

Community Engagement Plan for the City of Tumwater's 2023-2025 Comprehensive Plan Update

*Balancing Nature and Community: Tumwater's
Path to Sustainable Growth*



What is the 2025 Comprehensive Plan Update?

- Every ten years the City is required to conduct a periodic update of its Comprehensive Plan and development regulations to ensure it complies with the Growth Management Act.
- The last update 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 Comprehensive Plan and related development regulations.



What is a Community Engagement Plan?

- RCW 36.70.035 requires each Washington city and county to establish a public participation program for revisions to comprehensive plans and development regulations.
- The engagement plan will help the City establish how it will engage the community and stakeholders throughout the update using the IAP2 process.
- Community engagement practices creates a means for participatory local democracy by giving members of the public the opportunity to become directly involved in guiding policy decisions that will shape the future of their community.



Community Engagement Goals

1. Provide information to enhance community understanding of issues.
2. Seek early and continuous involvement from people who care about the 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.
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 and resource Plans.
9. Develop a Comprehensive Plan that is in an easy to read and understandable format.
10. Rely on multiple communications strategies, tactics, and platforms to share information.



How will the City will engage and consult with the Community?

- Public hearings, worksessions, and briefings will follow state law and Tumwater Municipal Code notification requirements.
- Staff will reach out to initial stakeholders and stakeholder groups, found in Appendix A of the staff report.
- Throughout each element staff will use the IAP2 process to identify target audiences and stakeholders.
- Staff will also utilize an email contact list, the Update webpage, social media, surveys, news releases, and open houses.



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.



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.



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.
- Community members will be notified of surveys via email, the periodic update webpage, the City’s social media platforms, and other means.



Periodic Update Webpage

- All materials associated with the periodic update will be posted on the periodic update webpage located on the City's website.
- The webpage will include: a list of frequently asked questions, Comprehensive Plan Update background and summary, and meeting information.
- New proposals to the update webpage include a staff introduction section, an interactive map of meeting location and times, and visuals.
- A section for the community to sign up for email notifications.



Social Media and News Releases

- Updates and notice of community meetings will be posted on the City social media platforms.
- Staff will work with community partners to share updates and surveys.
- The City will issue news releases to advertise surveys, key open houses, and other important information.



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.
- The goal of these presentations is to meet people where they are, ensuring equity and diversity.
- 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's social media platforms, and the email contact lists.
- City staff will create interactive tools to engage involvement and interest such as charades, pamphlets, displays, and comment forms.



2016 Public Engagement Timeline

Table 1. Timeline of Public Engagement

Date	Activity
Fall of 2015	Public opinion surveys delivered to citizens in the City and the Urban Growth Area and an online survey added to the City's website
October 15, 2015	Planning Commission Briefing
December 22, 2015	Planning Commission Briefing
January 12, 2016	Planning Commission Briefing
Winter of 2016	Utility bill insert questionnaires sent out
January and February of 2016	Telephone surveys conducted
January 26, 2016	Planning Commission Work Session
January 29, 2016	School Board Coffee Talk
February 2, 2016	Sustina Home Owners Coffee Talk
February 9, 2016	Black Hills PTA Coffee Talk
February 9, 2016	Planning Commission Work Session
February 16, 2016	Chamber of Commerce Coffee Talk
February 23, 2016	Planning Commission Briefing and Work Session
February 29, 2016	Tumwater University
March 8, 2016	Planning Commission Briefing and Work Session
Spring of 2016	Online public opinion survey closed and results studied
March 17, 2016	Public Works Committee Briefing
March 22, 2016	Planning Commission Briefing and Work Session
April 5, 2016	General Government Committee Briefing
April 20, 2016	Joint Planning Commission and Parks and Recreation Commission Briefing
April 26, 2016	Planning Commission Briefing and Work Session
May 3, 2016	Planning Commission Work Session
May 19, 2016	Joint Planning Commission and Historic Preservation Commission Briefing

Timeline for Community Engagement

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 the Comprehensive Plan Elements and Plans.
- The community and stakeholders will be introduced to the periodic update process.



Phase I – Community Engagement

- Website launch date: July 2023
- First public outreach meeting: Projected August 2023



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 and Plans.
- 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.



Phase II – Plan Development

Winter 2024 – Spring 2024

- Focus groups of technical experts will review those Comprehensive Plan Elements and Plans that are not represented through the City's boards or commissions.
- Contact and engagement with the community will continue.



Phase III – Legislative Process

Summer 2024 – June 30, 2025

Draft Plan

- The City will complete draft versions of the Comprehensive Plan Elements and Plans.
- Complete drafts of the Plan will be 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.



Phase III – Legislative Process

Summer 2024 – June 30, 2025

Commission Worksessions and Public Hearing

- The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan Elements and Plans.
- The Planning Commission will then conduct a public hearing.
- 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.



Phase III – Legislative Process

Summer 2024 – June 30, 2025

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 and Plans.
- The City Council will hold a number of worksessions to discuss the Plan's Comprehensive Plan Elements and Plans.
- The process will culminate in the adoption of a new Comprehensive Plan by the Growth Management Act deadline of June 30, 2025.



Comments and Contact information

Written comments are welcome at any time during the periodic update process. Staff will address and publish all formal comments.

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- The periodic update email is compplan@ci.tumwater.wa.us.
- All documents related to the periodic update will be located on the City's periodic update webpage.

