



King County

**Proposed
Community Service Area
Subarea Planning Program
Restructure Plan**

In compliance with the 2017-2018 Biennial Budget Ordinance, Ordinance 18409, Sections 19 and 88, as amended by Ordinance 18602, Section 5, Proviso P2, and Ordinance 18602, Section 47, Proviso P3.

Office of Performance, Strategy and Budget

March 1, 2018

TABLE OF CONTENTS

A. Overview 3

B. Background and Purpose 3

C. Proposed Methodology for Subarea Planning Program 4

 1. Subarea Plan Scope..... 4

 2. Subarea Plan Approach..... 5

 3. Subarea Plan Timing..... 5

 4. Subarea Plan Program Staffing..... 6

 5. Disposition of Vashon-Maury Island Subarea Plan Action Items 7

D. Proposed Comprehensive Plan Update Schedule..... 7

 1. Comprehensive Plan Eight-Year Update Cycle..... 8

 2. Comprehensive Plan Adoption Schedule 8

 3. Comprehensive Plan Performance Measures Report..... 9

E. Relationship Between Restructure Plan and Ordinances 18602 and 18427 9

 Proviso Section A1: Policy Consistency 9

 Proviso Section A2: Budget Consistency 10

 Proviso Section B: Coordination between DPER and PSB 11

 Proviso Section C: Coordination among Departments on Policies and Actions 11

 Proviso Section D: Modifications to Subarea and Comprehensive Plan Schedule 12

Conclusion..... 13

Attachment A: Full Text of Provisos..... 14

Attachment B: Illustrative Approach for Subarea Plans..... 16

Attachment C: Illustrative Calendar for Major updates of Comprehensive Plan 17

A. OVERVIEW

This Proposed Restructure Plan includes amendments to the County's long-range planning activities, in compliance with the 2017-2018 Biennial Budget Ordinance, Ordinance 18409, Sections 19 and 88, as amended by Ordinance 18602, Section 5, Proviso P2, and Ordinance 18602, Section 47, Proviso P3. The provisos direct the Executive to file a plan, motion and ordinance to restructure the Community Service Area subarea planning program.

This Restructure Plan contains three substantive sections that respond to these provisos:

- Proposed Methodology for the Subarea Planning Program;
- Proposed Comprehensive Plan Update Schedule; and
- Relationship between the Restructure Plan and the Ordinances.

The Restructure Plan also follows up on a commitment made as part of the 2016 King County Comprehensive Plan to review the Comprehensive Plan update cycle and potentially schedule major updates in odd calendar years, in consideration of the biennial budget cycle.

In summary, the Restructure Plan proposes to maintain the subarea planning program, define the scope and standard work, define the plan development process, retain the program within the Department of Permitting and Environmental Review but shift it to the new Department of Local Services if it is approved, increase staffing to 3 full time equivalent positions, and establish clearer links to other departments and the budget process.

At the same time, the Proposed Restructure Plan shifts the Comprehensive Plan to an 8-year update cycle, aligns it with the Growth Management Act schedule, and shifts a few planning studies to a later date after the additional staff are hired.

These proposed amendments, if approved by the County Council, would allow for ongoing, sustainably managed subarea planning and provide improved planning services to residents in unincorporated King County.

B. BACKGROUND AND PURPOSE

In accordance with the Washington State Growth Management Act, Revised Code of Washington Chapter 36.70A, Subarea Plans are optional elements of a jurisdiction's Comprehensive Plan. Subarea Plans allow a jurisdiction to tailor its comprehensive plan and implement it in smaller areas in order to recognize their unique characteristics. They also allow residents to participate in the future planning of their neighborhoods and communities.

King County had a robust community planning program in the 1970s and 1980s but with the adoption of the first Growth Management Act plan in 1994, the program ceased. Since 1994, portions of the community plans have been incorporated into the Comprehensive Plan.

Funding for subarea planning was included in the 2015-2016 Biennial Budget. This allowed the County to reinstate the program which had been dormant for nearly twenty years. The 2016 Comprehensive Plan adopted the broad outlines of the new program, and identified the Community Service Areas as the geographic framework.

Since that time, two planning processes have occurred – Skyway-West Hill and Vashon-Maury Island. Based on these experiences, the Restructure Plan, along with the related motion and ordinance, includes proposals to clarify the goals of the program and to better support it over the long term. The Restructure Plan also includes proposals to better align the Comprehensive Plan update schedule with the timing of other countywide and regional planning activities, and broader growth management timelines.

C. PROPOSED METHODOLOGY FOR SUBAREA PLANNING PROGRAM

The provisos direct a review and evaluation of the subarea planning program, development of methodology to increase policy and budget consistency, and interdepartmental coordination, collaboration and consultation.

To address these directives, the proposed methodology contains the following framework components:

1. Subarea Plan Scope;
2. Subarea Plan Approach;
3. Subarea Plan Timing;
4. Subarea Plan Program Staffing; and
5. Shift Date for One Vashon-Maury Island Subarea Plan Action Item.

These framework components are further described below.

1. Subarea Plan Scope

To establish a clear and manageable scope, the following is proposed:

- *Develop Stand-Alone Plans:* The County would continue to develop stand-alone Subarea Plans. This includes plans for six rural Community Service Areas,¹ and five large unincorporated urban Potential Annexation Areas.² For the urban areas, the County would encourage joint planning with the cities affiliated for annexation.
- *Focus on Land Use and the Built Environment:* The plans would have a primary focus on land use issues, including a complete scan of all land use and zoning in each subarea, and review of Special District Overlays and property-specific development

¹ Bear Creek-Sammamish, Four Creeks-Tiger Mountain, Greater Maple Valley-Cedar River, Southeast King County Area, Snoqualmie Valley-Northeast King County, and Vashon-Maury Island

² Skyway-West Hill, North Highline, Fairwood, East Renton Plateau, and East Federal Way

conditions. The program would utilize existing functional plans (Transportation Needs Report, Regional Trails Report) to frame the discussion of other built environment topics.

- Establish Standard Work: In addition to the land use issues noted above, the standard content of subarea plans would include context-setting information such as demographics and growth-related trends, a review of existing and planned County programmatic work and capital projects for each subarea, and development of an implementation matrix identifying community priorities within the context of the County budget.
- Narrow Policy Development: As subarea planning is a way to implement the comprehensive plan in smaller areas, subarea plans would generally rely on the broad policies in the Comprehensive Plan. The amount of new policy development would be limited, in order to meet the proposed timelines and to ensure a base level of consistency across subareas. If policy issues arise that transcend CSA boundaries, they will be considered in future updates to the Comprehensive Plan.

2. Subarea Plan Approach

To help manage the plan development process, the following is proposed:

- Clarify Planning Process: The Subarea Plan development process would be similar to the Comprehensive Plan Update process. This approach includes: internal scoping with County departments, Councilmembers, and Council staff, external scoping with the community, development of a Public Review Draft Plan, a public comment period, development of an Executive Recommended Plan, and Council review and action.

To clarify the dates mentioned in this section, an illustrative planning approach is shown in *Attachment B*.

- Define Role for IDT: The role of the interdepartmental team³ is to serve as reviewers and subject matter experts and to ensure that actions and any policies included in Subarea Plans have documented support within their respective departments.

3. Subarea Plan Timing

To help clarify the timing for development of a plan, the following is proposed:

- Retain Two Year Process: Plans would be developed and adopted within a two-year timeframe, with Executive plan development occurring between July 1 and June 30, and Council review and adoption between July 1 and June 30 of the following year.

³ The Subarea Planning Program interdepartmental team consists of staff representatives from various county departments, including: Permitting and Environmental Review, Community and Human Services, Public Health, Natural Resources and Parks, Transportation, as well as the Office of the Prosecuting Attorney, and the Office of Performance Strategy and Budget

Subarea plan adoption would occur as part of an annual amendment of the Comprehensive Plan (see next section on Comprehensive Plan schedule changes).

- Update Program Calendar: The proposed program calendar is shown below. The overall program calendar has been extended due to direction to revisit the Skyway-West Hill Plan, a shift in the schedule for joint planning with Seattle on North Highline, the cessation of planning during the development of this proviso response, and the proposal to add the five major unincorporated urban potential annexation areas (PAAs).

The proposed calendar is designed so that Subarea Plans would not be adopted the same year that the Comprehensive Plan is adopted. Last, while the calendar would be extended, the order of plans included in the 2016 Comprehensive Plan would remain unchanged.

Note: Under this proposal, the planning year would start in July with Executive plan development, and Council adoption would occur in the summer two years later.

Planning Year	Adoption Year	Subarea Geography	Other Planning
2018	2020	Skyway West Hill PAA	
2019	2021	North Highline PAA	
2020	2022	Snoqualmie Valley/NE King CSA	
2021	2023	No Plan	8-Year Comp. Plan Update
2022	2024	Greater Maple Valley/Cedar CSA	
2023	2025	Fairwood PAA	
2024	2026	Bear Creek/ Sammamish CSA	
2025	2027	Southeast King County CSA	
2026	2028	Four Creeks/Tiger Mountain CSA	
2027	2029	East Renton PAA	
2028	2030	Federal Way PAA	
2029	2031	No Plan	8-Year Comp. Plan Update

4. Subarea Plan Program Staffing

To maintain an adequate level of service, the following is proposed:

- Increase Staffing to Three Full Time Positions: Staffing for the first two subarea planning processes was insufficient to manage the scope and schedule. The Executive proposes to retain the existing position and add two additional planners – one senior and one junior – for a total of three full time staff. This level of staffing would allow for program continuity, allow for rotating the lead in subsequent planning processes, and more staff support for internal and external coordination, collaboration, and plan implementation monitoring. It also allows for staff coverage in case of illness, parental leave, or family medical leave. The two additional positions would be considered as part of the 2019-2020 Biennial Budget. If

approved, the hiring process would start quickly, and the positions would likely be filled in the spring of 2019.

- Retain Function in DPER: The proposal is to retain the subarea planning program within the Department of Permitting and Environmental Review (DPER). However, the Executive anticipates transmitting a separate proposal in 2018 to establish a new Department of Local Services, including DPER, resulting in subarea planning being a function of the new proposed department. More information related to this reorganization would be provided at that time.
- Standard Implementation and Monitoring. The proposal is to include basic implementation and monitoring, including performance measures. It is expected that establishing best practices around monitoring would reduce or eliminate the need for workplan items as part of plan adoption.

5. Disposition of Vashon-Maury Island Subarea Plan Action Items

The Vashon-Maury Island Subarea Plan contains three workplan action items. The schedule for two of them – *Action 2: Sewer Local Service Area Report* and *Action 3: Affordable Housing Incentives Report* – is not proposed to be changed, and the Executive will transmit these as scheduled. Additionally, the Special District Overlay Evaluation contained in Ordinance 18602, Proviso P2 (B), is also proposed to be transmitted as scheduled.

However, in order to meet the Subarea Plan Timing noted above, and begin work on the Skyway-West Hill Subarea Plan, it is proposed that the date for *Workplan Action 1: P-Suffix Conditions* would shift from December 31, 2018 to June 30, 2021. Workplan Action 1 involves the review of the property-specific development conditions and special district overlays on Vashon-Maury Island. The year 2021 is when subarea planning is proposed to not occur as the County focuses on the major Comprehensive Plan update, and capacity would therefore exist for a study of this magnitude.

This proposed schedule change would create sufficient capacity in 2018 to allow the Skyway-West Hill Subarea Plan process to start and be ready for transmittal to the County Council by June 30, 2019, as discussed above.

D. PROPOSED COMPREHENSIVE PLAN UPDATE SCHEDULE

The provisos direct a review of the subarea planning program schedule in relationship to the Comprehensive Plan update schedule. The 2016 Comprehensive Plan also included direction to review the Comprehensive Plan update schedule in relationship to the Biennial Budget adoption schedule.

To address these directives, and following an evaluation of the range of local, countywide and state planning schedules, amendments to the Comprehensive Plan update schedule are proposed that contain the following framework components:

1. Comprehensive Plan Eight-Year Update Cycle;
2. Comprehensive Plan Adoption Schedule; and
3. Comprehensive Plan Performance Measures Report.

1. Comprehensive Plan Eight-Year Update Cycle

To help manage the scope and timing of the Comprehensive Plan update cycle, the following is proposed:

- *Shift to an Eight-Year Update Cycle:* The Comprehensive Plan has provided a robust structure for addressing state planning requirements, and recent four-year updates have focused on updating the plan to address emerging policy issues (e.g., affordable housing, equity in the built environment, climate change). Given the maturity of the plan, and the renewed interest in local planning, the proposal is to shift to an eight-year cycle for updating the Comprehensive Plan, consistent with the schedule in the Growth Management Act. This shift increases capacity to focus on local area planning, service delivery, and plan implementation.
- *Rely on Existing Suite of Annual Land Use Processes:* The existing land use processes are not proposed to be altered. These include: Annual Cycle Amendments, the Docket Process, the Four to One Program,⁴ Zone Reclassifications, Site Specific Land Use Map Amendments, and Area Land Use and Zoning Studies by Motion. These processes provide access for the public to receive planning services on an annual⁵ basis, and would be available to address issues that arise between plan updates.

The proposed calendar changes mean that a major update of the Comprehensive Plan would not be adopted the same year that the Biennial Budget is adopted.

2. Comprehensive Plan Adoption Schedule

To help align the Comprehensive Plan update cycle, the following is proposed:

- *Shift Transmittal from March 1 to June 30:* With the proposed shift to an Eight-Year Update Cycle, it is proposed that the next major update be adopted by June 30, 2023, corresponding to the state deadline. With this shift, transmittal of the Scope of Work to Council would shift to June 30. A year later, an Executive Recommended Plan would be transmitted to Council on June 30. The Council would have a year to adopt the plan. This shift would align the Comprehensive Plan schedule with timelines for

⁴ In response to a workplan action item in the 2016 Comprehensive Plan, the Four to One program is being reviewed with changes potentially proposed in 2012-19

⁵ State law allows the County to update its Comprehensive Plan more frequently than once a year under certain circumstances, as defined at Revised Code of Washington, Chapter 36.70A.130

updating countywide planning policies, multicounty planning policies, VISION 2040 and its regional growth strategy, countywide and jurisdictional growth targets, and more. The shift also creates better alignment with the planning activities of the incorporated cities and towns within King County.

- *Shift Docket Deadlines:* With the Comprehensive Plan calendar changes, the Docket deadline for submittals would shift from June 30 to December 31, and the deadline for a Docket Report transmittal would shift from December 1 to April 30. Given the current June 30 deadline, these changes are proposed to take effect in 2019. This means the 2018 Docket process and timelines would not change, but the 2019 Docket would, and the timeline would grant residents additional time to submit their Docket requests.

These changes would mean that no Subarea Plans would be adopted during the year the Council adopts the major update to the Comprehensive Plan.

3. Comprehensive Plan Performance Measures Report

To help ensure that the Scope of Work for the next major Comprehensive Plan update is informed by the Performance Measures framework, it is proposed that the 2018 report be shifted to March 1, 2021, prior to Scoping transmittal in June 30, 2021.

To clarify the dates mentioned in this section, an illustrative calendar is shown in *Attachment C*.

E. RELATIONSHIP BETWEEN RESTRUCTURE PLAN AND ORDINANCES 18602 AND 18427

The prior two sections describe the Restructure Plan for the subarea planning program as well as proposed amendments to the Comprehensive Plan update schedule. This section addresses how these relate to and implement the substantive requirements in both ordinances. The full text of the provisos is shown in Attachment A.

Proviso Section A1: Policy Consistency

The aforementioned Subarea Plan Methodology and amendments to the Comprehensive Plan Update schedule address methods to ensure that the subarea plans that are transmitted to the council would be consistent with current state law, the countywide planning policies and the Comprehensive Plan as follows:

- *Subarea Plan Scope:* By explicitly defining the scope, relying on the Comprehensive Plan policies and only tailoring subarea plan policies as needed, the policy consistency is greatly improved.
- *Subarea Plan Approach:* By defining the role of the interdepartmental team as reviewers, not writers of the Subarea Plan, capacity is created in the team for

consistency review. This is particularly true for the staff in the Office of Performance, Strategy and Budget (PSB).

- Clarify Planning Process: By defining a planning approach that includes internal scoping with County departments, development of a Public Review Draft Plan, and development of an Executive Recommended Plan, multiple milestones are created that allow for coordination around policy consistency.
- Subarea Plan Program Staffing: By establishing and maintaining adequate staffing levels, capacity and accountability is created to improve policy consistency.

This approach would result in improved policy consistency between subarea plans and other planning provisions and statutes.

Proviso Section A2: Budget Consistency

The aforementioned Subarea Plan Methodology and amendments to the Comprehensive Plan Update schedule address methods to ensure that the subarea plans that are transmitted to the council would be consistent with adopted county budget direction and appropriations and, if it would not be consistent, methods to both provide clarity where the plan would require additional appropriation to accomplish and to prioritize actions within the individual Community Service Area subarea plans, across all the Community Service Area subarea plans, and with other county budget priorities, as follows:

- Subarea Plan Scope: By establishing standard work, including sharing with each community the County's funded, planned, and unfunded projects in capital plans and functional plans, each community can weigh in with their priorities, which could then be considered as part of the biennial budget development process. This ensures that subarea planning process is supporting – not replicating – the budget process.
- Subarea Plan Approach: By creating a defined role for the interdepartmental team including documenting leadership support for proposed policies and actions within their respective departments, the Subarea Planning process would support budget consistency.
- Clarify Planning Process: By defining a planning approach that includes internal scoping with County departments, development of a Public Review Draft Plan, and development of an Executive Recommended Plan, multiple milestones are created that allow for coordination around budget consistency.
- Subarea Plan Program Staffing: By establishing and maintaining adequate staffing levels, capacity and accountability is created to improve budget consistency.

This approach would result in improved budget consistency and clarity between subarea plans and County budget processes.

Proviso Section B: Coordination between DPER and PSB

The aforementioned Subarea Plan Methodology and amendments to the Comprehensive Plan Update schedule address an evaluation of existing of and recommendation for future coordination and collaboration between the DPER and PSB, as required by King County Code 2.16.025 and 2.16.055 and Motion 14341 as follows:

- *Subarea Plan Scope*: By establishing standard work and relying on Comprehensive Plan policies, the likelihood for policy consistency is greatly increased. This significantly simplifies the coordination needs between DPER and PSB.
- *Subarea Plan Program Staffing*: By establishing and maintaining adequate staffing levels, capacity and accountability is created to support coordination between these departments.
- *Comprehensive Plan Adopted on Eight-Year Cycle*: By not developing a Subarea Plan in the same year as a major Comprehensive Plan update, capacity is created for staff to address Subarea Plan policy issues in the context of the Comprehensive Plan. This is part of the feedback loop between the Comprehensive Plan and Subarea Plans.

No changes to the King County Code are recommended to improve this coordination and collaboration, and therefore no ordinance implementing changes shall be transmitted. However, in addition to the bullets noted above, DPER and PSB are implementing the following strategies to increase communication and collaboration:

- Creating an integrated work program;
- Developing standard work processes and templates;
- Weekly joint team meetings at DPER;
- Weekly meetings between the acting DPER Director and Regional Planning Director;
- Using digital platforms for communication, scheduling, planning, and document sharing; and
- Establishing work space at PSB for DPER staff when they are downtown.

This approach would result in improved coordination and collaboration between DPER and PSB.

Proviso Section C: Coordination among Departments on Policies and Actions

The aforementioned Subarea Plan Methodology and amendments to the Comprehensive Plan Update schedule address methods to ensure that other departments are consulted in the Community Service Area subarea planning process and concur with the recommended

policies and implementing actions proposed in the executive-recommended subarea plans, as follows:

- Subarea Plan Scope: By establishing standard work and relying on Comprehensive Plan policies, the potential for policy consistency is greatly increased. By creating awareness in each community of currently funded and planned but unfunded projects, and by identifying community priorities for future funding, greater budget alignment is created.
- Subarea Plan Approach: By creating a defined role for the interdepartmental team to document leadership support for policies and actions within their respective departments, the potential for policy and action consistency is improved.
- Clarify Planning Process: By defining a planning approach that includes internal scoping with County departments, development of a Public Review Draft Plan, and development of an Executive Recommended Plan, multiple milestones are created that allow for coordination and collaboration.
- Subarea Plan Program Staffing: By establishing and maintaining adequate service levels, capacity and accountability is created to support coordination among departments.
- Comprehensive Plan Adopted on Eight-Year Cycle: By not developing a Subarea Plan in the same year that the major update is being developed, capacity is created for subarea planning staff to address policy issues in the context of the Comprehensive Plan. This is part of the feedback loop between the Comprehensive Plan and Subarea Plans.

This approach would result in improved consultation between DPER and other County departments, and result in documented leadership support for actions and policies in subarea plans.

Proviso Section D: Modifications to Subarea and Comprehensive Plan Schedule

The aforementioned Subarea Plan Methodology and amendments to the Comprehensive Plan Update schedule address an evaluation of the current proposed Community Service Area subarea planning schedule in Chapter 11 of the 2016 King County Comprehensive Plan, including whether one year is sufficient time to complete all necessary aspects the Community Service Area subarea plans, such as: community engagement and outreach; coordination, collaboration and consultation between King County departments; and refining recommendations to ensure compliance with the law. The evaluation also included consideration of modifying the Community Service Area subarea planning schedule to eliminate a Community Service Area subarea plan being transmitted as part of, or with, a

major update to the King County Comprehensive Plan. It also responds to directive in the 2016 Comprehensive Plan, as follows:

Subarea Plan Scope-Approach-Staffing: By establishing standard work and establishing and maintaining adequate staffing, it becomes feasible to develop and approve Subarea Plans on a two-year schedule. The *Clarified Planning Process* noted above would be similar to the Comprehensive Plan Update process. This approach includes: internal scoping with County departments, Councilmembers, and Council staff, external scoping with the community, development of a Public Review Draft Plan, a public comment period, and development of an Executive Recommended Plan.

The Executive has been able to accomplish these within a one-year time frame for the Comprehensive Plan, and would use this approach within a one-year timeframe for subarea plans. Subsequent to this, the Council would conduct its own year-long review and adoption process.

- *Comprehensive Plan Eight-Year Update Cycle*: By shifting to an Eight-Year cycle that occurs in a year that has no Subarea Plan, capacity is created and it becomes feasible to develop and approve Subarea Plans on a two-year schedule.

This approach would result in improved alignment in schedules of subarea plans, major updates to the Comprehensive Plan, and review and adoption of the Biennial Budget. It would also result in improved alignment between the County's long-range planning and other state, regional and countywide planning activities.

Note that changes to the schedule or scope of the Community Service Area subarea planning program are recommended, and an ordinance that implements those changes is transmitted with this Proposed Restructure Plan.

CONCLUSION

The Restructure Plan proposes a number of changes to the Subarea Plan Methodology and the Comprehensive Plan Update Schedule that respond to the direction in Ordinance 18602, Section 5, proviso P2, and Ordinance 18602, Section 47, Proviso P3. If approved by the County Council, the Restructure Plan would allow for ongoing, sustainably managed subarea planning and provide improved planning services to residents in unincorporated King County.

ATTACHMENT A: FULL TEXT OF PROVISOS

The provisos are found at Ordinance 18602, Section 5, Proviso P2, and Ordinance 18602, Section 47, Proviso P3.

PROVIDED THAT:

Of this appropriation, \$200,000 shall not be expended or encumbered, and no funds shall be expended or encumbered on Community Service Area subarea planning except for responding to this proviso, until the executive transmits a plan to restructure the Community Service Area subarea planning program, a motion that should approve the plan, and an ordinance that implements changes recommended by the plan to the King County Comprehensive Plan and the King County Code and references the subject matter, the proviso's ordinance, ordinance section and proviso number in both the title and body of the motion and a motion approving the plan is passed by the council.

The plan shall include, but not be limited to:

A. Methods to ensure that the subarea plans that are transmitted to the council will be consistent with:

1. Current state law, the Countywide Planning Policies and the King County Comprehensive Plan; and

2. Adopted county budget direction and appropriations, or if it will not be consistent, methods to both provide clarity where the plan would require additional appropriation to accomplish and to prioritize actions within the individual Community Service Area subarea plans, across all the Community Service Area subarea plans, and with other county budget priorities;

B. An evaluation of existing and recommendation for future coordination and collaboration between the department of permitting and environmental review and the office of performance, strategy and budget occurs, as required by K.C.C. 2.16.025 and 2.16.055 and Motion 14341. If changes to the King County Code are recommended to improve this coordination and collaboration, an ordinance implementing those changes shall be transmitted by the executive;

C. Methods to ensure that other departments are consulted in the Community Service Area subarea planning process and concur with the recommended policies and implementing actions proposed in the executive-recommended subarea plans; and

D. An evaluation of the current proposed Community Service Area subarea planning schedule in Chapter 11 of the 2016 King County Comprehensive Plan, including whether one year is sufficient time to complete all necessary aspects the Community Service Area subarea plans, such as: communing engagement and outreach; coordination, collaboration and consultation between King County departments; and refining recommendations to ensure compliance with the law. The evaluation shall also include consideration of modifying the Community Service Area subarea planning schedule to eliminate a Community Service Area subarea plan being transmitted as part of, or with, a major update to the King County Comprehensive Plan. If changes to the schedule or scope of the Community Service Area subarea planning program is recommended, an ordinance that implements those changes shall be transmitted by the executive.

The executive should file the plan, motion and ordinance required by this proviso by March 1, 2018, in the form of a paper original and an electronic copy with the

clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers, the council chief of staff, the policy staff director and the lead staff for the transportation, economy and environment committee, or its successor.

ATTACHMENT B: ILLUSTRATIVE PLANNING APPROACH FOR SUBAREA PLANS

The following provides a high-level illustration of how subarea plans would be developed by both the Executive and Council. It displays a linear sequence, however, many of the phases and tasks could overlap and both branches might vary from what is illustrated below.

Months	Phase	Tasks
Apr – June, calendar yr. 1	Pre-plan internal scoping	<ul style="list-style-type: none"> Public: Public notification that process is beginning Collaboration: departments, Council Technical: Background research, website development, data development, land use research
Executive plan development process		
July – Sep	Public scoping, Initiate plan development	<ul style="list-style-type: none"> Public: Convene stakeholders, meet with interested and relevant property-owners, Public Forum #1: land use and key issues identification Collaboration: departments, Council Technical: Research issues, develop data
Oct – Dec	Develop draft plan	<ul style="list-style-type: none"> Public: Meet with stakeholders, property-owners Collaboration: departments, Council Technical: Research, formulate options, begin to develop internal draft plan
Jan – Mar, calendar yr. 2	Refine and release draft	<ul style="list-style-type: none"> Public: Meet with stakeholders, property-owners, Public Forum #2: issue refinement Collaboration: departments, Council Technical: finalize draft, Release Public Review Draft Subarea Plan
Apr – Jun	Finalize and transmit draft plan	<ul style="list-style-type: none"> Public: Public Forum #3: review and input on Public Review Draft Collaboration: stakeholders, departments, Council Technical: revise draft, transmit Executive Recommended Plan
Council review and adoption process (<i>illustration of potential Council approach</i>)		
July – Sep	Initial review	<ul style="list-style-type: none"> Internal review, initial Councilmember review
Oct – Dec	Budget process	<ul style="list-style-type: none"> During budget process, review of draft plan would likely be paused
Jan – Mar calendar yr. 3	Committee review, develop draft	<ul style="list-style-type: none"> Council committee refinement of plan, engagement with public, release committee amendments
Apr – Jun	Finalize and adopt plan	<ul style="list-style-type: none"> Public input, public comment period, public hearing, SEPA review, full Council review and adoption

ATTACHMENT C: ILLUSTRATIVE CALENDAR FOR MAJOR UPDATES OF COMPREHENSIVE PLAN

The following table provides an illustration of the major Comprehensive Plan update process, with a focus on the proposed 2023 update. Note that some dates, such as the release of the Public Review Draft, are not statutory and may be adjusted, while still meeting the transmittal deadlines.

Month	Milestone	Comment
Dec		12/31 Docket deadline
Jan 2021		
Feb		
Executive plan development process		
Mar	3/1 King County Comprehensive Plan 2021 Performance Measures Report transmitted	
Apr		4/30 Docket report transmittal
May		
Jun	6/30 – Scope of Work for 2023 Update transmitted	
July		
Aug	8/31 – Scope of Work adopted by Council	
Sep		
Oct		
Nov		
Dec		12/31 Docket deadline*
Jan 2022		
Feb	2/1 – Public Review Draft released, Public Comment Period	
Mar		
Apr		4/30 Docket report transmittal*
May		
Jun	6/30 – Executive Recommended Plan transmitted	
Council review and adoption process		
Aug		
Sep		
Oct		
Nov		
Dec		12/31 Docket deadline*
Jan 2023		
Feb		
Mar		
Apr		4/30 Docket report transmittal*
May		
Jun	6/30 – 2023 Update adopted	

* Docket submittal during the major update may be addressed during the update process, or addressed in the following appropriate update cycle.

Office of Performance, Strategy and Budget

March 1, 2018



King County

THIRD DRAFT