



# Memorandum

Date: July 12, 2023

To: General Government Committee

From: Erika Smith-Erickson, Land Use and Housing Planner

Subject: City of Tumwater 2025 Comprehensive Plan Periodic Update Process  
Final Community Engagement Plan

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## I. What is Tumwater’s Comprehensive Plan Update 2025?

On a ten-year cycle, the City is required to conduct a 20-year Growth Management Act periodic update of its Comprehensive Plan and related development regulations. Responding to changes in the City since the last major periodic update of the Plan was completed in 2016; the Plan and development regulations will be updated to reflect the community’s vision and the state’s requirements for the Plan and related development regulations.

The City has created a slogan for the update, “Balancing Nature and Community: Tumwater's Path to Sustainable Growth.”

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate climate mitigation, adaptation, and sustainability goals and actions in all the individual Elements.

Work on the ten-year periodic update started last fall and the City is required to complete work by June 30, 2025. The periodic update will focus on:

1. Incorporating new community input
2. Updating population, housing, and employment forecasts
3. Reflecting changes in state law
4. Consolidating and refining goals and policies

The updated Comprehensive Plan will meet the requirements of the state Growth Management Act by helping protect the environment, quality of life, and economic development as well as be consistent with *Sustainable Thurston* and the *Thurston County-wide Planning Policies*.

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### **III. Community Engagement**

The objective of the community engagement process is to establish how the City will engage the community and stakeholders throughout the Comprehensive Plan periodic update. Staff will utilize the IAP2 process to identify target audiences and stakeholders

The community engagement process will be flexible and may be changed to take advantage of events and opportunities that may arise. The Community Engagement Plan utilizes identified tactics, strategies, and platforms to inform and consult the community and stakeholders in the periodic update. Staff will work with the City Communications Team to issue the final Community Engagement Plan that will guide this process.

#### **A. Community Engagement Plan**

The final Community Engagement Plan will incorporate the timeline for engagement below and the following elements:

1. The City Council approval of the periodic update work program.
2. The community participation and intergovernmental coordination procedures contained in Section 1.8.2 *Public Participation and Intergovernmental Coordination Procedures* of the Comprehensive Plan Land Use Element.
3. Coordination with the City Communications Team on Community Engagement Plan implementation.
4. Facilitation of review and discussion of the Comprehensive Plan Elements by the Parks & Recreation Commission, the Planning Commission, the General Government Committee, the Public Works Committee, and the City Council throughout the periodic update process.

5. A public hearing by the Planning Commission on the updated Comprehensive Plan Elements.
6. Adoption by the City Council of the ordinances to complete the periodic update process by June 30, 2025.

**B. Goals for the Periodic Update Community Engagement Effort**

The ten goals for the City's 2025 periodic update community engagement are to:

1. Provide information to enhance community understanding of issues.
2. Seek early and continuous involvement from people who care about the Comprehensive Plan and the community.
3. Offer opportunities for the community to provide feedback to staff, and appointed and elected officials.
4. Develop an accessible, equitable, and engaging Plan.
5. Make community-driven planning the priority for the Plan.
6. Highlight projects implemented since the last Comprehensive Plan periodic update.
7. Use a flexible, phased approach.
8. Integrate and consolidate goals from all Elements of this Plan.
9. Develop a Plan that is in an easy to read and understandable format.
10. Rely on multiple communications strategies, tactics, and platforms to share information.

**C. Stakeholders**

For an initial list of proposed stakeholders for the periodic update process, see Appendix A – *Stakeholders*.

**D. Media**

The Community Engagement Plan is expected to a variety of ways to involve and consult the community. Media to be used in the periodic update process will include:

1. Email Contact List

Staff will maintain a list of interested members of the community and stakeholders who will be notified of key meetings and other information related to the update process via email. The City's established email list will also be used to communicate with stakeholders.

2. City Council and Planning Commission Discussions

Staff will present information on the update process and community engagement effort during City Council and Planning Commission meetings throughout the periodic update. The community will be notified of key meetings and open houses via the periodic update webpage, social media, Tumwater On-Tap e-newsletter, and City email contact list.

3. Surveys

Online surveys will be available on the periodic update webpage during 2023 to assess community priorities. The visions, goals, and policies in the existing Comprehensive Plan will serve as a starting point when developing the survey questions.

Staff will recreate a survey that was mailed out in 2017, the “Share your vision for Tumwater” to an online platform with a selective mailing list. The survey yielded over ninety responses previously. City staff will take the lead in its development. Community members will be notified of surveys via email, the periodic update webpage, the City’s social media platforms, and other means.

4. Periodic Update Webpage

All materials associated with the periodic update, including a list of frequently asked questions, will be posted on the periodic update webpage on the City website. Additionally, feature stories will be posted on the homepage of the City website. New features proposed to the update webpage include a staff introduction section, an interactive map of meeting location and times, and visuals.

5. Social Media

Updates and notice of community meetings will be posted on the City social media platforms. Staff will work community partners to share updates.

6. News Releases and Media Advertisements

The City will issue news releases and advertise the survey, key open houses, and other parts of the periodic update process. Advertisements will be engaging and informative.

7. Open Houses

Open houses will allow City staff to discuss the periodic update with the community prior to the start of and during the legislative process. Staff will provide an overview of the periodic update to date, draft goals, and next steps. Information about open house dates and other key meeting dates will be widely distributed through news releases, social network blog, the periodic update webpage, the City social media platforms, and the email contact lists.

City staff will create interactive tools to engage involvement and interest. QR or scan codes will be posted at the open houses for easy accessibility to sign up for our email

notifications. City staff is considering giving pencils or stickers with the new City logo to residents who sign up for the Comprehensive Plan Update mailing list.

City staff will reach out to community groups, schools, and organizations to present why they should be involved with the Comprehensive Plan Update and how it relates to them. The goal of these presentations is to meet people where they are, ensuring equity and diversity. Staff is also working with other City Departments and the Communications Team to identify opportunities for an information booth or presence at City-sponsored events.

8. Planning Commission Public Hearing, Worksessions, and Briefings

Several Planning Commission worksessions will be held after the initial public briefing. The Planning Commission will conduct a public hearing to gather community comment on the draft Comprehensive Plan before developing findings of fact, conclusions, and recommendations that will be forwarded to City Council.

Public notice of the hearing will be published in accordance with state law and Tumwater Municipal Code at least 30 days prior to the date of the hearing. In addition to the required noticing procedures, notice will also be provided through a news release and the City's periodic update webpage, social media platforms, and email contact list.

9. City Council General Government and Public Works Committees

The City Council's General Government Committee and Public Works Committee will periodically review and discuss the periodic update. All meeting dates and materials will be posted on the City periodic update webpage, social media platforms, and email contact list.

10. City Council Public Hearing and Worksessions

The City Council will conduct a public hearing to gather community input on the Planning Commission recommendation on the draft Plan. Several City Council worksessions will be held after the initial public briefing. In addition to the required noticing procedures, notice will also be provided through news release and the City's periodic update webpage, social media platforms, and email contact list.

**E. Timeline for Community Engagement**

1. Phase I – Community engagement

*Summer 2023 – Winter 2024*

In Phase I, staff will begin to review the visions, goals, and policies in the existing Comprehensive Plan and prepare gap analyses of all its Elements. The community and stakeholders will be introduced to the periodic update process through a series of communications and asked to prioritize the Comprehensive Plan's vision, goals, and policies through a variety of media engagement methods, including surveys, , open

houses, informal meetings, presentations, the City periodic update webpage, social media platforms, and email contact list.

2. Phase II – Plan Development

*Winter 2024 – Spring 2024*

In Phase II, feedback gathered through the community engagement process will be incorporated into the draft Comprehensive Plan Elements. Staff will present the draft language to City advisory boards and commissions as well as focus groups comprised of subject-area experts for review and responses.

In addition to continuing to employ the strategies started in Phase I, Phase II will include consultation with the Historic Preservation Commission, Parks & Recreation Commission, Planning Commission, General Government Committee, Public Works Committee, and City Council as needed that will continue throughout the periodic update process. These groups, as well as external and internal stakeholders, will review and provide feedback on the draft Comprehensive Plan Elements. Feedback gathered through the community engagement process will also be shared with these groups.

Focus groups of technical experts will review those Comprehensive Plan Elements that are not represented through the City's boards or commissions. The focus groups will review and provide input into relevant draft Comprehensive Plan Elements. Feedback gathered through the community engagement process will also be shared with these groups.

Contact with the community will continue through a variety of media engagement methods, including surveys, open houses, informal meetings, presentations, the City periodic update webpage, social media platforms, and email contact list.

3. Phase III – Legislative Process

*Summer 2024 – June 30, 2025*

a. Draft Plan

The City will complete draft versions of the Comprehensive Plan Elements during Phase III. Access to the complete drafts of the Plan will be made available to the community through the City's periodic update webpage, social media platforms, and email contact list.

Relevant City advisory boards and commissions will develop recommendations that will be forwarded to the Planning Commission. All the focus group members will have an opportunity to review the work, as well.

b. Commission Worksessions and Public Hearing

The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan Elements. Opportunities for a joint worksessions will be considered.

The Planning Commission will then conduct a public hearing to gather community comment on the draft Comprehensive Plan before developing findings of fact, conclusions, and recommendations that will be forwarded to City Council.

Public notice of the hearing will be published in accordance with state law and the Tumwater Municipal Code at least 30 days prior to the date of the hearing. In addition to the required noticing procedures, notice will also be provided through the City's periodic update webpage, social media platforms, and email contact list.

c. City Council Adoption Process

The City Council's General Government Committee and Public Works Committee will periodically review and discuss the updates to the Comprehensive Plan Elements. All meeting dates and materials will be posted on the periodic update webpage and notice will be provided through means identified in the Community Engagement Plan.

The City Council will hold a number of worksessions to discuss the Comprehensive Plan Elements. The City Council will consider the recommendation forwarded by the Planning Commission. In addition to the required noticing procedures, notice of City Council meeting will also be provided through the City's periodic update webpage, social media platforms, and email contact list.

The process will culminate in the adoption of a new Comprehensive Plan by the Growth Management Act deadline of June 30, 2025.

## IV. Comments

Written comments are welcome at any time during the periodic update process. To be considered for the Planning Commission and City Council public hearings, formal written comments should be submitted by the deadline included in the public notices for the hearings. Staff will address and publish all formal comments.

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The periodic update email [compplan@ci.tumwater.wa.us](mailto:compplan@ci.tumwater.wa.us) will be used for project communications.

All documents related to the periodic update are located on the City's periodic update webpage. The address for the periodic update webpage will be ready by the end of June 2023.

## **V. Process and Schedule**

### **A. Comprehensive Plan Periodic Update**

1. Phase I – Start Community Engagement – Summer 2023 – Winter 2024
  - a. Develop Work Program – October through January 2023
  - b. Develop Community Engagement Plan – Spring – Summer 2023
  - c. Gap Analysis of Current Comprehensive Plan Goals and Policies – Summer – Fall 2023
  - d. Start Community Engagement Process – Summer 2023 through June 30, 2025
  - e. Consultant Selection and Contracting – Develop and issue request for proposals for consultant and consultant selection and contracting – Summer and Fall 2023
  - f. Data Gathering – Staff and consultants gather data and start review of the Comprehensive Plan Elements and maps – Summer and Fall 2023
  - g. Regional Review Coordination – Coordinate review of the Comprehensive Plan Elements with other jurisdictions – Starts Summer 2023
  - h. Initial Comprehensive Plan Element Review Meetings – Summer 2023 – Fall 2023
    - 1) Community Stakeholders – *For a complete list of stakeholders in the periodic update process, see Appendix A – Stakeholders.*
    - 2) Parks & Recreation Commission
    - 3) Planning Commission
    - 4) General Government Committee
    - 5) Public Works Committee
    - 6) City Council
2. Phase II – Plan Development – Winter 2024 – Summer 2024
  - a. Periodic Update Start – Staff and consultants start updates to draft Comprehensive Plan Elements and maps – Fall 2023
  - b. Individual Comprehensive Plan Element Discussions and Worksessions – Winter 2024 – Summer 2024



- 1) Community Stakeholders – *For a complete list of stakeholders in the periodic update process, see Appendix A – Stakeholders.*
- 2) Parks & Recreation Commission
- 3) Planning Commission
- 4) Public Works Committee
- 5) General Government Committee
- 6) City Council
- c. Complete Draft of Periodic Update – Staff and consultants complete draft of the Comprehensive Plan Elements and maps – Summer 2024
3. Phase III – Legislative Process – Fall 2024 – June 30, 2025
  - a. SEPA and Commerce Review – Fall 2024
  - b. Public Adoption Meetings – Fall 2024 to Spring 2025
    - 1) Parks and Recreation Commission
    - 2) Planning Commission
    - 3) Public Works Committee
    - 4) General Government Committee
    - 5) City Council
  - c. Submit Notice of Adoption to Commerce – Spring 2025

**B. Capital Facilities Plan Update – 2023**

1. Preliminary Docket Process – Winter 2023 – *Expected to also include the Old Highway 99 Corridor Study*
2. Develop Capital Facilities Plan – Spring and Summer 2023
3. SEPA and Commerce Review – Summer 2023
4. Final Docket Process – Fall 2023 – *Will include the Old Highway 99 Corridor Study.*

**C. Capital Facilities Plan Update – 2025**

1. Preliminary Docket Process – Winter 2025
2. Develop Capital Facilities Plan – Spring and Summer 2025
3. SEPA and Commerce Review – Summer 2025
4. Final Docket Process – Fall 2025

**D. Development Code Periodic Update Process – 2024/2025**

1. Gap Analysis of Current Development Code Regulations (Titles 16, 17, and 18) – Summer and Fall 2024 – *Will also include review of Chapter 3.50 TMC Impact Fees and Chapter 3.52 Tumwater Park Impact Fees*
2. Draft Ordinance – Staff and consultants complete draft ordinance – Winter 2025
3. SEPA and Commerce Review – Winter 2025
4. Public Adoption Meetings – Winter 2025 and Spring 2025
  - a. Planning Commission
  - b. Public Works Committee
  - c. General Government Committee
  - d. City Council
5. Submit Notice of Adoption to Commerce – June 30, 2025

## **VI. Appendix A – Stakeholders**

The following is the start of an initial list of internal and external stakeholders for the periodic update process. The list will be updated throughout the periodic update process.

### **External Stakeholders**

#### ***Community Members***

1. Residents
2. Neighborhood and Homeowner's Associations
3. Civic Groups
4. Parent-Teacher Associations
5. Employers and Employees
6. Students
7. Seniors

#### ***Regulatory and Advisory Agencies or Bodies***

1. City
  - a. City Council
  - b. General Government Committee
  - c. Public Works Committee
  - d. Planning Commission
  - e. Historic Preservation Commission
  - f. Parks & Recreation Advisory Board
  - g. Tree Board
2. Other Governments
  - a. State Department of Commerce
  - b. Thurston Regional Planning Council

#### ***Other Governments***

1. Chehalis Tribal Nation
2. City of Olympia
3. Nisqually Tribal Nation

4. Olympia School District
5. Squaxin Tribal Nation
6. Thurston County

***Other Public Agencies***

1. InterCity Transit
2. LOTT Cleanwater Alliance
3. Olympia School District
4. Port of Olympia
5. South Puget Sound Community College
6. State Department of Corrections\*
7. State Department of Ecology
8. State Department of Health\*
9. State Department of Fish and Wildlife
10. State Department of Labor and Industries\*
11. State Department of Natural Resources
12. State Department of Revenue\*
13. State Department of Transportation
14. State Parks and Recreation Commission\*
15. Thurston County Conservation District
16. Thurston Economic Development Council
17. Thurston County Public Health Department
18. Thurston Regional Planning Council
19. Thurston Thrives – Environment, Housing, and Climate Action Teams
20. Timberland Regional Library
21. Tumwater School District
22. Washington State University Thurston County Extension Office

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\* State agencies located in the City.

***Business / Development***

1. Employers
2. Kaufman Construction & Development, Inc.
3. Olympia Master Builders
4. Port Blakely
5. Tom Schrader
6. Puget Sound Energy
7. Thurston Chamber of Commerce
8. Tumwater Chamber of Commerce
9. Thurston County Realtors Association
10. Vine Street Investors / TransAmerica

***Environmental / Public Interest***

1. Black Hills Audubon Society
2. Friends of Trees
3. League of Women Voters
4. Restoring the Earth Connection
5. Thurston Climate Action Team
6. WSU Thurston County Extension Office

***Social Service Agencies***

1. Behavior Health Resources
2. Boys and Girls Club of Thurston County
3. Thurston Mason Lewis Area Agency on Aging
4. Together!
5. United Way of Thurston County

***Arts / Culture / Hospitality***

1. Explore Thurston County
2. Farmers Market

3. Hotels
4. Olympia and Beyond

**Other**

The following is a list of organizations that are or work with or advocate for frontline community members that we have identified in the community for future engagement, but have not developed relationships or contacts with the following:

1. Cielo
2. Hispanics Roundtable
3. Parents Organizing for Welfare and Economic Rights
4. Black Alliance of Thurston County
5. Egyhop
6. Soup Co-Op
7. Sidewalk
8. Standing Up for Racial Justice Olympia
9. Interfaith Works
10. YWCA
11. Northwest Immigrant Rights Program
12. Center for Independence
13. Civil Survival

**Internal Stakeholders**

1. Mayor
2. Councils, Commissions, and Boards
  - a. Arts Commission (Not Formed Yet)
  - b. City Council
  - c. General Government Committee
  - d. Public Works Committee
  - e. Historic Preservation Commission
  - f. Parks & Recreation Commission
  - g. Planning Commission

- h. Tree Board
- 3. Departments
  - a. Communications
  - b. Community Development
  - c. Executive
  - d. Parks & Recreation
  - e. Transportation & Engineering
  - f. Water Resources & Sustainability