of Lakewood is responsible for the update of the Comprehensive Plan in compliance with GMA. This responsibility includes actively inviting public comment and coordinating with state, regional, and county planning policies in the Growth Management Act, the Puget Sound Regional Council VISION 2040 Plan, and the Pierce County Countywide Planning Policies. The primary contact person for the City of Lakewood is:

Dan Catron, Principal Planner  
City of Lakewood, Planning Department  
6000 Main Street SW  
Lakewood, WA 98499  
253.983.7730  
Plan Update@cityoflakewood.us

The Lakewood Planning Advisory Board (PAB) will take the lead as the advisory body for this project. The PAB meetings are regularly scheduled and open to the public with opportunities for the public to speak at each meeting on both agenda items and non-agenda items. Quarterly, the community development staff will ensure that the City Council receives regular briefings on the work of the PAB. The City’s other advisory boards will receive updates based on their respective roles. Council and advisory board meetings are regularly scheduled and open to the public, and again, provide opportunities for the public to speak.
Public Participation Plan: State law requires the City to invite citizens and stakeholders to participate in the Comprehensive plan update process. Public participation is also very important to the City of Lakewood as an effective tool to balance competing interests and needs that are inherent in land use decision making processes. It is important that information be made available to any interested person can understand the materials and participate. The City will encourage participation in several ways.

Stakeholders

A variety of groups, agencies, and individuals may have interest in the update of Lakewood’s Comprehensive Plan. These stakeholders can be categorized as follows:

- **Other Governmental Agencies**
  - Nearby jurisdictions: Town of Steilacoom, University Place, Tacoma, DuPont, Pierce County, Joint Base Lewis McChord (JBLM), Camp Murray
  - Federal agencies: U.S, Department of Housing and urban Development, Federal Highway Administration, Federal Railway Administration
  - Regional Organizations: Puget Sound Regional Council, Pierce County Regional Council, South Sound Military Communities Partnership, Sound Transit, Puget Sound Clean Air Agency
  - Tribal governments: Nisqually, Puyallup, Steilacoom
  - Tacoma-Pierce County Health Department

- **Quasi-Governmental Groups**
  - School District: Clover Park School District
  - Local Colleges: Clover Park Technical College, Pierce College
  - Pierce County Housing Authority
  - Metropolitan Development Council

- **Residents, Property Owners, and Local Community Associations**
  - Neighborhood Associations
  - Service Clubs
  - Keep Lakewood Beautiful
  - Lakewood Historical Society

- **Business Groups and Associations**
  - Business Organizations: Lakewood Chamber of Commerce
  - Trade Organizations: Master Builders Association of Pierce County, Pierce County Association of Realtors

- **Environmental Organizations and Conservations Groups**
Regional groups: Futurewise, Washington Environmental Council
Local Chapters of National groups: Sierra Club, Audubon Society, Trust for Public Land, Society for Ecological Restoration

**Project Outreach**

Initial public outreach will include reaching out to both the general public and identified stakeholders to invite participation. Stakeholders will be invited to participate through e-mail, post, phone calls, or in-person contacts.

Outreach to the general public will include notices displayed in public places such as libraries, community facilities, and businesses. Lakewood residents will be sent project kick-off information, exactly how has yet to be determined, although it is anticipated that the *Lakewood Connections* – a quarterly City newsletter received by most households, will be used for such purposes.

Throughout the process of the Comprehensive Plan update, the City will maintain several channels for communication and public participation. One of the primary tools will be a City webpage dedicated to the project: <www.cityoflakewood.us./planupdate>. This website will include notices for upcoming public meetings, documents available for review, and other information related to the project. Visitors to the website can sign up to be on the interested parties list. Ideally, the website would include interactive features that would allow on-going exchange of information and ideas related to the project. A dedicated e-mail address <PlanUpdate@cityoflakewood.us>, has also been established specifically for questions and comments on this project.

Stakeholders who express interest in participating will continue to receive notices and informational mailings from the City. Joining the interested parties list by providing contact information to receive updates about the project by e-mail or post will be the best way for an individual to consistently receive notices and messages about the process.

A series of public workshops and public hearings will be held throughout the project. Prior to public workshops or public hearings, notices about these events will be posted in general community locations and distributed through methods required for public hearings by the Lakewood Municipal Code. These methods are intended to inform the general public, or those who have not provided individual contact information, or key opportunities for participation in the Comprehensive Plan update.

Public meetings held by the PAB, and the City Council; Meetings will be noticed according to the standards procedures for those bodies, as well as on the project website.
All outreach efforts will be documented by the City and available for public review upon request.

**Document Review**

Update of the Comprehensive plan will result in several work products that require review. Some of these products include: draft policy changes, draft code changes, issue papers, staff reports, and environmental review documents. It is expected that the City will consult with stakeholders in the development of documents and other work products for this update.

Once drafted, all documents will be available for official review by the public. Comment periods will be clearly specified and advertised through the means identified in this public participation plan. The City will maintain a database of all comments received throughout the Comprehensive plan update, which will be available for public review upon request.

The State Environmental Policy Act (SEPA) process offers additional opportunities to seek public input. The City anticipates integrating SEPA review into the proposal through the Growth Management Act/SEPA integration process. Prior to the PAB making a final recommendation on the amended Comprehensive plan and any related changes to the Lakewood Municipal Code, the City will prepare an Environmental Impact Statement, which provides the opportunity for additional specific input on environmental impacts of the proposal.

**Conclusion:** The update of Lakewood’s Comprehensive Plan is a collaborative effort in which the City will engage the public, businesses, governmental agencies, and other interested groups. The City website, public postings, community events, public meetings, and workshops will be used to reach out to interested parties and get them involved in the process.
<table>
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| May 2013     | Maintain existing comprehensive plan format: policy document; background report; and environmental documentation. Prepare contact mailing lists. Develop comprehensive plan website. Prepare comprehensive plan excerpts and distribute same to various city departments. Review PSRC and Department of Commerce checklists. Finish SMP update.  
Have the **PAB** recommend and the **City Council** review and approve the update scope of work and public participation plan. |
| June, July, August | Each city department performs an internal assessment of existing goals and policies. Each department may decide to make no changes to existing goals and policies, or they may add, delete, and/or modify the goals and policies as they deem appropriate. The community development department updates the background section of the comprehensive plan. |
| September    | The community development department collates all of the changes and reviews same in accordance with the PSRC and Department of Commerce checklists. The updated changes are placed on the city’s comprehensive plan website for public review. The **City Council** receives report on update process. |
| October, November | The community development department provides an update report to the **PAB**.  
**PAB** conducts a community workshop/visioning process. As part of this process, members to the City’s nine advisory boards are invited to attend. Workshop is divided into three parts:  
Part 1 – review existing conditions report;  |
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<tr>
<td>December</td>
<td>Prepare workshop report; place on city’s comprehensive plan website. Assess public comments in relation to updated goals and policies as previously submitted by the city departments. Revise as necessary.</td>
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<tr>
<td>January 2014</td>
<td>Review workshop report with the PAB. Also review any changes to the plan goals and/or policies.</td>
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<td>{Separate from the comprehensive plan update process, the OEA JLUS begins. The JLUS update could significantly impact the comprehensive plan update because it could add additional land use restrictions in the Air Corridor and Clear Zones.}</td>
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<tr>
<td></td>
<td>The City Council receives report on update process.</td>
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<tr>
<td>February, March, April</td>
<td>Update comprehensive plan chapter introductions, maps and figures. The updated changes are placed on the city’s comprehensive plan website for public review.</td>
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<tr>
<td>May/June</td>
<td>The community development department finals the draft comprehensive plan update. The updated changes are placed on the city’s comprehensive plan website for public review.</td>
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<td>The PAB conducts a public hearing.</td>
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<tr>
<td>July/August</td>
<td>The City Council receives report on update process. City staff prepares a draft capital facilities plan (CFP). {CFP remains unassigned.}</td>
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<tr>
<td>September/October/November</td>
<td>Revise development regulations: ☐ Administrative amendments; ☐ Subdivision code; and</td>
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<td>ASSIGNMENTS</td>
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<td></td>
<td>Ø Housing incentives.</td>
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<td>{City has revised its critical areas ordinance in 2004, its site development and stormwater regulations in 2009, and SMP in 2013.}</td>
</tr>
<tr>
<td>November, December, January 2015</td>
<td>The community development department initiates SEPA (either a supplemental EIS or readopts existing EIS).</td>
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<tr>
<td>January 2015</td>
<td>The PAB conducts public hearing on the CFP and revised development regulations.</td>
</tr>
<tr>
<td>February</td>
<td>The City Council receives report on update process.</td>
</tr>
<tr>
<td>March</td>
<td>The community development department submits update materials to PSRC and the Department of Commerce. A 60-day comment period starts. At the same time, the comment period under SEPA begins.</td>
</tr>
<tr>
<td>May</td>
<td>The community development department receives comments and makes revisions. These are submitted to the PAB to provide a recommendation to the City Council.</td>
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<tr>
<td>June</td>
<td>The City Council conducts a Public Hearing and adopts comprehensive plan and development regulations update.</td>
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